

**THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING**

**WEDNESDAY, JANUARY 15, 2020
6:00 p.m.**

AGENDA

1. OPENING OF MEETING BY THE MAYOR

2. DISCLOSURE OF PECUNIARY INTEREST

3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS

- p. 1 Recommendation: *Be it resolved that the motions duly passed and approved at the Committee of the Whole meeting of this date be approved; and That the minutes of the Budget, Committee of the Whole and Regular Council meetings held on the 18th day of December, 2019 be adopted as circulated.*

4. CONSENT AGENDA

Recommendation: *Be it resolved that the items listed in the Consent Agenda dated January 15, 2020 be received for information, and that the necessary action be taken.*

5. COMMITTEE REPORTS

- p. 11 a. **Parks and Recreation Committee**

Recommendation: *Be it resolved that the minutes of the Parks and Recreation Committee from their meeting of December 19, 2019, be received.*

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

8. UNFINISHED BUSINESS

9. BY-LAWS

- p. 14 a. **By-law 2020-01**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2020-01, that being a By-law to authorize the Mayor and Clerk to enter into a Combined Service Agreement with the Town of Innisfil for the provision of Information Technology Services; and, that said By-law be read a first, and taken as read a second and third time and finally passed*

p. 20 **b. By-law 2020-02**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2020-02, that being a By-law to authorize municipal borrowing for current expenditures for 2020; and, that said By-law be read a first, and taken as read a second and third time and finally passed.*

p. 22 **c. By-law 2020-03**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2020-03, that being a By-law to authorize the levy and collection of an interim tax on all properties and property classes, and to establish the date(s) for payment of taxes, and to provide for penalty and interest; and, that said By-law be read a first, and taken as read a second and third time and finally passed.*

p. 26 **d. By-law 2020- 04**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2020-04, that being a By-law to provide for a Subdivision Agreement with Wynstar Developments Inc. for Part of Lot 21, Con 4 (Birchwood Estates); and that said By-law be read a first, and taken as read a second and third time and finally passed.*

p. 27 **e. By-law 2020- 05**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2020-05, that being a By-law to authorize the Issuance of the Certificate of Maintenance and Final Acceptance (Aboveground Works) Nottawasaga Village Subdivision (Stonemount Developments Inc., Block 12), Registered Plan 51M-1067; and that said By-law be read a first, and taken as read a second and third time and finally passed.*

p. 33 **f. By-law 2020- 06**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2020-06, that being a By-law to authorize the Issuance of the Certificate of Maintenance and Final Acceptance (Aboveground Works) Riverview Subdivision – Phase 2-Stages A & B (Brookvalley Developments (Angus) Ltd.), Registered Plan 51M-935; and that said By-law be read a first, and taken as read a second and third time and finally passed.*

p. 38 **g. By-law 2020- 07**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2020-07, that being a By-law to authorize the Issuance of the Certificate of Maintenance and Final Acceptance (Aboveground Works) Riverview Subdivision – Phase 2-Stage C (Brookvalley Developments (Angus) Ltd.), Registered Plan 51M-935; and that said By-law be read a first, and taken as read a second and third time and finally passed.*

10. QUESTIONS

11. CLOSED SESSION

Recommendation: *Be it resolved that Council proceed to a Closed Session in order to address matters pertaining to:*

- *A proposed or pending acquisition or disposition of land for Municipal or local board purposes.*
- *Personal matters about an identifiable individual, including Municipal or local board employees;*
- *Labour relations or employee negotiations;*
- *Litigation or potential litigation.*

Motion to Rise and Report from Closed Session Meeting of January 15th, 2020.

Recommendation: *Be it resolved that Council rise and report from the Closed Session Meeting at _____ p.m.*

12. CONFIRMATION BY-LAW

p. 43 **By-law 2020-08**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2020-08, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 15th day of January, 2020; and that said By-law be read a first, and taken as read a second and third time and finally passed.*

13. ADJOURNMENT

Recommendation: *Be it resolved that this meeting of the Council of the Township of Essa adjourn at _____ p.m. to meet again on the 5th day of February, 2020 following Committee of the Whole.*

**THE CORPORATION OF THE TOWNSHIP OF ESSA
SPECIAL MEETING - BUDGET MEETING**

**WEDNESDAY, December 18, 2019
5:00 p.m.**

MINUTES

A Special Meeting of Council was held on Wednesday, December 18, 2019 in the Council Chambers of the Administration Centre, Township of Essa. The Special Meeting was held for Council's consideration of the 2020 Budget.

In attendance: Mayor Sandie Macdonald
Councillor Keith White
Councillor Henry Sander
Deputy Mayor Michael Smith
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
J. Coleman, Manager of Parks and Recreation
C. Traynor-Richter, Manager of Finance
R. Rosilius, Deputy Treasurer
L. Lehr, Clerk

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the meeting at 5:00 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. DELEGATIONS / PRESENTATIONS

STAFF REPORTS AND MEMORANDUMS

4. TREASURY

a. Staff Report TR024-19 submitted by the Manager of Finance, re: 2020 Draft Budget.

Resolution No: SCW016-2019 Moved by: White Seconded by: Sander

*Be it resolved that Staff Report TR024-19 be received; and
That Council approve the 2020 Budget in the amount of \$16,109,074.00 with a levy of \$7,711,650.00 which includes 4.5% allocated to Asset Management Reserve and equates to an overall combined 3% tax increase; and
That a tax rating by-law be prepared for the consideration of Council.*

---Carried---

5. ADJOURNMENT

Resolution No: SCW017-2019 Moved by: Henderson Seconded by: White

Be it resolved that this Special Meeting of the Council of the Township of Essa adjourn at 5:55 p.m.

---Carried---

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

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

**WEDNESDAY, DECEMBER 18, 2019
6:00 p.m.**

MINUTES

A Committee of the Whole meeting was held on Wednesday, December 18, 2019, 2019 in the Council Chambers of the Administration Centre, Township of Essa.

In attendance: Mayor Sandie Macdonald
Councillor Keith White
Councillor Henry Sander
Deputy Mayor Michael Smith
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
J. Coleman, Manager of Parks and Recreation
C. Traynor-Richter, Manager of Finance
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

Deputy Mayor Smith declared a conflict of interest on Item 10 (a) as he has an active fill permit.

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

- a. **Staff Report PD059-19 submitted by the Manager of Planning and Development, re: 2019 Committee of Adjustment Summary of Activity.**

Resolution No: CW233-2019 Moved by: Sander Seconded by: White

Be it resolved that Staff Report PD059-19 be received for information.

----Carried----

- b. **Staff Report PD060-19 submitted by the Manager of Planning and Development, re: Part Lot Control, Plan 51M-1129 SanDiego Homes Inc., East Part Lot 31, Concession 3.**

Resolution No: CW234-2019 Moved by: White Seconded by: Smith

Be it resolved that Staff Report PD060-19 be received; and That Council approve adopting a Part Lot Control By-law in order for Part Lot Control, as prescribed by the Planning Act, to be applied to permit for the division of Block 63 of Plan 51M-1129 into Townhouse units for SanDiego Homes Inc. at East Part Lot 31, Concession 3, Angus.

----Carried----

5. PARKS AND RECREATION/ COMMUNITY SERVICES

- a. **Staff Report PR011-19 submitted by the Manager of Parks and Recreation, re: Parks and Recreation Programming Update.**

Resolution No: CW235-2019 Moved by: Smith Seconded by: Sander

Be it resolved that Staff Report PR011-19 be received; and That Council authorize the Manager of Parks and Recreation to continue to investigate and restructure schedules of programs and cancellation of classes where required.

----Carried----

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

8. FINANCE

9. CLERKS / BY-LAW ENFORCEMENT / IT

Deputy Mayor Smith declared a conflict on Item 10(a). He vacated his seat for this portion of the meeting. He did not vote or participate in any discussion on this Item.

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

- a. **Staff Report CAO064-19 submitted by the Chief Administrative Officer, re: Fill By-law.**

Resolution No: CW236-2019 Moved by: Sander Seconded by: White

Be it resolved that Staff Report CAO064-19 be received; and That Council approve the By-law as attached to this Report; and That the By-law be presented to Council for adoption in its Regular Meeting of this date in order to prohibit the placing of fill on lands in the Municipality in an effort to best serve all those of the Municipality.

----Carried----

Deputy Mayor Smith resumed his seat.

- b. **Staff Report CAO065-19 submitted by the Chief Administrative Officer, re: Phone Policy.**

Resolution No: CW237-2019 Moved by: White Seconded by: Sander

*Be it resolved that Staff Report CAO065-19 be received; and
That Council authorize the CAO to collect other municipal/agency phone policies to review and to help develop a policy for Essa Township.*

----Carried----

11. OTHER BUSINESS

- a. **Maplewood Drive / Greenwood Drive, Angus**

Council requested that a report be brought forward at a future meeting to outline options in respect of controlled traffic measures at Maplewood Drive / Greenwood Drive, Angus.

- b. **Discontinuation of City of Barrie Transit Service in Angus (December 31, 2019)**

Council reminded members of the public that the City of Barrie Transit Service in Angus is discontinued effective January 1, 2020. The last day for this service is December 31, 2019. Riders are encouraged to make use of the County of Simcoe Linx Transit which runs from Wasaga Beach to Barrie.

12. ADJOURNMENT

Resolution No: CW238-2019 Moved by: Smith Seconded by: Sander

Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 6:14 p.m. to meet again on the 15th day of January, 2020 at 6:00 p.m.

----Carried----

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING

WEDNESDAY, DECEMBER 18, 2019
6:00 p.m.

MINUTES

A Committee of the Whole meeting was held on Wednesday, December 18, 2019 in the Council Chambers of the Administration Centre, Township of Essa.

In attendance: Mayor Sandie Macdonald
Councillor Keith White
Councillor Henry Sander
Deputy Mayor Michael Smith
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
J. Coleman, Manager of Parks and Recreation
C. Traynor-Richter, Manager of Finance
L. Lehr, Clerk

1. **OPENING OF MEETING BY THE MAYOR**

Mayor Macdonald opened the meeting at 6:14 p.m.

2. **DISCLOSURE OF PECUNIARY INTEREST**

Deputy Mayor Smith declared a conflict on Item 9(d) as he has an active fill permit.

3. **ADOPTION OF PREVIOUS MINUTES AND MOTIONS**

Resolution No: CR260-2019 Moved by: Smith Seconded by: Sander

*Be it resolved that the motions duly passed and approved at the Committee of the Whole meeting of this date be approved; and
That the minutes of the Budget, Committee of the Whole and Regular Council meetings held on the 4th day of December, 2019 be adopted as circulated.*

----Carried----

4. **CONSENT AGENDA**

Resolution No: CR261-2019 Moved by: Henderson Seconded by: Smith

Be it resolved that the items listed in the Consent Agenda dated December 18, 2019 be received for information, and that the necessary action be taken.

----Carried----

5. COMMITTEE REPORTS

a. Essa Public Library Board Services

Resolution No: CR262-2019 Moved by: White Seconded by: Henderson

Be it resolved that the minutes of the Essa Public Library Board from their meeting of November 25, 2019, be received.

----Carried----

b. Healthy Community Committee

Resolution No: CR263-2019 Moved by: White Seconded by: Henderson

Be it resolved that the minutes of the Healthy Community Committee from their meeting of August 14, 2019, September 12, 2019 and November 13, 2019, be received.

----Carried----

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

8. UNFINISHED BUSINESS

9. BY-LAWS

a. By-law 2019-81

Resolution No: CR264-2019 Moved by: White Seconded by: Smith

Be it resolved that leave be granted to introduce By-law 2019-81, that being a By-law to authorize the Issuance of the Certificate of Maintenance and Final Acceptance (Underground Works) Nottawasaga Village Block 124 & 125 Subdivision (Plan 51M-1097) (Stonemount Developments Inc.); and, that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried----

b. By-law 2019-82

Resolution No: CR265-2019 Moved by: White Seconded by: Smith

Be it resolved that leave be granted to introduce By-law 2019-82, that being a By-law to amend By-law No. 2003-50; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried----

c. By-law 2019-83

Resolution No: CR266-2019 Moved by: Sander Seconded by: Henderson

Be it resolved that leave be granted to introduce By-law 2019-83, that being a By-law to remove Block 63, Plan 51M-1129 from the Part Lot Control Provisions of the Planning Act; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried----

Deputy Mayor Smith declared a conflict on Item 9(d). He vacated his seat for this portion of the meeting. He did not vote or participate on any discussion on this Item.

d. By-law 2019-84

Resolution No: CR267-2019 Moved by: Sander Seconded by: White

Be it resolved that leave be granted to introduce By-law 2019-84, that being a By-law to prohibit or regulate the removal of soil or topsoil, the placing or dumping of fill, the alteration of the grade of lands, and/or the storage of soil, topsoil or any other fill material in the Township; and that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried----

Deputy Mayor Smith resumed his seat for the remainder of the meeting.

10. QUESTIONS

11. CLOSED SESSION

Resolution No: CR268-2019 Moved by: Sander Seconded by: White

Be it resolved that Council proceed to a Closed Session in order to address matters pertaining to:

- *Personal matters about an identifiable individual, including Municipal or local board employees;*
- *Labour relations or employee negotiations;*
- *Advice that is subject to solicitor/client privilege, including communications necessary for that purpose; and*
- *A proposed or pending acquisition or disposition of land for Municipal or local board purposes.*

----Carried----

Council proceeded into Closed Session at 6:21 p.m.

Motion to Rise and Report from Closed Session Meeting of December 18th, 2019.

Resolution No: CR269-2019 Moved by: Sander Seconded by: White

Be it resolved that Council rise and report from the Closed Session Meeting at 6:53 p.m.

----Carried----

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- a. **PERSONAL MATTERS ABOUT IDENTIFIABLE INDIVIDUALS [s. 239(2)(e)]
LABOUR RELATIONS [s. 239(2)(d)]
Confidential Staff Report CAO062-19 submitted by the Chief Administrative Officer, Re: Pay Equity.**

Resolution No: CR270-2019 Moved by: Sander Seconded by: Smith

*Be it resolved that Confidential Staff Report CAO062-19 be received; and
That the Chief Administrative Officer be authorized to proceed with Option No. 2
as outlined in this Confidential Report.*

----Carried----

- b. **CLIENT-SOLICITOR PRIVILEGE [s. 239(2)(f)]
Confidential Staff Report CAO063-19 submitted by the Chief Administrative Officer, Re: Concern for Bio-Cremation and Extra-Strength (Sewer) Surcharge Agreement.**

Resolution No: CR271-2019 Moved by: Sander Seconded by: Smith

*Be it resolved that Confidential Staff Report CAO063-19 be received; and
That the Chief Administrative Officer be authorized to with Option No. 2 as outlined in
this Confidential Report.*

----Carried----

- c. **ACQUISITION OR DISPOSITION OF LAND [s. 239(2)(c)]
Confidential Staff Report CAO066-19 submitted by the Chief Administrative Officer, Re: Acquisition or Disposition of Land.**

Resolution No: CR272-2019 Moved by: Sander Seconded by: Smith

*Be it resolved that Confidential Staff Report CAO066-19 be received; and
That the Chief Administrative Officer be authorized to proceed as directed by Council.*

----Carried----

12. CONFIRMATION BY-LAW

By-law 2019-85

Resolution No: CR273-2019 Moved by: Smith Seconded by: Henderson

*Be it resolved that leave be granted to introduce By-law 2019-85, that being a By-law to
confirm the proceedings of the Council and Committee of the Whole meetings held on this
18th day of December, 2019; and that said By-law be read a first, and taken as read a
second and third time and finally passed.*

----Carried----

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13. ADJOURNMENT

Resolution No: CR274-2019 Moved by: Smith Seconded by: Henderson

Be it resolved that this meeting of the Council of the Township of Essa adjourn at 6:57 p.m. to meet again on the 15th day of January, 2020 following Committee of the Whole.

----Carried----

Sandie Macdonald, Mayor

Lisa Lehr, Clerk



TOWNSHIP OF ESSA

MINUTES OF MEETING of the PARKS AND RECREATION COMMITTEE

ESSA ADMINISTRATION CENTRE – December 19 2019, at 6:00 pm

PRESENT: Sandie Macdonald, Mayor/Chair
 Ron Henderson, Councillor
 Willy Parkinson
 Brandy Rafeek
 Jim Hunter
 Eric Villani

ATTENDED: Jason Coleman, Mgr. of P & R

ABSENT WITH REGRET: Colleen Healey-Dowdall, CAO

The meeting was called to order by the Mayor/Chair and the minutes of October 9th accepted as circulated.

Moved by Willy Parkinson and Seconded by Brandy Rafeek

"Be it resolved that the minutes October 9th accepted". Carried.

Old Business:

Pinnies for programs and Township events have been budgeted and will be ordered in the New Year.

New Business:

2020 Winter Guide has been uploaded to the website. Pamphlets have been created for any residents preferring a physical copy. Discussed the shift from traditional guides that were costly, full of advertisements and in mail not reaching over 5000 residents.

Township of Essa Trails Map has been created and will be displayed in multiple locations – Libraries, Arenas, Admin Centre.

Sandie Macdonald and Brandy Rafeek suggested pamphlets being placed at schools, doctor's office, and dentist offices to read while people are in waiting areas.

Manager of Parks and Recreation discussed the fee schedule is in need of updating and is a large undertaking, will be completed later in 2020.

Deposit structure for rentals is causing issues with the customer along with consuming time from multiple

departments. Suggestions made to look at eliminating deposit structure as there never seems to be damage from groups, additional cheque deposit, look at credit card deposit within Max Galaxy for 2020.

Eric Villani inquired about Adult Indoor Soccer. Currently the Township is not operating a program but Parks and Recreation is willing to support if there is a strong interest.

Manager of Parks and Recreation consulted with the Committee on plans to hold a Sports Field User Group Meeting following the protocol for priority of bookings. All agreed to follow protocol policy.

2020 Budget was passed on Wednesday December 18, 2019. Items listed are below.

Parks and Recreation Items Included in the 2020 Budget

Parks

- \$ 7,200 Canoe/Kayak Boat Launch (DC)
- \$ 8,362 Trail to Boat Launch (DC)
- \$125,000 Playground – Bob Geddes (DC \$90,000 / \$35,000 Taxation)
- \$ 25,000 ATV Side by Side (DC)
- \$ 49,500 Paving Bob Geddes Parking Lot (Taxation)
- \$ 12,500 Angus Community Park Perimeter Track (Taxation)
- \$ 73,550 Dump Truck with attachments (Plow & Salter DC \$64,000)
- \$ 9,900 Co-op Student (Taxation)

Thornton Arena

- \$ 89,000 Olympia (Taxation)
- \$ 28,000 Washroom Renovations Upstairs (Taxation)
- \$ 12,000 Arena Refrigeration Mycom Compressor (2) (Taxation)

Angus Arena

- \$ 9,000 Gym Dividing Wall (Taxation)
- \$ 57,470 Arena Dehumidifiers (Taxation)

Items Not Included in Budget

Parks and Recreation

- \$ 54,000 Stonemount Gazebo (Taxation)
- \$ 38,000 Dog Park Lighting (Taxation)

Open Discussion

Jim Hunter asked about growth of the Township and when the last needs assessment survey was in regards to additional facilities needed. Currently Essa Township facilities are not being utilized to maximum capacity and there is nothing planned in the 2020 budget for assessment.

Comments on digital sign at Angus arena. Suggestion to create a tall LED sign by road, but is county property and is very costly.

Brandie Rafeek mentioned drop in basketball in Barrie is \$2.50 and Essa Township is \$5.00. Parks and Recreation Department working on fee structure later in the year. Currently Mom and Tot skating is free to all residents.

The meeting was adjourned at 6:59 pm and the Committee will meet again at the call of the Chair.

Moved by Willy Parkinson and Seconded by Brandy Rafeek

Be it resolved that the meeting be adjourned. Carried.

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THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2020 – 01

A By-Law to authorize the Mayor and Clerk to enter into a Combined Service Agreement with the Town of Innisfil for the provision of Information Technology Services.

WHEREAS the *Municipal Act 2001*, S.O. 2001, c.25, as amended, provides that municipalities have the authority to enter into agreements with one or more municipalities for the provision of services; and

WHEREAS the Township of Essa (hereinafter referred to as "The Township") has engaged the Town of Innisfil (hereinafter referred to as "The Provider") to perform certain computer maintenance and support services to the Township of Essa; and

WHEREAS it is deemed necessary to set out the duties and responsibilities of the Provider in relation to the provision of these services;

NOW THEREFORE the Council of the Corporation of the Township of Essa hereby enacts as follows:

1. That the Provider, through its Manager of Information Technology, shall deliver the required services in accordance with the specifications, duties and responsibilities as set out in the Service Contract, attached as Schedule A.
2. The Township shall pay the Provider for services in accordance with the total sums per annum as set out in the Service Contract.
3. The term of the Service Contract commences on January 1, 2020 and ends on December 31, 2025, and in accordance with provision 4.1 of the Service Contract, the contract shall be renewable for a five-year term upon the written consent of both Parties, subject to changes in the Annual Fees.
4. This Service Contract will be reviewed by both parties at the end of the term. Should the Township or the Provider wish to not renew the Service Contract, written notice shall be provided to the other party in accordance with provision 4.2 of the contract.
5. Any notice required to be given to the Provider pursuant to the provisions of this Service Contract shall be given by mail, addressed to the Town of Innisfil, 2101 Innisfil Beach Road, Innisfil, Ontario. L9S 1A1.
6. That the Service Contract attached hereto (Schedule "A") forming part of this By-law be approved.
7. That the Mayor and Clerk be authorized to execute the said Service Contract.
8. That this By-law shall come into force and take effect as of the 1st day of January, 2020.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 15th day of January, 2020.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

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SERVICE CONTRACT
for the provision of Information Technology Services to the Township of Essa

BETWEEN:

THE CORPORATION OF THE TOWN OF INNISFIL
("PROVIDER")

-and-

THE CORPORATION OF THE TOWNSHIP OF ESSA
("TOWNSHIP")

This Agreement is entered into on the ____ day of _____, 2019.

RECITALS

- The Provider and the Township have a history exceeding 15 years of sharing Information Technology Services ("IT Services"), mainly through the hosting of corporate databases as well as other IT Services from time to time.
- Through working closely with the Township's Information Technology Department ("Essa IT") in the past, the Provider's Information Technology Department ("Innisfil IT") has developed a good understanding of the Essa IT environment.
- The Provider and the Township (collectively, the "Parties") acknowledge that this agreement will be mutually beneficial. The Township will gain access to an IT Services team for similar costs as they would have in hiring a single person, allowing for a more broad variety of experiences, specialties and availability to meet their IT requirements. The Provider will gain more depth within Innisfil IT, allowing projects and support to be spread to those with the unique skills required.

NOW THEREFORE, as a result of the mutual covenants set out in this Agreement, the sufficiency of which is acknowledged, the Parties agree as follows:

ARTICLE 1: DEFINITIONS

- 1.1 For the purposes of this Agreement and in addition to the definitions set out in the recitals, the following terms have the meanings set forth below:
 "Specialty IT Services" include, but are not limited to, services such as vendor upgrades and network cabling.

ARTICLE 2: SCOPE OF SERVICES

The Provider, through its Manager of Information Technology, shall provide the following IT Services to the Township:

- 2.1 **Support help-desk services**
- 2.1.1 Respond to end-user support requests, either on-site or remotely as required.
 - 2.1.2 Regular site visits to resolve non-critical issues.

2.2 Upgrades and maintenance

- 2.2.1 Routine hardware and software upgrades as agreed to at the beginning of each calendar year.
- 2.2.2 Visual inspection of on-site server hardware during onsite visits.
- 2.2.3 Server and network maintenance including network connections to fire halls, arenas and works garage.

2.3 Project planning and implementation

- 2.3.1 Assist with creation of IT budget.
- 2.3.2 Assist with scheduling and planning of IT projects.
- 2.3.3 Attend regular meetings with Essa staff for the purpose of coordinating, planning and reviewing IT projects and requests
- 2.3.4 Coordinating and implementing new IT initiatives, based on item 2.3.3, including working with external vendors as required.

2.4 Application hosting

- 2.4.1 Hosting services as required for Diamond and MOAR applications.
- 2.4.2 Daily backups of MOAR and Diamond (at Innisfil) and off-site storage of back up media.

ARTICLE 3: TOWNSHIP'S RESPONSIBILITIES

The Township shall be responsible for the following:

- 3.1 **Support Requests:** The Township shall submit support requests via the methods set out by the Provider.
- 3.2 **Budgets:** The Township shall coordinate annual IT budgets with the Provider for hardware/software upgrades/additions, annual maintenance costs and Specialty IT Services.
- 3.3 **Projects:** The Township shall coordinate in advance a work plan with the Provider for projects planned throughout the year.
- 3.4 **Hardware/Software:** The Township shall consult with the Provider before purchasing any computer hardware, software or services/solutions that need to connect to the computer system.
- 3.5 **Physical Access:** The Township shall provide the Provider with physical access to Township facilities in order to complete required maintenance or repair activities

ARTICLE 4: TERM, TERMINATION & AMENDMENT

- 4.1 **TERM:** This Agreement will be effective from January 1, 2020 for a five-year term and shall be renewable for a further five-year term upon the written consent of both Parties, subject to changes to the Annual Fees.
- 4.2 **TERMINATION:** This Agreement may be terminated by either Party with no less than sixty (60) day's written notice to the other Party.
- 4.3 **AMENDMENT:** This Agreement may only be amended by the written, mutual consent of the Parties.

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ARTICLE 5: ACCOUNTING

5.1 ANNUAL FEE: The Township shall pay to the Provider a fee as follows in the initial year of the Term of the Agreement:

	2020
Items 2.1-2.3	\$70,000
Item 2.4	\$9,400
Total	\$79,400

For each subsequent year in the initial Term of this Agreement, an annual increase of two percent (2%) shall apply to the annual fee.

Should this Agreement be terminated by either Party in accordance with Article 4 above, any outstanding fees shall be calculated on a pro rata basis for IT Services already provided.

5.2 INSTALLMENTS: The Provider shall send invoices to the Township on a quarterly basis for payment of the fee outlined in Article 5.1.

ARTICLE 6: LIMITATION OF LIABILITY

6.1 LIABILITY: The Provider warrants that Innisfil IT will exercise due diligence in performing the IT Services outlined in this Agreement, however the Provider will not accept liability for catastrophic or unforeseen events. The Provider takes no responsibility for data entered by others or supplied to the Provider for importing or for any damages or loss to the Township resulting from privacy and security monitoring or server maintenance performance.

6.2 INDEMNITY: In no event shall the Provider be liable or responsible for any damages, loss of income or other loss the Township may suffer in the Provider's performance of the IT Services. The Township shall indemnify and save harmless the Provider against and from any and all claims, actions, liabilities, losses, damages or suits arising from the Provider's performance of IT Services.

ARTICLE 7: MISCELLANEOUS

7.1 EMPLOYEES: No person retained or hired by the Provider for the purposes of fulfilling its obligations under this Agreement shall be considered an employee of the Township at any time, including during onsite visits.

7.2 RECTIALS: The recitals hereto shall be deemed to form an integral part hereof.

7.3 ENTIRE AGREEMENT: This Agreement constitutes the entire agreement of the Parties and supersedes all prior representations, proposals, discussions, and communications, whether oral or in writing.

7.4 NOTICE: Any notice, report or other communication required or permitted to be given hereunder shall be in writing unless some other method of giving such notice, report or other communication is expressly accepted by the party to whom it is given and shall be given by being delivered or mailed to the following addresses of the parties respectively:

- (a) To the Provider:
The Corporation of the Town of Innisfil
2101 Innisfil Beach Road
Innisfil, ON
L9S 1A1
Attention: Manager of Information Technology
- (b) To the Township:
The Corporation of the Township of Essa
5786 Simcoe County Road 21
Utopia, ON
L0M 1T0
Attention: Municipal Clerk

Any notice, report or other written communication, if delivered, shall be deemed to have been given or made on the date on which it was delivered to any employee of such party, or if mailed, postage prepaid, shall be deemed to have been given or made on the third business day following the day on which it was mailed (unless at the time of mailing or within forty-eight hours thereof there shall be a strike, interruption or lock-out in the Canadian postal service in which case service shall be by way of delivery only). Either party may at any time give notice in writing to the other party of the change of its address for the purpose of this Agreement.

- 7.5 GOVERNING LAW:** The provisions of this Agreement shall be construed and interpreted in accordance with the laws of the Province of Ontario as at the time in effect.
- 7.6 FORCE MAJEURE:** Neither Party shall be liable for damages caused by delay or failure to perform its obligations under this Agreement where such delay or failure to perform is caused by an event beyond its reasonable control. The Parties agree that an event shall not be considered beyond its reasonable control if a reasonable business person applying due diligence in the same or similar circumstances under the same or similar obligations as those contained in this Agreement would have put in place contingency plans to either materially mitigate or negate the effects of such event. Without limiting the generality of the foregoing, the Parties agree that force majeure events shall include natural disasters and acts of war, insurrection and terrorism but shall not include shortages or delays relating to supplies or services. If a Party seeks to excuse itself from its obligations under this Agreement due to a *force majeure* event, that Party shall immediately notify the other Party of the delay or non-performance, the reason for such delay or non-performance and the anticipated period of delay or non-performance. If the anticipated or actual delay or non-performance exceeds fifteen (15) Business Days, the other Party may immediately terminate this Agreement by giving notice of termination and such termination shall be in addition to the other rights and remedies of the terminating Party under this Agreement, at law or in equity.
- 7.7 COUNTERPARTS:** This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.

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7.8 DATE OF EXECUTION: This Agreement is executed as of the date first written above.

The Corporation of the Town of Innisfil

The Corporation of the Township of Essa

Per: _____
Name:
Title:

Per: _____
Name: Sandie Macdonald
Title: Mayor

Per: _____
Name:
Title:

Per: _____
Name: Lisa Lehr
Title: Clerk

I/We have the authority to bind the corporation

I/We have the authority to bind the corporation

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2020 - 02

A By-law to authorize municipal borrowing for current expenditures for 2020.

WHEREAS the Council of the Corporation of the Township of Essa deems it necessary to borrow the sum of Two Million Dollars (\$2,000,000) to meet the current expenditures of the Corporation for the year, until the taxes are collected;

NOW THEREFORE BE IT ENACTED as a By-law of the said Corporation as follows:

1. The Mayor and the Manager of Finance are hereby authorized to borrow from the Bank of Nova Scotia from time to time by way of promissory note a sum or sums not exceeding at any one time, Two Million Dollars (\$2,000,000) to meet, until the taxes are collected, the current expenditures of the Corporation for the year.
2. The Mayor and the Manager of Finance are hereby authorized to sign on behalf of the Corporation and to furnish to the said Bank from time to time a promissory note or notes sealed with the corporate seal for the sum or sums so borrowed with interest at such rate as the said Bank may from time to time determine.
3. The Manager of Finance is hereby authorized and directed to furnish to the said Bank, as it may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected or of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year, that have not been repaid.
4. All sums borrowed from the said Bank shall, with interest thereon, be a charge upon the whole or any part or parts of the revenues of the Corporation for the current year and for any preceding years, as and when such revenues are received.
5. The Manager of Finance is hereby authorized and directed to apply in payment of all sums borrowed from the said Bank, with interest thereon, all of the money hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the monies collected or received from any other source.
6. That this By-law shall come into force and take effect on the day it is finally passed.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 15th day of January, 2020.

Sandie Macdonald, Mayor

20 _____
Lisa Lehr, Clerk

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Appendix A to By-law 2020 - 02

AGREEMENT

BETWEEN:

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ESSA
(hereinafter called the "Corporation" of the one part);

and

THE BANK OF NOVA SCOTIA
(hereinafter called the "Bank" of the other part);

WHEREAS a By-law passed by the Council of the Corporation on the 15th day of January, 2020, provides authority to the Mayor and the Manager of Finance of the Corporation to borrow from the Bank the monies therein mentioned, and by such By-law this agreement was authorized; and

WHEREAS the Corporation desires to borrow the said monies by promissory notes and the Bank, in consideration of the execution of this agreement by the Corporation, has consented thereto subject to and upon the terms and conditions hereinafter set forth;

IT IS NOW HEREBY AGREED that the said monies may be borrowed by the Mayor and the Manager of Finance for the Corporation from the Bank upon the promissory notes of the Corporation signed by the Mayor and the Manager of Finance and sealed with the seal of the Corporation.

IT IS FURTHER AGREED that the Corporation shall repay the monies so advanced with interest on such date as shall be agreed with the Bank and in any event not later than the 31st day of December next ensuing.

As security for repayment of the monies so advanced by the Bank and interest thereon, all the revenues of the Corporation of whatever nature and kind are hereby charged to and in favour of the Bank, and the Bank shall have a lien upon all such revenues until the charge hereby and by said By-law created is satisfied.

IN WITNESS WHEREOF the Corporation has caused its corporate seal to be hereunto affixed under the hands of its Mayor and Treasurer on the date and year first above written.

THE CORPORATION OF THE TOWNSHIP OF ESSA.

Sandie Macdonald, Mayor

Date

Carol Traynor, Manager of Finance

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THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2020 – 03

A By-law to authorize the levy and collection of an interim tax on all properties and property classes, and to establish the date(s) for payment of taxes, and to provide for penalty and interest.

WHEREAS Section 317(1) of *The Municipal Act*, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may, before the adoption of the estimates for the year under section 290, pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipal purposes; and

WHEREAS the Council of The Township of Essa deems it appropriate to provide for such interim levy on the assessment of property in this municipality; and

WHEREAS the *Municipal Act*, S.O. 2001, Chapter 25, Section 391 as amended, permits the imposition of fees or charges on persons for services provided or done by or on behalf of any other municipality; and

WHEREAS the *Municipal Act*, S.O. 2001, Chapter 25, Section 398(1) (2) as amended, permits that fees or charges constitute a debt of the person to the municipality and that such amount owing can be added to the Tax Roll and collected in same manner as municipal taxes; and

WHEREAS Section 345(2) of the *Municipal Act*, as amended, provides that Council may, by by-law, impose a percentage charge as a penalty for non-payment of taxes on any class or installment thereof not exceeding 1.25% on the first day of default and on the first day of each calendar month thereafter in which default continues.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Essa hereby enacts as follows:

ADMINISTRATION

1. That the amounts levied shall be as follows:
 - 1.1 For the Residential, Pipeline, Farmland and Managed Forest, Multi-Residential, Commercial and Industrial property classes there shall be imposed and collected an interim levy of:
 - (a) the percentage prescribed by the Minister under section 317(3) of the *Municipal Act*; or,
 - (b) 50%, if no percentage is prescribed, of the total taxes for municipal and school purposes levied on the property in the year 2019.
2. That the calculation of the amount shall be as follows:

9c

2.1 For the purposes of calculating the total amount of taxes for the year 2020, if any taxes for municipal and school purposes were levied on a property for only part of 2019 because assessment was added to the collector's roll during 2019, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year;

3. That the date(s) for payment of taxes levied under the authority of this By-law shall be as follows:

Due date of First Interim Installment: Three banking days before the last banking day of March

Due date of Second Interim Installment: Three banking days before the last banking day of June

4. That the date(s) for payment of taxes levied under the authority of the By-law to adopt the estimates of all sums required during the year for all purposes of the municipality for levying the rates and to expend, pledge or apply monies from reserve funds and contributions shall be as follows:

Due date of First Final Installment: Three banking days before the last banking day of September

Due date of Second Final Installment: Three banking days before the last banking day of November

5. That no discounts shall be allowed for punctual payment of any taxes or prepayment thereof.

6. That the Manager of Finance of the Corporation shall add to the amount of all taxes due and unpaid and levied under the authority of this By-law a penalty charge equal to one and one-quarter per cent (1.25%) of such amount and the penalty charge shall be added on the first day of the calendar month following the due date, and on the first day of each calendar month thereafter in which default continues but not after the end of the year in which the taxes are levied after which statutory interest of one and one-quarter per cent (1.25%) per month will apply.

7. That the Manager of Finance, no later than twenty-one (21) days prior to the date that the first installment is due, shall mail or cause to be mailed to the assessed owner as recorded in the last revised assessment roll, a tax notice setting out the amount of each installment, the date by which it is to be paid, and the penalty charge imposed for late payment.

9c

8. That the taxes shall be payable to the Corporation on or before the due date and shall be payable at the Municipal Office, or at the Bank of Nova Scotia in Alliston and Angus, or at the TD Bank in Alliston and Angus, or via teller at the Royal Bank of Canada in Alliston. The resident (or presenter of the bill) will be responsible to pay any applicable service charge to the financial institution that accepts the payment. Electronic Fund Transfers (EFT) are available through a Pre-Authorized Payment Plan with the Township and Telephone EFT and EDI payments with various Financial Institutions. In addition, payment can be left after hours at the Municipal Office drop box on the lower level, side entrance. A pre-authorized payment plan can be arranged at the Municipal office. All payments shall be deemed to be paid to the Corporation on the date the Township receives the payment.
9. That except for accounts affected by tax registration procedures, the Manager of Finance and the Collector are hereby authorized to accept part payment from time to time on account of any such taxes that are due, and to give a receipt for such part payment, provided that acceptance of any such part payment shall not affect the collection of any penalty charges imposed and collectable in respect of non-payment of the taxes or any installment thereof.
10. That all taxes levied pursuant to an assessment made under the provisions of Sections 33 and 34 of the *Assessment Act*, as amended, shall be due and payable upon issue and mailing of a tax notice, and said taxes shall be collected on a date to be determined by the Manager of Finance or Collector, with payments due and payable not less than twenty-one (21) days after the billing date.
11. That there be imposed a handling fee of \$30.00 for any returned cheques.

CONFLICTING LEGISLATION

12. If this By-law conflicts with the provisions of any Act, other than the *Municipal Act*, the provisions of that Act prevail to the extent of the conflict.

VALIDITY AND SEVERABILITY

13. It is hereby declared that notwithstanding any section, subsections, clause, paragraph or provision of this By-law or parts thereof, may be declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Council to enact, such section or sections or parts thereof shall be deemed to be severable and that all other sections or parts of this By-law are separate and independent therefrom and enacted as such as a whole. Same shall not affect the validity or enforceability of any other provisions of this By-law or of the By-law as a whole.

Whenever any reference is made in this By-law to a statute of the Legislature of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute and all successor legislation to such statute.

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ENFORCEMENT

14. This By-law shall be administered by the Manager of Finance of the Corporation of the Township of Essa.

FORCE AND EFFECT

15. That this By-law shall come into force and effect on the day of passing.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 15th day of January, 2020.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

9d

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2020 - 04

A By-law to provide for a Subdivision Agreement with Wynstar Developments Inc for Part of Lot 21 (Birchwood Estates).

WHEREAS the Council of the Corporation of the Township of Essa is empowered to enter into agreements for development control pursuant to Section 51(26) of the Planning Act, R.S.O. 1990, c.P13; and

WHEREAS the Township and the owners of lands known as Part of Lot 21, Concession 4, agree to enter into this Subdivision Agreement in order to permit the development of the afore-mentioned property in accordance with plan of subdivision approval.

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the Township of Essa hereby enacts as follows:

1. The Agreement attached hereto is approved by Council, and Council agrees to the terms of the aforesaid Agreement.
2. The Mayor and Clerk are hereby authorized to execute the subject Agreement and all other documentation necessary to give effect to the attached Agreement.
3. This By-law and Agreement attached shall be registered at the Land Titles Office for the County of Simcoe after execution by all parties.
4. This By-law comes into force and effect on the day it is finally passed.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 15th day of January, 2020.

Sandie Macdonald - Mayor

Lisa Lehr - Clerk

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THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2020 - 05

A By-law to Authorize the Issuance of the Certificate of Maintenance and Final Acceptance (Aboveground Works) Nottawasaga Village Subdivision (Stonemount Developments Inc., Block 12), Registered Plan 51M-1067.

WHEREAS Section 51, Subsection (26) of the *Planning Act*, R.S.O. 1990; Chapter P. 13, as amended, provides that municipalities may enter into agreements imposed as a condition to the approval of a plan of subdivision and such agreements may be registered against the land to which the subdivision plan applies; and

WHEREAS Council for the Corporation of the Township of Essa entered into a Subdivision Agreement with Stonemount Developments Inc. on October 27, 2015 to construct a residential development consisting of an additional forty-nine (49) residential units; and

WHEREAS the requirements of this Subdivision Agreement with respect to the underground services have now been met;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Essa hereby enacts as follows:

1. That the Certificate of Maintenance and Final Acceptance (Aboveground Works) for Nottawasaga Village Subdivision – Block 12, Registered Plan 51M-1067, may now be issued by the Township Engineers (AECOM) in compliance with the Subdivision Agreement between the Corporation of the Township of Essa and Stonemount Developments Inc.
2. That the attached Schedule "A", Certificate of Maintenance and Final Acceptance (Aboveground Works) shall form part of this By-law.
3. This By-law comes into force and effect on the day it is finally passed.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 15th day of January, 2020.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

9e

SCHEDULE "A"



AECOM
55 Cedar Pointe Drive, Suite 620
Barrie, ON, Canada L4N 5R7
www.aecom.com

705 721 9222 tel
705 734 0764 fax

TOWNSHIP ENGINEERS

CERTIFICATE OF MAINTENANCE AND FINAL ACCEPTANCE
(ABOVEGROUND WORKS)

MUNICIPALITY Township of Essa

PROJECT Nottawasaga Village Subdivision – BLOCK 12 of Plan 51M-784
Plan 51M-1067

DEVELOPER Stonemount Development Inc.

FILE NO. 60118287 [43T-91011]

Description of the Works:

Roadways in the Nottawasaga Village – **BLOCK 12 Subdivision** consisting of:


- **Mandley Street** from Gold Park Gate to Greenwood Drive; a distance of 186.25 metres (611 feet).

We, AECOM, notify the Municipality that the above mentioned works were inspected on December 17, 2019, and to the best of our knowledge and judgement are complete in accordance with the Subdivision Agreement, except for the deficiencies below:

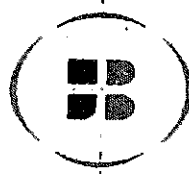
- No Deficiencies are noted in the attached "Construction Status Report" dated Dec. 18/19.

We hereby accept these works for use and operation by the Municipality subject to the rectification of the above noted deficiencies and to the rectification of any further deficiencies that may become apparent during the maintenance period and to the maintenance that is required by the Subdivision Agreement.

The date of Substantial Completion and Acceptance (Aboveground Works) is established by the Certificate as of December 20, 2019.

Date: December 20, 2019 Signature: 

9c



J.D. BARNES
LIMITED
LAND INFORMATION SPECIALISTS

SURVEYOR'S CERTIFICATE
REGISTERED PLAN 51M-1067
TOWNSHIP OF ESSA

J.D. Barnes Reference 10-21-474-26

I hereby certify that all points for the above noted plan of subdivision (51M-1067), have been found and verified correct or replaced except : where such survey bars fall on paved driveways, an underground utility service or a fencing structure.

Dated: October 21, 2019

Navid Najjarbashi
Ontario Land Surveyor
J.D. Barnes Limited

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AECOM

**Township of Essa
Construction Status Report**

Subdivision: Nottawasaga Village Subdivision Block 12
 Engineer: Steve Pauls, exp. (705) 719-1100
 Date: December 18, 2019

File Number: 60118287
 Contractor: UFC Contracting Inc.
 Registered Plan: 51M-1067


START OF UNDERGROUND WORKS

	Yes	No	Date Completed and Comments
Siltation Controls			
1) silt fence installed and maintained	v		
2) rock check dams installed and maintained	v		
SWM Pond			
1) pond earth works completed			SWM Pond under Phase 3 works.
2) storm outfall works completed			
3) access road constructed			
4) pond topsoil / seeding			
5) pond fencing completed with gate			
6) landscaping completed			
7) pond access road			
8) pond survey submitted			
9) pond volume calculations submitted			
10) pond certification by Engineer			
Sanitary Sewer			
1) pipe installed	v		
2) pipe bedding summary/acceptance report	v		See Section 6 of Report submitted by exp. on October 20, 2015.
3) backfill testing summary/acceptance report	v		See Section 6 of Report submitted by exp. on October 20, 2015.
4) maintenance holes inspected/approved	v		Inspected on October 5, 2015.
5) benching inspected	v		Inspected on October 5, 2015.
6) top of precast 0.3m below finish grade	v		
7) video inspection submitted for review	v		See Section 2 of Report submitted by exp. on October 20, 2015.
8) video inspection reviewed/approved	v		See AECOM letter dated January 6, 2016.
9) flushing of sewers	v		Inspected on October 5, 2015.
Storm Sewer			
1) pipe installed	v		
2) pipe bedding summary/acceptance report	v		See Section 6 of Report submitted by exp. on October 20, 2015.
3) backfill testing summary/acceptance report	v		See Section 6 of Report submitted by exp. on October 20, 2015.
4) maintenance holes inspected	v		
5) benching inspected	v		See inspection report dated December 9, 2015.
6) top of precast 0.3m below finish grade	v		
7) video inspection submitted for review	v		See Section 3 of Report submitted by exp. on October 20, 2015.
8) video inspection reviewed/approved	v		See AECOM letter dated January 6, 2016.
9) flushing of sewers	v		Inspected on October 5, 2015.

Inspectors Name: _____



Project Manager: _____





**Township of Essa
Construction Status Report**

Subdivision: Nottawasaga Village Subdivision Block 12
 Engineer: Steve Pauls, exp. (705) 719-1100
 Date: December 18, 2019

File Number: 60118287
 Contractor: UFC Contracting Inc.
 Registered Plan: 51M-1067

START OF UNDERGROUND WORKS

	Yes	No	Date Completed and Comments
Waterman			
1) pipe installed	✓		
2) pipe bedding summary/acceptance report	✓		See Section 6 of Report submitted by exp. on October 20, 2015.
3) backfill testing summary/acceptance report	✓		See Section 6 of Report submitted by exp. on October 20, 2015.
4) by-pass installed and inspected	✓		
5) pressure testing confirmed by AECOM	✓		
6) system chlorinated	✓		See Aquazition report dated May 15, 2015.
7) water samples received by AECOM	✓		See test results dated MAY 19 & 20 2015.
8) by-pass removed	✓		
9) tracer wire - attached to hydrant flange	✓		
- continuity test	✓		See Section 4 of Report submitted by exp. on October 20, 2015.
10) hydrant -water flow charts submitted	✓		See Section 4 of Report submitted by exp. on October 20, 2015.
-end caps painted	✓		
- barrels painted to Twp spec.	✓		
- markers installed	✓		
11) sample stations inspection completed			
12) Engineer's letter for curb box inspection	✓		See Section 4 of Report submitted by exp. on October 20, 2015.
13) Engineer's letter for valve/hydrant inspection.	✓		See Section 4 of Report submitted by exp. on October 20, 2015.
Utilities			
1) hydro crossings installed	✓		
2) bell works completed	✓		
3) hydro works completed	✓		
4) streetlights installed	✓		
5) streetlights energized	✓		
6) certification from electrical consultant (ESA)	✓		
7) gas works completed	✓		
8) as-constructed information submitted	✓		
General			
1) service record sheets (stage 1)	✓		See Section 7 of Report submitted by exp. on October 20, 2015.
2) as-constructed (underground) submitted	✓		Received on November 19, 2015.
3) Certificate of Publication by Contractor	✓		
Certificate of S. C. & A. Underground Issued	✓		Dated November 23, 2015; Under BY-LAW 2015-87

END OF MAINTENANCE PERIOD CHECK FOR UNDERGROUND WORKS

	Yes	No	Date Completed and Comments
SWM Pond			
1) clean out prior to end of maintenance			SWM Pond under Phase 3 works.
2) pond survey submitted			
3) pond volume calculations submitted			
4) pond certification by Engineer			
Sanitary Sewer			
1) flushing of sewer for final acceptance	✓		
2) video inspection submitted for review	✓		
3) video inspection reviewed/approved	✓		
Storm Sewer			
1) flushing of sewer for final acceptance	✓		
2) video inspection submitted for review	✓		
3) video inspection reviewed/approved	✓		
Watermain			
1) curb box inspection by AECOM	✓		
2) valve & hydrant inspection by AECOM	✓		
General			
1) as-constructed (underground) approved	✓		
Certificate of M. & F. A. Underground Issued	✓		Recommended Sept 20, 2018; BY-LAW 2018-79 Issued Oct 3, 2018

Inspectors Name: 

Project Manager: 

9e



**Township of Essa
Construction Status Report**

Subdivision: Nottawasaga Village Subdivision Block 12
 Engineer: Steve Pauls, exp. (705) 719-1100
 Date: December 18, 2019


File Number: 60118287
 Contractor: UFC Contracting Inc.
 Registered Plan: 51M-1067

START OF ABOVEGROUND WORKS

	Yes	No	Date Completed and Comments
Road Works			
1) subgrade proof rolled witnessed by AECOM	v		
2) subgrade elevations confirmed by Eng. sub-drains installed - sub-grade - under curb	v		
3) granular tested by Soils Consultant	v		See Section 6 of Report submitted by exp. on October 20, 2015.
4) granular "B" compaction reports to AECOM	v		See Section 6 of Report submitted by exp. on October 20, 2015.
5) granular "A" compaction reports to AECOM	v		See Section 6 of Report submitted by exp. on October 20, 2015.
6) concrete curbs completed	v		
7) concrete tested by Soils Consultant	v		
8) base asphalt placed	v		
9) signage - street identification - stop signs - road not assumed - no exit	v		
10) dead-end barricades and signage			
11) driveway aprons paved	v		
12) sidewalks completed	v		
13) boulevard topsoiled and sodded	v		
14) curbs inspected prior to top lift asphalt	v		
15) base asphalt inspected by AECOM	v		
16) top lift asphalt completed	v		
Miscellaneous Works			
1) Walkways completed			
2) Park works completed			
3) Fencing completed - boundary - walkways			
4) Tree Planting in Boulevards	v		Oct 30, 2019 Certification from Norm Blais of JDB Associates Ltd.
General			
1) service record sheets (stage 2)	v		
2) as-constructed (aboveground) submitted	v		
3) Certificate of Publication by Contractor	v		
Certificate of S. C. & A. Aboveground issued	v		Recommended Dec 12, 2017; BY-LAW 2017-78 Issued Dec 20, 2017

END OF MAINTENANCE PERIOD CHECK FOR ABOVEGROUND WORKS

	Yes	No	Date Completed and Comments
General			
1) tree planting in boulevard	v		Oct 30, 2019 Certification from Norm Blais of JDB Associates Ltd.
2) pond landscaping inspected by AECOM			
3) fencing inspected by AECOM			
4) final lot grading certification	v		
5) OLS certification for monuments	v		
6) AECOM curb box inspection	v		
7) AECOM valve & hydrant inspection	v		
8) Final inspection - light standards - transformers - utility boxes	v		
9) top lift asphalt inspected by AECOM	v		
10) curb inspected by AECOM	v		
11) sidewalks inspected by AECOM	v		
12) boulevards topsoil and sodded/seeded	v		
13) service records and as-constructed information approved by AECOM	v		
Certificate of M. & F. A. Aboveground issued	v		RECOMMENDED December 20, 2019

Inspectors Name: 

Project Manager: 

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2020 - 06

A By-law to Authorize the Issuance of the Certificate of Maintenance and Final Acceptance (Aboveground Works) Riverview Subdivision – Phase 2-Stages A & B (Brookvalley Developments (Angus) Ltd.), Registered Plan 51M-935.

WHEREAS Section 51, Subsection (26) of the *Planning Act*, R.S.O. 1990; Chapter P. 13, as amended, provides that municipalities may enter into agreements imposed as a condition to the approval of a plan of subdivision and such agreements may be registered against the land to which the subdivision plan applies; and

WHEREAS Council for the Corporation of the Township of Essa entered into a Subdivision Agreement with Brookvalley Developments (Angus) Ltd. on August 18, 2009 to construct a residential development known as Phase 2, Stages A & B, Riverview Subdivision; and

WHEREAS the requirements of this Subdivision Agreement with respect to the underground and aboveground services have now been met;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Essa hereby enacts as follows:

1. That the Certificate of Maintenance and Final Acceptance (Aboveground Works) for Riverview Subdivision – Phase 2-Stages A & B, may now be issued by the Township Engineers (AECOM) in compliance with the Subdivision Agreement between the Corporation of the Township of Essa and Brookvalley Developments (Angus) Ltd.
2. That the attached Schedule "A", Certificate of Maintenance and Final Acceptance (Aboveground Works) shall form part of this By-law.
3. This By-law comes into force and effect on the day it is finally passed.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 15th day of January, 2020.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

9f



SCHEDULE "A"

AECOM
55 Cedar Pointe Drive, Suite 620
Barrie, ON, Canada L4N 5R7
www.aecom.com

705 721 9222 tel
705 734 0764 fax

TOWNSHIP ENGINEERS

CERTIFICATE OF MAINTENANCE AND FINAL ACCEPTANCE
(ABOVEGROUND WORKS)

MUNICIPALITY Township of Essa

PROJECT Riverview Subdivision – PHASE 2 – STAGES A & B
(excluding Mount Crescent from Sta. 0+520 to 0+730,
and Dunn Court)
Plan 51M – 935

DEVELOPER Brookvalley Developments (Angus) Ltd.

FILE NO. 60118308 [MMA E-T-96006]

Description of the Works:

Roadways in the Riverview Subdivision – Phase 2 -Stage A & B Subdivision consisting of:

- Latimer Avenue from Strong Avenue northerly and then easterly to intersection of Collier Crescent / Blanchard Crescent; a distance of 637 metres (2,090 feet).
- Mount Crescent from 30 m north of Strong Avenue, north-easterly and then southerly to Latimer Avenue; a distance of 433 metres (1,420 feet).
- Blanchard Crescent from Latimer Avenue northerly and then westerly to Mount Crescent; a distance of 436 metres (1,430 feet).
- Lions Court from Latimer Avenue northerly to cul-de-sac; a distance of 99 metres (325 feet).

We, AECOM, notify the Municipality that the above mentioned works were inspected on December 17, 2019, and to the best of our knowledge and judgement are complete in accordance with the Subdivision Agreement, except for the deficiencies below:

- Deficiencies listed in the attached "Construction Status Report" dated December 18, 2019.

We, AECOM, notify the Municipality that to the best of our knowledge and judgment:

1. The Developer named herein has completed the required maintenance work, has rectified known deficiencies and has fulfilled the other terms of the Subdivision Agreement.
2. The period of maintenance of this Subdivision Agreement expires on the issuance of this Certificate.

The date of Maintenance and Final Acceptance (Aboveground Works) for Riverview – Phase 2 -Stages A & B Development is established by the Certificate as of December 20, 2019.

Date:

December 20, 2019

Signature:

[Handwritten Signature]

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**Township of Essa
Construction Status Report**

Subdivision Name: Riverview Subdivision
Phase 2 [Stages A & B]
Engineer: exp Services Inc. (705) 728-0009
Date: December 18, 2019

File Number: 60118308 (16-97041-50)
Contractor: Carillion
M-Plan No. 51M-935

START OF UNDERGROUND WORKS

	Yes	No	Date Completed and Comments
Siltation Controls			
1) silt fence installed and maintained	✓		
2) rock check dams installed and maintained	✓		
SWM Pond			
1) pond earth works completed	✓		North forebay
2) storm outfall works completed	✓		
3) access road constructed	✓		
4) pond topsoil / seeding	✓		
5) pond fencing completed with gate			Installed under Phase 1
6) pond signage			
7) landscaping completed	✓		
8) pond access road	✓		
9) pond survey submitted			Certified under Phase 1
10) pond volume calculations submitted			Certified under Phase 1
11) pond certification by Engineer			Certified under Phase 1
Sanitary Sewer			
1) pipe installed	✓		
2) pipe bedding summary/acceptance report	✓		
3) backfill test summary/acceptance report	✓		See McClymont & Rak letter dated May 5, 2009.
4) maintenance holes inspected/approved	✓		Inspected August 11, 2009. Engineer's photos August 14, 2009.
5) benching inspected	✓		Inspected August 11, 2009. Engineer's photos August 14, 2009.
6) top of precast 0.3m below finish grade	✓		Inspected August 11, 2009. Engineer's photos August 14, 2009.
7) video inspection submitted for review	✓		Submitted August 11, 2009.
8) video inspection reviewed/approved	✓		
9) flushing of sewer	✓		
Storm Sewer			
1) pipe installed	✓		
2) pipe bedding summary/acceptance report	✓		
3) backfill test summary/acceptance report	✓		See McClymont & Rak letter dated May 5, 2009.
4) maintenance holes inspected/approved	✓		Inspected August 11, 2009. Engineer's photos August 14, 2009.
5) benching inspected	✓		Inspected August 11, 2009. Engineer's photos August 14, 2009.
6) top of precast 0.3m below finish grade	✓		Inspected August 11, 2009. Engineer's photos August 14, 2009.
7) video inspection submitted for review	✓		Submitted August 11, 2009.
8) video inspection reviewed/approved	✓		
9) flushing of sewer	✓		

Inspectors Name:

1 of 35

Project Manager:

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**Township of Essa
Construction Status Report**

Subdivision Name: Riverview Subdivision
Phase 2 [Stages A & B]
Engineer: exp Services Inc. (705) 728-0009
Date: December 18, 2019

File Number: 60118308 (16-97041-50)
Contractor: Carillion
M-Plan No. 51M-935

	Yes	No	Date Completed and Comments
Watermain			
1) pipe installed	✓		
2) pipe bedding acceptance report	✓		
3) backfill testing acceptance report	✓		See McClymont & Rak letter dated May 5, 2009.
4) by-pass installed and inspected	✓		
5) pressure testing confirmed by AECOM	✓		inspected June 23, 2009.
6) system chlorinated	✓		
7) potable water samples received by AECOM	✓		
8) by-pass removed	✓		
9) tracer wire - attached to hydrant flange - continuity test	✓		See Engineer's letter dated August 27, 2009. See A1 report dated July 16, 2009.
10) hydrant - water flow charts submitted - end caps painted - barrels painted to Twp spec. - markers installed	✓		See A1 report dated August 27, 2009. Additional flow testing to be determine. Engineer confirmed installation March 24, 2010.
11) Sample stations inspection completed	✓		
12) Engineer's curb box inspection certification	✓		See Engineer's letter dated August 27, 2009.
13) Engineer's valve & hyd inspection certification	✓		See Engineer's letter dated August 27, 2009.
Utilities			
1) bell works completed	✓		
2) hydro works completed	✓		
3) streetlights installed	✓		
4) streetlights energized	✓		Certificate dated March 9, 2010.
5) certification from electrical consultant (ESA)	✓		Certificate received June 18, 2010.
6) gas works completed	✓		
7) as-constructed information submitted	✓		
General			
1) service record sheets (stage 1)	✓		Received August 30, 2013.
2) as-constructed information submitted	✓		Received August 30, 2013.
3) Certificate of Publication by Contractor	✓		January 27, 2010.
Certificate of S. C. & A. Underground Issued	✓		Recommended September 1, 2009.
END OF UNDERGROUND WORKS			
SWM Pond			
1) clean out prior to end of maintenance	✓		Completed in Fall of 2017
Sanitary Sewer			
1) flushing of sewer	✓		
2) video inspection submitted for review	✓		
3) video inspection reviewed/approved	✓		AECOM Approved
Storm Sewer			
1) flushing of sewer	✓		
2) video inspection submitted for review	✓		
3) video inspection reviewed/approved	✓		AECOM Approved
Watermain			
1) curb box inspection by AECOM	✓		exp Email confirmation of Nov. 30, 2017
2) valve & hydrant inspection by AECOM	✓		exp Email confirmation of Nov. 30, 2017
Certificate of M. & F. A. Underground Issued	✓		Recommended Mar. 26, 2018; BY-LAW 2018-30 Issued Apr 4, 2018

Inspectors Name:

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Project Manager:



Township of Essa
Construction Status Report

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Subdivision Name: Riverview Subdivision
Phase 2 [Stages A & B]
Engineer: exp Services Inc. (705) 728-0009
Date: December 18, 2019

File Number: 60118308 (16-97041-50)
Contractor: Carillon
M-Plan No. 51M-935

START OF ABOVEGROUND WORKS

	Yes	No	Date Completed and Comments
Road Works			
1) subgrade proof witness by AECOM	✓		Inspected on May 19, 2009
2) subgrade elevations confirmed by Engineer	✓		
sub-drains installed - sub-grade			
- under curb	✓		
- ditch			
3) granular tested by Soils Consultant	✓		
4) granular "B" compaction reports to AECOM	✓		
5) granular "A" compaction reports to AECOM	✓		
6) hydro crossings installed	✓		
7) concrete curbs completed	✓		Inspected on June 5, 2009.
8) curbs inspected prior to top lift asphalt	✓		
9) concrete tested by Soils Consultant	✓		First set submitted on November 5, 2013.
10) base asphalt placed	✓		Inspected on June 19, 2009.
11) signage - street identification	✓		
- stop	✓		
- road not assumed	✓		
- no exit			
12) dead-end barricades and signage	✓		See exp. email dated June 18, 2013.
13) driveway aprons paved	✓		
14) sidewalks completed	✓		
15) sidewalks inspected by AECOM	✓		
16) boulevard topsoil and sodded/seeded			
17) base asphalt inspected by AECOM	✓		
18) top lift asphalt completed	✓		
Miscellaneous Works			
1) Walkways completed	✓		
2) Park works completed			
3) Fencing completed - boundary	✓		
- walkways	✓		
4) Boulevards sodded	✓		
5) Tree Plantings in Boulevards	✓		
General			
1) Service Record Sheets (stage 2)	✓		exp. Services Submitted
2) As-Constructed information submitted	✓		exp. Services Submitted
3) Certificate of Publication by Contractor	✓		
Certificate of S. C. & A. Aboveground Issued	✓		Recommended Dec. 13, 2017; BY-LAW 2017-80 Issued Dec 20, 2017

END OF ABOVEGROUND WORKS

	Yes	No	Date Completed and Comments
1) tree planting in boulevard	✓		Oct 20, 2019 Certification from Norm Blais of JDB Associates Ltd.
2) pond landscaping inspection by AECOM	✓		
3) fencing inspection by AECOM	✓		
4) final lot grading certification	✓		
5) OLS certification for monuments	✓		
6) AECOM curb box inspection completed	✓		
7) AECOM valve & hydrant inspection completed	✓		
8) Final inspection - light standards	✓		
- transformers	✓		
- utility boxes	✓		
9) top lift asphalt inspected by AECOM	✓		
10) curb inspected by AECOM	✓		
11) sidewalks inspected by AECOM	✓		
12) boulevards topsoil and sodded/seeded	✓		
13) service records and as-constructed information approved by AECOM	✓		
Certificate of M. & F. A. Aboveground Issued	✓		RECOMMENDED December 20, 2019

Inspectors Name: ARR

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Project Manager: ARR

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2020 - 07

A By-law to Authorize the Issuance of the Certificate of Maintenance and Final Acceptance (Aboveground Works) Riverview Subdivision – Phase 2-Stage C (Brookvalley Developments (Angus) Ltd.), Registered Plan 51M-935.

WHEREAS Section 51, Subsection (26) of the *Planning Act*, R.S.O. 1990; Chapter P. 13, as amended, provides that municipalities may enter into agreements imposed as a condition to the approval of a plan of subdivision and such agreements may be registered against the land to which the subdivision plan applies; and

WHEREAS Council for the Corporation of the Township of Essa entered into a Subdivision Agreement with Brookvalley Developments (Angus) Ltd. on August 18, 2009 to construct a residential development known as Phase 2, Stage C, Riverview Subdivision; and

WHEREAS the requirements of this Subdivision Agreement with respect to the underground and aboveground services have now been met;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Essa hereby enacts as follows:

1. That the Certificate of Maintenance and Final Acceptance (Aboveground Works) for Riverview Subdivision – Phase 2-Stage C, may now be issued by the Township Engineers (AECOM) in compliance with the Subdivision Agreement between the Corporation of the Township of Essa and Brookvalley Developments (Angus) Ltd.
2. That the attached Schedule “A”, Certificate of Maintenance and Final Acceptance (Aboveground Works) shall form part of this By-law.
3. This By-law comes into force and effect on the day it is finally passed.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 15th day of January, 2020.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

99

SCHEDULE "A"



AECOM
55 Cedar Pointe Drive, Suite 620
Barrie, ON, Canada L4N 5R7
www.aecom.com

705 721 9222 tel
705 734 0764 fax

TOWNSHIP ENGINEERS

CERTIFICATE OF MAINTENANCE AND FINAL ACCEPTANCE
(ABOVEGROUND WORKS)

MUNICIPALITY Township of Essa

PROJECT Riverview Subdivision – PHASE 2 – STAGE C
Plan 51M – 935

DEVELOPER Brookvalley Developments (Angus) Ltd.

FILE NO. 60118308 [MMA E-T-96006]

Description of the Works:

Roadways in the Riverview Subdivision – Phase 2 -Stage C Subdivision consisting of:

- Mount Crescent from Latimer Avenue westerly & northerly to 55m south of Strong Avenue; a distance of 230 metres (755 feet).
- Dunn Court from Mount Crescent southerly to cul-de-sac; a distance of 81 metres (266 feet).

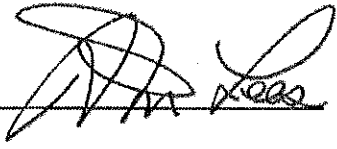
We, AECOM, notify the Municipality that the above mentioned works were inspected on December 17, 2019, and to the best of our knowledge and judgement are complete in accordance with the Subdivision Agreement, except for the deficiencies below:

- Deficiencies listed in the attached "Construction Status Report" dated December 18, 2019.

We, AECOM, notify the Municipality that to the best of our knowledge and judgment:

1. The Developer named herein has completed the required maintenance work, has rectified known deficiencies and has fulfilled the other terms of the Subdivision Agreement.
2. The period of maintenance of this Subdivision Agreement expires on the Issuance of this Certificate.

The date of Maintenance and Final Acceptance (Aboveground Works) for Riverview – Phase 2 - Stage C Development is established by the Certificate as of December 20, 2019.

Date: December 20, 2019 Signature: 

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Township of Essa
Construction Status Report

Subdivision Name: Riverview Subdivision

File Number: 60118308

Phase 2 (Stage C)

Engineer: exp Services Inc. (705) 728-0009

Contractor: Maacon

Date: December 18, 2019

M-Plan No. 51M-935

START OF UNDERGROUND WORKS

	Yes	No	Date Completed and Comments
Siltation Controls			
1) silt fence installed and maintained	✓		
2) rock check dams installed and maintained	✓		
SWM Pond			
1) pond earth works completed			SWM Pond under Phase 2 works.
2) storm outfall works completed			
3) access road constructed			
4) pond topsoil / seeding			
5) pond fencing completed with gate			
6) pond signage			
7) landscaping completed			
8) pond access road			
9) pond survey submitted			
10) pond volume calculations submitted			
11) pond certification by Engineer			
Sanitary Sewer			
1) pipe installed	✓		
2) pipe bedding summary/acceptance report	✓		exp. emails dated July 24, 2015.
3) backfill test summary/acceptance report	✓		exp. emails dated July 24, 2015.
4) maintenance holes inspected/approved	✓		Completed September 10, 2015.
5) benching inspected	✓		Completed September 10, 2015.
6) top of precast 0.3m below finish grade	✓		Completed September 10, 2015.
7) video inspection submitted for review	✓		Received August 31, 2015.
8) video inspection reviewed/approved	✓		Completed September 10, 2015.
9) flushing of sewer	✓		
Storm Sewer			
1) pipe installed	✓		
2) pipe bedding summary/acceptance report	✓		exp. emails dated July 24, 2015.
3) backfill test summary/acceptance report	✓		exp. emails dated July 24, 2015.
4) maintenance holes inspected/approved	✓		Completed September 10, 2015.
5) benching inspected	✓		Completed September 10, 2015.
6) top of precast 0.3m below finish grade	✓		Completed September 10, 2015.
7) video inspection submitted for review	✓		Received August 31, 2015.
8) video inspection reviewed/approved	✓		Completed September 10, 2015.
9) flushing of sewer	✓		

Inspectors Name:

1 of 2

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Project Manager:

Township of Essa
Construction Status Report

Subdivision Name: Riverview Subdivision
Phase 2 (Stage C)
Engineer: exp Services Inc. (705) 728-0009
Date: December 18, 2019

File Number: 60118308
Contractor: Maacon
M-Plan No. 51M-935

	Yes	No	Date Completed and Comments
Watermain			
1) pipe installed	✓		
2) pipe bedding acceptance report	✓		exp. emails dated July 24, 2015.
3) backfill testing acceptance report	✓		exp. emails dated July 24, 2015.
4) by-pass installed and inspected	✓		
5) pressure testing confirmed by AECOM	✓		Completed on June 11, 2015.
6) system chlorinated	✓		Completed on June 15, 2015.
7) potable water samples received by AECOM	✓		exp. emails dated June 24, 2015.
8) by-pass removed	✓		
9) tracer wire - attached to hydrant flange	✓		exp. emails dated July 3, 2015.
- continuity test	✓		exp. emails dated July 3, 2015.
10) hydrant - water flow charts submitted	✓		
- end caps painted	✓		
- barrels painted to Twp spec.	✓		
- markers installed	✓		
11) Sample stations inspection completed	✓		North corner of Lot 141 Dunn Court.
12) Engineer's curb box inspection certification	✓		exp. emails dated September 9, 2015.
13) Engineer's valve & hyd inspection certification	✓		exp. emails dated September 9, 2015.
Utilities			
1) bell works completed	✓		
2) hydro works completed	✓		
3) streetlights installed	✓		
4) streetlights energized	✓		
5) certification from electrical consultant (ESA)	✓		
6) gas works completed	✓		
7) as-constructed information submitted			
General			
1) service record sheets (stage 1)	✓		Received August 31, 2015.
2) as-constructed information submitted	✓		exp Submitted
3) Certificate of Publication by Contractor	✓		
Certificate of S. C. & A. Underground Issued	✓		BY-LAW 2015-69 on Sept 14, 2015

END OF UNDERGROUND WORKS

SWM Pond			
1) clean out prior to end of maintenance			SWM Pond under Phase 2 works.
Sanitary Sewer			
1) flushing of sewer	✓		
2) video inspection submitted for review	✓		
3) video inspection reviewed/approved	✓		AECOM Approved
Storm Sewer			
1) flushing of sewer	✓		
2) video inspection submitted for review	✓		
3) video inspection reviewed/approved	✓		AECOM Approved
Watermain			
1) curb box inspection by AECOM	✓		exp Email Confirmation of Nov 30, 2017
2) valve & hydrant inspection by AECOM	✓		exp Email Confirmation of Nov 30, 2017
Certificate of M. & F. A. Underground Issued	✓		Recommended Mar 26, 2018; BY-LAW 2018-31 Issued Apr 4, 2018

Inspectors Name:



Project Manager:



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**Township of Essa
Construction Status Report**

Subdivision Name: Riverview Subdivision
Phase 2 (Stage C)
Engineer: exp Services Inc. (705) 728-0009
Date: December 18, 2019

File Number: 60118308
Contractor: Maacon
M-Plan No. 51M-935

START OF ABOVEGROUND WORKS

		Yes	No	Date Completed and Comments
Road Works				
1)	subgrade proof witness by AECOM	✓		June 8th and 10th.
2)	subgrade elevations confirmed by Engineer	✓		
	sub-drains installed - sub-grade			
	- under curb	✓		
	- ditch			
3)	granular tested by Soils Consultant	✓		
4)	granular "B" compaction reports to AECOM	✓		
5)	granular "A" compaction reports to AECOM	✓		
6)	hydro crossings installed	✓		
7)	concrete curbs completed	✓		exp. emails dated July 17, 2015.
8)	curbs inspected prior to top lift asphalt	✓		
9)	concrete tested by Soils Consultant	✓		exp. emails dated July 24, 2015.
10)	base asphalt placed	✓		Placed on July 31, 2015.
11)	signage - street identification	✓		
	- stop	✓		
	- road not assumed	✓		Under Phase 1 works.
	- no exit	✓		
12)	dead-end barricades and signage			
13)	driveway aprons paved	✓		
14)	sidewalks completed	✓		
15)	sidewalks inspected by AECOM	✓		
16)	boulevard topsoil and sodded/seeded			
17)	base asphalt inspected by AECOM	✓		
18)	top lift asphalt completed	✓		
Miscellaneous Works				
1)	walkways completed	✓		
2)	park works completed			
3)	fencing completed - boundary	✓		
	- walkways	✓		
	- park			
4)	boulevards sodded	✓		
General				
1)	service record sheets (stage 2)	✓		exp Submitted
2)	as-constructed information submitted	✓		exp Submitted
3)	Certificate of Publication by Contractor	✓		
Certificate of S. C. & A. Aboveground Issued		✓		Recommended Dec. 13, 2017; BY-LAW 2017-81 Issued Dec 20, 2017

END OF ABOVEGROUND WORKS

		Yes	No	Date Completed and Comments
1)	tree planting in boulevard	✓		Oct 20, 2019 Certification from Norm Blais of JDB Associates Ltd.
2)	pond landscaping inspection by AECOM	✓		Oct 20, 2019 Certification from Norm Blais of JDB Associates Ltd.
3)	fencing inspection by AECOM	✓		
4)	final lot grading certification	✓		
5)	OLS certification for monuments	✓		
6)	AECOM curb box inspection completed	✓		
7)	AECOM valve & hydrant inspection completed	✓		
8)	Final inspection - light standards	✓		
	- transformers	✓		
	- utility boxes	✓		
9)	top lift asphalt inspected by AECOM	✓		
10)	curb inspected by AECOM	✓		
11)	sidewalks inspected by AECOM	✓		
12)	boulevards topsoil and sodded/seeded	✓		
13)	service records and as-constructed information approved by AECOM	✓		
Certificate of M. & F. A. Aboveground Issued		✓		RECOMMENDED December 20, 2019

Inspectors Name: 

Project Manager: 

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2020 - 08

Being a By-law to confirm the proceedings of the Council meeting held on the 15th day of January, 2020.

THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ESSA
HEREBY ENACTS AS FOLLOWS:

THAT the action of the Council at its meeting held on the 15th day of January, 2020 and, in respect of each recommendation contained in the Minutes of the Regular Council meeting held on the 18th day of December, 2019, and the Committee of the Whole meeting held on the 18th day of December, 2019 and the Special Meeting of Council held on the 18th day of December, 2019; and, in respect of each motion, resolution and other action passed and taken by Council at the said meetings, is, except where prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.

THAT the Mayor and the proper officials of the Township of Essa are hereby authorized and directed to do all things necessary to give effect to the said actions or to obtain approvals where required, and to execute all documents as may be necessary in that behalf and the Clerk is hereby authorized and directed to affix the Corporate Seal to all such documents.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 15th day of January, 2020.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk