



**6. FIRE AND EMERGENCY SERVICES**

**7. PUBLIC WORKS**

- p. 11 a. **Staff Report PW012-22 submitted by the Manager of Public Works and the Manager of Parks and Recreation, re: Award of RFP – Essa Transportation and Trails Master Plan.**

Recommendation: *Be it resolved that Staff Report PW012-22 be received; and That the RFP as received from WSP be accepted in the amount of \$180,882.00 (excluding applicable tax but including a provisional item) to create and supply the Township of Essa with a Transportation & Trails Master Plan.*

**8. FINANCE**

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

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

- p. 23 a. **Staff Report CAO025- 22 submitted by the Chief Administrative Officer, re: Brookfield Park Development Plan.**

Recommendation: *Be it resolved that Staff Report CAO25-22 be received for information.*

- p. 37 b. **Staff Report CAO026- 22 submitted by the Chief Administrative Officer, re: Expenditures During Summer Recess.**

Recommendation: *Be it resolved that Staff Report CAO26-22 be received; and That Council confirm the purchases and contracts for services approved by the Chief Administrative Officer as identified in this Report.*

- p. 39 c. **Staff Report CAO027- 22 submitted by the Chief Administrative Officer, re: Proposed BIA Sign and County Economic Development Funding.**

Recommendation: *Be it resolved that Staff Report CAO27-22 be received; and That Council support a funding application to the County of Simcoe to request Economic Development funding in the amount of \$25,000 for a digital sign, similar to the new administration sign, to be installed at 2 Vernon Street, Angus or nearby in 2022/early 2023.*

- p. 42 d. **Staff Report CAO028- 22 submitted by the Chief Administrative Officer, re: Building Permits.**

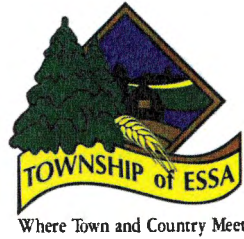
Recommendation: *Be it resolved that Staff Report CAO28-22 be received; and That Council consider including a new fee for "Building Permit Renewals" in the Township's Fee Schedule in 2023 following proper advertisement for the consideration of fees in accordance with the Municipal Act.*

**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 5<sup>th</sup> day of October, 2022 at 6:00 p.m.*

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



Telephone: (705) 424-9917  
Fax: (705) 424-2367  
www.essatownship.on.ca

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**NOTICE OF A PUBLIC MEETING pursuant to the PLANNING ACT  
concerning  
AN OFFICIAL PLAN AMENDMENT (OPA 42) and  
ZONING BY-LAW AMENDMENT (Z1/22)**

(34 Mill Street, ESSA CON 3 W PT LOT 29; 51R30147 PARTS 3 TO 5 PT; PART 1)

**TAKE NOTICE** that the Council of the Corporation of the Township of Essa will hold a **Public Meeting on Wednesday the 21<sup>st</sup> day of September, 2022 at 6:00 p.m.** at the Township of Essa Administration Centre, 5786 County Road No. 21, located three (3) kilometres east of Baxter, to consider an Official Plan and Zoning By-law Amendment under the Planning Act, R.S.O. 1990, c.P.13.

**THE PURPOSE OF THE MEETING** is to review an application for an Official Plan and Zoning By-law Amendment for property known as ESSA CON 3 W PT LOT 29; 51R30147 PARTS 3 TO 5 PT; PART 1. The property is designated Residential in the Official Plan and zoned as Residential (R1) in Zoning By-law 2003-50. The applicant is proposing to create 148 residential units consisting of 4-storey back-to-back units, and 2-storey and 3-storey townhouses under a new 'Residential – Multiple' Official Plan designation. A key map has been attached.

**ADDITIONAL INFORMATION** relating to the Official Plan and Zoning By-law Amendment is available for inspection during regular office hours at the Township of Essa Administration Centre, Planning and Development Department (lower level) or through email correspondence directed to Samuel Haniff, Senior Planner at [planning@essatownship.on.ca](mailto:planning@essatownship.on.ca)

**ANY PERSON** may attend the meeting and make representation or present submissions respecting these matters. If a person or public body that files an appeal of a decision of the Township of Essa in respect of the proposed Amendment(s) does not make oral submissions at the public meeting or make written submissions to the Township of Essa before the proposal is approved or refused, the Ontario Municipal Board may dismiss all or part of the appeal.

If you wish to be notified of the decision of the Township of Essa in respect of the proposed Amendment(s), you must make a written request to the Clerk, Township of Essa, Administration Centre, 5786 County Road #21, Utopia, ON, L0M 1T0 ([llehr@essatownship.on.ca](mailto:llehr@essatownship.on.ca)).

DATED at the Township of Essa this 29<sup>th</sup> day of August, 2022.

Samuel Haniff  
Senior Planner

# 34 Mill Street, Angus



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1:4,514



2 August 27, 2022







## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PR013-22

**DATE:** September 21, 2022

**TO:** Committee of the Whole

**FROM:** Jason Coleman, Manager Parks, and Recreation

**SUBJECT:** Dog Park for Olive Lee Park, Meadowland, Thornton

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### RECOMMENDATION

That Staff Report PR013-22 be received; and  
 That Council consider the install and associated costs of the creation of a Dog Park within Olive Lee Park located at 19 Meadowland Boulevard, Thornton to be included in the 2023 Budget Deliberations.

### BACKGROUND

Residents of the community have brought forward and have been requesting a dog park to be built in the Thornton area of the Township. Currently in Thornton there are no dog parks. An installation of a fence for safety and liability concerns along with adequate signage would be required to be installed. Other features may also be considered i.e. benches, waste receptacles and structures for dog play.

### COMMENTS AND CONSIDERATIONS

Olive Lee Park can accommodate and has the availability and potential, for a relatively small cost, to convert approximately a half acre into a dog park – that portion of the parkland lying closest to the TransCanada Trail. Furthermore, this will be a valuable recreational addition to Essa residents.

### FINANCIAL IMPACT

The cost to build and install a dog park in this location along with installing adequate signage is estimated to be approximately \$14,000 + HST, without any amenities. It is anticipated that this would be funded through taxation in a future budget.

Manager of Finance:



**SUMMARY/OPTIONS**

Council may:

- 1. Consider a dog park(s) in 2023 Budget Deliberations, in particular at 19 Meadowland Boulevard, Thornton.
- 2. Direct Staff in another course of action.

**CONCLUSION**

Option #1 is recommended.

Respectfully submitted,

*Jason Coleman*

\_\_\_\_\_

Jason Coleman  
Manager of Parks and Recreation

Reviewed by,

\_\_\_\_\_

Colleen Healey-Dowdall,  
Chief Administrative Officer

Attachments: Aerial image of proposed dog park location

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Attachment 1:







## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PR014-22

**DATE:** September 21, 2022

**TO:** Committee of the Whole

**FROM:** Jason Coleman, Manager of Parks and Recreation

**SUBJECT:** **U7 Hockey Request for 2022-2023 Season  
Request to Waive Fees from Minor Hockey**

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### RECOMMENDATION

That Staff Report PR014-22 be received; and

That Council consider directing the Manager of Parks and Recreation to proceed with charging the regular terms of agreement for ice rental for Essa's U7 Hockey teams in accordance with the approved Minor Hockey rate as per the approved Fee Schedule and to deny the 50 % ice rate discount per hour request for the 2022- 2023 season: and

That Council approve the request for Essa's local and non-profit minor groups such as Minor Hockey, Soccer and Baseball to use Township meeting/banquet rooms free of charge for 10 non-licensed (no alcohol) uses per year.

### BACKGROUND

In the past approximately 5 to 6 seasons, Council agreed to reduce the fees associated with U7 Ice Hockey with the thought and hope to help attract new registrants to play hockey. The Township and Essa's Minor Hockey organizations (Essa/ Thornton) agreed for U7 to pay 50% of the ice rental fees at the end of 2021 season with an approximate total of \$8,000 being paid to the Township combined from the organizations.

Essa (Angus) Minor Hockey U7 2021 season had 41 players registered and at the time this Report was written, the 2022 season had 35 U7 players registered.

Thornton Minor Hockey had 25 U7 players registered in 2021 season and has 30 U7 players registered so far for the 2022 season.



## COMMENTS AND CONSIDERATIONS

Previously, Essa Council decided to offer a reduced rate of 50% ice rental per hour for U7. **It should be noted that no other municipality has or does offer a 50% ice rate discount for U7 or any other Minor Hockey team. Each municipality offers a minor league affiliate rate** which Essa Township currently has on the approved fee schedule.

It should also be noted that the request being brought forward is received only from Essa (Angus) Minor Hockey this year as in the past.

The meeting/banquet room policy shall apply to Sub-Committees or Auxiliary Committees affiliated with the same minor groups and are considered the same organization, and no additional free rentals will be permitted. Free rentals are subject to availability of the facility and staff. The Township reserves the right to change the location of the event within the same building for these groups.

## FINANCIAL IMPACT

The financial impact on the Township for a reduced ice rate of 50% for both Essa and Thornton Minor U7 Hockey for the 2022 – 2023 season would be a revenue loss of approximately \$8,000.

The financial impact on the Township for 10 free meeting room rentals per organization would be approximately \$1000 per year per organization and there are approximately a potential of 6 non-profit minor organizations in Essa at this time.

Manager of Finance:

## SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Direct the Manager of Parks and Recreation to proceed with booking U7 Hockey ice for the 2022-2023 season at a rate of 50% per hour to be invoiced monthly to both Essa Minor and Thornton Minor which would result in operating at a loss.
3. Direct Staff to book U7 as per guidelines set out in the approved fee schedule for the minor affiliate rate as per Industry Standards and is in line with all other municipalities.
4. Direct the Manager of Parks and Recreation to provide 10 free meeting room rentals per organization per year as described above.
5. Direct Staff in another course of action.

**CONCLUSION**

Staff recommends Option # 3 and Option # 4 be approved.

Respectfully submitted,

*Jason Coleman*

\_\_\_\_\_  
Jason Coleman  
Manager of Parks and Recreation

*Colleen Healey-Dowdall*

\_\_\_\_\_  
Colleen Healey-Dowdall  
Chief Administrative Officer

Attachments: Essa Minor Hockey Letter



PO Box 2115  
Angus, Ontario  
L0M 1B3

September 12, 2022

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

Dear Mayor and Members of Council,

Essa Minor Hockey (EMHA) would like to request your support of our U7 (previously known as Timbit) program. We have requested your support in the past as the U7 program is the initiation program for players as they begin their hockey career. Recruiting younger players is prudent in this sport as it becomes more difficult to entice players to hockey at an older age. To do this, the fees must be kept low to draw the attention and interest of parents. We wish to continue to offer the U7 program at a reduced rate hoping to increase EMHA's registration.

The program, as you are familiar with, was successful for 6 years in a row with Essa increasing its registration. We had managed to increase our U7 (Timbit) registration as high as 67 before the Covid pandemic hit. When we are successful in increasing our U7 numbers it results year after year in increasing our ice times in the older age groups as seen by the increase in registration.

| Registered Players |     |
|--------------------|-----|
| 2013-2014          | 157 |
| 2014-2015          | 163 |
| 2015-2016          | 202 |
| 2016-2017          | 217 |
| 2017-2018          | 266 |
| 2018-2019          | 242 |
| 2019-2020          | 261 |
| 2020-2021          | 180 |
| 2021-2022          | 227 |

We are looking to improve upon those registrations even more this year. We look forward to working with the Township of Essa to promote the health of our youth in the community by engaging them in sport.

We therefore, again, request the agreement of Council to waive the fees for the Timbit/U7 program, for the 2022-2023 season. If the program is a success, defined as an increase in our registration from 41 players last year as we try to build back from COVID, then we, EMHA, agree to pay 50% of the ice rental fees as we have in previous seasons in our final payment in March.



PO Box 2115  
Angus, Ontario  
L0M 1B3

If you have any questions please feel free to give me a call 705-818-4278.  
Thank you,

Tiffany Hart  
Ice Convenor  
Essa Minor Hockey Association







## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PW012-22

**DATE:** September 21, 2022

**TO:** Committee of the Whole

**FROM:** Michael Mikael, P.Eng – Manager of Public Works  
Jason Coleman – Manager of Parks and Recreation

**SUBJECT:** Award of RFP – Essa Transportation & Trails Master Plan

### RECOMMENDATION

That Staff Report PW012-22 be received; and

That the RFP as received from WSP be accepted in the amount of \$180,882.00 (excluding applicable tax but including a provisional item) to create and supply the Township of Essa with a Transportation & Trails Master Plan.

### BACKGROUND

The Township of Essa is a growing municipality that is located in the heart of Simcoe County. The Township is unique to include CFB Borden and its geographical proximity to the City of Barrie. These two entities attract both economic activity and new interest in residential development to Essa, creating pressure on the Township's existing infrastructure. The Township also retains a significant level of agricultural production, bringing additional economic value to the community.

The Township of Essa consists of three main settlement areas being: Angus, Thornton, and Baxter, as well as smaller hamlets such as Utopia, Colwell, and Ivy. In 2021, Essa was home to over 22,000 people, accounting for approximately a 9% increase since the 2016 Census Report (**82.1 population density per km<sup>2</sup> & 37.9 average age of population**).

Staff believes a pragmatic Transportation & Trails Master Plan that will identify and prioritize transportation and active transportation improvements is key to future growth of the Township. Essa, like many other municipalities across Ontario, is undergoing a transformation not only based on population growth, but also changing socio-economic and industry needs, signified by the Township's projected Official Plan Update as well as the Township of Essa Growth Strategy. A Transportation & Trails Master Plan is an opportunity for the Township to take additional review of its future, changing viewpoints about how people travel, land use planning, and socio-economics to develop more sustainable forms of land use and mobility, supporting both changing travel behaviour and daily social interactions. Of importance to this master plan is the Township's proximity to the City of Barrie, representative of a corridor of opportunity with the potential to facilitate community-focused development in Essa, serving as a catalyst for social and economic growth.

The intent of this project is to develop a Transportation & Trails Master Plan for the Township that will assist the Township in improving, prioritizing, and growing the transportation and trails network over the next twenty-five years. The plan will also address the Township's needs and requirements for the continuous provision of a safe, effective, and efficient roads and trails network systems with optimal maintenance and rehabilitation schedules.

The Transportation & Trails Master Plan is defined as a process of data collection, condition assessment, system assessment EMME (Macro/Synchro) computer modeling and the resulting products derived from the process such as improvement alternatives, a prioritization system for improvements and capital projects, cost estimates and a final Master Plan Report under the guidelines of the Municipal Class Environmental Assessment (MCEA) processes for master plans and will address Phase 1 and 2 of the EA processes.

***The financial component of the Master Plan will include financial costing that will inform the Development Charges By-law and develop implementation strategies that support the municipality's projected Official Plan, community safety, traffic calming, intersection upgrades and capital road network projects resulting from future development.***

## PROJECT IMPLEMENTATION

The project will be divided into two major parts:

**Part one** will include generating computer models based on the existing condition utilizing the Simcoe County Trans-CAD travel demand computer model for the purpose of converting the traffic information data into EMME computer model, zonal structure, perform an accessibility analysis as per the accessibility for Ontarians with disability act (AODA), existing road network analysis, existing multi-modal and active transportation network analysis.

**Part two** will include a future road network analysis based on (5,10,15 and 25 year) time horizons, future traffic operations evaluation, identifying improvements to the road network, growth review, identifying improvements to the multi-modal and active transportation network.

## COMMUNITY ENGAGEMENT METHODOLOGY

Staff suggest to ensure resident and stakeholder involvement and engagement early on and to refine the project approach, and solutions, based off the community feedback to ensure that residents' voices are heard, and their needs are met. Staff will ensure that communications and engagement with the public aligns with the international best practices for public engagement as identified by the ***International Association of Public Participation (IAP2)***, which focuses on ensuring that engagements are meaningful, audience-specific and flexible.

***Staff will build a sense of ownership within the community over the Transportation & Trails Master Plan by engaging early and often during the process and collaborating with the residents living in both urban and rural settings to develop the "big picture" of Essa's transportation future and community development.***

## PROJECT DELEVERABLES

### Transportation Master Plan:

- Develop an EMMS/Synchro Transportation Computer Model which will be utilized to enforce development requirement and intersections improvement with respect to the 2022 Adopted Engineering standards (PW011-22)
- Public and Stakeholders engagement sessions
- Develop cost schedules for the Township 2022 Development Charges Background Study with respect to the provincial development charges policies for the Township transportation and active transportation networks
- Provide vehicular and pedestrian traffic recommendations that accommodate future growth 5,10,15 and 25 year time horizons as outlined in the Township OP while remaining cost-effective, implement-able, safe and efficient to be utilized in the 2022 Development Charges by-law
- Develop a Traffic Calming Policy with capital contribution form development charges
- Develop a Parking Policy outlining on-street parking strategies within the settlement boundaries; to solve the on-street parking issue across the Township
- Develop Pedestrian Crossing Policy to promote active transportation
- Prepare and posting the Class EA document on the Municipality's website after study completion

### Trails Master Plan:

- Identify existing trails and trail networks within the Township
- Public and Stakeholders engagement sessions
- Develop cost schedules for the Township 2022 Development Charges Background Study with respect to the provincial development charges policies for the Township trails and active transportation networks
- Analyze existing site constraints, needs, and future opportunities for each park
- Review growth and provide recommendations for new trails, trails networks, and parkland **based on consultation with the Public and Stakeholders.**
- Provide recommendations on upgrades and/or new trail amenities **based on consultation with the Public and Stakeholders.**
- Develop a conceptual design for the future Township-wide trail system/ parkland **based on consultation with the Public and Stakeholders.**
- Perform an Accessibility Analysis as per the Accessibility for Ontarians with Disabilities Act (AODA)
- Generate short, medium, and long-term capital expenditures for recommended trail projects, amenities, and parkland to be utilized in the 2022 Development Charges By-law
- Assessment of existing park amenities relative to the structural, mechanical, and electrical conditions **(Provisional Bidding Item)**

**The project is anticipated to start early October 2022 and be completed in September 2023 as per attachment no.1**

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**COMMENTS AND CONSIDERATIONS**

The Request for Proposal (RFP # EPW-22-001) document was posted on the Bidding website on August 11<sup>th</sup>, 2022, and closed on September 14<sup>th</sup>, 2022. The RFPs were evaluated based on the evaluation weight criteria set in section 4 of the Request for Proposal.

WSP was the only bidder.

| Weight  |             | WSP          | N/A         | N/A         |
|---|-------------|--------------|-------------|-------------|
| Corporate Qualifications & Experience                                 | 10%         | -            | -           | -           |
| Key Staff Qualifications and Experience and Location                  | 20%         | -            | -           | -           |
| Past Performance for the Township of Essa and/or other Municipalities | 10%         | -            | -           | -           |
| Project Time Scheduling   | 5%          | -            | -           | -           |
| Cost of Services  | 55%         | -            | -           | -           |
| <b>Total</b>  | <b>100%</b> | <b>10.00</b> | <b>0.00</b> | <b>0.00</b> |

The summary of details can be found on page 4 of this report.

Worth to mention that WSP’s project schedule is 12-13 months of authorization, assuming all provisional work is included in the scope of services as per attachment no.1

**FINANCIAL IMPACT**

Council approved \$130,000 (\$104,000 from DCs and \$26,000 from taxation) in the 2022 Public Works capital budget for the implementation of the Transportation Master Plan.

***The total capital cost for the Transportation Master Plan (based on the WSP proposal) is \$123,435 (excluding applicable taxes) resulting in a projected surplus in the amount of \$6,565.***

Council approved \$40,000 (from DCs) in the 2022 Parks and Recreation capital budget for the implementation of the Trails Master Plan.

The Manager of Parks and Recreation secured Trails Connecting Communities Partnership (TCCP) funding from the Simcoe County program capped at \$30,000 (refer to attachment no. 2). TCCP funding will fund projects up to 50%, to a maximum of \$30,000, with County funds matched by the contributions of the local municipality or increased funding available through the County TCCP reserve funds.

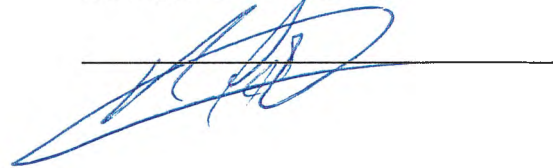
The total capital cost for the Trails Master Plan (based on the WSP proposal) is \$57,447 (excluding applicable taxes and including a provisional bidding item in the amount of \$18,070).

***Based on the above, it is estimated that the Township is eligible to receive funds from the TCCP reserve funds in the amount of \$28,723.50 (maximum allowance under the TCCP reserve fund = \$57,447 \* 50%) resulting in a projected surplus in the amount of \$11,276.50 for the Trails Master Plan (total available budget/funds = \$40,000 (DCs) + \$28,723.50 (Maximized TCCP Grant)).***

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The successful bidder (WSP) is the only bidder in the amount of \$180,882 (excluding applicable tax and including the provisional bidding item) which is \$17,841.50 less than the approved capital budget (along with TCCP funding).

Manager of Finance Approval:



### SUMMARY/OPTIONS

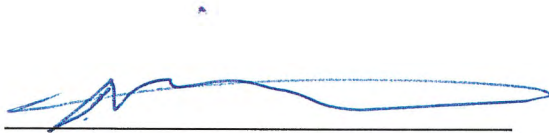
Council may:

1. Take no action.
2. **Award the RFP to WSP in the amount of \$180,882 (excluding applicable tax).**
3. Direct Staff in another course of action.

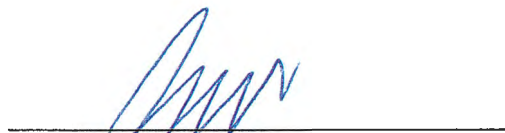
### CONCLUSION

Staff recommends that **Option 2** be approved.

Respectfully submitted,



Michael Mikael, P.Eng  
Manager of Public Works



Jason Coleman  
Manager of Parks and Recreation

Reviewed by,



Colleen Healey-Dowdall,  
Chief Administrative Officer

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**Total Core Services (excluding applicable tax):**

| ITEMS                      | WSP                         | N/A | N/A |
|----------------------------|-----------------------------|-----|-----|
| Transportation Master Plan | \$123,435.00                | -   | -   |
| Trails Master Plan         | \$39,377.00                 | -   | -   |
|                            | <b>TOTAL = \$162,812.00</b> |     |     |

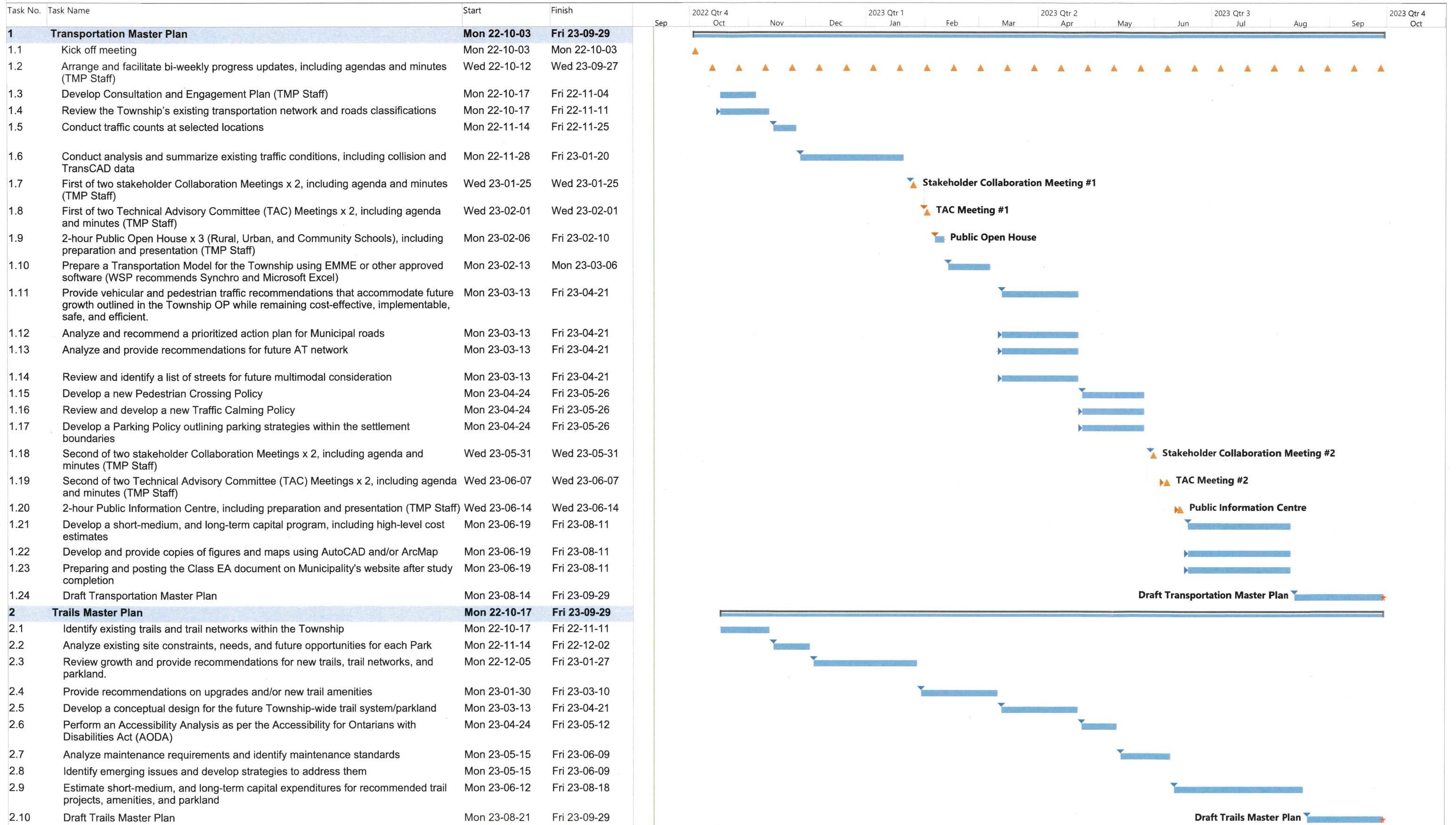
**Total Provisional Services (excluding applicable tax): \$18,070.00**

**Total Work Plan (excluding applicable tax):**

| ITEMS                | WSP                         | N/A | N/A |
|----------------------|-----------------------------|-----|-----|
| Core Services        | \$162,812.00                |     |     |
| Provisional Services | \$18,070.00                 |     |     |
|                      | <b>TOTAL = \$180,882.00</b> |     |     |



Township of Essa  
Transportation and Trails Master Plan



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County of Simcoe  
Planning Department  
1110 Highway 26,  
Midhurst, Ontario L9X 1N6

Main Line (705) 726-9300  
Toll Free (866) 893-9300  
Fax (705) 727-4276  
simcoe.ca



June 28, 2022

\*By Email Only\*

Jason Coleman  
Manager of Parks and Recreation  
Township of Essa  
5786 County Road 21  
Utopia, ON L0M 1T0

**RE: Notice of Funding Commitment  
Trails Connecting Communities Program 2022  
Trails Master Plan**

The County of Simcoe is committed to connecting its communities through active transportation and trail infrastructure. Since 2009, the County has dedicated funding in the form of the Trails Connecting Communities Program (TCCP) to assist local municipalities in the development of active transportation and recreational trail opportunities. As part of this commitment, the County looks to build upon first-hand local knowledge by partnering with its member municipalities to fund infrastructure projects that will enhance our communities.

We are pleased to advise that the County of Simcoe will provide **\$30,000** to the Township of Essa in funding assistance from the Trails Connecting Communities Program for the **Trails Master Plan**. As noted in the TCCP Information Sheet, and to retain eligibility for the funding assistance, the following obligations are associated with the County's funding contribution:

- All construction activities will occur in accordance with applicable policies, bylaws, standards and regulations
- Trails must be designed and constructed to be accessible to people with disabilities
- Required permits shall be obtained prior to commencement of construction
- Funds granted through the TCCP are not transferable. The County of Simcoe must approve, in writing, any significant change in the use of committed funds
- Unused funds, or funds that were spent incorrectly, must be returned to the County of Simcoe
- Signage related to the trail project construction shall acknowledge the County of Simcoe as a partner in the project and shall be reviewed by the TCCP Program Manager
- All applicants shall save harmless the County of Simcoe for any liabilities, problems or issues that arise either during or after the TCCP 2022 funding process

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Please refer to your TCCP Information Sheet for additional information that is required both during and at project completion. All projects receiving TCCP funding are to be completed by **November 17, 2023**

We thank you for partnering with the County of Simcoe and look forward to working with you in the future. Should you have any questions or require clarification, please do not hesitate to contact the undersigned at 705-726-9300 extension 1937 or email [Julie.Nolan@simcoe.ca](mailto:Julie.Nolan@simcoe.ca).

Sincerely,  
The Corporation of the County of Simcoe



Julie Nolan  
Senior Planner  
County of Simcoe Planning Department

cc. Jessica Sheard-Dunlop, Divisional Controller - County of Simcoe  
Greg Marek, Manager of Planning - County of Simcoe





County of Simcoe  
 Planning Department  
 1110 Highway 26,  
 Midhurst, Ontario L9X 1N6

Main Line (705) 726-9300  
 Toll Free (866) 893-9300  
 Fax (705) 727-4276  
[simcoe.ca](http://simcoe.ca)




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## TRAILS CONNECTING COMMUNITIES PROGRAM - 2022

### Information Sheet and Application Guide

#### 1. Introduction

The County of Simcoe has dedicated funding in 2022 to assist local municipalities in the development of active transportation and recreational trail opportunities, with a focus on enhancing and/or expanding the trail network for non-motorized uses. The following information is intended to outline the basic information regarding the Trails Connecting Communities Program (TCCP).

For enquiries relating to the Trails Connecting Communities Program, please contact Julie Nolan, TCCP Coordinator at 705-726-9300 x1937 or [julie.nolan@simcoe.ca](mailto:julie.nolan@simcoe.ca).

#### 2. Eligibility

The TCCP is available to local municipalities within the County of Simcoe. Trail projects may be initiated by community groups, trail associations, recreation associations, institutions, crown corporations and conservation authorities. However, both local municipalities and the TCCP applicant must be financially committed to the project. It should be noted that the TCCP is a reimbursement program. Applying municipalities should be prepared to incur all of the costs of construction and then request reimbursement from the County of Simcoe at project completion.

As a minimum, projects are required to meet the following criteria:

- Project will enhance an existing trail or establish a key trail linkage to improve network connectivity.
- Project will be constructed to specifications that improve trail accessibility to people with disabilities.
- Projects will work towards linking local municipalities and/or settlement areas.
- Construction will begin and end in 2022 (unless alternate scheduling is confirmed).
- Project/trail design is satisfactory to County staff (i.e. access, signage, width, surface material, etc.)
- All construction activities will occur in accordance with applicable policies, bylaws, standards and regulations.

**Note: The Applicant is required to pre-consult with County staff to discuss the proposed plans prior to submitting their application.**

#### 3. Available Assistance

Projects will be funded up to 50% of the total eligible costs, to a maximum of **\$30,000**, with County funds matched by the contributions of the local municipality or increased funding available through the County TCCP reserve funds. Exceptions to the maximum may be granted for projects involving partnerships between municipalities.



#### 4. Expenditures

##### a. Expenses eligible to receive matching funding include:

- Construction materials, bridges, signage, benches, access barriers, ramps, trailhead shelters/pavilions, surfacing material, contracted workers and equipment
- Trail property purchase
- Technical and/or Feasibility studies

##### b. Ineligible expenses include:

- Wages for part-time and full-time municipal employees or trail group
- Municipal equipment costs
- Property taxes, insurance
- Legal and/or Administration Costs
- Food related expenditures – food expenses for banquets, dinners, fundraisers and celebrations
- HST

#### 5. Application Process & Requirements

The **primary intake** period for TCCP applications is from **February 7 to March 11, 2022**. Applications received during this period will be given first consideration depending on budget availability and compliance with the TCCP criteria. Applications received after the primary intake period may be considered for any remaining funds on a first come-first served basis. The following materials are to be submitted in support of a complete application:

- Trails Connecting Communities Program 2022 Application Form
- Letter briefly identifying how the project will benefit the local community and the active transportation network within the County of Simcoe. The letter should also address trail connectivity, accessibility, economic benefit, respect for the environment and sustainable trail development.
- Map identifying the location and length of the proposed trail segment where work is to be completed
- Outline of proposed trail specifications – width, height, surface material, signage, etc.
- Cost estimate of project
- Project plan with proposed timelines
- Proposed construction/engineering drawings (if any)

**Note: Any required permits (i.e. Conservation Authority) shall be obtained prior to commencement of construction. Depending on the project proposal and location, funding approval may be contingent on submitting supporting documentation that demonstrates no negative impact to surrounding environmental features.**

Applications and supporting materials are to be submitted to:

Trails Connecting Communities Program  
c/o Julie Nolan, TCCP Coordinator  
County of Simcoe  
1110 Highway 26  
Midhurst, ON L9X 1N6  
Tel: 705-726-9300 Ext. 1937  
[julie.nolan@simcoe.ca](mailto:julie.nolan@simcoe.ca)

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Successful applicants will be notified, in writing, of the County of Simcoe's commitment to fund their respective project. Following receipt of the County's Letter of Commitment, applicants will be subject to periodic project progress updates over the course of the project.

**6. Obligations**

By receiving assistance funding from the County of Simcoe, applicants acknowledge that certain obligations must be adhered to. These include the following:

- All projects receiving TCCP funds will be completed by **Friday, November 18, 2022**.
- Upon completion of the project, the County of Simcoe requires the following materials to be submitted to the TCCP Coordinator by **Friday, December 2, 2022** to confirm the eligibility of the project:
  - A signed letter confirming the works completed and the amount of money requested
  - Compliance with Trail Accessibility for Ontarians with Disabilities Act (AODA)
- Please note that failure to provide the required information may result in a reduction or withdrawal of the County of Simcoe's funding commitment,
- Funds granted through the TCCP are not transferable. The County of Simcoe must approve, in writing, **prior** to any significant change in the use of committed funds,
- Unused funds, or funds that were spent incorrectly, must be returned to Simcoe County,
- Signage related to the trail project construction shall acknowledge the County of Simcoe as a partner in the project and shall be reviewed by the TCCP Coordinator, and
- All applicants will save harmless the County of Simcoe for any liabilities, problems or issues that arise either during or after the TCCP 2022 funding process.

**7. Trails Accessibility Standards**

Further to the above Section 6, titled Obligations, municipalities should follow the **Accessibility for Ontarians with Disabilities Act (AODA)** standard for the design of public spaces. This standard ensures that exterior paths of travel, recreational trails, beach access routes, outdoor play spaces and parking areas are made to be accessible to all people. Please consult your local Accessibility Committee or the Government of Ontario AODA for up to date requirements and guidance. Requirements for the design of recreational trails generally include:

- Clear Width: 3 metre minimum to allow two-way traffic (1.5 metres each direction)
- Clear Height: 2.1 metres headroom above trails
- Trail Signage: signage must be in accordance with Regional Tourism Organization 7 Standards
- Surface Material: trail surfaces must be firm, stable and accessible. Please note the following:
  - Concrete: Accessible
  - Crushed Stone/ Wood Chips: Moderately accessible
  - Grass/ Gravel: Not accessible



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** CAO025-22  
**DATE:** September 21, 2022  
**TO:** Committee of the Whole  
**FROM:** Colleen Healey-Dowdall, Chief Administrative Officer  
**SUBJECT:** Brookfield Park Development Plan

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### RECOMMENDATION

That Staff Report CAO025-22 be received for information.

### BACKGROUND

Council has asked Township Staff for a status update on the Baxter subdivision. Brookfield Properties ("Brookfield") is the developer of a 253-home subdivision in Baxter. More specifically, Council has asked about the park, the splashpad, and where Brookfield is at in the overall development process.

The parkland in Baxter, to be developed in association with the 253 homes, is located immediately north of 92 Denney Drive, on the east side of Denney Drive (refer to attached map). It was Brookfield's original intent to construct a park in advance of the first phase of the development. The proposed Park concept included washroom facilities within the Sewage Treatment Plant building; a splash pad; playground equipment; half basketball court; dog park; and seating and shade amenity features.

In May 2017, Staff Report PD022-17 was presented to Council, which recommended that Council consider entering into an agreement with Brookfield for the development of the Baxter Park. The request was made in order to accelerate the building of the park through upfront funding, design and contract administration; as well as to provide an amenity for future purchasers. Council passed Resolution CW077-2017 to permit Brookfield to develop the park through an agreement with the Township.

In September 2017, Brookfield made a delegation at Council, and Council passed Resolution CW171-2017, agreeing to enter into an agreement with Brookfield for development of the Baxter Park at an upset limit of \$886,000, provided the Developer undertakes the parkland development in 2018. A by-law was identified as being required to be brought forward to Council for the execution of the agreement at a future date of Council.

In June 2018, Staff Report PR020-18 was presented to Council recommending that the design concept for the Park be approved. In addition, By-Law 2018-63 was passed by Council, to provide for a Park Development Agreement; and a draft agreement was provided as an attachment to the By-Law. The Agreement required the works to be constructed by December 31, 2019, with the ability to extend the construction period by 1 year. The Agreement also described the total cost of developing the Park being \$1,084,619 (the “park budget” or the “Park Development Plan”).

**The Park Development did not proceed, and as such, the Park Development Agreement is now stale-dated / NOT in force and effect.**

Reasons the Park did not proceed earlier (a combination of factors):

- the stormwater management system not being in place to receive piped stormwater runoff,
- the watermain on Denney Drive not constructed to provide domestic water for the splash pad feature, and
- the downstream Sewage Treatment Plant not constructed to accept discharge from the splash pad.

Since the time that the Agreement was approved (2018), a number of significant events have taken place, notably the following:

1. It was noted that the EA undertaken did not account for any water consumption for a splash pad feature in Baxter. According to the manufacturer, if the Township were to restrict the consumption of the splash pad to 20m<sup>3</sup>/day, the previously approved splash pad design would only be able to operate for a total of 3.75 hours per day, with 50% of the features on at a time. While there are days where a splash pad would get little to no use (cold, rainy, overcast, etc.), on hot and sunny days, it may see a high demand for use, and the 3.75 hours of use time would only go so far which could be problematic.
2. In late 2019, Brookfield re-opened the Class EA for wastewater treatment for the subdivision. The 2<sup>nd</sup> Public Information Centre (PIC #2) was held September 22, 2021. Based on the findings of the Phase III Report, the Angus Sewage Treatment Plant and forcemain is no longer the preferred alternative, which would eliminate the need for the Sewage Treatment Plant facility within the Park block. The elimination of this infrastructure will impact on a number of the planned costs, generally including (now proposed that these all be eliminated):
  - A standalone washroom facility
  - Potential need for a structure to house a water meter, and
  - Dedicated electrical service
3. Concerns and challenges regarding the Collingwood-New Tecumseth water supply have been newsworthy in 2021. While there are ongoing discussions between the Town of Collingwood and the Town of New Tecumseth regarding water supply, upgrades to the Water Treatment Plant, and availability of water, there is no clear indication as to whether there will be sufficient water supply or

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when. This may impact on New Tecumseth's ability to provide all water increases, including to accommodate for a splash pad.

4. In addition, Brookfield has a concern that should the splash pad feature be constructed, it may take away from the overall water supply available. This may impact on the ability for existing residents in the community to connect to the system, thereby reducing Brookfield's ability to recoup the Township's portion of the front-funded construction costs for the Water Booster Station as properties connect.
5. Significant increased costs associated with the development have been incurred, such as but not limited to: a financial commitment to the County of \$500,000 towards the installation of signals at the Murphy / Denney intersection; increased dewatering costs for construction of external infrastructure; increased tendered costs and increased water buy-in fee for the Water Booster Station; and Brookfield funding of the increased water supply received by Essa from the Town of New Tecumseth.

As a result of the above information, Brookfield and Township Staff are now requesting that the earlier Park concept be revisited. Depending on the developer's position at this time and how they would like to proceed, Staff will present further information at upcoming meetings.

Note:

- The developer may or may not wish to develop the Baxter Park for the municipality.
- Development costs should be in-line with the current Development Charge Study in effect.
- All proposals are reviewed and considered by Staff and Department Managers collectively in this case, citizen committees assigned to provide advice to Council, the CAO and Council.

## COMMENTS AND CONSIDERATIONS

In actual fact, Brookfield is not obliged to construct a park. The conditions to the subdivision's draft plan approval have been attached, with the condition on parkland listed as number 6. The developer has already fulfilled the requirements of the Planning Act.

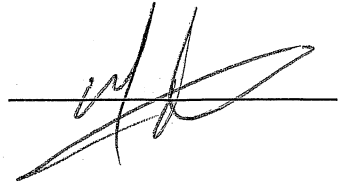
All other draft plan conditions are near to complete and Staff and Township Consultants are currently reviewing agreements to pertain to both the subdivision itself and the wastewater treatment facility. It is recommended that an agreement stipulate what is expected and required by Brookfield in relation to the wastewater treatment facility since this type of facility is relatively new. Staff suggests an extended maintenance period and the collection of securities in addition to what may be "normal" to subdivisions (note that Staff and Consultants are building on the experience of other municipal treatment facilities). Once the details of the wastewater treatment agreement have been "ironed out", then Staff plans to present the details of the subdivision agreement to Council.



**FINANCIAL IMPACT**

None at this time.

Manager of Finance Approval:



**SUMMARY/OPTIONS**

Council may:

1. Take no further action at this time. Provide time for Brookfield to decide if they wish to present a new Park concept to the municipality.
2. Direct Staff as they may so wish.

**CONCLUSION**

Option #1 is recommended.

Respectfully submitted:



Colleen Healey-Dowdall  
CAO

Attachments:

- Map of Park
- Draft Plan Conditions

# Brookfield Park Development Map

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September 13, 2022



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Applicant: Brookfield Homes  
File No.: E-T-0602  
Municipality: Township of Essa  
Subject Lands: Part Lot 16, Concession 4

Date of First Draft Plan: March 17, 2010  
Date of Last Extension: February 3, 2021  
Date of Last Expiry: March 17, 2021  
Lapsing Date: March 15, 2024

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

**No. Conditions**

1. That this approval applies to the draft plan of subdivision/draft M-plan located in the settlement area of Baxter, prepared by JD Barnes, dated Nov 27, 2017 to show:
  - 47 - 12m single residential lots
  - 79 - 15m single residential lots
  - 127 - 18m single residential lots
  - 2 walkways (Blocks 254 and 257)
  - 1 parkette block (Block 256)
  - Streets A-E with daylighting triangles

External Components:

  - 1 external park block (not shown on either of the above but rather Pt 3 of 51R-\_\_\_\_\_)
  - 1 external stormwater management block and easement to outlet stormwater (not shown on either of the above but rather Pt 1 of 51R-\_\_\_\_\_)
  - 1 external road to park and public services (not shown on either of the above but rather Pt 2 of 51R-\_\_\_\_\_)
  - Sidewalk along the west side of Denney Dr between the north limit of the plan and Murphy Rd (not shown on either of the above), including urbanization with concrete curb and storm sewer
  - Water, sewer and sanitary servicing works and/or municipal servicing works necessary to service the plan (not shown on either of the above), including works along Murphy Rd, Denney Dr, intersection improvements and facilities within external blocks
2. That prior to final approval and registration, the appropriate zoning shall be in effect for the proposed subdivision. A zoning by-law amendment must be adopted and in effect, and shall permit 12m and 15m frontages along with other provisions that may require site specific approval. A further public meeting will be held in conjunction with the zoning by-law amendment prior to Council adoption. All provisions of the Planning Act will apply to the processing of the zoning by-law amendment.
3. That the Developer will design an (external) sewage connection to the Angus sewage treatment plant (STP) with a pumping station and forcemain to be constructed at the Developer's expense in accordance with the preferred option of an approved EA, which is acceptable to the Municipality in terms of operation, maintenance and future cost to users. Council has accepted that the development will be serviced by the Angus STP through a forcemain connecting the development to the STP on the condition that the developer will pay all capital costs, sewage system costs, and all forcemain costs including but not limited to any upgrade costs that may be required at the STP associated with the forcemain connection. An agreement shall be entered into which provides detail on payment

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arrangements, direct responsibilities, front-ending, and a cost recovery payment schedule if applicable.

*Note: Although the Developer is to pay for the costs of engineering and constructing the force main, pumping station, etc. from Baxter to Angus, they will also be required to pay all regular development charges including but not limited to the sewage component of development charges for their share of the costs of previously expanding the Angus Sewage Treatment plant to accommodate growth.*

4. In order to provide for sufficient water pressure for domestic use and fire protection, the Developer shall agree in the Subdivision Agreement to construct a water treatment and booster facility somewhere near the intersection of Murphy Road and County Road 10 to accommodate this plan, plus to provide water for approx. 75 existing unserved (water) homes along Murphy Road and Denney Drive as identified in the Class EA document for the Baxter area. A Water Supply and Distribution Upgrades/Front-ending Agreement shall be entered into which provides detail on payment arrangements, direct responsibilities, front-ending, and a cost recovery payment schedule.
5. In order to provide for stormwater management, a stormwater management block will be dedicated to the Municipality, external to the plan, the size of which will be to the satisfaction of the NVCA and the Township of Essa. The size of this block and the related proposed easement for an outlet should be substantiated with a preliminary Stormwater Management Report. A road, to lead into the public facilities, with full access, shall be dedicated and constructed to the Township's satisfaction.
6. In order to provide for parkland, a parkland dedication block of approx. 5.7 ac will be dedicated to the Municipality, external to the plan, to the satisfaction of the Township of Essa. This parkland dedication will be provided on the east side of Denney Drive with a proper road crossing (crosswalk) made available for safe pedestrian access to the parkland. A road, to lead into the park, with parking, shall be dedicated and constructed to the Township's satisfaction, and as well, the parkland is to be graded and seeded also to the satisfaction of the Municipality. Should the Developer opt to develop the park block ahead of the development of the subdivision by means of prepayment of the parks component of the current uniform development charge, in accordance with Council Resolution CW171-2017, then prior to any work commencing, the Developer shall submit a list of proposed works to Council for approval and inclusion into a Park Development Agreement, to be approved and entered into with Council.
7. That the road allowances included within the draft plan shall be named in accordance with the Township's policy on street names (historical names on approval of the Municipality) and dedicated as public highways to the Township of Essa without monetary consideration and free and clear of all encumbrances.
8. That all streets shall be designed and constructed in accordance with the Township of Essa's Engineering Design Standard Specifications and Drawings, to full urban standard,

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with a sidewalk along one side of the street. As well, there will be a sidewalk constructed along the west side of Denney Drive in a location to be approved by the Township at no cost to the Township, which must include a storm sewer network and ~~urbanization~~ catch basin/ditch inlets. The sidewalk and ~~urbanization-storm sewer network~~ will stretch between Murphy Road, where the sidewalk must be designed to "tie in" with the existing road and drainage system allowing for safe pedestrian movement and appropriate drainage, and the north limits of the plan/north limit of the settlement area. The costs of all such construction will be at the expense of the Developer. The Developer must enter into a Subdivision Agreement with the Municipality which will describe the required works, internal and external to the plan, and such agreement will require the collection of securities to guarantee all works. If any external works are to be completed prior to the execution of the Subdivision Agreement, then the appropriate legal agreement shall be entered into, prior to permission for these works being granted.

9. That any required daylighting triangles shall be shown on the final plan and shall be conveyed to the Township without monetary consideration, free and clear of all encumbrances, at the Developer's expense and to the satisfaction of the Township.
10. That the Developer shall transfer to the Corporation of the County of Simcoe (County) at no cost, a fee simple, unencumbered interest, in a road widening across the entire frontage of Lot 64 to provide a 15.25m right of way from the centerline of Murphy Road/County Road 21, and that prior to final approval, the Developer shall submit a copy of the plan which sets out the road widening, to meet with the approval of the County.
11. Furthermore, the Subdivision Agreement will stipulate that all Offers of Purchase and Sale affecting Lot 64 will include a statement advising that all above and below grade buildings and structures must adhere to the County of Simcoe Setback By-law (By-law No. 5644); and the Developer is advised that an Entrance Permit will be required to be obtained from the County to provide access to Lot 64.
12. That the Developer shall enter into a Subdivision Agreement with the Township of Essa, agreeing to satisfy all conditions, financial and otherwise, of the Township with regard to the provisions of engineering studies, road and municipal services, grading, water hydrants, landscaping, fencing and payment of development charges. And furthermore, the Subdivision Agreement shall be registered on title at the Developer's expense, and shall not be removed from title or otherwise released without the consent of the Township of Essa.
13. That the Developer shall agree in the Subdivision Agreement that such easements and land dedications as may be required for access, drainage, servicing, stormwater management, utilities and construction purposes shall be designed and granted to the appropriate agencies or authorities, free and clear of all encumbrances, to the satisfaction of the Township of Essa and all appropriate agencies or authorities. Such easements/dedications shall be dedicated to the appropriate approval authority at no cost to anyone but the Developer.



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- 14. That the Developer shall agree in the Subdivision Agreement to a pedestrian walkway connecting Street A to Denney Drive along the south side of Lots 74 and 75, and Street B to Street E. These walkways will be 3m in width and will be lined with chainlink fencing unless otherwise discussed and approved. The mature tree(s) along the lot line of 83 Denney Dr must be considered and respected if possible. Drainage patterns must be considered as well and the Township's Engineer and Manager of Public Works must approve of all works/variations associated with a walkway at this location.
- 15. That the Developer shall agree in the Subdivision Agreement that they will design and construct, at their expense, highway improvements at the intersection of Murphy Road/County Road 21 and Denney Drive, to the satisfaction of the Township and County: Namely:
  - A "pedestrian pad" to provide a safe area for pedestrians to stand while waiting to cross Murphy Road/County Road 21, at the northwest corner of the intersection; and
  - Signalization and/or works as per the recommendations of an approved Traffic Study prepared by GHD and dated 'Oct 2017' to the satisfaction of County and Township Engineering/Public Works Staff.

The improvements and/or works that are not to be considered as County-controlled or monitored, shall fall under the jurisdiction of the Subdivision Agreement entered into with Essa, in particular with respect to securities and maintenance.

- 16. That prior to final approval, the Developer shall enter into a legal agreement with the County whereby the Developer agrees to assume financial and other responsibility for the design and construction of the highway and intersection design improvements identified in the condition above and/or in the approved Traffic Study, to the satisfaction of the County. It is the responsibility of the Developer to prepare engineering drawings and a construction cost estimate for the required road improvements to the satisfaction of the County. The Developer is required to provide the County with a letter of credit representing 100% of the County approved construction cost estimate. The approved engineering road drawings and cost estimate will be referenced in the legal agreement. A Road Occupancy Permit will be required for the completion of all works within the County right of way.
- 17. That the Developer shall agree in the Subdivision Agreement that the water distribution system for this plan shall be looped within this draft plan and/or with the watermain system on the periphery of this draft plan as necessary. Additional (external) watermain is to be constructed to access water from the Collingwood-New Tecumseth pipeline with all costs to be borne by the Developer, as detailed in a Water Supply and Distribution Upgrades/Front-ending Agreement.
- 18. That prior to any works occurring or final approval, the Developer shall agree in either a Preservicing Agreement or the Subdivision Agreement, or another appropriate agreement such as an External Works Agreement, to prepare and/or implement the following to the

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satisfaction of the Township, and all works shall be in strict accordance with these plans:

- a) Landscape Design Plan or Plans as the case may be,
  - b) Sanitary Servicing Brief,
  - c) Stormwater Management Plan,
  - d) Geotechnical Report,
  - e) Noise and Vibration Study,
  - f) Traffic Impact Study,
  - g) General and overall lot grading plan, and
  - h) Erosion and Dust Control Plan.
19. That the Developer shall agree in any Agreement (External/Preservicing/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 seeded/sodded in accordance with the standards of the Township of Essa. And furthermore, that disturbed soils be seeded or planted on within five months of their disruption and/or that watering of earth take place during construction to the satisfaction of the Municipality, and that stockpiling of topsoil only take place at a distance of 100m from existing dwellings, or at another lesser distance should the Developer prove to the Municipality that the lesser distance will not give cause to dust complaints as the Developer may be stockpiling in conjunction with mitigation measures known to appropriately address dust and erosion.
  20. That the Developer shall agree in any Agreement that there will be no disruption of access during sidewalk construction or ditch or road works for any period *exceeding 24 hours* and that 48 hours notice of the intent to disrupt be provided to all residents along Denney Drive.
  21. That the Developer shall agree in any Agreement that the services installed by the Developer shall be in accordance with the standards and specifications of the Township of Essa, and shall include stormwater management works, adequate pavement widths for roadways, sidewalks on one side of the street, street lighting, regulatory signs, street name signs, water hydrants and any other services or facilities as required to meet the Township's Urban Local Roads Standard TESTD 101.01. And furthermore, the Subdivision Agreement will stipulate that hydrant markers be placed to the satisfaction of the Municipality.
  22. That the Developer shall agree in the Subdivision Agreement to urbanization on Denney Drive, from Murphy Road north to the north limits of the plan.
  23. That the Developer shall agree in the Subdivision Agreement that Occupancy for dwellings will not be issued until the Township of Essa is satisfied that adequate road access and servicing facilities are available to service the proposed development. In addition, prior to Occupancy, each dwelling must portray in a clearly visible location, the assigned municipal address for purposes of emergency response, and all construction methods recommended to compensate for railway noise and vibration must have been implemented.
  24. That the Developer shall agree in the Subdivision Agreement to install, to the satisfaction of

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the Township, fencing in accordance with the standards of the Township of Essa. This may generally involve, but is not limited to: 1.8m privacy (wooden) fencing along the rear/side of new lots wherein these lots abut existing residential lots and 1.2m chainlink fencing surrounding the park and walkways. There may be gates and/or openings where approved by the Municipality, including but not limited to, between the park and church lands to the south, and there may possibly be other variations or modifications that are authorized from time to time, ie adjacent to 83 Denney Dr.

- 25. That prior to final approval, the MOECC must issue an Environmental Compliance Approval (ECA) for storm sewers and the stormwater management pond, sanitary sewers, sewage pump station and forcemain, water treatment, storage reservoir and the pumping facility.
- 26. That 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 NVCA:
  - a) detailed Stormwater Management Report/Plan consistent with current standards;
  - b) Erosion Control Plan;
  - c) detailed Grading Plan;
  - d) Geotechnical Report for the Stormwater Management Pond;
  - e) Landscape Plan for the Stormwater Management Pond; and
  - f) A detailed stormwater outlet design that ensures that there are no impacts to stream morphology and incorporates restoration as required. Thermal mitigation of stormwater flows will be required to protect coldwater receivers.
- 27. That the Developer shall agree in the Preservicing/Subdivision Agreement, in wording acceptable to the NVCA, to carry out or cause to be carried out the recommendations and measures contained within the plans and reports set out above, and further, that appropriate sediment and erosion control measures be installed and maintained as approved by the NVCA prior to any construction or grading.
- 28. That the final stormwater management plan and works shall ensure a legal outlet and that there are no detrimental impacts to adjacent or upstream and downstream lands as a result of the development of the site and alterations to drainage and infiltration.
- 29. That the owner shall confirm technical and legally the adequacy of the drainage outlets to the satisfaction of the NVCA and Township.
- 30. That details on any infrastructure assoc'd with development including the booster pumping station should be provided to the NVCA for review and comment, the booster pumping station should be adequately protected from any natural hazards (ie flood hazard) to the satisfaction of the NVCA and Township.
- 31. That the Developer shall agree in the Preservicing/Subdivision Agreement, in wording acceptable to the NVCA, to engage a qualified professional to certify in writing that the works were constructed in accordance with the plans, reports and specifications, as approved by

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the NVCA.

32. That prior to any site alteration in a Regulated Area, a permit under the Conservation Authorities Act will be obtained from the NVCA.
33. That prior to final plan approval, the Developer shall agree to pay all development fees to the NVCA as required in accordance with the NVCA's Fees Policy under the Conservation Authorities Act.
34. That prior to final approval, the Township be advised in writing, by the NVCA, how conditions above have been satisfied.
35. That the Developer shall monitor groundwater elevations following the issuance of draft plan approval until such time that final approval is issued and that all information be submitted to the Township prior to final approval for consideration as baseline data.
36. That the Developer shall agree in the Subdivision Agreement to include in all offers of purchase and sale a statement which advises the prospective purchaser that the schools on designated sites in the community are not guaranteed. Attendance at schools in the area yet to be constructed is also not guaranteed. Pupils may be accommodated in temporary facilities and/or be directed to schools outside the area.
37. That the Developer shall agree in the Subdivision Agreement to include in all offers of purchase and sale a statement which advises the prospective purchaser that school buses will not enter cul-de-sacs, and pick up points will generally be located on through-streets convenient to the appropriate school board. Additional pick up points will not be located within the subdivision until major construction activity has been completed.
38. That prior to final approval, the Township be advised by the Simcoe County/Simcoe Muskoka Catholic District School Boards that they are satisfied that conditions above have been addressed.
39. That the Developer shall agree in the Subdivision Agreement to locate an accessible pad for a Canada Post community mailbox in close proximity to a streetlight(s) and accessible sidewalk to the satisfaction of the Township - to be identified on the engineered drawings to the satisfaction of Canada Post; and that prior to final approval, the Township be advised, in writing, by Canada Post how this condition has been satisfied. Again, the Township must also be satisfied with the community mailbox location, to ensure safety and accessibility.
40. That the Developer shall agree in the Preservicing/Subdivision Agreement to coordinate the preparation of an overall utility distribution plan to the satisfaction of all affected utilities and authorities. This composite utility plan must allow for the safe installation of all utilities, including the required separation between utilities.
41. That the Developer shall provide Enbridge Gas Distribution with all road cross-sections if

Applicant: Brookfield Homes  
File No.: E-T-0602  
Municipality: Township of Essa  
Subject Lands: Part Lot 16, Concession 4

Date of First Draft Plan: March 17, 2010  
Date of Last Extension: February 3, 2021  
Date of Last Expiry: March 17, 2021  
Lapsing Date: March 15, 2024

necessary, to show all utilities in the configuration proposed for all of the street widths in the plan, and the Developer shall contact Enbridge by emailing [salesarea50@enbridge.com](mailto:salesarea50@enbridge.com) for service and meter installation details.

- 42. That the Developer shall agree in the Subdivision Agreement to 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 and that prior to final approval the Township be advised, in writing, by Enbridge Gas Distribution how this condition and the previous condition have been satisfied.
- 43. The Developer shall agree in the Subdivision Agreement, in words satisfactory to Bell Canada or Rogers, to grant any easements that may be required for telecommunication services. Easements may be required subject to final servicing decisions. In the event of any conflict with existing Bell Canada facilities or easements, the Developer shall be responsible for the relocation of such facilities or easements.
- 44. The Developer shall be required to enter into an agreement (or Letter of Understanding) with Bell Canada or Rogers concerning telecommunications service and complying with any underground servicing conditions imposed, and if no such conditions are imposed, the Developer shall advise the Municipality of the arrangement made for telecommunication servicing.
- 45. That prior to final approval, the Township be advised, in writing, by Bell Canada and/or Rogers how conditions above have been satisfied.
- 46. That prior to final approval, the Township be advised in writing, by the County of Simcoe, how conditions above have been satisfied.



10a

Applicant: Brookfield Homes  
File No.: E-T-0602  
Municipality: Township of Essa  
Subject Lands: Part Lot 16, Concession 4

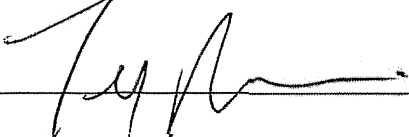
Date of First Draft Plan: March 17, 2010  
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Lapsing Date: March 15, 2024

**Notes to Draft Approval**

1. It is the Developer's responsibility to fulfill the conditions of draft approval and to ensure that the required clearance letters are forwarded to the Approval Authority.
2. The Developer shall apply for any extension at least sixty (60) days prior to the lapsing date.
3. All costs associated with the land transfer to the County shall be borne by the Developer. All documentation is to be prepared and registered by the County's solicitor and to be executed where required by the Developer. The Developer will be required to submit a deposit to the County's solicitor prior to the services being rendered.
4. Works shall be in conformity with all laws and statutes of the Province and by-laws of the applicable municipalities and agencies. Specifically, the Developer is to take note that a Road Occupancy Permit will be required from the County of Simcoe for any proposed works within the Murphy Road/County Road 21 right of way and an Entrance Permit will be required from the County to provide access to Lot 67 from Murphy Road/County Road 21.
5. The Developer is required to comply with the County's Waste Collection Design Standards. Failure to comply could result in waste collection services being withheld or suspended.
6. It is suggested that the Developer 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 Developer 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).

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.

This 28 day of Dec, 2017



Mayor, Essa Township



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** CAO026-22

**DATE:** September 21, 2022

**TO:** Committee of the Whole

**FROM:** Colleen Healey-Dowdall, Chief Administrative Officer

**SUBJECT:** Expenditures During Summer Recess

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### RECOMMENDATION

That Staff Report CAO026-22 be received; and

That Council confirm the purchases and contracts for services approved by the CAO, as identified in this report.

### BACKGROUND

At the meeting held on June 29, 2022, Council enacted By-law No. 2022-38 to authorize the CAO to authorize expenditures on behalf of Council during its regular summer recess in July and August, of each calendar year.

### COMMENTS AND CONSIDERATIONS

The following outlines the expenditures that were authorized by the CAO during July and August, 2022:

None.

### FINANCIAL IMPACT

None.

### SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Accept the CAO's report as presented and confirm the purchases and contracts for services approved by the CAO.

10b

**CONCLUSION**

Option #2 is recommended.

Respectfully submitted:



\_\_\_\_\_  
Colleen Healey-Dowdall  
CAO

Attachments:  
None



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** CAO027-22

**DATE:** September 21, 2022

**TO:** Committee of the Whole

**FROM:** Colleen Healey-Dowdall, Chief Administrative Officer

**SUBJECT:** Proposed BIA Sign and  
County Economic Development Funding

### RECOMMENDATION

That Staff Report CAO027-22 be received; and

That Council support a funding application to the County of Simcoe to request Economic Development funding in the amount of \$25,000 for a digital sign, similar to the new administration sign, to be installed at 2 Vernon Street, Angus or nearby in 2022/early 2023.

### BACKGROUND

Essa received \$24,295 from the County of Simcoe to pay for its new digital sign at the front of the administration centre. The County of Simcoe has remaining Economic Development funds to be used by the end of the year. Essa did not use all previous allocated funds and as such, may have access to another \$25,000 for a qualifying project. There is no matching required on Essa's part, only that the project fit into the parameters of the County's Economic Development program as previously outlined and discussed with Council.

### COMMENTS AND CONSIDERATIONS

Essa staff has discussed projects with County of Simcoe staff and given the limited time remaining in 2022 and Essa's staffing situation, it is recommended that Council endorse another new digital sign for 2 Vernon Street, Angus or somewhere else close by at the south end of Angus (refer to map attached).

The Angus BIA had earlier approached the municipality with a request for assistance for a digital sign at this location. Angus BIA President, Joe Van Leeuwen, will be contacting Hydro One to seek a quote for service. The Angus BIA has funds in its budget set aside for the hydro service, based on a previous sign installation cost. The on-going cost of

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hydro to supply the LED sign would carry on indefinitely. It is estimated that this may be approximately \$150/mo.

At this time, the main focus should be to secure County funding before it is no longer available. Time is of the essence. The Angus BIA, which includes the Mayor and Angus Ward Councillor, supports the current application.

### FINANCIAL IMPACT

None to the municipal levy if the cost of hydro is paid for by the BIA. Further information is currently being sought out.

Manager of Finance Approval: \_\_\_\_\_



### SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Support a funding application to the County of Simcoe to request Economic Development funding in the amount of \$25,000 for a digital sign, similar to the new administration sign, to be installed at 2 Vernon Street, Angus or nearby in 2022/early 2023.

### CONCLUSION

Option #2 is recommended.

Respectfully submitted:

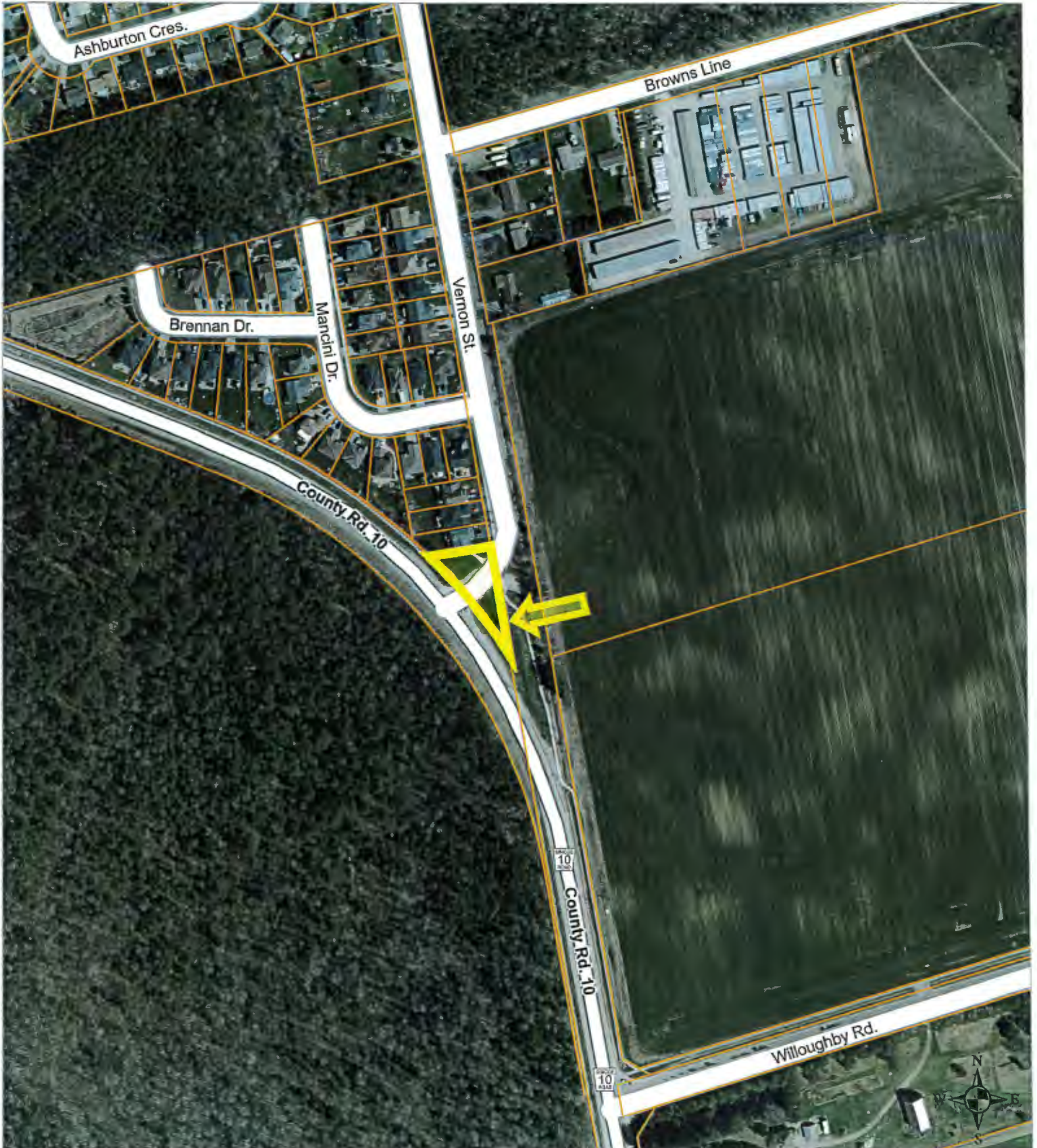


\_\_\_\_\_  
Colleen Healey-Dowdall  
CAO

Attachments:  
Location Map



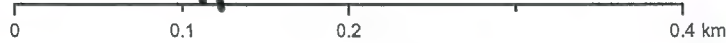
# 2 Vernon Street, Angus



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September 14, 2022





## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** CAO028-22  
**DATE:** September 21, 2022  
**TO:** Committee of the Whole  
**FROM:** Colleen Healey-Dowdall, Chief Administrative Officer  
**SUBJECT:** Building Permits

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### RECOMMENDATION

That Staff Report CAO028-22 be received; and

That Council consider a new fee for Building Permit Renewal to possibly be included in the Township's Fee Schedule in 2023 following proper advertisement for the consideration of fees in accordance with the *Municipal Act*.

### BACKGROUND

Council requested that staff investigate whether action can be taken to require an owner to complete a building permit project within a reasonable amount of time. The CBO has reported the following on the matter (per the *Building Code Act*):

#### ***Revocation of permits***

- (10) Subject to section 25, the chief building official may revoke a permit issued under this Act,
- (a) if it was issued on mistaken, false or incorrect information;
  - (b) if, after six months after its issuance, the construction or demolition in respect of which it was issued has not, in the opinion of the chief building official, been seriously commenced;
  - (c) if the construction or demolition of the building is, in the opinion of the chief building official, substantially suspended or discontinued for a period of more than one year;
  - (d) if it was issued in error;
  - (e) if the holder requests in writing that it be revoked; or
  - (f) if a term of the agreement under clause (3) (c) has not been complied with. 1992, c. 23, s. 8 (10). [( 3) (c) are Conditional Permit conditions]



**Prohibition**

*(11) No person shall construct or demolish a building or cause a building to be constructed or demolished except in accordance with this Act and the building code. 1992, c. 23, s. 8 (11).*

The problem lies in that someone can commence work at 5 or 6 month intervals and not complete a building project but instead show that they are working, and a building permit can remain as active. As well, different people consider a "reasonable amount of time" in different ways; and what if an owner comes into financial difficulty?

**COMMENTS AND CONSIDERATIONS**

To assist with the situation of unsightly properties in the midst of repairs in the municipality, the CBO has offered:

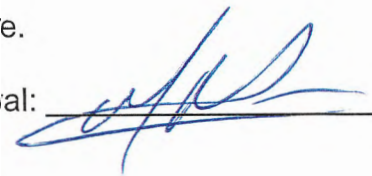
"On the other hand, we have in the BCA Section 10 sentence (c) which we can use. It would be good to have a yearly Building Permit renewal to keep the permit active with a small fee of \$150 or so such as what ESA does. Doing this would require a small paragraph inserted in the Building By-law, I would think. This would keep permits open when justified and allow us to move to close permits that have become stale, and progress is not expected.

Just an idea that may assist us at managing dormant permits while keeping owners engaged in work completion and motivated to obtaining permit finals."

**FINANCIAL IMPACT**

None at this time but a suggested increase to fees in the future.

Manager of Finance Approval:

**SUMMARY/OPTIONS**

Council may:

1. Take no further action.
2. Add a new fee to be considered during the next public meeting to consider fees.
3. Direct staff in another course of action.

10d

**CONCLUSION**

Option #2 is recommended. There are no legal requirements that force someone to complete the work described in the scope of a building permit application, but the municipality can create a new fee to assist with maintaining interest in a project.

Respectfully submitted:



\_\_\_\_\_  
Colleen Healey-Dowdall  
CAO

Attachments: