

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

**WEDNESDAY, JUNE 5, 2019
6:00 p.m.**

AGENDA

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

a. **Delegation**
Re: Fill at 6651 3rd Line
Peter McBride

p. 1 b. **Delegation**
Re: Overview of 2018 Essa Public Library Annual Report
Laura Wark, CEO – Essa Public Library

STAFF REPORT

4. PLANNING AND DEVELOPMENT

p. 7 a. **Staff Report PD031-19 submitted by the Manager of Planning and Development, re: Birchwood Estates Draft Plan Approval Request for Draft Plan Conditions Extension.**

Recommendation: Be it resolved that Staff Report PD031-19 be received; and That Council authorize granting an extension of the Birchwood Estates Draft Plan Approval for an additional year, for the 18 lot residential development lying between Baxter and Angus, to July 29th, 2020.

p. 18 b. **Staff Report PD032-19 submitted by the Planning Technician, re: Site Plan Amendement – 305 Mill Street, Angus.**

Recommendation: Be it resolved that Staff Report PD032-19 be received; and That Council authorize Planning and Development staff to continue to review and process the site plan application in due course.

p. 22 c. **Staff Report PD034-19 submitted by the Manager of Planning and Development, re: Request to Enter into Earthworks Agreement with Brookfield Residential – 103 Denney Drive, Baxter.**

Recommendation: Be it resolved that Staff Report PD034-19 be received; and That Council authorize the Mayor and Clerk to enter into an Earthwork's Agreement with Brookfield Residential which will encompass both Phase 1 and 2 of the development located at 103 Denney Drive, Baxter, and the appropriate By-law be brought forward at the next meeting of Council.

- p. 27 d. **Staff Report PD035-19 submitted by the Planning Technician, re: Site Plan Application – 7511 9th Line.**

Recommendation: *Be it resolved that Staff Report PD035-19 be received; and That Council authorize Planning and Development staff to continue to review and process the site plan application in due course.*

5. PARKS AND RECREATION/ COMMUNITY SERVICES

6. FIRE AND EMERGENCY SERVICES

- p. 32 a. **Staff Report FD004-19 submitted by the Fire Chief, re: Capital Fleet Budget.**

Recommendation: *Be it resolved that Staff Report FD004-19 be received; and That Council approve the reappropriation of the Fire Department's Capital Fleet budget as outlined; and That Council authorize the Fire Chief to purchase the Tanker from Dependable Emergency Vehicles; and That Council authorize the Fire Chief to purchase the heavy duty pick-up truck from Hanna Ford; and That Council authorize the Fire Chief to purchase the rescue squad from Dependable Emergency Vehicles; and That Council authorize the Fire Chief to purchase the command vehicle from BKC in Barrie; and That Council authorize the Fire Chief to utilize capital funds towards operational efficiencies for Rescue #2 to a maximum of \$20,000.00; and That Council approve placing the remaining funds in reserve for the 2021 replacement of Pump #2.*

7. PUBLIC WORKS

- p. 38 a. **Staff Report PW022-19 submitted by the Manager of Public Works, re: Award of Quotation RFQ# Q-19-05 – Sidewalk/Curb Replacement Tender 2019 (Various Locations).**

Recommendation: *Be it resolved that Staff Report PW022-19 be received; and That the quotation as received from ALOIA Brothers Concrete Construction for the 2019 Sidewalk Curb Replacement Tender for various locations in the Municipality be accepted in the amount of \$64,869.00 (excluding H.S.T.) as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provide to the Municipality; and That the Manager of Public Works be authorized to arrange for the necessary works to be completed.*

- p. 40 b. **Staff Report PW023-19 submitted by the Manager of Public Works, re: Award of Quotation RFQ#19-04 – 2019 Slurry Seal.**

Recommendation: Be it resolved that Staff Report PW023-19 be received; and That the quotation as received from Duncor Enterprises Inc. for the 2019 "Slurry Seal" RFQ# 19-04 be accepted in the amount of \$256,900.00 (excluding H.S.T.) as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provide to the Municipality; and That the Manager of Public Works be authorized to arrange for the necessary works to be completed.

- p. 42 c. **Staff Report PW024-19 submitted by the Manager of Public Works, re: Award of Quotation RFQ#19-06 – 2019 Stop Block and Line Painting.**

Recommendation: Be it resolved that Staff Report PW024-19 be received; and That Council reject the quotation as received from Precision Markings Inc. for the 2019 Line Painting RFQ#19-06 in the amount of \$12,660.00 (excluding H.S.T.); and That staff be directed to change the completion date specified in the RFQ and retender the document.

- p. 44 d. **Staff Report PW025-19 submitted by the Manager of Public Works, re: Repair of the Reynolds Floodable Crossing – Innisfil Creek and Nottawasaga River Drainage Works.**

Recommendation: Be it resolved that Staff Report PW025-19 be received for information.

8. FINANCE

- p. 51 a. **Staff Report TR011-19 submitted by the Tax Collector, re: Request to Write Off/Adjust 2016 and 2018 Taxes.**

Recommendation: Be it resolved that Staff Report TR011-19 be received; and That the Tax Collector be authorized to adjust taxes on the accounts listed on Schedules "A" and "B" of this report.

- p. 55 b. **Staff Report TR012-19 submitted by the Tax Collector, re: Request to Write Off/Adjust 2018 and 2019 Taxes.**

Recommendation: Be it resolved that Staff Report TR012-19 be received; and That the Tax Collector be authorized to adjust taxes on the accounts listed on Schedules "A" and "B" of this report.

- p. 59 c. **Staff Report TR013-19 submitted by the Tax Collector, re: Request to Write Off/Adjust 2018 and 2019 Taxes.**

Recommendation: *Be it resolved that Staff Report TR013-19 be received; and That the Tax Collector be authorized to adjust taxes on the accounts listed on Schedules "A" and "B" of this report.*

- p. 63 d. **Staff Report TR014-19 submitted by the Tax Collector, re: Request to Write Off/Adjust 2019 Taxes.**

Recommendation: *Be it resolved that Staff Report TR014-19 be received; and That the Tax Collector be authorized to adjust taxes on the accounts listed on Schedule "A" of this report.*

- p. 66 e. **Staff Report TR015-19 submitted by the Manager of Finance, re: Farmland Tax Ratio.**

Recommendation: *Be it resolved that Staff Report TR015-19 be received for information.*

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

- p. 68 a. **Staff Report C022-19 submitted by the Clerk, re: Essa Challenge Golf Tournament – Recipients for Proceeds.**

Recommendation: *Be it resolved that Staff Report C022-19 be received; and That Council authorize proceeds raised from the 2019 Essa Challenge being distributed equally to the Royal Victoria Hospital Foundation, the Stevenson Memorial Hospital Foundation, and the Matthews House Hospice.*

- p. 70 b. **Staff Report C023-19 submitted by the Deputy Clerk, re: Custom Flag for the National Accessibility Awareness Week.**

Recommendation: *Be it resolved that Staff Report C023-19 be received; and That Council approve Option No. _____ as the winning design for the custom flag to represent National Access Awareness Week in the Township on an annual basis.*

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

- p. 75 a. **Staff Report CAO021-19 submitted by the Chief Administrative Officer, re: HR Downloads Computer Software to Assist with Human Resource Functions.**

Recommendation: *Be it resolved that Staff Report CAO021-19 be received; and That Council authorize the purchase of HR Downloads to assist with human resource fundamentals, on-line employee training and policy manual organization at a cost of \$3,643.00 plus H.S.T. for a one year term for the HR Complete package.*

- p. 94 b. **Staff Report CAO022-19 submitted by the Chief Administrative Officer, re: Student Grants.**

Recommendation: *Be it resolved that Staff Report CAO022-19 be received for information.*

- p. 95 c. **Staff Report CAO024-19 submitted by the Chief Administrative Officer, re: Status of Thornton Arena Expenditures, 2019.**

Recommendation: *Be it resolved that Staff Report CAO024-19 be received; and That Council authorize amending provision (a) of Motion CW081-2019 as was previously voted on at its meeting of April 17, 2019, to allow for staff to purchase the planned floor scrubber at a cost of approximately \$8,500 (plus H.S.T.), recognizing that the expenditure is over the approved budgeted amount by approximately \$1,500.00.*

- p. 98 d. **Staff Report CAO026-19 submitted by the Chief Administrative Officer, re: 6651 3rd Line Fill Operations.**

Recommendation: *Be it resolved that Staff Report CAO026-19 be received; and That Council authorize staff to investigate, following up in several areas including investigating if the fill brought in to 6651 3rd Line is in keeping with the development agreement authorized by the Municipality in December, 2017, by hiring an Ontario Land Surveyor and an Engineer to assist.*

- p. 105 e. **Staff Report CAO027-19 submitted by the Chief Administrative Officer, re: Parks Capital, Playground Equipment.**

Recommendation: *Be it resolved that Staff Report CAO027-19 be received; and That Council authorize the Working Recreation Centre Manager/Parks Supervisor to purchase new play equipment for the "Dellbrook" Park leading in from Nottawasaga Drive and Osborne Street in Angus, at a cost of \$49,804.58 plus H.S.T. in accordance with the 2019 Council approval of Recreation/Parks spending – Capital items (\$50,000.00); and That Council authorize the hedges alongside the walkway leading into the Dellbrook park being trimmed and removed in parts where dead to facilitate entry into the park; and That Council authorize the Working Recreation Centre Manager/Parks Supervisor to purchase a second set of the same play equipment being purchased for the Dellbrook Park, for the Utopia Park, with funding sourced as follows: 90% using development charges and 10% park reserves, in accordance with verbal direction to staff previously provided.*

- p. 118 f. **Staff Report CAO028-19 submitted by the Chief Administrative Officer, re: Regional Governance Review.**

Recommendation: *Be it resolved that Staff Report CAO028-19 be received for information; and That Council approve a further letter being sent to provide additional feedback on Regional Government Review.*

- p. 128 g. **Staff Report CAO029-19 submitted by the Chief Administrative Officer,
re: Parks and Recreation Programs – Cost/Rates.**

Recommendation: *Be it resolved that Staff Report CAO029-19 be received for information; and
That Council approve raising the cost of programs the same as recent ice rate increase in the amount of 3% with a public meeting to be held to collect feedback on this matter.*

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 19th day of June, 2019 at 6:00 p.m.*



Essa Public Library Annual Report 2018

Mission:

Connect people, grow ideas & inspire discovery.

Essa Public Library Board Members

Derek McKeever, Chair

Judith Hunter, Vice-Chair & Chair of Personnel Committee

Rosemary Cade, Chair of Planning & Policy Committee

Carol Cryer, SOLS Representative

Susanna Malick, Chair of Finance Committee

Sandie Macdonald, Council Representative

Michael Smith, Council Representative

Laura Wark, CEO/Board Secretary/Treasurer



Angus Branch



Thornton Branch

Essa Township Council

Terry Dowdall, Mayor

Sandie Macdonald, Deputy Mayor

Keith White, Councillor, Ward 1

Michael Smith, Councillor, Ward 2

Ron Henderson, Councillor, Ward 3

Imagine.

Discover.

Connect.

A Message from Our Library Board Chair

2018 was another great and productive year for the Library.

In keeping with the Library's Strategic Plan of making the Library a Community Focal Point, a number of new initiatives have been made. A new program for children, "STORY DOGS", is already fully booked and will certainly be a great success.

The Farmers' Market was enjoyed by a great number of people and was very successful.

Thank you to Tim Hortons for their generous donation with the Smile Cookie Campaign. Also, our very deep thanks are extended to all the other wonderful donations we received throughout the year.

The "Essalicious" was a huge success and thank you to all who made it possible. The Thornton Fiddlers were a great addition as they provided some lively and enjoyable dance music.

Interac is planned for the Thornton Branch in 2019, which will be appreciated by many.

We have received numerous positive comments about the Library and Staff from young and adults alike.

Our Board member, Rosemary Cade, has retired from the Board after 12 years of loyal service. We appreciate her major contribution to the Library and wish her well.

I would personally like to thank all the Staff and Volunteers for the wonderful work they are doing in making people feel welcome to the Library. They continue to make the Library a great place to be very proud of, for the entire Community.

DEREK J.L. MCKEEVER
BOARD CHAIR



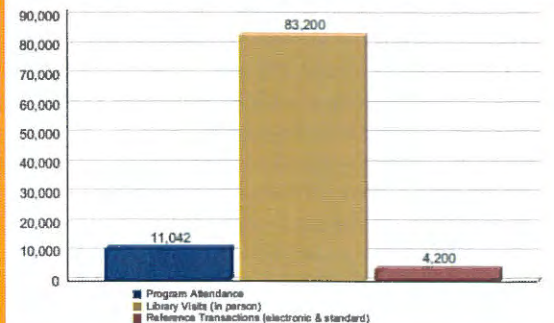
Circulation

Circulation	170,993
E-Books, downloadable audio books, music and video	41,288
Items Borrowed via ILLO	1,355
Items Lent via ILLO	686
Library Visits (Social Media)	92,508
Library Visits (in person)	83,200
Program Attendance	11,042
Reference Transactions (electronic & standard)	4,200
Number of People Using Library Computer Workstations	5,850
Number of times accessible material, equipment or devices are requested	400
Number of people using Maker Spaces, Digital Media labs, Self Publishing centres	1,000
Service visits provided to residence-bound residents and people-at-risk	10

Programming

Program Type	Number	Attendance
Early literacy and Early learning	161	2,324
Other Children's programming	223	4,302
Summer Reading	51	1,205
Homework help	11	110
Class instruction at a library or school	75	570
Teen programming	85	560
Newcomer focus	34	167
Careers, job help / skills	54	54
Business Development	0	0
Community Development	39	354
Technology, social media and computer literacy	70	134
Maker space, Digital media lab, Self-publishing	35	42
Genealogy, local history, Doors Open	1	7
Adult learning (not covered elsewhere)	1	100
Seniors programming	16	150
Culture Days, poetry and story readings, art shows	41	520
First Nations Public Library Week	1	10
First Nation Communities Reads	0	0
Indigenous language training and retention	1	3
Ontario Public Library Week / Canadian Library Month	2	15
Book Clubs	43	287
Other	31	128

Library Visits (in Person), Program Attendance & Reference Transaction



General Information

Total Population Served (resident and contracting)	21,083
Number of Active Cardholders	4,723
Number of Service Points	2
Total Weekly Hours of Operation	90
Number of Public Access Computer Workstations	32
Number of Public Computer Workstations with Internet Access	32
Number of Circulating Wireless Hot Spots	6

Library Holdings

Total Print Circulating and Reference Titles Held	35,064
Total E-book and E-audio Titles	96,073
Total CD and DVD Titles	8,744
Total Print Periodicals	127
Total Electronic Periodical Titles	4,048
Special Collections - original format	0
Special Collections - digital format	0
Number of e-learning services provided	2
Cardholders who took e-learning courses	23

Outcome Measurements - Highlights



"I have watched my son's confidence skyrocket since starting Storydogs. He loves to be able to read signs and books on his own."
Comment from a parent.

A patron required Flash 8 to complete an online employment test. This program is installed on our laptops, so she was very pleased and commented before leaving, *"You seriously saved my day."*

A new resident told staff, *"Everyone I talk to in the community tells me the library is the best place to go."*

SOLS Consultant, Alexandra Taylor visited Angus Branch for the first time. After the library tour, she was impressed with the Kitchen Library and said, *"Your library is embedded in our Excel Course content as an example of Alternative Collections."*

It was noted we have a vibrant space as patrons were filling out government forms, playing board games, reading stories to their kids, movie watching and the activity in the Jump! After School Program. Certainly a hub of activity!



2018 Library Services Return on Investment (ROI) Estimate

I. 2018 Operating Budget	Amount		
	\$581,401		
II. Space Use	Count	Price per Item	Value
Materials Used In-house	3,211	\$25.00	\$80,275
Library Visits (in person)	83,200	<i>priceless</i>	
In-House Use Subtotal			\$80,275
III. Circulation of Physical Collection			
Category	Circulation Count	Price per Item	Value
Print	118,176	\$25.00	\$2,954,400
Non-Print	71,060	\$20.00	\$1,421,200
Circulation Subtotal			\$4,375,600
IV. Electronic Circulation			
Category	Circulation Count	Price per Item	Value
eBooks	5,562	\$30.00	\$166,860
Audiobook Download	2,329	\$25.00	\$58,225
Electronic Circulation Subtotal			\$225,085
V. Reference Services			Time/Answer
	# of Answers	Value/Hr	5 minutes
Reference Questions & Answers	4,200	\$25.00	\$8,750
	Database # of Times Used	Value/Use	
Electronic Database Usage	7,020	\$10.00	\$70,200
Reference Services Subtotal			\$78,950
VI. Computer & Technology Services			Value
	# of Hours	Price/Hr	
Patron Computer Use	7,149	\$30.00	\$214,470
	# of Hours	Price/Hr	
Wi-Fi Use	16,747	\$5.00	\$83,735
	# of Patron Hrs	Value/Hr	
Computer Training	134	\$25.00	\$3,350
	Count		
Social Media Visits	92,508	<i>informative</i>	
Computer & Technology Subtotal			\$301,555
VI. Other Library Services			Value
	# of Events	Rent/Event	
Meeting Room Use for community members	112	\$30.00	\$3,360
	Attendance	Value/Participant	
Program Attendance	11,042	\$15.00	\$165,630
	Attendance	Value/Participant	
Maker Space Use	1,000	\$25.00	\$25,000
	# of Events	Price/Hr	
Outreach Events	20	\$30.00	\$600
Other Library Services Subtotal			\$193,990
Grand Total Benefits of Library Circulation & Services			\$5,255,455

Essa Public Library Board Highlights:



- ❖ Rosemary Cade retires from the Library Board after 12 years of service.
- ❖ The Essa Public Library Board worked with the Simcoe County District School Board and Essa Council to co-author an updated Joint Use/Asset Protection and Leasehold Agreement #2011-01 for the Angus Branch to improve operations moving forward.
- ❖ Plans to improve, expand and update Thornton Branch are identified.
- ❖ An increased investment in ebooks, e-audio books and e-resources allows Essa residents to access their library at all hours of the day, any day, from any place.

Essa Public Library 2018 staff members

Laura Wark, CEO
 Glenda Newbatt, Manager of Library Services
 Angie Wishart, Coordinator of Facility and Support Services
 Holly Elliott, Coordinator of Children & Family Experiences
 Paula Hughes, Library Technician

Public Service Representatives:
 Ann-Marie Crackle, Cathy McGrath,
 Roberta Miller, Lewis Sabo,
 Dawn Travers, Karly Uhl
 Summer Program Assistants:
 Shannon Murphy, Sydney Slack

Many thanks to our **Library Volunteers** for lending a hand.

Funding

The **Township of Essa** is responsible for the majority of Library funding.

Additional Government Contributors

County of Simcoe
 Province of Ontario
 Government of Canada

Community Donations

RBC Volunteer Grant Program
 TD Friends of the Environment Foundation
 Tim Hortons Smile Cookie Campaign, Thornton



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD031-19

DATE: June 5, 2019

TO: Committee of the Whole

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

SUBJECT: Birchwood Estates Draft Plan Approval Request for
Draft Plan Conditions Extension

RECOMMENDATION

That Staff Report PD31-19 be received; and

That Council consider granting an extension of the Birchwood Estates Draft Plan Approval for an additional year, for the 18 lot residential development lying between Baxter and Angus, to July 29th, 2020, in accordance with OPTION #2 of this report.

BACKGROUND

The Birchwood Estates Subdivision is an 18 lot residential development located at 20th Side Road just north of Baxter. This Draft Plan Approval has received several extensions from Council since 2011, under the previous land owner. The most recent extension was made in May 2017 for the timeframe to be extended to July 29th, 2019, by the current property owner. Please see 'Attachment #1' of this report for the Draft Plan Approval Conditions. On May 9th, 2019, the Applicant made a request of Staff to seek Council's approval for an extension on the timing for the conditions to be met, by one year, to July 29th, 2020. The Applicant's formal request for the one-year extension is attached to this report as 'Attachment #2'.

COMMENTS AND CONSIDERATIONS

The Township has never denied an extension to a draft plan approval – and it is not a common practice by other local municipalities in instances where progress is being made by the developer to fulfill the remaining outstanding conditions. At the time this report was authored there were less than 10 conditions that remained to be fulfilled and the Township is working on an ongoing basis to finalize the Subdivision Agreement with the Applicant, their Solicitor and the Township's Solicitor.

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The developer, to-date, has invested quite a lot of money in this property, continues to work at satisfying the remaining conditions and demonstrates their eagerness to bring this project to its completion. Not granting an extension would reduce the land's productivity/ability down to one single-family dwelling unit. From a planning point of view, the subdivision of 18 lots aligns with the intent and objectives of the Planning Act as the application met all policy and legislation at the time of approval. All lots will be created to meet with Essa's Official Plan policies and Zoning By-law standards.

FINANCIAL IMPACT

No direct impact to the Municipality. The Township would benefit in the future from increased assessment, although there will also be further demand for services.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Grant an extension for 1 year with the same draft plan conditions that are currently in effect, as attached, and provide the extension for another year to expire July 29, 2020.
3. Grant an extension for a period but with new conditions.
4. Direct Staff as Council wishes.

CONCLUSION

Option No. 2 is recommended.

Respectfully submitted:

Reviewed by:



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



Colleen Healey-Dowdall
CAO

Attachments:

- Conditions of Draft Plan Approval
- Letter of Request for Draft Plan Conditions Extension

Applicant: 1862145 Ontario Inc
File No.: E-T-0201
Municipality: Township of Essa
Subject Lands: Part Lot 21, Concession 4

Date of Expiry: July 29, 2019

The Township of Essa's conditions to Final Plan Approval for Registration of this Plan of Subdivision are as follows:

No. Conditions

1. This approval applies to the draft plan of subdivision located at Part of Lot 21, Concession 4, prepared by Innovative Planning Solutions, July 7, 2017, to show a total of 18 residential lots, one street, 0.3 m reserves (Blocks 20 – 23), and a stormwater management block (Block 19). The stormwater will empty onto a retained parcel or remnant block known as Part 1 of 51R-37371 and this parcel of land should remain in a natural state in order to properly accept the stormwater discharge. There is also another retained parcel or remnant block to be set aside as Part 2 of 51R-37371.
2. The owner agrees that per the subdivision agreement, the road allowance shown as Street 'A' shall be built, named and dedicated as a public highway to the Township without monetary consideration and free of all encumbrances, to the satisfaction of the Township with regard to 911 emergency servicing.
3. The owner agrees that per the subdivision agreement, the road allowance shall be designed and constructed in accordance with the Township of Essa's Engineering Design Standard Specifications, to semi-urban standard – Special Semi-Urban Design Standards #TESTD100.02.
4. The owner agrees that per the subdivision agreement, the road allowance shall be designed to end in a hammerhead design. The developer shall place a 0.3 metre reserve around the sides of the hammerhead, to the satisfaction of the Manager of Public Works, to restrict access to Part 1 of 51R-37371 (the remnant/stormwater management parcel which is environmentally sensitive) and to Part 2 of 51R-37371 (the other remnant parcel).
5. The owner agrees that per the subdivision agreement, a 0.3 metre reserve in favour of the Township of Essa shall be placed along the south boundaries of Lots 1 and 18 (Blocks 20 and 21) to restrict access to the 20th Sideroad and to prevent for further development.
6. The owner agrees that per the subdivision agreement, all 0.3 metre reserves and daylighting triangles included within this draft plan as blocks shall be conveyed to the Township and/or the County without monetary consideration and free of all encumbrances, to the satisfaction of the Manager of Public Works.
7. The owner agrees that per the subdivision agreement, such easements, restrictive covenants or land dedications as may be required for utility or drainage purposes shall be

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Applicant: 1862145 Ontario Inc
File No.: E-T-0201
Municipality: Township of Essa
Subject Lands: Part Lot 21, Concession 4

Date of Expiry: July 29, 2019

granted to the appropriate authority without monetary consideration and free of all encumbrances, to the satisfaction of the Manager of Public Works.

8. Prior to the commencement of any cut and/or fill operations, a sketch or survey prepared by an OLS, must be submitted showing all areas of existing standing water, with this information to be shown on the overall lot grading plan, in order that the Township can ensure that all areas will be filled to provide for safe building envelopes and developed in a safe fashion. This must be completed prior to preservicing.
9. The developer agrees to provide a Geotechnical Report to the satisfaction of the Township and its Engineer after all cutting has been completed but prior to any filling being commenced. The developer agrees to provide additional, detailed Geotechnical Reports if required after review of the initial Geotechnical Reports. The developer agrees that geotechnical testing must be carried out on an ongoing basis to confirm the suitability of the fill material being placed and the satisfaction of the compaction of the engineered-fill material. The developer agrees that follow-up Geotechnical Reports must be provided to the Township to substantiate all testing for the certification of the engineered-fill areas for road and house construction, all to the satisfaction of the Township and its Engineer. Initial geotechnical testing must be carried out prior to pre-servicing.
10. The owner agrees to provide the following information in the Pinestone Engineering Ltd Functional Servicing Report, to the satisfaction of the Township and its Engineer: flow data, loading to the tile bed areas, a mounding analysis for a number of sample lots, and reasonable use calculations. The existing Pinestone FSR must be updated to reflect the information sought out by the Township's Engineer.
11. The owner agrees to update the IWS Report with a new addendum to reflect current conditions and loading with nitrates and/or total organic nitrogen loading.
12. The owner agrees to advance a test well to sample and confirm the quantity and quality of water for the site.
13. The owner agrees that prior to entering into the subdivision agreement, he must pay 5% of the value of the land prior to draft plan approval (\$150,000), to be submitted to the Township (\$7,500.00) to satisfy a parkland dedication requirement.
14. Prior to final approval, the Township shall confirm that the appropriate zoning is in effect (current zoning is Estate Residential (RS1) Zone) with Part 1, 51R-37371 being designated and zoned as Environmental. The owner shall agree that this designation and zoning may be implemented in future planning documents without submission of any objection by the owner.
15. The owner shall enter into a subdivision agreement with the Township, agreeing to satisfy all conditions, financial and otherwise, with regard to the provisions of engineering

Applicant: 1862145 Ontario Inc
File No.: E-T-0201
Municipality: Township of Essa
Subject Lands: Part Lot 21, Concession 4

Date of Expiry: July 29, 2019

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- studies, road and municipal services, grading, water, landscaping, fencing and payment of development charges. The subdivision agreement must be registered on title at the owner's expense, and shall not be removed from title or otherwise released without the consent of the Township.
16. The owner shall agree in the subdivision agreement to prepare and to implement a Tree Preservation Plan and a Landscape Design, to the satisfaction of the Township, using a qualified Arborist. This must be completed prior to preservicing.
 17. The owner shall prepare and implement an Accessibility Plan to the satisfaction of the Township of Essa and its Accessibility Committee. This Plan shall consist of a listing of building measures and features which may be installed to ensure accessibility within homes. The listing of barrier-free features must be made available to the public for possible buy-in.
 18. The owner shall agree in the subdivision agreement that all portions of public lands or highways which are not paved, and all drainage swales on public or private property, shall be graded and sodded/seeded in accordance with the standards of the Township.
 19. The owner shall agree in the subdivision agreement to provide to the Township, engineered-drawings, and to construct, to the satisfaction of the Township, stormwater management works which are required to service this plan. The owner shall also agree per the subdivision agreement that the services installed by the owner shall be in accordance with the standards and specifications of the Township, and shall include stormwater management works, adequate pavement widths for roadways, sidewalks on one side of the street, LED streetlighting, regulatory signs, street name signs, water hydrants, and any other services or facilities as required to meet the Township's Special Semi-Urban Design Standards #TESTD100.02.
 20. The owner shall agree in the subdivision agreement that no building permits will be applied for or issued until the Township of Essa is satisfied that adequate road access and storm drainage facilities are available to service the proposed development.
 21. Prior to final approval or prior to any grading or construction on the site, the following shall be prepared and submitted to the satisfaction of the Township, the County of Simcoe, and the Nottawasaga Valley Conservation Authority (NVCA):
 - A detailed Stormwater Management Plan/Report prepared consistent with the following: NVCA's Interim Technical Standards for Development (1997), and the Stormwater Management Practices Planning and Design manual (1994) prepared by the Ministry of Environment and Energy;
 - An Erosion Control Plan detailing how erosion and siltation and their effects will be minimized both during and following construction;

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Applicant: 1862145 Ontario Inc
File No.: E-T-0201
Municipality: Township of Essa
Subject Lands: Part Lot 21, Concession 4

Date of Expiry: July 29, 2019

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- A site plan indicating building envelopes at least 30 metres from the top-of-bank of any stream valley;
 - That all required stormwater management facilities must be in place prior to the issuance of any building permits, and
 - That appropriate sediment and erosion control measures be installed and maintained as approved by NVCA prior to any construction or grading.
 - That the owner agrees in the subdivision agreement, in wording acceptable to the appropriate approval authority, to carry out or cause to be carried out the recommendations and measures contained within those studies as outlined above.
22. The rear lot lines of Lots 11-18 will be demarcated by means such as cedar rail fencing, hedging or signage to the satisfaction of the NVCA.
23. A clause be contained in the subdivision agreement which requires a qualified professional (acceptable to the NVCA) to certify that the works have been constructed to the plans, reports and specifications as approved by the NVCA.
24. Prior to final approval, the owner must have paid all development fees to the NVCA as required in accordance with the NVCA's fees policies under the Conservation Authorities Act.
25. The owner acknowledges in the subdivision agreement that prior to any placement of fill, construction, or alteration to a watercourse, a blanket Fill, Construction and Alteration to Waterways Permit is required to be obtained from the NVCA.
26. The owner shall agree in the subdivision agreement to identify approved locations of Canada Post Corporation mailboxes within the plan.
27. The owner will agree in the subdivision agreement to include in all offers of purchase and sale a statement which advises the prospective purchaser that the Department of National Defense owns nearby lands for purposes of a Military Training Range. This usage may subject homeowners to loud noises, heavy vehicle and aircraft traffic and other disturbances not normally associated with rural living.
28. The final Stormwater Management Plan must be submitted prior to final approval and must receive a Certificate of Approval, or the equivalent, from the Ministry of the Environment and Climate Change.
29. The owner agrees, to the satisfaction of the Simcoe County public and separate School Boards, to include in all offers of purchase and sale, a statement which advises prospective purchasers that the elementary and secondary schools on designated sites in the area are not guaranteed. Attendance at schools in the area, yet to be constructed,

Applicant: 1862145 Ontario Inc
File No.: E-T-0201
Municipality: Township of Essa
Subject Lands: Part Lot 21, Concession 4

Date of Expiry: July 29, 2019

is also not guaranteed. Pupils may be accommodated in temporary facilities and/or be directed to schools outside the area.

30. The owner agrees, to the satisfaction of the School Boards, to include in all offers of purchase and sale, a statement which advises any purchasers that school busses will not enter cul-de-sacs or dead-end streets such as contained in this plan, and pick up points will generally be located on through-streets convenient to the Board, such as the 20th Sideroad. (Additional pick up points will not be located within the subdivision until major construction activity has been completed, if at all.)
31. The owner shall agree in the subdivision agreement to the following:
 - (a) The owner is to co-ordinate the preparation of an Overall Utility Distribution Plan to the satisfaction of all effected authorities, and
 - (b) The owner shall grade all streets to final elevation prior to the installation of the gas lines, and provide the necessary field survey information required for the installation of the gas lines, all to the satisfaction of Enbridge Gas Distribution Inc.
32. The owner shall transfer to the County of Simcoe, a 0.3 metre reserve along the entire property adjacent to County Road 10 to the east limit of the daylight triangle (Block 22).
 - The owner shall submit to the County of Simcoe two preliminary reference plans for approval prior to depositing the plan at Land Titles, which sets out the reserve to be transferred to the County, to the satisfaction of the County Engineer.
 - On registration, three reference plans shall be provided to the County, for their records.
 - The owner shall submit to the County, a deposit in the amount of \$1500 prior to legal services being rendered on behalf of the owner.
33. Any existing entrances to County Road 10 shall be permanently removed and the boulevard shall be reinstated to the original condition at the owner's expense.
34. The owner shall agree in the Subdivision Agreement to provide to the County of Simcoe, a digital copy of the plan of subdivision as approved for registration.
35. Prior to final approval, an Environmental Impact Study (EIS) shall be prepared to the satisfaction of the NVCA demonstrating that there will be no negative impacts on the features and functions of the adjacent wetland.
36. The owner shall enter into a Conservation Agreement and/or Restrictive Covenants with the NVCA, or Township, for the preservation and private stewardship of the wetland area. The Conservation Agreement and/or Restrictive Covenants shall be registered against

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Applicant: 1862145 Ontario Inc
File No.: E-T-0201
Municipality: Township of Essa
Subject Lands: Part Lot 21, Concession 4

Date of Expiry: July 29, 2019

the title of the lands containing the wetland area, in accordance with Section 3 of the Conservation Land Act and shall be in priority to all other claims or encumbrances.

- 37. Prior to final approval, the Approval Authority is to be advised in writing by the County of Simcoe how the above noted conditions have been satisfied.
- 38. Prior to final approval, the Approval Authority is to be advised in writing by the NVCA how the above noted conditions have been satisfied.
- 39. Prior to final approval, the Approval Authority is to be advised in writing by Canada Post how the above noted mailbox condition has been satisfied.
- 40. That prior to final approval, the Approval Authority is to be advised in writing by MOECC how the above noted stormwater condition has been satisfied.
- 41. That prior to final approval, the Approval Authority is to be advised in writing by the appropriate utilities how the above noted conditions have been satisfied.
- 42. That prior to final approval, the Approval Authority is to be advised in writing by School Boards how the above noted conditions have been satisfied.

Notes to Draft Approval

- 1. It is the applicant's responsibility to fulfill the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the Approval Authority quoting file number **E-T-0201**.
- 2. It is suggested that the Owner be aware of Section 144 of the Land Titles Act and subsection 78(10) of the Registry Act. Subsection 144(1) of the Land Titles Act requires that a plan of subdivision of land that is located in a land titles division be registered under the Land Titles Act. Exceptions to this provision are set out in subsection 144(2).

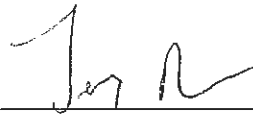
Subsection 78(10) of the Registry Act requires that a plan of subdivision of land that is located only in a registry division cannot be registered under the Registry Act unless the title of the owner of the land has been certified under the Certification of Title Act. Exceptions to this provision are set out in clauses (b) and (c) of subsection 78(10).
- 3. Please be advised that the approval of this draft plan will lapse on July 29, 2019. This approval may be extended pursuant to subsection 51(33) of the Planning Act, but no extension can be granted once the approval has lapsed.

Applicant: 1862145 Ontario Inc
File No.: E-T-0201
Municipality: Township of Essa
Subject Lands: Part Lot 21, Concession 4

Date of Expiry: July 29, 2019

Subject to the conditions set forth above, this Draft Plan is approved under Section 51 of the Planning Act R.S.O. 1990, Chapter 13, as amended.

Dated this 20 day of September, 2017.



Terry Dowdall, Mayor
Essa Township

4a



INNOVATIVE PLANNING SOLUTIONS

planners • project managers • land development

Thursday May 9th, 2019

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

Attention: Aimee Powell, Manager of Planning and Development

RE: Birchwood Estates Draft Plan of Subdivision
File No. E-T-0201, Part of Lot 21, Concession 3 & 4
Township of Essa, County of Simcoe

On behalf of Wynstar Developments Inc (1862145 Ontario Inc), Innovative Planning Solutions respectfully requests an extension to the above noted Draft Plan of Subdivision (File No. E-T-0201) which are currently set to expire on July 29th, 2019. The lands were subject to previous draft plan extension requests which were initially granted by Council for the Township of Essa on April 22nd, 2015 - extending the timeframe to satisfy conditions to July 26th, 2017 - and on May 17th, 2017 – extending the timeframe until July 29th, 2019.

Simultaneously, Wynstar submitted an application for a redline revision to the existing draft plan of subdivision on June 20th, 2017 and was ultimately approved by Council for the Township on September 20th, 2017, along with revised Draft Plan Conditions which maintained the timeframe to satisfy as per the above noted extension (July 29, 2019). Since that date, Wynstar has engaged a number of consultants to coordinate with the appropriate agencies (Township, County, NVCA, MOECC etc) to obtain the necessary clearances relative to the draft plan conditions issued dated September 20th, 2017.

The majority of Draft Plan conditions have been satisfied and the Township has issued a draft subdivision agreement which is currently under review by Wynstar

in anticipation of subdivision registration during the summer of 2019. It is noted however there are a small number of conditions remaining (Conditions 8, 13, 21, 26, part of 32, 37,38, 39 & 41) generally which relate to finalizing cost estimates and obtaining various final clearance letters, prior to subdivision registration. While Wynstar is committed to satisfying all conditions and subdivision registration, a request for an extension to satisfy is required to ensure the timeframe does not lapse.

We respectfully request an extension of one (1) year in order to fulfill the remaining draft plan conditions and ultimately register the draft plan of subdivision.

We would request that notification of the date in which the proposed extension is to be brought before Council. Should you have any questions or comments please do not hesitate to contact the undersigned at your earliest convenience.

Respectfully submitted,
Innovative Planning Solutions



Greg Barker, B.A.A.
Associate



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD0032-19

DATE: June 5, 2019

TO: Committee of the Whole

FROM: Bev Mansbridge, Planning Technician

SUBJECT: Site Plan Amendment – for 305 Mill Street, Angus

RECOMMENDATION

That Staff Report PD032-19 be received; and

That Council direct Planning and Development staff to continue to review and process the site plan application in due course.

BACKGROUND

A proposed site plan amendment has been received on April 30, 2019 by the Township of Essa (Township) for property located at 305 Mill Street, Angus. This site has an existing approved site plan with no present development (2014, however, the landowner is not in a position to move forward with the development until all Township criteria have been fully satisfied).

The property is zoned as "Core Commercial" (C2) Zone, while surrounded by another commercial site to the west with a shared access road via Turnbull Road. The property abuts a forested area to the north which is Rural and Rural Flood-Fringe and to the south, there lies a County forest. The property is situated within the Settlement Area and commercial core of Angus and is designated as "Commercial" in the Township of Essa's Official Plan.

The commercial development proposed for the southwest corner of the site, proposes a minor site plan which will amend the site by reducing the convenience store from 2605 ft² to 2520 ft² and as well the applicant (tenant) is also proposing to eliminate the drive-thru portion of the development entirely. It is also noted that the gas bar canopy will shift location to improve vehicular circulation on and around the site. The site proposed offers 17 parking spaces plus two accessibility parking spaces.

COMMENTS AND CONSIDERATIONS

The Growth Plan, County and Local planning policy direct growth within the built up Settlement Areas of the Township, and notably within this commercial section, which also optimizes existing infrastructure, and transportation.

FINANCIAL IMPACT

It is expected that the Township's commercial tax base will be increased with the development of commercial properties.

SUMMARY/OPTIONS

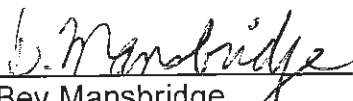
Council may:


- 1. Take no further action.
- 2. Continue to review and process the site plan application in due course.
- 3. Direct staff in a manner Council may deem appropriate.

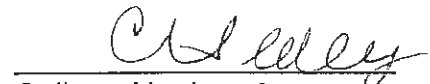
CONCLUSION

Option #2 is recommended.

Respectfully submitted by: Reviewed by:


 Bev Mansbridge
 Planning Technician


 Aimee Powell, BURPL, MPA, MCIP, RPP
 Manager of Planning
 & Development


 Colleen Healey - DOWDALL
 CAO

Attachments:

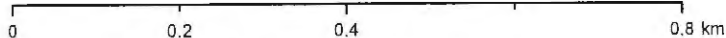
- 1. Map: Location of Site Plan
- 2. Site Plan

Site Plan Application - 305 Mill Street



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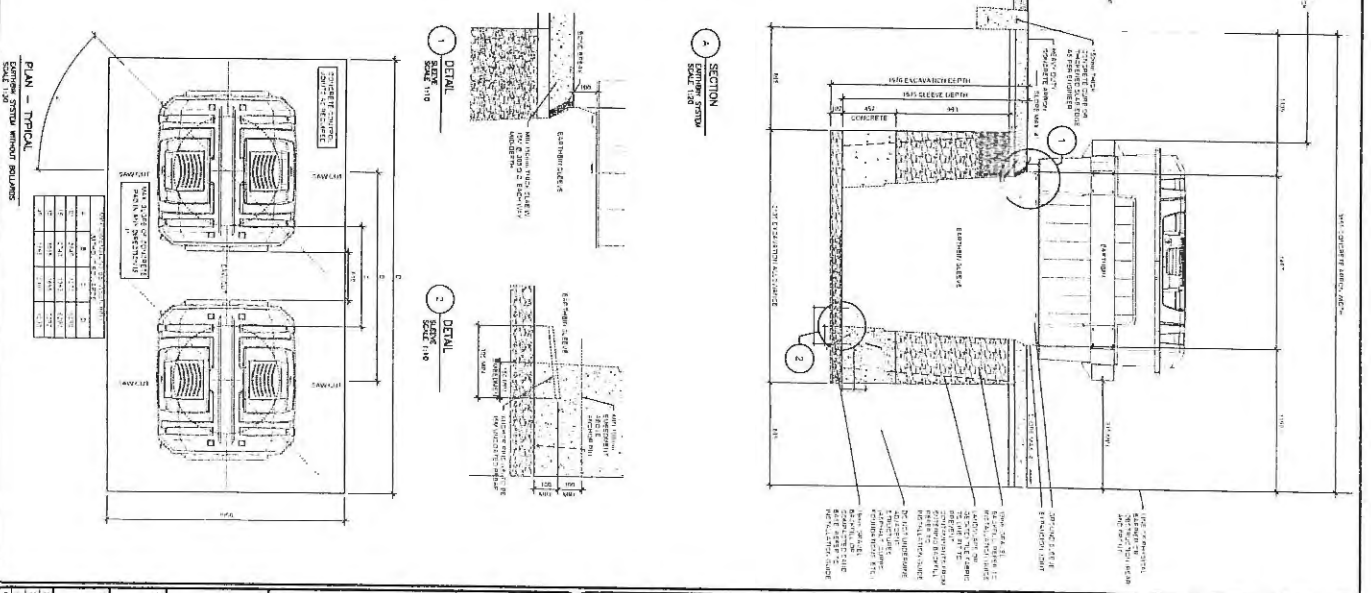
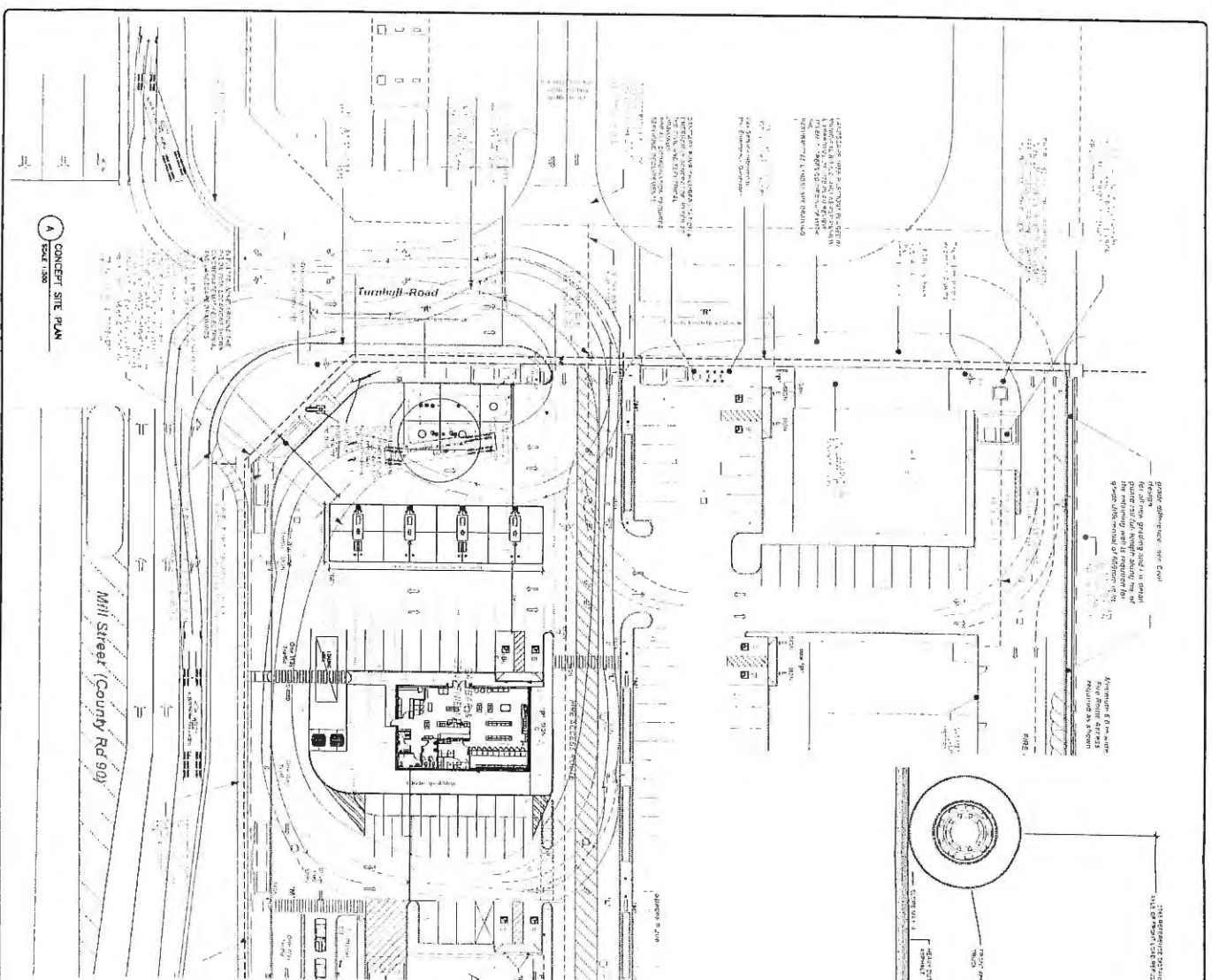
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20 May 27, 2019



45



Parkland
FIELD OFFICE

MILL STREET COUNTRY RD. 901
ANGUS ON

CONCEPT SITE PLAN & EARTH BIN
DETAILS

DATE: 01/11/2025
SCALE: 1:500

exp.

EXP. ENGINEERING & ARCHITECTURE
1000 W. 10TH AVE. SUITE 100
DENVER, CO 80202
TEL: 303.733.8800
WWW.EXP-ENG.COM

REVISIONS

NO.	DATE	DESCRIPTION
1		
2		
3		
4		
5		
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7		
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10		

21



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD34-19

DATE: June 5, 2019

TO: Committee of the Whole

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

SUBJECT: Request to Enter into Earthworks Agreement with Brookfield Residential – 103 Denney Drive, Baxter

RECOMMENDATION

That Staff Report PD34-19 be received;

That Council consider authorizing Staff to enter into an Earthworks Agreement with Brookfield Residential which will encompass both Phase 1 and 2 of the development located at 103 Denney Drive, Baxter.

BACKGROUND

The Brookfield Residential development consists of 253 residential lots, a destination Park that has been dedicated to the Township, and a Stormwater Management facility. The subject development is located within the Settlement Area of Baxter. Brookfield has requested an amendment to the Phase 1 Earthworks Agreement be created. Staff has had the Agreement amended to encompass all earthworks throughout Phases 1 and 2 of the subdivision as well as the Stormwater Management Pond (Part 1), Gauley Drive (Part 2) and the Park and Sewage Pump Station (Part 3). Plans showing Phases 1 and 2 and Parts 1-3 on Plan 51R-41354, the lands subject to the amended Agreement, are attached to this report.

COMMENTS AND CONSIDERATIONS

Staff has been working alongside the Developer to progress the completion of this development since 1999, however Brookfield purchased these lands in 2016. Staff believes that the subject development is proceeding at a good pace and that entering into the Earthworks Agreement with the Developer will allow the Developer to continue to move towards completion of the development, within a reasonable timeframe. The Developer is still working on an overall Lot Grading and Drainage Plan, Traffic/Intersection Improvements redesign, and securing an agreement for water with the Town of New Tecumseth. However, it is anticipated that approvals will start to be granted

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later this year, including the Ministry of the Environment, Conservation and Parks' approval for sanitary sewage and stormwater works. Therefore starting additional earthworks seems appropriate at this time. The Park can be developed once these earthworks are underway/near completion, including the earthworks required for Phase 2 of this development. The Township's Engineer supports this authorization at this time and has approved that \$347,298.00 is required as a security for the works. The Township currently holds \$61,164.80 in security for the Stage 1 Earthworks; therefore an additional \$286,133.20 remains to be posted for the securities.

At the time this report was authored, the Agreement had been drafted by the Township's Solicitor and was with Staff for review. The next stage would be for Staff to circulate the subject Agreement to the Developer for their review and approval. Once the Agreement is finalized and signed by both parties, Staff will bring the final Agreement and a By-law to Council for their endorsement.

FINANCIAL IMPACT

None. All costs associated with any development approvals shall be borne by the Developer.

SUMMARY/OPTIONS

Council may:

1. Take no further action, delaying the subdivision development.
2. Authorize Staff to enter into the subject Earthworks Agreement with Brookfield Residential which will encompass both Phase 1 and 2 of the development located at 103 Denny Drive, Baxter
3. Direct staff in another manner.

CONCLUSION

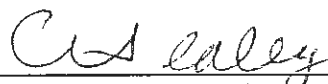
Options #2 is recommended.

Respectfully submitted:

Reviewed by:



 Aimee Powell BURPL, MPA, MCIP, RPP
 Manager of Planning & Development



 Colleen Healey-Dowdall
 CAO

Attachments:

- Plans of Subdivision of Part of Lot 16 Concession 4, Phase 1 and 2
- Plan of Survey of Part of Lot 16 Concession 5, 51R-41354



I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT		PLAN SIR-41304	
DATE <u>Jan 5, 2018</u>		DATE <u>January 5, 2018</u>	
 P. DE ROSA ONTARIO LAND SURVEYOR		 D. P. B. BISSETT REPRESENTATIVE FOR THE LAND REGISTRAR FOR THE LAND DIVISION OF SIMCOE (No 51)	
SCHEDULE			
PARTS	PART OF LOT	CONCESSION	PART OF PIN
1, 2 AND 3	16	5	5811-0211

**PLAN OF SURVEY OF
PART OF LOT 16
CONCESSION 5
TOWNSHIP OF ESSA
COUNTY OF SIMCOE**



J.D. BARNES LIMITED
METRIC DISTANCES AND/OR COORDINATES SHOWN ON THIS PLAN ARE IN METERS AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

NOTES
BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY MEANS OF THE NETWORK (RPN) OBSERVATIONS, UTM ZONE 17, MAGDA (CSRS) (10102).
DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999978.
ALL SET 5SB AND PB MONUMENTS WERE USED DUE TO LACK OF OVERSOUND AND/OR PROBABILITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11 (4) OF O REG. 216/10.
FOR BEARING COMPARISONS, A ROTATION OF 0°05'30" COUNTER-CLOCKWISE WAS APPLIED TO BEARINGS ON PLAN P3. A ROTATION OF 0°03'00" COUNTER-CLOCKWISE WAS APPLIED TO BEARINGS ON PLAN P1.

INTEGRATION DATA			
OBSERVED REFERENCE POINTS (ORP) UTM ZONE 17, MAGDA (CSRS) (2010).			
COORDINATES TO UTM ACCURACY PER SECTION 14 (2) OF O REG. 216/10.			
POINT ID	EASTING	NORTHING	
ORP (A)	582 088.90	4 506 164.40	
ORP (B)	582 884.80	4 506 527.08	

LEGEND

- DENOTES SURVEY MONUMENT FOUND
- DENOTES SURVEY MONUMENT SET
- SB DENOTES STANDARD IRON BAR
- SIB DENOTES SHORT STANDARD IRON BAR
- IB DENOTES IRON BAR
- PB DENOTES PLASTIC BAR
- WB DENOTES WOOD
- M45 DENOTES MEASURED
- MB DENOTES METAL BOUNDS LIMITED
- OM DENOTES ONTARIO METRIC
- JIB DENOTES J.D. BARNES LIMITED
- 100 DENOTES 100mm
- 433 DENOTES 433mm
- 1529 DENOTES 1529mm
- M11 DENOTES M.S. FURNACE, G.L.S.
- P1 DENOTES PLAN SIR-4047
- P2 DENOTES PLAN SIR-14044
- P3 DENOTES PLAN SIR-33603
- P4 DENOTES PLAN SIR-20112
- P5 DENOTES PLAN SIR-27856

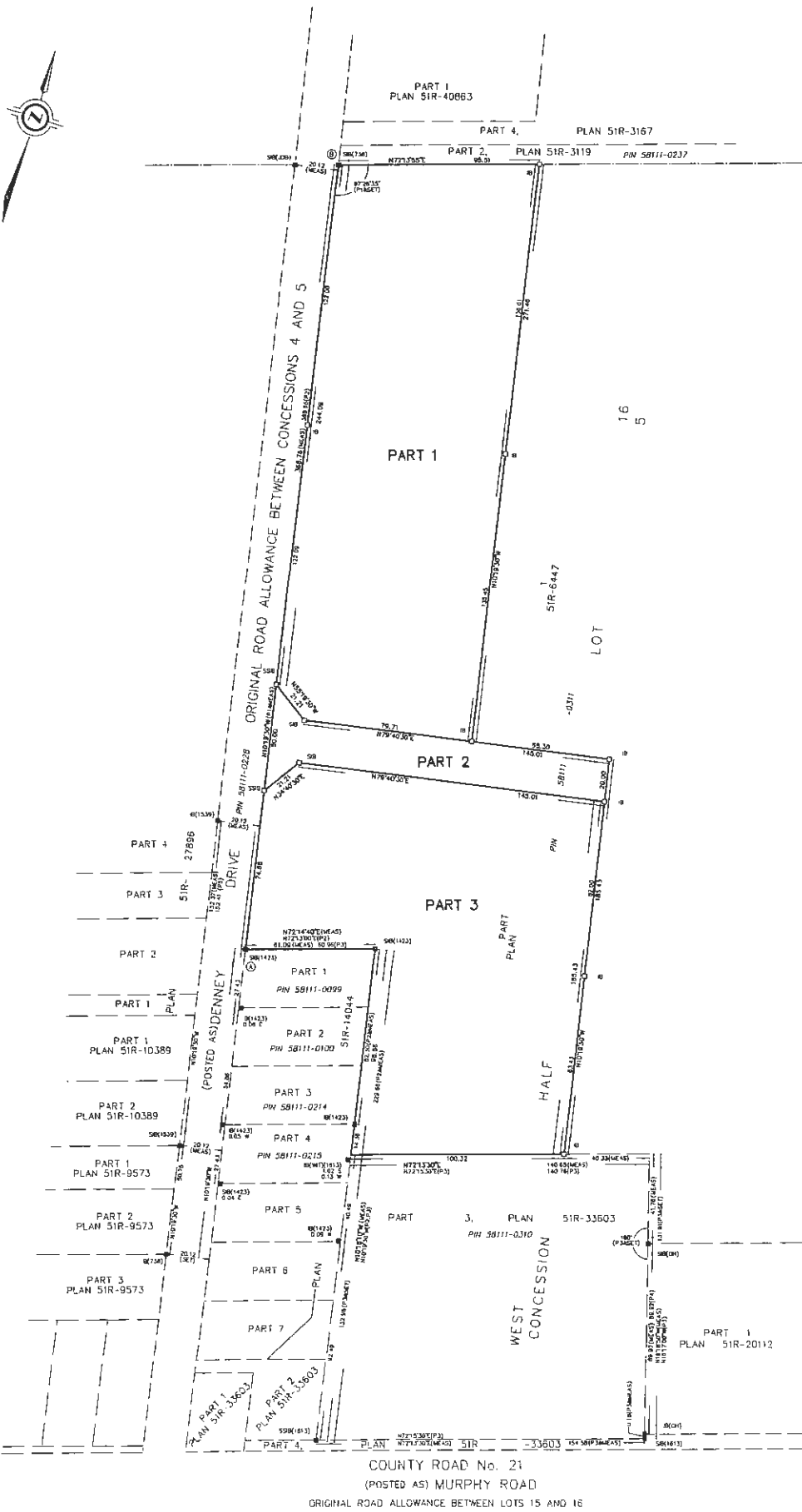
SURVEYOR'S CERTIFICATE
I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON NOVEMBER 23, 2017.

DATE Jan 5, 2018

 P. DE ROSA
 ONTARIO LAND SURVEYOR

J.D. BARNES SURVEYING
MAPPING
LAND INFORMATION SPECIALISTS
340 BAYVIEW AVENUE SUITE 205
SCARBOROUGH ONTARIO M1S 5C5
TEL: (416) 291-5553 FAX: (416) 291-5554
WWW.JDBARNES.COM

DRAWN BY	MAKEDOOD	CHECKED BY	PKR	REFERENCE NO	17-11-513-01-0
FILE	2 (17-11-513) 300440201 (SIR) 402517-10-513-01-0.dwg	DATE	01/05/2018	PLOTTED	1/1/2018



COUNTY ROAD No. 21
(POSTED AS) MURPHY ROAD
ORIGINAL ROAD ALLOWANCE BETWEEN LOTS 15 AND 16



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD035-19

DATE: June 5, 2019

TO: Committee of the Whole

FROM: Bev Mansbridge
Planning Technician

SUBJECT: Site Plan Application – 7511 9th Line

RECOMMENDATION

That Staff Report PD035-19 be received; and

That Council direct Planning and Development staff to continue to review and process the site plan application in due course.

BACKGROUND

A Site Plan Application has been received for the subject property based in support of active Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA) applications, to permit the operation of a wedding barn facility. As noted in a May 1st Planning Report, the Township of Essa (Township) had expected associated planning applications for the property. Thus, the requirement of an OPA, ZBA, and Site Plan submission was expected.

The subject lands are currently designated as “Rural” and “Agricultural” in the Township’s Official Plan. The site is currently zoned as “Rural (RL)” Zone and “Agricultural (A)” Zone, according to the Township’s Zoning By-law 2003-50. The property partially lies within the settlement of Ivy.

The Township has reviewed, processed and supports the subject OPA and recently issued a “Notice of Adoption” for its approval. The OPA is currently being processed by the County of Simcoe for their approval. Staff’s May 1st Planning Report recommended the following:

“It having been demonstrated that Provincial, County and Municipal planning policy does provide for the selective location of “on-farm diversified uses” in prime agricultural areas and that the proposed “event facility”, subject to appropriate mitigation, also is permitted by provincial, county and municipal policy, it, therefore, is within municipal council’s purview to add policies to the Township’s Official Plan

to provide for the establishment of such uses on farms within Essa, including the applicant's farm, conditional on compliance with the PPS, "Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas" and County Plan, as well as any and all special provisions that might be included in the Township's Official Plan."

BACKGROUND

Based on the "Notice of Adoption" for Official Plan Amendment #30, one of the conditions for approval outlined that the Site Plan Control and approval process would consider further details to the Site Plan and the proposed event facility.

Further, the applicant had submitted a variety of associated technical reports supporting the proposed use, which upon review appear to meet Provincial, County, and Local planning policy criteria. The Zoning By-law is still in draft form, however is expected to be presented and adopted by Council at a forthcoming Council meeting.

The site plan submission provides the following details:

- The location of the existing barn (303 m²)
- The location of the watercourse,
- Preliminary lighting details,
- The location and classification of parking spaces which includes 4 accessible spaces and 72 standard spaces (1944 m² in area),
- The existing driveway,
- The location of the existing well,
- The location of the septic bed (for both the barn and the house), and
- The location of the house that is currently under construction

It is noted that the height of the barn is reported to be 10.5 m. The total of the land holdings at the subject property is 57 ha (140.85 ac).

The Township circulates each site plan application (upon receipt) for review and comment, to applicable agencies and Departments. The applicant then makes updates to the plan in accordance with Staff/Agency comments, and once all updates have been made and comments are satisfied, a Site Plan Agreement will be entered into with the Township and the applicant.

COMMENTS AND CONSIDERATIONS

In considering this Site Plan, it is noted that the Township recently approved of an Official Plan Amendment (#30), which is currently being processed for approval by the County of Simcoe. As a condition of OPA approval, further planning applications were a requirement and thus, once County approval has been received for the OPA, it is deemed that the Township would be in a position to continue with the planning approvals through the standard circulation.

4d

FINANCIAL IMPACT

It is anticipated that the collection of Development Charges and applicable planning application fees would increase the Township's tax base.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Continue to review and process the site plan application in due course focusing on items associated with lighting and noise.
3. Direct staff in a manner Council may deem appropriate providing comment as Council may wish.

CONCLUSION

Option #2 is recommended.

Respectfully submitted by: Reviewed by:

B. Mansbridge

Bev Mansbridge
Planning Technician
& Development

Aimee Powell

Aimee Powell, BURPL, MPA, MCIP, RPP
Manager of Planning

C. Healey

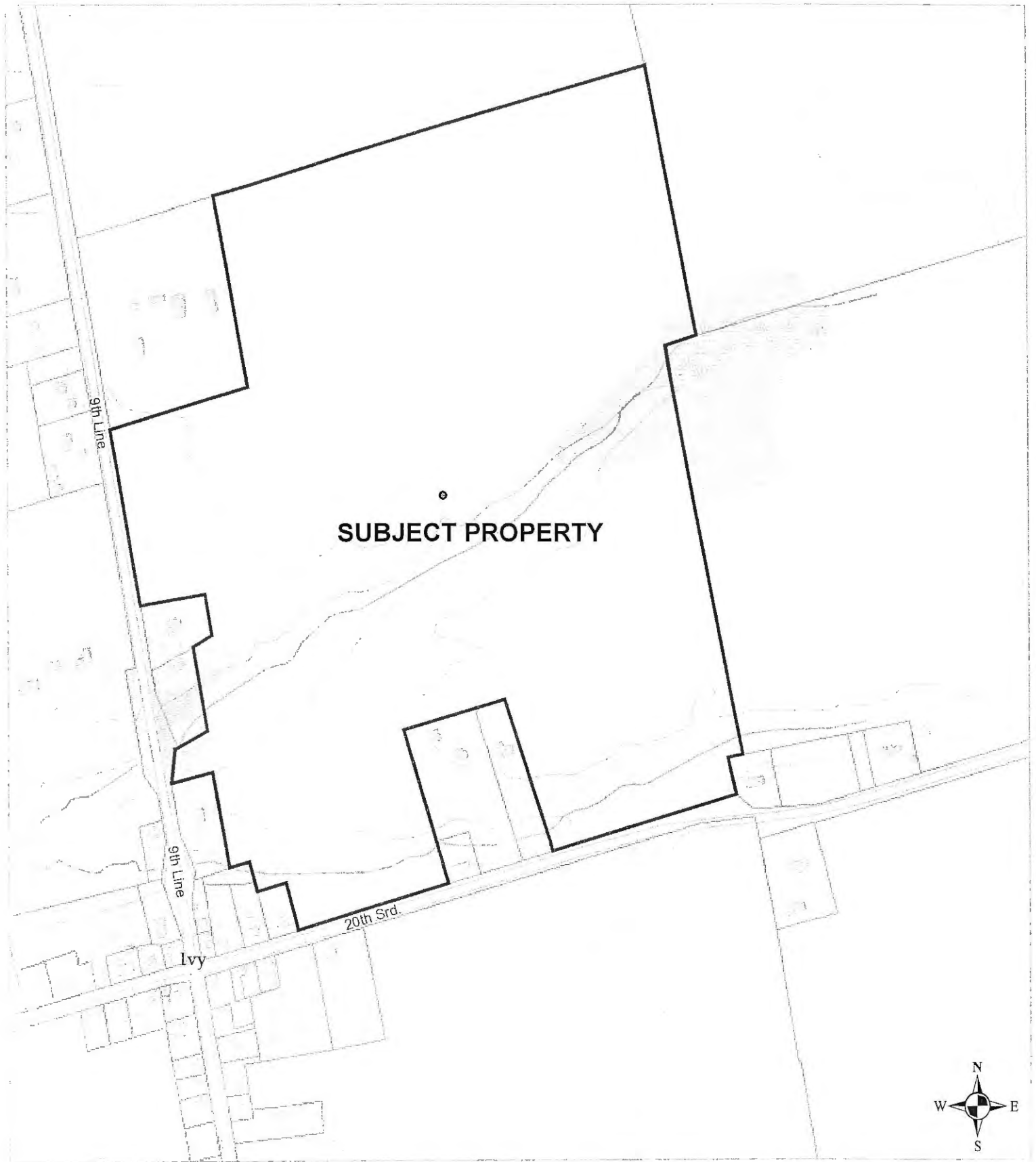
Colleen Healey-Dowdall
CAO

Attachments:

1. Map: Location of Site Plan
2. Site Plan

4d

Site Plan Application SP5/19 - 7511 9th Line



SUBJECT PROPERTY

9th Line

9th Line

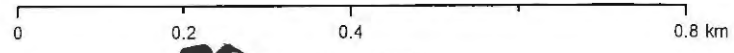
20th Srd.

Ivy



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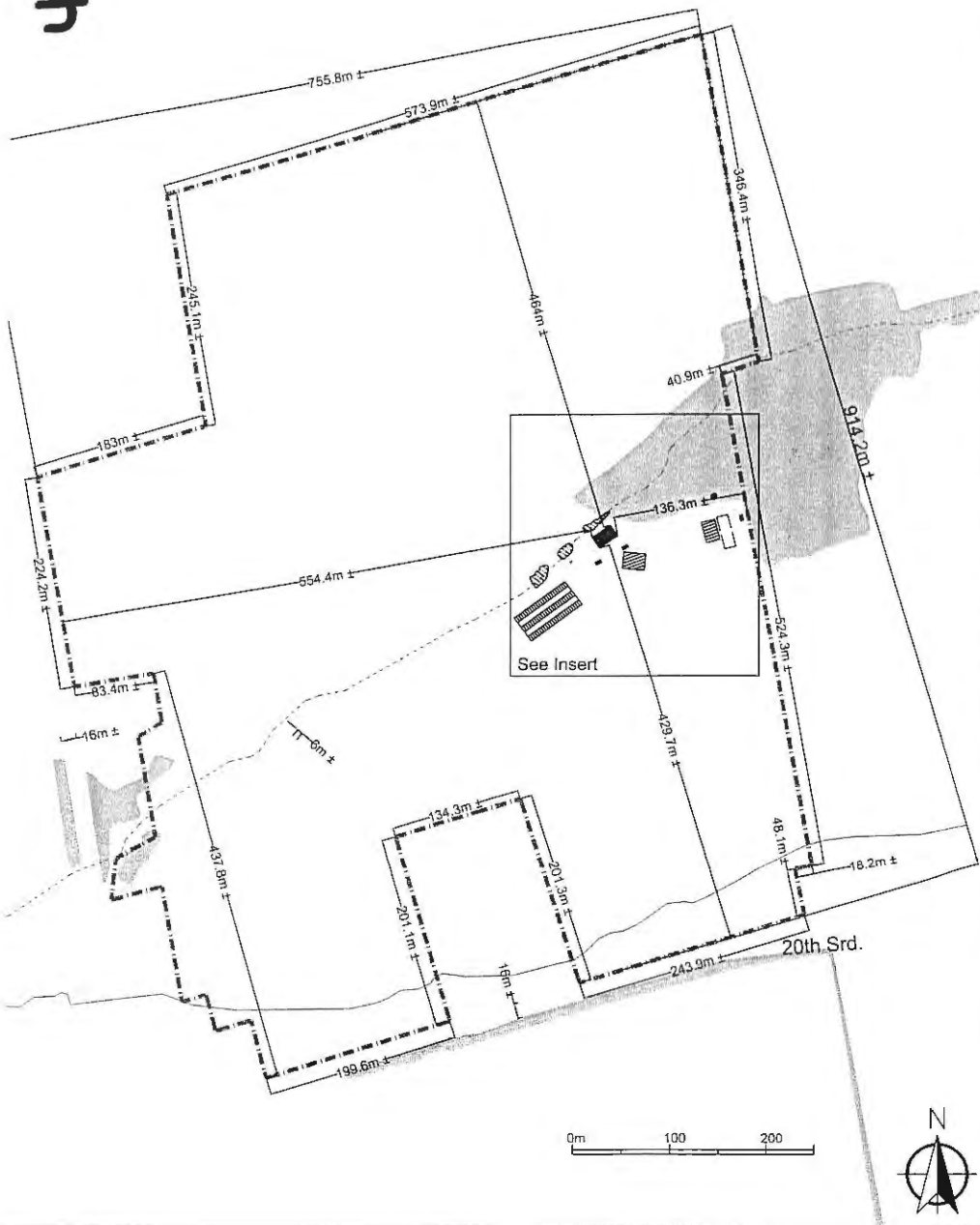
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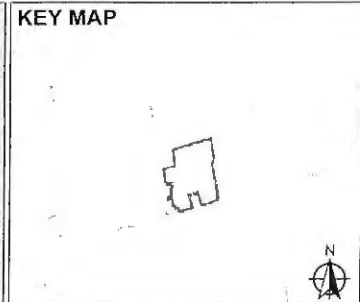
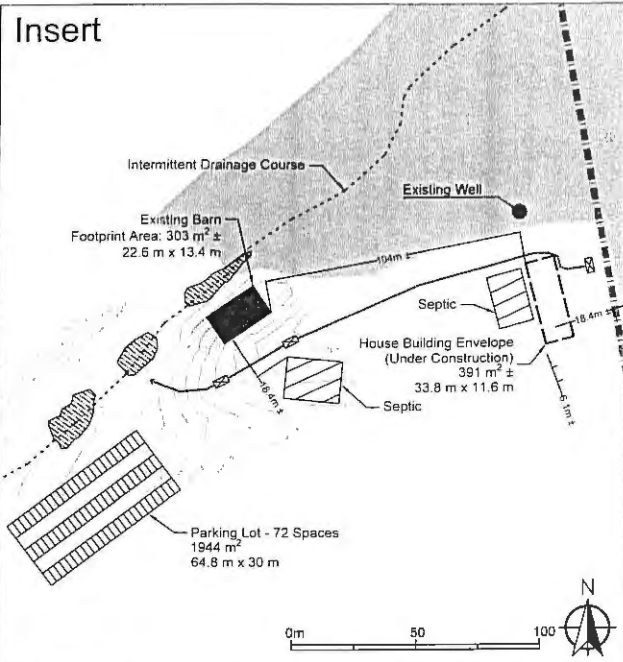
30 May 29, 2019



PH



Insert



SITE PLAN (Figure 1)

Barn Wedding Facility
 7511 9th Line
 Township of Essa
 County of Simcoe

Michelle and David Langford
 3137 County Road 88
 Bradford, ON L3Z 3K2

LEGEND

- SUBJECT LANDS (570,000 m² ±)
- - - WATER COURSE
- (WHITE) ELEVATIONS
- EXISTING BARN
- VEGETATION
- VENDOR LOADING AREA
- HOUSE UNDER CONSTRUCTION
- PROPOSED TILE BED
- EXISTING WELL
- PROPOSED PARKING
- (WHITE) ACCESSIBLE PARKING
- MITIGATION PLANTINGS ACROSS SWALE
- CATCH BASIN
- 8 INCH PERFORATED PIPING, WITH CLEAR GRAVEL

Site Statistics	
Lot Size	57 ha
Lot Frontage	224 m
Lot Depth	756 m
Lot Coverage (Barn and Parking Area)	0.50%
Parking Dimensions	2.7 x 6 m
Accessible Parking Dimensions	3.4 x 6 m
Proposed Parking	72, with 4 accessible space

(RL) Rural Zoning Requirements		
	Required	Barn
Min. Lot Area	36 ha	57 ha
Min. Lot Frontage	45 m	224 m
Min. Front Yard	30 m	551 m
Min. Interior Side Yard	7.5 m	458 m and 434 m
Min. Rear Yard	30 m	139 m
Max. Lot Coverage	10 %	0.1 %
Max. Ground Floor Area	5000 m²	303 m²
Max. Building Height	N/A	10.5 m
Min. Ground Floor Area	150 m²	303 m²

Cuesta PLANNING CONSULTANTS INC.
 Urban and Rural Planning and Resource Management

978 First Avenue West
 Owen Sound, Ontario
 M4K 4K5

(519) 372-9790
 Fax: (519) 372-9953
 1-800-653-7592

email: cuesing@cuestaconsultants.com

Drawn By M. Wei	Date Printed May 22, 2019
File 21805	Dwg No. 21805 Wedding Barn Use

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: FD004-19
DATE: June 5th, 2019
TO: Committee of the Whole
FROM: Fire Chief Cynthia Ross Tustin
SUBJECT: Capital Fleet Budget

RECOMMENDATION

That Staff Report FD004-19 be received; and

That Council consider approving the reapportioning of the Fire Department's Capital Fleet budget as outlined; and further,

That Council directs the Fire Chief to purchase the Tanker from Dependable Emergency Vehicles; and further,

That Council directs the Fire Chief to purchase the heavy duty pick-up truck from Hanna Ford; and further,

That Council directs the Fire Chief to purchase the rescue squad from Dependable Emergency Vehicles; and further,

That Council directs the Fire Chief to purchase the command vehicle from BKC in Barrie; and further,

That Council authorize the Fire Chief to utilize capital funds towards operational efficiencies for Rescue #2 to a maximum of \$20,000.00; and finally,

That Council place the remaining funds in reserve for the 2021 replacement of Pump #2.

BACKGROUND

At the budget meeting of Council on Wednesday, February 6th, 2019, Council approved a total of \$515,000 for the following capital fleet items:

Replace 1999 International Tanker #4 - \$400,000.00

Replacement of T4 (due for replacement in 2019). The current tanker was purchased used in 2006 for \$27,500. To date, we have spent \$50,599.93 on repair and maintenance. We are not recommending a custom cab and chassis. Use of a commercial cab and chassis is more cost effective, it provides additional capacity to

carry staff to emergency scenes, and allow us to maintain our Tanker Shuttle Accreditation.

Replace Utility #1 - \$85,000.00

Utility 1 was due for replacement in 2018. U1 is a lightweight 2004 GMC and purchased used in 2010 for \$18,775; the repair and maintenance cost to date are \$35,765.81. This vehicle is essential as it carries additional staff to emergency scenes and is used on an almost daily basis to move equipment between stations and to repairs without having to use large fire apparatus.

Refurbish Utility #2 - \$30,000.00

Utility 2 is due to be replaced in 2019. It is a heavy weight 2004 GMC, and was purchased used for \$33,703.02. To date we have spent \$18,297.18 on repair and maintenance. We recommend refurbishing and repurposing it to bush truck.

The Essa Fire Department has always looked to gently used or demonstrator vehicles as a more cost effective option than custom built. Tankers are generally easy to find; but quick to sell as they are the most common and general purpose of fire fleet vehicles.

COMMENTS AND CONSIDERATIONS

It is requested that the Fire Chief be allowed to treat the fleet budget as an entire funding number, and reapportion it in a different manner. Since the budget was originally approved, there have been several changes to either the fleet or to vehicle and/or refurbishment pricing. In some cases, based on better than expected prices at a recent show, two of the original estimates are lower.

Car 1 is suffering from substantial rust and corrosion issues, effecting both major body components and essential wiring. The repair bill is conservatively estimated between \$8,000 and \$14,000; the full extent of the corrosion is not known.

The refurbishment of Utility #2 was estimated at approximately \$30,000 in the fall of 2018 when the budget was being prepared. That cost has risen to approximately \$45,000.

Additional cabinetry components are required in the new Rescue #2 to make it more efficient. The quote from the manufacturer is \$20,000.

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Replacement of Tanker #4

Description and Overview	Dependable Emergency Vehicles- Brampton	Mid-West Minnesota, USA	BKC Barrie
Type of Apparatus	Demonstrator vehicle 2019	Demonstrator vehicle 2019	Used vehicle 2012
tanker	yes	Pumper-tanker	yes
2000 USWG poly- tank	yes	yes	1900
500GPM pump	yes	1000GPM	no
Engine	350HP	300HP	300HP
Cab Seating	2	2	2
Cab/chassis	new	new	used
Porta-tank	yes	yes	no
Additional Safety*	yes	no	yes
Immediately available	yes	no	yes
Vehicle Cost	\$355,500.00CDN	\$233,500.00USD \$314,000.00CDN	\$167,000.00CND
Equipment			
Porta-tank	0.00	0.00	3,000.00
NFPA lighting	included	included	3,500.00
NFPA striping	included	2,800.00	included
Hard suction hose	included	included	1,000.00
Estimated sale of T4	(\$10,000.00)	(\$10,000.00)	(\$10,000.00)
Cdn Brokerage Fee		\$16,701.90	
Total Cost – Apparatus and Equipment	<u>\$345,500.00</u>	\$323,501.90	\$164,500.00
	Plus applicable tax	Plus applicable tax, MTO fees	Plus applicable tax

RECOMMENDATION:

The used tanker from BKC does not fully meet the desired specifications and provides potential use for no more than 8 years. The Mid-West tanker appears to exceed the specification at a lower price. However, the estimated brokerage fees of \$16,701.90 and the additional Ontario MTO requirements make the price difference negligible. The Mid West pumper/tanker will require annual pump certification (\$500/yr) because it's output rating exceeds 3000l/min, making it costlier to maintain than the vehicle it would be replacing. Further the price does not include fire hose that would need to be added.

The Dependable tanker is being recommended as it fully meets the requirements; and comes in under the approved budget by \$54,500.

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Replacement of Utility #1

Description and Overview	Hanna Ford	Paramount Truck Sales	Barrie Ford
Type of Apparatus	2019 Ford F350XLT	2017 Ford F350XLT	2019 Ford F350 XLT
Heavy Duty Pick-up	1 tonne	1 tonne	1 tonne
Cab Seating	5	5	5
Immediately available	yes	no	yes
Vehicle Cost	\$49,574.00	\$49,800.00	\$69,649.00CND
Equipment			
Colour	red	white	black
NFPA lighting	\$9,000.00	\$9,000.00	\$9,000.00
NFPA striping	\$4,000.00	\$4,000.00	\$4,000.00
Total Cost – Apparatus and Equipment	<u>\$62,574.00</u> Plus applicable tax	\$62,800.00 Plus applicable tax,	\$82,949.00 Plus applicable tax

It is recommended that the existing utility #1 be replaced with the vehicle from Hanna Ford. It is the lowest quote, and meets all the requirements. It comes in \$22,426 under budget.

Replacement of Utility #2

Description and Overview	Dependable Emergency Vehicles- Brampton		Refurbish Existing
Type of Apparatus	2019 Demonstrator Dodge 1500 4x4		2004 GMC
Rescue Squad	yes		used
Cab Seating	5		5
Cab/chassis	new		15yrs old
Immediately available	yes		yes
U2 trade in value	\$7,500.00		\$0
Vehicle Cost	\$39,500.00		\$48,000.00
Equipment			
Rescue Module	\$12,000.00		
NFPA lighting	included		included
NFPA striping	included		included
Total Cost – Apparatus and Equipment	Plus applicable tax <u>\$51,500.00</u>		Plus applicable tax \$48,000.00

It is recommended, the purchase of the demonstrator rescue squad from Dependable Emergency Vehicles. It exceeds the cost of refurbishment by \$3,500; however, the warranty, the reduced maintenance costs make this vehicle a better value. Further, even with refurbishment, the current utility #2 would only last an additional 5-7 years.

6a

Replacement of Car #1

Description and Overview	BKC Barrie		Repair Existing C1
Type of Apparatus	2016		2010
Command Vehicle	Ford Explorer AWD		Ford F150 4x4
Cab Seating	5		5
Cab/chassis	used		used
Immediately available	yes		yes
Vehicle Cost	\$15,000.00		\$14,000.00
Equipment			
NFPA lighting	included		
NFPA Striping	included		
Cabinetry	included		
Total Cost – Apparatus and Equipment	Plus applicable tax <u>\$15,000.00</u>		Plus applicable tax \$14,000.00

It is recommended, the purchase of the used 2016. It exceeds the cost of refurbishment by \$1,000; however, the cost avoidance of repair; coupled with the lower maintenance costs associated with a newer vehicle and longer replacement time make purchasing this vehicle a better option than repairing the existing Car #1.

Rescue #2 Cabinetry

It is recommended that additional drawers and shelving be purchased for rescue #2. This will provide for additional capacity for SCBA cylinders, increase the functionality of the new vehicle, and improve the safe handling of equipment. Total cost \$20,000

Pump #2 Reserve Fund

It is recommended that the remaining funds be reallocated to a reserve fund for the replacement of Pump #2, which is due in 2021. There is an estimated reserve amount of \$20,426 +/- applicable taxes.

FINANCIAL IMPACT

Recommended purchases:

Vehicle	Manufacturer	Cost
Tanker #4	Dependable Emergency Vehicles	\$345,500.00
Utility #1	Hanna Ford	\$62,574.00
Utility #2	Dependable Emergency Vehicles	\$51,500.00
Car #1	BKC, Barrie	\$15,000.00
Rescue #2	Dependable Emergency Vehicles	\$20,000.00
Pump #2 Reserve		\$20,426.00
Total cost		\$515,000.00

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There is no impact to the 2019 Capital Budget; reappropriation of funds will allow Essa Fire to increase the value of the Fleet, reduce overall maintenance costs, and allow for funds to be set aside for a future vehicle replacement at no added cost.

SUMMARY/OPTIONS

Receive staff report FD001-19; be received; and that Council consider approving the reappropriation of the Fire Department's Capital Fleet budget as outlined; and further, directs the Fire Chief to purchase the Tanker from Dependable Emergency Vehicles; and further, directs the Fire Chief to purchase the heavy duty pick-up truck from Hanna Ford; and further, directs the Fire Chief to purchase the rescue squad from Dependable Emergency Vehicles; and further, directs the Fire Chief to purchase the command vehicle from BKC in Barrie; and further, authorize the Fire Chief to utilize capital funds towards operational efficiencies for Rescue #2 to a maximum of \$20,000; and finally, place the remaining funds in reserve for the 2021 replacement of Pump #2.

Council may:

1. Take no further action.
2. Approve the reappropriation of the Fire Department's Capital Fleet budget as outlined; and further, directs the Fire Chief to purchase the Tanker from Dependable Emergency Vehicles; and further, directs the Fire Chief to purchase the heavy duty pick-up truck from Hanna Ford; and further, directs the Fire Chief to purchase the rescue squad from Dependable Emergency Vehicles; and further, directs the Fire Chief to purchase the command vehicle from BKC in Barrie; and further, authorize the Fire Chief to utilize capital funds towards operational efficiencies for Rescue #2 to a maximum of \$20,000; and finally, place the remaining funds in reserve for the 2021 replacement of Pump #2.
3. Consider approving a different apportionment.

CONCLUSION

Staff recommends Option 2 be approved.

Respectfully submitted:

Cynthia Ross Tustin

Cynthia Ross Tustin
Fire Chief/CEMC

Reviewed by:

Colleen Healey Dowdall

Colleen Healey Dowdall
Chief Administrative Officer



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW022-19

DATE: June 5, 2019

TO: Committee of the Whole

FROM: Bob Morrison, Manager of Public Works

SUBJECT: Award of Quotation RFQ# Q-19-05 – Sidewalk/Curb Replacement Tender 2019 (Various Locations)

RECOMMENDATION

That Staff Report PW022-19 be received; and

That the quotation as received from ALOIA Brothers Concrete Construction for the 2019 Sidewalk Curb Replacement Tender for various locations in the Municipality be accepted in the amount of \$64,869. (excluding HST) as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provide to the Municipality; and

That the Manager of Public Works be authorized to arrange for the necessary works to be completed.

BACKGROUND

The RFQ for the Sidewalk/Curb Replacement Tender 2019 was posted on the Township's website and circulated in accordance with Essa's procurement policy A05-01. The closing date for RFQ - Q19-05 was May 14, 2019 at 2:00 p.m. local time.

Included in the 2019 budget deliberations, Council approved \$30,000. for this project to be completed.

COMMENTS AND CONSIDERATIONS

The following is a summary of results for Quotation Q-19-05:

BIDDER	ITEM 1 – RE & RE Sidewalk (excl. HST)	ITEM 2 – RE & RE Curb (excl. HST)	ITEM 3 – NEW SIDEWALK on McCarthy Cres. (excl. HST)	ITEM 4 – CURB CUT and ramp with (excl. HST)	TOTAL Sidewalks, Curb, Ramp (excl. HST)
Alois Brothers Concrete Construction	\$7,590.	\$13,279.	\$36,500.	\$7,500.	\$64,869.
PENCON Construction	\$8,662.	\$17,615.	\$70,000.	\$9,000.	\$105,277.

7a

The Municipality is not aware of any problems associated with Alois Brothers. In accordance with the Procurement Policy “the lowest or any bid not necessarily accepted”.

FINANCIAL IMPACT

2019 Budget approved - \$30,000.00. The lowest bid submitted was \$64,869.00. The difference of \$34,869.00 is expected to be made up through savings in other Public Works Tenders.

SUMMARY/OPTIONS

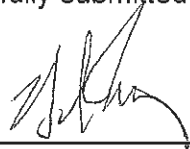
Council may:

1. Take no action.
2. Award the Quotation to the lowest bidder ALOIA Brothers Concrete Construction.
3. Award the Quotation to another bidder, as deemed appropriate by Council.
4. Do not award the Quotation at this time, but include in 2020 Budget Deliberations for Councils consideration.

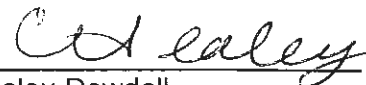
CONCLUSION

Staff recommends that Option 2 be approved.

Respectfully submitted,



Bob Morrison,
Manager of Public Works



Colleen Healey-Dowdall
Chief Administrative Officer



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW023-19

DATE: June 5, 2019

TO: Committee of the Whole

FROM: Bob Morrison, Manager of Public Works

SUBJECT: Award of Quotation RFQ# 19-04 – 2019 Slurry Seal

RECOMMENDATION

That Staff Report PW023-19 be received; and

That the quotation as received from Duncor Enterprises Inc. for the 2019 “Slurry Seal” RFQ# 19-04 be accepted in the amount of \$256,900. (excluding HST) as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provide to the Municipality; and

That the Manager of Public Works be authorized to arrange for the necessary works to be completed.

BACKGROUND

The RFQ 19-04 for the 2019 “Slurry Seal” was posted on the Township's website and circulated in accordance with Essa's procurement policy A05-01. The closing date for RFQ# 19-04 was May 14, 2019 at 2:00 p.m. local time.

Included in the 2019 budget deliberations, Council approved \$288,000. for this project to be completed.

COMMENTS AND CONSIDERATIONS

The following is a summary of results for Quotation Q-19-04:

BIDDERS	ITEM 1 – MICRO SEAL	ITEM 2 – SLURRY SEAL	QUOTATION AMOUNT (excl. HST)
Duncor Enterprises	\$137,690.	\$119,210.	\$256,900.
Miller Paving	\$199,430.	\$147,150.	\$346,580.

In accordance with the Procurement Policy “the lowest or any bid not necessarily accepted”. The Municipality has not experienced any performance problems with the lower bidder in the past.

7b

FINANCIAL IMPACT

2019 Budget approved - \$288,000.00. The lowest bid submitted was \$256,900.00. The lowest bid submitted was \$12,000.00 under the approved budget amount.

SUMMARY/OPTIONS

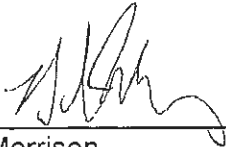
Council may:

1. Take no action.
2. Award the Quotation to the lowest bidder Duncor Enterprises Inc.
3. Award the Quotation to another bidder, as deemed appropriate by Council, if a performance problem was experienced with the lowest bidder in the past.

CONCLUSION

Staff recommends that Option 2 be approved.

Respectfully submitted,



Bob Morrison,
Manager of Public Works



Colleen Healey-Dowdall
Chief Administrative Officer



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW024-19
DATE: June 5, 2019
TO: Committee of the Whole
FROM: Bob Morrison, Manager of Public Works
SUBJECT: Award of Quotation RFQ# 19-06 – 2019 Stop Block and Line Painting

RECOMMENDATION

That Staff Report PW023-19 be received; and

That the quotation as received from Precision Markings Inc. for the 2019 Line Painting RFQ# 19-06 be rejected in the amount of \$12,660.00 (excluding HST) and that staff be directed to change the completion date specified in the RFQ and retender the document.

BACKGROUND

The RFQ 19-06 for the 2019 Pavement Line Painting was posted on the Township’s website and Biddingo, and was sent to contractors that have submitted bids for the Stop Block and Line Painting Quotation in the past, in accordance with Essa’s procurement policy A05-01. The closing date for RFQ# 19-04 was May 22, 2019 at 2:00 p.m. local time.

The start date and date of substantial completion specified in the RFQ were July 1, 2019 and July 31, 2019, respectively.

Included in the 2019 budget deliberations Council approved \$4,000.00 for this work to be completed.

COMMENTS AND CONSIDERATIONS

The following is a summary of results for Quotation Q-19-06:

BIDDER	TOTAL (excluding HST)
Precision Markings Inc.	\$12,660.00

Precision Markings Inc. submitted the only bid.

Precision Markings Inc. also submitted the only bid in 2018. Their 2019 bid is \$4,900.00 more than their 2018 submission.

Last year they did not begin work by the specified date and were unable to complete the work due to the onset of winter.

For perspective, from 2014 to 2017, Apex Pavement Markings submitted bids for less than \$4,000.00 and completed all the line painting in one day. They are now too busy to work in this area.

The scope of work includes the repainting of 110 white Stop Blocks with 10m yellow centerlines with glass beads, 2 school crossings in Baxter, and 180m white edge line on Roth St.

In an effort to provide options for Council's decision, requests for machine rental and estimated material costs were made.

Cost for paint and glass beads is \$833.00, plus, one week machine rental \$699.00, for a total of \$1532.15 plus tax.

However, there are no staff available to complete the line painting.

The stop blocks with center lines must be painted for public safety and to protect the Township from liability.

FINANCIAL IMPACT

2019 Budget approved - \$4,000. The only bid of \$12,660.00 is \$8,600.00 over the budgeted amount.

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. Accept the Quotation from Precision Markings Inc.
3. Direct staff to purchase the paint and glass beads, rent the line painting machine, and divert four Roads staff from existing duties for 5 days to paint the lines (not recommended).
4. Direct staff to change the 'date of substantial completion' to October 30, 2019 and retender the RFQ.

CONCLUSION

Staff recommends that Option 4 be approved.

Respectfully submitted,

Bob Morrison,
 Manager of Public Works

Colleen Healey-Dowdall
 Chief Administrative Officer



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW025-19

DATE: June 5, 2019

TO: Committee of the Whole

FROM: Bob Morrison, Manager of Public Works

SUBJECT: **Repair of the Reynolds Floodable Crossing
Innisfil Creek and Nottawasaga River Drainage Works**

RECOMMENDATION

That Staff Report PW025-19 be received for information.

BACKGROUND

The Drainage Act of Ontario requires municipalities to identify, maintain and improve specific drainage works under municipal jurisdiction. Each Municipality is required to appoint a Drainage Superintendent to be responsible to monitor and report on the repair and improvement of drainage works, all of which are to be identified by By-law. Essa has several drainage areas identified under the Drainage Act.

The Innisfil Creek and Nottawasaga River drainage works, as identified in correspondence received from RJ Burnside & Associates Limited on behalf of the Town of New Tecumseth, explains that the Reynolds Floodable Crossing near to Beeton is in need of repair. Again, the correspondence dated May 22nd explains the repair required.

COMMENTS AND CONSIDERATIONS

Repairs are needed and as per the Drainage Act, all upstream landowners must contribute to the cost of the repairs based on a proportionate assessment (based on land area within a drainage area). Since the works are taking place in another municipality and are being undertaken by that other municipality, then that municipality will apply the cost to us and Essa must in turn collect from its landowners by way of collection or by applying the appropriate cost to taxes.

It is proposed that the required repairs be undertaken this summer and Essa will be notified of actual costs in the fall. At that time, Essa should pass a by-law assigning distribution of its cost to its landowners. Essa will be responsible for 2.4% of the entire upstream assessment costs which is estimated to be approximately \$4,846.11 to Essa (\$4,846.11 is Essa's 2.4% share).

7d

FINANCIAL IMPACT

Essa will be receiving an invoice from the Town of New Tecumseth for its share of the repair of the Reynolds Floodable Crossing near Beeton, a part of the Innisfil Creek and Nottawasaga River Drainage Works in the estimated amount of \$4,846.11, and Essa in turn should, under the Drainage Act, direct it's applicable landowners to pay their share of this cost. Essa can collect non-payment by applying the appropriate amount to landowner's tax bills.

SUMMARY/OPTIONS

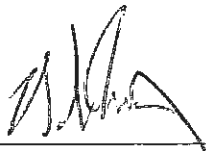
Council may:

1. Receive this information.
2. Object and appeal the Notice provided by the Town of New Tecumseth, however, note that appeals in the past are typically not successful when works are deemed necessary.
3. Council may direct staff in another manner as they deem appropriate.

CONCLUSION

Staff recommends Option #1 be approved.

Respectfully submitted,



Bob Morrison
Manager of Public Works



Colleen Healey-Dowdall
Chief Administrative Officer

Attachments:
RJ Burnside letter dated May 22, 2019

45



May 22, 2019

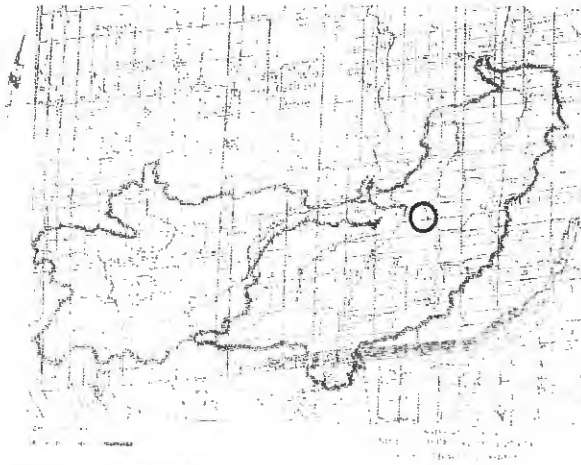
Via: Email

Ms. Lisa Lehr
Clerk
Township of Essa Administration Centre
5786 County Road 21
Utopia ON L0M 1T0

Dear Ms. Lehr:

**Re: Innisfil Creek and Nottawasaga River Drainage Works
Repair of the Reynolds Floodable Crossing
File No.: D-TE-SUP
Project No.: MSO019744.2019**

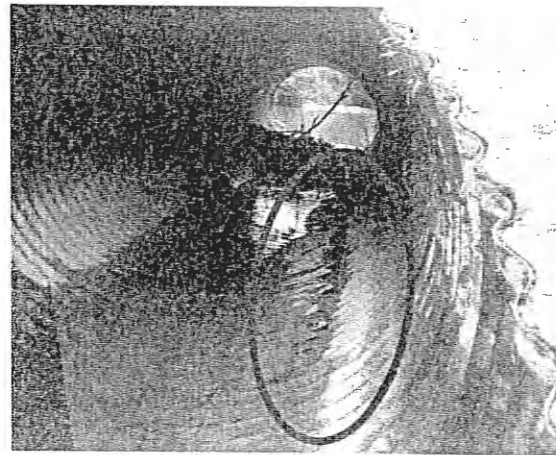
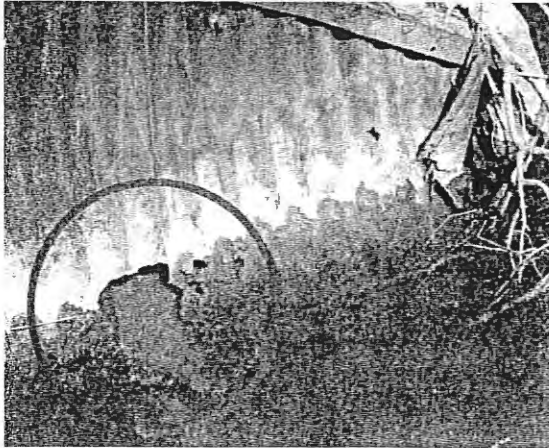
The Innisfil Creek and Nottawasaga River Drainage Works was constructed in 1988 through a By-law No. 87-22 passed by the Township of Tecumseth under the authority of the Drainage Act. As part of this project, a floodable crossing was installed on the property of Ross and Linda Reynolds, located at 5862 12th Line, Beeton, Ontario. A map showing the location of the crossing along with a photo showing the 4 – 2200 mm (8 ft) diameter corrugated steel pipes (CSP) are shown below.



The upstream watershed area is more than 47,000 hectares (116,000 acres) and involves lands in the Townships of Adjala-Tosorontio, Essa and King and the Towns of Innisfil, Bradford West Gwillimbury, Caledon and Mono.

7d

These CSP's are corroding and have deteriorated considerably (see photos below) which is threatening the structural integrity of the crossing.



Under the authority of Section 74 of the Drainage Act, the Town of New Tecumseth is proposing to install a high density polyethylene (HDPE) liner in each of the four culverts. The space between the original culvert and the liner would be filled with grout. The estimated cost of this remedial action is \$200,000 and will improve the flow capacity and significantly extend the life of the crossing. The goal is to have this work completed this summer during low flows.

The following table shows the approximate distribution of costs among the upstream municipalities and was derived from the 1987 report for this project. At this time, this distribution of assessments has not been amended to reflect municipal amalgamations, annexations and severances, so the table should be used only as an indicator of cost sharing. Please note that the total municipal share of the cost will also be reduced by the amount of grant that may be available through the Ministry of Agriculture, Food and Rural Affairs. The Town of New Tecumseth applies for grant on behalf of all affected municipalities.

Municipality	Upstream Assessment (%)	Municipal Cost Share in the 1987 Report (\$)	Estimated Municipal Cost Share for 2019 Crossing Repair (\$)
Township of Tecumseth	64.7	364,805.54	129,352.17
Township of Adjala	10.5	59,157.49	20,975.96
Township of Mono	0.33	1,837.95	651.70
Town of Caledon	1.33	7,562.08	2,681.35
Township of King	0.04	200.19	70.98
Township of Essa	2.4	13,667.25	4,846.11
Township of Innisfil	8.7	49,181.24	17,438.60
Township of West Gwillimbury	9.0	50,786.81	18,007.90
Village of Cookstown	0.6	3,381.81	1,199.12
Village of Beeton	1.1	6,076.18	2,154.48
Village of Tottenham	1.3	7,393.66	2,621.63
TOTALS		564,050.20	200,000.00

When a drain repair project will require financial contributions from upstream municipalities, Section 75 of the Drainage Act directs the municipality undertaking the work to provisionally pass a by-law and serve it upon the upstream contributing municipalities. The contributing municipalities have 40 days to appeal to the Agriculture, Food and Rural Affairs Appeal Tribunal on the grounds that the works are unnecessary or that the drainage works has never been completed. After the time for appealing has expired, the contributing municipalities must then pass a by-law to raise their share of the costs prior to the work being done.

This process is not commonly used for two reasons:

- The crossing is in obvious need of repair and the drain was constructed in 1988. As such the likelihood of a successful appeal is remote.
- Secondly, it results in a duplication of effort to collect assessments.

If this process is followed, it is unlikely that the repair work can be performed during the summer low flows and the project will be delayed until next year. There is a possibility that the structure could be lost in its entirety during a major storm event if the repair work is delayed.

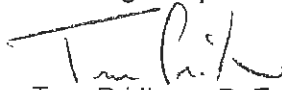
We are asking for your municipality's approval to accept this letter as notification for this project without following the formal notification procedures in Section 75. If approval is received, our approach would be as follows:

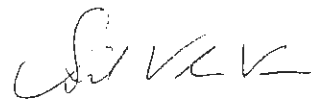
ACTION	TIMELINE
Obtain necessary permits and approvals	In Progress
Retain a Contractor	Within a month
Perform the crossing repair	Summer (low flow)
Update the assessment schedule	Winter 2019-20
Bill other municipalities their <u>net</u> share	Winter 2019-20
Apply for grant	Spring 2020

If your municipality agrees with this approach, please signify your agreement with an email to Tom Pridham at tom.pridham@rjburnside.com at your earliest convenience.

Yours truly,

R.J. Burnside & Associates Limited
Drainage Superintendent


Tom Pridham, P. Eng.
Drainage Engineer
TMP/SVV:sp


Sid Vander Veen, P. Eng.
Drainage Specialist

cc: Colleen Healey-Dowdall, Chief Administrative Officer, Township of Essa (Via: Email)
Karl Walker, Engineering Technologist, Town of New Tecumseth (Via: Email)
Chris Trombino, Manager of Roads & Fleet, Town of New Tecumseth (Via: Email)

7d

THE CORPORATION OF THE TOWNSHIP OF TECUMSETH

BY-LAW NO. 87-22

"INNISFIL CREEK & NOTTAWASAGA RIVER DRAINAGE WORKS PROVISIONAL BY-LAW"

(A by-law to provide for the maintenance and improvement of a drainage works in the Township of Tecumseth, in the County of Simcoe to be known as the Innisfil Creek & Nottawasaga River Drainage Works, and for the temporary borrowing on the credit of the municipality the estimated sum of \$415,000)

WHEREAS, in accordance with the provisions of the Drainage Act, R.S.O. 1980, c. 126, the Council of the Corporation of the Township of Tecumseth did act on a request from owners affected by the condition of the Nottawasaga Main Drain by appointing an engineer to prepare a report for the repair or improvement of the drainage works which was originally constructed under By-Law No. 353 in 1899;

AND WHEREAS the Council of the Corporation of the Township of Tecumseth has procured a report made by Uderstadt Burnside Limited and the report is attached hereto and forms part of this by-law;

AND WHEREAS the estimated total cost of constructing the drainage works is \$600,000;

AND WHEREAS the amounts to be contributed by the affected municipalities for the construction of the drainage works are as follows:

Township of Tecumseth	\$371,737.87
Township of Adjala	\$ 65,449.71
Township of Mono	\$ 21,154.34
Township of Amaranth	\$ 2,789.40
Town of Caledon	\$ 7,562.08
Township of King	\$ 200.19
Township of Mulmur	\$ 688.08
Township of Essa	\$ 13,667.25
Township of Innisfil	\$ 49,181.24
Township of West Gwillimbury	\$ 50,786.81
Village of Cookstown	\$ 3,313.19
Village of Beeton	\$ 6,076.18
Village of Tottenham	\$ 7,393.66

AND WHEREAS the Council is of the opinion that the drainage of the area is desirable;

NOW THEREFORE the Council of the Corporation of the Township of Tecumseth does hereby enact as follows:

1. THAT the engineer's report, on the Innisfil Creek and Nottawasaga River Drainage Works, as attached hereto and forming part of this by-law as Schedule "A", is hereby adopted; and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. THAT the Corporation of the Township of Tecumseth shall acquire from the Royal Bank of Canada (Beeton Branch) on the credit of the municipality, a temporary loan in an amount not to exceed \$415,00.00 being the estimated funds required for the construction and engineering for the repair and improvements to the said drainage works.

...../2

7d

INNISFIL CREEK & NOTTAWASAGA RIVER
DRAINAGE WORKS PROVISIONAL BY-LAW
NO. 87-22...../2

DUPLICATE ORIGINAL

3. THAT upon receipt of the engineer's Completion Certificate, the Corporation of the Township of Tecumseth shall levy the actual amount due from each of the other local municipalities affected by the drainage works and every such municipality shall pass a by-law to raise the amount assessed against lands and roads in the municipality and they shall pay such amount over to the Treasurer of the Corporation of the Township of Tecumseth within a reasonable time.
4. THAT each municipality shall be responsible for determining the manner in which assessments will be levied and collected, in their own municipality, and for the borrowing on the credit of the municipality any funds necessary to meet the cost of the completed drainage works.
5. THAT all assessments in the Township of Tecumseth shall be collected upon completion of the drainage works, in the following manner:
 - a) Assessments of an amount of \$10.00 or less shall be payable from the municipality's general fund.
 - b) Assessments of an amount under \$1,000.00 shall be payable within 90 days of the mailing dates on the Notice of Assessment.
 - c) Assessments of an amount more than \$1,000.00 and less than \$5,000.00 shall be amortized over a 3-year period if such assessments are not paid in full within 90 days of the mailing date of the Notice of Assessment.
 - d) Assessments of an amount more than \$5,000.00 shall be amortized over a 10-year period if such assessments are not paid in full within 90 days of the mailing date on the Notice of Assessment.
6. THAT the Treasurer of the Corporation of the Township of Tecumseth shall obtain a 3-year and/or a 10-year term loan, being the funds required to pay for the drainage works but assessed on an amortization basis.
7. THAT all assessments which remain outstanding after the due date for payment shall be collected in the same manner as taxes.
8. THAT this by-law shall be cited as the "Innisfil Creek & Nottawasaga River Drainage Works Provisional By-Law".
9. THAT this by-law shall come into force and take effect upon the passing thereof.

FIRST & SECOND READINGS May 6th, 1987

.....
REEVE: Allan Glassford

.....
CLERK-ADMINISTRATOR: Linda J. M. Duczak

THIRD & FINAL READING December 22nd, 1987

.....
DEPUTY-REEVE: James Heath

.....
CLERK-ADMINISTRATOR: Linda J. M. Duczak

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR011-2019

DATE: June 5th, 2019

TO: Committee of the Whole

FROM: Vera Vieira, Tax Collector

SUBJECT: Request to Write Off/Adjust 2016 & 2018 Taxes

RECOMMENDATION

That Staff Report TR011-2019 be received; and

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

BACKGROUND

Under Section 39.1 of the Assessment Act, the owner of a property or a person who has received, or would be entitled to receive a notice of assessment under the Act, may request the Assessment Corporation to reconsider any matter that could form the basis of an appeal; if it appears there are palpable errors on the assessment roll, or on any matter that could form the basis of an application to court for the determination of any matter relating to an assessment.

COMMENTS AND CONSIDERATIONS

The Requests for Reconsideration have been reviewed by the Municipal Property Assessment Corporation and Minutes of Settlement have been entered into, between the property owner/s and MPAC. The Municipality as a stakeholder may appeal the Minutes of Settlement to the Assessment Review Board, or allow for the reduction of taxes.

When Minutes of Settlement are received by the Municipality, they are reviewed by the Tax Collector and any changed assessments that do not appear equitable are discussed with the assessor who signed the Minutes of Settlement or the Support Account Coordinator, to ensure the decisions were made in a fair manner.

8a

FINANCIAL IMPACT

Property taxes to be adjusted equal:

Municipal Taxes	\$325.52
County Taxes	\$372.73
English Pub/Sep Education Taxes	\$228.81
TOTAL	<u>\$927.06</u>

SUMMARY/OPTIONS

Council may:


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

CONCLUSION

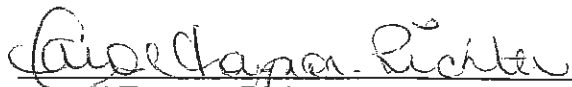
Option no 2 is recommended

Respectfully submitted:

Reviewed by:

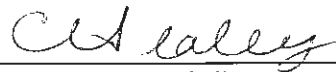


 Vera Vieira
 Tax Collector



 Carol Traynor-Richter
 Manager of Finance

Reviewed by:



 Colleen Healey-Dowdall
 CAO

Attachments:

- Schedule "A"**
- Schedule "B"**



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR012-2019
DATE: June 5th, 2019
TO: Committee of the Whole
FROM: Vera Vieira, Tax Collector
SUBJECT: Request to Write Off/Adjust 2018 and 2019 Taxes

RECOMMENDATION

That Staff Report TR012-2019 be received; and

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

BACKGROUND

On May 3, 2018, O. Reg. 282/98 under the Assessment Act was amended by O. Reg 361/18 to establish two new optional subclasses for small-scale on-farm businesses to promote and support local farms across Ontario. The commercial and industrial subclasses were created to provide a tax rate that is 75% lower than the commercial and industrial tax rates that would otherwise apply.

COMMENTS AND CONSIDERATIONS

In response, the Municipal Property Assessment Corp conducted a review of all farms to determine which properties are eligible for the small-scale on-farm business subclasses. One property in the Township of Essa, was found to be eligible for the optional commercial subclass for both the 2018 and 2019 taxation years; which has resulted in a review and changes to the assessment classes and values.

FINANCIAL IMPACT

<u>Property taxes to be adjusted equal:</u>	
Municipal Taxes	\$196.27
County Taxes	\$229.68
English Public Ed	\$69.66
Commercial No Support Taxes	\$1,127.84
TOTAL	<u>\$1,623.45</u>



SUMMARY/OPTIONS

Council may:

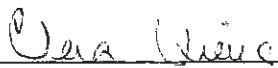
1. Take no action
2. Direct the Tax Collector to adjust the taxes as per Schedules "A" and "B" of this report

CONCLUSION

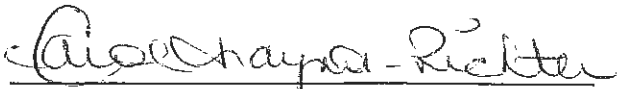
Option no 2 is recommended

Respectfully submitted:

Reviewed by:

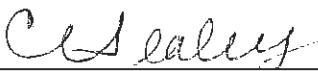


Vera Vieira
Tax Collector



Carol Traynor-Richter
Manager of Finance

Reviewed by:



Colleen Healey-Dowdall
CAO

Attachments:

Schedule "A"
Schedule "B"

8c



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR013-2019

DATE: June 5th, 2019

TO: Committee of the Whole

FROM: Vera Vieira, Tax Collector

SUBJECT: Request to Write Off/Adjust 2018 and 2019 Taxes

RECOMMENDATION

That Staff Report TR013-2019 be received; and

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

BACKGROUND

Despite the delivery of any Notice provided for under Section 32(1.1) of the Assessment Act, for 2009 and subsequent taxation years, the Assessment Corporation may, at anytime during the taxation year, correct any error in the assessment or classification of a property that has resulted from incorrect factual information about the property; and the Clerk of the Municipality shall alter the tax roll upon receiving notice of the correction, and the municipality shall, refund or credit the owner any overpayment of taxes and any interest paid by the owner on the amount of the overpayment, or levy and collect from the owner any additional taxes that have become payable as a result of the correction.

COMMENTS AND CONSIDERATIONS

The Amended Property Assessment Notices for the properties reported on Schedules "A" and "B" were received from the Municipal Property Assessment Corp for adjustment of taxes.

Despite the adjustments applicable to the tax accounts at this time; the property owner/s may further appeal to the Municipal Property Assessment Corp through a "Request for Reconsideration."

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FINANCIAL IMPACT

Property taxes to be adjusted equal:

Municipal Taxes	\$2,075.49
County Taxes	\$2,428.79
English Pub/Sep Education Taxes	(\$1,001.24)
Commercial No Support	\$12,410.30
TOTAL	<u>\$15,913.34</u>

SUMMARY/OPTIONS

Council may:


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

CONCLUSION

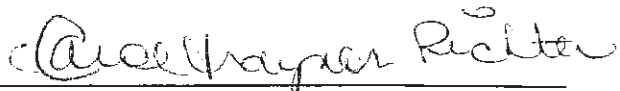
Option no 2 is recommended

Respectfully submitted:

Reviewed by:




 Vera Vieira
 Tax Collector



 Carol Traynor-Richter
 Manager of Finance

Reviewed by:



 Colleen Healey-Dowdall
 CAO

Attachment:

- Schedule "A"**
- Schedule "B"**

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Schedule "A"

Rebates/Additonal Taxes for Res/Farm/Comm Properties - Post Roll Amended Notices

TOWNSHIP OF ESSA 43-21 For 2018

PROPERTY	MUNICIPAL TAX RATES			SCHOOL TAX RATES									
	CLASS	MUNICIPAL	COUNTY	FRENCH SEP/PUB	ENGLISH SEP/PUB	NO SUPPORT							
RESIDENTIAL	0.242174%	0.285019%	0.170000%	0.170000%									
COMMERCIAL OCC	0.303227%	0.356872%				1.090000%							
COMMERCIAL VAC	0.212259%	0.249811%				0.763000%							
FARMLAND	0.060544%	0.071255%	0.042500%	0.042500%									
PIPELINE	0.314003%	0.369556%				1.301304%							
MANAG'D FOREST	0.060544%	0.071255%	0.042500%	0.042500%									
INDUSTRIAL OCC	0.349466%	0.411292%				1.340000%							
INDUSTRIAL VAC	0.244626%	0.287904%				0.938000%							
ROLL #	Muni Address/Desc	SCHOOL & CLASS	ORIGINAL ASSESS	REVISED ASSESS	ASSESS CHANGE	MUNICIPAL	COUNTY	ENGLISH SEP/PUB	FRENCH SEP/PUB	COMM/NO SUPPORT	INCREASE DECREASE	TOTAL REBATE	
010-003-00900-0000	7054 County Rd 56	RTEP	\$304,400	\$280,300	(\$24,100)	(\$58.36)	(\$68.69)	(\$40.97)			(\$168.02)		
		FTEP	\$271,450	\$232,194	(\$39,256)	(\$23.77)	(\$27.97)	(\$16.68)			(\$68.42)		
		CTN	\$0	\$107,952	\$107,952	\$327.34	\$385.25			\$1,176.68	\$1,889.27	\$1,652.82	
010-008-13000-0000	8849 County Rd 56	RTEP	\$172,000	\$0	(\$172,000)	(\$416.54)	(\$490.23)	(\$292.40)			(\$1,199.17)		
		CTN	\$0	\$99,846	\$99,846	\$302.76	\$356.32			\$1,088.32	\$1,747.40	\$548.23	
010-008-13500-0000	5571 County Rd 90	RTEP	\$256,436	\$153,571	(\$102,865)	(\$249.11)	(\$293.18)	(\$174.87)			(\$717.17)		
		CTN	\$0	\$375,954	\$375,954	\$1,139.99	\$1,341.67			\$4,097.90	\$6,579.57	\$5,862.40	
		TOTALS	\$1,004,286	\$1,249,817	\$245,531	\$1,022.31	\$1,203.17	(\$524.92)		\$6,362.90	\$8,063.45	\$8,063.45	

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Schedule "B"

Rebates/Additional Taxes for Res/Farm/Comm Properties - Post Roll Amended Notices

TOWNSHIP OF ESSA 43-21 For 2019

PROPERTY CLASS	MUNICIPAL TAX RATES		SCHOOL TAX RATES									
	MUNICIPAL	COUNTY	FRENCH SEP/PUB	ENGLISH SEP/PUB	NO SUPPORT							
RESIDENTIAL	0.239746%	0.278999%	0.161000%	0.161000%								
COMMERCIAL OCC	0.300186%	0.349335%			1.030000%							
COMMERCIAL VAC	0.210130%	0.244534%			0.875500%							
FARMLAND	0.059937%	0.069750%	0.040250%	0.040250%								
PIPELINE	0.310855%	0.361750%			1.268581%							
MANAG'D FOREST	0.059937%	0.069750%	0.040250%	0.040250%								
INDUSTRIAL OCC	0.323074%	0.375970%			1.290000%							
INDUSTRIAL VAC	0.226152%	0.263179%			1.096500%							
ROLL #	Muni Address/Desc	SCHOOL & CLASS	ORIGINAL ASSESS	REVISED ASSESS	ASSESS CHANGE	MUNICIPAL	COUNTY	ENGLISH SEP/PUB	FRENCH SEP/PUB	COMM/NO SUPPORT	INCREASE DECREASE	TOTAL REBATE
010-003-00900-0000	7054 County Rd 56	RTEP	\$304,400	\$280,300	(\$24,100)	(\$57.78)	(\$67.24)	(\$38.80)			(\$163.82)	
		FTEP	\$302,025	\$258,347	(\$43,678)	(\$26.18)	(\$30.47)	(\$17.58)			(\$74.23)	
		CTN	\$0	\$108,576	\$108,576	\$325.93	\$379.29			\$1,118.33	\$1,823.56	\$1,585.51
010-007-22700-0000	5923 19th SideRoad	Exempt	\$24,441	\$0	(\$24,441)	\$0.00	\$0.00	\$0.00			\$0.00	
		RTEP	\$226,748	\$251,500	\$24,752	\$59.34	\$69.06	\$39.85			\$168.25	\$168.25
010-008-13000-0000	8849 County Rd 56	RTEP	\$181,000	\$0	(\$181,000)	(\$433.94)	(\$504.99)	(\$291.41)			(\$1,230.34)	
		CTN	\$0	\$100,423	\$100,423	\$301.46	\$350.81			\$1,034.36	\$1,686.63	\$456.29
010-008-13500-0000	5571 County Rd 90	RTEP	\$260,718	\$156,136	(\$104,582)	(\$250.73)	(\$291.78)	(\$168.38)			(\$710.89)	
		CTN	\$0	\$378,127	\$378,127	\$1,135.08	\$1,320.93			\$3,894.71	\$6,350.72	\$5,639.83
		TOTALS	\$1,299,332	\$1,533,409	\$234,077	\$1,053.18	\$1,225.62	(\$476.32)		\$6,047.40	\$7,849.88	\$7,849.88

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR014-2019
DATE: June 5th, 2019
TO: Committee of the Whole
FROM: Vera Vieira, Tax Collector
SUBJECT: Request to Write Off/Adjust 2019 Taxes

RECOMMENDATION

That Staff Report TR014-2019 be received; and

THAT the Tax Collector be authorized to adjust taxes on the accounts listed on Schedule "A" of this report

BACKGROUND

Agricorp has reconsidered the eligibility to re-classify the appropriate portions of the properties listed on Schedule "A" of this report, in the Farmlands Property Tax Class Program under the authority of the Assessment Act; arising from requests for the 2019 taxation year.

COMMENTS AND CONSIDERATIONS

Due to the decisions, the 2019 assessment values have been reviewed by the Municipal Property Assessment Corporation and adjustments have been made to the properties' assessment classifications resulting in changes to the phased-in assessments.

When Tax Incentive Approvals are received for the Municipality they are reviewed by the Tax Collector and any changed assessments that do not appear equitable are discussed with an assessor, or the Municipal Relations Representative, to ensure the decisions are made in a fair manner. Property owners may also appeal these changes to the Assessment Review Board, if they disagree with MPAC's apportionments of the assessments.

FINANCIAL IMPACT

Property taxes to be adjusted equal:

Municipal Taxes	\$3,398.14
County Taxes	\$3,954.51
English Public Education Taxes	\$2,282.00
TOTAL	<u>\$9,634.65</u>

63

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SUMMARY/OPTIONS

Council may:


1. Take no action
2. Direct the Tax Collector to adjust the taxes on the accounts as per Schedule "A" of this report

CONCLUSION

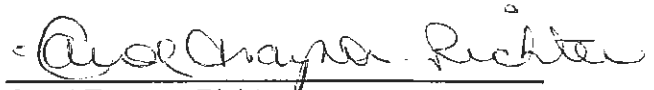
Option no 2 is recommended

Respectfully submitted:

Reviewed by:

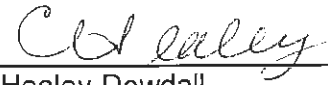


 Vera Vieira
 Tax Collector



 Carol Traynor-Richter
 Manager of Finance

Reviewed by:



 Colleen Healey-Dowdall
 CAO

Attachment:

Schedule "A"

64

8d

Schedule "A"

Rebate for Residential Properties changed to Farmlands - TIAs

TOWNSHIP OF ESSA 43-21 For 2019

PROPERTY		MUNICIPAL TAX RATES			SCHOOL TAX RATES							
CLASS	MUNICIPAL	COUNTY	FRENCH SEP/PUB	ENGLISH SEP/PUB	NO SUPPORT							
RESIDENTIAL	0.239746%	0.278999%	0.161000%	0.161000%								
COMMERCIAL OCC	0.300186%	0.349335%			1.030000%							
COMMERCIAL VAC	0.210130%	0.244534%			0.875500%							
FARMLAND	0.059937%	0.069750%	0.040250%	0.040250%								
PIPELINE	0.310855%	0.361750%			1.268581%							
MANAG'D FOREST	0.059937%	0.069750%	0.040250%	0.040250%								
INDUSTRIAL OCC	0.323074%	0.375970%			1.290000%							
INDUSTRIAL VAC	0.226152%	0.263179%			1.096500%							
Commercial 7	0.300186%	0.349335%			0.257500%							
ROLL #	Muni Address/Desc	SCHOOL & CLASS	ORIGINAL ASSESS	REVISED ASSESS	ASSESS CHANGE	MUNICIPAL	COUNTY	ENGLISH SEP/PUB	FRENCH SEP/PUB	COMM/NO SUPPORT	INCREASE DECREASE	TOTAL REBATE
010-001-16800-0000	6049 5th SideRoad	RTEP	\$1,012,502	\$0	(\$1,012,502)	(\$2,427.43)	(\$2,824.87)	(\$1,630.13)			(\$6,882.43)	
		FTEP	\$0	\$1,003,775	\$1,003,775	\$601.63	\$700.13	\$404.02			\$1,705.79	(\$5,176.65)
010-001-24300-0000	5505 6th Line	RTEP	\$499,948	\$443,228	(\$56,720)	(\$135.98)	(\$158.25)	(\$91.32)			(\$385.55)	
		FTEP	\$0	\$54,007	\$54,007	\$32.37	\$37.67	\$21.74			\$91.78	(\$293.77)
010-001-24301-0000	5525 6th Line	RTEP	\$183,721	\$156,401	(\$27,320)	(\$65.50)	(\$76.22)	(\$43.99)			(\$185.71)	
		FTEP	0	\$26,406	\$26,406	\$15.83	\$18.42	\$10.63			\$44.87	(\$140.83)
010-007-09800-0000	7082 County Rd 10	RTEP	\$390,942	\$169,316	(\$221,626)	(\$531.34)	(\$618.33)	(\$356.82)			(\$1,506.49)	
		FTEP	\$0	\$220,628	\$220,628	\$132.24	\$153.89	\$88.80			\$374.93	(\$1,131.56)
010-007-21300-0000	6629 6th Line	RTEP	\$681,750	\$234,815	(\$446,935)	(\$1,071.51)	(\$1,246.94)	(\$719.57)			(\$3,038.02)	
		FTEP	\$0	\$443,924	\$443,924	\$266.07	\$309.64	\$178.68			\$754.39	(\$2,283.63)
010-008-00130-0000	7801 5th Line	RTEP	\$866,116	\$776,640	(\$89,476)	(\$214.52)	(\$249.64)	(\$144.06)			(\$608.21)	
		Exempt	\$0	\$91,973	\$91,973	\$0.00	\$0.00	\$0.00			\$0.00	(\$608.21)
		TOTALS	\$3,634,979	\$3,621,113	(\$13,866)	(\$3,398.14)	(\$3,954.51)	(\$2,282.00)			(\$9,634.65)	(\$9,634.65)

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR015-19
DATE: June 5, 2019
TO: Committee of the Whole
FROM: Carol Traynor-Richter, Manager of Finance
SUBJECT: Farmland Tax Ratio

RECOMMENDATION

That Staff Report TR015-19 be received;

BACKGROUND

At the Committee of Whole meeting held on May 15, 2019, a delegation requesting Council's support to reduce the farmland tax ratio from 25% to 20% for 2020 was presented.

Property class tax ratios are set by the County of Simcoe. Tax ratios distribute the tax burden between property classes.

COMMENTS AND CONSIDERATIONS

A reduction in the farm tax ratio would result in a shift of the property tax burden to other property tax classes.

Reducing the ratio from 25% to 20% would mean a shift of \$43,754 onto the other property classes, the bulk of which (\$40,526) will be picked up by the residential taxpayers.

For every \$100,000 of farmland assessment the reduction is approximately \$12.00 and the residential taxpayers would see an increase of approximately \$2.00 per \$100,000 assessment.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. That the Farmland Tax Ratio report be received.

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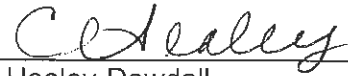
CONCLUSION

Respectfully submitted:

Reviewed by:



Carol Traynor-Richter
Manager of Finance



Colleen Healey-Dowdall
CAO

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9a

TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C022-19
DATE: June 5, 2019
TO: Committee of the Whole
FROM: Lisa Lehr, Clerk
SUBJECT: Essa Challenge Golf Tournament – Recipients for Proceeds

RECOMMENDATION

That Staff Report C022-19 be received; and

That Council consider authorizing proceeds raised from the 2019 Essa Challenge being distributed equally to the Royal Victoria Hospital Foundation, the Stevenson Memorial Hospital Foundation, and Matthews House Hospice.

BACKGROUND

The Essa Challenge Golf Tournament is hosted annually, whereby proceeds are raised in support of health care in Simcoe County. Council has traditionally approved proceeds raised from this fundraising event being distributed equally to organizations in support of health care.

COMMENTS AND CONSIDERATIONS

This report is being presented to Council, seeking approval for the proceeds raised from the tournament being distributed equally to the following recipients:

- Stevenson Memorial Hospital Foundation
- Royal Victoria Hospital Foundation
- Matthews House Hospice

Should Council choose they can approve the recommended recipients as listed above, or they can select different recipients as they deem appropriate.

SUMMARY/OPTIONS

Council may:

1. **Authorize the proceeds raised from the 2019 Essa challenge being distributed equally to the Royal Victoria Hospital Foundation, the Stevenson memorial Hospital Foundation, and Matthews House Hospice.**
2. Authorize proceeds raised from the 2019 Essa Challenge being distributed equally to other organizations, as deemed appropriate by Council.

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CONCLUSION

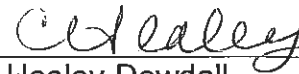
Staff recommends that Council approve Option No. 1 as outlined in this Report.

Respectfully submitted:

Reviewed by:



Lisa Lehr
Clerk



Colleen Healey-Dowdall
Chief Administrative Officer

Attachments:
None.

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C023-19
DATE: June 5, 2019
TO: Committee of the Whole
FROM: Krista Pascoe, Deputy Clerk
SUBJECT: Custom Flag for the National Accessibility Awareness Week

RECOMMENDATION

That Staff Report C023-19 be received; and
 That Council approve Option No. _____ as the winning design for the custom flag to represent National Access Awareness Week in the Township on an annual basis.

BACKGROUND

At its meeting of October 3, 2018, Council passed the following resolution:

Resolution No: CW173-2018 **Moved by:** Macdonald **Seconded by:** Smith

That Staff Report C023-18 be received; and

That Council does authorize the Clerk's Assistant to make the necessary arrangements to coordinate a joint partnership with Nottawasaga Pines Secondary School for artwork for a custom flag; and

That Council does support the request of the Accessibility Advisory Committee for the inclusion of funds in the 2019 Budget Deliberations to purchase a custom flag.

---Carried---

COMMENTS AND CONSIDERATIONS

Staff Report C023-18 (Attachment # 1) was presented to Council on October 3, 2018 on behalf of the Accessibility Advisory Committee. Council supported the Accessibility Advisory Committee's initiative to work with the local high school art students for the creation of a custom flag to represent National Access Awareness Week in the Township of Essa on an annual basis.

Submissions have been received from the Nottawasaga Pines Secondary School Art class, and the Accessibility Advisory Committee members have selected the top three designs. These three submissions were sent to Flag's Unlimited in order to obtain proofs that represent the artwork with the Township logo.

9b

Unfortunately Flags Unlimited advised that one of the submissions cannot be made into a custom flag (ie: too difficult to incorporate our logo due to the colours used in the art work and the lines used in the drawing). As such, the remaining two submissions (Attachment No. 2) have been attached for Council's consideration.

At this time, the final step to proceed is for Council to select the winner from the proofs provided from Flags Unlimited.

The winning piece will be made into a custom flag, which will be raised on an annual basis to represent Council's commitment to recognition of National Access Awareness Week.

FINANCIAL IMPACT

The cost for the custom flag is approximately \$120.00 plus H.S.T. This has been approved by Council and included in the 2019 Budget.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Receive the report and approve Option No. _____ as the winning design for the custom flag to represent National Access Awareness Week in the Township on an annual basis.**
3. Receive the report and deny the request.


CONCLUSION

It is recommended that Council approve Option 2.

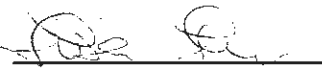
Respectfully submitted:

Reviewed by:


Reviewed by:



 Krista Pascoe
 Clerk's Assistant



 Lisa Lehr
 Clerk



 Colleen Healey-Dowdall
 Chief Administrative Officer

Attachments:

- 1 – Copy of Staff Report C02-18
- 2 – Proofs from Flags Unlimited containing the remaining two custom flags

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Attachment No. 1



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C023-18

DATE: October 3, 2018

TO: Committee of the Whole

FROM: Krista Pascoe, Clerk's Assistant / Accessibility Coordinator

SUBJECT: Custom Flag for the National Accessibility Awareness Week

RECOMMENDATION

That Staff Report C023-18 be received; and
 That Council authorize the Clerk's Assistant to make the necessary arrangements to coordinate a joint partnership with Nottawasaga Pines Secondary School for artwork for a custom flag; and
 That Council support the request of the Accessibility Advisory Committee for the inclusion of funds for a custom flag in the 2019 Budget Deliberations for consideration.

BACKGROUND

The Township of Essa has had an Accessibility Advisory Committee since its mandated inception under the *Ontarians with Disabilities Act (ODA)* in 2005. The role of the Accessibility Advisory Committee, among other things, is to initiate and provide recommendations, advice and information to Council on the identification and removal of barriers, to assist in promoting and facilitating a barrier-free municipality for citizens of all abilities, including persons with disabilities.

At its last meeting held on September 25, 2018, the Committee has made the following recommendation;

Motion: AAC2018-09 **Moved by:** Foster **Seconded by:** McCann

Be it resolved that the Accessibility Advisory Committee respectfully requests that Council consider inclusion of funds in the 2019 Budget Deliberations for the purchase of a Custom Flag in support of National Access Awareness week.

----Carried----

COMMENTS AND CONSIDERATIONS

At its meeting of June 25, 2018, a Committee member had stated that in her travels through Wasaga Beach, she had noticed the Municipality had a flag custom to the Town in honour of National Accessibility Awareness Week. With more discussion by Committee members, the idea of having students attending Nottawasaga Pines Secondary School in Angus partake in a friendly competition by creating a flag custom to Essa Township in recognition of National Accessibility Awareness Week was put forth. The Art work would be submitted, Council members, and Accessibility Committee members will then vote on the submissions, and the

9b

Winner will have the honour of their Design being placed on a Flag which will be raised at the Administration Centre, each year in recognition of National Access Awareness Week. The Committee has presented the idea to Mr. Pino (Principal of Nottawasaga Pines Secondary School) who was very enthusiastic about having the Art students participate in this project. The artwork would be due by the end of the first semester, which will allow enough time for the Committee and Council Members to vote on the presented pieces of Art, while allowing time for the completion of the Flag.

This will also help bring further awareness as some of the students may not be aware of National Accessibility Awareness Week.

FINANCIAL IMPACT

The cost of the Flag would be approximately \$120.00 plus H.S.T.

SUMMARY/OPTIONS


Council may:

1. Take no further action.
2. Receive the report and approve the request.
3. Receive the report and deny the request.

CONCLUSION


It is recommended that Council approve Option 2.

Respectfully submitted:



Krista Pascoe
Clerk's Assistant

Reviewed by:



Lisa Lehr
Clerk

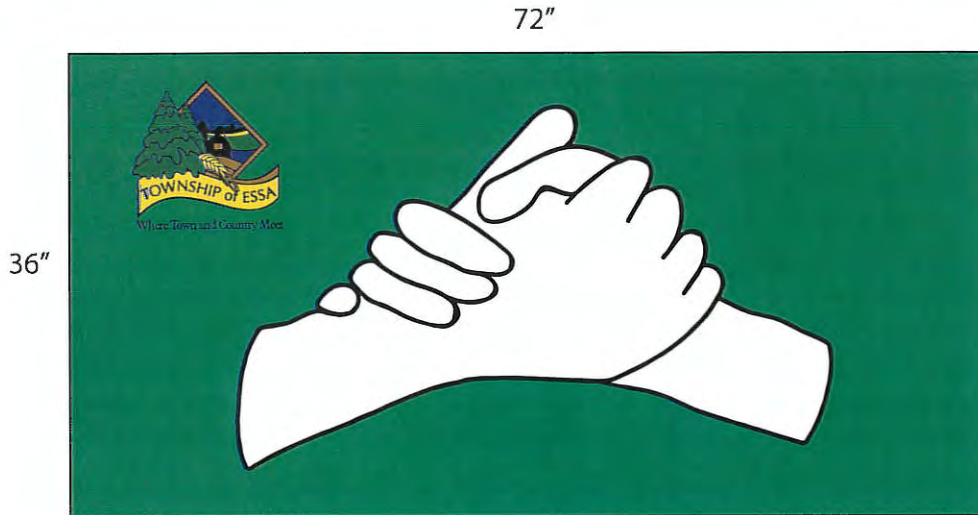
Reviewed by:



Greg Murphy
Chief Administrative Officer

Mock-Up Approval

Order Specs	Description	TOWNSHIP OF ESSA ACCESSIBILITY LOGO		
	Sales	E73KF-258714	Mfg ID	93546e-218696
	Quantity	1	Over/Under policy applies.	Ship Date



OPTION 1



OPTION 2



Notes : This color document is not to be used for color matching. Final output is dependent on the fabric and printing process

Printing and Finishing Specs	Fabric	DuraKnitIII	Finishing	Left: Attached Grommet Head, Grommets(2)
	Process	DigiTex Flag set		
	Size (VxH)	v36 x h72		
	Sides	Single Face Reverse		
	Template			
	Date	Tuesday, May 21, 2019		

Approved by: _____ **74** _____ Date: _____



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO021-19

DATE: June 5, 2019

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: HR Downloads Computer Software to Assist with Human Resource Functions

RECOMMENDATION

That Staff Report CAO021-19 be received; and

That Council consider authorizing the purchase of HR Downloads to assist with human resource fundamentals, on-line employee training and policy manual organization at a cost of \$3,643 plus HST for a one year term for the HR Complete package.

BACKGROUND

All different departments of the Municipality have made use of different computer software programs to assist in carrying out their functions. Each is specific to an area, created to make jobs easier and less time consuming. Relying on computer software to assist with our duties is the proven way of the future – both cost-effective and efficient. None of the different software packages already utilized by the Municipality are able to assist in the way that HR Downloads is able to assist with human resource functions.

This CAO learned of this program being used in Clearview Township when an employee from here was recently hired by Clearview. The Township of Clearview is able to free up many hours of staff time by relying on automation to train new employees. As well, the software, HR Downloads, is able to coordinate training, easily tracking what employee has been trained in what area and reminding us when re-certifications are required. Also included in the suite of HR Downloads is free advice, templates for job descriptions and policies (the ability to create our own templates) and a tool to use to create surveys when feedback is desired.

This CAO has asked staff how many hours are spent on organization of policies and human resource data, training and orientation. The following is what was learned.

Orientation/Training -- so far, to-date, with the last group of orientation that Krista and Athena held on Monday, May 13th, Athena had spent 1(+) full day going

FS

through the "orientation binder" and printing all the policies/procedures plus the acknowledgements that the new employees are to sign and return. It took both Krista and Athena away from their desks/work for ½ day (orientation started at 9 am and did not finish until 12:20 pm). Following this orientation, it then took up another 1(+) hour of time to collate all the acknowledgements according to each employee and cross-referencing to the checklist to make sure all is in order and nothing is missing. Any follow up emails/correspondence then was drawn up to remind any employees of any missing documentation (another 1 hour of time).

There is still work on follow up to the orientation as there are employee orientation completion letters that have to be drawn up to each employee who attended the orientation enclosing copies of their signed acknowledgements. This process alone may take a further 2 hours of time between drawing up the letters, photocopying, etc. There is still filing of all the signed acknowledgements into each personnel file. This may take an approximately ½ hour of time.

Therefore, on orientation alone, a total time of approximately 2 full (+) working days are lost between preparation, orientation, follow up and finishing.

Policy Review (Organizing/Tracking) – all-together, between looking up what policies or procedures are due for review to preparing it for review and then finalizing them following senior management review to circulating to staff for their review and tracking such circulation, this would consume approximately 1 – 1.5 days of work time, broken up through-out the work weeks. This is for a simple renewal of policies/procedures. If there have been any legislation changes, this could increase the amount of time spent on just 1 policy/procedure depending on any research required according to the changes. HR Downloads sends us notifications of any legislation changes and prompts us to which of our policies require updating.

As well note, the software licensing could be shared with the Fire Department which also spends a lot of time on training (if the full package is purchased). More specifically, the following time is spent by the Fire Department.

1. Annual WHMIS training: 3 hours x 60 fire fighters (new program could save considerable staff trainer hours on training).
2. Clerk's Department training of corporate policies: 3 hours at 2 stations involving the Fire Chief (new program could save 12 hours of management time).
3. Orientation for new staff 7.5 hours x 20 fire fighters. New staff used to do this on their own time but we had no true record of this happening and they did not like to sit and read policy so this has been occurring in-house.
4. Preparation of policy and orientation packages and follow up for record-keeping: 14 hours prior to a training session.
5. Potential to save on additional training not listed here.

COMMENTS AND CONSIDERATIONS

HR Downloads will ensure consistency despite employee turnover. The system is always ready to use and helps to track and send reminders of any outstanding training. Employees prefer this simplified form of HR functions (those organizing and delivering training and those on the receiving end). It would alleviate the amount of time that is spent compared to the current system used, freeing up time for other duties, and would help to reduce for human error.

FINANCIAL IMPACT

A cost of \$3,643 + HST on an annual basis.

SUMMARY/OPTIONS


Council may:

1. Take no further action.
2. Authorize staff to purchase HR Downloads, the complete package to assist with human resource fundamentals, on-line employee training and policy manual organization at a cost of \$3,643 plus HST for a one year term.
3. Authorize staff to purchase HR Downloads, the simplified version, at a cost of \$3,088 plus HST.

CONCLUSION

Option #2 is recommended.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments:

HR Downloads information materials
HR Downloads quotes

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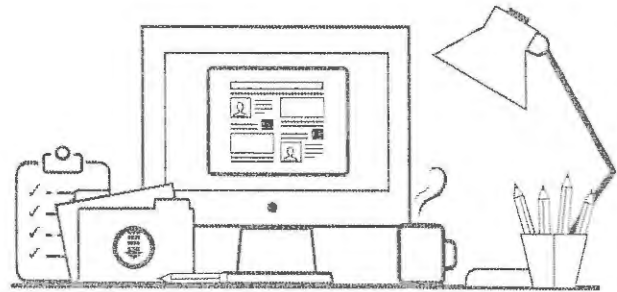


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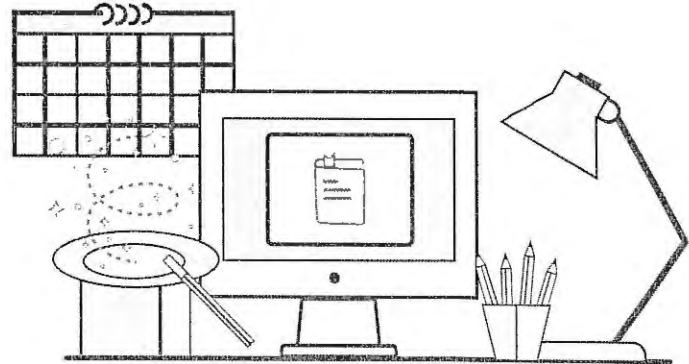
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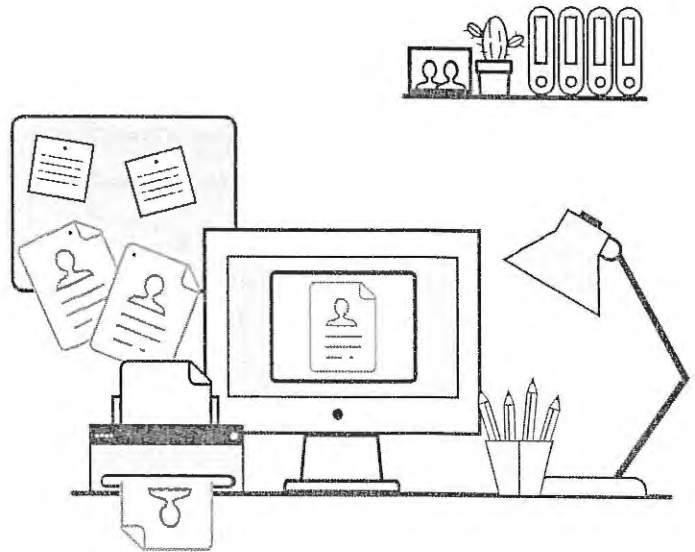
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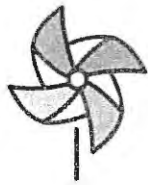
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Online Employee Training

Note: Courses with an asterisk (*) include updated design and interactive elements.

Accessibility

*AODA Customer Service Training (Comprehensive Content)	1 hour and 5 minutes
*AODA Customer Service Training (Condensed Content)	32 minutes
*AODA Customer Service Training (Refresher Course)	22 minutes
Improving Workplace Accessibility - General Training for Leaders in All Jurisdictions	44 minutes
Integrated Accessibility Standards - Design of Public Spaces (Built Environment)	28 minutes
*Integrated Accessibility Standards - Information & Communications Standards and Employment Standards	35 minutes
Integrated Accessibility Standards - Transportation Standard Training	44 minutes
Manitoba's Accessibility Standard for Customer Service	44 minutes
Understanding Human Rights Training (AODA Edition)	25 minutes

Customer Service

*Canada's Anti-Spam Legislation (CASL) - An Overview	45 minutes
*Canada's Anti-Spam Legislation (CASL) Training for Employees	48 minutes
Customer Service Excellence Training	31 minutes
Defusing Hostile Customers Training	18 minutes
*Fundraising Basics Training for Not-for-Profits	42 minutes
*Introductory Retail Sales Training for Salespeople	38 minutes
Keep it Professional - Telephone, Email and Social Media Etiquette Training	25 minutes
Retail Loss Prevention	26 minutes

Health and Safety

*A Guide to Workplace Incident Investigations	50 minutes
Asbestos Awareness Safety Training for Workers in All Jurisdictions	42 minutes
Bill 13: Creating Safer, Accepting, and More Inclusive Schools	38 minutes
Cold Stress - A Guide to Working Safely in Cold Environments Training	20 minutes
Confined Spaces Awareness Training for Workers	1 hour and 13 minutes
Due Diligence - Implementing and Managing Occupational Health and Safety	35 minutes
Duty of Persons Directing Work (Bill C-45) - Training for Leaders	23 minutes

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Evacuation Plans and Procedures Training	21 minutes
*Fire Safety Training	24 minutes
Forklift Training	36 minutes
Health and Safety Committee Training for Committee Members	30 minutes
Heat Stress Awareness and Prevention	35 minutes
Infection Prevention and Control Training	18 minutes
Internal Responsibility System Training	39 minutes
Introduction to Bill 132	21 minutes
Ladder Safety Training	21 minutes
Lockout/Tagout - Control of Hazardous Energy Training	31 minutes
*Occupational Health and Safety Awareness Training for Supervisors (Alberta)	41 minutes
*Occupational Health and Safety Awareness Training for Supervisors (Federal)	39 minutes
Occupational Health and Safety Awareness Training for Supervisors in All Jurisdictions	43 minutes
Occupational Health and Safety Awareness Training for Supervisors in Ontario	45 minutes
Occupational Health and Safety Awareness Training for Workers - General Overview for All Jurisdictions	36 minutes
*Occupational Health and Safety Awareness Training for Workers (Alberta)	35 minutes
Occupational Health and Safety Awareness Training for Workers in Ontario	35 minutes
*Personal Protective Equipment Training	28 minutes
*Personal Workplace Safety and Security Training	33 minutes
Preventing Workplace Bullying, Harassment and Violence Training (British Columbia)	39 minutes
*PTSD Awareness, Prevention, and Intervention Training for First Responders (Ontario)	34 minutes
Safe Driving for Work Training	33 minutes
Safe Food Handling Training for Workers	1 hour and 4 minutes
*Safe Lifting Training	19 minutes
Safety at Heights - Fall Protection Training	23 minutes
Sharps Training	16 minutes
Slips, Trips and Falls Awareness Training	17 minutes
The Right to Refuse Unsafe Work Training	24 minutes
Transportation of Dangerous Goods Training	2 hours and 18 minutes
*Using a Fire Extinguisher Training	15 minutes
Warehouse Safety Training for Employees	1 hour and 1 minute
*WHMIS 2015 including the GHS for Workers and Supervisors - All Jurisdictions	44 minutes
*WHMIS 2015 Refresher	25 minutes
Workplace Bullying Training for Employees - All Jurisdictions	28 minutes

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Workplace Hazards Training	22 minutes
*Workplace Health and Safety Committee Training for Committee Members (Federal)	29 minutes
*Workplace Violence and Harassment Training for Employees (Alberta)	31 minutes
*Workplace Violence and Harassment Training for Employees (Ontario - Bills 168 and 132)	48 minutes
*Workplace Violence and Harassment Training for Managers (Ontario - Bills 168 and 132)	1 hour and 9 minutes
*Workplace Violence and Harassment Refresher Training (Ontario - Bills 168 and 132)	31 minutes
Workplace Violence and Harassment Training	32 minutes
*Workplace Violence and Harassment Training (New Brunswick)	25 minutes
Young Worker Safety and Awareness Training for Leaders	26 minutes
Young Worker Safety and Awareness Training for Employees - All Jurisdictions	24 minutes

Instant HR - Compensation and Benefits

Compensation and Benefits Overview Training	23 minutes
Compensation Strategy Training	18 minutes
Designing Effective Job Descriptions Training	27 minutes
Employee Benefit Plans Training	30 minutes
Employee Group Benefits Training	25 minutes
Employment Contracts and Payroll Forms Training	19 minutes
Job Analysis Training	26 minutes
Paying for Performance Training	19 minutes

Instant HR - Employee and Labour Relations

Administering Collective Agreement Training	16 minutes
Downsizing and Restructuring Training	19 minutes
Duty to Accommodate - A Guide for Leaders	33 minutes
Employee and Labour Relations Overview Training	24 minutes
Employee Motivation and Engagement Training	34 minutes
Handling Grievances and Working Together Training	16 minutes
Negotiating Collective Agreement Training	26 minutes
Providing Effective Feedback Training	25 minutes
Terminations - Not for Cause Training	25 minutes
Terminations for Cause Training	25 minutes

Instant HR - HR 101

Templates and online services from HRdownloads are provided for clients of our service. Clients may use HRdownloads' products as they are, or as a starting point for their own initiatives. HRdownloads assumes no responsibility for the enforcement or effectiveness of its templates and online products. Our human resources information and recommendations are based on seasoned, best practice field experience and should not be construed as legal advice. HRdownloads' Online Training is developed by experts and intends to meet compliance and industry requirements. In addition to the instructional information provided by HRdownloads' Online Training, it may be necessary to provide hands-on training or additional training to meet the standards and requirements of particular workplaces, tasks, responsibilities, and jurisdictions.

HR 101 Training 27 minutes

Instant HR - Occupational Health and Safety

Health and Safety Overview Training 20 minutes
 Instant HR - Workplace Hazards Training 21 minutes
 Return to Work Training 18 minutes
 Worker Participation Training 19 minutes

Instant HR - Organizational Effectiveness

Attendance Management Training 22 minutes
 Diversity in the Workplace Training 15 minutes
 Exit Interviews, Effective Practices - A Guide for Leaders 31 minutes
 Foundations of Team Dynamics Training 20 minutes
 Human Resources Audits - Best Practice Training 24 minutes
 Human Resources Compliance Audits - For HR Professionals 24 minutes
 Knowledge Transfer – Training for Leaders 39 minutes
 Organizational Change Training 24 minutes
 Organizational Culture Training 19 minutes
 Organizational Effectiveness Overview Training 35 minutes
 Outsourcing Training 25 minutes
 Succession Planning Training 22 minutes
 Transactional vs Transformational HR Management Training 25 minutes

Instant HR - Recruitment and Selection

HR Planning Training 17 minutes
 Interviewing Styles, Structures, and Pre-Employment Testing Training 18 minutes
 Interviewing Training 19 minutes
 Job Postings Training 24 minutes
 Onboarding - Effective Practices and Programs 27 minutes
 Orientation Program Training 22 minutes
 Recruitment and Selection Overview Training 26 minutes
 Screening and Background Checks Training 17 minutes

Instant HR - Training and Development

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Designing Effective Training Programs Training	19 minutes
Training and Development Overview Training	23 minutes
Training Needs Analysis Training	21 minutes

Leadership

Achieving Benefits Optimization - A Human Resources Perspective	44 minutes
*An Introduction to the Canada Labour Code	37 minutes
Coaching and Mentoring Training	41 minutes
Conflict Resolution Training	24 minutes
Detecting and Deterring Money Laundering and Terrorist Financing (FINTRAC)	41 minutes
Effective Communication Training	40 minutes
Ethics and Professionalism Training	25 minutes
Handling Difficult Employee Conversations Training	33 minutes
How to Motivate Employees from Within, Training for Leaders	28 minutes
Interviewer Biases Training	25 minutes
*Introduction to Ontario's <i>Employment Standards Act, 2000</i> for Leaders	42 minutes
Lead by Example Training	18 minutes
*New Supervisor Training	25 minutes
PHIPA - Personal Health Information Privacy Training (Ontario)	1 hour and 9 minutes
*PIPEDA Training	46 minutes
Principles of Effective Problem Solving and Sound Decision Making Training	15 minutes
Progressive Discipline Training	43 minutes
Retaining Employees and Reducing Turnover - Training for Leaders	32 minutes
Top 5 Hidden Costs of Employee Benefits Training	11 minutes

Performance and Conduct

Conducting Performance Reviews—Training for Leaders	40 minutes
Goal Setting in the Workplace, Training for Leaders	24 minutes
Handling Change at Work – Training for Employees	23 minutes
*IT Risk and Cybersecurity Training	36 minutes
*Payment Card Industry Security Training for All Audiences	25 minutes
Professionalism in the Workplace: Best Practice Training for Supervisors	34 minutes
*Protecting Confidential Information Training for Employees	27 minutes
Social Media Awareness Training for Employees	23 minutes

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Telework Training for Employees	26 minutes
*Unconscious Bias Training for All Audiences	31 minutes
Workplace Sensitivity – Training for Employees	49 minutes

Professional Skills

Managing Up - Best Practice Training for Professionals	32 minutes
Mastering Effective Presentation Skills	23 minutes
Mastering the Art of Business Writing for Professionals	24 minutes
Mastering the Art of Email Writing - for Professionals	35 minutes
Microsoft Excel 2010 Basic Training for Employees	48 minutes
Microsoft Outlook 2010 Basic Training for Employees	37 minutes
Project Management for Professionals	21 minutes
Time Management - Training for Professionals	24 minutes

Workplace Wellness

*Cannabis in the Workplace – Training for Leaders	25 minutes
Creating a Respectful Workplace Training	18 minutes
Crisis Intervention: Training for All Audiences	42 minutes
Employee Transition Services - Job Search Skills Training	18 minutes
Employee Transition Services - Resume Writing Training	23 minutes
Employee Transition Services Interview Skills Training	28 minutes
*Financial Wellness Training	40 minutes
*Gender and Sexual Diversity Training	23 minutes
Human Rights in Canada - Federal Regulations	28 minutes
*Managing and Coping with Stress Training	37 minutes
*Mental Health in the Workplace - Training for Employees	31 minutes
Mental Health in the Workplace - Training for Leaders	55 minutes
Office Ergonomics Training	22 minutes
*Respect in the Workplace Training	51 minutes
Substance Abuse Training	17 minutes
The Evolution of Human Rights in Canada for Leaders (Ontario focus)	33 minutes

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Quote for Services

Date: May 22, 2019

Candice Adamski
Business Development Specialist

1 (877) 438.9763 Ext. 310

cadamski@hrdownloads.com

HRdownloads Inc.
195 Dufferin Ave, Suite 800
London, Ontario N6A 1K7

Quoted:

Athena Piskopos
Township of Essa

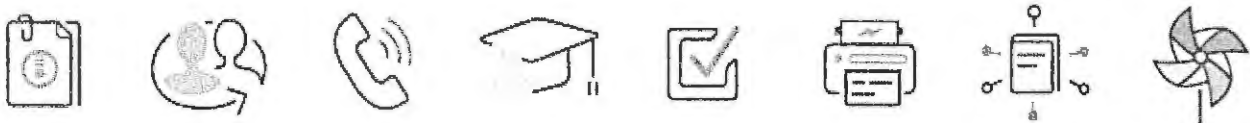
, Ontario
Canada

Thank you for contacting HRdownloads!

Thank you for your interest; please find your detailed quote below.

Qty	Description	Unit Price	Line Total
1	HR Complete™	\$3,643.00	\$3,643.00
3	• HR Fundamentals™		
3	• Live HR Advice		
1	• Online Employee Training		
1	• Survey Architect		
1	• Policy Manual Wizard		
1	• Job Description Generator		
		Subtotal:	\$3,643.00
		Tax (13%):	\$473.59
		Total:	\$4,116.59

* Prices based on a one year term



This quote is valid for 30 days, excluding special discounts, which may expire at any time. Quotes and pricing terms are negotiated between the Customer and HRdownloads and may be unique to the Customer. Therefore, the Customer hereby agrees to keep the terms of this quote confidential. Customer will not use this information to further its business, or the business of anyone else, whether or not in competition with HRdownloads. This document is strictly confidential and intended solely for delivery to, and authorized use by, the identified addressee(s), because it may contain legally privileged and/or confidential information. If you have received the communication in error, please notify the sender immediately and delete the message, and any copies and printouts thereof, from your records.

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Quote for Services

Date: May 22, 2019

Candice Adamski
Business Development Specialist

1 (877) 438.9763 Ext. 310

cadamski@hrdownloads.com

HRdownloads Inc.
195 Dufferin Ave, Suite 800
London, Ontario N6A 1K7

Quoted:

Athena Piskopos
Township of Essa

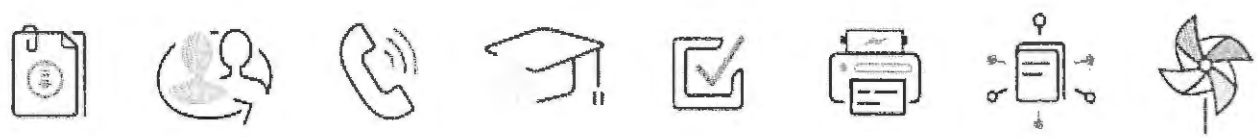
, Ontario
Canada

Thank you for contacting HRdownloads!

Thank you for your interest; please find your detailed quote below.

Qty	Description	Unit Price	Line Total
2	HR Fundamentals™	\$495.00	\$990.00
1	Online Employee Training	\$1,599.00	\$1,599.00
1	Policy Manual Wizard	\$499.00	\$499.00
		Subtotal:	\$3,088.00
		Tax (13%):	\$401.44
		Total:	\$3,489.44

* Prices based on a one year term.



This quote is valid for 30 days, excluding special discounts, which may expire at any time. Quotes and pricing terms are negotiated between the Customer and HRdownloads and may be unique to the Customer. Therefore, the Customer hereby agrees to keep the terms of this quote confidential. Customer will not use this information to further its business, or the business of anyone else, whether or not in competition with HRdownloads. This document is strictly confidential and intended solely for delivery to, and authorized use by, the identified addressee(s), because it may contain legally privileged and/or confidential information. If you have received the communication in error, please notify the sender immediately and delete the message, and any copies and printouts thereof, from your records.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO022-19
DATE: June 5, 2019
TO: Committee of the Whole
FROM: Colleen Healey-Dowdall, Chief Administrative Officer
SUBJECT: Student Grants

RECOMMENDATION

That Staff Report CAO022-19 be received for information only.

BACKGROUND

This Report will serve to inform Council that the Municipality was not successful this year in receiving any government grants for students.

COMMENTS AND CONSIDERATIONS

9 student positions were involved in an application to the federal government for a Canada Summer Jobs Program grant application, for Parks & Recreation students for the summer. The hours planned for the camp staff (8) will ensure that their wages do not exceed the amount budgeted for. One other student has already started in the Parks Department.

FINANCIAL IMPACT

There was a planned/approved line item of revenue in the amount of \$10,000. Essa plans to pay students a cumulative total of approximately \$60,000 this summer. It is anticipated that day camp registrations will generate approximately \$65,000 in revenue.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Request further information as they deem appropriate.

Respectfully submitted:

Colleen Healey-Dowdall
CAO



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO024-19

DATE: June 5, 2019

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: Status of Thornton Arena Expenditures, 2019

RECOMMENDATION

That Staff Report CAO024-19 be received; and

That due to new information being obtained by staff, Council consider amending provision (a) of Motion CW081-2019 as was previously voted on at its meeting of April 17, 2019, to allow for staff to purchase the planned floor scrubber at a cost of approximately \$8,500 (plus HST), recognizing that the expenditure is over the approved budgeted amount by approximately \$1,500.

BACKGROUND

During budget deliberations, Council approved the purchase of a floor scrubber at a cost of \$7,000 based on preliminary estimates. Updated quotes have recently been received and the actual price of a floor scrubber is now \$8,500 plus HST (based on competitive quotes from 2 major suppliers). The quoted floor scrubber would suit the needs of the Thornton Arena Manager.

Due to an unexpected mechanical issue with the condenser tower at the Thornton Arena in addition to the unknown costs associated with repairing and/or purchasing a new condenser tower, Council voted against purchasing the new floor scrubber at its meeting of April 17th, allowing for staff to arrange for the necessary works to be completed on the condenser tower. At its meeting of April 17, 2019, the following motion was passed by Council:

Resolution No: CW081-2019 Moved by: White Seconded by: Henderson

Be it resolved that Staff Report CAO012-19 be received; and

(a) That Council does not approve the purchase of a floor scrubber at a cost of approximately \$8,500.00 (plus HST); and

- (b) *That Council does authorize staff to arrange for emergency or immediate repairs to the condenser tower, once an assessment has been provided to the municipality by a professional.*

----Carried----

COMMENTS AND CONSIDERATIONS

The Thornton Arena Manager has updated the CAO on the condition of the condenser tower. Previously, it was reported that the condenser tower is leaking water which is overloading the refrigerator system and causing breakdowns. A refrigeration specialist has inspected the unit and has reported that the issue can be resolved with the replacement of the seal. There will be a cost to this but the amount contained in the approved budget may be close to what is needed to carry this repair (\$1,000).

It is recommended that a water softener/iron filtration unit be installed at the Thornton Arena in 2020 to rid the Arena of its hard water problem which could be the problem behind the seal deterioration.

FINANCIAL IMPACT

Council approved the following for 2019:

2019 Thornton Arena Operating, small equipment tools: \$7,000 – floor scrubber

Projected impact (based on a \$8,500 quote - plus HST with HST returned to the municipality) is: \$1,500 in excess of what was approved.

SUMMARY/OPTIONS

Council may:

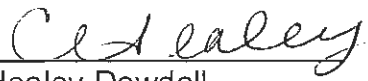
1. Take no further action – leave budget as-is which would deny the purchase of a floor scrubber for the Thornton Arena in 2019.
2. Amend provision (a) of Motion CW081-2019 as was previously voted on at its meeting of April 17, 2019, to allow for staff to purchase the planned floor scrubber at a cost of approximately \$8,500 (plus HST), recognizing that the expenditure is over the approved budgeted amount by approximately \$1,500.
3. Direct staff in another manner.

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CONCLUSION

Option No. 2 is recommended.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments: None.

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO026-19

DATE: June 5, 2019

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: 6651 3rd Line Fill Operations

RECOMMENDATION

That Staff Report CAO025-19 be received for information; and

That Council consider to direct staff to investigate, following up in several areas including investigating if the fill brought in to 6651 3rd Line is in keeping with the development agreement authorized by the Municipality in December, 2017, by hiring an Ontario Land Surveyor and an Engineer to assist.

BACKGROUND

Council is concerned with the fill activity taking place at the far north end of the 3rd Line, on and immediately adjacent to 6651 3rd Line, Essa. The owner of these lands was granted permission for a dwelling unit on a property without proper road frontage through a minor variance in October, 2016. As well, Council had granted the landowner of 6651 3rd Line exclusive access permission in October of 2016 and further, approval for fill through a development agreement as authorized by Council in December of 2017.

At about the same time, the NVCA granted a permit for the placement of fill, since the lands are regulated, and as such, the Municipality's practice has been to refer all requests for fill in regulated areas to the NVCA to be permitted through their permit system. The NVCA permit, Permit 2017-7218, was authorized December 13, 2017.

In consideration of the approvals granted/permit(s) issued, trees to be cut and resulting grades, and the fill to be brought in, were described in a Construction and Fill Management Plan (Public Works approval provided in November, 2017) approved by the Public Works Department, and the NVCA had reviewed and approved an Environmental Impact Study prepared by Azimuth Environmental Consulting Inc. (NVCA approval for this dated August 9, 2017).

Since fill began to be imported, around December, 2017 (permit date granting permission from the NVCA December 13, 2017), the Township has collected approximately 17

different soil samples to ensure that the fill is not contaminated. The fill activity to-date has spanned approximately 1 year with the 17 different soil samples spread out over this same time period. It is important to note that the Municipality's Fill By-law, By-law No. 2015-64, the by-law used to control the placement of fill in the Municipality, does not come into play in this situation since the Municipality has a policy that refers all matters of fill within regulated areas to the NVCA. The NVCA's regulations apply to the lands as shown in the figure labeled as Attachment 1.

COMMENTS AND CONSIDERATIONS

The Township has concern with the amount of fill being brought in and whether there is a breach of any permission granted. If a breach is found, the Municipality has the authority to request remedy or can revoke permission. As well, there may be a case of additional permits needing to be granted.

Immediate municipal concerns include:

1. Has fill been brought in to areas not covered by the fill Permit issued by the NVCA/areas outside of the realm of plans referenced in the development agreement?
 - a. Is fill being placed in areas not regulated?
 - b. Is fill extended beyond the limits of the area identified in the plans approved and/or onto neighbouring lands?
2. Is the approved Lot Grading Plan of October, 2017 being followed?
3. Is the approved Erosion and Sediment Control Plan of October, 2017 being followed?
4. Is the approved Construction and Fill Management Plan of November, 2017 being adhered to?
5. Is the approved Environmental Impact Study being followed?
6. Are the conditions of the Fill Permit being adhered to?

(Note that the latter 2 concerns are being followed up on and investigated by the NVCA.)

7. What recourse do neighbours have if they feel that there has been some fill placed onto their lands? The affect or impact on their lands?

Staff has visited the site and certainly the site raises concerns as noted above. There is a fear that the area is being used as a fill dump-site and that there may not be any intention to build a home. The above is a listing of municipal concerns which can be investigated. Note that hours of operation was intended to be covered under the Construction and Fill Management Plan.

Some of the neighbours' concerns may not be addressed directly in this report, however, may be able to be addressed indirectly.

The one neighbour without proper road frontage, northwest of the site, was told by Dan Perreault, former Manager of Public Works, back in 2016 and 2017, that he could have requested access to the unopened road, similar to the landowner of 6651 3rd Line, but he

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never did write to Council requesting such and so his standpoint concerning his lack of access has not changed since consultations back in 2016/2017.

Suggestions

In order to resolve the concerns of staff and the Municipality, it is recommended that the following actions be taken.

1. An Ontario Land Surveyor be hired to measure the limits of fill that has been placed.
2. That all fill activity be ceased until the Township has obtained and reviewed a new survey describing the extent of fill that has been placed.
3. That no further fill activity be authorized in this area until the Municipality has had a chance to review its fill policies and by-law and the impacts on the Municipality.
4. The Township hire an Engineer to assess and report on whether the approved Lot Grading Plan is being adhered to.
5. The Township hire an Engineer to assess as well whether the Construction and Fill Management Plan, and Erosion and Settlement Plan, are being adhered to.
6. That the Township's Lawyer be asked to offer and provide comment on the situation.

FINANCIAL IMPACT

There will be a cost to the Municipality to enforce provisions associated with approvals granted by the Municipality stretching from 2016 to 2017. The landowner has posted \$15,000 to assist the Municipality with enforcement of its policies, approvals and permits.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Instruct staff to hire an Ontario Land Surveyor to measure the limits of fill that has been placed.
3. Instruct the landowner that all fill activity be ceased until the Township has obtained and reviewed a new survey describing the extent of fill that has been placed.
4. Instruct that no further fill activity be authorized in this area until the Municipality has had a chance to review its fill policies and by-law.
5. Instruct staff to hire an Engineer to assess and report on whether the approved Lot Grading Plan is being adhered to.
6. Instruct staff to hire an Engineer to assess as well whether the Construction and Fill Management Plan and Erosion and Settlement Plan are being adhered to.
7. Instruct staff to inquire from the Township's Lawyer comment on the situation.

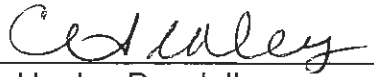
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CONCLUSION

Options #2 to #7 are recommended.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments:

Figure – Attachment 1

Chart depicting approvals provided concerning 6651 3rd Line

Chart listing neighbours' concerns and comments/plans to address concerns

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Layers



Tools



My Maps



Reports

Filter Content...

- Assessment Parcels (Beta - Daily)
- Assessment Parcels (Legacy - Monthly)
- Roll Number (ARN) Labels
- Ownership Parcels (Beta - Daily)
- Ownership Parcels (Legacy - Monthly)
- PIN Labels
- Address Range Labels
- 2015 County Official Plan (0/1)**
 - County Official Plan Land Use - Seamless 5.1 (Approved)
- NVCA (1/1)**
 - NVCA Regulated Area
- Planning: Zoning and Boundaries (0/1)**
 - Essa Boundary
- Popular (0/5)**
 - Economic Development (0/5)
 - Education and Community (0/19)
 - Forests Recreation and Trails (0/16)
 - Historical (0/2)
 - Land Use Planning (0/18)
 - Parcels and Jurisdictions (0/2)
 - Public Transit (0/4)
 - South Georgian Bay Lake Simcoe Source Water Protection (0/10)
 - Topographic Features (0/1)

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Expand

Collapse

Reset

Legend

200m



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6651 3rd Line
Chart of Approvals

Council Approvals:	Approval Date:
Exclusive Access Agreement for use of unopened road	October, 2016
Minor Variance to build house on a lot without property frontage	October, 2016
Development Agreement to govern fill	December, 2017
<ul style="list-style-type: none">• Construction and Fill Management Plan	November, 2017
<ul style="list-style-type: none">• Lot Grading and Drainage Plan	October, 2017
<ul style="list-style-type: none">• Erosion and Sediment Control Plan	October, 2017

NVCA Approvals:	Date:
Azimuth Environmental Consulting Inc.'s Scoped Environmental Impact Study	August 9, 2017
Permit #2017-7218	December 13, 2017

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6651 3rd Line
Chart of Neighbours Concerns

Neighbour Concerns:	Comment/Plan to Address:
Noise	<ul style="list-style-type: none"> • Review the hours during which operations are permitted.
Vibration	<ul style="list-style-type: none"> • Review the restrictions placed on trucks bringing in fill. • Can the Municipality impose half load restrictions or prohibit trucks on the 3rd Line all-together.
Dust	<ul style="list-style-type: none"> • Review the restrictions placed on trucks bringing in fill. • Can the Municipality impose half load restrictions or prohibit trucks on the 3rd Line all-together.
Traffic (number of trucks)	<ul style="list-style-type: none"> • Review the restrictions placed on trucks bringing in fill. • Can the Municipality impose half load restrictions or prohibit trucks on the 3rd Line all-together.
Contamination	<ul style="list-style-type: none"> • Continue to collect and review soil samples. • The NVCA is also investigating this.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO027-19

DATE: June 5, 2019

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: Parks Capital, Playground Equipment

RECOMMENDATION

That Staff Report CAO027-19 be received; and

That Council consider authorizing the Working Recreation Centre Manager/Parks Supervisor to purchase new play equipment for the "Dellbrook" park leading in from Nottawasaga Drive and Osborne Street in Angus, at a cost of \$49,804.58 + HST in accordance with the 2019 Council approval of Recreation/Parks spending – Capital items (\$50,000); and

That the hedges alongside the walkway leading into the Dellbrook park be trimmed and removed in parts where dead to facilitate entry into the park; and further

That the Working Recreation Centre Manager/Parks Supervisor be authorized to purchase a second set of the same play equipment being purchased for the Dellbrook Park, for the Utopia Park, with funding sourced as follows: 90% using development charges and 10% park reserves, in accordance with verbal direction to staff previously provided.

BACKGROUND

Council approved a capital expenditure of \$50,000 in Recreation and Parks (Capital budget) for 2019. Council expressed interest (verbally) for additional play equipment for Utopia based on the increase in bookings for the soccer park in Utopia. The Utopia Park is located very close to Angus which has experienced a high rate of growth over the past 10 years and the soccer park in Utopia has become very busy.

COMMENTS AND CONSIDERATIONS

The Working Recreation Centre Manager/Parks Supervisor has collected 3 quotes for play equipment. The results are as follows:

Play Power	\$49,804.58
Blu Imp	\$64,372.00
OpenSpace Solutions	\$50,000.00

All of the above companies are reputable and provide warranties with their products. The above listed prices do not include HST but do include installation (a summary of the quotes is attached).

The Dellbrook park equipment is replacement equipment. This park is not well used nor in a growth area. It is tucked behind development, and in fact, the hedges along the walkway not only help to hide the park but may pose a safety concern. There are no other hedges along walkways leading to parks. The one hedge along the north side of the walkway in this instance is mostly dead. Staff believes that trimming and complete removal in parts where dead may assist with the installation of park equipment in this hard to see/hard to access park.

FINANCIAL IMPACT

Council approved a \$50,000 Capital budget expenditure for play equipment for the Dellbrook Park.

SUMMARY/OPTIONS

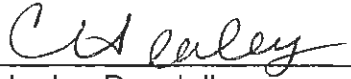
Council may:

1. Take no further action.
2. Authorize the Working Recreation Centre Manager/Parks Supervisor to purchase new play equipment for the "Dellbrook" park leading in from Nottawasaga Drive and Osborne Street in Angus, at a cost of \$49,804.58 + HST in accordance with the 2019 Council approval of Recreation/Parks spending – Capital items (\$50,000).
3. Authorize the hedges alongside the walkway leading into the Dellbrook park be trimmed and removed in parts where dead to facilitate entry into the park.
4. Authorize the Working Recreation Centre Manager/Parks Supervisor to purchase a second set of the same play equipment being purchased for the Dellbrook Park, for the Utopia Park, with funding sourced as follows: 90% using development charges and 10% park reserves, in accordance with verbal direction to staff previously provided.

CONCLUSION

Options #2, #3 and #4 are recommended.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments:

Map of Dellbrook Park
Summary of Quotes



Layers



Tools



My Maps



Reports



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

Information Sales (3) Structures (0) Names (1)

Details

PrimaryOwner
ESSA TOWNSHIP

ARN
432101001001400

StreetNumber
26

StreetName
NOTTAWASAGA DR

LegalDescription
CON 3 E PT LOT 29 PLAN M462;BLK 67

MailingAddress1
5786 COUNTY RD 21

MailingAddress2
N/A

MailingAddress3
N/A

CityProvince
UTOPIA ON

PostalCode
L0M 1T0

PropertyCode
MUNICIPAL PARK

UnitClass
VACANT LAND

AssessedValue
106750

ExtractDate
20190316

PrimeSub
0000

Location
26 NOTTAWASAGA DR

pkey



108

PlayPower LT Canada, Inc. PO BOX 125, Paris, ON. N3L 3E7	
Contact PlayPower at 800-265-9953 Fax #: 519-442-8200	PlayPower LT Registration #'s R858629348RT / Ontario 858629348RT
Quote # <u>35SH2019</u> Date: <u>13/05/2019</u> Sales Representative: _____ Customer: <u>Angus Park, Township of Essa</u> Customer PO#: _____ Address: _____ Ship To: _____ _____ Attn: _____ _____ Address: _____ City: <u>0</u> Prov: <u>Ontario</u> City: <u>0</u> Phone #: _____ Postal: <u>0</u> Province: <u>0</u> Postal: <u>0</u> Fax#: _____ Attn: <u>Ken</u> Phone #: _____ RE: <u>0</u> Fax #: _____	

Qty:	Item Number	Description	Unit Price	Extended Price
1		see Design, including Swings.	\$ 22,829.58	\$ 22,829.58
		Kid Timbers border and access ramp	\$ -	-
		(Truck access limited)	\$ -	-
			\$ -	-
		Install Cost includes	\$ -	-
		Removal of existing equipment	\$ -	-
		Excavation of Area	\$ -	-
		Gravel drainage layer	\$ -	-
		Engineered Wood Fibre	\$ -	-
			\$ -	-
			\$ -	-
Line Item Total:				\$ 22,829.58

*TAXES SUBJECT TO CHANGE WHERE APPLICABLE

Installation Amount:	\$ 24,925.00
PBO Amount:	\$ -
PBO Freight:	\$ -
Freight:	\$ 2,050.00
Order Subtotal:	<u>\$ 49,804.58</u>
*GST/HST Amount:	\$ 6,474.60
*PST Amount:	\$ -
*QST Amount:	\$ -
Order Total:	<u><u>\$ 56,279.18</u></u>

Please Note:
 Please provide site address when ordering. Line Locates are the responsibility of the customer

Projects delayed due to site readiness issues beyond our control may be subject to storage fees which are the responsibility of the customer.

QUOTE ASSUMES TRUCK ACCESS TO PLAY AREA FOR CREW UNLESS OTHERWISE SPECIFIED.

This quote is good for 30 days.

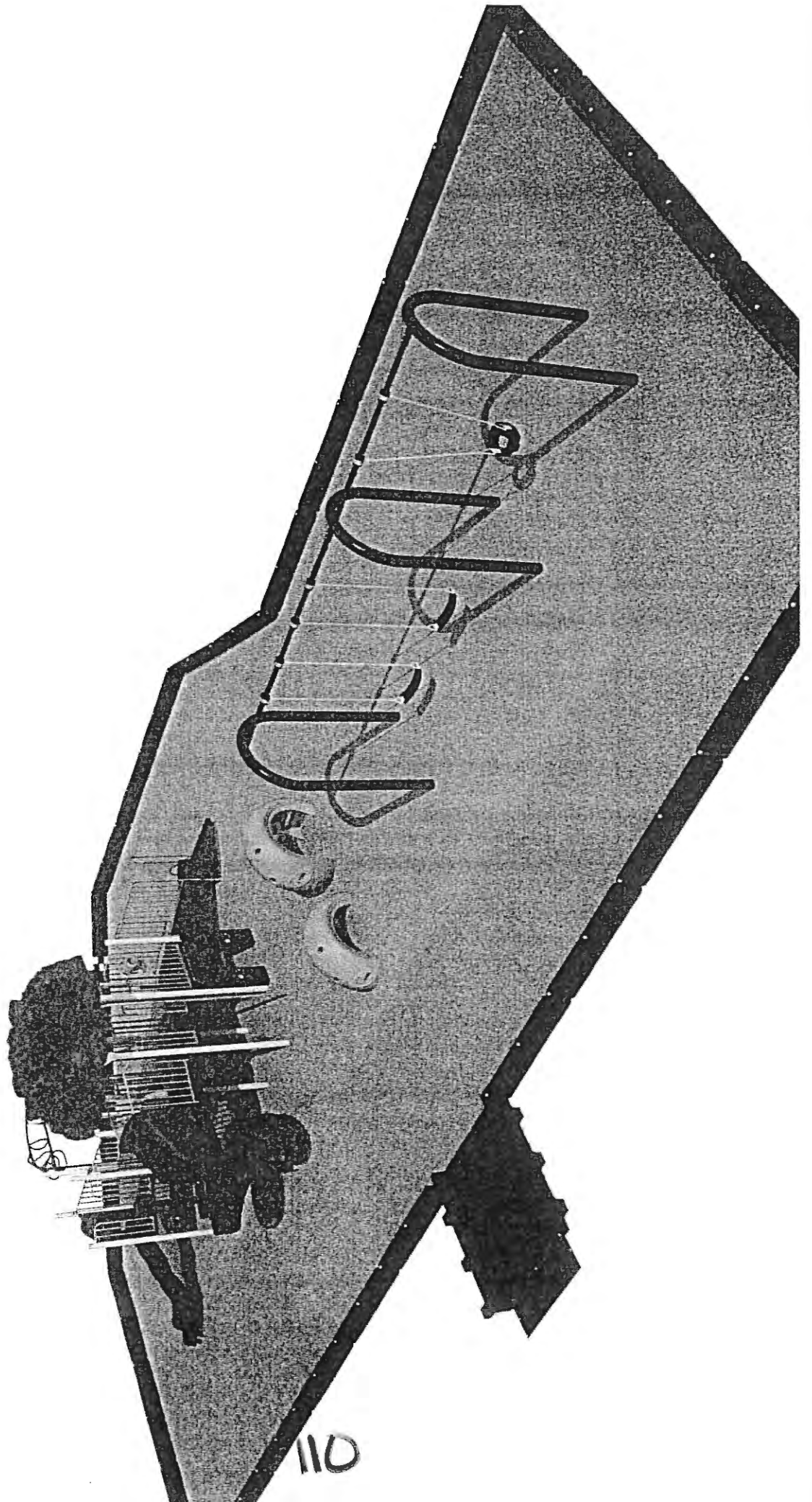
This Quote shall not become a binding contract until signed and delivered by both Customer and PlayPower LT Farmington Inc ("PPLT"). Sales Representative is not authorized to sign this Quote on behalf of PPLT or Customer, and signed Quotes cannot be accepted from Sales Representative.

THIS QUOTE IS LIMITED TO AND GOVERNED BY THE TERMS CONTAINED HEREIN. PPLT objects to any other terms proposed by Customer, in writing or otherwise, as material alterations, and all such proposed terms shall be void. Customer authorizes PPLT to ship the Equipment and agrees to pay PPLT the total amount specified. Shipping terms are FOB the place of shipment via common carrier designated by PPLT. Payment terms are Net-30 days from invoice date with approved credit and all charges are due and payable in full to PlayPower LT Canada Inc., P.O. Box 15978, Station A, Toronto, Ontario M5W 1C1, unless notified otherwise by PPLT in writing. Customer agrees to pay all additional service charges for past due invoices. Customer must provide proper tax exemption certificates to PPLT, and shall promptly pay and discharge all otherwise applicable taxes, license fees, own expense levies and other impositions on the Equipment at its own expense.

CUSTOMER HEREBY SUBMITS ITS OFFER TO PURCHASE THE EQUIPMENT ACCORDING TO THE TERMS STATED IN THIS QUOTE AND SUBJECT TO FINAL APPROVAL BY PPLT.

_____	_____	_____
Submitted By	Printed Name and Title	Date

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General Notes:

Age Group

18m-5yrs 5-12 yrs 18m-12yrs 13+ yrs

1. An encroachment zone- that additional area adjacent to the protective surfacing zone intended to allow pedestrian traffic near the play equipment in use while minimizing the risk of injury to pedestrians. (SA-2614)
2. Although a particular playground design may not meet the proposed Access Board Regulation in regard to the appropriate number of ground level events, the actual playground may be in compliance when considering existing play components.
3. All deck heights are measured from top of ground cover.
4. All absorbing ground cover is required under and around all play equipment.
5. The minimum recommended fall zone around the entire play structure is shown. This zone is to be free of all tripping or collision hazards (ie. roots, rocks, border material, etc.)
6. All post lengths are identified by text showing the post lengths, i.e. 96" represents a 96 inch post.
7. Not all equipment may be appropriate for all children. Supervision is required.

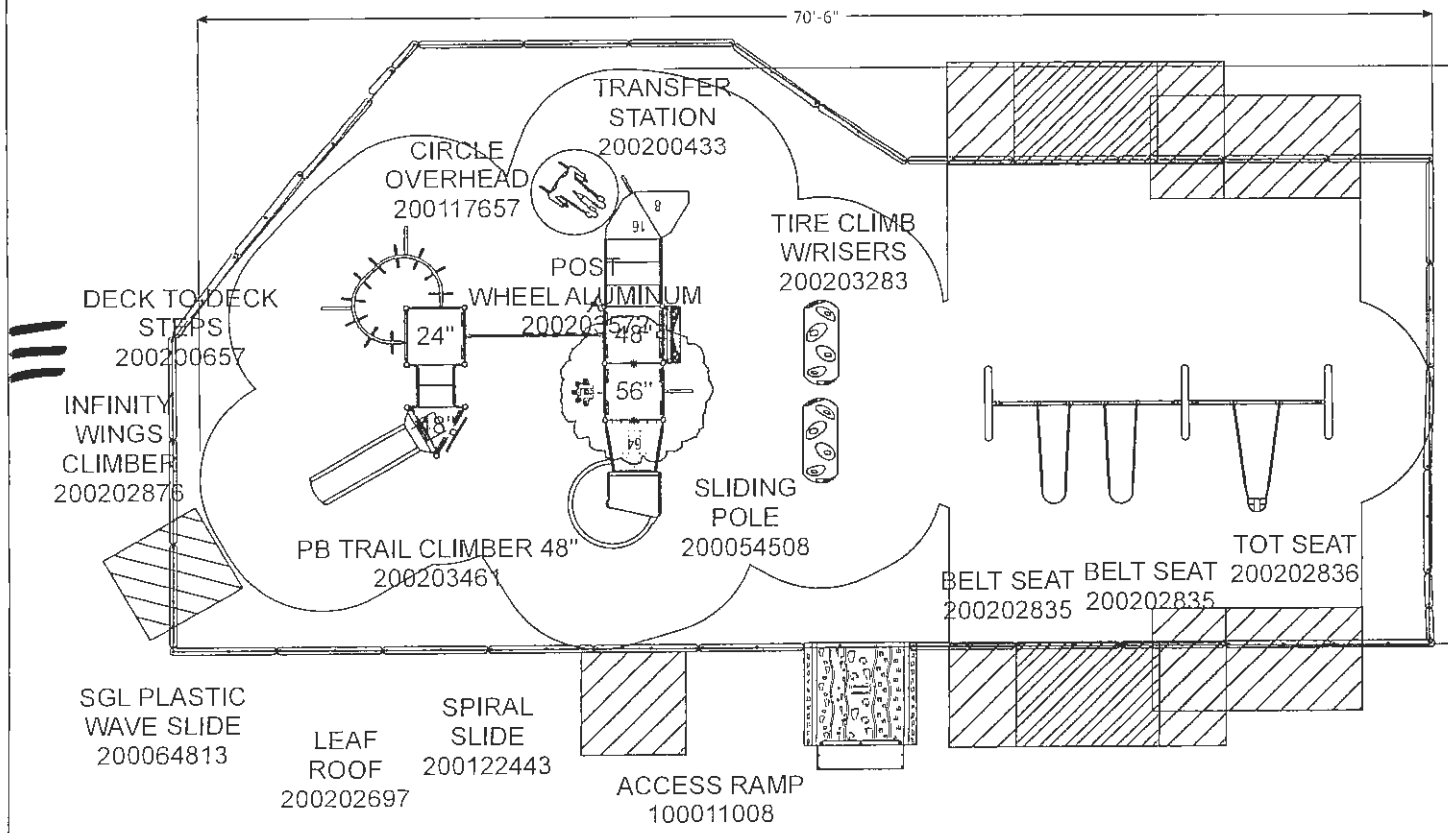


TELESCOPE
PANEL
200200650

SIDE STEP
CLIMBER
200095396

DOOR PANEL
BELOW DECK
200200017

AGE GROUP: 2-5	ELEVATED PLAY ACTIVITIES - TOTAL	0	REQ'D	0
	ELEVATED PLAY ACTIVITIES ACCESSIBLE BY TRANSFER	0	REQ'D	0
	ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP	0	REQ'D	0
	GROUND LEVEL ACTIVITY TYPE	1	REQ'D	0
	GROUND LEVEL QUANTITY	2	REQ'D	0



AGE GROUP: 5-12	ELEVATED PLAY ACTIVITIES - TOTAL	7	REQ'D	4
	ELEVATED PLAY ACTIVITIES ACCESSIBLE BY TRANSFER	4	REQ'D	4
	ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP	0	REQ'D	0
	GROUND LEVEL ACTIVITY TYPE	2	REQ'D	2
	GROUND LEVEL QUANTITY	2	REQ'D	2

Project: TOWNSHIP OF ESSA ANGUS PARK
ANGUS,
LTCPS rep:
Steve Howes
PLAYPOWER CANADA
(519) 770-7717

Ground Space: 59'-6" x 22'-0"
Protective Area: 71'-0" x 34'-0"

Drawn by: Steve Howes
Date: 11/05/2019
DWG Name: E0003_43596302978

LTCPS - Farmington
878 East Highway 60
Monett, Missouri 65708
Voice: 1-800-325-8828
Fax: 417-354-2273

Playground Layout Compliance:

CSA-Z614 - Playground Equipment for Public Use.



The play components identified in this plan are IPEMA certified. The use and layout of these components conform to the requirements of CSA-Z614.

LEED points for this structure

1

102

102



OPTION 1

QUOTATION

Submitted to: Essa Township
Attn: Ken Koopmans

Date: 11-Apr-19
Quote No.: 041119-1

Project: Delbrook Park
Ship to: Township of Angus

Submitted by: Christina Doracin, Ontario playground consultant

info@inspireplay.ca
christina@blueimp.com

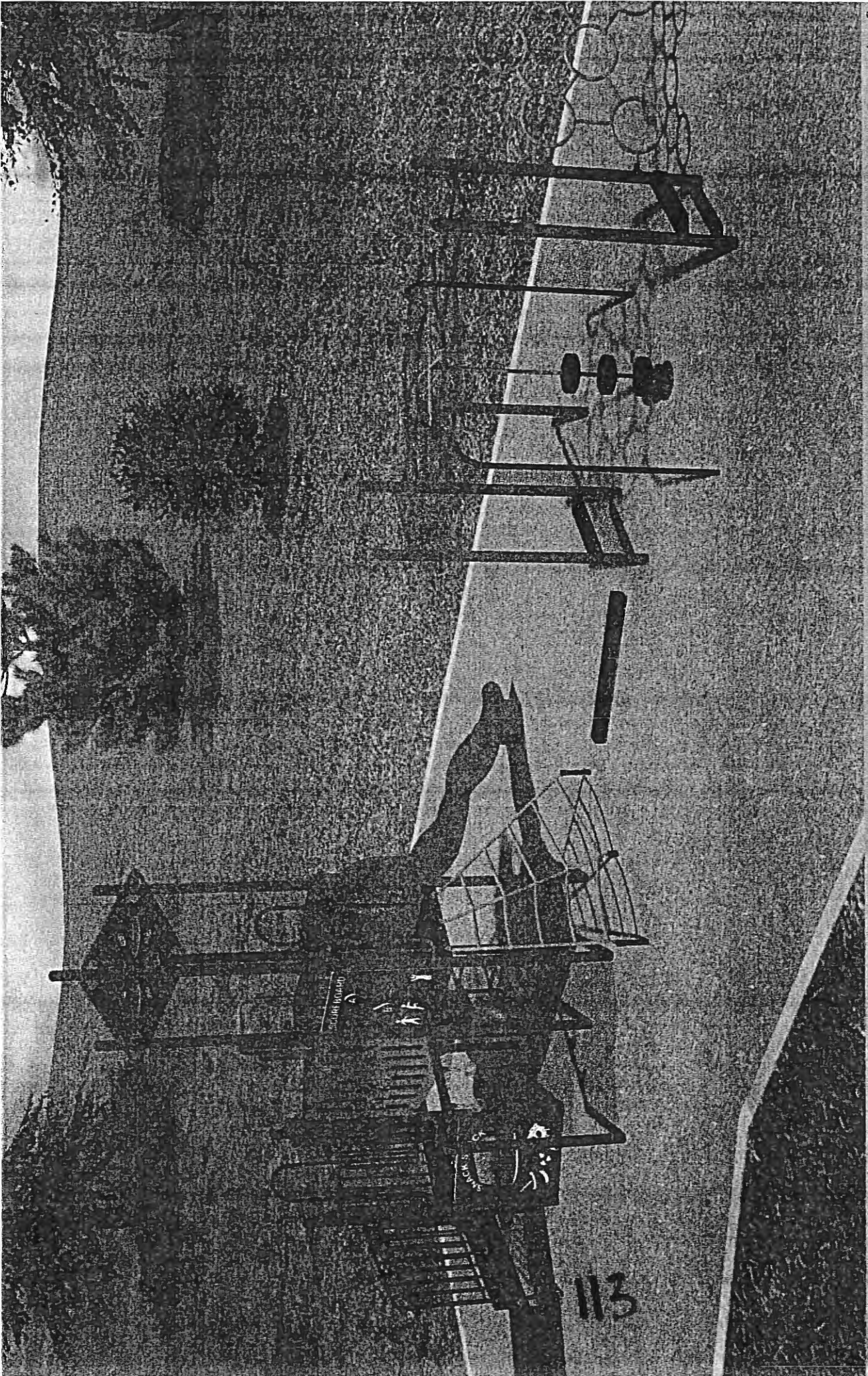
416.566.7249 Phone

Quantity	Product #	DESCRIPTION	Unit Price	Extended Price
		Equipment: Layout A06084 J05369		
1	I08040	IMP predrilled structure - age 2-12	\$ 27,348.00	\$ 27,348.00
1	S1082	2 Leg Heavy duty swing, Galvanized steel, Single bay	\$ 960.00	\$ 960.00
2	SRR 08	Slash proof Belts Seat Swing package, with bearing hanger, swivel and chains	\$ 241.00	\$ 482.00
1	Freight	For unit described above: FOB Alberta to Angus location noted above (Will be confirmed at time of order. Good for 30 days)	1,400.00	1,400.00
		Site Work area of 2214 sq.ft.		
1	Site preparation	Site work preparation including excavation and disposal off site. Excavation depth required: 15" for Engineered Wood Fiber (EWF) surfacing and drainage. Grade and compact sub surface layer. Finished grade flush with grass.	6,585.00	6,585.00
1	Equipment installation	Installation of structures per layout on steel stringers (avoids digging when not necessary). Swing frame to be installed into concrete footings. Sono tubes are additional, if required.	9,683.00	9,683.00
1	Safety surfacing and Drainage	Supply and Install 12" compacted depth of Engineered Wood Fiber (CSA accessibility compliant) over geo-textile filter cloth layer and 3" of 3/4" clearstone for drainage.	11,085.00	11,085.00
1	Border	3 rows of 6x6" pressure treated timbers to create a solid surround in ground border OPTIONAL ADD ON	3,864.00	3,864.00
1	Inspection	3rd Party Safety inspection	435.00	435.00
1	Travel		2,530.00	2,530.00
			Subtotal	64,372.00
			H.S.T.	8,368.36
			TOTAL	\$72,740.36

See Component listing sheets attached.

*Components of playground can be removed or added to depending on budget.

1. Shipping rates will be confirmed at time of order. Current rates are valid for 30 days.

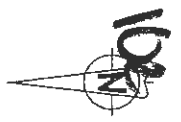


Note: Colours shown may not accurately reflect

Delbrook Park

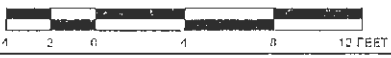
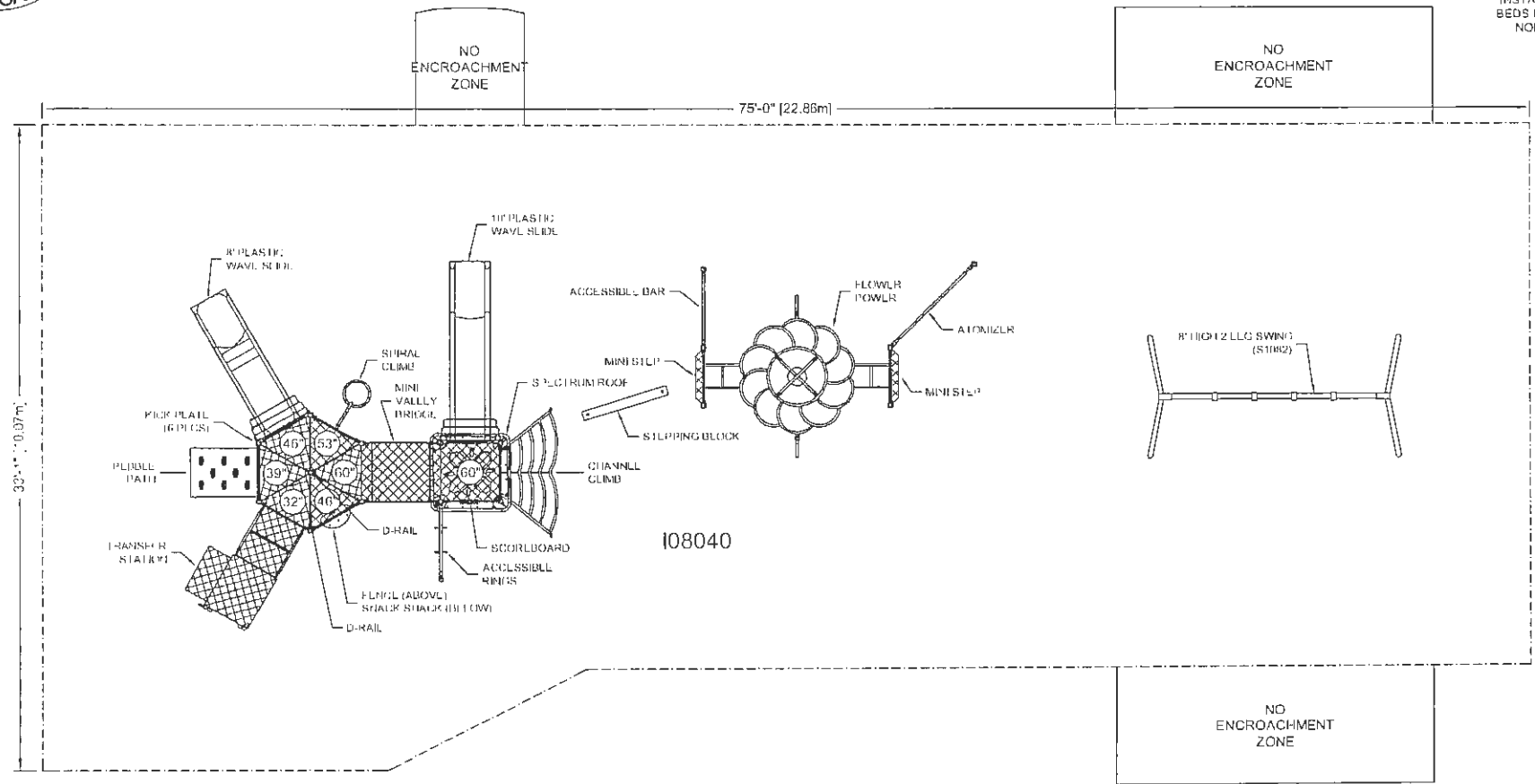
layout # A06084-C1
J05369

DRAWINGS AND SPECIFICATIONS ARE PROPERTY OF S.F. SCOTT MANUFACTURING. THIS DRAWING MAY NOT BE REPRODUCED IN WHOLE OR IN PART WITHOUT THE PRIOR WRITTEN CONSENT OF THE ENGINEERING DEPARTMENT.



BLUE IMP SLIDES MUST BE INSTALLED WITH SLIDE BEDS FACING BETWEEN NORTH AND EAST

h11



CONFORMS TO THE CANICSA-2014-M STANDARD "CHILDREN'S PLAYSPACES AND EQUIPMENT"

PERIMETER SHOWN REPRESENTS EXTENT OF REQUIRED SAFETY SURFACING. WIDTH OF BORDER MATERIAL MUST BE ADDED BEFORE EXCAVATION.

DELBROOM PARK
TOWNSHIP OF ANGUS, ON
BLUE IMP 10

LAYOUT #: A06084
JOB #: J05369

RECOMMENDED AGES: 2-12

PROTECTIVE SURFACING REQUIRED:
AREA: 2214 (sq.ft) PERIMETER: 213 (ft)

DRAWN BY: TD DATE: 02-APR-19

BLUE IMP™
Play Strong.

724 - 14TH STREET S.W., MEDICINE HAT, AB. T1A 4V7
TOLL FREE: 1-800-661-1462 FAX: (403) 529-0851
E-MAIL: sales@blueimp.com WEBSITE: www.blueimp.com

3
10e



Township of Essa
8529 Simcoe County Road 10
Angus, ON
L0M 1B2

Quotation 19-1904
Reference Dellbrook Park
Customer Township of Essa
Date 19-Apr-19

Contact: Mr. Ken Koopmans
Telephone: 705-333-4127
Email: kkoopmans@essatownship.on.ca

Dellbrook Park

Jambette Model	Description	Quantity	Unit Price	Total Price
J3-17089-5HA	Playground	1	\$ 19,405.00	\$ 19,405.00
LA-12006-D	Bear Spring Rider	1	\$ 855.00	\$ 855.00
L-09001	Xyra 35	1	\$ 1,500.00	\$ 1,500.00
L-16016	Single Bay Arch Swing, Anti Wrap	1	\$ 1,315.00	\$ 1,315.00
S-042	Toddler Seat	1	\$ 130.00	\$ 130.00
S-2156	Belt Seat	1	\$ 65.00	\$ 65.00
Site Prep	Excavation of the area	1	\$ 5,705.00	\$ 5,705.00
Drainage	Drainage Stone and Filter Cloth	1	\$ 4,490.00	\$ 4,490.00
Engineered Wood Fiber	Supply and Install of Engineered wood fiber	1	\$ 6,860.00	\$ 6,860.00
Colours: Customer Choice				
Delivery: 6-8 weeks		Subtotal Equipment		\$ 40,325.00
Payment Terms: Net 30 days, O.A.C or credit card		Install		\$ 7,595.00
Valid: Orders Placed in 2019		Freight		\$ 2,080.00
Annex H Compliant.		Sub total		\$ 50,000.00
Maintenance Kit Included		HST 13%		\$ 6,500.00
			TOTAL INVOICE	\$ 56,500.00

Regards,

Alex Elliott

Alex Elliott
Openspace Solutions Inc.
tel: 519-807-7118 or alex@openspacesolutions.com



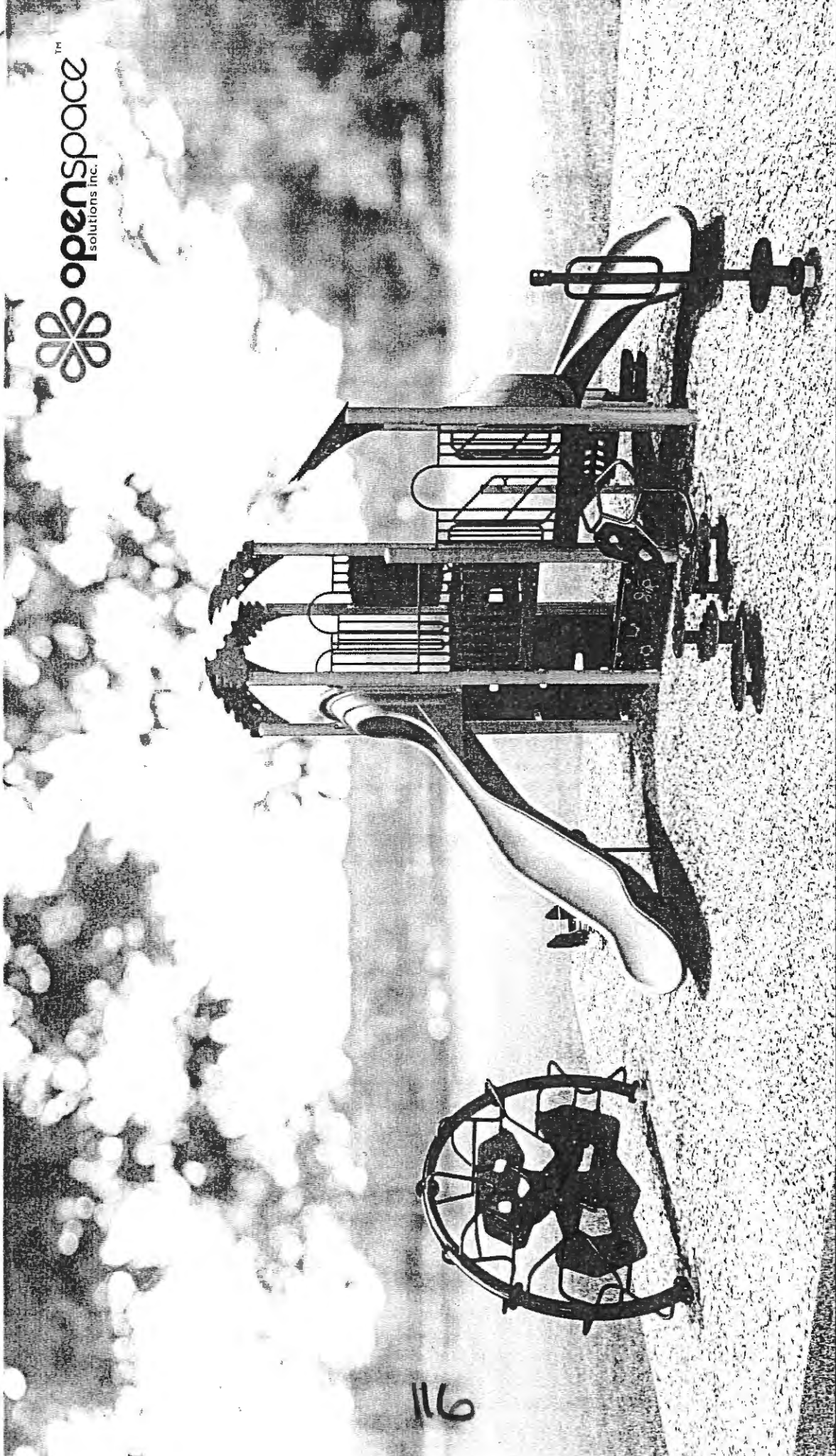
Proudly Canadian Made

Openspace Solutions Inc. ~ 1561 Moser-Young Road, Wellesley, ON N0B 2T0

115

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openspace™
solutions inc.

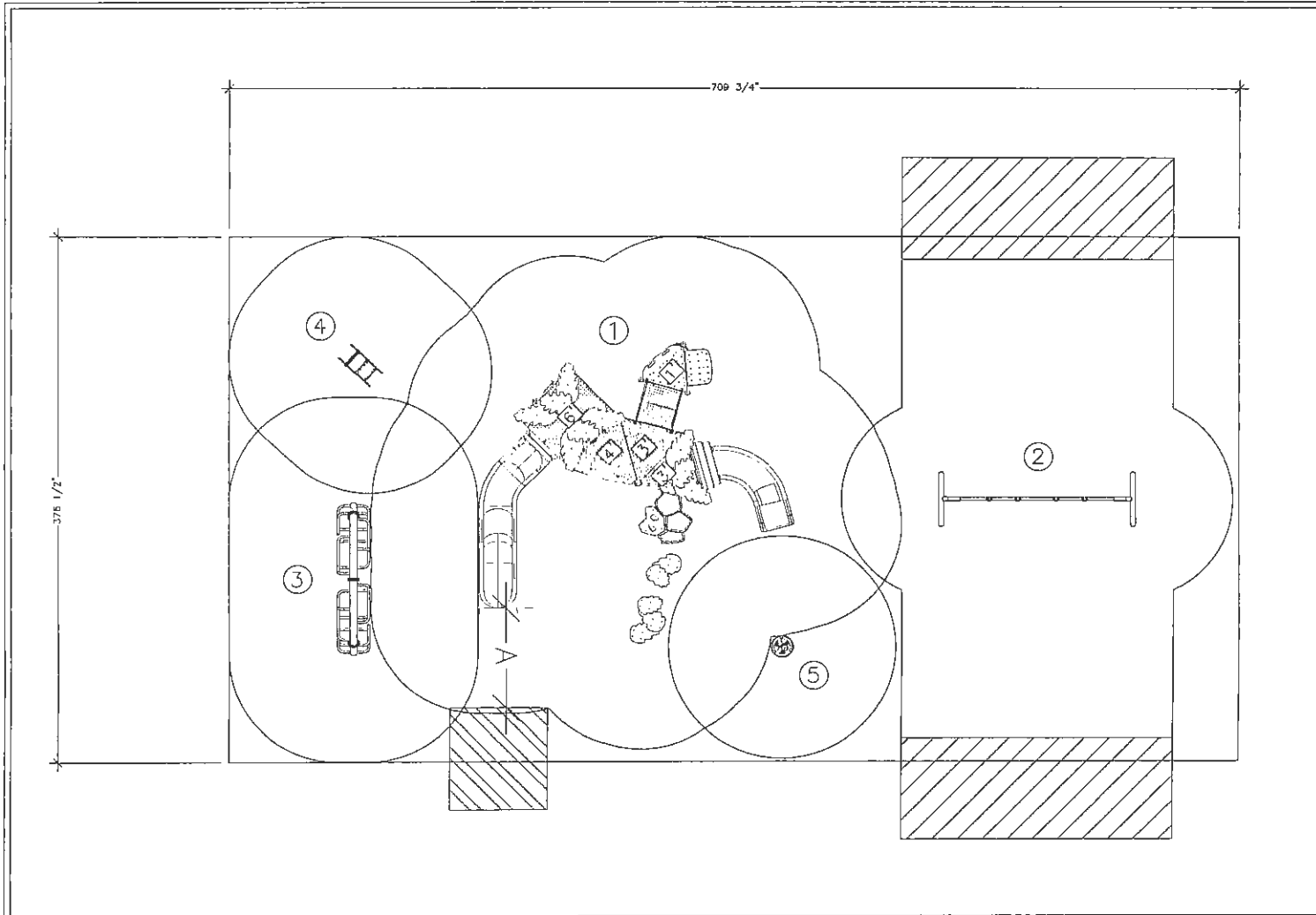


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Township of Essa Dellbrook

Jambette
INNOVATIVE QUALITY PLAYGROUNDS
.COM

117



Jambette.com

700, des Calais, Lévis, Qc, G6Y 9E6
(877) 363-2687

Customer :
OPENSOURCE SOLUTIONS INC.
TOWNSHIP OF ESSA
DELLBROOK

**Product(s)
Layout Plan**

Products :

- 1 - Playstructure
JS-17089-SHA
- 2 - 8' Arch. swing, 2pl.
L-06016
- 3 - The wading bird kit
G-14004
- 4 - Bear Spring Rider
LA-12006-D
- 5 - Xyrä-35
L-09001

Drawn by: MM.P.
Date: 16.04.2019

Quotation
1060452

Legend
Dimensions are for reference only

- = A no-encroachment zone of 6 feet is obligatory
- = Necessary dimensions of the protective surface including an edge of 6 inches
- = Protective surface in front of slides

[A=5'-0" or 1.53m] [F=7'-0" or 2.13m] [B=8'-0" or 2.44m] [C=9'-0" or 2.74m] [D=10'-0" or 3.05m] [E=11'-0" or 3.35m]

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO028-19

DATE: June 5, 2019

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: Regional Government Review

RECOMMENDATION

That Staff Report CAO028-19 be received for information; and

That a further letter be sent to provide additional feedback on Regional Government Review.

BACKGROUND

The Province has appointed special advisors to prepare a report to the Province on Regional Government Review (RGR). Council has participated in the process and has reviewed correspondence on the matter including recent correspondence circulated from the Township of Clearview and the Town of Wasaga Beach (attached).

The Municipality has provided feedback on the RGR following the Council meeting of earlier this spring (April 2, 2019) when the subject was discussed. As well, in following up on earlier Council concern, staff have participated in the on-line survey being conducted by the Province.

COMMENTS AND CONSIDERATIONS

Given that Council is extremely concerned with the RGR, it has been suggested by the Mayor that additional comments be sent to the special advisors with signature by the Mayor. An additional letter could state the following.

Essa agrees with its neighbours' views, that the Province should recognize the good work being done in Simcoe County whereby municipalities are working together to find efficiencies. Finding efficiencies and seeking out partnerships is not new to Essa and we have always worked to this end in a cooperative fashion.

The Township commends the Province for addressing the economy and the state of affairs in Ontario. We feel that there are other areas that the Province can focus their attention on, not that of regionalization or re-structuring of municipalities. We welcome encouragement by the Province to help push us towards finding savings but feel that we can lead the way along the path to be chosen by local municipal official who are responsible and accountable to our citizens.

Thank you again for the suggestions to find efficiencies and we will continue to work diligently on this matter given it top priority... Mayor Sandie Macdonald.

Optional

Essa has given thought to its services and believes that some of its services are well provided by us, some could use review and investigation of partnerships with neighbours or the upper tier are warranted, and some duplication may exist.

More specifically on this last comment, planning reviews are being duplicated by local municipalities and the upper tier County of Simcoe. Planning reviews are better suited at the local level where knowledge of the area and the overall impact on varying issues is better assessed, with planning reviews by the upper level only appropriate when planning applications cross municipal borders.

Further, it is thought that the local Conservation Authority has an important function to carry out in planning reviews but that comments on permits on small (re)development projects should be minimized (i.e. garages, decks or additions to properties already occupied by a residential use).

FINANCIAL IMPACT

None at this particular time.

SUMMARY/OPTIONS

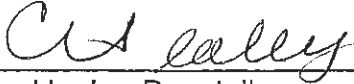
Council may:

1. Take no further action.
2. Send additional feedback to the Province on their Regional Government Review, to be signed by the Mayor.

CONCLUSION

Option #2 is recommended.

Respectfully submitted:



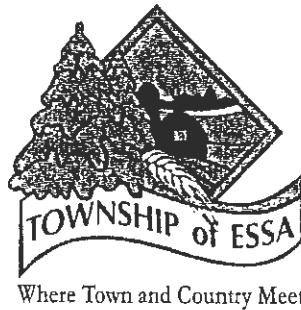
Colleen Healey-Dowdall
CAO

Attachments:

- Essa Letter sent to the Province April 15, 2019
- Township of Clearview correspondence dated May 21, 2019
- Town of Wasaga Beach correspondence dated May 9, 2019

10f

Corporation of the Township of Essa
5786 County Road 21
Utopia, Ontario
L0M 1T0



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

By email: regionalgovreview@ontario.ca

April 15, 2019

Local Government Policy Branch
Ministry of Municipal Affairs and Housing
777 Bay Street
13th Floor
Toronto, Ontario
M5G 2E5

Re: Feedback on Regional Government Review

Thank you for the opportunity to provide feedback on the potential regionalization initiatives of the Province affecting Simcoe County.

Essa Township is objecting to another round of amalgamations in Simcoe County – Simcoe County was restructured in the early 1990's and as well there was a recent and on-going review associated with the annexation of Innisfil lands by Barrie.

Essa Township has a history of successful partnerships with its neighbours but different neighbours depending on the situation. We would like to continue on with this more flexible approach of being able to partner, where appropriate, and not be forced into a permanent amalgamation which may not actually end up saving taxpayers money. Examples of successful but varied partnerships over recent years include:

- A partnership with the City of Barrie to provide public transit service
- A partnership with the Town of New Tecumseth and Township of Adjala-Tosorontio concerning policing (provision of OPP services)
- A partnership with CFB Borden to provide for canine control
- We have partnered with south Simcoe municipalities for economic development
- We have also partnered with the Town of Collingwood and Township of New Tecumseth concerning the provision of water

In addition to the above, Essa Township runs a sewage treatment plant in an effective manner with no partners, with a multi-million dollar expansion completed at the expense of developers who front-ended the project. As well, we are currently considering a private partnership for the construction of a major flood-proofing measure to improve on our community safety and our town.

Essa Township has 5 representatives (Council Members) to represent a population of 21,500 (3 ward Councillors and 2 politicians elected at-large). This complement of politicians seems to work well and Council meetings run smoothly. The people of Essa Township are well-represented and have good access to their municipal politicians.

Essa Township would like to bring to the attention of the Provincial Advisor, areas to explore concerning regionalization which could include partnership arrangements such as through the use of memorandums of understanding, similar to those utilized now or in the past, involving building, planning, fire, by-law enforcement, canine control, roads, drainage and fill-related activities. Streamlining could also occur in service-delivery areas involving planning, environmental reviews, source water protection and storm water management.

Essa is afraid that its past, responsible-style of management, that which provides flexibility to pick and choose the appropriate partner according to the situation, will be disregarded, and those municipalities where debt has been accumulating, will be rewarded by becoming associated with our taxbase.

Again, thank you for allowing us to provide feedback and our comments on this important matter.

Yours truly,



Colleen Healey-Dowdall
CAO
CHD/ap



May 21, 2019

The Honourable Doug Ford
Premier's Office
Room 281
Legislative Building, Queen's Park
Toronto, ON
M7A 1A1

Dear Premier Doug Ford,

I am pleased to communicate directly with you on the issue of the Regional Government Review that your government has been working on since the January 15 announcement by Steve Clark, Minister of Municipal Affairs and Housing. As the Mayor of Clearview Township, I have been regularly asked by residents and concerned taxpayers about the impact to our community and what changes may occur from the RGR. I have done my best to convey a positive message that this process has been focused on the regional government structure and delivery of public services to review efficiencies in how we spend tax dollars across Ontario.

I have spoken many times about the RGR and how this direction from your government is a healthy process to determine if we are providing the best value and service to taxpayers. Setting the agenda for a municipal council term of office through goal setting or strategic planning is something that our municipality has been doing each term since 2006. I have been fortunate to participate in four terms as an elected member of Clearview Township council and recently elected as Mayor. It has been my opinion that actually doing a review of Governance and Public Services is the right decision and should be a part of the municipal government procedure each term.

We need to keep the taxpayer desire for public services and the ability of our municipality to deliver effective, efficient services as the focus of every decision we make. Our municipal responsibility as elected council is to the taxpayer. The Ontario Government is no different. I am glad to hear that the Ontario Government is looking to reduce ineffective expenditures and build a culture of restraint at the Province that will ultimately bring us out of the unacceptable debt we all face as Ontarians.

Clearview Township is primarily an agriculture-based economy. We have had, and continue to have great neighbours, as we have been good neighbours to them. Our residents and taxpayers know that being a good neighbour will serve you and the community well to be a good neighbour. It is part of the Ontario agricultural spirit that has proven time and again that respect for your neighbour will make a great community. Mr. Premier, we have great neighbours to Clearview Township!

Clearview has built effective municipal relationships with Wasaga Beach and the Town of Collingwood, Essa, Mulmur and Springwater Townships, Grey Highlands and the Blue Mountains. While keeping a close connection to our upper tier municipal government, the County of Simcoe. As a lower tier municipality, we have made it part of our strategic plan to build these relationships and that benefit our residents and respect our agricultural roots. Our municipality is operating at a moderate level of local service, with access to the upper tier services that are delivered in a cost effective, and efficient way.

We have done this without the need to amalgamate with our neighbouring communities. Services provided by our upper tier, the County of Simcoe, are not something that can be efficiently duplicated in a lower tier or through a municipal realignment of neighbouring communities. The capacity to fund these upper tier services would be difficult for a community such as Clearview to finance in an amalgamated community.

Clearview Township has been actively improving municipal services and renewing our commitments to legacy services that form our community. We have recently committed to replacing our Stayner Branch of the Clearview Public Library. We have shared resources with our neighbours for library services and even include the Canadian Forces Base Borden in our partnership. We have addressed the ongoing delivery of Fire Protection services and have some of the best volunteer firefighters in Ontario working with modern equipment and training. We are in a mutual aid agreement with our neighboring communities to provide fire service and receive aid if needed. Our Public Works services maintain over 400 km of roads in both paved urban settings and rural gravel roads. Clearview launched a Public Transit service in 2017 that has seen growth in ridership month over month. We work with our neighbours to help move people between our communities and are working with the County of Simcoe to improve this service. I could list the entire operation of Clearview township and cite efficiencies in the value of service delivery, but you already know we are an efficient municipality as our annual financial reporting and annual operating budget have won acclaim by the Ontario Government and international associations have honoured our staff for their work. I can say with confidence that Clearview Township is working for our taxpayers efficiently and effectively every day.

At the May 14 County of Simcoe Committee of the Whole meeting, a report was tabled that reported on the governance structure review and the public services review that we provide to residents across the County. I wish to share with you Mr. Premiere, that I supported the motions to endorse the reports and the content contained that will form the opinion of the County of Simcoe under signature of our Warden, George Cornell. It is my opinion that County of Simcoe councillors and staff have done a healthy review of the Governance and Public Service delivery that has brought forward the suggestion to reduce the number of County Council members and move some of the lower tier Public Service to the upper tier.

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I would hope that your government will consider the options presented by Simcoe County and know that rural Ontario municipalities like Clearview are already working efficiently for our taxpayers.

Please extend my thanks to Mr. Michael Fenn and Mr. Ken Seiling for their work as your special advisors in the Regional Government Review. I had occasion to meet with Mr. Seiling and found him to be very engaged in our discussion of the RGR. He left me with a sense of confidence that our Province is moving in the right direction with qualified civil servants such as these.

Best regards,



Doug Measures,
Mayor
Clearview Township

cc: VIA EMAIL
Ken Seiling, Special Advisor, Regional Government Review
Michael Fenn, Special Advisor, Regional Government Review
Council, Simcoe County
Council, Clearview Township
Steve Sage, CAO, Clearview Township



OFFICE OF THE MAYOR

May 9, 2019

The Honourable Steve Clark
Minister of Municipal Affairs and Housing
College Park 17th Flr, 777 Bay St.
Toronto, ON
M5G 2E5

Dear Minister:

I am writing on behalf of the Council of The Corporation of The Town of Wasaga Beach.

The purpose of this letter is to share with you our council's thoughts regarding the review of regional government being undertaken by your ministry.

Enclosed with this letter is a report outlining our position, as well as a resolution passed by council's Coordinated Committee earlier today.

I am asking that you review both of these documents. A similar letter is being sent to Mr. Fenn and Mr. Seiling.

Simcoe County has long been a part of the Progressive Conservative heartland. Going back to the governments of Bill Davis, John Robarts, and Leslie Frost, our county has helped elect strong conservative administrations at Queen's Park. The policies of these governments established the Ontario we know today.

Our municipal leaders have used fiscally conservative principles to deliver a high-level of quality local services for generations. This is fundamental to how we operate.

We believe the province should recognize the exemplary manner in which Simcoe County and its lower-tier municipalities are administered. We are building communities that are, and will continue to, contribute greatly to the economic health of Ontario.

We are of the view that restructuring or amalgamation is not required to ensure our success in delivering services effectively and efficiently in the future.

What we do need at the local level are tools and support to do our work. It is in this aspect the province can play a helpful role.

I know that grassroots consultation is important to the government and that it is one of the cornerstones of the Progressive Conservative Party. In that regard, I hope our comments through this exercise are afforded great consideration.

It would be a shame on so many levels if this governance review resulted in a breakdown in relations.

In closing, thank you for the opportunity to share our town's position and please accept my best wishes.

Sincerely,



Nina Bifulchi, Mayor
Town of Wasaga Beach.

Encl:

CC: Jim Wilson, MPP
Simcoe-Grey

Jill Dunlop, MPP
Simcoe-North

Doug Downey, MPP
Barrie-Springwater-Oro-Medonte

Andrea Khanjin, MPP
Barrie-Innisfil

Caroline Mulroney, MPP
York-Simcoe

George Cornell, Warden
County of Simcoe

Simcoe County member municipalities



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO029-19

DATE: June 5, 2019

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: Parks & Recreation Programs – Cost/Rates

RECOMMENDATION

That Staff Report CAO029-19 be received; and

That Council consider raising the cost of programs the same as recent ice rate increases in the amount of 3% with a public meeting to be held to collect public feedback on this matter.

BACKGROUND

Ice rental rates have increased 3% annually over the past few years to account for staffing and arena costs. In a report of March 6, 2019, CAO Greg Murphy wrote that “Over the last few years, we have increased the hourly ice rental rates 3% annually. Unfortunately, even with these increases, there still is a shortfall in revenue which does not cover the operating expenses of making and maintaining ice during the winter season at both the Angus and Thornton Arenas.”

COMMENTS AND CONSIDERATIONS

Parks programming also requires staff for organization, room rental duties and clean ups, and there are other costs to keeping buildings open (i.e. heat and hydro). Program rates have not been increased at any time within the past few years similar to ice rental rates. Essa’s programs, as a whole, are running in a shortfall situation where revenues are not covering operating expenses (including but not limited to: instructors, office staff, arena staff, facility heat, facility hydro, office supplies and advertising, etc.). Some particular programs are losing money worse than others.

At this time, the programs budget is in jeopardy of exceeding that approved with costs outweighing registration collections. The direct cost to run programs in 2019 is estimated to be at \$33,000, however, \$28,000 is listed as the approved budget amount. This does not take into account a complete listing of all expenses associated with programs.

There is a concern for revenue being taken in by programs and the Recreation Programmer/Booking Clerk has raised concern to this CAO.

Options which Council may wish to consider at this time include doing nothing, increasing fees or cutting programs. So far, over the course of the past month or so, staff has been directed to leave programs in place. As a result, Council may wish at this time to consider increasing rates. A rate increase, similar to that recently applied to ice rental rates, could be considered. Alternatively, if Council felt that a review of program pricing should be undertaken, staff could carry out a price comparison with neighbouring municipalities.

As well, should Council support an increase, a public meeting is recommended.

FINANCIAL IMPACT

At present, running 16 different programs is costing a cumulative amount of approximately \$127,350. Typically, 3 sessions of each program are run during a year. Revenue generated to-date is approximately \$20,000 with another \$20,000 expected by year-end.

SUMMARY/OPTIONS

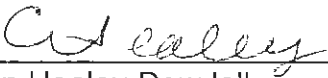
Council may:

1. Take no further action.
2. Cut programs to ensure that costs do not exceed projected revenues.
3. Consider rate increases to registration for programs in the amount of 3% consistent with a recent ice rental rate increase.
4. Consider increasing registration for programs in another amount such as 5% or 6% in order to catch up and account for not increasing registration fees over the past number of years.
5. Direct staff to collect information from neighbouring municipalities and to report on a price comparison with other municipalities, bringing additional information to Committee in the near future.

CONCLUSION

Option #3 is recommended with a public meeting to be scheduled.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments: None.