

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, APRIL 3, 2024
6:00 p.m.**

AGENDA

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

1. OPENING OF MEETING BY THE MAYOR

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

2. DISCLOSURE OF PECUNIARY INTEREST

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

- a. **Delegation – Brian Saunderson, MPP Simcoe-Grey**
Re: Provincial Updates for Simcoe-Grey and Essa Township.

STAFF REPORTS

4. PLANNING AND DEVELOPMENT / BUILDING

- p. 1 a. **Staff Report PD006-24 submitted by the Manager of Planning and the Development Planner, re: Proposed Zoning By-law Amendment Z1-24 (Housekeeping).**

Recommendation: **BE IT RESOLVED THAT** Staff Report PD006-24 be received; and **THAT** Council consider approving an amendment to the Township's Zoning By-law (2003-50) related to the following items:

- a) *To amend 'Section 3: Definitions' to add a new definition for "Boarding or Rooming House". A Boarding or Rooming House shall mean a dwelling in which lodging is provided for between 5-8 tenants but shall not include a group home, hotel, motel, children's home, or a bed and breakfast establishment, or other similar establishments. The term 'Boarding or Rooming House' will also be removed from two existing definitions and added to the relevant permitted uses sections of the Zoning Bylaw;*
- b) *To amend 'Section 3: Definitions' to redefine the term "Group Home". A Group Home shall mean a building or buildings licensed or approved under Provincial Statute, in which no fewer than 3 people, but no more than 8 people, not*

- including staff or other family members, live as a single housekeeping unit under responsible supervision consistent with the requirements of its residents;*
- c) *To amend 'Section 4.38.1b)' to update the number of ARUs permitted on a lot to be in compliance with Planning Act changes (Section 35.1 (1) (2));*
 - d) *To amend 'Section 4.38.1d)' to update the parking requirements for ARUs to be in compliance with the Planning Act changes (Section 35.1 (1.1));*
 - e) *To amend 'Section 4.38.1' to add a provision to Section 4.38.1 to make an unobstructed path a general provision. This is in keeping with Emergency width/height requirements;*
 - f) *To amend 'Section 4.38.1g)' to update the provision and to make more explicit that 'Full Municipal Servicing' will mean both municipal water supply and municipal sanitary sewers;*
 - g) *To amend 'Section 4.38.1l)' to state that home occupations shall not be located within ARUs attached to a primary dwelling;*
 - h) *To amend 'Section 4.38.1' to add a provision that states that all provisions of the respective zone are complied with;*
 - i) *To amend Section 4.38.3a) to introduce 'the lessor of 139 square metres or 50% of the gross floor area of the principal dwelling unit in Agricultural and Rural zones';*
 - j) *To amend 'Section 3 – Definitions' to add the term 'Carriage House'. A Carriage House shall mean a building that consists of a garage and an Additional Residential Unit that are separated horizontally between two (2) storeys. The Additional Residential Unit is completely independent of the garage and has a separate entrance. Additionally, to amend Section 4.38.3b) on ARU height requirements to include the following: "An Additional Residential Unit may exceed this if it is located within a Carriage House and shall not exceed 7.5 metres in height";*
 - k) *To amend 'Section 4.38.3' to add a provision to preventing ARUs from being considered 'surplus' to farming operations and/or being severed; and*
 - l) *To amend 'Section 5.3' by removing a maximum size of a lot in which accessory building floor areas are regulated in Agricultural and Rural zones, and to add a provision that the minimum distance from the main building for an accessory building/structure in Agricultural and Rural zones is 3.0 metres.*

5. PARKS AND RECREATION / COMMUNITY SERVICES

- p. 9 a. **Staff Report PR006-24 submitted by the Manager of Parks and Recreation, re: Award of Tender – Supply and Install Playground Equipment Cunningham Park & Earl Cunningham Park.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PR006-24 be received; and **THAT** the quotation received from **Play Power Canada** be accepted in the amount of **\$225,358.00 (excluding HST)** as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the Municipality.

- p. 11 b. **Staff Report PR007-24 submitted by the Manager of Parks and Recreation, re: Emergency Repairs – Thornton Library Roof.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PR007-24 be received; and **THAT** the quotation received from **Midhurst Roofing Ltd.** be accepted in the amount of **\$35,801.00 (excluding HST)** to proceed with the emergency roof repairs at the Thornton Library as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the Municipality.

6. **FIRE AND EMERGENCY SERVICES**

7. **PUBLIC WORKS**

- p. 14 a. **Staff Report PW004-24 submitted by the Interim CAO/Manager of Public Works, re: Award of Tender – 2024 Dust Suppressant Application.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PW004-24 be received; and **THAT** the quotation as received from **Den-Mar Brines Ltd.** be accepted in the amount of **\$38,070 (excluding HST)**, to supply and place Calcium Chloride Dust Suppressant on the Township's gravel roads, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.

- p. 16 b. **Staff Report PW005-24 submitted by the Interim CAO/Manager of Public Works, re: Award of Tender – 2024 Street Sweeping.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PW005-24 be received; and **THAT** the quotation as received from **Glen's Sweeping Ltd.** for the 2024 Street Sweeping RFQ be accepted in the amount of **\$50,481.25 (excluding HST)** as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the Municipality; and **THAT** the Roads Supervisor be authorized to arrange for the necessary works to be completed.

- p. 18 c. **Staff Report PW006-24 submitted by the Interim CAO/Manager of Public Works, re: Award of Quotation – Line Paint & Traffic Calming Pavement Markings.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PW006-24 be received; and **That** the quotation as received from **Precision Markings Inc.** for Line Paint & Traffic Calming Pavement Markings be accepted in the amount of **\$20,609.00 (excluding HST)** contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.

8. **FINANCE**

9. **CLERKS / BY-LAW ENFORCEMENT / IT**

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

p. 21

- a. **Staff Report CAO006-24 submitted by the Interim CAO/Manager of Public Works, re: Application for Housing-Enabling Water Systems Fund (HEWSF).**

Recommendation: **BE IT RESOLVED THAT** Staff Report CAO006-24 be received;
and

THAT Council support the submission of the provincial grant application under the **Housing-Enabling Water Systems Fund (HEWSF) in the amount of \$11,250,000 (including 25% contingency and 27% Municipal contribution)** to expand and upgrade the Angus water system to unlock development and additional capacity immediately for stalled development since 2022 to support the provincial housing target to build at least 1.5 million homes by 2031; and

THAT Council commit to fund 27% (minimum municipal contribution) of the total funding required to complete the **Angus Water System Expansion and Upgrades** in the amount of **\$3,037,500** to unlock growth and allow for near-future attainable housing in Angus; and

REVISED **That Council direct Staff to prepare and present to Council a Municipal Housing Pledge to include a Housing Action Plan based on this Report.**

11. OTHER BUSINESS

12. ADJOURNMENT

Recommendation: **BE IT RESOLVED THAT** this meeting of Committee of the Whole of the Township of Essa adjourn at _____.pm., to meet again on the 17th day of April, 2024 at 6:00 p.m.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD006-24

DATE: April 3rd, 2024

TO: Committee of the Whole

FROM: Samuel Haniff, Manager of Planning
Owen Curnew, Development Planner

SUBJECT: Proposed Zoning By-law Amendment Z1-24
(Housekeeping)

RECOMMENDATION

That Staff Report PD006-24 be received; and

That Council consider approving an amendment to the Township's Zoning By-law (2003-50) related to the following items:

1. To amend 'Section 3: Definitions' to add a new definition for "Boarding or Rooming House". A Boarding or Rooming House shall mean a dwelling in which lodging is provided for between 5-8 tenants but shall not include a group home, hotel, motel, children's home, or a bed and breakfast establishment, or other similar establishments. The term 'Boarding or Rooming House' will also be removed from two existing definitions and added to the relevant permitted uses sections of the Zoning Bylaw;
2. To amend 'Section 3: Definitions' to redefine the term "Group Home". A Group Home shall mean a building or buildings licensed or approved under Provincial Statute, in which no fewer than 3 people, but no more than 8 people, not including staff or other family members, live as a single housekeeping unit under responsible supervision consistent with the requirements of its residents;
3. To amend 'Section 4.38.1b)' to update the number of ARUs permitted on a lot to be in compliance with Planning Act changes (Section 35.1 (1) (2));
4. To amend 'Section 4.38.1d)' to update the parking requirements for ARUs to be in compliance with the Planning Act changes (Section 35.1 (1.1));
5. To amend 'Section 4.38.1' to add a provision to Section 4.38.1 to make an unobstructed path a general provision. This is in keeping with Emergency width/height requirements;
6. To amend 'Section 4.38.1g)' to update the provision and to make more explicit that 'Full Municipal Servicing' will mean both municipal water supply and municipal sanitary sewers;

7. To amend 'Section 4.38.1l)' to state that home occupations shall not be located within ARUs attached to a primary dwelling;
8. To amend 'Section 4.38.1' to add a provision that states that all provisions of the respective zone are complied with;
9. To amend Section 4.38.3a) to introduce 'the lessor of 139 square metres or 50% of the gross floor area of the principal dwelling unit in Agricultural and Rural zones';
10. To amend 'Section 3 – Definitions' to add the term 'Carriage House'. A Carriage House shall mean a building that consists of a garage and an Additional Residential Unit that are separated horizontally between two (2) storeys. The Additional Residential Unit is completely independent of the garage and has a separate entrance. Additionally, to amend Section 4.38.3b) on ARU height requirements to include the following: "An Additional Residential Unit may exceed this if it is located within a Carriage House and shall not exceed 7.5 metres in height";
11. To amend 'Section 4.38.3' to add a provision to preventing ARUs from being considered 'surplus' to farming operations and/or being severed; and
12. To amend 'Section 5.3' by removing a maximum size of a lot in which accessory building floor areas are regulated in Agricultural and Rural zones, and to add a provision that the minimum distance from the main building for an accessory building/structure in Agricultural and Rural zones is 3.0 metres.
13. To amend 'Section 11.4.11' to add the provision that a minimum front yard setback of 5.0 meters shall be provided.

BACKGROUND

Planning Staff has proposed an amendment to Zoning By-law (2003-50) to address several items:

Item #	Bylaw Section	Description
1	Section 3, 4.38.1 j), 5.1 a), 6.2 i) and 7.2 i)	<ul style="list-style-type: none"> • To introduce a "Boarding or Rooming House" definition; • To remove 'Boarding or Rooming House' from the "Boarding or Rooming House or Bed and Breakfast" and "Short-Term Accommodation" definitions; and • To add "Boarding or Rooming House" to those provisions which previously captured boarding or rooming houses under the "Bed and Breakfast" wording.
2	Section 3	To update the "Group Home" definition from "not more than seven persons" to "no fewer than 3 people, but no more than 8 people".
3	Section 4.38.1 b)	To update the number of ARUs permitted on a lot from one (1) to two (2) to be in compliance with Planning Act changes (Section 35.1 (1) (2)).

4	Section 4.38.1 d)	To update the parking requirements from two (2) to one (1) per ARU to be in compliance with the Planning Act changes (Section 35.1 (1.1))
5	Section 4.38.1 o)	To add a provision to Section 4.38.1 to make an unobstructed path a general provision; in keeping with Emergency width/height requirements.
6	Section 4.38.1 g)	To make explicit that "Full Municipal Servicing" means both municipal water supply and municipal sanitary sewers.
7	Section 4.38.1 l)	To amend the provision allowing home occupations within primary dwellings to exclude attached ARUs.
8	Section 4.38.1 p)	To clearly state that all provisions of the respective zone are complied with.
9	Section 4.38.3 a)	To introduce 'the lessor of 139 square metres or 50% of the gross floor area of the principal dwelling unit in Agricultural and Rural zones'
10	Section 3 and 4.38.3 b)	<ul style="list-style-type: none"> To add a Carriage House definition to Section 3; and To increase the maximum allowable building height for an Additional Residential Unit located within a Carriage House (Section 4.38.3 b)).
11	Section 4.38.1 q)	To add a provision preventing ARUs from being considered 'surplus' to farming operations and/or being severed.
12	Section 5.3 a) and e)	To remove a maximum lot size and to include a provision that the minimum distance from a main building shall be 3.0 m in A and RL Zones.
13	Section 11.4.11	To add the provision to make the minimum front yard setback in the R3-11 Zone 5.0 metres.

A Public Meeting was held on March 20th, 2024, for public consultation. No comments were provided by agencies, departments, or members of the public.

COMMENTS AND CONSIDERATIONS

Staff believes that the proposed amendments are necessary ford improve public interpretation of Zoning By-law (2003-50) provisions as well as easier zoning administration. Please see the following rationales for each of the thirteen (13) items:

Item 1:

Currently, "Boarding or Rooming House" and "Bed and Breakfast" share the same definition.

On July 7th, 2023 a public meeting was held regarding the introduction of a “Short-Term Accommodation” definition to the Zoning By-law (By-law No. 2023-74 – Short Term Accommodations). Planning staff stressed that “Short-Term Accommodation” and “Bed and Breakfast” are intended to be synonymous in the Zoning By-law, and that “Boarding or Rooming House” would have to be removed at a future date.

The Item 1 proposed changes includes the removal of the words “Boarding or Rooming House” from both the “Boarding or Rooming House or Bed and Breakfast” and “Short-Term Accommodation” definitions (Section 3).

A new definition has been proposed for “Boarding or Rooming House” in conjunction with the Township Building and Fire Departments and in keeping with Ontario Building Code and Ontario Fire Code regulations (Section 3).

Additionally, “Boarding or Rooming House” is proposed to be included in various sections where “Bed and Breakfast” previously represented both “Boarding or Rooming House” and “Bed and Breakfast”. These Sections of the Zoning By-law are Sections 4.38.1 j), 5.1 a), 6.2 i) and 7.2 i).

Item 2:

The “Group Home” definition is proposed to be updated by replacing “not more than seven persons” with “no fewer than 3 people, but no more than 8 people” (Section 3). This change is proposed through discussions with the Township Building and Fire Departments.

Group homes are currently regulated by the Ministry of Children, Community and Social Services. However, immediate health and safety can be enforced by the Township through the Building and Fire Departments under the Ontario Building Code and Ontario Fire Code.

Item 3:

This proposed change specifies that two (2) Additional Residential Units (ARUs) are permitted on lots in the specified zones as well as specifying the orientation of how they can exist – there can be two ARUs in a primary building or one in the primary building and one in a detached building. This update changes the existing provision of one (1) Additional Residential Unit (ARU) per lot (Section 4.38.1 b)).

This change is in keeping with updates to the Planning Act resulting from Bill 23, More Homes Built Faster Act, 2022. Despite a delayed change to the Zoning By-law, Staff have been adhering to the provisions of the Planning Act since the legislative changes came into effect on January 1, 2023.

Those Sections of the Planning Act amended by Bill 23 and related to Item 3 of this report are Sections 35.1 (1) and 35.1 (2).

Additionally, a proposed new dwelling will only be considered 'additional' once the maximum number of primary units (1) has been met.

Item 4:

This proposed change specifies that one (1) external parking space per Additional Residential Unit (ARU) is provided. This proposed update changes the existing provision of two (2) parking spaces per ARU (Section 4.38.1 d)).

This change is in keeping with updates to the Planning Act resulting from Bill 23, More Homes Built Faster Act, 2022. Despite a delayed change to the Zoning By-law, Staff have been adhering to the provisions of the Planning Act since the legislative changes came into effect on January 1, 2023.

The Section of the Planning Act amended by Bill 23 and related to Item 4 of this report is Section 3.5 (1.1).

Item 5:

Staff proposes to add a provision to Section 4.38.1 to make an unobstructed path a general provision. This is in keeping with Emergency width/height requirements and ensures that Emergency Personnel are not obstructed by items such as uncovered window wells, protruding air conditioning units or swales (Section 4.38.1 o)).

The current ARU general provisions do not include the 1.2 metres width nor the 3.0 metre height requirement for sufficient access for emergency services.

Item 6:

This proposed change makes explicit 'Full Municipal Services' both municipal water supply and sanitary sewer connections (Section 4.38.1 g)).

Item 7:

Staff proposes to expand the ARU provision that permits home occupations in the primary dwelling. This proposed change would not allow home occupations within ARUs attached to the primary dwelling. Instead, home occupations would only be permitted within the primary dwelling itself (Section 4.38.1 l)).

Item 8:

This proposed change makes explicit that relevant provisions of the applicable zones where ARUs are proposed, are in full force and effect (Section 4.38.1 p)).

Item 9:

Staff is recommending an increase to the allowable size of detached Additional Residential Units in Agricultural (A) and Rural (RL) zoned lots. Often these lots are quite large, diminishing the impact of larger Additional Residential Units (Section 4.38.1 a)).

This proposed change would see a maximum gross floor area (GFA) of an ARU in a detached accessory structure be the lessor of 139 square metres or 50% of the GFA of the principal dwelling unit in Agricultural and Rural zones. The lessor of 102 square metres or 50% of GFA of the principal dwelling unit is proposed to remain for all other zones.

Item 10:

The proposed change seeks to incorporate an increasingly popular ARU design across the region (carriage houses), where the ARU is placed above a detached garage.

Planning Staff believes this design utilizes space efficiently and provides additional parking space in neighbourhoods with smaller lots. Staff is recommending an increase to the allowable height for an ARU in a Carriage House to reduce and avoid unnecessary Minor Variance applications to the Committee of Adjustment.

The proposed change would see "Carriage House" added to Section 3: Definitions of the Zoning By-law. Additionally, ARU building height provision is also proposed to be amended from 4.5m to 7.5m, where an ARU is located within a carriage house (Section 4.38.3 b)).

Item 11:

Staff proposes that clear and explicit language be added to the ARU general provisions stating that detached ARUs shall not be severed nor considered a residence surplus to a farming operation (Section 4.38.1 q)).

Planning Staff want to make it clear to those intending to build and sever detached ARUs that severances will not be permitted since ARUs are meant to be accessory to a primary dwelling. Additionally, ARUs are not to be considered surplus to farming operations to avoid excessive severances on Agricultural (A) lands.

Item 12:

Staff proposes to remove the maximum lot size requirement for regulating accessory buildings on lots zoned Agricultural (A) and Rural (RL) (Section 5.3 a)).

Currently, the lesser of a maximum of 8% of the area of a lot or 93 square metres of GFA for accessory buildings are permitted on lots less than 1ha in size. Also, the lesser of a maximum of 8% of the area of a lot or 139 square metres of GFA for accessory buildings are permitted on lots between 1ha and 4ha in size.

The removal of the 4ha maximum would mean streamline this provision to focus on lots less than 1ha. and/or greater than or equal to 1ha.

Item 9 of this report also proposes a minimum distance from a main building in Agricultural and Rural zones to be 3m, to ensure adequate spacing between buildings (Section 5.3 e)).

Item 13:

Staff proposes to add a provision to 'Section 11.4.11' which would make the front yard setback for lands zoned Residential, Low Density, Townhouses with Special Provisions (R3-11) 5.0 metres.

The provision pertains to the lands known as 14 & 18 Maragret Street which was originally to be included in the recently passed Zoning By-law Amendment 2024-15.

While the reduced front yard setback was included in the Public Meeting presentation of January 17, 2024, the provision was, in error, not included By-law 2024-15.

Item 13 would remedy this error and would not deviate from material presented at the Public Meeting.

FINANCIAL IMPACT

No financial impact.



Manager of Finance

4a

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Approve the proposed amendments to the Township Zoning By-law (2003-50) as contained in this report.**
3. Direct Staff in another manner Council deems appropriate.

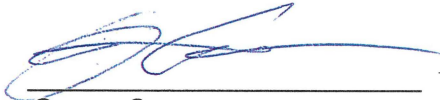
CONCLUSION

Option #2 is recommended.

Respectfully submitted by:

Reviewed by:

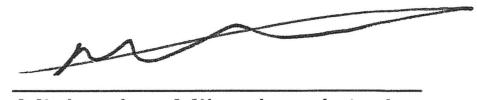
Reviewed by:



Owen Curnew,
Development Planner



Samuel Haniff, MCIP,
RPP, Manager of
Planning



Michael Mikael, Interim
CAO, Manager of Public
Works



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR006-24

DATE: April 3, 2024

TO: Committee of the Whole

FROM: Chris Rankin, Manager of Parks and Recreation

SUBJECT: **Award of Tender - Supply and Install Playground Equipment
Cunningham Park & Earl Cunningham Park**

RECOMMENDATION

That Staff Report PR006-24 be received; and

That the quotation received from **Play Power Canada** be accepted in the amount of **\$225,358.00 (excluding HST)** as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the Municipality.

BACKGROUND

The current park in Cunningham Park and slide in Earl Cunningham Park are in very poor condition as indicated in our WSP park assessment completed in 2023 and is in the end-of its life cycle and requires prompt replacement to ensure a safe and inclusive playground requirement is met.

The Request for Tender for the **supply and install playground equipment Cunningham Park & Earl Cunningham Park** was posted on the Township's website, digital board, and circulated in accordance with Essa's Procurement Policy A17-01 on February 9th, 2024. The closing date for the Request of Tender was March 8, at 2:00 pm. One Addendum was issued during the bidding process.

COMMENTS AND CONSIDERATIONS

The following is a summary of the Tender results:

Tender Submission	Total Tender (excluding HST)
New World Park Solutions	\$239,814.00 Park - \$14,766.00 Slide
Play Power Canada	\$211,072.00 Park - \$14,286.00 Slide
ABC Recreation	\$238,098.90 Park - \$14,988.11 Slide
Open Space Solutions	\$232,795.00 Park - \$16,845.00 Slide

FINANCIAL IMPACT – FUNDING STRATEGY

The 2024 approved Parks and Recreation prioritized Capital Budget included **\$280,000.00** for the Cunningham Park Replacement Project (**\$140,000.00 Parks and Recreation Obligatory Reserve # 50-80-002-060-3630 & \$140,000 Development Charges**). The lowest bidder is **\$225,358.00** (excluding applicable tax) resulting in a surplus of \$54,642 (assuming no change orders).

A consideration shall be given to fund the 50% Parks and Recreation Obligatory Reserve allocation (Benefit to Existing – Not growth related) from the **Township Asset Management Reserve (02-80-002-060-3581)** in the amount of **\$112,679.00** (based on the lowest bidder) with respect to Council’s direction related to **CAO003-24**.

Worth to mention; that the estimated closing balance (December 31, 2024) of the **Asset Management Reserve (02-80-002-060-3581)** is **\$2,543,170.00** (including \$50,000 FCM-AMP grant fund & excluding applicable bank interest).



Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. Award the Quotation to **Play Power Canada** in the amount of **\$225,358.00 (excluding HST) as per the funding strategy contained in this report.**
3. Direct Staff in another course of action

CONCLUSION

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

Respectfully submitted,



Chris Rankin
Manager of Parks and Recreation



Michael Mikael, P, Eng
CAO (Interim)/ Manager of Public Works



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR007-24
DATE: April 3rd, 2024
TO: Committee of the Whole
FROM: Chris Rankin, Manager of Parks and Recreation
SUBJECT: Emergency Repairs - Thornton Library Roof

RECOMMENDATION

That Staff Report PR007-24 be received; and
That the quotation received from **Midhurst roofing Ltd.** be accepted in the amount of **\$35,801.00** (excluding HST) to proceed with the emergency roof repairs at the Thornton Library as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the Municipality.

BACKGROUND

On January 25, 2024, the library Staff noticed a wet floor under the photocopier in the Northwest corner of the library. Upon further investigation, it was discovered that the flashing and roof membrane was in very poor shape. Midhurst Roofing was called to confirm what was observed and supply a quote on required repairs.

COMMENTS AND CONSIDERATIONS

The Roof repairs are time sensitive and shall be completed as soon as possible to alleviate the possibility of further damages and mold that could create a health hazard at the facility.

FINANCIAL IMPACT– FUNDING STRATEGY

The required repairs were not included in the 2024 budget (not a budget item) however the required repairs resulted from an aged asset (The Thronton Library Roof is over 20 years old); therefore Staff recommend that all costs in the amount of \$35,801.00 (excluding HST) to come from the Asset Management Reserve (02-80-002-060-3581).

Currently the estimated closing balance (December -31-2024) of the **Asset Management Reserve (02-80-002-060-3581)** is **\$2,543,170.00** (including \$50,000 FCM-AMP grant fund & excluding applicable bank interest).



Manager of Finance

SUMMARY/OPTIONS

Council may:

- 1. Take no further action.
- 2. Award the Quotation to **Midhurst roofing Ltd.** in the amount of **\$35,801.00 (excluding HST)** as per the funding strategy contained in this report.
- 3. Direct Staff in another course of action.

CONCLUSION

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

Respectfully submitted,



Chris Rankin
Manager of Parks and Recreation

Reviewed by,



Michael Mikael, P, Eng
CAO (Interim)

Thornton Library, West Low BUR roof



Overview roof area



Failing metal flashings



Failed roof membrane



Failed roof felts



Overview



Drainage scuppers

7a



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW004-24

DATE: April 3rd, 2024

TO: Committee of the Whole

FROM: Michael Mikael, P.Eng – CAO (Interim)/Manager of Public Works

SUBJECT: Award of Tender – 2024 Dust Suppressant Application

RECOMMENDATION

That Staff Report **PW004-24** be received; and

That the quotation as received from **Den-Mar Brines Ltd.** be accepted in the amount of **\$38,070 (excluding HST)**, to supply and place Calcium Chloride Dust Suppressant on the Township's gravel roads, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.

BACKGROUND

The RFQ for the 2024 Dust Suppressant was posted on the Township's website, as well as Bidding website and circulated in accordance with Essa's Procurement Policy A17-01. The closing date for this was March 22nd, 2024, at 2:00 pm.

Included in the 2024 Public Works Operating Budget, Council approved \$38,000 for this project to be completed.

COMMENTS AND CONSIDERATIONS


The following is a summary of results:

Bidder	Type of Dust Suppressant	Quantity (Liters)	Unit Price	Total Price Excluding HST
Den-Mar Brines	1) Liq. Calcium Chloride 18%	300,000	\$0.1269	\$38,070.00
Da-Lee	1) Liq. Calcium Chloride 35%	150,000	\$0.357	\$53,550.00

Note that these 2024 bid amounts are consistent with 2023 bid amounts.

FINANCIAL IMPACT

Council approved \$38,000 in the 2024 Public Works Operating Budget for dust suppressant. The lowest Bidder is \$70.00 higher than the approved budget.



Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. Award the Quotation to the lowest bidder, **Den-Mar Brines Ltd.**
3. Direct Staff in another course of action

CONCLUSION

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

Respectfully submitted/Reviewed by,



Michael Mikael, P.Eng
CAO (Interim)/Manager of Public Works



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW005-24

DATE: April 3rd, 2024

TO: Committee of the Whole

FROM: Michael Mikael, P.Eng – CAO(Interim)/Manager of Public Works

SUBJECT: Award of Tender – 2024 Street Sweeping

RECOMMENDATION

That Staff Report **PW005-24** be received; and

That the quotation as received from **Glen's Sweeping Ltd.** for the 2024 Street Sweeping RFQ be accepted in the amount of **\$50,481.25 (excluding HST)** as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the Municipality; and

That the Roads Supervisor be authorized to arrange for the necessary works to be completed.

BACKGROUND

The RFQ for the 2024 Street Sweeping was posted on the Township's website, as well as Biddingo website and circulated in accordance with Essa's Procurement Policy A17-01. The closing date for this was March 22nd, 2024 at 2:00 pm.

Included in the 2023 budget, Council approved \$55,000 for this project to be completed.

COMMENTS AND CONSIDERATIONS

The following is a summary of results:

BIDDER	Dep. ✓	ESSA	COUNTY	DEVELOPER (*ESTIMATE)	SUB-TOTAL (NO HST)	HOURLY RATE
Glen's Sweeping	\$10,000.	\$50,481.25	\$4,231.51	-\$2,100	\$52,612.76	\$165

**The Gold Park Group developer has agreed to pay back the Township for sweeping Sasco Way (Plan 51M-1097) and Greenwood from Centre Street to Maplewood (Plan 51M-1112) since both road sections are not assumed yet by the Township. The estimated charge back to the developer is \$2,100.*

7b

All received quotations were evaluated by staff utilizing the established evaluation weight criteria. In accordance with the Procurement Policy, "the lowest bid **is not** necessarily accepted".

FINANCIAL IMPACT

2024 approved budget - \$55,000. The lowest bid submitted for the Essa streets is **\$50,481.25** with the developer's estimated pay back charge to be excluded (\$44,800- \$2,100) as stated above.



Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. Award the Quotation to the lowest bidder, **Glen's Sweeping Ltd.** in the amount of **\$50,481.25** excluding HST.
3. Direct Staff in another course of action

CONCLUSION

Staff recommends that **Option 2** be approved, given that this Glen's Sweeping Ltd. is in a good standing with the Township and with no known past performance problems.

Respectfully submitted/reviewed,



Michael Mikael, P.Eng
CAO (Interim)/Manager of Public Works



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW006-24

DATE: April 3rd, 2024

TO: Committee of the Whole

FROM: Michael Mikael, P.Eng – CAO(Interim)/Manager of Public Works

SUBJECT: **Award of Quotation:
Line Paint & Traffic Calming Pavement Markings**

RECOMMENDATION

That Staff Report **PW006-24** be received; and

That the quotation as received from **Precision Markings Inc.** for Line Paint & Traffic Calming Pavement Markings be accepted in the amount of **\$20,609.00** (excluding HST) contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township’s satisfaction;

BACKGROUND

A Tender was posted on the Township website and Bidingo for the Line Paint & Traffic Calming Pavement Markings on March 6th, 2024 and closed on Friday March 22nd, 2024.

Quotes	Precision Markings Inc.	Sixview Asphalt Services
Total (excluding HST)	20,609.00	32,415.00

The Traffic Calming Pavement Markings works are to include the following:

- “Slow Down Markings” on Rural Roads in 7 locations (2 locations on 5th Line – 2 locations on 10th Sideroad – 2 locations on 20th Sideroad-1 location 6th Line)
- 7 Ladder Crosswalk Markings (Denny Drive- Simcoe & Raglan Streets – Sydenham & Auburn Streets – Greenwood Drive & Maplewood Drive – Roth Street & Our Lady of Grace School)

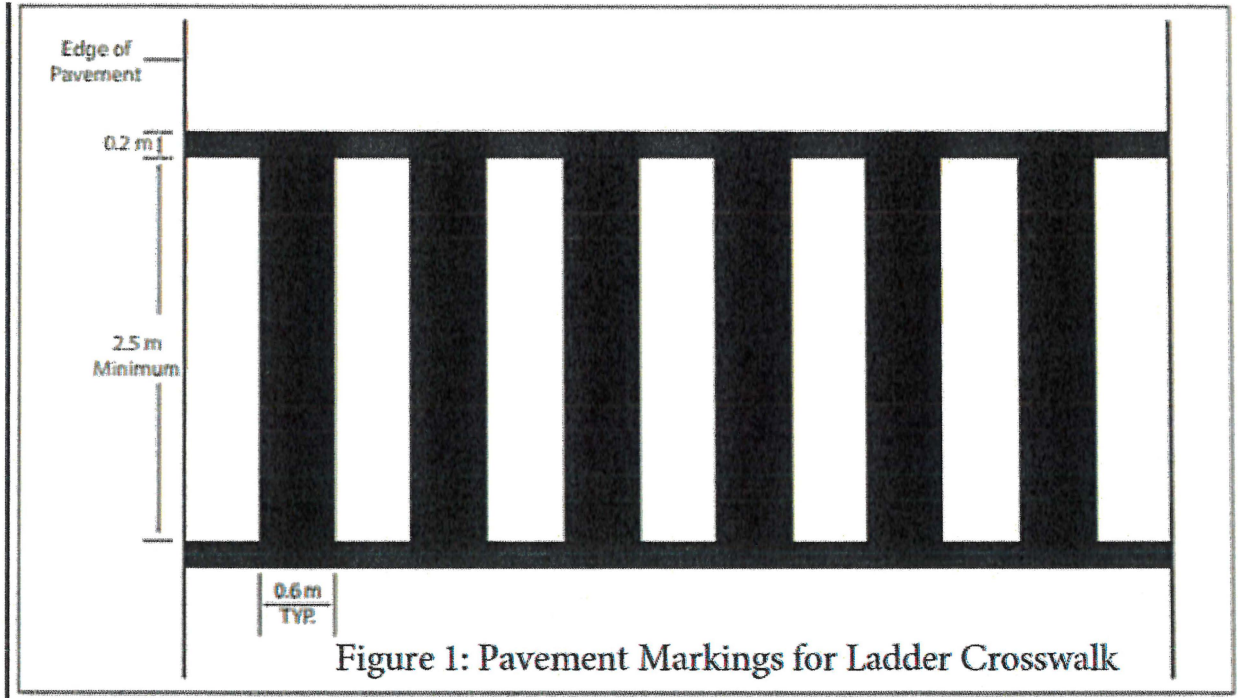
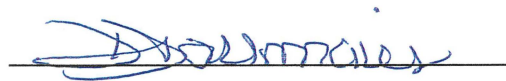


Figure 2

FINANCIAL IMPACT

Line Paint & Traffic Calming Pavement Markings – The lowest bid of \$20,609.00 (excluding applicable tax) will come from the 2024 approved operating budget (**\$14,000 to come from Safety Equipment Budget Line, and \$6,609 to come from Traffic Calming Budget Line**).

Staff will utilize the surplus in the 2024 operating budget under the Safety Equipment Budget Line in the amount of \$7,500 to provide pavement marking (road edge-Lane centerline) to additional rural roads.



Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. Award the quotation to **Precision Markings Inc.** for Line Paint & Traffic Calming Pavement Markings be accepted in the amount of **\$20,609.00 (excluding HST)**, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.
3. Direct Staff in another course of action

CONCLUSION

Staff recommends that **Option 2** be approved, given that this contractor is in a good standing with the Township.

Respectfully submitted/reviewed by,



Michael Mikael, P.Eng
CAO(Interim)/Manager of Public Works



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO006-24

DATE: April 3rd, 2024

TO: Committee of the Whole

FROM: Michael Mikael, P.Eng CAO (Interim)

SUBJECT: Application for Housing-Enabling Water Systems Fund (HEWSF)

RECOMMENDATION

That Staff Report CAO006-24 be received; and

That Council Support the submission of the provincial grant application under the **Housing-Enabling Water Systems Fund (HEWSF) in the amount of \$11,250,000 (including 25% contingency and 27% Municipal contribution)** to expand and upgrade the Angus water system to unlock development and additional capacity immediately for stalled development since 2022 to support the provincial housing target to build at least 1.5 million homes by 2031 and;

That Council commit to fund 27% (minimum municipal contribution) of the total funding required to complete the **Angus Water System Expansion and Upgrades** in the amount of **\$3,037,500** to unlock growth and allow for near-future attainable housing in Angus.

BACKGROUND

In Ontario's 2023 Fall Economic Statement (FES), the province announced the Housing-Enabling Water Systems Fund (HEWSF). The program will invest \$200 million in the expansion, repairs and rehabilitation of core water, wastewater, and stormwater projects to protect communities and unlock housing opportunities across the province.

The funding will flow to recipients through a milestone-based approach while eligible project costs may be cost-shared between the province (73% up to \$35M) and recipient (minimum 27%). The funding will not permit provincial stacking such as BFF and/or OCIF however it permits federal stacking and municipal funding for the 27% minimum recipient contribution.

On March 21st, 2024 the provincial government increased the total funding pool for HEWSF by \$625 million bringing the total funding to \$825 million to support municipal government to unlock development and meet the provincial housing targets to build at least 1.5 million homes by 2031.

The Infrastructure Master Plan (IMP) of 2022, identified that while the town of Angus has land available within its borders to accommodate approximately 7,390 households, there is currently only enough water capacity for approximately another 468 households and wastewater capacity for approximately another 858 households beyond the existing 4,581 households. In addition, the existing water distribution system does not meet current fire flow standards.

Early in 2023 the Township initiated Schedule B Class EA Addendum for the Water system to confirm the feasibility of the preferred water supply and storage solutions identified in The Angus IMP Class EA through the completion of required background studies (including facilities assessments, hydrogeological and environmental/archeological studies, as needed), conceptual design exercises and modelling (WaterGEMS) updates based on the results of these studies, such that final solutions can proceed to the implementation stage including detailed design

The schedule B Class EA Addendum is almost finalized, and Staff is preparing for the final Public Information Center (PIC), and detailed design to proceed in 2024. Construction of the proposed upgrades is anticipated to start in 2025 to allow for growth and unlock development.

The Township prepared a grant application under the Housing- Enabling Water Systems Provincial Fund for the proposed 2025 shovel ready project(s) to expand and upgrade the Angus water system to be submitted to the province before the fund intake deadline on April 19th, 2024. The HEWSF grant opportunity will allow the Angus water expansion shovel ready projects to get underway by next construction season and allow the Township of Essa to unlock/utilize the contingency of the water capacity for housing next year if the application is approved.

COMMENTS AND CONSIDERATIONS

The Township's Infrastructure Master Plan (IMP) EA indicates that over the next 25 years, Angus requires an increase in water taking to support projected population growth, with an average day demand (ADD) and maximum day demand (MDD) increase of 4,005 m³/d and 8,124 m³/d, respectively.

Aside from minor infill projects, many development applications representing 1000+ future equivalent residential units (ERU) in Angus, ***Essa Township, have stalled since 2022. The Township planning Department have identified approximately 500 ERU of "high priority" development within these applications.*** The Township is also currently exploring the re-purposing of a 9 ha site owned by the province for near-term development of approximately 200 ERU of attainable housing at a central location within Angus. Many of these applications are waiting to move forward subject to confirmation of required municipal servicing upgrades and related costs.

Hydrogeological Investigations and a Development Charges Study were completed in 2023 and an Addendum to the IMP is ongoing to verify the details of targeted upgrades. (i.e. final locations).

The 2024/2025 project(s) tasks are summarized below:

1. Replacement of Centre St. West Wells 2 and 3
2. Maximize Brownley Well 5
3. Modeling study of wellhead protection areas & field verification of supply capacity at the above well sites (i.e. pump tests)
4. Detailed design & Construction of One Storage Tank with booster pump (Tank #1 at Centre St. - Details to be Confirmed via EA Addendum)
5. Detailed Design and replacement of approximately 1.65 km of undersized watermain
6. PTTW/MECP applications, Environmental Compliance Approvals, as applicable.

Expanding well 5 and replacing wells 2 and 3 increases the water-taking by 2,400 m³/d, which has the ability to meet 60% and 29.5% of the 25-year required ADD and MDD, respectively. This project will also provide 50% of the long-term water storage volume upgrades (2,100 m³) while also improving fire protection within the community for existing and new development.

The Township's Infrastructure Master Plan (IMP) EA indicates that water supply upgrades to existing well systems and new fire protection storage with related distribution improvements represent the most critical near-term upgrades to unlock additional capacity for some of these applications (**700+ ERU immediately**, 1300 ERU total, subject to future WWTP capacity upgrades which are outside the scope of this HEWS application).

The total cost of these upgrades is estimated to be \$11,250,000 (Including 25% Contingency) – the HEWSF application will provide 73% of this funding, if successful, with the remaining 27% to be provided by the Township based on the following milestone-based approach:

Year	% Project Completion *	Provincial Funding	Ultimate Recipient Funding	Total
2023-24	5.0000000%	\$410,625.00	\$151,875.00	\$562,500.00
2024-25	10.0000000%	\$821,250.00	\$303,750.00	\$1,125,000.00
2025-26	40.0000000%	\$3,285,000.00	\$1,215,000.00	\$4,500,000.00
2026-27	45.0000000%	\$3,695,625.00	\$1,366,875.00	\$5,062,500.00

Project Completion % Total
 100.0000000%

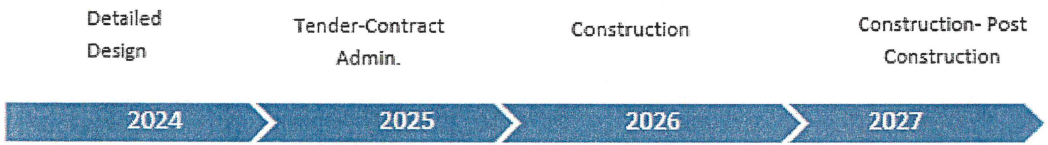
Worth to mention that; *the Angus Wastewater Treatment Plant (WWTP) currently has residual capacity (to 80% of it's rated flows) for approximately 740 ERU. The IMP also recommends expansion of these facilities for growth beyond the 740 ERU threshold. The proposed water upgrades will increase the residual capacity to a total of up to 1300 ERU, subject to expansion of the WWTP to match or exceed this capacity threshold.*

FINANCIAL IMPACT

The total required funding to implement the above upgrades and improvement to the Angus water system is \$11,250,000 (**\$8,212,500 Provincial contribution - \$3,037,500 Municipal contribution**).

The prepared grant application requires the municipality to provide commitment to fund 27% of the total required funding which is \$3,037,500.

Staff recommends that the Township of Essa commits to the required funding in the amount of \$3,037,500 to be funded from the Angus Water Development Charges Reserve (obligatory reserve) since the required upgrades were included in the 2023 Development charges study and the Asset Management Plan based on the provided milestone-based approach contained in this report (2024 – 2027).



Manager of Finance Approval: 

SUMMARY/OPTIONS


Council may:

1. Take no further action.
2. Support the submission of the provincial grant application under the **Housing-Enabling Water Systems Fund (HEWSF) in the amount of \$11,250,000 (including 25% contingency and 27% Municipal contribution)** to expand and upgrade the Angus water system to unlock development and additional capacity immediately for stalled development since 2022 to support the provincial housing target to build at least 1.5 million homes by 2031.
3. Commit to fund 27% of the total funding required to complete the **Angus Water System Expansion and Upgrades** in the amount of **\$3,037,500** to unlock growth and allow for near-future attainable housing in the community of Angus.
4. Direct staff in another course of action as Council may so wish.

CONCLUSION

Options **#2 and 3** are recommended to expand and upgrade the Angus Water System and to support the provincial housing target to build at least 1.5 million homes by 2031.

Respectfully submitted:



Michael Mikael, P.Eng
CAO (Interim)