

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

**WEDNESDAY, MARCH 6, 2019
6:00 p.m.**

AGENDA

1. OPENING OF MEETING BY THE MAYOR

2. DISCLOSURE OF PECUNIARY INTEREST

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

a. 6:00 p.m. Presentation

p. 1 **b. 6:10 p.m. Public Meeting**
Re: Proposed Zoning By-law Amendment (Z1-19)
365 Centre Street, Angus

p. 3 **c. 6:20 p.m. Public Meeting**
Re: Proposed Amendment to Fees and Charges By-law 2013-28
Increase to Building Permit and Planning Application Fees

STAFF REPORT

4. PLANNING AND DEVELOPMENT

p. 6 **a. Staff Report PD018-19 submitted by the Manager of Planning and Development, re: Tree Planting.**

Recommendation: *Be it resolved that Staff Report PD018-19 be received; and That Council **does / does not** authorize the South Simcoe Streams Network (SSSN) to plant trees in Essa in 2019 as follows:*

- a) The park/open space lands adjacent to the Nottawasaga River in the Nottawasaga Village subdivision, off the street named Gold Park Gate; and*
- b) The park/open space lands adjacent to Thornton Creek behind the toboggan hill in Thornton; and*

That staff be directed to advise SSSN that there are no funds in the 2019 Budget to support their plantings; and

That staff confirm to SSSN and the Township Insurer that SSSN be covered under the Township's Insurance Policy for this event.

5. PARKS AND RECREATION/ COMMUNITY SERVICES

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

- p. 12 a. **Staff Report PW007-19 submitted by the Manager of Public Works, re: Award of Tender – Reconstruction of King Street from Auburn Street to Mill Street, Angus.**

Recommendation: *Be it resolved that Staff Report PW007-19 be received; and That Council **does / does not** approve the tender from Ultimate Construction for the reconstruction of King Street from Auburn Street to Mill Street be accepted in the amount of \$1, 334, 901.00 (plus H.S.T.); and That Ainley & Associates Limited be authorized to arrange for the necessary work to be completed; and That Ainley and Associates Limited be authorized to carry out inspection and contract administration for this project at a cost of \$81, 665.00.*

8. FINANCE

- p. 17 a. **Security Reduction No. 2 – Brownley Meadows Phase 2 (Brookvalley Angus South) Subdivision**

Recommendation: *Be it resolved that Council approve Security Reduction No. 2 relating to Brownley Meadows Subdivision (Brookvalley Angus South) - Phase 2, as recommended by the Township Engineer, as follows:*

Current Securities Held by Township	\$ 1,630,881.44
LESS AECOM's Recommended Reduction	(\$ 875,350.62)
Securities to be Retained	\$ 755,530.82

and,

That this approval is conditional upon the Developer providing the Municipality with a Statutory Declaration indicating that all accounts have been paid in full, including all of the Township's legal and engineering costs.

9. CLERKS / BY-LAW ENFORCEMENT / IT

- p. 22 a. **Correspondence – Resignation of the Administrative Assistant, Clerks Department.**

Recommendation: *Be it resolved that the correspondence dated February 25, 2019 from Robin Reid, Administrative Assistant, Clerks Department, with regard to her resignation effective March 8, 2019 be received with regret; and That the Clerk be authorized to commence recruitment.*

- p. 23 **b. Staff Report C012-19 submitted by the Deputy Clerk, re: Request for the Angus Men’s Slo Pitch League to Host a Beer Garden at Angus Community Park.**

Recommendation: *Be it resolved that Staff Report C012-19 be received; and That Council **does / does not** approve the request from the Angus Men’s Slo Pitch League to host a Beer Garden on Friday June 7, 2019 between the hours of 6:00 p.m. to 11:00 p.m., Saturday June 8, 2019 between the hours of 11:00 a.m. to 11:00 p.m., and on Sunday June 9, 2019 between the hours of 11:00 a.m. to 4:00 p.m.; and*

That this approval is conditional upon a copy of the certificate of insurance in the amount of \$5,000,000.00 being provided to this municipality, listing the Township of Essa as additional insured, as well as the necessary approvals being obtained from the Chief Building Official, the Fire Department, the Health Unit and the OPP.

- p. 31 **c. Staff Report C013-19 submitted by the Deputy Clerk, re: Grant Guidelines.**

Recommendation: *Be it resolved that Staff Report C013-19 be received; and That Council **does / does not** approve Draft Policy A01-19 “Community Assistance Grants”, as attached.*

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

- p. 52 **a. Staff Report CAO005-19 submitted by the Chief Administrative Officer, re: Proposed Schedule “C” Amendment to the Joint Use Agreement between the Simcoe County District School Board and the Township of Essa.**

Recommendation: *Be it resolved that Staff Report CAO005-19 be received; and That Council **does / does not** approve the proposed updates to the Schedule “C” Amendment of the Amending Joint Use Agreement with the Simcoe County District School Board.*

- p. 66 **b. Staff Report CAO006-19 submitted by the Chief Administrative Officer, re: Resident’s Request for Signage to be Posted in Advance of All Railway Crossings in the Township.**

Recommendation: *Be it resolved that Staff Report CAO006-19 be received; and That Council **does / does not** authorize the Public Works Department to purchase and install railway identification signage/posts at railway crossings on Township Roads; and That the County of Simcoe be requested to consider approving this at railway crossings on County Roads.*

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 20th day of March, 2019 at 6:00 p.m.*

March 6th
3b

Corporation of the Township of Essa
5786 County Road 21
Utopia, Ontario
LOM 1T0



Telephone: (705) 424-9770
Fax: (705) 424-2367
Web Site: www.essatownship.on.ca

**NOTICE OF PUBLIC MEETING
CONCERNING PROPOSED ZONING BY-LAW AMENDMENT (No. Z1/19)
365 Centre Street, Angus**

TAKE NOTICE that the Council of the Corporation of the Township of Essa will hold a Public Meeting on the 6th day of March 2019, at approximately 6:00 pm at the Essa Administration Centre, 5786 County Road 21, located 2 km east of Baxter, just west of County Road 56, to consider a proposed Zoning By-law Amendment under the Planning Act.

THE PURPOSE of this Public Meeting is to introduce a proposed Amendment to the Zoning By-law in accordance with Section 34 of the Planning Act, R.S.O., c.P.13, to hear comments and review written submissions from the public and other plan review agencies.

THE PROPOSED ZONING BY-LAW AMENDMENT would affect those lands described as 365 Centre Street, East Part Lot 31, Concession 4, where lands are zoned Low Density Residential Exception 28 Zone (R1-28) to apply to a residential subdivision to contain 156 single-detached homes on streets leading in from Centre Street (refer to attached map).

The application to be considered would rezone the lands to Low Density Residential Exception 39 and 40 (R1-39 and R1-40) Zones where R1-39 would allow R1-28 standards and permit 45% lot coverage and additional unenclosed decks and steps; while R1-40 proposes the same standards as R1-28 with encroachments for unenclosed decks and steps. [It is proposed that Lots 1 through 20 are to maintain the same standards as those existing standards in place without any additional reductions.]

ANY PERSON may attend the public meeting and/or make written or verbal representation either in support of, or in opposition to, the proposed Amendment. If you wish to be notified of the adoption of the proposed Amendment, you must make a written request to the Clerk of the Township of Essa.

If a person or a public body that files a Notice of Appeal of a decision of the Township of Essa, in respect of the proposed Zoning By-law Amendment, does not make oral submission at a public meeting or make written submissions to the Township of Essa before the proposed Amendment is adopted, the Local Planning Appeal Tribunal may dismiss all or part of the appeal.

ADDITIONAL INFORMATION related to the proposed Amendment is available through the Planning and Development Department during regular business hours at (705) 424-9770 or email at chealey@essatownship.on.ca.

DATED this 11th day of February, 2019

Colleen Healey-Dowdall, Manager of Planning and Development

SCHEDULE 1

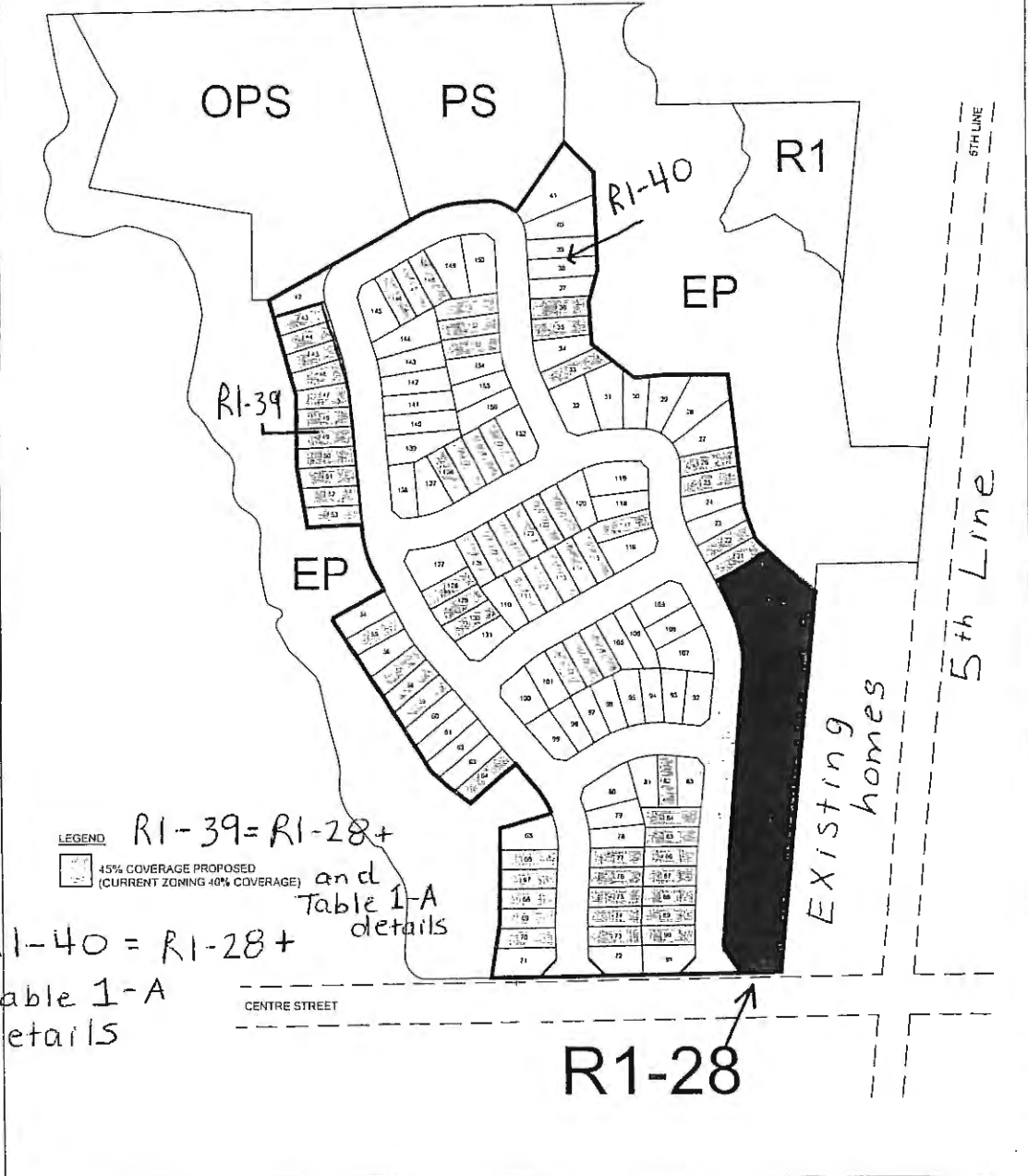


TABLE 1-A

PERMISSIBLE ENCROACHMENTS	CURRENT ZONING	PROPOSED ZONING	REF. NO.
Unenclosed Deck	3.5 M*	3.5 M*	1
Unenclosed Deck Step Projection into Rear Yard (Beyond Deck)	N/A	1.0 M*	2
Exterior Stair Projection into Rear Yard (Walk-Up Basement)	N/A	1.8 M	3

NOTE: IN ADDITION TO THE PROPOSED SCHEDULE ABOVE, TABLE 1-A OUTLINES THE ZONING RELIEF REQUIRED FOR ALL LOTS.

SCHEDULE 1 & TABLE 1-A
NTS

FOR DISCUSSION ONLY

CLIENT: BRIARWOOD HOMES		Cassidy + Company	
PROJECT #: 2018-09	ISSUED: Dec. 14, 2018	MUNICIPALITY: TOWN OF ESSA (ANGUS)	Residential Design Consultants

March 6th
3c



NOTICE – PROPOSED AMENDMENT TO FEES AND CHARGES BY-LAW 2013-28

RE: INCREASE TO BUILDING PERMIT AND PLANNING APPLICATION FEES

TAKE NOTICE THAT the Township of Essa considering an amendment to its Fees and Charges By-law 2013-28, proposing an increase in fees to Building Permits and Planning Applications.

A public meeting is scheduled to take place on Wednesday March 6, 2019 at approximately 6:00 p.m. at the Administration Centre located at 5786 County Road 21, Utopia. The purpose of the meeting is for consideration of the proposed increases, and to allow the public an opportunity to comment. The proposed increases to fees are specific to Planning Fees (Official Plan Amendments, Zoning By-law Amendments, Minor Variances and Severances) and Building Fees (New Homes and Garages, Building Permits for Businesses, and Septics). A report explaining the proposed increases can be viewed on the Township's website at www.essatownship.on.ca.

For further information on the proposed fee increases, please email Colleen Healey, Manager of Planning and Development at chealey@essatownship.on.ca or phone 705-424-9770 ext. 108.

3c



**PUBLIC MEETING OUTLINE
PROPOSED BY-LAW AMENDMENT TO BY-LAW 2013-28
FEES AND CHARGES BY-LAW
March 6, 2019**

MAYOR:

The purpose of this Public Meeting is to discuss proposed amendments to the Township's Fees and Charges By-law specifically in relation to recommended increases outlined in Staff Report PD005-19, and to hear all comments from residents of the Township of Essa.

In accordance with section 391 of the *Municipal Act*, 2001, as amended, a municipality is permitted to impose fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided; and
- (c) for the use of its property including property under its control".

Additionally, Section 69(1) the *Planning Act* allows a municipality to pass a by-law to establish fees for the processing of applications made in respect of planning matters, in which, the fee shall be designed to meet only the anticipated cost to the municipality.

DESCRIPTION OF THE PROPOSAL - PLANNER

At its meeting of February 6, 2019, Council received staff report PD005-19 which provided Council with an overview of the recommended increases to the fees for the Planning and Building Departments. As was outlined in the staff report, the following is a summary of the recommended increases proposed for consideration.

PLANNING DEPARTMENT			
Description of Item	Current Fee	Proposed Fee	Comments
Zoning Compliance	\$25.00	\$50.00	Requested by lawyers on sale of property(ies).
Zoning By-law Amendment	\$1,500.00	\$3,000.00	Recommended Increase for staff report and circulation; often complex, although could be minor if few issues are raised. Would be minor if no supporting studies are required. Recommended to raise ZBA fee to Springwater rate.
Minor Zoning By-law Amendment	\$1,500.00	\$1,500.00	Same-to be maintained as current.
Official Plan Amendment (OPA)	\$1,500.00	\$3,000.00	Recommended increase for staff report and circulation; often complex although could be minor if few issues raised. Would be minor if no supporting studies are required. Recommended to raise OPA fee to Springwater rate.
Minor Official Plan Amendment	\$1,500.00	\$1,500.00	Same-to be maintained as current.
Subdivision / Condo	\$2,500.00	\$5,000.00	Recommended increase for staff report and circulation.
Redline Revision	\$1,000.00	\$2,000.00	Recommended increase for staff report and circulation.
Site Plan Amendment	\$200.00	\$1,000.00	Adjust for minor amendments as our current fee of \$200.00 does not cover staff time to retrieve old file and assess the scenario
Minor Variance	\$350.00	\$750.00	Recommended increase to help ensure wages associated with Committee of Adjustment are covered.
Consent	\$1,000.00	\$2,000.00	
BUILDING DEPARTMENT			
RESIDENTIAL			
Description of Item	Current Fee	Proposed Fee	Comments
New	\$0.85/sf	\$1.10/sf	These proposed increases align Essa with surrounding municipalities.
Attached Garage	\$0.25/sf	\$0.40/sf	
Accessory Structures	\$0.38/sf	\$0.40/sf	

COMMERCIAL			
New	\$0.60/sf	\$0.80/sf	These proposed increases align Essa with surrounding municipalities.
INDUSTRIAL			
New	\$0.40/sf	\$0.60/sf	These proposed increases align Essa with surrounding municipalities.
Septic	\$400.00	\$500.00	
Demolition	\$40.00	\$100.00	
Solar Panels	\$50.00	\$300.00	
Flat Fee	\$70.00	\$100.00	

COMMENTS FROM THE PUBLIC - MAYOR

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

REPLY – MAYOR

Council may ask questions for clarification.

Public may respond to points clarified by Council and amendments suggested by Staff.

FINAL STATEMENT – MAYOR

If there are no further questions, Council wishes to thank all those in attendance for their participation. The Clerk’s Department will be preparing a by-law to be presented to Council concerning this matter for the next meeting of Council.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD018-19
DATE: March 6, 2019
TO: Committee of the Whole
FROM: Colleen Healey-Dowdall, Manager of Planning & Development
SUBJECT: Tree Planting

RECOMMENDATION

That Staff Report PD018-19 be received; and

That Council consider to authorize the South Simcoe Streams Network (SSSN) to plant trees in Essa in 2019 as follows:

- a) The park/open space lands adjacent to the Nottawasaga River in the Nottawasaga Village subdivision, off the street named Gold Park Gate; and
- b) The park/open space lands adjacent to Thornton Creek behind the toboggan hill in Thornton; and

That the SSSN be advised that there is no budget of Essa to support their plantings; and

That Council consider confirming to the SSSN that they may be covered by the Essa Township insurance policy with Council supporting the event.

BACKGROUND

The SSSN plants trees around south Simcoe County to support healthy waters and a healthy environment. They have carried out several plants in Essa Township in Essa's parks, and in the past, Essa's Insurer has confirmed that if the event is endorsed by Council, then the group is covered under Essa's blanket insurance policy.

At this time, the SSSN has approached staff to request tree plantings in 2 parks in the Spring of 2019.

COMMENTS AND CONSIDERATIONS

The 2 parks chosen by the SSSN are, a park (open space area) in Angus and a park (open space area) in Thornton. They have also asked for amenities to support their events, however, there is no budget, that this office is aware of, for such events.

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FINANCIAL IMPACT

None. No budget was planned for nor approved for tree planting.

SUMMARY/OPTIONS

Council may:

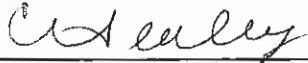
1. Take no further action.
2. Approve the locations for tree planting as requested.
3. Consider a budget request/approval stemming from the Parks budget.

CONCLUSION

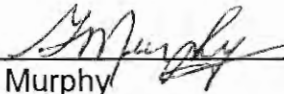
Option #2 is recommended.

Respectfully submitted:

Reviewed by:



Colleen Healey-Dowdall
Manager of Planning & Development



Greg Murphy
CAO

Attachments:
Email from SSSN

Colleen Healey

From: Silvia Pedrazzi <silvia@nottawasaga.com>
Sent: February 21, 2019 5:01 PM
To: Colleen Healey
Subject: Re: SSSN Spring 'Trees for Streams' Planting Events in Essa

Hi Colleen,

Sorry for the confusion. We were actually hoping to do planting at both sites. I wanted to confirm access permission as both are on Town lands. The one in Angus on April 28th would be for the community and the other in Thornton would be tailored as a mid-week school planting event.

It would be great having the Township support refreshments and/or a potable toilet for the community plant in Angus. Last year we had 52 volunteers come out of which 20 were from the local community and the remaining from our Steelheaders and Telus partners.

I will be happy to supply any further information if needed.

Many thanks,

Silvia

Silvia Pedrazzi
Environment Liaison for the
South Simcoe Streams Network
Nottawasaga Futures
705 435-1540 ext 107
silvia@nottawasaga.com

If you wish to no longer receive marketing communication emails, please reply with "UNSUBSCRIBE" in the subject line and you will be removed from our mailing list.

On Thu, 21 Feb 2019 at 16:26, Colleen Healey <chealey@essatownship.on.ca> wrote:

Hi Silvia,

I can ask Council which site that they prefer. As for refreshments, it won't be the HCC since we did not get any funding approval from Council this year. I can ask Council direct if they wish to supply refreshments for the event?

Please let me know if you would like me to take your email to Council.

4a

Colleen Healey-Dowdall

Manager of Planning and Development

Township of Essa

chealey@essatownship.on.ca

705-424-9917 x108

From: Silvia Pedrazzi <silvia@nottawasaga.com>
Sent: February 21, 2019 10:18 AM
To: Colleen Healey <chealey@essatownship.on.ca>
Cc: Shannon Stephens <sstephens@nvca.on.ca>
Subject: SSSN Spring 'Trees for Streams' Planting Events in Essa

Hi Colleen,

Hope all is well with you. I understand that Shawnette Crouse is on leave, hence this email to you.

The SSSN would like to continue its planting in the open space block off Gold Park Gate this spring by adding 300 native seedlings to the area. The proposed community event date is Sunday, April 28th from 1:00 to 4:00.

The other proposed site is along the Baxter Cr. tributary near the Thornton arena. This would be a maintenance and infill project to follow-up on a plant done by the NVCA a few years back. It would take place during the week with a school group.

Please let me know if it is okay to proceed and who the contact person would be for the site visits. Also, do you think the Healthy Communities Committee would be interested in providing light refreshments for the community volunteers? Appreciate any support you can provide.

Best Regards,

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Silvia

Silvia Pedrazzi

Environment Liaison for the

South Simcoe Streams Network

Nottawasaga Futures

705 435-1540 ext 107

silvia@nottawasaga.com

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4a

Colleen Healey

From: Silvia Pedrazzi <silvia@nottawasaga.com>
Sent: February 21, 2019 10:18 AM
To: Colleen Healey
Cc: Shannon Stephens
Subject: SSSN Spring 'Trees for Streams' Planting Events in Essa

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Please let me know if it is okay to proceed and who the contact person would be for the site visits. Also, do you think the Healthy Communities Committee would be interested in providing light refreshments for the community volunteers? Appreciate any support you can provide.

Best Regards,

Silvia

Silvia Pedrazzi
Environment Liaison for the
South Simcoe Streams Network
Nottawasaga Futures
705 435-1540 ext 107
silvia@nottawasaga.com

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW007-19

DATE: March 6, 2019

TO: Committee of the Whole

FROM: Dan Perreault, C.E.T., Manager of Public Works

SUBJECT: Award of Tender – Reconstruction of King Street from Auburn Street to Mill Street, Angus

RECOMMENDATION

That Staff Report PW007-19 be received; and

That the tender received from Ultimate Construction for the reconstruction of King Street from Auburn Street to Mill Street be accepted in the amount of \$1,334,901.00 (plus H.S.T.), and that Ainley & Associates Limited be authorized to arrange for the necessary work to be completed; and

That Ainley & Associates Limited be authorized to carry out inspection and contract administration for this project at a cost of \$81,665.00

BACKGROUND

In 2013 the Township retained Ainley & Associates Limited to prepare a design for the reconstruction of Huron Street from Centre Street to King Street and King Street from Huron Street to Auburn Street. The design and tender documents were finalized in 2014. Huron Street from Centre Street to King Street was completed in 2016 and King Street from Huron Street to Auburn Street was completed in 2017. Design work for the remainder of King Street from Auburn Street to Mill Street was completed in 2018 and approvals from the NVCA and MOE were also received late in 2018. The reconstruction of King Street will include storm sewer improvements, concrete curb & sidewalk installation, improvements to the bridge over the Pine River, new pavement and new tree plantings.

COMMENTS AND CONSIDERATIONS

The Tender documents were posted on Biddingo website on February 7th, 2019 and closed on February 26th, 2019. A total of eleven (11) bids were received and are summarized on Attachment No. 2. The top three bids are summarized below.

Contractor	Bid Price (excluding HST)
Ultimate Construction	\$1,344,901.00
Trisan Construction	\$1,493,216.40
JB Enterprises	\$1,547,922.74

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Ainley & Associates Limited has reviewed the tenders, checked references of the top three contractors and has provided their recommendation, see Attachment No.1.

FINANCIAL IMPACT

The 2019 Capital Public Works budget includes \$1,668,870 for the reconstruction of King Street from Auburn Street to Mill Street.

Ultimate Construction has submitted the lowest bid for the works totaling \$1,334,901.00 (plus H.S.T.).

The Ainley Group has provided an estimate of \$81,665.00 to complete the contract administration and inspection.

It is anticipated that the extra works (materials testing, LED streetlights, etc.) will cost approximately \$60,000.00.

This project is identified in the Township's Development Charges Background Study and is eligible for 80% funding from the development charge reserve, additional funding for this project will come from Federal gas tax funding.

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. Award the tender received from Ultimate Construction in the amount of \$1,334,901.00 (plus H.S.T.) for the reconstruction of King Street from Auburn Street to Mill Street and that the Ainley Group be authorized to arrange for the necessary work to be completed.
3. Do not award the tender to Ultimate Construction and select another bidder to complete the work.

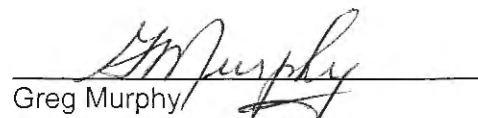
CONCLUSION

Staff recommends that Option 2 be approved.

Respectfully submitted,



Dan Perreault, C.E.T.
Manager of Public Works



Greg Murphy
Chief Administrative Officer

Attachments:

1. The Ainley Group Letter
2. Summary of Bidders

7a

ATTACHMENT NO. 1



Ainley & Associates Limited
550 Welham Road, Barrie, Ontario, L4N 8Z7
Tel: (705) 726-3371 ▪ Fax: (705) 726-4391
E-mail barrie@ainleygroup.com

March 1st, 2019

File No. 218036

"By Email"

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

**Attn: Mr. Dan Perreault, C.E.T.
Operations Coordinator**

**Ref: King Street Reconstruction Phase 2 & 3
Tender Results – Contract 218036**

Dear Mr. Perreault,

Further to the close of Tenders for the King Street Reconstruction Phase 2 & 3 project on February 26, 2019, we are pleased to attach a summary of the three lowest bids and provide the following report on the tenders received for this Contract.

Eleven (11) bids were received and opened shortly after 1:00pm at the Township office. The three (3) lowest bids received were from Ultimate Construction Inc., Trisan Construction., and J.B. Enterprises

We have reviewed all tenders and confirm that the lowest bid was received from Ultimate Construction Inc. in the amount of \$1,334,901.00 plus \$173,537.13 HST for a total of **\$1,508,438.13**. We note that Ultimate Construction's bid was submitted with the requisite tender deposit cheque, Agreement to Bond, list of experience and sub-contractors in accordance with the requirements of the tender documents.

Ainley Group has also verified references from the Township of Springwater for the Phelpston Road Reconstruction and the County of Simcoe for the County Road 90 Widening near Angus.

The Phelpston Road Reconstruction (2017) project was designed and administered by the Ainley Group on behalf of the Township. We completed a reference check with Township staff who advised that extra work and claims were encountered during the project due to conflicts with Bell infrastructure and the Enbridge extra high pressure vital gas main. The contract was not completed on schedule due to the utility issues, groundwater controls and a crew which was not very cohesive working together. These issues resulted with significant additional costs to the Township, including additional engineering and geotechnical consulting fees. Township staff reported to council in April, 2018 that due to various conflicts, delays and challenges experienced during this project, Township staff would not be awarding any Township projects to Ultimate Construction for the next five years.

The County Road 90 Widening project is currently underway for the County of Simcoe. County staff provided their reference check of the works being completed by Ultimate Construction. The project has an approximate value of \$12 million and is anticipated to be completed by October 2019. The County has advised that Ultimate Construction is the general contractor for the project; they have worked with Ultimate as a sub-contractor on previous projects and also worked with some of the contractor's senior staff members from their previous employer. This project includes

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road widening from 2 lanes to 5 lanes, 2 stormwater management ponds, 2 road crossing culverts, 1 large deer crossing culvert and traffic signals. Ultimate Construction has been maintaining good communication and public relations to date. There have been some extra work and claims but these have generally been warranted and costs have been reasonable. The County would recommend Ultimate Construction for similar road construction projects.

We have also reviewed Ultimate Construction's list of subcontractors which include asphalt work by Lisbon Paving, concrete works by Con-Mar and dewatering by Aquatech. Our office has reviewed the work completed by these sub-contractors on a variety of projects and have had no concerns with their abilities and quality of workmanship.

Based on the aforementioned information and review of the tender submission, we hereby recommend that, subject to budget considerations, the Township consider awarding the project to **Ultimate Construction Inc.** in the amount of **\$1,508,438.13**, including HST.

We trust the above is satisfactory. Should you have any questions regarding this information please do not hesitate to contact the undersigned.

Yours truly,
AINLEY GROUP



Scott Ingram-Cotton, C. Tech
Engineering Technologist

S:\218036 Letters\218036-February 28 2019 - Tender Recommendation ltr.docx

Encl.

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

705 721 9222 tel
705 734 0764 fax

February 28, 2019

By Email & Mail

Mr. G. Murphy
CAO
Township of Essa
5786 County Road 21
Utopia ON L0M 1T0

Dear Mr. Murphy:

Project No: 60118248

**Regarding: Township of Essa
Brownley Meadows - Phase 2 [Brookvalley Angus South] Subdivision
Security Reduction No. 2**

Further to the request of the Developer's Engineer, we herein provide our recommendation for the requested reduction in Securities for the Brownley Meadows - Phase 2 [Brookvalley Angus South] Subdivision.

• **Security Reduction Calculations**

The total value of work is \$3,877,654.10. Securities currently held by the Township are in the amount of \$1,630,881.44, as confirmed by Carol Traynor on February 26, 2019. In accordance with Section 3.7, Reduction of Securities, we herein provide a breakdown of our recommendations for the securities to be released by the Township.

3.7.2.1	Installed works to date	\$3,115,455.85
	Less the sum of:	
3.7.2.2.1	5% of Total estimated Cost of Underground Works to date as Maintenance Holdback	\$98,029.35
	10% of Total estimated Cost of Aboveground Works to date as Maintenance Holdback	\$191,706.71
3.7.2.2.2	0% of Total Installed Underground Works to date as Security Holdback	\$0.00
	10% of Total Installed Aboveground Works to date as Security Holdback	\$115,486.88
3.7.2.2.3	Sum of Previous Reduction in Securities	\$2,246,772.66
3.7.2.2.4	Any Increase in Estimated Cost to Complete Works	\$0.00
	** Amount of Security to be Retained, based on Calculations **	\$563,759.08

17

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We have attached a copy of our Summary Sheet and Security Requirement spreadsheet, which provides a breakdown of the Completed and Uncompleted Works.

Section 3.8.2.2 of the Subdivision Agreement requires that *"The Developer acknowledges and agrees that notwithstanding any requested for reduction in Securities as set out above, the Township is entitled to retain a minimum of \$755,530.82 in Securities which may be used for any requirement of the Agreement, including but not limited to grading of any lots or Blocks in the Plan, and which may be retained by the Township until the Township and the Developer have executed a Mutual Full and Final Release of Lands pursuant to Section 13.5 herein, and seventy-five (75%) percent of the building units within the Plan have received a Provisional Occupancy Certificate issued by the Township."*

4

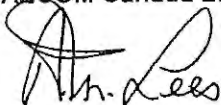
As such, since the security requirements of Section 3.8.2.2 are greater than the calculated value above; we therefore recommend that the Securities to be Retained by the Township is to be in the value of \$755,530.82 as stipulated by Section 3.8.2.2.

The release of securities is subject to the following conditions as per the Subdivision Agreement:

- Reductions are on the basis of receipt of a Statutory Declaration, and that all legal and engineering invoices are paid. **We have attached a copy of the Statutory Declaration provided by the Developer.**

We trust that you will find the above in order. We would appreciate confirmation of the reduction in securities for our records.

Sincerely,
AECOM Canada Ltd.



A. M. Lees, C.E.T.

AML:wh

Encl.

cc: C. Healey (email)

STATUTORY DECLARATION

CANADA
PROVINCE OF ONTARIO

Regional Municipality of York

IN THE MATTER OF
Works pursuant to the Subdivision
Agreement between the Township of Essa
and Brookvalley Angus South Inc.

for:
Brownley Meadows Subdivision
Plan 51M-1102, MMA E-T-0701

TO WIT:

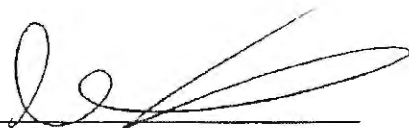
I, **Nick Cortellucci** OF THE City of **Vaughan**, in the **Regional Municipality of York**,
IN THE Province of **Ontario** DO Solemnly Declare, That:

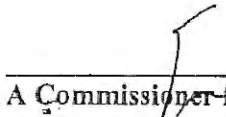
1. I am an authorized signing officer of **Brookvalley Angus South Inc.** and as such have knowledge of the facts herein declared.
2. That all accounts relative to the works installed and completed to date on public property pursuant to the above noted agreement have been fully paid and no one is entitled to any claim or lien in respect of labour or materials supplied for the completed works under the Construction Lien Act, 1983.
3. That all accounts have been paid to the consulting engineer/architect for professional services rendered.

AND I MAKE thus solemn declaration conscientiously believing it to be true, and knowing it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED BEFORE ME AT THE
City of Vaughan, in the Regional
Municipality of York

THIS 08th DAY OF FEBRUARY, 2019


Signature


A Commissioner for Oaths, etc.
NOAH K. OKELY, Barrister & Solicitor,
Notary Public and Commissioner for
taking Affidavits, etc.

8a

3.8 Reduction of Securities

3.8.1 As the Works proceed the Developer has the right to apply to the Township once every thirty (30) days to request a reduction in the cash deposit or Letter of Credit in accordance with the formula that is set out further in this Section. Once the Developer has applied to the Township for a reduction in Securities, the Township, in its sole and absolute discretion, shall decide whether to grant the reduction in Securities, and if the Township elects to grant the reduction, the Township shall pass a Resolution or By-law authorizing the reduction of the Securities, prior to any reductions being processed by the Township.

3.8.2

3.8.2.1 The Township and the Developer agree that the amount of the reduction in Securities shall be calculated by taking the cost of the Works installed to the date of the request for a reduction in Securities, and subtracting from this amount the following:

- 3.8.2.1.1 ten percent (10%) of the total estimated cost of Works as set out in Schedule "E" attached, as a maintenance holdback; and
- 3.8.2.1.2 fifteen percent (15%) of the total cost of the installed Underground Works and Aboveground Works to date as a security holdback; and
- 3.8.2.1.3 the sum of all previously granted reductions in Securities; and
- 3.8.2.1.4 any increase in the estimated cost to complete the Works not reflected in Schedule "E" attached.



3.8.2.2 The Developer acknowledges and agrees that notwithstanding any requested for reductions in Securities as set out above, the Township is entitled to retain a minimum of \$755,530.82 in Securities which may be used for any requirement of the Agreement, including but not limited to grading of any lots or blocks in the Plan, and which may be retained by the Township until the Township and the Developer have executed a Mutual Full and Final Release of Lands pursuant to Section 13.5 herein, and seventy-five (75%) percent of the building units within the Plan have received a Provision Occupancy Certificate issued by the Township.

3.8.2.2.1 The Township and the Developer acknowledge and agree that notwithstanding the above, the individual grading deposit currently set at the amount of \$2,500.00 per building unit as in Section 9.7.1.9, herein must be used by the Township, prior to any other Securities being used by the Township for grading purposes.

3.8.3 The Developer agrees that when applying for a reduction of Securities it shall supply the Township with a record of accounts paid in prescribed form and a statutory declaration that all accounts for Works and materials have been paid, except for normal holdbacks, and that there are no claims for liens or otherwise in connection with work done or materials supplied, for, or on behalf of the Developer in connection with the Plan.

3.8.4 When the Certificate of Substantial Performance for Underground Works has been issued by the Developer's Engineer and advertised in accordance with the *Construction Lien Act*, and forty-five (45) days have elapsed with no claim for lien having been registered, and the Certificate of Substantial Performance for Underground Works has been accepted by the



AECOM

Township of Essa

BROWNLEY MEADOWS SUBDIVISION - PHASE 2 [BROOKVALLEY ANGUS SOUTH]

SUMMARY SHEET

(SECURITY REDUCTION No. 2 - February 28, 2018)

Total Estimated Cost of Works	\$3,877,654.10
Total Estimated Cost of Underground Works	\$1,960,587.01
Total Estimated Cost of Aboveground Works	\$1,917,067.09
 Uncompleted Work	 \$158,536.14
 Installed works to date	 \$3,115,455.85
Total Installed Underground Works to date	\$1,960,587.01
Total Installed Aboveground Works to date	\$1,154,868.85

less

5% of total estimated Cost of Underground Works to date as Maintenance Holdback	\$98,029.35
10% of total estimated Cost of Aboveground Works to date as Maintenance Holdback	\$191,706.71
0% (Underground) of total installed works to date as security holdback	\$0.00
10% (Aboveground) of total installed works to date as security holdback	\$115,486.88
Sum of previous reductions of securities	\$2,246,772.66
Any Increase in estimated cost to complete Works	\$0.00

Security to be Retained by Township [Based on Above]	\$563,759.08
Current Securities Held by Township	\$1,630,881.44
Security to be Released	\$1,067,122.36

ACTUAL SECURITY TO BE RETAINED, AS PER <u>SECTION 3.8.2.2</u>	\$755,530.82
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Monday, February 25th, 2019

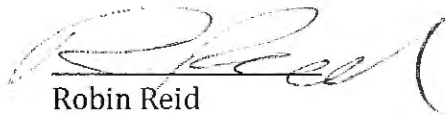
Dear Ms. Lisa Lehr,

Please accept this as my formal notice of resignation from the Township of Essa. My last day will be on Friday, March 8th, 2019, two weeks from today.

I appreciate your mentoring and support during my time here at Essa. I value the experiences and training I have gained through my time with the Clerk's Department.

Please let me know how I can assist during this transition. I look forward to continuing to work with you in my new role as Deputy Clerk for the Township of Adjala - Tosorontio.

Best Regards,



Robin Reid



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C012-19
DATE: March 6, 2019
TO: Committee of the Whole
FROM: Krista Pascoe, Deputy Clerk
SUBJECT: Request from the Angus Men's Slo Pitch League to Host a Beer Garden at Angus Community Park.

RECOMMENDATION

That Staff Report C012-19 be received, and

That Council consider approving the request from the Angus Men's Slo Pitch League to host a Beer Garden on Friday June 7, 2019 between the hours of 6:00 p.m. to 11:00 p.m., Saturday June 8, 2019 between the hours of 11:00 a.m. to 11:00 p.m., and on Sunday June 9, 2019 between the hours of 11:00 a.m. to 4:00 p.m.; and

That this approval is conditional upon a copy of the certificate of insurance in the amount of \$5,000,000.00 being provided to this municipality, listing the Township of Essa as additional insured, as well as the necessary approvals being obtained from the Chief Building Official, the Fire Department, the Health Unit and the OPP.

BACKGROUND

The Angus Men's Slo Pitch League has hosted their Annual League Tournament at Community Park in Angus for quite a few years. In previous years, Council has granted approval for the Tournament to be held with a designated Beer Garden, and all necessary conditions have always been met by the applicant.

COMMENTS AND CONSIDERATIONS

As in previous years, the Angus Men's Slo Pitch League is holding their Annual League Tournament at Angus Community Park located at 6 Huron Street in Angus. They have submitted a request to Council seeking approval to host a Beer Garden (Attachment No. 1). The proposed Beer Garden will have a single entrance serving area, of which beverages (non-alcohol and alcohol) and food will be served (barbecue). The proposed Beer Garden Area will be designated by a snow fence barrier being erected, with the total contained area for serving and consumption being approximately 40 to 60 persons.

In accordance with Policy A07-06 (Attachment No. 2), Special Occasion Permit Approvals for Alcohol Related Events require that the League provide copies of the \$5,000,000.00 Liability Insurance Certificate to the Township naming the Township of Essa as the additional insured. As well, the Policy states that certain information (as outlined in the chart below) is required to be provided to the Clerk's Office prior to any approval of Council being granted.

9b

Name and Contact Information	Angus Men's Slo Pitch League
Description of the Event	Annual Tournament & Beer Garden
Date and Time of the Event	Friday June 7, 2019 - 6:00 p.m. – 11:00 p.m. Saturday June 8, 2019 – 11:00 a.m. – 11:00 p.m. Sunday June 9, 2019 – 11:00 a.m. – 4:00 p.m.
Logistics of the Event	This will be an outdoor event, with a single entrance to the Beer Garden area, which will serve Alcohol, non - alcohol and BBQ'd food.
Purpose of the Event	Proceeds raised are used towards operation of the League, and to assist with park improvements.
Number of people attending	Anticipated attendees range between 40-60 people at any given time.
Proof of Insurance	Insurance Certificate, naming the Corporation of the Township of Essa, in the amount of \$5,000,000.00 will be provided prior to the Event.

Once Council has granted permission for the Beer Garden, the applicant will submit the necessary application (with a copy of Council's permission) to the LCBO, and as well, will provide a copy of the municipality's approval to the O.P.P., and the Simcoe-Muskoka District Health Unit.

The proceeds from this event are used to help with park improvements, and to assist in the league operation.

FINANCIAL IMPACT

None.

SUMMARY/OPTIONS


Council may:

1. Take no further action.
2. **Approve the Request of the Angus Men's Slo Pitch League to host a Beer Garden at Angus Community Park on June 7 – 9, 2019.**
3. Decline the Request of the Angus Men's Slo Pitch League to host a Beer Garden at Angus Community Park on June 7 – 9, 2019.

CONCLUSION


Staff recommends Option No. 2.

Respectfully submitted:



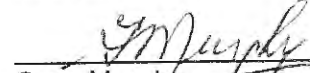
Krista Pascoe
Deputy Clerk

Reviewed by:



Lisa Lehr
Clerk

Reviewed by:



Greg Murphy
Chief Administrative Officer

Attachments:

1. E-mail request from the Angus Men's Slo Pitch League containing a Map of the Beer Garden location.
2. Policy A07-06 "Special Occasion Permit Approvals (for Alcohol-related Events).

From: TRACY WIDDICKS
Sent: February-24-19 11:03 AM
To: Lisa Lehr
Cc: Shawnette Crouse; Ray Sim
Subject: Angus Slo Pitch Tournament

Good morning Lisa,

Once again, we are hosting our annual League Tournament at the Angus Community Park, 6 Huron Street in Angus where we play our regular league games. We are asking to do as we have done in past years: To have a single entrance serving area designated by a snow fence to serve alcohol and non alcoholic beverages and to serve food cooked on a barbecue to participants. We use the proceeds from this annual tournament to assist in our efforts to donate funds into park improvements and to the operating of our league.

Our league consists of 8 men's teams and 5 coed. We anticipate approximately 40-60 people to be in the park at any given time. This is consistent with the number of people in the park on our regular league game times.

We would like to serve food and beverages on **Friday June 07, 2018 6:00 pm - 11:00 pm, June 08, 2018 11:00 am - 11:00 pm** and on **Sunday June 09, 2018 from 11:00 am until 4:00 pm.**

A legal special events permit through the L.C.B.O. will be obtained along with five million dollars in liability insurance through the National Slo Pitch Association Insurance Coverage that covers tournaments. It is our understanding in the past that proof of the license and insurance is required and will be provided should this be approved.

Attached you will find an outlined drawing which is the area of the Community Park and the location of the Beer Garden and serving area that has been used in years past.

I understand upon receiving approval we will notify both the Fire Department and the Ontario Provincial Police and will do so promptly.

Should any further information be required by the Essa Township staff or counsel we will gladly provide it.

Thank you for your consideration

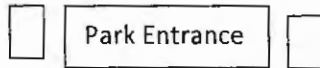
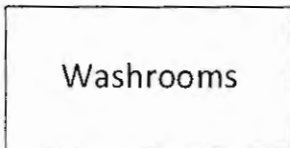
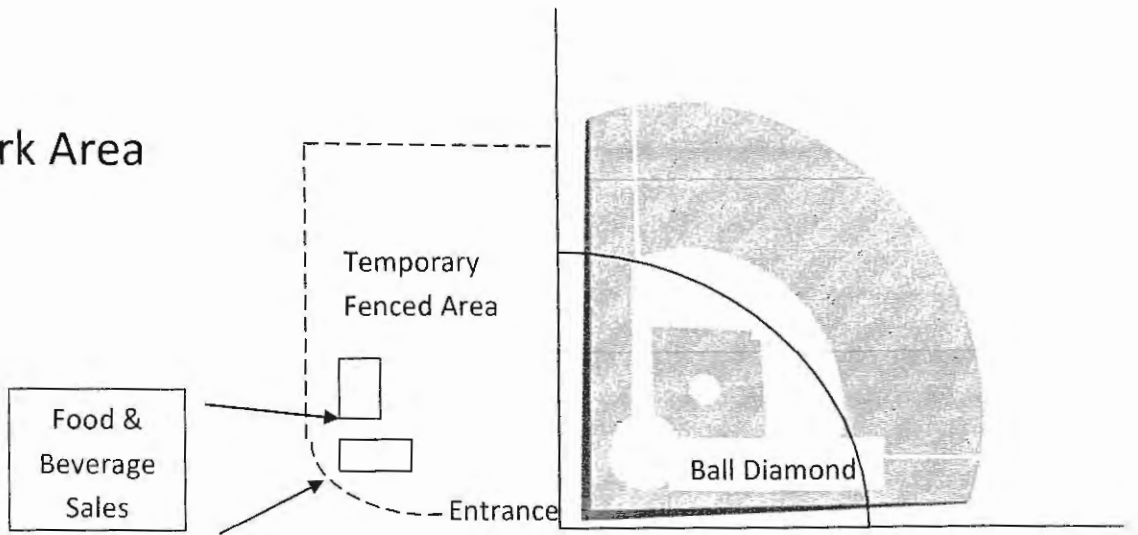
Derek Widdicks & Ray Sim

Angus Slo Pitch League

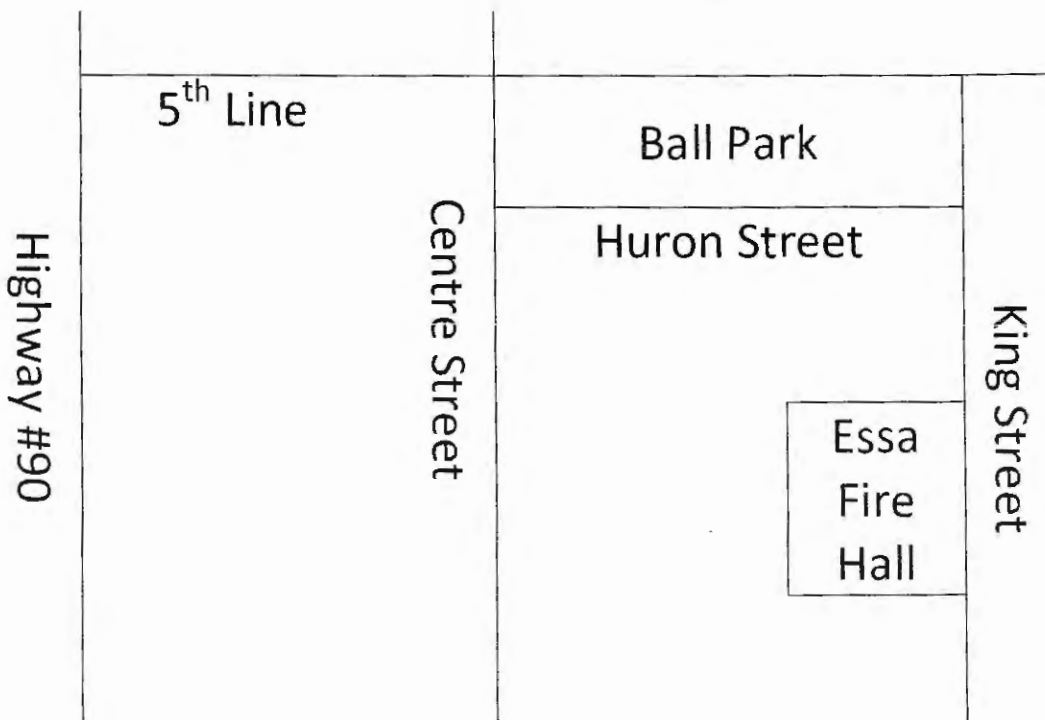
Tournament Committee

9b

Angus Park Area



HURON STREET



**TOWNSHIP OF ESSA
POLICY AND PROCEDURE MANUAL**

Department:	Clerks/Administration	Date:	November 7, 2012
Subject/Title:	Special Occasion Permit Approvals (for Alcohol Related Events)		
Policy Number:	A07-06	Date Approved:	June 15, 2013
		Resolution No.:	CW117-2013
Supersedes	A07-06 September 2007	Effective:	June 16, 2013

1. **AUTHORITY**

Liquor Licence Act, R.S.O 1990, Regulation 389/91

2. **POLICY STATEMENT AND RATIONALE**

A Special Occasion Permit (SOP) is required any time alcohol is offered for sale or served anywhere other than in a licensed establishment or a private place (for example, a corporate boardroom). SOPs are issued for *occasional special events only*, and not to operate an ongoing business.

The Corporation of the Township of Essa and its Management recognize the importance of public and community events that are provided in a safe environment having regard for Provincial regulations pertaining to the inclusion of liquor related activities. As such this policy has been implemented to streamline the approval process between departments dealing with such approvals.

3. **SCOPE**

Individuals (or groups) wishing to hold an event where liquor will be served must apply for a Special Occasion Permit (SOP) through the Liquor Control Board of Ontario. As part of the approval process for such permit(s), approvals must be granted from the municipality in the form of a letter of non-objection (with approvals from each department and/or specific conditions as indicated by each particular department), and sometimes will require a resolution of Council declaring the event to be a *Municipally Significant Event*. (For events falling within the classification of "municipally significant", a resolution from Council is required.)

Application

This policy applies to municipal staff charged with the designation of signing authority for the issuance of approvals for such types of public and/or private events, whereby alcohol is offered for sale or served anywhere other than in a licensed establishment or a private place (by invitation only).

In accordance with Regulation 389/91 of the *Provincial Liquor Licence Act (Special Occasion Permits)*, all public events falling within the classification of "*Municipally Significant Events*", the applicant must give written notification before the event is to take place to the Clerk, a **minimum** of 30 days before the event is to take place (if it is

expected that fewer than 5,000 people will attend the event); or 60 days before the event is to take place (if it is expected that more than 5,000 people will attend the event).

Definitions

Private Event SOP's are typically issued for events such as weddings, birthdays, funerals, bridal showers, etc. **Private events are for invited guests only** and the event must not be advertised to the public, including by way of flyers, newspaper, internet or radio. The event cannot be open to the general public, and there can be no intention to profit from the sale of alcohol at the event.

Public Event SOP's are issued for events that are open to the general public, such as charity fundraisers, outdoor street festivals, community festivals, etc. A Public Event permit holder may advertise the event and can fundraise or profit from the sale of alcohol.

A SOP for a Public Event can be issued to:

- a charity registered under the *Income Tax Act* (Canada); or
- a non-profit organization or association, with its own constitution and by-laws, and organized to promote charitable, educational, religious or community objects.

An individual or business may also apply for a Public Event SOP if organizing or conducting an event of:

- "provincial, national or international significance", as agreed to by the Registrar of Alcohol and Gaming (the Registrar); or
- "**municipal significance**"** for which a **municipal resolution** or letter from the municipal clerk or designated authority which designates the event as one of municipal significance is required.

****Municipally Significant Events** are defined as *public events that are held within the Township of Essa that are made available to the public at large that:*

- i. *Enhance or promote community assets (ie: parks, trails);*
- ii. *Encourage, attract and promote community involvement and/or participation at little or no cost;*
- iii. *Partner with and/or provide a venue for local businesses, organizations and residents to form part of the activities (ie: vendors, facilitate an event activity).*

Examples of municipally significant events would be the shutting down of the main street for a "midnight madness" type of event whereby alcohol would be permitted to be carried by patrons of legal age from one area to another.

Industry Promotional SOP is intended to promote a manufacturer's product(s). These events may be open to the general public or for invited guests only. They can be either "Sale" or "No Sale" liquor events. There can be no intent to profit from the sale of alcohol at the event. Samples for tasting at the event may be provided to those attending the event, and orders for alcohol may be taken. Samples at these events must be provided by a manufacturer or AGCO licensed representative of a manufacturer or an

event organizer acting on behalf of either. All orders must be processed through authorized government retail stores.

An Industry Promotional event can also be for the purposes of conducting market research on a product. Market research events must be held by a manufacturer, or by an AGCO licensed representative of a manufacturer, or on behalf of a manufacturer by another party authorized by the manufacturer to represent them. If an event organizer or an AGCO licensed representative is conducting the market research or providing samples on behalf of a manufacturer, the event organizer must make available upon request a letter from the manufacturer authorizing them as their representative to conduct market research.

4. PROCEDURE AND IMPLEMENTATION

- a. The Clerk's Office is the intake agent for all special occasion permit requests. Applicants are required to submit a letter to the municipality indicating the following:
 - Name and contact information of the event organizer, association, organization;
 - Description of the Event (Private, Public, Industry Promotional Event) including target audience, entrance fees and activities;
 - Date and Time of Event (including times when alcohol will be served);
 - Logistics of the Event - Indoor/Outdoor, location, written property owner consent if public event held on private property, security measures for event, number of servers, etc);
 - Purpose of the event and how it benefits the Township of Essa;
 - Number of people attending (or approximation);
 - Proof of insurance in the amount of \$ 2 million naming the Township of Essa as an additional insured.
- b. The applicant is responsible for submitting a sketch/drawing that clearly shows buildings, access, fire routes, fencing, parking, location of tent (if applicable), location of washrooms (if outdoors), etc.
- c. The applicant is responsible for paying the appropriate fee(s) associated with the issuance of such permits (ie: Special Occasion Permit Fee, Building Permit Application Fee, Fire Department Inspection Fee, etc.). Please refer to the Township of Essa's Schedule of Fees.
- d. The Clerk's Office is responsible for sending/emailing a copy of the letter/application as well as the proposed site plan to the following departments for their review and/or approval of the event:
 - Council (if declaration of event as "municipally significant" is required)
 - Fire Department
 - Building Department
 - Planning and Development Department
 - By-law Enforcement Department
 - Public Works Department
 - County of Simcoe (if applicable)

- OPP (contact via email)
 - Health Unit
- e. Where necessary, each Department Head shall provide the applicant with a listing of conditions to be met that are necessary for approval of the event. Each department shall provide the same listing to the Clerk (or Clerk's designate) for information.
- f. Upon successful inspections and/or conditions being met, all approvals are to be provided to the Clerk's Department, whereby the Clerk (or designate) shall communicate the approval/decline to the applicant providing the applicant with a letter stating such approval/decline. In the event that the municipality declines the approval, the letter to the applicant will outline reasons for the decline based on the comments provided from the various departments.
- g. Upon receipt of municipal approval from the respective departments, the applicant is to provide a copy of the municipality's approval to the OPP and the Simcoe Muskoka District Health Unit separately. Should the applicant's request be declined by the municipality, the Clerk's Department will forward a copy of the decline to the OPP via email.

5. SUMMARY

Effective July 1, 2012, amendments in the form of Ontario Regulation 389/91 make it necessary for this municipality to have a policy in place defining *Events of Municipal Significance*. As such, this policy has been updated to reflect necessary changes. The use of such a policy will help in streamlining the process for approvals/declines of such applications based on the amendments to the *Liquor Licence Act*.



TOWNSHIP OF ESSA STAFF REPORT

9c

STAFF REPORT NO.: C013-19
DATE: March 6, 2019
TO: Committee of the Whole
FROM: Krista Pascoe, Deputy Clerk
SUBJECT: Grant Guidelines

RECOMMENDATION

That Staff Report C013-19 be received; and

That Council approve Draft Policy A01-19 "Community Assistance Grants", as attached.

BACKGROUND

Each year the Township solicits grant applications from organizations requiring financial assistance for a variety of reasons using the current guidelines outlined in Attachment No. 1.

COMMENTS AND CONSIDERATIONS

At the request of Council from their Budget Meeting of January 16, 2019, the Clerk's Department has researched surrounding municipalities to compare guidelines, eligibility criteria, the application process, and factors used to assist municipalities in determining approval of such requests from applicants for assistance. Attachment No. 2 provides a brief summary of the Grant Policies used by New Tecumseth, Clearview and Innisfil.

The Clerk's Department is seeking Council's approval of Draft Policy A01-19 "Community Assistance Grants", of which is attached to this report as Attachment No. 3.

This Report provides Council with the current policies used by the above-noted municipalities, of which were used as reference in drafting Policy A01-19.

FINANCIAL IMPACT

None.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Approve Draft Policy A01-19 "Community Assistance Grants".**
3. Amend Draft Policy A01-19 "Community Assistance Grants" as deemed appropriate by Council.

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CONCLUSION

Staff recommends that Council approve Option No. 2.

Respectfully submitted:

Reviewed by:

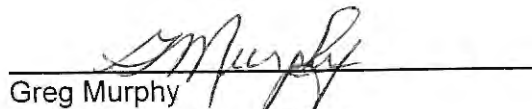
Reviewed by:



Krista Pascoe
Deputy Clerk



Lisa Lehr
Clerk



Greg Murphy
Chief Administrative Officer

Attachments:

1. Current Essa Township Grant Guidelines
2. Summary of Surrounding Municipality's Guidelines
3. Draft Policy A01-19 "Community Assistance Grants"
4. New Tecumseth, Clearview and Innisfil's Grant Guideline Policies.

GUIDELINES FOR GRANT APPLICATIONS

Applications for grants and assistance are to be completed by a principal of the organization and returned to the Clerk before **January 31 in each calendar year** for consideration.

Application forms are available on the Township website or from the Clerk's Office.


- Groups which provide a needed and worthwhile service which is proven to benefit the community and which would cost more if the municipality had to provide such a service will be considered favourably.
- Each organization or agency submitting an application will be considered separately based on their needs for that year. **Grants will not automatically be renewed each year.**
- No grant will be provided for programs or services which are a duplication of any existing program or service.
- No grant will be made to groups from outside the Township unless it can be shown that grant funds will be utilized in the Township and for the benefit of Essa residents.
- Disaster Relief Fund requests will be considered only after an emergency has been declared by the Government of Ontario and has guaranteed to contribute provincial funds.
- Youth education grant requests will be considered for individuals residing in the municipality who participate in youth education programs which would benefit the community and its residents.
- All decisions regarding financial support will be solely at the discretion of Council.

	Essa	New Tecumseth	Clearview	Innisfil
MUST BE A NON-PROFIT, REGISTERED CHARITABLE ORGANIZATION	Yes	Yes	Yes	Yes
OPERATED BY A VOLUNTEER BASE		Yes	Yes	Yes
MEMBERSHIP MUST INCLUDE AT LEAST 75% RESIDENTS, AND HOLD AT LEAST ONE ANNUAL GENERAL MEETING	Application asks for Number of Members and the Number of Essa Residents, does not specify must hold AGM	Yes		Yes
ONLY COMPLETE APPLICATIONS CONSIDERED		Yes	Yes	Yes
APPLICATION INCLUDES PREVIOUS YEARS FINANCIAL STATEMENTS	Yes	Yes (asks for the previous two years)	Yes	Yes
PROPOSED BUDGET FOR THE CURRENT OPERATING YEAR		Yes	Yes	Yes
OTHER SOURCES OF FUNDING THE APPLICANT HAS APPLIED FOR OR OBTAINED	Yes	Yes	Yes	Yes
PURPOSE FOR WHICH THE CURRENT GRANT WOULD BE USED	Yes	Yes	Yes	Yes
PROVIDE SIGNATURE OF 2 EXECUTIVE MEMBERS AND A LISTING OF ALL BOARD MEMBERS NAMES AND ADDRESSES	Two signatures required, listing of Board Members is not asked for.	Yes	Name, address and Telephone number of Board members required, no signatures.	Yes
REPORTING ON HOW PREVIOUS YEARS APPROVED GRANTS WERE USED.		Yes	Yes	Yes
PROVIDES A NEEDED AND WORTHWHILE SERVICE PROVEN TO BENEFIT THE RESIDENTS	Yes	Yes	Yes	Yes
BRIEF DESCRIPTION OF PURPOSE/OBJECTIVES	Yes	Yes	Yes	Yes

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Attachment No 2.

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 <p style="text-align: center;">Township of Essa Policy # A01-19 "Community Assistance Grants"</p>			
SUBJECT:	Date issued:	Effective Date:	Resolution No:
Community Assistance Grants	February 28, 2019	March 6, 2019	
SCOPE:	Revised:		Page 1 of 2
STAFF, COUNCIL AND APPLICANTS		n/a	

A. PURPOSE:

The Township of Essa's Community Assistance Grants Policy establishes eligibility requirements and outlines application requirements. The Community Assistance Grant Program is available to help support not-for-profit organizations, whose initiatives add to the quality of life for the residents of Essa Township as a whole.

B. GRANT APPLICATION PROCESS:

All completed applications must be submitted to the Clerk's Department, no later than January 31st of each calendar year, with all supporting documentation attached as follows;

1. Brief description of the organization, including its constitution, mission statement, or statement of purpose.
2. Purpose for which the Grant will be used.
3. Previous Years financial statement.
4. Proposed Budget for the current operating year.
5. Reporting on how previous years Grants were used.
6. List of volunteer Board of Directors/Executive (name, address and telephone number).
7. Other sources of funding the applicant has applied for or obtained.
8. Signature of signing authority (ies).

C. ELIGIBILITY CRITERIA

In order to be eligible for a Community Grant, applicants must meet all of the following criteria:

1. Must be a not-for-profit, or registered charitable organization; and
2. Must be operated by a volunteer base; and
3. Provide an accessible, needed and worthwhile service proven to benefit the Township of Essa residents.

D. APPLICATION APPROVAL PROCESS:

Upon commencement of the annual budget process each fall, the Township will provide notification to the public through its electronic media (website and twitter) as well as mailing the notice to past recipients.

1. Applications must be submitted using the prescribed form.
2. Only complete applications received on or before the deadline will be reviewed.
3. Applications will be reviewed by members of staff and recommendations for assistance will be prepared and submitted for Council approval.
4. The application process is a competitive process and there is no guarantee that any award will be granted, or that the amount requested will be awarded in full.
5. Only successful applicants will be contacted, and a cheque will be forwarded.

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Township of Essa
Policy # A01-19 "Community Assistance Grants"

SUBJECT: Community Assistance Grants	Date issued: February 28, 2019	Effective Date: March 6, 2019	Resolution No:
SCOPE: STAFF, COUNCIL AND APPLICANTS		Revised: n/a	Page 2 of 2

Notwithstanding the eligibility and criteria above, Council may approve application requests that do not meet all criteria or are inconsistent with the requirements in this Policy, at their discretion, provided that the requested amount in the application does not exceed the annual approved Community Assistance Grant Program budget.

Appendices:

1. Township of Essa Grant Application.



TOWNSHIP OF ESSA

GRANT APPLICATION

Applications for grants and donations are not automatically renewed each year; each application is reviewed based on merit each budget year.

Organizations requesting donations may be required to submit recent bank statements and/or financial statements.

Please attach a separate sheet if additional space is required to complete your application.

REQUESTING: Financial Donation in the amount of \$ _____

OR Township Tax Grant – Property Roll Number: _____

Organization Name and Address Information

Organization Name _____

Address _____

Town _____ Postal Code _____

Contact Name _____ Telephone _____

e-mail _____ Fax _____

Organization Information

Number of Members _____ Essa Residents _____ Membership Fee If Applicable _____

Geographic Area Served _____ Date Formed _____

Outline the mission, purpose and objectives of your organization.

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Purpose for which the current grant/donation would be used, if approved. Give complete details, i.e. project or event description, time frame, and community benefits relative to The Township of Essa.

Type of Organization (i.e. Registered Charity, Non-Profit Organization, etc.) and registration number.

Other Sources of Revenue (include all amounts that have been or will be received – other donations, grants/subsidies, private funding, etc.).

Do you currently receive other gratuities from the Township, i.e. facility subsidization, tax reductions, fee waiver or reduction, photocopying, administrative support, etc.?

Have you received grants/donations from the Township of Essa in the past?

Amount Requested _____ Amount Approved _____ Year(s) _____

*****A FINANCIAL STATEMENT FOR THE PREVIOUS YEAR IS TO BE ATTACHED.*****

Signature of Authorized Official(s)

Name and Position Date _____

Name and Position Date _____

For Office Use Only

Approved _____ Denied _____
Amount \$ _____ Date _____

Additional Comments:

Note: Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, and will be used for the purpose of determining eligibility for grants. Questions about this collection should be directed to the Clerk/Freedom of Information Coordinator, The Corporation of the Township of Essa, 5786 County Road 21, Utopia, Ontario, L0M 1T0.

**TOWN OF NEW TECUMSETH
COMMUNITY GRANT PROGRAM POLICY**
Approved: November 27, 2017



POLICY STATEMENT

The Town of New Tecumseth Community Grant Program Policy establishes eligibility requirements; identifies the types of funding available; and outlines application and monitoring requirements. Preferences will be given to not-for-profit organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance.

RELATIONSHIP TO THE TOWN'S STRATEGIC PLAN

The purpose of the Community Fund Program is in keeping with the Town's strategic objective to preserve the heritage and promote the provision of a diversity of cultural activities, and active and passive recreational opportunities which reflect the range of lifestyle interests, ages, and states of health and mobility of residents.

PURPOSE

The Town of New Tecumseth recognizes the valued contributions being provided, through the volunteer efforts of community organizations and agencies, on behalf of the citizens. Community grant funding demonstrates Council's commitment to working with groups that provide these beneficial programs, services or projects to the community, while at the same time recognizing the financial constraints impacting the Town's ability to provide funding to groups.

The New Tecumseth Community Grant Program is available to support not-for-profit organizations, whose initiatives add to the quality of life within the community.

Town of New Tecumseth Council, in the course of its annual budget deliberations, and subject to budget constraints, may approve discretionary grants to support such organizations, groups and/or events that are considered core services, and will have a direct or indirect benefit to the residents of the Town of New Tecumseth. Consideration of requests for municipal grants shall be in accordance with this policy.

Organizations requesting grant funding outside of this policy must make a presentation to Council at the annual Public Budget Meeting. Council will consider their request as part of the annual budget process.

Applications must be received, in writing on the appropriate application form, addressed to the Town Clerk, and will be considered in the year in which the funds are requested. All information must be provided on the application form in order to be eligible.

There will be ONE grant application deadline each year. An organization may only request financial assistance once in a calendar year.

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**TOWN OF NEW TECUMSETH
COMMUNITY GRANT PROGRAM POLICY**
Approved: November 27, 2017



- Purpose for which grant will be used. The applicant must demonstrate that the funding will support community programs and services.
- Other sources of funding the applicant has applied for or obtained.
- Reporting on how the previous year's approved grant funds were used.

It is the applicant's responsibility to submit the application by the stated deadline. The applicant should check to ensure that the application is complete, signed, accurate, legible, and submitted in the correct order with the correct number of copies. The Town will not follow up on any of these requirements as this is the applicant's responsibility. The Town will not automatically notify the applicant when the application package is received.

ELIGIBILITY CRITERIA

The Town of New Tecumseth Grants are intended to support not-for-profit organizations and groups whose programs and services are aligned with the goals of the Town of New Tecumseth's strategic priorities. Priority will be given to organizations that provide recreation, artistic and cultural programs and services for the benefit of the New Tecumseth community. To be eligible for financial support organizations must:

- be a registered charity and/or non-profit organization;
- be administered directly by a volunteer board/executive/organizing committee with at least 5 members and a minimum of 4 members not family related; (Required for grant requests over \$2,000; taken into consideration for grant requests under \$2,000)
- hold an annual general meeting and have a board of directors or executive committee elected from the general membership through a democratic election process; (Required for grant requests over \$2,000; taken into consideration for grant requests under \$2,000)
- provide financial and bank statements from the previous 2 years;
- primarily serve at least 75% of New Tecumseth's residents/ratepayers **unless** evidence is provided to support the exceptions noted below*;
- have a demonstrated record of regular, ongoing successful programming / events;
- build capacity or improve effectiveness to extend services to the general public;
- demonstrate sufficient resources to be able to deliver the services and programs for which funding is being sought;
provide an operating budget for the organization's operating year in which funds received would be utilized;
- have completed all program requirements associated with a previous grant received from the Town;
- complete and submit an official grant application form according to the Grants Program deadline;
- the organization must be contributing at least 50% of the project amount being requested in the form of cash or in-kind contributions.

***Exceptions to 75% New Tecumseth residency:** Recognizing that a broader population base is sometimes required for an organization to be successful, applicants may be exempt from this standard if the organization meets one of the following criteria:

- provides an emerging or unique service;
- services a population with special needs;
- caters to a high performance/elite level of activity;
- showcases community events which draw a significant audience base;

**TOWN OF NEW TECUMSETH
COMMUNITY GRANT PROGRAM POLICY**
Approved: November 27, 2017



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If a group has a financial surplus or reserve from the previous year of operation, and it is not designated for a specific purpose, the amount of surplus or reserve may be deducted from any grant considered for the organization;

The grant application deadline will be the last day of February of each calendar year.

Eligible, grant applications will be brought forward for Council consideration at the 2nd Committee of the Whole in April of each calendar year.

Community Grant Program Timelines

December 1st	Grant Application Intake Period commences
Last day of February, 4:30 pm	Deadline for grant applications to be received
March/April	Grant Review Committee meets
2 nd Committee of the Whole in April	Eligible grants applications brought forward for consideration
1 st Council Meeting in May	Ratification of Grant Application recommendations by Council

Grant recipients must utilize the grants by December 31 of the year in which the grant was issued.

FUNDING EVALUATION CRITERIA

If an organization meets the eligibility criteria, the following consideration will be given to determine the amount of the grant:

- the benefit to the New Tecumseth community and the need for these projects / services must be clearly demonstrated;
- extent of contribution to the enrichment of community life;
- how the community is made aware of the programs and services they provide and how the community can participate;
- the amount of funding requested, and financial need, compared to the organization's annual budget;
- demonstrated ability to manage and sustain growth that may result from a grant;
- degree of community involvement, support and the number of residents served;
- extent of working together with other community groups;
- effectiveness (outcomes) of efforts at the conclusion of the project;
- degree to which the program, services and activities are consistent with community support, efficient use of resources, sound business practices and development of volunteer knowledge, skills and self-reliance.
- funding limits outlined in the annual grant application.

Notwithstanding the eligibility and evaluation criteria above, Council may approve application requests that do not meet all criteria or are inconsistent with the non-eligibility activities outlined in this policy, at their discretion, provided that the requested amount in the application does not exceed the annual approved Community Grant Program budget.

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CLEARVIEW

The Corporation of the Township of Clearview Community Assistance Grant Program Policy

Purpose of the Policy

This policy outlines the intent of the Township to support, through direct financial assistance, those community groups that provide a recognized contribution to the well being of the residents of Clearview. These grants must be applied for through the prescribed application process below, and are provided for in the current municipal budget period. Future year grants must be re-applied for and will be considered on their merit in the budget year for which the application is made. These grants are intended to provide the Township's shared support of community projects and as such those seeking assistance should treat the availability of these limited funds as partial funding for their projects. Requests for multi-year and/or significant monetary requests are outside the support limits of this policy and should be directed to the appropriate Township departments through the Office of the Clerk via a specific and separate request for funding as part of the Township's annual review budget.

Community Initiatives Supported by This Policy

The Township of Clearview has provided support to a broad number and type of community activities through our past grant programs. Such not-for-profit initiatives as housing and shelter assistance, local cultural events, youth organizations, health and safety educational programs, sporting events, family support services, agricultural and heritage events and environmental awareness programs are examples of the services supported through this policy.

✧ To be eligible for funding, the initiatives must satisfy the following general criteria:

- Applicants must be volunteer-driven, not-for-profit organizations providing service to Clearview residents.
- There must be a demonstrable or potential social, economic or environmental benefit to the residents of the Township of Clearview.
- Eligible initiatives should provide programs and services that are available and accessible to all Township residents on an equal basis.
- Assistance will be granted to those initiatives that are generally in support of the strategic and operational goals and objectives of Clearview Township and its residents.

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Assistance grants generally fall within the \$100 to \$1000 amount limits for a particular initiative and within any one year. Requests for assistance should not exceed 50% of the total annual budget of the initiative. Assistance applications exceeding the \$1000 limit may be given consideration after more detailed evaluations of their merit and contribution to the overall community.

Assistance Not Supported by This Policy

Generally, requests received to further the internal objectives of well supported, self reliant, for-profit organizations and private clubs, and associations promoting a specific political, religious or socio-economic ideology will not be considered for assistance under this policy.

Also, otherwise eligible groups requesting large, multi-year assistance will not be considered under this policy. Applications of this nature will be directed to the appropriate municipal department through the Office of the Clerk as a specific and separate funding request. The applicant will be consulted and advised directly of this referral.

Requests to waive or reduce user fees and rental rates for the use of Township services and facilities will not be considered. Applicants are advised to seek other forms of Community Assistance funding.

Municipal Community Assistance Grants will not be allocated to support fundraising events nor to relieve deficits.

Community Assistance Application Process

Upon commencement of the annual budget process in the fall, the Township will provide notification to the public through the normal use of local media and electronic media such as its website. As well, the Township will endeavor to provide direct notice to past recipients of assistance grants.

The notification process will indicate the deadline by which all applications must be received by the Treasurer to be considered for assistance.

- Applications forms are available at the Clearview Administration Centre and at www.clearview.ca
- Only complete applications received on or before the deadline will be considered for assistance.
- One application per organization, per year will be accepted for review.
- Applications will be reviewed by members of staff and Council through the budget process and recommendations for assistance will be prepared and submitted for Council approval.

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- Successful applicants will be forwarded a cheque, once the budget has been approved by Council.
- **Final Reports** are required from those who are successful in receiving grants. The final report needs to state how funds were used, overview of event/program and a rating of success.
- The final deadline to submit a report is **September 30th**.



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INSPIRING INNISFIL COMMUNITY GRANT PROGRAM APPLICATION GUIDELINES

Inspiring Innisfil 2020 Strategic Focus

The Town of Innisfil's strategic plan supports and promotes the three pillars of Community, Economy, and Tourism, Arts, Heritage and Culture. *Inspiring Innisfil 2020* captures the Town's commitment to creating a healthy, cohesive community, recognizing the importance of a strong local economy, while establishing cultural awareness, making Innisfil the Place to be by 2020.

Eligible projects are expected to demonstrate alignment with these strategic goals. Funding awards will be determined in part by the ability of the applicant to show how the application furthers the Town's strategic objectives.

The Inspiring Innisfil Community Grant Program

Funds are available to eligible applicants through the Innisfil Community Grant Program for a variety of purposes through one of two main funding channels:

- > the ***Inspiring Innisfil Fund*** (Section 1) and
- > the ***Council Discretionary Fund*** (Section 2)

The Inspiring Innisfil Fund comes from annual fundraising events. In addition, there is an allocation of the slot revenues from the Ontario Lottery and Gaming Corporation's operation at Georgian Downs ("OLG Committed Revenues"). A specific Town policy governs the oversight and management of funds received from the OLG: *OLG Slot Revenue - Allocation and Utilization Policy, CP.07-11-05*.

The amount of funds available for distribution through the grant program each year will vary with the level of success achieved in the previous year's fundraising efforts, as well as the previous year's annual transfer from the OLG. The available money will be announced at the beginning of each year and funds remaining at the end of the year are placed back into the Community Foundation Fund. The following formula summarizes the sources of the funds available for public distribution in any given year:

$$\begin{aligned}
 & 50\% \text{ of the Previous Year's OLG Committed Revenues*} \\
 + & \\
 & 100\% \text{ of the Previous Year's Net Proceeds from Annual Fundraising}
 \end{aligned}$$

*2013 OLG Committed Revenues equals \$200,000, pursuant to CP.07-11-05

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SECTION 1: Inspiring Innisfil Fund

1. The Inspiring Innisfil Fund

The Inspiring Innisfil Fund provides grants to community organizations and individuals where the primary purpose(s) is to enhance the quality of life of our residents, showcase Innisfil's diversity and appeal and/or make sure all businesses excel here (i.e. to meet the three pillars of *Inspiring Innisfil 2020*). It may include activities related to sports, youth organizations, special events, arts, culture, heritage, the economy and, more broadly, our community. Applicants will be required to demonstrate how the request satisfies one or more of the Town's strategic objectives.

1.1 Eligibility – Inspiring Innisfil Fund

Applicants are eligible if they are:

- i. A not-for-profit (non-share) corporation;
- ii. An organized, unincorporated, not-for-profit organization; or
- iii. An Innisfil School Parent Council; or
- iv. An individual who permanently resides in Innisfil and who is at least 18 years of age. Applicants who are under the age of 18 may apply with parental or guardian consent.

Applicants must demonstrate through the application and supporting documentation that their project/event/initiative aligns with the Inspiring Innisfil 2020 strategic objectives. Additionally, an organization applying for an Inspiring Innisfil Grant must:

- i. Operate under the authority of a volunteer board or committee with at least three (3) members;
- ii. Hold an annual general meeting at which election for membership on the board or committee is held;
- iii. Have membership of not less than 75% residing permanently in Innisfil. Written request for exception to this rule will be considered if the organization services a population with special needs, provides a new or unique service, draws a significant audience base to the Town, or if Innisfil residents will benefit from the inclusion of a non-resident component;
- iv. Include most recent two years' financial statements with application;
- v. Provide a business plan for use of the requested funds; and,
- vi. Provide signatures from two (2) executive members on the application and a current listing of Executive Membership or Directors.

In addition to the broad application purposes under the Inspiring Innisfil Fund, two specific application types are available, as set out below:

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1.2 Seed money for new events / Enhancement Projects

New events that are planned to occur in the Town of Innisfil will be eligible for funding. The group organizing the event must be non-profit in nature and expenses must relate directly to the event and not other business of the organization. Ongoing operational costs will not be funded. A maximum of \$10,000 per event is available subject to available funding.

1.3 New Organization Start-Up Costs

Not-for-Profit organizations may request funding to assist with start-up costs to cover expenses including but not limited to training, safety equipment, program equipment, office equipment and supplies. Organizations approved for start-up funding will be required to enter into a financial agreement and provide detailed financial information annually for a period of five years in lieu of two years' financial statements at time of application

1.4 The Application Process – Inspiring Innisfil Fund

1.4.1 Applications must be submitted using the Inspiring Innisfil Grant Application Form.

1.4.2 Applications will be received for evaluation twice each year. Submission dates are typically the first Friday of March and the first Friday of October, but may vary due to resource availability and circumstances.

1.4.3 Submission dates will be posted at least 30 days in advance of the deadline.

1.4.4 Applications must be received by 4:30 p.m. on the submission dates indicated.

1.4.5 Applications must be complete when received, including any required signatures and supporting documents. Incomplete applications will be returned to the applicant for re-submission at a future intake.

1.4.6 Applications for purchase of goods or service must be accompanied by minimum of one (1) written quote; in excess of \$1,500 application must be accompanied by at least three (3) written quotes where practical.

1.4.7 Successful applicants are not eligible to receive subsequent grants for the same event, project or purpose.

1.4.8 Applicants are eligible to receive one grant per calendar year.

1.4.9 The application process is a competitive process and there is no guarantee that any award will be granted, or that the amount requested will be awarded in full.

1.4.10 Only original applications will be accepted.

1.4.11 Original completed applications are to be submitted to:

Inspiring Innisfil Fund
The Town of Innisfil

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2101 Innisfil Beach Road
Innisfil ON L9S 1A1
Attention: Economic & Community Development

1.5 The Evaluation Process – Inspiring Innisfil Fund

- 1.5.1 The Innisfil Community Grant Review Committee will meet as outlined in its Terms of Reference, for the purpose of receiving and evaluating applications and supporting documents, to decide on funding awards from the Inspiring Innisfil Fund.
- 1.5.2 Applications for the Inspiring Innisfil Fund will be measured against the established eligibility criteria for the respective fund using a standard evaluation sheet.
- 1.5.3 It will be the sole responsibility of the applicant to determine if the appropriate fund through which to make application.

1.6. Appeals

Applicants who wish to appeal a decision of the Innisfil Community Grant Review Committee must notify the Chair of the Committee in writing within 30 days of receiving the notice of decision. That appeal process will be as follows:

- (a) A meeting of the Innisfil Community Grant Review Committee will be convened at the earliest opportunity to review the application and consider any new information.
- (b) The appeal decision will be communicated to the applicant within five (5) days of the meeting to consider the appeal.
- (c) Once the appeal decision is rendered there is no further opportunity to appeal the decision.
- (d) All appeals will be identified in a transmittal report to Town Council along with the regular business of the Innisfil Community Grant Review Committee.
- (e) Appeals will only be granted if funds are available in the current year.

1.7. Applicant Reporting Requirements

A Final Report Form is required for successful Inspiring Innisfil applications. The final report must be completed following the project completion and not later than thirty (30) days from the project end date.

Inspiring Innisfil funds must be used within one (1) year of issuance.

Surplus funds in excess of \$100 must be returned to the Town at the time of the Final Report, along with an explanation for the surplus.

Failure to provide the required final reporting will result in forfeiture of ability to apply for future funding for at least one year following receipt of a compliant Final Report form.

1.8. Report to Council

The results from the Innisfil Community Grant Review Committee meetings will be reported to Council for information purposes following each application evaluation meeting.

SECTION 2: Council Discretionary Fund.

2. The Council Discretionary Fund

The Council Discretionary Fund is established for the purpose of providing financial assistance to eligible individuals or organizations where such requests do not fit into any other funding opportunity. Applicants are still encouraged to demonstrate how the request satisfies one or more of the Town's strategic objectives.

An application shall be required in most situations. However, Council may access the Council Discretionary Fund without a formal application for those one-time occurrences such as disaster relief where extending support and assistance to other municipalities to support municipal affiliates in advocacy of local issues.

2.1 Requests to Waive Fees

Council has delegated authority to staff for approval of fee waivers and other routine requests of a similar nature that are related to a not-for-profit event that benefits the community to a maximum of \$500 per incident per year through the Council Discretionary Fund, on a first-come, first-served basis. Request in excess of \$500 would require Council approval. The total amount for waivers of fees will be reported through the Council Information List on a quarterly basis.

2.2 Travel Grants

Grants for travel will be considered on a case-by-case basis under the Council Discretionary Fund. Requests must be accompanied by proof of selection or qualification by the event governing body. Any participant under 18 years of age requires the consent of a parent or guardian. Travel grants shall only be approved for team or individual participation in a regional, provincial, national or international event and shall be capped at a maximum of \$5,000 per team or \$1,000 per individual per year.

2.3 Eligibility – Council Discretionary Fund

Applicants are eligible if they represent an organization based in Innisfil, or individual who permanently resides in Innisfil and who is at least 18 years of age. Applicants who are under the age of 18 may apply with parental or guardian consent.

Applications will be measured against the strategic objectives of Inspiring Innisfil 2020.

Council reserves the right to require an applicant to supply any additional information necessary to evaluate a funding request, including but not limited to financial and banking statements.

2.4 The Application Process – Council Discretionary Fund

- 2.4.1 Applications must be submitted using the Council Discretionary Grant Application Form.
- 2.4.2 Applications shall be received on an ongoing basis throughout the year for Council's consideration at regular meetings of Council.
- 2.4.3 Applications must be received at least 15 days prior to the Council meeting at which Council will be considering the request.
- 2.4.4 Applications made through the Council Discretionary Fund will be provided to Council for consideration and review as they are received throughout the year.
- 2.4.5 Should funding for the Council Discretionary Fund become fully expended at any point during the year, applications will be closed for the duration of the calendar year.
- 2.4.7 Applications must be complete when received, including any required signatures and supporting documents. Incomplete applications will be returned to the applicant for re-submission.
- 2.4.8 Successful applicants are not eligible to receive subsequent grants for the same purpose with the exception of fee waiver requests. However, Council shall encourage community groups to include provisions for payment of fees in subsequent years as part of their sustainability plan.
- 2.4.9 Applicants are eligible to receive one grant per calendar year per event, project or purpose.
- 2.4.10 The evaluation process is a competitive process and there is no guarantee that any award will be granted, or that the amount requested will be awarded in full.
- 2.4.11 Only original applications will be accepted.
- 2.4.12 Original completed applications are to be submitted to:

Council Discretionary Fund
The Town of Innisfil
2101 Innisfil Beach Road
Innisfil ON L9S 1A1
Attention: Economic & Community Development

2.5 The Evaluation Process – Council Discretionary Fund

- 2.5.1 Clerk services staff will receive applications and supporting documents, to determine if discretionary authority may be exercised.
- 2.5.2 Applications will be considered by Council at the most appropriate regular meeting of Council, as applications are received.
- 2.5.3 Applications will be provided to Council for consideration and review as they are received throughout the year.
- 2.5.4 Should funding for the Council Discretionary Fund become fully expended at any point during the year, applications will be closed for the duration of the calendar year.

2.6. Appeals

There is no opportunity for appeal of the decision regarding the Council Discretionary Fund.

2.7. Applicant Reporting Requirements

A final report is not a mandatory requirement for Council Discretionary Fund approval. However, Council may request a final report in some instances at its discretion.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO005-19

DATE: March 6, 2019

TO: Committee of the Whole

FROM: Greg Murphy, Chief Administrative Officer

SUBJECT: Proposed Schedule "C" Amendment to the Joint Use Agreement between the Simcoe County District School Board and the Township of Essa

RECOMMENDATION

That Staff Report CAO005-19 be received; and

That Council consider approving the proposed updates to the Schedule "C" Amendment of the Amending Joint Use Agreement with the Simcoe County District School Board.

BACKGROUND

Council, at their meeting held on September 19, 2018, passed the following resolution:

*Be it resolved that Staff Report CAO020-18 be received; and
 That Council does support a comprehensive review of the School Board's Traffic Safety Report on the understanding that the Township and Library Board are to provide input including the review of options and final acceptance of such options or recommendations at the appropriate time; and
 That Council support the interim solution as proposed by the School Principal by double parking the school buses in the main access area and restricting other vehicular access during the 20 – 25 minutes student loading period in the afternoon;
 That Council consider passing the By-law to enter into an Amending Agreement with the School Board excluding Schedule "C" (Traffic flow).*

Attached is a copy of staff Report CAO020-18 which provides some background information for your review.

COMMENTS AND CONSIDERATIONS

Laura Wark, Library CEO and I had a follow-up meeting with School Board representatives and JD Northcote Engineering, Traffic Consultant. This Traffic

Consultant has provided another Site Circulation and Entrance Review Report (dated September 28, 2018), with a recommendation that is deemed acceptable by the School Board representatives, the Essa Public Library Board, the CEO, Essa Public Library and your CAO.

This proposal was provided to the Fire Chief and she has now responded favourably to it. The Fire Chief had requested that the Fire Plan be amended for the school building to identify that the double stacking of school buses would be in the fire access route temporarily and the school bus drivers must be readily available to move the school bus quickly out of the way during emergency responses.

FINANCIAL IMPACT

The Simcoe County District School Board is responsible for the costs of supplying and installing the recommended signage and the pavement marking for pedestrian crossing purposes.

SUMMARY/OPTIONS

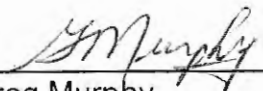
Council may:

1. Take no further action.
2. Approve entering into the Schedule "C" Amendment of the Amending Joint Use Agreement with the Simcoe County District School Board with respect to traffic flow and reserved parking configurations at the Nottawasaga Pines Secondary School/Essa Public Library – Angus Branch.
3. Approve some other option deemed appropriate by Council.

CONCLUSION

Staff recommends that Option No. 2, be approved.

Respectfully submitted:



Greg Murphy
CAO

Attachments:

1. CAO020-18 Staff Report
2. Schedule "C" Reserved Parking Spaces Amendment
3. CEO, Essa Public Library's February 5, 2019 email confirming the Library Board's approval of the Schedule "C" Amendment
4. JD Northcote Engineering Site Circulation and Entrance Review Report date September 28, 2019



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO020-18
DATE: September 19, 2018
TO: Council
FROM: Greg Murphy, Chief Administrative Officer
SUBJECT: Proposed Amending Agreement for the Joint Use/Asset Protection and Leasehold Agreement – Nottawasaga Pines Secondary School/Essa Public Library – Angus Branch

RECOMMENDATION

That Staff Report CAO020-18 be received; and

That Council support a comprehensive review of the School Board's Traffic Safety Report on the understanding that the Township and Library Board are to provide input including the review of options and final acceptance of such options or recommendations at the appropriate time; and

That Council support the interim solution as proposed by the School Principal by double parking the school buses in the main access area and restricting other vehicular access during the 20 – 25 minute student loading period in the afternoon; and

That Council consider passing the By-law to enter into an Amending Agreement with the School Board excluding Schedule "C" (Traffic flow).

BACKGROUND

On September 12, 2018, Laura Wark and your C.A.O. met with representatives of the Simcoe County District School Board to discuss building repairs that are being planned for 2018 and 2019.

As part of this meeting, a discussion took place regarding the recent traffic study undertaken by the School Board in which the Consultant recommended that traffic flow be restricted to one way directions in front and along the south side of the building. I informed those present that Council reluctantly agreed to the proposed change in traffic flow and expressed concern that if it is implemented it will create confusion, there will be chaos and most likely many complaints from the users about such change. Additionally, if it did not work out satisfactorily in the next few months, the Township would like the opportunity to re-visit this.

I also mentioned that the Traffic Consultant did not contact us for any input and most studies generally include options for consideration. In fact, we were never provided with a copy of this Study.

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COMMENTS AND CONSIDERATIONS

It was evident from our discussion that some of the School Board representatives did not support the recommendation of the Traffic Consultant and they agreed that the draft study should have been forwarded to the Township for input. One of the School Board representatives indicated that the proposed traffic flow changes should be put on hold until a more comprehensive review can be arranged, which both Laura Wark and I supported.

The Principal of the School indicated that the greatest concern for the student safety is during the 20-25 minute school bus loading period in the afternoon. He suggested that on an interim basis until the comprehensive review was complete and accepted, is to double park the school buses in front of the school/library entrance for this 20-25 minute period, place pylons at each end of the school bus loading area so that other traffic would not get through here during this short time period, which seemed acceptable to everyone present. It should be noted that they will still allow those persons with accessibility needs to access the Public Library.

However, the School Board representatives would still ask that Council and the Library Board consider signing the Amending Agreement (excluding Schedule "C" which dealt with the change in traffic flow) as it is important to address the other issues and concerns that have been raised and agreed to in principle at this facility (i.e. LULA lift maintenance/repair, alterations, storage space, etc.).

FINANCIAL IMPACT

Depending on what has been discovered to have caused a roof leak problem in the Library and/or OPP office, the Township may have to budget its share of the roof or wall repair costs in 2019 (if warranty does not apply.)

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Support a comprehensive review of the School Board's Traffic Safety Report on the understanding that the Township and Library Board are to provide input including a review of options and final acceptance of such options or recommendations at the appropriate time.
3. Support the interim solution as proposed by the School Principal by double parking the school buses in the main access area and restricting other vehicular access during the 20 – 25 minute loading period in the afternoon.
4. Consider passing the By-law to enter into an Amending Agreement with the School Board excluding Schedule "C" (Traffic flow).
5. Consider some other option deemed appropriate by Council.

SS

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CONCLUSION

Staff recommends that Options No. 2, 3, and 4 be approved.

Respectfully submitted,



Greg Murphy
Chief Administrative Officer

Attachments:

1. Meeting Notes prepared by Laura Wark, C.E.O. of Essa Public Library.

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ATTACHMENT NO. 1



8505 County Road 10, Unit 1, Angus ON. L0M 1B1 | 705-424-6531
34 Robert Street, Thornton, ON. L0L 2N0 | 705-458-2549
www.essa.library.on.ca | essalib@essa.library.on.ca

Sept 12, 2018

Meeting for Joint-Use Amending Agreement Detail and Review of pending Traffic Solutions.

Attendees: Jason Pino, NPSS Principal; Hanne Nielson, SCDSB Superintendent of Education; Kimberly Pickett, SDCSB Manager, Design & Construction; Andrew Keuken, Manager of Planning; Stephen LaFraugh, SCDSB Project Coordinator, Design and Construction; Greg Murphy, Essa Township CAO; Laura Wark, CEO of Essa Public Library.

Summary:

K. Pickett called a meeting to review and reconsider some elements of the Joint Use Amending Agreement, including upcoming Building Repairs and a Review of the Traffic Safety Report previously funded by SCDSB. The meeting began at approximately 1:30pm.

Points of Discussion:

1. Building Repairs:

Leaks reported in the building will be identified and repaired.
Water testing will occur this fall with 48 hours of notice to the library.
SCDSB will explore Warranty Terms for the roof and expect to conduct repairs in the spring.
The OPP should be contacted in case there are leaks in their offices.

2. Traffic Safety Report:

K. Pickett was not satisfied with the Traffic Safety Report received by SCDSB. She will request that this item be placed on Hold until a more comprehensive review may be arranged. This review will include an opportunity for Essa Township representatives to evaluate and comment on the site.

G. Murphy noted that Essa Council holds an interest in public safety & that the traffic study was met with some reservation by Council. L. Wark noted that Library Board holds a similar position.

J. Pino suggests leaving the traffic directions "as is", and implementing a "no cost" fix to safety at Bus Times by double parking the school busses when loading at 2:30pm. This would prevent cars from passing and maintain access to all roads and parking areas.

Pylons could suggest that the road is "closed" for this portion of time.

It is possible that SCDSB could invest in a gated "arm" to offer a more formal closure for that period of time and signage in the future.

Attendees will communicate these thoughts and concerns within their prospective organizations.

K. Pickett will circulate the latest version of the Traffic Consultant's Report.

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(Notes prepared by L.Wark)

ATTACHMENT # 2

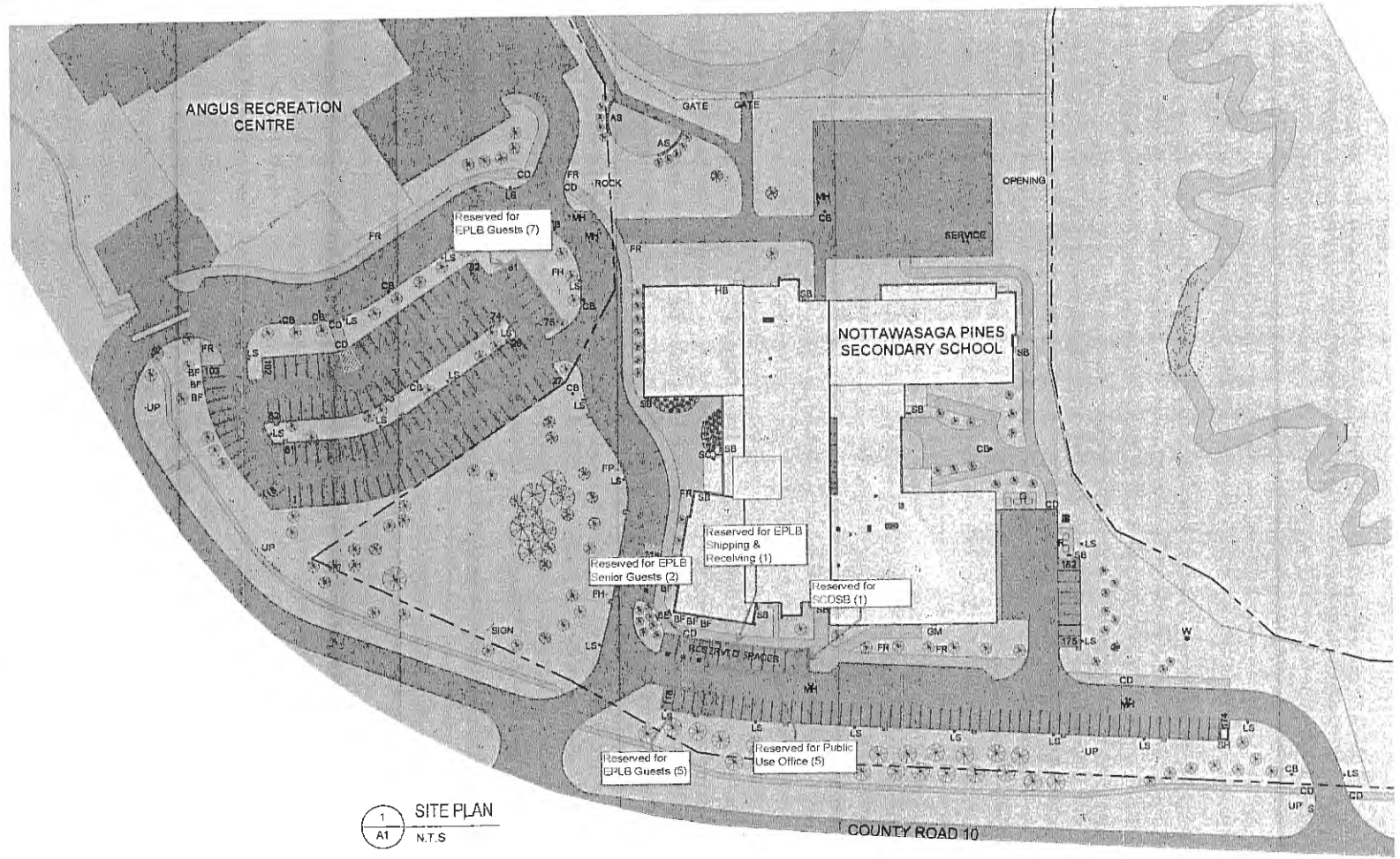
SCHEDULE "C"
RESERVED PARKING SPACES
AMENDMENT

This amendment to Schedule "C" forms part of the Joint Use/Asset Protection and Leasehold Agreement between the Simcoe County District School Board and the Corporation of the Township of Essa.

1. Vehicle access to the bus loading area in front of the main entrance to the school and library is restricted during morning and afternoon thirty-minute bell times, as amended from time to time, during the school year.
2. During morning and afternoon thirty-minute bell times, the double stacking of buses will occur generally as depicted in Figure 1.
3. Seven (7) spaces in the joint parking lot are signed and dedicated to Public Library Guests.
4. Five (5) parking spaces in the south parking lot adjacent to County Road 10 are signed and dedicated to Public Library Guests.
5. Two (2) parking spaces in the south parking lot adjacent to the building are signed and dedicated to Public Library Senior Guests.
6. One (1) parking space in the south parking lot adjacent to the building is signed and dedicated to EPLB Shipping and Receiving.
7. Five (5) parking spaces in the south parking lot adjacent to the building are signed and dedicated for the public use office.
8. One (1) parking space in the south parking lot adjacent to the building is signed and dedicated to SCDSB.
9. The school Fire Safety Plan, in conjunction with the The Township of Essa Fire Department, is amended to reflect the contents of this schedule.

The traffic flow and reserved parking configuration as shown in Figures 1 and 2 shall apply.

FIGURE 2 (Reserved Parking) Schedule "C" Amendment



1 SITE PLAN
 A1 N.T.S

SS

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ATTACHMENT # 4



September 28th, 2018

JDE Project 18033

Simcoe County District School Board

1170 Highway 26
Midhurst, ON L0L 1X0

Attn: Janet Porter, MCIP, RPP

**RE: Site Circulation and Entrance Review
Nottawasaga Pines Secondary School, Essa Township**

On behalf of our client, **Simcoe County District School Board [SCDSB], JD Northcote Engineering Inc. [JD Engineering]** is pleased to submit the following Site Circulation and Entrance Review related to the existing site for the Nottawasaga Secondary School, Essa Public Library and Angus Recreation Centre, in the community of Angus, Essa Township [Township].

1.0 Project Background

The subject site, illustrated in **Figure 1** below, includes property, facilities and infrastructure owned by the SCDSB and the Township as well as shared infrastructure servicing both properties.

Site circulation within the subject site has been modified recently as a result of changes to the intersection of County Road 90 / County Road 10. There were discussions regarding a change in the traffic flow within the subject site during the Environmental Assessment [EA] process for the intersection modifications; however, no formal recommendation was included in the final EA report.

The flow of traffic within the subject site requires consideration for four different entities (Nottawasaga Pines Secondary School [NPSS], Essa Public Library [Library], Angus Food Bank [Food Bank] and Angus Recreation Centre [Rec Centre]). The NPSS and Library are located within the same building and the main building entrance (on the west side of the building) is the primary entrance for both uses.

2.0 Objective

A number of concerns have been raised regarding the safety of pedestrians crossing the existing driveway west of the NPSS building. The purpose of our review is to review the pedestrian safety concern and provide recommendations to improve pedestrian / vehicle safety and maintain the necessary circulation of traffic throughout the subject site.



JD Engineering
Phone: 705.725.4035
Email: info@JDEngineering.ca

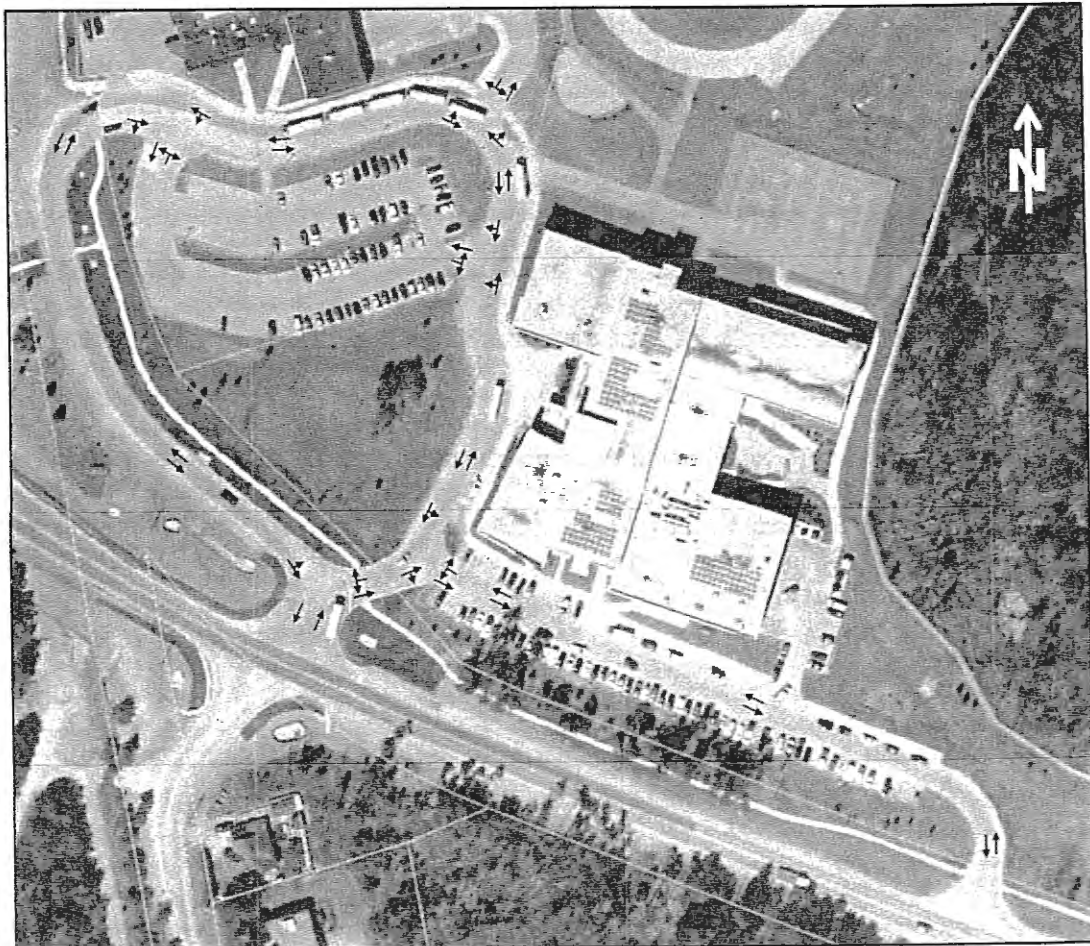
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As illustrated in Figure 3, the NPSS bus loading occurs along the north and west side of the main driveway, adjacent to the NPSS / Library building. A total of 11 busses were observed during our site visit on April 12, 2018, loading in the configuration as illustrated in Figure 3. Busses arrive and unload between 7:30am and 8:00am and arrive and load between 2:15pm and 2:30pm on weekdays during the school year.

There is an existing transit stop located west of the NPSS / Library building along with two barrier-free parking spaces.

There is a shared parking lot located in the middle of the main driveway loop, and library / school parking area along the south side of the secondary driveway. Access to the Food Bank parking lot is provided at the northeast corner of the main driveway loop and access to a smaller parking lot for the Rec Centre is provided at the northwest corner of the main driveway loop.

Figure 2 – Existing Site Traffic Circulation



5.0 Alternatives Considered

One alternative considered as part of our review included a relocation of the bus loading area to the secondary driveway and maintaining two-way traffic on the main driveway. For this alternative, if the existing parking along the secondary driveway was maintained, the result would be the same issue with mixed traffic and pedestrian crossings. Furthermore, in this alternative, the mixed traffic issue would occur within a more confined space with more complex private vehicle movements, which would result in pedestrian safety issues. The alternative to eliminate the existing parking stalls along the secondary driveway, or possibly coordinate a temporary closure of the parking access in this area (during the bus unloading and loading periods) was also considered; however, the logistics (with the existing police parking) and enforcement for this alternative was considered to be undesirable.

6.0 Recommendation

In order to address the pedestrian crossing safety issue, a revised site circulation concept has been prepared as illustrated in Figure 4. The revisions will block private vehicle traffic within the bus loading zone during the morning drop-off and afternoon pick-up period, without restricting access to any of the adjacent facilities. The following key revisions to the existing site circulation (numbering has been provided on Figure 4 for reference) are recommended for implementation:

- 1) Restrict all traffic flow around the east half of the main driveway loop by double stacking buses;
- 2) Install 'Hidden Drive Ahead' signage in the location illustrated in Figure 4 and monitor vehicle speeds in this area. If vehicles are observed to be travelling in excess of 40km/h in this area, a speed hump (or other approved traffic calming) should be considered to control vehicle speed approaching the shared parking lot driveway.
- 3) Provide time of day turning restrictions for the east half of the main driveway loop, to allow for bus unloading and loading;
- 4) Pavement marking to formalized pedestrian crossings;
- 5) Install 'No Stopping' signage along the east half of the main driveway; and
- 6) Install signage to inform drivers about access restrictions during bus loading periods.

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Nottawasaga Pines
Secondary School

Site Circulation and
Entrance Review

Date: 09/28/18
Project No.: 18033

Should you have any questions or concerns or require any additional information in this regard, please contact our office.

Yours truly,
JD Northcote Engineering Inc.



John Northcote, P.Eng.
President

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Nottawasaga Pines
Secondary School

Site Circulation and
Entrance Review

Date: 09/28/18
Project No.: 18033





TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO006-19

DATE: March 6, 2019

TO: Committee of the Whole

FROM: Greg Murphy, Chief Administrative Officer

SUBJECT: Resident's Request for Signage to be Posted in Advance of All Railway Crossings in the Township

RECOMMENDATION

That Staff Report CAO006-19 be received; and

That the Public Works Department be authorized to purchase and install railway identification signage/posts at railway crossings on Township roads and that the County of Simcoe be requested to consider approving this at railway crossings on County Roads.

BACKGROUND

A resident is requesting that signage be posted on road allowances in advance of all railway crossings in the municipality, identifying them as either former or active railways.

COMMENTS AND CONSIDERATIONS

The resident is offering to fully fund or cost-share the purchase of the signs and posts in memory of her deceased husband, as he had a passion for railways and he believed that they should be marked as such for generations to come.

While the Township could approve this proposal for any railway crossing on Township roads, the County of Simcoe would have to consider approving their installation for any railway crossing on County Roads. Should this request be approved, the following summarizes the number of signs and posts that would be required to be installed at railway crossing on Township roads:

Former Canadian National Railway (now known as the Barrie to Collingwood Railway)
 Cross Street, Alma Street, Greenwood Drive, 5th Line, 6th Line, 8th Line, 9th Line and 10th Line; 2 signs/posts per crossing = 16 signs/posts

10b

Canadian Pacific Railway

3rd Line, 5 Side Road, 5th Line near 19 Sideroad, 6th Line, 25th Sideroad, 30th Sideroad;
12 signs/posts

Total: 28 signs/posts

FINANCIAL IMPACT

Item	Estimated Costs
16 signs @ \$45	\$720
16 posts @ 40	\$640
Subtotal	\$1,360

Township labour/equipment rentals to install 32 signs/posts: \$5,600
(wages, benefits and equipment operating expenses are already included in the 2019
Operating Budget)

If Council approved this proposal as a municipal project, \$20,000 has been included in
the 2019 Transportation budget for the purchase of regulatory, warning and other road-
related signage and posts and the Manager of Public Works believes there would be
sufficient funds available to pay the \$1,360 for the required signs and posts that would
be needed to mark the railway crossing on our Township roads.

SUMMARY/OPTIONS

Council may:

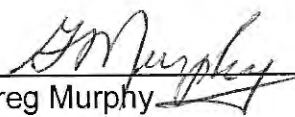
1. Take no further action.
2. Approve the resident's request for signage to be erected on Township roads in
advance of railway crossing identifying them (i.e. "Former CN Railway" and "CP
Railway") at the resident's expense.
3. Approve the resident's request for signage to be erected on Township roads in
advance of railway crossing identifying them (i.e. "Former CN Railway" and "CP
Railway"), at the township's expense.
4. Approve the resident's request for signage to be erected on Township roads in
advance of railway crossing identifying them (i.e. "Former CN Railway" and "CP
Railway"; on a cost-sharing basis with the resident.
5. Refer the resident's request for railway identification signage to be erected on
County roads in advance of railway crossing to the County of Simcoe
Transportation Department for consideration.
6. Approve some other option deemed appropriate by Council.

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CONCLUSION

Staff recommends that Option Nos. 3 and 6, be approved.

Respectfully submitted:



Greg Murphy
CAO

Attachments:

1. Letter from resident requesting railway identification signage to be erected on roads in advance of railway crossings.

ATTACHMENT # 1

Mr. Murphy,

I am writing to you (suggested by Colleen H) to see
1) How much one sign (like those of County Heats at
the corner of 25 SR and CR 56) cost and where
were they made? As I would like to purchase signs
to mark the railway crossings in Essa Township.
- ones that are closed and the CPR.

This I would like to do in memory of Bill as it was
his passion to see where the tracks crossed the roads
and always said that they should be marked for
the future generations to come as they would soon disappear
- by tracks taken up and the farmers working over them.
Plus it would be a historical project for me.

2) If I do this, would I have to go to Essa Council

for permission to do this?

Plus would I have to go to the County as there are

708 signs to go up on the County Roads in Essa.?

Thank you for taking time to consider this letter

and I would appreciate your output on this project

Joan Tuway