

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, JUNE 15, 2022
6:00 p.m.**

AGENDA

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

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

p. 1 **a. Council Presentation to Staff**
 Re: Certified Municipal Officer Maintenance of Designation
 Carol Traynor, CMO, Manager of Finance
 Lisa Lehr, CMO Manager of Legislative Services

p. 3 **b. Public Meeting**
 Re: Proposed Zoning By-law Amendment (Z3/22)

STAFF REPORTS

- 4. PLANNING AND DEVELOPMENT**
- 5. PARKS AND RECREATION / COMMUNITY SERVICES**
- 6. FIRE AND EMERGENCY SERVICES**
- 7. PUBLIC WORKS**

p. 6 **a. Staff Report PW010-22 submitted by the Manager of Public Works, re:
Award of Tender – Margaret Street Reconstruction (Urbanization) Phase 3.**

Recommendation: Be it resolved that Staff Report PW010-22 be received; and That the quotation as received from Pennorth Group Limited for Phase 3 of the Margaret Street Reconstruction Project be accepted in the amount of 1,684,815.55 (excluding HST); and That Council authorize staff to allocate the additional funds required to complete Phase 3 of the Project, in the amount to \$40,744.80 (excluding applicable tax), to the Special Projects Reserve.

8. FINANCE

9. CLERKS / BY-LAW ENFORCEMENT / IT

- p. 10 a. **Staff Report C012-22 submitted by the Manager of Legislative Services, re: 2022 Municipal and School Board Election – Advance Voting Dates.**

Recommendation: *Be it resolved that Staff Report C012-22 be received for information.*

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

11. OTHER BUSINESS

12. ADJOURNMENT

Recommendation: *Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at _____ p.m., to meet again on the 29th day of June, 2022 at 6:00 p.m.*

Carol Traynor

From: AMCTO Accreditation <accreditation@amcto.com>
Sent: May 27, 2022 4:56 PM
To: Carol Traynor
Subject: CMO Maintenance of Designation Approval



May 27, 2022

Carol Mohr, CMO
Manager of Finance
Township of Essa
5786 County Road 21
Utopia, ON L0M 1J0

Dear Carol:

This letter is to confirm that the AMCTO Board of Directors has approved your Certified Municipal Officer (CMO) Maintenance Program completion at their meeting on May 6, 2022.

I am pleased to offer my congratulations for your ongoing commitment to municipal excellence which the designation represents. You are authorized by the Association to continue to use the "CMO" designation, provided your AMCTO membership remains in good standing.

Please note that in 2015, AMCTO moved to a 3-year Professional Development Units (PDU) based Maintenance of Designation process. As a result, you will be required to submit a PDU log of your ongoing professional development activities by no later than **December 31st, 2024**. A reminder that participation in AMCTO volunteer opportunities, education and professional development are an excellent way to earn PDUs and contribute to making your Association even stronger!

Congratulations again on this significant achievement. We are confident that your journey to continue maintenance of the CMO designation will inspire fellow municipal professionals to emulate this commitment to your profession.

Sincerely,

A handwritten signature in black ink, appearing to read "David Arbuckle", written in a cursive style.

David Arbuckle, MPA
Executive Director

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From: AMCTO Accreditation <accreditation@amcto.com>
Sent: May 27, 2022 4:56 PM
To: Lisa Lehr <llehr@essatownship.on.ca>
Subject: CMO Maintenance of Designation Approval



May 27, 2022

Lisa Lehr, CMO
Manager of Legislative Services
Township of Essa
5786 County Rd. 21
Utopia, ON L0M 1T0

Dear Lisa:

This letter is to confirm that the AMCTO Board of Directors has approved your Certified Municipal Officer (CMO) Maintenance Program completion at their meeting on May 6, 2022.

I am pleased to offer my congratulations for your ongoing commitment to municipal excellence which the designation represents. You are authorized by the Association to continue to use the "CMO" designation, provided your AMCTO membership remains in good standing.

Please note that in 2015, AMCTO moved to a 3-year Professional Development Units (PDU) based Maintenance of Designation process. As a result, you will be required to submit a PDU log of your ongoing professional development activities by no later than **December 31st, 2024**. A reminder that participation in AMCTO volunteer opportunities, education and professional development are an excellent way to earn PDUs and contribute to making your Association even stronger!

Congratulations again on this significant achievement. We are confident that your journey to continue maintenance of the CMO designation will inspire fellow municipal professionals to emulate this commitment to your profession.

Sincerely,

A handwritten signature in black ink, appearing to read "David Arbuckle", written in a cursive style.

David Arbuckle, MPA
Executive Director

**PUBLIC MEETING HANDOUT
June 15, 2022**

**PROPOSED ZONING BY-LAW AMENDMENT (Z3/22)
(Affecting Various Properties throughout the Township of Essa)**

INTRODUCTION (MAYOR):

The purpose of this Public Meeting is to review a proposal for a Zoning By-law Amendment affecting various properties throughout Essa, in accordance with the provisions of the Planning Act. Below is a list of properties for zoning corrections (2) where it is proposed that properties return to former zoning which applied. As well, the municipality would like to zone 152 Greenwood Drive in Angus to allow for a school in addition to the use of the property as a park.

The municipality will hear comments and review written submissions from the public and public agencies once the CAO explains the intent of the municipality a little further.

DESCRIPTION OF THE PROPOSAL (CAO):

Legal Description	Purpose of Rezoning
5427 and 5479 8 th Line	To rezone lands out of aggregate zoning to revert the lands to the Agricultural Zone
Lands around 6838 10 th SR	To return lands to zoning of the existing Zoning By-law of 2003 – Agricultural and Rural Zones
152 Greenwood Drive, Angus	From Open Space Park to Institutional which, in addition to allowing the use of the lands for park purposes, would also allow for a school use

Staff have identified a few properties for a housekeeping Zoning By-law Amendment. The first two properties listed above will have zoning revert to what it once was – the first property having shown that aggregate no longer exists and where current standards guide the municipality to return the zoning to the “default” of the area; and the second property having been put into a restrictive zoning in error.

Lastly, the municipality has arranged for an agreement with the SCDSB wherein the Board will be purchasing 152 Greenwood Dr for use for a future elementary school if funding becomes available. Until such time that funding for a school becomes available, the municipality will continue to offer the public the use of the lands as park. All park equipment will remain intact until such time as a new school is supported by the Min of Education. The municipality plans to use other public lands nearby as shown on the map below, for park purposes. All equipment will be replaced with new equipment to be under warranty. As such, the parks dept may begin planning for new parks with public input, to provide for parks with equipment requested by our citizens.

The SCDSB has listed Angus as a top priority for a new elementary school although no one knows what year that funding may be approved. Once Ministry funding is approved, it could be a couple of years before a school is able to be constructed since the site will have to be cleared and a plan and design put in place. The site will have to be planned with the school itself placed closer to the south limit of the property than the north given that the north limit borders the County of Simcoe corridor set

out for either rail or trail purposes. The County has asked that the Board respect a setback as if trains were using the rail line. A school will be designed to be in keeping with the neighborhood.

Once the site is able to be cleared, then siltation fencing will be erected along with construction fencing to minimize dust and to keep children safely off the construction site. It is hoped that the construction phase may only last 2 years.

The SCDSB is looking to secure other Angus locations for a fourth elementary school and the SMDCSB is also looking for land for an elementary school.

All funds received from the sale of parkland must, according to the Planning Act, be put towards park purposes. The municipality will be requiring the Board to design a site to accommodate for parent drop offs and pick ups and to include traffic calming in the site design. The municipality may wish to explore traffic calming on the street in connection with an overall traffic design study for the area.

PARKS AND OPEN SPACE IN VICINITY OF 152 GREENWOOD DRIVE



- 1. 152 GREENWOOD DRIVE
 - 2. 191 MAPLEWOOD DRIVE
 - 3. OPEN SPACE ON GOLDPARK GATE
 - 4. 60 MIKE HART DRIVE
- 152 GREENWOOD DRIVE
- AREA PARKS AND OPEN SPACE

SUMMARY OF COMMENTS FROM NEIGHBOURS & AGENCIES (CAO):

County of Simcoe - No concerns except that any future buildings on 152 Greenwood must comply with the required setback of the rail-trail corridor as if rail use were to return to the line to connect Barrie with Collingwood

Enbridge Gas -
School Board -
NVCA -

COMMENTS & QUESTIONS FROM PUBLIC (MAYOR):

Speakers must state their name and address so that proper records may be kept and notice of future decisions be sent to those persons involved in the review process. Comments should be asked for, in relation to the properties in the order as listed below:

5427 and 5479 8th Line:

Lands around 6838 10th SR:

152 Greenwood Drive, Angus:

FINAL STATEMENT (MAYOR):

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



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW010-22
DATE: June 15, 2022
TO: Committee of the Whole
FROM: Michael Mikael – Manager of Public Works
SUBJECT: **Award of Tender – Margaret Street Reconstruction (Urbanization) Phase 3**

RECOMMENDATION

That Staff Report PW010-22 be received; and

That the quotation as received from **Pennorth Group Limited** for Phase 3 of the Margaret Street Reconstruction Project be accepted in the amount of **1,684,815.55** (excluding HST); and

That Council authorize staff to allocate the additional funds required to complete Phase 3 of the Project, in the amount to \$40,744.80 (excluding applicable tax), to the **Special Projects Reserve**.

BACKGROUND

The Margaret Street reconstruction is considered a high priority project due to safety concerns related to road geometry and speed. The Township authorized Ainley Group Ltd. to complete the design and contract administration.

Phases 1 and 2 of this Project (combined) were tendered in 2021 for cost savings, and were completed in 2021 resulting in approximately \$1,100,000 surplus with respect to the 2021 approved Capital Budget.

The proposed construction works focuses on the urbanization of Margaret Street to allow for safety upgrades (sidewalks) and allow for storm requirements. The road reconstruction consists of new subgrade granular and storm sewers. The road will consist of a new road base, and asphalt with completion of new concrete curb and gutters and sidewalks.

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The design of Phase 3 included a permanent traffic calming measure utilizing horizontal intrusion of the curb into the road (TCC), resulting in a narrower driving surface at a select location along the road alignment.

COMMENTS AND CONSIDERATIONS

The Tender document was posted on the Biddingo website on April 26, 2022 and closed on May 10, 2022 targeting September, 2022 for Substantial Completion. **No bids were received at the closing time.**

Staff decided to re-tender the project considering the following adjustment to the contract document:

- Surface Asphalt (top lift Asphalt) to be placed in summer 2023
- Temporary Asphalt Curb behind Catch Basins and Base Asphalt ramping at pedestrian crossings
- Extend Substantial Completion to November 30, 2022 and Surface Asphalt (top-lift) to be placed by June 16, 2023

The tender document was reposted on the Biddingo website on May 11, 2022 and closed on June 2, 2022. Staff received the following three bids:

BIDDER	TOTAL BID (excluding applicable taxes)
Pennorth Group Limited	\$1,659,815.55
North Rock Group Ltd.	\$1,678,000.00
Arnill Construction Limited	\$1,775,272.40

**A letter describing the project timeline and traffic management plan will be mailed out to residents within the construction limit to ensure public engagement.*

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PROJECTED COST ANALYSIS:

Below is the breakdown of the overall project cost:

COST ANALYSIS (Margaret Street Phase 3)	
Consultant Fees	
Detailed Design and Tender Preparation (Ainley Group)	\$ 57,845.00
Geotechnical Investigations (Peto MacCallum)	\$ 14,159.25
SUE Investigations (Urban X)	\$ 24,715.00
Contract Administration (reduced to 8hrs/day)	\$ 79,955.00
MECP Permit Fee	\$ 3,255.00
Geotechnical Allowance (Material Testing/reduced to minimum)	\$ 15,000.00
Total Consultant Fees (excl HST)	\$ 194,929.25
Construction Fees (based on the lowest bidder)	
Total Value of Construction (Lowest Bidder – Pennorth Group Limited)	\$ 1,659,815.55
Construction Change order allowance (Added Contingency)	\$ 25,000.00
Total Construction Fees (excl HST)	\$ 1,684,815.55
TOTAL PROJECTED COST (Excluding HST)	\$ 1,879,744.80

**Contract Administration (on-site hours) & Geotechnical Requirement were reduced to minimize the shortfall amount with respect to the approved Capital Budget.*

The Total approved Capital Budget for Margaret Street Phase 3 is **\$1,839,000** (**\$739,000 - 2022 Gas Tax**) (**\$1,100,000 - 2021 carry forward approved Capital Budget**) which represents a short fall in the amount of \$40,744.80 (excluding applicable tax).

It is believed that the current global inflation situation is the main leading factor for being over budget, specifically the price hikes in all petroleum products.

FINANCIAL IMPACT

Council approved **\$1,839,000** in the 2022 Public Works Prioritized Capital Budget (**\$739,000 - 2022 Gas Tax**) (**\$1,100,000 - 2021 carry forward approved Capital Budget**) for the project which represents a short fall in the amount of \$40,744.80 based on the lowest bid (excluding applicable tax).

Staff recommends that the additional requested budget in the amount of \$40,744.80 (excluding applicable tax) to be drawn from the Special Projects Reserve.

Worth to mention that the associated costs with deferring the project to 2023 Capital Budget will cost the municipality approximately **\$15,000** to renew MECP, NVCA permits and to re-tender the project, assuming inflation rates remain the same.



Manager of Finance

SUMMARY/OPTIONS

Council may:

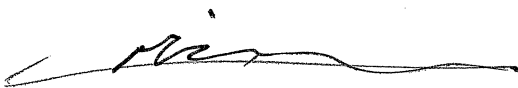
1. Take no action.
2. Award the Tender to **Pennorth Group Limited** in the amount of **\$1,659,815.55** (excluding applicable tax).
3. Authorize drawing the additional \$40,744.80 required budget from the Special Projects Reserve (excluding applicable tax)
4. Defer the project to 2023 due to the budget shortfall in the amount of \$40,744.80 (excluding applicable tax)
5. Direct Staff in another course of action

CONCLUSION

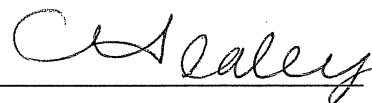
Staff recommends that **Options 2 & 3** be approved, given that this contractor is in a good standing with the Township and with no known past performance problems.

Respectfully submitted,

Reviewed by,



Michael Mikael, P.Eng
Manager of Public Works



Colleen Healey-Dowdall,
Chief Administrative Officer



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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C012-22

DATE: June 15, 2022

TO: Committee of the Whole

FROM: Lisa Lehr, Manager of Legislative Services

SUBJECT: 2022 Municipal and School Board Election – Advance Voting Dates

RECOMMENDATION

That Staff Report C012-22 be received.

BACKGROUND

Section 46 of the Municipal Elections Act grants authority to the Clerk of a municipality to establish the date(s), time(s) and location(s) for Advance Voting to occur in a municipality.

Section 43 of the Municipal Elections Act provides the following in respect of the requirement for a municipality to provide for Advance Voting in a municipality:

- 43** (1) Before voting day, each local municipality shall hold an advance vote on one or more dates. 2016, c. 15, s. 32.
- (2) Subject to subsection (3), the clerk shall establish,
- (a) the date or dates on which the advance vote is held;
 - (b) the number and location of voting places for the advance vote; and
 - (c) the hours during which the voting places shall be open for the advance vote, which may be different for different voting places.
- (3) The advance vote shall not be held more than 30 days before voting day.

COMMENTS AND CONSIDERATIONS

During the 2018 Municipal and School Board Election, the Clerk established two Advance Voting Days in an effort to:

- Make voting more accessible for all electors residing within the Township of Essa;
- Provide electors with more opportunities to cast their votes rather than just on Election Day;
- Better accommodate persons that may not be available to cast their vote on Election Day due to prior commitments or disabilities; and,
- Decrease wait times and foot traffic on Election Day.

Of the 3,782 electors that cast their vote in the 2018 Election, the following is a summary of recorded electors that cast their vote during the two Advance Voting Days in 2018:

Date	Location	Number of Electors
October 13, 2018	Angus Arena	610
October 17, 2018	Administration Centre	416
Total Number of Recorded Electors that attended the established Voting locations during Advance Voting Days in 2018:		1,026
Percentage of Votes Cast During Advance Voting Days in 2018		27.13%

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Based on 2018 data, the following chart is provided in an effort to offer Council with a further breakdown of the number of recorded electors that cast their vote during the Advance Voting Days in 2018, per Ward:

Ward Number	Number of Electors that cast their Vote on Advance Voting Days
1	576
2	223
3	227

(Previous to the 2018 Municipal and School Board Election, electors were provided only one Advance Voting Date to cast their vote outside of Election Day.)

As the approved method for electors to cast their votes in the upcoming 2022 Municipal and School Board Election is traditional paper ballot, it is imperative that the Clerk establish the number, location, time, and hours of operation for Advance Voting Days.

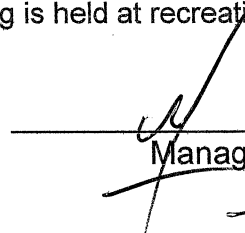
In an attempt to make voting accessible for all electors in our municipality and to decrease wait times on Election Day, the Clerk is once again recommending that two Advance Voting Dates be set. It is proposed that Advance Voting Days be set as follows:

SATURDAY OCTOBER 15, 2022 – 10:00 A.M. – 6:00 P.M., ANGUS RECREATION CENTRE
SATURDAY OCTOBER 22, 2022 - 10:00 A.M. – 6:00 P.M., ADMINISTRATION CENTRE

FINANCIAL IMPACT

It is estimated that the two Advance Voting Days will require approximately 10 election workers per day (3 DROs, 3 Poll Clerks, 2 Revision Clerks, 2 MDROs). As two Advance Voting Days are proposed, it is anticipated that the expenditure would equate to approximately \$5,000.00 in payout to election workers (this includes hours worked on Advance Voting Day AND the counting of the ballots). Plus there is a loss in revenue when voting is held at recreation centres.

This was included in the 2022 Election Budget.



Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no further action, thereby receiving the Report only.
2. Direct staff as Council deems appropriate.

CONCLUSION

Staff recommends Option No. 1.

Respectfully Submitted by:



Lisa Lehr
Manager of Legislative Services

Reviewed By:



Colleen Healey Dowdall
Chief Administrative Officer