

Addendum – Delegation added as 3b  
Revisions: Section 3 renumbered due to Addendum

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, SEPTEMBER 20, 2023  
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 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**

**a. Presentation**

Matthews House Hospice  
Re: Donation from Essa Golf Tournament

**ITEM  
ADDED**

**b. Delegation**

James Richardson, Special Olympics Team Canada

p. 1

**c. Public Meeting**

6030 County Road 10 - Zoning By-law Amendment (Z10-22)

p. 23

**d. Public Meeting**

134 Simcoe Street - Zoning By-law Amendment (Z8-23)

p. 41

**e. Public Meeting**

132 Simcoe Street - Zoning By-law Amendment (Z9-23)

**STAFF REPORTS**

**4. PLANNING AND DEVELOPMENT**

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

**6. FIRE AND EMERGENCY SERVICES**

**7. PUBLIC WORKS**

- p. 58 a. **Staff Report PW016-23 submitted by the Manager of Public Works/Deputy CAO, re: Purchase of 2024 Cab and Chassis, plus Plow and Sanding Equipment.**

*Recommendation: **BE IT RESOLVED THAT** Staff Report PW016-23 be received; and **THAT** Council authorize Staff to purchase a 2024 Western Star cab and chassis from **Complete Western Star Truck Centre in Barrie at a cost of \$192,651.00 plus taxes;** and*

***THAT** Council authorize Staff to purchase plow and sander equipment from **Viking Cives Ltd. at a total cost of \$208,349.00 plus taxes.***

**8. FINANCE**

- p. 60 a. **Release of Securities – Giulam Development, Thornton Subdivision.**

*Recommendation: **BE IT RESOLVED THAT** Council approve the release of securities relating to Giulam Development, Thornton Subdivision, as recommended by the Township Engineer as follows:*

<i>Current Securities Held by Township of Essa:</i>	<i>\$1,049,283.00</i>
<i>LESS Recommended Reduction:</i>	<i>\$562,224.00</i>
<i>Securities to be Retained by Township of Essa:</i>	<i>\$487,059.00</i>

*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**

- p. 65 a. **Staff Report C018-2023 submitted by the Manager of Legislative Services, re: Poundkeeping Services Contract.**

*Recommendation: **BE IT RESOLVED THAT** Staff Report C018-23 be received; and **THAT** Council approve an extension to the Poundkeeping Services Contract with the Alliston and District Humane Society for a four-year term; and **THAT** Council direct Staff to bring the necessary By-law forward at a future meeting of Council to authorize execution of the Agreement.*

- p. 69 b. **Staff Report C019-2023 submitted by the Manager of Legislative Services, re: Taxi License – Request for Exemption.**

*Recommendation: **BE IT RESOLVED THAT** Staff Report C020-23 be received; and **THAT** Council approve an exemption to section 7.1 of Schedule 7 (Taxis) of Essa’s Business Licensing By-law 2011-20, to allow for \$2 million liability insurance to be provided.*



**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 4<sup>th</sup> day of October 2023 at 6:00 p.m.*

**PUBLIC MEETING OUTLINE**  
**September 20<sup>th</sup>, 2023**

**PROPOSED ZONING BY-LAW AMENDMENT (Z10-22)**  
**(Affecting 6030 County Road 10)**

**INTRODUCTION – MAYOR:**

The purpose of this Public Meeting is to review a proposal for a Zoning By-law Amendment to rezone lands to prevent further residential development on the retained lands of a recent severance and to permit the development of a Commercial-Agricultural Building, in accordance with the provisions of the Planning Act.

**DESCRIPTION OF THE PROPOSAL – CAO:**

On behalf of English Poultry, Josh Morgan and Victoria Lemieux of Morgan Planning have applied for a Zoning By-law Amendment on the subject property known as 6030 County Road 10 in order to change the zoning of the subject property from the “Agricultural (A) Zone” in Zoning By-law 2003-50, to the “Agricultural with Special Provisions (A-1) Zone”, as well as, to rezone a portion from the “Agricultural (A) Zone” to the “Commercial Agricultural with Special Provisions (C5-XX) Zone”.

The Zoning By-law Amendment application has been submitted subsequently after the approval of a Consent Application to allow for the creation of one (1) new lot in addition to the retained existing lot. The proposed Zoning By-law Amendment would enable the Applicant to create the following new site-specific regulations for the retained lot based on a proposed Commercial-Agricultural Building.

On January 28<sup>th</sup>, 2022, the Committee of Adjustment granted a Consent to sever (B2-22).

**SUMMARY OF COMMENTS FROM NEIGHBOURS & AGENCIES – CAO:**

CAO:	Non-residential development charge rates will be phased in, and accessible parking will need to be addressed
Manager of Municipal Services:	Based on concept plan, it appears the development will meet the threshold for accessible parking
County of Simcoe:	No concerns.
NVCA:	No concerns.
SCDSB:	No Comments were received.
SMCDSB:	No comments were received.
Hiawatha First Nations:	Does the proposed development have acceptable setback distances; will run off from building effect the wetlands, species at risk (i.e., Blanding Turtles, Snapping Turtles and anything else that resides near)?

3b

Neighbours:

No comments were received.

**APPLICANT PRESENTATION – MAYOR:**

The applicant is now invited to present material to the public regarding the subject proposal.

**COMMENTS & QUESTIONS FROM PUBLIC – MAYOR :**

Speakers must state their name and address so that proper records may be kept and notice of future decisions be sent to those persons involved in the review process.

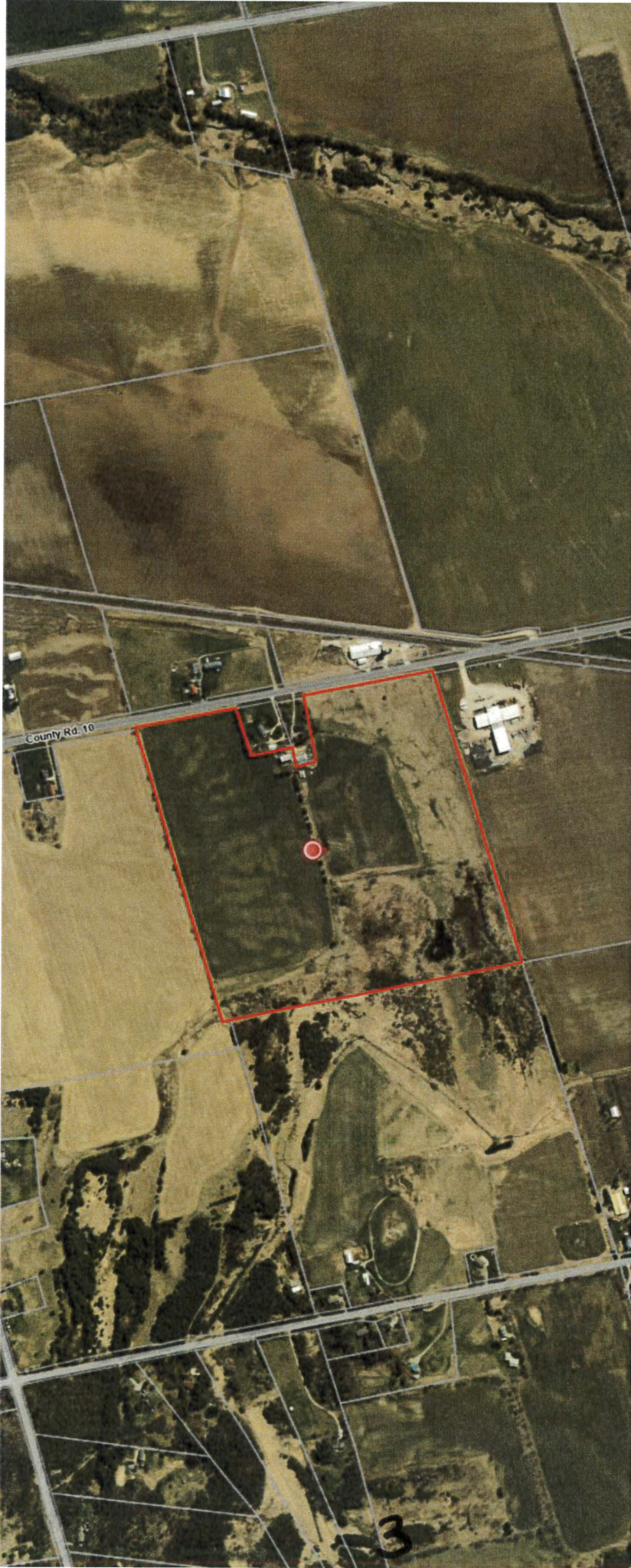
**REPLY – MAYOR:**

Council may ask questions regarding the proposal.

**FINAL STATEMENT – MAYOR:**

If there are no further questions or submissions, Council wishes to thank all those in attendance for their participation. The planning office will be preparing a report and by-law to be presented to Council concerning this matter.





**Application No.: Z10-22**  
**6030 County Road 10**  
**Roll # 432101000109301**  
Zoning By-law Amendment

**MORGAN** PLANNING &  
DEVELOPMENT INC.





## Description of Land

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- Currently developed with an agricultural building (barn) with an approximate size of 1,136 sq ft.
- Northern portion actively managed agricultural lands, with portion of property subject to application non crop land,
- Subject property has approximately 460 metres of frontage along County Road 10
- Approximate lot area of 35.45ha (87.6ac)
- Municipal services are not available to the subject property, property is serviced by private well and private septic system.
- Property is relatively flat, with the majority of the lands in the central & north portions being actively tilled agricultural lands



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Excerpt from Partial Survey (identifying previous severance & portion of subject lands)



# Purpose of Application

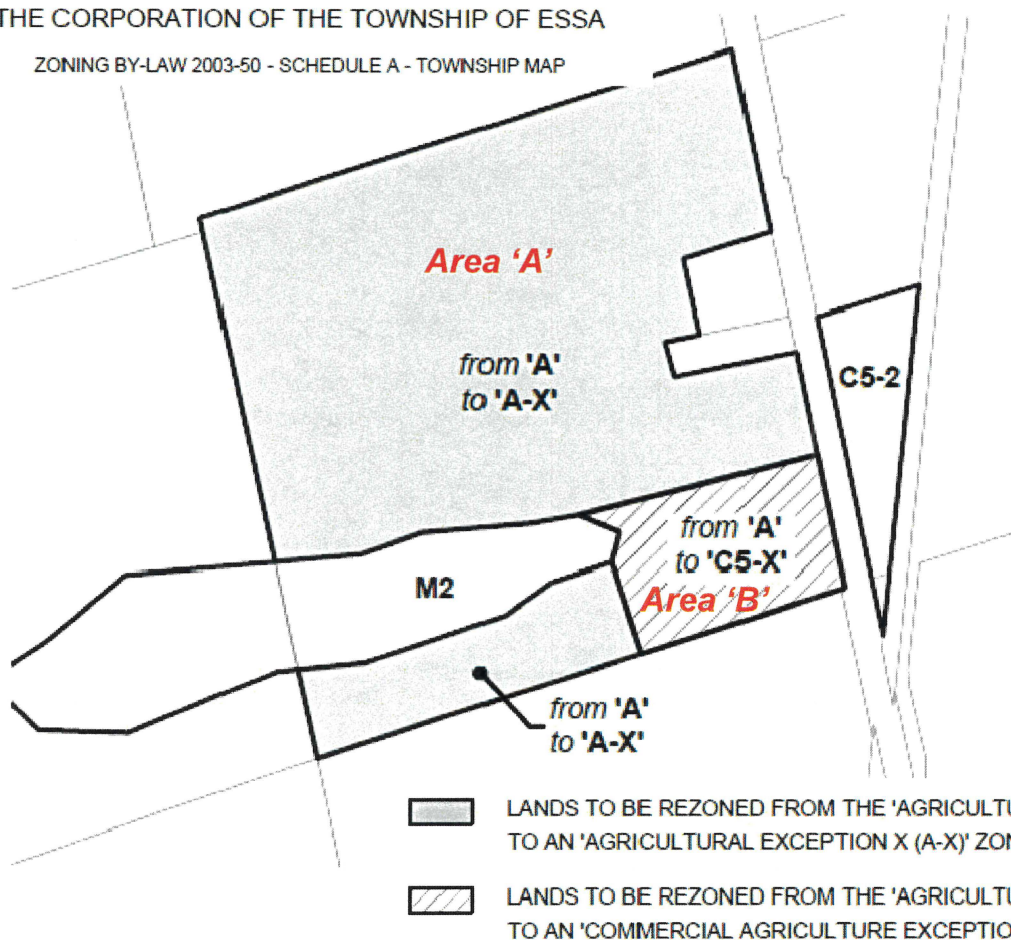
- Consent approval in January 2022 to permit the severance of the farm dwelling from the actively managed agricultural lands (now considered the subject property to this application)
- The intent of the Zoning By-law Amendment application is to clear a condition of consent ensuring no future residential development is permitted on the retained lands ('subject property'), and to permit the construction of an **agricultural equipment sales, storage and transportation facility** on the retained lands
- Proposed facility will have a total ground floor footprint of approximately 3,060m<sup>2</sup>, and is to be developed within the south east portion of the subject property (outside of the actively tilled agricultural lands)
- Existing agricultural buildings in the central portion of the property will remain
- ZBA application seeks to rezone portions of the subject property from the Agricultural (A) zone to a site-specific Agricultural-XX (A-XX) Zone and a site-specific Commercial Agricultural (C5) zone

Excerpt from  
Proposed Zoning  
By-law  
Amendment  
Schedule

SCHEDULE 'A' TO Z.B.A. NO. \_\_\_\_\_

THE CORPORATION OF THE TOWNSHIP OF ESSA

ZONING BY-LAW 2003-50 - SCHEDULE A - TOWNSHIP MAP





Area 'A'

Zone Matrix #1 – 6030 County Road 10, Township of Essa		
	'A' Agricultural Zone	Proposed – Site Specific 'A' Zone
Permitted Uses	As listed in Section 6.2 of ZBL	<b>Notwithstanding Section 6.2: - No residential dwelling units</b>
Minimum Lot Area (m2)	36 ha	35.5 ha
Minimum Lot Frontage	45 m	471 m
Maximum Lot Coverage	30%	<1%
Minimum Front Yard Setback	30 m	> 30 m
Minimum Rear Yard Setback	30 m	438 m
Minimum Interior Side Yard	7.5 m	42 m
Minimum Exterior Side Yard	n/a	n/a
Parking Spaces (min)	n/a	n/a

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**Area 'B'**

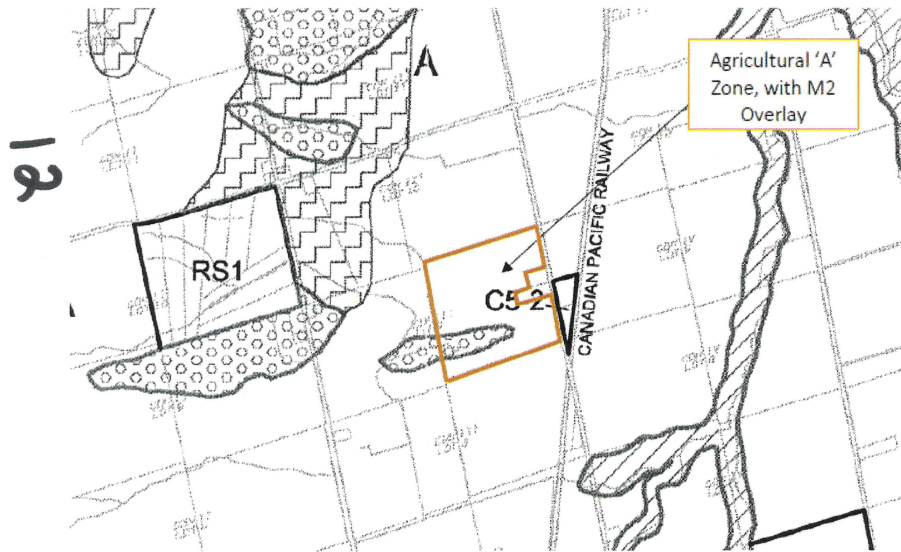
Zone Matrix #2 – 6030 County Road 10, Township of Essa		
	'C5' Commercial Agricultural Zone	Proposed – Site Specific 'C5' Zone
Permitted Uses	As listed in Section 23 of ZBL	<p><b>Notwithstanding Section 6.2:</b></p> <ul style="list-style-type: none"> <li>- No residential dwelling units</li> <li>- Agricultural Equipment Sales, Storage and Transportation Facility, involving the following activities:                             <ul style="list-style-type: none"> <li>o Farm Products and Equipment Sales;</li> <li>o Farm Products and Equipment Servicing and Repairs;</li> <li>o Farm Products and Equipment Advertising (outdoor storage);</li> <li>o Agricultural – Office Building;</li> <li>o Farm Products and Equipment Transportation Services</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>- Truck Depot and Office; and,</li> <li>o Farm Products and Equipment Transportation Services - Truck and Trailer Parking and associated Outdoor Storage</li> </ul>
Minimum Lot Area (m2)	3,000 m <sup>2</sup>	355,000 m <sup>2</sup>
Minimum Lot Frontage	45 m	471 m
Maximum Lot Coverage	30%	<1%
Minimum Front Yard Setback	30 m	> 30 m
Minimum Rear Yard Setback	30 m	438 m
Minimum Interior Side Yard	7.5 m	42 m
Minimum Exterior Side Yard	n/a	n/a
Parking Spaces (min)	All other industrial uses – 28 Office – 10	38



### Zoning By-law

### *Agricultural (A) with M2 Overlay*

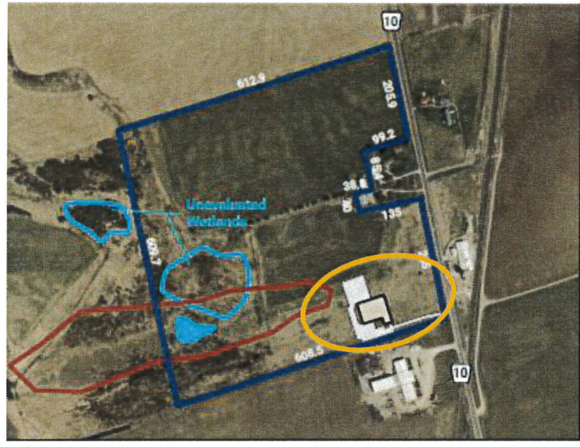


### Official Plan

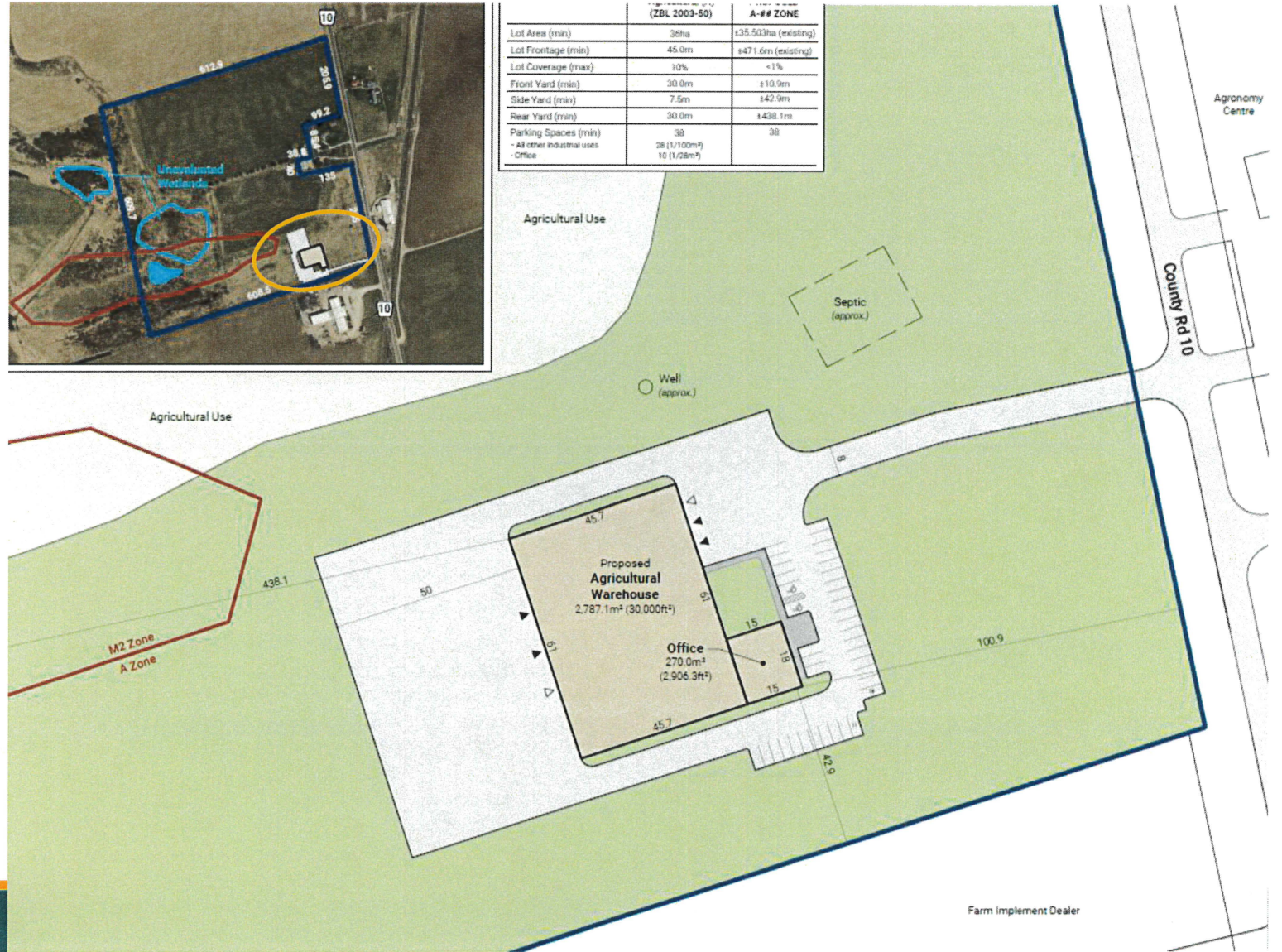
### *Agricultural*







	(ZBL 2003-50)	A-## ZONE
Lot Area (min)	36ha	125.503ha (existing)
Lot Frontage (min)	45.0m	1471.6m (existing)
Lot Coverage (max)	10%	<1%
Front Yard (min)	30.0m	110.9m
Side Yard (min)	7.5m	142.9m
Rear Yard (min)	30.0m	1438.1m
Parking Spaces (min)	38	38
	28 (1/100m <sup>2</sup> )	
	10 (1/28m <sup>2</sup> )	



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LEGEND

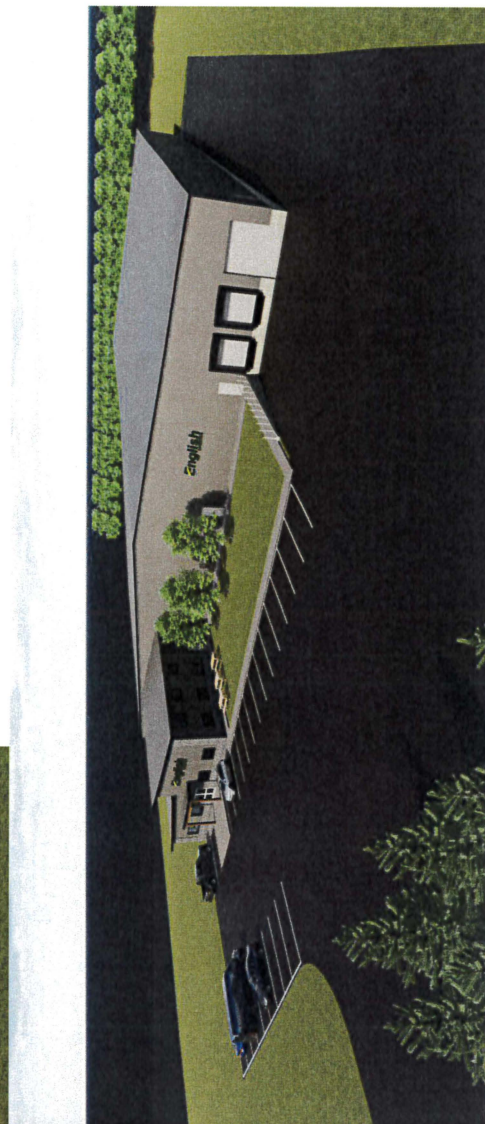
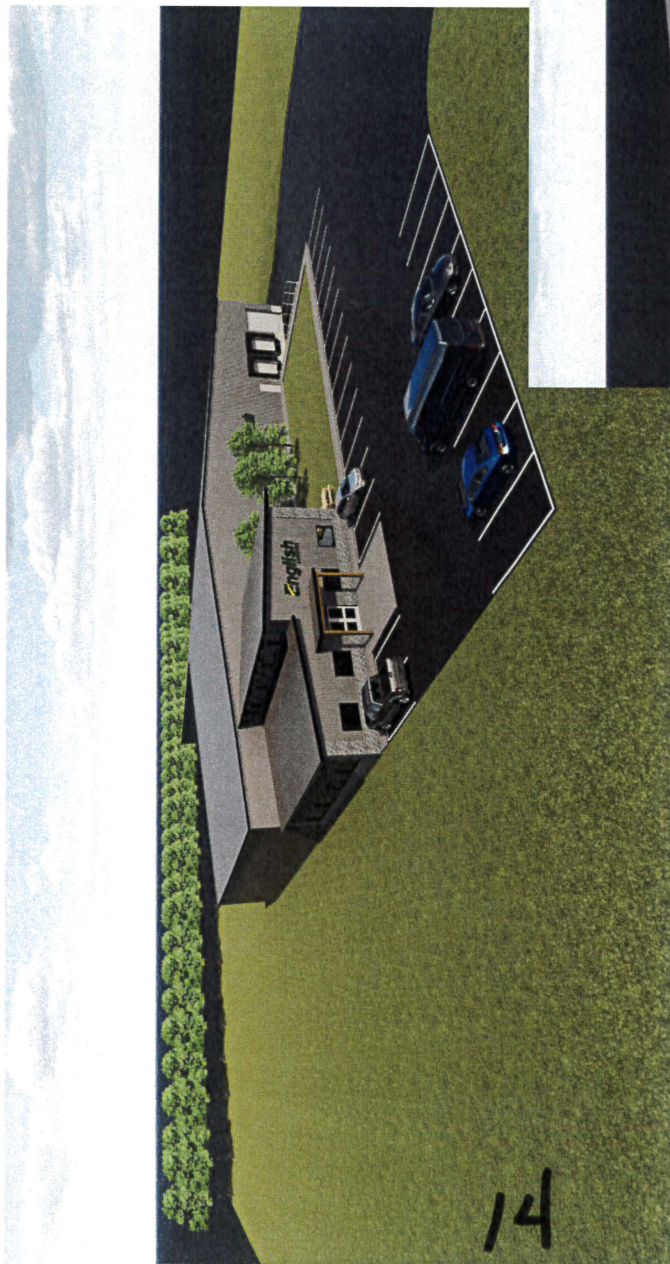
-  Subject Lands  
Lot Area: ±35.503ha (87.73ac)  
Lot Frontage: ±471.6m
-  Proposed Agricultural Warehouse
-  Zone Boundary
-  Roll Up Door
-  Loading Bay

Excerpt from Site Plan

3b



3b



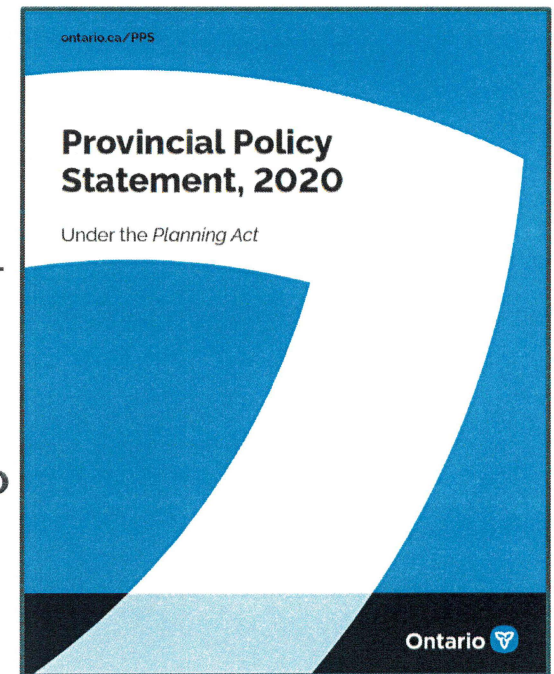
Excerpts from Conceptual Elevation Plans

# Planning Policy – Provincial Policy Statement

The most directly applicable policy areas affecting the proposed development are:

- 15
- Section 2.3 (Agriculture)
  - Subsection 2.3.3 provides the permitted uses within prime agricultural areas, which includes: agricultural-related uses and on-farm diversified uses

**MP&D is of the opinion that the Zoning By-law Amendment application to permit the proposed development and ensure no residential development onto the agricultural lands is consistent with the policy direction of the 2020 Provincial Policy Statement.**



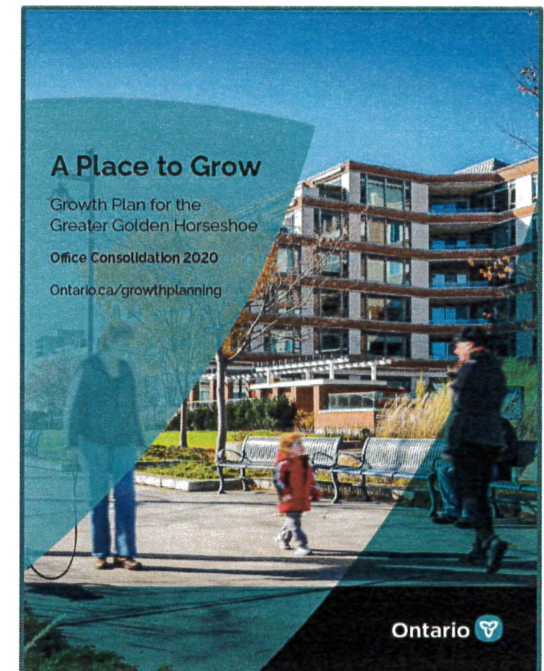


# Planning Policy – Growth Plan

The most directly applicable policy directions affecting the proposed development are detailed in Section 1.2.1 of the Growth Plan:

- Provide flexibility to capitalize on new economic & employment opportunities as they emerge, while providing certainty for traditional industries, including resource-based sectors
- Protect and enhance natural heritage, hydrologic, and landform systems, features and functions
- Support and enhance the long-term viability and productivity of agriculture by protecting prime agricultural areas and the agri-food network

MP&D is of the opinion that the Zoning By-law Amendment application to permit the proposed development and ensure no residential development onto the agricultural lands is consistent with the policy direction provided by the Growth Plan.



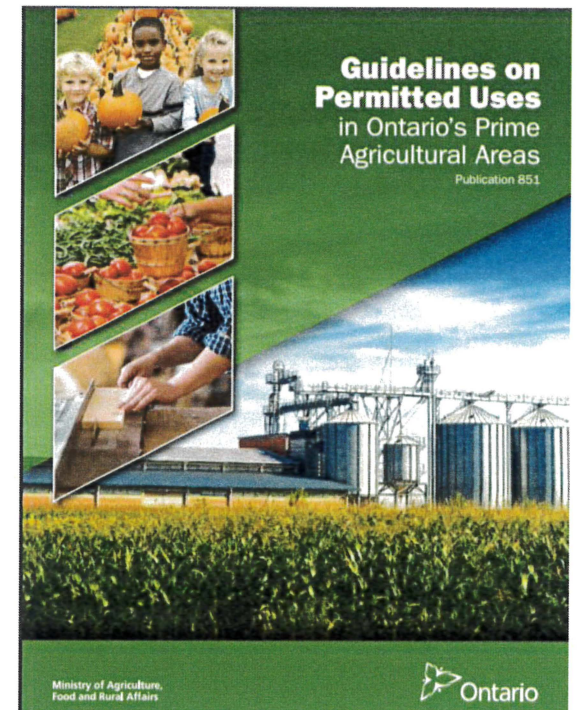
# Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas (2014)

Provides guidance on agricultural, agricultural related and on-farm diversified uses as described within the PPS.

- Proposed agricultural equipment sales, storage and transportation facility is considered an agricultural-related use
- Proposed use will support local farm operators through the sales, service and delivery of farm equipment
- Proposed use and location is secondary to the main crop lands of the subject property, and is not anticipated to have a negative impact of surrounding crop lands and operations in the area

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**MP&D is of the opinion that the Zoning By-law Amendment application to permit the proposed development and ensure no residential development onto the agricultural lands is consistent with the intent and purpose of this document.**





# Planning Policy – County of Simcoe Official Plan

The subject lands are designated ‘*Agricultural*’ by the County of Simcoe Official Plan. The most directly applicable policy directions affecting the proposed development are detailed in Section 3.6 of the County Official Plan.

- Section 3.6.6 clarifies that both agricultural uses and agricultural-related uses are permitted within this designation, both the existing and proposed functions of the subject property meet the definitions of agricultural and agricultural-related uses

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**MP&D is of the opinion that the Zoning By-law Amendment application conforms with the policy direction provided by the County of Simcoe Official Plan.**



# Planning Policy – Township of Essa Official Plan

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The subject lands are designated '**Agricultural**' within the Township of Essa's Official Plan, with a small portion of an Aggregate Potential overlay (proposed development lies outside of the aggregate potential area)

The most directly applicable policies affecting the proposed development are Section 4 and Section 6:

- Section 4 outlines the Goals and Objectives regarding Agriculture within the Township
- Section 6 of the OP provides the Agricultural policies that relate to the subject property

Proposed ZBA seeks to protect the existing agricultural land use of the subject property, and to implement a site-specific zone to facilitate a new agricultural equipment sales, storage and transportation facility that will support the local agricultural economy and provide employment opportunities to the Township and Region.

**MP&D is of the opinion that the Zoning By-law Amendment conforms to the Township of Essa's Official Plan.**

## Township of Essa (2003-50) Site Specific Conditions for Agricultural Zone

- That notwithstanding ZBL Section 6.2 (Permitted Uses in Agricultural Zone), no residential dwelling units (single family dwelling, accessory apartment dwelling, additional residential unit(s)) are permitted;
- That notwithstanding ZBL Section 6.3, a minimum lot area for an Agricultural parcel of 35 hectares is permitted

## Township of Essa (2003-50) Site Specific Conditions for Commercial Agricultural Zone

- That notwithstanding ZBL Section 23, an agricultural equipment sales, storage and transportation facility is a permitted use, inclusive of the following activities and functions:
  - Farm Products and Equipment Sales
  - Farm Products and Equipment Servicing and Repairs
  - Farm Products and Equipment Advertising (outdoor storage)
  - Agricultural – Office Building
  - Farm Products and Equipment Transportation Services – Truck Depot and Office
  - Farm Products and Equipment Transportation Services – Truck and Trailer Parking and associated Outdoor Storage



# Concluding Remarks

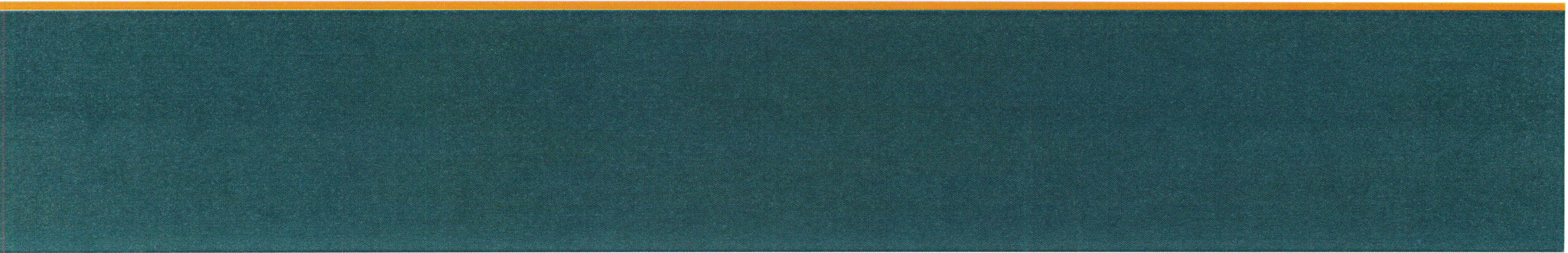
- The proposed Zoning By-law Amendment application is consistent with to the goals, objectives, and policies of the Provincial Policy Statement (2020), A Place to Grow: The Growth Plan for the Greater Golden Horseshoe (2020), Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas (2014), and conforms with the County and Township Official Plans.
- The Zoning Bylaw Amendment application seeks to implement the requirements of a previously approved Consent application (B2/22) to ensure that no future residential development occurs on the subject property, providing long-term protection of the agricultural lands as required by all applicable planning policy documents
- The Zoning By-law Amendment application seeks to facilitate the construction of an agricultural equipment sales, storage and transportation facility on a portion of the lands that are not actively farmed which will support the surrounding and regional agricultural industry

**To this end, MP&D is of the opinion that the application represents good land use planning and we request that the application be approved by Council**

**Thank You!**

**MORGAN** PLANNING &  
DEVELOPMENT INC.

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**PUBLIC MEETING OUTLINE**  
**September 20<sup>th</sup>, 2023**

**PROPOSED ZONING BY-LAW AMENDMENT (Z8-23)**  
**(Affecting 134 Simcoe Street)**

**INTRODUCTION – MAYOR:**

The purpose of this Public Meeting is to review a proposal for a Zoning By-law Amendment to rezone lands to allow for the development of a five-unit (five-plex) dwelling on the subject property.

**DESCRIPTION OF THE PROPOSAL – CAO:**

The purpose of the meeting is to review an application for a Zoning By-law Amendment on the property known as 134 Simcoe Street. The applicant is proposing to rezone the subject lands from the 'Residential, Low Density, Detached (R1) Zone' to the 'Residential, High Density, Apartments with 'Special Provisions (R5-XX) Zone'. The Zoning By-law Amendment would allow for the development of a five-unit (five-plex) dwelling.

**SUMMARY OF COMMENTS FROM NEIGHBOURS & AGENCIES – CAO:**

<u>CAO:</u>	Stormwater management, lot grading and drainage, as well as parking will need to be addressed.
<u>Manager of Public Works:</u>	A new servicing plan, subject to Township review and approval, detailing the proposed single connects, will be required.
<u>County of Simcoe:</u>	The applicant will be required to adhere to the County's policies regarding garbage collection if the property is to rely on County Waste Collection Services.
<u>SCDSB:</u>	No comments were received.
<u>SMCDSB:</u>	No comments were received.
<u>Neighbours:</u>	The Township is in receipt of comments from two different residents who identified several shared concerns including, but not limited to: traffic, noise, parking, garbage collection, drainage, and a mismatch between low and medium density residential characteristics.

**APPLICANT PRESENTATION – MAYOR:**

The applicant is now invited to present material to the public regarding the subject proposal.

**COMMENTS & QUESTIONS FROM PUBLIC – MAYOR:**

Speakers must state their name and address so that proper records may be kept and notice of future decisions be sent to those persons involved in the review process.



3c

**REPLY – MAYOR:**

Council may ask questions regarding the proposal.

**FINAL STATEMENT – MAYOR:**

If there are no further questions or submissions, Council wishes to thank all those in attendance for their participation. The planning office will be preparing a report and by-law to be presented to Council concerning this matter.

# 1000090739 ONTARIO LTD.

ZONING BY-LAW AMENDMENT  
134 SIMCOE STREET, ANGUS

TOWNSHIP OF ESSA – FILE NO. Z8-23  
SEPTEMBER 20, 2023

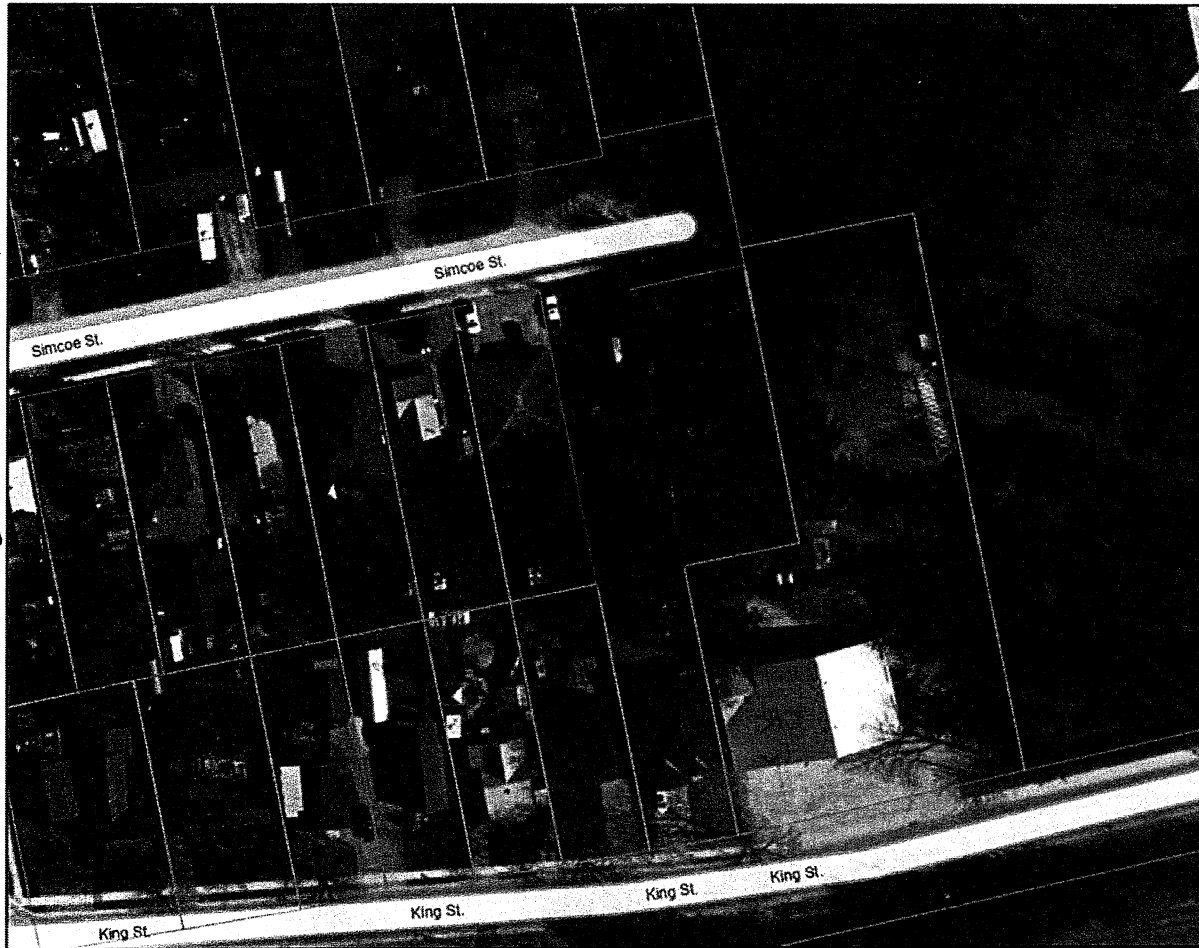
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## SUBJECT LANDS

- 134 Simcoe Street
- Settlement area of Angus
- Lot 49, S/S Simcoe Street, Plan 160A
- 773 square metres in lot area
- 15.1 metres of frontage on Simcoe Street
- Property presently vacant





## SURROUNDING AREA

- The immediate surrounding uses are primarily low-density residential, with institutional uses located further east and west of the subject lands.

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## PROPOSAL

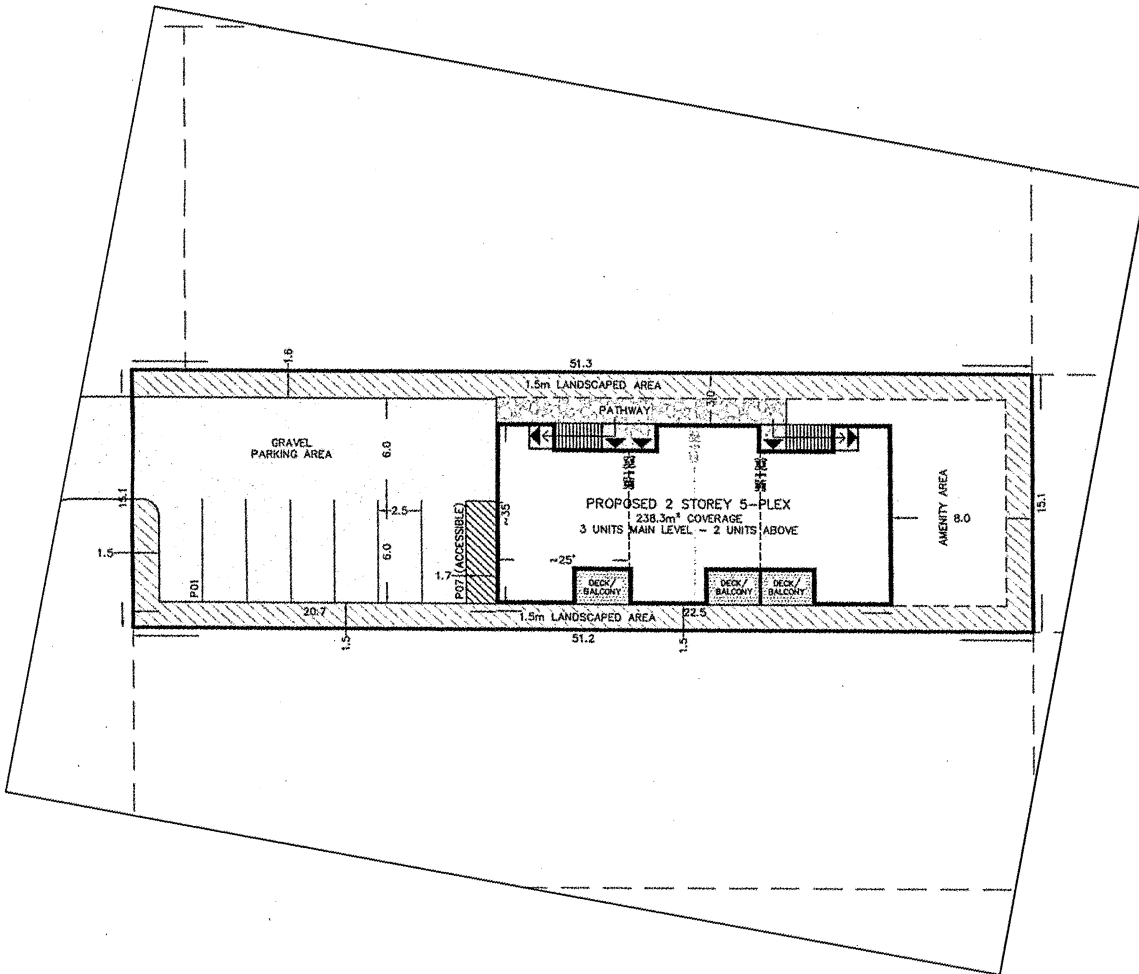
- Construct a 5-unit multiple residential building
  - Building will be 2-storeys in height with 3 units on main level and 2 above
  - 7 parking spaces proposed (including 1 accessible space)
- The subject land is zoned 'Residential, Low Density, Detached (R1)' in Zoning By-law 2003-50.
- The applicant is proposing to rezone the subject land to 'Residential, High Density, Apartment (R5)' with 'Special Provisions (SP-XX)'.
  - The rezoning would allow for the development of a five-unit dwelling.

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## SPECIAL PROVISIONS

- Recognition of frontage and area of property
- Reduction in rear-yard setback from 9m to 8m
- Parking widths from 2.7m to 2.5m
- Reduction in accessible space from 2 spaces to 1
- 29 • Parking count compliant
- Parking lot visual barrier to be on lot line rather than 3m from lot line
- Parking space location beside residential zone 1.5m from lot line rather than the required 3.0m

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# PROVINCIAL POLICY STATEMENT

- The subject property is located within the settlement area of Angus
- Section 1.1.3.1 of the PPS states that “*settlement areas shall be the focus of growth and development.*”
- Many sections of the PPS promote intensification, a mix of housing, and transit-supportive development.
- The proposal aims to create additional housing on an underutilized parcel of property within an existing built-up area.
- Aims to make better use of existing infrastructure and bringing additional residents to the area, which supports existing and future transit systems.
- Residents will have access to parks and recreational facilities that support active lifestyles, as well as active transportation to nearby services.

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## GROWTH PLAN

- The subject lands are located within the delineated built-up area of Essa.
- Support the achievement of complete communities that are designed to support healthy and active living and meet people's needs for daily living throughout an entire lifetime.
- 32 • Prioritize intensification and higher densities to make efficient use of land and infrastructure and support transit viability.
- Support a range and mix of housing options, including second units and affordable housing, to serve all sizes, incomes and ages of households.
- Similar goals to PPS

# COUNTY OF SIMCOE OFFICIAL PLAN

- Simcoe Official Plan indicates that the subject lands are within the Settlements land use designation.
- The Simcoe Official Plan aims to direct a significant portion of growth and development to settlements where it can be effectively serviced and develop communities with a diverse range of housing options
- 3 The Simcoe Official Plan states that intensification or directing of development to the built-up area and serviced areas within settlement areas, contributes to a compact development form.
- Promotes and encourages higher densities, a mix of housing types and forms within built-up areas of settlement areas

## TOWNSHIP OF ESSA OFFICIAL PLAN

- The subject lands are within the Settlement Boundary of Angus and are designated Residential by the Official Plan.
- OP describes the Angus Settlement Area as a complete community
  - Will provide a range and mix of housing, employment opportunities, etc.
- The majority of future growth is to be directed to the Angus Settlement Area.
- 34. • The priority area for growth in the Angus Settlement Area shall be lands within the Built Boundary.
  - Council shall encourage the redevelopment and intensification of lands and will fast track applications which meet the goals and objectives of the Township.
  - Consideration is to be given to the development being compatible and connected to adjacent lands

# COMPATIBILITY



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## COMPATIBILITY

- Area primarily made up of 1 or 2-storey single detached dwellings
  - Proposed structure 2-storey in height, similar to surroundings and maximum height permissions of single-detached dwellings
  - Single detached homes are now permitted to be divided into 3 units as-of-right based on *Planning Act* permissions
- 36
- Increase in density is then only 2 more than surrounding properties
  - If property were severed, 2 units in each dwelling would be permitted as-of-right under same permissions

## OTHER KEY POINTS

- The existing building complies with all required setbacks, height, lot coverage, etc.
  - Built form is compliant with normal standards
  - Low profile nature of building to facilitate compatibility
- Proposed units to be affordable in nature, provide for much needed rental housing
- Walking distance to parks, trails, services, commercial uses, etc.
- 37 • Parking space variances proposed in line with commonly permitted minimum widths
- Proposed landscaping buffer and privacy fence surrounding property to assist with visual and privacy buffering

3c

## COMMENTS RECEIVED

- Concerns with:
  - Snow storage
  - Stormwater Management / Lot Grading / Drainage Plan
  - Servicing Plan
  - Parking
  - Fire access
  - Garbage

3d

## CONCLUSIONS

- The proposal appears appropriate for area, and compatible with surroundings
- In line key policy direction from provincial level down to local level
  - Intensification and mix of housing in built-up areas
- My professional opinion is the proposal
  - is consistent with the Provincial Policy Statement (2020),
  - is consistent with the Growth Plan of the Greater Golden Horseshoe (2020 Consolidation),
  - conforms to the County of Simcoe Official Plan,
  - conforms to the Township of Essa Official Plan, and,
  - the proposal represents good planning.

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3c



**Plan Muskoka**  
PLANNING & DEVELOPMENT CONSULTING

705-783-6300  savas@planmuskoka.com  www.planmuskoka.com 

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**PUBLIC MEETING OUTLINE**  
**September 20<sup>th</sup>, 2023**

**PROPOSED**  
**ZONING BY-LAW AMENDMENT (Z9-23)**  
**(Affecting 132 Simcoe Street)**

**INTRODUCTION – MAYOR:**

The purpose of this Public Meeting is to review a proposal for a Zoning By-law Amendment to rezone lands to allow for an existing duplex to be used as a four-unit dwelling (fourplex) as well as accommodating for deficiencies regarding minimum setbacks.

**DESCRIPTION OF THE PROPOSAL – CAO:**

The purpose of the meeting is to review an application for a Zoning By-law Amendment on the property known as 132 Simcoe Street. The applicant is proposing to rezone the subject lands from the 'Residential, Low Density, Detached (R1) Zone' to the 'Residential, Medium Density, Townhouse' with 'Special Provisions (R3-XX) Zone'. The applicant is proposing to allow for an existing duplex to be converted to a fourplex (four-unit dwelling).

**SUMMARY OF COMMENTS FROM NEIGHBOURS & AGENCIES – CAO:**

- Manager of Public Works: A new servicing plan, subject to Township review and approval, detailing the proposed single connects, will be required.
- Manager of Finance: The property currently has two water meters. Should it be converted to a fourplex, the owner would be required to pay more connection charges for water and sewer providing there are still available connections in Angus for water and sewer.
- SCDSB: No comments were received.
- SMCDSB: No comments were received.
- Neighbours: The Township is in receipt of comments from two different residents who identified several shared concerns, including but not limited to: traffic, noise, parking, garbage collection, drainage, and mismatch of low and medium density residential characteristics.

**APPLICANT PRESENTATION – MAYOR:**

The applicant is now invited to present material to the public regarding the subject proposal.

**COMMENTS & QUESTIONS FROM PUBLIC – MAYOR:**

Speakers must state their name and address so that proper records may be kept and notice of future decisions be sent to those persons involved in the review process.

3d

**REPLY – MAYOR:**

Council may ask questions regarding the proposal.

**FINAL STATEMENT – MAYOR:**

If there are no further questions or submissions, Council wishes to thank all those in attendance for their participation. The planning office will be preparing a report and by-law to be presented to Council concerning this matter.



# 1000090739 ONTARIO LTD.

ZONING BY-LAW AMENDMENT  
132 SIMCOE STREET, ANGUS

TOWNSHIP OF ESSA – FILE NO. Z9-23  
SEPTEMBER 20, 2023

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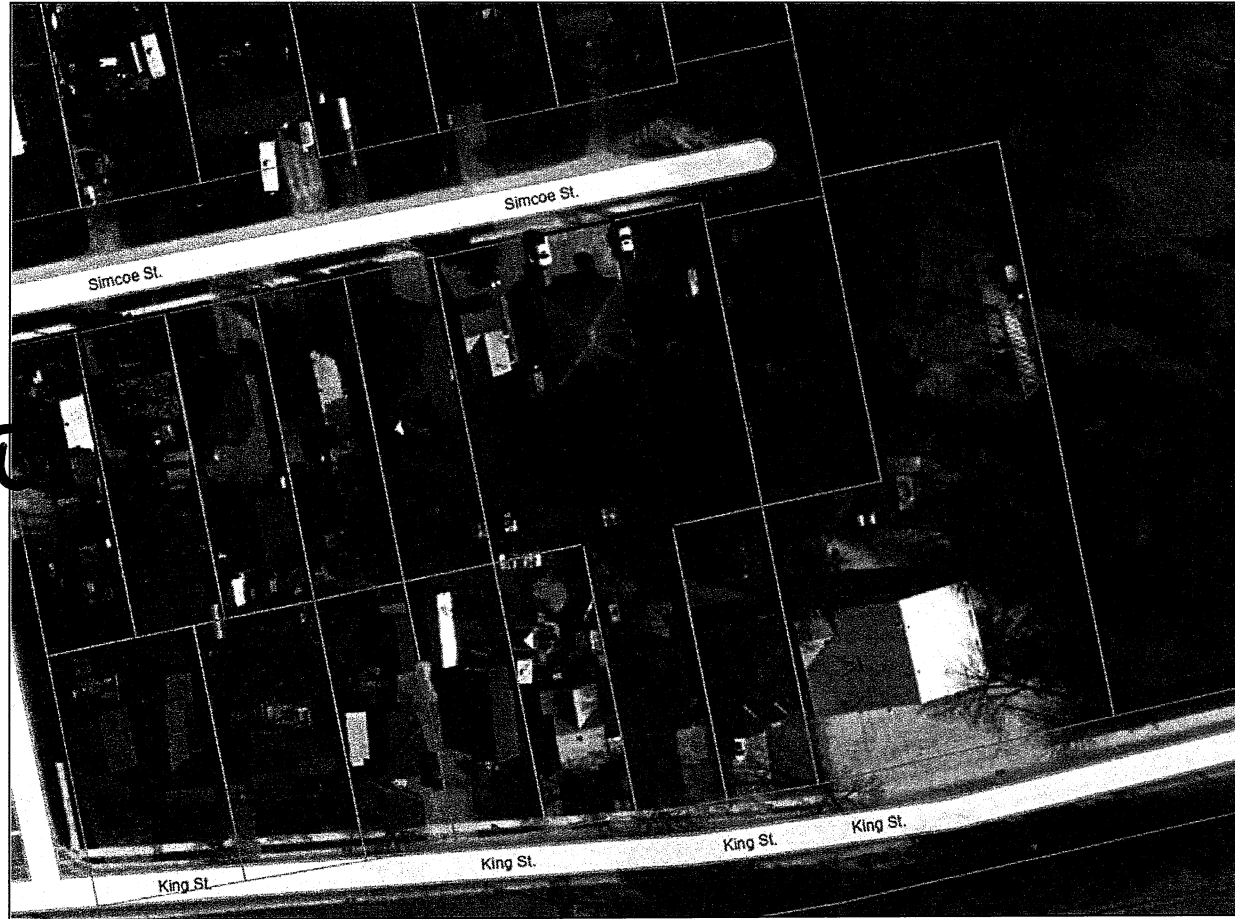
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## SUBJECT LANDS

- 132 Simcoe Street
  - Settlement area of Angus
  - Lot 50, S/S Simcoe Street, Plan 160A
  - 773 square metres in lot area
  - 15.1 metres of frontage on Simcoe Street
  - Property contains pair of legal non-conforming semi-detached dwellings and two sheds.
- A building permit has been issued for an additional residential unit within the basement of one semi-detached dwelling and is presently under construction.

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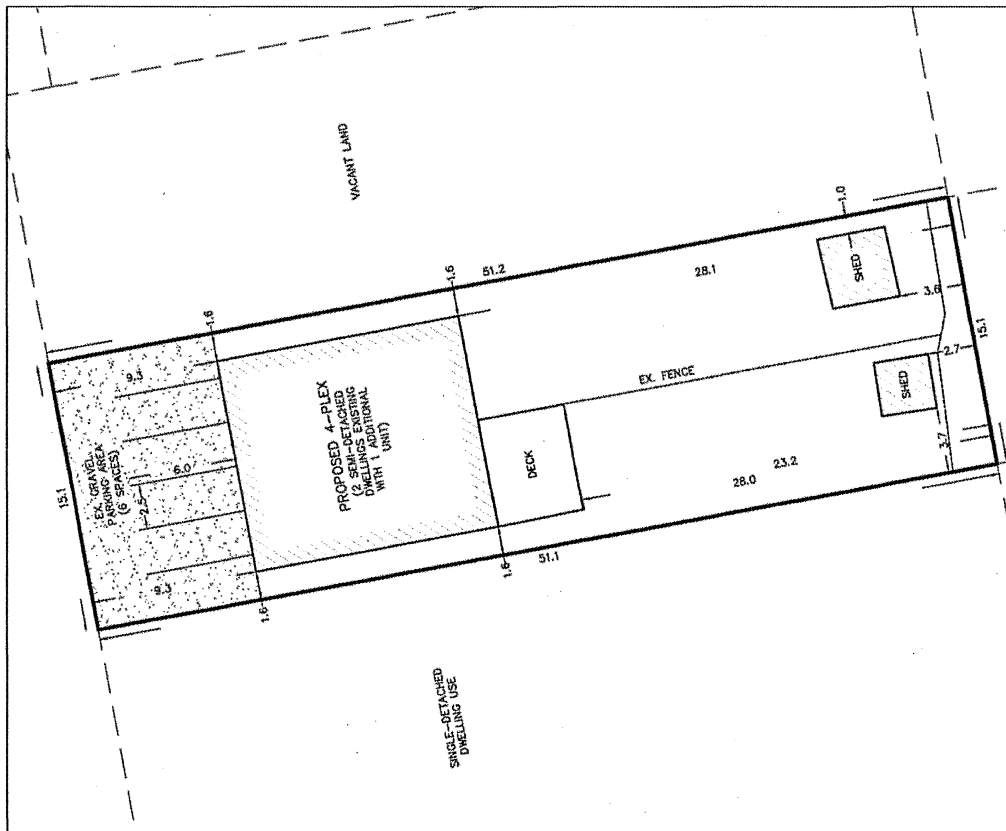
## SURROUNDING AREA

- The immediate surrounding uses are primarily low-density residential, with institutional uses located further east and west of the subject lands.



## PROPOSAL

- The applicants propose to construct one additional dwelling unit in the semi-detached dwelling
  - Would allow for a total of four dwelling units on the property overall.
- No exterior changes are proposed to the existing building or overall site layout
- Proposed 4<sup>th</sup> dwelling unit would utilize the existing basement floor area of one semi-detached dwelling and the existing parking area.
- The subject lands are zoned 'Residential, Low Density, Detached (R1)' in Zoning By-law 2003-50.
  - The applicant is proposing to rezone the subject land to 'Residential, Medium Density, Townhouse (R3)' with 'Special Provisions (SP-XX)'.



## PROVINCIAL POLICY STATEMENT

- The subject property is located within the settlement area of Angus
- Section 1.1.3.1 of the PPS states that “*settlement areas shall be the focus of growth and development.*”
- Many sections of the PPS promote intensification, a mix of housing, and transit-supportive development.
- The proposal aims to create additional housing on an underutilized parcel of property within an existing built-up area.
- Aims to make better use of existing infrastructure and bringing additional residents to the area, which supports existing and future transit systems.
- Residents will have access to parks and recreational facilities that support active lifestyles, as well as active transportation to nearby services.



## GROWTH PLAN

- The subject lands are located within the delineated built-up area of Essa.
- Support the achievement of complete communities that are designed to support healthy and active living and meet people's needs for daily living throughout an entire lifetime.

**49** Prioritize intensification and higher densities to make efficient use of land and infrastructure and support transit viability.

- Support a range and mix of housing options, including second units and affordable housing, to serve all sizes, incomes and ages of households.
- Similar goals to PPS

## COUNTY OF SIMCOE OFFICIAL PLAN

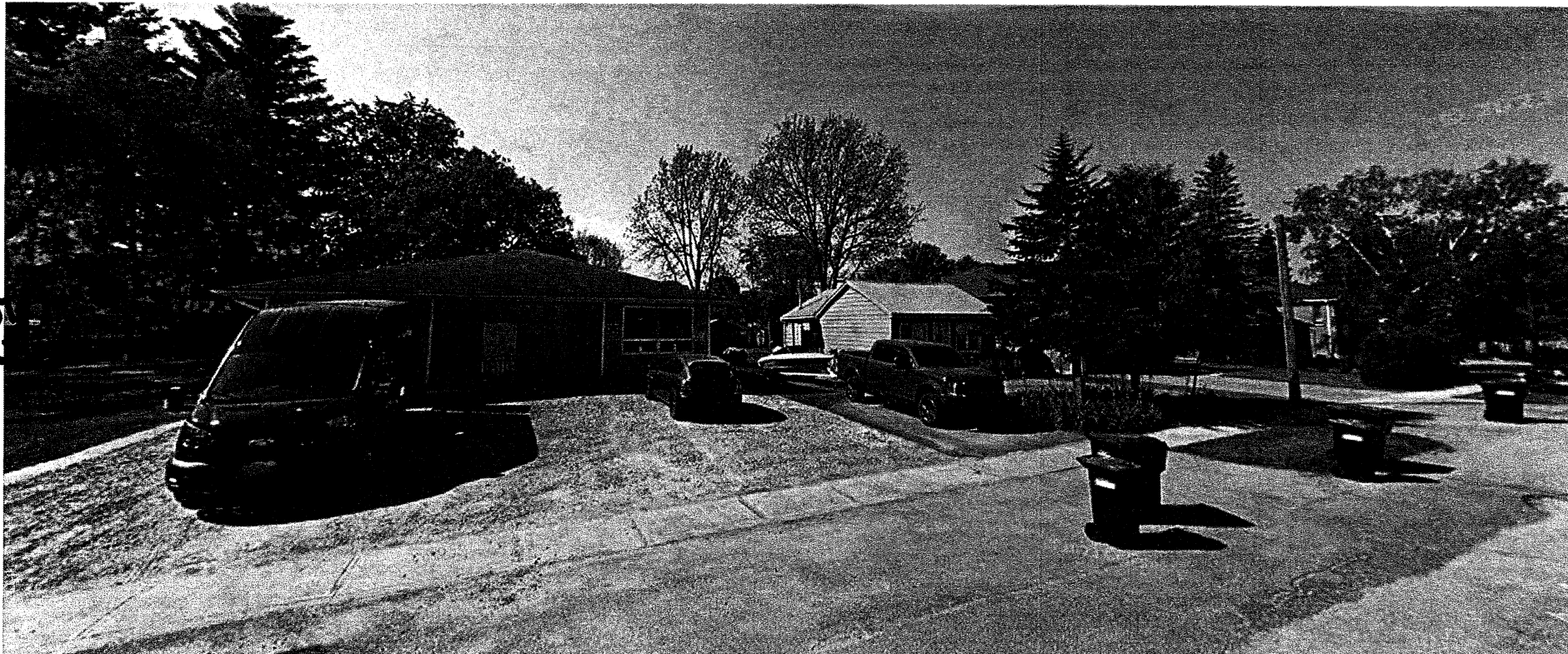
- Simcoe Official Plan indicates that the subject lands are within the Settlements land use designation.
- The Simcoe Official Plan aims to direct a significant portion of growth and development to settlements where it can be effectively serviced and develop communities with a diverse range of housing options
- 50 The Simcoe Official Plan states that intensification or directing of development to the built-up area and serviced areas within settlement areas, contributes to a compact development form.
- Promotes and encourages higher densities, a mix of housing types and forms within built-up areas of settlement areas

# TOWNSHIP OF ESSA OFFICIAL PLAN

- The subject lands are within the Settlement Boundary of Angus and are designated Residential by the Official Plan.
- OP describes the Angus Settlement Area as a complete community
  - Will provide a range and mix of housing, employment opportunities, etc.
- 5 • The majority of future growth is to be directed to the Angus Settlement Area.
- The priority area for growth in the Angus Settlement Area shall be lands within the Built Boundary.
  - Council shall encourage the redevelopment and intensification of lands and will fast track applications which meet the goals and objectives of the Township.
  - Consideration is to be given to the development being compatible and connected to adjacent lands

# COMPATIBILITY

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## COMPATIBILITY

- Area primarily made up of 1 or 2-storey single detached dwellings
- Existing structure 1-storey in height, similar to surrounding neighbourhood
- Single detached homes are now permitted to be divided into 3 units as-of-right based on *Planning Act* permissions
- 53 • Increase in density is then only one more than surrounding properties
- 53 • If property were severed, 2 units in each dwelling would be permitted as-of-right under same permissions
  - Parking requirement would be 3 spaces per side, for total of 6
- Parking comparable to multi-residential permission of 1.35 per unit (5.4 spaces)
  - Many tenants tend to be single-car or no-car users

## OTHER KEY POINTS

- The existing building complies with all required setbacks, height, lot coverage, etc.
  - Built form is compliant with normal standards
- Proposed additional unit is to be located in basement of one existing unit
- The rear yard of the lot provides a suitable amenity area with fencing and mature vegetation that assists to provide a buffer between the subject lands and adjacent lands
- Access to Mill Street (an arterial road) via King Street to the south
  - Walking distance to transit, services, and amenities
- Located near cul-de-sac of Simcoe Street

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## COMMENTS RECEIVED

- Concerns with:
  - Snow storage
  - Stormwater Management
  - Servicing Plan
- 55 • Parking
- Fire access
- Garbage

## CONCLUSIONS

- The proposal appears appropriate for area, and compatible with surroundings
- In line key policy direction from provincial level down to local level
  - Intensification and mix of housing in built-up areas
- My professional opinion is the proposal
- 56 • is consistent with the Provincial Policy Statement (2020),
- is consistent with the Growth Plan of the Greater Golden Horseshoe (2020 Consolidation),
- conforms to the County of Simcoe Official Plan,
- conforms to the Township of Essa Official Plan, and,
- the proposal represents good planning.





**Plan Muskoka**  
PLANNING & DEVELOPMENT CONSULTING

705-783-6300   [savas@planmuskoka.com](mailto:savas@planmuskoka.com)  [www.planmuskoka.com](http://www.planmuskoka.com)



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PW016-23

**DATE:** September 20<sup>th</sup> , 2023

**TO:** Committee of the Whole

**FROM:** Michael Mikael – Manager of Public Works/Deputy CAO

**SUBJECT:** Purchase of 2024 Cab and Chassis, plus Plow and Sanding Equipment

### RECOMMENDATION

That Staff Report PW016-23 be received; and

That Council authorize placing an order for a 2024 Western Star cab and chassis from Complete Western Star Truck Centre in Barrie at a cost of \$192,651.00 plus taxes and,

That Council authorize placing an order for plow and sander equipment from Viking Cives Ltd. at a total cost of \$208,349.00 plus taxes.

### BACKGROUND

During the 2023 budget deliberations, Staff notified Council of the need for a new Plow Truck and Council authorized Staff to place the order for the new Plow Truck while keeping in mind that there will be no financial impact until the following budget year (2024).

### COMMENTS AND CONSIDERATIONS

Most of the current fleet is Western Star (cabs) with Viking equipment. Staff is proposing to place the order for the new Plow truck now which takes 6-9 months to manufacture, therefore the Township will not be billed until the first quarter of 2024 (no financial impact in 2023).

Additional funds will be required to equip the vehicle with two-way radio, branding, automatic greasing system, rust proofing, etc., The additional items will cost approximately \$10,000.00.

The quote for the 2024 Western Star from Complete Western Star Truck Centre in Barrie is the preferred choice by Staff. The last four (4) cabs and chassis purchased have been Western Star units.

The purchase from Viking Cives Ltd. for the plow and sanding equipment is the preferred choice by Staff. It is the preferred equipment by operations and has demonstrated to be more reliable and durable than other manufactures. The Township fleet is comprised mainly of Viking equipment (8 of 9 trucks), and as a result, a minimal amount of different parts and accessories are required to have on hand in the event of a breakdown.

**FINANCIAL IMPACT**

No Financial impact in 2023. Staff is proposing to include the new Plow truck price (\$411,000 - excluding applicable tax, including radio and greasing) in the 2024 Capital Public Works Budget for Council consideration.



Manager of Finance

**SUMMARY/OPTIONS**

Council may:

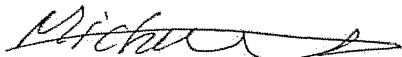
- 1. Take no further action.
- 2. Authorize placing an order for a 2024 Western Star cab and chassis from Complete Western Star Truck Centre in Barrie at a cost of \$192,651.00 plus taxes and,
- 3. Authorize placing an order for plow and sander equipment from Viking Cives Ltd. at a total cost of \$208,349.00 plus taxes.
- 4. Direct Staff to collect quotes from others

**CONCLUSION**

Staff recommends Options # 2 and 3 be approved on the basis that the Township's Procurement Policy allows the Municipality to purchase goods in a non-competitive fashion where a Department Head deems it is in the best interest of the Township.

Respectfully submitted,

Reviewed by,

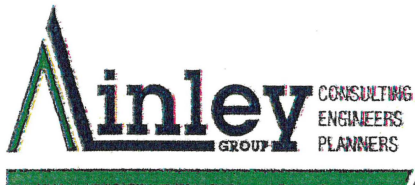


Michael Mikael, P.Eng  
Manager of Public Works/Deputy CAO



Colleen Healey-Dowdall, RPP  
Chief Administrative Officer

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**AINLEY & ASSOCIATES LIMITED**  
550 Welham Road, Barrie, ON L4N 8Z7  
Tel: (705) 726-3371 • www.ainleygroup.com

**VIA EMAIL**

June 29, 2023

File No. 216020

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

**Attn: Michael Mikael, P. Eng.**  
**Manager of Public Works**

**Re: Giulam Development, Thornton**  
**Review of Development Securities**

Dear Michael:

Further to the request for a security reduction received from the Developer's Engineer for the Giulam Development in Thornton, we have reviewed the information and provide this recommendation for an adjustment in the development securities currently held by the Township.

The table below summarizes the securities to be retained. A detailed breakdown for each phase is attached for reference.

PHASE OF DEVELOPMENT	SECURITIES TO BE RETAINED
Underground Works	\$270,262.68
Aboveground Works	\$185,083.32
<b>TOTAL</b>	<b>\$455,346.00</b>

As noted above, securities in the amount of \$455,346.00 are required to be held for incomplete/deficient work as well as maintenance and security holdbacks, in accordance with Section 2.7.2.1 of the executed Subdivision Agreement.

Notwithstanding the above, as per Section 2.7.2.2 of the executed Subdivision Agreement, the Township is entitled to retain a minimum of 20% of the Total Estimated Cost of Works, equalling \$487,059.00, until the execution of a Mutual Full and Final Release (i.e. as part of the assumption process for the development).

We understand that the Township currently holds \$1,049,283.00 in securities for this development. Therefore, we recommend that securities for this development be reduced from the current \$1,049,283.00 to \$487,059.00 for a total security reduction of \$562,224.00 to be returned to the Developer, provided that the Developer is in good financial standing with the Township.

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Township of Essa  
Giulam Development, Thornton  
Review of Development Securities

We trust that this is satisfactory; however, if you have any questions or would like to discuss further, please do not hesitate to contact the undersigned.

Yours truly,

**AINLEY & ASSOCIATES LIMITED**

A handwritten signature in black ink, appearing to read "T. Kalimootoo".

T. Kalimootoo, P. Eng., PMP  
Vice-President & Branch Manager

\\ag-barrie\ns1\Engineering\Barrie\216020\Securities\216020 - Development Security Review - 2023-06-29.docx

Encl.

cc: Domenic Suppa – G&L Group  
Phil Reid – Pearson Engineering

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**GIULAM DEVELOPMENTS  
SECURITY CALCULATION  
JULY 2022**

<b>DESCRIPTION</b>	<b>ORIGINAL AMOUNT</b>
PART 1 SITE PREPARATION	\$225,708.00
PART 2 STORMWATER MANAGEMENT WORKS	\$403,890.00
PART 3 WATERMAIN AND APPURTENANCES	\$262,280.00
PART 4 ROAD AND SURFACE WORKS	\$821,159.75
PART 5 LANDSCAPING WORKS	\$246,170.76
<b>TOTAL</b>	<b>\$1,959,208.51</b>
<b>UNDERGROUND WORKS:</b>	<b>AMOUNT (excl HST)</b>
100% Value of Incomplete/Deficient Work	\$17,000.00
10% of Total Original Cost of Works	\$169,496.29
5% of Total Cost of Installed Works	\$83,766.39
<b>REQUIRED SECURITIES FOR UG WORKS</b>	<b>\$270,262.68</b>
<b>ABOVEGROUND WORKS:</b>	<b>AMOUNT (excl HST)</b>
100% Value of Incomplete/Deficient Work	\$0.00
10% of Total Original Cost of Works	\$74,033.33
15% of Total Cost of Installed Works	\$111,049.99
<b>REQUIRED SECURITIES FOR AG WORKS</b>	<b>\$185,083.32</b>
<b>TOTAL REQUIRED SECURITIES:</b>	<b>\$455,346.01</b>

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GIULAM DEVELOPMENTS  
SECURITY CALCULATION  
JULY 2022

ITEM NO. DESCRIPTION	UNIT	EST. QUANTITY	UNIT PRICE	ORIGINAL UG AMOUNT	ORIGINAL AG AMOUNT	OUTSTANDING UG AMOUNT	OUTSTANDING AG AMOUNT
<b>PART 1 SITE PREPARATION</b>							
1.1 Supply, install and maintain new sediment control fence	m	603	\$16.00	\$9,648.00		\$0.00	
1.2 Supply, install and maintain new tree preservation fence	m	880	\$12.00	\$10,560.00		\$0.00	
1.3 Supply, install and maintain 10.0m x 30.0m x 200mm mud mat	ls	1	\$3,500.00	\$3,500.00		\$0.00	
1.4 Saw cut and dispose of existing cul-de-sac	ls	1	\$3,500.00	\$3,500.00		\$0.00	
1.5 Install erosion protected swale, .3m depth	m	450	\$10.00	\$4,500.00		\$0.00	
1.6 Temporary rock check dam	ea	8	\$450.00	\$3,600.00		\$0.00	
1.7 Earth cut/fill	m <sup>3</sup>	21000	\$4.75	\$99,750.00		\$0.00	
1.8 Topsoil stripping	m <sup>3</sup>	23900	\$3.50	\$83,650.00		\$0.00	
1.9 Remove existing Driveway at Cunningham Drive Cul-de-sac	ls	1	\$1,500.00	\$1,500.00		\$0.00	
1.10 Remove/relocate existing streetlight and pedestal at Cunningham cul-de-sac	ls	1	\$1,500.00	\$1,500.00		\$0.00	
1.11 Remove existing Driveway at lot 3	ls	1	\$2,500.00	\$2,500.00		\$0.00	
1.12 Dust control, removal of debris and maintenance of a sales office	ls	1	\$1,500.00	\$1,500.00		\$0.00	
<b>SUBTOTAL PART 1 SITE PREPARATION</b>				<b>\$225,708.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>PART 2 STORMWATER MANAGEMENT WORKS</b>							
2.1 Construct temporary sediment pond c/w Hickenbottom outlet and overflow weir	ls	1	\$15,000.00	\$15,000.00		\$5,000.00	
2.2 1200mm diam precast concrete manhole	ea	8	\$6,500.00	\$52,000.00		\$0.00	
2.3 1500mm diam precast concrete manhole	ea	4	\$9,500.00	\$38,000.00		\$0.00	
2.4 Double inlet catchbasin 1200x600 c/w 300mm lead	ea	4	\$5,500.00	\$22,000.00		\$0.00	
2.5 Single inlet catchbasin 600mmx600mm c/w 300mm lead	ea	15	\$4,250.00	\$63,750.00		\$0.00	
2.6 300mm diam PVC storm sewer pipe	m	275	\$185.00	\$50,875.00		\$0.00	
2.7 375mm diam PVC storm sewer pipe	m	113	\$210.00	\$23,730.00		\$0.00	
2.8 450mm diam PVC storm sewer pipe	m	181	\$230.00	\$41,630.00		\$0.00	
2.9 600mm diam conc. storm sewer pipe	m	193	\$300.00	\$57,900.00		\$0.00	
2.10 675mm diam conc. storm sewer pipe	m	31	\$350.00	\$10,850.00		\$0.00	
2.11 Concrete headwall as per OPSD 804.04 and grading restorations	ls	1	\$11,000.00	\$11,000.00		\$0.00	
2.12 150mm diam rip rap channel, .3m depth	m <sup>2</sup>	35	\$45.00	\$1,575.00		\$0.00	
2.13 1m wide flat bottom outlet channel	m	150	\$50.00	\$7,500.00		\$0.00	
2.14 V-channel overland flow route	m	80	\$50.00	\$4,000.00		\$0.00	
2.15 Cleaning, deflection testing and CCTV inspection of storm sewer network	m	816	\$5.00	\$4,080.00		\$0.00	
<b>SUBTOTAL PART 2 STORMWATER MANAGEMENT WORKS</b>				<b>\$403,890.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>
<b>PART 3 WATERMAIN AND APPURTENANCES</b>							
3.1 Connect to existing 150mm diam Watermain	ls	1	\$6,000.00	\$6,000.00		\$0.00	
3.4 Supply and install 150mm diam PVC DR18 watermain	m	1020	\$150.00	\$153,000.00		\$0.00	
3.5 Supply and install 150mm Gate Valve and Box	ea	9	\$2,500.00	\$22,500.00		\$0.00	
3.6 Supply, install fire hydrant c/w 150mm diam lead, valve, anchor tee and thrust blocking	ea	5	\$6,500.00	\$32,500.00		\$0.00	
3.7 Supply and install 25mm diam PE water service c/w curb stop and trace wire (long service)	ea	18	\$1,400.00	\$25,200.00		\$0.00	
3.8 Supply and install 25mm diam PE water service c/w curb stop and trace wire (short service)	ea	15	\$1,100.00	\$16,500.00		\$0.00	
3.9 Water sampling station	ls	1	\$2,500.00	\$2,500.00		\$0.00	
3.10 Swabbing, disinfection and testing of water distribution system	m	1020	\$4.00	\$4,080.00		\$0.00	
<b>SUBTOTAL PART 3 WATERMAIN AND APPURTENANCES</b>				<b>\$262,280.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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PART 4 ROAD AND SURFACE WORKS

4.1 Shape and compact to Pregrade elevations	m <sup>2</sup>	9875	\$1.25	\$12,343.75		\$0.00	
4.2.1 a) Supply, place and compact 450mm of (50mm crushed) Granular 'B'	m <sup>2</sup>	9875	\$13.00	\$128,375.00		\$0.00	
4.2.2 b) Supply, place and compact 150mm of Granular 'A'	m <sup>2</sup>	9875	\$11.10	\$109,612.50		\$0.00	
4.2.3 c) Supply, place and compact 60mm of HL8 asphalt	m <sup>2</sup>	8125	\$10.25	\$83,281.25		\$0.00	
4.2.4 d) Supply, place and compact 40mm of HL 3 asphalt	m <sup>2</sup>	8125	\$9.25		\$75,156.25		
4.3 Install 100mm diam subdrain	m	1630	\$19.80	\$32,274.00		\$0.00	\$0.00
4.4 Install concrete curb and gutter (2nd stage curbs not implemented on this site)	m	1870	\$56.60	\$105,842.00		\$0.00	
4.5 1.5m wide concrete sidewalk	m	1023	\$75.00		\$76,725.00		
4.6 2.0m wide concrete walkway with bollards and signs	m	80	\$120.00		\$9,600.00		\$0.00
4.7 Regrade and pave existing driveway at Cunningham Drive Cul-de-sac, c/w granulars	ls	1	\$4,500.00		\$4,500.00		\$0.00
4.8 Regrade and pave existing driveway at lot 4, c/w granulars	ls	1	\$4,500.00		\$4,500.00		\$0.00
4.9 Adjustment to manholes and catch basins to final grade prior to paving	ea	27	\$300.00		\$8,100.00		\$0.00
4.10 Supply and install street lights	ea	21	\$3,500.00		\$73,500.00		\$0.00
4.11 Topsoil and sod for boulevards and walkway	m <sup>2</sup>	9495	\$10.00		\$94,950.00	\$10,000.00	\$0.00
4.12 Street signs, stop signs and Road Not Assumed signs	ea	8	\$300.00		\$2,400.00		\$0.00
<b>SUBTOTAL PART 4 ROAD AND SURFACE WORKS</b>				<b>\$471,728.50</b>	<b>\$349,431.25</b>	<b>\$10,000.00</b>	<b>\$0.00</b>

PART 5 LANDSCAPING WORKS

5.1 Supply and install 1.8m privacy fence	m	290	\$105.00		\$30,477.30		\$0.00
5.2 Supply and install acoustic fence	m	433	\$350.00		\$151,487.00		\$0.00
5.3 Supply and install chain link fence	m	48	\$62.50		\$3,028.13		\$0.00
5.4 Deciduous trees	ea	65	\$500.00		\$32,500.00	\$2,000.00	\$0.00
5.5 Shrubs, perennials, standard trees, misc landscaping items	ea	1	\$16,178.33		\$16,178.33		\$0.00
5.6 Entrance feature	ea	1	\$8,500.00		\$8,500.00		\$0.00
5.7 Bollards	ea	4	\$1,000.00		\$4,000.00		\$0.00
<b>SUBTOTAL PART 5 LANDSCAPING WORKS</b>				<b>\$0.00</b>	<b>\$246,170.76</b>	<b>\$2,000.00</b>	<b>\$0.00</b>

<b>SUBTOTAL UG</b>				<b>\$1,363,606.50</b>		<b>\$17,000.00</b>	
10% Contingencies				\$136,360.65		\$1,700.00	
HST				\$194,995.73		\$935.00	
<b>TOTAL UG</b>				<b>\$1,694,962.88</b>		<b>\$19,635.00</b>	

<b>SUBTOTAL AG</b>					<b>\$595,602.01</b>		<b>\$0.00</b>
10% Contingencies					\$59,560.20		\$0.00
HST					\$85,171.09		\$0.00
<b>TOTAL AG</b>					<b>\$740,333.20</b>		<b>\$0.00</b>

**COMBINED TOTAL** **\$2,435,296.18**

\*Outstanding work values are for sediment pond decommissioning work, grading/walkway issues, and missing trees. There are other deficiencies; however, they have been considered to be covered under the maintenance and security holdback.

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## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** C018-2023  
**DATE:** September 20, 2023  
**TO:** Committee of the Whole  
**FROM:** Lisa Lehr, Clerk  
**SUBJECT:** Poundkeeping Services Contract

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### RECOMMENDATION

That Staff Report C018-23 be received; and  
That Council consider approving an extension to the Poundkeeping Services Contract with the Alliston and District Humane Society for a four year term; and  
That Council consider directing Staff to bring the necessary By-law forward to a future meeting of Council to execute the extension.

### BACKGROUND

The Township of Essa originally entered into a Poundkeeping Services Contract with the Alliston and District Humane Society (ADHS) commencing in 2011. The current contract is set to expire on December 31, 2023. Over the last four to five years, the ADHAS has reported that number of dogs taken to the facility has varied from a high of 30 to a low of 12.

The municipality has approached ADHS to inquire of their interest in renewing the Poundkeeping Services Contract, and to discuss changes to the contract (specific to costs) should the contract be renewed.

The Township of Essa Procurement Policy A05-01 contains a section that deals specifically with "Non-Competitive Procurement". This section allows the municipality to acquire goods or services from a particular source through single sourcing/sole sourcing, where a Department Head deems it in the best interests of the Township. Essa's Procurement Policy A05-01 states the following respecting Non-Competitive Procurement:

- 7.1 *Any provision in this Policy may be excepted where a Department Head deems it necessary or in the best interests of the Township to acquire goods or services from a particular source through the use of non-competitive procurement such as single sourcing or sole sourcing. Due to the potential public perception regarding favouritism or conflict of interest, it is important to be transparent when using the non-competitive method.*
- 7.2 *The approval of Council may be sought to acquire goods or services through a non-competitive process.*

Additionally, the Procurement Policy states the following in respect of Single or Sole Source Procurement:

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9.1 *Purchase by negotiation may be adopted, if, in the judgement of the Department Head, any of the following conditions apply:*

j) *When there is documented evidence to support the extension, enhancement or takeover of an existing contract (that may include existing subcontractors) would prove more cost-effective or otherwise beneficial as defined by the requester and agreed to by the Chief Administrative Officer and the involved Department Head.*

**COMMENTS AND CONSIDERATIONS**

In the event that Council directs staff to go through the tendering process to obtain quotes for Poundkeeping Services, the monthly contract price obtained through a non-competitive quote from the Alliston and District Humane Society will be attached to this Report as a Confidential Attachment (Attachment No. 1).

It is the Clerk's opinion that the afore-mentioned provisions contained in the Township's Procurement Policy (as stated above) allow for non-competitive procurement specific to an extension of the contract for Poundkeeping Services with the Alliston and District Humane Society, as an extension of the contract would be in the best interests of the municipality for the following reasons:

Mutually Beneficial Relationship

This municipality has received excellent service over the course of the contract with the Alliston and District Humane Society (ADHS), and has not received any complaints from the residents of Essa Township with respect to the care of canine(s) brought to their facility. The ADHS has had an extremely high rate of return of domestic animals having been brought into their facility that have been returned to their owners. This has resulted in minimal veterinary charges to the municipality over the course of the term of the contract, other than the monthly rate for the contract. Additionally, guidance and support provided by staff at the facility in respect to canine control has proved to be invaluable to our Officers.

Cost Effectiveness of Contract with ADHS

Currently when a dog owner picks up their dog, the Alliston and District Humane Society (ADHS) remits monies to the Township for the sale of Dog Tags at \$20.00 per tag sold (ADHS keeps \$5.00 as commission for the sale of the dog tag), as well as \$50.00 for the municipal transfer/pickup fee per canine (per the Township of Essa's current Schedule of Fees).

With the return of every dog to an Essa owner, the Alliston and District Humane Society ADHS has generated revenue for the municipality over the past term of the contract as follows:

- 2021 – \$320.00
- 2022 – \$640.00
- 2023 (as of July 31, 2023) – \$170.00

Outside of the monthly contract fee payable to ADHS, the municipality is responsible to pay for euthanasia and veterinary services (if required) ONLY when the owner(s) have not come forward to claim the dog and/or the dog cannot be re-homed. As ADHS is a no-kill shelter, a dog would only be euthanized in dire circumstances. [To note: Essa has only been responsible to pay approximately \$1,180.00 in vet fees during the current term of this contract].

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The following is a breakdown of the actual costs paid by the municipality to ADHS for the contract over the past term, based on the fees for the contract having been \$425.00 per month for 2021 and \$450.00 per month in 2022 and 2023.

Year	Annual Fee for Contract	Vet Fees for Dogs Not Picked Up	Revenue Returned to municipality		Total Cost to Municipality for Contract
			Transfer/Pickup Fee	Dog Tag Sales	
<b>Year 1 (2021)</b> \$425.00 per month	\$5,100.00	\$264.00	- \$200.00	- \$120.00	\$5,044.00
<b>Year 2 (2022)</b> \$450.00 per month	\$5,400.00	\$624.00	- \$500.00	- \$140.00	\$5,384.00
<b>Year 3 (2023)</b> \$450.00 per month	\$5,400.00	\$292.00 (to date)	- \$150.00 (as of July 31 2023)	- \$20.00 (as of July 31 2023)	\$5,522.00 (as of July 31 2023)
<b>Total for the 3-year term</b>	\$15,900	\$1,180.00	\$850.00 (as of July 31 2023)	\$280.00 (as of July 31 2023)	\$15,950.00 (as of July 31 2023)

Based on discussions with the ADHS, they have advised that boarding fees to be paid by dog owners will be increased to \$50.00 per day (currently \$40.00 per day). The proposed increase to dog owners will work to keep costs associated with re-homing and/or return of canines affordable.

**FINANCIAL IMPACT**

At present the ADHS charges the following to the owners for each canine brought in to their facility:

Fee Description	2023	
Daily Boarding Fee	\$40.00 per day, per canine	ADHS Fee-payable by owner upon pickup of canine. If owner doesn't pick up canine, payable by municipality for up to a maximum of 5 days.
Dog Tag Fee	\$25.00	\$20.00 remitted to municipality upon sale of dog tag (They keep \$5.00 commission)
Transfer/Pickup Fee	\$50.00	\$50.00 remitted to municipality upon pickup of canine
Euthanasia Fee	\$300.00	ADHS Fee-if required

ADHS has advised that the rates listed above will remain the same, save and except for the Daily Boarding Fee which will increase to \$50.00 per day.

If the municipality were to go to through the tendering process, there is the possibility that a different organization could provide the service(s) for a lower cost but they could possibly be a further distance away for residents to travel to retrieve their dogs as well as for the After Hours Canine Control and Municipal Law Enforcement Officer to deliver stray dogs.

  
 Manager of Finance

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**SUMMARY/OPTIONS**

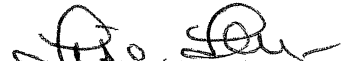
Council may:

1. Take no further action.
2. **Authorize the Clerk to extend the contract with the Alliston & District Humane Society for a four year term, and direct Staff to bring the necessary By-law forward to a future meeting of Council to execute the extension.**
3. Direct Staff to tender out for Quotations to be submitted for the Poundkeeping Services Contract.
4. Extend the contract with the Alliston & District Humane Society for a period of time as approved by Council.

**CONCLUSION**

It is recommended that Council approve Option No. 2, thereby authorizing an extension of the Poundkeeping Services Contract with the Alliston and District Humane Society for a four-year term, and to direct staff to bring the necessary By-law forward authorizing execution of the extension.

Respectfully submitted:

  
 \_\_\_\_\_  
 Lisa Lehr  
 Clerk

Reviewed by:

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

Attachments:

1. CONFIDENTIAL - Email from Alliston and District Humane Society, re: Poundkeeping Services – Rates for Extension on Poundkeeping Services Contract





## TOWNSHIP OF ESSA STAFF REPORT

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**STAFF REPORT NO.:** C020-23  
**DATE:** September 20, 2023  
**TO:** Committee of the Whole  
**FROM:** Lisa Lehr, Manager of Legislative Services  
**SUBJECT:** Taxi License – Request for Exemption

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### RECOMMENDATION

That Staff Report C020-23 be received; and  
That Council approve an exemption to section 7.1 of Schedule 7 “Taxis” of Essa’s Business Licensing By-law 2011-20, to allow for \$2 million liability insurance to be provided.

### BACKGROUND

Essa Township’s Business Licensing By-law 2011-20 was passed by Council at its meeting of April 20, 2011. Schedule 7 (Attachment No. 1) of the By-law is specific to minimum standards set by Essa Township relating to the category of Taxis, and outlines requirements that need to be met by applicants prior to the Township of Essa’s approval and issuance of licenses for:

- Taxi Companies;
- Taxi Cabs; and
- Taxi Drivers.

In respect of insurance requirements for taxi companies, section 7.1 of Schedule 7 to By-law 2011-20 stipulates the following:

*In accordance with section 4.4(b) above, the Township shall not issue a license under this schedule unless the applicant obtains liability insurance in the amount of three million dollars and provides the Township proof of such insurance, showing the Township as additionally insured.*

On August 30, 2023, the municipality received a letter from the owner of “On Time Taxi” (Attachment No. 2) of which requests for Council to consider approving an exemption to section 7.1 of Essa’s Business Licensing By-law, specific to the requirement for the company to obtain three million dollars in liability insurance. (Typically, where an applicant does not (or cannot) meet the minimum standards set forth in the schedule specific to the business category that Essa issues Business Licenses for, staff have presented Council with a report for their consideration of approving or denying an exemption to the specific provision at the request of the applicant.)

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## COMMENTS AND CONSIDERATIONS

The Township of Essa has only one taxi company currently operating and licensed within its borders – “On Time Taxi”. The company has 2 vehicles that have obtained municipal business licenses, in addition to a total of 4 licensed drivers.

The company owner has written this municipality requesting for consideration of providing an exemption from the required three million dollars as outlined in section 7.1 of Schedule 7 of Essa’s Business Licensing By-law 2011-20 and is requesting that Council allow him to operate with only two million dollars instead. His reasoning for the request is:

- That three million dollars liability insurance is unwarranted and does not meet today’s industry standard
- That all surrounding municipalities require only two million dollars liability insurance

Research has been conducted and the following can be noted in respect of the issuance of municipal business licenses surrounding the taxi industry:

- Town of New Tecumseth – has de-regulated the requirement for licensing the taxi industry
- Town of Adjala-Tosorontio – does not provide for a system of business licenses
- City of Barrie
  - two million automotive liability insurance per vehicle
  - two million commercial liability insurance
- Town of Innisfil – ridesharing partnership with Uber for general trips and Barrie-Innisfil Taxi for accessible trips
- Town of Bradford
  - certified general liability insurance in the amount of two million dollars (minimum)
- Town of Newmarket
  - two million automobile insurance per vehicle
  - five million commercial general liability insurance

As Essa Township only has one taxi company with two vehicles, it is suggested that Council approve the exemption, thereby accepting liability insurance in the amount of two million dollars instead of the three million stipulated in the Business Licensing By-law.

## FINANCIAL IMPACT

Should Council approve the request for the exemption, the following revenue would be collected for the 2024 licensing year:

Description	Essa Fee	Revenue to be collected
License of Taxi Company	\$200.00	\$200.00
License for Vehicles (x2)	\$250.00 / vehicle	\$500.00
License for Drivers (x4)	\$50.00 / driver	\$200.00
Total Revenue to be collected		\$900.00

Should Council deny the request for the exemption, the municipality would likely not receive any revenue for taxi licensing in 2024.

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Manager of Finance

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## OPTIONS

Council may:

1. Take no further action, thereby denying the request for an exemption.
2. **Approve the request for an exemption to section 7.1 of Schedule 7 of Essa's Business Licensing By-law, to allow for two million dollars liability insurance to be provided.**
3. Direct staff in another manner.

## CONCLUSION

Option No. 2 is recommended.

Respectfully submitted by:



Lisa Lehr  
Manager of Legislative Services

Reviewed by:



Colleen Healey-Dowdall  
CAO

Attachments:

- 1 – Schedule 7 "Taxis" of Essa Business Licensing By-law 2011-20.
- 2 – Letter from "On Time Taxi" dated August 29, 2023.

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SCHEDULE "7"

TAXIS

1. Authority

The *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, Section 156.

2. Purpose

The licensing of taxis is for the purpose of health and safety and consumer protection.

3. Definitions

"**Accessible Taxicab**" means a taxicab for the conveyance of persons with physical, emotional or mental disabilities, as approved by the Ontario Ministry of Transportation.

"**Driver**" means the individual who has care and control of the taxicab and is licensed or required to be licensed under this By-law.

"**Driver Abstract**" means a record provided by the Ministry of Transportation providing information, driver history, convictions, discharges and other actions for a three year period on an individual

"**Motor vehicle**" includes taxicabs and buses.

"**Own**" includes lease, and "owner" has a corresponding meaning.

"**Owner**" means the individual or corporation who owns the taxicab or a series of taxicabs, and who may also be a driver.

"**Police Clearance Letter**" means a letter issued by a local police authority showing the results of a search of the Canadian Police Information Centre for criminal records and for any files held by local police on an individual.

"**Taxicab**" means a vehicle licensed in accordance with this By-law and the Ontario Ministry of Transportation for the conveyance of persons or property, and which provides for the collection of fares charged for the conveyance.

"**Transfer**" means when a license is transferred from one vehicle to another.

4. General

4.1 No person shall own, drive or permit to be driven for hire, any motor vehicle for the conveyance of passengers or goods wholly within or from within the limits of the Township unless such person has applied for and obtained a license for such purposes from the Corporation of the Township of Essa.

4.2 The owner of any motor vehicle referred to in Section 2 of this By-law shall apply for a license for each vehicle which said owner owns or leases and shall pay a fee as set out in the Township's Fee Schedule for each vehicle licensed by the same owner.

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- 4.3 No taxicab owner shall permit any taxicab to be driven or to drive a taxicab for hire with any mechanical defects such as to render it unsafe or unfit under the provisions of the *Highway Traffic Act*.
- 4.4 All applications for licenses under this category shall contain the following and shall be filed with the Issuer of Licenses before any license may be issued:
- a. A supplementary application form containing all information and signed by the applicant.
  - b. A certificate of insurance not more than 30 days old certifying that the owner and driver of each vehicle for which a taxi cab vehicle license is being applied for are insured for public liability, property damage, and passenger hazard, with a minimum of \$3,000,000.00 coverage per incident or occurrence and written confirmation from the insurer that the Municipality will receive at least ten (10) days written notice prior to any cancellation, expiry or variation thereof.
  - c. A valid Vehicle Safety Standards Certificate not more than 30 days old, as prescribed by the *Highway Traffic Act*, R.S.O. 1990, Chapter H.8, with respect to each taxi cab for which a taxi cab vehicle license is being applied for, and for any renewal or transfer thereof.
  - d. A copy of the Ontario vehicle registration – Vehicle Portion, for each vehicle to be licensed.
- 4.5 The transfer of licenses from one vehicle to another will be subject to a fee as set out in the Township's Fee Schedule.
- 4.6 Licenses respecting the ownership of a motor vehicle to which this By-law applies shall only be issued after consideration of the application by Council on the recommendation of the Issuer of Licenses.
- 4.7 A license in a form as approved by Council from time to time shall be issued for each vehicle licensed under this By-law and said license shall display the license number under this By-law, the Province of Ontario motor vehicle license number, year, make, model, registered owner, lessee (if any), and serial number of the vehicle for which it was issued.
- 4.8 The Issuer of Licenses shall issue the license referred to in Section 4.7 and shall keep a record of all information shown on said license.
- 4.8 The owner and driver of any vehicle licensed under this By-law schedule shall ensure that the license issued under Section 4.7 is carried at all times in the vehicle to which it applies and securely fastened so as to be readily discernible by a person seated anywhere in the vehicle other than the driver's seat.
- 4.9 All drivers of taxicabs licensed under this By-law must be a minimum of eighteen (18) years old.
- 4.10 All taxi cab drivers shall apply for a license to drive under a licensed taxi cab company. Applicants are required to complete the Taxi Cab Driver Application form and supply the following information:

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- a. A copy of a valid Ontario driver's license for the applicant.
  - b. A Criminal Record check or police clearance letter not more than 30 days old.
  - c. A driver's abstract for the owner/applicant, not more than 30 days old.
- 4.10 Any license issued under this By-law may be revoked by the Council at any time, if any of the following exists or occurs:
- a. The licensee is convicted of an offence under the Criminal Code of Canada or the *Highway Traffic Act*.
  - b. The licensee is charged or convicted of an offence under this By-law.
  - c. The insurance on any vehicle subject to this By-law is cancelled or suspended.
  - d. Any event occurs which, in the opinion of the Council, is reasonably likely to reoccur or otherwise endanger the safety, health or peace of mind of the inhabitants of the Township of Essa if such license is not revoked.
- 4.11 The dispatch office or office space from which the taxicab licensed under this By-law operates shall be located within The Township of Essa, and the owner of a taxicab wishing to be licensed in The Township of Essa must be the owner or lessee of such property.
- 4.12 Each taxicab licensed in accordance with this By-law shall display the Township of Essa Taxi License sticker on the licensed vehicle so as to be clearly visible to the consumer.
5. **Taxis used for School Transportation**
- 5.1 The owner or driver of a taxi shall, while such taxi is being used for the transportation of children to or from school, observe and comply with the provisions of the *Highway Traffic Act*, R.S.O. 1990, c. H. 8, and regulations thereunder.
- 5.2 All persons issued a license under this By-law shall file with the Issuer of licenses the following:
- a. A new application within ten (10) days should any change occur in the information previously filed.
  - b. Proof of insurance coverage as in Section 4.4 b of this Schedule within 10 days of the expiry date shown in the application.
- 5.3 This By-law does not apply to the following:
- a. Regularly scheduled and charter bus lines.
  - b. Trucking operations for the conveyance of goods.
  - c. Parcel and mail delivery services where the usual and predominant course of business is the conveyance of goods.
  - d. School buses.

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- e. The conveyance of goods or passengers through the Township or from outside the Township to a point within the Township.
- f. The conveyance of goods and passengers from within the Township to a point or points outside the Township when the request for said conveyance was received outside the geographical limits of the Township of Essa, and where the taxi originated its trip from outside the geographic limits of the Township of Essa.

**6. Accessible Taxicabs**

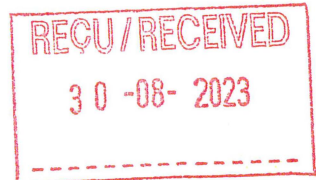
- 6.1 An owner may utilize an existing taxicab license issued to him for use on an accessible taxicab.
- 6.2 Every accessible taxicab shall meet the current regulations pursuant to the *Highway Traffic Act* with respect to vehicles for the transportation of physically disabled passengers. Written approval from the Ministry of Transportation shall be provided at the time of application prior to the license being issued.
- 6.3 A sign or decal displaying the international symbol for disability must be placed on an accessible taxicab and located at the rear of the vehicle.
- 6.4 Every driver of an accessible taxicab shall offer assistance as required to facilitate the entry or exit of a physically disabled person into or out of an accessible taxicab and securely fasten all wheelchairs so that they are prevented from moving when the taxicab is in motion.
- 6.5 Where a taxicab owner offers wheelchair accessible service and such service is requested by a physically challenged person, the owner shall provide priority service for such request. In the event the accessible taxicab has been dispatched to a customer not requiring the services of an accessible taxicab, but the accessible taxicab has not been engaged, the owner shall ensure that another taxicab is dispatched to respond to the customer not requiring the accessible taxicab and shall ensure that the accessible taxicab is dispatched to the customer requiring the service.

**7. Insurance**

- 7.1 In accordance with Section 4.4 b) above, The Township shall not issue a license under this schedule unless the applicant obtains liability insurance in the amount of three (\$3) million dollars and provides the Township proof of such insurance, showing the Township as additionally insured.
- 7.2 The applicant shall keep the liability insurance current for the term of the license and shall instruct the insurer to provide 10 days' written notice to the Township of any cancellation, expiry or variation of such insurance.
- 7.3 The business license shall be invalid upon the cancellation or expiry of the liability insurance.

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Attachment #2



# On Time Taxi



August 29, 2023

To the Clerk

*I am writing you regarding your TAXI BYLAW 7.1 which states I must carry 3 Million Dollars Liability Insurance. This does not comply with Industry standard as I have other Taxis in other cities and as you can see from the sample Bylaws I have provided from surrounding municipalities that 2 Million is the standard bylaw in terms of liability coverage requirements. The cost of carrying the extra Million is not warranted. I will need your immediate attention on this as my renewals are coming due this week and I have decisions that have be made on my end, as to wether I remain in ESSA or take my Licensing to Alliston. I am sure you can appreciate that I have a good client base in ESSA including multiple ODSP clients who require medical transportation on a daily basis. I believe that this BYLAW that has not been addressed in many years. As the only proper licensed operator in ESSA I am sure you can appreciate the hardship this could possibly cause the residents of ESSA TWP. Your immediate attention to this is appreciated.*

Sincerely

Craig Ellis

On Time Taxi

██████████ Should you have any further questions please feel free to contact me

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TABLE 1 – BUSINESS LICENCE INSPECTIONS AND APPROVALS

CATEGORY	INSPECTION/APPROVAL
Limousine (each)	<ul style="list-style-type: none"> <li>• Automobile Liability Insurance-\$2,000,000</li> <li>• Vehicle Identification Number</li> <li>• Ontario Licence Plate Number</li> <li>• Vehicle Safety Standards Certificate</li> </ul>
Limousine Driver	<ul style="list-style-type: none"> <li>• Criminal Record Check</li> <li>• Ontario Driver's Licence</li> <li>• Ministry of Transportation Driver's Abstract</li> <li>• Letter/offer of employment</li> </ul>
Limousine Company	<ul style="list-style-type: none"> <li>• Zoning (if operating in Barrie – new applications only)</li> <li>• H.S.T. registration</li> <li>• Commercial Liability Insurance-\$2,000,000</li> <li>• List of all vehicles to be used as limousines, Vehicle Identification # and Ontario Licence Plate #</li> <li>• Schedule of Rates and Charges</li> <li>• List of Limousine Drivers</li> </ul>
Pedicab	<ul style="list-style-type: none"> <li>• Liability Insurance-\$2,000,000</li> </ul>
Taxi Cab Company	<ul style="list-style-type: none"> <li>• Zoning (if operated in Barrie – new applications only)</li> <li>• H.S.T. registration, if applicable</li> <li>• Incorporation documents outlining owners, directors or shareholders as may be applicable</li> <li>• List of all vehicles to be used as Taxicab Vehicles</li> <li>• Vehicle Identification Number for each vehicle</li> <li>• Ontario Licence Plate Number for each vehicle</li> <li>• List of all Taxicab Drivers authorized to operate</li> <li>• Automobile Liability Insurance-\$2,000,000 each vehicle</li> <li>• Commercial Liability Insurance - \$2,000,000</li> <li>• Vehicle Safety Standards Certificate for each vehicle (valid within 12 months of application)</li> </ul> <p><b><u>Driver Document Submissions Required (per driver):</u></b></p> <ul style="list-style-type: none"> <li>• Each Driver must attend Enforcement Services Office for Photo ID Card to be generated</li> <li>• Criminal Records Check (valid within 12 months of application)</li> <li>• Ministry of Transportation Driver's Abstract (valid within 12 months of application)</li> <li>• 2 pieces of government issued identification (1 being a valid Ontario Driver's Licence)</li> <li>• Letter of employment or affiliation from Taxicab Company</li> </ul>
Tow Truck (each)	<ul style="list-style-type: none"> <li>• Automobile Liability Insurance-\$2,000,000</li> <li>• Vehicle Identification number</li> <li>• Ontario Licence Plate number</li> <li>• Vehicle Safety Standards Certificate or CVOR Certificate</li> </ul>
Towing Company	<ul style="list-style-type: none"> <li>• Zoning (if operating in Barrie – new applications only)</li> <li>• H.S.T. registration</li> <li>• Commercial Liability Insurance - \$2,000,000</li> <li>• List of all vehicles to be used as tow trucks,</li> <li>• Vehicle Identification #</li> <li>• Ontario Licence Plate #</li> <li>• Schedule of Rates and Charges</li> <li>• List of Tow Truck Drivers</li> </ul>

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MIDLAND

- (i) Receiving a passenger who has already engaged the taxicab.
  - (ii) Discharging a passenger from the taxicab.
  - (iii) Upon the instructions of a passenger by whom the taxicab is already engaged, and in continuance of that engagement, provided that the standing of the taxicab is not in contravention of the Town's Parking by-law.
- (o) In the event of an emergency situation, all owners, keepers, brokers and drivers of taxicabs licenced under this by-law shall become under the direct control of a Peace Officer, and such owners, keepers, brokers, and drivers shall carry out assignments as may be designated to them by the Peace Officer.

### 3. TAXICAB OWNERS LICENCE

- (a) No person shall be licenced as an Owner unless
- (i) they own a taxi business operating within the Town for the purpose of dispatching, and administering shall be located in an area as permitted in the Town's Zoning By-Law.
  - (ii) They hold a current passenger motor vehicle permit which is in good standing and was issued in the applicant's name by the Ministry of Transportation for the motor vehicle of which they are the owner.
  - (iii) They complete the application therefore on the form provided by the Municipal Law Enforcement Officer, provide all the information requested thereon and pays the fee set out in Schedule "A" attached hereto for such licence.
  - (iv) They produce and file with the Municipal Law Enforcement Officer a certified copy of a current policy of insurance from a recognized insurance company insuring the owner, keeper or broker, for property damage, personal injury or death to any one person in the sum of not less than two million (\$2,000,000.00) dollars and such policy shall make provision for passenger hazard or third party liability for not less than the foregoing amount. Such policy shall also be endorsed to the effect that the Town of Midland shall be given thirty (30) days prior written notice of any cancellation or expiration or variation in the amount of the policy. Such insurance shall be active on all taxicabs operated by the owner.
  - (v) the taxicab for which the licence is to be issued meets the requirements of Sections 20 and 21 of this by-law.

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Kennel

BRADFORD

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Refreshment Vehicle - Owner

Refreshment Vehicle - Operator

### Taxicab - Broker

A Taxicab Business Licence is required to accept and dispatch calls from the public to taxicabs owned/operated by others.

When applying for a Taxicab Business Licence you will be required to submit the following:

1. **Complete application form** (</Docs/Services/CorporateServices/TaxiLicenceApplication.pdf>)
2. Police Vulnerable Sector Check (dated within 90 days and received from the Police Service where you reside)
3. Photo identification (driver's licence or passport are acceptable)
4. Registered business information
5. Proof of Canadian citizenship, permanent residence or eligibility to work in Canada
6. **Certificate of general liability insurance (\$2,000,000 minimum)**
7. Zoning approval (to verify Zoning compliance please contact Community Planning at 905-775-5369 ext. 1400)

The Taxicab Business Licence is valid for one (1) year and expires on March 31. The fee for the licence is \$300 or \$200 for a renewal (charges from external agencies may apply).

Please make an appointment with the Licensing Officer if you have questions or concerns, or to submit your application.

### Taxicab - Operator

### Taxicab - Plate

**If the business you are interested in is not listed above, no licence is required by the Town of Bradford West Gwillimbury.**

Please consult with the following departments to ensure your business operation is in compliance with any other relevant legislation.

[Planning \(/twnsrv/Planning\)](/twnsrv/Planning) - Zoning and Site Plan Approvals

[Economic Development \(/OED\)](/OED) - Marketing and Economic Developments: business licence, business permit, adult entertainment establishment, donation bin, door-to-door sales, hawkers, peddlers, kennel, refreshment vehicle, food truck, taxi, tax

[-< Enforcement main \(/twnsrv/enforcement\)](/twnsrv/enforcement)

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NEWMARKET

- (2) a statutory declaration of the person who is the Estate Trustee or Guardian or the Attorney under Power of Attorney or other legally appointed representative as the case may be;
- (3) proof that the person transferring the taxicab licence has legal status to effect the transfer;
- (4) proof of automobile insurance in the name of the estate;
- (5) proof of ownership of the motor vehicle, in the name of the estate; and
- (6) any other supporting documentation deemed necessary by the Director .

#### 16.0 INSURANCE

- 16.1 Every owner shall submit a copy of the insurance policy or a certificate of automobile insurance to the Director that is issued by an insurer duly authorized to issue insurance within the Province and Ontario and for each taxicab, coverage shall be in the amount of at least \$2 million (\$2,000,000.00) dollars for personal injury and property damage arising out of any one accident or occurrence, and such policy shall be endorsed to the effect that the Director will be given at least fifteen (15) days' notice in writing of any cancellation, expiration or variation in the policy amount.
- 16.2 The licence of an owner who ceases to have automobile insurance in good standing and properly endorsed in accordance with the provisions of this by-law, shall be deemed to be suspended as of the date on which the cessation of automobile insurance came to the attention of the Director, and the licence shall be reinstated only on there being delivered to the Director, written proof of automobile insurance in accordance with the provisions of the by-law.
- 16.3 All automobile insurance renewal policies or certificates of automobile insurance shall be filed with the Director five (5) business days prior to the expiry date of the current automobile insurance policy.

#### 17.0 TAXICAB APPROVAL

- 17.1 An owner licensed under this by-law who disposes of his taxicab or otherwise ceases to use his taxicab for the purposes permitted under this by-law, before using a new taxicab shall:
  - (1) produce and file the motor vehicle permit in good standing, issued by the Ontario Ministry of Transportation, in the owner's name;
  - (2) produce and file a valid automobile insurance certificate;
  - (3) submit the vehicle for inspection and approval by the Director ;
  - (4) pay the prescribed fee as may be set by Council from time to time;
  - (5) produce and file a Safety Standard Certificate, issued under the *Highway Traffic Act*, current within thirty (30) days;
  - (6) produce and file all documents relating to the vehicle, including, if applicable, a leasing agreement or similar documentation relating to ownership, or vehicle operation;

## WASAGA BEACH

- c. Any Person who has not renewed their Business License prior to the date of its expiry will be required to pay a late fee, which will be thirty percent (30%) of the renewal fee.
- d. Every Business License shall cease to be valid if the business ceases to operate.

**INSURANCE REQUIREMENTS:**

- 15.
  - a. Every Licensee shall carry valid general liability insurance relating to the Business throughout the term of the Business License in an amount not less than two million dollars (\$2,000,000) per occurrence.
  - b. The insurance policy as set out in Section 15(a) must be valid at all times during the term of the Business License and the Licensee shall provide proof of current insurance at any time, upon demand of the Issuer of Licenses, or an Officer.
  - c. Without limiting Section 15(a), where a Licensee's insurance policy, as required by this By-law, requires renewal during the term of the Business License, the Licensee shall provide proof of such renewal to the Issuer of Licenses no later than the date of the current insurance policy expiry.
  - d. Without limiting Section 15(a), where there is a change in any information relating to the insurance required by this By-law, the Licensee shall notify the Issuer of Licenses of the change, and provide written details of the change to the Issuer of Licenses, no later than fourteen (14) calendar days following the date of the change.

**DUPLICATE BUSINESS LICENSE:**

- 16.
  - a. In the event that a Business License issued in accordance with this By-law is lost or destroyed, the Issuer of Licenses upon request by the Licensee and upon satisfactory proof of such loss or destruction, and payment of a replacement fee of twenty-five dollars (\$25.00), shall issue a duplicate of the original business license to the Licensee, upon which shall be stamped or marked "duplicate".
  - b. If the ownership of a business for which a Business License has been issued under this By-law has not changed, but the name of the business changes, the Licensee shall:
    - 1. notify the Issuer of Licenses of such change in accordance with Section 12; and,
    - 2. where the Business Names Act requires registration of the name, provide a Master Business License certified by the Ministry of Government Services bearing the new name of the business.

9b

**TORONTO MUNICIPAL CODE**  
**CHAPTER 546, LICENSING OF VEHICLES-FOR-HIRE**

by providing service in accordance with a contract with the Toronto Transit Commission.  
[Amended 2016-07-15 by By-law 750-2016]

**§ 546-54. Maximum hours in a shift.**

No owner shall permit any vehicle-for-hire driver to operate his or her taxicab for more than 12 hours in any 24-hour period.

**§ 546-55. Insurance.**

A. Policy of insurance; certificate.

(1) Every taxicab owner shall ensure that each of his or her taxicabs are insured under a policy of automobile insurance for \$2,000,000 (exclusive of interest and costs), or more, to provide coverage for:

- (a) Loss or damage resulting from bodily injury to or the death of one or more persons;
- (b) Loss or damage to property resulting from an accident; and
- (c) Third-party liability.

(2) Every owner shall deposit a certificate of such automobile insurance policy with ML&S.

(3) Any applicable automobile insurance policy shall be endorsed to give ML&S at least 30 days' written notice of any cancellation, expiration or variation in the amount of the policy.

B. The Executive Director may, notwithstanding anything else contained in this chapter, suspend a taxicab owner's licence in respect of any taxicab not insured in accordance with Subsection A until a satisfactory policy is put in place.

**§ 546-56. Corporations; share transfers.**

A. Every limited liability taxicab company shall file with ML&S an annual return on a form supplied by ML&S, at the time their licence is renewed.

B. Where a corporation is the holder of a taxicab owner's licence or licences, the corporation shall promptly notify ML&S in writing of all transfers of existing shares and of the issue of all new shares of the capital stock of the corporation. [Amended 2016-07-15 by By-law 750-2016]

C. Where, as a result of the transfer of existing shares or by the issue of new shares of a corporation, ML&S has reasonable grounds to believe that the corporation may not be entitled to the continuation of its licence in accordance with this chapter, the Toronto



The Corporation of the Town of  
New Tecumseth

**By-law**

Number 2022-090

**"A by-law to repeal By-law 2005-010 being the Taxicab and Limousine By-law"**

**Whereas** the Municipal Act, 2001, as amended, provides that the municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act;

**And Whereas** the Council of The Corporation of the Town of New Tecumseth enacted By-law 2005-0010 being the Taxicab and Limousine By-law on the 20<sup>th</sup> day of July 1993 in the Town of New Tecumseth;

**And Whereas** the Council of The Corporation of the Town of New Tecumseth deems it expedient to deregulate the licensing program and therefore repeal By-law 2005-010 being the Taxicab and Limousine By-law;

**Now Therefore** the Council of the Corporation of the Town of New Tecumseth does hereby enact as follows:

1. That By-law 2005-010 being the "Taxicab and Limousine By-law" is hereby repealed.
2. That this by-law shall be cited as "A by-law to repeal By-law 2005-010 being the Taxicab and Limousine By-law".
3. That this by-law shall come into force and take effect on the 1<sup>st</sup> day of October, 2022.

**Read a first, second and third time and finally passed this 12<sup>th</sup> day of September, 2022.**

\_\_\_\_\_  
Mayor

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