

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, MAY 21, 2025
6:00 p.m.**

AGENDA

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

1. OPENING OF MEETING BY THE MAYOR

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

2. DISCLOSURE OF PECUNIARY INTEREST

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

STAFF REPORTS

4. PLANNING AND DEVELOPMENT / BUILDING

5. PARKS AND RECREATION / COMMUNITY SERVICES

- p. 1 a. **Staff Report PR010-25 submitted by the Manager of Parks and Recreation, re: Proposal for Multi Shade Structures on the Trans Canada Trail (TCT).**

Recommendation: ***BE IT RESOLVED THAT*** Staff Report PR010-25 be received; and That Council authorize staff to proceed with the installation of shade structures along the Trans Canada Trail (TCT), with funding provided through the County of Simcoe's Trails Connecting Communities Program (TCCP) and \$20,000 matching fund (Essa's contribution) to be drawn from Gold Park Echo Entrance Capital Budget project.

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

8. FINANCE

Item Removed
at the request
of the Author

- a. **Staff Report TR003-25-25 submitted by the Manager of Finance, re: Statement of Treasurer – Remuneration 2024.**

9. CLERKS / BY-LAW ENFORCEMENT / IT

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

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 4th day of June, 2025 at 6:00 p.m.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR010-25

DATE: May 21, 2025

TO: Committee of the Whole

FROM: Chris Rankin, Manager of Parks and Recreation

SUBJECT: Proposal for Multi Shade Structures on the Trans Canada Trail (TCT)

RECOMMENDATION

That Staff Report PR00010-25 be received; and

That Council authorize staff to proceed with the installation of shade structures along the Trans Canada Trail (TCT), with funding provided through the County of Simcoe's Trails Connecting Communities Program (TCCP) and \$20,000 matching fund (Essa's contribution) to be drawn from Gold Park Echo Entrance Capital Budget project.

BACKGROUND

The County of Simcoe has approved funding support for the Township of Essa's project titled "*Shade Structures and Benches on the Trans Canada Trail*" under Tier 3 of the Trails Connecting Communities Program (TCCP). The project proposes the installation of shaded rest areas to enhance trail usability and comfort, particularly in the section between Cookstown and Innisfil.

The County has committed a total of **\$20,000** in matching funds. In order to proceed, the Township is required to contribute the remaining 50% of the project costs.

The project supports broader community goals of encouraging active transportation, improving accessibility, and enhancing recreational infrastructure in response to changing climate conditions and user needs.



COMMENTS AND CONSIDERATIONS

- The project aligns with the Township's Parks and Recreation Master Plan goals related to enhancing trail infrastructure and community well-being.
- Shade structures will improve comfort for trail users, particularly seniors, families, and individuals with accessibility needs.
- All construction will be carried out in compliance with local bylaws, standards, and accessibility requirements.
- TCCP requires appropriate signage acknowledging the County of Simcoe's contribution.

FINANCIAL IMPACT

The County's contribution of \$20,000 must be matched by a Township contribution based on 50% cost split.

The total project cost is estimated at **\$40,000**.

The Township's \$20,000 share to be funded through **Capital Budget Line 40-44-811-167-8520 (Gold Park Echo Entrance)**.



Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Authorize staff to proceed with the project utilizing matching funds (Essa's contribution) from Capital Budget Line 40-44-811-167-8520 in the amount of \$20,000.
2. Defer the project until alternative funding is available.
3. Decline the funding opportunity.

CONCLUSION

This project presents a valuable opportunity to enhance the Trans Canada Trail in Essa with the support of County funding. Staff recommend proceeding with the installation of shade structures, funded in part by the Township's existing capital budget, to support accessible and climate-resilient trail infrastructure.

Option #1 is recommended.

Respectfully submitted,



Chris Rankin
Manager of Parks and Recreation

Reviewed by,



Michael Mikael
CAO

5a

April 22, 2025

By Email Only

Chris Rankin
Manager of Parks and
Recreation Township of Essa
5786 Simcoe County Road 21
Utopia, ON L0M 1T0

RE: Notice of Funding Commitment

**Trails Connecting Communities Program 2025: Shade Structures and Benches
on Trans Canada Trail**

The County of Simcoe has reviewed your project '**Shade Structures and Benches on the Trans Canada Trail**'. The project proposes to enhance the Trans Canada Trail between Cookstown and Innisfil by installing benches with shade structures. The shade structures and rest stations will help to increase the range of users on the trail and provide reprieve in a changing climate.

The County of Simcoe is committed to connecting its communities through active transportation and trail infrastructure. Since 2009, the County has dedicated funding in the form of the Trails Connecting Communities Program (TCCP) to assist local municipalities in the development of active transportation and recreational trail opportunities. As part of this commitment, the County looks to build upon first-hand local knowledge by partnering with its member municipalities to fund infrastructure projects that will enhance our communities.

In 2024, the County made modifications to the program but introducing a tiered system and increasing the yearly budget to encourage municipalities to be more strategic in their trail planning and to promote larger inter-municipal and sub-regional trail networks.

We are pleased to advise that the County of Simcoe will commit **\$20,000 under Tier 3 of the TCCP Program.**

Tier 3 – a maximum grant of \$20,000

Projects may include trail head configuring and signage, safety, fencing

repairs or installations, trail furniture, trail technical and feasibility studies, maintenance, etc.

As noted in the TCCP Information Sheet, and to retain eligibility for funding assistance, the following obligations are associated with the County's funding contribution:

- All construction activities will occur in accordance with applicable policies, bylaws, standards, and regulations.
- Trails must be designed and constructed to be accessible to people with disabilities.
- Required permits shall be obtained prior to commencement of construction.
- Funds granted through the TCCP are not transferable. The County of Simcoe must approve, in writing, any significant change in the use of committed funds.
- Unused funds, or funds that were spent incorrectly, must be returned/relinquished to the County of Simcoe
- Signage related to the trail project construction shall acknowledge the County of Simcoe as a partner in the project and shall be reviewed by the TCCP Program Manager
- All applicants shall save harmless the County of Simcoe for any liabilities, problems or issues that arise either during or after the TCCP 2025 funding process.

Please refer to your TCCP Information Sheet for additional information that is required both during and at project completion. All projects receiving TCCP funding are to be completed by **November 20, 2026. Your project must be completed prior to applying for a subsequent TCCP funding opportunity.**

Program Updates:

The program has traditionally operated by accepting applications and allocating funds to approved projects, followed by a 'first come first serve' approach, with any remaining budget. Meaning, a late application could still be received and funding allocated based on the remaining budget, regardless of time of year.

Receiving late applications had implications for staff time and resources, and confusion between internal departments. It also reduced the transparency and fairness of the program for those municipalities not applying with the believe it's too late to do so.

To ensure a more transparent and efficient process, the program will no longer accept late applications throughout the year. Applications will only be received during the intake

period and any unallocated budget within the year will be transferred to a reserve account.

The TCCP generally supports signage at trail heads and wayfinding signage along trail networks. However, there are other grant programs offering funding for wayfinding and signage. Both the Regional Tourism Operator 7 (RTO7) Partnership Program and the County of Simcoe Tourism, Culture & Sport Enhancement Fund have application streams to support municipalities with their signage and wayfinding. Should a municipality apply to the TCCP for funding signage and/or wayfinding funding, they will need to first apply to both RTO7 and County of Simcoe Tourism programs. Should a municipality be unsuccessful in their other applications, then their project may be considered for TCCP funding. This change in the program application requirements will help leverage other available funding and help better coordinate funding opportunities available to all municipalities.

We thank you for partnering with the County of Simcoe and look forward to working with you in the future. Should you have any questions or require clarification, please do not hesitate to contact the undersigned at 705 627 3189 or email Julie.Nolan@Simcoe.ca.

Sincerely,

The Corporation of the County of Simcoe



Julie Nolan, RPP
Planning Program Supervisor
Innovation & Acceleration
County of Simcoe Planning Department

cc. Jessica Sheard-Dunlop, Divisional Controller - County of
Simcoe Dan Amadio, Manager of Planning - County of
Simcoe