

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, FEBRUARY 15, 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      i)      **Presentation – Nicole LaFrance, Account Manager - MPAC**  
re: Property Assessment in Ontario
- p. 18     b)      **Delegation – Bev Nix and Jody Levac, Stevenson Memorial Hospital**  
re: Alliston and Area Physician Recruitment Committee Overview

**STAFF REPORTS**

**4. PLANNING AND DEVELOPMENT**

- p. 31     a.      **Staff Report PD005-23 submitted by the Manager of Planning, re: 7670  
9<sup>th</sup> Line – Garden Suite to Additional Residential Unit.**

Recommendation: *Be it resolved that Staff Report PD005-23 be received; and That Council approve the termination of the Temporary Garden Suite Agreement related to a secondary detached dwelling at 7670 9<sup>th</sup> Line, with the condition that an Additional Residential Unit (ARU) be registered in its place.*

- p. 42     b.      **Staff Report PD006-23 submitted by the Manager of Planning, re:  
Charged for Change Program – Earth Day Canada Application for  
Electric Vehicle Chargers in the Township of Essa.**

Recommendation: *Be it resolved that Staff Report PD006-23 be received; and That Council direct Staff to pursue an Application for Electric Vehicle Chargers in the Township of Essa through the Earth Day/Aviva Charged for Change Program at no net cost to the Municipality.*

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

- p.52 a. **Staff Report PR003-23 submitted by the Manager of Parks and Recreation, re: Barrie Thornton Fiddle Club Request.**

Recommendation: *Be it resolved that Staff Report PR003-23 be received; and That Council direct the Manager of Parks and Recreation to proceed with waiving the Set-up and Clean-up Fee associated for each Arena monthly rental for the Barrie Thornton Fiddle Club effective immediately in 2023 and until December 31, 2026; and To only charge the hourly rate on the approved Fee Schedule.*

**6. FIRE AND EMERGENCY SERVICES**

**7. PUBLIC WORKS**

**8. FINANCE**

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

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

- p. 54 a. **Staff Report CAO005-23 submitted by the Chief Administrative Officer, re: Summary of Bill 23.**

Recommendation: *Be it resolved that Staff Report CAO005-23 be received; and That the Township request additional funding from the Province to ensure that the municipality is able to keep up with the demands associated with growth.*

**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 1<sup>st</sup> day of March, 2023 at 6:00 p.m.*



# MPAC

Property Assessment  
in Ontario

# Ontario's Property Experts

2  
**5.5**

**MILLION**

MPAC's database hosts information for over 5.5 million properties across Ontario.

**37**

**BILLION**

There was more than \$37 billion of new assessment captured in 2022.

**3**

**TRILLION**

Ontario's total property value exceeds \$3 trillion.



## Ontario Government

Establishes the province's assessment and taxation laws, sets the valuation date and determines education tax rates.



## MPAC

Calculates, captures and distributes assessments for all properties and buildings across Ontario.



## Municipalities

Determine revenue requirements, set municipal tax rates and collect property taxes to pay for municipal services.



## Property Owners

Pay property taxes for community services and education taxes to help fund elementary and secondary schools in Ontario.

# Maintaining Ontario's Property Database



Provincial, Municipal and  
Property Owner Support  
& Guidance



New Assessment  
Forecasting & Market  
Analysis/Trends



Municipal Financial  
Planning & Insights



Vacancy and Tax  
Applications for  
Commercial, Business  
& Residential



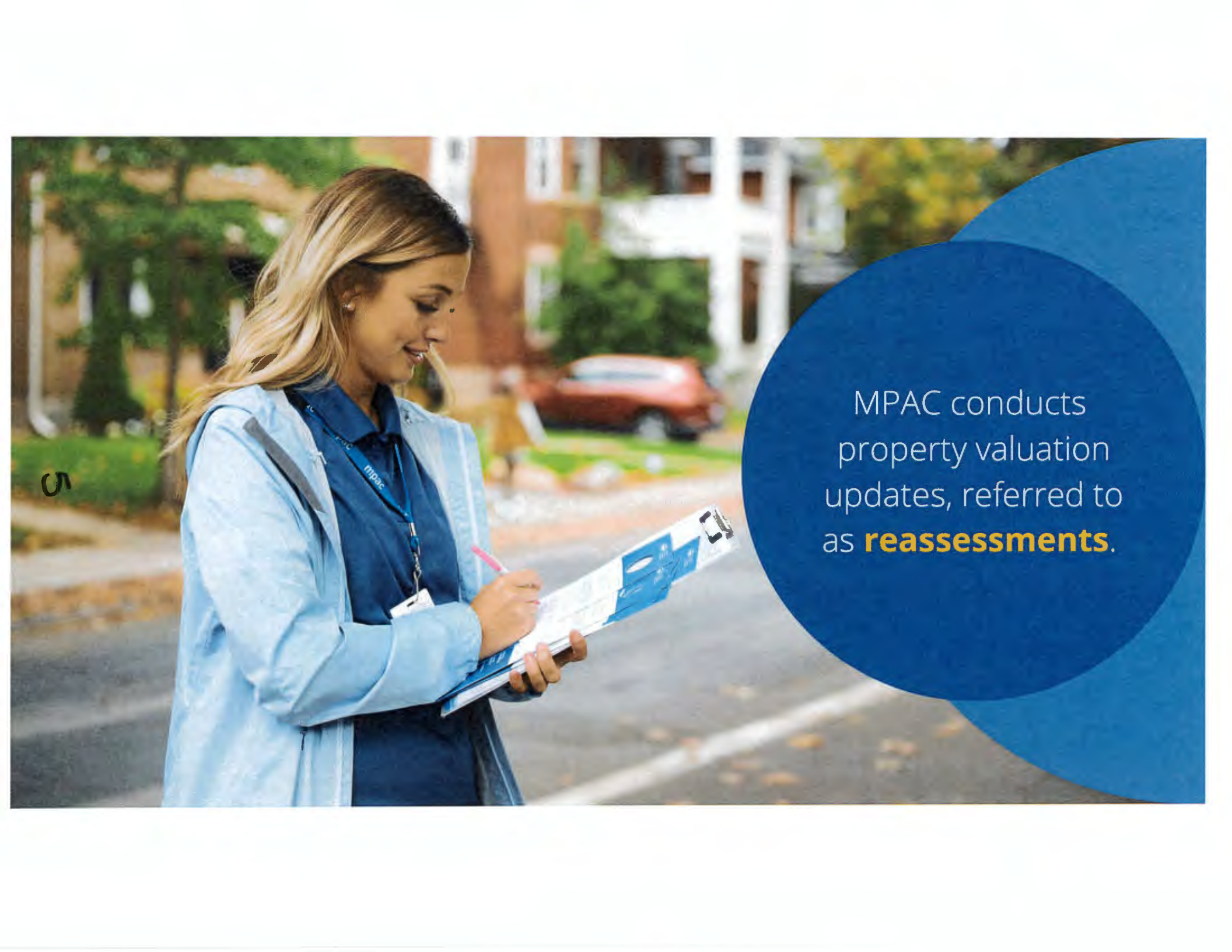
Requests for  
Reconsideration &  
Appeal Processing



Processing Severances  
and Consolidations



f




MPAC conducts property valuation updates, referred to as **reassessments**.

Property values continue to be based on the market at **January 1, 2016**, which is our current valuation date.







## What is Current Value Assessment? (CVA)

Current value is market value **at a point in time** (the legislated valuation date)

# How We Assess Property

## Direct Comparison Approach



**Residential**



**Condos**



**Vacant Land**

We analyze recent sales of **comparable properties** that were sold for a similar or identical use as the **property to be valued**.

# The 5 Major Factors



Location



Lot Size



Quality of Construction



Square Footage



Age of Property

**Did you know?**

**Five major factors** account for approximately **85%** of a property's assessed value.

# How We Assess Property

## Income Approach

01



**Industrial  
Malls**



**Multi-Residential  
Properties**



**Office  
Buildings**



**Hospitality  
Properties**



**Shopping  
Centres**

To value these properties, we need to determine how much **revenue** they could generate and the **sale price**.



Those two factors determine a **'capitalization rate'** that helps us determine the property's **assessed value**.

# How We Assess Property

## Cost Approach



**Industrial  
Properties**



**Grain  
Elevators**



**Large and Special  
Purpose Properties**



**Warehousing**


We use the cost approach for properties that are **unique and rarely sold** on the market.

# MPAC's Role in The **Building** **Permit** Process

12  
Municipalities rely on MPAC to take their building permits and plans and **turn them into assessment.**

Municipalities tax property owners **based on those assessments.**

The sooner MPAC delivers assessments, the faster municipalities realize **new revenue.**



# Resolving Assessment Concerns

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1



Reflect on the Current Value Assessment

2




Visit MPAC's [AboutMyProperty.ca](http://AboutMyProperty.ca) to confirm details

3



View similar properties and their assessed values

4



Submit a Request for Reconsideration if you disagree

# Let's Talk **Property Taxes**

Each year, **municipalities** decide how much money they need to raise from property taxes **to pay for services** and **determine tax rates** based on that amount.



Your property's assessed value, provided by MPAC.

Municipal and education tax rates\* for your property type.

Property taxes you pay.

\*Education tax rates are set by the provincial government



# Ready with Resources for You



MYTH	FACT
My property value has doubled.	There is <b>no 1:1 relationship</b> between the change in your assessed value and change in taxation.
My property taxes will double.	





## Stay **Connected**, Stay **Informed**

Subscribe to **InTouch**, our municipal newsletter, follow us on **social media**, and visit our Municipal Resource Library on **mpac.ca**.

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# Your Municipal Contacts

**Nicole LaFrance**  
Account Manager  
[nicole.lafrance@mpac.ca](mailto:nicole.lafrance@mpac.ca)  
226-909-0473

**Lynne Cunningham**  
Regional Manager  
[lynne.cunningham@mpac.ca](mailto:lynne.cunningham@mpac.ca)  
289-434-5192

# DEPUTATION TO ESSA TOWNSHIP COUNCIL

## BEV NIX AND JODY LEVAC

FEBRUARY 15, 2023



81



**Alliston & Area**  
Physician Recruitment Committee



**STEVENSON**  
MEMORIAL HOSPITAL

80



## WHAT IS THE AAPRC?



### ***MANDATE OF THE COMMITTEE:***

**To Work Co-operatively with Stevenson Memorial Hospital (SMH), Medical Centres, local Physicians, participating Municipalities and the Public in the development and implementation of recommendations and Strategies for the Community for the Recruitment and Retention of Physicians.**



# WHAT IS THE AAPRC?



## Membership and Municipality

- Township of Adjala-Tosorontio
- Township of Essa
- Town of Innisfil
- Town of New Tecumseth
- Stevenson Memorial Hospital

### **NOTE:**

These corporations provide the major funds required to meet the financial needs of the AAPRC



# WHAT IS THE AAPRC?



## **GENERAL MEMBERSHIP:**

- Nottawasaga Futures
- Chamber of Commerce
- Industrial Representatives
- Agriculture Representatives
- Medical Office Representatives
- Service Club Representatives
- Community Members- Solicited by the AAPRC

**NOTE:** These Members once committed to attending on a regular basis and having signed the statement of confidentiality would have voting privileges.



## ROLE OF THE AAPRC



1. Develop and support a Comprehensive, Integrated Recruitment and Retention Plan aimed at improving access to medical care.
2. Assist in the promotion of the area as; a desirable community with a high quality lifestyle and professional environment for the candidates, their families, and as well as a workplace of choice.
3. Assist in the coordination of visits by prospective candidates to the community and health facilities and introduce them to community Physicians and other local health care professionals.  
Arrange for information with respect to real estate, schools, churches, social and recreational activities and any other interests of the family.



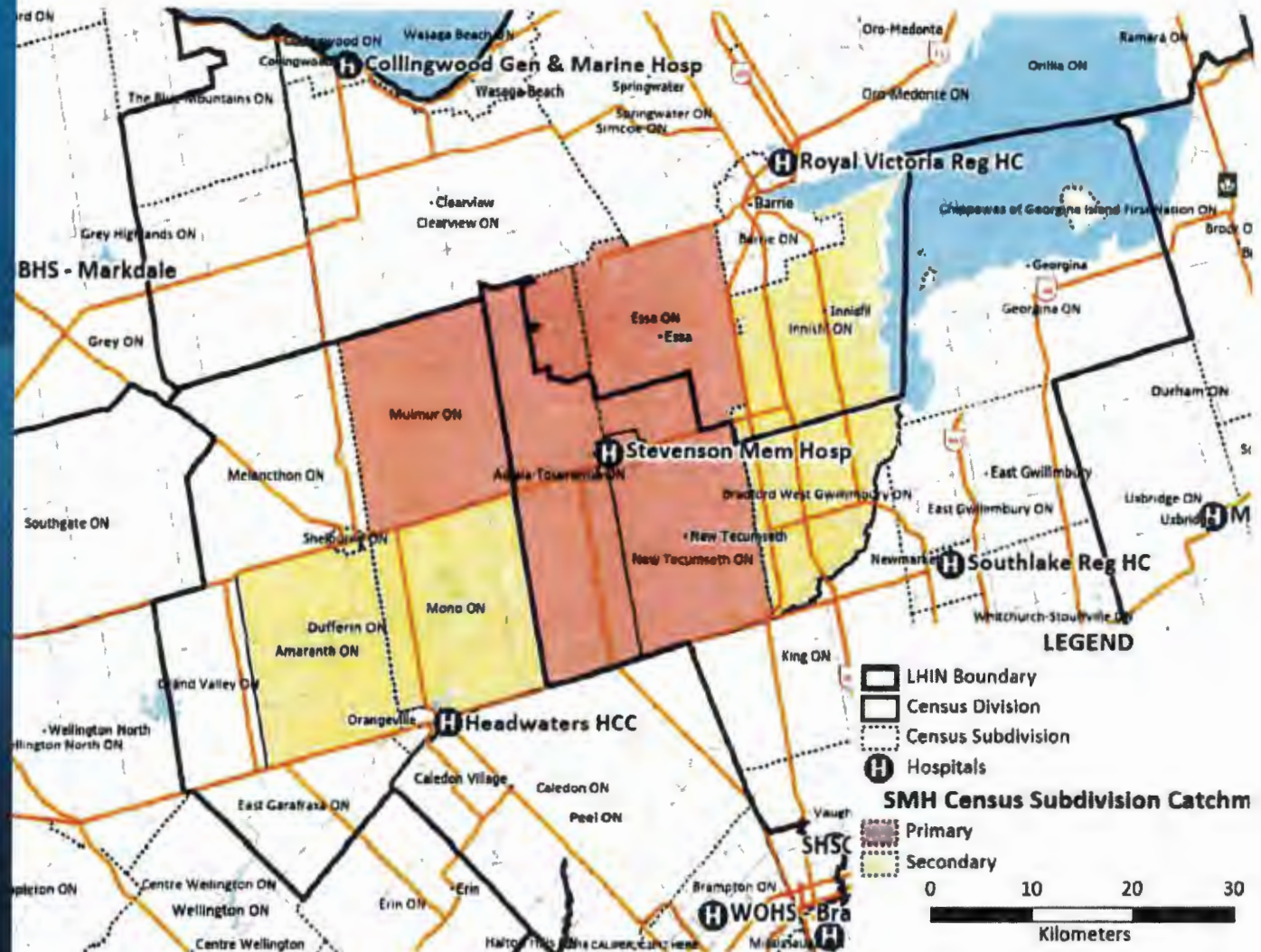


## ROLE OF THE AAPRC



4. Develop and operate within an approved budget.
- 23 5. Actively solicit provincial support and other sources of funding for local recruitment and retention activities.
6. Communicate with individual physicians and SMH on issues that may affect their retention.
7. Develop strategies for new physician orientation in our communities including follow up after they are established.

# HOSPITAL EMERGENCY DEPARTMENT VOLUME BY CATCHMENT AREA



# HOSPITAL ED VOLUME BY CATCHMENT AREA

Geography by Municipality	Inpatient Cases		Day Surgery Cases		ED Visits	
	#	%	#	%	#	%
New Tecumseth	1,527	13.2%	1,665	36%	18,006	49.2%
Essa	339	3.3%	518	10.8%	5,224	16.2%
Adjala-Tosorontio	178	1.7%	294	7.2%	2,744	8.4%
Innisfil	153	1.3%	244	5.5%	2,317	6.3%
Mulmur	43	0.4%	67	1.6%	632	2.2%
Mono	17	0.1%	22	0.9%	270	0.5%
<b>Total</b>	<b>2,257</b>		<b>2,810</b>		<b>29,193</b>	

SMH Patient Origin, 2021/22  
(Geography ranked by inpatient cases)

- In 2021/22, SMH had
  - **29,193** ED visits in total
  - **10,811** Inpatient days
  - **2,810** surgical procedures



# DATA ON ORPHANED PATIENTS

## Orphaned patients in ED

2019-20	4953
2020-21	3706
2021-22	3895
2022-23	3305

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## CURRENT PROBLEM



- retirement of 11 plus General Practitioners over the last 10 years
- size of their individual practices estimate 3 to 4,500 patients
- current General Practitioners number 30 in New Tec
- size of individual practices estimate 900 to 1,100 patients

Based on current population we are short an estimate of 9 General Practitioners



## CURRENT PROBLEM



Population growth in New Tecumseth by 2031 is estimated to be 53,541

- estimated increase in population within 8 years is 10,000 individuals

- based on current practice size we estimate another 10 to 15 Doctors plus the 9 we are currently short

Highest population growth areas will be:

1. Alliston
2. Beeton
3. Briar Hill



## CURRENT PROBLEM



How are we as a community going to attract the required number in such a short time and continue to ensure the mental and physical well being of current residents, as well as future residents.

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The Committee is in need of financial support to improve awareness within the medical arena as well as show support for the Doctor's who do decide to practice here.

This is just New Tecumseth, it does not include the overall catchment area as well as the increasing numbers from Barrie area.

THANK YOU FOR YOUR TIME

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**Alliston & Area**  
Physician Recruitment Committee



**STEVENSON**  
MEMORIAL HOSPITAL





## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PD005-23

**DATE:** February 15<sup>th</sup>, 2023

**TO:** Committee of the Whole

**FROM:** Samuel Haniff  
Manager of Planning

**RELATED APPLICATION:** N/A

**SUBJECT:** 7670 9<sup>th</sup> Line  
Garden Suite to Additional Residential Unit

### RECOMMENDATION

That Staff Report PD005-23 be received; and

That Council approve the termination of a Temporary Garden Suite Agreement related to a secondary detached dwelling at 7670 9<sup>th</sup> Line with the condition that an Additional Residential Unit (ARU) be registered in its place.

### BACKGROUND

A Temporary Garden Suite Agreement dated December 21, 2007 was signed between Robert and Patricia Neil (owners) and the Township of Essa for a secondary dwelling unit at 7670 9<sup>th</sup> Line, legally known as CON 8 N PT LOT 22.

The Agreement stated that *“The Owners acknowledges that the approvals granted in this Agreement are for the use of a Garden Suite as a second detached dwelling unit of the Lands for a period of ten (10) years commencing November 21, 2007 and expiring November 21, 2017.”* **(Attachment A)**

Subsequently, the Agreement period was extended by an additional ten (10) years to reflect the twenty (20) year garden suite Provincial standards to November 21, 2027. **(Attachment B)**

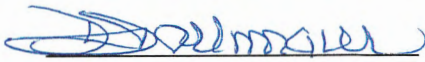
### CONSIDERATIONS

Through ongoing discussions between 2022 and 2023 with the owner of 7670 9<sup>th</sup> Line for an end to the Garden Suite Agreement, the Township can request a change of use

building permit for an Additional Residential Unit (ARU). The dwelling would then be added to the Township's ARU Registry.

### FINANCIAL IMPACT

All associated costs are to be borne by the applicant.



Manager of Finance Approval

### SUMMARY/OPTIONS


Council may:

1. Take no further action.
2. Receive Staff Report PD005-23 and approve the termination of a Temporary Garden Suite Agreement related to a secondary detached dwelling at 7670 9<sup>th</sup> Line with the condition that an Additional Residential Unit (ARU) be registered in its place.
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" Temporary Garden Suite Agreement  
Attachment "B" Extension of Agreement Period

**TEMPORARY GARDEN SUITE AGREEMENT**

**THIS AGREEMENT** made on the 21<sup>st</sup> day of December, 2007.

**BETWEEN:**

Robert and Patricia Neil,  
of the Township of Essa, in the County of Simcoe  
(hereinafter called the "OWNERS"

OF THE FIRST PART

**- AND -**

THE CORPORATION OF THE TOWNSHIP OF ESSA  
(hereinafter called the "MUNICIPALITY")

OF THE SECOND PART

**WHEREAS** the Owners represents and warrants that they are the registered owners of the lands and premises described in Schedule "A" ("the Lands");

**AND WHEREAS** two detached dwelling units are not permitted on a single property zoned Agricultural (A) by Zoning By-law No. 2003-50 and therefore requires a Temporary Use By-law be passed under Section 39 of the Planning Act, R.S.O. 1990;

**AND WHEREAS** the Council of the Township of Essa through a Temporary Use By-law (By-law # 2007-72) has approved a request for permission to place a separate detached dwelling unit, commonly referred to as a garden suite, on the Lands (the "Garden Suite");

**AND WHEREAS** Section 39 of the Planning Act states that the period of time for which the Temporary Use By-law shall be in effect shall not exceed ten (10) years from the date of passage, and that further extensions of not more than three (3) years duration each may be granted by Council;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of other good and valuable consideration and the sum of TWO (\$2.00) DOLLARS of lawful money

of Canada, now paid by each of the Parties hereto to each of the other Parties, (the receipt whereof is hereby acknowledged), the Parties hereto hereby covenant, promise and agree with each other as follows:

1. The parties hereto confirm the foregoing recitals and incorporate same as terms of this Agreement.
2. The permissions outlined in this Agreement do not come into effect until the date of approval of the Temporary Use By-law in accordance with all relevant requirements of the Planning Act.
3. The Owners acknowledges that the approvals granted in this Agreement are for the use of a Garden Suite as a second detached dwelling unit of the Lands for a period of ten (10) years commencing November 21, 2007 and expiring November 21, 2017.
4. The Owners acknowledge that the sole purpose of the Garden Suite is for providing housing accommodations for Robert and Patricia Neil (the "Occupants"), being the parents of one of the Owners. The Owners agree that at such time as the Occupants vacate or no longer require the Garden Suite, it shall be removed within three (3) months of being vacated or no longer required.

If, for some reason, a second different occupant requires the Garden Suite, the Owners will apply to Council for approval of the change of occupancy. The period of occupation will continue to run in accordance with paragraph 3, above. If the unit is not removed or is occupied by someone other than as specified, the Municipality shall dispose of the unit in accordance with clauses 9 and 10 of this Agreement.

5. The Municipality agrees to consider, in accordance with the Planning Act then in force, any application for extension to the initial 10 year period of this approval where the need for the original unit has not changed. Any such extension which may be granted shall not

## TEMPORARY GARDEN SUITE AGREEMENT

Page 3

exceed three (3) years from the original expiration date referred to in paragraph 3, or any subsequent expiration date granted by Council.

6. The Owners agree to maintain the Garden Suite and associated lands in a neat and orderly manner and in compliance with the Municipality's Property Standards By-law and the Ontario Building Code regulations. The Owners and the Occupants consent to any inspections which the Municipality may deem necessary in order to verify compliance.
7. The Owners agree to locate and service the Garden Suite in accordance with the site plan provided as Schedule "B" attached to this agreement.
8. The Owners acknowledge that upon the expiration of the time allowed for the temporary use of the Garden Suite in this Agreement the Garden Suite unit must be removed from the subject property and the site restored to the satisfaction of the Municipality. Should the Garden Suite not be removed in a timely manner the Municipality would have the option of entering onto the Lands and having the Garden Suite removed, utilizing the deposit described in Schedule "B". Should the cost of same exceed the amount of the deposit plus accumulated interest, the remainder of the cost would be recovered in a like manner as taxes.
9. On the 60<sup>th</sup> day following the expiration referred to in paragraph 8 above, the Municipality may take any measures to ensure compliance with the requirements of the Agreement, including entering onto the Lands and removing the Garden Suite unit from the Lands. The Owners shall be responsible for all costs of enforcement of this Agreement including, but not limited to legal costs. The Owners consent to the Municipality registering a lien or claim against the Lands for the recovery of costs incurred in the enforcement of this provision of the Agreement. If the costs remain unpaid for a period of six months, then the Municipality may seek to collect the costs in a like

TEMPORARY GARDEN SUITE AGREEMENT

Page 4

manner as taxes.

10. The Owners shall be responsible for the cost of preparation of this Agreement.
11. It is understood that this Agreement and Temporary Use By-law shall only be valid in respect of the current land Owners and is not transferrable to any subsequent purchaser.
12. The Owners consent to the registration of the Agreement and any orders the Municipality see fit to issue in respect of the Agreement against the Lands.
13. This Agreement shall be binding upon and ensure to the benefit of the parities hereto and their respective heirs, executors, administrators, successors and assigns.

Pat Neil  
Owner:

Feb 8/08  
Date:

Bob Neil  
Owner:

Feb 8/08  
Date:

THE CORPORATION OF THE TOWNSHIP OF ESSA

David Guergis  
David Guergis - Mayor

Feb 20/08  
Date:

Carol Trainor  
Carol Trainor - Clerk-Administrator

20 Feb 08  
Date:

TEMPORARY GARDEN SUITE AGREEMENT

Page 5

SCHEDULE "A" TO AGREEMENT

NOTE:

It is understood and agreed that this Schedule forms part of the Township of Essa Temporary Garden Suite Agreement.

DESCRIPTION OF LANDS:

ALL AND SINGULAR that certain parcel or tract of land situate, lying and being in the Township of Essa, in the County of Simcoe and being composed of Part of Lot 22, Concession 8, more particularly described as:

North Part Lot 22, Concession 8.

## TEMPORARY GARDEN SUITE AGREEMENT

Page 6

### SCHEDULE "B" TO AGREEMENT

**NOTE:** It is understood and agreed that this Schedule forms part of the Township of Essa Temporary Garden Suite Agreement.

#### **SITE PLAN DETAILS:**

Schedule "B" to this Agreement includes the approved Site Plan prepared by Robert and Patricia Neil, dated November 21, 2007. A full size copy of these plans will be lodged with the Municipality and is available upon request at the Municipal Offices of the Township of Essa during regular business hours.

#### **SERVICING OBLIGATIONS:**

The Garden Suite shall be serviced by and connected to the hydro electric power service provided by Ontario Hydro.

The Garden Suite shall be serviced by and connected to a private water supply and sewage disposal system that has been approved by the agency having jurisdiction. The Owners shall be responsible for the maintenance of these private, on-site services.

Access to the Garden Suite from the 9<sup>th</sup> Line shall be provided by the existing driveway which provides access to the Owners detached dwelling on the Lands.

#### **SECURITIES:**

The Owners hereby agree to provide the Municipality with a certified cheque in the amount of \$1,000.00, which shall be retained by the Municipality to cover any costs that may be incurred by the Municipality in connection with the installation or removal of the Garden Suite, if the Owners fail to do so in a timely manner when required.

This security will be returned to the Owners within 14 days of the removal of the Garden Suite from the Lands. Such payment shall be contingent on the removal of the Garden Suite to the complete satisfaction of the Municipality.



Corporation of the Township of Essa  
5786 Simcoe County Road 21  
Utopia, Ontario  
L0M 1T0



Telephone: (705) 424-9770  
Fax: (705) 424-2367  
www.essatownship.on.ca  
email: chealey@essatownship.on.ca  
email: bmansbridge@essatownship.on.ca  
email: apiskopos@essatownship.on.ca

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## MEMORANDUM

**To:** Colleen Healey, Manager of Planning & Development  
**From:** Bev Mansbridge, Planning Technician  
**Subject:** Garden Suites Update  
**Date:** May 12, 2017

Colleen;

Further to confirmation and Provincial standards allowing 20 year garden suite approvals, I have updated the Township's list to reflect a 20 year expiry date from date of issuance. I will circulate the enclosed list to Athena, to update MOAR to reflect the new expiry dates.

I trust this will assure Township records are current and as was discussed.

Respectfully,

Bev Mansbridge  
Planning & Development

H:\Planning\Planning & Development\Zoning By-Law\2017 Correspondence\Memo to CH Garden Suite Update 20 Yr.doc

## GARDEN SUITES

Map #	PROPERTY LOCATION	BY-LAW # PASSED & ROLL #	EXPIRY DATE
2	AMONITE Lot 14, Concession 3 6612 County Rd. #10	2005-69  7-06300	5-yr Extension Jan. 18/06 Expiry: October 5, 2025
4	NEIL Pt. Lot 22, Concession 8 7670 9 <sup>th</sup> Line	2007-72  3-11400	Expiry: November 21, 2027
5	BRASS W Pt. Lot 22, Concession 7 7667 County Road #56	2009-11  3-05400	Expiry: February 18, 2029
6	VAN LEEUWEN Pt. Lot 17, Concession 4 8233 4 <sup>th</sup> Line	2009-66  4-44100	Expiry: December 2, 2029
7	BEESLEY Lot 25, Concession 6 5733 25 <sup>th</sup> Sideroad	2010-34  8-07201	Expiry: May 19, 2030
9	RALSTON Part Lot 26, Concession 4 6280 25 <sup>th</sup> Sideroad	2012-44  8-00600	Expiry: July 27, 2032

Updated May 12, 2017

\*\* Now reflects the Province's 20 year expiry from *date of issue*.



**Township of Essa**  
 5786 County Road 21  
 Utopia, Ontario, L0M 1T0  
 Tel.: (705)424-9770 Fax.: (705)424-2367

# INVOICE

Where Town and Country Meet

**Bill to:**  
 NEIL ROBERT LESLIE

**Date:** 02/12/2008  
**Invoice #:** IVC00000000009688  
**Terms:** DUE UPON RECEIPT  
**Account Number:** NEIL 0001  
**PO Number:** GARDEN SUITE LEGAL

Item Number	Description	Quantity	Price	Amount
A	TO BE ALLOCATED	1.00	\$1,000.00	\$1,000.00

PAYABLE UPON RECEIPT	
Subtotal:	\$1,000.00
GST:	
PST:	
<b>Total:</b>	<b>\$1,000.00</b>

Tax included in the item price  
 Registration #:

**Payment Terms:**  
 Please remit payment payable to the TOWNSHIP OF ESSA.  
 Mail cheque to Township of Essa  
 5786 Simcoe County Road 21  
 Utopia, ON, L0M 1T0  
 Drop box is available for cheques only at the lower level  
 entrance of the Essa Administration Office.  
 An administration fee of \$20.00 is charged for returned cheques.

**Payment:**  
**Amount Owing:**

41

This is your account:



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PD006-23

**DATE:** February 15<sup>th</sup>, 2023

**TO:** Committee of the Whole

**FROM:** Samuel Haniff  
Manager of Planning

**SUBJECT:** Charged for Change Program – Earth Day Canada Application for Electric Vehicle Chargers in the Township of Essa

### RECOMMENDATION

**That Staff Report PD006-23 be received; and  
That Council direct Staff to pursue an Application for Electric Vehicle Chargers in the Township of Essa through the Earth Day Canada/Aviva Charged for Change Program at no net cost to the Municipality.**

### BACKGROUND

Earth Day Canada has approached the Township of Essa about potential investments in public electric vehicle charging stations.

Earth Day Canada and Aviva Canada worked together to create Charged for Change, a program that will fund public electric vehicle (EV) charging installations in underserved communities across Canada. Eligible communities interested in benefitting from this EV program can submit applications between January 3, 2023 and March 22, 2023.

### SUBMISSION CRITERIA

The Township of Essa meets all the criteria outlined in the Charged for Change Application Guide (**Attachment A**) that are necessary to be considered for funding in 2023. The criteria are as follows:

1. Be located in Ontario
2. Be a recognized Canadian Municipality or Indigenous Community with less than 100,000 residents
3. Have less than the Ontario provincial average of 1 public charging station per 8,610 people within the community
4. Include the installation of new, permanent level 2 EV charger(s)

5. Increase charging opportunities locally via public charging infrastructure in any of the following areas: on-street, multi-unit residential buildings, or workplaces

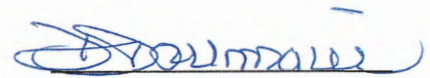
## PROGRAM HIGHLIGHTS

Based on a February 2, 2023 telephone discussion with the Earth Day Canada Project Manager for the Charged for Change Program, the following are some of the highlights of the program:

- The program will run for a duration of 3 years
- The program will fund a maximum of \$250,000
- All installation will be reimbursed upon completion of EV installations at no net cost to the Municipality
- The program permits private developers to enter into agreements with the Township to install EV chargers and be reimbursed at a later date
- All privately installed EV Chargers must be publicly accessible.

## FINANCIAL IMPACT

None.



Manager of Finance Approval

## SUMMARY/OPTIONS

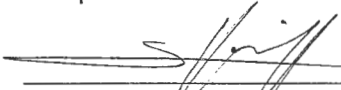
Council may:

1. Take no further action.
2. Receive Staff Report PD006-23 and direct Staff to pursue an Application for Electric Vehicle Chargers in the Township of Essa through the Earth Day Canada/Aviva Charged for Change Program at no net cost to the Municipality.
3. Direct Staff in another manner Council deems appropriate.

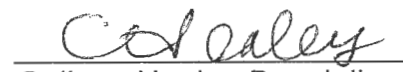
## CONCLUSION

**Option #2 is recommended.**

Prepared and Submitted by:

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

Reviewed by:

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



## Charged for Change Electric Vehicle Infrastructure Program

### Application Guide



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## ABOUT

Earth Day Canada (“**Sponsor**”) is proud to be able to offer this funding opportunity, the Charged for Change program (“**Program**”), to underserved Communities in the province of Ontario through the financial support of Aviva Canada Inc. (“**Aviva Canada**”). The purpose of this Program is to:

- accelerate the implementation of electric vehicle charging stations in underserved Communities in the province of Ontario; more particularly those Communities having less than the provincial average number of charging stations per capita, which currently “...comes in at one charging station per 8,610 people”<sup>1</sup>;
- potentially provide funding for the installation of electric vehicle infrastructure in the foregoing underserved Communities for Projects that increase accessibility of electric vehicle charging stations in Public Places and On-Street Public Places, Multi-Unit Residential Buildings, and Workplaces (defined hereinbelow).

The overall budget for this Program shall be capped at seven hundred and fifty thousand Canadian dollars (CAD \$750,000.00) per year, for a period of three (3) years, commencing as of January 3<sup>rd</sup>, 2023, and shall only be distributed by the Sponsor to awardees selected by the Sponsor Selection Committee (defined hereinbelow), based on the number and quality of applications submitted, fulfilment of eligibility criteria, the entering of a Funding Agreement as well as any other conditions set forth in this Application Guide. There is therefore no certainty that your application will be accepted by the Sponsor, and more particularly the Sponsor Selection Committee.

For greater clarity, the Funding Agreement shall mean the form of a funding agreement entered into between the Sponsor and the Community selected by the Sponsor Selection Committee to receive the special grant or funds for the Project. The maximum amount of funding that any one selected Community can receive is two-hundred and fifty thousand Canadian dollars (\$250,000.00 CAD), which shall be solely used to reimburse eligible expenses for the Project as set forth hereinbelow.

It is worth mentioning that only one (1) application per Community will be accepted, and not all Communities that apply for funding will receive funding. In this regard, please note that regional distribution will not be considered in the selection process.

## DEFINITIONS

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<sup>1</sup> <https://www.theweathernetwork.com/ca/news/article/just-how-many-ev-chargers-are-there-in-canada-and-how-many-will>.



**“Community”** (or **“Communities”**) shall mean a recognized municipality within the province of Ontario, as well as indigenous communities located therein, with less than 100,000 residents and that have less than the provincial average number of charging stations per capita (i.e., less than one (1) charging station per 8,610 people). For greater certainty, an indigenous community shall mean an area populated primarily by indigenous people with their own form of government within the province of Ontario.

**“Multi-Unit Residential Buildings”** (hereinafter **“MURB”**) are defined for the purposes of this program as a building with a minimum of three (3) dwelling units.

**“Project”** shall mean a work project relating to the implementation and installation of electric vehicle infrastructure, in particular electric vehicle charging stations, in Public Places and On-Street Public Places, Multi-Unit Residential Buildings, and Workplaces of an underserved Community.

**“Public Places and On-Street Public Places”** are defined as parking areas intended for public use and can be privately or publicly owned and operated. On-street and curbside charging infrastructure are considered a public place.

**“Workplaces”** shall mean a workplace location or premises wherein employees perform their employment duties. Charging infrastructure can be installed in parking locations primarily used by the employees during working hours and depending on negotiations with the landowners, may be open to the public outside of working hours.

## HOW TO APPLY

The application form (**“Application Form”**) will be made available online on January 3<sup>rd</sup>, 2023 at the following website address: <https://www.aviva.ca/en/about-aviva/sustainability/charged-for-change-form/>. Please thoroughly review the Application Form, and submit: (i) your responses to the questions contained on the online Application Form, (ii) the following supporting documents via email to [chargedforchange@earthday.ca](mailto:chargedforchange@earthday.ca) with subject line “[Community name] Supporting Documents”:

- a detailed Project budget;
- a quote from service contractors to substantiate the expected Project costs; and
- a list of the specific locations where electric vehicle chargers will be installed.

Please carefully review the application periods outlined in the next section of this Application Guide. Applicants must submit their online Application Form prior to sending any supporting documents to the email address provided above.

Eligible and ineligible Project expenditures are further discussed below.





After submission of the Application Form, applicants will receive an email confirming receipt of their Application Form within five (5) business days.

### APPLICATION PERIOD(S)

As this three (3) year Program is being sponsored by Aviva Canada, Communities applying for the funding must submit their application during any one of the following three (3) application window(s):

- from January 3<sup>rd</sup>, 2023 (starting at 8:00 am Eastern Standard Time (“EST”) to March 22<sup>nd</sup>, 2023 (ending at 4:00 pm EST);
- from January 2<sup>nd</sup>, 2024 (starting at 8:00 am EST) to March 22<sup>nd</sup>, 2024 (ending at 4:00 pm EST); and/or
- from January 2<sup>nd</sup>, 2025 (starting at 8:00 am EST) to March 22<sup>nd</sup>, 2025 (ending at 4:00 pm EST).

Applications will be accepted at any time throughout the foregoing application window(s) and will only be considered by the Sponsor Selection Committee (defined below) during the selection period, which will occur between March 23<sup>rd</sup> and April 15<sup>th</sup> of each calendar year of the Program. Funding announcements of successful applicants will be made each calendar year of the Program on the following schedule:

- March 23<sup>rd</sup> to April 15<sup>th</sup> – application review process by the Sponsor Selection Committee;
- April 15<sup>th</sup> to 22<sup>nd</sup> – the Sponsor will contact successful applicant Communities; and
- Week of April 17<sup>th</sup> – Public announcement of successful applicant Communities.

As mentioned above, only (1) application per Community will be accepted.

Any application submitted by a Community outside the above-mentioned application window or that is incomplete will not be considered by the Sponsor Selection Committee and will be refused.

### ELIGIBLE AND INELIGIBLE EXPENDITURES

Under this Program, eligible expenditures for an approved application must be directly related to, and necessary for, the implementation and installation of the Project, and will include:

- Salaries and benefits;

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- Professional services (e.g. scientific, technical, management, contracting, engineering, construction, installation, testing and commissioning of equipment, training, marketing, data collection, logistics, maintenance, printing, and distribution);
- Capital expenses, including informatics and other equipment or infrastructure;
- License fees and permits;
- Costs associated with environmental assessments;
- GST and HST net of any tax rebate(s) to which the applicant may be entitled.

Ineligible expenditures for reimbursement under this Program shall include:

- In-kind costs;
- Land costs;
- Legal costs;
- Ongoing operating costs (e.g., electricity consumption, operation, maintenance, networking fees, subscription fees, etc.); and
- Costs incurred outside the eligible expenditure period which runs from April 22<sup>nd</sup> to March 31<sup>st</sup> of the calendar year following the year in which funding may be provided, including those for preparing this application.

## PROGRAM ELIGIBILITY CRITERIA

To be considered for funding, the applicant must fulfill the following criteria:

- (i) The Project must be located in the province of Ontario;
- (ii) The applicant must be a Community as defined hereinabove;
- (iii) There must be less one (1) public electric vehicle charging station per 8,610 people within a Community;
- (iv) The applicant must be able to satisfy legal, insurance and other regulatory obligations with respect to the installation, use and maintenance of EV charging stations;
- (v) The applicant must be able to submit all Projects costs and fulfil its initial financial commitments as further discussed in this Application Guide;
- (vi) All Project sites, in particular the electric vehicle charging stations, must be branded with Aviva Canada and Earth Day Canada branding;
- (vii) The proposed Project is not subject to Environmental Assessment laws or regulations of any governmental authority, including but not limited to the Impact Assessment Act (S.C. 2019, c. 28, s. 1) or the Canadian Environmental Protection Act, 1999 (S.C. 1999, c. 33), and that the Project has no adverse effects on the Community, including any indigenous communities that may be situated near the Project site;
- (viii) Use of EV charging stations that fulfill the following specifications:
  - Be a permanent installation (mounted or fixed models);



- Be a new EV charger installation;
- Be certified for use in Canada;
- Be a standard level 2 charger;
- Be able to communicate through wireless signal on status and report on usage and/or other capabilities;
- Increase localized charging opportunities in one of the following spaces, including but not limited to (i) Public Places; (ii) On-Street; (iii) Multi Unit Residential Buildings (MURBs); and (iv) Workplaces, as defined above.

In addition, applicants must have the capacity to pay all upfront Project costs to be eligible for a reimbursement of up to two-hundred and fifty thousand Canadian dollars (CAD \$250,000.00) pursuant to the terms of this Application Guide.

In light of the foregoing, not all Communities will be able to fulfill these requirements and therefore will be unable to receive funding.

#### PROGRAM SELECTION CRITERIA

Applications will be assessed by the Sponsor Selection Committee that consists of members from Aviva Canada, Earth Day Canada and independent experts in the space (hereinafter, “**Sponsor Selection Committee**”). Each application will be reviewed for completeness and assessed against the Program eligibility criteria outlined in this Application Guide. It should be noted that the foregoing criteria may be weighted; meaning that one or more criteria may be afforded more weight (i.e., scored) than others, at the sole discretion of the Sponsor Selection Committee.

The Sponsor Selection Committee will complete selection of at least three (3) Community Project(s) between March 23<sup>rd</sup> to April 22<sup>nd</sup> of each calendar year, during the operation of the Program. An announcement of the successful Communities will be made by the Sponsor around April 22 of each year, during the term of the Program.

For reimbursement, successful applicants must satisfy the Program eligibility criteria and provide supporting documentation to demonstrate Project completion as well as total costs incurred thereby to the Sponsor Selection Committee. Reimbursement will be issued by Earth Day Canada within sixty (60) days after receipt of the required information.

#### FUNDING

At least three (3) applications will be retained by the Sponsor Selection Committee. Successful recipients will be asked to sign a Funding Agreement with Earth Day Canada as referred to hereinabove. Eligible expenditures will be reimbursed from the time that a Funding Agreement is signed by Earth Day Canada and the selected Communities



(i.e., recipients) until the Project completion date. Preference will be given to Communities that are expected to complete Projects by December 31<sup>st</sup> of the year of signing of the Funding Agreement. By way of example, if your Project is accepted by the Sponsor Selection Committee, and subject the terms of the Funding Agreement, the Sponsor will reimburse up to a maximum of two-hundred and fifty thousand Canadian dollars (\$250,000.00 CAD) of your Project costs, within sixty (60) days of: (i) Project completion and (ii) financial document submission, such to the entire discretion and satisfaction of the Sponsor Selection Committee.

By way of example, to receive reimbursements under the Program, the following documents must be provided to the Sponsor:

- Evidence that each charging station is continually operational, which can include real-time data from chargers, servers, or the Cloud, and photographs of active users at the charging stations;
- Photographs of Project site(s) with Aviva Canada and Earth Day Canada branded and installed electric vehicle charger(s), including the address and the date the photograph was taken;
- All documents supporting the Applicant's request for reimbursement, including proof of payment, receipts, timesheets for any salary costs, and invoices with a list of all eligible expenditures related to the purchase and installation of the charging station(s), etc.; and
- Any other documentation that Earth Day Canada and/or Aviva Canada may require to support the reimbursement claim.

## BRANDING

Accepted Projects funded through the Program must have Aviva Canada and Earth Day Canada branding affixed on the electric vehicle charging stations, in accordance with Aviva Canada and Earth Day Canada branding policies, as further duly authorized thereby.

## DATA SHARING

In submitting your application, you understand that all your responses provided therein will be shared with the members of the Sponsor Selection Committee in order to assess your application, to administer and improve the Program and experience, as well as to facilitate statistical analyses, and to determine if you will receive funding, based on the eligibility criteria set forth hereinabove. Your application will not be shared with or accessed by any third-party without your prior written consent.

Your application, including any personal information contained therein, shall be retained for a maximum of three (3) years upon completion of the Project, such for



audit purposes, after which all responses contained within the Application Form, including confidential information, shall be destroyed.

Earth Day Canada reserves the right to access and use aggregated information or data collected from the applicant and electric vehicle charging stations in a form that is not personally identifiable for purposes of benchmarking, research, and analysis, as well as to better support those participating in the Charged for Change Program, and to extract key project learnings to support others in the future, and which can be shared with Aviva Canada.





## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PR003-23  
**DATE:** February 15, 2023  
**TO:** Committee of the Whole  
**FROM:** Jason Coleman, Manager of Parks and Recreation  
**SUBJECT:** Barrie Thornton Fiddle Club Request

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### RECOMMENDATION

That Staff Report PR003-23 be received; and that Council direct the Manager of Parks and Recreation to proceed with waiving the Set-up and Clean-up Fee associated for each Arena monthly rental for the Barrie Thornton Fiddle Club effective immediately in 2023 and until December 31, 2026; and to only charge the hourly rental rate on the approved Fee Schedule.

### BACKGROUND

Staff has been asked to bring forward this request. The Barrie Thornton Fiddle Club is a long-standing user group of the Thornton Recreation Centre's Banquet Hall. The Barrie Thornton Fiddle Club consists of several seniors who gather to play instruments, sing, and dance for approximately 3 hours once a month throughout all 12 months of the year. The Fiddle Club typically provides light refreshments and snacks for those in attendance. The Fiddle Club stopped renting from the Township during Covid in 2020 and is now looking to return in 2023.

### COMMENTS AND CONSIDERATIONS

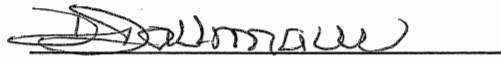
Due to group members increasing in age, participation numbers seem to be declining. For this reason, the group is requesting financial assistance to cover the Set-up and Clean-up portion of the contract for each monthly rental need of (10 tables and 6 chairs per table). The current approved Fee Schedule Set-up is \$75.00 per rental and the Clean-up is \$125.00 per rental totalling \$200 for each monthly rental. It should be noted that Staff have never experienced any cleaning concerns or problems with the group.

## FINANCIAL IMPACT

The Barrie Thornton Fiddle Club agrees to pay the Fee of \$55 per hour (2023 rate) for approximately 3 hours a month. The revenue generated from this rental is approximately \$165 per month with an annual revenue of \$1980.

The request is to waive the Set-up and Clean-up Fee associated with each rental for a total reduction of \$200 per monthly rental. This would be an annual revenue loss of \$2400.

Manager of Finance:



## SUMMARY/OPTIONS

Council may:


1. Take no further action.
2. **Direct Staff to waive the Set up and Clean Up Fee associated with each Barrie Thornton Fiddle Club rental effective immediately in 2023 during this term of Council.**
3. Direct Staff to charge all associated Fees for each rental, thereby declining the request to waive associated Set-up and Clean-up Fees.
4. Direct Staff in another course of action.

## CONCLUSION

Respectfully submitted:

  
\_\_\_\_\_  
Jason Coleman  
Manager of Parks and Recreation

Reviewed by:

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



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** CAO005-23

**DATE:** February 15, 2023

**TO:** Committee of the Whole

**FROM:** Colleen Healey-Dowdall, Chief Administrative Officer

**SUBJECT:** Summary of Bill 23

### RECOMMENDATION

That Staff Report CAO005-23 be received for information; and

That the Township request additional funding from the Province to ensure that the municipality is able to keep up with the demands associated with growth.

### BACKGROUND

The purpose of this report is to provide a short and objective summary of Bill 23 and its potential impacts on Essa Township (in a high level sense).

Bill 23 refers to the *Build More Homes Faster Act* introduced in October 2022. Bill 23 aims to improve on the affordability of housing in Ontario and is the third in a series of Acts passed in as many years after several years of consultation with municipalities on streamlining the planning process. In fact, all planners were invited to submit comments several times since about 2015 which sometimes required attendance in Toronto at the offices of 'Municipal Affairs'. Consultations with all municipalities also took place centred on legislation relating to conservation authorities.

### COMMENTS AND CONSIDERATIONS

The Ministry of Municipal Affairs and Housing has committed to a goal of 1.5 million new homes being constructed over the next ten years. Here are some specific highlights relative to Essa. Staff would offer to report back to Council with additional information on any item as listed below.

1. The County of Simcoe will, in due course, lose planning responsibility. It is expected that the Ministry will allow the current MCR to be completed but eventually, the Ministry will become Essa's Approval Authority for its Official Plan. Essa is, already, its own Approval Authority for subdivisions, and site plan approval (where necessary) has been delegated to staff.



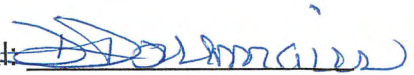
2. Conservation Authorities must restrict comments to core concerns - natural hazards and flooding. In many instances, Essa was already hiring peer review consultants to comment on several different areas. When a peer review consultant is hired, Essa charges all costs back to the applicant/developer.
3. Municipalities are now required to allow up to three residential units per lot IN SETTLEMENT AREAS WITH MUNICIPAL WATER AND SEWER. This permission involves all three units inside the main building, or two within the main dwelling and one additional in an accessory building. Municipalities cannot require more than one parking space per residential unit. The Provincial direction supercedes our zoning by-law provisions.
4. Bill 23 exempts residential developments which are 10 units or less from site plan control.
5. Bill 23 removes the right to appeal minor variances and severances from 'third parties'.
6. If a property or building was not listed within a Heritage Registry, it will be more difficult to have it added going forward. In fact, property owners may apply to have properties or buildings removed. Bill 23 will allow the Province to exempt Provincially owned properties (i.e., the Angus Tree Seed lands) from Heritage Standards where other major priorities such as affordable or attainable housing/housing for the aged or providing care for seniors can be advanced.
7. Essa must now spend or allocate at least 60% of its parkland reserve funds at the start of each year so that it doesn't 'sit' on funds indefinitely but that they are used for the community's good. Essa takes in very little in the way of cash-in-lieu of parkland in any given year as new subdivisions are registered and cash-in-lieu has been agreed on per Essa's practice on parkland. Going forward, the municipality must take the parkland offered to us in the location suggested by the developer (or cash-in-lieu).
8. One of the amendments now in effect is the five-year phase-in of development charges. These reductions begin with a 20% reduced fee for year one with the reduction decreasing by 5% for each year until year five. So if Essa collected approximately \$3.125 M in 2022, then this would be reduced by \$625,000 in 2023 if rates remained the same (based on our standard assumption of 125 new homes).
9. Bill 23 provides for a discount of 25% for RENTAL housing with 3 or more bedrooms; 20% for 2 bedrooms; and 15% for less than 2 bedrooms.
10. Growth-related studies are now exempt which is of concern. This would include a Ward Boundary Review, Official Plan and Environmental Assessments.

Based on all of the above, with more details to follow as appropriate, I would suggest that Essa request that the Province provide additional funding to help to offset what was planned for municipal funding particularly through development charges. Note that master and long-range growth-related studies are important to ensure a coordinated approach to meet the demands that growth brings.

### FINANCIAL IMPACT

Essa's Township-wide and Angus-specific development charges expected for 125 new homes is approximately \$3,125,000 (125 single family dwellings based on 2022 rates). Year one under Bill 23 would result in a loss of \$625,000.

Manager of Finance Approval:



### SUMMARY/OPTIONS

Council may:

1. Receive this report.
2. Request additional information on any item as they identify as key to Essa.
3. Direct that staff request additional funding from the Province to ensure that the municipality is able to keep up with the demands associated with growth.

### CONCLUSION

Option #3 is recommended.

Respectfully submitted:



Colleen Healey-Dowdall  
CAO

Attachments: None.