THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE

WEDNESDAY, DECEMBER 19, 2018
6:00 p.m.

AGENDA

1. OPENING OF MEETING BY THE MAYOR

2. DISCLOSURE OF PECUNIARY INTEREST

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

   a. Cheque Presentation – Angus and Thornton Food Banks
      Re: Donation from HGR Graham Partners LLP

   b. Cheque Presentation – Essa Challenge Golf Tournament Proceeds
      RVH Foundation, Stevenson Memorial Foundation, Matthews House Hospice,
      Alliston & Area Physician Recruitment Committee.

STAFF REPORT

4. PLANNING AND DEVELOPMENT

   a. Staff Report PD050-18 submitted by the Manager of Planning and Development,
      re: Zoning By-law Amendment to Prohibit Dwelling on 8477 6th Line – Farmland.

      Recommendation:  Be it resolved that Staff Report PD050-18 be received; and
      That Council does / does not authorize staff to schedule a public meeting to collect
      comments on a Zoning By-law Amendment to prohibit a future dwelling on farmland
      where a surplus dwelling unit will be severed due to a farm consolidation.

   p. 32

   b. Staff Report PD052-18 submitted by the Manager of Planning and Development,

      Recommendation:  Be it resolved that Staff Report PD052-18 be received; and
      That Council consider the following capital projects during budget deliberations:
      (a) Ecopark development in LeClair Park in Angus;
      (b) Bridge over Sandie Creek to connect a residential neighbourhood to commercial
      and institutional uses in Angus; and
      (c) Canoe launch and trail development in the Angus Community Park.

   p. 36

   c. Staff Report PD054-18 submitted by the Planning Technician, re: 2018
      Committee of Adjustment Summary.

      Recommendation:  Be it resolved that Staff Report PD054-18 be received for information.
p. 44  

**Staff Report PD055-18 submitted by the Manager of Planning and Development, re: Riverbank and Fishing Committee.**

**Recommendation:** Be it resolved that Staff Report PD055-18 be received; and That Council _does / does not_ approve creating a new committee of 4 citizens and 1 Council Member whose goal is to keep the riverbanks in Essa’s Fishing Parks as healthy and sustainable, to ensure that the rivers passing through Essa’s Fishing Parks are maintained as clean and ecologically-sound, and to organize Essa’s annual Riverbank Salmon Derby, with regular park maintenance to still fall to the Township’s Parks and Recreation Department; and That Council _does / does not_ approve the Terms of Reference as attached to this Report.

p. 45  

**Staff Report PD056-18 submitted by the Manager of Planning and Development, re: Township of Essa OPA 31 – Garden Suites.**

**Recommendation:** Be it resolved that Staff Report PD056-18 be received; and That Council _does / does not_ approve adopting a By-law to provide for new policy in its Official Plan concerning garden suites throughout the whole of the Municipality.

p. 56  

**Staff Report PD057-18 submitted by the Manager of Planning and Development, re: Alliance Agri-Turf – Project Completion and Return of Securities.**

**Recommendation:** Be it resolved that Staff Report PD057-18 be received; and That Council _does / does not_ authorize returning all remaining securities held on file in association with the development of Alliance Agri-Turf including any legal and engineering deposit and a Letter of Credit in the amount of $430,463.00.

p. 60  

**Staff Report PD058-18 submitted by the Manager of Planning and Development, re: Support for the Friends of Utopia Gristmill & Park Master Plan.**

**Recommendation:** Be it resolved that Staff Report PD058-18 be received; and That Council _does / does not_ approve continuing to support the Friends of Utopia Gristmill and Park and their Master Plan project in an advisory role.

p. 64  

**Staff Report PD059-18 submitted by the Manager of Planning and Development, re: Status of Provincial Planning Consultations.**

**Recommendation:** Be it resolved that Staff Report PD059-18 be received for information.

5. **PARKS AND RECREATION/ COMMUNITY SERVICES**

6. **FIRE AND EMERGENCY SERVICES**
7. PUBLIC WORKS

p. 67  
a. Staff Report PW048-18 submitted by the Manager of Public Works, re: Authorization to Execute a Transit Services Renewal Agreement with the City of Barrie.

Recommendation: Be it resolved that Staff Report PW048-18 be received; and That Council does / does not authorize the Mayor and Clerk to enter into a Transit Services Renewal Agreement with the City of Barrie; and That a request be made to the County of Simcoe to provide a grant to fund a portion of the transit service until they are prepared to assume the service.

p. 72  
b. Staff Report PW049-18 submitted by the Manager of Public Works, re: Budget Pre-Approval – King Street Urbanization.

Recommendation: Be it resolved that Staff Report PW049-18 be received; and That Council does / does not authorize pre-approving the 2019 budget estimate submitted by Ainley Group in connection with the Reconstruction of King Street from Auburn Street east of Mill Street in the amount of $1,701,869; and That Ainley Group be authorized to arrange for the necessary tender documents to be prepared and advertised as soon as possible.

p. 75  
c. Staff Report PW050-18 submitted by the Manager of Public Works, re: Speed Reduction – 6th Line North of Highway 89.

Recommendation: Be it resolved that Staff Report PW048-18 be received; and That Council defer its decision on a speed reduction in the area of the 6th Line North of Highway 89 to the Spring of 2019, in order to obtain the necessary data from the speed display signs.

8. FINANCE

p. 79  

Recommendation: Be it resolved that securities be reduced in connection with Nottawasaga Village (Stonemount) Subdivision Phase 3, provided that all outstanding legal and engineering accounts are paid by the Developer, as recommended by the Township’s Engineer, as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Securities Held by the Township</td>
<td>$744,656.18</td>
</tr>
<tr>
<td>Less AECOM’s Recommended Release</td>
<td>$427,811.38</td>
</tr>
<tr>
<td>Securities to be Retained</td>
<td>$316,844.80</td>
</tr>
</tbody>
</table>

p. 92  
b. Staff Report TR022-18 submitted by the Manager of Finance, re: Consideration of Wage Increase for Township Staff.

Recommendation: Be it resolved that Staff Report TR022-18 be received; and That Council does / does not approve an increase in salaries and wages for all employees of 2.5% effective the first full pay in 2019, to reflect the Consumer Price Index (Ontario) for all items between October 2017 and October 2018.
c. Staff Report TR023-18 submitted by the Manager of Finance, re: Consideration of a Wage Increase for members of Council.

Recommendation: Be it resolved that Staff Report TR023-18 be received; and That Council does / does not approve an increase in salaries and wages for members of Council of 2.5% effective the first full pay period in 2019, to reflect the Consumer Price Index (Ontario) for all items between October 2017 and October 2018.

d. Staff Report TR024-18 submitted by the Manager of Finance, re: Set 2019 Budget Deliberation Meetings.

Recommendation: Be it resolved that Staff Report TR024-18 be received; and That Council does / does not approve the schedule for Special meetings of Council for 2019 budget deliberation on Wednesday January 16th 2019 from 1:00pm to 5:00pm and Wednesday February 6th, 2019 from 1:00pm to 5:00pm and Wednesday February 20th, 2019 from 1:00pm to 5:00pm.

e. Staff Report TR025-18 submitted by the Tax Collector, re: Request to Write Off 2018 Uncollectible Tax Amount.

Recommendation: Be it resolved that Staff Report TR025-18 be received; and That Council does / does not authorize the Tax Collector to write off the taxes and penalty charges pursuant to Section 354 of the Municipal Act, 2001 and charge back to Simcoe County and the applicable school board its proportionate share of the unpaid taxes that are written off pursuant to Section 353 of the Municipal Act, 2001 for property identified by Assessment Roll # 43 21 010 010 01802 per Schedule "A" of this Report.

9. CLERKS / BY-LAW ENFORCEMENT / IT

a. Staff Report C036-18 submitted by the Clerk, re: Draft 2019 Council and Committee of the Whole Meeting Schedule.

Recommendation: Be it resolved that Staff Report C036-18 be received; and That Council does / does not approve the 2019 Council and Committee of the Whole Meeting Schedule as presented.


Recommendation: Be it resolved that Staff Report C038-18 be received; and That Council does / does not authorize staff to schedule a Public Meeting to take place on February 20, 2019 for the collection of comments from the public respecting a proposed amendment to By-law 2007-30 regarding an expansion to the defined boundary of the Angus BIA; and That Council does / does not authorize staff to prepare and mail out the necessary Notice to the affected membership and those properties proposed to be added.
c. **Staff Report C040-18 submitted by the Clerk, re: Appointment of Alternate to County of Simcoe Council.**

**Recommendation:** Be it resolved that Staff Report C040-18 be received; and That Council does / does not approve the appointment of ___________ to act as an alternate member of County of Simcoe Council for the current term; and That the Clerk bring forward the appropriate By-law at the next meeting of Council for such appointment.

p. 133

d. **Staff Report C041-18 submitted by the Clerk's Assistant / Accessibility Coordinator, re: Kennel Licence Exemption – 8569 6th Line, Angus.**

**Recommendation:** Be it resolved that Staff Report C041-18 be received; and That Council does / does not approve the applicant's request for an exemption; and That Council does / does not authorize the Clerks Department to issue a Kennel Licence to the applicant located at 8569 6th Line, Angus.

p. 145

e. **Staff Report C042-18 submitted by the Clerk, re: Commercial Retail Cannabis Stores – Opt-in / Opt-out.**

**Recommendation:** Be it resolved that Staff Report C042-18 be received; and That Council does / does not approve opting-out of hosting cannabis retail stores in the Township of Essa at this time, thereby prohibiting commercial retail stores within the boundaries of Essa Township; and That Staff be directed to communicate this decision to the Alcohol and Gaming Commission of Ontario (AGCO) prior to the January 22, 2019 cut-off date.

p. 177

f. **Staff Report C043-18 submitted by the Clerk's Assistant / Accessibility Coordinator, re: Council Appointment to Local Boards and Committees.**

**Recommendation:** Be it resolved that Staff Report C043-18 be received; and That ________________ be appointed to the Essa and District Agricultural Society Board of Directors for the 2018-2022 term of Council; and That ________________ be appointed to the Alliston and Area Physician Recruitment Committee for the 2018-2022 term of Council; and That ________________ be appointed to the South Simcoe Streams Network, a program under Nottawasaga Futures to improve habitat and water quality along our waterways; and That ________________ be appointed to the North Simcoe Muskoka Local Health Integration Network for the 2018-2022 term of Council; and That ________________ be appointed to the Angus BIA Board of Directors for the 2018-2022 term of Council.

p. 197

g. **Staff Report C044-18 submitted by the Clerk's Assistant / Accessibility Coordinator, re: Request to Waive Meeting Room Rental Fee – Angus Recreation Centre.**

**Recommendation:** Be it resolved that Staff Report C044-18 be received; and That Council does / does not approve waiving the meeting room rental booking fee in the amount of $85.76 plus H.S.T. for use of the Banquet Room at the Angus Recreation Centre on February 3, 2019 for a fundraising event.
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 16th day of January, 2019 at 6:00 p.m.
TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD050-18
DATE: December 19, 2018
TO: Committee of the Whole
FROM: Colleen Healey, Manager of Planning & Development
SUBJECT: Zoning By-law Amendment to Prohibit Dwelling on 8477 6th Line – Farmland

RECOMMENDATION

That Staff Report PD050-18 be received; and

That Council consider authorizing staff to schedule a public meeting to collect comments on a Zoning By-law Amendment to prohibit a future dwelling on farmland where a surplus dwelling unit will be severed due to a farm consolidation.

BACKGROUND

This Zoning By-law Amendment (ZBA) would rezone lands from an Agricultural (A) Zone to Agricultural Exception (A-1) Zone where no future dwelling can be constructed. The farmland to be rezoned to prohibit a dwelling is at Part Lot 28, Concession 6, 8477 6th Line. The PPS states that severances may occur wherein farm consolidations have occurred involving more than one dwelling unit. The PPS also states that the severance of a surplus dwelling is conditional on the farmland being zoned to prohibit the construction of a future dwelling. The Township’s Committee of Adjustment has processed and approved a number of severances over the past year or two, conditional that a rezoning of farmland takes place in accordance with the Provincial Policy Statement (PPS).

The properties are designated as Agricultural in the Essa Official Plan and the Essa Official Plan is not contravened in any way.

COMMENTS AND CONSIDERATIONS

Council has already approved of an Official Plan Amendment (OPA) to allow the severance (the severance is further than 5 km from the home farm) (former report and OPA plus severance report attached).
FINANCIAL IMPACT

Cost of notice including mail out to those affected. Approximate cost of $200 including staff time and postage. The cost of such is included in the Zoning By-law Amendment fee of $1,500 which has been paid by the applicant.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Instruct staff to schedule a public meeting.
3. Request further information from staff.

CONCLUSION

Option #2 is recommended.

Respectfully submitted:

Colleen Healey
Manager of Planning & Development

Reviewed by:

Greg Murphy
CAO

Attachments:
Map of subject lands to be rezoned
OPA and Report
Severance Report
TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD028-18
DATE: June 20, 2018
TO: Committee of the Whole
FROM: Colleen Healey, Manager of Planning & Development
SUBJECT: DeLange OPA 28

RECOMMENDATION

That Staff Report PD028-18 be received; and

That Council consider adopting an Official Plan Amendment to provide an exception for 8477 6th Line to allow for a severance of a surplus residence in a farm consolidation of farms which are 13 km away, provided that the remnant lands are zoned to prohibit a future dwelling unit; and

That the Official Plan Amendment be provided to the Township’s Committee of Adjustment for their consideration.

BACKGROUND

8477 6th Line is an agricultural property and the surrounding area is a mix of agricultural, rural and rural residences. The Village of Utopia is nearby and contains many residential lots with homes including a plan of subdivision, (note that this office is now confirming that the lands are north of the 25th Sideroad).

Landowners of 8477 6th Line have applied for a severance of a surplus dwelling which has resulted from a farm consolidation (on purchasing 8477 6th Line the landowners acquired an extra dwelling unit). The landowners have applied for a severance, however, the Township’s Official Plan (OP) (Section 26.4.1) restricts the severance of surplus dwellings by allowing a severance only if the surplus dwelling is within 5 km by travelled road to the farmers base farm. In the case at hand, the distance between the two farms is 13 km. Both of the applicant’s farms are in Essa Township.

8477 6th Line is designated Agricultural according to Essa’s OP. It is also zoned as Agricultural according to the Zoning By-law (ZBL). A site specific OP Amendment has been proposed by the applicant’s Planner to insert a statement into Section 26.4.1 of Essa’s OP to allow the severance in this case only at a distance of 13 km away from the base farm (the base farm is at 4949 10th Sideroad).
The reason that Council added "the 5 km rule" to its OP in 1999 was to try to limit the number of severances that could occur due to farm consolidations. Council has the right to do so according to the Province. The Provincial Policy Statement (PPS) speaks to the matter of severing surplus dwellings. Section 2.3.4.1 states "lot creation in prime agricultural areas is discouraged and may only be permitted for.... c) a residence surplus to a farming operation as a result of farm consolidation provided that the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services and the planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance".

Back in and around 1998, or so, Council wanted to protect farmland so that it would be maintained for farming in the future. Council at the time believed that an increase in traffic on local roads due to severances and new residents caused an aggravation to farmers on tractors and other large machinery as they moved from field to field. They wanted to limit the number of new homes and new vehicles on roadways. Provincial policy allows municipalities/Councils to go above and beyond Provincial policy to try to protect and preserve farmland.

COMMENTS AND CONSIDERATIONS

The applicant’s Planner has prepared a Planning Justification Report (PJR) to describe their situation. In his report, he states that the lands are on agricultural property which lies in an agricultural area with no active livestock operations in the vicinity, (this last point should be verified but nearby livestock is not likely an obstacle to severance either way, given that the dwelling unit already exists). It is not intended that the contents of the PJR be repeated here. Instead, the Report will be added as an attachment. This office would agree with the applicant’s Planner in that the application meets with planning policy of the upper-tier and the Province.

The application allows the landowner/farmer(s) to focus on farming and not be distracted by being a landlord. If the severance is allowed, then a new homeowner can move in and keep up with home ownership responsibilities. The applicant’s Planner writes “permitting these homes to be severed and sold is in the public interest as the housing stock is maintained and improved and the Municipality receives an additional tax benefit”. Furthermore, the applicant’s Planner explains that while the applicant would prefer that their additional farm be located closer to their base farm, unfortunately, a suitable farm within 5 km was not available. As a result, the landowner had to expand their farm operation by purchasing a farm further afield. Despite the distance of 13 km, the house is still surplus to their needs and has been rented out since they purchased in 2010. The Planner goes on to explain that renting the house to tenants has proven to be an unfortunate experience and the landowner now wishes to sell it.

A severance application is being submitted concurrently to the Municipality for consideration. The severance proposes the storage building remain on the remnant lands and the storage building will be used to store items needed to farm the lands. The proposal meets and maintains the intent and purpose of the OP other than the
distance of 13 km. The intent of the landowner is to continue farming which is in keeping with all applicable planning policy.

FINANCIAL IMPACT

None.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Consider adopting an Official Plan Amendment making an exception for a severance of a surplus dwelling at 8477 6th Line.
3. Other as Council may suggest in order to maintain Council’s intent.

CONCLUSION

Option #2 is recommended.

Respectfully submitted:

Colleen Healey
Manager of Planning & Development

Reviewed by:

Grég Murphy
CAO

Attachments:
Planning Justification Report
Planning Justification Report

8477 6th Line

Essa Township

March 2018
Planning Justification Report

Purpose
The purpose of this report is to set out the planning considerations that affect the proposed severance at 8477 6th Line in the Township of Essa.

Site Description
8477 6th Line consists of an agricultural property having an area of 15.3 ha (39 acres) and a frontage of 355 meters (1,165 feet) located on the east side of 6th Line. The property is relatively flat and is in agricultural production. A very small, partially wooded area associated with a drainage course is located in the south west corner of the farm.

An active railway forms the eastern boundary if the property.

A potato storage building is located on the property together with a house and several small outbuildings. Two existing driveways serve the property; one driveway serves the house and outbuildings, the other serves the storage building. See appendix 1

The well for the house is to the north east of the house. The septic system is in front of the house.

Surrounding Area
The surrounding area is generally in agricultural production. A number of single family homes occur in the vicinity. These homes have been severed from the farm operations and are generally in the 0.25ha to 1.25ha (1 acre to 5 acre) size range. There are no active livestock operations in the vicinity.

Application
The application proposes an Official Plan amendment applicable to this property only. The farm has been purchased by the applicant who lives on and operates a farm some 13 km to the southeast. The applicant wishes to sever the existing house on the property as it is surplus to his needs, pursuant to the farm consolidation policy of the existing Official Plan. The farm consolidation policy provides that severances are permitted for this purpose provided the distance between the farm operations is no more than 5 km. While in this case the application is for a farm consolidation purpose, the distance between farms is exceeded.

Applicable Planning Policies

Provincial Policy Statement 2014
Section 2.3.4.1 of the PPS specifically permits lot creation for the purpose of a residence surplus to a farm operation as a result of farm consolidation. See appendix 2
Growth Plan
While the Growth Plan does not provide specific direction with respect to agricultural consents, it does direct municipalities to identify and protect agricultural lands. The Essa Official Plan conforms to this policy. The Growth Plan in Section 4.2.6.3 speaks to minimizing agricultural and non-agricultural conflicts. See appendix 3.

County of Simcoe Official Plan
The subject property is designated agricultural in the County of Simcoe Official Plan. The policy in section 3.6.6 of the plan permits residences surplus to a farming operation in the Agricultural area. See Appendix 4. Neither the definition nor the policy provide any requirements with respect to the distance between the base farm and the surplus residence. The proposed local Official Plan amendment conforms to this policy.

Township of Essa Official Plan
The subject property is designated Agricultural in the Essa Official Plan. The policy dealing with farm consolidation severances is found in section 26.4.1 (see appendix 5). The applicant owns and lives at 4949 10th Sideroad Essa which is the base farm. Altogether he farms about 200 acres growing cash crops and potatoes.

The farm consolidation policy indicates that the distance between the base farm and the surplus dwelling should be within 5 km. In this case, this requirement is not met and therefore requires site specific Official Plan amendment to permit the proposed severance.

The proposed Official Plan amendment is found in appendix 6.

The purpose of the current Official Plan policy is to permit severances for farm consolidation purposes. In many cases the existing house is not needed when a farm is purchased by an existing farm operation. In fact, renting out the house to a tenant can be a distraction that a farmer does not want. Consequently, often these homes fall into disrepair and become unsightly in the rural environment. Permitting these homes to be severed and sold is in the public interest as the housing stock is maintained and improved and the municipality receives an additional tax benefit. No additional costs are incurred by the municipality as the home is already there.

For a farm consolidation severance, the Official Plan indicates that:
1. The base farm from which the farmer operates must be within the Township
2. The distance between the farm base and the surplus dwelling is to be within 5 km.
In this case the farm base is in the Township but the distance between the properties exceeds the 5 km limit.

While the proponent would prefer that his additional farm was located closer to his base farm, unfortunately a suitable farm within 5 km of his base farm was not available. As a result, in
order to expand his farm operation, he was required to purchase farther afield. However in this case the house is still surplus to his needs. The house has been rented since he purchased the farm in 2010. Renting the house to tenants has proven to be an unfortunate experience and he prefers to sell it at this point. The severance application is intended to sever the home and associated out buildings. The storage building will remain on the retained parcel for the farmer’s use.

The proposed Official Plan amendment maintains the intent and purpose of the Official Plan policy. The current distance limit does not appear to be based on any empirical evidence nor does extending to distance in this case appear to compromise the public interest. It achieves the intent of the Official Plan by encouraging farm consolidation while permitting the sale of surplus dwellings to prevent them from falling into disrepair.

**Township of Essa Zoning Bylaw**
The subject parcel is zoned A Agricultural in the Township’s zoning bylaw 2003-50. See appendix 7. The Bylaw permits a residence on a lot. The lot proposed will meet the requirements of the bylaw. No zoning amendment is required to implement the proposed Official Plan amendment or subsequent severance.

**Summary**
The proposed Official Plan amendment conforms to all of the policies of the senior plans. It is also supportive of an agricultural operation in this case and serves the public interest.

**APPENDICES**

Appendix 1 Site survey  
Appendix 2 Provincial Policy Statement  
Appendix 3 Growth Plan  
Appendix 4 Simcoe County Official Plan  
Appendix 5 Essa Official Plan  
Appendix 6 Proposed Official Plan amendment  
Appendix 7 Essa Zoning Bylaw
Parcel A: 8477 6th Line, Essa (-33 acres)
- residential dwelling to be severed, agricultural land & buildings to be retained
2.3.4 Lot Creation and Lot Adjustments

2.3.4.1 Lot creation in prime agricultural areas is discouraged and may only be permitted for:

a) agricultural uses, provided that the lots are of a size appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations;

b) agriculture-related uses, provided that any new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services;

c) a residence surplus to a farming operation as a result of farm consolidation, provided that:
   1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and
   2. the planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective; and

d) infrastructure, where the facility or corridor cannot be accommodated through the use of easements or rights-of-way.

2.3.4.2 Lot adjustments in prime agricultural areas may be permitted for legal or technical reasons.

2.3.4.3 The creation of new residential lots in prime agricultural areas shall not be permitted, except in accordance with policy 2.3.4.1(c).

2.3.5 Removal of Land from Prime Agricultural Areas

2.3.5.1 Planning authorities may only exclude land from prime agricultural areas for expansions of or identification of settlement areas in accordance with policy 1.1.3.8.

2.3.6 Non-Agricultural Uses in Prime Agricultural Areas

2.3.6.1 Planning authorities may only permit non-agricultural uses in prime agricultural areas for:

a) extraction of minerals, petroleum resources and mineral aggregate resources, in accordance with policies 2.4 and 2.5; or
iii. be planned, designed, and constructed to protect hydrologic functions, minimize erosion, and avoid or mitigate sedimentation and the introduction of nutrient or other pollutants into the lake;

iv. exclude shoreline structures that will impede the natural flow of water or exacerbate algae concerns along the shoreline;

v. enhance the ability of native plants and animals to use the shoreline as both wildlife habitat and a movement corridor;

vi. use lot-level stormwater controls to reduce stormwater runoff volumes and pollutant loadings;

vii. use natural shoreline treatments, where practical, for shoreline stabilization, erosion control, or protection;

viii. meet other criteria and direction set out in applicable watershed planning and subwatershed plans;

ix. be serviced by sewage works which reduce nutrient inputs to groundwater and the lake from baseline levels; and

x. demonstrate available capacity in the receiving water body based on inputs from existing and approved development.

4.2.5 Public Open Space

1. Municipalities, conservation authorities, non-governmental organizations, and other interested parties are encouraged to develop a system of publicly-accessible parkland, open space, and trails, including in shoreline areas, within the GGH that:
   a) clearly demarcates where public access is and is not permitted;
   b) is based on a co-ordinated approach to trail planning and development; and
   c) is based on good land stewardship practices for public and private lands.

2. Municipalities are encouraged to establish an open space system within settlement areas, which may include opportunities for urban agriculture, rooftop gardens, communal courtyards, and public parks.

4.2.6 Agricultural System

1. The Province will identify an Agricultural System for the GGH.

2. Prime agricultural areas, including specialty crop areas, will be designated in accordance with mapping identified by the Province and these areas will be protected for long-term use for agriculture.
3. Where agricultural uses and non-agricultural uses interface outside of settlement areas, land use compatibility will be achieved by avoiding or where avoidance is not possible, minimizing and mitigating adverse impacts on the Agricultural System. Where mitigation is required, measures should be incorporated as part of the non-agricultural uses, as appropriate, within the area being developed.

4. The geographic continuity of the agricultural land base and the functional and economic connections to the agri-food network will be maintained and enhanced.

5. The retention of existing lots of record for agricultural uses is encouraged, and the use of these lots for non-agricultural uses is discouraged.

6. Integrated planning for growth management, including goods movement and transportation planning, will consider opportunities to support and enhance the Agricultural System.

7. Municipalities are encouraged to implement regional agri-food strategies and other approaches to sustain and enhance the Agricultural System and the long-term economic prosperity and viability of the agri-food sector, including the maintenance and improvement of the agri-food network by:
   a) providing opportunities to support access to healthy, local, and affordable food, urban and near-urban agriculture, food system planning and promoting the sustainability of agricultural, agri-food, and agri-product businesses while protecting agricultural resources and minimizing land use conflicts;
   b) protecting, enhancing, or supporting opportunities for infrastructure, services, and assets. Where negative impacts on the agri-food network are unavoidable, they will be assessed, minimized, and mitigated to the extent feasible; and
   c) establishing or consulting with agricultural advisory committees or liaison officers.

8. The prime agricultural areas identified in official plans that are approved and in effect as of July 1, 2017 will continue to be protected in accordance with the official plan until provincial mapping of the Agricultural System has been issued.

9. In implementing the Agricultural System, upper- and single-tier municipalities may, through a municipal comprehensive review, refine or augment provincial mapping in a manner that is consistent with this Plan and any implementation procedures issued by the Province.
support the agricultural industry in accordance with the Farm Practices Protection Act and its successors.

3.6.2 To provide in non-prime agricultural areas for rural uses such as resource activity, recreation and limited residential, subject to the other policies of this Plan including Section 3.6.8, while protecting the rural character and the viability of existing agricultural operations.

3.6.3 To encourage maintenance and restoration of natural heritage areas where appropriate and to have regard for the resource of built heritage and cultural heritage landscapes associated with rural and agricultural areas.

Policies

3.6.4 In the Rural and Agricultural Designation, local municipalities shall determine and map areas considered prime agricultural areas in their Official Plans. The mapping of the prime agricultural areas shall be subject to the agreement of the County of Simcoe and shall be based on Canada Land Inventory (Schedule 5.2.4) soil classifications 1 to 3 inclusive and specialty crop lands. Prime agricultural areas may also be identified through an alternative land evaluation system agreed to by the County and local municipality, and approved by the Province.

3.6.5 Until such time as a local municipal official plan maps prime agricultural areas, the land use policies for prime agricultural areas shall apply throughout the Rural and Agricultural Designation in that municipality.

3.6.6 Prime agricultural areas will be protected for agriculture and compatible uses. Permitted uses are agriculture, agriculture related uses, secondary uses, natural heritage conservation and forestry, aggregate developments subject to Section 4.4, processing of agricultural products, and agricultural produce sales outlets generally relating to production in the local area. Subject to Section 4.10.1, lots may be created for an agricultural use, a farm retirement lot, a residence surplus to a farming operation and residential infilling. New lots for agricultural uses should generally not be less than 35 hectares or the original survey lot size, whichever is lesser, or 4 hectares on organic soils used for specialty crops.

Outside of areas of organic soils, local municipal official plans may establish policies to allow for the creation of farm parcels for specialized agricultural uses which vary from the above subject to the following criteria:

a) specialized agriculture must be defined with such uses being primarily related to the suitability of soils or climate to produce specialty crops or, in limited circumstances, the presence of facilities relating to the production, storage or processing of such agricultural products;

b) justification shall be required of specific applications to demonstrate the above and that other lots of the proposed size are not available in the vicinity; and
4.9.13 The hold provision shall not apply to the issuance of a building permit for the following:

- interior alterations to existing structures;
- exterior alterations that do not expand the footprint of an existing structure;
- new structures or alterations to existing structures where such structures do not prevent the free movement of air into the atmosphere;
- and, any structure that does not require a building permit.

4.9.14 Where development is proposed in proximity to County owned waste disposal sites, such studies and related conditions will be subject to the approval of the County Simcoe.

4.9.15 Appropriate buffer and setback requirements for all land uses shall be determined on a site specific basis for all waste disposal sites.

4.9.16 Decisions on the location of new or enlarged waste disposal sites shall take into account impacts on agricultural areas and economies, settlements and other development, natural features and functions, scenic views, the physical capability of the land to support the waste disposal site and to be rehabilitated, and quality of road access.

4.9.17 Waste disposal sites may be located in Rural and Agricultural, Settlement, or Greenland Designations outside of the NEP.

4.10 Local Municipal Official Plans

THIS SECTION CONTAINS GENERAL GUIDELINES FOR THE PREPARATION OF LOCAL MUNICIPAL OFFICIAL PLANS.

4.10.1 Local municipal official plans shall establish planning strategies and policies for the local municipality which have appropriate regard for provincial policies, comply with the Niagara Escarpment Plan and the Oak Ridges Moraine Conservation Plan, where applicable, and which implement and are in conformity with this Plan which may include policies which are more restrictive than the policies in this Plan. New local municipal official plans approved subsequent to the adoption of this Plan may refine the designations and mapped information contained within this Plan subject to documentation satisfactory to the County and appropriate agencies.

4.10.2 Local municipal official plans shall designate future growth areas in accordance with Sections 3.3, 3.5 and 4.1.

4.10.3 Local municipal official plans shall make reference to County bylaws and policies with respect to County roads and waste disposal sites, and tree cutting.
RECREATIONAL DISTRICT is an area within the rural area identified within a local municipal official plan as an area to be mapped and planned on a comprehensive basis to accommodate recreational, residential, and related commercial development associated with particular geographic features.

REDEVELOPMENT means the creation of new units, uses or lots on previously developed land in existing communities, including brownfield sites or greyfield sites.

RENEWABLE ENERGY SYSTEMS means the production of electrical power from an energy source that is renewed by natural processes including, but not limited to, wind, water, a biomass resource or product, or solar and geothermal energy. These systems have the same meaning as a renewable energy undertaking under the Green Energy and Green Economy Act, 2009.

RESERVE SEWAGE SYSTEM CAPACITY means design or planning capacity in a centralized waste water treatment facility which is not yet committed to existing or approved development. Reserve capacity for private communal sewage services and individual on-site sewage services is considered sufficient if the hauled sewage from the development can be treated or disposed of at sites approved under the Environmental Protection Act or the Ontario Water Resources Act, but not by land-applying untreated, hauled sewage.

RESERVE WATER SYSTEM CAPACITY means design or planned capacity in a centralized water treatment facility which is not yet committed to existing or approved development.

RESIDENCE SURPLUS TO A FARMING OPERATION means an existing farm residence that is rendered surplus as a result of farm consolidation (farm consolidation means the acquisition of additional farm parcels to be operated as one farm operation).

RIVER, STREAM AND SMALL INLAND LAKE SYSTEMS means all watercourses, rivers, streams and small inland lakes or water bodies that have a measurable or predictable response to a single runoff event.

RURAL EMPLOYMENT AREAS are clusters of industrial and commercial uses, including vacant lands that are designated and zoned for such uses and are located in the Rural designation outside of settlement areas.

RURAL, RURAL AREAS, or RURAL DEVELOPMENT refers to areas or development in the rural area which are located outside settlement areas and which are outside prime agricultural areas.

SECONDARY USES for Agricultural Uses means uses that are small in scale and secondary to the principal use of the property, including but not limited to, home occupations, home industries, and uses that produce value-added agricultural products from the farm operation on the property.

SENSITIVE in regard to surface water features and ground water features, means areas that are particularly susceptible to impacts from activities or events including, but not limited to, water withdrawals, and additions of pollutants.
has farmed in the Township of Essa for a period of at least 18 years and was farming on
or before January 1, 1994.

- the land has been an active and productive agricultural farm unit.

- the owner must be retiring from active farming life, *derives his or her principle income
  from farming, whose participation in farming is largely by direct involvement rather
  than by hired labour or thru rental of land, and intends to sell the farm and retire to
  the proposed lot.*

- the proposed lot shall not be greater than 0.8 hectares in size and shall be suitable for the
  sustained operation of a private sewage disposal system and water supply.

- the lot is located on the least productive agricultural lands.

In addition to a severance for a retiring farmer, consent may be permitted for creating an extra
lot resulting from the consolidation of farms where the base farm, which is defined as the
farm in which the owner resides, or in the case of a corporate farming operation, the farm
from which the overall operation is managed, is within the Township, and the subject surplus
dwelling is within five kilometres, measured by traveled road, from the base farm.

Only one lot in total may be severed from any original parcel existing on October 22, 1985 for
any of the above purposes.

26.4.2 Generally in order to be considered as an active farm operation the farm or farms should
consist of approximately 40 hectares or more. Intensive agricultural uses may have smaller
land holdings. Consents will not be granted if the resulting dwelling would contravene the
Minimum Distance Separation requirements. Lots severed in areas designated as Agricultural
shall be of a size, shape and location so as to minimize the impact on surrounding agricultural
operations. Severances may be permitted if the severed and retained parcels are both for
agricultural use and are of an appropriate size for the agricultural activity in the area
(generally 40 hectares) and are of an appropriate size to ensure flexibility of farm operations.

26.5 RURAL

26.5.1 Consents to sever may be permitted in areas designated as Rural subject to the policies of
Section 26.2 and 26.3. Lots severed in areas designated as Rural should be of size, shape and
location so as to maximize the potential for future surrounding agricultural use.

In the areas designated Rural, rural-residential severances may be permitted provided they do
not create any conflicts, or potential conflicts with the surrounding agricultural uses.

One severance maybe permitted on a lot which existed on October 22, 1985 and which is at
least 20 hectares in size.

26.6 SETTLEMENT AREAS

26.6.1 When considering applications for consent to sever parcels in the settlement areas, in addition
AMENDMENT NO. __

OF THE

OFFICIAL PLAN

FOR THE

TOWNSHIP OF ESSA
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Part A</th>
<th>Preamble (does not constitute part of the Amendment)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>• Purpose</td>
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<td>• Location</td>
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<td></td>
<td>• Basis</td>
</tr>
<tr>
<td>Part B</td>
<td>Amendment</td>
</tr>
<tr>
<td></td>
<td>• Details of the Amendment</td>
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<tr>
<td></td>
<td>• Implementation</td>
</tr>
<tr>
<td>Part C</td>
<td>Appendices (does not constitute part of the Amendment)</td>
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</table>
PART A -- THE PREAMBLE

PURPOSE

The purpose of the Official Plan Amendment is to add a provision that permits a farm consolidation surplus residential lot to be created at 8477 6th Line.

LOCATION

The lands affected by this Amendment are known as 8477 6th Line, Part of Lot 28 Concession 6, Township of Essa.

BASIS

Background

The Official Plan permits a surplus farm residence to be severed as a result of farm consolidation. The policy requires that the maximum distance between the farms be 5 km. In this case it is appropriate to permit the farm consolidation consent with a distance that exceeds the 5km requirement.

The Application

The Official Plan Amendment

The Official Plan Amendment proposes to add a clause to the policy document applicable to the subject property only to remove the distance restriction. No zoning amendment is required.

Places to Grow and the Provincial Policy Statement

The proposed Official Plan Amendment is consistent with the Provincial Policy Statement and the Growth Plan. The PPS permits farm consolidation severances with no maximum distance requirement.

The County of Simcoe Official Plan

The proposed Official Plan amendment conforms to the County Official Plan. The County official Plan permits farm consolidation severances with no maximum distance limitation.

The Township of Essa Official Plan

The subject property is currently designated as "Agricultural" by the Official Plan for the Township of Essa. Policy 26.4.1 of the Official Plan permits a farm
consolidation severance with a maximum distance restriction of 5 km. In this case the distance restriction is to be lifted as it is in the best interests of the agricultural industry and the general public to do so.

PART B – THE AMENDMENT

DETAILS OF THE AMENDMENT

The Official Plan is amended by adding as follows:

26.4.1a) Notwithstanding other policies of this Official Plan, the maximum distance requirement shall not apply to 8477 6th Line (part lot 28, con.6)
PART C - THE APPENDICES

The following appendices do not constitute part of Amendment No. __ but are included as information supporting this Amendment.

List of Reports submitted in support of Amendment No. __


The above referenced report is included in submissions made to the Township of Essa and available for review at the Municipal Office.
The Corporation of the Township of Essa

BY-LAW NO. 2015 -

Being a By-Law to adopt an amendment to the
Official Plan (OPA No._)

WHEREAS Section 21 of the Planning Act, R.S.O. 1990 Chapter P.12 authorizes Council to initiate an amendment to or repeal of any Official Plan that applies to the municipality;

AND WHEREAS by Council resolution, the Corporation of the Township of Essa deems it expedient to pass such a by-law to adopt an amendment to the Township of Essa Official Plan;

NOW THEREFORE the Council of the Corporation of the Township of Essa enacts as follows:

1. Amendment No. ___ to the Official Plan for the Township of Essa attached to and forming part of this By-law is hereby adopted.

2. This By-law shall come into force and take effect upon the approval of the Corporation of the Township of Essa and in accordance with the provisions of the Planning Act.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME, AND FINALLY PASSED on this ___ day of ________, 2018.

THE CORPORATION OF TOWNSHIP OF ESSA

__________________
MAYOR

__________________
CLERK
SECTION 6: AGRICULTURAL (A) ZONE

6.1 Within an Agricultural (A) Zone no person shall use any land, erect, alter, enlarge, use or maintain any building or structure for any use other than as permitted in Subsection 2 of this Section and also in accordance with the regulations contained in Subsection 3 of this Section.

6.2 Permitted Uses

a) Agricultural uses, including hobby farms, and riding stables
b) Veterinary clinics and kennels
c) Market garden where farm produce is sold
d) Conservation uses-
e) Wayside pits & quarries
f) Portable asphalt plant
g) A residence on a lot defined in this By-law
h) Accessory buildings to the above permitted uses
i) Home occupations, including bed and breakfasts and nurseries

6.3 Zone Regulations

<table>
<thead>
<tr>
<th>ZONE</th>
<th>USE OF LOT</th>
<th>MINIMUM LOT PROVISIONS</th>
<th>MINIMUM YARD SETBACK</th>
<th>MINIMUM BLDG. GROUND FLOOR AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Frontage (m)</td>
<td>Area</td>
<td>Max. Coverage</td>
</tr>
<tr>
<td>Agricultural</td>
<td>45.0</td>
<td>36 ha</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Residential</td>
<td>45.0</td>
<td>2782.0 m²</td>
<td>35%</td>
<td></td>
</tr>
</tbody>
</table>

6.4 Special Provisions

6.4.1 A-1: Pt. Lot 30, Concession 6 and Pt. Lot 6, Concession 4 (99-35) and Pt. Lot 17, Concession 7 (2000-3)
Notwithstanding the permitted uses of this Section, on those lands zoned “A-1” as shown on Schedules “A” and “G”, a dwelling unit is not a permitted use.

6.4.2 A-2: Granny Flats/Garden Suites

Pt. Lot 5, Concession 10 (98-62)
In addition to the permitted uses of this Section, on those lands zoned “A-2” on Schedule “A”, a garden suite is a permitted use for a period of ten years, expiring on July 8, 2003.

Pt. Lot 20, Concession 9 (99-74)
In addition to the permitted uses of this Section, on those lands zoned “A-2” on Schedule “A”, a garden suite is a permitted use for a period of ten years, expiring on December 1, 2009.

Pt. Lot 32, Concession 7 (2000-56)
In addition to the permitted uses of this Section, on those lands zoned “A-2” on Schedule “A”, a garden suite is a permitted use for a period of ten years, expiring on October 1, 2010.
Application B13/18 proposes to sever a surplus dwelling from farmland located at West Part Lot 28, Concession 6. The application has been made by the landowners who farm in the area and live elsewhere nearby but beyond 5 kilometers. Given their distance from this farmland, they have applied for an Official Plan Amendment (OPA) to satisfy the Official Plan policy requirements. They were successful in being granted approval for their OPA (OPA 28).

They acknowledge that with this severance they will not be able to build another dwelling unit on the agricultural land (note that this is a stipulation of the Province as spelled out in the Provincial Policy Statement (PPS) of 2014 and a standard requirement of the Township and County to be achieved through a rezoning of the lands).

POLICY:

The subject lands are designated as Agriculture in Essa’s Official Plan (OP) (Essa’s guiding document directing growth and development) which means that the lands are prime agricultural lands/soils by the Province’s standards. The PPS of 2014 is the key piece of planning legislation relevant in the case at hand. The Agriculture section of the PPS limits the creation of new lots except in a couple of instances. One such instance is where a surplus dwelling unit exists on farmlands which are being consolidated. In the case at hand, the owners Jacco and Alisa de Lange also own and operate a farm nearby and they do not live in or need the home at 8477 6th Line. The Township’s OP also allows for the severance of the home considering that the farmers own and farm other lands in the Township and per OPA 28.

According to policy (PPS 2014 and the County OP), the residential lot being created should be of minimal size in association with the servicing needed for the residential lot. This application proposes the house, shed, well and septic system be contained on the residential lot with the residential lot to be 0.4 hectares (1 acre) in area.
CONCLUSION

If the Committee is satisfied, then this office would support the application subject to the standard conditions of approval. This application conforms to policy and there have been no objections to this application.

Respectfully submitted,

__________________________
Colleen Healey, MCIP, RPP
Manager of Planning & Development
That Staff Report PD052-18 be received; and

That Council consider the following capital projects during budget deliberations:

(a) Ecopark development in LeClair Park in Angus;
(b) Bridge over Sandie Creek to connect a residential neighbourhood to commercial and institutional uses in Angus; and
(c) Canoe launch and trail development in the Angus Community Park.

BACKGROUND

The Healthy Community Committee (HCC) has spearheaded several projects over the past Council term and has identified several other opportunities to create for healthy lifestyles involving the outdoors. 3 projects come to mind which have been found as desirable by the HCC to add value to the community and which the HCC would like to pursue. They are, in no particular order:

a) Ecopark development in Angus;
b) Bridge (and walkway) crossing Sandie Creek; and
c) Canoe launch and trail development in Angus Community Park.

These proposals would involve the following, depending on Council direction:

a) Ecopark development in Angus
   • Signage – to be educational and of outdoor grade
   • Further erosion control if needed along the banks of the Pine River
   • Tree planting
   • Habitat enhancement
• Seating in the form of log benches and/or rock
• Possible other features including bird watching stations or other suggestions

This project has the future potential of creating a future trail along the Pine River to connect to King Street.

Proposed budget amount of $50,000

b) Bridge (and walkway) crossing Sandie Creek
• Engineered bridge with placement over Sandie Creek under scope of a NVCA permit
• Walkways leading to the bridge in both directions

This project has the future potential of creating trail connections to the high school.

Proposed budget amount of $100,000

c) Canoe launch and trail development in Angus Community Park
• Build a canoe launch and trail along the river’s edge and/or around the perimeter of the park
• NVCA permit required

This project has the future potential of connecting to a trail along the Barrie Collingwood Railway.

Proposed budget amount of $75,000

Note that each project could lead to future possibilities further connecting and enhancing the community. Note as well that projects may span more than one budget year, and more than one could be planned for in a 5-year capital plan.

COMMENTS AND CONSIDERATIONS

Difference between the Parks and Recreation Committee (PRC) and the Healthy Community Committee (HCC):

It is true that these two Committees could be consolidated to save the Township money, especially if the Township is now offering financial incentive to Committee members.

<table>
<thead>
<tr>
<th>Parks and Recreation Committee</th>
<th>Healthy Community Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focuses on organized sport activities, and activities at arenas and parks</td>
<td>Trails, trees and public spaces</td>
</tr>
<tr>
<td>In the past, no interest in trails</td>
<td>Takes requests/provides an official venue for the South Simcoe Streams Network (SSSN) and Health Unit (HU)</td>
</tr>
</tbody>
</table>
Promotion of outdoor, active events to promote healthy living

The PRC could be tasked to include trails in their mandate, and/or tree planting and enviro-friendly improvements to public spaces. If Council so directed, the two committees could merge.

Questions to consider when considering a merger:

1. Would consolidating the two committees create too large a mandate for any one committee?

2. Are the two areas of interest distinct enough to continue to attract people with different interests? i.e. – are we going to get hockey/baseball representatives who are also willing to want to build trails, plant trees or discuss HU matters?

3. Is the PRC needed or could the Manager of Parks and Recreation report directly to Council on matters involving the sports organizations? i.e. – are requests that different on an on-going basis or becoming repetitive enough that the Committee stance is somewhat unchanging/not needed at this point in time? (Perhaps the PRC meeting subject matter no longer warrants a Committee).

4. Could Planning staff (the Manager of Planning and Development) report directly to Council on healthy living matters as opposed to seeking advice/interest from citizens (in the past, staff would not present ideas for projects to Council if there is no interest from the core body of citizens serving on the HCC). This would mean that a staff member from any department could work directly with SSSN or HU staff.

**FINANCIAL IMPACT**

Depending on the project, if any, selected – varying budget amounts and varying years.

**SUMMARY/OPTIONS**

Council may:

1. Take no further action.
2. Support any project they choose during the 2019 budget deliberations:
   (a) Ecopark development in LeClair Park in Angus;
   (b) Bridge over Sandie Creek to connect a residential neighbourhood to commercial and institutional uses in Angus; and
   (c) Canoe launch and trail development in the Angus Community Park.
3. Suggest other projects for staff to undertake and/or suggest to the HCC.
CONCLUSION

Option #2 is recommended.

Respectfully submitted:

Colleen Healey
Manager of Planning & Development

Attachments: None
STAFF REPORT NO.: PD0054-18

DATE: December 19, 2018

TO: Committee of the Whole

FROM: Bev Mansbridge, Planning Technician

SUBJECT: 2018 Committee of Adjustment Summary

RECOMMENDATION

That Staff Report PD0054-18 be received for information purposes.

BACKGROUND

The Committee of Adjustment (C of A) members are made up of 5 Council appointed members. This Committee has reviewed several applications for consent and minor variances throughout 2018. Please find attached, a summary of this year's C of A activities. There were a total of 15 consent applications as well as 15 minor variance applications received in 2018. Nine meetings were scheduled to address each of the applications noted. There were no meetings held in July, September and December.

COMMENTS AND CONSIDERATIONS

Council have been supplied with a list of the Committee’s activities for 2018. This would include the following:

1. Reference Location Map - highlighting the location of each severance
2. List of 2018 Severance Applications - describing the severance requested
3. List of 2018 Minor Variances - noting the relief being sought for each variance application
4. Updated List of Applications within the Centre for Atmospheric Research Experiments (C.A.R.E.) Facility Assessment Area - Applications which fall within close proximity to the CARE Facility

Summary of Consent applications:

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>Surplus Dwellings</td>
<td>6</td>
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<tr>
<td>New Lots within Settlements</td>
<td>3</td>
</tr>
</tbody>
</table>
During the calendar year (2018), there were 6 applications for surplus dwellings. As part of the C of A decision which outlines conditions for each application for surplus dwellings, a rezoning of farm land to prohibit a new dwelling is required. Township planning staff routinely process and arrange for the required zoning (A-1) updates for the surrounding lands of the severed surplus dwellings with a general housekeeping and update of its Zoning By-law. This rezoning is expected to occur once each of the applications are complete.

Summary of Minor Variance applications:

- Located within Settlement Boundaries: 5
- Relief of Maximum Size or Height (Accessory Bldg): 6
- Relief of Setbacks: 4
- Relief of Lot Coverage: 1
- Relief of Maximum Height for Accessory Bldg: 2
- Relief of Minimum Area for Apartment Unit: 1
- Relief of Parking Requirements: 2
- Relief of Minimum Lot Area: 1
- Relief of OP – Lot Area Required: 1

There were overlapping applications that combined more than one request for relief of the Zoning By-law requirements. For example, relief of size and height for maximum sized accessory building was requested on single applications, while other applications applied for both relief of setback and lot coverage. As noted in the Minor Variance Listing, there were a total of 15 minor variance applications received.

FINANCIAL IMPACT

None. It may be expected that there would be legal fees associated to any potential appeals from the last C of A meeting.

SUMMARY/OPTIONS

Council may:
1. Take no further action.
2. Receive this Report for information purposes.
3. Direct staff to take action/comment on concerns that Council may have.
CONCLUSION

Option 2 is recommended.

Prepared by: Bev Mansbridge
Planning Technician
Secretary-Treasurer
Committee of Adjustment

Respectfully submitted: Colleen Healey
Manager of Planning & Development

Reviewed by: Greg Murphy
Chief Administrative Officer

Attachments:
Map of 2018 Severances
Minor Variances Listing 2018 and Severance Listing 2018
Severance Listing Pertaining to CARE Facility
<table>
<thead>
<tr>
<th>Consent #</th>
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<th>STATUS</th>
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<tr>
<td>B1/18</td>
<td>5349 6th Line</td>
<td>1-23901</td>
<td>Surplus dwelling</td>
<td>A</td>
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<tr>
<td>B2/18</td>
<td>7623 10th Line</td>
<td>3-17400</td>
<td>Surplus dwelling</td>
<td>A</td>
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<tr>
<td>B3/18</td>
<td>7747 10th Line</td>
<td>3-17500</td>
<td>Surplus dwelling</td>
<td>A</td>
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<tr>
<td>B4/18</td>
<td>6135 County Road 56</td>
<td>2-05100</td>
<td>Surplus dwelling</td>
<td>A</td>
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<tr>
<td>B5/18</td>
<td>7542 9th Line</td>
<td>3-11000</td>
<td>Creation of a new lot</td>
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<tr>
<td>B6/18</td>
<td>6537 Browns Line</td>
<td>4-42401</td>
<td>Addition to an abutting lot</td>
<td>A</td>
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<td>B7/18</td>
<td>6638 9th Line</td>
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<td>35 Centre Street (Part 2)</td>
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<td>Addition to an abutting lot</td>
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<td>B12/18</td>
<td>7676 County Road 27</td>
<td>6-09110</td>
<td>Lot line adjustment</td>
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<td>B13/18</td>
<td>8477 6th Line</td>
<td>8-07900</td>
<td>Surplus Dwelling</td>
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<tr>
<td>B14/18</td>
<td>6059 30th Sideroad</td>
<td>8-05102</td>
<td>Creation of a new lot</td>
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<tr>
<td>B15/18</td>
<td>7750 County Road 56</td>
<td>8-06600</td>
<td>Easement</td>
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## 2018 MINOR VARIANCES

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<th>ROLL #</th>
<th>TYPE OF VARIANCE</th>
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</thead>
<tbody>
<tr>
<td>A1/18</td>
<td>88 Curtis St Part Lot 30, Conc. 3</td>
<td>10-35600</td>
<td>Relief of Minimum Area for Apartment Unit (one bedroom)</td>
</tr>
<tr>
<td>A2/18</td>
<td>245 Barrie Street, Thornton</td>
<td>11-02000</td>
<td>Relief of minimum parking requirement</td>
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<tr>
<td>A3/18</td>
<td>2, 4, 6, 8 Bank Street</td>
<td>10-05410</td>
<td>Relief of front yard setback &amp; maximum lot coverage</td>
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<tr>
<td>A4/18</td>
<td>7676 County Road 27</td>
<td>6-09110</td>
<td>Relief of Max. size Accessory building</td>
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<td>A5/18</td>
<td>8048 9th Line</td>
<td>3-12305</td>
<td>Relief of Max. size Accessory and height</td>
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<tr>
<td>A6/18</td>
<td>213 Centre Street</td>
<td>4-45901</td>
<td>Relief of exterior side yard setback</td>
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<tr>
<td>A7/18</td>
<td>5311 County Road 21</td>
<td>3-08000</td>
<td>Relief of front yard setback</td>
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<tr>
<td>A8/18</td>
<td>39 Underhill Court</td>
<td>1-18120</td>
<td>Relief of side yard setback</td>
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<tr>
<td>A9/18</td>
<td>35 Centre Street</td>
<td>10-05409</td>
<td>Relief of minimum lot area</td>
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<td>A10/18</td>
<td>223 Mill Street</td>
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<td>Relief of parking requirements</td>
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<tr>
<td>A11/18</td>
<td>4896 5th Sideroad</td>
<td>2-11502</td>
<td>Relief of Max size/height of Access. Bldg</td>
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<tr>
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<td>8889 Smith Road</td>
<td>8-10705</td>
<td>Relief of Max size/height of Access. Bldg</td>
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<td>6059 30th Sideroad</td>
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<td>6480 Camp Hill Road</td>
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<tr>
<td></td>
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</tr>
<tr>
<td>B4</td>
<td>SURPLUS DWELLING</td>
<td>0</td>
<td>1*</td>
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<td>B7</td>
<td>SURPLUS DWELLING</td>
<td>0</td>
<td>1*</td>
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<td>B23/17</td>
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<td>0</td>
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<td>LOT ADDITION</td>
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<td>0</td>
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<td>NEW COMMERCIAL AG</td>
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<td>B11</td>
<td>SURPLUS DWELLING</td>
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<td>1*</td>
</tr>
<tr>
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<td>NEW LOT</td>
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</tr>
<tr>
<td>B22</td>
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<td>B2</td>
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<td>RIGHT OF WAY</td>
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<td>SURPLUS DWELLING</td>
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<td>1*</td>
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<tr>
<td>B12</td>
<td>CREATE RURAL LOT</td>
<td>0.026</td>
<td>1</td>
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<tr>
<td>B14</td>
<td>CREATE NEW LOT</td>
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<td>1</td>
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<td>B16</td>
<td>SURPLUS DWELLING</td>
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<td>IN FILL RURAL LOT</td>
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<tr>
<td>B5</td>
<td>LOT ADDITION ONLY</td>
<td>0</td>
<td>0</td>
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<tr>
<td>B3</td>
<td>NEW RESIDENTIAL LOT</td>
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<tr>
<td>B5</td>
<td>NEW LOT, SURPLUS</td>
<td>0</td>
<td>1*</td>
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<td>1</td>
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42
### SEVERANCE LISTING PERTAINING TO CARE FACILITY

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<th>Description</th>
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<th>Calculation</th>
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<tr>
<td>2005</td>
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<td>NEW LOT</td>
<td>.007</td>
<td>1</td>
<td>0.048 / 2 LOTS</td>
</tr>
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<td></td>
<td>B24</td>
<td>NEW LOT</td>
<td>.041</td>
<td>1</td>
<td></td>
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<td>2004</td>
<td>B3</td>
<td>NEW LOT</td>
<td>.196</td>
<td>1</td>
<td>0.329 / 2 LOTS</td>
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<td>B26</td>
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<td>.133</td>
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<td>2003</td>
<td>B1</td>
<td>NEW AGRICULT. LOT</td>
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<td>0.079 / 1 LOT</td>
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<td>.064</td>
<td>1</td>
<td>0.131 / 2 LOTS</td>
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<tr>
<td></td>
<td>B17</td>
<td>NEW LOT</td>
<td>.067</td>
<td>1</td>
<td></td>
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<td>2001</td>
<td>B1</td>
<td>NEW LOT</td>
<td>.011</td>
<td>1</td>
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</tr>
<tr>
<td></td>
<td>B7</td>
<td>NEW LOT</td>
<td>.013</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>B8</td>
<td>NEW LOT</td>
<td>.022</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>B21</td>
<td>NEW LOT</td>
<td>.011</td>
<td>1</td>
<td>0.057 / 4 LOTS</td>
</tr>
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</table>

**TOTAL CALCULATIONS:**

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<thead>
<tr>
<th>Total Factor</th>
<th>Calculation</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>23 LOTS 1 COMM. LOT (8* SURPLUS DWELLINGS)</td>
</tr>
</tbody>
</table>

*DEPicts SURPLUS DWELLINGS; THEREFORE NO NEW RESIDENCE PERMITTED ON ANY REMNANT LOT (DWELLINGS ALREADY EXISTED)*

**CORRECTION TO PAST C.A.R.E. REPORTS – DO NOT INCLUDE LOT ADDITIONS NOR CALCULATIONS FOR SURPLUS DWELLING LOTS**

H:\Planning\Planning & Development\Committee of Adjustment\Forms\2018 Forms\SUMMARY OF CARE Facility Affected by 2018 SEVERANCE.doc
TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD055-18

DATE: December 19, 2018

TO: Committee of the Whole

FROM: Colleen Healey, Manager of Planning & Development

SUBJECT: Riverbank and Fishing Committee

RECOMMENDATION

That Staff Report PD055-18 be received; and

That Council consider creating a new committee of 4 citizens and 1 Council Member whose goal is to keep the riverbanks in Essa’s Fishing Parks as healthy and sustainable, to ensure that the rivers passing through Essa’s Fishing Parks are maintained as clean and ecologically-sound, and to organize Essa’s annual Riverbank Salmon Derby; with regular park maintenance to still fall to the Township’s Parks and Recreation Department.

BACKGROUND

Essa has 2 primary fishing parks where the By-law Enforcement Officer and volunteer Marshalls ensure that anglers hold Essa Fishing Access Passes. These are the Nottawasaga Fishing Park and Don Ross Fishing Park. There is interest from the Mayor and some local anglers to form a Committee of Council with members to be reimbursed for attending regular meetings, to oversee fishing, rivers and riverbanks and to organize the annual Riverbank Salmon Derby.

COMMENTS AND CONSIDERATIONS

The Committee would undertake the following tasks:

- Ensuring that Fishing Access Passes are held by anglers in the Fishing Parks;
- Keeping the riverbanks clean;
- Keeping the rivers clean and healthy;
- Projects that would sustain local fisheries and the environment;
- Projects using funds raised from their fundraising efforts;
- Organizing the annual Riverbank Salmon Derby.
The Committee would be covered by the Municipality’s insurance policy (as any Committee of Council). The parks would still be considered as parks to be managed under the scope of the responsibility of the Manager of Parks and Recreation. The Committee would raise funds through the Salmon Derby and the sale of Essa Fishing Access Passes unlike now, where Fishing Pass sales are split between the Economic Development Committee and the Parks Department. All revenue from sales should be directed to the undertakings of the new Riverbank and Fishing Committee.

Notices could be posted in the Fishing Parks to advertise for this Committee.

FINANCIAL IMPACT

4 citizens to be paid $35 per meeting for 4 meetings annually. A total budget impact of $560.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Create a Riverbank and Fishing Committee and appoint 4 citizens to this new Committee in accordance with the Terms of Reference attached.
3. Create a new Riverbank and Fishing Committee in accordance with Terms and References approved by Council.

CONCLUSION

Option #2 is recommended.

Respectfully submitted:

Colleen Healey
Manager of Planning & Development

Reviewed by:

Greg Murphy
CAO

Attachments:
Terms of Reference
ESSA RIVERBANK AND FISHING COMMITTEE
TERMS OF REFERENCE 2018-2022

Mandate:

• Keep the riverbanks clean, healthy and sustainable
• Maintain rivers as clean and ecologically-sound
• Organize Essa's annual Riverbank Salmon Derby
• Sell Essa Fishing Access Passes
• Plan and implement projects to improve rivers, riverbanks and Fishing Parks using the full proceeds of all sales of Essa Fishing Access Passes

Composition:

The Committee is comprised of up to five (5) members, appointed by Council, as follows:

• Up to four (4) members
• 1 member of Council

Duties:

1. Ensuring that Fishing Access Passes are held by anglers in the Fishing Parks.
2. Keeping the riverbanks clean.
3. Keeping the rivers clean and healthy.
4. Projects that would sustain local fisheries and the environment.
5. Projects using funds raised from their fundraising efforts.
6. Organizing the annual Riverbank Salmon Derby.

Term of Office:

1. Council shall appoint all members for a four year term to run in conjunction with the Term of Council.
2. If the status by which a committee member was appointed changes prior to completion of their term, Council may decide whether the member will continue serving on the Committee to the end of their term.

Appointment

1. All members of the Committee shall be appointed by Council. Appointments shall be approved by Council in accordance with the membership requirements in the Terms of Reference. The advertising of vacancies and appointments to the Committee will be in accordance with the policies adopted by Council.
Voting Rights
1. All members in attendance shall have one vote on any item put on the table.
2. Council representative(s) shall exercise their voting rights on matters put on the table.
3. Staff representatives are in attendance as a liaison; they are to provide support to the Committee, and to fulfill the secretary function. They shall not exercise any voting rights for matters on the table.

Meetings:
The Committee will meet quarterly, or at the call of the Chair.
1. A Chair and Vice Chair shall be elected by a majority vote of the Committee at its first meeting of each new term to preside over meetings and Committee business.
2. The conduct of business will be governed by the Township’s Procedural By-law unless otherwise stipulated.

Reporting:
1. The Committee will circulate minutes of meetings to Council through the Clerk;
2. The Chair shall provide verbal or written reports to Council as necessary;
3. Recommendations requiring Council approval will be presented separately;
4. The Committee shall provide an annual report to Council on their activities.

General Terms
1. The Manager of Planning & Development shall act as liaison to the Committee, with assistance from other staff as required.
2. Any vacancies on the Committee may be filled from the applications on file, or from suggestions from members of Council, staff, or members of the Committee, subject to Council approval.

Honorarium
1. Community members will receive an honorarium of $35 per meeting attended.
2. Staff representatives in attendance shall receive payment of $35 for meetings that are attended after regular working hours only. No compensation shall be paid to staff in attendance at meetings held during regular business hours.
STAFF REPORT NO.: PD056-18

DATE: December 19, 2018

TO: Committee of the Whole

FROM: Colleen Healey, Manager of Planning & Development

SUBJECT: Township of Essa OPA 31
Garden Suites

RECOMMENDATION

That Staff Report PD056-18 be received; and

That Council consider adopting a by-law to provide for new policy in its Official Plan concerning garden suites throughout the whole of the Municipality.

BACKGROUND

Official Plan Amendment (OPA) 31 was initiated by the Municipality and addresses garden suites in order to allow garden suites on any sized lot which is designated as either Agricultural or Rural by Essa's Official Plan (OP).

While garden suites may be situated on Agricultural or Rural designated lands and also in accordance with Section 3.3.1 of the County OP, garden suites are to be temporary only. Instead, it is preferred that, in general, second suites be planned with full municipal servicing in settlement areas. Specifically, the Growth Plan (GP) speaks to uses to be served by the appropriate means of efficient servicing. Future growth in Essa should be directed to Angus based on GP policy 2.2.2. It is intended that Angus remain as Essa's primary growth centre because Angus is the only community with a delineated built boundary, municipal water and waste water systems and which is truly a complete community.

At this time, the Township considers it appropriate to allow for temporary garden suites on any sized lot and not just Agricultural or Rural lots which are a minimum of 1 hectare.

A public meeting has been held in accordance with the Planning Act and no objections have been received.
COMMENTS AND CONSIDERATIONS

A copy of the OPA is attached to this report and provides a full explanation of the proposed policy.

FINANCIAL IMPACT

None.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Consider adopting a by-law to provide for new policy in its Official Plan concerning garden suite throughout the whole of the Municipality.
3. Direct staff to proceed in another manner as Council may wish to direct.

CONCLUSION

Option #2 is recommended.

Respectfully submitted:

Colleen Healey
Manager of Planning & Development

Reviewed by:

Greg Murphy
CAO

Attachments:
OPA 31
Proposed By-law
OFFICIAL PLAN
AMENDMENT NO. 31
TO THE
TOWNSHIP OF ESSA
OFFICIAL PLAN

October 2018
TABLE OF CONTENTS

1. PURPOSE OF THE AMENDMENT ................................................................. 1
2. LOCATION OF THE AMENDMENT ............................................................ 1
3. BASIS OF AMENDMENT ........................................................................... 1
4. ACTUAL AMENDMENT ............................................................................. 2
5. IMPLEMENTATION AND INTERPRETATION ........................................... 3
1. **PURPOSE OF THE AMENDMENT**

The purpose of the Amendment is to allow garden suites on any sized lot which is designated as either Agricultural or Rural.

At present, the minimum sized lot which is eligible for a garden suite is 1 hectare (2.5 acres). This authority is spelled out in Section 6.3.14, Garden Suite Dwelling Unit, in Essa’s Official Plan (OP), Agricultural Section. Note that Section 7.2, Permitted Uses, in the Rural designation refers to “6.3.13” (13 should be replaced with 14). Essa’s OP is very specific, and as such, requests for garden suites must comply with the Township’s OP policy. Sections 6.3.14 and 7.2 of the Township’s OP would be amended by deleting reference to a minimum lot size and making reference to proper sections respectively.

2. **LOCATION OF THE AMENDMENT**

This amendment proposes to eliminate the minimum lot size required for a garden suite, anywhere in the Municipality.

3. **BASIS OF AMENDMENT**

Council of the Township of Essa has expressed concern respecting the minimum lot size required for a garden suite. As such, Council initiated an Official Plan Amendment (OPA) to eliminate the minimum lot size requirement contained in the Official Plan for the Township of Essa.

The Planning Act, Section 39.1, defines “garden suites” and provides legislation relating to such. In this Section, garden suites are defined as, “a one unit, detached,
residential structure containing a bathroom and kitchen facilities that is ancillary to an existing residential structure and that is designed to be portable." The Planning Act allows that garden suites be situated on properties, subject to Council approval, for a period of time not to exceed 20 years from the day of passing of a related by-law (note that Council may also, by by-law, grant further periods of not more than 3 years each during which the temporary use is authorized).

The proposed OPA is consistent with the PPS and the Growth Plan which both allow for development and intensification which is consistent with the form of servicing appropriate to the area. The proposed OPA also conforms to the County of Simcoe OP.

The Township’s OP allows for temporary garden suites in accordance with the Planning Act in Agricultural or Rural designations only, provided that a property is a minimum of 1 hectare (2.5 acres). Council has expressed an interest to change this policy by deleting the lot size requirement (Part (h) of Section 6.3.14 of the Essa OP). This would allow requests for temporary garden suites to be judged based on the characteristics associated with the property in question and the neighbourhood, and not be hindered by numerical constraints which might not mean as much as surroundings or impact. Section 7.2 of the OP incorrectly refers to "6.3.13" and should refer to 6.3.14.

Any temporary second dwelling/garden suite would still have to be approved by a site-specific Zoning By-law Amendment (ZBA). The ZBA process is likely the more appropriate stage for Council to deal with lot size and setbacks and to mitigate for any perceived or real impact on neighbours.

At all times the Essa OP must be compliant with the County of Simcoe’s OP and it is the intent that the Essa OP would build upon the policy foundation of the County. This policy should consider the County’s OP and its Section 3.3.1. In the event that
there is conflict between this policy or the Essa OP and the County's OP, then the County's OP would prevail.

4. ACTUAL AMENDMENT

The Township of Essa Official Plan is hereby amended as follows:

a) "Part (h) of Section 6.3.14 of the Essa OP is hereby deleted; and
b) Section 7.2 is amended by deleting '6.3.13' and replacing such with '6.3.14'."

5. IMPLEMENTATION AND INTERPRETATION

This Amendment shall be implemented and interpreted in accordance with the policies of the OP and shall take effect in accordance with the terms of the Planning Act.
The Corporation of the Township of Essa

BY-LAW NO. 2018 -

Being a By-Law to adopt an Amendment to the
Official Plan (OPA No. 31)

WHEREAS Section 21 of the Planning Act, R.S.O. 1990 Chapter P.13
authorizes Council to initiate an amendment to or repeal any Official Plan that
applies to the Municipality;

AND WHEREAS the Corporation of the Township of Essa deems it
expedient to pass a by-law to adopt an amendment to the Township of Essa
Official Plan;

NOW THEREFORE the Council of the Corporation of the Township of
Essa enacts as follows:

1. Amendment No. 31 to the Official Plan for the Township of Essa attached
to and forming part of this By-law is hereby adopted.

2. This By-law shall come into force and take effect upon the approval of the
Corporation of the Township of Essa and in accordance with the
provisions of the Planning Act.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME, AND
FINALLY PASSED on this 19th day of December, 2018.

_____________________________
Terry Dowdall, Mayor

_____________________________
Lisa Lehr, Clerk
STAFF REPORT NO.: PD057-18

DATE: December 19, 2018

TO: Committee of the Whole

FROM: Colleen Healey, Manager of Planning & Development

SUBJECT: Alliance Agri-Turf Project Completion and Return of Securities

RECOMMENDATION

That Staff Report PD057-18 be received; and

That Council consider returning all remaining securities held on file in association with the development of Alliance Agri-Turf including any legal and engineering deposit and a Letter of Credit in the amount of $430,463.

BACKGROUND

Alliance Agri-Turf constructed a new Crop Input Facility at 6411 County Road 10, Baxter, during the years 2017 and 2018. They have now fulfilled their obligations contained in their site plan agreement which is registered on title and have requested a return of all securities.

The Municipality currently holds a legal and engineering deposit and a letter of credit in the amount of $430,463. It has been confirmed by Essa representatives that all site works are complete.

COMMENTS AND CONSIDERATIONS

Alliance Agri-Turf purchased their 5 hectare vacant parcel of land in Baxter in 2016 and has proceeded to improve the land with a commercial operation involving 50,000 square feet.

FINANCIAL IMPACT

The $4 million dollar investment in Essa will mean a significant contribution to Essa's tax base. Development charges were collected in association with the development.
SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Return all remaining securities held on file in association with the development of Alliance Agri-Turf including any legal and engineering deposit and a Letter of Credit in the amount of $430,463.
3. Hold back a contingency for a specified purpose or time period although all site works are now complete and there is not a maintenance holdback period identified in Essa’s site plan agreements.

CONCLUSION

Option #2 is recommended.

Respectfully submitted:

Colleen Healey
Manager of Planning & Development

Reviewed by:

Greg Murphy
CAO

Attachments:
Letter from Alliance Agri-Turf
To whom it may concern,

This communication is to request the release of the Letter of Credit for the construction of Alliance Agri-Turf at 6411 County Road 10, Alliston, Ontario.

Please contact Scott Collins with concerns or questions.

Thank you,

Scott Collins
November 23, 2018

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

Re: Alliance Agri-turf
6411 County Road 10
Essa, ON L9R 1V2

Project No. 15075

To whom it may concern:

This letter will serve as certification that general servicing and grading related construction works have been satisfactorily completed on the above noted project.

Site grading and servicing works have been constructed for Project No. 15075 as per the approved drawings SP-1, dated October 25, 2016, GS-1 dated October 25, 2016, GR-1, dated October 25, 2016 and DET-1, dated August 8, 2016.

We trust this letter to be sufficient for final verification of the completed Alliance Agri-turf Complex site work. If you have any question please do not hesitate to contact our office.

Regards,

Gary Bertram
President
Les Bertram & Sons Ltd.
TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD058-18
DATE: December 19, 2018
TO: Committee of the Whole
FROM: Colleen Healey, Manager of Planning & Development
SUBJECT: Support for the Friends of Utopia Gristmill & Park Master Plan

RECOMMENDATION

That Staff Report PD058-18 be received; and

That Council consider continuing to support the Friends of Utopia Gristmill and Park and their Master Plan project in an advisory role.

BACKGROUND

The Friends of Utopia Gristmill and Park (Friends) is a non-profit group dedicated to restoring the Utopia Gristmill and preserving its grounds, which are owned by the NVCA, for natural purposes and passive activities where people can enjoy the natural outdoors, or activities complementing the Gristmill and its environment.

The Friends lease the Gristmill lands which sit on a 50 acre parcel owned by the NVCA. This parcel of land stretches from the 6th Line of Essa in Utopia to County Road 56. The NVCA believe that there is a demand for outdoor recreational opportunities and have supported the Friends in their initiative to develop a Master Plan containing a vision for the Gristmill and Park and a phased work plan for a 10 year span. The Friends secured Provincial (Trillium) grant money to assist with the preparation of a Master Plan and the process is underway and due to be complete in March.

As the Friends prepare to release a draft of their Plan for review and comment, and prepare to host open houses, the question has come up: what position does the Township hold in the master planning for the Gristmill? Both the NVCA and the Friends would like the Township to become a partner with them going forward.
COMMENTS AND CONSIDERATIONS

To-date, this staff member has attended Gristmill Restoration and Master Plan planning meetings after the Friends asked for Township involvement and participation. As well, Council supported applying for grant money, providing letter(s) of support for the project, and as well, authorized putting the Township logo on community signage.

That being said, going forward as a partner on the Master Plan project brings with it a new level of responsibility. If the Township were to become a partner on the Gristmill and Park Master Plan, then the Township would be responsible to

(a) answer to public inquiry at public meetings,
(b) help implement the Master Plan including providing annual financial support, and
(c) assist with the property to maintain the property and grounds in a state to avoid the risk of liability (for example, this could involve regular garbage pickup or other duties).

The advantage of becoming a partner in the project is that the public and/or the other parties may view it as a good initiative to collaborate on, to work together; and as well, the Township would gain more control over the Gristmill and Park and their future.

Alternatively, if the Township were to remain as officially removed from the project, then it can offer advice in an advisory role (and perhaps be used to help achieve consensus if ever there are disagreements).

FINANCIAL IMPACT

Possible financial impact moving into the future if the Park is developed to welcome visitors to enjoy nature and complementing activities, particularly if the Municipality becomes a partner in the Master Plan or a Board Member with the Friends.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Become a partner with Friends and the NVCA in preparing and releasing a Master Plan for the Gristmill and Park.
3. Remain in an advisory role providing advice to both the Friends and NVCA on Gristmill and Park matters.
CONCLUSION

Option #3 is recommended given the potential for financial impact and the responsibility that becoming a partner brings.

Respectfully submitted:

Colleen Healey
Manager of Planning & Development

Reviewed by:

Greg Murphy
CAO

Attachments:
Map
Utopia Gristmill and Park
That Staff Report PD059-18 be received for information purposes.

BACKGROUND

The Provincial government has held a series of consultations on planning this fall. Five sessions were focused on a different aspect of the Growth Plan and were well-attended by Simcoe County Planners.

The Provincial government is now seeking further comment from builders and municipal Councils (see attached letter of invitation for municipal Council input).

COMMENTS AND CONSIDERATIONS

During the Planner’s sessions, this Planner commented as follows:

- The Municipal Comprehensive Review (MCR) is too cumbersome, time-consuming and costly.
- Should not hold up Official Plan updates waiting on new MCR studies.
- New planning studies are unnecessary and will take years to complete, not to mention costly and should not hold up approvals.
- Should not lock down employment lands where residential conversions are desired as often commercial or industrial lands could be moved to better locations if designations are older.
- New agricultural and natural heritage systems are unnecessary duplication, as is a stormwater master plan.
- Allow local municipalities to have more control over local land use.
- Ease up on intensification targets.
FINANCIAL IMPACT

None.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Receive this report for information.
3. Provide Council’s own comments by becoming involved in the new round of consultation involving municipal Councils.

CONCLUSION

Options #2 and #3 are recommended.

Respectfully submitted: Colleen Healey
Manager of Planning & Development

Reviewed by: Greg Murphy
CAO

Attachments:
Letter of invitation
Dear Head of Council,

As you know, our government has launched a broad consultation to gather input on how to increase the supply and mix of housing, speed up development timelines and drive down costs. Feedback from the consultation will inform our Housing Supply Action Plan, to be released this spring. I encourage you to share your ideas by visiting Ontario.ca/HousingSupply before January 25, 2019.

As part of this consultation, we will be undertaking a fundamental review of all aspects of the development approvals process as it relates to building more housing people can afford, and attracting and retaining new business investments. That is why I have directed my ministry to review the entire provincial approvals process — from the rules for planning all the way to construction.

I am keenly aware of the broad number of permits, approvals and processes that may come into play as part of this exercise, including those that reside with our partner ministries. I am working closely with my Cabinet colleagues on this initiative and our government’s goal is a streamlined development process that ensures provincial approvals are in place within one year so building can begin sooner.

To help achieve this ambitious but necessary goal, and following on the successes of our recent Growth Plan Implementation workshops, we want to hear directly from you. That is why, we will be holding a series of targeted consultations focused on the key laws and policies that my ministry administers, and your input will be critical.

In the coming days, you will be invited to participate in one or several discussions focused on the Planning Act, the Provincial Policy Statement, the Building Code and other matters. This detailed review of individual policies and laws is needed to find every barrier and unnecessary step in the process. However, as Minister, I am interested in transformative change, not incremental shifts in policies.

Making Ontario open for business means a fundamental change to the status quo. Our province needs to be a place where businesses can locate and grow, and create jobs and innovate, not spend their time clearing regulatory hurdles and navigating unnecessary red tape.

This is urgent work, and I hope you will make time to participate. I look forward to hearing your important insights and recommendations on how to move forward.

Steve Clark
Minister
Ministry of Municipal Affairs and Housing
RECOMMENDATION

That Staff Report PW048-18 be received; and

That consideration be given to authorize the Mayor and Clerk to enter into a Transit Services Renewal Agreement with the City of Barrie; and

A request be made to the County of Simcoe to provide a grant to fund a portion of the transit service until they are prepared to assume the service.

BACKGROUND

In June of 2013, the Township entered into a 3 Year Transit Services Agreement with the City of Barrie to provide bus service between Barrie, Angus and Base Borden. In January 2015 the Agreement was renewed for an additional 3 Years, which is set to expire on December 31, 2017. Council renewed the agreement for a one-year period in November 2017 for 2018, this renewal is set to expire on December 31st, 2018.

COMMENTS AND CONSIDERATIONS

The County of Simcoe has indicated for the past couple of years that they intend to assume the contract with the City of Barrie transit service to Angus/Borden as part of the implementation of the County’s Transit Plan. However, the implementation of the takeover has been delayed and as such, it is suggested that the Township enter into a renewal agreement with the City of Barrie to extend the transit services for a further year (2019) with an option to renew in 2020, if required. However, the agreement will have a clause that would allow the County of Simcoe to assume the contract any time within the year.

A copy of the renewal agreement is attached along with the estimated cost of the transit service for 2018, 2019 and 2020.

FINANCIAL IMPACT

The 2019 budget will include the entire cost for the transit service for the year. Savings will be realized if the County of Simcoe assumes the service as indicated.
Council may wish to approach the County of Simcoe and request a grant to fund a portion of the transit service until they are prepared to assume the service. A similar request was made to the County in 2018, however, they have not yet provided any funding.

SUMMARY/OPTIONS

Council may:

1. Take no further action;
2. Authorize the Mayor and Clerk to enter into a Transit Services Renewal Agreement with the City of Barrie and request that the County of Simcoe provide a grant to fund a portion of the transit service until they are prepared to assume the service;
3. Do not authorize the Mayor and Clerk to enter into a Transit Services Renewal Agreement with the City of Barrie.

CONCLUSION

Staff Recommends that Option #2 be approved.

Respectfully submitted,

Dan Perreault, C.E.T.
Manager of Public Works

Reviewed by,

Greg Murphy
Chief Administrative Officer

Attachments;

Attachment No.1 – 2019 Transit Services Renewal Agreement
Attachment No.2 – Estimated Cost for 2018-2020 Transit Service
Attachment No.3 – C.A.O.'s December 11, 2018 email to the County.
ATTACHMENT NO. 1

RENEWAL AGREEMENT

This renewal agreement made this ______ day of ____________, 2018

BETWEEN:

THE CORPORATION OF THE CITY OF BARRIE ("Barrie")

and

THE CORPORATION OF THE TOWNSHIP OF ESSA ("Essa")

WHEREAS:

A. Pursuant to authority under Section 69(2) of the Municipal Act, 2001 S.O. 2001 c.25, the parties entered into a Transit Services Agreement dated January 1, 2018 (the "Transit Services Agreement") whereby Barrie agreed to provide certain transit services to Essa to accommodate transit service between the City of Barrie and Base Borden; and

B. The parties wish to renew the Transit Services Agreement for a further term of 1 year on the same terms and conditions as the Transit Services Agreement.

NOW THEREFORE, in consideration of the mutual terms and conditions contained in this Renewal Agreement, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

Renewal

1. The parties hereby agree to renew the License Agreement for an additional term ending on December 31, 2019 effective as of January 15, 2019 (the "Renewal Term").

Confirmation

2. Except as set out in this Renewal Agreement, the terms and conditions of the Transit Services Agreement are confirmed and remain in full force and effect, unamended.

IN WITNESS WHEREOF the parties have executed this amendment agreement effective as of the day and year first written above.

THE CORPORATION OF THE CITY OF BARRIE

______________________________
Name: J.R. Lehman
Title: Mayor

______________________________
Name: Wendy Cooke
Title: City Clerk

We have authority to bind the corporation.

THE CORPORATION OF THE TOWNSHIP OF ESSA

______________________________
Name: 
Title:

______________________________
Name: 
Title:

We have authority to bind the corporation.
ATTACHMENT NO. 2

ESTIMATED NET COST OF TRANSIT SERVICE (Essa-Borden-Barrie) 2018-2020 Service Cost Forecast

Service: Conventional transit service will run Monday to Friday and will include:
- Morning peak service with 4 round trips from Barrie to Angus/CFB Borden to Barrie
- Mid-day service with 2 round trip from Barrie to Angus/CFB Borden to Barrie
- Evening peak service with 4 round trips from Barrie to Angus/CFB Borden to Barrie

<table>
<thead>
<tr>
<th>ESTIMATED NET ANNUAL OPERATING COST</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Operating Cost through COB (Note 1)</td>
<td>$ 361,591</td>
<td>$ 368,711</td>
<td>$ 376,059</td>
</tr>
<tr>
<td>Fare Revenue</td>
<td>$(45,000)</td>
<td>$(46,000)</td>
<td>$(48,000)</td>
</tr>
<tr>
<td>Ontario Gas Tax (Note 2)</td>
<td>$(140,000)</td>
<td>$(140,000)</td>
<td>$(140,000)</td>
</tr>
</tbody>
</table>

Estimated Funding Required from the Township of Essa $176,591 $182,711 $188,059

Note 1: Includes ONLY operating costs to City of Barrie. Does NOT include costs for services to be directly provided by the Township of Essa, including but not limited to: snow clearing, garbage collection, pass distribution, etc.

Note 2: Preliminary estimate of Ontario Gas Tax Funding, subject to change with funding agreement renewals.
Hi David:

Presently, our staff are reviewing our draft 2019 Operating and Capital budgets for the consideration of Council in early January, 2019.

When will the County be taking over all or a portion of the Transit Services that we provide to our residents in Borden, Angus and the Utopia area? We need to know if we should be budgeting for 100% of the Transit operation costs in 2019. If the County is not planning to take over this service, will the County be subsidizing our transit operations in 2019 and if so, at what rate?

Additionally, our current contract with the City of Barrie expires at the end of December, 2018. Should we be negotiating with them for an extension to the Transit Services contract?

Your early response to these questions will be most appreciated.

With thanks.

Greg Murphy
Chief Administrative Officer
Township of Essa
gmurphy@essatownship.on.ca
705-424-9917 ext. 109
TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW049-18
DATE: December 19, 2018
TO: Committee of the Whole
FROM: Dan Perreault, C.E.T., Manager of Public Works
SUBJECT: Budget Pre-Approval - King Street Urbanization

RECOMMENDATION
That Staff Report PW049-18 be received; and

That Council consider pre-approving the 2019 budget estimate submitted by Ainley Group in connection with the Reconstruction of King Street from Auburn Street east of Mill Street in the amount of $1,701,869; and

That Ainley Group be authorized to arrange for the necessary tender documents be prepared and advertised as soon as possible.

BACKGROUND
In 2013 the Township retained the Ainley Group to prepare a design for the reconstruction of Huron Street from Centre Street to King Street and King Street from Huron Street to Auburn Street. The work on Huron Street from Centre Street to King Street was completed in 2016 and King Street from Huron Street to Auburn Street was completed in 2017. The design work for King Street from Auburn to Cross Street was completed in 2018 and additional design work was also completed in 2018 for the remainder of King Street from Cross Street to east of Mill Street.

COMMENTS AND CONSIDERATIONS
Construction did not take place in 2018 on King Street from Auburn to Cross Street, due to delays in obtaining permits from the NVCA and MOE. These approvals were received in October. Now that the appropriate approvals are in place, Staff are recommending that the tender documents be advertised as soon as possible. Many times, early tendered projects receive lower bid pricing, rather than projects that are tendered later in the Spring or Summer.

Once tenders are received, Staff will report to Council with recommendations on successful contractors and actual tender pricing.

FINANCIAL IMPACT
This project is identified in the Township’s Development Charges Background Study and is eligible for 78% funding from the development charge reserve, additional funding for this project will come from Federal gas tax funding.
Attachment No.1 identifies the construction estimate prepared by Ainley Group

The estimated costs for this project are as follows (do not include HST):

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Estimate</td>
<td>$1,476,869</td>
</tr>
<tr>
<td>Contract Administration</td>
<td>$25,000</td>
</tr>
<tr>
<td>Construction Inspection</td>
<td>$60,000</td>
</tr>
<tr>
<td>Permit to Take Water</td>
<td>$30,000</td>
</tr>
<tr>
<td>Geotechnical Investigations</td>
<td>$25,000</td>
</tr>
<tr>
<td>Contingency (5%)</td>
<td>$85,000</td>
</tr>
<tr>
<td></td>
<td><strong>$1,701,869</strong></td>
</tr>
</tbody>
</table>

Based on the above estimates $1,327,457.82 would be funded from development charges and $374,411.18 would be funded from Gas Tax reserve.

**SUMMARY/OPTIONS**

Council may:

1. Take no action.
2. Pre-approve the 2019 budget estimate submitted by Ainley Group in connection with the Reconstruction of King Street from Auburn Street east of Mill Street in the amount of $1,701,869 and authorize Ainley Group to prepare the necessary tender documents.
3. Do not pre-approve the 2019 budget estimate submitted for the Reconstruction of King Street from Auburn Street east of Mill Street and consider this project as part of the normal 2019 budget process.

**CONCLUSION**

Staff recommends that Option 2 be approved.

Respectfully submitted,

Dan Perreault, C.E.T.
Manager of Public Works

Attachments:

1. Ainley Group Construction Estimate
## ATTACHMENT 1

**TOWNSHIP OF ESSA**

**KING STREET RECONSTRUCTION - PHASES 2 & 3**

### CONSTRUCTION COST ESTIMATE

**PHASE 2 - King Street Reconstruction from Auburn Street to Cross Street (Sta. 0+540 to 1+000)**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;A&quot;</td>
<td>General</td>
<td>$120,050.00</td>
</tr>
<tr>
<td>&quot;B&quot;</td>
<td>Removals</td>
<td>$42,575.00</td>
</tr>
<tr>
<td>&quot;C&quot;</td>
<td>Roadworks</td>
<td>$635,905.00</td>
</tr>
<tr>
<td>&quot;D&quot;</td>
<td>Storm Sewer</td>
<td>$294,383.00</td>
</tr>
<tr>
<td>&quot;E&quot;</td>
<td>Provisional</td>
<td>$42,350.00</td>
</tr>
</tbody>
</table>

**PHASE 2 SUB TOTAL**

$1,135,263.00

**PHASE 3 - King Street Reconstruction from Cross Street to Mill Street (Sta. 0+174 to 0+540)**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;A&quot;</td>
<td>General</td>
<td>$21,200.00</td>
</tr>
<tr>
<td>&quot;B&quot;</td>
<td>Removals</td>
<td>$24,700.00</td>
</tr>
<tr>
<td>&quot;C&quot;</td>
<td>Roadworks</td>
<td>$239,626.00</td>
</tr>
<tr>
<td>&quot;D&quot;</td>
<td>Storm Sewer</td>
<td>$24,180.00</td>
</tr>
<tr>
<td>&quot;E&quot;</td>
<td>Provisional</td>
<td>$31,900.00</td>
</tr>
</tbody>
</table>

**PHASE 3 SUB TOTAL**

$341,606.00

**SUB TOTAL PHASES 2 and 3**

$1,476,869.00

**HST (13%)**

$191,992.97

**TOTAL CONSTRUCTION ESTIMATE**

$1,668,861.97
STAFF REPORT NO.: PW050-18
DATE: December 19, 2018
TO: Committee of the Whole
FROM: Dan Perreault, C.E.T., Manager of Public Works
SUBJECT: Speed Reduction – 6th Line north of Highway 89

RECOMMENDATION
That Staff Report PW050-18 be received; and
That the speed limit on the 6th Line north of Highway 89 remain at 80km/h; and
That the request for speed reduction be deferred to the Spring of 2019, in order to obtain the necessary data from the speed display signs.

BACKGROUND
Council received a letter in October 2018, from a resident on the 6th Line to ask for a speed reduction on the 6th Line north of Highway 89 for approximately 1.5 kilometers. The letter was referred to staff in November to investigate. Attachment No.1

COMMENTS AND CONSIDERATIONS
Staff has not had a chance to place the digital display signs up on the 6th Line in order to collect data. As in previous similar requests on other roads, staff has provided Council with data from the digital signs when considering a speed reduction.

Staff recommends that this request be deferred to the Spring of 2019, in order to obtain the necessary data to make a decision on this requested speed reduction.

Effectiveness of a posted 60km/hr Speed Zone in a Rural Area
Staff has been able to obtain data from locations that have recently had the speed reduced, information from these locations indicate that the reduction of the speed limit has not resolved the speeding issue. In April 2018 the speed was reduced from 80km/h to 60km/h on the 25th Sideroad between County Road 56 to the 5th Line. Prior to the reduction the average speed on this road was 74km/h and the 85th percentile was 87km/h, a speed display sign was installed on the 25th Sideroad at the 6th Line from July to October 2018, the results show that the average speed and 85th percentile went down slightly to 70km/h for average speed and 82km/h for 85th percentile. There is currently a speed radar sign located on the 20th Sideroad just west of the 8th Line for westbound traffic in the 60km/h zone and the results are similar, the 85th percentile is 87km/h with
an average speed at 76km/h. These results would indicate that the reduction of the speed on this section of road has not corrected the speeding issue either.

Council is reminded that rational speed limits promote public safety by helping drivers choose a reasonable and prudent speed that is appropriate for normal traffic, weather and roadway conditions. They encourage more drivers to travel at about the same speed, which has been shown to reduce the likelihood of crashes. Traffic engineers and safety officials determine rational speed limits based on a formal review of traffic flow, roadway design, local development and crash information.

FINANCIAL IMPACT

If the speed limit were to change to 60km/hr, there will be a requirement to purchase approximately 4 new signs and post at a cost of $100 per sign which equates to $400.

SUMMARY/OPTIONS

Council may:

1. Take no further action;
2. Do not reduce the speed limit on the 6th Line north of Highway 89 and defer the request until the Spring of 2019, in order to obtain the necessary data from the speed display signs.
3. Reduce the speed of the 6th Line from Highway 89 to 1500 meters north to 60km/h.
4. Do not reduce the speed of the 6th Line.

CONCLUSION

Staff Recommends that Option #2 be approved.

Respectfully submitted,

Dan Perreault, C.E.T.
Manager of Public Works

Reviewed by,

Greg Murphy
Chief Administrative Officer

Attachment No.1 – Resident’s Letter – 6th Line Speed Reduction
October 16, 2018

To Whom It May Concern:

We are requesting that Essa Township reduce the speed limit on the 6th Line Essa Township, north of # 89 Highway, to 60 kms per hour, from the current 80 kms per hour posting.

We are located on a hill, approximately 1 kilometer north of highway # 89, on the 6th Line Essa. There are 11 entrances on the east side of the hill, and 4 on the west side, opening out onto the 6Th Line. They are becoming very dangerous to use, since the new traffic lights have been recently installed at the junction with highway # 89.

On October 15th, 2017, there was a pedestrian, Cathy Elliot, hit by a car and killed near the top of this hill. We realize that there were a lot of factors involved in this accident, including weather and a dark night, but possibly, Cathy would be alive today, if vehicles had been travelling at a reduced speed.

During the past year, traffic volume on the 6th Line Essa has increased by at least five to six times of what it used to be. The new traffic lights do make it easier to turn east, or to go south, in the morning, or reverse directions in the evening, to avoid traffic congestion in the Alliston area. As a result, we have more vehicles going faster on the 6th Line Essa.

We realize that the people who designed the traffic lights at #89/6th Line Essa, were probably not aware of the side effects of drivers, coming and going, from the north and the west, using both the 6th Line, and 5th Side Road Essa, to bypass all of the traffic lights when travelling through Alliston. With the current posting of 80km per hour, many vehicles are moving at 100km per hour or more. With a speed limit reduced to 60km per hour, hopefully, more vehicles would be travelling at 80km per hour, or less. This would give people more time to react to an imminent collision.

As drivers exit north from Highway #89, onto the 6th Line Essa north, there is posted a speed limit sign of 80 km per hour, but 200 meters north of that, on the west side of the 6th Line Essa, heading southbound, there is a sign posting a speed limit of 60 km per hour.

It is difficult to understand, why the speed limit permitted, is 80 km per hour driving north, and 60 km per hour driving south, on the 6th Line Essa, near 89 highway. South of Highway 89, the speed limit is 60 km per hour, both north and south. Also, of note, Highway 89 has a speed limit posted of 70 km per hour on a much better road than the 6th Line Essa.

We feel that there should be a 60 km per hour speed limit, on both sides of the 6th Line Essa, to beyond the north side of the hill, to make it safer for local residents and motorists.
We continue to feel that this is an urgent situation, which demands immediate consideration, before any more accidents occur. Thank you for your consideration of our safety concerns.

Jim and Jan Atkinson
5209, 6th Line Essa Box 610 Alliston ON L9R 1V8
Tel: 705-435-9725
November 9, 2018

By Email & Mail

Mr. G. Murphy  
Chief Administrative Officer  
Township of Essa  
5786 County Road 21  
Utopia ON L0M 1T0

Dear Mr. Murphy:

Project No: 60118287 (16-93039-50)  
Regarding: Township of Essa  
Nottawasaga Village (Stonemount) Subdivision  
Security Reduction for Phase 3

Upon issuance of a BY-LAW for the Certificate of Maintenance and Final Acceptance (Underground Works) for Stonemount – Phase 3, along with based on our review, and in accordance with Section 3.8, Reduction of Securities, we herein provide our recommendation for the reduction in Securities for Phase 3 of the Nottawasaga Village (Stonemount) Subdivision.

- **Security Reduction Phase 3 [51M-1018]**

  The total value of work for Phase 3 is $4,823,359.01. The current securities posted under Section “E” of the Subdivision Agreement for Phase 3 is $744,656.18. Based on our review, in accordance with Section 3.8, Reduction of Securities, we herein provide a breakdown of our recommendations for the securities to be released by the Township.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installed works to date</td>
<td>$4,801,093.40</td>
</tr>
<tr>
<td>3.7.2.2.1 0% of total estimated Cost of Underground Works as Maintenance Holdback</td>
<td>$0.00</td>
</tr>
<tr>
<td>3.7.2.2.2 10% of total estimated Cost of Aboveground Works as Maintenance Holdback</td>
<td>$153,250.22</td>
</tr>
<tr>
<td>3.7.2.2.3 2% of total installed Underground Works to date as Security Holdback</td>
<td>$65,817.14</td>
</tr>
<tr>
<td>3.7.2.2.4 5% of total installed Aboveground Works to date as Security Holdback</td>
<td>$75,511.83</td>
</tr>
<tr>
<td>3.7.2.2.5 Sum of Previous Reduction in Securities</td>
<td>$4,078,702.83</td>
</tr>
<tr>
<td>3.7.2.2.6 Any Increase in Estimated Cost to Complete Works</td>
<td>$0.00</td>
</tr>
<tr>
<td>Amount of Discharge from Total Value of Work</td>
<td>$427,811.38</td>
</tr>
<tr>
<td>Security to be Retained</td>
<td>$316,844.80</td>
</tr>
</tbody>
</table>
We have attached a copy of our summary sheet, which provides a breakdown of the Completed and Uncompleted Works for Phase 3.

In our opinion, the Developer is entitled to a reduction and therefore the Township should retain $316,844.80.

Reductions are on the basis of receipt of a Statutory Declaration, and that all legal and engineering invoices are paid as per Section 3.8.3. **We have attached the STATUTORY DECLARATION provided by the Developer for Phase 3.**

- **SUMMARY**

  The Township presently holds Five (5) Letters of Credit which, combined, cover all of the Phases and Blocks in the Stonemount Development. We have provided the following summary to clarify securities to be retained by the Township:

  **Current Securities**

  The Township is currently holding the following letters of credit in accordance with the security reductions as of November 7, 2018:

  1. Nottawasaga Village Phase 3 - RBC #P424322T07512 - $744,656.18
  2. Nottawasaga Village Phase 4 - RBC #P345312T07512 - $17,867.71
  3. Nottawasaga Village Block 12 - RBC #P448714T07512 - $73,459.22

  **Total Securities** $1,555,015.54

  **Securities to be Retained With Current Recommendation**

  The revised securities to be retained by the Township are as follows:

  1. Phase 3 $316,844.80
  2. Phase 4, Stage 2 $17,867.71 [Unchanged]
  3. Block 12 $73,459.22 [Unchanged]
  4. Block 124/125 $719,032.43 [Unchanged]

  **Total Securities** $1,127,204.16

  The Developer is entitled to a reduction for Phase 3 such that the Township would retain $1,127,204.16 in accordance with the aforementioned summary for Phase 3, Phase 4, Block 12 and Block 124/125.

  We trust that you will find the above in order. We would appreciate confirmation of the reduction in securities for our records.

  Sincerely,
  
  AECOM Canada Ltd.

  A. M. Lees, C.ET.

  AML:wh
  Encl.
  cc: C. Healey (email)
  C. Mohr (email)
IN THE MATTER OF a Subdivision Agreement dated the 6th day of August, 2013 between Stonemount Developments Inc. and the Township of Essa. (Residential subdivision 43T-91011, Registered Plan 51M-1018)

AND IN THE MATTER OF the reduction of securities.

I, Peter Cipriano of the City of Vaughan, in the Regional Municipality of York,

SOLEMNLY DECLARE THAT:

1. I am the authorized signing officer of Stonemount Developments Inc. and as such have knowledge of the matters hereinafter deposed to.

2. All works required to be installed and completed on public property pursuant to the above-noted agreement in connection with Stonemount PH 3 Residential Subdivision – 43T-91011 (Register Plan 51M-1018) have been completed and fully paid for and no one is entitled to a claim or lien in respect of labour or materials supplied in respect of such work.

AND I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the City of Vaughan in the Province of Ontario this 5th day of November, 2018.

Peter Cipriano, ASO Stonemount Developments Inc.

Graziano Stefani,
a Commissioner, etc., Province of Ontario.
for Gold Park Management Inc.
Expires August 8, 2020.
## Township of Essa

**NOTTAWASAGA VILLAGE PHASE 3 SUBDIVISION**

**SUMMARY SHEET**

SECURITY REDUCTION # 2 [ NOVEMBER 9, 2018 ]

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Estimated Cost of Works</td>
<td>$4,823,359.01</td>
</tr>
<tr>
<td>Total Estimated Cost of Underground Works</td>
<td>$3,290,856.79</td>
</tr>
<tr>
<td>Total Estimated Cost of Aboveground Works</td>
<td>$1,532,502.22</td>
</tr>
<tr>
<td>Uncompleted Work</td>
<td>$22,265.61</td>
</tr>
<tr>
<td>Installed works to date</td>
<td>$4,801,093.40</td>
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<tr>
<td>Total Installed Underground Works to date</td>
<td>$3,290,856.79</td>
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<tr>
<td>Total Installed Aboveground Works to date</td>
<td>$1,510,236.61</td>
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<tr>
<td>0% of Total Estimated Cost of Underground Works to date as Maintenance Holdback</td>
<td>$0.00</td>
</tr>
<tr>
<td>10% of Total Estimated Cost of Aboveground Works to date as Maintenance Holdback</td>
<td>$153,250.22</td>
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<tr>
<td>2% of Total Installed Underground Works to date as Security Holdback</td>
<td>$65,817.14</td>
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<tr>
<td>5% of Total Installed Aboveground Works to date as Security Holdback</td>
<td>$75,511.83</td>
</tr>
<tr>
<td>Sum of previous reductions of securities</td>
<td>$4,078,702.83</td>
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<tr>
<td>Any Increase in estimated cost to complete Works</td>
<td>$0.00</td>
</tr>
<tr>
<td>Amount of Discharge from Total Value of Work</td>
<td>$427,811.38</td>
</tr>
</tbody>
</table>

**Current Security** $744,656.18

Less Security To Be Discharged $427,811.38

**SECURITY TO BE RETAINED BY TOWNSHIP** $316,844.80
TOWNSHIP OF ESSA
Nottingham Village Phase 3 Subdivision

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>ITEM DESCRIPTION</th>
<th>UNIT</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Repair existing silt fence to Township Standards.</td>
<td>m</td>
<td>300.0</td>
<td>$14.00</td>
<td>$4,200.00</td>
</tr>
<tr>
<td>1.2</td>
<td>Provide &amp; maintain gravel road and construction entrance.</td>
<td>m</td>
<td>1,150.0</td>
<td>$2.00</td>
<td>$2,300.00</td>
</tr>
<tr>
<td>1.3</td>
<td>Rimove silt fencing upon completion of the works and dispose off site.</td>
<td>m</td>
<td>22,300.0</td>
<td>$4.50</td>
<td>$100,350.00</td>
</tr>
<tr>
<td>1.4</td>
<td>Drainage system to slope of lot.</td>
<td>m</td>
<td>37,600.0</td>
<td>$3.00</td>
<td>$113,800.00</td>
</tr>
<tr>
<td>1.5</td>
<td>Excavation to pre-grade.</td>
<td>m</td>
<td>17,767.0</td>
<td>$2.00</td>
<td>$35,534.00</td>
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<tr>
<td>1.6</td>
<td>Supply construction layout services and provide Engineer with as-built topographic information.</td>
<td>m</td>
<td>1,150.0</td>
<td>$7,500.00</td>
<td>$7,500.00</td>
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<tr>
<td>1.7</td>
<td>Topographic survey to verify as built lot pre-grade elevations, incl. pre &amp; post stripping of top.</td>
<td>m</td>
<td>1,150.0</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>1.8</td>
<td>Draw down SWM Pond and regrade embankments to conform to DWG.</td>
<td>m</td>
<td>1,150.0</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>1.9</td>
<td>Clear and Grub existing temporary channel from end of Gold Park Gate to SWM Pond.</td>
<td>m</td>
<td>1,150.0</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
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Sub-Total Section 1 Site Works: $246,884.00

Sanitary Sewer Pipe SDH-35 PVC

<table>
<thead>
<tr>
<th>Depth (m)</th>
<th>Rise (mm)</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
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<tbody>
<tr>
<td>7.3</td>
<td>300.0</td>
<td>m</td>
<td>5.5</td>
<td>$150.00</td>
<td>$825.00</td>
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<td>7.1</td>
<td>200.0</td>
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<td>15.2</td>
<td>$140.00</td>
<td>$2,130.30</td>
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<td>6.6</td>
<td>200.0</td>
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<td>93.2</td>
<td>$135.00</td>
<td>$12,652.00</td>
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<td>3.2</td>
<td>200.0</td>
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<td>70.4</td>
<td>$110.80</td>
<td>$7,765.60</td>
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<tr>
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<td>99.2</td>
<td>$120.00</td>
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Sub-Total Section 2 Site Works: $54,965.00
### TOWNSHIP OF ESSA

**Nottawasaga Village Phase 3 Subdivision**

**CONTRACT**

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>ITEM DESCRIPTION</th>
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<tbody>
<tr>
<td>2.24</td>
<td>MANHOLE (MH) DECAROLIS CRESCENT</td>
</tr>
<tr>
<td>2.25</td>
<td>BATTALION DRIVE</td>
</tr>
<tr>
<td>2.26</td>
<td>GOLD PARK GATE</td>
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#### Security Requirements for Subdivision

<table>
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<tr>
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<th>CONTRACT</th>
<th>ITEM DESCRIPTION</th>
<th>UNIT</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
<th>SECURITY %</th>
<th>SECURITY REDUCTION</th>
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<tbody>
<tr>
<td>2.24</td>
<td></td>
<td>MANHOLE DECAROLIS CRESCENT</td>
<td>Depth (m)</td>
<td>Dir. (mm)</td>
<td>LS</td>
<td>1.0</td>
<td>$5,500.00</td>
<td>$5,500.00</td>
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<tr>
<td>2.25</td>
<td></td>
<td>BATTALION DRIVE</td>
<td></td>
<td></td>
<td>LS</td>
<td>1.0</td>
<td>$5,500.00</td>
<td>$5,500.00</td>
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<tr>
<td>2.26</td>
<td></td>
<td>GOLD PARK GATE</td>
<td></td>
<td></td>
<td>LS</td>
<td>1.0</td>
<td>$5,500.00</td>
<td>$5,500.00</td>
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#### CCTV Inspection of sanitary sewer prior to start of maintenance period.

<table>
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<tr>
<th>ITEM NO</th>
<th>CONTRACT</th>
<th>ITEM DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
<th>SECURITY %</th>
<th>SECURITY REDUCTION</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>DECAROLIS CRESCENT</td>
<td>$1,610.10</td>
<td>$1,610.10</td>
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#### Sub-Total Section 2 Sanitary Sewer Works and AppURTENANCES

<table>
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<tr>
<th>CONTRACT</th>
<th>TENDER SUBMITTED</th>
<th>PRE-SERVING AGREEMENT</th>
<th>SUBDIVISION AGREEMENT</th>
<th>SECURITY REDUCTION</th>
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**11/9/2018**
### Storm Sewer Pips & DGR-35 PVC and Concrete Pipes

#### Decarolis Crescent

<table>
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<tr>
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<th>Description</th>
<th>Length (m)</th>
<th>Diameter (mm)</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
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<tbody>
<tr>
<td>3.1</td>
<td>DGRBHN 10 to MH 20</td>
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<td>335</td>
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<td>3.2</td>
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<td>12.2</td>
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<td>$2,062.00</td>
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<tr>
<td>3.3</td>
<td>MH 11 to MH 12</td>
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<td>315</td>
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<td>$3,906.00</td>
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<tr>
<td>3.4</td>
<td>MH 7 to MH 8</td>
<td>2.1</td>
<td>375</td>
<td>17.2</td>
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<td>$2,802.00</td>
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<tr>
<td>3.5</td>
<td>MH 6 to MH 7</td>
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<td>375</td>
<td>9.6</td>
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<td>$1,524.00</td>
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<td>MH 5 to MH 6</td>
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<td>375</td>
<td>8.3</td>
<td>$165.00</td>
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<td>3.6</td>
<td>MH 4 to MH 5</td>
<td>2.8</td>
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<td>35.3</td>
<td>$420.00</td>
<td>$14,820.00</td>
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<td>3.7</td>
<td>MH 16 to MH 17</td>
<td>2.5</td>
<td>625</td>
<td>32.8</td>
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<td>$13,664.00</td>
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<tr>
<td>3.8</td>
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<td>625</td>
<td>11.7</td>
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<td>$4,680.00</td>
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<tr>
<td>3.9</td>
<td>MH 19 to MH 22</td>
<td>2.7</td>
<td>625</td>
<td>11.7</td>
<td>$400.00</td>
<td>$4,680.00</td>
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<td>Battalion Drive</td>
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<td>3.11</td>
<td>MH 12 to MH 13</td>
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<td>690</td>
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<td>3.12</td>
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<td>3.13</td>
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<td>1350 rad</td>
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<td>3.16</td>
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<td>MH 22 to Top MH 21</td>
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<td>MH 21 to MH 22</td>
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<td>3.19</td>
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<td>$2,128.50</td>
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<td>3.21</td>
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<tr>
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<td>375</td>
<td>37.9</td>
<td>$165.00</td>
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</tbody>
</table>

#### Gatineau Drive

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Length (m)</th>
<th>Diameter (mm)</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.23</td>
<td>MH 11</td>
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<tr>
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#### Security Reduction

<table>
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<th>Description</th>
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<td>$3,300.00</td>
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<tr>
<td>ITEM NO</td>
<td>ITEM DESCRIPTION</td>
<td>UNIT</td>
<td>QUANTITY</td>
<td>UNIT PRICE</td>
<td>AMOUNT</td>
<td>% WORK COMPLETED</td>
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<td>---------</td>
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</tr>
<tr>
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<tr>
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<td>$1,900.00</td>
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Sub-Total Section 3 Storm Sewers and Apparatus $1,021,212.00 $257,305.00 $1,280,000.00 $1,012.50 $1,021,212.00 $0.00
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<td>SECURITY REDUCTION</td>
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<th>UNIT PRICE</th>
<th>AMOUNT</th>
<th>Security %</th>
<th>Pre-Servicing Security Amount</th>
<th>% WORK COMPLETED</th>
<th>INSTALLED WORKS</th>
<th>UNCOMPLETED WORKS</th>
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<td>100%</td>
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<td>100%</td>
<td>$18,000.00</td>
<td>$0.00</td>
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| 5 Streetlight Works | | | | | | | | | | | | | |
| 5.1 Streetlight Poles and Appurtenance | | | | | | | | | | | | | |
| Supply and Install Streetlight Poles and Appurtenance | | LS | 1.0 | $123,370.00 | $123,370.00 | 0% | $0.00 | 100% | $123,370.00 | $0.00 | 100% | $123,370.00 | $0.00 |

| 6 SWM Pond Works | | | | | | | | | | | | | |
| 6.1 Sewers and Manholes | | | | | | | | | | | | | |
| Supply and Install 300 mm Dia. PVC drawdown piping incl. valves, air plug. | | LS | 1.0 | $5,000.00 | $5,000.00 | 30% | $1,500.00 | 100% | $5,000.00 | $0.00 | 100% | $5,000.00 | $0.00 |
| Forebay Works | | | | | | | | | | | | | |
| Supply and Install 5.0m wide geobed mattress forebay access road | | m² | 50.0 | $10.00 | $500.00 | 30% | $150.00 | 100% | $500.00 | $0.00 | 100% | $500.00 | $0.00 |
### Security Reduction II
**November 12, 2011**

**Subdivision Agreement**

**Security Requirements for S.A.**

#### Security Reduction II - Nov 2018

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<tr>
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<th>Amount</th>
<th>Security % (Pre-Service)</th>
<th>Security % (Post-Service)</th>
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<tr>
<td>6.6</td>
<td>Supply and place impermeable clay lining with SWM Pond Int. and day to normal water level.</td>
<td>m²</td>
<td>6,000.0</td>
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<td>Construct 3.0m wide gravel maintenance access road.</td>
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<td>190.0</td>
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<td>Supply and Install 7.0m wide paved maintenance access road.</td>
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<td>Supply and Install 1.0mm high chain link fence.</td>
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<td>Supply and Install 6.0m wide lockable double swing chain link fence gate.</td>
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<td>120.0</td>
<td>$60.00</td>
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<tr>
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<td>Supply and install gabion mattress lined major system inlet flow route.</td>
<td>m²</td>
<td>180.0</td>
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<td>Supply and Install danger warning sign.</td>
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<td>Supply and Install maintenance warning sign.</td>
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<td>6.14</td>
<td>Place 9.5m depth of topsoil, fine grade entire Pond Block area above the normal water level.</td>
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<td>6.15</td>
<td>Supply and place Hydroseed over entire pond block above the normal water level.</td>
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<tr>
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<td>Supply and place erosion mat over pond side slopes above the normal water level.</td>
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<td>Remove existing perforated riser and outlet pipe and dispose off site.</td>
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<td>Supply and Install 100mm Dia. subdrain with filler sock around perimeter of pond (provisional).</td>
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**Sub-Total Section 6 Wast SWM Pond Works**

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<th>Subdivision Agreement</th>
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**Secant Grading & Compaction**

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**Sub-Total Section 7 Fines Grade & Compaction 229,804.00**

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### TOWNSHIP OF ESSA
**Nottawasaga Village Phase 3 Subdivision**

**CONTRACT TENDER SUBMITTED PRE-SERVING AGREEMENT SUBDIVISION AGREEMENT**

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>ITEM DESCRIPTION</th>
<th>UNIT</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
<th>% WORK COMPLETED</th>
<th>INSTALLED WORKS</th>
<th>UNCOMPLETED WORKS</th>
<th>SECURITY REQUIREMENTS FOR SAC</th>
<th>% WORK COMPLETED</th>
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<th>UNCOMPLETED WORKS</th>
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<th>SECURITY REDUCTION</th>
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<td>7.10</td>
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<tr>
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<td>Maintain Ex. Construction / emergency access road for duration of contract.</td>
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<td>100%</td>
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<tr>
<td>7.26</td>
<td>Supply construction layout and provide Engineer with as-built topographic information.</td>
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<td>Clean HL-4 prior to applying tack coat.</td>
<td>Roadworks to Base Asphalt</td>
<td>$358,315.50</td>
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**Total for Clean HL-4 prior to applying tack coat.**

- 8.1 Decarolis Crescent: $5,300.00
- 8.2 Battalion Drive: $2,400.00
- 8.3 Good Park Gate: $8,125.00

**Total for Supply and apply tack coat.**

- 8.4 Decarolis Crescent: $5,300.00
- 8.5 Battalion Drive: $2,400.00
- 8.6 Good Park Gate: $8,125.00

**Total for Supply and apply tack coat.**

11/9/2018
## TOWNSHIP OF ESSA
### Nottingha Park Village Phase 3 Subdivision
### SECURITY REDUCTION #2 (NOVEMBER 9, 2018)

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>ITEM DESCRIPTION</th>
<th>UNIT</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
<th>Security % (20% Internal, 100% External)</th>
<th>Pre-Servicing Security Amount</th>
<th>% WORK COMPLETED</th>
<th>% WORK INSTALLED</th>
<th>% WORK UNCOMPLETED</th>
<th>SECURITY REDUCTION</th>
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<tr>
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<tr>
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<td>Supply &amp; Install 15 m wide sidewalk</td>
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<tr>
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<td>Construct concrete pad for community mail box</td>
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<tr>
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<td>Clean out all catchbasins including flushing of leads prior to assumption by Township.</td>
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<td>Plant hydrant including prime cost</td>
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<tr>
<td>6.37</td>
<td>Construct 0.6 m wide asphalt driveway from curb to streetline</td>
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Sub-Total Section 8 Roadworks to Final Course Asphalt: $69,580.00

$81,180.00

$5,600

$5,600

$85,777.75

$17,512.80

11/9/2018
### Security Reduction #2
#### November 9, 2018

#### Pre-Servicing Agreement Subdivision Agreement Security Reduction

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>ITEM DESCRIPTION</th>
<th>UNIT</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sec. 1 Landscaping Works</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9.1</td>
<td>Deciduous Trees</td>
<td>ea.</td>
<td>224</td>
<td>$350.00</td>
<td>$78,400.00</td>
</tr>
<tr>
<td>9.2</td>
<td>Note: The Landscaping Requirements of the West SWM Pond is secured under Phase 1B-Stage 2 in the amount of $66,649.00.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Security Reduction #2 - Nov 9, 2018

<table>
<thead>
<tr>
<th>CONTRACT</th>
<th>TENDER SUBMITTED</th>
<th>PRE-SERVICING AGREEMENT</th>
<th>SUBDIVISION AGREEMENT</th>
<th>SECURITY REQUIREMENTS FOR S.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Security % (30% Internal, 10% External)</td>
<td>Pre-Servicing Security Amount</td>
<td>% Work Completed</td>
<td>Installed Works</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Total Estimated Cost of Underground Work

<table>
<thead>
<tr>
<th>Sub-Total Section 1 Site Works</th>
<th>$245,684.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total Section 2 Sanitary Sewer Works and Appurtenances</td>
<td>$245,684.00</td>
</tr>
<tr>
<td>Sub-Total Section 3 Storm Sewer Works and Appurtenances</td>
<td>$245,684.00</td>
</tr>
<tr>
<td>Sub-Total Section 4 Watermain and Appurtenances</td>
<td>$245,684.00</td>
</tr>
<tr>
<td>Sub-Total Section 5 SteelPipes Works</td>
<td>$245,684.00</td>
</tr>
<tr>
<td>Sub-Total Section 6 West SWM Pond Works</td>
<td>$245,684.00</td>
</tr>
<tr>
<td><strong>SUB-TOTAL OF WORKS</strong></td>
<td><strong>$2,519,322.00</strong></td>
</tr>
</tbody>
</table>

#### Total Estimated Cost of Aboveground Work

| Sub-Total Section 7 Roadworks to Base Asphalt | $361,505.00 |
| Sub-Total Section 6 Roadworks to Final Course Asphalt | $361,505.00 |
| Sub-Total Section 5 Landscaping Works | $361,505.00 |
| **SUB-TOTAL OF WORKS** | **$1,084,515.00** |

#### Total Security for Underground Work

| **Total Security for Underground Work** | **$3,203,837.00** |

#### Total Security for Aboveground Work

| **Total Security for Aboveground Work** | **$1,466,430.00** |

#### Total Security for Development

| **Total Security for Development** | **$4,670,267.00** |

---

**13% H.S.T.**

| **Total Security for Underground Work** | **$3,587,894.91** |
| **Total Security for Aboveground Work** | **$1,642,515.64** |
| **Total Security for Development** | **$4,230,410.55** |

---

**Installed Uncompleted**

| **Total Security for Underground Work** | **$3,587,894.91** |
| **Total Security for Aboveground Work** | **$1,642,515.64** |
| **Total Security for Development** | **$4,230,410.55** |

---

**11/9/2018**
RECOMMENDATION

That Staff Report TR022-18 be received; and

That Council approve an increase in salaries and wages for all employees of 2.5% effective the first full pay in 2019, to reflect the Consumer Price Index (Ontario) for all-items between October 2017 and October 2018.

BACKGROUND

Council has historically approved an increase in wages and salaries for all Township employees and firefighters.

COMMENTS AND CONSIDERATIONS

Council approving a cost of living increase prior to budget presentations allows accurate budget impacts be given. Therefore, the 2019 budget working papers would include the proposed wage increase.

The administration of the Township payroll is more efficient if a decision is made prior to the start of the next year.

FINANCIAL IMPACT

The 2018 budget totals for salaries/wages is approximately $3,730,000, which includes full time, part time employees, and fire fighters. A 2.5% increase is $93,250 and reflects the Consumer Price Index (Ontario) for all-items October 2017 to October 2018.

SUMMARY/OPTIONS

Council may:

1. Take no action
2. Approve an increase of 2.5% in salaries and wages for all employees, to reflect the Consumer Price Index (Ontario) for all-items between October 2017 and October 2018.
3. Approve an increase of 3.0% in salaries and wages for all employees at an increase of approximately $1.
4. Direct staff accordingly.

CONCLUSION

Option # 2 is recommended

Respectfully submitted:

Carol Traynor-Richter
Manager of Finance

Reviewed by:

Greg Murphy
CAO

Attachment: 2018 Ontario Consumer Price Index
## Consumer Price Index, by geography, monthly, not seasonally adjusted, provinces, Whitehorse and Yellowknife

### Frequency: Monthly

Table: 18-10-0004-11 (formerly CANSIM 326-0020)

**Geography:** Canada, Census metropolitan area, Census metropolitan area part, Census subdivision, Province or territory

### Related tables, including calculations and other frequencies

**Geography**

- Ontario

### Products and product groups

<table>
<thead>
<tr>
<th></th>
<th>October 2017</th>
<th>September 2018</th>
<th>October 2018</th>
<th>September 2018 to October 2018</th>
<th>October 2017 to October 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>All-items</td>
<td>132.3</td>
<td>135.2</td>
<td>135.6</td>
<td>0.3</td>
<td>2.5</td>
</tr>
<tr>
<td>Food</td>
<td>142.0</td>
<td>146.7</td>
<td>146.3</td>
<td>-0.3</td>
<td>3.0</td>
</tr>
</tbody>
</table>

2002=100

Percentage change

1. Statistics Canada
2. Statistique Canada
3. Add/Remove reference period
4. Add/Remove data
5. Download options

https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810000411&pickMembers%5B0%5D=1.14
<table>
<thead>
<tr>
<th>Products and product groups</th>
<th>October 2017</th>
<th>September 2018</th>
<th>October 2018</th>
<th>September 2018 to October 2018</th>
<th>October 2017 to October 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food purchased from stores</td>
<td>140.6</td>
<td>143.7</td>
<td>142.9</td>
<td>-0.6</td>
<td>1.6</td>
</tr>
<tr>
<td>Meat</td>
<td>158.1</td>
<td>160.6</td>
<td>160.2</td>
<td>-0.2</td>
<td>1.3</td>
</tr>
<tr>
<td>Dairy products and eggs</td>
<td>131.3</td>
<td>135.3</td>
<td>134.1</td>
<td>-0.9</td>
<td>2.1</td>
</tr>
<tr>
<td>Bakery and cereal products (excluding baby food)</td>
<td>157.3</td>
<td>155.1</td>
<td>158.9</td>
<td>2.5</td>
<td>1.0</td>
</tr>
<tr>
<td>Fresh fruit</td>
<td>114.7</td>
<td>124.0</td>
<td>115.2</td>
<td>-7.1</td>
<td>0.4</td>
</tr>
<tr>
<td>Fresh vegetables</td>
<td>115.6</td>
<td>135.2</td>
<td>132.2</td>
<td>-2.2</td>
<td>14.4</td>
</tr>
<tr>
<td>Food purchased from restaurants</td>
<td>145.6</td>
<td>154.1</td>
<td>154.3</td>
<td>0.1</td>
<td>6.0</td>
</tr>
<tr>
<td>Shelter §</td>
<td>140.5</td>
<td>143.2</td>
<td>143.7</td>
<td>0.3</td>
<td>2.3</td>
</tr>
<tr>
<td>Rented accommodation</td>
<td>118.7</td>
<td>120.5</td>
<td>120.7</td>
<td>0.2</td>
<td>1.7</td>
</tr>
<tr>
<td>Owned accommodation</td>
<td>146.4</td>
<td>149.4</td>
<td>150.3</td>
<td>0.6</td>
<td>2.7</td>
</tr>
<tr>
<td>Homeowners’ replacement cost</td>
<td>185.0</td>
<td>185.4</td>
<td>185.0</td>
<td>-0.2</td>
<td>0.0</td>
</tr>
<tr>
<td>Homeowners’ home and mortgage insurance §</td>
<td>243.2</td>
<td>255.9</td>
<td>257.6</td>
<td>0.7</td>
<td>5.9</td>
</tr>
<tr>
<td>Homeowners’ maintenance and repairs</td>
<td>137.7</td>
<td>141.6</td>
<td>141.7</td>
<td>0.1</td>
<td>2.9</td>
</tr>
<tr>
<td>Water, fuel and electricity</td>
<td>157.3</td>
<td>159.6</td>
<td>159.1</td>
<td>-0.3</td>
<td>1.1</td>
</tr>
<tr>
<td>Electricity</td>
<td>144.1</td>
<td>144.6</td>
<td>144.6</td>
<td>0.0</td>
<td>0.3</td>
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<tr>
<td>Natural gas</td>
<td>105.4</td>
<td>102.7</td>
<td>101.7</td>
<td>-1.0</td>
<td>-3.5</td>
</tr>
<tr>
<td>Fuel oil and other fuels</td>
<td>218.5</td>
<td>264.1</td>
<td>264.3</td>
<td>0.1</td>
<td>21.0</td>
</tr>
</tbody>
</table>

https://www150.statcan.gc.ca/t/1/dnl/en/fv.action?pid=1810000411&pickMembers%5B0%5D=1.14
<table>
<thead>
<tr>
<th>Products and product groups</th>
<th>October 2017</th>
<th>September 2018</th>
<th>October 2018</th>
<th>September 2018 to October 2018</th>
<th>October 2017 to October 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household operations, furnishings and equipment</td>
<td>124.1</td>
<td>125.5</td>
<td>126.6</td>
<td>0.9</td>
<td>2.0</td>
</tr>
<tr>
<td>Telephone services</td>
<td>133.1</td>
<td>126.3</td>
<td>130.3</td>
<td>3.2</td>
<td>-2.1</td>
</tr>
<tr>
<td>Internet access services</td>
<td>116.8</td>
<td>125.6</td>
<td>125.6</td>
<td>0.0</td>
<td>7.5</td>
</tr>
<tr>
<td>Household furnishings and equipment</td>
<td>95.9</td>
<td>96.3</td>
<td>96.5</td>
<td>0.2</td>
<td>0.6</td>
</tr>
<tr>
<td>Clothing and footwear</td>
<td>91.7</td>
<td>91.9</td>
<td>93.8</td>
<td>2.1</td>
<td>2.3</td>
</tr>
<tr>
<td>Women's clothing</td>
<td>76.4</td>
<td>78.1</td>
<td>80.1</td>
<td>2.6</td>
<td>4.8</td>
</tr>
<tr>
<td>Men's clothing</td>
<td>93.2</td>
<td>92.1</td>
<td>95.4</td>
<td>3.6</td>
<td>2.4</td>
</tr>
<tr>
<td>Footwear</td>
<td>87.8</td>
<td>87.1</td>
<td>88.2</td>
<td>1.3</td>
<td>0.5</td>
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<tr>
<td>Transportation</td>
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<td>138.6</td>
<td>139.2</td>
<td>0.4</td>
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<tr>
<td>Private transportation</td>
<td>132.9</td>
<td>136.6</td>
<td>136.7</td>
<td>0.1</td>
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<tr>
<td>Purchase and leasing of passenger vehicles</td>
<td>100.5</td>
<td>99.6</td>
<td>102.0</td>
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<tr>
<td>Gasoline</td>
<td>167.2</td>
<td>186.6</td>
<td>179.2</td>
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<tr>
<td>Passenger vehicle insurance premiums</td>
<td>173.5</td>
<td>176.7</td>
<td>176.0</td>
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<tr>
<td>Public transportation</td>
<td>150.4</td>
<td>155.0</td>
<td>159.5</td>
<td>2.9</td>
<td>6.1</td>
</tr>
<tr>
<td>Products and product groups</td>
<td>October 2017</td>
<td>September 2018</td>
<td>October 2018</td>
<td>September 2018 to October 2018</td>
<td>October 2017 to October 2018</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------</td>
<td>----------------</td>
<td>--------------</td>
<td>-----------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Health and personal care</td>
<td>126.8</td>
<td>128.0</td>
<td>128.4</td>
<td>0.3</td>
<td>1.3</td>
</tr>
<tr>
<td>Health care</td>
<td>130.0</td>
<td>130.3</td>
<td>129.9</td>
<td>-0.3</td>
<td>-0.1</td>
</tr>
<tr>
<td>Personal care</td>
<td>124.0</td>
<td>126.1</td>
<td>127.2</td>
<td>0.9</td>
<td>2.6</td>
</tr>
<tr>
<td>Recreation, education and reading</td>
<td>119.0</td>
<td>121.7</td>
<td>120.6</td>
<td>-0.9</td>
<td>1.3</td>
</tr>
<tr>
<td>Recreation</td>
<td>101.3</td>
<td>103.0</td>
<td>101.7</td>
<td>-1.3</td>
<td>0.4</td>
</tr>
<tr>
<td>Education and reading</td>
<td>168.5</td>
<td>174.2</td>
<td>174.2</td>
<td>0.0</td>
<td>3.4</td>
</tr>
<tr>
<td>Alcoholic beverages and tobacco products</td>
<td>166.9</td>
<td>176.9</td>
<td>176.8</td>
<td>-0.1</td>
<td>5.9</td>
</tr>
<tr>
<td>Alcoholic beverages</td>
<td>125.2</td>
<td>129.0</td>
<td>128.9</td>
<td>-0.1</td>
<td>3.0</td>
</tr>
<tr>
<td>Tobacco products and smokers' supplies</td>
<td>225.8</td>
<td>253.2</td>
<td>252.8</td>
<td>-0.2</td>
<td>12.0</td>
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<tr>
<td>All-Items (1992=100)</td>
<td>156.9</td>
<td>162.4</td>
<td>162.8</td>
<td>0.2</td>
<td>2.5</td>
</tr>
<tr>
<td>All-items excluding food</td>
<td>130.5</td>
<td>133.1</td>
<td>133.6</td>
<td>0.4</td>
<td>2.4</td>
</tr>
<tr>
<td>All-items excluding food and energy</td>
<td>128.6</td>
<td>130.6</td>
<td>131.4</td>
<td>0.6</td>
<td>2.2</td>
</tr>
<tr>
<td>All-items excluding energy</td>
<td>130.8</td>
<td>133.3</td>
<td>133.9</td>
<td>0.5</td>
<td>2.4</td>
</tr>
<tr>
<td>All-items excluding gasoline</td>
<td>131.0</td>
<td>133.5</td>
<td>134.1</td>
<td>0.4</td>
<td>2.4</td>
</tr>
<tr>
<td>Energy</td>
<td>154.7</td>
<td>164.6</td>
<td>160.7</td>
<td>-2.4</td>
<td>3.9</td>
</tr>
</tbody>
</table>
TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR023-18
DATE: December 19, 2018
TO: Committee of the Whole
FROM: Carol Traynor-Richter, Manager of Finance
SUBJECT: Consideration of a Wage Increase for members of Council

RECOMMENDATION

That Staff Report TR023-18 be received; and

That Council approve an increase in salaries and wages for members of Council of 2.5% effective the first full pay in 2019, to reflect the Consumer Price Index (Ontario) for all-items between October 2017 and October 2018.

BACKGROUND

Council has historically not approved an increase in wages and salaries for members of Council.

COMMENTS AND CONSIDERATIONS

Council approving a cost of living increase prior to budget presentations allows for accurate budget impacts to be given. Therefore, the 2019 budget working papers would include the proposed wage increase.

The administration of the Township payroll is more efficient if a decision is made prior to the start of the next year.

FINANCIAL IMPACT

The 2018 budget totals for salaries/wages for members of Council is approximately $118,100. A 2.5% increase is $2,953 and reflects the Consumer Price Index (Ontario) for all-items between October 2017 and October 2018.

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. Approve an increase of 2.5% in salaries and wages for members of Council, to reflect the Consumer Price Index (Ontario) for all-items between October 2017 and October 2018.
3. Approve an increase of 3.0% in salaries and wages for members of Council at an increase of $3,543.
4. Direct staff accordingly.

CONCLUSION

Option # 2 is recommended

Respectfully submitted:  

Reviewed by:

Carol Traynor-Richter  
Manager of Finance

Greg Murphy  
CAO

Attachment: 2018 Ontario Consumer Price Index
## Consumer Price Index, by geography, monthly, not seasonally adjusted, provinces, Whitehorse and Yellowknife

**Frequency:** Monthly

**Table:** 18-10-0004-11 (formerly CANSIM 326-0020)

**Geography:** Canada, Census metropolitan area, Census metropolitan area part, Census subdivision, Province or territory

**Related tables, including calculations and other frequencies**

### Geography

- Ontario

### Products and product groups

<table>
<thead>
<tr>
<th></th>
<th>October 2017</th>
<th>September 2018</th>
<th>October 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2002=100</strong></td>
<td>All-items</td>
<td>Food</td>
<td></td>
</tr>
<tr>
<td><strong>Percentage change</strong></td>
<td>0.3</td>
<td>-0.3</td>
<td>2.5</td>
</tr>
<tr>
<td></td>
<td>132.3</td>
<td>142.0</td>
<td>135.2</td>
</tr>
<tr>
<td></td>
<td>135.2</td>
<td>146.7</td>
<td>135.6</td>
</tr>
<tr>
<td></td>
<td>146.7</td>
<td>146.3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>0.3</td>
<td>3.0</td>
</tr>
</tbody>
</table>

https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810000411&pickMembers%5B0%5D=1.14
### Consumer Price Index, by geography, monthly, not seasonally adjusted, provinces, Whitehorse and Yellowknife

<table>
<thead>
<tr>
<th>Products and product groups</th>
<th>October 2017</th>
<th>September 2018</th>
<th>October 2018</th>
<th>September 2018 to October 2018</th>
<th>October 2017 to October 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Food purchased from stores</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meat</td>
<td>158.1</td>
<td>160.6</td>
<td>160.2</td>
<td>-0.2</td>
<td>1.3</td>
</tr>
<tr>
<td>Dairy products and eggs</td>
<td>131.3</td>
<td>135.3</td>
<td>134.1</td>
<td>-0.9</td>
<td>2.1</td>
</tr>
<tr>
<td>Bakery and cereal products (excluding baby food)</td>
<td>157.3</td>
<td>155.1</td>
<td>158.9</td>
<td>2.5</td>
<td>1.0</td>
</tr>
<tr>
<td>Fresh fruit</td>
<td>114.7</td>
<td>124.0</td>
<td>115.2</td>
<td>-7.1</td>
<td>0.4</td>
</tr>
<tr>
<td>Fresh vegetables</td>
<td>115.6</td>
<td>135.2</td>
<td>132.2</td>
<td>-2.2</td>
<td>14.4</td>
</tr>
<tr>
<td><strong>Food purchased from restaurants</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>145.6</td>
<td>154.1</td>
<td>154.3</td>
<td>0.1</td>
<td>6.0</td>
</tr>
<tr>
<td><strong>Shelter</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rented accommodation</td>
<td>118.7</td>
<td>120.5</td>
<td>120.7</td>
<td>0.2</td>
<td>1.7</td>
</tr>
<tr>
<td>Owned accommodation</td>
<td>146.4</td>
<td>149.4</td>
<td>150.3</td>
<td>0.6</td>
<td>2.7</td>
</tr>
<tr>
<td>Homeowners' replacement cost</td>
<td>185.0</td>
<td>185.4</td>
<td>185.0</td>
<td>-0.2</td>
<td>0.0</td>
</tr>
<tr>
<td>Homeowners' home and mortgage</td>
<td>243.2</td>
<td>255.9</td>
<td>257.6</td>
<td>0.7</td>
<td>5.9</td>
</tr>
<tr>
<td>insurance §</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homeowners' maintenance and repairs</td>
<td>137.7</td>
<td>141.6</td>
<td>141.7</td>
<td>0.1</td>
<td>2.9</td>
</tr>
<tr>
<td><strong>Water, fuel and electricity</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water, fuel and electricity</td>
<td>157.3</td>
<td>159.6</td>
<td>159.1</td>
<td>-0.3</td>
<td>1.1</td>
</tr>
<tr>
<td>Electricity</td>
<td>144.1</td>
<td>144.6</td>
<td>144.6</td>
<td>0.0</td>
<td>0.3</td>
</tr>
<tr>
<td>Natural gas</td>
<td>105.4</td>
<td>102.7</td>
<td>101.7</td>
<td>-1.0</td>
<td>-3.5</td>
</tr>
<tr>
<td>Fuel oil and other fuels</td>
<td>218.5</td>
<td>264.1</td>
<td>264.3</td>
<td>0.1</td>
<td>21.0</td>
</tr>
</tbody>
</table>

https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=1810000411&pickMembers%5B%5D=1.14  
2/5
<table>
<thead>
<tr>
<th>Products and product groups</th>
<th>October 2017</th>
<th>September 2018</th>
<th>October 2018</th>
<th>September 2018 to October 2018</th>
<th>October 2017 to October 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household operations, furnishings and equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone services</td>
<td>133.1</td>
<td>126.3</td>
<td>130.3</td>
<td>3.2</td>
<td>-2.1</td>
</tr>
<tr>
<td>Internet access services</td>
<td>116.8</td>
<td>125.6</td>
<td>125.6</td>
<td>0.0</td>
<td>7.5</td>
</tr>
<tr>
<td>Household furnishings and equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clothing and footwear</td>
<td>91.7</td>
<td>91.9</td>
<td>93.8</td>
<td>2.1</td>
<td>2.3</td>
</tr>
<tr>
<td>Women's clothing</td>
<td>76.4</td>
<td>78.1</td>
<td>80.1</td>
<td>2.6</td>
<td>4.8</td>
</tr>
<tr>
<td>Men's clothing</td>
<td>93.2</td>
<td>92.1</td>
<td>95.4</td>
<td>3.6</td>
<td>2.4</td>
</tr>
<tr>
<td>Footwear</td>
<td>87.8</td>
<td>87.1</td>
<td>88.2</td>
<td>1.3</td>
<td>0.5</td>
</tr>
<tr>
<td>Transportation</td>
<td>134.8</td>
<td>138.6</td>
<td>139.2</td>
<td>0.4</td>
<td>3.3</td>
</tr>
<tr>
<td>Private transportation</td>
<td>132.9</td>
<td>136.6</td>
<td>136.7</td>
<td>0.1</td>
<td>2.9</td>
</tr>
<tr>
<td>Purchase and leasing of passenger vehicles</td>
<td>100.5</td>
<td>99.6</td>
<td>102.0</td>
<td>2.4</td>
<td>1.5</td>
</tr>
<tr>
<td>Gasoline</td>
<td>167.2</td>
<td>186.6</td>
<td>179.2</td>
<td>-4.0</td>
<td>7.2</td>
</tr>
<tr>
<td>Passenger vehicle insurance premiums</td>
<td>173.5</td>
<td>176.7</td>
<td>176.0</td>
<td>-0.4</td>
<td>1.4</td>
</tr>
<tr>
<td>Public transportation</td>
<td>150.4</td>
<td>155.0</td>
<td>159.5</td>
<td>2.9</td>
<td>6.1</td>
</tr>
<tr>
<td>Products and product groups</td>
<td>October 2017</td>
<td>September 2018</td>
<td>October 2018</td>
<td>September 2018 to October 2018</td>
<td>October 2017 to October 2018</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>--------------</td>
<td>---------------</td>
<td>--------------</td>
<td>--------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Health and personal care</td>
<td>126.8</td>
<td>128.0</td>
<td>128.4</td>
<td>0.3</td>
<td>1.3</td>
</tr>
<tr>
<td>Health care</td>
<td>130.0</td>
<td>130.3</td>
<td>129.9</td>
<td>-0.3</td>
<td>-0.1</td>
</tr>
<tr>
<td>Personal care</td>
<td>124.0</td>
<td>126.1</td>
<td>127.2</td>
<td>0.9</td>
<td>2.6</td>
</tr>
<tr>
<td>Recreation, education and reading</td>
<td>119.0</td>
<td>121.7</td>
<td>120.6</td>
<td>-0.9</td>
<td>1.3</td>
</tr>
<tr>
<td>Recreation</td>
<td>101.3</td>
<td>103.0</td>
<td>101.7</td>
<td>-1.3</td>
<td>0.4</td>
</tr>
<tr>
<td>Education and reading</td>
<td>168.5</td>
<td>174.2</td>
<td>174.2</td>
<td>0.0</td>
<td>3.4</td>
</tr>
<tr>
<td>Alcoholic beverages and tobacco products</td>
<td>166.9</td>
<td>176.9</td>
<td>176.8</td>
<td>-0.1</td>
<td>5.9</td>
</tr>
<tr>
<td>Alcoholic beverages</td>
<td>125.2</td>
<td>129.0</td>
<td>128.9</td>
<td>-0.1</td>
<td>3.0</td>
</tr>
<tr>
<td>Tobacco products and smokers' supplies</td>
<td>225.8</td>
<td>253.2</td>
<td>252.8</td>
<td>-0.2</td>
<td>12.0</td>
</tr>
<tr>
<td>All-items (1992=100)</td>
<td>158.9</td>
<td>162.4</td>
<td>162.8</td>
<td>0.2</td>
<td>2.5</td>
</tr>
<tr>
<td>All-items excluding food</td>
<td>130.5</td>
<td>133.1</td>
<td>133.6</td>
<td>0.4</td>
<td>2.4</td>
</tr>
<tr>
<td>All-items excluding food and energy ²</td>
<td>128.6</td>
<td>130.6</td>
<td>131.4</td>
<td>0.6</td>
<td>2.2</td>
</tr>
<tr>
<td>All-items excluding energy ²</td>
<td>130.8</td>
<td>133.3</td>
<td>133.9</td>
<td>0.5</td>
<td>2.4</td>
</tr>
<tr>
<td>All-items excluding gasoline</td>
<td>131.0</td>
<td>133.5</td>
<td>134.1</td>
<td>0.4</td>
<td>2.4</td>
</tr>
<tr>
<td>Energy ⁹</td>
<td>154.7</td>
<td>164.6</td>
<td>160.7</td>
<td>-2.4</td>
<td>3.9</td>
</tr>
</tbody>
</table>
STAFF REPORT NO.: TR024-18
DATE: December 19, 2018
TO: Committee of the Whole
FROM: Carol Traynor-Richter, Manager of Finance
SUBJECT: Set 2019 Budget Deliberation Meetings

RECOMMENDATION

That Staff Report TR024-18 be received; and
That Council will schedule the Special meetings of Council for 2019 budget deliberation on Wednesday January 16th 2019 from 1:00pm to 5:00pm and Wednesday February 6th, 2019 from 1:00 pm to 5:00pm and Wednesday February 20th, 2019 from 1:00pm to 5:00pm.

BACKGROUND

The Manager of Finance distributed the 2019 budget working papers to Department Heads and Supervisors. The CAO and the Manager of Finance will review the preliminary budgets with Department Heads and Supervisors. The completed budget working papers will be circulated to Council before the first budget meeting.

COMMENTS AND CONSIDERATIONS

It is a requirement under the Municipal Act to provide notice to the public of all Special meetings of Council. Council may wish to review the optional meeting dates, as listed below, to accommodate their individual schedules.

FINANCIAL IMPACT

There is no financial impact at this time.

SUMMARY/OPTIONS

Council may:

1. Take no action

2. Schedule the Special meetings of Council for 2019 budget deliberation as follows:
Wednesday January 16th, 2019 from 1:00 pm to 5:00pm and Wednesday, February 6th, 2019 from 1:00 pm to 5:00pm and Wednesday February 20th, 2019 from 1:00 pm to 5:00pm.


CONCLUSION

Option #2 is recommended

Respectfully submitted:

Carol Traynor-Richter
Manager of Finance

Reviewed by:

Greg Murphy
CAO
STAFF REPORT NO.: TR025-2018
DATE: Dec 19th, 2018
TO: Committee of the Whole
FROM: Vera Vieira, Tax Collector
SUBJECT: Request to Write Off 2018 Uncollectible Tax Amount

RECOMMENDATION
That Staff Report TR025-2018 be received; and
THAT the Tax Collector be authorized to write off the taxes and penalty charges pursuant to Section 354 of the Municipal Act, 2001 and charge back to Simcoe County and the applicable school board its proportionate share of the unpaid taxes that are written off pursuant to Section 353 of the Municipal Act, 2001 for property identified by Assessment Roll # 43 21 010 010 01802 per Schedule “A” of this report.

BACKGROUND
A tax arrears certificate was registered against the title to the land pursuant to Sec 373 of the Municipal Act, 2001 on June 23, 2011. During the tax sale process it was discovered that most of the property was washed away or under water.

There were no tenders received on this property, and when the period of vesting by the Municipality had expired Council approved the outstanding taxes and penalties on the account be written off. A request was made by the Municipality to the Municipal Property Assessment Corp to have the assessment reviewed and a reduced assessment continues to be returned, which calculates a levy.

COMMENTS AND CONSIDERATIONS
Collection of the outstanding taxes and penalties are not effective. Approval to write off these amounts is requested in order that the tax account be maintained and to further prevent a continuing outstanding tax balance.
**FINANCIAL IMPACT**

Property taxes & penalties/interest to be adjusted equal:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal Taxes</td>
<td>22.52</td>
</tr>
<tr>
<td>County Taxes</td>
<td>26.51</td>
</tr>
<tr>
<td>Eng Public Education Taxes</td>
<td>15.81</td>
</tr>
<tr>
<td>Penalties</td>
<td>3.89</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$68.73</strong></td>
</tr>
</tbody>
</table>

**SUMMARY/OPTIONS**

Council may:

1. Take no action
2. That the Tax Collector be authorized to write off the uncollectible amount of $68.73 for the reasons given in this report.

**CONCLUSION**

This account will continue to generate a tax levy and a request to write off the amounts may be necessary annually.

Respectfully submitted: Vera Vieira  
Tax Collector

Reviewed by: Carol Traynor-Richter  
Manager of Finance

Reviewed by: Greg Murphy  
CAO

Attachment: Schedule “A”
### Schedule "A"

#### Write Off - Tax Sale Property that did not sell

<table>
<thead>
<tr>
<th>Property Roll #</th>
<th>Address</th>
<th>School</th>
<th>TAX</th>
<th>Township</th>
<th>County</th>
<th>Pub School</th>
<th>Total Tax Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>010-010-01802-000</td>
<td>Plan 160A Lot 66</td>
<td>RTEP</td>
<td>$64.84</td>
<td>$22.52</td>
<td>$26.51</td>
<td>$15.81</td>
<td>$64.84</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$64.84</strong></td>
</tr>
</tbody>
</table>

#### Write-Off Includes Penalty

<table>
<thead>
<tr>
<th>Property Roll #</th>
<th>W-Off by Year</th>
<th>Twp</th>
<th>County</th>
<th>Pub School</th>
<th>Pen/Int</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>010-010-01802-000</td>
<td>2018</td>
<td>$22.52</td>
<td>$26.51</td>
<td>$15.81</td>
<td>$3.89</td>
<td>$68.73</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$68.73</strong></td>
</tr>
</tbody>
</table>
TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C036-18
DATE: December 19, 2018
TO: Committee of the Whole
FROM: Lisa Lehr, Clerk
SUBJECT: DRAFT 2019 Council and Committee of the Whole Meeting Schedule

RECOMMENDATION

That Staff Report C036-18 be received; and
That Council consider approving the 2019 Council and Committee of the Whole Meeting Schedule as presented.

BACKGROUND

Section 3.1.1 of the Township’s Procedural By-law 2017-77 states that Council shall establish a schedule of all regular Council meeting dates for the upcoming calendar year, prior to the first meeting in each calendar year.

As such, this report is being presented to Council for approval in setting the dates for Committee of the Whole and Regular Council meetings for the upcoming 2019 calendar year.

COMMENTS AND CONSIDERATIONS

Section 3.2.1 of the Township’s Procedural By-law states that Committee of the Whole and Regular Council Meetings are to be held in Council Chambers located at the Administration Centre (5786 County Road 21, Utopia), commencing at 6:00 p.m. on the first and third Wednesday of each month. (Attachment No. 1 contains the DRAFT 2019 Calendar of Committee of the Whole and Regular Council Meetings).

The following meetings are recommended to be cancelled in 2019:

<table>
<thead>
<tr>
<th>Date of Meeting Proposed to be Cancelled</th>
<th>Reason for Cancellation</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2, 2019</td>
<td>No time for agenda preparation as staff are generally off on vacation/holidays until January 3, 2019.</td>
</tr>
<tr>
<td>July 17, 2019</td>
<td>Summer Recess</td>
</tr>
<tr>
<td>August 7, 2019</td>
<td>Summer Recess</td>
</tr>
<tr>
<td>August 21, 2019</td>
<td>Summer Recess</td>
</tr>
</tbody>
</table>

Historically the meetings in March have been rescheduled to accommodate March Break so that Council can spend time with their children during this week, however March Break in 2019 falls the week of March 11-15, and will not coincide with any Council meetings held on the first and third Wednesdays on the month. As such, no rescheduling in the month of March is required; the meetings are scheduled to be held on March 6 and March 20, 2019, respectively.

FINANCIAL IMPACT

No financial impact.
SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Approve the DRAFT 2019 Council & CW Meeting Schedule as presented.
3. Amend the DRAFT 2019 Council & CW Meeting Schedule as recommended by Council.

CONCLUSION

It is recommended that the attached 2019 Council and Committee of the Whole Meeting Schedule be approved as presented.

Respectfully submitted:

Lisa Lehr
Clerk

Reviewed by:

Greg Murphy
Chief Administrative Officer

Attachments:
1 – DRAFT 2019 Council & CW Meeting Schedule
That Staff Report C038-18 be received; and

That Council authorize staff to schedule a Public Meeting to take place on February 20, 2019 for the collection of comments from the public respecting a proposed amendment to By-law 2007-30 regarding an expansion to the defined boundary of the Angus BIA; and

That Council authorize staff to prepare and mail out the necessary Notice to the affected membership and those properties proposed to be added.

BACKGROUND

At its meeting of June 6, 2018, Council received report PD029-2018 with respect to the Angus Business Improvement Area (BIA) specific to amending the map attached to By-law 2007-30. At the time that the report was presented, Council authorized staff to replace Schedule “A” of the Angus BIA By-law 2007-30, to provide a better depiction of all properties falling within the Angus BIA Boundary.

The report also informed Council that a request had been made by the BIA for Council to consider expanding the boundary to include two new properties that had been recently approved by the OMB to be developed for retail purposes, acknowledging that contributions to the BIA would start when the business(es) open. Given the timing (near the last meeting of Council prior to summer recess, and the 2018 Municipal Election), the resolution that was passed was for Council’s consideration only.

As a result of the request to include the two new properties, this report is being presented for Council’s authorization to commence with the process involved in expanding the boundary of the Angus BIA, to include the two new properties.

COMMENTS AND CONSIDERATIONS

The Municipal Act, 2001, as amended, includes provisions in section 210 with respect to the process required to expand and/or alter the boundaries of an established business improvement area.

Specifically, it states that Notice of the proposed By-law to expand the BIA boundary is required to be provided (by prepaid mail) to the Board of Management of the Improvement Area, and to every person who is assessed for rateable property that is in the prescribed business property
class where the improvement area already exists, and in any geographic area that the proposed By-law would add to the improvement area.

As a result of this requirement, a Notice is currently being prepared for circulation to each existing member within the defined boundary, as well as to the two new proposed properties.

In addition to other provisions contained within the Municipal Act with respect to objections, it stipulates that a municipality shall not pass a By-law to expand the boundary if written objections are received by the Clerk of the municipality within 60 days after the last day of mailing of the notices.

As such, it is recommended that a public meeting be tentatively scheduled to take place in Council Chambers on February 20, 2019, in order to allow for sufficient time to pass for receipt of any such objections, per the legislated requirement outlined in Section 210 of the Municipal Act, 2001, as amended.

FINANCIAL IMPACT

At this time, financial consideration would include the mail-out of the Notice of the Proposed By-law to expand the boundary of the BIA to include the two new properties (119 property owners x .84 = $99.96; Prepaid envelopes are required to be included in the mail-out) in addition to the mandated prepaid envelope, totalling $199.92.

If no objections are received by the Clerk and a By-law is passed by Council to include these two additional properties, then the property owners would commence paying the BIA levy only when the property has been developed for retail purposes.

SUMMARY/OPTIONS

Council may:

1 – Take no further action.
2 – Authorize staff to schedule a Public Meeting to take place on February 20, 2019 for the collection of comments from the public respecting a proposed amendment to By-law 2007-30 regarding an expansion to the defined boundary of the Angus BIA; and authorize staff to prepare and mail out the necessary Notice to the affected membership and those properties proposed to be added.

Staff recommends that Council approve Option No. 2.

Respectfully submitted:

Lisa Lehr
Clerk

Reviewed by:

Greg Murphy
Chief Administrative Officer

Attachments:
1 – Copy of Report PD029-18
TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD029-18
DATE: June 20, 2018
TO: Committee of the Whole
FROM: Colleen Healey, Manager of Planning & Development
Lisa Lehr, Clerk
SUBJECT: Angus Business Improvement Area (BIA)

RECOMMENDATION

That Staff Report PD029-18 be received; and

That Council consider replacing Schedule "A" to By-law 2007-30 with an equivalent map schedule to better depict current properties within the Angus BIA; and

That Council consider expanding the Angus BIA to include two new properties recently approved by the OMB to become commercial lands, acknowledging that contributions to the BIA would start when businesses open, and direct staff to prepare and mail out notice of further boundary expansion to BIA membership and those properties proposed to be added.

BACKGROUND

The Township amended its BIA by-law, By-law No. 2007-30, in 2007 to include commercial properties along County Road 90, east of Peacekeepers Park in Angus (By-law 2007-30 is attached as Attachment No. 1). Properties zoned as C2 – C4 and located along County Road 90, along the stretch intended to be added in 2007 include:

<table>
<thead>
<tr>
<th>Address</th>
<th>Roll No.</th>
<th>Name of Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>285 Mill Street</td>
<td>030 001 11115</td>
<td>No Frills/Harvey's</td>
</tr>
<tr>
<td>305 Mill Street</td>
<td>030 001 11322</td>
<td>Georgian – Vacant</td>
</tr>
<tr>
<td>333 Mill Street</td>
<td>030 001 11300</td>
<td>Jeff's Township – Vacant</td>
</tr>
<tr>
<td>357 Mill Street</td>
<td>030 001 12800</td>
<td>Angus Tools</td>
</tr>
<tr>
<td>366 Mill Street</td>
<td>010 004 43220</td>
<td>Don &amp; Ron's</td>
</tr>
<tr>
<td>6275 County Road 90</td>
<td>010 008 02100</td>
<td>Green Acres Golf Club</td>
</tr>
<tr>
<td>6305 County Road 90</td>
<td>010 008 02203</td>
<td>Vacant</td>
</tr>
</tbody>
</table>

Refer to Attachment No. 2.
Only those which contain “operational commercial businesses” contribute towards the Angus BIA.

Unfortunately, the map attached to By-law 2007-30 is very poor and does not clearly show the above-referenced lands. As such, it is proposed that a new, more clear map — replace the existing Schedule “A”. Attachment 2 could be used to replace Schedule “A”.

COMMENTS AND CONSIDERATIONS

Further to the above, the BIA Board has enquired as to expanding (again) to include the two new properties recently approved by the OMB to be developed for retail purposes. These two new commercial properties are shown on Attachment No. 3.

In order to expand the boundaries of the BIA, however, Committee should be aware that according to the *Municipal Act* (Section 210), notice of the proposed By-law to expand the BIA boundary is required to be sent by prepaid mail to the Board, its existing membership, as well as those landowners who own the parcels which are proposed to be added.

As a result, if Committee wishes to expand the Angus BIA to include the two new commercial properties, then notice should be provided. With approximately 99 members, the cost of postage in addition to “prepaid” mail, would be about $300.00. Please refer to Attachment No. 4 which provides a brief explanation of the procedure involved, including if anyone should object.

Note that there are several properties along Mill Street which are zoned as Commercial but which contain a home and so they do not currently pay into the BIA. Adding the two new properties would be following on the same theme since they are vacant. These properties could be included now and would start to pay later, similar to existing homes along Mill Street.

FINANCIAL IMPACT

Approximate cost of $100 not budgeted for in any Department’s budget and staff time.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Direct staff to replace the current map schedule of 2007-30 with a map schedule which is more clear — as shown by Attachment No. 2.
3. Direct staff to prepare and mail out notice of further boundary expansion to BIA membership and those properties proposed to be added.
CONCLUSION

Option #2 is recommended and Option #3 could be taken should Council provide direction, either now or at another point in the future.

Respectfully submitted:

Colleen Healey
Manager of Planning & Development

Reviewed by:

Greg Murphy
CAO

Respectfully submitted:

Lisa Lehr
Clerk

Attachments:
By-law 2007-30
Attachment 2 – Map
Attachment 3 – Mann/Tesmar Lands map
Attachment 4 – BIA expansion procedure
THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2007-50

A By-law to expand the Boundaries of the Angus Business Improvement Area (BIA) to extend east along County Road 90/Mill Street to the 5th Line of Essa for operational commercial businesses, and to repeal By-law 2004-27.

WHEREAS Township of Essa By-law 2004-27 was passed on the Fifth day of May, 2004 for the purposes of expanding the boundaries of the Angus Business Improvement Area; and

WHEREAS Section 209 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, authorizes a municipality to alter the boundaries of an improvement area and the Board of Management for that improvement area is continued as the Board of Management for the altered area; and

WHEREAS the growth of the commercial sector in Angus has increased beyond the boundaries established by the above mentioned by-law so that Council has determined that the BIA should be expanded to include a larger commercial area for the betterment of the community; and

WHEREAS notice of the intention of Council to pass this by-law to expand the portion of Angus presently covered by the Business Improvement Area by-law was sent by prepaid mail to every person owning land for the purpose of or in connection with any business in the designated area who was shown on the last revised assessment roll of the Township as being assessed for business assessment within the meaning of the Assessment Act; and

WHEREAS no sufficiently signed petition objecting to the passing of the By-law has been received within the time limited to prohibit the passing of the By-law;

NOW THEREFORE the Council of the Corporation of the Township of Essa enacts as follows:

1. That the area comprised of those properties shown on the attached Schedule “A” which shall form part of this by-law, is hereby designated as an Improvement Area within the meaning of Section 204 of the Municipal Act, 2001, as amended;

2. That a Board of Management entrusted with the improvement, beautification and maintenance of public lands, buildings and structures in the improvement area, and for the promotion of the area as a business area be continued as the Board of Management for the altered area be appointed;

3. That the Board of Management is currently and shall continue to be governed by the provisions of Schedule “B” attached, which Schedule shall form part of this By-law;
4. That the provisions contained in Sections 1, 2, and 3 above shall come into force and effect upon passing of this By-law.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the Sixteenth day of May, 2007.

[Signatures]
David Guergis, Mayor
Carol O. Trainor, Clerk
SCHEDULE “B” TO BY-LAW 2007 - 30

1. A Board of Management shall be composed of one or more directors appointed directly by the municipality; and the remaining directors selected by a vote of the membership of the improvement area and appointed by the municipality.

2. Members of an improvement area consist of persons who are assessed, on the last returned assessment roll, with respect to rateable property in the area that is in a prescribed business property class, and tenants of such property.

3. Each member of an improvement area has one vote regardless of the number of properties that member may own or lease in the improvement area.

4. The term of the directors of a Board of Management is the same as the term of the Council that appointed them but continues until their successors are appointed.

5. Where a vacancy occurs in the Board of Management for any reason, Council may appoint a person to fill the vacancy for the unexpired portion of the term and the appointed person is not required to be a member of the improvement area.

6. Members of the Board of Management are eligible for reappointment on the expiration of their term of office, and shall hold office until their successors are appointed.

7. The Board of Management shall submit the approved budget to Council by the date and in the form required by the municipality, and the municipality may approve it in whole or in part, but may not add expenditures to it.

8. Council shall have the authority to reject the Board of Management estimates in whole or in part, or provide the money for the purposes of the Board of Management and, when money is so provided by the Council, the Treasurer shall, upon the certificate of the Board of Management, pay out such money to the Board of Management.

9. The Board of Management shall not spend any monies unless included in the budget approved by the municipality or in a reserve fund established under Section 417 of the Municipal Act, 2001, incur any indebtedness extending beyond the current year without the prior approval of the municipality, or borrow money.

10. The Board of Management shall submit an annual report for the preceding year to Council on or before May 1 in each year, which shall include a complete, audited and certified financial statement of its affairs, with balance sheet and revenue and expenditure statement.

11. The Municipal auditor shall be the auditor of the Board of Management, and all books, documents, transactions, minutes and accounts of a Board of Management shall, at all times, be open to the Auditor’s inspection.

12. If at any time the By-law establishing the Board of Management is repealed, the Board will cease to exist and its undertakings, assets and liabilities shall be assumed by the Township.
INTRODUCTION TO BUSINESS IMPROVEMENT AREAS

Historical Context – the Bloor West Village BIA

In 1970, responding to a request by a Toronto business association, Ontario passed enabling legislation to create the world’s first Business Improvement Area (BIA) in Bloor West Village. Previously relying on voluntary contributions for its projects, the newly-created Bloor West Village BIA could now rely on a steady stream of revenue from a new city levy, made possible under the legislation, for long-term planning to improve the area. Every business within its boundaries contributed to the levy. (For a detailed account, see Appendix F.)

Since the creation of this first BIA, many more have been established. Now there are more than 270 BIAs in Ontario, varying in size from fewer than 60 business and property owners to more than 2000. The BIA concept is now global, adopted by more than 500 communities across Canada, 2000 throughout the United States, and thousands more around the world including Europe, South Africa, Australia, New Zealand and Japan.

What is a BIA?

A Business Improvement Area (BIA) is a “made-in-Ontario” innovation that allows local business people and commercial property owners and tenants to join together and, with the support of the municipality, to organize, finance, and carry out physical improvements and promote economic development in their district.

Traditionally, a BIA is a body established by a municipality using the specific business improvement area provisions in the Municipal Act, 2001. It is governed by a board of management. In this handbook, the term traditional BIA is used to generally describe such a body.

Business and property owners or others can request that a BIA be designated by a municipal bylaw. BIAs are local entities. The legislation states they are local boards.

People also refer to the geographic area designated by a municipality for a BIA as the BIA.

BIA Membership and Funding

Once a traditional BIA is approved by municipal council, businesses within its boundaries become members and pay the BIA levy along with their property taxes. A traditional BIA view is that this structure reflects the principle that all who benefit should be required to bear their fair share of the cost of the program. In addition, the arrangement provides a secure source of funding for BIA activities.

In addition, many BIAs undertake modest or extensive public and private fundraising to raise funds for special events or activities.
Functions of a BIA

The general functions of a traditional BIA are to:

- Oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally
- Promote the area as a business or shopping area

Chapter 19 of the Toronto Municipal Code, which was substantially changed in 2007, lists additional BIA functions. They include, among others:

- To maintain business improvement area-initiated streetscaping and capital assets within the business improvement area
- To offer graffiti and poster removal services respecting building facades visible from the street, to all member property owners who provide written consent, upon approval of the program by the general membership of the business improvement area
- To undertake safety and security initiatives within the business improvement area
- To undertake strategic planning necessary to address business improvement area issues
- To advocate on behalf of the interests of the business improvement area

The City of Toronto Municipal Code is a compilation of city bylaws arranged in chapters by subject. Chapter 19 deals with BIAs. The website address is: toronto.ca/lawdocs/municode/1184_019.pdf

Examples of BIA Activities

Beautification

BIAs often provide enhancements in a business area to create a more pleasant atmosphere for local businesses and neighbouring residential areas. The most common way is streetscape improvement through the addition of customer-friendly lighting, signage, street furniture, planters, banners and sidewalk treatments as well as seasonal decorations.
Revitalization and Maintenance

BIAs can help to revitalize, improve and maintain physical infrastructure as well as help make an area cleaner and safer. Approaches have ranged from working towards brownfield redevelopment and building facade restoration to graffiti removal and enhanced street cleaning and garbage receptacles.

Marketing and Promotion

To retain and expand its customer base, a BIA may encourage both local residents and others to shop and use services within the local commercial district through marketing and promotional activities.

Special Events

BIAs often organize and work with community partners to hold special events to promote and showcase their businesses. Examples include holding a street dance, music, theatre or dance festival, food fair, arts and crafts exhibition, art studio tour, fashion show, ethnic/cultural celebration and seasonal carnival or parade as well as establishing a local farmers’ market.

Business Recruitment

BIAs often work with commercial or industrial property owners to help ensure that available space is occupied, and that an optimum business and service mix is achieved and maintained.

Communication

BIAs can act as a voice for the business community and often establish important relationships with other community voices, such as city council, municipal departments, local community groups (schools, churches, citizen groups, etc.) and institutions (chambers of commerce, committees of council, etc.). The BIA forum can be used to convey community concerns to council and help prompt council to pursue policies and activities to promote and strengthen the community and its unique identity. Likewise, it can provide a feedback mechanism for council issues.

Who May Benefit from a BIA?

Business Operators

All businesses in the area, whether retail, professional, dining, entertainment or finance, may gain advantages from the improved local atmosphere and ambience that a successful BIA helps to create. Improvements and activities may retain more local customers and attract more visitors. Cost savings to members may result from improved integration of capital funding and promotional activities.

Property Owners

BIA-initiated improvements and activities may help to create and sustain a more vibrant economic environment within an area, which may lead to an increased demand for retail and office space, a decrease in commercial vacancy rates and an increase in property values.
Surrounding Neighbourhoods

A BIA may improve quality of life in surrounding neighbourhoods through physical improvements as well as enhanced ambience, choices in local shopping and professional services, job opportunities, cleanup and safety programs, and community get-togethers.

The Wider Community

Fostering local economic development and revitalization in an area can stimulate new impetus for tourism and investment in the wider community. Increased business activity can improve both the municipal and sales tax base and support public services of benefit to all. Fostering community engagement can strengthen and build community interest, spirit, pride and networks well beyond the boundaries of a BIA.
ROLE OF THE MUNICIPALITY

The municipality typically plays a key role in the following areas:

- Leadership and commitment by council
- Staff assistance to business leaders in organizing meetings and promotion in the initial conceptualization stages
- Council approval is required to establish a BIA
- Public consultation process – petition/objections
- Council representative on the board of management
- Approval of annual budget, and financial monitoring

General Support

Leadership and commitment of local political leaders has been an essential part of BIA success stories across North America. A BIA board of management and the municipal council and staff work together to achieve their common goal for a strong and vibrant business community.

The municipality can contribute to the BIA in many ways, including:

- Encouraging local business leaders to get started and participating on an ongoing basis
- Providing a supportive growth management and development strategy
- Providing financial and technical resource assistance
- Instituting public improvements
- Providing encouragement and support to BIAs and their staff
- Raising awareness of BIAs among municipal staff and the public at large

Initiation and Participation

Getting started is the first major challenge to setting up a BIA. Initially, interest and effort from local business leaders are key. However, council and municipal staff can play a significant role in helping a BIA to get off the ground. They can provide a venue for local business leaders to get together to discuss possible strategies for revitalizing their local community. A councillor, committee of council, or professional staff members are often assigned to help organize initial BIA meetings and to provide preliminary leadership if necessary. Municipal staff and council can help motivate residents and local business leaders to get organized and take action. Once a traditional BIA is established, council appoints members to the board of management.
Specific Roles of Municipal Council

In addition to providing an atmosphere conducive to economic and business development and providing general support for BIA's, the municipal council usually has several important official roles with respect to a BIA.

The following sections are an overview of those roles. They summarize some of the formal steps for a municipality in creating a traditional BIA.

Notices

Before passing a bylaw to establish a BIA, a municipality would mail out notices of the proposed bylaw.

Generally, for a new BIA, the notices would go to assessed prescribed business property owners in the proposed area (i.e., owners of property classed as industrial or commercial).

Property owners who receive a notice would give their tenants a copy of the notice within 30 days of the day the notice was mailed. Those owners would also give the clerk of the municipality a list of every tenant and the share of taxes that each tenant is required to pay and the share that the owner is required to pay.

Bylaw

A municipal bylaw formally creates a traditional BIA. Bylaws are also used to implement other significant BIA decisions. These include expanding the BIA boundaries and establishing maximum, minimum, and special benefit charges.

Registering Objections

Some traditional BIA proposed bylaws can be blocked through an objections process. For example, a council may not be able to pass a bylaw establishing a traditional BIA if the clerk of the municipality receives written objections meeting certain conditions. Generally, these are that:

- The objections would have to be received within 60 days after the last day of mailing of the notices
- Objections would have to be signed by at least one-third of the persons entitled to notice of the proposed bylaw
- The objectors would have to be responsible for at least one-third of the general local municipality levy on the prescribed classes (i.e., industrial and commercial properties) in the proposed BIA area.

The municipal clerk determines if the conditions applicable to objections to a BIA bylaw are met.
Financial Monitoring

A traditional BIA board of management prepares a proposed annual budget, reflecting the priorities and needs of the BIA as determined by the board and membership. The board holds one or more meetings of its members for discussion of proposed budgets. Budgets are submitted to council for approval. The budget is usually financed by BIA levies that are collected by the municipality. Funds are then disbursed by the municipality to the board.

In addition, municipal auditors audit the financial accounts of BIAs, and decide about inspecting relevant documents held by the board.

Altering Boundaries

On occasion, property owners and businesses beyond the borders of a BIA request inclusion. In other instances, these property owners and businesses can be considered to be a natural extension or growth of a pre-existing BIA community and they may be invited to join the BIA.

By the same measure, parts of a BIA may no longer feel an affinity towards their BIA. In these cases, the BIA may want to alter its boundaries.

There is a mechanism for changing the boundaries of a traditional BIA. Before it passes a bylaw to change BIA boundaries, a municipality would mail out notices to members in the original area and potential members in an expanded area (if there is one). New and potential members may object.

Similarly to when a BIA is created, for a traditional BIA, a municipal council may not be able to pass a proposed BIA boundary change bylaw, if the clerk of the municipality receives written objections to the bylaw meeting certain conditions. (These conditions are outlined in the previous section entitled Registering Objections). The municipal clerk determines if the conditions applicable to objections to a BIA bylaw are met.
As an alternative to formally adjusting the boundaries, some BIAs have developed associate memberships for businesses that are not located within the BIA boundaries. In practice, BIA levies are not charged on an associated member outside the BIA boundary, and their fees are voluntary.

For information concerning the above topics, sections 204-215 of the Municipal Act, 2001 may be among those of interest (particularly the sections concerning creating or changing BIAs, and section 210 which deals with procedures).

In the City of Toronto, the Toronto Municipal Code, Chapter 19 has sections concerning changes to BIA boundaries, and objections and consents to those changes.

When a municipality expands or redefines the boundaries of a BIA, the board of management for the area would usually continue as the board of management for the altered area. It is often prudent to seek board representatives from the new area in the case of a BIA expansion.
RECOMMENDATION

That Staff Report C040-18 be received; and

That Council consider approving the appointment of _____________ to act as an alternate member of County of Simcoe Council for the current term; and

That the Clerk bring forward a By-law at the next meeting of Council for such appointment.

BACKGROUND

The Municipal Act, 2001, as amended, contains provisions in Section 268 (1) which provides for the appointment of an alternate member from a lower-tier Council to act in place of a member of the upper-tier municipality, in the event that the upper-tier member cannot attend a meeting of the upper-tier municipality for any reason:

268 (1) Temporary Replacement, Member of Upper-Tier Municipality

"The Council of a local municipality may appoint one of its members as an alternate member to the upper-tier Council, to act in place of a person who is a member of Council of the local municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier Council for any reason".

This provision was introduced by Bill 68, The Modernizing of Ontario's Municipal Legislation Act, 2017, which amended the Municipal Act, 2001, effective January 1, 2018, and is permissive in nature meaning that it is not a mandatory legislative requirement.

Council of the Township of Essa appointed an alternate to the upper-tier Council at its meeting of January 17, 2018, however that appointment lapsed at the end of the term of the last Council.

COMMENTS AND CONSIDERATIONS

Due to the end of the term of the previous Council, the County of Simcoe is inquiring as to which municipalities will be appointing an alternate to represent their municipality in the absence of the Mayor/Deputy Mayor from County Council.

This appointment runs for the current term of Council, concluding on November 14, 2022.
The Municipal Act, 2001, as amended, does not authorize: the appointment of more than one alternate member during the term of Council; the appointment of an alternate member to act in place of an alternate member appointed; or, the appointment of an alternate head of Council of the upper-tier municipality.

The Clerk is seeking direction from Council to advise whether they would like to appoint an alternate member of Council to attend County of Simcoe meetings, in the event that the Mayor and/or Deputy Mayor cannot attend. If Council chooses to appoint an alternate member of Council to attend County of Simcoe Council meetings (only in the absence of the Mayor and/or Deputy Mayor), then a By-law would be required to be passed by Council and forwarded to the County of Simcoe Clerk.

The author of this report feels that it would be in the best interest of the municipality to appoint an alternate member of Council to attend the upper-tier Council meetings in the event that the Mayor and/or Deputy Mayor cannot attend simply because it allows for equal representation and participation of Essa Council in the upper-tier municipality. This would ensure that Essa's voice is heard in the upper-tier Council meeting, as the new requirement allows for full participation by the alternate in the upper-tier meeting(s) (ie: discussions, voting, etc.).

FINANCIAL IMPACT
None.

SUMMARY / OPTIONS:
Council may:

1. Take no further action.
2. Appoint a member of Council to act as an alternate member of the County of Simcoe Council for the current term; and Direct the Clerk to present a By-law at its meeting of January 16, 2019 for such appointment.

CONCLUSION
It is recommended that Council authorize the Clerk to proceed with Option No. 2 as outlined in this report.

Respectfully submitted:  
Lisa Lehr  
Clerk

Reviewed by:  
Greg Murphy  
CAO
TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C041-18
DATE: December 19, 2018
TO: Committee of the Whole
FROM: Krista Pascoe, Clerk’s Assistant / Accessibility Coordinator
SUBJECT: Kennel Licence Exemption – 8569 5th Line, Angus.

RECOMMENDATION
That Staff Report C041-18 be received; and
That Council authorize the Clerks Department to issue a Kennel Licence to the applicant located at 8569 5th Line, Angus.

BACKGROUND
The Business Licencing By-law 2011-20, including Schedule ‘1’ – Kennels, was passed by Council on April 20, 2011. This By-law and Schedule dictates the regulations which are to be followed when issuing kennel licences.

COMMENTS AND CONSIDERATIONS
The Clerks Department is in receipt of a request for a Kennel Licence Exemption for the property located at 8569 5th Line, Angus.

The applicant would like to operate the kennel out of the home as her business is based around training the canines while in her overnight care, as well as providing an environment as close to their own as possible, therefore crating the canines in another building is contrary to the business objectives and purpose.

The applicant is a tenant of the property and has provided written approval from the Property Owner granting permission to run the business at the property and apply for the necessary licences and approvals. The applicant is requesting an exemption to section 4.7 d and e, Schedule 1 of the Business Licencing By-law 2011-20 which state;

   d. “No kennel or part thereof shall be used for human habitation; and”
   e. “All animals shall be confined to the kennel building between the hours of 9:00 p.m. and 6:00 a.m.”

As well, an exemption is required to section 4.4 b, Schedule 1 of the Business Licencing By-law 2011-20 which states;

   b. “No part of any kennel shall be within 150 metres (492.1 feet) of a residential dwelling on adjacent property;”
The properties to the front of the dwelling are approximately 190 feet to the front of the house. These homes are located in the Subdivision off the 5th Line. The applicant has advised that all canine outdoor time will be spent in the fenced area located behind the house.

The applicant currently has the minimum 2 million dollar liability insurance in place naming the Township of Essa as the additional insured as per Section 5.1, Schedule 1 of the Business Licencing By-law 2011-20.

Attached is the request submitted by the applicant outlining the business plan.

FINANCIAL IMPACT

The fee for a Kennel Licence is $100.00 per calendar year.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Deny the request.
3. Approve the request and authorize the Clerks Department to issue a Business Licence.
4. Approve the request with additional Conditions set by Council.

CONCLUSION

It is recommended that Council approve Option 2.

Respectfully submitted: Reviewed by: Reviewed by:

Krista Pascoe Lisa Lehr Greg Murphy
Clerk's Assistant Clerk Chief Administrative Officer

Attachments:

1. Letter outlining Business Plan received from the Applicant.
3. E-mail from Manager of Planning and Development stating No Objections
4. Drawings and Pictures of Proposed Boarding Areas
To whom it may concern,

Hello there,

Thank you for taking the time to review my letter and considering an exception to this bylaw for my local business.

My name is _, I am a Veterinary Technician and I own m applying for a kennel license so that I am able to operate my business on my property, 8569 Line 5, Angus, ON. I was reading over the kennel bylaw and I noticed the law states “No kennel or part thereof shall be used for human habitation”

I am writing this letter so I can apply for an exception to this bylaw. I would like to offer an in home daycare, training and overnight stay environment. Many of my current clients that come to me have already looked into kennels and do not wish for their pet to be in that environment and that is when I pet sit in their home. What I would like to offer is a stress free in home setting for the dogs, so both my guests and their parents are happy and comfortable.

We do have a large communal area where we will allow controlled interaction between the dogs. There are couches, dog beds, blankets and crates for the dogs to choose from. This is a calm environment where we practice calm crating, manners and social skills, we have all dogs on leash in house if we need to get control of them quickly. We do not allow any dogs in the kitchen, have a gate to block them from entering, and this area is always 100% supervised so that would not be an issue. We also have 2 separate rooms upstairs that the overnight stays will be in overnight. (We also have one backup room for isolation if an animal becomes sick, or needs some space from other dogs, and in extreme cases we would be willing to crate a dog in our room if they’re anxious) They will be closed in a room, or crate as per client requests for sleeping arrangements. My clients like the fact that I will always be home, the dogs will always supervised (security cameras in all dog rooms), and that they don’t go more than 7-8 hours without any human interaction (due to sleeping), where other boarding kennels are up to 13 hours. (Overnight). The overnight rooms are upstairs near where we sleep, so if anything were to happen in the middle of the night (altercation, animal getting sick, etc.) my response time is less than a minute, whereas if it was a separate building I may not even hear/ know anything is happening until the morning when I would go out for morning checks. As stated above, I am a Veterinary Technician and I know how crucial it is to know all details to help diagnose an animal, and knowing the exact time of an event is much better than a time range, I’m always looking out for the well-being of each animal, which is why I would like to offer this extra level of care.

I also would like to do training in my home, taking on family pets. I like that this is a home setting so it is more realistic to real life. Ex. Learning to stay on Place when I cook, clean, do laundry, yard work, have guests over etc.
We will have an animal safe cleaning product called Prevail which is used to clean the dog areas daily. I have personally used this product many times before in clinics. I also ask that all dogs are fully vaccinated with the minimum of Rabies, Distemper and Bordetella, and I highly recommend the Leptospirosis Vaccine, and flea, tick & Heartworm prevention as well. I make sure that I bathe, or clean the dogs off free of charge to avoid tracking in any dirt, as this is my home and I want it to be clean.

Thank you for your time,

Sincerely,
Measurements as per your request.
Krista Pascoe

From: Colleen Healey  
Sent: December-10-18 3:30 PM  
To: Athena Piskopos; Krista Pascoe  
Cc: Bev Mansbridge  
Subject: RE: Kennel - 8569 5th Line, Angus

No objections

Colleen Healey-Dowdall

Manager of Planning and Development  
Township of Essa  
chealey@essatownship.on.ca  
705-424-9917 x108

Hi Krista,

This is question for Colleen and Bev to perhaps answer. Thanks.

Regards,

Athena Piskopos  
Admin. Assist. – Planning Dept.  
Planning & Development  
Township of Essa  
5786 County Road 21  
Utopia, ON L0M 1T0  
705-424-9917 x104  
www.essatownship.on.ca

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From: Krista Pascoe  
Sent: December-10-18 3:19 PM  
To: Bev Mansbridge  
Cc: Athena Piskopos  
Subject: Kennel - 8569 5th Line, Angus

Good Afternoon Ladies,
From a Zoning perspective, do either of you have objections to a Kennel being operated at this property?

Kind Regards,

Krista Pascoe
Clerks Assistant / Accessibility Coordinator
Township of Essa
Phone: 705-424-9917 ext 116
Fax: 705-424-2367
www.essatownship.on.ca
Dimensions

Pet Common Area 1 (Main Floor)
Used for Daytime Supervised PLAY.
13 ft x 18 ft x 10 ft
W   L   H

Pet Common Area 2 (Main Floor)
Used for Overnight Stays + Daytime.
13 ft x 16 ft x 10 ft
W   L   H

Pet Room 1 (Upper Floor)
Pet Room 2
Used for Overnights

Height 8 ft 140
Height 8 ft
Isolation Pet Room (Upper Floor)

Used for Overflow or Sick / Aggressive

Height 8 ft

Kernel / Fence (Outside)

6 ft Chain + Posts

Gate

House Garage Wall
TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C042-18
DATE: December 19, 2018
TO: Committee of the Whole
FROM: Lisa Lehr, Clerk
SUBJECT: Commercial Retail Cannabis Stores – Opt-in / Opt-out

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RECOMMENDATION

That Staff Report C042-18 be received; and

That Council consider opting-out of hosting cannabis retail stores in the Township of Essa at this time, thereby prohibiting commercial retail stores within the boundaries of Essa Township; and

That Staff be directed to communicate this decision to the Alcohol and Gaming Commission of Ontario (AGCO) prior to the January 22, 2019 cut-off date.

BACKGROUND

Recreational cannabis became legal on October 17, 2018 under Bill C-45. The federal government legalized the sale of cannabis to adults 19 years of age or older. At the time of writing this report, the sale of legal cannabis in Ontario is permitted only through the Ontario Cannabis Store (OCS) website. As of April 1, 2019, the Province of Ontario will be permitting cannabis to be sold at private commercial retail stores.

On November 15, 2018, the Province passed O. Regulation 468/18, the Cannabis License Act, 2018, S.O. 2018, c.12, which governs private retail cannabis stores in Ontario. Schedule 2 specifies that a municipality has no power to license and regulate cannabis retail stores. As such, the Province has authorized the Alcohol and Gaming Commission of Ontario (AGCO) to license and regulate private retail cannabis stores.

The above-noted regulation provides details on how private retail cannabis storefronts will operate in Ontario, and allows local councils a one-time opportunity to “opt-out”, thereby prohibiting private retail cannabis stores from legally selling cannabis within their municipal boundaries. Municipalities only have until January 22, 2019 to exercise this “opt-out” option. If no decision is made (and communicated to AGCO by January 22, 2019), then by default the Province will automatically assume that the municipality has “opted-in” to host retail cannabis stores within its boundaries.

It is important to note that the Cannabis License Act, 2018, has placed restrictions on a municipality’s by-law making authority, whereby municipalities are not permitted to regulate retail cannabis stores through their business licensing by-laws or through zoning regulations.
Section 42(1) stipulates that "the authority to pass a business licensing by-law within the meaning of the Municipal Act, 2001, or a by-law, does not include the authority to pass a by-law providing for a system of licenses respecting the sale of cannabis, holders of a license or authorization issued under this Act or cannabis retail stores".

Additionally, subsection 42(2) further states that the "authority to pass a by-law under sections 34, 38 or 41 of the Planning Act does not include the authority to pass a by-law that has the effect of distinguishing between a use of land, a building or a structure that includes the sale of cannabis and a use of land, a building or a structure that does not include the sale of cannabis".

As can be seen above, the Township's Official Plan and Zoning By-laws are not permitted to regulate the location(s) of commercial retail cannabis stores. The AGCO, as the intake agent for applications, will determine what locations will be permitted. As such, AGCO could potentially locate a commercial cannabis retail store anywhere within the municipality, but presumably where retail is a normal use.

The legislation does stipulate that cannabis retail stores are not permitted to be located closer than 150 metres from a school or a private school (as defined in the Education Act). Additionally, the retail space must be enclosed by walls separating it from any other commercial establishment or activity and from any outdoor area.

COMMENTS AND CONSIDERATIONS

Opt-Out

Local municipalities have a one-time opportunity to opt-out from allowing retail cannabis stores (commercial sales of cannabis) to be located within their municipal boundaries. A resolution of Council is required to exercise this option no later than January 22, 2019, and the resolution is required to be communicated no later than three business days after the resolution is passed (s. 22(1)).

Should Council wish to opt-out of retail cannabis stores at this time (thereby prohibiting the operation of retail cannabis stores within the municipal boundaries of Essa Township) then cannabis will continue to be available by purchasing online through the Ontario Cannabis Store. A municipality that has exercised this option can always opt-in at any time in the future.

No Decision

If Council does not pass a resolution to specifically opt-out of retail cannabis stores in the Township of Essa, then by default the Province will automatically assume that the municipality has opted-in to host retail cannabis stores. If this happens, then AGCO would be the intake agent for applications from interested parties (i.e.: potential store owners), and municipalities would receive notification from AGCO whereby the municipality would have 15 days to comment to the Province on the proposed application.

Opt-In

Should Council wish to opt-in for the commercial retail cannabis stores to be located within the boundaries of the Township, then store operators would have to apply to the AGCO, whereby each business owner, manager, and landlord will be reviewed by the Province. Each owner (Retail Operator License) and store location will require a license issued by the Province. Any
persons operating a retail location outside of the licensing requirements, or being associated with organized crime, or not in tax compliance, will be prohibited from obtaining a license by the Province.

The AGCO would also require particulars to be submitted to them from the store owner/operators regarding store format, security requirements and staff training requirements. Stores would be stand-alone stores, and no person under the age of 19 would be permitted to enter a commercial cannabis retail store.

If a municipality opts-in to allow retail cannabis stores, then prior to a location being approved by the AGCO, there is a 15 day commenting period to the Province. There is uncertainty with respect to how a municipality or the general public will be made aware of a proposed license; a municipality may not get a direct notice. (Notice may be simply by a posted notice at the location, which means that notice might be given to a location and the municipality may miss the commenting period).

**Council has to determine prior to making a decision to opt-in as to whether 15 days would be a sufficient amount of time to comment on a proposed application, considering that a staff report to Council would be the likely method to seek comments from Council and other departments. AMO has circulated a draft template of which would assist municipalities in preparing a municipality for opting-in (Attachment No. 3).**

Staff does not have any research to indicate whether a retail cannabis store would be an economic driver for the Township of Essa, or if it would be a detractor for existing businesses. Should the municipality opt-out at this time, it can always opt-in at any time in the future when information and experiences from other municipalities can be of assistance.

Given the contentious nature of the subject matter, if Council considers opting-in (at any time in the future) to allow retail cannabis stores within Essa’s boundaries, then a public consultation should take place (municipalities are doing this in the form of a survey) seeking public feedback prior to opting-in.

**FINANCIAL IMPACT**

The Province has committed to a distribution of $15,000,000.00. Basic funding shall be provided to municipalities in early January 2019 regardless of their opt-in/opt-out status starting in early 2019.

The Province has committed to a distribution of $15,000,000.00. A second follow-up payment will be provided to municipalities and adjusted on a per capita basis to municipalities which have opted-in. For those that have opted out, the payment will max out at $5,000.00 only.

The funding must be used by municipalities to address costs directly related to the legalization of recreational cannabis (i.e: increases to enforcement, response to public inquiries, fire services, By-law/Policy development, etc.). The acceptable uses for the funding received will be outlined in correspondence from the Ministry of Finance.

**SUMMARY/OPTIONS**

1. Do nothing, whereby the municipality automatically defaults to "opting-in" to allow commercial retail cannabis stores in the municipal boundaries of Essa Township.
2. Opt-out of hosting commercial retail cannabis stores in the Township of Essa at this time, thereby prohibiting commercial retail stores within the boundaries of Essa Township; and direct staff to communicate this decision to the AGCO.

3. Defer its decision to opt-in / opt-out to the first meeting in January 2019, and direct Staff to immediately commence a public consultation in the form of a survey seeking feedback from residents, and provide Council with the results at their first meeting in January 2019.

Staff recommends that Council authorize staff to proceed with Option No. 2 as outlined above.

Respectfully submitted:

Lisa Lehr
Clerk

Reviewed by:

Greg Murphy
Chief Administrative Officer

Attachments:
1 – Ontario Regulation 468/18 Cannabis Licensing Act, 2018
2 – Presentation by Barriston LLP, “Municipal Regulation of Cannabis”
3 – Draft Template from AMO – Municipal Cannabis Template-Information to help municipal staff prepare reports for councils.
ONTARIO REGULATION 468/18
made under the
CANNABIS LICENCE ACT, 2018
Made: November 14, 2018
Filed: November 14, 2018
Published on e-Laws: November 15, 2018
Printed in The Ontario Gazette: December 1, 2018

GENERAL

CONTENTS

1. Interpretation
   2. Affiliates

   INTERPRETATION

   3. Ineligibility, prescribed offences
   4. Ineligibility, contravention of prescribed provisions
   5. Prescribed offences under Controlled Drugs and Substances Act (Canada)
   6. Retail operator licence, compliance with tax laws
   7. Retail operator licence, corporation owned by licensed producer
   8. Ineligibility, other circumstances

   RETAIL STORE AUTHORIZATIONS

   9. Cannabis retail store requirements
   10. Public interest
   11. No issuance, proximity to schools
   12. Maximum permissible authorizations
   13. Display of authorization
   14. Distribution services

   REVOCATIONS AND SUSPENSIONS

   15. Revocation without proposal, prescribed contraventions
   16. Public notice of suspension of authorization

   OPERATION OF CANNABIS RETAIL STORES

   17. Permissible hours of operation
   18. Additional items that may be sold
   19. Cannabis retail seal
   20. Preventing entry of individuals under 19 years of age
   21. Training requirements

   MATTERS RESPECTING MUNICIPALITIES

   22. Notice of resolution
   23. Notice of resolution

   MATTERS RESPECTING RESERVES

   24. Commencement

   COMMENCEMENT

   SCHEDULE 1

   Cannabis retail seal

   INTERPRETATION

   1. In this Regulation,

   "licensed producer" means a person who is authorized by a licence issued under the Cannabis Act (Canada) to produce cannabis for commercial purposes.

   Affiliates

   2. (1) In paragraph 2 of subsection 4 (4) of the Act and this Regulation, an affiliate of a person is,

   (a) a corporation that is affiliated with the person for the purposes of the Business Corporations Act, as set out in subsection 1 (4) of that Act;
(b) a corporation that is affiliated with another corporation in the manner referred to in clause (a), if that other corporation is at the same time affiliated with the person in that manner;

(c) a corporation of which the person beneficially owns or controls, directly or indirectly, shares or securities currently convertible into shares carrying more than 9.9 per cent of the voting rights under all circumstances or by reason of the occurrence of an event that has occurred and is continuing, or a currently exercisable option or right to purchase such shares or such convertible securities;

(d) a partner in the same partnership as the person;

(e) a trust in which the person has a substantial beneficial interest, whether vested or contingent, or with respect to which the person acts as a trustee;

(f) a member of the same joint venture, unincorporated association, unincorporated syndicate or unincorporated organization as the person; or

(g) a person who is deemed under subsection (2) or (3) to be an affiliate of the person or an affiliate of an affiliate of the person.

(2) A person is deemed to be an affiliate of another person if the person is a corporation and the other person, or a group of persons or entities acting jointly or in concert with the other person, owns a beneficial interest in shares of the corporation, carrying at least 50 per cent of the votes for the election of directors of the corporation and the votes carried by the shares are sufficient, if exercised, to elect a director of the corporation; or

(a) having a fair market value, including a premium for control if applicable, of at least 50 per cent of the fair market value of all the issued and outstanding shares of the corporation.

(3) A person is deemed to be an affiliate of another person if the other person, or a group of persons or entities acting jointly or in concert with the other person, has any direct or indirect influence that, if exercised, would result in control in fact of that person.

(4) Subsections (2) and (3) apply with respect to a group of persons or entities acting jointly or in concert with another person whether or not they are acting pursuant to an agreement or arrangement.

GENERAL INELIGIBILITY

Ineligibility, prescribed offences

3. The following offences are prescribed for the purposes of paragraph 3 of subsection 3(4) of the Act, paragraph 2 of subsection 4 (6) of the Act and paragraph 3 of subsection 5 (4) of the Act:

1. An offence under the Act.

2. An offence under section 6, 7, 8, 8.1, 13 or 15 of the Cannabis Control Act, 2017 or, before the day on which section 1 of Schedule I to the Cannabis Statute Law Amendment Act, 2018 came into force, the Cannabis Act, 2017.

3. An offence under Division I of Part 1 of the Cannabis Act (Canada).

Ineligibility, contravention of prescribed provisions

4. The following provisions are prescribed for the purposes of paragraph 4 of subsection 3(4) of the Act, paragraph 3 of subsection 4 (6) of the Act and paragraph 3 of subsection 5 (4) of the Act:

1. Sections 6, 7, 8, 8.1, 13 and 15 of the Cannabis Control Act, 2017 or, before the day on which section 1 of Schedule I to the Cannabis Statute Law Amendment Act, 2018 came into force, the Cannabis Act, 2017.

2. Sections 8, 9, 10, 11, 12, 13 and 14 of the Cannabis Act (Canada).

Prescribed offences under Controlled Drugs and Substances Act (Canada)

5. Sections 4, 5, 7 and 7.1 of the Controlled Drugs and Substances Act (Canada) are prescribed for the purposes of subsections 3 (6) and 5 (5) of the Act.

Retail operator licence, compliance with tax laws

6. A person is not eligible to be issued a retail operator licence if any of the following circumstances apply, as confirmed by the Ministry of Finance for the purposes of the application for the licence:

1. The person is in default of filing a return under a tax statute administered and enforced by the government of Ontario, or of paying any tax, penalty or interest assessed under any such statute for which payment arrangements have not been made.

2. If the person has a business name with the Canada Revenue Agency, the person is in default of filing a return under the Taxation Act, 2007, the Income Tax Act (Canada), Part IX of the Excise Tax Act (Canada) or an Act of another;
province or territory that imposes a tax on corporations and is administered and enforced by the Canada Revenue Agency.

Retail operator licence, corporation owned by licensed producer

7. A corporation is not eligible to be issued a retail operator licence if more than 9.9 per cent of the corporation is owned or controlled, directly or indirectly, by one or more licensed producers or their affiliates.

Ineligibility, other circumstances

8. A person is not eligible to be issued a licence or authorization under the Act if the person is or has been a member of a criminal organization as defined in subsection 467.1 (1) of the Criminal Code (Canada), or is or has been involved in, or contributes or has contributed to, the activities of such an organization.

RETAIL STORE AUTHORIZATIONS

Cannabis retail store requirements

9. A retail store authorization may not be issued with respect to a proposed cannabis retail store if,
(a) the retail space where cannabis would be sold,
   (i) would not be enclosed by walls separating it from any other commercial establishment or activity and from any outdoor area, or
   (ii) could be entered from or passed through in order to access any other commercial establishment or activity, other than a common area of an enclosed shopping mall; or
(b) the premises at which the cannabis to be sold in the store would be received or stored would be accessible to any other commercial establishment or activity or to the public.

Public interest

10. For the purposes of paragraph 5 of subsection 4 (6) of the Act, only the following matters are matters of public interest:
   1. Protecting public health and safety.
   2. Protecting youth and restricting their access to cannabis.
   3. Preventing illicit activities in relation to cannabis.

No issuance, proximity to schools

11. (1) In this section, “private school” means a private school as defined in the Education Act.
(2) For the purposes of clause 4 (12) (a) of the Act, a proposed cannabis retail store may not be located less than 150 metres from a school or a private school, as determined in accordance with the following:
   1. If the school or private school is the primary or only occupant of a building, 150 metres shall be measured from the property line of the property on which the school or private school is located.
   2. If the school or private school is not the primary or only occupant of a building, 150 meters shall be measured from the boundary of any space occupied by the school or private school within the building.
(3) Subsection (2) does not apply to a private school if,
   (a) it is located on a reserve; or
   (b) it only offers classes through the Internet.

Maximum permissible authorizations

12. The Registrar shall refuse to issue a retail store authorization if,
(a) the applicant already holds 75 retail store authorizations; or
(b) the applicant and its affiliates between them already hold 75 retail store authorizations.

Display of authorization

13. It is a condition of a retail store authorization that the holder display the authorization in a conspicuous place in the cannabis retail store.

Distribution services

14. (1) It is a condition of a retail store authorization that the holder not enter into contracts or agreements with any person or entity for the provision of cannabis distribution services.
(2) Subsection (1) does not apply with respect to,

(a) a contract or agreement with the Ontario Cannabis Retail Corporation or with a person or entity acting under a contract to provide distribution services to or on behalf of the Ontario Cannabis Retail Corporation; or

(b) a contract of employment with the holder to work in a cannabis retail store.

REVOCATIONS AND SUSPENSIONS

Revocation without proposal, prescribed contraventions

15. For the purposes of clause 11 (3) (c) of the Act, section 9 of the Cannabis Act (Canada) is prescribed.

Public notice of suspension of authorization

16. (1) If a retail store authorization is suspended, the holder shall prominently display a sign respecting the suspension in a conspicuous place that is visible from the exterior of the public entrance to the cannabis retail store.

(2) The sign referred to in subsection (1) shall be in the form approved by the Registrar and shall be displayed for the duration of the suspension.

OPERATION OF CANNABIS RETAIL STORES

Permissible hours of operation

17. A cannabis retail store is authorized to be open to the public between 9:00 a.m. and 11:00 p.m. on any day.

Additional items that may be sold

18. For the purposes of paragraph 2 of section 18 of the Act, the holder of a retail store authorization may sell the following items at a cannabis retail store:

1. Cannabis accessories within the meaning of subsection 2 (1) of the Cannabis Act (Canada).

2. Shopping bags.

Cannabis retail seal

19. (1) For the purposes of subsection 7 (2) of the Act, the holder of a retail store authorization shall, in accordance with this section, prominently display the cannabis retail seal set out in Schedule 1 to this Regulation.

(2) The cannabis retail seal shall be displayed in a conspicuous place that is visible from the exterior of the public entrance to the cannabis retail store.

(3) The displayed cannabis retail seal shall be at least 17 centimetres in width at its widest point by 20 centimetres in height.

(4) Either the French version, the English version or both versions of the cannabis retail seal may be displayed.

(5) The holder of a retail store authorization that is revoked or fails to be renewed shall ensure that the cannabis retail seal is removed from display as soon as practicable after the revocation or non-renewal.

Preventing entry of individuals under 19 years of age

20. (1) The holder of a retail store authorization shall ensure that no individual who appears to be under 25 years of age is permitted to enter the cannabis retail store unless the holder or an employee of the holder has required the individual to provide a form of identification prescribed for the purposes of subsection 7 (2) of the Cannabis Control Act, 2017 and the holder or employee is satisfied that the individual is at least 19 years of age.

(2) For the purposes of subsection (1), subsection 7 (3) of the Cannabis Control Act, 2017 applies with necessary modifications.

Training requirements

21. (1) The Board may approve training courses or programs, including but not limited to training courses or programs respecting,

(a) the responsible sale of cannabis;

(b) record keeping requirements under the Act; and

(c) measures required to be taken under the Act to reduce the risk of cannabis being diverted to an illicit market or activity.

(2) The following individuals are required to successfully complete training courses or programs approved under subsection (1):

1. Holders of a retail store authorization.
2. Holders of a cannabis retail manager licence.

3. Individuals employed to work in a cannabis retail store.

(3) The holder of a retail store authorization shall ensure that every holder of a cannabis retail manager licence or other individual employed to work in the cannabis retail store meets the requirements of subsection (2).

MATTERS RESPECTING MUNICIPALITIES

Notice of resolution

22. (1) For the purposes of subsection 41 (5) of the Act, a municipality shall provide to the Registrar written notice of a resolution passed under that section no later than three business days after the resolution is passed.

(2) Despite subsection (1), notice of a resolution referred to in subsection 41 (1) of the Act shall not be provided to the Registrar later than January 22, 2019.

(3) In subsection (1), “business day” means a day from Monday to Friday, other than a holiday.

MATTERS RESPECTING RESERVES

Notice of resolution

23. For the purposes of subsection 43 (5) of the Act, a council of the band shall as soon as practicable after the passing of a resolution referred to in that section provide to the Registrar written notice of the resolution.

COMMENCEMENT

Commencement

24. This Regulation comes into force on the later of the day clause 49 (1) (a) of Schedule 2 to the Cannabis Statute Law Amendment Act, 2018 comes into force and the day this Regulation is filed.

SCHEDULE 1
CANNABIS RETAIL SEAL

Text alternative: Illustration of English cannabis retail seal consisting of “ONTARIO AUTHORIZED” in white capitalized text, above a white horizontal line, above an illustration of a white trillium, on a black background with a white border. This text alternative is provided for convenience only and does not form part of the official law.
Text alternative: Illustration of French cannabis retail seal consisting of "DÉTAILLANT AUTORISÉ EN ONTARIO" in white capitalized text, above a white horizontal line, above an illustration of a white trillium, on a black background with a white border. This text alternative is provided for convenience only and does not form part of the official law.
Municipal Regulation of Cannabis

A Presentation by Barriston LLP
Sarah Hahn
Cannabis Licence Act, 2018

• The *Cannabis Licence Act, 2018*, S.O. 2018, c. 12, Sched. 2 stipulates that a municipality has no power to licence and regulate cannabis retail stores.

• The first retail stores are anticipated to be operational on April 1, 2019 and will be privately run.
42 (1) The authority to pass a business licensing by-law within the meaning of the Municipal Act, 2001 or a bylaw does not include the authority to pass a by-law providing for a system of licences respecting the sale of cannabis, holders of a licence or authorization issued under this Act or cannabis retail stores.
Cannabis Licence Act, 2018

- By-laws cannot be passed to regulate these cannabis retail stores, including zoning regulations.

42 (2) The authority to pass a by-law under section 34, 38 or 41 of the Planning Act does not include the authority to pass a by-law that has the effect of distinguishing between a use of land, a building or a structure that includes the sale of cannabis and a use of land, a building or a structure that does not include the sale of cannabis.
Opting-out by January 22, 2019

- The one power that lower-tier municipalities have with these retail stores is the one-time opportunity to opt-out of having stores within its boundaries.
- The opt-out must be established by the passing of a Council resolution on or before **January 22, 2019** and the municipality must provide notice to the Registrar of this.
- A municipality may later opt-in but opting in cannot be reversed.
41 (1) A municipality may, by resolution passed no later than January 22, 2019, prohibit cannabis retail stores from being located in the municipality.

(3) A municipality that has prohibited cannabis retail stores may, by resolution, lift the prohibition and permit cannabis retail stores to be located in the municipality.

(4) A resolution passed for the purposes of subsection (3) is final and may not be reversed.

(5) A municipality shall provide to the Registrar, in the prescribed time and manner, notice of every resolution passed under this section.
Matters Respecting Municipalities
Notice of resolution

22. (1) For the purposes of subsection 41 (5) of the Act, a municipality shall provide to the Registrar written notice of a resolution passed under that section no later than three business days after the resolution is passed.

(2) Despite subsection (1), notice of a resolution referred to in subsection 41 (1) of the Act shall not be provided to the Registrar later than January 22, 2019.
Regulating Production Facilities

- Municipalities may regulate where production facilities are located through zoning by-laws.

- The municipality may do various things through zoning, such as decide that production facilities are only permitted within certain zones, may specify maximum gross floor area and create minimum setbacks from sensitive uses such as residential uses, hospitals and schools.
Regulating Production Facilities

- A zoning by-law regulating production facilities will be upheld by courts.

- See Tay (Township) v Fan, 2018 ONSC 6375
• Municipalities should be defining ‘Production Facilities’ in their ZBL and should set out the appropriate zones for such uses.

• Alternatively, a municipality can define the use and not set out a zone, requiring a ZBLA before such a use can occur.
Regulation 468/18


- Regulation was released Wednesday evening.
- To be proclaimed today.
Regulation 468/18

- A cannabis retail store is authorized to be open to the public between 9:00 a.m. and 11:00 p.m. on any day.
Regulation 468/18

Cannabis retail store requirements

- The retail space where cannabis is sold must be enclosed by walls separating it from any other commercial establishment or activity and from any outdoor area.
Regulation 468/18

- A retail store may only sell three things:

1. Cannabis that was purchased by the holder directly from the Ontario Cannabis Retail Corporation;
2. Cannabis accessories;
3. Shopping bags
A proposed cannabis retail store may not be located closer than 150 metres from a school or a private school as defined in the *Education Act*.

Under the *Education Act*, “school” means an elementary or secondary school.
Municipal Cannabis Update

Information to help municipal staff prepare reports for councils

November 21, 2018
Purpose:
This update provides information on the province's regulatory framework, funding and AGCO licensing. This will help municipal staff prepare its report to council on elements for its decision-making on whether to have cannabis retail stores.

Overview
The provincial government has committed to allowing private recreational cannabis retail stores throughout Ontario starting April 1, 2019. As recreational cannabis is a legal, controlled and regulated product, cannabis stores will be considered like any other type of retail and as such, no zoning changes are needed.

In legalizing cannabis for recreational purposes, the federal, provincial and municipal governments share three interrelated goals: protecting youth, public health and safety, and ending illegal sales of cannabis. The provincial government has established a regulatory framework (O. Reg. 468/18) under the recently passed Cannabis Licensing Act, 2018 that provides further clarity on how these private businesses will be licensed and regulated by the Alcohol and Gaming Commission of Ontario (AGCO). These regulations deal with various elements of the retail regime including matters in which municipal governments may have an interest.

Key Points in the Regulations
The regulations speak to how a license to open a cannabis store will be issued. The full details of the AGCO process have not yet been released, however the AGCO will issue guidance as the regime is finalized. It is offering webinars (November 27 - 10:00 am / 3:00 pm) to prospective retailers and interested parties.

AGCO process will begin with it reviewing and completing due diligence on applications from corporations and individuals seeking to sell recreational cannabis. The licensing regime will have three parts: operator approval; retail site location approval; and store management licensing.

Municipal governments have the one-time opportunity to opt out of allowing retail cannabis stores in their communities. The decision to opt out must be made by January 22, 2019. Unless a municipal government opts out as per Ontario Regulation 468/18 s. 22, they opt in to recreational cannabis retail sale by default.

To protect youth, the provincial cannabis retailing regulations include a 150-meter buffer area for cannabis stores to keep them separated from schools. No buffers from any other use has been specified by the regulations.

In our discussions with some members, it has been proposed that a municipal government may consider setting out a policy statement identifying specific and significant locally sensitive considerations or uses, to best represent the expectations of the community in allowing cannabis retail. This statement would provide direction to municipal staff input to the AGCO within its 15-day review period.

The AGCO cannabis licensing process, much like the process for liquor licensing applications, requires that a notice of a proposed cannabis store site be posted for comments from area residents and businesses before a site authorization is made. At this point, the municipal
Draft Template Municipal Cannabis Policy Statement

The government will not be provided pre-notification of the application, but can make comments about whether the proposal is in the public interest as described by regulation.

While there is no regulatory requirement for the AGCO to act on municipal input, it is reasonable that a council could choose to set out any locally sensitive uses as part of the decision to allow cannabis retail stores or to opt out. Setting out these sensitive uses would specify the expectations of the community as cannabis retail sites are proposed. However, care needs to be taken so that this statement would not prohibit any cannabis retail store from locating in a municipality. Opting out is the appropriate mechanism for not permitting any stores in a municipality.

The province has just released the funding approach to help municipal governments offset implementation costs. Please see the Minister of Finance’s letter of November 20 to the AMO President. A similar letter is being sent to all Heads of Council. In addition, a letter from the Deputy Minister of Finance to municipal treasurers with more details will be sent in the coming days. Please note that while opting out can be reversed after January 22, the municipal government will not gain any additional funding from the Ontario Cannabis Legalization Implementation Fund (OCLIF) than it had as of January 22 when it opted out—beyond the minimum second payment of $5000.

Store Location Approval Steps

The AGCO will have a 15-day window for public and municipal government comments for each store site proposed by an approved operator. The legislation provides that municipal comments should focus on whether a proposed storefront location is in the public interest, as defined in the regulation. In the regulation, public interest is defined as public health or safety, protecting youth and eliminating the illegal market.

If a municipal council accepts retail stores, AMO suggests that a ‘Municipal Cannabis Retail Policy Statement’ be adopted by council. Such a policy statement could address what it sees as significant local sensitive uses. This would give municipal staff direction in responding to the 15-day window during the commentary process. For example, a policy statement may identify specific sensitive uses and express some parameters to consider proximity to these sensitive areas, or may set out concerns regarding store concentration\(^1\) in certain areas of their communities.

It is recommended that municipal governments identify a key senior staff lead for proposed cannabis store notices from AGCO and to provide a one-window approach to coordinate municipal input within the 15-day commentary period. This will ensure AGCO has every opportunity to take note of municipal government considerations. This key contact should be able to gather information from various municipal departments as necessary, provide maps and be able to convey council policy.

Below, AMO has provided a draft Municipal Cannabis Retail Policy Statement template that may help municipal governments that choose to create such a policy. The template helps municipal government officials begin to think about the issues and criteria they may wish to note when considering a proposed cannabis retail site. Notes for consideration of what we understand to be

\(^1\) Note that store concentration will ultimately be determined by the market demand, however municipal governments may wish to set out any criteria through which they may consider this in future.
Draft Template Municipal Cannabis Policy Statement

an effective municipal policy statement are provided in the shaded boxes and would not form part of the policy statement.

For alignment between the regulations and AGCO mandate, municipal comments in the process, whether through a municipal cannabis policy statement or not, must focus on the three provincial public interest objectives: public health and safety, protecting youth and ending illegal sales of cannabis.

Municipal staff are encouraged to read the regulations and AGCO guidelines as they are developed and made available to understand eligibility requirements for operators how cannabis retail businesses are expected to operate. AMO will continue to provide information and analysis on this and other matters as it becomes available.
Draft Municipal Policy Statement Template:
The template can be used by a municipality that has chosen to allow retail sales of recreational cannabis.

Purpose & Vision
The purpose of this policy statement is to provide a format for municipal government input to the Alcohol and Gaming Commission of Ontario (AGCO) as well as help prospective recreational cannabis retailers in their consideration of location of cannabis retail stores in (name of municipality).

The AGCO is the provincial authority that licences cannabis retail operators, authorizes cannabis retail locations and licenses senior store staff. Municipal governments have no licensing authority.

The AGCO regulates and reviews all aspects of the retail operation including municipal and public input, that the proposed store location is consistent with the public interest as defined in the regulations.

The Municipality of .......... has chosen to allow retail sales of recreational cannabis. The following provides municipal staff with guidance on commenting to AGCO when notice on a specific proposed cannabis retail store site is provided on the site location.

Principles for Cannabis Retail Store Locations:
Relationship to Other Applicable Law:

- Land Use Planning: The provincial licensing process does not remove the requirement to comply with the zoning by-law and other municipal planning documents. The definitions within the municipality's Official Plan and Zoning By-law are applicable to all retail, including cannabis retail stores. Retail sale of cannabis from a provincially licensed store is legal and is a permitted use in the retail zones.

- Municipal Building Inspections: while the licencing of the store operation is the responsibility of the AGCO, the Building Code applies to cannabis retail store locations. Therefore, where a building permit is required, the building inspector will undertake duties as usual. Fire Code compliance is also mandatory.
For the purposes of this policy statement, a cannabis retail store shall mean a store licenced by the AGCO.

1. Cannabis Retail Stores and Sensitive activities:
   In order to help ensure public health and safety, protect youth and reduce illegal sales, retail cannabis stores are discouraged where nearby properties are designed to serve youth including ....
   
   The policy can address types of activities where youth or the potential for illegal sales or health risk exist. Please note that Ontario Regulation restricts a cannabis retail store from being located within a distance of 150 meters of a public school or most private schools. The municipality cannot adopt a greater distance. The distance buffer would be measured from the property line, if the school is the primary or only occupant of a building; or the boundary of any space occupied by the school within the building, if the school shares space, like in a mall. This distance buffer would not apply to private schools that hold classes online only, or to First Nation schools located on reserve.

   The municipal government may want to suggest other youth facilities such as libraries and community centres if appropriate, or other sensitive facilities that serve persons with mental health or addiction challenges.

   The policies cannot be so restrictive that it is impossible to locate a store. Nor can the policy state a specific number of stores permitted.

   It is recommended that should the municipal government choose a separation distance from a sensitive use that it be a number, not a range and that a rationale for this distance be provided.

   Municipal governments should note that municipal density restrictions on cannabis retail stores are not permitted under the legislation or regulations. However, it is possible that the number of cannabis retail stores in one area could in the future be considered under the public interest criteria in the regulations and merit comment from the municipal government and community.

2. Cannabis retail stores should not be permitted in:
   
   Any prohibitive statements must be considered through the lens of eliminating illegal activity, public health and safety or protecting youth and the regulatory definition of the public interest.

   Retail locations, if retail is allowed in a zone other than a commercial zone, such concerns may be noted.

   How does this prohibition help youth, create a safer environment or limit illegal activity? A municipal government may choose not to have any prohibitions.
3. Attached is a map showing the retail/commercial zones of the municipality and the activities identified in Section 1 above.

A map showing where retail is permitted and the locations of the activities identified in the first section will be very helpful to the AGCO. Municipal governments may choose to provide some sample separation distances as concentric rings around the activities such as addiction treatment facilities etc. to provide sample set backs. The Ministry of Education is working to identify all schools however; municipalities could also provide this information.
TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C043-18
DATE: December 19, 2018
TO: Committee of the Whole
FROM: Krista Pascoe, Clerk's Assistant / Accessibility Coordinator
SUBJECT: Council Appointments to Local Boards and Committees

RECOMMENDATION

That Staff Report C043-18 be received; and
That ____________________________ be appointed to the Essa and District Agricultural Society Board of Directors for the 2018-2022 term of Council; and
That ____________________________ be appointed to the Alliston and Area Physician Recruitment Committee for the 2018-2022 term of Council; and
That ____________________________ be appointed to the South Simcoe Streams Network, a program under Nottawasaga Futures to improve habitat and water quality along our waterways; and
That ____________________________ be appointed to the North Simcoe Muskoka Local Health Integration Network for the 2018-2022 term of Council; and
That ____________________________ be appointed to the Angus BIA Board of Directors for the 2018-2022 term of Council.

BACKGROUND

The Township of Essa receives requests from local boards and committees requesting Council representation on the board/committee. It is Council's decision as to whether they will appoint a member to sit on the local board/committee, as they deem appropriate.

COMMENTS AND CONSIDERATIONS

This report is to provide Council with a listing of requests received to date, whereby invitations have been extended for Council representation on the following Boards and Committees:

- Essa and District Agricultural Society Board of Directors (Attachment No. 1)
- Alliston and Area Physician Recruitment Committee (Attachment No. 2)
- South Simcoe Streams Network Program (Attachment No. 3)
- North Simcoe Muskoka Local Health Integration Network (Attachment No. 4)
- Angus BIA – Board of Directors (Per Terms of Reference for Angus BIA – not attached)

Typically in previous years, Council has appointed one member of Council to sit on the following: EDAS Board of Directors; Physician Recruitment Committee; Angus BIA Board of Directors.

The requests from South Simcoe Streams Network Program and the North Simcoe Muskoka Local Health Integration Network are new requests received recently by the Clerk's Department.
At its meeting of November 21, 2018, Council requested that the Clerk's Department approach Matthews House Hospice to inquire as to whether they would be requesting a Council appointment. The Clerk's Department was recently notified that Matthew's House Hospice would not be requesting a Council representative at this time.

FINANCIAL IMPACT

There are no financial considerations regarding this matter.

SUMMARY/OPTIONS

1. Take no further action.
2. Appoint members of Council to the various local boards and committees as Council deemed appropriate by Council.

Respectfully submitted: Reviewed by: Reviewed by:

Krista Pascoe Lisa Lehr Greg Murphy
Clerk's Assistant Clerk Chief Administrative Officer

Attachments:

1. Request of Council Appointment from the Essa and District Agricultural Society Board of Directors
2. Request of Council Appointment from the Alliston and Area Physician Recruitment Committee
3. Request of Council Appointment from the South Simcoe Streams Network Program
4. Request of Council Appointment from the North Muskoka Local Health Integration Network
December 3rd, 2018

Town Council
5786 Simcoe County Rd. #21 Utopia, Essa Township, ON L0M 1T0

Dear Council of Essa Township:

The Essa & District Agricultural Society (EDAS) would like to formally invite 1 township representative to hold an honorary seat on our Board of Directors for the upcoming term 2018-2022. It is our hope that this position will further strengthen the relationship between the Township of Essa and the EDAS, allowing for increased dialogue on township events. From July 2017 to date, previous Ward Councillor Michael Smith has occupied this role and has been a great contributor to board discussions.

We invite you to continue to be a direct part of our leadership team as we strengthen the EDAS and look towards building a stronger community in Essa Township.

We thank Town Council again for their continued support of our organization and hope that if accepted, a board position can remain in place for years to come as we work to build awareness for Essa agribusiness.

Sincerely,

[Signature]
Ryan Johnson
General Manager
On behalf of the Board of Directors, Essa & District Agricultural Society
December 10, 2018

Mayor Macdonald & Members of Council:

On behalf of the Alliston and Area Physician Recruitment Committee (AAPRC), I would like to take this opportunity to welcome each of you to your roles in this new term of Council.

The AAPRC has been active since 2001 when a shortage of physicians led to the Stevenson Memorial Hospital (SMH) emergency department being unable to provide 24/7 hours of service. In the past 18 years, the committee has assisted in recruiting 59 physicians to the SMH area. Due to the central location of SMH, this area includes all or significant portions of the municipalities of Adjala Tosorontio, Essa, Innisfil, and New Tecumseth.

The mandate of the AAPRC is:

"To work cooperatively with the local hospital, medical centres, participating municipalities and the general public in the development and implementation of recommendations and strategies, for the community, for the recruitment and retention of physicians and nurse practitioners."

With the significant population & employment growth projected to 2031 of the Ontario “Places To Grow Act”, and the added effect of retiring doctors, the AAPRC must continue their work even more. This includes ensuring all current & future residents have access to levels of health care, from family physicians to emergency service.

The representation and financial support of the municipalities and other community stakeholders are critical to the necessary outcome - continued retention of existing and placement of new physicians & nurse practitioners to meet the area needs.

The AAPRC requests from the four municipalities and Stevenson Memorial Hospital, confirmation of an active representative on the committee and continued annual financial support. The opportunity to provide a brief presentation and Q & A for members of Council and staff may also be scheduled.

The AAPRC looks forward to this continued partnership in health care for our residents.

Sincerely,

Keith White
AAPRC Chair
(705-733-5489)
November 14, 2018

Township of Essa
Attn: Krista Pascoe
Clerk’s Assistant / Accessibility Coordinator

Dear Mayor Macdonald & Council,

RE: Appointment to Committee of the South Simcoe Streams Network

The South Simcoe Streams Network (SSSN) would like to congratulate the newly elected Town Council. The SSSN has had the support of Council over the past term. A Council appointment to the SSSN committee is important to us and benefits us all.

The SSSN is committed to involving multiple partners and resident communities in shared actions that improve habitat and water quality along our waterways. Our flagship annual ‘Trees for Streams’ project attracts well over 500 volunteers annually (2018 report attached). It is one of many opportunities where local organizations, youth and families benefit from hands-on outdoor physical participation and ecological learning. The community gains long term improvements along its stream corridors in both urban and rural-agricultural settings.

The SSSN committee was formed back in 2008 under the umbrella of Nottawasaga Futures. The committee is made up of volunteer citizens, municipal, conservation, government and non-government representatives who help with planning and directing project activities in the five southern municipalities of Simcoe County. A copy of our strategic plan is attached.

We look forward to working with the Council and seek an appointee to the South Simcoe Streams Network for this term. The Township’s support in providing valued input in how we invest in streams together for community and watershed health is much appreciated.

Best Regards,

Silvia Pedrazzi
Environment Liaison for the
South Simcoe Streams Network
Nottawasaga Futures
705 435-1540 ext .107
silva@nottawasaga.com
The “South Simcoe Streams Network” was established in July of 2008 under an Ontario Trillium Foundation grant administered through Nottawasaga Futures. This grass roots non-profit program is designed to involve multiple partners and resident communities in shared actions that improve habitat and water quality. The focus is on threatened shorelines and streams in the Lake Simcoe and Nottawasaga River watersheds within the southern municipalities of Simcoe County; namely Adjala-Tosorontio, Bradford-West Gwillimbury, Essa, Innisfil, and New Tecumseth.

THE CORE PURPOSE STATEMENT IS A SYNTHESIS OF A NUMBER OF THEMES. THE THEMES DESCRIBED BELOW PROVIDE A CONTEXT FOR THE CORE PURPOSE:

- Support and initiate community projects in South Simcoe that reduce pollutants, improve water quality, enhance fish and wildlife habitats, add native plant diversity, protect bio-diversity and reconstruct natural stream features to help maintain ecological health.
- Invest in healthier streams in South Simcoe combining multi-partner resources and community volunteer efforts for improved habitat, cleaner water and communal wellbeing.
- Build cooperative partnerships to help generate the tools, know-how and funds needed to restore degraded stream systems.
- Provide an independent community forum that brings together a broad spectrum of affiliates and local residents who can rally and collaborate on action oriented and innovative projects.
- Engage volunteers of all ages and walks of life from schools, youth and service clubs to business and industry to participate in stream rehabilitation.
- Foster neighbourhood support to help monitor results and provide follow-up maintenance for past projects.
- Advance community awareness and appreciation of stream and river resources, ecological threats and benefits to local communities.
CORE VALUES ARE AN ORGANIZATION'S ESSENTIAL AND ENDURING GUIDING PRINCIPLES. THEY DESCRIBE WHAT AN ORGANIZATION STANDS FOR, HOW IT WILL ACT, AND SHOULD NOT BE COMPROMISED FOR SHORT TERM EXPEDIENCY.

5 CORE VALUES:
- Involve community and youth today for healthy streams tomorrow
- Nurture a holistic approach to stream rehabilitation
- Embrace and respect partner diversity
- Keep informed and informing on ecological practices and threats
- Share ideas and collaborate in a non-regulatory setting

THESE CORE VALUES ARE A SYNTHESIS OF THE FOLLOWING LIST OF VALUE STATEMENTS:
- Cultivate community involvement and opportunity
- Celebrate working together for healthy streams
- Inspire and influence good conservation of our waterways and corridors
- Reach out to broaden environmental understanding for local residents encouraging responsible stewardship practices
- Show appreciation to those who offer support
- Strive for best ecological impact per invested dollar (best bang for the buck)
- Think watershed wide, engage locally
- Act as a team to foster collective goals
- Engage in projects collectively having regard for multi-partner mandates
- Facilitate information exchange/access
- Acknowledge and support initiatives and work already being done in the field by others
- Focus on project delivery in a non-partisan manner staying neutral on political and social activism
"DESIRED OUTCOMES" ARE TANGIBLE, FOCUSED, ENGAGING GOALS THAT ARE CLEARLY RECOGNIZABLE BY EVERYONE.

**DESIRED OUTCOMES:**

"South Simcoe communities are actively engaged and educated in fostering healthy streams, improving ecological function for the benefit of all generations."

This statement of the desired outcomes was developed from the following list:

- Greater environmental understanding and tools for local residents to practice conservation as a daily part of their lives so nobody takes water for granted.
- Communities celebrate and actively partake in stream rehabilitation.
- We invest in our local youth as ambassadors for future stream health.
- Multi-partner collaboration includes local connections and community perspectives to balance decision-making on activities to conserve our local stream systems.
- Everyone plays a role in the pursuit and maintenance of the ecological integrity of our watersheds and the neighbourhood streams within them.
- We value native species, diversity and natural stream characteristics as vehicles that help maintain the health of our streams.
- Healthy water corridors benefit physical health and a healthy mindset by providing links to healthy community living.
- Stream ecosystems are valued and protected as a matter of course by all sectors of society.
- Water pollution is a memory of the past replaced by communal dialogue and actions that sustain stream systems.
- We have the ways, means and desire to pursue opportunities that enhance our local stream corridors and broader watershed health bringing benefits to the communities we live in now and into the future.
- Multi-partners and communities unite to tackle threats and challenges to stream ecosystems so that our local water corridors are clean, functional, diverse and rich in habitat.
New Activities:
- Address longer term funding provisions for overhead and staff component to improve sustainability
- Tie into university/college expertise for added educational and scientific links
- Strategic ‘Stream-Share’ initiatives to support site monitoring, maintenance and appreciation of stream systems
- Advance an Orphan tree pilot that will provide more variety and size range of native species to stream buffer sites for added diversity in a cost effective manner
- Explore social media as outreach tool

More of these Activities:
- Strengthen sustainability of organization by expanding program innovations within Network capacity and under a priority basis
- Incorporate maintenance aspects and invasive species control/monitoring into projects
- Follow-up monitoring activities with volunteer component
- Convey wetland, climate change and species at risk elements into projects where applicable
- Training for site-leader volunteers and networking opportunities
- Team sharing and adding elements of fun and appreciation
- Projects that have a built-in funding component

Continue Doing These Activities:
- Facilitate collaborative stream improvement projects addressing watershed needs and involving volunteer participation to improve stream habitat and reduce phosphorous and other pollutants
- Build on organizational links to support stream projects
- Outreach and volunteer recruitment to schools, youth and community groups
- Outreach to business and industry
- Community Spring ‘Trees for Streams’ events within the five municipalities of the southern region of Simcoe County
- Promote awareness through event orientations, workshop displays, media and signage
- Yearly plan and execute on average one major project in each of the Lake Simcoe and Nottawasaga River Watersheds
- Engage in all of the above as time and capacity permits

Reduce these activities:
- Tasks that stretch human resources beyond reasonable capacity

SHORT-TERM PRIORITIES FOR ACTION
- Target inclusion of administrative and staff component in grant submissions for program sustainability both in private and government sector funding
- Explore and pursue local options for partial funding support
- Expand our approach to mitigating and conveying project safety risks for volunteers
- Streamline project reporting where feasible
- Integrate student assistance and mentoring in project delivery through school educational co-operative partnerships where feasible
### 2018 SSSN 'Trees for Streams' Project Sites, Volunteers, Trees

<table>
<thead>
<tr>
<th>#</th>
<th>Site Locations</th>
<th>Volunteers #</th>
<th>Hrs</th>
<th>Core Planting Groups w SSSN</th>
<th>Event Date 2018</th>
<th>Seedlings SSSN</th>
<th>potted SSSN other</th>
<th>Total</th>
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<tr>
<td>A-T1</td>
<td>Sheldon Cr.-Pestrin</td>
<td>29</td>
<td>87</td>
<td>Saint Peter's Catholic S.S./sssn</td>
<td>10-May-18</td>
<td>20 60 40 20 140 40</td>
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<tr>
<td>A-T2</td>
<td>Boyne R. - Storey</td>
<td>40</td>
<td>120</td>
<td>Alliston Guide Units/Alliston Lions/Community/sssn</td>
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<tr>
<td>A-T3</td>
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<td>36</td>
<td>Banting Memorial H.S./sssn</td>
<td>22-May-18</td>
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<td>A-T4</td>
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<td>31</td>
<td>93</td>
<td>Scouterrees:1st Mapleview/2nd Holly/landowner/community/sssn</td>
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<td>A-T5</td>
<td>Pine R.-Barrientos/Thompson</td>
<td>25</td>
<td>75</td>
<td>Nanty Shores S.S./sssn</td>
<td>14-Jun-18</td>
<td>150 50 100</td>
<td>300</td>
<td></td>
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<tr>
<td>A-T6</td>
<td>Potts Farm-Somerville</td>
<td>4</td>
<td>12</td>
<td>Somerville / ssnn</td>
<td>28-May-18</td>
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<tr>
<td>BWG7</td>
<td>Fraser Cr-Home Depot</td>
<td>22</td>
<td>66</td>
<td>Team Home Depot/Town Bradford West Gwillimbury/community/sssn</td>
<td>5-May-18</td>
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<td>Fraser Cr-Angela St.</td>
<td>23</td>
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<td>ESS9</td>
<td>Nottawasaga-Gold Park</td>
<td>52</td>
<td>156</td>
<td>Steelheaders/Tekes Solutions/Essex Two/DSLNS/Community/ssnn</td>
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<td>40 80 60 20 40 200 60</td>
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<td>Inn10</td>
<td>Lover's Cr.-Harris</td>
<td>109</td>
<td>327</td>
<td>SSSN/Steelheaders/Tottenham Guides/Alliston Pathfinders/1st Beeton Guides/rvca</td>
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<td>Inn11</td>
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<td>188</td>
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<td>11</td>
<td>56</td>
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<td>NT15</td>
<td>Tree Sorting-landowner PU</td>
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<td>7</td>
<td>sssn / Raynolds / Train</td>
<td>3-May-18</td>
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<td>5-May-18</td>
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<td>428</td>
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<tr>
<td>NT15</td>
<td>East Beeton-F&amp;P Mfg</td>
<td>16</td>
<td>48</td>
<td>F &amp; P Associates / sssn</td>
<td>6-May-18</td>
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<td>300</td>
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<tr>
<td>NT16</td>
<td>Beeton Cr-Coventry</td>
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<td>72</td>
<td>Nottawasaga Pines / sssn</td>
<td>16-May-18</td>
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<td>TOTALS</td>
<td></td>
<td>627</td>
<td>1949</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5577</td>
</tr>
</tbody>
</table>

### Project Outcomes Summary:
- 16 events
- 14 sites
- 40 Partners (12 planting groups + 11 core and/or funding partners + 8 landowners)
- 627 volunteers
- 1949 volunteer hours
- 5577 native trees & shrubs
- 7+ species

### Project Value Summary:
- Materials/equipment (cost): $5,596
- Trees ($400 cost & 7392 in-kind): $13,792
- Event supplies ($242 cost & $1200 in-kind): $1,442
- Facilities ($1019 cost & $680 in-kind): $1,619
- Busing ($400 cost & $600 in-kind): $1,000
- Volunteer labour (1949 hrs x $11.40/hr): $22,219
- SSSN committee planning (300 hrs x $40/hr): $12,000
- Total (HR & admin not included): $57,668
Hello Sandie and Michael,

I am reaching out to you to extend an invitation to participate in the NSM LHIN Barrie and Area Community Planning Table. I am one of the Directors with the NSM LHIN supporting this planning table along with my colleagues Anne Wolnik, Director of Home and Community Care, and Dr. Monica Wolnik, Clinical Lead. I am not sure how familiar you are with health sector planning at this time; aligned with the Ministry of Health and Long-term Care’s mandate, the NSM LHIN established community planning tables in each of the five sub-regions. The Barrie and Area table has been meeting since June of this year, and includes senior leadership from health sector organizations including RVH, CMHA, and other Community Agencies, Long-term Care, Primary Care including the Barrie Family Health Team and Community Health Centre, as well as municipal leadership from the County of Simcoe, the City of Barrie and the Town of Innisfil. Indigenous and francophone leaders are also present, as are representatives for children and youth services. Our municipal partners include a delegate on behalf of Mayor Jeff Lehman, the Town of Innisfil CAO Jason Reyner as well as Jane Sinclair, General Manager with the County of Simcoe.

With a mandate to support health system planning for our community, we feel the community of Essa would be a valuable addition to this table. Recently, we had the opportunity to meet with Dr. Izabella Kogan. In understanding the health system planning being initiated and planned for within the community of Angus and surrounding area, we extended an invite to Dr. Kogan who felt municipal representation would be best. Jane Sinclair recommended the extension of this invitation to the both of you and advised she would follow up with you further during the County Inaugural on Dec. 11.

We meet every second Wednesday of the month from 2:30-4:30 in the NSM LHIN Barrie offices. If I can share any further information with you, please let me know. We look forward to hearing from you regarding your interest in participating in this planning moving forward and can certainly share forward documents including Terms of Reference and priorities as appropriate.

Thank you in advance for your time and consideration,

Melissa

Melissa Mei
Director, Barrie Sub Region Planning and Integration
North Simcoe Muskoka Local Health Integration Network
Tel: 705-326-7750 x3228 or 1-888-721-2222 | Fax:
Melissa.Mei@lhins.on.ca | www.nsmlhin.on.ca

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Sub-Region Planning Table
DRAFT Terms of Reference

BACKGROUND

Patients First envisions an integrated health care system that delivers world-class patient care and ensures equitable access to health services across the province. As part of this vision, health system transformation will see:

- Care communities where providers work as a coordinated team to deliver culturally appropriate and timely care in partnership with patients, families and caregivers;
- Planning and integration through a sub-regional community lens for better integration of health care services, using population health approaches;
- Primary care and home and community care as essential partners in care, integrated with other community and social services and better able to connect patients with the rest of the health care system;
- Mental health and addictions services integrated throughout planning and care delivery;
- Streamlined care pathways and simplified system navigation, with unnecessary repetition avoided; and
- Digital health as a critical enabler to enhance connectivity and accessibility for patients, including improved access to health information and providers.

As per the Patients First Act, 2016, Local Health Integration Networks are required to establish geographic Sub-Regions in their local health system for the purposes of planning, funding and service integration. Specifically, Patients First Act, Section 14, 2.1 states:

"The integrated health service plan shall include strategic directions and plans for the geographic sub-regions of a local health system in order to achieve purposes of this Act."
PURPOSE

The Sub-Region Planning Table is critical to the success of Sub-Region planning and implementation. It will play a critical role in the implementation of specific goals derived from Patients First legislation, the Minister’s Mandate Letters, and the Integrated Health Services Plan (IHSP). Planning Tables will also:

- Foster joint accountability for innovative, integrated system redesign to address health and service gaps, advance quality, and **improve patient experience and outcomes**
- Build upon the strong, comprehensive foundation laid down by the Health Links in order to further **advance the approach to Coordinated Care Plans and physician attachments**
- Allow the full continuum of stakeholders from diverse sectors to come together with patient and caregiver representatives to **improve the health of the population** within a sub-region geography
- Empower individuals, organizations, and sectors to engage in collaborative planning for a local population within a defined geography
- Provide recommendations to the Steering Committee for innovative and integrated strategies to address local health gaps, following the established funding cycles of the LHIN

<table>
<thead>
<tr>
<th>IN SCOPE</th>
<th>OUT OF SCOPE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assess Local Health Needs:</strong></td>
<td>Governance of the sub-region health care system</td>
</tr>
<tr>
<td>• Consultation and engagement with local stakeholders, including patients, caregivers, and frontline providers, to inform sub-region planning</td>
<td>• Decision-making regarding service delivery operations and funding of individual health service providers/service providers/entities within the sub-region</td>
</tr>
<tr>
<td>• Review sub-region performance data, identifying priority populations and neighborhoods</td>
<td>• Advancing collective action on sub-region priorities without endorsement of the NSM LHIN</td>
</tr>
<tr>
<td>• Undertake gap analysis of services and programs in relation to local need</td>
<td>• Advocacy on behalf of organizational interests</td>
</tr>
<tr>
<td>• Advance human resource planning, including physician capacity</td>
<td>• Advocacy on behalf of political interests</td>
</tr>
<tr>
<td><strong>Plan to Improve Patient Experiences and Outcomes:</strong></td>
<td>• Addressing specific patients’ concerns</td>
</tr>
<tr>
<td>• Propose sub-region health goals and priorities</td>
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</table>
for action
• Develop annual Sub-region Work Plan
• Offer recommendations to Sub-region Steering Committee for innovative, integrated strategies to improve local population health, and quality of care, following the established funding cycles of the LHIN
• Determine Work Groups (WGs) required to realize sub-region health goals

Implement Innovative, Integrated Strategies:
• Oversee implementation of innovative, integrated strategies to improve local population health, and quality of care
• Advance Coordinated Care Plans and physician attachments
• Leverage WGs to implement local priorities

Evaluate Local Health System Performance:
• Monitoring of sub-region performance, including service integration through process and outcome metrics.
• Indicators of success should include reduced wait times, improved access and better patient experience

Address System-Level Concerns/Issues/Risks
• Focus attention on concerns, issues, and risks of a general nature at the sub-region level so as to develop implementable solutions and strategies
VALUES

Care deeply
We choose to work passionately with each other, and with our partners in care, to make a difference for people in our region.

Perform responsibly
We are accountable for the sustainable use of public resources entrusted to us, and for our personal and collective actions and outcomes.

Think creatively
We are open to new ideas and create environments where health care innovation can thrive internally and externally, and where continuous learning and strategic thinking are respected.

Interact respectfully
We communicate with credibility and work collaboratively with our diverse patients, partners, providers, and communities to enhance the patient experience.

OVERARCHING GOAL OF PLANNING TABLE

The overarching goal of the Sub-region planning table is to create a local health system that is:
- Safe
- Effective
- Patient-Centered
- Efficient
- Timely
- Equitable
(Health Quality Ontario’s Quality Improvement Framework, 2017).

PROCESS

The Sub Region Director for Planning and Integration will co-chair the planning table and will use the change management framework, as outlined in the Sub-Region Guidance Document to structure the work of the table.
ROLES AND RESPONSIBILITIES FOR YEAR ONE

- The role of the planning table is to work together with all stakeholders to develop and implement an action plan. The action plan will be based on provincial and regional priorities, as well as priorities identified at the local level;
- Monitor, evaluate and adjust the action plan as per community needs;
- As new needs are identified, the planning table will determine the appropriate forum for action;
- Ensure all sectors and communities are represented and included throughout the process.

RELATIONSHIPS WITH EXISTING PLANNING TABLES

The Planning Table will build relationships and develop its system perspective by having formal linkages with related planning tables, including:

- (List all relevant related planning tables in the Sub-Region)

The Planning Table will formalize relationships with these committees through members selected by each committee acting as voting member on the Planning Table. The Planning Table will also create formal linkages with other Regional tables on as-needed basis. The Planning Table may also create informal linkages with existing planning tables as required. If the Planning Table and or work of the Planning Table crosses sub-region/LHIN boundaries, appropriate linkages to planning tables will be created as required.

MEMBERSHIP (sample for consideration)

The Planning Table membership will be composed of senior leadership positions from respective organizations within the catchment, as well as local community representation including aboriginal, Francophone, and patient/caregivers.

Membership

The Sub-Region Integration Table will be comprised of a minimum of 8 to 10 members and a maximum of 12 to 15 members. The following will be used in consideration of membership:

a. 2 Patient Advisors (either 2 from the Patient and Family Advisory Committee, or one from the Patient and Family Advisory Committee and 1 chosen locally)
b. 1 Community Health Care Centre representative
c. 2 Long Term Care representatives (1 municipal and 1 for-profit)
d. 1 Addictions and Mental Health representative
e. 1 Community Services Sector representative
f. 2 Hospital representatives
g. 1 Emergency Management Services representative
h. 1 Public Health representative
i. 1 Aboriginal representative
k. Other members to be considered include: Francophone representative, new immigrant representative, Nurse Practitioner in Primary Care, Specialist Physician, Retirement Home, Contracted service provider or LBGT representative.

The Sub-Region Clinical Lead and Home and Community Care Director will also be members of the Planning Table and will not count towards the overall membership count.

Voting members of the Planning Table are as follows:
Members will be expected to seek input from, and relay information to, their respective constituencies. Members will be provided with an agreed upon key messages document at the end of each meeting to facilitate consistent communication. Planning Table members are not participating on behalf of their own individual organizations but rather for how their organizations interact with the system.

Members may choose to identify a specific alternate to attend meetings when the primary member is unavailable. The alternate member may vote on behalf of the primary member. It is the responsibility of the primary member to ensure that the alternate is fully prepared for a meeting that they are required to attend.

Members will be appointed for a three-year term with a proportional rotation being established to ensure continuity of the group.

The Planning Table Co-Chairs will be selected by the members on a bi-annual basis.

Recruitment

The initial slate of membership will be selected through an expression of interest process to ensure that a broad range of organizations, skills and perspectives are included on the Table. Ongoing recruitment will be managed by the Table.
Members must commit to attendance at the majority (80%) of meetings. Orientation will be provided to new members.

**Roles and Responsibilities of the Sub-Region Integration Table**

The Table will be led by a Co-Chair arrangement where the Table will select one representative from their membership who will serve for no more than two years and the other chair will be the Sub-Region Director.

The Co-Chairs are responsible to:
- a) Act in the best interests of the mandate and purpose of the Table and the work it is established to achieve;
- b) Provide leadership and structure to the Table;
- c) Act as moderator/facilitator for the Table;
- d) Ensure agenda and supporting materials are distributed in advance of each meeting;
- e) Ensure that the minutes reflect the decisions and actions and are circulated in a timely manner;
- f) Ensure appropriate communication of the work of the Table is done, including the distribution of the Table minutes beyond the scope of membership where applicable;
- g) Represent the Table as needed;
- h) Oversee reporting to the Planning Table Steering Committee;
- i) Ensure a process for replacing a Table member if there is a vacancy.

Table Members are responsible to:
- a) Act in the best interests of the Table and the mandate and purpose it is working to achieve;
- b) Attend meetings and be fully prepared to engage in discussion and decision-making;
- c) Advise the Co-Chair or LHIN administrative support if unable to attend a meeting and arrange for a substitute if possible;
- d) Lead or participate in working groups/project teams in alignment with the work of the Table;
- e) Provide their time on the Table as an in-kind contribution or on a voluntary basis as applicable.
Format and Frequency of Meetings

a) For the inaugural six months of the Sub-Region Planning Table, meetings will be held every month or at the call of the Co-Chairs. Meeting frequency will be re-evaluated at six months along with the Terms of Reference.
b) Each meeting will be approximately 2 - 3 hours in length.
c) Participation will be in-person and by using technology (e.g., videoconference or teleconference) if required or requested.
d) Guests will invited to participate as appropriate.
e) Administrative support will be determined.

Review of Terms of Reference

The Terms of Reference will be reviewed by the Steering Committee every six months, or earlier as required, and the date of such review will be recorded. Input from Sub-Region Planning Tables will be requested and considered in the review process.

WORK TEAMS

The Planning Table may choose to create short-term ad-hoc Work Teams to conduct and report on any operational work related to the action plan. This includes research, capacity analysis, gap analysis, or the generation of funding proposals. The Planning Table will create, dissolve and coordinate the work of Work Teams as needed. Work Team membership can include Planning Table members, Regional table members, front line/clinicians, patients/caregivers, or any other members the Planning Table view as appropriate.

ACCOUNTABILITY AND REPORTING

The Planning Table will have an accountability mechanism in the form of a Sub-Region Planning Table Steering Committee who will annually conduct an evaluation to assess:

- outcomes based on an agreed upon action plan;
- achievement of performance indicators as per action plan activities;
- an annual survey of Planning Table effectiveness.

The Planning Table will report to the Sub-Region Planning Table Steering Committee who will report to the NSM LHIN Executive and Board through the assigned Director of Sub Region, Planning and Integration. The Planning Table will prepare its action plan at the beginning of the
fiscal year or upon its formation and provide quarterly updates within 30 days of the end of each quarter.

**DECISION-MAKING**

Planning Table decisions will be reached through consensus. The consensus approach will require:

- An open discussion and exploration of options;
- That everyone can live with the decision; and,
- That everyone can commit to supporting the decision full.

Consensus decision-making requires:

- Full participation: members must be prepared to contribute courageously.
- Mutual understanding: members must seek clarification and appreciate the point of view of others.
- Inclusive solutions: members must be flexible and allow new ideas to emerge.
- Shared responsibility: members will engage in arriving at decisions that all can accept and implement.

If the group is unable to reach consensus, then a minority report will be provided to the Sub-Region Planning Table Steering Committee detailing the issues that are impeding the achievement of consensus.

**CONFLICT OF INTEREST**

Members are required to declare any real or perceived conflict of interest at the outset of each meeting, after reviewing the agenda. The Chair will then determine if the member should remove themselves from the discussion.

Terms of reference will be reviewed every 6 months.
RECOMMENDATION

That Staff Report C044-18 be received; and

That Council consider waiving the meeting room rental booking fee in the amount of $85.76 plus H.S.T. for use of the Banquet Room at the Angus Recreation Centre on February 3, 2019 for a fundraising event.

BACKGROUND

Periodically organizations and user groups approach the municipality requesting a reduction in fees and/or the waiving of fees for fundraising events specific to the rental of facilities where the fundraising event is to be held.

There is no particular Standard Operating Procedure or process that is currently in place which allows staff to reduce rental fees unilaterally without Council’s consent.

Each request is presented to Council for their consideration and decided on collectively by Council as a whole.

COMMENTS AND CONSIDERATIONS

The Clerk’s Department is in receipt of correspondence from Chris Miller whereby he has requested that the rental fee for a fundraising event be waived. A “Trivia Night” Fundraiser is scheduled to take place in the Banquet Room at the Angus Recreation Centre on February 23, 2019, the event will require use of the room for 3 hours. The fees for this event will be donated to the Essa Public Libraries.

FINANCIAL IMPACT

The Council Approved Fees and Charges By-law includes rates for meeting room rentals. Fees associated with rentals take into consideration the on-going operating costs, staff time (day of the event, and administration time required), as well as costs directly associated with the rentals.

The fee associated with renting the Angus Banquet Room with use of the kitchen is $85.76 plus H.S.T. (up to seven hours for the day; no alcohol permitted).
SUMMARY/OPTIONS

Council may:
1. Take no further action.
2. Approve waiving the room rental fee in the amount of $85.76 plus H.S.T.
3. Approve waiving 50% of the room rental fee.
4. Deny the request to waive the rental fee.

CONCLUSION

Staff recommends Option 2

Respectfully submitted: Reviewed by: Reviewed by:
Krista Pascoe Lisa Lehr Greg Murphy
Clerk's Assistant Clerk Chief Administrative Officer

Attachments:

1. E-mailed request of Room Rental
I'm not sure of the time probably after dinner? 7ish until 10ish?
It will be open to the public.
Ages most likely adults but there's no reason children couldn't attend.
No liquor license needed.
On Thursday, December 13, 2018, 12:26:41 p.m. EST, Krista Pascoe <kpascoe@essatownship.on.ca> wrote:

Could you also please let me know:

- Time you require the room
- Invite only or open to the public
- Ages attending
- Will you be obtaining a liquor licence.

Thanks again 😊

Krista Pascoe

Clerks Assistant / Accessibility Coordinator

Township of Essa

Phone: 705-424-9917 ext 116

Fax: 705-424-2367

www.essatownship.on.ca
Hi Krista.

Here's the info about fundraiser I'm planning. It's going to be a "Trivia Night" on Feb 23, in the banquet room at the Essa Rec Center. The proceeds will go to the Essa library. I haven't inquired if the room is available that day. If it is, and if I could have the fee waived that would be more money to the library.

If there's anything else you need to know please let me know.