

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, JANUARY 15, 2025
6:00 p.m.**

AGENDA

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

1. OPENING OF MEETING BY THE MAYOR

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

2. DISCLOSURE OF PECUNIARY INTEREST

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

STAFF REPORTS

4. PLANNING AND DEVELOPMENT / BUILDING

- p. 1 a. **Staff Report PD001-25 submitted by the Manager of Planning,
re: Proposed Telecommunication Tower – 7009 11th Line – SLI Towers Inc.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PD001-25 be received; and **THAT** Council endorse a Letter of Concurrence for the proposed telecommunication tower to be located at 7009 11th Line.

5. PARKS AND RECREATION / COMMUNITY SERVICES

- p. 9 a. **Staff Report PR001-25 submitted by the Manager of Parks and Recreation,
re: Storm Adventure Race.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PR001-25 be received; and **THAT** Council authorize the Manager of Parks and Recreation to permit **Adventure Storm Race** to utilize Albert Breau Community Park for use of storing canoes overnight at Albert Breau Community Park as well as using the green space, renting the pavilion and launching the canoes into the Nottawasaga River at the Albert Breau boat launch subject to receiving an approval from Simcoe to utilize the County's roads & Trails network, receiving the appropriate insurance documentation, rental fee and overhead cost recovery deposit.

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

- p. 14 a. **Staff Report PW001-25 submitted by the Manager of Public Works, re: Speed Reduction on 5th Sideroad and 10th Sideroad.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PW001-25 be received; and **THAT** Council approve reducing the posted speed limit to 60 km/hr on the 5th Sideroad from 9th Line to County Road 56 with the exact distance to be determined by the Manager of Public Works in consultation with Township consulting firm; and **THAT** Council approve reducing the posted speed limit to 60 km/hr on the 10th sideroad on all 80 km/hr posted speed limits zones of the road segments between County Road 56 and County Road 27 with the exact distance to be determined by the Manager of Public Works in consultation with the Township consulting firm; and **THAT** a by-law to reduce the posted speeds on these roads (outlining exact distances) be presented to Council at a later Council meeting; and **THAT** an amendment to By-law No. 2023-33, being a by-law to designate parts of highway / road network as "Community Safety Zones", be presented to Council at a later Council meeting (outlining exact location – distance) for both segments on the 5th Sideroad and 10th Sideroad to be designated as a community safety zones.

8. FINANCE

9. CLERKS / BY-LAW ENFORCEMENT / IT

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

- p. 39 a. **Staff Report CAO001-25 submitted by the Chief Administrative Officer, re: Review of Mileage Rate.**

Recommendation: **BE IT RESOLVED THAT** Staff Report CAO001-25 be received; and **THAT** Council approve an increase to the mileage rate for staff using their personal vehicles to conduct Township business from \$0.61 per km to \$0.72 per km due to the increase in expenses associated with operating such vehicles.

11. OTHER BUSINESS

12. ADJOURNMENT

Recommendation: **BE IT RESOLVED THAT** this meeting of Committee of the Whole of the Township of Essa adjourn at _____pm., to meet again on the 5th day of February, 2025 at 6:00 p.m.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD001-25

DATE: January 15th, 2025

TO: Committee of the Whole

FROM: Samuel Haniff
Manager of Planning

SUBJECT: Proposed Telecommunication Tower, 7009 11th Line, SLI Towers Inc.

RECOMMENDATION

Staff Report PD001-25 be received; and

That Council consider endorsing a Letter of Concurrence for the proposed telecommunication tower to be located at 7009 11th Line.

BACKGROUND

The Township has been notified by SLI Towers Inc. that a proposed 60m slim-line self-support tower is to be located at 7009 11th Line, in the centre-rear of the subject site (**Attachment 1**). The proposed tower will comprise a proposed 15m x 15m compound and will accommodate initial and future loading for all cellular providers, and additional fixed wireless equipment as required. Any requirements for an approved entrance and/or NVCA permissions will be sought out by SLI Towers Inc.

The purpose of the installation of the tower is to improve wireless internet services to those in the immediate area of Thornton.. As per the Department of Innovation, Science and Economic Development Canada (ISED) for public consultation on the installation of Telecommunication Towers, the applicant must consult with the local municipality, as well as the public. The applicant has informed this office that public consultation took place via mail-out to neighbours within a radius of 300m, which is five (5) times the ISED standards under the Radiocommunication Act, as well as placed an advertisement in the New Tecumseth Free Press Online (www.madhunt.com). Under this protocol, the applicant is to address all reasonable and relevant concerns, make all reasonable efforts to resolve them in a mutually acceptable manner and must keep a record of all associated communications.

Letters were initially mailed to four (4) adjacent property owners on November 4th, 2024 and an advertisement was placed in the New Tecumseth Free Press Online for one week. Upon request by the Township (due to the limited public reach of the initial mailouts), notices were hand delivered to approximately 40 adjacent properties on December 12th and 13th, 2024. Additionally, a sign was placed on the property (**Attachment 2**) providing notice to the passersby along 11th Line.

Up to the time of the submission of this report, no comments have been reported received by the Township or the Applicant.

COMMENTS AND CONSIDERATIONS

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

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

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

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

According to the Township's Zoning By-law (2003-50), the subject property is zoned as Agricultural and Environmental Protection. According to the Township's Official Plan, the subject property is designated as Agricultural and Environmental – Flood Prone Areas. The portion of the site proposed to house the tower is zoned Agricultural and designated Agricultural (**Attachment 3**).

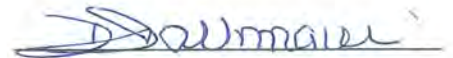
The Township's Official Plan does not restrict telecommunication towers in Agricultural designations. Further, this use would be permissible in accordance with the Township's

Zoning By-law which stipulates per Section 4.12d) that "Nothing in the By-law shall prevent the use of any land for the erection or use of any building or structure for the purpose of a public service by the Corporation of the Township of Essa, any telephone or communications company", provided that a municipality provides a letter of concurrence in accordance with federal requirements.

Currently, Staff do not object to the proposed use and recommend Council to endorse the attached Letter of Concurrence (**Attachment 4**) for the property at 7009 11th Line.

FINANCIAL IMPACT

None. The proponent has provided the required fee in the amount of \$2500 to cover staff time.



Manager of Finance Approval

SUMMARY/OPTIONS

Council may:

1. **Receive Staff Report PD001-25 and endorse a Letter of Concurrence to the applicant for a proposed telecommunication tower at 7009 11th Line**
2. Direct Staff in another manner Council deems appropriate.

CONCLUSION

Option #1 is recommended.

Prepared and Submitted by:


Samuel Hariff, Manager of Planning

Reviewed by:


Michael Mikael, CAO

- Attachment 1 – Applicant Notification of Proposed Tower
- Attachment 2 – On-site Public Notice
- Attachment 3 – Township Designation and Zoning and Applicant Location Confirmation
- Attachment 4 – Draft Concurrence Letter

ATTACHMENT 1 - PROPOSED TOWER LOCATION

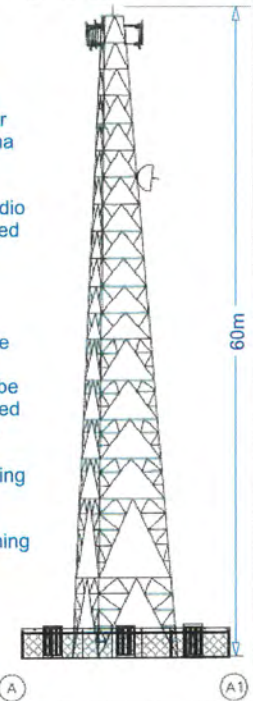
SKETCH OF LEASE AREA
COUNTY OF SIMCOE (51R)

PT W PT LT 17 CON 11 ESSA TWP AS IN RO493731 ; ESSA

SEE DETAIL DRAWINGS FOR SIZE AND DESIGN OF TOWER

ELEVATION PLAN
NOT TO SCALE

- Proposed steel slim line self support tower with lightning protection system. Paint colour subject to nav canada requirements. Antenna number and locations to be determined.
- Foundation design pending soil report.
- Proposed prefabricated galvanized steel radio equipment shelters on cast in place reinforced concrete slab (3.0m x 3.0m).
- Utility connection and routing to be determined by qualified personnel in consultation with local authority.
- Remove existing topsoil. Proof roll subgrade and place 300 mm granular a across compound area. Finished gravel surface to be min. 150 mm above existing grade and sloped away from shelter at min. 1% on all sides to provide adequate drainage.
- Proposed 2.4 m high board fence surrounding compound.
- Proposed wood retaining wall/barrier of sufficient height to prevent gravel from washing out towards the woodlands.



ELEVATION PLAN
60m TOWER AND CABINETS

GPS Coordinates of Tower: 44.275373, -79.733747

Drawn By:
JF Drafting Services
High River, Alberta T1V 1B6
Email: jfcdrafting@gmail.com
Phone: (403)953-2686

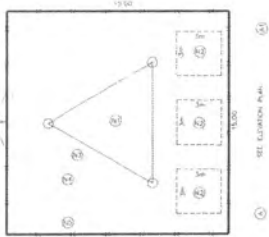


Date:
January 6, 2025

Scale:
1:3500 DETAIL = 1:1500

Sheet #
1

PROPOSED COMPOUND LAYOUT PLAN
SCALE 1:100



SITE DETAIL



4

4a

4a

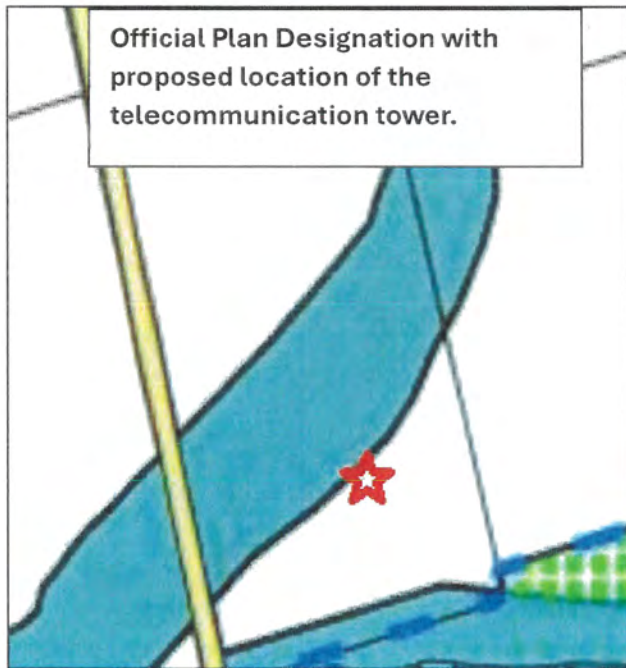


ATTACHMENT 2 – PUBLIC NOTICE
ON SITE – 7009 11th Line

Attachment 3 – Official Plan Designation, Zoning 4a Bylaw Zoning, and Applicant Location Confirmation



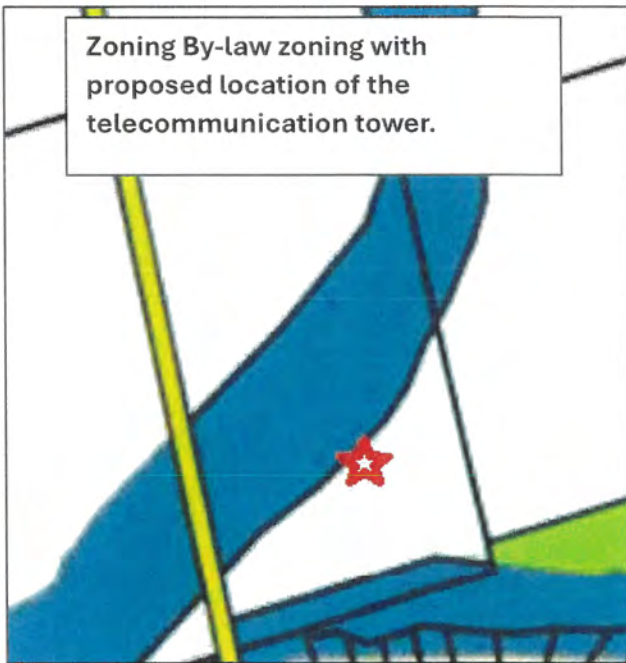
Satellite Imagery showing the proposed location of the telecommunication tower.



Official Plan Designation with proposed location of the telecommunication tower.

Legend

Agricultural	Commercial	Environmental - Wetland
Rural	Commercial Recreation	Environmental - Significant Areas
Residential	Institutional	



Zoning By-law zoning with proposed location of the telecommunication tower.

Legend

Residential, High Density, Apartments (R5) with Special Provisions	Environmental Protection (EP)
Estate Residential (RS1) with Special Provisions	Institutional
Agricultural	General Industrial (M1)
	Potential Aggregate Industrial (M2)

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Samuel Haniff

From: Dom Claros <dom@slitowers.ca>
Sent: January 6, 2025 1:26 PM
To: Samuel Haniff
Cc: Owen Curnew; Sakshi Moharil; Meghan Borges
Subject: TOW0015 - 7009 11th Line, Thornton - Updated Location - Designated Zone
Attachments: TOW0015 - 7009 11th Line, Thornton, R2_Compressed.pdf

Hi Sam,

By way of this email, please use this as confirmation that our proposed location has been updated to be moved a few metres to the east in order to be located in the Agricultural Zone and correctly Designated Area. An updated site plan has been attached showing the new location, along with the EP zone boundary for everyone's convenience.

Please let us know if we can help with anything else.

Kind regards,



DOM CLAROS
dom@slitowers.ca
M: 437-425-3982
SLI Towers Inc. | slitowers.ca



[EXTERNAL]

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



Telephone: (705) 424-9917
Fax: (705) 424-2367
Web: www.essatownship.on.ca
Email: shaniff@essatownship.on.ca

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**ATTACHMENT 4
DRAFT CONCURRENCE LETTER**

January 15, 2025

Dom Claros
SLI Towers Inc.
146 Thirtieth Street, Suite 100
Etobicoke, ON, M8W 3C4

Dear Sir,

**RE: Proposed Telecommunications Installation by
SLI Towers at 7009 11th Line, Roll #4321-010-006-06700-000
Letter of Concurrence**

Further to the consultation with the Township of Essa by SLI Towers Inc, regarding Con 11 W PT LOT 17, Township of Essa, this will confirm that following a complete review of all documentation, the Township of Essa provides this Letter of Concurrence for provision in accordance with the Radiocommunications Act and Innovation, Science and Economic Development Canada procedure on Telecommunications (as per Guideline CPC-2-0-03).

This letter is provided on condition that SLI Towers Inc. obtains the proper building permit following approval and as well, agrees to provide the Municipality with dedicated space on the telecommunications tower should the Municipality, including its Fire Department, require space in the future.

Please note that any building erected shall be designed and maintained in general harmony with the buildings or structures permitted in the Institutional zone (per Sec 4.12d03).

I trust the above is satisfactory. Should you have any questions, please do not hesitate to call.

Regards,

Samuel Haniff, MCIP, RPP
Manager of Planning
Township of Essa

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR0001-25

DATE: January 15, 2025

TO: Committee of the Whole

FROM: Chris Rankin, Manager of Parks & Recreation

SUBJECT: Storm Adventure Race

RECOMMENDATION

That Staff Report PR0001-25 be received; and

That Council authorize the Manager of Parks and Recreation to permit **Adventure Storm Race** to utilize Albert Breau Community Park for use of storing canoes overnight at Albert Breau Community Park as well as using the green space, renting the pavilion and launching the canoes into the Nottawasaga River at the Albert Breau boat launch subject to receiving an approval from Simcoe to utilize the County's roads & Trails network, receiving the appropriate insurance documentation, rental fee and overhead cost recovery deposit.

BACKGROUND

Bob Miller, with **Storm Adventure Race** has approached the Township to discuss their intent to run a triathlon on the weekend of May 24th and 25, 2025. This event will be based out of the Tiffin Conservation Area for the running portion, with teams then transitioning to cycling on Township as well as County Roads, to Albert Breau Community Park where they will then launch their canoes into the Nottawasaga River. The event will take place over two days with the park expected to be used roughly between 10am-2pm both days. The parking lot at Albert Breau Community Park is needed to store the canoes overnight and during the day. Rental of the pavilion will be required as well as use of the green space in the park. It is anticipated that there will be approximately 300 individuals participating each day. The group has indicated that they have liability insurance for \$5 million which a copy of will be required to be provided naming the Township under the policy. A security company will be hired to monitor the canoes that are stored at the park overnight as well as medical teams stationed at Tiffin Conservation Area, Albert Breau Community Park as well as a roving team at Storm Adventure Race cost. The group has also indicated that they will connect with local Fire,

EMS and OPP to be made aware of the event and route. Storm Adventure Race is sanctioned by Canadian Adventure Racing Association who provides a strict and detailed safety guideline to be followed. Notification signs will be placed at trailheads and in parks 2 weeks before the event, so the community is made aware.

The roadways that are requested to be used are the 8th Line, 6th Line, 5th Line, 25th Sideroad and Willoughby Road (no road closure will be required at this time). They have also connected with Simcoe County as they will be using County Road 21 and 56 along with a trail segment of the Barrie- Collingwood Trail as per attachment no.1. Cyclists travel in teams of 2 or 4 and would be on the roadways between 9am-2pm each day. Participants will also be spread out in both time and distance to alleviate delays for traffic. Roadway signage will be posted on the Thursday prior to the event weekend to indicate to motorists the dates and times to expect to see increased cycling traffic on roadways. The normal flow of traffic should not be impacted due to the spreading out of teams in both time and distance by using staggered starts.

It is anticipated that Tiffin Centre will be able to accommodate all parked vehicles of individuals participating in the event, however if the parking is full, they have requested permission to use the 8th line for overflow parking.

COMMENTS AND CONSIDERATIONS

Storm Adventure Race has hosted events in the Town of Mono as well as in the Town of Caledon recently and have provided references that can be contacted. This could be an opportunity to bring individuals into Essa Township who otherwise wouldn't typically which may generate revenue for local businesses.

To ensure the park is respected and in the event any issues arise, it is recommended that there is a Parks and Recreation Operator staffed onsite during the time the groups will be there over the 2 days.

FINANCIAL IMPACT

The group intends to rent out the pavilion to use for both days which will generate approximately \$90.40 over the course of the 2-day event.

A deposit for overhead cost recovery in the amount of \$3,500 will be requested.


Manager of Finance

January 15, 2024

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Authorize the Manager of Parks and Recreation to permit Storm Adventure Race to utilize Albert Breau Community Park for the storing of canoes, use of the park as well as boat launch subject to receiving an approval from Simcoe to utilize the County's roads & Trails network, receiving the appropriate insurance documentation, rental fee and overhead cost recovery deposit.
3. Direct Staff in another course of action.

CONCLUSION

Option #2 is recommended.

Respectfully submitted,



Chris Rankin
Manager of Parks & Recreation

Reviewed by,





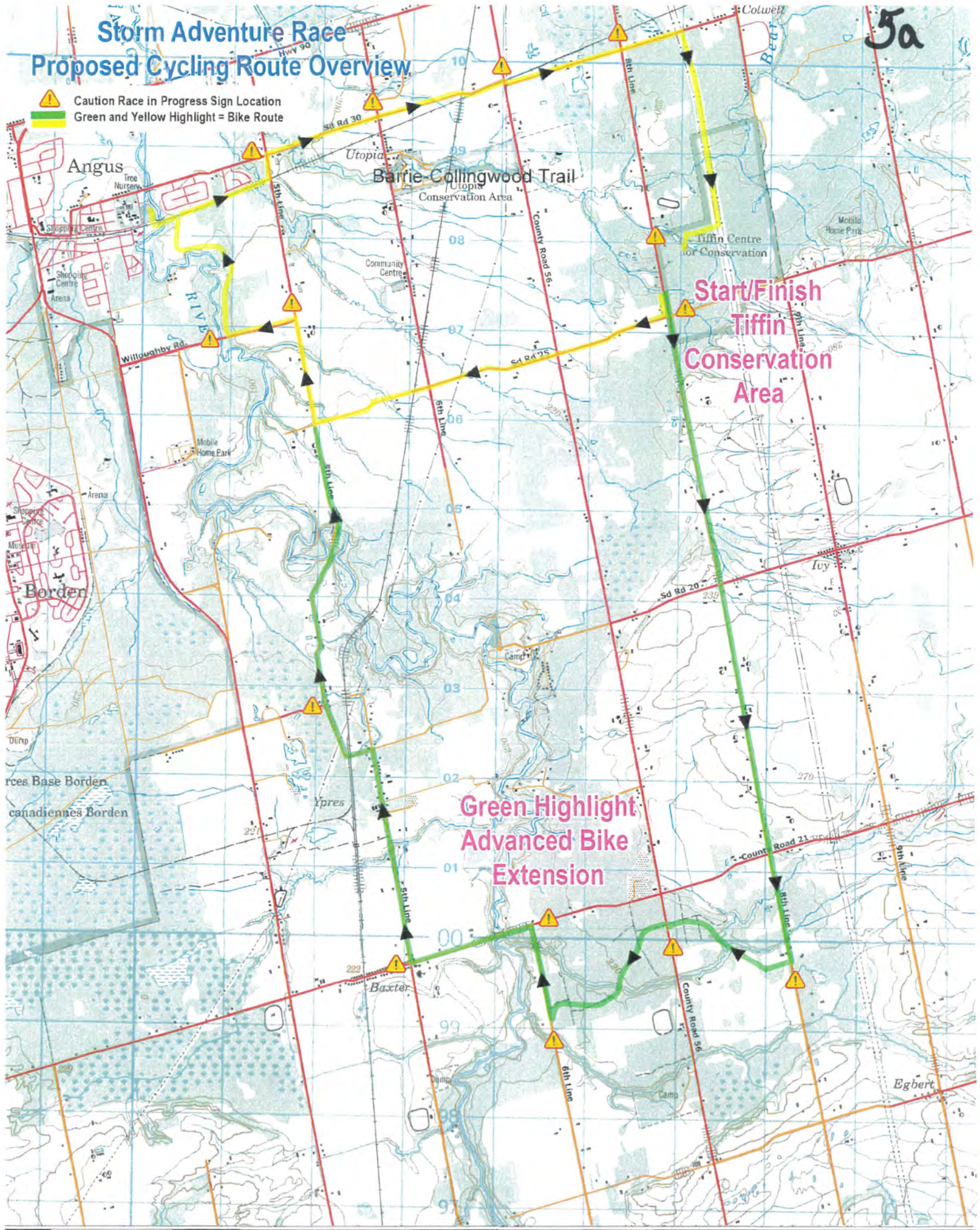
Michael Mikael, P, Eng
Chief Administrative Officer

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Attachment No.1
(Cycling Map)

Storm Adventure Race Proposed Cycling Route Overview

-  Caution Race in Progress Sign Location
-  Green and Yellow Highlight = Bike Route



**Start/Finish
Tiffin
Conservation Area**

**Green Highlight
Advanced Bike
Extension**

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW001-25

DATE: January 15th, 2025

TO: Committee of the Whole

FROM: John Kolb, Interim Manager of Public Works

SUBJECT: Speed Reduction on 5th Sideroad and 10th Sideroad

RECOMMENDATION

That Staff Report PW001-25 be received; and

That Council approve reducing the posted speed limit to 60 km/hr on the 5th Sideroad from 9th Line to County Road 56 with the exact distance to be determined by the Manager of Public Works in consultation with Township consulting firm; and

That Council approve reducing the posted speed limit to 60 km/hr on the 10th sideroad on all 80 km/hr posted speed limits zones of the road segments between County Road 56 and County Road 27 with the exact distance to be determined by the Manager of Public Works in consultation with the Township consulting firm; and

That a by-law to reduce the posted speeds on these roads (outlining exact distances) be presented to Council at a later Council meeting; and

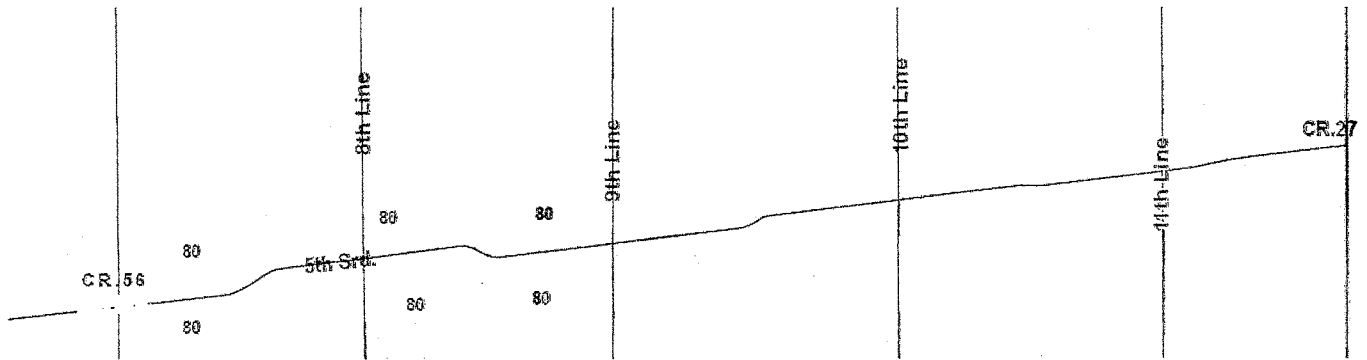
That an amendment to By-law No. 2023-33, being a by-law to designate parts of highway / road network as "Community Safety Zones", be presented to Council at a later Council meeting (outlining exact location – distance) for both segments on the 5th Sideroad and 10th Sideroad to be designated as a community safety zones.

BACKGROUND

Both 5th Sideroad and 10th Sideroad are rural collector roads with 2 traveling lanes and their natural configuration (horizontal and vertical alignment) represents a potential hazard.

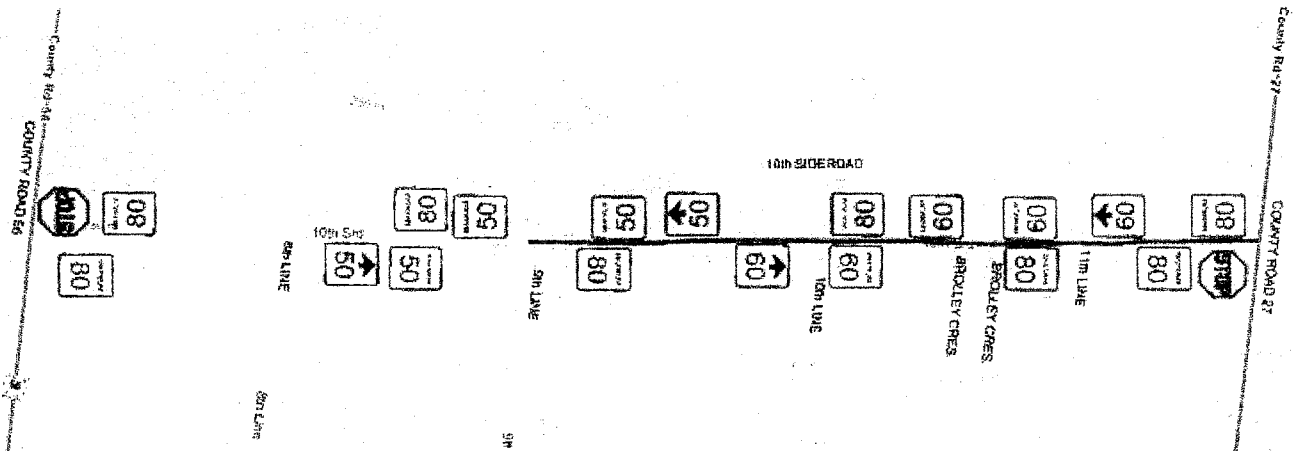
Staff retained Planmac Engineering Inc. to evaluate the appropriateness of the current speed limit of 80 km/hr and to conduct a speed limit review (SLR) on:

1. 5th Sideroad between the 8th and 9th Lines



(Existing Posted Speed Limits)

2. 10th Sideroad 9th Line to County Road 27



(Existing Posted Speed Limits)

COMMENTS AND CONSIDERATIONS:

The purpose of the speed limit reductions are to improve road safety, encourage a calmer, pedestrian-friendly environment (where applicable), minimize accident severity and frequency, and to mitigate traffic-related risks.

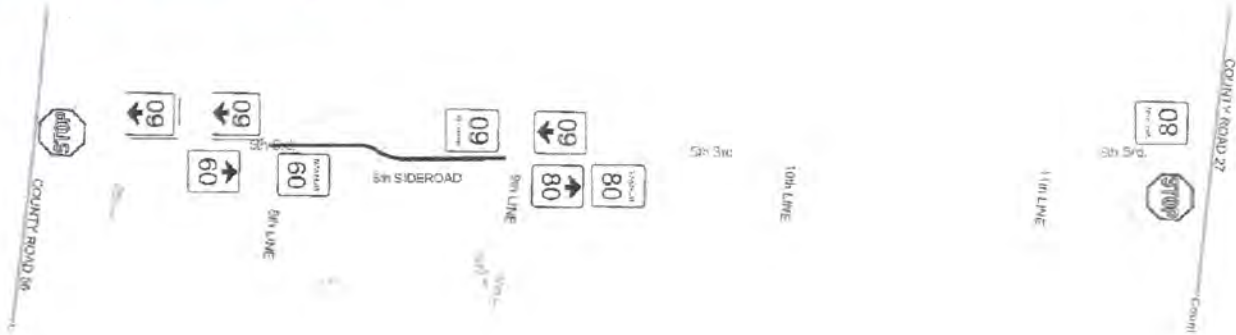
5th Sideroad:

The following is recommended based on Planmac engineering review (**Attachment no.1**):

1. Reduce the posted speed limit, from the 9th Line to County Road 56, from 80 km/hr to 60 km/hr (refer to the map below).
2. Implement additional safety measures, including the deployment of electronic speed signs, photo radar, and enhanced police enforcement.

3. Introduce a By-law to designate the road segment between 8th and 9th Lines on the 5th Sideroad as a community safety zone, in effect 24 hours a day, seven days a week, from January 1st to December 31st of each year, and place signs in accordance with the regulation of the Highway Traffic Act.

Speed Limit Review Map

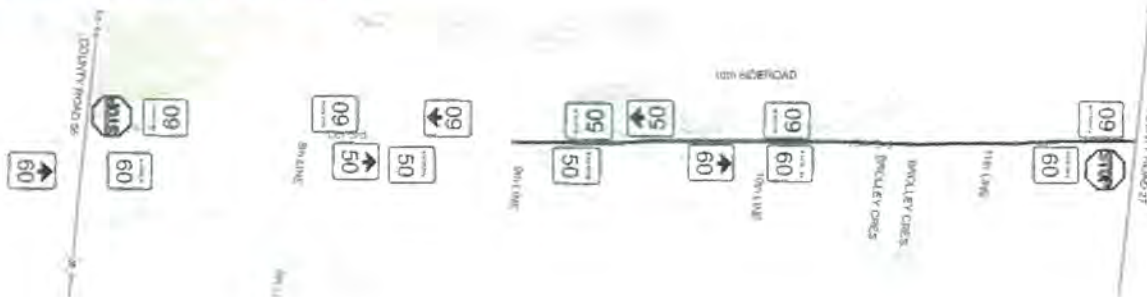


10th Sideroad:

The following is recommended based on Planmac engineering review (Attachment no.2):

1. Maintain the current lower posted speed limits through the Hamlet of Egbert (i.e., 50 km/h) and in the vicinity of the Brolley Crescent residential development (i.e., 60 km/h).
2. Reduce the posted speed limit on road segments beyond Egbert and the Brolley Crescent subdivision from 80 km/h to 60 km/h to provide speed consistency and uniformity for drivers (refer to the map below).
3. Implement additional safety measures, including the deployment of electronic speed signs, photo radar, and enhanced police enforcement.
4. Introduce a By-law to designate this section of the 10th Sideroad as a community safety zone, in effect 24 hours a day, seven days a week, from January 1st to December 31st of each year, and place signs in accordance with the regulation of the Highway Traffic Act.

Speed Limit Review Map



FINANCIAL IMPACT

A combination of approximately 28 signs (speed limit- notice of speed limits being reduced-community safety zone signs) are required on both road segment (5th Sideroad – 10th Sideroad). This would cost approximately \$8,300 which would be within the Public Works 2025 approved operating budget.


Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Receive this report
2. Approve reducing the posted speed limit to 60 km/hr on the 5th Sideroad from 9th Line to County Road 56 with the exact distance to be determined by the Manager of Public Works in consultation with Township consulting firm.
3. Approve reducing the posted speed limit to 60 km/hr on the 10th Sideroad on all 80 km/hr posted speed limits zones of road segments between County Road 56 and County Road 27 with the exact distance to be determined by the Manager of Public Works in consultation with the Township consulting firm.
4. That a by-law to reduce the posted speeds on these roads (outlining exact distances) be presented to Council at a later Council meeting.
5. That an amendment to By-law No.2023-33, that being a By-law to designate parts of highway / road network as "Community Safety Zones", be presented to Council at a later date (outlining exact location – distance) for both segments on the 5th Sideroad and 10th Sideroad to be designated as a community safety zones.
6. Direct Staff in another course of action

CONCLUSION

Options # 1, 2, 3, 4, and 5 are recommended to ensure the safety and well-being of road users. This initiative also reflects Council’s commitment to fostering a safer and more sustainable community.

Respectfully submitted by:



John Kolb, Manager of
Public Works

Reviewed by:



Michael Mikael, CAO

Attachments:

- 1 - 5th Sideroad Speed Limit Review (received from Planmac Engineering Inc.)
- 2 – 10th Sideroad Speed Limit Review ((received from Planmac Engineering Inc.)

ATTACHMENT NO.1

(5TH Sideroad – Speed Limit Review)

7a



January 6, 2025

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

Attn: John Kolb, Manager of Public Works

Re: Township of Essa – Speed Limit Review
Planmac Ref. # 2489

Dear John,

We are writing to present the results of our Speed Limit Review (SLR) for the 5th Sideroad, between the 8th and 9th Lines.

Purpose of the Speed Limit Review (SLR)

The objective of our review was to evaluate the appropriateness of the current speed limit of 80 km/hr in terms of safety for all road users. The SLR considered various factors, including roadway characteristics, actual traffic speeds, and collision history.

Approach to the Speed Limit Review (SLR)

Our SLR adhered to the Transportation Association of Canada (TAC) Canadian Guidelines for Establishing Posted Speed Limits (2009). According to TAC, credible speed limits that align with driver expectations can enhance road safety. The TAC guidelines provide an evaluation approach to assessing appropriate speed limits based on a roadway's classification, function, and physical characteristics. This objective assessment considers the risks associated with these factors to determine the appropriate speed limit. Higher risk levels typically suggest lower speed limits.

Our SLR evaluated the following physical properties of the road and surrounding land uses, supplemented by a site review to confirm existing conditions and potential hazards:

- Road Classification (Collector)
- Geography (Rural)
- Number of Vehicle Travel Lanes (2)
- Horizontal Alignment (curves, sightline issues)
- Vertical Alignment (hills, valleys, sightline issues)

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- Average Lane Width
- Roadside Hazards
- Pedestrian Exposure
- Cyclist Exposure
- Pavement Surface
- Number of Intersections with Public Roads & Private Driveways
- On-Street Parking

In addition to the TAC guidelines, we considered other factors in reviewing current speed limits and recommending reductions, including:

- ✓ Proximity to sensitive land uses.
- ✓ Driver safety perception at the current speed limit (based on a field test by Planmac staff).
- ✓ Collision history of the road segment.

All the information outlined above was used to establish a reasoned argument for either maintaining or reducing the current speed limit. We note that collision history based on documented accident reports was not available at the time of writing this report.

Data Collection for the Speed Limit Review

The Township conducted a traffic volume and speed survey by installing an automated radar traffic survey device on the 5th Sideroad, approximately midway between the 8th Line and the 9th Line, at and before the 'S' curve in the road. Data on traffic volume, times, gap distances, and speed were collected during the following periods:

- July 27, 2023, to August 3, 2023
- December 10 to 17, 2024

The table below summarizes the key findings from the collected traffic data:

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	<i>July 27 – August 3, 2023</i>	<i>December 10 – 17, 2024</i>
Vehicles Analyzed	11,848	12,448
Average Daily Traffic (ADT)	1,480	1,778
Total Enforceable Violations	926	22
% Enforceable Violations	8	0.2
Fastest Speed (km/hr)	122	125
Slowest Speed (km/hr)	11	11
Average Speed (km/hr)	77	65
85 th Percentile Speed (km/hr)	64	92 before 'S' curve 73 at 'S' curve

Findings of the Speed Limit Review

Based on our assessment of the various risks outlined in the TAC guidelines and the results of the evaluation spreadsheet (refer to [Appendix A](#) for a copy), a reduction in the posted speed limit from 80 km/h to 70 km/h is indicated. We also considered the 85th percentile speed, a crucial metric for setting speed limits. The 85th percentile speed represents the speed at or below which 85 percent of drivers travel under open road and favorable conditions. This metric assumes that most drivers will drive at speeds they perceive as safe. As indicated in the table above, the 85th percentile speed on the 5th Sideroad was 64 km/h in the summer of 2023. In the winter of 2024, the 85th percentile speed was 92 km/hr before the 'S' curve and 73 km/hr at the 'S' curve.

Approaches to Setting Posted Speed Limits

As noted in the TAC guidelines, many road authorities establish posted speed limits as a function of the design speed. Common practices involve setting the posted speed limit:

- 10 km/hr less than the design speed; or
- equal to the design speed.

For this section of 5th Sideroad, the prevailing factor in establishing an appropriate design speed is the geometric alignment through the 'S' curve. The radii of the two 'S' curves are approximately 140 metres. This radius corresponds to a design speed of 60 km/hr (reference TAC Table 3.2.3).

Community Safety Zones

Community safety zones are designated stretches of roadway where public safety is prioritized. These zones enhance safety measures and protect vulnerable road users, such as pedestrians and cyclists. According to the Highway Traffic Act (R.S.O. 1990, as amended by the Community Safety Zone, 1998), the council of a municipality may, by by-law, designate a part of a highway under its jurisdiction as a community safety zone if, in the council's opinion, public safety is of special concern on that part of the highway. Based on the collected traffic speed data, implementation of additional safety measures, including the designation of a community safety zone, is warranted.

Conclusion of the Speed Limit Review

Based on our engineering review and risk assessment, the following conclusions are made:

- i. A design speed of 60 km/hr for this section of 5th Sideroad is appropriate based on the geometric curvilinear horizontal alignment.
- ii. The 85th Percentile operating speeds exceed the above recommended design speed.
- iii. A reduction to the current posted speed limit is warranted from a risk assessment perspective.
- iv. A reduced speed limit equal to the design speed is an acceptable approach.
- v. The length of the reduced speed zone exceeds minimum requirements.
- vi. Additional public safety measures should be considered to better align the operating speeds with the lower posted speed limit.

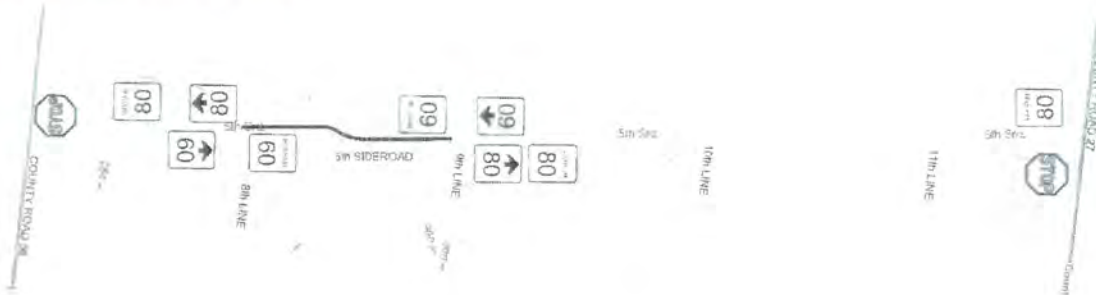
Recommendation of the Speed Limit Review

An engineering review of the subject road segment was completed to assess the appropriateness of the current posted speed limit on the 5th Sideroad, between the 8th Line and the 9th Line of Essa. In accordance with TAC guidelines, an objective, technical, and risk-based assessment, having regard for engineering factors related to the roadway geometric and traffic characteristics, was carried out. Our recommendations are as follows:

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- 1) Reduce the posted speed limit, between the 8th and 9th Line, from 80 km/hr to 60 km/hr (refer to the map below).
- 2) Implement additional safety measures, including the deployment of electronic speed signs, photo radar, and enhanced police enforcement.
- 3) Introduce a By-law to designate this section of the 5th Sideroad as a community safety zone, in effect 24 hours a day, seven days a week, from January 1st to December 31st of each year, and place signs in accordance with the regulation of the Highway Traffic Act.
- 4) Consider extending the reduced posted speed limit to County Road 56 as the road characteristics are like those between the 8th and 9th Lines.

Speed Limit Review Map



Please let me know if you need any further assistance or have any questions.

Yours truly,

Planmac Engineering Inc.

Brad Kalus, LEL, C.E.T.
Project Manager

Mike Neumann, P.Eng.
Transportation Engineer

Appendix A – Traffic Survey Data

7a



Automated Speed Limit Guidelines

FORM A - Automated Speed Limit Guidelines Spreadsheet

Version:
10-Apr-09

Name of Corridor:	5th Sideroad		
Segment Evaluated:	8th Line	to	9th Line
Geographic Region:	County of Simcoe		
Road Agency:	Township of Essa		
Road Classification:	Collector	Length of Corridor:	1,300 m
Urban / Rural:	Rural	Design Speed: (Required for Freeway, Expressway, Highway)	60 km/h
Divided / Undivided:	Undivided	Current Posted Speed: (For information only)	80 km/h
Major / Minor:	Major	Prevailing Speed: (85th Percentile - for information only)	73 at 'S' and 92 before 'S' km/h
# Through Lanes Per Direction:	1 lane	Policy: (Maximum Posted Speed)	80 km/h

		RISK	Score
A1	GEOMETRY (Horizontal)	Lower	2
A2	GEOMETRY (Vertical)	Lower	2
A3	AVERAGE LANE WIDTH	Medium	2
B	ROADSIDE HAZARDS	Medium	6
C1	PEDESTRIAN EXPOSURE	Medium	2
C2	CYCLIST EXPOSURE	Higher	3
D	PAVEMENT SURFACE	Lower	3
E1	NUMBER OF INTERSECTIONS WITH PUBLIC ROADS	<i>Number of Occurrences</i>	2
	STOP controlled intersection	0	
	Signalized intersection	0	
	Roundabout or traffic circle	0	
	Crosswalk	0	
	Active, at-grade railroad crossing	0	
E2	NUMBER OF INTERSECTIONS WITH PRIVATE ACCESS DRIVEWAYS	<i>Number of Occurrences</i>	5
	Left turn movements permitted	13	
	Right-in / Right-out only	0	
E3	NUMBER OF INTERCHANGES	<i>Number of Occurrences</i>	0
	Number of interchanges along corridor	0	
F	ON-STREET PARKING	N/A	0

Total Risk Score:

27

Recommended Posted Speed Limit (km/h):

As determined by road characteristics

70

As determined by policy

80

The recommended posted speed limit may be checked against the prevailing speeds of the roadway and the road's safety performance.

Comments:

25

ATTACHMENT NO.2

(10TH Sideroad – Speed Limit Review)



January 6, 2025

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

Attn: John Kolb, Manager of Public Works

Re: Township of Essa – Speed Limit Review
Planmac Ref. # 2489

Dear John,

We are writing to present the results of our Speed Limit Review (SLR) for the 10th Sideroad, between the 9th Line and County Road 27.

Purpose of the Speed Limit Review (SLR)

The objective of our review was to evaluate the appropriateness of the current speed limit of 80 km/hr in terms of safety for all road users. The SLR considered various factors, including roadway characteristics, actual traffic speeds, and collision history.

Approach to the Speed Limit Review (SLR)

Our SLR adhered to the Transportation Association of Canada (TAC) Canadian Guidelines for Establishing Posted Speed Limits (2009). According to TAC, credible speed limits that align with driver expectations can enhance road safety. The TAC guidelines provide an evaluation approach to assessing appropriate speed limits based on a roadway's classification, function, and physical characteristics. This objective assessment considers the risks associated with these factors to determine the appropriate speed limit. Higher risk levels typically suggest lower speed limits.

Our SLR evaluated the following physical properties of the road and surrounding land uses, supplemented by a site review to confirm existing conditions and potential hazards:

- Road Classification (Collector)
- Geography (Rural)
- Number of Vehicle Travel Lanes (2)
- Horizontal Alignment (curves, sightline issues)
- Vertical Alignment (hills, valleys, sightline issues)

- Average Lane Width
- Roadside Hazards
- Pedestrian Exposure
- Cyclist Exposure
- Pavement Surface
- Number of Intersections with Public Roads & Private Driveways
- On-Street Parking

In addition to the TAC guidelines, we considered other factors in reviewing current speed limits and recommending reductions, including:

- ✓ Proximity to sensitive land uses.
- ✓ Driver safety perception at the current speed limit (based on a field test by Planmac staff).
- ✓ Collision history of the road segment.

All the information outlined above was used to establish a reasoned argument for either maintaining or reducing the current speed limit. We note that collision history based on documented accident reports was not available at the time of writing this report.

Data Collection for the Speed Limit Review

The Township conducted a traffic volume and speed survey by installing an automated radar traffic survey device on the 10th Sideroad at various locations and during various time periods as indicated in Table 1 below. A copy of the collected traffic data can be found in [Appendix A](#).

Table 1 – Traffic Survey Locations and Times

10 th Sideroad Location	Data Collection # 1 Date	Data Collection # 2 Date
9 th Line to 10 th Line	September 16 – 26, 2022	December 10 – 17, 2024
10 th Line to Brolley Cresc.	October 25 – November 6, 2024	
Brolley Cresc. to 11 th Line	October 25 – November 6, 2024	
11 th Line to County Road 27	October 25 – November 6, 2024	

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The Table 2 to Table 5 below summarizes the key findings from the collected traffic data.

Table 2 – 10 Sideroad, 9th Line to 10th line

	<i>September 16 – 26, 2022</i>	<i>December 10 - 17, 2024</i>
Vehicles Analyzed	5,517	3,750
Average Daily Traffic (ADT)	552	536
Total Enforceable Violations	245	354
% Enforceable Violations	4	9
Fastest Speed (km/hr)	139	118
Slowest Speed (km/hr)	11	19
Average Speed (km/hr)	70	74
85 th Percentile Speed (km/hr)	82	86

Table 3 – 10 Sideroad, 10th line – Brolley Cresc.

	<i>October 25 – November 6, 2024</i>
Vehicles Analyzed	7,823
Average Daily Traffic (ADT)	652
Total Enforceable Violations	4714
% Enforceable Violations	60
Fastest Speed (km/hr)	137
Slowest Speed (km/hr)	11
Average Speed (km/hr)	74
85 th Percentile Speed (km/hr)	85



Table 4 – 10 Sideroad, Brolley Cresc. – 11th Line

October 25 – November 6, 2024

Vehicles Analyzed	8,688
Average Daily Traffic (ADT)	724
Total Enforceable Violations	298
% Enforceable Violations	3
Fastest Speed (km/hr)	136
Slowest Speed (km/hr)	11
Average Speed (km/hr)	69
85 th Percentile Speed (km/hr)	81

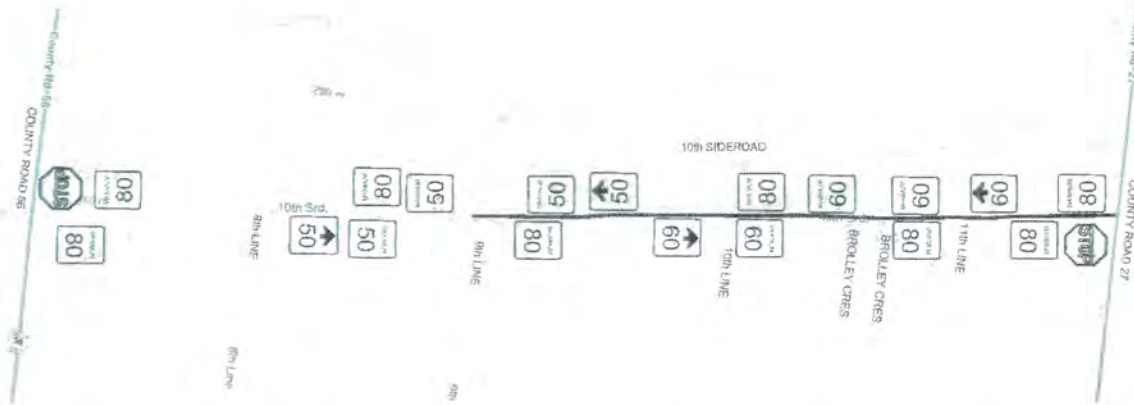
Table 5 – 10 Sideroad, 11th Line to County Road 27

October 25 – November 6, 2024

Vehicles Analyzed	9,990
Average Daily Traffic (ADT)	833
Total Enforceable Violations	2102
% Enforceable Violations	21
Fastest Speed (km/hr)	155
Slowest Speed (km/hr)	19
Average Speed (km/hr)	82
85 th Percentile Speed (km/hr)	81

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Current Posted Speed Limit Map



As indicated in the above map, the posted speed limit through the hamlet of Egbert, east and west of the 9th Line was previously reduced to 50 km/hr in response to the built environment and public safety concerns. Similarly, the posted speed limit was reduced to 60 km/hr east and west of the Brolley Crescent subdivision development. The remaining segments of the 10th Sideroad, from County Road 56 to east of the 8th Line, from east of the 9th Line to west of the 10th Line and from west of the 11th Line to County Road 27 have a posted speed of 80 km/hr.

Findings of the Speed Limit Review

Based on our assessment of the various risks outlined in the TAC guidelines and the results of the evaluation spreadsheet (refer to [Appendix A](#) for a copy), a reduction in the posted speed limit from 80 km/h to 70 km/h is recommended. We also considered the 85th percentile speed, a crucial metric for setting speed limits. The 85th percentile speed represents the speed at or below which 85 percent of drivers travel under open road and favorable conditions. This metric assumes that most drivers will drive at speeds they perceive as safe. As indicated in the tables above, the average 85th percentile speed on the 10th Sideroad was 83 km/h.

Approaches to Setting Posted Speed Limits

As noted in the TAC guidelines, many road authorities establish posted speed limits based on the design speed. Common practices include setting the posted speed limit:

- 10 km/h less than the design speed; or
- equal to the design speed.

For the 10th Sideroad, the prevailing factors in determining an appropriate design speed are the geometric conditions and the varying posted speed limits (i.e., 50 km/h, 60 km/h, and 80 km/h) implemented throughout the road corridor.

Community Safety Zones

Community safety zones are designated stretches of roadway where public safety is prioritized. These zones enhance safety measures and protect vulnerable road users, such as pedestrians and cyclists. According to the Highway Traffic Act (R.S.O. 1990, as amended by the Community Safety Zone, 1998), the council of a municipality may, by by-law, designate a part of a highway under its jurisdiction as a community safety zone if, in the council's opinion, public safety is of special concern on that part of the highway. Based on the collected traffic speed data, implementation of additional safety measures, including the designation of a community safety zone, is warranted.

Conclusion of the Speed Limit Review

Based on our engineering review and risk assessment, the following conclusions have been made:

1. The current reduced speed limits on the 10th Sideroad through the Hamlet of Egbert and in the vicinity of the Brolley Crescent residential development are appropriate.
2. Selecting a design speed equal to the posted speed through the Hamlet of Egbert and in the vicinity of the Brolley Crescent residential development is acceptable.
3. The 85th percentile operating speeds exceed the posted/design speed through the Hamlet of Egbert and in the vicinity of the Brolley Crescent residential development.
4. A reduction of the current 80 km/h posted speed limit on road segments beyond Egbert and the Brolley Crescent subdivision to 70 km/hr is warranted from a risk assessment perspective.
5. Additional public safety measures should be considered to better align the operating speeds with the lower posted speed limit.

Recommendation of the Speed Limit Review

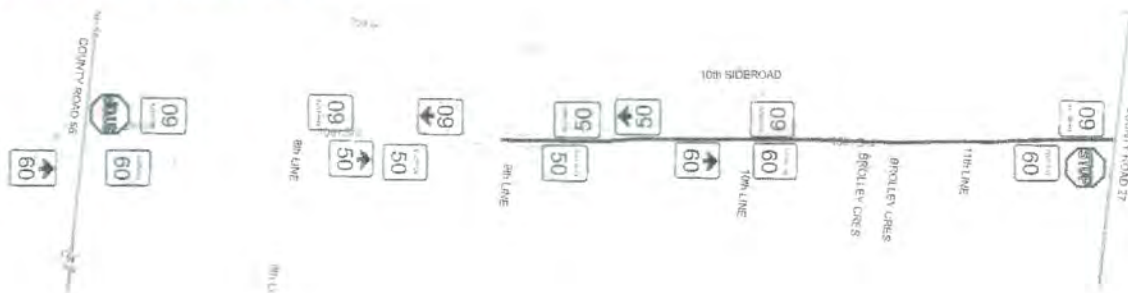
An engineering review was conducted to assess the appropriateness of the current posted speed limits on the 10th Sideroad, between the 9th Line and County Road 27. In accordance with TAC guidelines, an objective, technical, and risk-based assessment was carried out, considering engineering factors related to roadway geometry and traffic

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characteristics. Our recommendations are as follows:

1. Maintain the current lower posted speed limits through the Hamlet of Egbert (i.e., 50 km/h) and in the vicinity of the Brolley Crescent residential development (i.e., 60 km/h).
2. Reduce the posted speed limit on road segments beyond Egbert and the Brolley Crescent subdivision from 80 km/h to 60 km/h to provide speed consistency and uniformity for drivers (refer to the map below).
3. Implement additional safety measures, including the deployment of electronic speed signs, photo radar, and enhanced police enforcement.
4. Introduce a By-law to designate this section of the 10th Sideroad as a community safety zone, in effect 24 hours a day, seven days a week, from January 1st to December 31st of each year, and place signs in accordance with the regulation of the Highway Traffic Act.

Speed Limit Review Map



Please let me know if you need any further assistance or have any questions.

Yours truly,

Planmac Engineering Inc.

Brad Kalus, LEL, C.E.T.
Project Manager

Mike Neumann, P.Eng.
Transportation Engineer

Appendix A – Traffic Survey Data

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Automated Speed Limit Guidelines

FORM A - Automated Speed Limit Guidelines Spreadsheet

Version:
10-Apr-09

Name of Corridor:	10 Sideroad		
Segment Evaluated:	9th Line	to	10th Line
Geographic Region:	County of Simcoe		
Road Agency:	Township of Essa		
Road Classification:	Collector	Length of Corridor:	1,500 m
Urban / Rural:	Rural	Design Speed: (Required for Freeway, Expressway, Highway)	60 km/h
Divided / Undivided:	Undivided	Current Posted Speed: (For information only)	50 km/h
Major / Minor:	Major	Prevailing Speed: (85th Percentile - for information only)	83 km/h
# Through Lanes Per Direction:	1 lane	Policy: (Maximum Posted Speed)	80 km/h

		RISK	Score
A1	GEOMETRY (Horizontal)	Lower	2
A2	GEOMETRY (Vertical)	Lower	2
A3	AVERAGE LANE WIDTH	Medium	2
B	ROADSIDE HAZARDS	Medium	6
C1	PEDESTRIAN EXPOSURE	Higher	3
C2	CYCLIST EXPOSURE	Higher	3
D	PAVEMENT SURFACE	Medium	6
E1	NUMBER OF INTERSECTIONS WITH PUBLIC ROADS	<i>Number of Occurrences</i>	1
	STOP controlled intersection	0	
	Signalized intersection	0	
	Roundabout or traffic circle	0	
	Crosswalk	0	
	Active, at-grade railroad crossing	0	
	Sidestreet STOP-controlled or lane	4	
E2	NUMBER OF INTERSECTIONS WITH PRIVATE ACCESS DRIVEWAYS	<i>Number of Occurrences</i>	5
	Left turn movements permitted	16	
	Right-in / Right-out only	0	
E3	NUMBER OF INTERCHANGES	<i>Number of Occurrences</i>	0
	Number of interchanges along corridor	0	
F	ON-STREET PARKING	N/A	0

Total Risk Score:

30

Recommended Posted Speed Limit (km/h):

As determined by road characteristics

70

As determined by policy

80

The recommended posted speed limit may be checked against the prevailing speeds of the roadway and the road's safety performance.

Comments:

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Automated Speed Limit Guidelines

FORM A - Automated Speed Limit Guidelines Spreadsheet

Version:
10-Apr-09

Name of Corridor:	10 Sideroad		
Segment Evaluated:	10th Line	to	Brolley Cres.
Geographic Region:	County of Simcoe		
Road Agency:	Township of Essa		
Road Classification:	Collector	Length of Corridor:	780 m
Urban / Rural:	Rural	Design Speed: (Required for Freeway, Expressway, Highway)	70 km/h
Divided / Undivided:	Undivided	Current Posted Speed: (For information only)	60 km/h
Major / Minor:	Major	Prevailing Speed: (85th Percentile - for information only)	85 km/h
# Through Lanes Per Direction:	1 lane	Policy: (Maximum Posted Speed)	80 km/h

		RISK	Score
A1	GEOMETRY (Horizontal)	Lower	2
A2	GEOMETRY (Vertical)	Lower	2
A3	AVERAGE LANE WIDTH	Medium	2
B	ROADSIDE HAZARDS	Medium	6
C1	PEDESTRIAN EXPOSURE	Higher	3
C2	CYCLIST EXPOSURE	Higher	3
D	PAVEMENT SURFACE	Medium	6
E1	NUMBER OF INTERSECTIONS WITH PUBLIC ROADS	<i>Number of Occurrences</i>	3
	STOP controlled intersection	0	
	Signalized intersection	0	
	Roundabout or traffic circle	0	
	Crosswalk	0	
	Active, at-grade railroad crossing	0	
E2	NUMBER OF INTERSECTIONS WITH PRIVATE ACCESS DRIVEWAYS	<i>Number of Occurrences</i>	1
	Left turn movements permitted	2	
	Right-in / Right-out only	0	
E3	NUMBER OF INTERCHANGES	<i>Number of Occurrences</i>	0
	Number of interchanges along corridor	0	
F	ON-STREET PARKING	N/A	0

Total Risk Score:

28

Recommended Posted Speed Limit (km/h):

As determined by road characteristics

70

As determined by policy

80

The recommended posted speed limit may be checked against the prevailing speeds of the roadway and the road's safety performance.

Comments:

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Automated Speed Limit Guidelines

FORM A - Automated Speed Limit Guidelines Spreadsheet

Version:
10-Apr-09

Name of Corridor:	10 Sideroad		
Segment Evaluated:	11th Line	to	County Road 27
Geographic Region:	County of Simcoe		
Road Agency:	Township of Essa		
Road Classification:	Collector	Length of Corridor:	960 m
Urban / Rural:	Rural	Design Speed: (Required for Freeway, Expressway, Highway)	100 km/h
Divided / Undivided:	Undivided	Current Posted Speed: (For information only)	80 km/h
Major / Minor:	Major	Prevailing Speed: (85th Percentile - for information only)	81 km/h
# Through Lanes Per Direction:	1 lane	Policy: (Maximum Posted Speed)	80 km/h

		RISK	Score
A1	GEOMETRY (Horizontal)	Lower	2
A2	GEOMETRY (Vertical)	Lower	2
A3	AVERAGE LANE WIDTH	Medium	2
B	ROADSIDE HAZARDS	Lower	3
C1	PEDESTRIAN EXPOSURE	Lower	1
C2	CYCLIST EXPOSURE	Higher	3
D	PAVEMENT SURFACE	Medium	6
E1	NUMBER OF INTERSECTIONS WITH PUBLIC ROADS	<i>Number of Occurrences</i>	2
	STOP controlled intersection	0	
	Signalized intersection	0	
	Roundabout or traffic circle	0	
	Crosswalk	0	
	Active, at-grade railroad crossing	0	
E2	NUMBER OF INTERSECTIONS WITH PRIVATE ACCESS DRIVEWAYS	<i>Number of Occurrences</i>	1
	Left turn movements permitted	2	
	Right-in / Right-out only	0	
E3	NUMBER OF INTERCHANGES	<i>Number of Occurrences</i>	0
	Number of interchanges along corridor	0	
F	ON-STREET PARKING	N/A	0

Total Risk Score:

22

Recommended Posted Speed Limit (km/h):

As determined by road characteristics

70

As determined by policy

80

The recommended posted speed limit may be checked against the prevailing speeds of the roadway and the road's safety performance.

Comments:

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Automated Speed Limit Guidelines

FORM A - Automated Speed Limit Guidelines Spreadsheet

Version:
10-Apr-09

Name of Corridor:	10 Sideroad		
Segment Evaluated:	Brolley Crec	to	11th Line
Geographic Region:	County of Simcoe		
Road Agency:	Township of Essa		
Road Classification:	Collector	Length of Corridor:	600 m
Urban / Rural:	Rural	Design Speed: (Required for Freeway, Expressway, Highway)	70 km/h
Divided / Undivided:	Undivided	Current Posted Speed: (For information only)	60 km/h
Major / Minor:	Major	Prevailing Speed: (85th Percentile - for information only)	81 km/h
# Through Lanes Per Direction:	1 lane	Policy: (Maximum Posted Speed)	80 km/h

		RISK	Score
A1	GEOMETRY (Horizontal)	Lower	2
A2	GEOMETRY (Vertical)	Lower	2
A3	AVERAGE LANE WIDTH	Medium	2
B	ROADSIDE HAZARDS	Medium	6
C1	PEDESTRIAN EXPOSURE	Higher	3
C2	CYCLIST EXPOSURE	Higher	3
D	PAVEMENT SURFACE	Medium	6
E1	NUMBER OF INTERSECTIONS WITH PUBLIC ROADS	<i>Number of Occurrences</i>	5
	STOP controlled intersection	0	
	Signalized intersection	0	
	Roundabout or traffic circle	0	
	Crosswalk	0	
	Active, at-grade railroad crossing	1	
E2	NUMBER OF INTERSECTIONS WITH PRIVATE ACCESS DRIVEWAYS	<i>Number of Occurrences</i>	2
	Left turn movements permitted	2	
	Right-in / Right-out only	0	
E3	NUMBER OF INTERCHANGES	<i>Number of Occurrences</i>	0
	Number of interchanges along corridor	0	
F	ON-STREET PARKING	N/A	0

Total Risk Score:

31

Recommended Posted Speed Limit (km/h):

As determined by road characteristics

70

As determined by policy

80

The recommended posted speed limit may be checked against the prevailing speeds of the roadway and the road's safety performance.

Comments:



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO001-25
DATE: January 15, 2025
TO: Committee of the Whole
FROM: Michael Mikael, P. Eng, Chief Administrative Officer
SUBJECT: Review of the Mileage Rate

RECOMMENDATION

That Staff Report CAO001-25 be received; and

That Council consider increasing the mileage rate for staff using their personal vehicles to conduct Township business from \$0.61 per km to \$0.72 per km due to the increase in expenses associated with operating such vehicles.

BACKGROUND

In 2019 Council agreed to raise the mileage rate from \$0.45 to \$0.58 per km following a reduction to the mileage rate in 2015. This increase was in keeping with the County and other neighbouring municipalities. Following the 2019 increase, the rate was revisited in 2022 which found the need to again increase the mileage rate to \$0.61 in keeping with Government of Canada's automobile allowance rates. The mileage rate remains at \$0.61 per km to-date.

Not many staff use their own vehicle. The staff that would typically use their own vehicles include, (but is not limited to), the Clerk, Deputy Clerk, Treasurer, the CBO, Planner and planning staff (plus Committee of Adjustment members). These positions would only use their vehicle on occasion or moderately, and even with an increase, should stay within budget for mileage.

COMMENTS AND CONSIDERATIONS

During the 2015 budget deliberations when the reduced mileage rate was approved by Council, it was mentioned that if fuel prices increased significantly, then Council would reconsider the mileage rate. Since then, the price for gasoline has increased from (approximately) the \$0.80 per litre range to the current rates of approximately \$1.50 per litre range.

The current mileage reimbursement rate is at \$0.61 per km, however, the automobile allowance rates set by the federal government for 2025 were at a rate of \$0.72 per km (as attached).

Staff has been monitoring the rates on an annual basis and has decided it is now time to approach Council with a proposed increase given the economic climate (**no increase was proposal to Council in 2024**). The table shown below is a CRA Mileage Rate History, for comparable and information purposes.

Year	Fixed
2025	\$0.72
2024	\$0.70
2023	\$0.68
2022	\$0.61
2021	\$0.59
2020	\$0.59
2019	\$0.58
2018	\$0.55
2017	\$0.54
2016	\$0.54
2015	\$0.55

FINANCIAL IMPACT

Each Operating Budget includes an approved allocation for mileage. If this proposed increase in mileage rate is approved by Council, managers will monitor trips to attempt to keep within budget.


Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Approve increasing the mileage rate from \$0.61 per km to \$0.72 per km.
3. Approve increasing/decreasing the mileage rate as deemed appropriate by Council.

CONCLUSION

Option #2 is recommended.

Respectfully submitted:

Michael Mikael, P. Eng
CAO

Attachments:

Government of Canada 2025 Automobile allowance rates



[Canada.ca](#) > [Department of Finance Canada](#) > [News: Department of Finance Canada](#)

Government Announces the 2025 Automobile Deduction Limits and Expense Benefit Rates for Businesses

From: [Department of Finance Canada](#)

News release

December 30, 2024 - Ottawa, Ontario - Department of Finance Canada

Today, the Department of Finance Canada announced the automobile income tax deduction limits and expense benefit rates that will apply in 2025.

The following changes to limits and rates will be taking effect as of January 1, 2025:

- The ceiling for capital cost allowances (CCA) for Class 10.1 passenger vehicles will be increased from \$37,000 to \$38,000, before tax, in respect of vehicles (new and used) acquired on or after January 1, 2025.
- Deductible leasing costs will be increased from \$1,050 to \$1,100 per month, before tax, for new leases entered into on or after January 1, 2025.
- **The limit on the deduction of tax-exempt allowances paid by employers to employees who use their personal vehicle for business purposes in the provinces will increase by two cents to 72 cents per kilometre for the first 5,000 kilometres driven**, and to 66 cents for each additional kilometre. For the territories, the limit will also increase by two cents to 76 cents per

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kilometre for the first 5,000 kilometres driven, and to 70 cents for each additional kilometre.

- The general prescribed rate used to determine the taxable benefit of employees relating to the personal portion of automobile expenses paid by their employers will increase by one cent to 34 cents per kilometre for 2025. For people who are employed principally in selling or leasing automobiles, the rate used to determine the employee's taxable benefit will also increase by one cent to 31 cents per kilometre for 2025.

The ceiling for CCA for Class 54 zero-emission passenger vehicles (\$61,000, before tax, in respect of new and used vehicles) will remain the same for 2025, as this limit continues to be appropriate.

The maximum allowable interest deduction will remain the same at \$350 per month for new automobile loans entered into on or after January 1, 2025, as this rate continues to be appropriate.

Quick facts

- Eligible zero-emission passenger vehicles include plug-in hybrids with a battery capacity of at least 7 kWh and vehicles that are fully electric or fully powered by hydrogen.

Contacts

Media may contact:

Media Relations

Department of Finance Canada

mediare@fin.gc.ca

613-369-4000