

THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE

WEDNESDAY, NOVEMBER 20, 2019
6:00 p.m.

AGENDA

1. OPENING OF MEETING BY THE MAYOR
2. DISCLOSURE OF PECUNIARY INTEREST
3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

- p. 1 a. **Delegation – Brookfield Development**
Rayna Thompson, Jennifer Haslett, David Murphy, Mike Jones
Re: Review of the Wastewater System for the Marshall Residential Subdivision/Hartland Subdivision, Baxter.

STAFF REPORTS

4. **PLANNING AND DEVELOPMENT**

p. 11 a. **Staff Report PD055-19 submitted by the Manager of Planning and Development, re: Delivery of Ontario Building Code Services.**

Recommendation: Be it resolved that Staff Report PD055-19 be received for information.
5. **PARKS AND RECREATION/ COMMUNITY SERVICES**

p. 33 a. **Staff Report PR007-19 submitted by the Manager of Parks and Recreation, re: Addition of Salt/Sand to Snow Removal Contracts.**

Recommendation: Be it resolved that Staff Report PR007-19 be received; and That the Manager of Parks and Recreation be directed to continue investigating other options.

6. **FIRE AND EMERGENCY SERVICES**
7. **PUBLIC WORKS**

8. FINANCE

- p. 35 a. **Staff Report TR022-19 submitted by the Tax Collector, re: Request to Write Off/Adjust 2016, 2017, 2018 and 2019 Taxes.**

Recommendation: *Be it resolved that Staff Report TR022-19 be received; and That the Tax Collector be authorized to adjust taxes on the accounts listed on Schedules "A", "B", "C" and "D" of this report.*

9. CLERKS / BY-LAW ENFORCEMENT / IT

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

- p. 41 a. **Staff Report CAO054-19 submitted by the Chief Administrative Officer, re: Request for Council Reconsideration – Improvements to Murphy Road and Denney Drive.**

Recommendation: *Be it resolved that Staff Report CAO054-19 be received; and That Council approve an Intersection Pedestrian Signal (IPS) for the intersection of Murphy Road and Denney Drive in Baxter, to be funded by Brookfield Residential (Ontario) LP and as well with Brookfield to submit funds to help offset future traffic signals at the same intersection once warranted.*

- p. 46 b. **Staff Report CAO055-19 submitted by the Chief Administrative Officer, re: Fill By-law.**

Recommendation: *Be it resolved that Staff Report CAO055-19 be received; and That Council prohibit the placing of fill on property in the Township; and That Council provide an exception to the prohibition for bona fide farmers provided they meet the definition of a bona fide farmer and are limited to a specified quantity of fill in accordance with the criteria as outlined in the body of this report.*

- p. 52 c. **Staff Report CAO056-19 submitted by the Chief Administrative Officer, re: Stand-by Policy.**

Recommendation: *Be it resolved that Staff Report CAO056-19 be received; and That Council approve adopting a Stand-by Policy to ensure coverage during off-hours (such as on weekends) so that Roads and Parks and Recreation staff will attend to minor and major emergencies or pressing matters as they arise.*

- p. 54 d. **Staff Report CAO057-19 submitted by the Chief Administrative Officer, re: Strategic Plan.**

Recommendation: *Be it resolved that Staff Report CAO057-19 be received; and That Council endorse the Strategic Plan as attached, with the understanding that the strategic actions can be added to.*

11. OTHER BUSINESS

12. ADJOURNMENT

Recommendation: *Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at _____ p.m. to meet again on the 4th day of December, 2019 at 6:00 p.m.*

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BROOKFIELD RESIDENTIAL (ONTARIO) LP
7303 Warden Avenue, Suite 100
Markham, Ontario L3R 5Y6

Tel: 905.477.5311
Fax: 905.477.9001
www.brookfieldhomes.ca

November 13, 2019

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

Attention: Mayor Macdonald and Members of Council

Re: Review of the Wastewater System for the Marshall Residential Subdivision / Hartland Subdivision, Community of Baxter, Township of Essa

Dear Mayor Macdonald and Members of Council:

As you may be aware, a study was completed in 2012 to determine the best approach for handling the wastewater that will be generated from the Marshall / Hartland Subdivision in the community of Baxter. It was a requirement of Draft Plan Approval that the developer propose a sewage treatment option that would be acceptable to the Township. In Ontario, municipal infrastructure projects such as these are evaluated through the Municipal Class Environmental Assessment (Class EA) process, which entails thorough documentation of the decision-making and public consultation process.

At the time of the 2012 Class EA study, the best information available suggested that the preferred approach would be a local collection system with a pump station and forcemain connecting to the Angus Sewage Treatment Plant. Given that the plant had capacity to treat the flows from the proposed development, in addition to the existing residents in the Hamlet of Baxter, it was logical to consider a pumping station and forcemain to convey these flows to the treatment plant. At that time, it was also thought that a pumping station and forcemain would have much lower operation and maintenance costs than a treatment facility.

As a result, Brookfield proceeded with the detailed design of the solution recommended in the Class EA study, and involved the Township, the peer review consultant, and OCWA, the operator of the Township's wastewater infrastructure in the process. During this design process, several significant concerns were raised by all parties related to the number of drain and air relief valves that would be required along the forcemain alignment, the resulting increases to maintenance and operation requirements, and increased operation costs as a result of odour control material, etc.

Furthermore, new technologies for on-site treatment systems have become available since 2012, which can provide a more practical and economical solution for wastewater from the Marshall / Hartland Subdivision. Several suppliers of these on-site treatment systems have developed standard plant designs that require minimal additional design work to customize it before implementation, and they have limited operational requirements.

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As a result of the new information that has come to light, Brookfield is proposing to update the Class EA study to evaluate this new information and confirm the most appropriate approach for a wastewater system to support the development. The updated Class EA study would place no financial burden on the Township, and the Township would have opportunity throughout the study to provide continued input on issues of interest.

Sincerely,

Brookfield Residential (Ontario) LP



Rayna Thompson
Director, Land Development

MARSHALL SUBDIVISION

**CLASS ENVIRONMENTAL ASSESSMENT
SANITARY SEWAGE SERVICING SYSTEM**

NOVEMBER 20, 2019

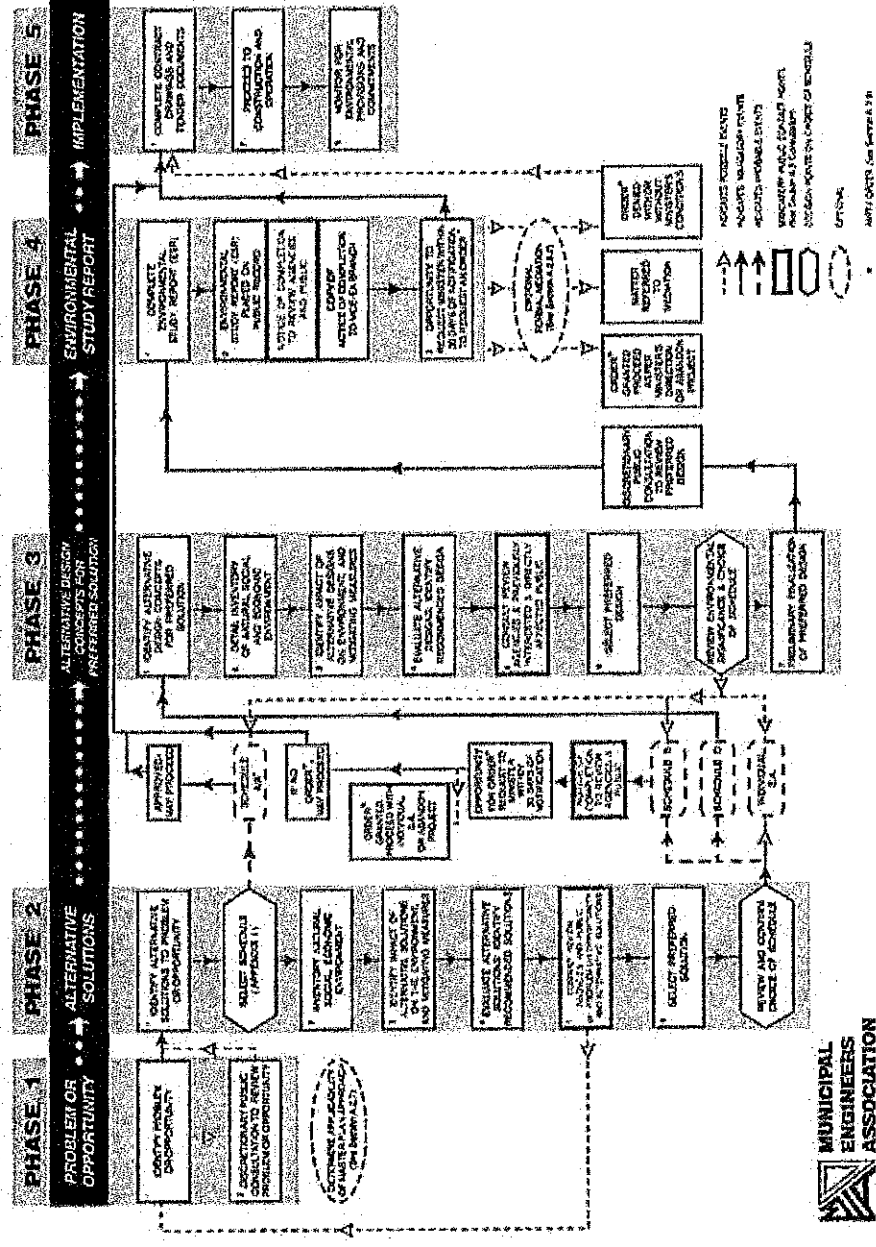
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CLASS ENVIRONMENTAL ASSESSMENT

Brookfield Residential

NOTE: This flow chart is to be read in conjunction with Part A of the Municipal Class EA



FINDINGS OF 2012 ENVIRONMENTAL ASSESSMENT

Brookfield
Residential

Table 3: Evaluation of Alternative Solutions

Potential Impact to Community	Alternative No. 1	Alternative No. 2	Alternative No. 3	Alternative No. 4	Alternative No. 5
	On site Treatment Facility and Surface Water Discharge	On site Treatment Facility and Sub-Surface Discharge	Pumping Station & Forcemain along Denney Drive, 5th Line & Centre Street	Pumping Station & Forcemain along Denney Drive, County Road 21, 10 & Vernon Street	Pumping Station & Forcemain along Denney Drive, 20th Sideroad, County Road 10 & Vernon Street
Environmental Considerations	4	5	3	1	2
Public Health and Safety	4	5	3	2	1
Aesthetics	5	4	1	3	2
Land Requirements	4	5	2	3	1
Approval/Design Process	5	4	1	3	2
Operations and Maintenance Costs	5	4	1	2	3
Construction Costs	2	1	3	5	4
Construction Impacts	2	1	3	5	4
Public Considerations	4	5	1	2	3
TOTAL	35	34	18	26	22



CONCERNS WITH FINDINGS OF 2012 EA BASED ON INFORMATION NOW AVAILABLE

Brookfield
Residential

ENVIRONMENTAL CONSIDERATIONS

- EA identified that with a forcemain “there is less potential for negative environmental and public health and safety concerns” compared to an on-site WWTP
 - The impact to the watercourse is dictated by loading. This factor is the same regardless of alternative. Discharge reaches the same watercourse (Nottawasaga River), whether discharged from Baxter or Angus.
 - There is limited protection/alarms for forcemain which crosses several watercourses.
 - On-site WWTP would have full containment and alarms.

PUBLIC HEALTH & SAFETY

- EA identified that a WWTP with subsurface discharge had potential to contaminate groundwater and existing wells in the area
- EA identified that a SPS with FM had less potential for public health and safety concerns
 - No discussion with regard to what public health and safety concerns there are with the WWTP with surface discharge or why SPS with FM has less potential for public health and safety concerns

CONCERNS WITH FINDINGS OF 2012 EA BASED ON INFORMATION NOW AVAILABLE

Brookfield
Residential

AESTHETICS

- EA identified potential impacts from aesthetics re: compatibility and change of landscape for WWTP options
- No discussion regarding aesthetics for SPS & FM alternatives
 - EA did not consider incremental impacts in Angus
 - The SPS and FM will also result in a change of landscape and has the same compatibility issues
 - The SPS will be located in a fenced area adjacent to the Park Block; chemical additives are required to control odour
 - The FM will contain numerous air relief valves with surface exhaust pipes along the route
 - Expected that the WWTP could be located in generally the same area as the SPS, and be of generally the same size

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CONCERNS WITH FINDINGS OF 2012 EA BASED ON INFORMATION NOW AVAILABLE

Brookfield
Residential

LAND REQUIREMENTS

- EA identified WWTP options as having higher land requirements than SPS & FM options
- EA identifies that the WWTP options sterilizes a portion of the existing lands rendering them unusable for other purposes
 - No discussion in EA regarding anticipated land requirements for WWTP discharging to surface or SPS options
 - It is anticipated that the land requirements will be similar for the WWTP discharging to surface vs. SPS options

APPROVAL / DESIGN PROCESS

- EA identified complicated and timely approval process from numerous approval agencies for WWTP surface discharge option
 - Acknowledged. Brookfield has initiated discussions with the MECP on this matter

CONCERNS WITH FINDINGS OF 2012 EA BASED ON INFORMATION NOW AVAILABLE

OPERATION AND MAINTENANCE COSTS

- EA identified WWTP options as having higher operational and maintenance costs over SPS & FM Options
 - EA does not compare estimated costs of alternatives evaluated
 - EA does not consider operation costs of running the SPS & FM (hydro/utilities at SPS, incremental hydro/utilities at Angus WWTP, manpower for operation of SPS, manpower for inspections/maintenance of FM)
 - SPS expected to require 50kW power supply with utility costs
 - WWTP expected to require 40kW power supply with utility costs

CONSTRUCTION IMPACTS

- EA identifies WWTP alternatives as having less construction impacts over the SPS & FM alternatives
 - Acknowledged. No change

CONCERNS WITH FINDINGS OF 2012 EA BASED ON INFORMATION NOW AVAILABLE

Brookfield
Residential

CONSTRUCTION COSTS

- EA identified WWTP alternatives as having lower construction costs over SPS & FM Options
 - EA identified total project costs are unknown for the alternatives, and that Developer will undertake financial review when an alternative has been selected.
 - 100% design cost estimate for the SPS is ~ \$3.4M; tendered costs for FM is ~\$6M – 10M (\$35K - \$50K / lot)
 - **Construction costs for SPS & FM ~ 2-3x that of a WWTP discharging to surface**
- EA identifies that high capital costs have a relatively low impact on the Township
 - While the initial construction costs are borne by the Developer, the Township is ultimately responsible for the assets in the long-term. High construction costs typically result in high asset management costs in the future.

PUBLIC CONSIDERATIONS

- EA identifies the SPS & FM alternatives as being more preferred over WWTP alternatives
 - The one (1) public comment card from a Public Open House ranked the WWTP alternatives as 2nd & 3rd, with the SPS & FM alternatives as 1st, 4th and 5th and indicated that the WWTP option seemed to be the most effective solution



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD055-19

DATE: November 20, 2019

TO: Committee of the Whole

FROM: Aimee Powell, BURPI., MPA, MCIP, RPP
Manager of Planning & Development

SUBJECT: Delivery of Ontario Building Code Services

RECOMMENDATION

That Staff Report PD055-19 be received for information.

BACKGROUND

The Ministry of Municipal Affairs and Housing (MMAH) conducted a number of meetings over the last year to get an understanding of the current situation regarding the delivery of Ontario Building Code Services as described below. Stakeholders in the building industry have raised concerns about the need for better, modern and timely services and resources to support their ability to understand and apply the highly technical and complex Building Code requirements.

The Township's Chief Building Official attended one such MMAH round table meeting in the summer of 2018 and found the process to be very helpful and thorough. Ministry representatives were asking the right questions and seemed committed to resolving the many and varied issues that arose.

COMMENTS AND CONSIDERATIONS

Through these meetings and by other sources, such as the Elliot Lake Commission of Inquiry, it was determined that some aspects of Building Code related services were in need of improvement. The question of how best to address the identified issues was also part of those discussions.

The results were presented at a meeting in Vaughan on October 16, 2019, in which the Township's CBO was in attendance. The presentation from this meeting is attached to this report as 'Attachment A'.

The areas identified for having the greatest opportunity for improvement were broken down into four broad categories. These categories and their main objectives are as follows:

Getting People Working in the Building Sector

- 1.1) Modernize the current Building Code examination process; *the examination process has long been a contentious issue and is in need of change but there is no funding to support the process*
- 1.2) Support the delivery of pre-qualification training; *there is no cohesive training plan in place*
- 1.3) Support municipalities with recruitment and retention of building code professionals; *currently there are few means in place to inform potential candidates of the opportunities available in the field*
- 1.4) Use Coordinating Professionals to streamline approvals; *providing trained specialists for unusual or complex projects to assure health, safety and consistency i.e. hospitals or large industrial buildings*

Promoting Sustainability and Transparency in the Building Code Profession

- 2.1) Improved public registry and registration process; *the current 'QuARTS' system could be improved*
- 2.2) Continuing Professional Development could help maintain knowledge and learn new Building Code requirements; *current system is not province wide or consistent*
- 2.3) Improved registration, compliance enforcement and increased transparency of disciplinary actions; *current system could be improved*

Building Code Administration and Enforcement

- 3.1) Enhance municipal enforcement such as administrative penalties
- 3.2) Support building services delivery for smaller, rural and northern municipalities
- 3.3) Enforcement in unincorporated areas

Improved Building Sector Supports

- 4.1) Consistent understanding and application of building code requirements with new tools and guidance; *currently no functional system of accessing, interpreting and dispersing code changes and case law decisions*
- 4.2) Modern and digital services and supports to help speed up approvals
- 4.3) Improved quality and quantity of industry data and research

The conclusion of the MMAH was that a new Administrative Authority could best address the needed service improvements. This system is similar to some other provinces, BC for example, and to other service providers such as the ESA - Electrical Safety Association

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and the TSSA - Technical Standards and Safety Authority. The creation of a new Administrative Authority would likely not be until 2024 at the earliest.

This appears to be the best solution to some very longstanding challenges in the Building Code Services field. It should improve the service provided to the rate payers in Essa in a user-pay, revenue neutral fashion.

FINANCIAL IMPACT

It is believed the Administrative Authority would require a staff of 70 to implement the improved services. In order to pay for the improvements and remain revenue-neutral, a levy would be applied to every Building Permit as a percentage of the construction cost at a projected rate of 0.016%.

Example:

\$500,000.00 Construction Value
\$3,000.00 Permit Fee (approx.)
\$80.00 Administrative Authority Levy
\$3,080.00 Permit Fee and Levy

There would be no direct financial impact to the Township though it may appear so as the Township would be responsible for collecting the Levy on behalf of the Administrative Authority.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Receive this report for information.
3. Direct staff in another manner as council might see fit.

CONCLUSION

Option #2 is recommended.

Prepared by:

Respectfully submitted by:

Reviewed by:

Drew Brooks
Chief Building Official

Aimee Powell, BURPI., MPA, MCIP, RPP
Manager of Planning & Development

Colleen Healey-Dowdall
CAO

Attachment A: Slide Deck

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Building Services Transformation

Transforming and Modernizing the Delivery of
Ontario's Building Code Services

Regional Information Session Presentation

Fall 2019

By The Numbers

- There are over **2,100** pages of published technical guidance and regulations in the Building Code Compendium.
- Ontario's construction industry contributes **\$38B** annually to the province's economy.
- On average, **40%** of Canada's construction activity is generated by Ontario.
- Over **450,00** Ontarians are employed in the construction industry.
- There were over **131,000** building permits issued across Ontario in 2018.
- There are over **7,000** registered building code professionals in Ontario (2018).

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Over the Years ...

- Since the Building Code Act first came into effect in 1975, there has been a consistent increase in building **construction complexity and scope**.
- Stakeholders have demanded **better and more timely services** to support the implementation of the Building Code.
- Recent building failures, such as the Elliot Lake Algo Centre Mall collapse, have highlighted the need for **better and more current practitioner knowledge** of Building Code requirements and **greater oversight** of the building sector.
- The Elliot Lake Commission of Inquiry recommendations led to changes to the Building Code Act that:
 - Allow municipalities to impose administrative penalties for contraventions of property standards by-laws or the Building Code.
 - Require mandatory continuing education for building code professionals prescribed under the Building Code Act.

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A Need for Change



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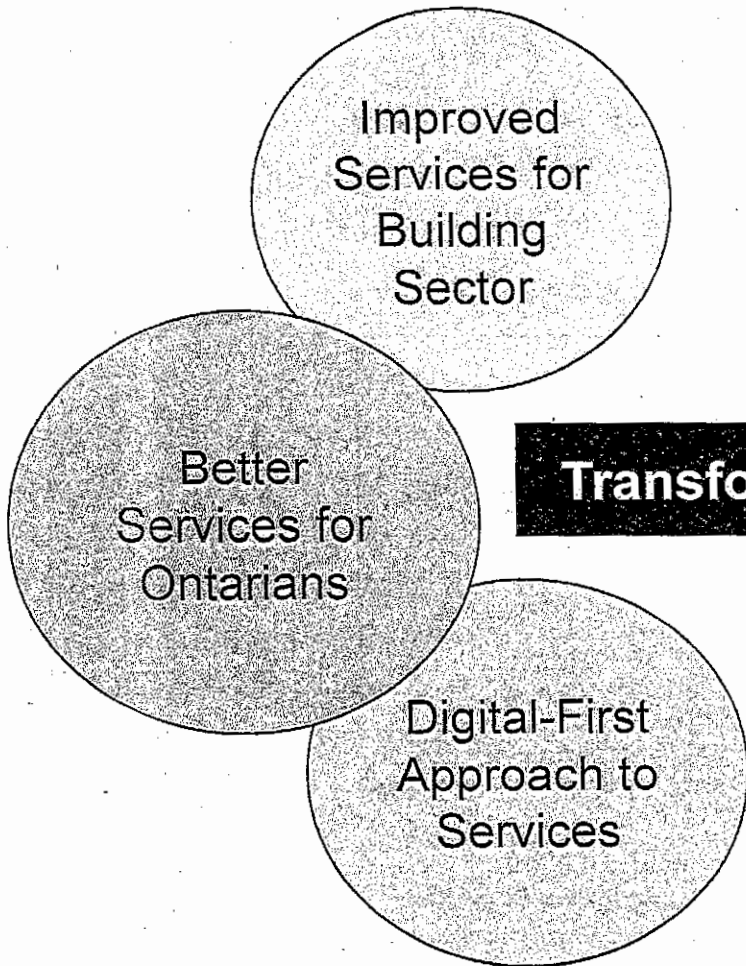
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What we are trying to achieve with transformation?

Objectives

Desired Outcomes

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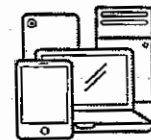


Promote public safety



Streamlined customer service and approval processes

Industry-driven services



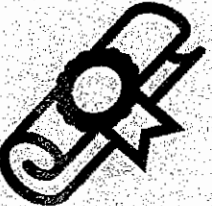
Modern tools & products

Consistency across Ontario



Integrity in the system

What We've Heard

Theme	Service Area	What We've Heard	Questions
Getting People Working in the Sector 	Qualification – Building Code Exams	<ul style="list-style-type: none"> Examination questions aren't clear More time should be given to complete exams 	Do we have the right scope of services?
	Training	<ul style="list-style-type: none"> Training programs should be reviewed to ensure they are meeting the sector's needs and are in line with the ministry syllabus: http://www.mah.gov.on.ca/Page12552.aspx Training is needed in a timely manner when code amendments are made 	Do we need to add anything?
	Recruiting Qualified Practitioners / Professionals	<ul style="list-style-type: none"> There are not enough qualified and/or experienced people in the sector to keep up with demand. 	Have we missed an issue in your area?
	Using Coordinating Professionals	<ul style="list-style-type: none"> Could licensed professionals (e.g., Engineers and Architects) with building science expertise be used to better support building code enforcement? 	


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Provide Your Feedback

Discussion on Theme 1. Participant feedback will be captured and displayed in real time.

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Theme	Questions	Live Responses
<p>Getting People Working in the Sector</p> 	<p>Do we have the right scope of services?</p>	<p>Qualification – Building Code Exams</p>
	<p>Do we need to add anything?</p>	<p>Training</p>
	<p>Have we missed an issue in your area?</p>	<p>Recruiting Qualified Practitioners / Professionals</p>
		<p>Using Coordinating Professionals</p>

What We've Heard

Theme	Service Area	What We've Heard	Questions
<p data-bbox="174 402 474 743">Promoting Sustainability and Transparency in the Building Code Profession</p> 	Public Registry and Registration	<ul style="list-style-type: none"> The registration process should be more streamlined The Public Registry does not contain the right information or adequate search capability 	Do we have the right scope of services?
	Continuing Professional Development	<ul style="list-style-type: none"> Adequate practitioner knowledge has been called into question as the result of recent building failures (e.g. Elliot Lake, Grenfell Tower) Quality of building designs delay the municipal permit approval process 	Do we need to add anything?
	Registration Compliance and Enforcement	<ul style="list-style-type: none"> There should be greater oversight to ensure that there are not individuals practising as building code professionals without being qualified and to ensure that Building Code Identification Numbers (BCINs) are not being misused 	Have we missed an issue in your area?

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Provide Your Feedback

Discussion on Theme 2. Participant feedback will be captured and displayed in real time.

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Theme	Questions	Live Responses
<p data-bbox="184 410 478 743">Promoting Sustainability and Transparency in the Building Code Profession</p> 	<p data-bbox="520 354 730 500">Do we have the right scope of services?</p> <p data-bbox="520 589 783 662">Do we need to add anything?</p>	<p data-bbox="825 354 1392 394">Public Registry and Registration</p>
	<p data-bbox="520 751 741 898">Have we missed an issue in your area?</p>	<p data-bbox="825 686 1507 727">Continuing Professional Development</p>
		<p data-bbox="825 1019 1591 1060">Registration Compliance and Enforcement</p>

What We've Heard

Theme	Service Area	What We've Heard	Questions
<p>Building Code Administration and Enforcement</p> 	Enhanced Municipal Enforcement	<ul style="list-style-type: none"> Enforcing Building Code orders is limited to court proceedings, which are costly and time-consuming More tools are required 	<p>Do we have the right scope of services?</p> <p>Do we need to add anything?</p> <p>Have we missed an issue in your area?</p>
	Supporting Local Building Service Delivery	<ul style="list-style-type: none"> Difficulties finding qualified recruits in their area Small municipalities may not generate sufficient revenue to offset the cost of Building Code enforcement They also may not have enough diversity in the types of buildings (e.g., large and complex buildings) to maintain expertise 	
	Unincorporated Areas	<ul style="list-style-type: none"> Is it time to take a more active approach to enforcing the Building Code in the unincorporated areas to ensure public safety is protected? 	


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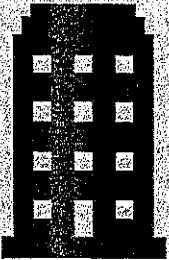
Provide Your Feedback

Discussion on Theme 3. Participant feedback will be captured and displayed in real time.

Theme	Questions	Live Responses
<p data-bbox="142 354 457 544">Building Code Administration and Enforcement</p> 	<p data-bbox="499 349 714 500">Do we have the right scope of services?</p>	<p data-bbox="787 349 1396 389">Enhanced Municipal Enforcement</p>
	<p data-bbox="499 584 724 706">Do we need to add anything?</p>	<p data-bbox="787 682 1564 722">Supporting Local Building Service Delivery</p>
	<p data-bbox="499 787 730 941">Have we missed an issue in your area?</p>	<p data-bbox="787 1015 1186 1055">Unincorporated Areas</p>

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What We've Heard

Theme	Service Area	What We've Heard	Questions
<p>Improving Building Sector Supports</p> 	<p>Promoting a Consistent Application of Code Requirements</p>	<ul style="list-style-type: none"> • While an objective-based code allows for more flexibility and innovation, it can sometimes lead to inconsistent interpretation of requirements across the province • More, timely support is needed to help understand and apply building code requirements and changes 	<p>Do we have the right scope of services?</p> <p>Do we need to add anything?</p> <p>Have we missed an issue in your area?</p>
	<p>Digital Service Transformation</p>	<ul style="list-style-type: none"> • Digital versions of building code products (e.g., Building Code Compendiums, guides and tools) with increased functionality are needed 	
	<p>Building Sector Data and Research</p>	<ul style="list-style-type: none"> • There is no central place where data is collected and analyzed to support identification of emerging issues or trends in the building industry 	

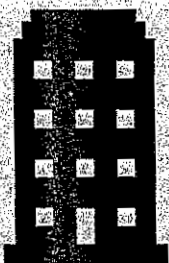
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Provide Your Feedback

Discussion on Theme 4. Participant feedback will be captured and displayed in real time.

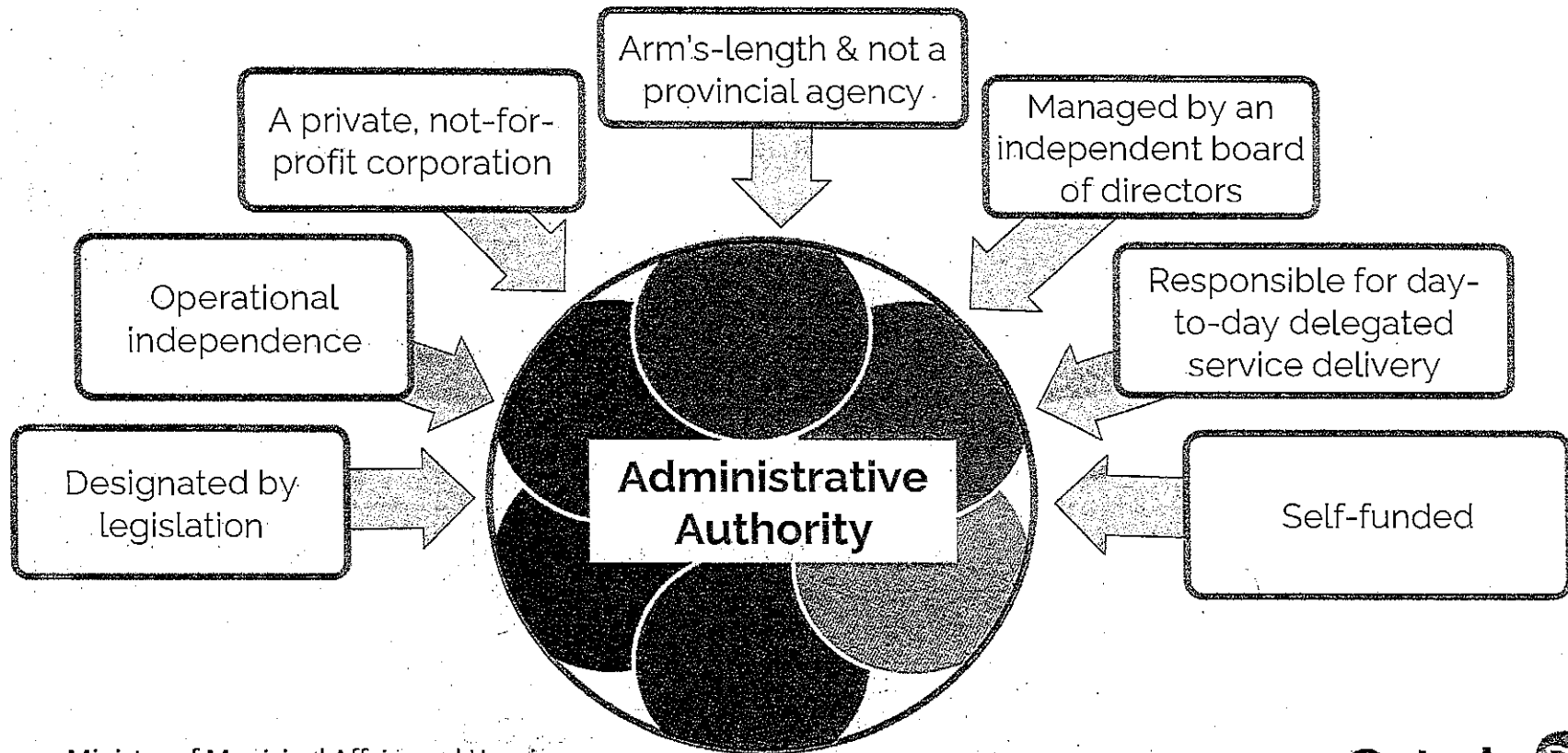
Theme	Questions	Live Responses
<p data-bbox="136 341 367 544">Improving Building Sector Supports</p> 	<p data-bbox="409 341 640 495">Do we have the right scope of services?</p>	<p data-bbox="703 341 1774 389">Promoting a Consistent Application of Code Requirements</p>
	<p data-bbox="409 576 640 698">Do we need to add anything?</p>	<p data-bbox="703 673 1270 722">Digital Service Transformation</p>
	<p data-bbox="409 779 640 933">Have we missed an issue in your area?</p>	<p data-bbox="703 1006 1354 1055">Building Sector Data and Research</p>

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Transforming Service Delivery

- The ministry is proposing to transfer the delivery of building code services to an administrative authority
- The proposed administrative authority would support a more modern, responsive, nimble delivery of building regulatory services.

What is an administrative authority?



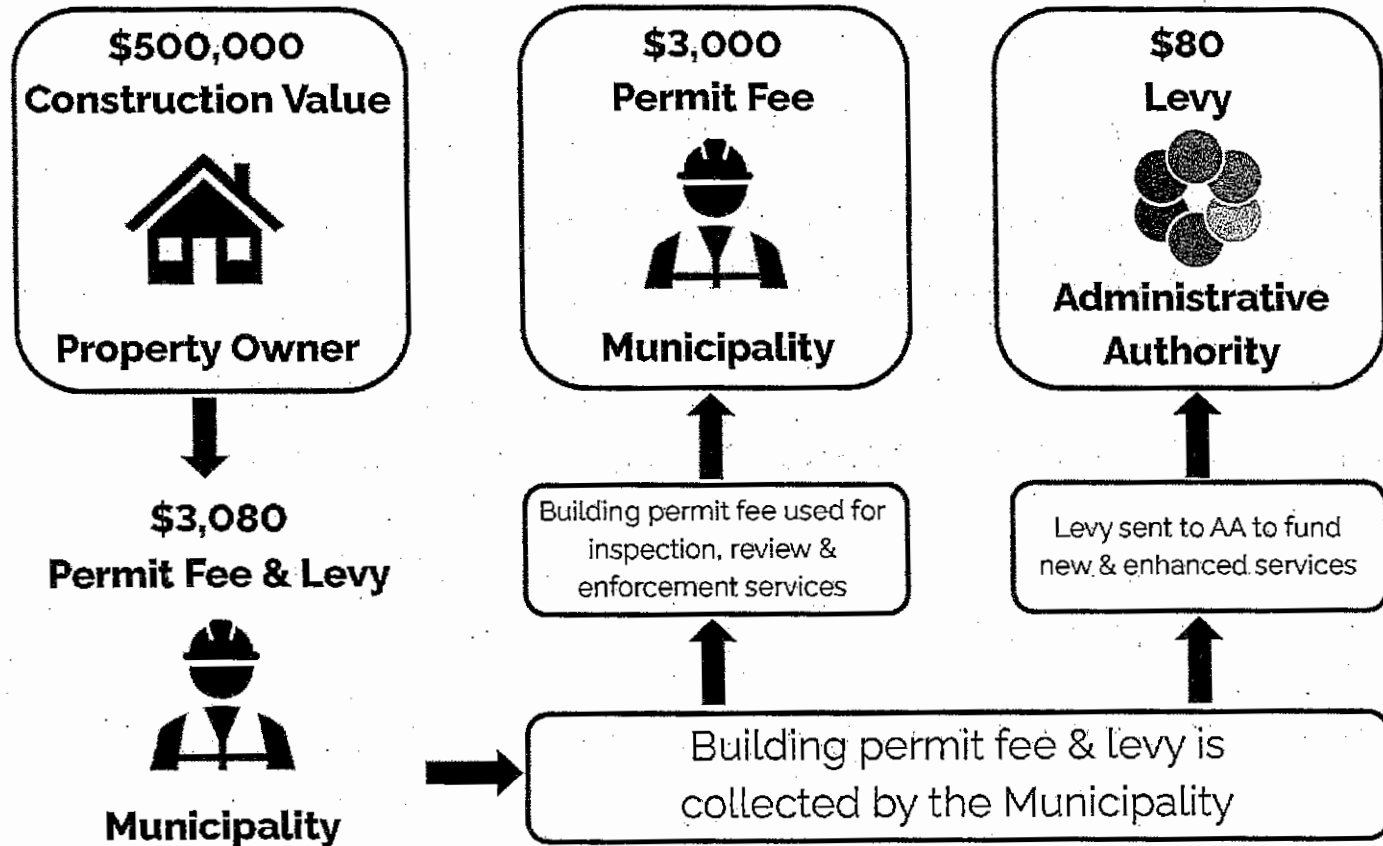
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Funding Service Delivery

- The administrative authority would collect a small levy on top of the municipal building permit fees. For example, a 0.016% levy applied to the estimated construction value of a building project. The example below illustrates estimated potential impacts to building permit fees with construction value of \$500,000

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Provide Your Thoughts

- Participants will now be provided with a workshop activity:
 - to obtain more information on how you interact with the Building Code
 - to provide your thoughts on specific services, current gaps and potential solutions
- If you did not have an opportunity to provide your comments or feedback during the presentation, please take this opportunity to let us know what you think.
- The ministry will collect your feedback to help inform the policy development process

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Seeking Your Input

The ministry is seeking feedback on this discussion paper to help ensure that potential building code changes are fully informed to meet the needs of Ontarians and the building sector.

You can send comments in writing to:

Ministry of Municipal Affairs and Housing
Building Services Transformation Branch
16th Floor – 777 Bay St.
Toronto, Ontario
M5G 2E5

Or by email to:

buildingtransformation@ontario.ca

Or participate online at:

[Ontario.ca/BuildingTransformation](https://ontario.ca/BuildingTransformation)

Submit your feedback by **November 25, 2019**

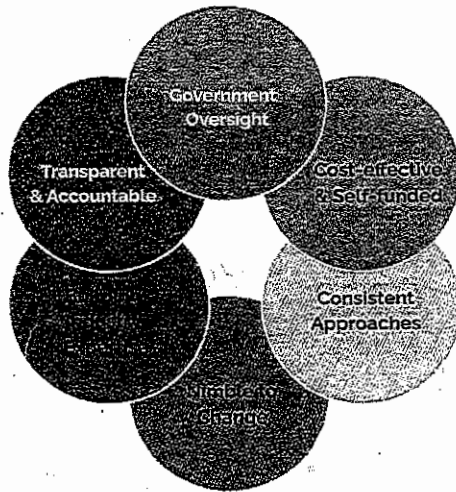
Service Delivery by an Administrative Authority

The administrative authority could deliver a suite of enhanced & new user-driven tools & services more efficiently, help promote a consistent approach to Building Code interpretation & application, & operate on a full cost-recovery basis. These services could be directly funded by the building sector to support their day-to-day business.

Modern Service Delivery

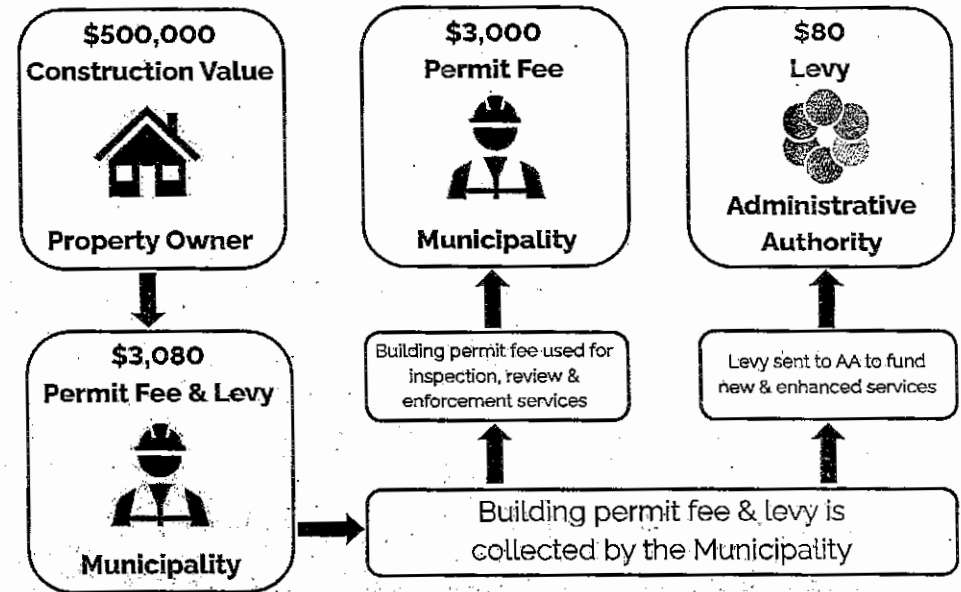
The administrative authority has essential features which could enable the delivery of improved services to promote consistency and better support the sector:

- ✓ Not-for-profit corporation
- ✓ Managed by independent board of directors
- ✓ Designated by legislation
- ✓ Provides day-to-day service delivery
- ✓ Operationally independent & self-funded
- ✓ Arm's length and not a provincial agency



Funding Better Services

The administrative authority would collect a small levy on top of existing municipal building permit fees — for example, a 0.016% levy applied to the estimated construction value of a building project. The example below illustrates estimated potential impacts to building permit fees with construction value of \$500,000.



Want to review the discussion paper, participate in our survey, or submit your feedback? Visit Ontario.ca/buildingtransformation for more information

Detailed Services Overview

The administrative authority could be a key partner to deliver new & enhanced services to support property owners, the building sector & municipalities. For additional details, please review our discussion paper online.

The information below provides an overview of the services proposed:

Getting People Working in the Building Sector



- 1.1) Modernize the current Building Code examination process
- 1.2) Support the delivery of pre-qualification training
- 1.3) Support municipalities with recruitment & retention of building code professionals
- 1.4) Use Coordinating Professionals to streamline approvals

Promoting Sustainability & Transparency in the Building Code Profession



- 2.1) Improved public registry & registration process
- 2.2) Continuing Professional Development could help maintain knowledge & learn new Building Code requirements
- 2.3) Improved registration, compliance enforcement & increased transparency of disciplinary actions

Building Code Administration & Enforcement



- 3.1) Enhance municipal enforcement such as administrative penalties
- 3.2) Support building service delivery for smaller, rural & northern municipalities
- 3.3) Enforcement in unincorporated areas

Improving Building Sector Supports



- 4.1) Consistent understanding & application of Building Code requirements with new tools & guidance
- 4.2) Modern & digital services & supports to help speed up approvals
- 4.3) Improved quality & quantity of industry data & research

Want to review the discussion paper, participate in our survey, or submit your feedback? Visit Ontario.ca/buildingtransformation for more information

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR007-19

DATE: November 20th, 2019

TO: Committee of the Whole

FROM: Jason Coleman, Manager of Parks and Recreation

SUBJECT: Addition of Salt/Sand to Snow Removal Contracts

RECOMMENDATION

That Staff Report PR007-19 be received; and
 That the Manager of Parks and Recreation be directed to continue investigating other options.

BACKGROUND

The Snow Removal Contracts that were awarded for the 2017-2020 seasons contained provisions for snow removal only, and did not include any provisions or requirement(s) to salt/sand the areas by the contractor(s). [Going forward, these tenders will contain clauses for the requirement to salt/sand the approved locations, which will assist in streamlining the process(es)]. In previous seasons, staff has applied salt and sand to the entrances and exits at the various locations, with the public works department periodically assisting in parking lots.

At its meeting of November 6, 2019, Council requested staff to investigate the addition of salt/sand to the locations that were awarded in the 2017-2020 contracts, and report back to Council on the additional cost(s).

COMMENTS AND CONSIDERATIONS

The application of salt and sand after snowfalls will assist with community and resident safety while on Township properties, and will ensure that the municipality is doing its due diligence to reduce risk.

The Manager of Parks and Recreation contacted the contractors that were awarded the 2017-2020 snow removal contracts for the various locations in Essa Township.



FINANCIAL IMPACT

To date, the quote received for the season to sand the front and back parking lots of Angus Recreation Centre is \$63,000 plus HST.

The cost for the season to salt the Administration Centre, Thornton Arena, Thornton Fire Hall, Baxter Diamond, Marshall Subdivision Pump House and Glen Avenue Pump House is \$16,442 plus HST

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. Award the contract to The Grounds Guys of Alliston and to the Near North Group as described in this report.
3. Direct Staff to investigate other options.

CONCLUSION

Staff recommends Option #3 be approved.

Respectfully submitted,

Jason Coleman
Manager of Parks and Recreation

Colleen Healey-Dowdall
Chief Administrative Officer



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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR022-2019
DATE: November 20th, 2019
TO: Committee of the Whole
FROM: Vera Vieira, Tax Collector
SUBJECT: Request to Write Off/Adjust 2016, 2017, 2018 and 2019 Taxes

RECOMMENDATION

That Staff Report TR022-2019 be received; and

THAT the Tax Collector be authorized to adjust taxes on the accounts listed on Schedules "A", "B", "C" and "D" of this report.

BACKGROUND

Under Section 357/358 of the Municipal Act, upon application to the Treasurer, the Municipality may cancel, reduce or refund all or part of taxes levied on land during the taxation year, as a result of a change event. Also, if land has become vacant land or excess land, exempt, a mobile home was removed, or a building was razed by fire, damaged by fire, or demolished so as to render it unusable for the purposes for which it was used immediately prior to the damage during the year or during the preceding year.

COMMENTS AND CONSIDERATIONS

Due to the circumstances under which the applications were made, the properties have met the criteria to qualify for the adjustments of taxes in accordance with Sec 357/358 of the Municipal Act.

The Tax Collector does not conduct site inspections regarding these applications; however, the Tax Collector may use internal resources, such as the Fire Department and Building Department to confirm the write offs are warranted.

FINANCIAL IMPACT

Property taxes to be adjusted equal:

Municipal Taxes	\$ 10.21
County Taxes	\$ 11.70
English Public Education Taxes	\$ (742.88)
Commercial No Support Ed Taxes	<u>\$ 3,837.47</u>
TOTAL	<u>\$ 3,116.50</u>

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SUMMARY/OPTIONS

Council may:

1. Take no action
2. Direct the Tax Collector to adjust the taxes as per Schedules "A", "B", "C" and "D" of this report

CONCLUSION

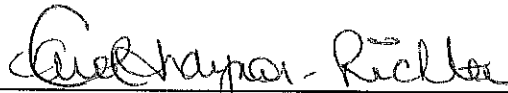
Option no 2 is recommended

Respectfully submitted:

Reviewed by:



Vera Vieira
Tax Collector



Carol Traynor-Richter
Manager of Finance

Reviewed by:



Colleen Healey-Dowdall
CAO

Attachments:

Schedule "A"
Schedule "B"
Schedule "C"
Schedule "D"

Schedule "C"

Sec 357 Rebate for Commercial Property - Class Changed to Residential

TOWNSHIP OF ESSA 43-21 FOR 2018

PROPERTY		MUNICIPAL TAX RATES			SCHOOL TAX RATES							
CLASS	MUNICIPAL	COUNTY	FRENCH SEP/PUB	ENGLISH SEP/PUB	NO SUPPORT	BIA						
RESIDENTIAL	0.242174%	0.285019%	0.170000%	0.170000%								
COMMERCIAL OCC	0.303227%	0.356872%			1.090000%	0.052929%						
COMMERCIAL VAC	0.212259%	0.249811%			0.763000%							
FARMLAND	0.060544%	0.071255%	0.042500%	0.042500%								
PIPELINE	0.314003%	0.369556%			1.301304%							
MANAG'D FOREST	0.060544%	0.071255%	0.042500%	0.042500%								
INDUSTRIAL OCC	0.349466%	0.411292%			1.340000%							
INDUSTRIAL VAC	0.244626%	0.287904%			0.938000%							
ROLL #	Muni Address/Desc	SCHOOL & CLASS	ORIGINAL ASSESS	REVISED ASSESS	ASSESS CHANGE	MUNICIPAL	COUNTY	ENGLISH SEP/PUB	NO SUPPORT	APPLI #	INCREASE DECREASE	TOTAL REBATE
010-007-00801-0000	7104 County Rd 21	RTEP	\$304,200	\$350,250	\$46,050	\$111.52	\$131.25	\$78.29			\$321.06	
		XTN	\$46,050	\$0	(\$46,050)	(\$139.64)	(\$164.34)		(\$501.95)	12/18"	(\$805.92)	
												(\$484.86)
		Totals	\$350,250	\$350,250	\$0	(\$28.11)	(\$33.09)	\$78.29	(\$501.95)		(\$484.86)	(\$484.86)

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Schedule "D"

Sec 357 Rebates for Commercial, Residential & Farm Properties

TOWNSHIP OF ESSA 43-21 For 2019

PROPERTY CLASS	MUNICIPAL TAX RATES		SCHOOL TAX RATES									
	MUNICIPAL	COUNTY	FRENCH SEP/PUB	ENGLISH SEP/PUB	NO SUPPORT							
RESIDENTIAL	0.239746%	0.278999%	0.161000%	0.161000%								
COMMERCIAL OCC	0.300186%	0.349335%			1.030000%							
COMMERCIAL VAC	0.210130%	0.244534%			0.875500%							
FARMLAND	0.059937%	0.069750%	0.040250%	0.040250%								
PIPELINE	0.310855%	0.361750%			1.268581%							
MANAG'D FOREST	0.059937%	0.069750%	0.040250%	0.040250%								
INDUSTRIAL OCC	0.323074%	0.375970%			1.290000%							
INDUSTRIAL VAC	0.226152%	0.263179%			1.096500%							
ROLL #	Muni Address/Desc	SCHOOL & CLASS	ORIGINAL ASSESS	REVISED ASSESS	ASSESS CHANGE	MUNICIPAL	COUNTY	ENGLISH SEP/PUB	NO SUPPORT	APPLI #	INCREASE DECREASE	TOTAL REBATE
010-001-01900-0000	7235 5Th Sideroad	FTEP	\$1,846,750	\$1,831,142	(\$15,608)	(\$6.69)	(\$7.78)	(\$4.49)		09/19'	(\$18.97)	(\$18.97)
010-007-00800-0000	7104 County Rd 21	XTN	\$66,637	\$0	(\$66,637)	(\$200.03)	(\$232.79)		(\$686.36)	08/19'	(\$1,119.18)	
		RTEP	\$398,917	\$442,025	\$43,108	\$103.35	\$120.27	\$69.40			\$293.02	(\$826.16)
010-010-35600-0000	88 Curtis St	RTEP	\$136,400	\$456,000	\$319,600	\$766.23	\$891.68	\$514.56		07/19'	\$2,172.47	
		CTN	\$204,600	\$0	(\$204,600)	(\$614.18)	(\$714.74)		(\$2,107.38)		(\$3,436.30)	(\$1,263.83)
		TOTALS	\$2,653,304	\$2,729,167	\$75,863	\$48.67	\$56.64	\$579.47	(\$2,793.74)		(\$2,108.96)	(\$2,108.96)

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO054-19

DATE: November 20, 2019

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: Request for Council Reconsideration of Intersection Improvements at Murphy Road and Denney Drive

RECOMMENDATION

That Staff Report CAO054-19 be received; and

That Council consider approving an Intersection Pedestrian Signal (IPS) for the intersection of Murphy Road and Denney Drive in Baxter, to be funded by Brookfield Residential (Ontario) LP and as well with Brookfield to submit funds to help offset future traffic signals at the same intersection once warranted.

BACKGROUND

Brookfield has draft plan approval to construct a 253 home subdivision in Baxter. This report is about traffic signals at Murphy Road and Denney Drive. Brookfield's Traffic Impact Study (TIS), dated July, 2019, indicates that the warrant for traffic signals is not met. This study has been prepared by professional engineers and found acceptable by Township and County Engineers and engineering staff.

Following the public meeting held March 7, 2018, Council believed that traffic signals would help children in Baxter who wish to cross the street, and as well, assist homeowners on Murphy Road to get in and out of their driveways at busy times of the day such as during Honda shift changes (in particular between 3pm and 5pm). At the public meeting, Brookfield had offered to install the unwarranted traffic signals not knowing the full extent of the County's required standards.

As it turns out, the County standards will be very time-consuming and costly to implement since they will require taper lanes and left turning lanes for vehicles travelling on Murphy Road and wishing to turn either north or south on Denney Drive. This requirement, part of the full standards required for traffic signals, will delay the project as a result of significant redesign efforts, land procurement, utility relocations and intersection reconstruction. Note that in an email dated September 5, 2019, Brookfield has written that: "It is the requirement to provide 3.5 m wide lanes, turn lanes and taper lanes to the

County's requirements, as well as the resulting infrastructure relocations, utility relocations, intersection reconstruction and land costs that would add upwards of \$700,000 to the project costs."

COMMENTS AND CONSIDERATIONS

These facts have given cause for Brookfield to more recently request to revert back to the original requirement, or draft plan condition, for an IPS. An IPS can be a very effective mechanism to allow for children (or any pedestrian) to safely cross a street at a designated location. Examples of IPS mechanisms can be found in Minesing, Alcona, Barrie and Angus (Centre Street). An IPS would allow Council to meet its goal of providing for pedestrian safety although homeowners will continue to be inconvenienced at busy times of the day when attempting to leave their driveways. Staff suggests that an IPS be considered as acceptable if Council is so willing to amend its position as reflected in resolution number CR110-2018, dated May 2, 2018.

The County position is to allow for either an IPS or a full standard, traffic-signalized-intersection, however, Council has previously expressed concern that they would prefer if the developer paid for traffic signals since, although not warranted today or in the next few years, it is likely that the day will soon come when they will be required and so Council would prefer if the full cost was borne by the developer and not the taxpayer.

A way to suit both parties, the developer and the municipality, would be to allow for the installation of an IPS with the developer making a contribution to the Township or County towards a future upgrade to traffic signals.

SUMMARY/OPTIONS

Council may:

- A. Maintain its previous decision (and Brookfield's position in March, 2018) to require traffic signals regardless of the standards required;
- B. Require an IPS to provide for the safety of pedestrians as per engineering standards/traffic warrants; or
- C. Request a combination of the above: the construction of an IPS with a contribution from the developer in the amount of the difference between traffic signals and an IPS to put this money in a "reserve" account for when the traffic signals are someday warranted.

FINANCIAL IMPACT

Option A will be at no cost to the Township. Option B could cost taxpayers later. Option C will cost the taxpayers something but more minimal, to reflect engineering design, contract administration and construction costs for the intersection improvements less a \$200,000 contribution towards traffic signal installation.

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CONCLUSION

Option #C is recommended.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments:
Committee of the Whole Minutes of September 4, 2019

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**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE**

**WEDNESDAY, SEPTEMBER 4, 2019
6:00 p.m.**

MINUTES

A Committee of the Whole meeting was held on Wednesday September 4, 2019 in the Council Chambers of the Administration Centre, Township of Essa.

In attendance: Mayor Sandie Macdonald
Deputy Mayor Michael Smith
Councillor Keith White
Councillor Henry Sander
Councillor Ron Henderson

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer
A. Powell, Manager of Planning and Development
B. Morrison, Manager of Public Works
C. Ross Tustin, Fire Chief
J. Coleman, Manager of Parks and Recreation
K. Pascoe, Deputy Clerk
L. Lehr, Clerk

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the meeting at 6:00 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

a. Brookfield Residential

David Murphy, Vice President and Rayna Thompson, Director
Re: Intersection Pedestrian Signal (IPS)

Rayna Thompson and David Murphy provided Council with a brief history on the development in Baxter specific to the Murphy Road/Denney Drive Intersection. They informed Council that a Traffic Impact Study (TIS) was submitted in 2017 that recommended traffic signalization to improve intersection capacity and reduce delays at the intersection in addition to providing a safe crossing for pedestrians, however the County of Simcoe deemed full traffic signalization as unwarranted given that there were some discrepancies in the TIS. Rather, it was stated that the County of Simcoe was in support of the installation of an Intersection Pedestrian Signal at that time. Since submission of the original signalization design, the County of Simcoe has identified that full traffic signalization will require left turn lanes in addition to the need for greater lane widths and taper lengths, as well as utility and infrastructure relocations.

The representatives from Brookfield Residential appealed to Council for reconsideration of full traffic signalization at the Murphy Road/Denney Drive intersection, and are looking for Council's support of the installation of an Intersection Pedestrian Signal in its place.

Mayor Macdonald thanked the Brookfield Residential representatives for their presentation.

Council requested that staff write to the County to request consideration of lesser standards for the signalization design and Council members would follow up with the County as well. Councillor Henderson pointed out that it is a savings to the taxpayer if the developer pays for the ultimate required treatment at this time rather than the taxpayers having to pay later when signals are warranted.

b. OPP – Nottawasaga Detachment

Inspector Steve Clegg, Nottawasaga OPP Detachment Commander
Staff Sergeant Brett Carson, Central Region Traffic Manager
Acting Staff Sergeant Tom Shantz, Nottawasaga OPP Operations Manager
Sergeant Chris McConnell, Nottawasaga OPP Detachment
Re: Traffic Calming and Speed Enforcement Measures

Representatives of the OPP were in attendance at the request of Council in order to provide Council with recommendations on traffic calming measures to address speeding, for consideration in the Township of Essa. The request was made of Council in response to the public's growing concerns of speeding and traffic enforcement in the municipality.

Inspector Steve Clegg provided Council with a brief overview of the following:

- Boundary coverage
- Breakdown of occurrences involving OPP assistance (2018 and 2019)
- Staffing levels at the Detachment in addition to deployment per platoon
- Effect of growth on the detachment and the areas under its jurisdiction
- Breakdown of traffic-related charges (2018 and 2019, with projected statistics for September to December 2019)

Sergeant Chris McConnell explained the methods currently used by the detachment for traffic enforcement (ie: collection of data and information; creation of analytics; focus patrols; engagement and education), and reminded Council that calls for service are a higher priority than traffic enforcement. He stated that a 1-800 number will be set up for residents to call specifically for traffic/speeding concerns.

At the request of Council, the OPP representatives provided information on the following:

- **Overtime / Paid Duty Officers dedicated to conducting Traffic Enforcement in Essa**
 - additional cost to Township over the current contract
 - municipality would be required to generate analytics/data
 - would only be a short-term measure
 - officer would have to leave when calls for service were received



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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO055-19
DATE: November 20, 2019
TO: Committee of the Whole
FROM: Colleen Healey-Dowdall, Chief Administrative Officer and
Bob Morrison, Manager of Public Works
SUBJECT: Fill By-law

RECOMMENDATION

That Staff Report CAO055-19 be received; and

That Council consider to prohibit the placing of fill on property in the Township with an exception for bona fide farmers provided they meet the definition of a bona fide farmer and are limited to a specified quantity of fill in accordance with the criteria as outlined in the body of this report.

BACKGROUND

Council has provided direction to staff to prepare a new fill by-law to apply to the Township, irregardless of lands being regulated in accordance with Regulation 172/06 and the Conservation Authorities Act. As Council may recall, the Municipal Act has been amended (Section 142(8) repealed) to allow municipalities to have more control over fill within its jurisdiction. While staff and its team of experts are preparing a new by-law, staff would recommend that Council consider giving direction to incorporate a provision to allow bona fide farmers to apply for a permit for fill if all 4 of the following criteria are met:

- a) They are truly bona fide farmers and meet with the definition of such (to be contained in the new by-law);
- b) They are improving on the productivity of their farm operations, to be demonstrated with a business case submitted in writing and to be reviewed and supported by an Agrologist;
- c) They submit an application for a permit which is accompanied by a professional sketch of survey depicting the area to be filled, and an engineer's submission containing an estimate of the quality and quantity of fill to be received and any and all other criteria as contained in the new by-law;
- d) They agree to a limit to the fill authorized to be placed on their property and farm operation – to a limit of 1000 m³, per agricultural operation or farm/corporate entity, on an annual basis.

COMMENTS AND CONSIDERATIONS

Council has had time to consider the advantages and disadvantages of prohibiting fill and whether to make an exception for farmers. Some of the advantages of allowing farmers to fill

include that the agricultural sector has always played a major role in Essa's history, development and its economy. One might say that the agricultural industry is the backbone of Essa and despite trends, it continues to play an important role – just look to the development of HJV Equipment and Alliance Agri-Turf.

With cash-cropping on the rise, farmers are looking for ways to increase their yield and this may include filling in areas not traditionally cropped. That is, some farmers may be legitimately putting together plans to better their agricultural operation to benefit not only them but also the Township. This is a positive action that farmers may wish to take on their lands.

Still, it is recognized that the by-law (whatever form it may take) is difficult for staff to enforce and has a negative impact on neighbours and residents of the municipality. Plus, there is a negative impact on roads, affecting both safety and the conditions. Note that if fill is considered at all, staff would strongly recommend an increase in fees and security in order that roads are able to be repaired once hauling is complete.

This being said, a compromise position could be taken which would allow bona fide farmers to fill should they meet with the 4 tests described above but only up to a specified limit (1000 m³ or 100 truckloads is suggested by staff as being reasonable). Again, if fill is allowed for farmers, then fees and securities should be increased to offset municipal costs.

FINANCIAL IMPACT

If fill is permitted for farmers, then fees and securities should be increased so that there is no direct cost to the taxpayer. The municipal lawyer is currently drafting a new by-law, and providing direction at this point will assist in providing clarity going forward.

SUMMARY/OPTIONS

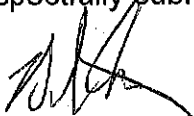
Council may:

1. Take no further action.
2. Prohibit all fill from being placed on properties in Essa.
3. Allow fill for farmers with no limit.
4. Allow fill for farmers subject to meeting the 4 tests as described herein, with a set limit.
5. Direct staff in another course of action.

CONCLUSION

Option #4 is recommended based on the advantages listed above.

Respectfully submitted by:



Bob Morrison
Manager of Public Works

Respectfully submitted by:



Colleen Healey-Dowdall
CAO

Attachments: Possible criteria for those filling to meet

Every person who places or dumps fill, or causes fill to be placed or dumped, or alters the grade of land shall:

If the existing or finished grade at a property line involves a slope steeper than 3:1 and if required by the Inspector, construct a retaining wall to the satisfaction of the Inspector which does not encroach upon abutting lands, either above or below existing or finished grade, and which is not so high as to have a significant negative impact on abutting and other lands, an Inspector may require that a retaining wall be constructed where:

Erosion of fill on to abutting lands may occur; or

The existing or finished grade of the lands at the property line is higher than that of the existing or finished grade of the abutting lands.

Construct a retaining wall (including any safety net) in conformity with the Township's Zoning By-law and to the satisfaction of the Manager of Public Works if the existing or finished grade at a property line involves a slope greater than 3:1, which retaining wall does not encroach upon abutting lands, either above or below existing or finished grade and which is not so high as to have a significant negative impact on abutting lands;

Ensure that fill is placed or dumped in such manner and any retaining wall supporting such fill is erected in such a manner that no ponding is caused on the subject lands or abutting and other lands and that adequate provision is made for property surface storm water drainage;

Provide a signed authorization of the grantee(s) of any easements within the property accepting the placement of fill on or in the vicinity of any easement;

Where the land is zoned for agricultural use under the Township's Zoning By-law, the owner shall provide one or more agricultural justification reports prepared by a professional planner or engineer and satisfactory to the Manager of Public Works to address any potential effects on the existing agricultural operations and the long term viability of the lands for agricultural use; and

Provide characterization and analytical records of the quality of the soil being brought to the site prior to receiving any material, as confirmed by a Qualified Person, that the soil is appropriate based on the site location/sensitivity, anticipate land uses, groundwater use/sensitivity, pre-existing site concentrations or other factors to ensure that there is no likelihood of adverse effect based on the importation of soil to the site.

No Person shall perform a Site Alteration or permit the performance of a Site Alteration:

In contravention of the Township's Noise By-law or otherwise required by the Township;

Anytime on Saturday or Sunday or on a Statutory Holiday and between the hours of 5:30PM and 7:30AM on weekdays;

During any period in which a wind warning for the area has been issued by Environment Canada;

During any period in which a smog advisory for the area has been issued by the Ontario Ministry of the Environment, Conservation and Parks;

During any weather conditions where the ability to mitigate Site Alteration activity impacts is severely compromised (e.g. rain, snow, thick fog, etc.); and

During any situation where site alteration activities would likely adversely impact adjacent landowners (e.g. brush fires, floods, unsuitable road conditions, etc.).

No Person shall perform a Site Alteration on any lands except in accordance with the Township's Official Plan Polices, Zoning By-law as amended and any applicable Provincial Plans, and shall be in accordance with the Provincial Policy Statement 2014, as amended.

No person shall undertake a Site Alteration which may result in:

Adverse erosion and environmental impacts on and off-site;

Blockage of a swale, ditch or watercourse;

Siltation in a watercourse, wetland or storm sewer;

Transportation of silt to adjacent, neighbouring or downstream properties;

Pollution of a watercourse;

Flooding or ponding on adjacent lands;

Flooding or ponding caused by a watercourse overflowing its banks;

Hindering the orderly development of any lands;

Detrimental effect on the quality and quantity of water in a well;

Detrimental effect on any trees of a caliper of 75mm dbh or more located on the lands;

Detrimental effect on matters of inherent biological sensitivity such as, but not limited to aquifer recharge, soil permeability, water quality, and wildlife habitat;

Unauthorized injury or destruction of Municipal trees or other trees protected under any other applicable by-laws of the Township or Region/County;

Injury or destruction of other trees, which in the opinion of the Manager of Public Works could reasonably be avoided;

A loss or detrimental effect on the natural environment, including but not restricted to lands designated as environmentally significant, however expressed in Official Plans or Zoning By-laws, including designations of areas as environmentally sensitive, environmental protection, as being of environmental concern and as being ecologically significant;

A detrimental effect to the growth and or harvest of fruit, vegetables or crops, landscaping and gardens;

A detrimental effect to the visual amenities of the land such that it constitutes an unreasonable interference with enjoyment of property;

A detrimental effect on areas of archaeological significance; or

Contamination of or the degradation of the environmental quality of land.

No person shall undertake Site-Alteration activities that alter the natural drainage or any natural or human-made water course or water body in such a manner that will interfere with reasonable enjoyment of property or adversely affect the environment.

If archaeological resources are discovered or identified during the Site Alteration, the Owner shall immediately cease all activity on the Site and contact the Manager of Public Works and take such actions as defined by the Manager of Public Works or other responsible agency to address, safeguard, and protect the resources.

Erosion and sedimentation control measures shall be provided around any area that may be disturbed in a manner satisfactory to the Manager of Public Works prior to the commencement of the Site Alteration, and shall be maintained in good working order until the Site has been stabilized and Fill operations completed.

All Fill shall be properly compacted using acceptable engineering practices, as appropriate, unless it is being stockpiled on the Site for future use in accordance with all applicable by-laws and zoning for the Township, and grading plans and timelines as approved by the Manager of Public Works.

The Owner shall ensure that:

protection for the finished grade through stabilization is provided as required by the Township;

Fill shall not be placed around the perimeter of any existing building unless such building and its foundation walls are evaluated and reinforced in accordance with accepted engineering and construction practice and an appropriate building permit has been issued;

No trench in which drainage piping that is laid is covered and backfilled until the work has been inspected and approved by the Manager of Public Works;

Provide siltation and erosion control measures, in accordance with the Township's standards, and to obtain the approval of the Nottawasaga Valley Conservation Authority for siltation and erosion control measures when required.

The following additional minimum standards will apply to Site Alterations greater than 100 cubic metres, excepted under Section 5.2 in the sole and absolute discretion of the Township:

Keep and maintain the following records in a good and businesslike manner:

The full and complete legal name and business name, if different from the legal name of each hauler,

The commercial vehicle registration number of each hauler,

The motor vehicle permit number of the motor vehicles owned and operated by each hauler,

The date and time of each delivery/removal of fill,
 The point of origin of each delivery of fill,
 The volume of each delivery,
 The content of material of each delivery of fill,
 Any other information required by the Manager of Public Works,
 To make available for inspection upon the request of the Manager of Public,
 and Works the records referred to in this clause.

Restrict truck daily volumes and/or the location of truck and/or haul routes or staging and storage areas;

Provide the Manager of Public Works upon completion of the works or at any other time required by the Manager of Public Works at its sole and absolute discretion a topographic survey verifying the interim or final grades of the site alteration;

Provide documentation of notification of the project to all adjacent property owners and those along the haul routes which identifies:

The proposed hauling schedule to include duration, days of the week and hours of proposed fill operation,

Haul routes and commercial fill entrance location using a map,

Type and location of temporary signage to identify haul routes and truck turning areas,

Measure to be employed to prevent tracking mud and other debris onto the road,

Measures to be employed to ensure minimal disruption of normal traffic due to the fill operation,

Quality of tested fill to be hauled to site in relation to Ministry of Environment standards and additional measures for sampling fill being hauled to site including frequency and method of testing,

Operator's business and legal name, contact information, and includes the name and contact information of the person who will be on-site for the full duration of the fill operation, charged with the responsibility to ensure continuation of the above measures;

Provide at least five (5) business days' notice of the commencement of hauling and dumping of fill;

Provide bi-weekly reports, prepared by a Qualified Person, to the Manager of Public Works to confirm that works are implemented in accordance with this By-law and that it is achieving adequate performance.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO056-19

DATE: November 20, 2019

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: Stand-by Policy

RECOMMENDATION

That Staff Report CAO056-19 be received; and

That Council consider adopting a Stand-by Policy to ensure coverage during off-hours (such as on weekends) so that Roads and Parks and Recreation staff will attend to minor and major emergencies or pressing matters as they arise.

BACKGROUND

While Essa does pay some Roads employees for stand-by duty, Essa does not have a Stand-by Policy. The policies of other municipalities have been examined including Innisfil, Orillia, Wasaga Beach, Penetanguishene, Bradford West Gwillimbury, Georgian Bay Township and Milton.

The current rate of stand-by pay in Essa is \$200 per week if assigned to stand-by duty. This encompasses \$20 per day and \$50 on Saturday and Sunday. Again, some Roads employees have taken part in stand-by duty but not very many. This CAO is recommending a policy be developed on the matter to,

- (a) Provide clear expectations;
- (b) Ensure that stand-by duty is shared amongst staff; and
- (c) Ensure that staff coverage is available when it is needed by the Township.

COMMENTS AND CONSIDERATIONS

The 2019 Budget already contains \$6,000 for stand-by pay for Roads staff. This CAO believes that this should be extended to Parks and Recreation staff and that a policy should be developed to require coverage on a rotating basis.

100

FINANCIAL IMPACT

A further \$6,000 to be extended to the Parks and Recreation department.

SUMMARY/OPTIONS

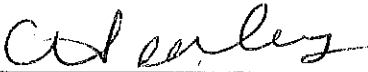
Council may:

1. Take no further action.
2. Allow the CAO to develop a Stand-by Policy as recommended.
3. Direct staff in another course of action.

CONCLUSION

Option #2 is strongly recommended.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments: None.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO057-19
DATE: November 20, 2019
TO: Committee of the Whole
FROM: Colleen Healey-Dowdall, Chief Administrative Officer
SUBJECT: Strategic Plan

RECOMMENDATION

That Staff Report CAO057-19 be received; and

That Council endorse the enclosed Strategic Plan with the understanding that the strategic actions can be added to.

BACKGROUND

Staff and Council have worked to developing a Strategic Plan to carry Council through this term, to focus energy and effort towards a vision, mission and goals.

COMMENTS AND CONSIDERATIONS

The final version of the Strategic Plan is complete, and staff is seeking Council endorsement. This will also serve as a reminder to Council as Council begins budget deliberations.

FINANCIAL IMPACT

No direct impact (prepared in-house). *df*

SUMMARY/OPTIONS

- Council may:
1. Take no further action.
 2. Endorse and/or add to the Strategic Plan and its strategic actions and priorities.
 3. Recommend changes to the Strategic Plan for the municipality.

10d

CONCLUSION

Option #2 is recommended.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments:
Strategic Plan

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Overview

Council and senior staff for the Township of Essa held a strategic planning session together, in public, on April 2nd, 2019. The aim of the day was to think about the future and where we are going, as a community and as a municipal organization.

Everyone was able to participate in an open and relaxed forum. A situation analysis was carried out with the results summarized below (the order does not reflect any priority whatsoever).

Strengths - What do we Value Most about Essa; and

What are the Positive Conditions and Initiatives that have been Created in Essa?

1. Taxes

- Safe community with low taxes low taxes mentioned often (6 times)
- Good value for taxes

2. Parks (6 clear responses that parks/green spaces valued)

- Gets families out at no cost
- Trail improvements welcome
- Nottawasaga River can be focus since unique and beautiful
- Green spaces, parks, trails, gardens.... All add to the municipality, people enjoy/they bring pride
- Splash pads well used and enjoyed
- Dog parks well used and enjoyed

3. Roads (4)

- Good roads, road safety and improvements are important

4. Service

- Burn permits are popular (2)
- Level of service considered good (2), staff friendly and helpful

-
- Council values staff
 - Public happy with medical clinic
 - Public transportation helping with isolation
 - Events i.e. Essalicious/Farmer's Market growing in popularity
 - Increases in number of businesses is valued (2)

5. **Community Feel**

- Small town feel, know your neighbours highly valued
- Small community feel and quality of life are very important

6. **Attitude (3)**

- We value working together/cooperation

Weakness - What can we be Doing Better - within our Control?

1. **Investing in Capital**

- Should invest more and more consistently; adhere to a standard
- Prepare realistic long range plans
- Measure results and report on metrics
- Ensure financial sustainability

2. **Service**

- Rely on technology more
- Reduce duplication in planning
- Look for efficiencies within
- Look for partnership opportunities with neighbours
- Increase recreation programs
- Streamline processes

3. **Communication**

- Spread news about events, work on communications

-
- Improve on broadband/internet
 - Develop a community brand
 - Improve on media releases/increase ads/spread the word
 - Ensure that website and Council pages are easily accessible and informative
 - Develop a different newsletter
- 4. Take responsibility for County Roads to ensure safety and consistency**
- Request more control over County Roads and impose local improvements to these roads to reduce complaints from the public, ie install pedestrian crossings in Thornton along County Roads
- 5. Parks**
- Plant more trees
- 6. Staffing**
- Listen to the ideas of staff
 - Undertake a pay review/comparison
 - Recognize staff contributions, achievements and milestones
 - Celebrate holidays/social events
 - Provide training including on opportunities and cross-training
 - Ask staff to suggest redundancy

Opportunities - Trends may be beyond our Control?

1. River and trail opportunities

- Nottawasaga River
- Rail trail leading to Collingwood, County assessing
- Public seeking green space and developed public spaces, with good facilities/amenities

2. Transit

- Regional bus system

3. Funding

- Other levels of government looking for savings
- Need to find efficiencies
- Change to development charges (community benefits)
- Need to develop Asset Management Plans, Climate Action Plans, Community Safety Plans, Sourcewater Protection Plans
- We work well with neighbours but what about other levels of government

4. Second Suites

- Required to provide for apartments/second suites

Threats - Trends beyond our Control?

1. Costly housing/ daily affordability
2. Senior housing and affordability
3. Aging population and health care
4. Ontario government regionalization
5. Loss of autonomy
6. Climate change- dramatic weather events
7. Reduction in base funding
8. Funding services shrinking
9. River erosion
10. NVCA out of planning - keep in watershed
11. Cost of services to residents

Strategic Plan Process

The municipality deals with a number of issues ranging from operational concerns to high level concerns such as the regional government review and the County of Simcoe's municipal comprehensive review. The Township has identified which areas are of greatest interest to it, to ensure future success.

Council for the Township of Essa has agreed, at its October 16th Council meeting, that the following 5 major issues are most important to influence the changes desired of Council.

1. Roads and Transportation
2. Recreation and Green Development
3. Customer Service
4. Governance
5. Finances and Funding

Vision, Mission and Goals

A Strategic Plan contains the following elements: a vision, mission and goals. The Township's mission will be achieved through its goals and each goal is associated with actions to achieve desired outcomes (listed in no particular order).

Vision	Mission	Goals
Essa: Where town and country meet	Essa Township will be a place where town and country meet in a safe and healthy environment to serve you with a responsible plan going forward.	The goals are the results that are desired to be achieved over the next 3 years (to 2022 and the next term of Council).

Strategic Actions to Support the Goals

Goal 1: Good and Safe Roads and Transportation

Desired Outcomes:

- Public transportation helping with affordability and social issues (ie isolation)
- Good roads, road safety and improvements - desired to have roads which are safe for motorists and pedestrians/improved infrastructure
- An improved transportation network with linkages
- Support for active transportation to provide for choice in mode of transportation
- To improve on the transportation system including coordination with County roads

Strategic Actions

Action	Target Due Date	Comments
Create a focus group to collect local ideas and comments - Traffic Advisory Comm (TAC)	2020	Include citizens from across the municipality
Traffic calming measures	Each year	
Road improvements, including crosswalks	Each year	Thornton crossing proposed
Implement an active transportation strategy and plan		Strategy and plan completed - present such to the TAC

Strategic Actions to Support the Goals

Goal 2: Varied Recreation and Green Development

Desired Outcomes:

- To improve on the Township's parks and recreation service providing more programs or programs which are popular
- To develop green public spaces and preservation of green space/features with amenities to promote enjoyment of public spaces and the natural environment
- Trail improvements/increased trails and related opportunities to promote natural recreational opportunities in Essa

Strategic Actions

Action	Target Due Date	Comments
Draft a master plan	2020	
Develop a sense of pride	Each year	
Ensure programs are popular and in demand/modify to suit demographics	Each year	
Create partnerships with community organizations	2020	Lions, Legion, Private recreation providers, etc
Increase attendance at community events	Each year	Tree lighting ceremonies, farmers markets, Edible Essa, etc
Plant more trees	Each year	
Make trail improvements	Each year	
Make park improvements	Each year	

Strategic Actions to Support the Goals

Goal 3: Customer Service Excellence

Desired Outcomes:

- To enhance our customer service so that residents feel well-informed
- To ensure that we are known to be friendly and helpful
- Easy to access information
- More/better use of technology
- Improved communications with easy to read newsletters and publications

Strategic Actions

Action	Target Due Date	Comments
Better communication/use of social media	Each year	
Easy to read newsletter	2020	
Easy to read budget updates	2020	
Better use of software to enable efficiencies	Each year	
Identify resources for dedicated communications	2020	Dedicated staff member Dedicated page in newspaper
Create opportunities for increased citizen involvement	Each year	

Strategic Actions to Support the Goals

Goal 4: Good Governance

Desired Outcomes:

- To find efficiencies in service delivery to ensure optimal effectiveness
- To streamline processes
- To eliminate duplication
- To ensure that the municipality is responsible and accountable to its taxpayers
- Partnerships to cost-share in service delivery

Strategic Actions

Action	Target Due Date	Comments
Undertake an efficiency audit	2021	Seek funding
Promote cross-training	Started	
Promote partnerships	2020	
In-house efficiencies/suggestions encouraged	Each year	Staff encouraged to make suggestions
Means to ensure effective deployment of staff	Started	Requests of Council funnelled through the CAO

Strategic Actions to Support the Goals

Goal 5: Responsible Finances and Funding

Desired Outcomes:

- Maintain low taxes but continue to support asset management and long range planning
- Seek out grant opportunities that open the door to the municipality
- Responsible spending without waste
- An asset management plan that is supported and a long range capital plan to provide for certainty

Strategic Actions

Action	Target Due Date	Comments
Dedicate funding to replacement of assets	Began in 2019	
Long range capital plan	Began and restart in 2020	
Maintain low taxes but ensuring good value	Each year	
Establish standards	2020	

10d

Priority Strategic Actions

All activities listed above are important and should begin right away if not already started. Each Manager should review all items with their staff and report to the CAO on implementation. Some actions are straight-forward and on-going and others require development. Some may involve further Council discussion.

Implementation and Monitoring

The Strategic Plan will be implemented by staff under the direction of the CAO, and monitored by Council. On an annual basis, Council will review the progress on the strategic actions through a report prepared by the CAO. Performance measures should be quantifiable, measurable and focused specifically on the strategic actions. The report may also identify new issues and challenges that may require new or updated strategic actions.