

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, NOVEMBER 6, 2024
6:00 p.m.**

AGENDA

Members of the public wishing to attend can do so by attending in person to the Council Chambers in the Administration Centre located at 5786 County Road 21, Utopia.

1. OPENING OF MEETING BY THE MAYOR

The Township of Essa acknowledges that we are situated on land within the area of Treaty 18, also known as the Lake Simcoe-Nottawasaga Treaty, signed on October 17, 1818 between the Government of Upper Canada and the Anishinaabe Indigenous peoples. The Anishinaabe include the Ojibwe, Odawa and Pottawatomi Nations collectively known as the Three Fires Confederacy. We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Metis and Inuit People.

2. DISCLOSURE OF PECUNIARY INTEREST

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

- p. 1 a. **Delegation**
Sandra Lee, Manager-Strategic Partnerships, Business Intelligence and System Planning, County of Simcoe
Re: 2023 Community Settlement Strategy

STAFF REPORTS

4. PLANNING AND DEVELOPMENT / BUILDING

- p. 16 a. **Staff Report PD015-24 submitted by the Manager of Planning, re: Award of Proposal – Guide for Additional Residential Units.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PD015-24 be received; and **THAT** the quotation received from **Ted Handy and Associates Inc.** for the preparation of Essa's "Guide for ARU's" be accepted in the amount of **\$15,000.00 (excluding HST)**.

5. PARKS AND RECREATION / COMMUNITY SERVICES

- p. 19 a. **Staff Report PR014-24 submitted by the Manager of Parks and Recreation, re: VON Smart Program, Thornton Arena.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PR014-24 be received; and **THAT** Council authorize Staff to waive the rental fee for the senior seasonal exercise sessions to provide seniors with access to exercise in a safe space.

- p. 21 b. **Staff Report PR015-24 submitted by the Manager of Parks and Recreation, re: Partial Donation for Purchase of Outdoor Score Clock – Thornton Outdoor Arena.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PR015-24 be received; and **THAT** Council authorize Staff to purchase a score clock for the Thornton Outdoor Arena, with a partial donation in the amount of \$2,500.00 to be received from Essa Hockey, and allow the plaques in the outdoor arena for three years.

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

- p. 23 a. **Staff Report PW015-24 submitted by the Manager of Public Works, re: Winter Sand Tender Results.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PW015-24 be received; and **THAT** the tender received from **Walker Aggregates** for the purchase, mixing and stacking of winter sand in the amount of **\$ 221,582.40** (including 1.76% H.S.T) be accepted as per Township specifications.

- p. 25 b. **Staff Report PW016-24 submitted by the Manager of Public Works, re: 5th Line Culvert Emergency Replacement – Cost Reconciliation.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PW016-24 be received.

8. FINANCE

- p. 28 a. **Correspondence from Township Engineer AECOM, re: Release of Securities – Sapphire Homes (Greenwood Drive) Angus Subdivision.**

Recommendation: **BE IT RESOLVED THAT** Council approve a release of securities relating to Sapphire Homes (Greenwood Drive) Angus Subdivision in full, as recommended by AECOM as follows:

Current Securities Held by Township of Essa:	\$16,377.69
Release as Recommended by AECOM:	\$16,377.69
Securities to be Retained by Township of Essa:	None

And,
THAT this approval is conditional upon the Developer providing the municipality with a Statutory Declaration indicating that all accounts have been paid in full, including all of the Township’s legal and engineering costs.

9. CLERKS / BY-LAW ENFORCEMENT / IT

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

- p. 29 a. Correspondence Staff Report CAO026-24 submitted by the Manager of Public Works, re: Development Charges Related Studies Recalibration.

Recommendation: **BE IT RESOLVED THAT** Staff Report CAO026 -24 be received for information; and

THAT Council direct staff to proceed with the 2023 Development Charges Background Study Recalibration to reinstate studies as contained in this report and;

THAT a By-law be brought forward for passage during the regular Council meeting of this date to amend By-law 2023-32, that being a By-law to establish a municipal-wide and area-specific development charges for the Corporation of the Township of Essa; and

THAT the Notice of Passage for the amendments be placed on the Township's website, with the amendments coming into effect on the 11th day of November, 2024.

11. OTHER BUSINESS

12. ADJOURNMENT

Recommendation: **BE IT RESOLVED THAT** this meeting of Committee of the Whole of the Township of Essa adjourn at _____pm., to meet again on the 20th day of November, 2024 at 6:00 p.m.

Community Settlement Strategy

Township of Essa

November 6, 2024



Simcoe County Local Immigration Partnership (LIP)

- 36 LIPs across Ontario
- 90 LIPs across Canada
- Community-based planning designed to:
 - Foster local engagement of service providers and other institutions in newcomer's integration process
 - Support community-based knowledge sharing and local strategic planning
 - Improve coordination of services that facilitate immigrant settlement and integration

2



Immigration, Refugees
and Citizenship Canada

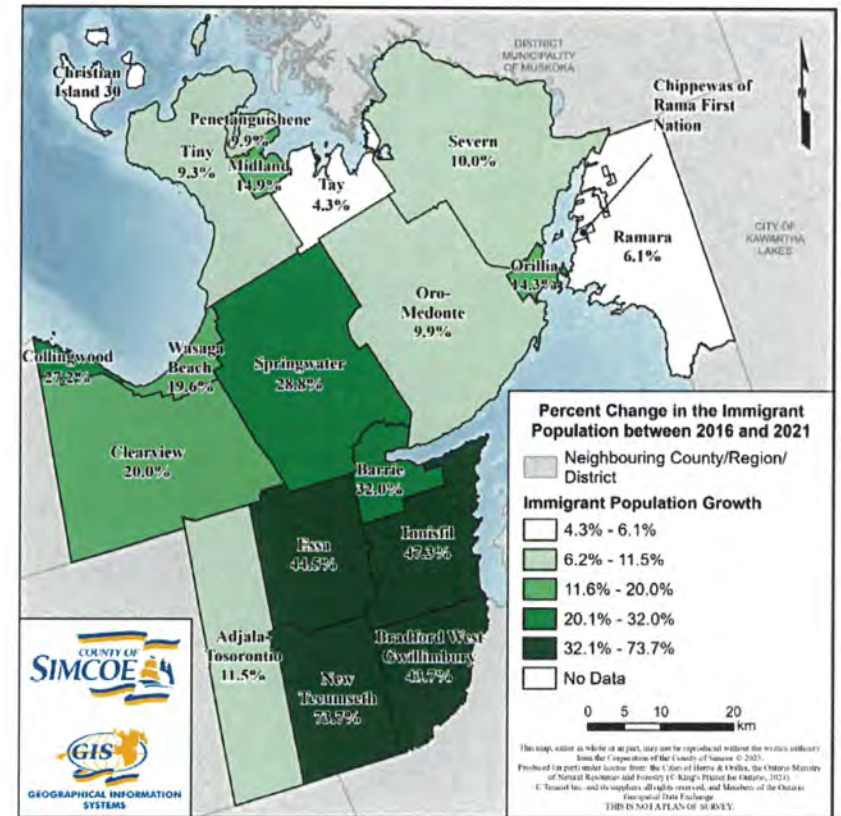
Immigration, Réfugiés
et Citoyenneté Canada

2021 Census: Immigration

- 82,290 immigrant residents living in Simcoe County
- 15.7% of the population
- 33.6% increase between 2016 and 2021
- 44.5% increase between 2016 (1,855) and 2021 (2,680) in the Township of Essa.

W

Sources: Statistics Canada. 2022. (table). Census Profile. 2021 Census of Population. Statistics Canada Catalogue no. 98-316-X2021001. Ottawa. Released October 26, 2022.
 Statistics Canada. 2017. Census Profile. 2016 Census. Statistics Canada Catalogue no. 98-316-X2016001.



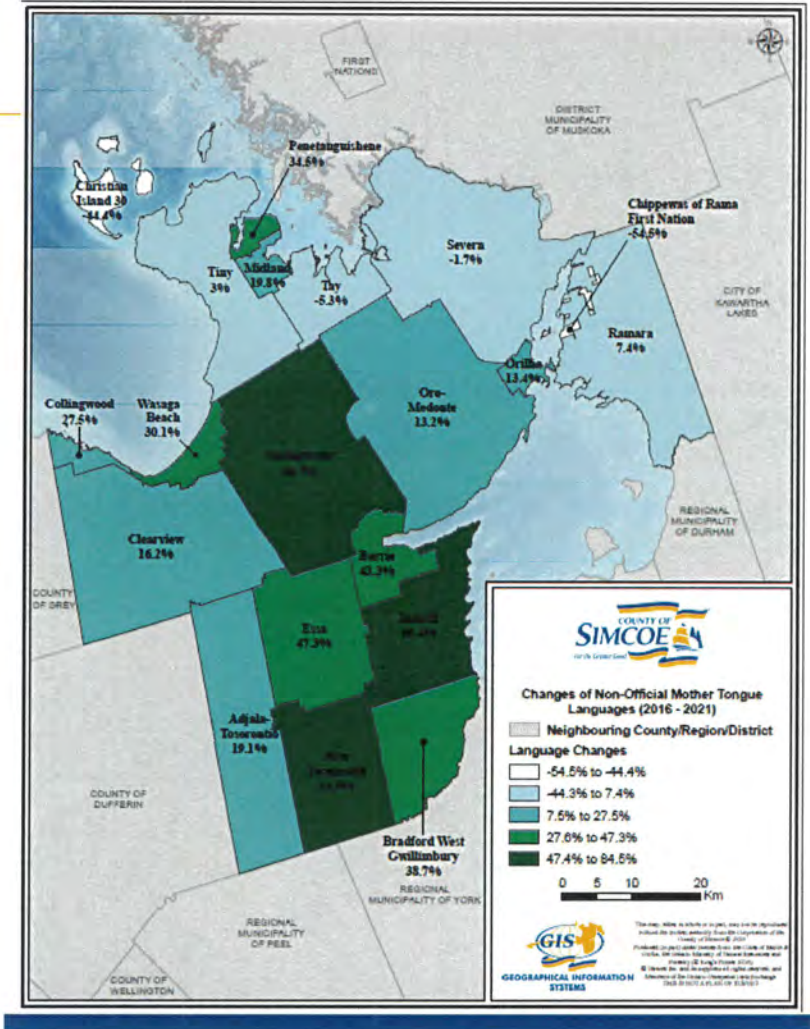
30

Language

- Simcoe County experienced a 40.5% increase in residents reporting a non-official mother tongue between 2016-2021.
- Township of Essa experienced a 47.3% increase in residents reporting a non-official mother tongue between 2016-2021.

Non-official Mother Tongue in Simcoe County and Local Municipality, 2021.		
	#	%
Township of Essa	2,040	8.9%
Simcoe County	67,085	12.7%

Source: Statistics Canada. 2022. (table). Census Profile. 2021 Census of Population. Statistics Canada Catalogue no. 98-316-X2021001. Ottawa. Released August 17, 2022.



Racialized Population

- 42.2% (34,720) of Simcoe County immigrant residents identify as part of a racialized group.
- 12.4% (65,245) of Simcoe County residents identify as part of a racialized group.
- 6.9% of Township of Essa residents identify as part of a racialized group.

5

Immigrants Identifying as Part of a Racialized Group by Municipality in Simcoe County		
	Total immigrants identifying as belonging to a racialized group	
	#	% of total immigrant population
Township of Essa	1,140	42.5%
Simcoe County	34,720	42.2%

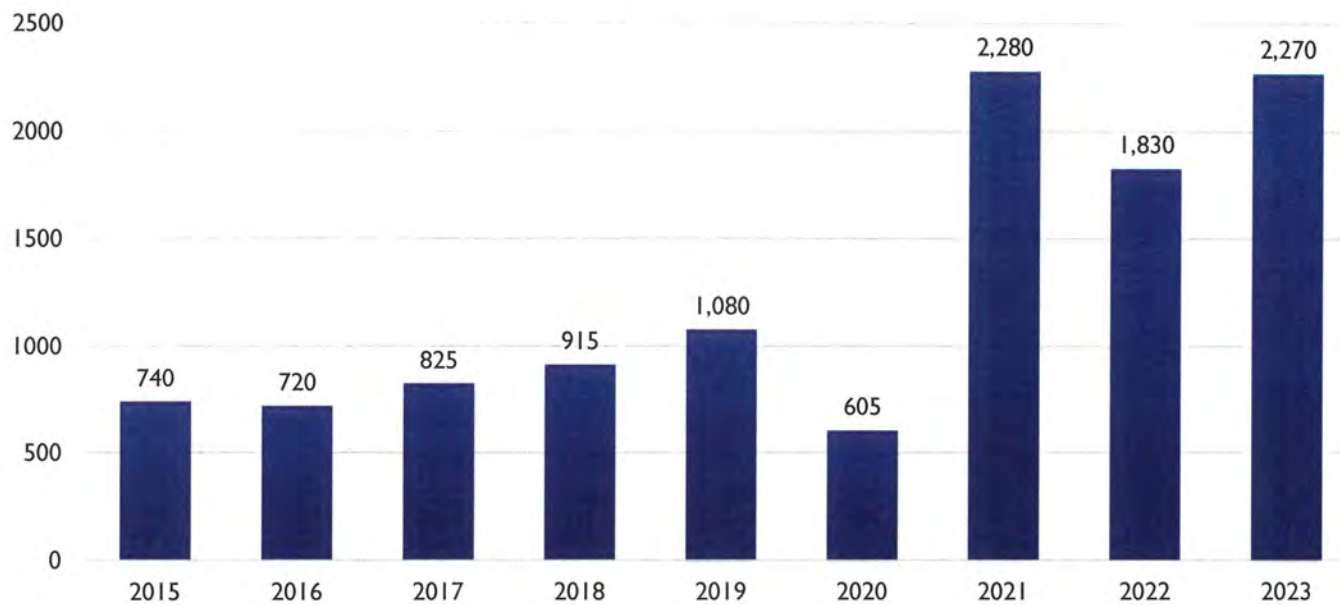
Source: Statistics Canada. 2023. Target group profile of the population by immigration and citizenship status, Census 2021. Census Canada (database). Community Data Program (distributor).



3a

Direct Arrivals

Total Annual PR Arrivals (2015-2023)



6



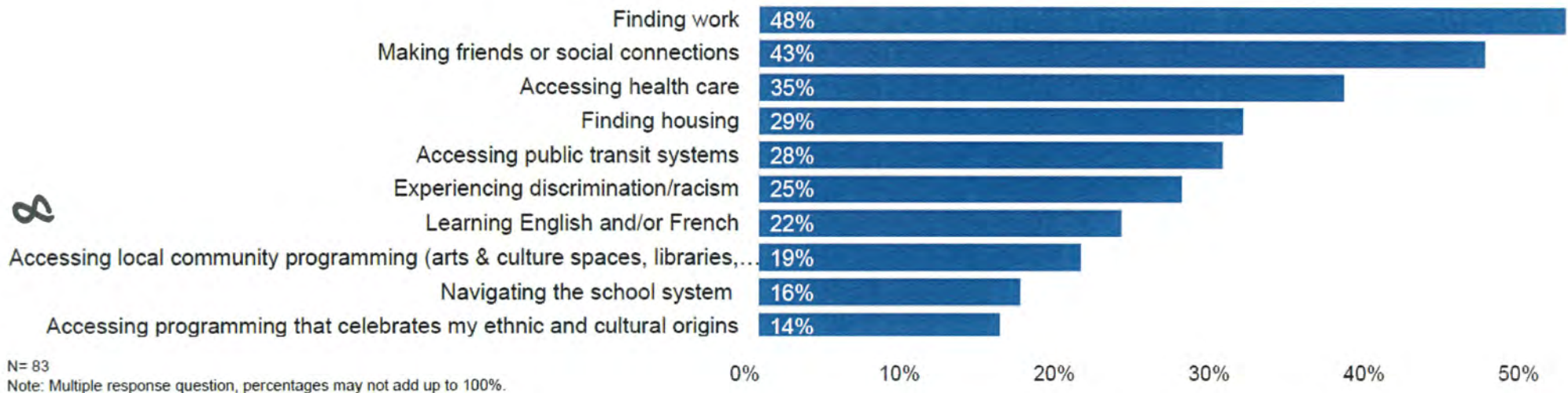


Immigrants' experiences living in Simcoe County

30

Biggest Challenges Settling in Simcoe County

8

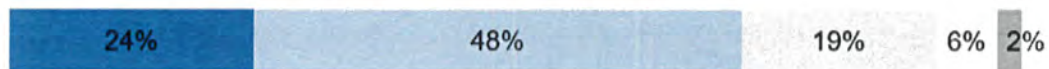


Source: County of Simcoe Immigrant Survey, 2022.



Experiences Settling and Belonging

Experience Settling into Simcoe County



N= 83

■ Very Good ■ Good ■ Fair ■ Poor ■ Very Poor

Sense of Belonging to Local Community



N= 83

■ Very Strong ■ Somewhat Strong ■ Somewhat Weak ■ Very Weak ■ Don't Know





01




 Immigration, Refugees and Citizenship Canada
 
 Immigration, Réfugiés et Citoyenneté Canada

LIVING

Improving Access to Basic Needs

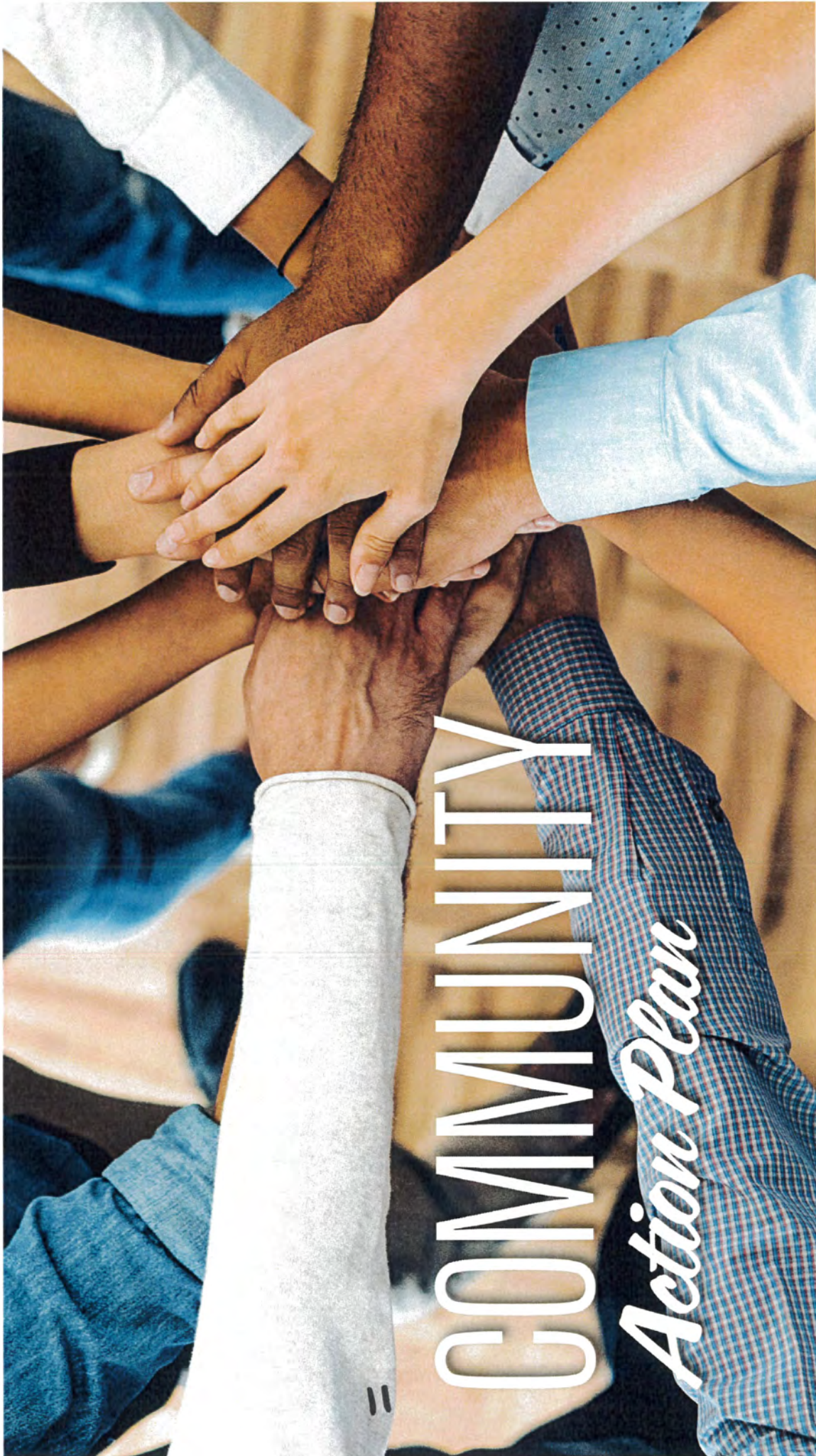
WORKING

Encouraging Labour Force Integration

BELONGING

Creating Pathways to Community Involvement





COMMUNITY

Action Plan

LIVING  / WORKING  / BELONGING 

- Provide a centralized location for service delivery access, social connections, and multicultural celebrations

LIVING  / BELONGING 

- Increase access to local human and social service delivery
- Increase use of interpretation and translation supports in mainstream service delivery

LIVING  / WORKING 

- Decrease immigrants' lived experiences of racism and discrimination

12

LIVING 

- Increase equitable access to local housing

WORKING 

- Increase labour force recruitment and retention of immigrants and international students
- Increase pace of newcomers' official language learning
- Increase the success of local immigrant entrepreneurs

BELONGING 

- Increase multicultural celebrations
- Introduce immigrants and international students to local communities
- Increase leadership opportunities for immigrants and international students
- Connect immigrants and international students to volunteer opportunities

What does this mean for the Township of Essa?

- Capitalizing on immigrants' growth in adjacent communities
 - Labour force, service delivery
- Increasing diversity in communities
- Increasing need to address equity, diversity, and inclusion (EDI)
- Addressing the lack of immigrant-specific programming
 - Settlement, language training programs, employment programming
- Providing connections to community resources and services

Opportunities for Township of Essa

- Participate in the annual Week of Welcome
- Participate in the annual #ITSTARTS campaign
- Enroll municipal staff in the Diversity Hub
- Participate in the Simcoe County Workplace Inclusion Charter
- Support the annual Newcomer Recognition Awards
- Provide space for newcomer programming and multicultural celebrations
- Include immigrants in strategic planning activities



Questions?

sclip@simcoe.ca





TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD015-24

DATE: November 6, 2024

TO: Committee of the Whole

FROM: Samuel Haniff, Manager of Planning

SUBJECT: Award of Proposal – Guide for Additional Residential Units

RECOMMENDATION

That Staff Report PD015-24 be received; and

That the quotation as received from Ted Handy and Associates Inc. for the preparation of Guide for ARU's be accepted in the amount of \$15,000 (excluding HST).

BACKGROUND

On January 18, 2024, the Township of Essa submitted an application under the 2023 Simcoe County Age-Friendly Municipal Grant Program for \$9,500 for a "Guide to Additional Residential Units" to be prepared by a consultant.

Council Resolution CW001-2024 was included as part of the application submission package.

On August 2nd, 2024, the Township of Essa was officially offered the 2023 Simcoe County Age-Friendly Municipal Grant in the amount of \$9,500 (the stream allows for a maximum of \$10,000). The project must be completed in the 2024 calendar year.

COMMENTS AND CONSIDERATIONS

Through active outreach with potential consultants, the Township has received two submissions to complete the Guide to Additional Residential Units.

Staff is proposing to select the Consultant who bid lower (Ted Handy and Associates Inc.), at \$15,000.

As such, Staff requests that Council approve an additional \$5,500 for completion of the project.

4a

FINANCIAL IMPACT

Staff is requesting an additional \$5,500 be provided to meet the current minimum fee proposal of \$15,000 to complete the Guide to Additional Residential Units within the required 2024 calendar year.

This additional funding is proposed to be used from Contract Services under the Planning Budget (02-25-500-700-6069).



Manager of Finance

SUMMARY/OPTIONS

Council may:

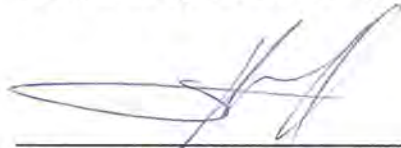
1. Award the quotation to the lowest bidder, Ted Handy and Associates Inc. in the amount of \$15,000 (excluding HST).
2. Direct staff in another manner.

CONCLUSION

Option #1 is recommended.

Respectfully submitted by:

Reviewed by:





Samuel Haniff, Manager of Planning

Michael Mikael, CAO

Attachment 1 –Preferred Proposal for Guide to ARUs

TED HANDY and ASSOCIATES Inc., ARCHITECT

76 Mary Street, Barrie, Ontario, L4N 1T1

Tel: (705) 734-3580 Fax: (705) 721-0265

email: jessica@thandyarchitect.on.ca

Township of Essa

5786 Simcoe County Road 21

Utopia, ON

LOM 1T0

via email: shaniff@essatownship.on.ca

26 September 2024

re: Guide to ARUs

Attention Samuel Haniff:

Thank you for the opportunity of working with you to prepare a Guide to Additional Residential Units (ARU's). Anticipated scope is to produce a comprehensive, user-friendly document to educate the public on the ARU process. The scope will include:

- Initial Meeting
- Develop document framework with Table of Contents provided by Township
- Produce text with guidance from Township Staff
- Create Graphical content
- 60% Draft Document
- Review with Township and incorporate comments
- Final Document

We are proposing a fee of **\$15,000 plus HST**.

Please accept this as a fee letter with disbursements and HST being in addition.

Disbursements are approximately 5% of fee or billed separately under a separate PO.

Warm Regards,



Jessica Mawson



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR014-24

DATE: November 6th, 2024

TO: Committee of the Whole

FROM: Chris Rankin, Manager of Parks and Recreation

SUBJECT: VON Smart Program, Thornton Arena

RECOMMENDATION

That Staff Report PR014-24 be received; and

That Council consider waiving the rental fee for senior seasonal exercise sessions to provide seniors with access to exercise in a safe space.

BACKGROUND

The town of Thornton and its surrounding areas has a growing seniors population that has expressed a need for services to support a healthy and active lifestyle. The VON SMART (Seniors Maintaining Active Roles Together) ® program offers group exercise classes to community members 55 years and older or any adult living with a disability who wants to improve their strength, balance and mobility through low-impact exercise. The exercise classes are facilitated by fitness instructors and/or volunteers who receive specialized training and ongoing education to deliver safe exercise programs for all levels of ability. Participants can sign themselves up for group classes or be referred by a healthcare provider, family or friend. The program is fully funded; there is no cost to participate and no cost for instructors. Pre-registration with the VON Office is required prior to participating in the VON SMART Exercise Program.

VON handles the registration themselves. The Parks and Recreation Department would be needed to promote the program and provide free space. The class would take place on Mondays from 10:30 am to 11:30 am in the Thornton Meeting Room. The program will likely be ongoing from session to session and is set to begin on Monday, December 2nd, 2024, pending Council's approval.

COMMENTS AND CONSIDERATIONS

The VON program would run at a time when the building is not being utilized as there are typically no daytime rentals occurring in this room. The winter session is eight weeks, and the meeting room cost per hour is \$30.00 resulting in a session loss of \$240 per seasonal session. This program is anticipated to run as a free program, so long as there is interest from seniors in the community.

FINANCIAL IMPACT

Revenue loss in the amount of \$240 per seasonal session for seniors.

Manager of Finance: 

SUMMARY/OPTIONS

Council may:

- 1. Take no further action.
- 2. Authorize Staff to waive the rental fee for senior seasonal exercise sessions to provide seniors with access to exercise in a safe space.
- 3. Direct Staff in another course of action.

CONCLUSION

Staff recommends Option # 2 be approved.

Respectfully submitted,



Chris Rankin
Manager of Parks and Recreation



Michael Mikael, P, Eng
Chief Administrative Officer



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR015-24

DATE: November 6th, 2024

TO: Committee of the Whole

FROM: Chris Rankin, Manager of Parks and Recreation

SUBJECT: Partial Donation for Purchase of the Outdoor Score Clock -Thornton Outdoor Arena

RECOMMENDATION

THAT Staff Report PR015-24 be received; and

THAT Council authorize Staff to purchase a score clock for the Thornton Outdoor Arena, with a partial donation in the amount of \$2,500.00 to be received from Essa Hockey to cover a portion of costs associated with the purchase, and allow advertising plaques in the outdoor arena for three years.

BACKGROUND

Essa Hockey has been a long-standing member of the community, providing healthy recreational activities for adults within Essa Township and the surrounding areas for many years. Throughout this time, there have been numerous requests for a score clock to be installed at the Thornton Outdoor Arena, though none have yet been successful.

Through recent discussions, Essa Hockey indicated that there is an opportunity to secure donations from local vendors to support this initiative. To recognize these contributions, Essa Hockey proposes placing a plaque beside the score clock, listing the contributing businesses for a period of three (3) years. Following this period, the plaques will be removed, and businesses interested in continued recognition will be required to pay an advertising fee to Essa Township.

COMMENTS AND CONSIDERATIONS

The current cost of the clock is estimated at \$6,233.00 plus HST, with installation verbally quoted at \$1,500.00, resulting in a total of \$7,733.00 plus HST. Essa Hockey has offered to contribute \$2,500.00 from the donations they gather, leaving the Township's portion of the cost at approximately \$5,233.00.

The \$2,500 donation is equivalent to 10 years of advertising fee (\$250/year) while Essa Hockey is only requesting 3 years of recognition of donation which is equivalent to \$750 in advertising fee (2024 rate fee schedule).

FINANCIAL IMPACT

The \$2,500 donation up front will help with the financial burden on the township to cover the full cost of the score clock. Also, there is no evidence that we would be able to secure advertising revenue in the outdoor rink from that many companies within this timeframe.

Manager of Finance: 

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Authorize Staff to purchase a score clock for the Thornton Outdoor Arena, with a partial donation in the amount \$2,500 being accepted by Thornton Hockey, and allow the plaques in the outdoor arena for three years.**
3. Allow the Parks and Recreation Manager to purchase the score clock with no donations.
4. Direct Staff in another course of action.

CONCLUSION

Staff recommends Option # 2 be approved.

Respectfully submitted,



Chris Rankin
Manager of Parks and Recreation



Michael Mikael, P, Eng
Chief Administrative Officer

7a



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW015-24
DATE: November 6th, 2024
TO: Committee of the Whole
FROM: John Kolb, Interim Manager of Public Works
SUBJECT: Winter Sand Tender Results

RECOMMENDATION

That Staff Report PW015-24 be received; and

That the tender received from **Walker Aggregates** for the purchase, mixing and stacking of winter sand in the amount of **\$ 221,582.40** (including 1.76% H.S.T) be accepted as per the Township specifications.

BACKGROUND

The Tender document was posted on the Biddingo website on September 18th, 2024 and closed on October 4th, 2024.

COMMENTS AND CONSIDERATIONS

There was a total of 3 bids received. The 3 bids are summarized below:

	Bidder	Total Tender (Ex. H.S.T)
1.	DUIVENVOORDEN HAULAGE LTD	\$247,650.00
2.	JOHN EEK & SON LTD.	\$224,250.00
3.	WALKER AGGREGATES	\$217,750.00

FINANCIAL IMPACT

Council approved \$310,000.00 in the 2024 Roads Maintenance Operating Budget. There is approximately \$130,511.00 remaining in this account. The Winter Sand Tender amount is always split over two fiscal budget years which is 2024-2025 in this case, and therefore additional required funds will be allocated into the 2025 Roads Maintenance Operating Budget.


Manager of Finance

SUMMARY/OPTIONS

Council may:

- 1. **Take no action**
- 2. **Award the tender to WALKER AGGREGATES in the amount of \$ 221,582.40 (including 1.76% H.S.T)**
- 3. **Do not award the tender to Walker Aggregates and select another bidder to complete the work based on reasons to be specified by Council**

CONCLUSION


Option #2 is recommended.

Respectfully submitted by:



John Kolb, Manager of
Public Works

Reviewed by:



Michael Mikael, CAO



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW016-24

DATE: November 6th, 2024

TO: Committee of the Whole

FROM: John Kolb, Interim Manager of Public Works

SUBJECT: 5TH Line Culvert Emergency Replacement - Cost Reconciliation

RECOMMENDATION

That Staff Report PW016-24 be received; and

BACKGROUND

Back in April, 2024 a slope failure occurred on the 5th Line embankment just south of Angus, after a heavy rainfall fall lasted for almost 24 hrs. The initial failure was approximately 50 meters in length (followed by land slides to an extent of an additional 20 linear meters), which undermined a section of the road over 10 meters while also affecting the west embankment slope (8-10 meters in vertical height). The underlying culvert, which was constructed 12-15 years ago (approximately) conveying a small creek below the roadway, was also damaged at both ends (east/west sides). The culvert is approximately 90 m in length and approximately 1600 mm in diameter / 2.8 mm in thickness.

GEI Engineering was retained by Staff to conduct a preliminary assessment of the failure and to provide solutions to stabilize the embankment (slope stability analysis).

On June 14th, 2024 Staff received a letter of recommendation from GEI which recommended a partial replacement/rehabilitation of the culvert as per (PW011-24) for cost savings.

Following this and during the implementation of the rehabilitation plan, and on July 9th, 2024, staff received a failure letter from Culvert Canada/ Armttec which concluded that the entire culvert must be replaced and refused to supply partial replacement to the Township for liability reasons.

COMMENTS AND CONSIDERATIONS

Staff proceeded with full culvert replacement after extensive consultation with GEI and Armtec since this work was not counted for or planned in the capital budget.

Full replacement of the culvert was completed in September 2024 utilizing 1800mm CSP diameter instead of 1600mm diameter and double the steel thickness for added safety factors (4.2mm thickness versus 2.8mm thickness).

FINANCIAL IMPACT

Initial anticipated rehabilitation costs/partial replacement (PW011-24) ranged from \$350,000 to \$475,000.

The full replacement costs were \$1,191,447.00 (excluding HST – including 3% GIPI one year maintenance period):

- **\$185,000.00** covering Engineering costs, Embankment and slope reinforcement (Geo-grid, Geo-cloth, TPG80 rolls, perforated pipes, TRM)
- **\$421,516.00** covering Culvert replacement, Equipment Rentals, haulage trucks rental, Operator, onsite fuel tank and portable toilets
- **\$562,880.00** covering granular supply, storm sewer infrastructure, concrete curbs, catch basins and guard rail
- **\$22,051.00** for the roads department overtime during the course of the project (outside normal working hours/weekends)

Worth to mention that the Town of Innisfill supported Essa by providing some of the required engineering fill and haulage trucks for over a one week period of time during the project implementation (free of charge).

The project cost was funded from the 2024 Roads Capital Budget surplus (non regulatory fund envelope).



Manager of Finance

SUMMARY/OPTIONS

Council may:

1. **Receive staff report PW016-24**

CONCLUSION

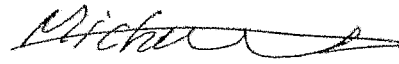
Option #1 is recommended.

Respectfully submitted by:



John Kolb, Manager of
Public Works

Reviewed by:



Michael Mikael, CAO

8a

Correspondence from Township Engineer AECOM, re: Release of Securities – Sapphire Homes (Greenwood Drive) Angus Subdivision.

Recommendation: **BE IT RESOLVED** that Council approve a release of securities relating to Sapphire Homes (Greenwood Drive) Angus Subdivision in full, as recommended by AECOM as follows:

Current Securities Held by Township of Essa:	\$16,377.69
Reduction as Recommended by AECOM:	\$16,377.69
Securities to be Retained by Township of Essa:	None

And,

THAT this approval is conditional upon the Developer providing the municipality with a Statutory Declaration indicating that all accounts have been paid in full, including all of the Township's legal and engineering costs.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO026-24

DATE: November 6th, 2024

TO: Committee of the Whole

FROM: Michael Mikael, P.Eng Chief Administrative Officer

SUBJECT: Development Charges Related Studies Recalibration

RECOMMENDATION

That Staff Report CAO026 -24 be received for information; and

That Council direct staff to proceed with the **2023 Development Charges Background Study Recalibration** to reinstate studies as contained in this report; and

That a By-law be brought forward for passage during the regular Council meeting of this date to amend By-law 2023-32, that being a By-law to establish a municipal-wide and area-specific development charges for the Corporation of the Township of Essa; and

That Council authorize that the notice of passage of the amending by-law be posted on the Township web site, and that development charges imposed under the amending by-law will come into effect on the 11th day of November, 2024.

BACKGROUND

The Township of Essa passed a development charges by-law, By-law No. 2023-32, on June 21st, 2023. When the Township passed the by-law, Development-Related Studies were not an eligible capital cost for development charge (DC) recovery under the requirements of the *Development Charges Act* (DCA).

Bill 185 (the *Cutting Red Tape to Build More Homes Act, 2024*) received royal assent on June 6, 2024. Bill 185 amended the DCA and DC Background Study process to:

1. **Re-introduce Development-Related studies as a DC-eligible capital cost.**
2. Remove the requirement to phase-in maximum calculated DCs over five years
(Completed as per CAO021-24)
3. Allow municipalities to make minor amendments to DC By-laws in certain circumstances.
4. Reduce the timeframe for which DC rates are "frozen".
5. Update notice requirements where local newspapers are unavailable.
6. Implement affordable housing exemptions by June 1, 2024.

DCs for Development-Related studies can be included in DC By-laws passed after November 28, 2022, without the need for a background study or a public meeting under the DCA. The amendment is not appealable to the Ontario Land Tribunal (OLT).

Amending a DC By-law in this way must be done within six months of Bill 185 taking effect which means an amendment must be made before December 6, 2024.

COMMENTS AND CONSIDERATION

The Township retained Hemson Consulting Ltd to re-introduce Development- Related Studies and recalculate the DC rates.

As a result of Bill 185, the Township has opted to re-introduce Development-Related Studies as a service for DC recovery. Table 1 (**attachment no.1**) shows the Development-Related Studies 10-year capital program. The Development-Related Studies gross capital program totals \$2.5 million and consists of various studies:

1. **Finance** (Development Charges Study)
2. **Fire Services** (Master Plan Update)
3. **Planning and Development** (Official Plan, Zoning By-law, Secondary Plan)
4. **Parks and Recreation** (Trails Master Plan Update)
5. **Public Works** (Infrastructure Master Plan Update, Transportation Master Plan Update, Roads need study)
6. **Administrative Services/Clerk** (Ward Boundary Review)

No grants or subsidies are anticipated to be received to offset any portion of the projects.

A share of \$745,000 has been identified to benefit the existing population and employment and has been removed from the DC rate calculation. Available reserve funds of \$128,579 (2022) have also been removed from the DC rate calculation. The remaining DC eligible costs for recovery, \$1.6 million, are related to development anticipated to occur within the 10-year planning horizon, therefore no post-period allocation has been made. As a result, the in-period DC cost eligible for recovery is approximately \$1.6 million, is related to development anticipated to occur within the 10-year planning horizon, therefore no post-period allocation has been made. As a result, the in-period DC cost eligible for recovery is approximately \$1.6 million.

From 2023 to 2032, it is projected the Township will add approximately 5,270 people in new residential dwelling units. The Township will also add 1,380 new employees, occupying 37,760 square meters of non-residential floor space. These projections are in-line with the growth forecasts contained in the Township's Consolidated 2023 DC Background Study dated August 21, 2023. A copy of the study can be found on the Township's website.

The total development-related cost is allocated 88% against new residential development and 12% against non-residential development. These yield unadjusted

development charges of \$268.77 per capita, and \$5.32 per square meter. As shown in Table 2 (**attachment no.1**), after a cash flow calculation, the residential charge decreases to \$268.35 per capita, and the non-residential charge increases to \$5.45 per square meter.

As shown in Table 3 (**attachment no.1**), the adjusted per capita development charge of \$268.35 per capita is translated into a charge per residential unit based on average occupancy (person per unit) factors. The calculated residential development charges are \$865 for a single & semi-detached unit, \$765 for rows and other multiples, \$510 for apartments with two or more bedrooms, and \$376 for bachelor or one-bedroom apartments. The non-residential rate remains at \$5.45 per square meter.

IMPLEMENTATION

As noted above, Bill 185 allows municipalities to make certain specific amendments to their DC by-laws without having to follow the normal DC by-law amendment of sections 19, and 10-18 of the DCA. One of the specified minor amendments is imposing DCs for the eligible studies, including a DC background study. Furthermore, amending a DC by-law under the Bill 185 provisions requires that the existing DC by-law was passed after November 28, 2022, and before Bill 185 took effect. The Township of Essa's Development Charges By-law No. 2023-32 was passed on June 21, 2023, and can therefore be amended under the Bill 185 provisions


It is proposed that the Township's DC By-law No. 2023-32 be amended to include the recovery of eligible development-related studies, as set out above. Attached to this report is a draft proposed amending By-law (**attachment no.2**).

Once the amending by-law is approved, notice of passage of the amending by-law is required, in accordance with s. 19(1.4) and s.13 of the DCA. Note, an amending by-law made under these provisions of the Bill 185 is not appealable (**attachment no.3**).

FINANCIAL IMPACT

\$1,616,421.00 in period Development Charges eligible costs for recovery within the 10-year planning horizon (2023-2032).

Manager of Finance



SUMMARY/OPTIONS

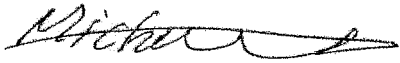
Council may:

1. Receive this report for information
2. **Direct staff to proceed with the 2023 Development Charges Background Study Recalibration to reinstate studies.**
3. **Adopt By-law No.2024-XX under section 19 of the Development Charges Act,1997, being a By-law to amend By-Law 2023-32, A By-law to stablish municipal-wide and area-specific development charges for the Corporation of the Township of Essa**
4. **Authorize that the notice of passage of the amending by-law be posted on the Township website, and that development charges imposed under By-law No.2024-XX come into effect on the 11 day of November,2024**
5. Direct Staff in another course of action

CONCLUSION

Options No. 2,3 and 4 are recommended.

Respectfully submitted:



Michael Mikael, P.Eng
CAO

Attachments:

- Attachment No.1 Combined Study Tables
- Attachment No.2 Amending By-law 2024-XXX
- Attachment No.3 Notice of DC Amendment Passage

Attachment No.1

Combined Study Tables

TABLE 1
TOWNSHIP OF ESSA
DEVELOPMENT-RELATED CAPITAL PROGRAM
DEVELOPMENT-RELATED STUDIES

Project Description	Timing	Gross Project Cost	Grants/ Subsidies/Other Recoveries	Net Municipal Cost	Ineligible Costs		Total DC Eligible Costs	DC Eligible Costs		
					Replacement & BTE Shares	Replacement & BTE Shares		Available DC Reserves	2023-2032	Post 2032
1.0 DEVELOPMENT-RELATED STUDIES										
1.1 Finance Studies										
1.1.1 Development Charges Study	Various	\$ 80,000	\$ -	\$ 80,000	0%	\$ -	\$ 80,000	\$ -	\$ 80,000	\$ -
Subtotal Finance Studies		\$ 80,000	\$ -	\$ 80,000		\$ -	\$ 80,000	\$ -	\$ 80,000	\$ -
1.2 Fire Studies										
1.2.1 Fire Master Plan Updates	Various	\$ 850,000	\$ -	\$ 850,000	35%	\$ 297,500	\$ 552,500	\$ -	\$ 552,500	\$ -
Subtotal Fire Studies		\$ 850,000	\$ -	\$ 850,000		\$ 297,500	\$ 552,500	\$ -	\$ 552,500	\$ -
1.3 Planning and Development Studies										
1.3.1 Official Plan Review	Various	\$ 300,000	\$ -	\$ 300,000	25%	\$ 75,000	\$ 225,000	\$ 128,579	\$ 96,421	\$ -
1.3.2 Zoning Bylaw	Various	\$ 80,000	\$ -	\$ 80,000	50%	\$ 40,000	\$ 40,000	\$ -	\$ 40,000	\$ -
1.3.3 Angus Secondary Plan	Various	\$ 100,000	\$ -	\$ 100,000	20%	\$ 20,000	\$ 80,000	\$ -	\$ 80,000	\$ -
Subtotal Planning and Development Studies		\$ 480,000	\$ -	\$ 480,000		\$ 135,000	\$ 345,000	\$ 128,579	\$ 216,421	\$ -
1.4 Parks and Recreation Studies										
1.4.1 Parks & Recreation Master Plan Updates	Various	\$ 180,000	\$ -	\$ 180,000	25%	\$ 45,000	\$ 135,000	\$ -	\$ 135,000	\$ -
Subtotal Parks and Recreation Studies		\$ 180,000	\$ -	\$ 180,000		\$ 45,000	\$ 135,000	\$ -	\$ 135,000	\$ -
1.5 Public Works Studies										
1.5.1 Infrastructure Master Plan Updates	Various	\$ 350,000	\$ -	\$ 350,000	25%	\$ 87,500	\$ 262,500	\$ -	\$ 262,500	\$ -
1.5.2 Transportation Master Plan Updates	Various	\$ 320,000	\$ -	\$ 320,000	25%	\$ 80,000	\$ 240,000	\$ -	\$ 240,000	\$ -
1.5.3 Roads Need Study	Various	\$ 150,000	\$ -	\$ 150,000	40%	\$ 60,000	\$ 90,000	\$ -	\$ 90,000	\$ -
Subtotal Public Works Studies		\$ 820,000	\$ -	\$ 820,000		\$ 227,500	\$ 592,500	\$ -	\$ 592,500	\$ -
1.6 Administrative Studies										
1.6.1 Ward Boundary Review	Various	\$ 80,000	\$ -	\$ 80,000	50%	\$ 40,000	\$ 40,000	\$ -	\$ 40,000	\$ -
Subtotal Administrative Studies		\$ 80,000	\$ -	\$ 80,000		\$ 40,000	\$ 40,000	\$ -	\$ 40,000	\$ -
TOTAL DEVELOPMENT-RELATED STUDIES		\$ 2,490,000	\$ -	\$ 2,490,000		\$ 745,000	\$ 1,745,000	\$ 128,579	\$ 1,616,421	\$ -

34

Residential Development Charge Calculation		
Residential Share of 2023 - 2032 DC Eligible Costs	88%	\$1,415,599
10-Year Growth in Population in New Units		5,267
Unadjusted Development Charge Per Capita		\$268.77
Non-Residential Development Charge Calculation		
Non-Residential Share of 2023 - 2032 DC Eligible Costs	12%	\$200,823
10-Year Growth in Square Metres		37,760
Unadjusted Development Charge Per Square Metre		\$5.32

Reserve Fund Balance as at December 31, 2022	\$ 128,579
--	------------

100

10a

TABLE 2

TOWNSHIP OF ESSA
 CASHFLOW AND DETERMINATION OF DEVELOPMENT CHARGE
 DEVELOPMENT-RELATED STUDIES
 RESIDENTIAL DEVELOPMENT CHARGE
 (in \$000)

DEVELOPMENT-RELATED STUDIES	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	TOTAL
OPENING CASH BALANCE	\$0.00	\$7.23	\$18.20	\$33.46	\$42.02	\$31.09	\$22.28	\$15.45	\$11.07	\$14.17	
2023 - 2032 RESIDENTIAL FUNDING REQUIREMENTS											
- Development-Related Studies: Non Inflated	\$141.6	\$141.6	\$141.6	\$141.6	\$141.6	\$141.6	\$141.6	\$141.6	\$141.6	\$141.6	\$1,415.6
- Development-Related Studies: Inflated	\$141.6	\$144.4	\$147.3	\$150.2	\$153.2	\$156.3	\$159.4	\$162.6	\$165.9	\$169.2	\$1,550.0
NEW RESIDENTIAL DEVELOPMENT											
- Population Growth in New Units	554	566	579	553	486	495	503	512	536	483	5,267
REVENUE											
- DC Receipts: Inflated	\$148.7	\$154.9	\$161.7	\$157.5	\$141.2	\$146.7	\$152.0	\$157.8	\$168.5	\$154.9	\$1,543.8
INTEREST											
- Interest on Opening Balance	\$0.0	\$0.3	\$0.6	\$1.2	\$1.5	\$1.1	\$0.8	\$0.5	\$0.4	\$0.5	\$6.8
- Interest on In-year Transactions	\$0.1	\$0.2	\$0.3	\$0.1	(\$0.3)	(\$0.3)	(\$0.2)	(\$0.1)	\$0.0	(\$0.4)	(\$0.6)
TOTAL REVENUE	\$148.8	\$155.4	\$162.5	\$158.8	\$142.3	\$147.5	\$152.6	\$158.2	\$169.0	\$155.0	\$1,550.0
CLOSING CASH BALANCE	\$7.2	\$18.2	\$33.5	\$42.0	\$31.1	\$22.3	\$15.4	\$11.1	\$14.2	\$0.0	

35

2023 Adjusted Charge Per Capita	\$268.35
---------------------------------	----------

Allocation of Capital Program	
Residential Sector	87.6%
Non-Residential Sector	12.4%
Rates for 2023	
Inflation Rate:	2.0%
Interest Rate on Positive Balances	3.5%
Interest Rate on Negative Balances	5.5%

TABLE 2

TOWNSHIP OF ESSA
 CASHFLOW AND DETERMINATION OF DEVELOPMENT CHARGE
 DEVELOPMENT-RELATED STUDIES
 NON-RESIDENTIAL DEVELOPMENT CHARGE
 (in \$000)

DEVELOPMENT-RELATED STUDIES	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	TOTAL
OPENING CASH BALANCE	\$0.00	(\$6.85)	(\$12.68)	(\$17.35)	(\$20.77)	(\$22.72)	(\$23.13)	(\$21.86)	(\$18.74)	(\$13.56)	
2023 - 2032 NON-RESIDENTIAL FUNDING REQUIREMENTS											
- Development-Related Studies: Non Inflated	\$20.1	\$20.1	\$20.1	\$20.1	\$20.1	\$20.1	\$20.1	\$20.1	\$20.1	\$20.1	\$200.8
- Development-Related Studies: Inflated	\$20.1	\$20.5	\$20.9	\$21.3	\$21.7	\$22.2	\$22.6	\$23.1	\$23.5	\$24.0	\$219.9
NON-RESIDENTIAL SPACE GROWTH											
- Growth in Square Metres	2,460	2,730	3,000	3,270	3,550	3,820	4,090	4,360	4,640	5,840	37,760
REVENUE											
- DC Receipts: Inflated	\$13.4	\$15.2	\$17.0	\$18.9	\$21.0	\$23.0	\$25.1	\$27.3	\$29.6	\$38.1	\$228.6
INTEREST											
- Interest on Opening Balance	\$0.0	(\$0.4)	(\$0.7)	(\$1.0)	(\$1.1)	(\$1.2)	(\$1.3)	(\$1.2)	(\$1.0)	(\$0.7)	(\$8.7)
- Interest on In-year Transactions	(\$0.2)	(\$0.1)	(\$0.1)	(\$0.1)	(\$0.0)	\$0.0	\$0.0	\$0.1	\$0.1	\$0.2	(\$0.0)
TOTAL REVENUE	\$13.2	\$14.7	\$16.2	\$17.9	\$19.8	\$21.8	\$23.9	\$26.2	\$28.7	\$37.6	\$219.9
CLOSING CASH BALANCE	(\$6.9)	(\$12.7)	(\$17.4)	(\$20.8)	(\$22.7)	(\$23.1)	(\$21.9)	(\$18.7)	(\$13.6)	\$0.0	

36

2023 Adjusted Charge Per Square Metre	\$5.45
---------------------------------------	--------

Allocation of Capital Program	
Residential Sector	87.6%
Non-Residential Sector	12.4%
Rates for 2023	
Inflation Rate	2.0%
Interest Rate on Positive Balances	3.5%
Interest Rate on Negative Balances	5.5%

10a

10a

TABLE 3

TOWNSHIP OF ESSA
 2023 DEVELOPMENT CHARGES STUDY
 RESIDENTIAL DEVELOPMENT CHARGES BY UNIT TYPE

Service	Unadjusted Charge Per Capita	Adjusted Charge Per Capita	Residential Charge By Unit Type			
			Singles & Semis	Rows & Other Multiples	Apartments 2+ Bedrooms	Apartments Bachelor or 1 Bedroom
Development-Related Studies	\$ 268.77	\$ 268.35	\$865	\$765	\$510	\$376
Total Township-wide Charge	\$ 268.77	\$ 268.35	\$865	\$765	\$510	\$376

(1) Based on Persons Per Unit Of:	3.22	2.85	1.90	1.40
-----------------------------------	------	------	------	------

37

TABLE 3

TOWNSHIP OF ESSA
2023 DEVELOPMENT CHARGES STUDY
NON-RESIDENTIAL DEVELOPMENT CHARGES PER SQUARE METRE

Service	Unadjusted Charge Per Square Metre	Adjusted Charge Per Square Metre
Development-Related Studies	\$5.32	\$5.45
Total Township-wide Charge	\$5.32	\$5.45

160

38

Attachment No.2

Amending By-law 2024-XXX

The Corporation of the Township of Essa

By-law 2024-XXX

Being a By-law to amend By-law 2023-32, A by-law to establish municipal-wide and area-specific development charges for the Corporation of the Township of Essa

Whereas subsection 2(1) of the Development Charges Act, 1997, S.O. 1997, c. 27, (the "Act"), as amended, authorizes that the Council of a municipality may by by-law impose development charges against land to pay for increased capital costs required because of increased needs arising from development of the area to which the by-law applies; and

Whereas the Council of the Township of Essa, on June 21, 2023, enacted by-law 2023-32 to impose development charges against land;

And whereas Bill 185, Cutting Red Tape to Build More Homes Act, 2024, upon Royal Assent, made certain amendments to the Act, including to subsection 5(3) that added the costs of certain studies as capital costs;

And whereas section 19 of the Act was also amended to provide for amendments to be made to a development charges by-law;

And whereas subsection 19 (1.2) of the Act was added to permit a municipality to amend a development charges by-law, subject to conditions being met, that do not require the process for by-law amendments under subsection 19 (1) of the Act to be followed, including the process to provide notice;

And whereas on November 06, 2024, the Council of the Township approved Report No. CAO026-24 thereby indicating that it intends to include Development-Related Studies costs, pursuant to paragraphs 5 and 6 of subsection 5 (3) of the Act, within the development charge calculation;

Now therefore the Council of The Corporation of the Township of Essa enacts as follows:

1. That By-law 2023-32 is hereby amended as follows:
 - a. Schedule "A" is deleted and replaced with Schedule "A" attached hereto.
 - b. Schedule "B" is deleted and replaced with Schedule "B" attached hereto.
2. That this by-law shall come into force and effect on date of passage.
3. That, except as amended by this By-law, all provisions of By-law 2023-32 are and shall remain in full force and effect.

BY-LAW introduced and passed this 06 day of November, 2024

MAYOR

CLERK

DRAFT

Schedule "A"

Designated Municipal Services Under this
By-law

1. Library Services
2. Fire Services
3. Police Services
4. Parks and Recreation
5. Development-Related Studies
6. Services Related to a Highway: Public Works and Fleet
7. Services Related to a Highway: Roads and Related
8. Angus Sewer Services
9. Angus Water Services

DRAFT

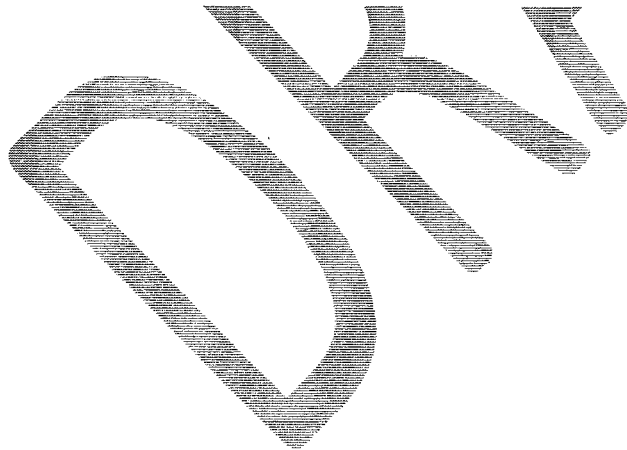
Schedule "B"

Schedule of Development Charges: Township-Wide and Area-Specific Charges

Service	Residential Charge By Unit Type				Non-Residential Charge per Square Metre
	Singles & Semis	Rows & Other Multiples	Apartments 2+ Bedrooms	Apartments Bachelor or 1 Bedroom	
Library Services	\$178	\$157	\$105	\$77	\$0.00
Fire Services	\$1,813	\$1,603	\$1,069	\$787	\$11.44
Police Services	\$59	\$52	\$35	\$26	\$0.37
Parks And Recreation	\$6,048	\$5,347	\$3,565	\$2,627	\$0.00
Development-Related Studies	\$865	\$765	\$451	\$196	\$5.45
Services Related To A Highway: Public Works And Fleet	\$2,284	\$2,019	\$1,346	\$992	\$14.42
Services Related To A Highway: Roads And Related	\$20,551	\$18,170	\$12,114	\$8,926	\$129.91
Total Township-wide Charge	\$31,798	\$28,113	\$18,685	\$13,631	\$161.59

Angus (1)					
Township-wide Charge	\$31,798	\$28,113	\$18,685	\$13,631	\$161.59
Angus Sewer	\$4,025	\$3,559	\$2,372	\$1,748	\$21.74
Angus Water	\$4,842	\$4,281	\$2,854	\$2,103	\$26.15
Total Serviced Charge in Angus	\$40,665	\$35,953	\$23,911	\$17,482	\$209.48

1) Applicable in the area shown on Schedule "C" of By-Law 2023-32



Attachment No.3

Notice of DC Amendment Passage



**NOTICE OF THE PASSING OF AN
AMENDING BY-LAW BY
THE TOWNSHIP OF ESSA**

TAKE NOTICE that the Council of the Township of Essa passed Amending By-law No. 2024-XX on the 06 day of November, under Section 19 of the *Development Charges Act, 1997* (the Act).

The charges in the aforementioned amending by-law will apply to all new residential and non-residential development, subject to certain terms, conditions and limited exemptions as identified therein.

The development charges are amended on a Township-wide basis and are levied against new development to pay for the increased capital costs related to the provision of Development-Related Studies

Schedule 1 below provide the new residential and non-residential development charge rates applicable throughout the Township of Essa.

The development charges imposed under the By-law come into effect on the 11 day of November, 2024. Copies of the complete Development Charges By-law are available on the website at www.essatownship.on.ca.

For further information, please contact the Clerk's Office at XXX-XXX-XXX.

Dated at the Township of Essa, [DAY] [MONTH], 2024

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

10a

Schedule 1 – Development-Related Studies Development Charge

Service	Residential Charge By Unit Type			
	Singles & Semis	Rows & Other Multiples	Apartments 2+ Bedrooms	Apartments Bachelor or 1 Bedroom
Development-Related Studies	\$865	\$765	\$451	\$196

Non-Residential Charge per Square Metre
\$5.45

Map 1 – Angus Service Area Subject to Applicable Area-Specific Development Charges

ANGUS DEVELOPMENT BOUNDARY

— Ultimate Development Boundary

