

THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, APRIL 5, 2023
6:00 p.m.

AGENDA

Members of the public wishing to attend can do so by attending in person to the Council Chambers located in the Administration Centre 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

- p. 1 a. **Delegation – Catherine Pan, Senior Development Manager- Brookfield Properties**
re: Brookfield Baxter Residential Subdivision
- p. 3 b. **Delegation – Marija Kiric**
re: 35 Centre St and Future Development of 325 Centre St, Angus

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

- p. 16 a. **Staff Report PD008-23 submitted by the Manager of Planning, re: 7788 9th Line – Proposed Telecommunications Tower – Xplornet Communications Inc.**

Recommendation: *Be it resolved that Staff Report PD008-23 be received; and That Council reconsider the application for a proposed telecommunication tower to be located at 7788 9th Line.*

- p. 26 b. **Staff Report PD009-23 submitted by the Manager of Planning, re: Request for Peer Review Results – Consultants for Environmental Review Services.**

Report Revised;
Recommendation
Revised based
on close of RFP
March 31, 2023
at 2:00 pm

Recommendation: *Be it resolved that Staff Report PD009-23 be received; and That Council authorize Staff to retain Azimuth Environmental Consulting Inc. as the primary consultant, and to retain Cambium Inc. as the secondary consultant for Environmental Peer Review Services.*

- p. 31 c. **Staff Report PD010-23 submitted by the Junior Planner, re: 59 Centre Street, Angus – Zoning By-law Amendment (Z5-22)**

Recommendation: *Be it resolved that Staff Report PD010-23 be received; and That Council approve an amendment to the Township's Zoning By-law 2003-50, for lands legally known as Plan 51M1129 Lot 60, municipally known as 59 Centre Street from Residential, Low Density, Detached R1-24 to Residential, Low Density, Semi-Detached R2-11.*

5. PARKS AND RECREATION / COMMUNITY SERVICES

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

- p. 40 a. **Staff Report PW002-23 submitted by the Manager of Public Works, re: Award of Quotation – Line Paint and Traffic Calming Pavement Markings.**

Recommendation: *Be it resolved that Staff Report PW002-23 be received; and That the quotation as received from Pavemar Paving Ltd for Line Paint and Traffic Calming Pavement Markings be accepted in the amount of \$26,350.00 (excluding HST) contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.*

- p. 44 b. **Staff Report PW003-23 submitted by the Manager of Public Works, re: Award of Tender – 2023 Street Sweeping.**

Recommendation: *Be it resolved that Staff Report PW003-23 be received; and That the quotation as received from Glen's Sweeping Ltd. for the 2023 Street Sweeping RFQ be accepted in the amount of \$44,800.00 (excluding HST) as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the Municipality; and That the Roads Superintendent be authorized to arrange for the necessary works to be completed.*

- p. 46 c. **Staff Report PW004-23 submitted by the Manager of Public Works, re: Award of Tender – 2023 Dust Suppressant Application.**

Recommendation: *Be it resolved that Staff Report PW004-23 be received; and That the quotation as received from Den-Mar Brines Ltd. be accepted in the amount of \$38,070.00 (excluding HST), to supply and place Calcium Chloride Dust Suppressant on the Township's gravel roads, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.*

8. FINANCE

- p. 49 a. **Staff Report TR007-23 submitted by the Manager of Finance, re: 2023 Angus BIA Budget.**

Recommendation: *Be it resolved that Staff Report TR007-23 be received; and That Staff be directed to prepare a By-law to establish the Angus BIA Tax Rating for the consideration of Council at a future meeting.*

9. CLERKS / BY-LAW ENFORCEMENT / IT

- p. 53 a. **Staff Report C007-23 submitted by the Deputy Clerk, re: Request for Municipal Resolution from Lost Meadows Apiaries and Meadery (6084 10th Sideroad, Egbert) to obtain a By-the-Glass Endorsement through the AGCO.**

Recommendation: *Be it resolved that Staff Report C007-23 be received; and That Council approve the request from Lost Meadows Apiaries and Meadery and direct staff to provide a letter of approval confirming Council's support of the issuance of the endorsement to the licence.*

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

- p. 64 a. **Staff Report CAO009-23 submitted by the Chief Administrative Officer, re: Development Charges Background Study and By-law.**

Recommendation: *Be it resolved that Staff Report CAO009-23 be received; and That Council receive the preliminary draft Development Charges results as presented for information on March 22nd, and which are now on Essa's website, and authorize Hemson Consulting to proceed in drafting and releasing a Development Charges Background Study Report and associated Development Charges By-law that considers the use of a Township-wide approach and Area-Specific approach (for water and wastewater services); and That Council consider authorizing Staff to advertise and hold a Public Meeting to receive public comments on the Draft Development Charges Background Study; and That Council consider authorizing Hemson Consulting to finalize the Development Charges Background Study and report back to Council for approval and consider passing a Development Charge By-law at its June 21st meeting.*

- p. 110 b. **Staff Report CAO010-23 submitted by the Chief Administrative Officer, re: Strategic Plan for Essa Council 2023.**

Recommendation: *Be it resolved that Staff Report CAO010-23 be received; and That Council select _____, at 6pm, to meet to learn about strategic, financial and capital planning, as each plan all relates to one another, in accordance with Section 239(3.1) of the Municipal Act and further, that staff advertise as necessary.*

11. OTHER BUSINESS

12. ADJOURNMENT

Recommendation: *Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at _____ p.m., to meet again on the 19th day of April, 2023 at 6:00 p.m.*

Brookfield Properties

Date: March 14, 2023

Clerk's Office
Township of Essa
5786 Simcoe County Rd 21
Utopia, ON L0M 1T0

Speaking Notes for April 5, 2023 Township of Essa Council Meeting Item: Brookfield Baxter Residential Subdivision

The following represents speaking notes for a delegation to be delivered on April 5, 2023 to members of the Township of Essa's Township Council.

- The Province of Ontario has prioritized advancing housing supply as there simply are not enough homes being built across Ontario in order to meet demand - including right here in the Township of Essa.
- Brookfield has been working towards developing housing and community amenities in the Baxter community since purchasing the property in 2017.
- To date, Brookfield has constructed a stormwater management pond, funded the upgrade of Baxter's Water Booster Station, made servicing and road improvements along Denney Drive, serviced our first phase of construction, completed the amended Environmental Assessment process for the wastewater treatment facility, built two model homes and have an additional 5 model homes under construction. As a result, we have a shovel ready project.
- Due to various project setbacks, Brookfield has been forced to delay housing construction starts from 2021 to 2023. At present, there remains significant concerns of a viable home construction program in 2023. The livelihoods of Brookfield's employees and local contractors are at stake.
- We are at an important point in the development process where we feel the release of building permits is appropriate and have requested that the Subdivision Agreement and Wastewater Treatment System Servicing and Responsibility Agreement be drafted to permit the timely release of building permits.
- We ask for Township Council's support in the urgent and timely endorsement of the Environmental Compliance Approval (ECA) for the Wastewater Treatment Plant and Amending ECA for the gravity main and wet well such that Brookfield can deliver this important infrastructure and commence our Phase 1 home building program.

- We ask for Township Council's support in the urgent and timely finalization and execution of a Subdivision Agreement and Wastewater Treatment System Servicing and Responsibility Agreement such that Brookfield can proceed to deliver new homes to the Baxter community.
- We wish to thank Township staff and their consultants for all of the time and effort they have put into the development thus far.
- As the item is discussed, we are available to answer questions from Council.

Yours truly,



Catherine Pan
Brookfield Properties
catherine.pan@brookfieldpropertiesdevelopment.com



Essa Township Delegation

Agenda

- Intro
- Background
- The ask of council
- Q+A

⌘



The purpose of this delegation is better understand the township's approach to development and reiterate the constituents concerns, amid a time of tremendous change.



2001 Growth Plan

- The current Essa Growth Plan was developed in 2001 with the objective of guiding the town's growth and development over the next 20 years. Pg 5
- One of its goals was to preserve and protect significant natural heritage features and their ecological functions. Pg 8
- 6 • The growth plan also states that an Environmental Impact Study is required where development and/or site alterations are proposed within or adjacent to all Environmental Designations. Pg 47
- Nottawasaga Conservation Authority approval is required for any work that interferes in any way with a stream system, or the construction of any structure in a wetland. Pg 48
- There has been consistent development West of 5th line, with the most recent at 365 Centre being built directly on designated woodlands.

<https://www.essatownship.on.ca/media/3sshixi4/official-plan.pdf>

Image source <https://opengis.simcoe.ca/> Woodlands and Well head vulnerability



2013 Growth Strategy

- The majority of future growth is to be directed to the Angus Settlement Area.
- The County Official Plan has incorporated the numbers from Schedule 7 of the Growth Plan in Table 1 Projection by Municipality for 2031. Thus, the projections for the Township of Essa are as follows: Population: 2006 - 17,600 persons Employment: 2006 - 7,700 jobs Population: 2031 - 21,500 persons Employment: 2031 - 9,000 jobs
- One of its goals was to preserve and protect significant natural heritage features and their ecological functions. Pg 8
- The priority area for growth in the Angus Settlement Area shall be lands within the Built Boundary. Within the Built Boundary, Council shall encourage the redevelopment and intensification of lands and will as far as possible and within their legislative powers, fast track applications which meet the goals and objectives of the Township.
- Consideration is to be given to the development being compatible and connected to adjacent lands; being adequately serviced with municipal water and sewer; being compatible with the natural environment and lands subject to environmental constraints; incorporating active transportation facilities including trails, cycling facilities and the separation of pedestrian and vehicular routes; providing a mix of housing; providing a mix of uses.

<https://www.essatownship.on.ca/media/2zqo0cuu/essa-growth-strategy.pdf>
Image source <https://openGIS.simcoe.ca/> Woodlands and Well head vulnerability

1. Within the Built Boundary of Angus

Type of Application & File No.	Development Name	Dwellings			Total
		Single	Semi	Row	
Registered Plan E196006	Riverview Phase 1	39	56	13	108 ⁽¹⁾
Registered Plan E196006	Riverview Phase 2	137	60	53	250 ⁽²⁾
Draft Approved E10603	ATF	—	—	95	95
Application	Stonemount Block 13	—	—	20	20
Development No Application	36 Mill Street	7	—	—	7
Totals		183	116	181	480

⁽¹⁾ Under construction/built **88 units**

⁽²⁾ Under construction/built **92 units**

Total 180 units

2. Outside the Built Boundary but in the Angus Settlement Area

Type of Application & File No.	Development Name	Dwellings			Total
		Single	Semi	Row	
Registered Plan E0401	Brownley Meadows	210	110	56	376 ⁽¹⁾
Draft Approved 43T91011	Stonemount	108	70	—	178
Draft Approved E10503	Queensgate	163	—	—	163
Draft Approved 43T94007	Victoria Village	68	70	39	177
Draft Approved E10701	Brownley Meadows Phase 2	90	114	40	244
Application	Maple Lane	—	—	41	41
Application	Stonemount Block 12	2	40	—	42
Development No Application	21 Vernon	21	—	—	21
	24 Vernon	135	—	—	135
	6477 Brown's Line	45	—	—	45
	8291 Fourth Line	90	—	—	90
	2 Alma Street	24	—	—	24
	Stonemount Block 12	33	—	—	33
	Stonemount Phase 5	—	—	20	20
	8928 5 th Line	75	—	—	75
	35 Centre Street	30	—	—	30
	325 Centre Street	90	—	—	90
Totals		1184	404	196	1784

⁽¹⁾ Under construction/built **351 units**

Official Plan Review Discussion

Paper #2 -Draft (March 2020)

- Efforts have begun on Drafting an updated plan in 2020 – but given the timing and global events it seems to not be finalized
- I've provided some comments and responses relevant to this delegation

Would like more protection on the flood prone areas in Angus where all development is focused for intensification.	New Official Plan will include appropriate mapping and policies regarding flooding in accordance with Provincial requirements.	The watershed resources, agricultural land wealth, presence of CFB Borden, heritage and Simcoe Forests surround our people with the richness of life that is to be treasured. The Official Plan Review is a great opportunity and should reflect this positive-Essa reality.	New Official Plan should reflect the unique character and make use of Essa Township 58/191	It is our understanding that Essa has already achieved the population growth envisioned by 2031. There is nothing in the current discussion papers that reflects this. Identifying gaps which must be addressed or lessons-learned based on prior development decisions. We ask that the OP development team review the current statements in the draft which assume provincial support for environmental protection measures, incorporating additional measures within the plan to ensure support the Township's environmental priorities.	As set out in the Discussion Paper, no changes to the existing settlement areas or boundaries are proposed at this time. However, as the County MCR study progresses, further review of urban lands as part of the OP process may be required. The natural heritage system of the Township is to be identified and protected by the new Official Plan.
Our natural areas must be protected as it causes issues and damage.	New Official Plan will identify and protect natural heritage areas	The watershed, with its myriad of tributaries, woodlots and head creeks, provides an opportunity to protect and advance this uniqueness. These resources are tremendous assets and provide for the well-being of our community, both in a natural way and in terms of economic activities and opportunities. Given the possible threats to this balance by encroaching development pressures, these tremendous assets need to be protected and enhanced.	The natural heritage system of the Township is to be identified and protected by the new Official Plan. The County MCR study will also refine the Provincial Natural Heritage System for inclusion in the County and Essa OPs.	The Official Plan should have a detailed map of what current is available throughout the Township; identify the gaps and set a plan how to correct the gaps.	New OP will have multiple land uses schedules.
We are able to predict the flood more reliably and if the protocols are adjusted slightly in Angus, the normal spring floods are very predictable, what is not predictable is what happens when some physical thing is happening to the flow such as an ice/fog dam in the swamp. When you have the regional floods (100 year flood) water is coming from north to south and recommends it will be possible for the municipality to protect the town by utilizing the 400-500 acres on the highway, not a whole lot of development there and should be kept that way, he believes that it would be able to flood proof the town of Angus by raising the grade on the 400-500 acres.	New Official Plan will incorporate flood mapping and provide policies in accordance with Provincial requirements. 57/191	Floodway OP mapping pre 2006 (Schedule B) be reinstated and that the newer version showing low velocity fingers and puddles be abandoned. The new mapping is in contradiction with Township Zoning by-law 2003-50. A floodway is high velocity, the Flood Line is low velocity.	New Official Plan will incorporate appropriate flood mapping and provide policies in accordance with Provincial and conservation authority requirements. 62/191	There needs to be a plan for wildlife corridors throughout the Township. Right now, it is piecemeal, dependent on private landowners and their decisions. Some subdivisions that are being developed have wholesale destroyed forest lands and wildlife habitat, putting pressure on other sections of the township. A corridor system throughout the township should be identified and protected.	The natural heritage system of the Township, including significant woodlands, is to be identified and protected by the new Official Plan. Significant wildlife habitat is also to be considered. 60/191
Need to tighten our protections on natural wetlands	New Official Plan will identify and protect natural heritage areas including wetlands.				
For development to occur in commercial/industrial/residential it should be mandatory to do a flood line study and Environmental Impact Study	Agreed.				
OP should look at science in future development in the area of Angus, for intelligent change to take place.	Agreed.				
In Angus they are converting prime Agricultural farmland to residential	Lands within designated Settlement Areas are permitted to convert to appropriate urban uses in accordance with previous approvals.				

Developments

- Woodland Creeks under construction at 365 Centre St, Angus has a total of 155 units that range in price from \$1,221,990 to over \$1,246,990
- 365 Centre St. was not provisioned on the growth plan.
- Pinewood Trails of Angus is almost completed at 400 Centre Street has a total of 52 units within 7 blocks of townhomes. Phase 2 – includes an additional 21 units. Total units 73 – Starting from \$679
- 400 Centre St was not provisioned on the growth plan
- The following are adjacent properties are stated
 - 8928 5th Line – Provisioned for 75 units
 - 325 Centre – provisioned for 90 units
- 228 units were approved to build NOT growth strategy provisioned sites but directly adjacent to the 165 provisioned units

<http://woodlandcreeks.ca/>

<https://towncoredevelopments.com/portfolio/pinewood-trails-of-angus/>



Developments

- Understanding that the township is no way responsible for the dealings or claims of developers until an official request has been submitted, these are in the public domain
- Riverlea
 - Also by Sunny Communities – the developer listed on the Proposed Sale Documents of 325 Centre
 - Registration phase with unit total of **194 units**. Sizes range from 1600 to 3500 square feet.
- Pine River Woodlands Collection
 - 39 Latimer Ave
 - Easily over 50 units, exact figure not disclosed – site plan below
- Bank Street – 35 Centre
 - In Progress and on the Growth Strategy
 - by SanDiego Homes currently under construction at Centre Street, Angus. Available units range in price from \$1,430,900 to over \$1,580,000. Riverside Living has a total of **178 units**. Sizes range from 1525 to 3900 square feet.
- Every single development lists adjacency to conservation, nature, protected land – which we know not to be the case

<https://www.riverleahomes.ca/>

<https://www.homesinangus.ca/new-home-community-and-site-plan/>

<https://www.sandiego-homes.ca/community/riverside-living/>



The Last 10 Years

- Key ways in which climate change has/will impact the Canadian economy¹
 - Impacts from extreme events and natural disturbances
 - Impacts on buildings and infrastructure
 - Impacts on the production and prices of, and the demand for, goods and services
 - Costs related to the impacts on public safety, health and welfare of populations
 - Impacts resulting from hydrological changes in lakes and streams
- Ontario Climate Change and Health Modelling Study²
 - Climate change is not simply an environmental problem – it poses a serious public health challenge. Bridging the divide between the human health and environmental impacts of climate change is the key to promoting healthy environments – both natural and built
- Passing of Bill23 – More Homes Built Faster Act³
 - The revised Bill withdrew several restrictions previously proposed, leaving untouched third-party appeal rights of official plans and zoning by-laws.
 - This is significant. Official plans set future directions of communities and community-wide policies, while zoning by-laws establish the specific boundaries of particular types of land use within the community.
- The global effects of the Pandemic

¹ <https://natural-resources.canada.ca/changements-climatiques/impacts-adaptation/overview-climate-change-canada/10321>

² https://www.health.gov.on.ca/en/common/ministry/publications/reports/climate_change_toolkit/climate_change_health_modelling_study.pdf

³ <https://www.ola.org/en/legislative-business/bills/parliament-43/session-1/bill-23>

NVCAs Response to Bill23¹

- In review of the proposed legislation, there appears to be inconsistency regarding protecting lives and properties from natural hazards. While conservation authorities will be able to comment on natural hazards for new developments under the Planning Act, there is a proposal to exempt developments that have historic Planning Act approvals from natural hazard permits. Ontario Climate Change and Health Modelling Study
- In addition, conservation authorities will also be prohibited from entering into agreements with municipalities to comment on natural heritage, and select aspects of stormwater management reviews. In the Nottawasaga Watershed, one important component of natural heritage is wetlands. They are important for flood control, water filtering, groundwater recharge and discharge and provide important fish and wildlife habitat
- Wetlands are currently evaluated under the Ontario Wetlands Evaluations System. In the Nottawasaga Watershed, there are 33 provincially significant wetlands (PSW), 34 important but non-provincially significant wetlands as well as approximately 80 wetlands and wetland complexes in the Nottawasaga watershed that are unevaluated, but would likely become provincially significant if they were evaluated
- In addition to mitigating flooding, wetlands are intrinsically connected to larger natural heritage systems which includes other habitats like streams, rivers and forests. As biodiversity hotspots, wetlands are home to species at risk, and provincially and regionally rare species, as well as a number of other fish, wildlife and vegetation.
- As noted above NVCA is here to work with key stakeholders to address housing issues in the Nottawasaga Watershed. The Executive Members of NVCA's Board of Directors recommend municipalities retain the option to enter into agreements with conservation authorities, and that the Ontario Government pause Bill 23 and continue to work with conservation authorities through the multi-stakeholder CA Working Group established in 2021.

¹ <https://www.nvca.on.ca/Shared%20Documents/NVCA%E2%80%99s%20statement%20in%20response%20to%20Bill%2023,%20the%20More%20Homes%20Built%20Faster%20Act.pdf>


The official plan is from 2001 and the Growth Strategy is from 2013.

TOO MUCH HAS CHANGED.

We need a **current plan + strategy to drive our township forward** amid countless political, environmental and social pressures we did not have 9 years ago.

We **CANNOT** brush aside the impact to our natural habitats, watershed + infrastructure.

image source: <https://www.google.com/url?sa=i&url=https%3A%2F%2Fwww.alltrails.com%2Ftrails%2Fcanada%2Fontario%2Fnotawasaga-river-trail&psig=AOvW00y7E51eIbnolVCSjIIN2w&ust=1679933287701000&source=images&cd=1&ved=0CBAQIRqtFwoTCFD9i619-10CF0AAAAA4AAAAABAE>



Pause on approving future development applications until a current Official Plan + Essa Growth Strategy document can be created.

image source:
https://www.google.com/url?sa=i&url=https://www.wikipedia.org/wiki/%2FESSA%2C_Ontario&psjc=AONVAw2lFNEX45BUNH0JUXznZpIA&ust=1679937808826000&source=images&cd=vfe&ved=DCBIAQlRxnFw0TgKClms1T-1oCF0AAAAAdAAAAABAE

Thank you.

Q + A



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD008-23

DATE: April 5th, 2023

TO: Committee of the Whole

FROM: Samuel Haniff
Manager of Planning

RELATED APPLICATION: PD007-23

SUBJECT: 7788 9th Line
Proposed Telecommunication Tower
Xplornet Communications Inc.

RECOMMENDATION

That Staff Report PD008-23 be received; and

That Council reconsider the application for a proposed telecommunication tower to be located at 7788 9th Line.

BACKGROUND

On March 22, 2023 Staff Report PD007-23 was submitted to the Committee of the Whole by the Manager of Planning, Samuel Haniff, that recommended to Council that Staff provide a Letter of Concurrence to a tower applicant, Xplornet Communications Inc.

The Township had been notified by Xplornet that a 45m self-support lattice tower was proposed at 7788 9th Line and that the purpose of the proposed tower was to improve wireless internet services to those in the immediate area of Ivy.

At its meeting of March 22, 2023, Council defeated (voted down) the recommendation contained in the attached report (**Attachment A**). Limited public notification was raised as a concern by Councillors.

CONSIDERATIONS

On March 28, 2023, Xplornet Communications Inc. agreed to expand notification about the proposed communication tower (**Attachment B**) to residents in the immediate area of 7788 9th Line (**Attachment C**).

FINANCIAL IMPACT

N/A



Manager of Finance Approval

SUMMARY/OPTIONS


Council may:

1. Take no further action.
2. Receive Staff Report PD008-23 and reconsider the application for a proposed telecommunication tower to be located at 7788 9th Line on the basis that the applicant has proceeded to expand on providing notice to residents in the area.
3. Direct Staff in another manner Council deems appropriate.

CONCLUSION

Option #2 is recommended, given that additional residents in the vicinity of the proposed tower have now been provided with notice of the proposed tower and the Township has not heard of any objections as of the date of writing this report.

Prepared and Submitted by:



Samuel Haniff, BURPI., MCIP, RPP
Manager of Planning

Reviewed by:



Colleen Healey-Dowdall
CAO

Attachment A: Staff Report PD007-23

Attachment B: Xplore Mail Notification to Residents dated March 28, 2023

Attachment C: Mailing List and Map of Residents included in expanded notification



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD007-23

DATE: March 22nd, 2023

TO: Committee of the Whole

FROM: Samuel Haniff
Manager of Planning

SUBJECT: Proposed Telecommunication Tower, 7788 9th Line, Xplornet Communications Inc.

RECOMMENDATION

Staff Report PD007-23 be received; and

That Council consider approving an application for a proposed telecommunication tower to be locate at 7788 9th Line.

BACKGROUND

The Township has been notified by Xplornet Communications Inc. that a proposed 45m self-support lattice tower is to be located at 7788 9th Line, in the centre of the subject site behind the existing barn, setback 250m from 9th Line (See Attachment A). The proposed tower includes a 45m self-support lattice tower. Radio equipment is installed on the upper portion of the tower that will provide wireless internet services to Xplornet customers in the community. An equipment cabinet is installed at the base of the tower to process the radio equipment, with a leasehold area of 15.0m X 15.0m. The tower will have an anti-climb installation on the base, and the base will remain natural. Any requirements for an approved entrance and/or NVCA permissions will be sought out by Xplornet Communications Inc.

The purpose of the installation of the tower is to improve wireless internet services to those in the immediate area of Ivy, more specifically those who are Xplornet customers. As per the Department of Innovation, Science and Economic Development Canada (ISED) for public consultation on the installation of Telecommunication Towers, the applicant must consult with the local municipality, as well as the public. The applicant has informed this office that public consultation took place via mail-out to neighbours within a radius of 135m, as per ISED standards under the Radiocommunication Act, as well as placed an advertisement in the Borden Citizen and Alliston Herald. Under this protocol, the applicant is to address all reasonable and relevant concerns, make all reasonable

efforts to resolve them in a mutually acceptable manner and must keep a record of all associated communications.

COMMENTS AND CONSIDERATIONS

ISED is responsible for regulating radio and telecommunication in Canada and for authorizing the location of the telecommunication facilities. Companies are required to consult with Navigation Canada, Transport Canada, and the municipality prior to erecting communication towers, but the municipality is not the approval authority.

The municipality's concerns are taken into consideration, and the licensing process will be delayed for negotiations if the Municipality does not support the application. If the applicant for the Telecommunication Tower cannot reach an agreement with the land-use authority, ISED will decide on the appropriate course of action, using the information provided by both parties.

Furthermore, Planning Staff would like to stress, ISED has stated all antenna towers have to satisfy all technical requirements and comply with Health Canada's Safety Code 6, which imposes strict limits on the radio frequency energy sent out by any antenna tower. Health Canada continues to monitor all domestic and international scientific evidence on radiofrequency, electric magnetic fields (EMF) and health. If new scientific evidence were to show that exposure to radiofrequency EMF at levels below the Canadian limits is a health concern, they would take action to protect all our health and safety.

Through the consultation process, the proponent must seek a letter of concurrence from the local municipality. It is expected that following the consultation process, the municipality would supply the required letter once Council and Staff have reviewed any concerns.


According to the Township's Zoning By-law (2003-50), the subject property is zoned as Agricultural and Rural. According to the Township's Official Plan, the subject property is designated as Agricultural and Rural. The portion of the site proposed to house the tower is zoned Agricultural and designated Agricultural (see Attachment B).

The Township's Official Plan does not restrict telecommunication towers in Agricultural designations. Further, this use would be permissible in accordance with the Township's Zoning By-law which stipulates per Section 4.12d) that "Nothing in the By-law shall prevent the use of any land for the erection or use of any building or structure for the purpose of a public service by the Corporation of the Township of Essa, any telephone or communications company", provided that a municipality provides a letter of concurrence in accordance with federal requirements.

Currently, Staff do not object to the proposed use and recommend Council to endorse the attached Letter of Concurrence (Attachment C) for the property at 7788 9th Line.

FINANCIAL IMPACT

None. The proponent has provided the required fee in the amount of \$1000 to cover staff time.



Manager of Finance Approval

SUMMARY/OPTIONS

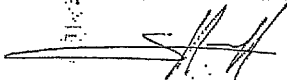
Council may:

1. Take no further action.
2. Direct Staff to provide the Letter of Concurrence to the applicant for 7788 9th Line
3. Direct Staff in another manner Council deems appropriate.

CONCLUSION

Option #2 is recommended.

Prepared and Submitted by:



Samuel Haniff, BURPI., MCIP., RPP
Manager of Planning

Reviewed by:



Colleen Healey-Dowdall
CAO

- Attachment A – Request for Concurrence Letter (with maps)
- Attachment B – Township Zoning and Designation Maps
- Attachment C – Draft Concurrence Letter



TELECOMMUNICATIONS | CONSTRUCTION

Tel: (905) 928-9481

Fax: (888) 622-4939

482 South Service Road East, Suite 130

Oakville, Ontario L6J 2X6

www.forbesbrosLtd.ca

B

March 28, 2023

Re: MAIL NOTIFICATION – XPLORE INC.

Proposed 45m Self-Support Lattice Tower Site

7788 9th Line, Thornton, ON

Site ID: IVY – ON7965

Dear Current Resident / Owner,

Forbes Bros. Ltd. is providing this mail notification on behalf of Xplore Inc. to notify you of the proposed 45m self-support lattice tower site located at 7788 9th Line, Thornton, ON.

The proposed location is within an optimal area to provide improved wireless internet services to the community.

The purpose of this notification and public consultation is to allow submissions or request for additional information from the local community and for the proponent to address all relevant questions and concerns. The Proponent and Land-Use Authority contact information can be found at the end of the notification and may be submitted until the closing date of Friday, April 14, 2023

At the end of the public consultation process, if the Proponent is satisfied that it has addressed all relevant questions and would like to move forward with the installation, a request for a letter of concurrence will be submitted to the Township of Essa along with all correspondence from the public consultation process.

Sincerely,

Jay Lewis

Land Acquisition & Government Relations

Forbes Bros. Ltd.

Proposed Site Details:

Site Address: 7788 9th Line, Thornton, ON

Latitude: 44.301317° **Longitude:** -79.781180°

Legal Description: PT E 1/2 LT 23 CON 8 ESSA TWP PT 1, 51R15523 ; ESSA

Xplore is proposing a 45m self-support lattice tower site in the centre of the subject property behind the existing barn, setback 250m from 9th Line. An existing field entrance will be utilized to access property and site. The subject property is zoned Agricultural and identified as Agricultural in the Official Plan.



Aerial Image of Proposed Location

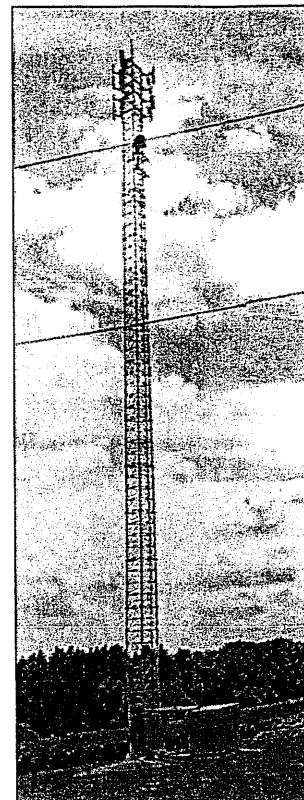
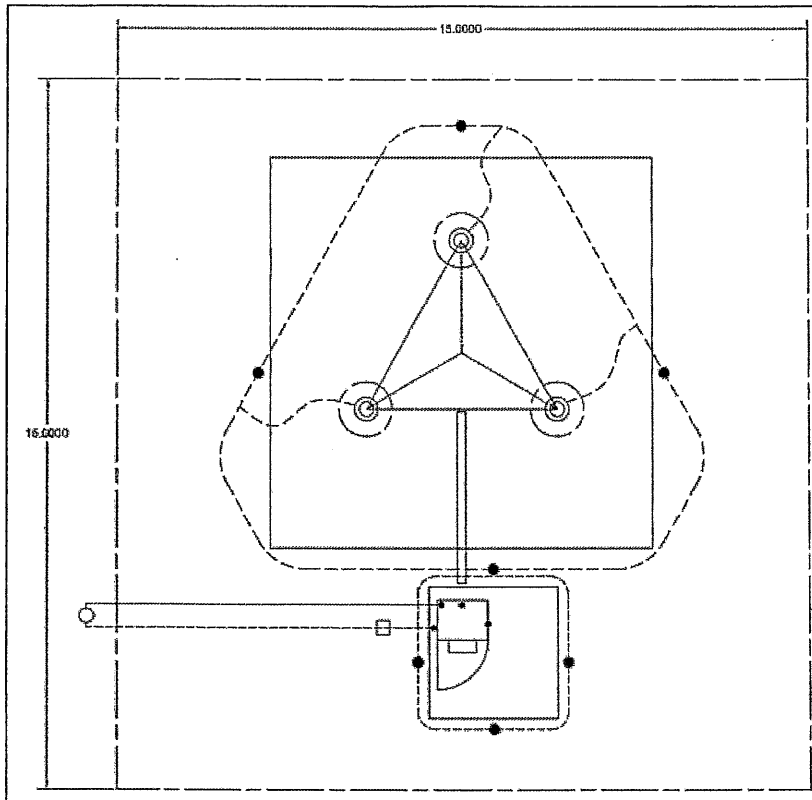
The proposed site includes a 45m self-support (freestanding – no guyed wires) lattice tower. The tower has a face width of 2.75m at the base and tapers to 1m at the top.

Radio equipment is installed on the upper portion of the tower that will provide wireless internet services to Xplornet customers in the community.

An equipment cabinet is installed at the base of the tower to process the radio equipment.



Enlarged Aerial Image of Proposed Location



Proposed Compound Layout Plan & Example Tower

Photo Rendering

Proposed 45m self-support tower FWB site as it would appear from the laneway, half way between proposed site and 9th Line, facing west. Please note that although considered to be accurate, this is an artist's rendering only.

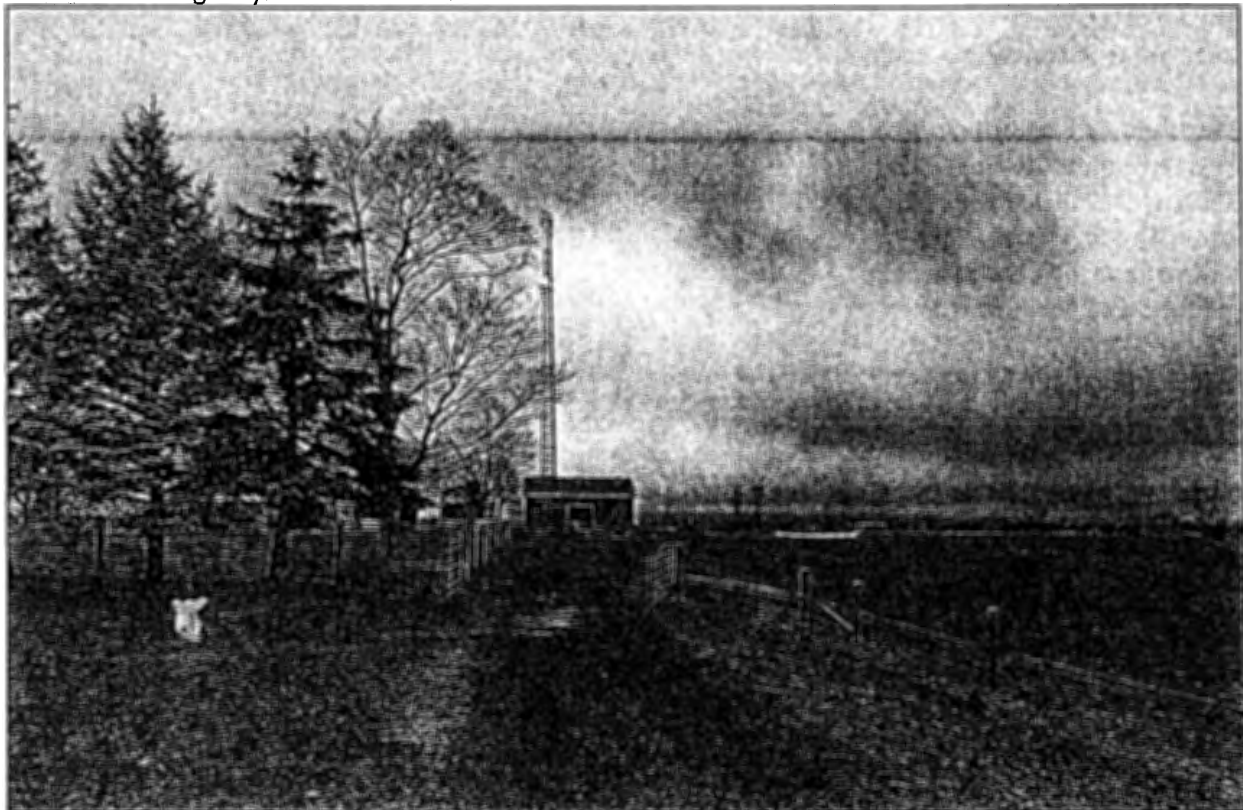


Photo Rendering of the Proposed 45m Lite-Duty Self-Support Lattice Tower
Co-Location Opportunities Considered:

Xplore always considers co-locating or securing their wireless equipment on existing structures such as other third-party communication towers, water towers or buildings prior to proposing a new communication tower in an effort to minimize the number of towers in a region.

There are no structures in the immediate area that can be utilized or considered for co-location to achieve coverage objectives and a new tower is required. All future applications for co-location on the proposed tower will be considered.

Federal Requirements:

Health Canada

Xplore attests that the radio installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time, for the protection of the general public including any combined effects of nearby installations within the local radio environment.

Impact Assessment Act

Xplore attests that the radio antenna system described in this notification package is excluded from environmental assessment under the *Impact Assessment Act*.

Transport Canada

Xplore attests the proposed structure will meet Transport Canada's aeronautical obstruction marking requirements as set out in Canadian Aviation Regulations - Standard 621. Xplore anticipates the proposed tower installation will not require marking or lighting and will provide this information once available to any interested party upon request.

Engineering Principles

Xplore attests that the radio antenna system described in this notification package will be constructed in compliance with the National Building Code of Canada and comply with good engineering practices including structural adequacy.

Innovation, Science and Economic Development Canada (ISED)

General information relating to antenna systems is available through ISED's Spectrum Management and Telecommunications website <http://www.ic.gc.ca/antenna>.

Close of Comments:

Friday, April 14, 2023

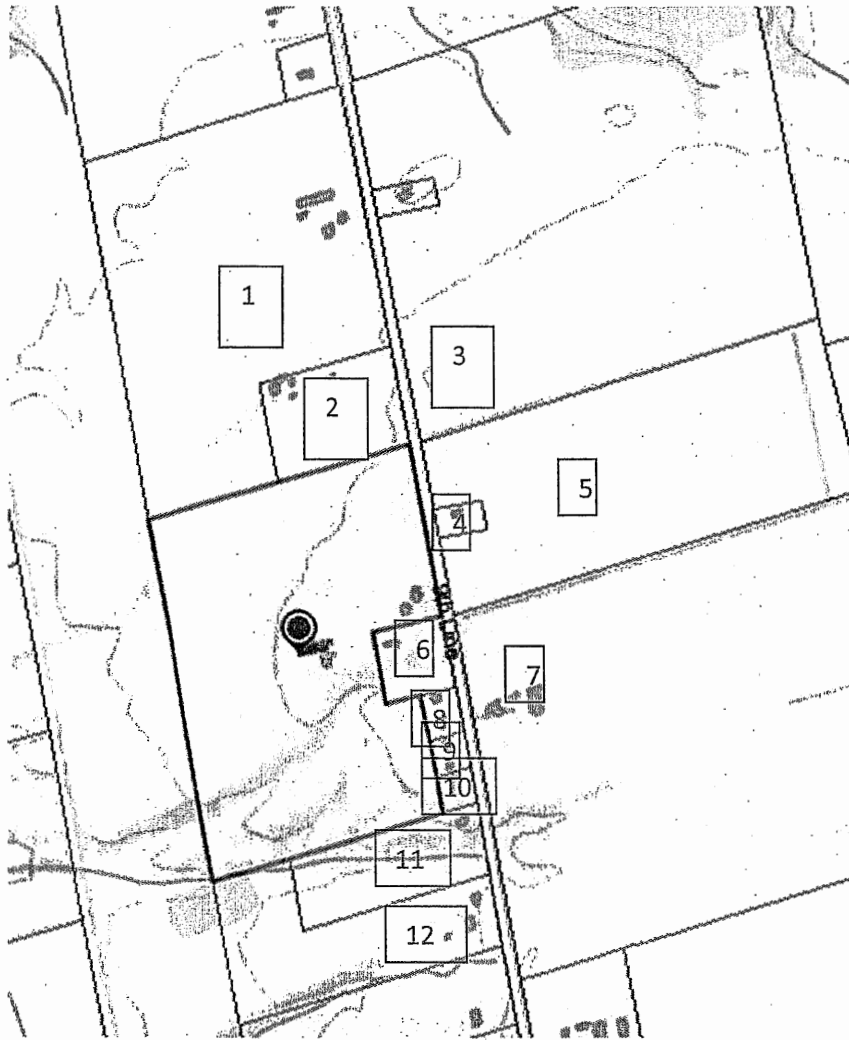
Contact Information:

Xplore Inc. c/o Forbes Bros. Ltd.
Jay Lewis
Land Acquisition & Gov. Relations
482 South Service Rd. E., Suite 130
Oakville, Ontario L6J 2X6
Tel: 905.928.9481
Fax: 888.622.4939
Email: jlewis@forbesbrosltd.ca

**innovation, Science and Economic
Development Canada**
Toronto District Office
151 Yonge Street, 4th Floor
Toronto, Ontario M5C 2W7
Tel: 855.465.6307
Fax: 416.954.3553
Email: spectrumtoronto-spectretoronto@ised-isde.gc.ca

Township of Essa
Samuel Haniff
Senior Planner
5786 County Road 21
Utopia, ON L0M 1T0
Tel: 705.424.9917 x111
Fax: 705.424-2367
Email: shaniff@essatownship.on.ca

C



1. Williams John Howard, 7914 9th Line, Essa, ON LOL 2N0
2. James Reginald Alexander, 7860 9th Line, Essa, ON, LOL 2N0
3. Kell Roger Daniel, 7841 9th Line, Essa, LOL 1R0
4. Letriard Derrick Scott, 7803 9th Line, Essa, LOL 2N0
5. Miller Rodney Warren Maurice, 7879 County Road 10, Angus, ON, LOM 1B1
6. Sturgess Linda Jean, 7772 9th Line, Essa, ON, LOL 2N0
7. Church Wayne Lloyd Russell, 7739 9th Line, Essa, ON, LOL 2N0
8. Parker Ernest, 7744 9th Line, Essa, ON, LOL 2N0
9. Annerud Orval, 7732 9th Line, Essa, ON, LOL 2N0
10. Mawdsley Angela Gayle, 7720 9th Line, Essa, ON, LOL 2N0
11. Spong Patricia Lynn, 7708 9th Line, Essa, ON, LOL 2N0
12. Mccuaig Stephanie Leslie, 7680 9th Line, Essa, ON, LOL 2N0



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD009-23

DATE: April 5th, 2023

TO: Committee of the Whole

FROM: Samuel Haniff, BURPI., MCIP, RPP
Manager of Planning

SUBJECT: Request for Peer Review Results -
Consultants for Environmental Review Services

RECOMMENDATION

That Staff Report PD009-23 be received; and

That Council consider authorizing Staff to retain Azimuth Environmental Consulting inc. as the primary consultant, and to retain Cambium Inc. as the secondary consultant for Environmental Peer Review Services.

BACKGROUND

Reference is made to *Bill 23: The More Homes Built Faster Act, 2022* subjecting limits on all 36 Conservation Authorities (including the Nottawasaga Valley Conservation Authority) on what they are permitted to comment on (primarily flooding and other natural hazards).

While the Township will continue circulating all applications to the Nottawasaga Valley Conservation Authority (NVCA), there will be cases where the NVCA cannot comment. In such cases, the Township may still require an Environmental review. As there are no Environmental specialists retained in-house by the Township, a Request for Proposal (RFP) for an Environmental Peer Review Consultant was advertised on the Township website on March 10, 2023 (**Attachment A**).

In February 2022, four (4) Environmental Consultants submitted proposals on the basis of the Bill 23 Conservation Authority commenting limits. These were submitted prior to the RFP advertisement. These four Consultants were invited to resubmit according to requirements of the RFP after advertising on the Township website.

Where the Planning Department will be processing Planning Act Applications in NVCA regulated areas, and where the NVCA is not permitted to provide comment, Staff want to ensure that a qualified professional can review, provide comment and assist in the approval of subject applications. In order to review these documents appropriately, a qualified professional is required to assist, as this review cannot be accommodated with the current staff complement. Therefore, Staff deem it necessary to have Consultant resources that are qualified and able to review required submission materials in this regard.

On March 10th, 2023, a Request for Proposals (RFP) was posted on the Township's website in order to gather interest for an Environmental Consultant, to act as peer reviewer for the Township. This RFP was posted on March 10th and was active until 2:00PM on March 31st, 2023.

In total, the Township received eleven (11) RFPs, and has conducted a review of each proposal in order to assess the preferred candidates. It is suggested that two consultants be retained, so that if a conflict of interest was to arise, Staff would have the opportunity to utilize an alternate consultant instead.

Interested consultants were tasked with providing a scope of their working capabilities and hourly rates in relation to their services. This information has been extracted to assist in the analysis below.

COMMENTS AND CONSIDERATIONS

Township Staff collected a total of eleven (11) submissions during the 15-business day RFP posting period. Four categories (fees, location, previous experience, and resources available) were used to guide Staff's review and analysis.

1. Fees: Hourly rates were requested for consistency in reviews.
2. Location: Proximity to the Township (inclusive of potential mileage charges) was considered.
3. Previous Experience: Previous project experience was reviewed in assessing the ability of companies to perform per reviews on behalf of Municipalities.
4. Resources Available: The overall qualification and experience of Staff was reviewed in assessing the ability of companies to perform reviews on behalf of the Township.

A table was completed in accordance with each considered category (see below), to assist in Staff's review of all consultant submissions. Each firm has been given a ranking; with 5 being the highest ranked, or most suitable, and 1, being the lowest ranked, or least suitable.

Please note that the highest ranking 'score' indicates that consultant as the most desirable selection and the lowest ranking 'score' indicates the least suitable consultant, in comparison to the others and as a total for the evaluation.

The bidders with the two highest scores are recommended to be retained as the Township consulting resources, so that should a conflict arise, Staff are able to work with a qualified alternate in this regard.

Environmental Peer Review Consultant Submissions:					
Bidder	Fees	Location	Previous Experience	Resources Available (i.e. Staff)	Total Ranked Score
Arcadis IBI Group	3	2	3	3	11
Azimuth Environmental Consulting Inc.	3	5	4	4	16
Cambium Inc.	2	4	4	4	14
D.M. Wills Associates Limited	3	2	3	4	12
Greer Galloway Consulting Engineers	3	2	3	2	10
Insight Environmental Solutions Inc.	3	2	2	2	9
MTE Consultants	3	2	3	4	12
Natural Resource Solutions Inc.	3	2	4	3	12
PNJ Engineering Inc.	3	3	3	4	13
Riverstone Environmental Solutions Inc.	3	4	4	2	13
Sumach Environmental Consulting Inc.	4	5	2	2	13

**the shaded rows indicate the desired consulting firms*

As the above table shows, Azimuth Environmental Consulting Inc. has ranked first, at 16. Cambium Inc. ranked second, at 14. As such, it is recommended by Staff that Azimuth Environmental Consulting Inc. be pursued as the primary consultant, and Cambium Inc. be pursued as the secondary consultant for Environmental Peer Review Services.

Scott Tarof and his Azimuth team (12 team members listed) have experience dating back 30+ years and have acted as Peer Review Consultants for the Township of Puslinch, the Township of Ramara and the Batchewana First Nation. The Azimuth office is based in Barrie and their rates are among the lowest submitted.

Jeremy Prah and his Cambium team (6 team members listed) have experience dating back 18+ years and have acted as Peer Review Consultants for a combination of public and private sector clients, including the Township of Dysart, et. al., County of Haliburton, County of Renfrew and County of Hastings. The Cambium office is based in Peterborough but has staff based in Barrie. Their rates were among the highest submitted.

FINANCIAL IMPACT

As outlined in the Township's Request for Proposal for Environmental Peer Review Services, all costs associated in utilizing any selected Consultants will be borne by applicants.

SUMMARY/OPTIONS

Council may:

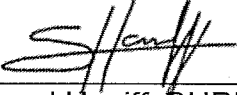
1. Take no further action.
2. Consider authorizing Staff to retain Azimuth Environmental Consulting inc. as the primary consultant, and to retain Cambium Inc. as the secondary consultant for Environmental Peer Review Services.
3. Direct Staff in another manner as Council deems appropriate.

CONCLUSION

Option #2 is recommended, since Azimuth Environmental Consulting Inc. and Cambium Inc. scored highest and second highest respectively among the categories of 'Fees', 'Location', 'Previous Experience' and 'Resources Available'.

Prepared and Submitted by:

Reviewed by:



Samuel Haniff, BURPI., MCIP, RPP
Manager of Planning



Colleen Healey-Dowdall CAO

Attachment A: Request for Proposal for Environmental Peer Review Consultant



Request for Proposals:

Environmental Peer Review Consultant

The Township of Essa is seeking qualified third-party Environmental Consultants on an on-going basis to conduct peer reviews of Environmental Reports/Studies that accompany Planning Applications received by the Township to supplement our existing application review capabilities.

Acting as the Environmental Consultant on behalf of the Township, you would review Planning Applications and Environmental Reports/Studies, and provide your professional opinion via formal comment on recommendations to Council, conduct site visits, liaise with Township Planning Staff, and attend project meetings, as applicable.

Company profile, qualification, and rates as they relate the following are required:

1. Peer Review of Environmental Studies/Reports for Simple Land Developments

Reviewing environmental reports including, but not limited to, Environmental Impact Studies and Natural Heritage Evaluations. This could include reviewing and defining development envelopes, severances, development of single-family homes or assessing structures to tear down or rebuild.

2. Peer Review of Environmental Studies/Reports for Complex Land Developments

Reviewing environmental reports including, but not limited to, Environmental Impact Studies and Natural Heritage Evaluations. This could include, but would not be limited to, reviewing Plan of Subdivisions, Plan of Condominiums, or other industrial and commercial proposals.

3. Site Visits

Conducting site visits to identify any natural heritage features, species at risk, or any other hazards.

We require an **hourly rate**, as Environmental Peer Review services will be charged back to the applicant on an as-needed basis.

Please email the requested information in a consolidated PDF document, with the subject: **Environmental Peer Review Consultant** to Samuel Haniff, Manager of Planning via email at plan@essatownship.on.ca on or before, **Friday, March 31st, 2023, at 2:00 pm**. If you have any questions related to this request, please contact Owen Curnew, Planning Technician, at ocurnew@essatownship.on.ca



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD010-23

DATE: April 5th, 2023

TO: Committee of the Whole

FROM: Oliver Ward
Junior Planner

RELATED APPLICATION: PD023-22
B24-22 (Application for Consent)

SUBJECT: 59 Centre Street
Zoning By-law Amendment (Z5-22)

RECOMMENDATION

That Staff Report PD010-23 be received; and

That Council approve an amendment to the Township's Zoning By-law 2003-50, for lands legally known as Plan 51M1129 Lot 60, municipally known as 59 Centre Street from Residential, Low Density, Detached R1-24 to Residential, Low Density, Semi-Detached R2-11.

BACKGROUND

On behalf of SanDiego Homes Inc., Loft Planning Inc. has applied for a Zoning By-law Amendment on the subject property legally described as Plan 51M1129 Lot 60, municipally known as 59 Centre Street (see **Attachment A** to this report for the Context Map) in order to change the zoning of the subject property from the "Residential, Low Density, Detached (R1) Zone" with exception 24 in Zoning By-law 2003-50, to "Residential, Low Density, Semi-Detached (R2) Zone" with site-specific provisions (R2-site specific). The application was received by Staff in August 2022.

The Zoning By-law Amendment application was accompanied by a Consent to Sever Application (B24-22) to allow for the creation of one (1) new lot (**Attachment B**).

Applications B24-22 and Z5-22 were deemed complete by Staff and circulated to Departments and Agencies for comments between October and November 2022.

On November 25, 2022, the Committee of Adjustment granted a Consent (B24/22), with conditions, to sever a 0.03ha parcel from the original 0.06ha parcel of land for the purpose of creating a new lot (see Attachment A). One of the conditions of the severances was that “the property be rezoned so that the proposed single-detached buildings conform with Essa Township's Zoning By-law”.

On December 21, 2022, a Public Meeting was held at the Essa Township Administration Centre to discuss the application for Zoning By-law Amendment (Z5-22) for the subject property. The Applicant applied for the ZBA in order to change the zoning from *Residential (R1-24) Zone to a Residential (R2-site specific) Zone* to allow for the creation of the new lot and development of a single-family dwelling on each the 0.03ha subject parcel, subject to the new site-specific regulations. Kristine Loft of Loft Planning Inc. represented the application at the Public Meeting.

CONSIDERATIONS

The subject lands are in the ‘Settlement Area’ of Angus in both the Township of Essa’s and the County of Simcoe’s Official Plans (OP). Land Use Schedule “B” in the Township of Essa’s Official Plan designates the subject lands as “Residential”.

Schedule “B” of the Township of Essa’s Zoning By-law, 2003-50, identifies the subject lands “Residential, Low Density (R1)”. The Applicant will have to satisfy all requirements of the required planning approvals.

The proposed Zoning By-law Amendment (ZBA) is to allow for the construction of a proposed single-detached dwellings on two adjacent lots under site-specific regulations. The subject parcel is located on the north side of Centre Street and generally on the south boundary of the San Diego Homes development, that is now well developed. It is surrounded by residential lots on the north, south (across Centre Street), east and west and has been historically vacant. The current zoning of *Residential, Low Density, Detached (R1-24)* is appropriate for the single-detached structures proposed by the applicant, however, Staff would argue that the number of variances to the zoning regulations goes beyond minor and deems a Zoning By-law Amendment necessary. No Official Plan designation change is required.

The severed and retained lots results in the creation of two (2) lots of equal size. A proposed single-detached dwelling is proposed to be constructed on each of the two lots (See **Attachment C**). Each of these lots will also have 2 external parking spots (side-by-side).

The application will enable the Applicant to amend the Zoning By-law to create the following new site-specific regulations:

- a lot frontage of 10.0m;

- a lot area of 306.0m²
- a lot coverage of 39%;
- an interior side yard on garage side of 0.6m;
- a minimum rear yard setback of 7.5m.

COMMENTS

On November 21, 2022, all comments received from Township Departments and external stakeholders were compiled and submitted to the applicant. The Agencies and their corresponding comments are summarized below:

- | | | |
|---|---|---|
| County of Simcoe | - | No comments were received. |
| Simcoe County District School Board | - | No comments were received. |
| Simcoe Muskoka Catholic District School Board | - | No comments were received. |
| Public Works | - | Municipal water and sewer capacity are currently limited subject to expansion, therefore no commitment can be granted at this time for municipal water and sewer. |
| Neighbour (unnamed) | - | Property values and taxes might be impacted; aesthetic of the neighborhood will be changed; emergency responses may be affected. |

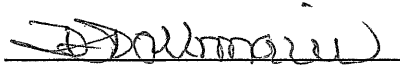
The commenting neighbour has had a follow-up request about the application in January 2023. However, no specific objections have been received to outline any issues.

A Notice of Public Meeting for Z5-22 was mailed to relevant Agencies and neighbours, posted on the Township website, and physically posted on the subject site. At the Public Meeting of December 21, 2022 for Application Z5-22, no comments were received.

In January 2023, the Applicant was sent a letter regarding limited water and sewer capacity and was informed that all applications were put on hold until further review by Staff. In March 2023, the Public Works Department was able to determine that 59 Centre Street was within the Township's water/sewer capacity. The Applicant was informed of this on March 24, 2023 via email.

FINANCIAL IMPACT

Staff collected \$2,000 for a (PZONM) application fee in addition to \$2,000 for an Engineering Deposit (PSPAD).

Reviewed by Finance Department: 

SUMMARY/OPTIONS

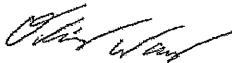
Council may:

1. Take no further action.
2. That Council approve an amendment to the Township's Zoning By-law 2003-50, for lands legally known as Plan 51M1129 Lot 60, municipally known as 59 Centre Street from Residential, Low Density, Detached R1-24 to Residential, Low Density, Semi-Detached R2-11
3. Direct Staff in another manner Council deems appropriate

CONCLUSION

Option #2 is recommended since all requirements outlined by Staff have been met and no specific concerns have been raised throughout the public circulation of the files.

Prepared by:




Oliver Ward
Junior Planner

Respectfully submitted by:



Samuel Haniff
Senior Planner

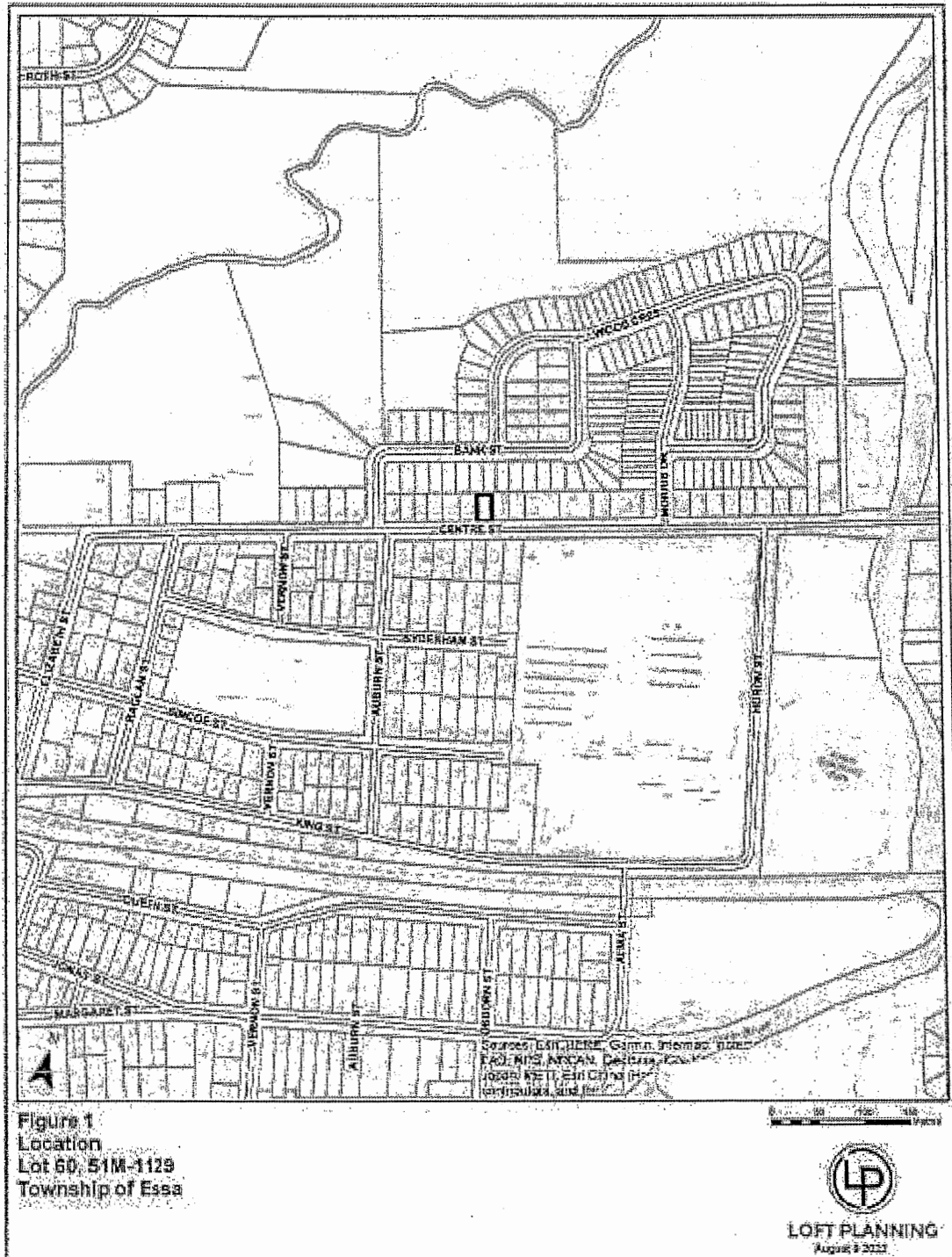
Reviewed by:



Colleen Healey-Dowdall
CAO

Attachment A: Context Map – 59 Centre Street
Attachment B : Notice of Decision – B24-22
Attachment C: Concept Layout – 59 Centre Street

Attachment A: Context Map – 59 Centre Street



Attachment B: Notice of Decision – B24-22



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

File No. B24/22 Roll No: 010-010-05490-0000
Owner: San Diego Homes
Location: 59 Centre Street; PLAN 51M1129 LOT 60
Date of Decision: Friday, November 25, 2022
Purpose: Land severance for a 0.06 ha (.148ac) property resulting in the creation of a new lot. The proposed lot would be 0.03ha (.07ac) and the retained lot would be 0.03ha (.07ac).

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.

- That a reference plan of the severed parcel(s) be prepared by an Ontario Land Surveyor and copies provided to the Secretary-Treasurer. The plan should be approved by Township Staff prior to depositing in the Land Titles Office.
- 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.
- The property be rezoned so that the proposed single-detached buildings conform with Essa Township's Zoning By-law.
- That the applicant submits a lot grading and drainage plan to the Township along with a deposit to cover an engineering review to be provided by the municipalities external consulting engineer.

For the following reasons:

- In keeping with the Official Plan and Provincial Policy Statement
- The Committee has considered all public comments received and believes their decision is based on the best evidence available.

NOTICE OF DECISION

Pursuant to Subsection 41 of Section 53 of the Planning Act, (R.S.O. 1990, Chapter P.13, as amended), all conditions imposed must be fulfilled within one (1) year from the date of the sending of the Notice of Decision or the application is deemed refused.

Committee of Adjustment
Notice of Decision
Page 2 of 3

Pursuant to Subsection 41 of Section 53 of the Planning Act, (R.S.O. 1990, Chapter P.13, as amended), all conditions imposed must be fulfilled within one (1) year from the date of the sending of the Notice of Decision or the application is deemed refused.

It is a requirement that all conditions imposed be fulfilled prior to the granting of the consent and the giving by the Secretary-Treasurer of the certificate provided for in Subsection 42 of Section 53 of the Planning Act, (R.S.O. 1990, Chapter P.13, as amended).

Signature of the Members concurring with the Decision:


Don Davis, Chair


Kim Ogilvie


Scott Fisher


Dan Tucker

Joan Truax

NOTICE

The applicant, and every other agency or person to whom a Notice of Decision was sent, may appeal the decision and/or any conditions imposed to the Ontario Land Tribunal. In order to appeal, you must file a Notice of Appeal setting out written reasons for the appeal and, if applicable, specifying which conditions are being appealed, within twenty (20) days of the making of the decision.

This Notice should be filed with the Secretary-Treasurer of the Committee of Adjustment and be accompanied by a payment of \$300.00 for the first application being appealed. If more than one application is being appealed, the fee for each additional application is \$300.00. Cheques should be made payable to the Minister of Finance. Please note the Secretary-Treasurer must actually receive this Notice within the 20-day period in order to be considered by the Ontario Land Tribunal.

Send to: Township of Essa Committee of Adjustment
Attention: Secretary-Treasurer
5786 County Road #21
Utopia, Ontario L0M 1T0

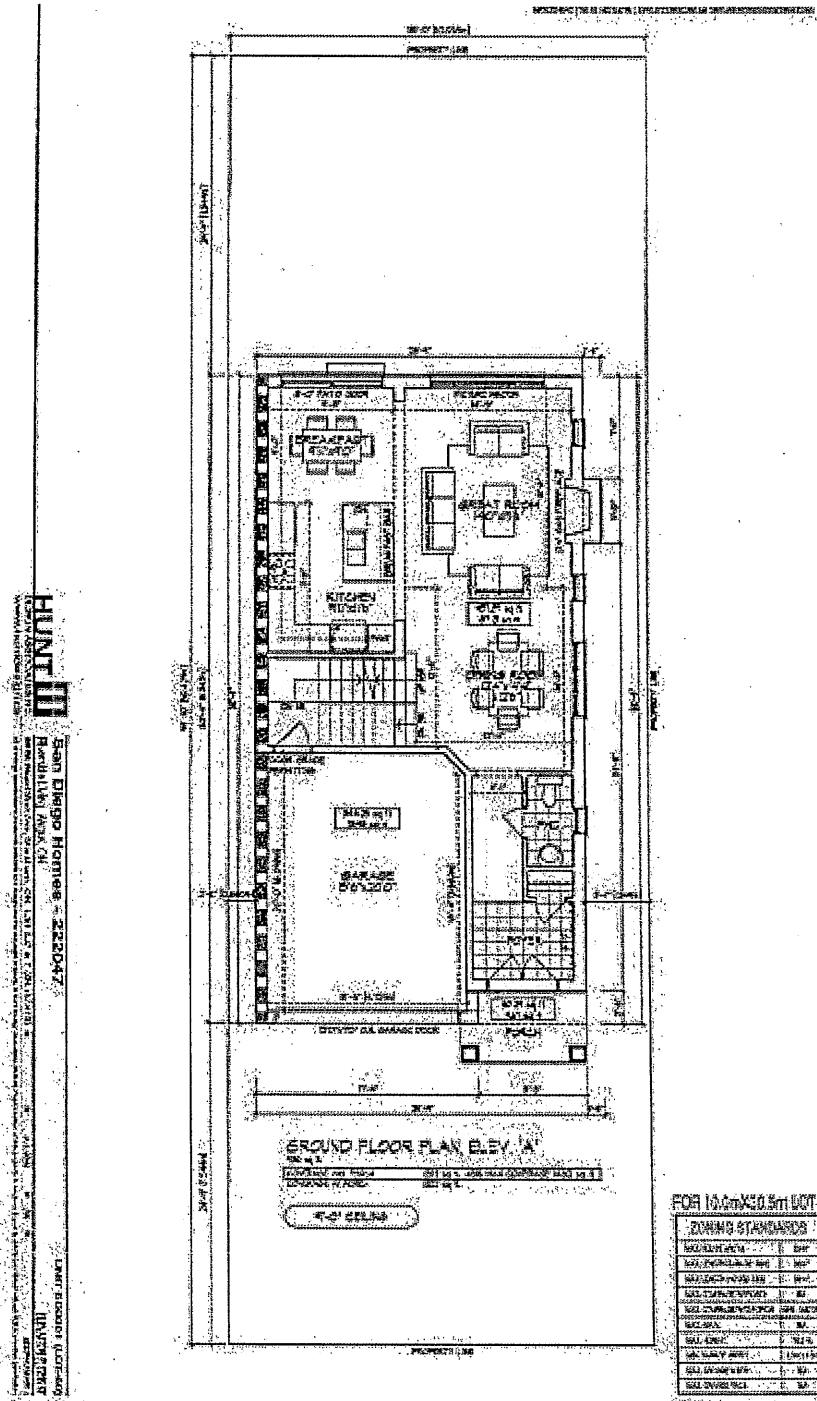
Note: Under the Planning Act, only individuals, corporations, and public bodies may appeal decisions in respect of applications for consent to the Ontario Land Tribunal. An unincorporated association or group may not file a Notice of Appeal. However, a Notice of Appeal may be filed in the name of an individual who is a member of the association or group.

If the last date for filing an appeal falls on a Saturday, Sunday or Statutory Holiday, appeals will be accepted on the next working day.

Forwarded by mail Monday, November 28th, 2022
Last date for Appeal to O.L.T. December 20th, 2022
This Notice Dated Friday, November 25, 2022


Secretary-Treasurer, Committee of Adjustment

Attachment C: Concept Layout





TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW002-23

DATE: April 5th, 2023

TO: Committee of the Whole

FROM: Michael Mikael, P.Eng – Manager of Public Works

SUBJECT: **Award of Quotation:
Line Paint & Traffic Calming Pavement Markings**

RECOMMENDATION

That Staff Report **PW002-23** be received; and

That the quotation as received from Pavemar Paving Ltd for Line Paint & Traffic Calming Pavement Markings be accepted in the amount of **\$26,350.00** (excluding HST) contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township’s satisfaction;

BACKGROUND

A Tender was posted on the Township website and Bidingo for the Line Paint & Traffic Calming Pavement Markings on March 10th, 2023 and closed on Friday March 31st, 2023.

Quotes	Stoneline Ltd.	Pavemar Paving Ltd.
Total (excluding HST)	31,824.00	26,350

The Traffic Calming Pavement Markings works are to include the following:

- “Slow Down Markings” on Rural Roads in 6 locations (2 locations on 5th Line – 2 locations on 10th Sideroad – 2 locations on 20th Sideroad)
- 6 Ladder Crosswalk Markings (Denny Drive- Simcoe & Raglan Streets – Sydenham & Auburn Streets – Greenwood Drive & Maplewood Drive – Roth Street & Our Lady of Grace School)

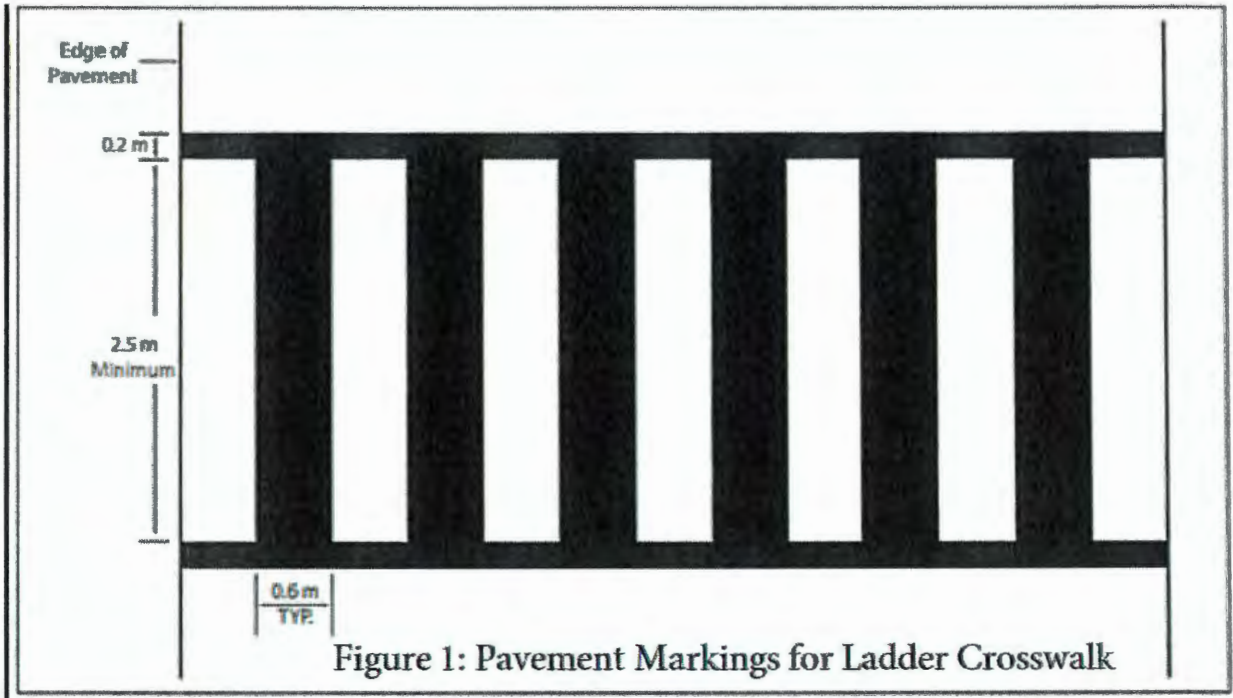



Figure 2

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FINANCIAL IMPACT

Line Paint & Traffic Calming Pavement Markings – The lowest bid of \$26,350.00 (excluding applicable tax) will come from the 2023 approved operating budget (**\$18,900 to come from - Safety Equipment Budget Line, and \$7,450 to come from Traffic Calming Budget Line**).



Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. Award the quotation to **Pavemar Paving Ltd.** for Line Paint & Traffic Calming Pavement Markings be accepted in the amount of **\$26,350.00 (excluding HST)**, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.
3. Direct Staff in another course of action.

CONCLUSION

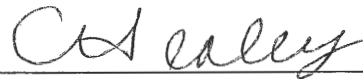
Staff recommends that **Option 2** be approved, given that this contractor is in a good standing with the Township.

Respectfully submitted,



Michael Mikael, P.Eng
Manager of Public Works

Reviewed by,



Colleen Healey-Dowdall,
Chief Administrative Officer



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

Phone: 705-424-9770
Fax: 705-424-2367

www.essatownship.on.ca

**2023 LINE PAINTING, STOP BLOCK AND SCHOOL CROSSING
PAINTING**

EPW-23-001

Opening Results – Friday, March 31, 2023.

BIDDER	TENDER DEPOSIT	TOTAL TENDER (not including HST)
Stoneline Ltd.	NIL	31,824.00
Pavemar Paving Ltd	NIL	26,350

Attended by:
Michael Mikael, Manager of Public Works
Madona Shamoon, Engineering Coordinator

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW003-23
DATE: April 5th, 2023
TO: Committee of the Whole
FROM: Michael Mikael – Manager of Public Works
SUBJECT: Award of Tender – 2023 Street Sweeping

RECOMMENDATION

That Staff Report **PW003-23** be received; and

That the quotation as received from **Glen's Sweeping Ltd.** for the 2023 Street Sweeping RFQ be accepted in the amount of **\$44,800 (excluding HST)** as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the Municipality; and

That the Roads Superintendent be authorized to arrange for the necessary works to be completed.

BACKGROUND

The RFQ for the 2023 Street Sweeping was posted on the Township's website, as well as Biddingo website and circulated in accordance with Essa's Procurement Policy A05-01. The closing date for this was March 24, 2023 at 2:00 pm.

Included in the 2023 Budget, Council approved \$45,000 for this project to be completed.

COMMENTS AND CONSIDERATIONS

The following is a summary of results:

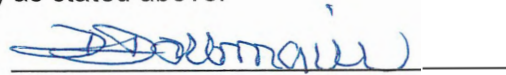
BIDDER	Dep. ✓	ESSA	COUNTY	DEVELOPER (*ESTIMATE)	SUB-TOTAL (NO HST)	HOURLY RATE
Glen's Sweeping	\$10,000	\$44,800	\$3,948.50	-\$1,900	\$46,848.50	\$150

**The Gold Park Group developer has agreed to pay back the Township for sweeping Sasco Way (Plan 51M-1097) and Greenwood from Centre Street to Maplewood (Plan 51M-1112) since both road sections are not yet assumed. The estimated 'chargeback' to the developer is \$1,900.*

All received quotations were evaluated by staff utilizing the established evaluation weight criteria. In accordance with the Procurement Policy, "the lowest bid **is not** necessarily accepted".

FINANCIAL IMPACT

2023 approved budget - \$45,000. The lowest bid submitted is **\$44,800** less the developer's estimated charge to be excluded (\$44,800- \$1,900) as stated above.



Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. Award the Quotation to the lowest bidder, **Glen's Sweeping Ltd. in the amount of \$44,800** excluding HST.
3. Direct Staff in another course of action.

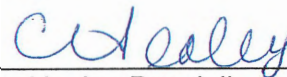
CONCLUSION

Staff recommends that **Option 2** be approved given that Glen's Sweeping Ltd. is in good standing with the Township and with no known past performance problems.

Respectfully submitted,



Michael Mikael, P.Eng
Manager of Public Works



Colleen Healey-Dowdall
Chief Administrative Officer



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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW004-23
DATE: April 5th, 2023
TO: Committee of the Whole
FROM: Michael Mikael – Manager of Public Works
SUBJECT: Award of Tender – 2023 Dust Suppressant Application

RECOMMENDATION

That Staff Report **PW004-23** be received; and

That the quotation as received from **Den-Mar Brines Ltd.** be accepted in the amount of **\$38,070 (excluding HST)**, to supply and place Calcium Chloride Dust Suppressant on the Township's gravel roads, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.

BACKGROUND

The RFQ for the 2023 Dust Suppressant was posted on the Township's website, as well as Biddingo website and circulated in accordance with Essa's Procurement Policy A05-01. The closing date for this was March 24th, 2023, at 2:00 pm.

Included in the 2023 operating budget, Council approved \$35,500 for this project to be completed.

COMMENTS AND CONSIDERATIONS

The following is a summary of results:

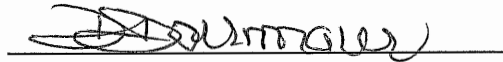
Bidder	Type of Dust Suppressant	Quantity (Litres)	Unit Price	Total Price Excluding HST
Den-Mar Brines	1) Liq. Calcium Chloride 18%	300,000	\$0.1269	\$38,070.00
Da-Lee	1) Liq. Calcium Chloride 35%	150,000	\$0.345	\$51,750.00

Note that these 2023 bid amounts are consistent with 2022 bid amounts (\$33,000 -Lowest Bidder).

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FINANCIAL IMPACT

Council approved \$35,500 in the 2023 Public Works Operating Budget. The lowest Bidder was \$2,570 higher than the approved budget, however, the additional cost is related to the gravel portion of the 11th Line reconstruction (**2023 approved capital project-approximately 2KM south of the 5th Sideroad**), and therefore the additional cost can be captured under the 11th Line Reconstruction project cost, and there will be **no financial impact on the approved Operating Budget.**



Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. Award the Quotation to the lowest bidder, **Den-Mar Brines Ltd.**
3. Direct Staff in another course of action .

CONCLUSION

Staff recommends that **Option 2** be approved, given that this supplier is in a good standing with the Township and with no known past performance problems.

Respectfully submitted,

Reviewed by,



Michael Mikael, P.Eng
Manager of Public Works



Colleen Healey-Dowdall
Chief Administrative Officer



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

Phone: 705-424-9770
Fax: 705-424-2367

www.essatownship.on.ca

2023 Dust Suppressant

EPW-23-004

Opening Results – Friday, March 24th, 2023

BIDDER	TENDER DEPOSIT	TOTAL TENDER (Not including HST)
Den-Mar Brines	\$2000.00	\$38,070.00
Da-Lee	\$2000.00	\$51,750.00

Attended by:
Michael Mikael, Manager of Public Works
Madona Shamoon, Engineering Coordinator



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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR007-23
DATE: April 5, 2023
TO: Committee of the Whole
FROM: Deborah Dollmaier, Manager of Finance
SUBJECT: 2023 Angus BIA Budget

RECOMMENDATION

That Staff Report TR007-23 be received; and

That Staff be directed to prepare a By-law to establish the Angus BIA Tax Rating for the consideration of Council at a future meeting.

BACKGROUND

Subsection 204 (1) of the *Municipal Act*, S.O. 2001, Chapter 25, provides that “a local municipality may designate an improvement area to oversee the improvement, beautification and maintenance of municipally owned land, buildings and structures in the area beyond that provided at the expense of the municipality; and, to promote the area as a business or shopping area”. Essa Township designated the Business Improvement Area of Angus through passage of By-law 2007-30, as amended (Attachment 1).

Following its Annual General Meeting held on November 28, 2022, the Angus BIA Board of Management provided the Manager of Finance with its proposed 2023 Angus BIA Budget.

The *Municipal Act*, S.O. 2001, Chapter 25, Section 205 indicates the following in regard to the approval of a budget for an improvement area:

205. (1) *A board of management shall prepare a proposed budget for each fiscal year by the date and in the form required by the municipality and shall hold one or more meetings of the members of the improvement area for discussion of the proposed budget. 2002, c. 17, Sched. A, s. 40 (1).*
- (2) *A board of management shall submit the budget to council by the date and in the form required by the municipality and the municipality may approve it in whole or in part but may not add expenditures to it. 2001, c. 25, s. 205 (2); 2002, c. 17, Sched. A, s. 40 (2).*

Limitations

- (3) A board of management shall not,
- (a) spend any money unless it is included in the budget approved by the municipality or in a reserve fund established under section 417;
 - (b) incur any indebtedness extending beyond the current year without the prior approval of the municipality; or
 - (c) borrow money. 2001, c. 25, s. 205 (3).

Limitations on power

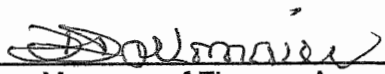
- (4) Section 65 of the Ontario Municipal Board Act and section 401 of this Act apply to the municipality's approval under clause (3) (b) in the same manner as if it were incurring a debt of the municipality. 2001, c. 25, s. 205 (4).

COMMENTS

On the basis of Council's approval of Essa's 2023 Operating and Capital Budget at its Special Meeting of March 22, 2023, Council approved the 2023 Angus BIA Budget in whole with a levy of \$29,035.00. At this time, Council should now proceed with establishing the Angus BIA Tax Rate by directing staff to prepare the 2023 Angus BIA Tax Rating By-law for passage.

FINANCIAL IMPACT

Council approved the 2023 Angus BIA Budget in whole, with a total levy of \$29,035.00 (Attachment 2).



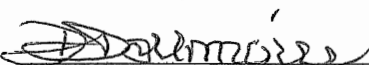
Manager of Finance Approval

SUMMARY/OPTIONS

Council may:

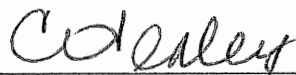
- 1. Take no further action.
- 2. **Approve the 2023 Angus BIA Budget in whole, with a levy of \$29,035.**
- 3. Approve the 2023 Angus BIA Budget in part, with a levy of _____.
- 4. Provide further direction to Staff.

Respectfully submitted:



Deborah Dollmaier
Manager of Finance

Reviewed by:



Colleen Healey-Dowdall
Chief Administrative Officer

Attachments:

- 1. Schedule "A" to Essa By-law 2007-30 (depicts the established Angus Business Improvement Area)
- 2. Approved 2023 Angus BIA Budget



Township of Essa 2023 Approved Budget

	2022 Actual	2022 Budget	2023 Budget	Change	% Change
40-650 - Revenues - BIA					
Expenses					
650-790 - BIA					
6089 - Miscellaneous	-	26,035	26,035	-	0.00 %
6091 - Transfer to Reserve from Gener	-	3,000	3,000	-	0.00 %
650-790 - BIA	-	(29,035)	(29,035)	-	0.00 %
Expenses	-	29,035	29,035	-	0.00 %
Revenues					
650-794 - BIA Revenue					
4520 - BIA of Angus Tax Levy	29,035	29,035	29,035	-	0.00 %
4521 - BIA of Angus Supplementary Tax	2,368	-	-	-	0.00 %
4950 - Contribution from Reserves	-	-	-	-	0.00 %
650-794 - BIA Revenue	31,403	29,035	29,035	-	0.00 %
Revenues	31,403	29,035	29,035	-	0.00 %
BIA Taxation Requirement	31,403	-	-	-	0.00 %
Total Taxation Requirement	195,414	7,000		(10,754,172)	



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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C007-23
DATE: April 5, 2023
TO: Committee of the Whole
FROM: Krista Pascoe, Deputy Clerk
SUBJECT: Request for Municipal Resolution from Lost Meadows Apiaries and Meadery (6084 10th Sideroad, Egbert) to obtain a By-the-Glass Endorsement through the AGCO.

RECOMMENDATION

That Staff Report C007-23 be received, and

That Council approve the request from Lost Meadows Apiaries and Meadery and direct staff to provide a letter of approval confirming Council's support of the issuance of the endorsement to the licence.

BACKGROUND

The Clerks Department is in receipt of a request from local residents Ayla and Graeme Foers who currently run a Meadery at their property located at the dead end of the 10th Sideroad, west of the 6th Line here in Essa Township. The local brother and sister are seeking Council's support in obtaining a "By-the-Glass" licence through the Alcohol and Gaming Commission of Ontario (AGCO) in order to expand their Meadery and offer a space for customers to sit and enjoy the mead on-site. (Please see attachment No. 1 for further explanation of the business, operation and hours).

COMMENTS AND CONSIDERATIONS

In accordance with AGCO, only Ontario distilleries which hold a Distillery Licence are eligible for this endorsement, in this case the Meadery has been licenced since its opening in September of 2021.

The AGCO's operational restrictions are as follows:

"A distillery that holds a By-the-Glass Endorsement to their Distillery Licence is only permitted to sell and serve the spirits which it has manufactured.

With the exception of areas such as public roads, thoroughfares, driveways and parking lots, or in other areas that may raise public safety concerns, any area that is on or immediately adjacent to a manufacturing site and under the sole control of the manufacturer is eligible to be licensed as a premises for the sale, service and consumption of spirits under a By-the-Glass Endorsement. Guests are allowed to carry and consume spirits purchased under the By-the-Glass Endorsement or at the tied house on the production site in areas that are under the sole control of the manufacturer and covered by either the Liquor Sales Licence (for the tied house) or By-the-Glass Endorsement.

Note: *A distillery production site may have both a Liquor Sales Licence for a tied house and a By-the-Glass Endorsement. Patrons are permitted to move freely between the licensed areas with their beverages. However, licensees must ensure adherence to rules regarding the permissible hours of sale for each licence type and other requirements relating to the sale and service of liquor at multiple premises.*

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Permissible hours under a By-the-Glass Endorsement may not be extended.”

Appendix A of Attachment No. 1 shows the map of the property and the area the Meadery is requesting to licence.

Should Council approve the request, a letter will be sent to the applicant advising of Council's support to accompany their application to the AGCO.

FINANCIAL IMPACT

None.

Manager of Finance Approval

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Approve the Request of the Lost Meadows Apiaries and Meadery and provide a letter of Councils support to the Applicant to accompany their application to the AGCO.**
3. Direct staff as deemed appropriate by Council.

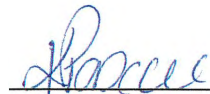
CONCLUSION

Staff recommends Option No. 2.

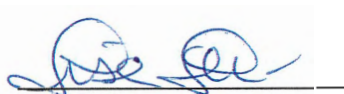
Respectfully submitted:

Reviewed by:

Reviewed by:



Krista Pascoe
Deputy Clerk



Lisa Lehr
Manager of Legislative Services



Colleen Healey-Dowdall
Chief Administrative Officer

Attachments:

1. Applicants request.
2. Section 4: By-the-Glass Endorsement information - AGCO

Attachment No. 1

Dear Township of Essa Town Council,

We are writing to you today to introduce ourselves and our business, and to request your approval of our 'by-the-glass' license. This is a standard license for Wineries, Cideries and Meaderies to obtain. As we already have our winery retail store license, this by-the-glass license will be a great addition to the farm, one which our customers have been asking for since we opened our Meadery. This license will enable us to open a space we are calling our "Mead Meadow", which is situated adjacent to the Meadery. Our Mead Meadow will be a space for customers to come and enjoy our mead on-site, during their visit to our farm. With this license we do not require any additional infrastructure and we will continue operating our regular store hours of Wednesday-Sunday from 10 AM-5 PM. It will however, enable us to hire two summer employees local to the community and really help us to continue to grow our business in Essa Township. For more information regarding the license, our space and ourselves, please see below.

Our names are Graeme and Ayla Foers (brother and sister) and we both live here in Essa township at the dead end of the 10th Sideroad just west of the 6th line. This is also the location of our Meadery. We moved here when we were 5 and 8 years old when our parents purchased the property in 1995. We both have fond memories of attending Baxter Central Public School and growing up in the area. Graeme has been a beekeeper for over 11 years and together with our our mom, they have shared the farm for several years. In 2020, Graeme was able to convert an existing building into a honey house, and continue to grow his honey and bee business to the successful Apiary it is today. Ayla who had moved away for a while and started a family has since moved back to the property with her husband and two kids. Ayla returned to the farm in order to run the day-to-day operations of the Meadery and farm store.

Mead, or 'Honey Wine', is alcohol made from honey. We are extremely proud to say that we are Essa Township's first winery! We have been fully licensed to produce and sell our mead since September of 2021. We produce our mead in our honey house here at the farm, and we also maintain a small farm store and winery retail shop in the same building. For the past year, our little farm store has gotten pretty popular for people looking for local honey and mead. This fall we attended the Royal winter fair and won awards in both the honey and mead competitions. We are also thrilled to announce we have been nominated for South Simcoe's 2023 business of the year in the agriculture sector.

Last summer we began working on a space for people to be able to stay a little longer when they make the trip out to the farm. We tamed a wild area behind the Meadery and planted grass and flowers. We call it our "mead meadow" and we intend to have guests enjoy a glass of mead there. This is consistent with experiences at other Meaderies, Wineries and Cideries. We feel we will need additional help at the farm to run the logistics and upkeep of the mead meadow. Ayla has a young family and Graeme is a full-time beekeeper and the amount of work it takes to run the Meadery, farm store and Graeme's apiaries is already very demanding for the two of us. With the anticipated opening of the mead meadow, we are very proud to be able to provide summer employment for two local university students and a portion of the money to hire these students will come from the profits from the glasses sold under our new license.

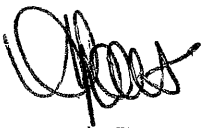
Attached is the outlined map of the area we are looking to license per the recommendation of our AGCO inspector. The building with the brown roof is the Meadery/Honey House/Farm Store. (Appendix A.)

At this time and the foreseeable future, we do not need any additional infrastructure at the Meadery in order to accommodate the by-the-glass licence. Additionally, we have enough space in our "mead meadow" outside to accommodate visitors on a three season basis, which is all we are looking to do. Washrooms are rented and serviced by a local company, and we have sufficient parking space. We do not foresee an extra increase in visitors due to this new license, we are just looking to further the current experience our existing customers have.

As previously mentioned, our Meadery and honey house is located next to our home, where we raise our family. We do not intend to be open late or entertain large groups or rowdy parties. We take great inspiration from other wineries who practice this same model and who also live at their wineries.

In conclusion, Essa Township is our home and we are proud to have grown up here, to be raising our children here, and also to have chosen to establish our business here. We hope that you will be able to help us in this next step with our Meadery by approving the request of our by-the-glass license to submit to the AGCO. Please do not hesitate if you have any further questions. For insurance purposes we are fully insured for this with our policy and a copy of it is attached. Please see appendix B.

Sincerely,



Ayla Foers

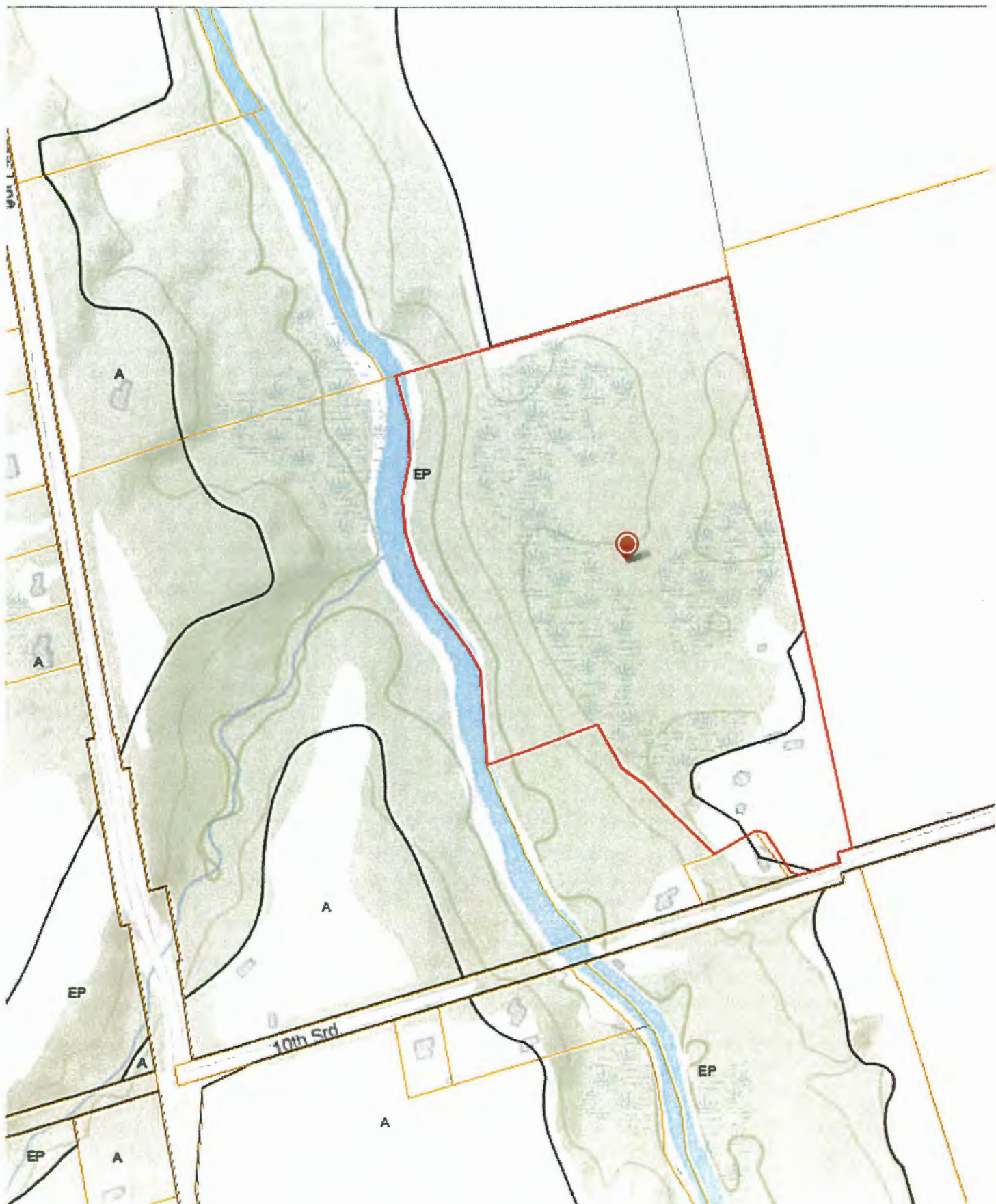
and




Graeme Foers

Appendix A:





CERTIFICATE OF LIABILITY INSURANCE										
<p>This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.</p>										
1. CERTIFICATE HOLDER - NAME AND MAILING ADDRESS				2. INSURED'S FULL NAME AND MAILING ADDRESS						
PROOF OF INSURANCE ONLY				Lost Meadows Meadery Corp.						
				6084 10th Sideroad						
				POSTAL CODE	Egbert	Ontario				
				POSTAL CODE		LOL 1NO				
3. DESCRIPTION OF OPERATIONS/LOCATIONS/AUTOMOBILES/SPECIAL ITEMS TO WHICH THIS CERTIFICATE APPLIES (but only with respect to the operations of the Named Insured)										
Mead production and distribution with by-the-glass service.										
4. COVERAGES										
<p>This is to certify that the policies of insurance listed below have been issued to the Insured named above for the policy period indicated notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.</p> <p style="text-align: center;">LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS</p>										
TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE YYYY/MM/DD	EXPIRY DATE YYYY/MM/DD	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)						
				COVERAGE	DED.	AMOUNT OF INSURANCE				
COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS <input type="checkbox"/> EMPLOYER'S LIABILITY <input checked="" type="checkbox"/> CROSS LIABILITY <input type="checkbox"/> WAIVER OF SUBROGATION <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> POLLUTION LIABILITY EXTENSION <input checked="" type="checkbox"/> Liquor Liability <input type="checkbox"/>	Arch Insurance Canada - SCB10021347	2022/08/31	2023/08/31	COMMERCIAL GENERAL LIABILITY	\$2,500	\$5,000,000				
				BODILY INJURY AND PROPERTY DAMAGE LIABILITY - GENERAL AGGREGATE						
								BODILY INJURY AND PROPERTY DAMAGE LIABILITY - EACH OCCURRENCE		\$5,000,000
								PRODUCTS AND COMPLETED OPERATIONS AGGREGATE		\$5,000,000
								PERSONAL INJURY LIABILITY OR		
								PERSONAL AND ADVERTISING INJURY LIABILITY		\$5,000,000
								MEDICAL PAYMENTS		\$25,000
								TENANTS LEGAL LIABILITY		\$1,000,000
								POLLUTION LIABILITY EXTENSION		
										\$5,000,000
<input checked="" type="checkbox"/> NON-OWNED AUTOMOBILES	Arch Insurance Canada -	2022/08/31	2023/08/31	NON-OWNED AUTOMOBILES		\$2,000,000				
<input checked="" type="checkbox"/> HIRED AUTOMOBILES	Arch Insurance Canada -	2022/08/31	2023/08/31	HIRED AUTOMOBILES						
AUTOMOBILE LIABILITY				BODILY INJURY AND PROPERTY DAMAGE COMBINED						
<input type="checkbox"/> DESCRIBED AUTOMOBILES				BODILY INJURY (PER PERSON)						
<input type="checkbox"/> ALL OWNED AUTOMOBILES				BODILY INJURY (PER ACCIDENT)						
<input type="checkbox"/> LEASED AUTOMOBILES **				PROPERTY DAMAGE						
** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE										
EXCESS LIABILITY				EACH OCCURRENCE						
<input type="checkbox"/> UMBRELLA FORM				AGGREGATE						
<input type="checkbox"/>										
OTHER LIABILITY (SPECIFY)										
<input type="checkbox"/>										
<input type="checkbox"/>										
5. CANCELLATION										
Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 15 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.										
6. BROKERAGE/AGENCY FULL NAME AND MAILING ADDRESS				7. ADDITIONAL INSURED NAME AND MAILING ADDRESS (Commercial General Liability- but only with respect to the operations of the Named Insured)						
Lomonte & Collings Insurance Services Box 1185, 126 Bridge St. Unit 9				PROOF OF INSURANCE ONLY						
Bradford	ON	POSTAL CODE	L3Z 2B6							
BROKER CLIENT ID: LOSTM-1				POSTAL CODE						
8. CERTIFICATE AUTHORIZATION										
ISSUER Lomonte & Collings Insurance Services				CONTACT NUMBER(S)						
AUTHORIZED REPRESENTATIVE Pat Collings, CSR				TYPE Main NO. (905) 775-5411 x242 TYPE Fax NO. (905) 775-0938						
SIGNATURE OF AUTHORIZED REPRESENTATIVE 				DATE March 17, 2023 EMAIL ADDRESS patrick@lomonteandcollings.ca						

**AGCO**Alcohol and Gaming
Commission of Ontario

[HOME](#) » [ALCOHOL](#)

Section 4: By-the-Glass Endorsement

[Printer-friendly version](#)

What is a By-the-Glass Endorsement?

A By-the-Glass-Endorsement allows eligible Ontario distilleries with a Distillery Licence to sell and serve their products for consumption in areas that are under sole control of licensee that are located on or immediately adjacent to the production site where the sale is primarily aimed at promoting the manufacturer's product and either providing an enhanced tourist experience or fulfilling an educational purpose.

Things to know before you apply

Eligibility Criteria

Only Ontario distilleries which hold a Distillery Licence are eligible for this endorsement.

Operational Restrictions

A distillery that holds a By-the-Glass Endorsement to their Distillery Licence is only permitted to sell and serve the spirits which it has manufactured.

With the exception of areas such as public roads, thoroughfares, driveways and parking lots, or in other areas that may raise public safety concerns, any area that is on or immediately adjacent to a manufacturing site and under the sole control of the manufacturer is eligible to be licensed as a premises for the sale, service and consumption of spirits under a By-the-Glass Endorsement. Guests are allowed to carry and consume spirits purchased under the By-the-Glass Endorsement or at the tied house on the production site in areas that are under the sole control of the manufacturer and covered by either the Liquor Sales Licence (for the tied house) or By-the-Glass Endorsement.

Note: A distillery production site may have both a Liquor Sales Licence for a tied house and a By-the-Glass Endorsement. Patrons are permitted to move freely between the licensed areas with their beverages. However, licensees must ensure adherence to rules regarding the permissible hours of sale for each licence type and other requirements relating to the sale and service of liquor at multiple premises. **60**

Permissible hours under a By-the-Glass Endorsement may not be extended.

Sale of Spirits from a Retail Store

If a manufacturer has a retail store on the production site, the licensee may bring sealed, unopened liquor purchased from the retail store onto the licensed premises for the purposes of selling it to a patron. This allows patrons that wish to purchase product for personal use from the retail store to pay for the product on their bill in the licensed premises or by-the-glass area.

Applying for a By-the-Glass Endorsement

What supporting documents/information are needed to apply for a By-the-Glass Endorsement?

When applying for a *By-the-Glass* Endorsement via iAGCO, you will be asked to provide the following as part of your application. These items can be provided to the AGCO at any time during the application process:

- **Site plan of the property:** The site plan of the property must outline in red the area(s) in which the manufacturer is applying to have the sale, service and consumption of its product(s) take place. The area(s) must be under the sole control of the manufacturer and located on or immediately adjacent to the production site of the applicant.
- **Municipal resolution:** Written notice from the council of the municipality within which the applicant's production site is located confirming that it has passed a resolution in support of the issuance of the endorsement to the licence.

Transferring a Distillery Licence with a By-the-Glass Endorsement

An endorsement can only be transferred together with the licence to which it is attached. Transfers of By-the-Glass Endorsements will be processed at the same time as the corresponding Distillery Licence transfer application. Please see information above about transferring a Distillery Licence.

Renewing a By-the-Glass Endorsement

By-the-Glass Endorsements are valid for a period of two or four years and expire when the associated Manufacturer's Licence expires or is terminated.

How do I apply?

Renewals of By-the-Glass Endorsements will be processed at the same time as the corresponding Manufacturer's Licence renewal application which can be completed online through the [\[AGCO portal\]](#). Please see section on Renewing a Manufacturer's Licence for instructions on completing the renewal application.

Temporary Extension of a By-the-Glass Area

Manufacturers who hold a By-the-Glass Endorsement may be eligible for a temporary extension of their licensed premises if the extension is immediately adjacent to the areas under the By-the-Glass Endorsement and if they meet applicable requirements.

If you are a distiller with a By-the-Glass Endorsement located in a municipality and wish to have a temporary outdoor physical extension (temporary patio), please contact your municipality to find out the approval process and applicable requirements. For more information, see the New Framework for Temporary Outdoor Extensions.

If you are a distiller with a By-the-Glass located in an unorganized territory or on a First Nations reserve (except in cases where the Band Council of that reserve has chosen to manage temporary patio approvals themselves) and wish to have a temporary patio immediately adjacent to the by-the-glass area, please see below for more information on how to apply to the AGCO.

All distilleries with a By-the-Glass Endorsement must continue to apply to the AGCO for any temporary indoor physical extensions. Please see below for more information on the requirements and how to apply.

How to Apply to the AGCO for a Temporary Outdoor Physical Extension of a By-the-Glass Area

Manufacturers holding a valid By-the-Glass Endorsement in an unorganized territory or on a First Nations reserve (except in cases where the Band Council of that reserve has chosen to manage temporary patio approvals themselves) may apply to the AGCO to temporarily extend the outdoor area to which the By-the-Glass Endorsement applies that is immediately adjacent to the premises for up to eight months in a calendar year. A licensee can only sell and serve liquor on a temporary patio after obtaining approval from the Registrar of the temporary patio. No licensing fee is required.

Prior to applying to the AGCO for a temporary outdoor physical extension of a By-the-Glass area, it is important to take note of the following:

- A complete application including any necessary supporting documents must be submitted a minimum of thirty (30) days in advance of when you intend to begin serving or selling liquor on the temporary patio. Otherwise your application may not be processed in time.
- Should any additional information be required, you will be notified.
- Any conditions to which your licence is subject will also apply to the extended area.
- It is the licence holder's responsibility to ensure that all requirements under the *Liquor Licence and Control Act, 2019*, its regulations and the Registrar's Interim Standards and Requirements are met.

How to Apply to the AGCO for a Temporary Indoor Physical Extension of a By-the-Glass area

Manufacturers holding a valid By-the-Glass Endorsement may apply to the Registrar of the AGCO to temporarily extend an indoor area that is immediately adjacent to the premises to which a By-The-Glass Endorsement applies (for a period specified by the Registrar). The Registrar will consider applications on a case-by-case basis.

Prior to applying to the AGCO for a temporary indoor physical extension of a By-the-Glass area, it is important to take note of the following:

- A complete application including any necessary supporting documents must be submitted a minimum of thirty (30) days in advance of liquor being sold/served, otherwise your application may not be processed in time.
- Should any additional information be required, you will be notified.
- Any conditions on your licence will also apply to the extended area.
- It is the licence holder's responsibility to ensure that all requirements of the *Liquor Licence and Control Act, 2019*, its regulations and the Registrar's Interim Standards and Requirements for Liquor are met.
- Licensees should take into consideration the calculated capacity noted on the Temporary Extension Application.

Required Documentation

The following will be required for your application:

- **Sketch or Plan**

A sketch or plan must clearly show:

- The exact dimensions of the proposed extended licensed area including any permanent or temporary tiered seating;
- The exact location of the area in relation to the licensed premises must be immediately adjacent to the By-the-Glass premises.

See [Appendix B – Calculating the Dimensions of a Proposed Extended Licensed Area](#).

- **Letter of Approval**

If the proposed extended area is rented or leased, the applicant must provide a letter of approval from the owner or landlord.

- **Letter of Non-Objection from the Municipal Clerk**

For an outdoor event, the applicant must obtain a letter from the Municipal Clerk stating that there is "no objection" to the proposed extended licensed area. Letters from the municipality that state the event is "municipally significant" will not be considered acceptable.

Please obtain this letter well in advance to ensure the Municipal Council will be able to consider your request.

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO009-23

DATE: April 5, 2023

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: Development Charges Background Study and By-law

RECOMMENDATION

That Staff Report CAO009-23 be received; and

That Council receive the preliminary draft Development Charges results as presented for information on March 22nd, and which are now on Essa's website, and authorize Hemson Consulting to proceed in drafting and releasing a Development Charges Background Study Report and associated Development Charges By-law that considers the use of a Township-wide approach and Area-Specific approach (for water and wastewater services); and

That Council consider authorizing Staff to advertise and hold a Public Meeting to receive public comments on the Draft Development Charges Background Study; and

That Council consider authorizing Hemson Consulting to finalize the Development Charges Background Study and report back to Council for approval and consider passing a Development Charge By-law at its June 21st meeting.

BACKGROUND

The Township's current Development Charges By-law, By-law 2018-54, covers those services which are levied on a Township-wide basis as well as those levied on a service area specific basis for the provision of water and wastewater related infrastructure in Angus, Thornton and Baxter.

A development charge by-law is a mechanism to fund the capital expenditures of municipal infrastructure that relates to growth. Examples of such growth-related capital projects include road over-sizing, facility expansions, new facilities or fleet requirements over and above the existing amount.

There are currently three Development Charge By-laws that apply to development in the Township of Essa. One of these by-laws is under the jurisdiction of the Township, one is under the jurisdiction of the County of Simcoe and the last one relates to the School

Boards (for Education Development Charges). The County By-law applies to broader County matters i.e., County roads, long term care, paramedic services, etc. The Township collects all development charges for all 3 By-laws upon application for a building permit for a new home or other applicable development.

COMMENTS AND CONSIDERATIONS

The *Development Charges Act* (DCA) outlines how development charges (DC's) are calculated and applied. The *DCA*, *O. Reg 82/98*, and now Bill 23, require that a development charges background study be prepared in which DCs are determined with reference to:

- A forecast of the amount, type and location of development anticipated in the Township. The forecast is based on a projection of population, household and employment growth for the next 10 years for all services except water and sewer that is based on a longer-term planning horizon, which aligns with the infrastructure requirements to service development.
- The average level of service provided by the Township over the fifteen-year period immediately preceding the preparation of the background study; and
- A review of capital works in progress and anticipated future capital projects, including an analysis of gross expenditures, funding sources, and net expenditures incurred or to be incurred by the Township or its local boards to provide for the expected development, including determination of the development and non-development-related components of the capital projects.

The areas that are eligible for funding through DC's are: Library, Fire, Police, Parks and Recreation, Services related to a Highway: Public Works and Roads as well as Water and Wastewater services. Existing DC reserve funds on hand, by service, are also considered in the calculation of the charges. All of this information is analysed to calculate new DC rates.

DC rates are calculated for two categories: residential and non-residential development. The residential rate is calculated for Single and Semi-Detached units, Row or Townhouse units and Apartments with either 2 or more bedrooms or 1 or less (studio) bedrooms (the premise being that single detached homes should pay more based on the occupancy patterns of those units relative to an apartment unit). The non-residential rate is calculated as a charge per square metre of gross floor area.

It is important to note that there are a series of legislated exemptions and rate reductions: industrial/manufacturing expansions up to 50% of existing gross floor area, the creation of additional residential units in existing houses or new buildings (subject to restrictions), non-profit housing developments, affordable and attainable residential units (parameters not yet defined through Bill 23 at time of writing) and discounts for purpose built rental.. As well, The *DCA* allows municipalities to exempt certain developments from the payment of development charges, however, the DC revenue forgone with any non-statutory

exemption cannot be recovered from other DC sectors and must be made up from other sources (taxes/utility rates).

Also new with Bill 23: the municipality must phase-in the DC's calculated such that the municipality could lose out on monies required to fund needed capital infrastructure if the province does not make the municipality whole in some other form (refer to the attached chart of potential losses – Attachment 1). It could be that the municipality will be expected to fund its needed capital infrastructure from other funding sources in the future.

FINANCE IMPACT

If directed, reductions to the proposed (final) DC rates can be accommodated but will require the deferral (or removal) of growth-related projects in order to reduce the amount that DC's will fund for selected projects. Refer to the attached charts outlining the proposed capital projects of staff (Attachment 2). We do note that any rate reduction should be considered in context with the mandatory 5-year phase-in prescribed – in that, the phase-in would still apply in addition to the rate reduction further limiting DC revenue to fund capital.

Based on the current anticipated schedule, it is hoped that Council will pass a new DC By-law in June of this year (June 21st) which will help the municipality to collect appropriate amounts for needed infrastructure.

Manager of Finance Approval: 

Next Steps

DC legislation requires the municipality to hold a statutory Public Meeting to present the draft DC Background Study and By-law to address any questions or concerns. This meeting shall be advertised a minimum of 20 days prior to the meeting and the draft By-law shall be made available to the public. The DC Background Study must be made public 60 days prior to the passage of the By-law; therefore, staff proposes a Public Meeting during a regularly scheduled Council meeting in May, 2023 (beginning at 6pm).

Following the Public Meeting, it is anticipated that staff will bring forward the final Study and recommended By-law incorporating any feedback received at the public meeting and Council at the meeting scheduled for June 21, 2023.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Receive the preliminary draft Development Charges results as presented for information on March 22nd, and which are now on Essa's website, and authorize Hemson Consulting to proceed in drafting and releasing a Development Charges Background Study Report and associated Development Charges By-law that considers the use of a Township-wide approach and Area-Specific approach (for

water and wastewater services); and consider authorizing Staff to advertise and hold a Public Meeting to receive public comments on the Draft Development Charges Background Study; and consider authorizing Hemson Consulting to finalize the Development Charges Background Study and report back to Council for approval and consider passing a Development Charge By-law at its June 21st meeting.

3. Direct staff as Council deems appropriate.

CONCLUSION

Option No. 2 is recommended.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments:

Attachment 1 – Chart depicting Impact of Bill 23 Phase-in

Attachment 2 – Hemson’s DC Presentation of March 22, 2023 and Proposed Capital Workplans of Staff

DC Revenue Losses from Phase-In

	Year 1 (80%)	Year 2 (85%)	Year 3 (90%)	Year 4 (95%)	Year 5 (100%)	5-Year Total
Sewer Losses	\$108,000	\$83,000	\$58,000	\$29,000	\$0	\$278,000
Water Losses	\$130,000	\$100,000	\$69,000	\$36,000	\$0	\$335,000
Total Losses (Including General Services and Roads)	\$1,379,000	\$1,061,000	\$726,000	\$350,000	\$0	\$3,516,000

Council Information Session

Development Charges Background Study



TOWNSHIP OF ESSA
Wednesday, March 22, 2023



Today We Will Discuss...

- Background and Study Process
- Bill 23 Legislative Changes
- Development Forecast
- DC Capital Program
- Draft Calculated DC Rates
- Rate Comparison
- Next Steps

What are Development Charges?

- Charges imposed on development to pay for “growth-related” capital costs
- Pays for new infrastructure and facilities to maintain service levels
- Principle is “growth pays for growth”

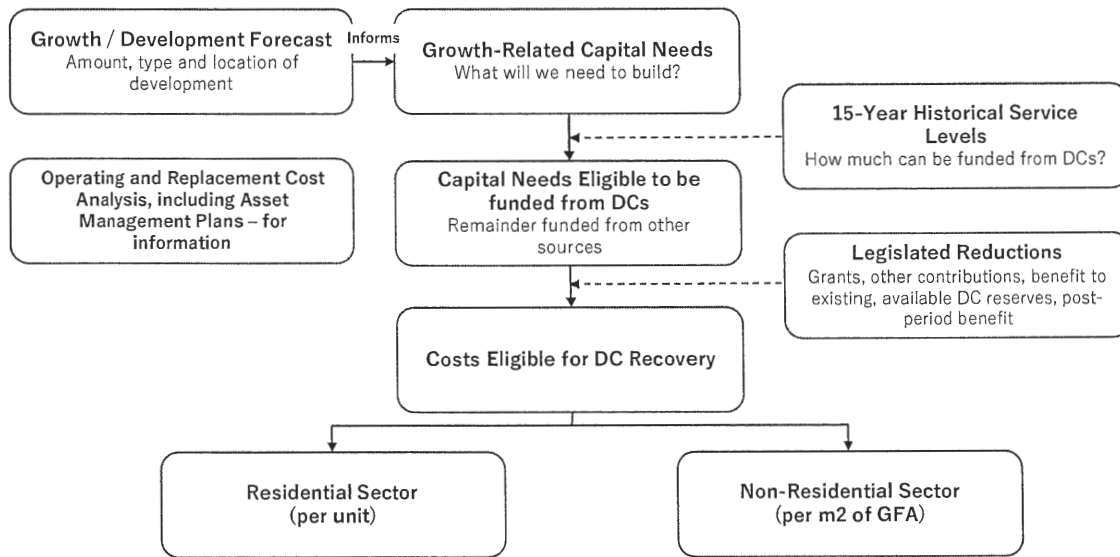
DCs in Township of Essa

- Council passed Development Charges By-law No. 2018-54 on June 20, 2018 that imposed rates for the following services:
 - **General Services:**
 - Library Services
 - Fire Services
 - Parks and Recreation
 - Public Works and Fleet
 - Police
 - General Government*
 - **Engineered Services:**
 - Roads and Related
 - Angus Sewer Services
 - Angus Water Services
 - Thornton Water Services
 - Baxter Sewer Services
- By-law No. 2018-54 will expire on June 21, 2023

³ *No longer eligible for recovery through DCs



Development Charges Study Process



DC Legislation has Changed in Recent Years

- Housing Supply Action Plan and subsequent legislation:
 - Bill 108, the *More Homes, More Choice Act*
 - Bill 197, the *COVID-19 Economic Recovery Act*
 - Bill 23, the *More Homes Built Faster Act*
- Report on the Ontario Housing Affordability Taskforce (February 2022)
- June 2022 election mandate:
 - Affordability (house sales/rents are outpacing incomes)
 - Goal of 1.5 million new homes constructed by 2031

Government Aims to Reduce Housing Costs by Reducing Municipal Fees and Charges

- Legislative changes will freeze, reduce and exempt DCs
 - Exemptions
 - Phase-ins
 - Discounts
- Other fees levied by Provincial ministries, boards, agencies, and commissions are under review
- Housing Accelerator Fund – could be used to compensate municipalities to pay for critical growth-related infrastructure

New DC Exemptions (in Effect)

- In existing rentals (4+ units), greater of:
 - One unit
 - 1% of existing units
- Residential intensification in existing and new units
- Non-profit housing (now defined)
- Inclusionary zoning units (must be affordable)

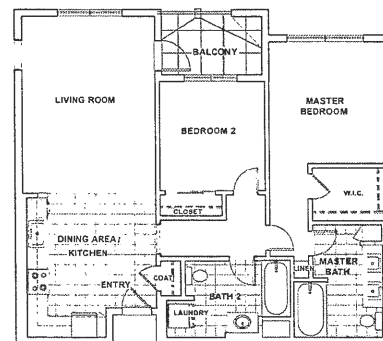
New Mandatory Phase-In of DC Rates

- 5 year phase-in of **total** DCs imposed
- Retroactive to DC by-laws passed since January 1, 2022
- Significant revenue loss associated with mandatory phase-in/discount

Year	Maximum DC
1	80%
2	85%
3	90%
4	95%
5	100%

New Discounts For Rental Housing (in Effect)

- Rental housing development (now defined as 4+ units)
 - 25% for 3+ bedrooms
 - 20% for 2 bedrooms
 - 15% for 1 bedroom and bachelor



New Exemptions for Affordable Housing (Not Yet in Effect)

- Rental – 80% of average market rent
- Ownership – 80% of average purchase price
- Province to issue bulletins to establish market rents and purchase price
- Administered through agreement – 25 years, with ability to register on title
 - Possible standard forms of agreement

Impact to Development Charges:

- Not in force yet – requires additional action by the Province
- Depending on what the “average” market rents and purchase prices are, could have significant impact
- Administratively burdensome

New Exemptions for Attainable Housing (Not Yet in Effect)

- “Select” Attainable Housing
- Not affordable and not rental
- Administered through agreement – until unit is sold, with ability to register on title
- What is “select” is to be prescribed

Impact to Development Charges:

- Not in force yet – requires additional action by the Province
- Unclear how Attainable will be defined – potentially significant impact
- Administratively burdensome

DC Eligible Service Changes Introduced by Bill 23

- Services no longer eligible for DC funding include:
 - Housing Services
 - Growth-related studies (including DC studies)

Impact to Development Charges:

- No impact for housing services – not levied in Essa Township
- Revenue loss associated with studies

Other Changes Introduced by Bill 23

- Historical service levels now based on 15 years
- Services for which land is an ineligible cost may be prescribed
- Maximum life of DC by-law extended from 5 years to 10 years
- Interest rate for DC freezes and payment plans now prescribed
 - Prime +1%
- Must spend or allocate at least 60% of reserve fund balances each year for
 - Water, wastewater, and roads DCs
 - Other DC services may be prescribed

DC Eligible Services

- **Water Supply Services**
- **Wastewater Services**
- Stormwater Drainage and Control Services
- **Services Related to a Highway (Roads, Public Works Buildings, and Fleet)**
- Transit
- Waste Diversion
- **Policing Services**
- **Fire Protection Services**
- Ambulance Services
- **Public Libraries (Including resources)**
- **Recreation (Arena, centres, etc.)**
- **Park Development (Excluding parkland acquisition)**
- Long-term Care
- Public Health
- Provincial Offences Act incl. By-law Enforcement
- Emergency Preparedness
- Child Care

Note: Parking, Cemeteries, Housing, and Studies are no longer eligible for recovery through DCs.



Development Forecast: Township-wide

Growth Forecast	2022 Estimate	Township-Wide Growth			
		2023 - 2032		2023-2046	
		Growth	Total at 2032	Growth	Total at 2046
Residential					
Total Occupied Dwellings	8,123	1,717	9,840	3,940	12,063
Total Population					
Census	23,470	4,136	27,606	8,569	32,039
<i>Population In New Dwellings</i>		<i>5,267</i>		<i>10,106</i>	
Non-Residential					
Employment	8,210	1,380	9,590	2,860	11,070
Non-Residential Building Space (sq.m.)		37,760		181,000	

**Place of work employment shown (excludes work at home)*

Area-specific forecast for Angus (Water and Sewer):

- 2023-2032 = 1,344 units (78% of all units)
- 2023-2046 = 3,319 units (84% of all units)

Growth-Related Capital Programs

- Capital programs have been informed by:
 - Previous DC Background Study
 - 2023 Capital Budget
 - Water and Wastewater: 2022 Angus Infrastructure Master Plan
 - Roads and Related: Ongoing Transportation Master Plan (WSP)
 - Discussions with staff

- DC eligible costs adjusted for:
 - Grants, subsidies and other contributions
 - “Benefit to existing” or replacement elements
 - Available DC reserve funds
 - “Post Period” benefits

Summary of Capital Program (in \$000): 2023-2032

Service	Gross Cost	Grants, Subsidies, Recoveries	Benefit to Existing	DC Recoverable Cost		
				Available Reserves	Post Period	In-Period
Library Services	\$312.7	\$0.0	\$0.0	\$53.3	\$0.0	\$259.4
Fire Services	\$8,090.0	\$0.0	\$1,508.8	\$1,245.1	\$2,504.6	\$2,831.5
Police	\$102.0	\$0.0	\$0.0	\$0.0	\$0.0	\$102.0
Parks and Recreation	\$14,924.2	\$0.0	\$1,049.3	\$4,707.5	\$0.0	\$9,167.4
Public Works	\$5,900.0	\$0.0	\$806.4	\$155.9	\$1,518.4	\$3,419.3
Roads and Related	\$115,317.0	\$0.0	\$13,693.8	\$6,270.5	\$60,118.8	\$35,233.9
TOTAL	\$144,645.9	\$0.0	\$17,058.2	\$12,432.3	\$64,141.9	\$51,013.5

Summary of Water and Sewer Capital Program (in \$000): 2023-2046

Service	Gross Cost	Grants, Subsidies, Recoveries	Benefit to Existing	DC Recoverable Cost		
				Available Reserves	Post Period	In-Period
Wastewater	\$19,448.7	\$0.0	\$0.0	\$6,174.1	\$0.0	\$13,274.6
Water	\$19,202.3	\$0.0	\$0.0	\$2,410.8	\$0.0	\$16,791.5
TOTAL	\$38,651.0	\$0.0	\$0.0	\$8,584.9	\$0.0	\$30,066.1

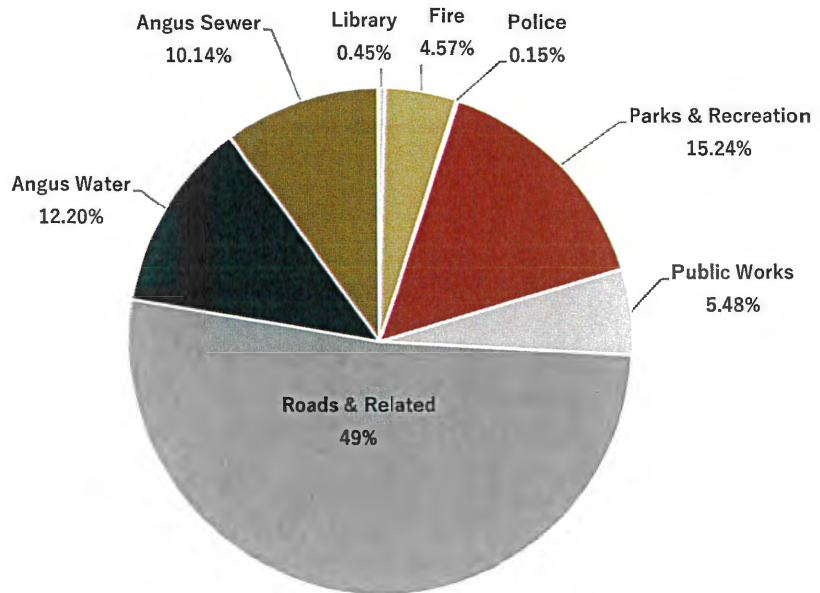
DC Rate Structure

- Township-wide charges – Angus, Baxter, Thorton and All Other Areas
 - Library Services
 - Fire Services
 - Police
 - Parks and Recreation
 - Public Works
 - Roads and Related
- Area-Specific charges – Angus Only
 - Water
 - Sewer



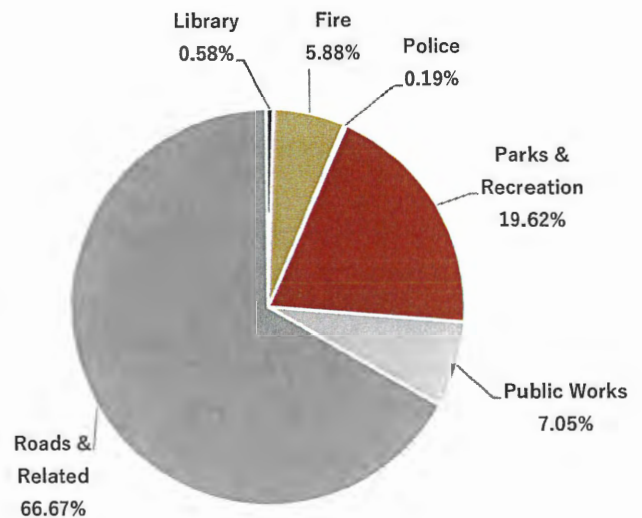
Fully Calculated Residential Development Charges (Angus – Serviced)

Angus \$/Unit
Single/Detached \$37,233
Other Multiples \$32,919
Large Apartment (2+ Bedrooms) \$21,945
Small Apartment (Bachelor and 1 Bedrooms) \$16,170



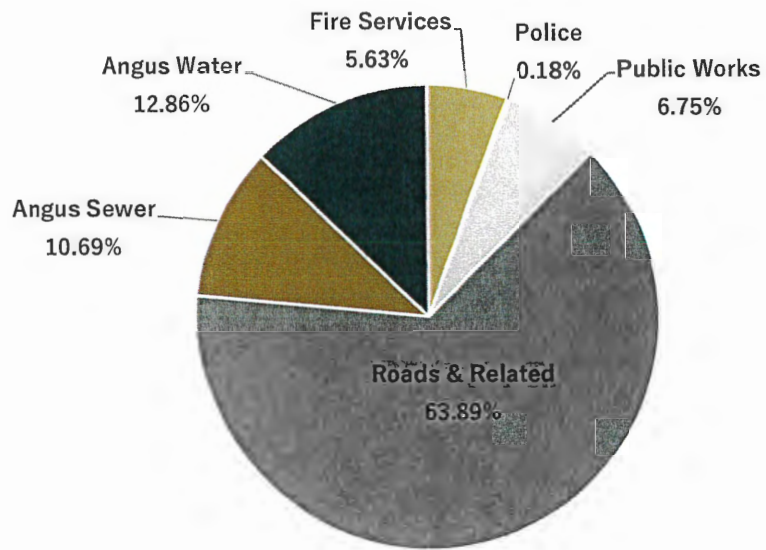
Fully Calculated Residential Development Charges (Thornton and Baxter)

Baxter \$/Unit	Thornton \$/Unit
Single/Detached \$28,915	Single/Detached \$28,915
Other Multiples \$25,564	Other Multiples \$25,564
Large Apartment (2+ Bedrooms) \$17,042	Large Apartment (2+ Bedrooms) \$17,042
Small Apartment (Bachelor and 1 Bedrooms) \$12,577	Small Apartment (Bachelor and 1 Bedrooms) \$12,577



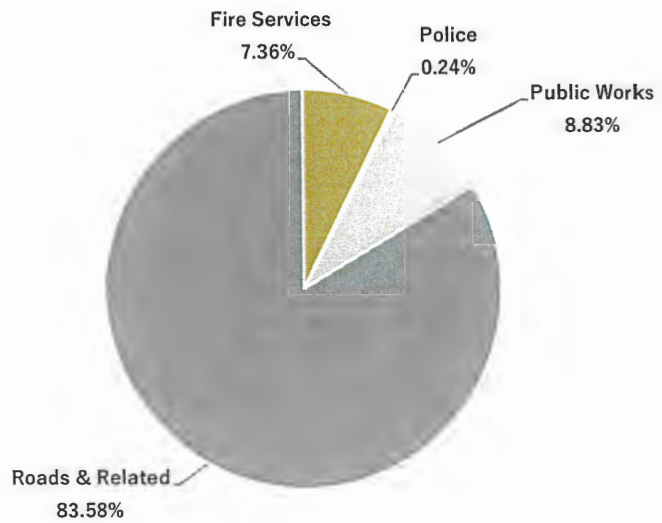
Fully Calculated Non-Residential Development Charge (Angus – Serviced)

Angus \$/Sq.M
\$190.74



Fully Calculated Non-Residential Development Charge (Thornton and Baxter)

Baxter \$/Sq.M	Thornton \$/Sq.M
\$145.82	\$145.82



Current vs. Calculated Charges

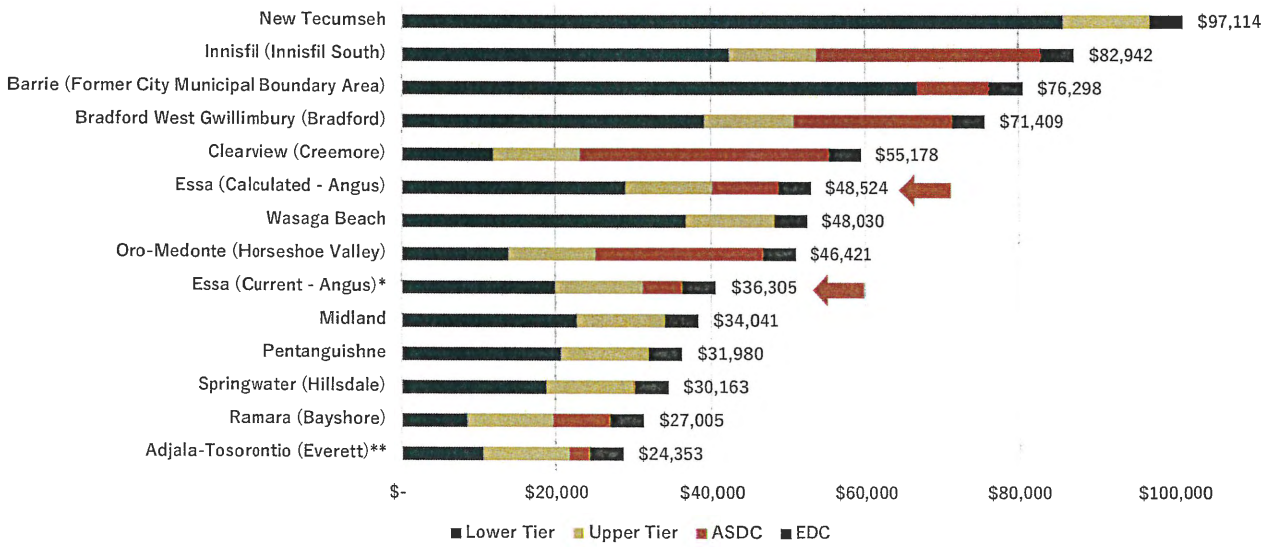
Residential	Current Charge/SDU	Calculated Charge/SDU	Difference in Charge	
			\$	%
Total Charge \$/unit	\$25,014	\$37,233	\$12,219	48.9%

Non-Residential	Current Charge	Calculated Charge	Difference in Charge	
			\$	%
Total Charge \$/sq.m.	\$122.00	\$190.74	\$68.74	56.3%

Calculated Development Charges with Phase-in

Charge Type	Fully Calculated	Year 1 (80%)	Year 2 (85%)	Year 3 (90%)	Year 4 (95%)	Year 5 (100%)
Singles & Semis	\$37,233	\$29,786	\$31,648	\$33,510	\$35,371	\$37,233
Other Multiples	\$32,919	\$26,335	\$27,981	\$29,627	\$31,273	\$32,919
Apartments 2+ Bedrooms	\$21,945	\$17,556	\$18,653	\$19,751	\$20,848	\$21,945
Apartments Bachelor and 1 Bedroom	\$16,170	\$12,936	\$13,745	\$14,553	\$15,362	\$16,170
Non-Residential Charge per m2	\$190.74	\$152.59	\$162.13	\$171.66	\$181.20	\$190.74

Residential Rate Comparison (per Single Detached Unit)

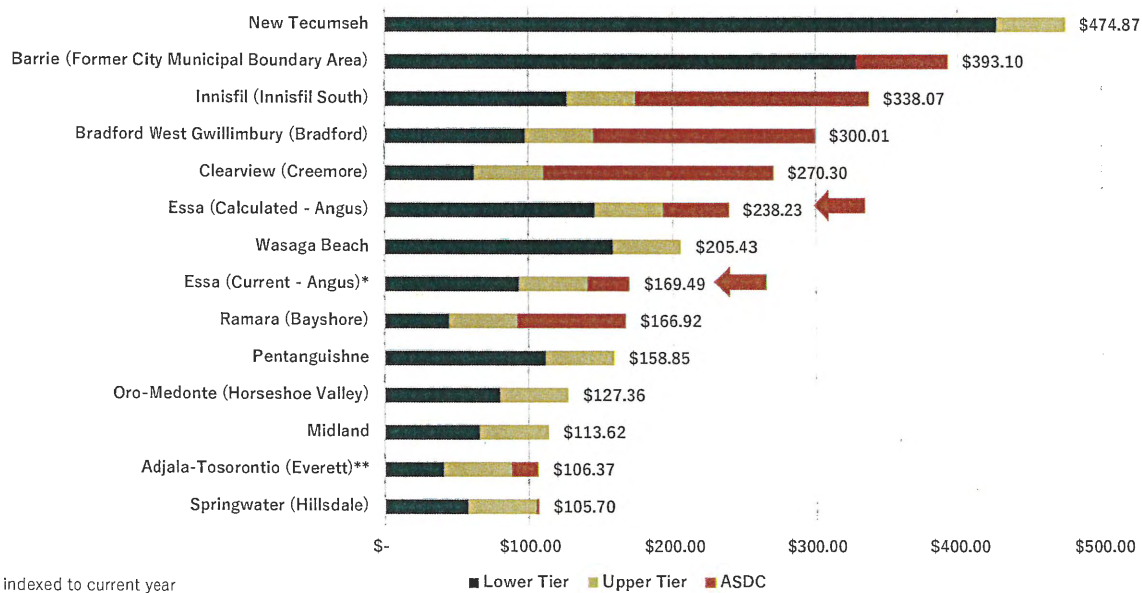


*Hemson indexed to current year

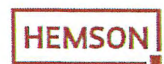
**No water or sewer charge



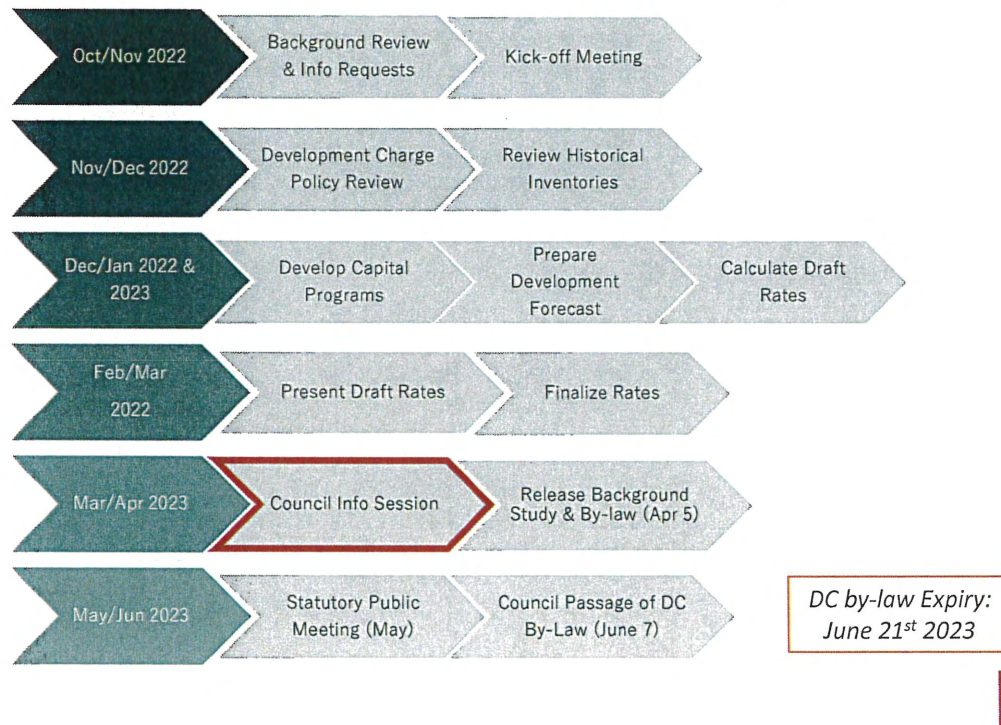
Non-Residential Rate Comparison (per sq. m.)



*Hemson indexed to current year
 **No water or sewer charge



DC Project Timeline & Next Steps



Additional Slides for Q&A

Library Services

Total Capital Program	Grants/ Subsidies	Benefit-to- Existing	Development-Related		
			Available DC Reserves	2023 - 2032	Post 2032
\$313,000	\$0	\$0	\$53,000	\$260,000	\$0

- Maximum Permissible DC Funding Envelope = **\$1,905,000**
- 2023-2032 Capital Program:
 - Additional Parking
 - New Collection Materials
 - New Outdoor Meeting Space (Structure and Equipment)

Fire Services

Total Capital Program	Grants/ Subsidies	Benefit-to- Existing	Development-Related		
			Available DC Reserves	2023 - 2032	Post 2032
\$8,090,000	\$0	\$1,509,000	\$1,245,000	\$2,832,000	\$2,504,000

- Maximum Permissible DC Funding Envelope = **\$2,832,000**
- 2023-2032 Capital Program:
 - Station 2 (Angus) Expansion and Furniture/Equipment
 - New Fire Vehicles: Fire Prevention Officer, New Aerial and Fire Training Vehicle
 - Bunker Gear
 - New Equipment for Servicing High/Mid-Rise Buildings

Police Services

Total Capital Program	Grants/ Subsidies	Benefit-to- Existing	Development-Related		
			Available DC Reserves	2023 - 2032	Post 2032
\$102,000	\$0	\$0	\$0	\$102,000	\$0

- Maximum Permissible DC Funding Envelope = **\$735,000**
- 2023-2032 Capital Program:
 - Personal Equipment
 - New Vehicles

Parks and Recreation

Total Capital Program	Grants/ Subsidies	Benefit-to- Existing	Development-Related		
			Available DC Reserves	2023 - 2032	Post 2032
\$14,924,000	\$0	\$1,049,000	\$4,708,000	\$9,167,000	\$0

- Maximum Permissible DC Funding Envelope = **\$23,891,000**
- 2023-2032 Capital Program:
 - Angus Recreation Centre – Land and Construction
 - Thornton Arena Multipurpose Room
 - New Trucks
 - Three New Dog Parks
 - Baxter Park expansion
 - Pedestrian Bridge over Nottasaga
 - Playground Equipment and Amenities
 - Trail Construction

Services Related to a Highway: Public Works and Fleet

Total Capital Program	Grants/ Subsidies	Benefit-to- Existing	Development-Related		
			Available DC Reserves	2023 - 2032	Post 2032
\$5,900,000	\$0	\$807,000	\$156,000	\$3,419,000	\$1,518,000

- Maximum Permissible DC Funding Envelope = **\$3,419,000**
- 2023-2032 Capital Program:
 - New Fleet Vehicles
 - Expanding Sand Dome

Services Related to a Highway: Roads and Related

Total Capital Program	Grants/ Subsidies	Benefit-to- Existing	Development-Related		
			Available DC Reserves	2023 - 2032	Post 2032
\$115,317,000	\$0	\$13,694,000	\$6,270,000	\$35,234,000	\$60,119,000

- Maximum Permissible DC Funding Envelope = **\$174,438,000**
- 2023-2032 Capital Program
 - 10 Road Reconstruction and Strengthening projects
 - 13 Road Urbanizations
 - 2 Intersection Improvements and 3 Intersection Signalizations
 - 2 Safety and Pedestrian Improvements
 - 2 Bridges
 - 29 Metres of On-Road Active Transportation Trails

Water Supply and Distribution: 2023-2046 (build-out) Capital Program

Total Capital Program	Grants/ Subsidies	Benefit-to- Existing	Development-Related		
			Available DC Reserves	2023 - 2046	Post 2046
\$19,202,000	\$0	\$0	\$2,411,000	\$16,791,000	\$0

Development-Related Water Services Projects

- Increase PTTW and Existing Well Capacity Township
- New Water Storage Tanks (3) (Southwest, Northwest, and Northeast)
- Water Distribution Network Expansion (Linear Infrastructure)
- Debenture Payments for Mill Street Reservoir
- Debenture Payment for Brownley Reservoir

Sewage Treatment and Collection 2023-2046 (Build-Out) Capital Program

Total Capital Program	Grants/ Subsidies	Benefit-to- Existing	Development-Related		
			Available DC Reserves	2023 - 2046	Post 2046
\$19,449,000	\$0	\$0	\$6,174,000	\$13,275,000	\$0

Development-Related Water Services Projects

- Debenture Payments for the Angus WWTP and Pump Station No. 2
- Expand Existing Wastewater Treatment Plant
- Area 1 Sanitary Collection Upgrades
- Area 2 Sanitary Collection Upgrades

Comparison of Current vs. Calculated Residential Rates

Service	Residential (\$/Single or Semi-Detached Unit)			
	Current Residential Charge	Calculated Residential Charge	Difference in Charge	
			\$	%
General Government	\$23	\$0	(\$23)	-100%
Library Services	\$533	\$167	(\$366)	-69%
Fire Services	\$3,169	\$1,701	(\$1,468)	-46%
Police Services	\$31	\$55	\$24	76%
Parks And Recreation	\$3,157	\$5,674	\$2,517	80%
Services Related To A Highway: Public Works And Fleet	\$910	\$2,039	\$1,129	124%
Services Related To A Highway: Roads And Related	\$12,148	\$19,279	\$7,131	59%
Total Township-wide Charge	\$19,971	\$28,915	\$8,944	45%
Angus Service Area				
Township-wide Charge	\$19,971	\$28,915	\$8,944	45%
Angus Sewer	\$1,952	\$3,776	\$1,824	93%
Angus Water	\$3,090	\$4,542	\$1,452	47%
Total Serviced Charge in Angus	\$25,014	\$37,233	\$12,219	48.9%
Thornton Service Area				
Township-wide Charge	\$19,971	\$28,915	\$8,944	45%
Thornton Water	\$12,612	\$0	(\$12,612)	-100%
Total Serviced Charge in Thornton	\$32,583	\$28,915	(\$3,668)	-11%
Baxter Service Area				
Township-wide Charge	\$19,971	\$28,915	\$8,944	45%
Baxter Sewer	\$1,952	\$0	(\$1,952)	-100%
Total Serviced Charge in Baxter	\$21,924	\$28,915	\$6,991	32%



Comparison of Current vs. Calculated Non-Residential Rates

Service	Non-Residential (\$/Square Metre)			
	Current	Calculated	Difference in Charge	
	Non-Residential Charge	Non-Residential Charge	\$	%
General Government	\$0.15	\$0.00	(\$0.15)	-100%
Library Services	\$0.00	\$0.00	\$0.00	0%
Fire Services	\$18.16	\$10.73	(\$7.43)	-41%
Police Services	\$0.18	\$0.34	\$0.16	86%
Parks And Recreation	\$0.00	\$0.00	\$0.00	0%
Services Related To A Highway: Public Works And Fleet	\$5.23	\$12.87	\$7.65	146%
Services Related To A Highway: Roads And Related	\$69.66	\$121.87	\$52.21	75%
Total Township-wide Charge	\$93.38	\$145.82	\$52.44	56%

Angus Service Area				
Township-wide Charge	\$93.38	\$145.82	\$52.44	56%
Angus Sewer	\$11.24	\$20.39	\$9.15	81%
Angus Water	\$17.39	\$24.53	\$7.14	41%
Total Serviced Charge in Angus	\$122.00	\$190.74	\$68.73	56.3%

Thornton Service Area				
Township-wide Charge	\$93.38	\$145.82	\$52.44	56%
Thornton Water	\$181.03	\$0.00	(\$181.03)	-100%
Total Serviced Charge in Thornton	\$274.41	\$145.82	(\$128.59)	-47%

Baxter Service Area				
Township-wide Charge	\$93.38	\$145.82	\$52.44	56%
Baxter Sewer	\$11.24	\$0.00	(\$11.24)	-100%
Total Serviced Charge in Baxter	\$104.62	\$145.82	\$41.20	39%



Comparison of Water and Sewer Capital Programs

Water Services - Capital Program Costs

	Total Gross Cost	Grants/ Subsidies	Benefit to Existing	DC Reserves	DC In-Period	Post- Period
2018 DC Study	\$ 4,111,262	\$ -	\$ -	\$ 1,981,070	\$ 2,130,192	\$ -
2018 DC Study (Indexed \$2023)	\$ 6,036,567	\$ -	\$ -	\$ 2,908,805	\$ 3,127,761	\$ -
2023 DC Study	\$ 19,202,295	\$ -	\$ -	\$ 2,410,785	\$ 16,791,510	\$ -
<i>Difference (\$)</i>	\$ 13,165,728	\$ -	\$ -	\$ -498,020	\$ 13,663,748	\$ -
<i>Difference (%)</i>	218%	0%	0%	-17%	437%	0%

Wastewater Services - Capital Program Costs

	Total Gross Cost	Grants/ Subsidies	Benefit to Existing	DC Reserves	DC In-Period	Post- Period
2018 DC Study	\$ 7,866,576	\$ -	\$ 3,862	\$ 6,166,858	\$ 1,695,855	\$ -
2018 DC Study (Indexed \$2023)	\$ 11,550,493	\$ -	\$ 5,670	\$ 9,054,798	\$ 2,490,024	\$ -
2023 DC Study	\$ 19,449,000	\$ -	\$ -	\$ 6,174,000	\$ 13,275,000	\$ -
<i>Difference (\$)</i>	\$ 7,898,507	\$ -	\$ -5,670	\$ -2,880,798	\$ 10,784,976	\$ -
<i>Difference (%)</i>	68%	0%	-100%	-32%	433%	0%



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO010-23

DATE: April 5, 2023

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: Strategic Plan for Essa Council 2023

RECOMMENDATION

That Staff Report CAO010-23 be received; and

That Council select _____, at 6pm, to meet to learn about strategic, financial and capital planning, as each plan all relates to one another, in accordance with Section 239(3.1) of the *Municipal Act* and further, that staff advertise as necessary.

BACKGROUND

Township staff led a Strategic Planning session with the new term of Council in December 2022. Staff put pressure on Council Members to prioritize their individual objectives for the term along with those of others on Council. Staff presented Council with an outline of all departments – operations and service delivery. Council was asked a series of questions and voted on topics and provided responses on an individual basis using a survey/voting app.

COMMENTS AND CONSIDERATIONS

Staff has consolidated already identified and known strengths, weaknesses, opportunities, and threats, with the newest objectives and priorities of Council. From the answers provided by Council, it seems fairly clear where Council's priorities lie (as a whole) (refer to attachment): Roads, Retention of Staff, Infrastructure, Programs for Youth and Communications.

Still, it would now be useful if staff could circle back with Council to confirm the summary as presented and to discuss next steps and targets to finalize the Strategic Plan (strategic plans should lay out short, mid and long term action items with goals). Staff hopes to educate Council on the linkages with other important plans which impact on the overall financial sustainability of the municipality in general.

With the 2023 Budget now approved, the Asset Management Plan (AMP) adopted, the Development Charge Background Study well underway, and multi-year capital planning started, it would be an opportune time for Council to meet for an educational evening, with senior management, for a final education session on strategic planning and other related plans/planning principles.

In the past, Council has held such a retreat in a round-table forum setting at the Utopia Hall. The CAO recommends that this occur again in the near future – in an effort that staff may then wrap up the Strategic Plan in order to help to set a clear vision for the municipality for the term and beyond.

Evening dates could be arranged to suit all of Council's schedule such as:

Wednesday, May 10, or
Wednesday, May 31

FINANCIAL IMPACT

The Strategic Plan is used to provide a clear vision of Council, setting out goals and objectives; it helps guide staff in making recommendations, and it assists the municipality with grant applications. The cost of an educational session on this theme would be minimal (food/refreshments) but extremely beneficial to all including the municipality as a whole. There is no other direct impact on the budget.

Manager of Finance Approval: 

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Select a date of _____, at 6pm, to meet to learn about strategic, financial and capital planning, as each plan all relates to one another, in accordance with Section 239(3.1) of the *Municipal Act* and further, that staff advertise as necessary.
3. Instruct staff to finalize the Strategic Plan based on the summary as referenced in this report (and forego an educational session on the benefits of planning and connections between plans).

CONCLUSION

Option #2 is recommended so that everyone has a better understanding of the usefulness of establishing a vision, goals, and targets across the board and the impact of Council's decision(s).

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments:

Previous Strategic Plan of the past Council

Summary from recent Strategic Plan session held with the current Council

Example of What Plans May Answer/Their Purpose



Strategic Plan

2019-2022



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Overview

Council and senior staff for the Township of Essa held a strategic planning session together, in public, on April 2nd, 2019. The aim of the day was to think about the future and where we are going, as a community and as a municipal organization.

Everyone was able to participate in an open and relaxed forum. A situation analysis was carried out with the results summarized below (the order does not reflect any priority whatsoever).

Strengths - What do we Value Most about Essa; and

What are the Positive Conditions and Initiatives that have been Created in Essa?

1. Taxes
 - Safe community with low taxes low taxes mentioned often (6 times)
 - Good value for taxes
2. Parks (6 clear responses that parks/green spaces valued)
 - Gets families out at no cost
 - Trail improvements welcome
 - Nottawasaga River can be focus since unique and beautiful
 - Green spaces, parks, trails, gardens.... All add to the municipality, people enjoy/they bring pride
 - Splash pads well used and enjoyed
 - Dog parks well used and enjoyed
3. Roads (4)
 - Good roads, road safety and improvements are important
4. Service
 - Burn permits are popular (2)
 - Level of service considered good (2), staff friendly and helpful

-
- Council values staff
 - Public happy with medical clinic
 - Public transportation helping with isolation
 - Events i.e. Essalicious/Farmer's Market growing in popularity
 - Increases in number of businesses is valued (2)

5. Community Feel

- Small town feel, know your neighbours highly valued
- Small community feel and quality of life are very important

6. Attitude (3)

- We value working together/cooperation

Weakness - What can we be Doing Better – within our Control?

1. Investing in Capital

- Should invest more and more consistently; adhere to a standard
- Prepare realistic long range plans
- Measure results and report on metrics
- Ensure financial sustainability

2. Service

- Rely on technology more
- Reduce duplication in planning
- Look for efficiencies within
- Look for partnership opportunities with neighbours
- Increase recreation programs
- Streamline processes

3. Communication

- Spread news about events, work on communications

-
- Improve on broadband/internet
 - Develop a community brand
 - Improve on media releases/increase ads/spread the word
 - Ensure that website and Council pages are easily accessible and informative
 - Develop a different newsletter
- 4. Take responsibility for County Roads to ensure safety and consistency**
- Request more control over County Roads and impose local improvements to these roads to reduce complaints from the public, ie install pedestrian crossings in Thornton along County Roads
- 5. Parks**
- Plant more trees
- 6. Staffing**
- Listen to the ideas of staff
 - Undertake a pay review/comparison
 - Recognize staff contributions, achievements and milestones
 - Celebrate holidays/social events
 - Provide training including on opportunities and cross-training
 - Ask staff to suggest redundancy

Opportunities - Trends may be beyond our Control?

1. River and trail opportunities

- Nottawasaga River
- Rail trail leading to Collingwood, County assessing
- Public seeking green space and developed public spaces, with good facilities/amenities

2. Transit

- Regional bussystem

3. Funding

- Other levels of government looking for savings
- Need to find efficiencies
- Change to development charges (community benefits)
- Need to develop Asset Management Plans, Climate Action Plans, Community Safety Plans, Sourcewater Protection Plans
- We work well with neighbours but what about other levels of government

4. Second Suites

- Required to provide for apartments/second suites

Threats - Trends beyond our Control?

1. Costly housing/ daily affordability
2. Senior housing and affordability
3. Aging population and health care
4. Ontario government regionalization
5. Loss of autonomy
6. Climate change- dramatic weather events
7. Reduction in base funding
8. Funding services shrinking
9. River erosion
10. NVCA out of planning - keep in watershed
11. Cost of services to residents

Strategic Plan Process

The municipality deals with a number of issues ranging from operational concerns to high level concerns such as the regional government review and the County of Simcoe's municipal comprehensive review. The Township has identified which areas are of greatest interest to it, to ensure future success.

Council for the Township of Essa has agreed, at its October 16th Council meeting, that the following 5 major issues are most important to influence the changes desired of Council.

1. Roads and Transportation
2. Recreation and Green Development
3. Customer Service
4. Governance
5. Finances and Funding

Vision, Mission and Goals

A Strategic Plan contains the following elements: a vision, mission and goals. The Township's mission will be achieved through its goals and each goal is associated with actions to achieve desired outcomes (listed in no particular order).

Vision	Mission	Goals
Essa: Where town and country meet	Essa Township will be a place where town and country meet in a safe and healthy environment to serve you with a responsible plan going forward.	The goals are the results that are desired to be achieved over the next 3 years (to 2022 and the next term of Council).

Strategic Actions to Support the Goals

Goal 1: Good and Safe Roads and Transportation

Desired Outcomes:

- Public transportation helping with affordability and social issues (ie isolation)
- Good roads, road safety and improvements - desired to have roads which are safe for motorists and pedestrians/improved infrastructure
- An improved transportation network with linkages
- Support for active transportation to provide for choice in mode of transportation
- To improve on the transportation system including coordination with County roads

Strategic Actions

Action	Target Due Date	Comments
Create a focus group to collect local ideas and comments - Traffic Advisory Comm (TAC)	Completed in 2020	Include citizens from across the municipality; TAC created and meets regularly
Traffic calming measures	2020 budget \$12,500 2021 budget \$110,000	
Road improvements, including crosswalks	2020 budget \$200,000 2021 budget \$200,000	Centre St and Angus Crosswalks; Thornton pedestrian crossing installation \$165,307
Implement an active transportation strategy and plan	Review of standards and practices underway in 2021	Roads review in 2021 \$80,000; County Transportation Master Plan underway; Infrastructure Master Plan underway in 2021

Strategic Actions to Support the Goals

Goal 2: Varied Recreation and Green Development

Desired Outcomes:

- To improve on the Township’s parks and recreation service providing more programs or programs which are popular
- To develop green public spaces and preservation of green space/features with amenities to promote enjoyment of public spaces and the natural environment
- Trail improvements/increased trails and related opportunities to promote natural recreational opportunities in Essa

Strategic Actions

Action	Target Due Date	Comments
Draft a master plan	2021 – 2022	Working on an inventory of assets plus needs (2 separate initiatives)
Develop a sense of pride	Each year	Employee engagement citizen involvement
Ensure programs are popular and in demand/ modify to suit demographics	Each year	Programmer encouraged to do this
Create partnerships with community organizations	On-going relations	Lions, Legion, Private recreation providers, etc; on-going outreach
Increase attendance at community events	Each year	Tree lighting ceremonies, farmers markets, Edible Essa, etc; on hold with COVID
Plant more trees	Each year	Working with South Simcoe Streams and NVCA/HCC
Make trail improvements	Each year	Wayfinding signage to be proposed 2021-2022 as a part of a grant application
Make park improvements	Each year	Refer to budget 2021; basketball, LED lights, play equipment, etc.

Strategic Actions to Support the Goals

Goal 3: Customer Service Excellence

Desired Outcomes:

- To enhance our customer service so that residents feel well-informed
- To ensure that we are known to be friendly and helpful
- Easy to access information
- More/better use of technology
- Improved communications with easy to read newsletters and publications

Strategic Actions

Action	Target Due Date	Comments
Better communication/use of social media	Each year	Facebook, Twitter accounts; regular posts
Easy to read newsletter	2020	Newsletter updated with current content; posted on website
Easy to read budget updates	2020	Insertion of pie chart and other graphics into updates
Better use of software to enable efficiencies	2021	IT Strategic Plan to contain recommendations
Identify resources for dedicated communications	2021	Dedicated staff member for communicating
Create opportunities for increased citizen involvement	Each year	Zoom meetings allow meetings to be more accessible

Strategic Actions to Support the Goals

Goal 4: Good Governance

Desired Outcomes:

- To find efficiencies in service delivery to ensure optimal effectiveness
- To streamline processes
- To eliminate duplication
- To ensure that the municipality is responsible and accountable to its taxpayers
- Partnerships to cost-share in service delivery

Strategic Actions

Action	Target Due Date	Comments
Undertake an efficiency audit	2022	
Promote cross-training	Started	On-going given constant staff turnover
Promote partnerships	2020	On-going meeting with south Simcoe partners
In-house efficiencies/suggestions encouraged	Each year	Staff encouraged to make suggestions, some suggestions received
Means to ensure effective deployment of staff	Completed	Requests of Council funneled through the CAO/Department Head; Council policy in effect

Strategic Actions to Support the Goals

Goal 5: Responsible Finances and Funding

Desired Outcomes:

- Maintain low taxes but continue to support asset management and long range planning
- Seek out grant opportunities that open the door to the municipality
- Responsible spending without waste
- An asset management plan that is supported and a long range capital plan to provide for certainty

Strategic Actions

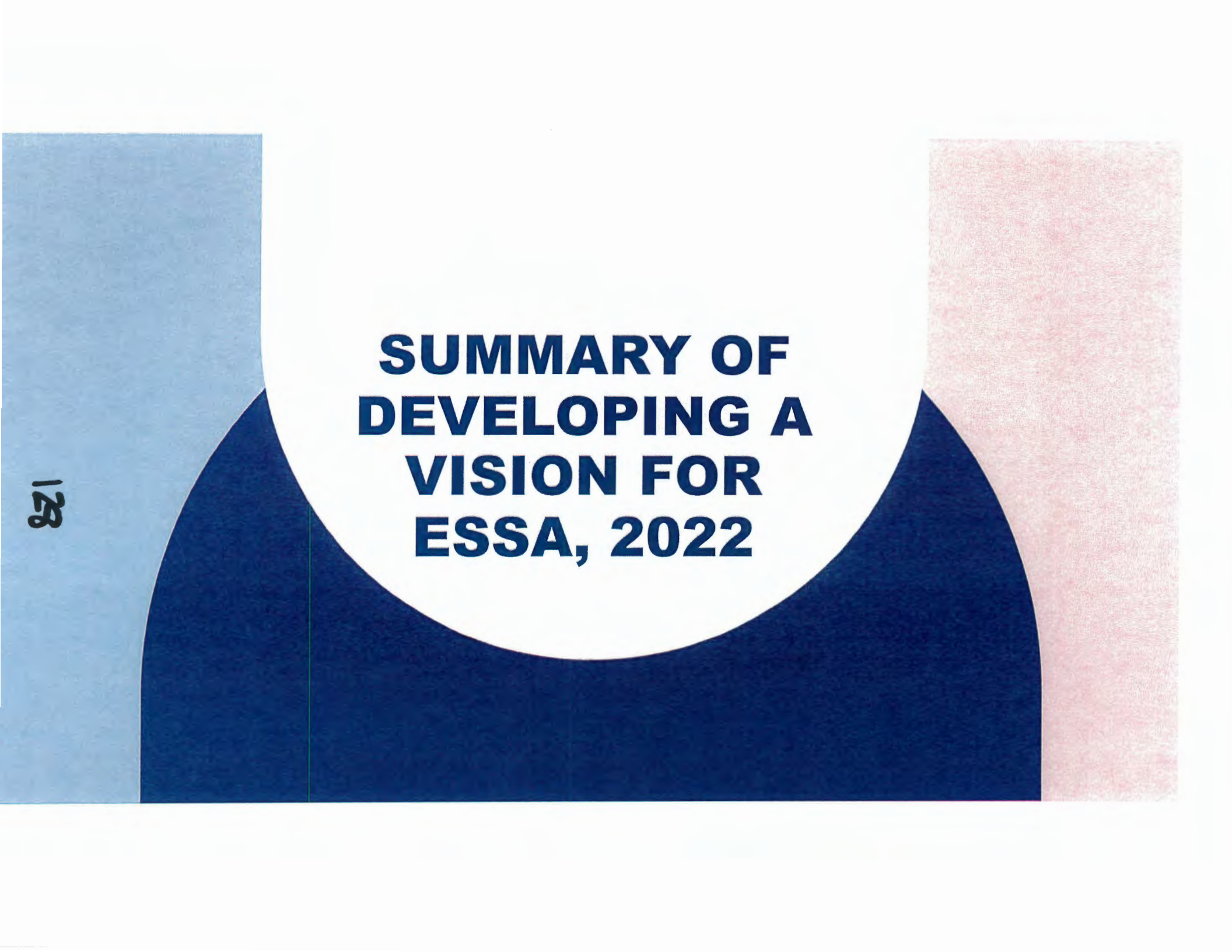
Action	Target Due Date	Comments
Dedicate funding to replacement of assets	Began in 2019 2020 budget \$343,000 2021 budget \$343,000	
Long range capital plan	Began and restarted in 2020	Infrastructure Master Plan underway: water and wastewater plan adopted December 2020
Maintain low taxes but ensuring good value	Each year	Essa's operating expenses at \$18,605,762; Total levy required is \$8,097,650
Establish standards	2020	Council decision to put 3% to asset management funding each year

Priority Strategic Actions

All activities listed above are important and should begin right away if not already started. Each Manager should review all items with their staff and report to the CAO on implementation. Some actions are straight-forward and on-going and others require development. Some may involve further Council discussion.

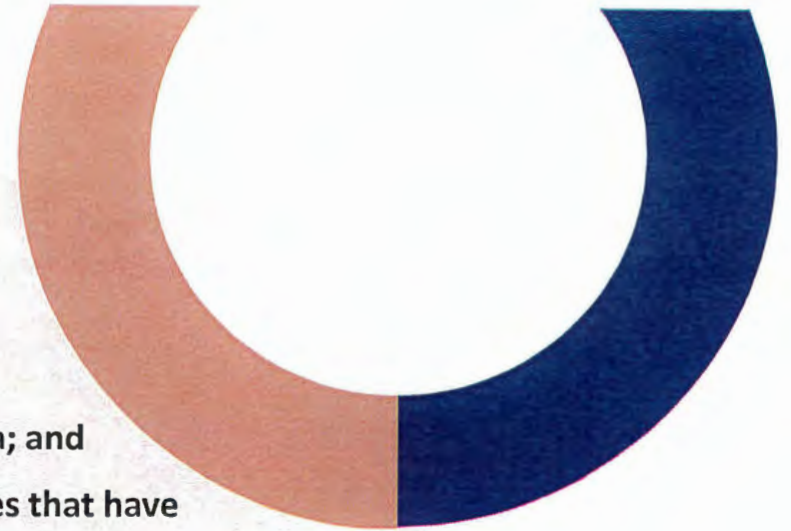
Implementation and Monitoring

The Strategic Plan will be implemented by staff under the direction of the CAO, and monitored by Council. On an annual basis, Council will review the progress on the strategic actions through a report prepared by the CAO. Performance measures should be quantifiable, measurable and focused specifically on the strategic actions. The report may also identify new issues and challenges that may require new or updated strategic actions.



**SUMMARY OF
DEVELOPING A
VISION FOR
ESSA, 2022**

SWOT ANALYSIS



Strengths: What do we Value Most about Essa; and
What are the Positive Conditions and Initiatives that have
been Created in Essa?

Weakness: What can we be Doing Better – within our Control?

Opportunities: Trends beyond our Control?

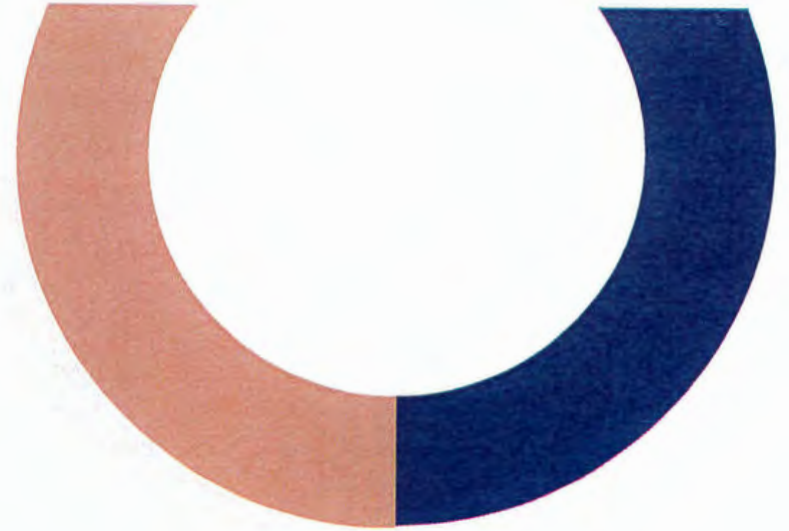
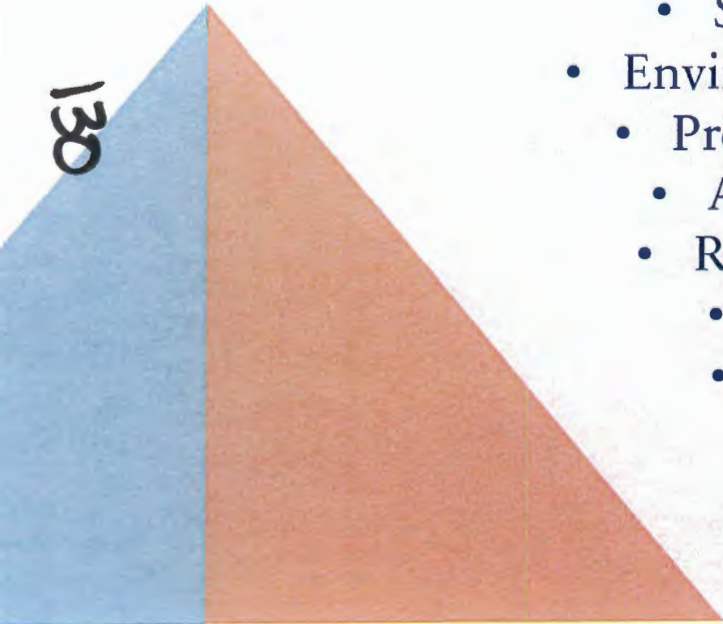
Threats: Trends beyond our Control?

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PRIMARY GOALS

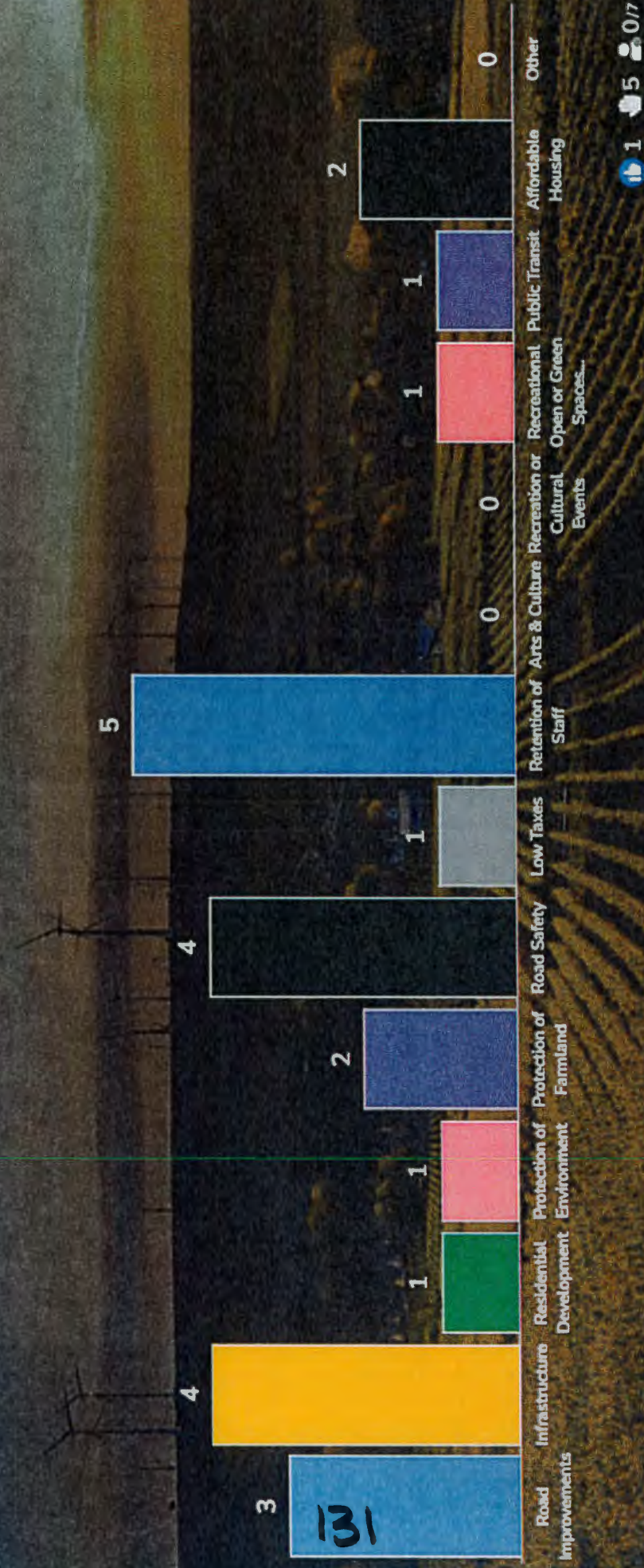
- Schools
- Internet
- Safe Streets
- Financial Sustainability
 - Solid Infrastructure
- Environmental Stewardship
 - Protection of Farmland
 - Affordable Housing
- Reasonable Tax Rates
 - Smooth Roads
 - Smart Growth



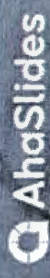
To join, go to: ahaslides.com/4H4PY



What are your top 5 concerns for this term of Council?



To join, go to: ahaslides.com/4H4PY

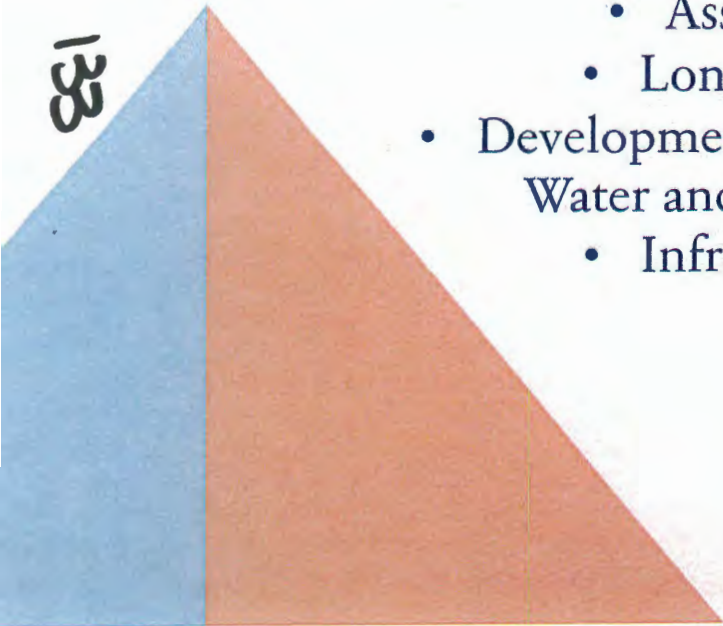
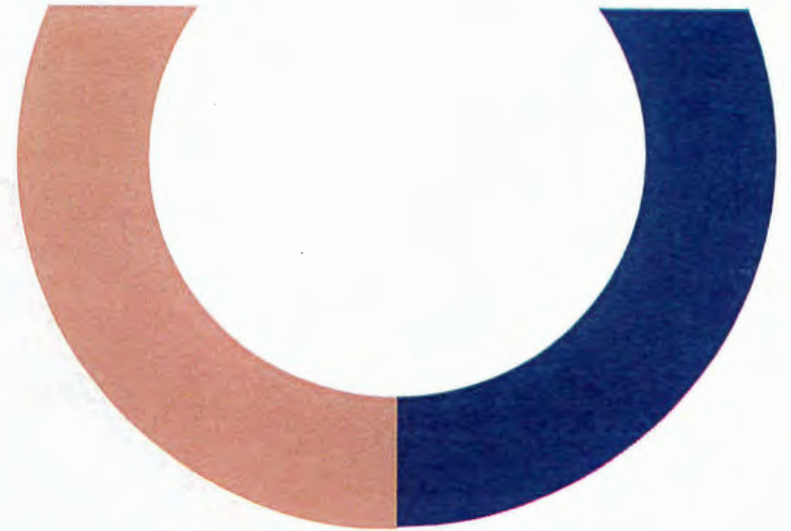


If we received a new funding revenue of \$1,000,000, where would you spend it? (Please select 3)

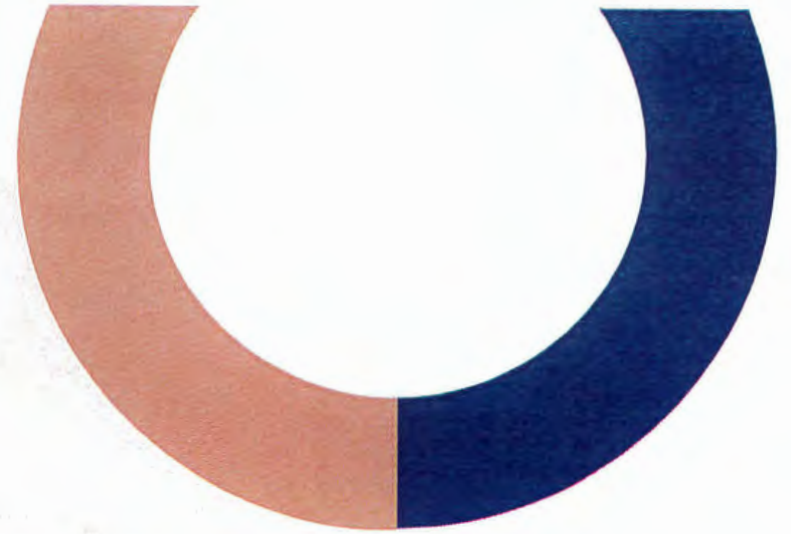


A SERIES OF PLANS

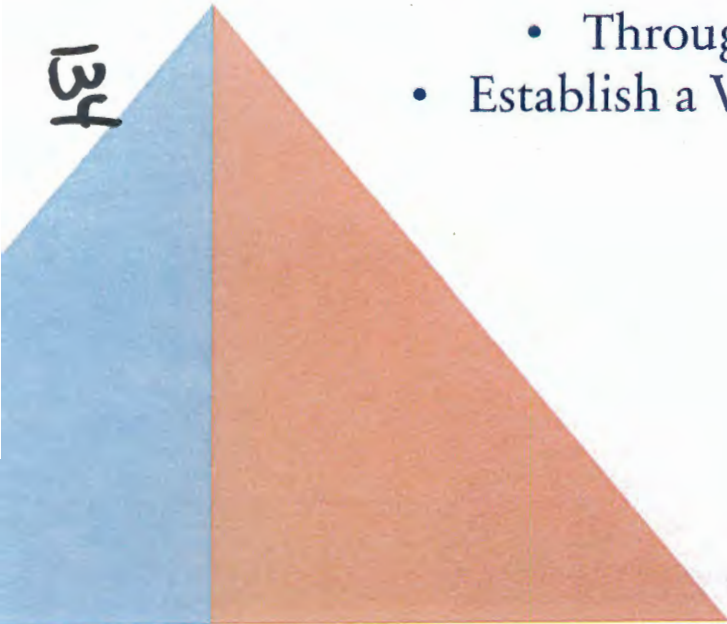
- Strategic Plan
- Departmental Plans
 - Budget
- Asset Management Plan
- Long-range Financial Plan
- Development Charges Background Study
- Water and Wastewater Financial Plan
- Infrastructure Master Plan



ALIGNING PRIORITIES



- Through leadership and collaboration
- Establish a Vision, Mission, Goals and Objectives
 - Engagement



10

CRUCIAL

Questions

Service Delivery
& Operational
Review

01



Do we REALLY need to be in this business?

02



What Do Citizens Expect of the Services?

03



How Does Current Performance Compare to Expected Performance?

04









Do the Things we are doing (activities) Lead to the Results we are Trying to Achieve?

05



How is the DEMAND for services being managed?

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		CRUCIAL	Service Delivery & Operational Review
		Questions	
06		Are services and the required assets sustainable in the long term?	
07		Can the Benefits or Outcomes be Increased?	
08		Can services be delivered more efficiently through lower costs or resources?	
09		Are there Alternative Ways to Deliver the Service?	
10		How Do We Balance the Needs of Today While Planning for Tomorrow?	

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Budgets must drive community well-being

by Kelly Rudyk
in Community Development, Finance



People can be accused of making things too simplistic. Sometimes people say “there is more to it than that” or “you just don’t know everything going on here.” While all this is true, one could also respond back with a question: “Are we unintentionally making things more difficult than they need to be?”

Or, for the purposes of this article, very simply: “What is in the best interests of the long-term well-being of our community?”

Put Community Well-Being First

There are many great people in finance. They often suggest that the budget needs to be two things: balanced and meet the auditors’ expectations. “We need an unqualified opinion from them.”

Both true. Both important. But, if we stop here - and some do - we are not demonstrating what feels like the fundamental reason all public servants should be doing what they do: serving the community through the provision of programs and services that support their long-term well-being.

At a recent strategic planning session in Alberta, a councillor suggested the following: "Whenever I face a difficult decision in a council meeting, I find myself asking what decision would be in the best interests of the community."

This question is not heard often enough. Not to oversimplify things, but one should jump on this councillor's suggestion to enthusiastically support them and set the tone for the rest of council - and, for that matter, administration. This question can serve as a compass for all decisions. It can serve as that discipline leadership needs to make tough choices, those trade-offs we so often hear mentioned at budget times.

A strategic planning framework, for example, often starts with a genuine engagement with the community to learn their long-term well-being aspirations. Too many times this not done well - if at all - or only done once every election cycle. As an entity who is tasked with supporting the long-term well-being aspirations of the community, we best figure out what those are and be habitual about it. It is that important.

Determine Well-Being Aspirations

Once we have a good sense of what the community believes they need, from the perspective of long-term well-being, it is up to us to do a deep dive into what we are currently doing to support this. We must resist the urge to dive into our budgets immediately. The deep dive is looking at the programs, services, projects, and infrastructure devoted to current state.

We must test their relevancy toward achieving those long-term well-being desires of the community. We must allow for the possibility of required adjustments to our offerings as they exist today. This article is not about priority-based budgeting (PBB) exactly, but it would be a big miss if it were not mentioned as a powerful tool to have these types of conversations and actually score those items mentioned.

After having decided what it is we feel best drives the community's long-term well-being aspirations, from a value and relevancy perspective, we can figure out what resources are needed to support these and how much that will cost. It is inevitable that we look at numbers and costs. It is very legitimate that we have constraints around what it is we can do. Many like the term "guardrails" when describing the appetite for supporting a budget - from both administration and elected officials. But, once again, determining our trade-offs needs to be done by asking a slightly different version of the question the councillor asked earlier. Perhaps we should simply ask: "Does supporting this maximize the value in driving our community's long-term well-being aspirations?"

If we can develop a habit of doing this, whether in the council chambers, in a senior leadership team meeting, or around the tailgate on the worksite, this question starts building alignment at every level of municipal governance. Council members can challenge each other at meetings when pet projects creep their way into the proceedings, or when a recent interaction with an angry citizen or a letter to the editor distracts council from overall community well-being. Administration can have meetings that consistently challenge municipal professionals to wear the citizen hat in their decision making. Collectively, with all our resources, regardless of which department they are in, we must ask what we should be doing to create those conditions for our community to achieve its long-term well-being goals.

Well-Being Budgeting

Dictionary.com defines well-being as “a good or satisfactory condition of existence; a state characterized by health, happiness, and prosperity; welfare.” Given this definition, it is easy to see where there are links to what we do as municipal government. We have roles to play in people’s health, can influence their happiness, and have been participants in setting up conditions for their prosperity and welfare.

Now we must apply those concepts of “guardrails” and trade-offs that exist in budgeting processes to our thinking. Let us say we are looking at our recreation department. This is likely the area that many relate back to the health aspects of well-being. Health has also been intricately linked to returns in happiness and, by extension, there are many studies that show people’s prosperity can be directly correlated with their happiness.

So, let us say we have heard that the community places a lot of value in the ability to exercise. It is incumbent upon us to look at what we are currently offering to supply those exercise options to the community. Although not exhaustive, the list could include things like a pool, a gym, racquet sports, spaces for yoga, and a trail system. Relying on user data from our recreation department, we would also need to get a sense for the demand for these over the course of the recent past and extrapolate into our near future. The reason for figuring out future demand is to aid in figuring out the value created by adding into these areas - where we would, in essence, be able to achieve our maximum wellbeing return.

Our ultimate recommendation for our budget would tend to support something that had a broad impact for a lower-cost option. For instance, although we may all agree that a new pool would see the most users impacted, the cost to do so would be prohibitive. The biggest “bang for our buck” from a perspective of maximizing value in well-being may come down to an expansion to our trails or retrofitting a tennis

court into pickleball. This last example is actually happening in many communities - perhaps even yours.

Now that we have seen an example of well-being budgeting in a specific area, it may be easier to see a broader application into the whole of the offerings from municipal government. A well-being lens should be applied corporately. For example, after using the principles described above, we may find that for our community, at this point in time (perhaps post COVID or with the financial challenges of today), we can maximize our returns in well-being by focusing on our social services areas versus expanding more niche offerings in that same recreation area.

As mentioned early on, people can be accused of over simplifying things. Own it and acknowledge it. However, continue to champion the idea that a consistent lens from which we can look at our budgets and the processes around building budgets maximizes the returns for the community's well-being. MW

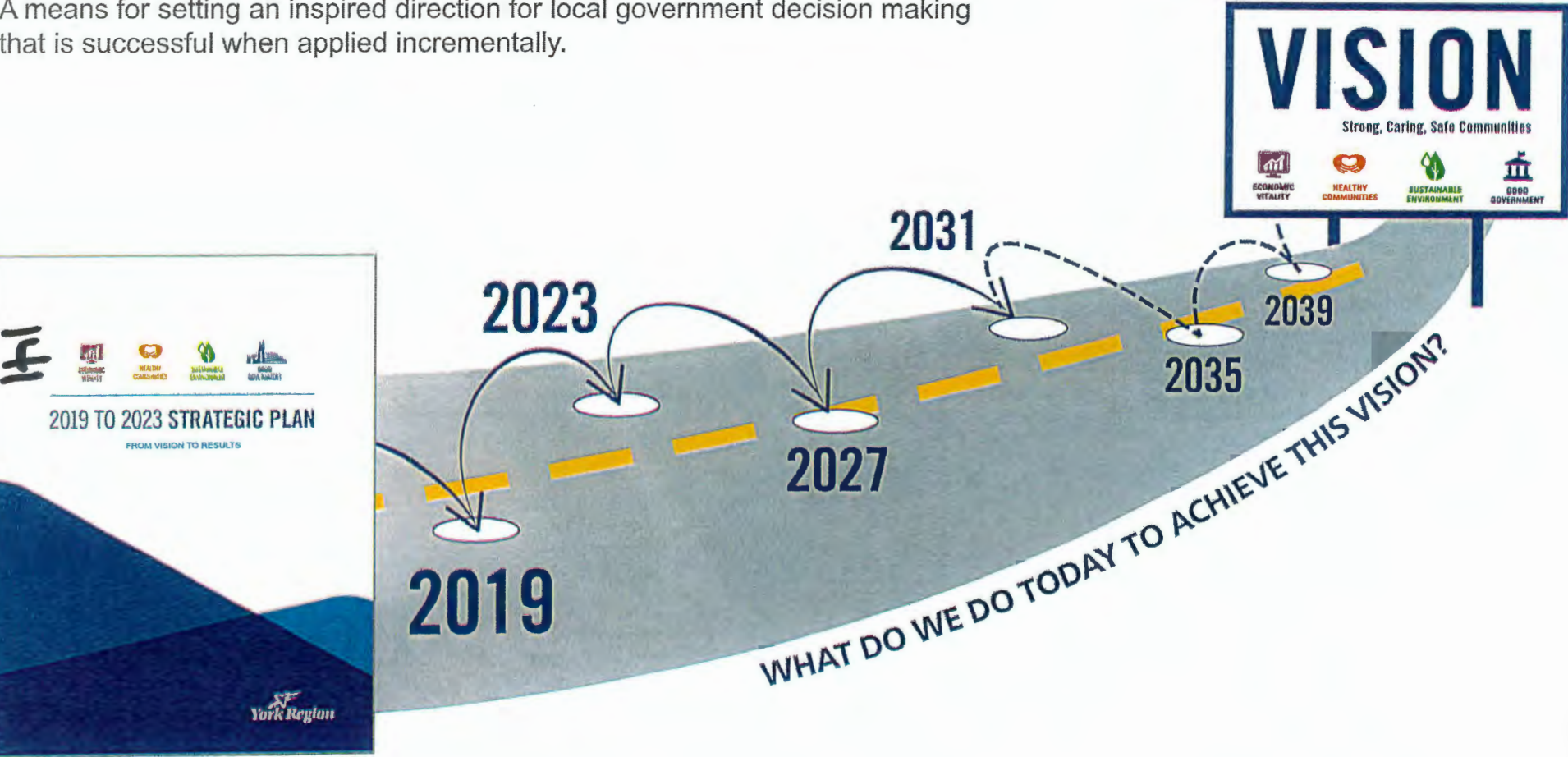


★ Municipal World Insider and Executive Members: You might also be interested in Kelly's other article: "[Sorry ... we don't have the budget for that.](#)"

Kelly Rudyk is the Founder of It's Logical Strategic Planning Services.

ASPIRATIONAL INCREMENTALISM

A means for setting an inspired direction for local government decision making that is successful when applied incrementally.



VISION'S AREAS OF FOCUS

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Economic VITALITY

Focuses on what is needed to encourage and sustain economic growth and vitality of the Region.



Healthy COMMUNITIES

Focuses on the livability, health, safety and social well-being of our communities.



Sustainable ENVIRONMENT

Focuses on the need to protect and sustain the natural and built environment and reduce our ecological impact.



Good GOVERNMENT

Focuses on a sense of community as one that is democratic, accessible, equitable and reliable, where civic engagement and participation is welcomed from all.

STRATEGIC PLAN ALIGNMENT WITH VISION

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ATTACHMENT 1

2019 TO 2023 STRATEGIC PLAN YEAR 3 (2021) PROGRESS REPORT

Minimum 25 of 31 = 81% of Performance Measures Trending in the Desired Direction.

Result Area	Performance Measure	Historical Data				2023 Target	Trend
		2017	2018	2019	2020		
Community Vitality	Increase % of business establishments meeting in business extensions	61%	71%	67%	61%	61%	Green
	Maximize # of business establishments per capita	28.8	28	19.8	6.5	6.9	Red
	Increase # of businesses of type restaurants	0.20	0.20	0.20	0.20	0.20	Green
	Increase # of people and employment within 200 feet of transit	247,000	247,000	247,000	247,000	247,000	Green
	Increase % of on-time performance on all transit routes	91.8%	91.8%	91.8%	91.8%	91.8%	Green
	Increase # of road lane closures	4,729.10	4,729.10	4,729.10	4,729.10	4,729.10	Green
	Maximize % of incidents that rank York Region as safe place to live	88%	88%	88%	88%	88%	Green
	Maximize % of incidents priority 0 response time (a company Doubling Water Street)	2.00	2.00	2.00	2.00	2.00	Green
	Increase % of regional roads with a minimum 6m/s for dedicated bike lanes in urban areas	19.8%	19.8%	19.8%	19.8%	19.8%	Green
	Increase % of 17-year-old children in contact with a parent/guardian of school program last	81%	81%	81%	81%	81%	Green
Healthy Communities	Increase % of food service premises with a permit to operate	81.0%	81.0%	81.0%	81.0%	81.0%	Green
	Increase # of York Region 18+ receiving help to improve their housing stability	417	417	417	417	417	Green
	Maximize percentage response time for emergency response (e.g. fire)	100%	100%	100%	100%	100%	Green
	Increase # of emergency activities related to long-term care food	25	25	25	25	25	Green
	Increase # of emergency activities related to long-term care food	25	25	25	25	25	Green
	Increase # of emergency activities related to long-term care food	25	25	25	25	25	Green
	Increase # of emergency activities related to long-term care food	25	25	25	25	25	Green
	Increase # of emergency activities related to long-term care food	25	25	25	25	25	Green
	Increase # of emergency activities related to long-term care food	25	25	25	25	25	Green
	Increase # of emergency activities related to long-term care food	25	25	25	25	25	Green

We envision

**strong,
caring,
safe communities**

through our mission of

**working together to serve
our thriving communities
– today and tomorrow**

by relying on our values of

**Integrity
Commitment
Accountability
Respect
Excellence**

YORK REGION



PLANNING AND MULTI-YEAR BUDGETING ALIGNMENT

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