

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, JUNE 4, 2025
6:00 p.m.**

AGENDA

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

1. OPENING OF MEETING BY THE MAYOR

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

2. DISCLOSURE OF PECUNIARY INTEREST

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

- p. 1 **a. Presentation**
Township of Essa, 2025 Asset Management Plan

Link: [Draft Township of Essa Asset Management Plan](#)

*Recommendation: **WHEREAS** the Province of Ontario, through Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure under the Infrastructure for Jobs and Prosperity Act, 2015, requires municipalities to prepare and adopt asset management plans for their infrastructure assets; and*

***WHEREAS** the Township of Essa has developed an Asset Management Plan in accordance with the requirements set out in O. Reg. 588/17; and*

***WHEREAS** the Asset Management Plan is intended to guide the Township of Essa in making informed decisions regarding the maintenance, rehabilitation, replacement, and expansion of its infrastructure assets, ensuring sustainability, accountability, and transparency;*

***NOW THEREFORE BE IT RESOLVED THAT** the Council of the Township of Essa hereby endorses the 2025 Asset Management Plan as presented; and*

***FURTHER THAT** staff be directed to implement the strategies and recommendations outlined in the Plan, and continue to update and improve the Plan in accordance with provincial regulations and best asset management practices.*

STAFF REPORTS

4. PLANNING AND DEVELOPMENT / BUILDING

- p. 6 a. Staff Report PD011-25 submitted by the Manager of Planning, re: Bill 17 – Protect Ontario by Building Faster and Smarter Act, 2025 – Township of Essa Comments.

Recommendation: **BE IT RESOLVED THAT** That Staff Report PD011-25 be received; and
THAT Council approve submission of the attached Staff comments to the Environmental Registry of Ontario (ERO number 025-0450) on Bill 17 – Protect Ontario by Building Faster and Smarter Act, 2025 by June 11, 2025.

5. PARKS AND RECREATION / COMMUNITY SERVICES

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

- p. 23 a. Staff Report PW010-25 submitted by the Manager of Public Works, re: Angus Water Supply & Storage Expansion Detailed Design.

Recommendation: **BE IT RESOLVED THAT** Staff Report PW010-25 be received; and
THAT the RFQ as received from Greenland International Consulting Ltd be accepted in the amount of \$1,064,377.00 (excluding applicable tax) to proceed with the Angus Water Supply and Storage Expansion detailed Design

- p. 28 b. Staff Report PW011-25 submitted by the Manager of Public Works, re: Angus Wastewater Treatment Plant Schedule “C” Environmental Assessment.

Recommendation: **BE IT RESOLVED THAT** Staff Report PW011-25 be received; and
THAT the RFQ as received from Greenland International Consulting Ltd be accepted in the amount of \$367,738.00 (excluding applicable tax) to proceed with the Angus Wastewater Treatment Plant Schedule “C” Environmental Assessment.

8. FINANCE

- p. 32 a. Staff Report TR003-25-25 submitted by the Manager of Finance, re: Statement of Treasurer – Remuneration 2024.

Recommendation: **BE IT RESOLVED THAT** Staff Report TR003-25 be received;
THAT the Treasurer’s Statement of Remuneration and Expenses of Council and Members appointed by Council for the year ending December 31, 2024, be received as circulated.

9. CLERKS / BY-LAW ENFORCEMENT / IT

- p. 35 a. Staff Report C008-25-25 submitted by the Acting Clerk, re: Letter of Non-Objection - Royal Canadian Legion, Branch 499 – Canada Day.

Recommendation: **BE IT RESOLVED THAT** Staff Report C008-25 be received; **THAT** Council approve the request for a Letter of Non-Objection from the Edward Macdonald Branch 499 Angus of the Royal Canadian Legion – to host a Beer Garden for the Canada Day celebrations at Angus Community Park on Tuesday July 1, 2025 between the hours of 11:00 a.m. to 6:00 p.m.; and **THAT** this approval is conditional upon a copy of the certificate of insurance in the amount of \$5,000,000.00 being provided to this municipality, listing the Township of Essa as additional insured, as well as the necessary approvals being obtained from the Parks and Recreation Department and Fire Department.

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

11. OTHER BUSINESS

12. ADJOURNMENT

Recommendation: **BE IT RESOLVED THAT** this meeting of Committee of the Whole of the Township of Essa adjourn at _____ p.m., to meet again on the 18th day of June, 2025 at 6:00 p.m.

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Essa Township

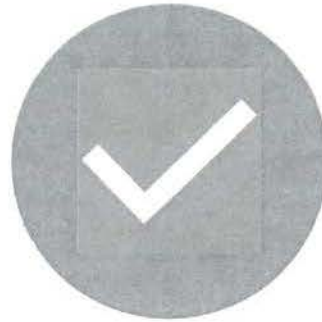
2025 Asset Management Plan



Agenda



REGULATORY
CONTEXT



2025 ASSET
MANAGEMENT PLAN



QUESTIONS

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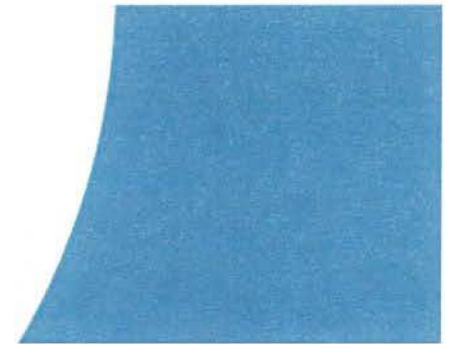
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Regulatory Context

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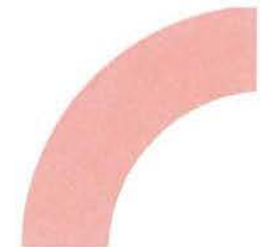


Background and Context

- As part of the Infrastructure for Jobs and Prosperity Act, 2015, the Ontario government introduced Regulation 588/17 - Asset Management Planning for Municipal Infrastructure (O. Reg 588/17).
- Requires Ontario municipalities to develop an asset management policy and AMPs between 2022 and 2025 with increasing complexity.
- As part of our current engagement, PSD Citywide developed an AMP that meets the requirements of O. Reg 588/17 - 2025 requirements.



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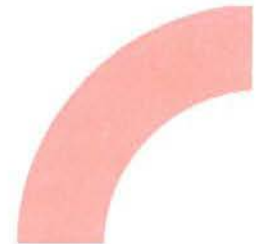


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Ontario Regulation 588/17

Requirement	2019	2022	2024	2025
1. Strategic Asset Management Policy	✓		✓	
2. Asset Management Plans		✓	✓	•
State of infrastructure for core assets		✓		
State of infrastructure for all assets			✓	•
Current levels of service for core assets		✓		
Current levels of service for all assets			✓	
Proposed levels of service for all assets				•
Lifecycle costs associated with current levels of service		✓	✓	
Lifecycle costs associated with proposed levels of service				•
Growth impacts		✓	✓	•
Financial strategy			✓	•

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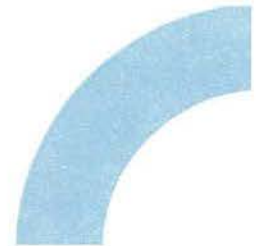
2025 Asset Management Plan





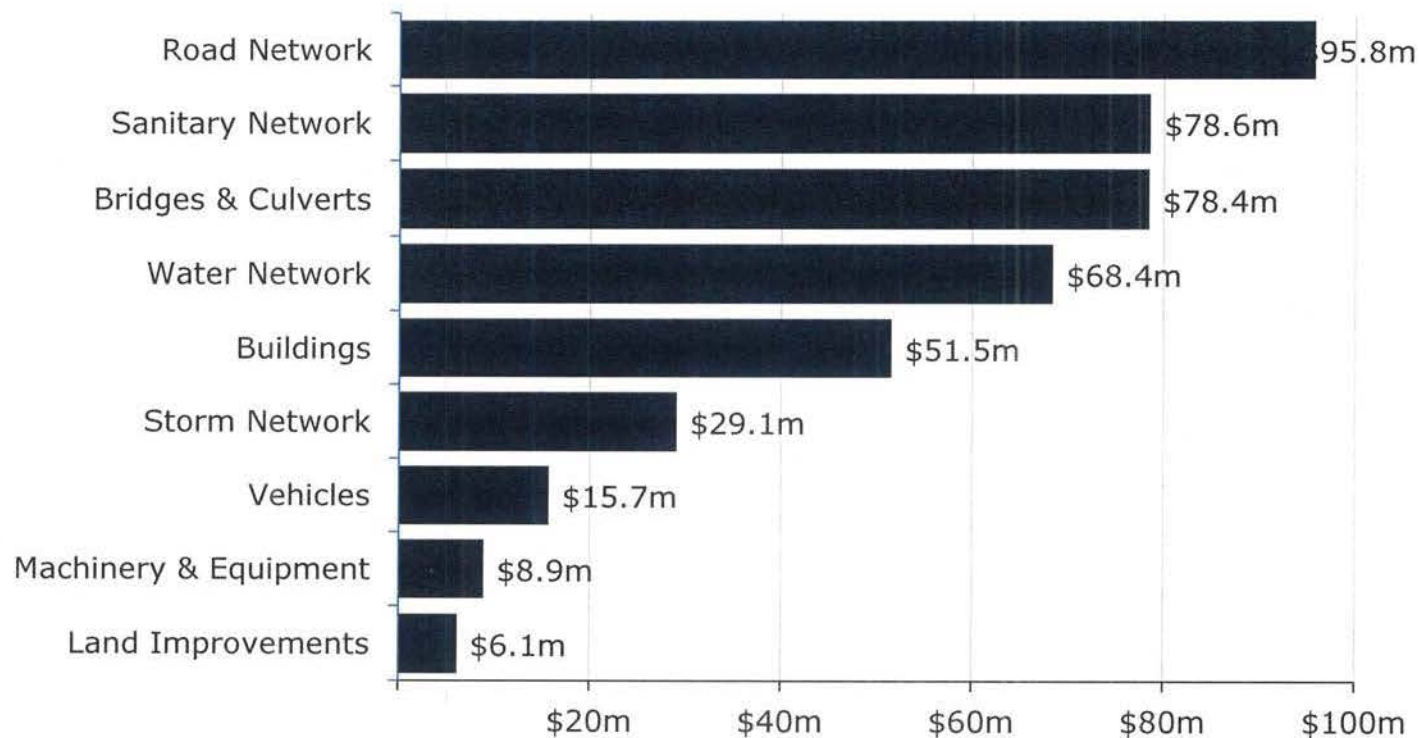
AMP 2025

- Core assets include roads, bridges & culverts, water network, and sanitary network infrastructure.
- Non-core assets includes all other capital assets, including vehicles & equipment, parks and land improvements, and buildings
- Supports efficient use of funds on infrastructure programs
- Provides an important tool for communicating internally and externally



Replacement Cost

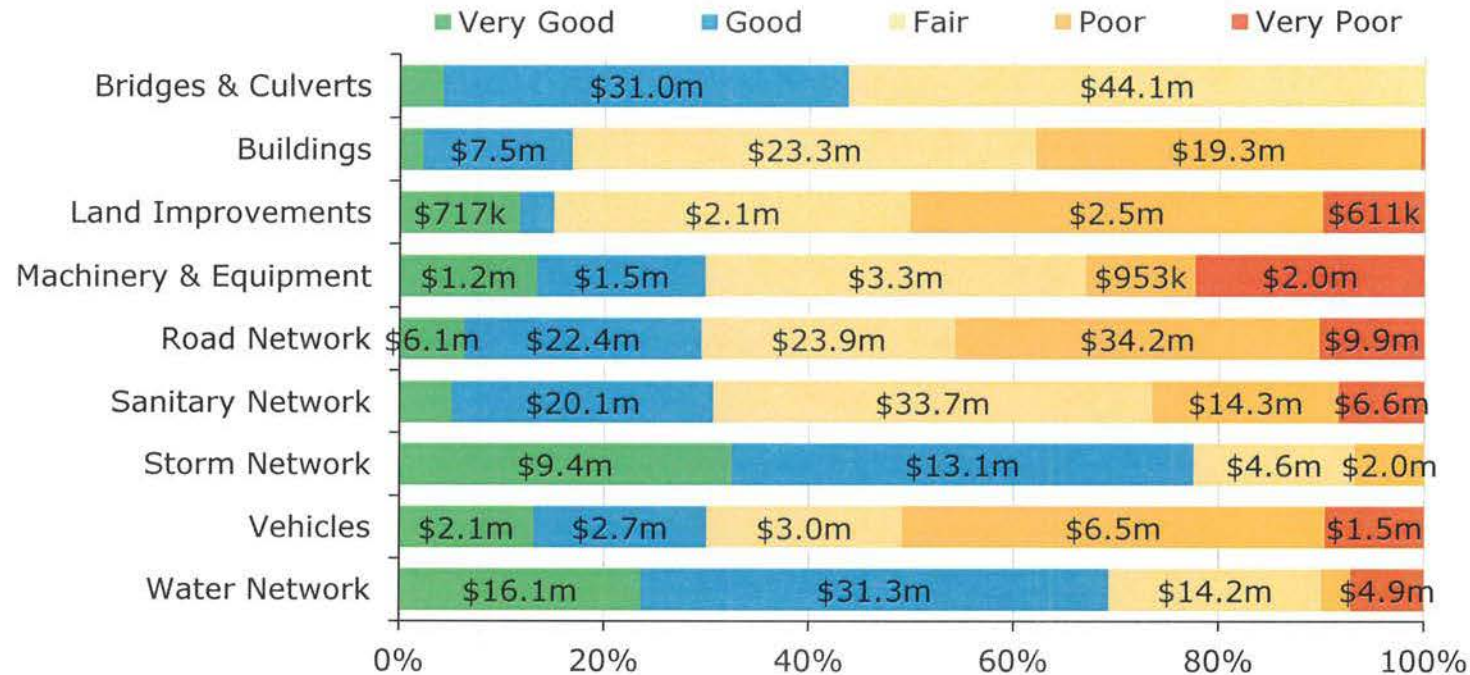
- Total Current Replacement Cost = **\$432.5 million**



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Asset Condition

- 75% of the Township's infrastructure portfolio is in fair or better condition
- Overall average condition is Fair or 55%

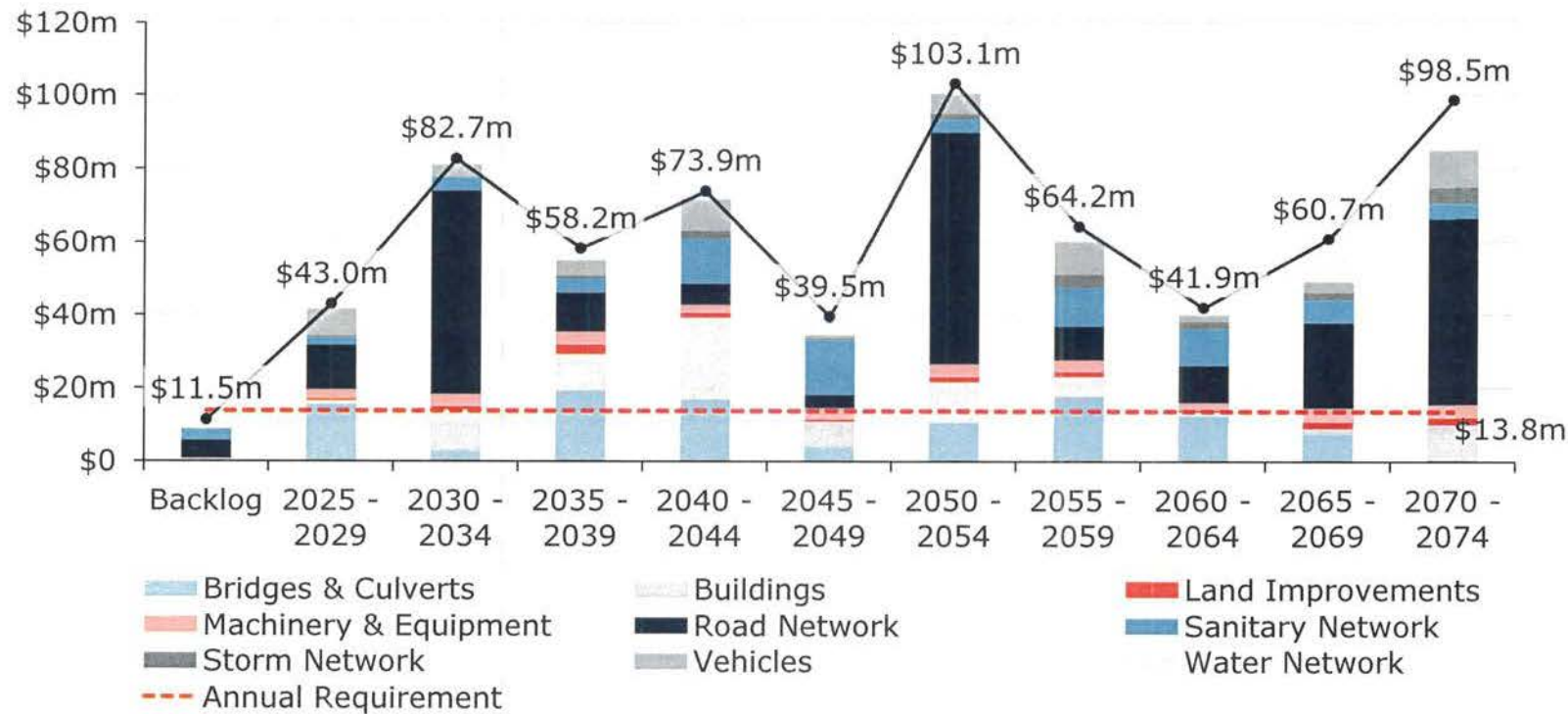


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System-Generated Annual Capital Requirements

- Based on the current replacement cost of the portfolio, the average annual capital needs over the lifecycle off all assets total \$13.8m (red dotted line).



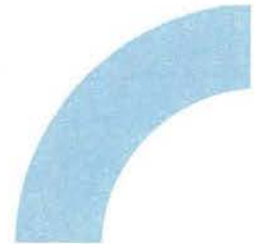
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Recommended Proposed LOS

- Tax-Funded Assets: 75% Funding Scenario
 - Maintains ongoing contributions to the Asset Management Reserve to support long-term infrastructure needs
 - Leverages non-sustainable funding sources (e.g. grants, reserves, ASE revenue) to help close the funding gap
 - Aligned with infrastructure priorities identified in the Township's Strategic Plan
- Rate-Funded Assets: 100% Funding Scenario
 - Enables consistent levels of service
 - Protection of public health
 - Support regulatory requirements



Infrastructure Deficit – Tax-funded assets

	Phase-in Period for 75% of full funding			
	5 Years	10 Years	15 Years	20 Years
Infrastructure Deficit	5,166,446	5,166,446	5,166,446	5,166,446
Change in Debt Costs	-8,639	-150,322	-150,322	-150,322
Resulting Infrastructure Deficit:	5,157,806	5,016,124	5,016,124	5,016,124
Tax Increase Required	42.5%	41.3%	41.3%	41.3%
Annually:	7.4%	3.6%	2.4%	1.8%

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Infrastructure Deficit – Rate-funded assets

	Water Network				Sanitary Sewer Network			
	5 Years	10 Years	15 Years	20 Years	5 Years	10 Years	15 Years	20 Years
Infrastructure Deficit	\$719k	\$719k	\$719k	\$719k	\$1.1m	\$1.1m	\$1.1m	\$1.1m
Decrease in debt payments	N/A	N/A	N/A	N/A	-	-\$347k	-\$347k	-\$347k
Resulting Infrastructure Deficit:	\$719k	\$719k	\$719k	\$719k	\$1.1m	\$788k	\$788k	\$788k
Rate Increase Required	36.9%	36.9%	36.9%	36.9%	57.9%	40.2%	40.2%	40.2%
Annually:	6.5%	3.2%	2.2%	1.6%	9.6%	3.5%	2.3%	1.8%

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Next Steps



Continuous Improvement

- Continue to refine the inventory and align with operations

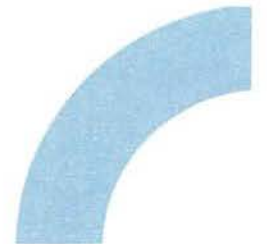


Updates and Reviews

- Updates to AMP – every 5 years
- Revise levels of service and performance measures based on the most recent data

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Questions?



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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD011-25

DATE: June 4th, 2025

TO: Committee of the Whole

FROM: Samuel Haniff, Manager of Planning

SUBJECT: Bill 17 – Protect Ontario by Building Faster and Smarter Act, 2025 – Township of Essa Comments

RECOMMENDATION

That Staff Report PD011-25 be received; and

That Council approve submission of the attached Staff comments to the Environmental Registry of Ontario (ERO number 025-0450) on Bill 17 – Protect Ontario by Building Faster and Smarter Act, 2025 by June 11, 2025.

BACKGROUND

On May 12, 2025, Bill 17, *Protect Ontario by Building Faster and Smarter Act, 2025* was tabled in the Ontario Legislature.

As per its 'Contents', Bill 17 is "...designed to speed up the construction of infrastructure and homes with the goal of supporting economic and community growth..." and to "...simplify and standardize municipal development approval processes and charges to help increase housing supply in Ontario."

Bill 17 proposes amendments to the following Acts with respect to infrastructure, housing and transit:

- Schedule 1: Building Code Act, 1992
- Schedule 2: Building Transit Faster Act, 2020
- Schedule 3: City of Toronto Act, 2006
- Schedule 4: Development Charges Act, 1997
- Schedule 5: Metrolinx Act, 2006
- Schedule 6: Ministry of Infrastructure Act, 2011
- Schedule 7: Planning Act
- Schedule 8: Transit-Oriented Communities Act, 2020

Consultation on Schedules 3 (City of Toronto Act) and 7 (Planning Act) closes at 11:59pm on June 11th, 2025. This report will focus solely on proposed changes to the Planning Act.

COMMENTS AND CONSIDERATIONS

While generally unopposed to the amendments proposed by Bill 17, Staff suggests that those proposed amendments to the Planning Act that relate specifically to schools are worth further consideration.

Specifically, Bill 17 proposes to permit the use of elementary and secondary schools (inclusive of childcare centres) as-of-right in urban residential areas by restricting Official Plans and Zoning By-laws from prohibiting such uses. Additionally, the placement of portables on school sites is proposed to be exempt from Site Plan Control, which is currently limited to those schools in existence before January 1, 2007.

While these school-specific amendments may prove useful in facilitating faster construction of schools and portables, they may in-turn cause peak-hour traffic congestion, illegal on-street parking, negative drainage issues, and increased municipal enforcement matters for municipalities and residents of adjacent school sites.

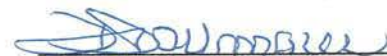
Faster timelines for the development of schools is a noble goal. However, fair consideration of the potential downstream impacts of these amendments on adjacent residents and approving municipalities is necessary and prudent.

The attached letter offers a breakdown of the proposed amendments from Bill 17 related to schools. It suggests potential impacts on approving municipalities and adjacent residents, and it proposes alternative approaches to achieving faster timelines for the development of schools while simultaneously protecting residents and municipalities from unintended negative consequences.

Staff is recommending the attached draft letter of comments on Bill 17 to be submitted to the Environmental Registry of Ontario by June 11, 2025.

FINANCIAL IMPACT

There are no perceived financial impacts.



Manager of Finance

SUMMARY/OPTIONS

Council may:

1. **Authorize staff to proceed with submitting the attached comment letter on Bill 17 – Protect Ontario by Building Faster and Smarter Act, 2025 to the Environmental Registry of Ontario by June 11, 2025.**
2. Direct staff in another manner.

CONCLUSION


Option #1 is recommended.

Respectfully submitted by:



Samuel Haniff, Manager of Planning

Reviewed by:



Michael Mikael, CAO

Attachments:

Draft comment letter on Bill 17, Protect Ontario by Building Faster and Smarter Act,
2025

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PD011-25

Bill 17 – Protect Ontario by Building Faster and Smarter Act, 2025 – Township
of Essa Comments
June 4th, 2025

Page 4 of 4

ATTACHMENT NO.1

***Draft comment letter on Bill 17, Protect Ontario by Building Faster and
Smarter Act, 2025***

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June 5, 2025

Sent via email

Ministry of Municipal Affairs and Housing
17th Floor
777 Bay Street
Toronto, ON M7A 2J3

Attention: Hon. Rob Flack, Minister of Municipal Affairs and Housing

**Subject: Bill 17 – Protect Ontario by Building Faster and Smarter Act, 2025
Township of Essa Comments**

As a lower-tier government partner in planning for housing, economic and community growth, the Township of Essa acknowledges the importance of Bill 17, *Protect Ontario by Building Faster and Smarter Act, 2025*.

The following comments are specific to those school-specific Bill 17 amendments to the Planning Act as they relate to the Township of Essa and other smaller municipalities that face similar challenges in managing significant growth with limited financial resources, public transit and active transportation infrastructure.

Listed below are the school-specific proposed Bill 17 amendments to the Planning Act, Township comments, and proposed alternative recommendations for your consideration.

1. An amendment to Section 16 (Official Plans) and a new section to Section 35.1 (Restrictions for residential units) of the Planning Act would prevent any Official Plan or Zoning By-law from prohibiting *the use of a parcel of urban residential land for an elementary school or secondary school...including the use of a child care centre located in the school*.

Comments:

- If elementary and secondary schools (inclusive of child care centres) are permitted as-of-right in urban residential zones, this change will effectively eliminate the general public's ability to voice objections to having a school in their neighbourhood. And while NIMBYISM is a very real concern to consider, so are on-street parking, peak-hour traffic, and increased pedestrian traffic caused by the introduction of a school to a neighbourhood where it was not previously permitted through designation or zoning.
- Municipalities would potentially lose the ability to plan well-rounded and functional communities. School Boards may opt for school sites that are more affordable and construction ready, but not the most suitable for a school site. As such, a fully completed school may have unintended consequences for municipalities and their

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tax-paying residents (e.g. increased traffic congestion, parking enforcement, and noise complaints).

- This proposed Planning Act amendment/new section seems to favour School Boards over municipalities and residents. And while a reduced timeframe for the development of schools is important, the potential downstream effects (namely traffic congestion, illegal parking, and enforcement issues) fall entirely with neighbouring residents and the approving municipality.

Proposed Alternative:

- **An alternative may lie in requiring School Boards to contain peak-hour traffic and parking entirely on-site, and to be responsible for relevant on-site and off-site pedestrian upgrades as part of the Site Plan Control process. Additionally, requiring public consultation for school sites in as-of-right residential urban areas may prove prudent with adjacent residents. These issues are likely the major contentions between School Boards and municipalities/residents that currently lead to existing delays in Site Plan Control approvals. Resolving these issues are likely to expedite the Planning and development processes considerably, whether within or outside urban residential areas.**
2. An amendment to Section 41 (Site Plan Control Area) of the Planning Act would remove portable classrooms from the definition of "development" under Site Plan Control. While the existing Planning Act provisions exempt portables from Site Plan Control on only those schools in existence since January 1, 2007, the proposed amendment would now apply the exemption to *all* schools.

Comments:

- The introduction of portables to a school site after a school has been built results in increased lot coverage, increased pedestrian and vehicular traffic, and potential negative drainage issues. To exempt Site Plan Control from a form of site alteration entirely could again have unintended negative consequences for municipalities and residents.

Proposed Alternative:

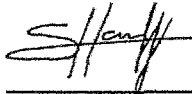
- **An alternative intervention may lie in providing a Provincially standardized and expedited Site Plan Control process specifically for portables on existing schools. This process may include mandatory updated applicant submissions for lot coverage and parking calculations, traffic modeling and drainage plans.**

The Township of Essa understands the need to expedite the development of schools. However, we remain concerned about the unintended consequences and long-term

negative impacts that municipalities and adjacent residents will face. We believe that a more measured approach that balances the need for expedited school development while simultaneously addressing peak-hour traffic congestion, illegal on-street parking, negative drainage issues, and increased municipal enforcement matters is possible.

Should you have any questions regarding this correspondence, please contact the undersigned.

Yours truly,



Samuel Haniff, MCIP, RPP
Manager of Planning

Cc. MPP Brian Saunderson
Mayor Sandie Macdonald
Deputy Mayor Michael Smith
Councillor Ward 1 – Pieter Kiezebrink
Councillor Ward 2 – Henry Sander
Councillor Ward 3 – Liana Maltby
CAO Michael Mikael



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW010-25

DATE: June 04, 2025

TO: Committee of the Whole

FROM: John Kolb – Manager of Public Works

SUBJECT: Angus Water Supply & Storage Expansion Detailed Design

RECOMMENDATION

That Staff Report PW010-25 be received; and

That the RFQ as received from Greenland International Consulting Ltd be accepted in the amount of \$1,064,377.00 (excluding applicable tax) to proceed with the Angus Water Supply and Storage Expansion detailed Design

BACKGROUND

The Community of Angus is one of three (3) urban centres in the Township of Essa (Township). Per the 2001 Official Plan (OP) and current County (OP), Angus is a primary growth area in the Township and dependent on full water and sanitary servicing.

The Township retained Greenland in 2021 to initiate a Municipal Class Environmental Assessment (Class EA) to develop an Infrastructure Master Plan (IMP) for the Community of Angus. The purpose of the IMP was to complete a 25-year forecast of proposed capital projects for water and wastewater servicing requirements to facilitate future growth expected in Angus.

	Residential Units	Residential Population (Persons)
Existing Population	4,597	13,792
Ultimate Population	7,390	22,096

The Mill Street Water Supply & Storage Expansion aims to implement the preferred water supply and storage solutions identified in the Angus Infrastructure Master Plan (IMP) Addendum. This project addresses critical infrastructure needs to support current and future development in the Angus settlement area, in accordance with the Township's recently completed Schedule 'B' Class EA IMP.



Project Objectives / Work Plan

The project has been strategically structured into three distinct phases aligned with the Township's funding allocations and budgetary framework:

Phase 1 – Mill Street Investigations: This phase encompasses all critical investigative work required to establish technical feasibility and is associated with the Township's approved "Mill Street Investigations" line item in the 2025 municipal budget. This includes GEI's waste disposal area impact study, hydrogeological water-taking assessments for existing Well 1 and proposed Well 1A, and geotechnical assessments to support the elevated tank design. These investigations will establish the foundation for subsequent design work.

Phase 2 – Mill Street Water Supply and Storage Upgrade Design: Following successful completion of Phase 1 investigations, this phase will utilize development charge allocations to fund the detailed design of the water supply and storage solutions identified in the IMP Addendum. This phase incorporates Greenland International Consulting Ltd.'s (Greenland) & RVA's design tasks for both the elevated storage tank and well supply upgrades, culminating in tender-ready documentation.

Phase 3 – Asset Management Related Works: This phase addresses infrastructure maintenance and improvement needs identified through the Township's Asset Management Plan funding. It includes maintenance activities at Mill St. (to be completed concurrently with supply expansion investigations) and the design of IMP-identified upgrades to deficient watermains in Angus to address known fire flow deficiencies.

Greenland will serve as the Prime Consultant, providing project management, coordination, and site plan design while serving as the main point of contact with the Township and OCWA. RVA will complete water facilities design work, including tender documents and opinions of probable cost for the solutions. GEI will conduct hydrogeological and geotechnical investigations, building on their previous work for the IMP Addendum.

It is projected to Tender all water expansion and upgrades in 2026 (first quarter).



COMMENTS AND CONSIDERATIONS

Project(s) Description:

1. Increase Angus' water supply by maximizing Mill Street Well #1 (existing well) to match the remaining sewer Capacity (**\$800,000 approximated cost**)
2. Install a New Well to increase the overall Capacity by up to 4,400 m³/d for the 2025-year buildout (**\$1,600,000 approximated cost**)

3. Construct Elevated Storage Tank at Mill Street with a capacity of \$4,200 m3 to support a 25-year buildout, initially filled to 50% until further capacity is needed (**\$11,000,000 approximated cost**)
4. A 2.2 km Watermain Upgrades to correct fire flow deficiencies in existing developed area (Asset Management driven costs – Staff is currently working on a \$4,000,000 grant application to cover these costs)
5. A 3.3 km Watermain construction to loop water system which is required prior to additional future development along north of CR90 - Development Driven costs)

A Request for Quotation to Greenland International Consulting Ltd. was received on May 18th, 2025, utilizing a competitive approach. The RFQ was evaluated based on *Sole Sourcing (non-competitive procurement) evaluation weight criteria* with respect with to Section 7 (Essa Procurement Policy Number A05-01) since Greenland International Consulting prepared the Township Infrastructure Master Plan and maintains Essa's (SewerGEMS & WaterGEMS) computer models and both class EA.

7. Non-Competitive Procurement (Essa Procurement Policy Number A05-01)

7.1 Any provision in this Policy may be excepted where a Department Head deems it necessary or in the best interests of the Township to acquire goods or services from a particular source through the use of non-competitive procurement such as single sourcing or sole sourcing. Due to the potential public perception regarding favouritism or conflict of interest, it is important to be transparent when using the non-competitive method.

7.2 The approval of Council may be sought to acquire goods or services through a non-competitive process.

The total fee structure (excluding HST) is \$306,814 to complete the Mill Street Investigations.

Council approved \$320,000 (Development Charges) in the 2025 Public Works prioritized capital budget.

The below Costs will be included in the upcoming budget years.

Core Work Plan Category (Phase)	Fee Summary				
<u>Consultant:</u>	<u>Greenland</u>	<u>RVA</u>	<u>GEI</u>	<u>Disbursements</u>	<u>TOTAL</u>
Mill Street Investigations (Phase 1)	\$26,924	\$3,612	\$220,000	\$56,278	\$306,814
Water Supply & Storage Design Work (Phase 2)	\$118,757	\$279,448	\$47,000	\$16,322	\$461,527
Provisional Design Subconsultants - Requirements TBD (Phase 2)	\$6,686	-	-	\$34,230	\$40,916
Asset Management Related Design & Maintenance (Phase 3)	\$164,176	-	\$118,000 ¹	\$13,860	\$296,036
All Project Categories (Math Check, Incl. Provisional Items)	\$316,543	\$283,060	\$385,000	\$120,690	\$1,105,293



Manager of Finance

Moving Forward Plan:

1. Finalize the detailed design to be ready for tender by February 2026
2. Develop a funding strategy to be presented to Council in the near future to fund the proposed upgrades and storage expansion

SUMMARY/OPTIONS

Council may:


1. Award the RFQ to Greenland International Consulting Ltd in the amount of \$1,064,377.00 (excluding applicable tax)
2. Direct Staff in another course of action

CONCLUSION

Staff recommends that Option 1 be approved, given that this consulting firm ranked the highest based on *Sole Sourcing (non-competitive procurement) evaluation weight criteria* with respect with to section 7 (Essa Procurement Policy Number A05-01).

Respectfully submitted,

Reviewed by,



John Kolb
Manager of Public Works

Michael Mikael, P.Eng
Chief Administrative Officer

Attachments:

Attachment No.1 Confidential Attachment



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW011-25

DATE: June 04, 2025

TO: Committee of the Whole

FROM: John Kolb – Manager of Public Works

SUBJECT: Angus Wastewater Treatment Plant Schedule “C” Environmental Assessment

RECOMMENDATION

That Staff Report PW011-25 be received; and

That the RFQ as received from Greenland International Consulting Ltd be accepted in the amount of **\$367,738.00** (excluding applicable tax) to proceed with the Angus Wastewater Treatment Plant Schedule “C” Environmental Assessment.

BACKGROUND

The Community of Angus is one of three (3) urban centres in the Township of Essa (Township). Per the 2001 Official Plan (OP) and current County (OP), Angus is a primary growth area in the Township and dependent on full water and sanitary servicing.

The Township retained Greenland in 2021 to initiate a Municipal Class Environmental Assessment (Class EA) to develop an Infrastructure Master Plan (IMP) for the Community of Angus. The Township of Essa is required to undertake a Schedule “C” Class Environmental Assessment (EA) for the expansion of the Angus Wastewater Treatment Facility (WWTP) to address capacity needs as identified in the 2022 IMP.

Service Type	Equivalent Residential Population (Persons)	Equivalent Residential Units (ERU - 3 ppu)	Residual Wastewater Capacity (m3/d)	Equivalent Residential Units (to 80% WWTP Capacity)
Wastewater Treatment Plant	15,126	5,042	749	555

The Angus WWTP is a tertiary sewage treatment facility with a current rated capacity of 5,511 m³/day, operating at approximately 60% capacity under existing conditions (20% operating capacity is remaining). The 2022 IMP identified a projected capacity shortfall of 1,744 m³/day based on anticipated growth over the next 25 years. The IMP recommended expansion of the existing WWTP (Option WWT-2) as the preferred solution to accommodate future development, requiring a Schedule 'C' Class EA to proceed to implementation.

The existing plant includes comprehensive treatment processes; screening, grit removal, aeration, secondary clarification, tertiary filtration, phosphorus removal, ultraviolet (UV) disinfection, and sludge management facilities. The plant discharges to the Nottawasaga River through a 400 mm diameter outfall.

COMMENTS AND CONSIDERATIONS

The project has been strategically structured into four distinct aligned with the Township's funding allocations and budgetary framework:

Phase 1 – Problem/Opportunity Definition/Background Studies: This phase will include reviewing and updating the problem and Opportunity Statement from the 2022 IMP.

Phase 2 – Alternative Solutions: This phase will include evaluating alternatives using environmental, technical, social, and financial criteria and if hydraulic capacity assessments are required.

Phase 3 – Alternative Design Concepts: This phase will include developing and evaluating design concepts for implementing the 2022 IMP preferred solution.

Phase 4 – Environmental Study Report (ESR): This phase will include preparing a comprehensive Environmental Study Report (ESR) and to issue the notice of completion along with the 30-day public review period.

The core tasks of the project are anticipated to take approximately 15-16 months to complete, with the Assimilative Capacity Study (ACS) being the critical path item due to potential seasonal sampling requirements. The proposed project schedule in **Appendix A** does not include provisional items. Following completion of the Class EA, the Township will be positioned to proceed to detailed design and implementation of the preferred solution to ensure adequate wastewater treatment capacity for future development in Angus.

A Request for Quotation to Greenland International Consulting Ltd. was received on April 18th, 2025. The RFQ was evaluated based on *Sole Sourcing (non-competitive procurement) evaluation weight criteria* with respect with to Section 7 (Essa Procurement Policy Number A05-01) since Greenland International Consulting prepared the Township Infrastructure Master Plan and maintains Essa's (SewerGEMS & WaterGEMS) computer models and both class EA.

7. Non-Competitive Procurement (Essa Procurement Policy Number A05-01)

7.1 Any provision in this Policy may be excepted where a Department Head deems it necessary or in the best interests of the Township to acquire goods or services from a particular source through the use of non-competitive procurement such as single sourcing or sole sourcing. Due to the potential public perception regarding favouritism or conflict of interest, it is important to be transparent when using the non-competitive method.

7.2 The approval of Council may be sought to acquire goods or services through a non-competitive process.

The total fee structure (excluding HST) is \$367,738.00 to Angus Wastewater Treatment Plant Schedule "C" Environmental Assessment

Council approved \$340,000 (Development Charges) in the 2025 Public Works prioritized capital budget, resulting in shortfall in the amount of \$27,738.00 to come from the Sewer Development Charges Reserve.



Manager of Finance

Moving Forward Plan:

1. **Finalize the Angus Class C EA – Wastewater Treatment Plant Expansion (June-2026)**
2. **Implement/Finalize the detailed design based on Angus Class EA Class C outcome (confirming preferred solutions) and tender the capital work for construction (Early 2027)**

SUMMARY/OPTIONS

Council may:

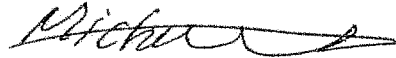
1. Award the RFQ to Greenland International Consulting Ltd in the amount of **\$367,738.00** (excluding applicable tax) to proceed with the Angus Wastewater Treatment Plant Schedule "C" Environmental Assessment
2. Direct Staff in another course of action

CONCLUSION

Staff recommends that Option 1 be approved, given that this consulting firm ranked the highest based on *Sole Sourcing (non-competitive procurement) evaluation weight criteria* with respect with to section 7 (Essa Procurement Policy Number A05-01).

Respectfully submitted,

Reviewed by,



John Kolb
Manager of Public Works

Michael Mikael, P.Eng
Chief Administrative Officer

Attachments:

Attachment No.1 Confidential Attachment



8a

TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR003-25
DATE: June 4th, 2025
TO: Committee of the Whole
FROM: Deborah Dollmaier, Manager of Finance
SUBJECT: Statement of Treasurer – Remuneration 2024

RECOMMENDATION

That Staff Report TR003-25 be received; and

That the Treasurer's Statement of Remuneration and Expenses of Council and Members appointed by Council for the year ending December 31, 2024, be received as circulated.

BACKGROUND

This statement details remuneration and expenses paid to Members of Council and Members appointed by Council in 2024. Council remuneration is authorized by By-Law 2013-53. Other expenses are authorized by the 2024 Final Budget. This report is prepared pursuant to section 284 (1) of the Municipal Act, 2001 (S.O. 2001, c.25).

COMMENTS AND CONSIDERATIONS

Remuneration Paid to Council: (\$)

Name	Remuneration	Per Diem	Health Benefits	Car Allow. & Mileage	Conference, Cell Phone & Other Expenses	Total
Mayor S. Macdonald	\$ 40,320.60	-	7,136.89	1,000.00	\$ 925.84	49,383.33
Deputy Mayor M. Smith	\$ 31,712.16	300.00	34.71	1,074.42	\$ 1,506.86	34,628.15
Councillors:						
H. Sander	\$ 25,509.36	300.00	7,132.69	1,619.85	\$ 2,468.88	37,030.78
L. Maltby	\$ 25,209.36	-	-	1,000.00	\$ 906.23	27,115.59
P. Kiezebrink	\$ 25,509.36	300.00	7,132.69	1,141.28	\$ 1,586.12	35,669.45
P. Kiezebrink re: NVCA		820.30		56.00		876.30
Totals	148,260.84	1,720.30	21,436.98	5,891.55	7,393.93	184,703.60

Remuneration Paid to Committee of Adjustment Members: (\$)

Name	Remuneration	Total
R. Henderson	835.00	835.00
J. Pantalone	1,000.00	1,000.00
J. Stelmachowick	875.00	875.00
J. Truax	1,000.00	1,000.00
Totals	3,710.00	3,710.00

**Remuneration Paid to Essa HACP
Committee: (\$)**

Name	Remuneration	Total
P. Foster	150.00	150.00
C. Jackson	250.00	250.00
S. McCann	250.00	250.00
Totals	650.00	650.00

**Remuneration Paid to
Library Board: (\$)**

Name	Remuneration	Total
S. Hyatt	600.00	600.00
J. Hunter	600.00	600.00
C. Cryer	600.00	600.00
J. Bushey	600.00	600.00
R. Tracey	360.00	360.00
J. Eagleson	240.00	240.00
Totals	3,000.00	3,000.00

Remuneration Paid to Fence Viewers Committee: (\$)

Name	Remuneration & Mileage	Total
B. Kerr	0	0
R. Price	0	0
T. Comella	0	0
Totals	0	0

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Remuneration Paid to Livestock Evaluators: (\$)

R. Price	112.44	112.44
Totals	112.44	112.44

Statutory deductions and employer remittances for CPP, EI, EHT and WSIB have not been included in the reported amounts.

FINANCIAL IMPACT

Council and Committee remuneration and expenses were included in the 2023 budget.

SUMMARY/OPTIONS

Council may:


1. Take no further action.
2. That the Treasurer's Statement of Remuneration and Expenses of Council and Members appointed by Council for the year ending December 31, 2024 be received as circulated.

CONCLUSION

Respectfully submitted:

Reviewed by:


Deborah Dollmaier
Manager of Finance


Michael Mikael, P.Eng
CAO



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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C008-25
DATE: June 4, 2025
TO: Committee of the Whole
FROM: Sarah Corbett, Acting Clerk
SUBJECT: Letter of Non-Objection - Royal Canadian Legion, Branch 499
– Canada Day

RECOMMENDATION

That Staff Report C008-25 be received; and

That Council approve the request for a Letter of Non-Objection from the Edward Macdonald Branch 499 Angus of the Royal Canadian Legion – to host a Beer Garden for the Canada Day celebrations at Angus Community Park on Tuesday July 1, 2025 between the hours of 11:00 a.m. to 6:00 p.m.; and

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

BACKGROUND

In the past, Edward Macdonald Branch 499 Angus of the Royal Canadian Legion has operated a Beer Garden for the Canada celebrations at Angus Community Park located at 6 Huron Street in Angus.

COMMENTS AND CONSIDERATIONS

The Edward Macdonald Branch 499 Angus of the Royal Canadian Legion has submitted a request to Council seeking a Letter of Non-Objection to host a Beer Garden (Attachment No. 1). The proposed Beer Garden will have a single entrance serving area, of which beverages (non-alcohol and alcohol) will be served. The proposed Beer Garden Area will be designated by a barrier being erected, with the total contained area for serving. The Canada Day Celebration is planned for 11:00 a.m. to 6:00 p.m. on July 1, 2024, at Angus Community Park located at 6 Huron Street in Angus.

The Royal Canadian Legion Branch 499 holds a Caterer's Endorsement on their current liquor licence. A caterer's endorsement is an add-on to an existing liquor sales licence and allows the bearer to sell and serve liquor at other locations where their regular liquor sales licence doesn't apply, provided specific requirements as determined by the Alcohol and Gaming Commission of Ontario (AGCO) are fulfilled.

Insurance Certificate, naming the Corporation of the Township of Essa, in the amount of \$5,000,000.00 will be provided to the Township prior to the Event.

FINANCIAL IMPACT

T Staff has also reached out to the following departments for their comment:

Fire – No concern

Parks and Recreation – No concern

Park and Recreation and Public Works Departments will also be providing and setting up temporary fencing and picnic tables for this event as it has in the past.



Manager of Finance Approval

SUMMARY/OPTIONS

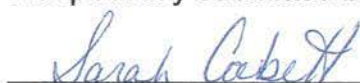
Council may:

1. Take no further action.
2. **Receive the report and authorize Staff to issue a letter of Non-Objection be issued to the Edward Macdonald Branch 499 Angus of the Royal Canadian Legion for the Beer Garden being held on Canada Day at 6 Huron Street, Angus.**
3. Direct Staff proceeds in a different manner.

CONCLUSION

Staff recommends Option No. 2.

Respectfully submitted by:



Sarah Corbett
Acting Clerk

Reviewed by:



Michael Mikael, P.Eng
Chief Administrative Officer

Attachments:

- 1 – Letter of Non-Objection Request
- 2 - Beer Garden Map
- 3 – Copy of Liquor Licence



9a

The Edward Macdonald Branch 499
Royal Canadian Legion
15 Fraser Street
Angus, ON L0M 1B0

22 May 2025

Re: Letter of No-Objection

Municipal Clerk
Essa Township
5786 County Road 27
Utopia, ON

As part of the Essa Township 2025 Canada Day celebrations, the Edward Macdonald Branch 499 Angus of the Royal Canadian Legion will be operating a bar, including the selling and serving of alcohol beverages, on 01 July 2025. The bar will be operated at the Angus Community Park located at 6 Huron Street, Angus Ontario.

The sale and serving of alcohol will be available to the general public and commence at 11:00 AM and cease at 6:00 PM. The bar will be operated by members of the Edward MacDonald Branch 499 Angus and all servers will be in possession of a Smart Serve qualification issued by the Province of Ontario.

The Royal Canadian Legion Branch 499 currently holds a Catering Endorsement to their Liquor Sales License. A copy of this license is attached.

The temporary licenced area will be located on the east side of the park approximately 20 meters south of the music pavilion and will be surrounded with temporary fencing having a minimum 36" height. The entrance to the temporary area will be monitored for security and safety by Royal Canadian Legion Branch 499 members.

A sketch of the proposed area is attached for your reference.

The Edward MacDonald Branch 499 hereby requests a Non-Objection Letter from the Township of Essa stating that there is **"No objection to the proposed licensed area"**.

Sincerely;

Rex Hipwell
President, RCL Branch 499, Angus
705.424.5711
Rclbranch499angus@outlook.com

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Attachment #2

TEMPORARY LICENSED AREA





Alcohol and Gaming Commission of Ontario
 90 Sheppard Avenue East, Suite 200
 Toronto ON M2N 0A4
 Tel.: 416-326-8700
 Toll free in Ontario: 1-800-522-2876
 Inquiries: www.agco.ca/iagco • Website: www.agco.ca

No.: **LSL44350**
 Expiry Date: **July 01, 2027**

Liquor Sales Licence (Licence to Operate a Liquor Consumption Premises)

Issued under the *Liquor Licence and Control Act, 2019*

Issued to	Royal Canadian Legion Branch #499	Issue Date	May 11, 2025
Doing Business As	ROYAL CANADIAN LEGION EDWARD MACDONALD (ONT.499) BRANCH	Address	15 FRASER ST ANGUS, ON L0M1B0
Licensed Area(s)		Capacity	
Indoor	Basement Level: North Section (Banquet Room)	173	
	Basement Level: South Section (Banquet Room)	114	
	Main Level: South Section	149	
	Main Level: West Centre Section	157	
Outdoor	Main Level: Patio	24	
Endorsement(s)	Caterer's Endorsement		

This licence must be posted in a conspicuous place in the licensed premises.
 This licence is not transferable without approval of the Registrar.

