

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, APRIL 17, 2024
6:00 p.m.**

AGENDA

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

1. OPENING OF MEETING BY THE MAYOR

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

2. DISCLOSURE OF PECUNIARY INTEREST

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

STAFF REPORTS

4. PLANNING AND DEVELOPMENT / BUILDING

- p. 1 a. **Staff Report PD007-24 submitted by the Manager of Planning, re: Additional Residential Unit Parking Provisions.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PD007-24 be received; and **THAT** Council authorize sending a letter to the Minister of Municipal Affairs and Housing requesting relief of Section 35.1 (1.1) of the Planning Act, R.S.O. 1990, c. P.13, which relates to required parking spaces for additional residential units in urban areas, for smaller municipalities with limited public transit and active transportation options (Appendix A).

5. PARKS AND RECREATION / COMMUNITY SERVICES

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

- p. 7 a. Staff Report PW007-24 submitted by the CAO/Manager of Public Works, re: Award of Quotation – 2024 Granular Gravel Supply.

Recommendation: **BE IT RESOLVED THAT** Staff Report **PW007-24** be received; and **THAT** the quotation as received from **Duivenvoorden Haulage Ltd.** be accepted in the amount of **\$595,940.00 (excluding HST)**, to supply and place Granular “A” Gravel on various locations within the Township limits and to deliver to stockpile granular for supply, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township’s satisfaction.

8. FINANCE

9. CLERKS / BY-LAW ENFORCEMENT / IT

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

- p. 9 a. Staff Report CAO008-24 submitted by the CAO/Manager of Public Works, re: Municipal Housing Pledge.

Recommendation: **BE IT RESOLVED THAT** Staff Report **CAO008-24** be received; and **THAT** Council affirm Essa’s commitment to achieving the Township’s 2031 Housing Target; and **THAT** the Mayor be authorized to sign Essa’s Housing Pledge Letter, and request the Township Clerk to forward the signed housing Pledge Letter to the Minister of Municipal Affairs and Housing along with a copy of this Report; and **THAT** Staff report back to Council on a semi-annual basis on progress towards the Municipal Housing Pledge.

11. OTHER BUSINESS

12. ADJOURNMENT

Recommendation: **BE IT RESOLVED THAT** this meeting of Committee of the Whole of the Township of Essa adjourn at _____pm., to meet again on the 1st day of May, 2024 at 6:00 p.m.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD007-24

DATE: April 17, 2024

TO: Committee of the Whole

FROM: Samuel Haniff, Manager of Planning

RELATED STAFF REPORT: PD006-24

SUBJECT: Additional Residential Unit Parking Provisions

RECOMMENDATION

That Staff Report PD007-24 be received; and

That Council authorize sending a letter to the Minister of Municipal Affairs and Housing requesting relief of Section 35.1 (1.1) of the Planning Act, R.S.O. 1990, c. P.13, which relates to required parking spaces for additional residential units in urban areas, for smaller municipalities with limited public transit and active transportation options (Appendix A).

BACKGROUND

A Public Meeting was held on March 20, 2024, and a Staff Report PD006-24 was submitted to Council on April 3, 2024, related to Zoning By-law Amendment Z1-24 (Housekeeping By-law).

Further to Staff Report PD006-24, thirteen (13) amendments were recommended by Staff to Council as part of the Zoning By-law Amendment. At the Council Meeting of April 3, 2024, Council requested that Item #4 be deferred, and that *“Staff be directed to provide Council with a further Staff Report for their consideration of the amendment at a future meeting, and that a letter be drafted to the Province outlining serious concerns and impacts resulting from the parking requirements outlined in Section 35.1 (1.1) of the Planning Act that are faced by smaller municipalities with limited or no transit options”* (Resolution No: CW030-2024).

Item 4 aforementioned above was addressed in Staff Report PD006-24 as follows:

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

4a

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

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

COMMENTS AND CONSIDERATIONS

Staff recognizes several significant issues related to parking in Angus:

- Limited on-street parking.
- Narrow streets;
- Growing population;
- New proposed residential developments;
- Increased density with two as-of-right ARU allowance per lot;
- Increased personal vehicle ownership per household;
- Very limited public transit/active transportation options for residents.

In consideration of the maximum of 1 parking space per ARU requirement under Section 35.1 (1.1) of the Planning Act, Staff recommend sending a formal letter to Ministry of Municipal Affairs and Housing (Appendix A) highlighting Staff's concerns and to request relief of this provision for those communities that are growing rapidly but are still too small to feasibly accommodate public transit and other active transportation initiatives at this time.

FINANCIAL IMPACT

No financial impact.


Manager of Finance

SUMMARY/OPTIONS

Council may:

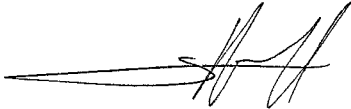
1. Take no further action.
2. **Authorize sending a letter to the Minister of Municipal Affairs and Housing requesting relief of Section 35.1 (1.1) of the Planning Act, R.S.O. 1990, c. P.13 (Appendix A).**
3. Direct staff in another manner.

2

CONCLUSION

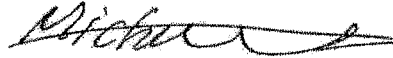
Option #2 is recommended.

Respectfully submitted by:



Samuel Haniff, RPP, MCIP,
Manager of Planning

Reviewed by:



Michael Mikael,
Chief Administrative Officer / Manager of
Public Works

Appendix A: Draft Letter to the Minister of Municipal Affairs and Housing

4a

APPENDIX "A"



DRAFT LETTER

April 17, 2024

The Honourable Paul Calandra
 Minister of Municipal Affairs and Housing
 Office of the Minister
 777 Bay Street, 17th Floor,
 Toronto, ON., M7A 2J3

Parking Provisions for Additional Residential Units in Small Municipalities

Dear Minister Calandra,

Reference is made to Section 35.1 (1.1) of the Planning Act, R.S.O. 1990, c. P.13 that states the following regarding parking spaces for Additional Residential Units (ARUs):

“The authority to pass a by-law under Section 34 does not include the authority to pass a by-law requiring more than one parking space to be provided and maintained in connection with a residential unit referred to in subsection (1) other than the primary residential unit.”

While the Township of Essa recognizes the general need to restrict the number of parking spaces in an effort to reduce traffic congestion and increase public transit and active transportation use, the current maximum limit of one (1) parking space per ARU presents a dilemma for the Township of Essa and other municipalities of a similar size, scale and population.

Small urban areas, such as the Settlement of Angus, in Essa, are seeing significant population growth. The resulting need for higher densities to accommodate the housing demand, as well as the as-of-right allowance of two ARUs per residential lot (Section 35.1 (1) of the Planning Act) creates significant challenges for Essa and similar size municipalities.

Residents of smaller urban settlements tend to travel to larger urban centres for retail, medical, educational, and work purposes. With the high cost of housing, adult children are also choosing to remain at home longer than was the case previously. As a result, primary residences are seeing increased numbers of vehicles per household. Added to this, ARUs are often used as a means of rental income for homeowners, with tenants having more than one vehicle per unit.

4a

These combined issues result in illegal on-street parking which, in turn, negatively impact municipal operations such as snow removal, enforcement efforts, safety of our kids and emergency vehicle access.

Limited public transit and active transportation infrastructure, as well as limited financial resources leave small municipalities with the burden of having to expand on services at a rate more in-line with larger municipalities.

Essa recognizes and understand the provincial requirements to limiting parking to a maximum of one (1) space per ARU and supports Bill 23 as whole with respect to the current housing crisis facing Ontarians. However, this approach/change does not necessarily fit all municipalities well. Finding a solution that can address smaller municipalities with no or limited public transit and active transportation systems is appreciated rather than using a single/generic approach which will result in putting smaller municipalities in the position of having to implement measures far beyond their operational and financial capacity and risk the safety of the residents and kids.

As a result, the Township of Essa respectfully and kindly requests relief from Section 35.1 (1.1) to require a maximum of two (2) parking spaces per Additional Residential Unit.

Sincerely,

Mayor Sandie Macdonald
Head of Council – Essa Township

CC: Brian Saunderson, MPP, Simcoe Grey

6



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW007-24
DATE: April 17th, 2024
TO: Committee of the Whole
FROM: Michael Mikael – CAO/Manager of Public Works
SUBJECT: Award of Quotation – 2024 Granular Gravel Supply

RECOMMENDATION

That Staff Report PW007-24 be received; and

That the quotation as received from **Duivenvoorden Haulage Ltd.** be accepted in the amount of **\$595,940.00 (excluding HST)**, to supply and place Granular 'A' Gravel on various locations within the Township limits, and to deliver to stockpile granular for supply, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.

BACKGROUND

The RFQ for the 2024 Granular Supply was posted on the Township's website, as well as Bidding and was circulated in accordance with Essa's Procurement Policy A17-01. The closing date for this was April 2nd, 2024.

Included in the 2024 budget under Roadway Maintenance – Gravel, Resurfacing, Patching and Pits, Council approved \$120,000.00 (2024 Operating Budget for the following gravel roads (Table 1):

Road	Length	Area	Depth	Volume	Total Tonnes
8 th Line 10 th to 5 th	2900	20300	0.15	3045	6090
Total Tonne					6090

**The above total tonne includes a 10% shrinkage factor.*

7a

The following quantities of gravel type A were estimated in the 2024 Capital Budget for the resurfacing projects (Table2):

Road	Length	Area	Depth	Volume	Total Tonnes
9 th Line Resurfacing	3100	27900	0.15	4185	8370
8 th Line Resurfacing	3100	27900	0.15	4185	8370
10 th Line Resurfacing	3100	27900	0.15	4185	8370
Total Tonne					25110

*The above total tonne includes a 10% shrinkage factor.

COMMENTS AND CONSIDERATIONS

The following is a summary of results:

BIDDER	TOTAL PER ITEM BID: 1) Type A - Various locations in Essa – 31,200 tonnes 2) Stockpile – 2,000 tonnes	Unit Price (2024)	TOTAL BID (Excluding applicable tax)
Duivenvoorden Haulage Ltd.	1. \$560,040.00 2. \$35,900.00	1)\$17.95 2)\$17.95	\$595,940.00
Robinson Haulage Inc.	1. \$588,120.00 2. \$36,100.00	1) \$18.85 2) \$18.05	\$624,220.00

FINANCIAL IMPACT

The 2024 Operating Budget approval for Gravel Roads Maintenance is \$120,000 to supply 6,090 tonnes for the Gravel Roads (8th Line). The Duivenvoorden price is \$109,315.50 based on supplying 6090 tonnes.

2024 Public Works prioritized Capital Budget included the following approved resurfacing projects:

8

Road	Total Tonne	Duivenvoorden Unit Price per tonne	Total Cost excluding HST	Approved Capital Budget	Remaining Capital Budget
9 th Line Resurfacing	8,370	\$17.95	\$150,241.50	\$910,000.00	\$759,758.50
8 th Line Resurfacing	8,370	\$17.95	\$150,241.50	\$995,000.00	\$844,758.50
10 th Line Resurfacing	8,370	\$17.95	\$150,241.50	\$910,000.00	\$759,758.50

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

Reference checks were conducted by staff as per the evaluation criteria stated in the RFQ which formed a part of the decisions to recommend to Council awarding the RFQ to **Duivenvoorden Haulage Ltd.**



Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. Award the Quotation to **Duivenvoorden Haulage Ltd.** in the amount of **\$595,940.00 (excluding HST)**, to supply and place Granular 'A' Gravel on various locations within the Township limits, and to deliver to stockpile granular for supply, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.
3. Direct Staff in another course of action.

CONCLUSION

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

Respectfully submitted,

Submitted by,




Rachele Brown
Engineering Coordinator



John Kolb
Roads Supervisor

Reviewed by:



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



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO008-24
 DATE: April 17th, 2024
 TO: Committee of the Whole
 FROM: Michael Mikael, P.Eng CAO
 SUBJECT: Municipal Housing Pledge

RECOMMENDATION

That Staff Report CAO008-24 be received; and

That Council affirm Essa's commitment to achieving the **Township's 2031 Housing Target** and;

That the Mayor be authorized to sign **Essa's Housing Pledge Letter** (*Appendix A*) and request the Township Clerk to forward the signed Housing Pledge Letter to the Minister of Municipal Affairs and Housing along with this report and;

That Staff report back to Council on a **semi-annual basis** on the Progress towards the Municipal Housing Pledge.

BACKGROUND

The Provincial Government introduced Bill 23, More Homes Built Faster Act, 2022 ('Bill 23') on October 25, 2022 recognizing the housing crisis facing Ontarians.

In recent years the Township of Essa has embraced residential development and undertaken the necessary steps to ensure a healthy supply of residential housing units are in the development track and continuously plans for the overall growth of the Township and new residents.

The Township has also undertaken many organizational shifts, process improvements and commitments to new and expanded infrastructure to support growth. Essa's Council has supported several initiatives through wise and consistent funding of operating and capital budgets, process improvements, delegated approval authority to staff and several projects to ensure that the Township is poised not only to support growth but to be ready for it.

COMMENTS AND CONSIDERATIONS

The Township of Essa is committed to address the housing crisis facing Ontario. Although Essa was not included as a part of the contingent of municipalities that were assigned a Municipal Housing Target by the provincial government of Ontario, Essa nonetheless recognizes that the Township must do its part to ease the crisis facing Ontarians by commitment to achieving its forecasted growth of 1,717 units by 2031.

The Township understands that true community building is a collaborative effort between all of those involved in the development process, from creation of policy to its implementation, through application review, and finally to construction of new homes. The parties include property owners, development professionals, businesses, residents, stakeholder and government agencies such as Provincial ministries, school boards and conservation authorities, Township Council and Staff. There are elements of the community building that are complex and may not rest with the Township alone, such as servicing and infrastructure limitation which requires expansion and upgrades to unlock development and allow for growth.

The attached Municipal Housing Pledge (Appendix A) focusses on elements that are within the Township’s control and those which we can collaboratively work with others for ultimate successes. Also, components of the Municipal Housing Pledge will contribute to the goal of an Affordable Place to Live by supporting a range of housing types contemplated in the in-progress Official Plan revision and proposed Zoning Bylaw amendment, encourage job creation, and develop and attract talent.

Between 2019 and 2023, residential housing approvals have been strong. The chart below shows the number of units approved/in Planning Stage, the number of building permits issued, and the remaining proposed units that are yet to be built:

Year	Total Residential Units (Planning Stage)	Total units with Building Permits issued	Remaining Proposed units to be Built
2019	33	32	1
2020	627	139	488
2021	620	58	562
2022	350	71	279
2023	774	119	655
TOTAL (Since 2019)	2404	419	1985

While the Township doesn't build homes, the Municipal Housing Pledge seeks to establish a road map to implement the pledge with initiatives that are within the control of the Township to meet the 2031 targets.

Staff will monitor and report on key performance indicators and market conditions on a semi-annual basis to actively manage the opportunities and risks associated with the pledge over the next 7 years.

FINANCIAL IMPACT


The facilitation of additional dwelling units through to 2031 will provide development charges and increased property tax assessment and additional residents to the Community. Through the implementation of the Municipal Housing Pledge, additional infrastructure projects and/or changes to **capital plan timing-fund allocation** will be required to support the residential growth.

These infrastructure challenges and limitations were presented to Council for consideration during the implementation/adoption of the Infrastructure Master Plan (IMP) and Transportation Master Plan (TMP) which will form a part of future years budget(s).

Municipal Servicing has been identified as the limiting constraint to development of housing in Essa as identified in the Township IMP and its associated capital costs to unlock growth and meet the projected 2031 growth targets, however, the province has shown correlation between housing targets and provincial funding opportunities for growth related costs such as the Ontario's Building Faster Fund (BFF) and the Housing-Enabling Water Systems Fund (HEWSF).

Council endorsed (CAO006-24) the submission of the provincial grant application under the **Housing-Enabling Water Systems Fund (HEWSF) in the amount of \$11,250,000 (including 25% contingency and 27% Municipal contribution)** to expand and upgrade the Angus water system to overcome this key barrier to meet the Municipal Housing Target by 2031.

Manager of Finance Approval:



SUMMARY/OPTIONS

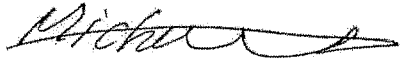
Council may:

1. Staff Report CAO008-24 be received.
2. Affirm Essa's commitment to achieving the Township's 2031 Housing Target.
3. Authorized the Mayor to sign **Essa's Housing Pledge Letter (Appendix A)** and request the Township Clerk to forward the signed Housing Pledge Letter to the Minister of Municipal Affairs and Housing along with this report.
4. Direct Staff to report back to Council on a **semi-annual basis** on the Progress towards the Municipal Housing Pledge.
5. Direct staff in another course of action as Council may so wish.

CONCLUSION

Options #1,2,3 and 4 are recommended to expand and upgrade the Angus Water System and to support the provincial housing target to build at least 1.5 million homes by 2031.

Respectfully submitted:



Michael Mikael, P.Eng
Chief Administrative Officer

Attachments:

APPENDIX "A": Draft Municipal Housing Pledge

APPENDIX "A"

10a



The Honourable Paul Calandra
Minister of Municipal Affairs and Housing
Office of the Minister
777 Bay Street, 17th Floor,
Toronto, ON., M7A 2J3

Township of Essa Housing Pledge

Dear Minister Calandra,

This letter confirms the Township of Essa's (Essa's) commitment to address the housing crisis in Ontario. Although not included as part of the contingent of municipalities that were assigned a housing target by the government of Ontario, Essa nonetheless recognizes that we must do our part to ease the crisis facing Ontarians.

In response, Essa has prepared this housing pledge to demonstrate our commitment to achieving housing targets to 2031. Essa is forecasting a growth of 1,717 units by 2031 and remains committed to achieving this target.

In order to meet our proposed growth target, Essa has undertaken the following initiatives:

Official Plan Review

Essa has initiated an Official Plan review to prepare updated strategies, plans and policies to meet the County of Simcoe's Municipal Comprehensive Review growth target of 8,270 persons by 2051. Four key strategies have been identified for updates: our growth management strategy, housing strategy, employment strategy, and infrastructure plan.

Infrastructure Master Plan

Essa completed an Infrastructure Master Plan in 2022, identifying water and wastewater servicing needs and constraints to 2051. An addendum was initiated in 2023 to complete additional background studies to confirm the proposed water supply and storage solution and to detail an implementation plan to address water system constraints that are currently limiting development approvals.

14

Transportation and Trails Master Plan

Essa initiated a Transportation and Trails Master Plan in 2022, establishing a robust road system to address the increased demand for transportation infrastructure resulting from population and economic growth to 2052. It provides a strategic framework for managing transportation systems efficiently and promoting sustainable development.

Growth Strategy

Essa developed a growth strategy that incorporates a development profile of Essa’s settlement areas and establishes policy direction for the Township based on the policy regime established by Provincial and County policies. In particular, growth is directed to Essa’s primary settlement area, the community of Angus.

Community Safety and Well-Being Plan

Essa developed a Community and Safety Well-Being Plan, in conjunction with Adjala-Tosorontio and New Tecumseth as a commitment to work towards improved social outcomes for our residents and lays the foundation for local social development priorities over four years (2021-2025). One (1) key priority area includes the commitment and strategic directions to address the need for affordable and attainable housing.

Additional Residential Units

In 2022, Essa passed By-Law 2022-28 to promote the development of Additional Residential Units to support intensification in built-up areas and increase housing supply. A dedicated webpage to help inform and educate residents to increase uptake of the program has been included on Essa’s official website.

Components of the Municipal Housing Pledge will contribute to the goal of an Affordable Place to Live by supporting a range of housing types, encourage job creation and develop and attract talent.

Infrastructure has been identified as the limiting constraint to development of housing in Essa, as it is anticipated that projected growth targets can be met without the need to expand settlement boundaries. Our approach to address this constraint has been through our Infrastructure Master Plan to proactively identify and develop a technical framework for resolution of capacity constraints. Essa is now exploring funding opportunities to expedite the implementation of these technical solutions. The continued co-ordination of Infrastructure delivery is fundamental to meet the province’s housing target.

10a

The Township of Essa supports the Province's goal to increase the housing supply, and believe that working in partnership with the Province will enable Essa to meet our housing target, address the housing challenges in Essa and supply affordable and attainable housing for our residents.

On behalf of the Township of Essa, I confirm our commitment to address the housing crisis in Ontario.

Sincerely,

Mayor Sandie Macdonald
Head of Council – Essa Township

CC: Brian Saunderson, MPP, Simcoe Grey
Rob Flack, MPP, Elgin-Middlesex-London and Associate Minister of Housing
Colin Best, Association of Municipalities of Ontario

DRAFT