

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

**WEDNESDAY, JULY 3, 2019
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

Re: Essa Challenge Golf Tournament Proceeds

RVH Foundation, Stevenson Memorial Foundation, Matthews House Hospice

STAFF REPORT

4. PLANNING AND DEVELOPMENT

- p. 1 **a. Staff Report PD036-19 submitted by the Planning Technician, re: Block 13 – Condominium Application.**

Recommendation: *Be it resolved that Staff Report PD036-19 be received; and That Council direct staff to coordinate a Neighbourhood Meeting in order to introduce a new built form to neighbouring residents for their input.*

- p. 5 **b. Staff Report PD037-19 submitted by the Manager of Planning and Development, re: Bill 108: More Homes, More Choices Act Summary.**

Recommendation: *Be it resolved that Staff Report PD037-19 be received for information.*

- p. 19 **c. Staff Report PD038-19 submitted by the Building Department Administrative Assistant, re: Open Building Permits Mid-Year Reporting.**

Recommendation: *Be it resolved that Staff Report PD038-19 be received for information.*

5. PARKS AND RECREATION/ COMMUNITY SERVICES

- p. 23 **a. Staff Report PR001-19 submitted by the Chief Administrative Officer, re: Essa Ice Policy – Clarity and Further Detail.**

Recommendation: *Be it resolved that Staff Report PR001-19 be received; and That Council approve revising the Essa Ice Policy to reflect the clarification as listed in Option No. 2 of this report.*

- p. 33 **b. Staff Report PR002-19 submitted by the Chief Administrative Officer, re: Baxter Pitching Mound.**

Recommendation: *Be it resolved that Staff Report PR002-19 be received; and That Council approve considering a permanent pitching mound for the Baxter Ball Diamond during the 2020 budget deliberations.*

- p. 41 **c. Staff Report PR003-19 submitted by the Chief Administrative Officer, re: E3 Community Services – Lease Request.**

Recommendation: *Be it resolved that Staff Report PR003-19 be received; and That Council authorize entering into a Lease Agreement with E3 Community Services to renew the lease for use of the Youth Centre at a cost of \$525.00 plus H.S.T per month from August 1, 2019 to July 31, 2022, thereby increasing the monthly rent by \$25.00 plus H.S.T.*

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

**ITEM
ADDED**

- a. Staff Report PW029-19 submitted by the Manager of Public Works, re: RFQ Tender Results – Q-19-07 – 2019 Stop Block and Line.**

Recommendation: *Be it resolved that Staff Report PW029-19 be received; and That the tender as submitted by Stoneline Ltd. in the amount \$10,340.00 (plus H.S.T.) be accepted, as per Township specification; and That the Manager of Public Works be authorized to arrange for the necessary works to be completed.*

8. FINANCE

- p. 43 **a. Staff Report TR017-19 submitted by the Deputy Treasurer re: Strategic Asset Management Policy.**

Recommendation: *Be it resolved that Staff Report TR017-19 be received; and That Council approve the proposed Strategic Asset Management Policy.*

9. CLERKS / BY-LAW ENFORCEMENT / IT

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

11. OTHER BUSINESS

12. ADJOURNMENT

Recommendation: *Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at _____ p.m. to meet again on the 4th day of September, 2019 at 6:00 p.m.*



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD036-19
DATE: July 3, 2019
TO: Committee of the Whole
FROM: B. Mansbridge
Planning Technician
SUBJECT: Block 13 – Condominium Application

RECOMMENDATION

That Staff Report PD036-19 be received; and

That Council consider to direct staff to co-ordinate a Neighbourhood Meeting in order to introduce a new built form to neighbouring residents for their input.

BACKGROUND

Township staff have previously reported to Council on the submission of a Site Plan Application for a mixed-use Commercial / Residential use for Block 13 (Planning Report PD029-19, May 15, 2019), known as 68 Gold Park Gate, contained within the Stonemount Subdivision development in Angus. Further to the original Site Plan Application and Zoning By-law Amendment Application, the Township is now in receipt of an Application for a Plan of Condominium, to support the proposed condominium road. The road will be accessed from Gold Park Gate to the south, as well as onto Greenwood Drive from the west of the development.

Further to Council's consideration and discussion regarding the condominium road and details, it is suggested that the next steps will be to work with the applicant to schedule a local Neighbourhood Meeting, within the coming months. The purpose of the Neighbourhood Meeting is to introduce this new built form to neighbourhood residents for their input into progressing the site design, prior to finalizing a design for Council's consideration. It is anticipated that a Neighbourhood Meeting will be scheduled over the summer period.

COMMENTS AND CONSIDERATIONS

Block 13 is zoned as Community Commercial (C1) according to the Township's Zoning By-law 2003-50 and is designated as Residential - Future. This block of property is located within a residential subdivision that had proposed a commercially zoned block to provide a commercial component to serve its immediate residents.

Below, please find the Applicant's rationale for the proposed condo road:

- Due to the size and shape of the subject site, it is not practical to develop the lands as a conventional freehold development based on municipal road standards;
- The proposed mix of uses will be serviced by a private, common condo road to better maximize the site's potential;
- The site will be accessed from Greenwood Drive and from Gold Park Gate (the internal road will be 6 and 6.5 m in width as opposed to the 20 m required width) and will accommodate two-way traffic, emergency, waste collection and private snow storage and removal vehicles and a fire route will be provided;
- Pedestrian traffic has been well planned to accommodate and promote walkability along the internal sidewalk network and route through to a "central meeting place" on site;
- Staff supports the application in principle as it conforms to PPS by achieving:
 - ◆ Growth within a settlement area (Angus),
 - ◆ Optimizes use of existing land supply,
 - ◆ More efficient use of existing infrastructure,
 - ◆ Offers diversified housing options, possibly more affordable or housing geared to seniors.

FINANCIAL IMPACT

Submission of the required application fees have been received, and will help to offset staff time spent on this file.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Council consider to direct staff to co-ordinate a Neighbourhood Meeting in order to introduce a new built form to neighbouring residents for their input.
3. Direct staff in a manner Council may deem appropriate.

CONCLUSION

Option #2 is recommended.

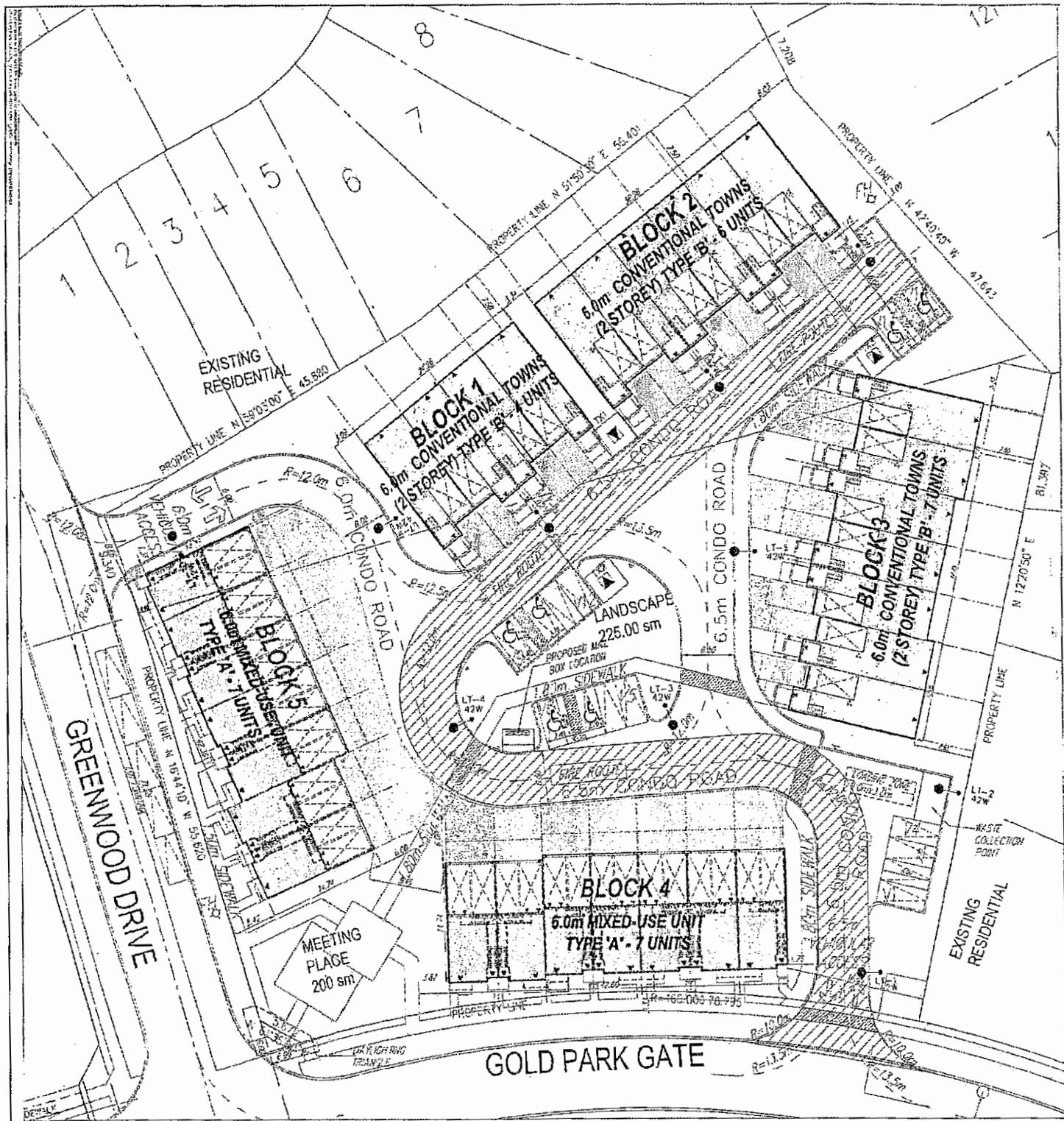
Respectfully submitted by: Reviewed by:

B. Mansbridge
Bev Mansbridge
Planning Technician

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

Colleen Healey-Dowdall
Colleen Healey-Dowdall
CAO

4a



SITE PLAN
SCALE: 1:250

4



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD037-19

DATE: July 3, 2019

TO: Committee of the Whole

FROM: Aimee Powell
Manager of Planning and Development

SUBJECT: Bill 108: More Homes, More Choices Act Summary

RECOMMENDATION

That Staff Report PD036-19 be received for information.

BACKGROUND

On May 2nd, 2019, the Minister of Municipal Affairs and Housing released an Action Plan entitled 'More Homes, More Choice: Ontario's Housing Supply Action Plan'. This Action Plan is supported through the 'More Homes, More Choice Act, 2019', Bill 108, which received Royal Assent on June 6, 2019. This Act is intended to address Ontario's housing crisis in efforts of building more homes across the province.

Under this Act, changes have been proposed to 13 existing statutes including the Development Charges Act, the Planning Act, the Local Planning Appeal Tribunal Act and the Ontario Heritage Act. Of these changes, municipal finance, parkland security, provisions for community facilities, heritage conservation and the review of development applications have new parameters and rules for their execution. Details around implementation however are notably absent from Bill 108.

Staff has attended two sessions where the summaries of the proposed changes in Bill 108 have been discussed. The first session was the Simcoe County Area Planners Meeting on June 14, 2019, hosted by the County of Simcoe's Planning Department (see attached slides for the County's summary on the proposed changes within Bill 108), and the second was a session hosted by Weirfoulds LLP, a land use planning law firm, in conjunction with the Ontario Professional Planner's Institute, on June 26, 2019. Both sessions consisted of an overview of key changes to existing legislation affecting municipalities and land use planning in particular.

Once more information is released by the Minister on the implementation of the proposed changes, staff will bring forward a more comprehensive report on how this Bill will impact the Township of Essa.

COMMENTS AND CONSIDERATIONS

There are no further comments or considerations resulting from this Report.

FINANCIAL IMPACT

There are no financial impacts resulting from this Report. 

SUMMARY/OPTIONS

Council may:

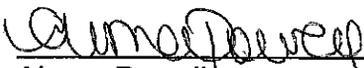
- 1. Take no further action.
- 2. Receive this Report for information.
- 3. Direct staff in a manner Council may deem appropriate.

CONCLUSION

Option #2 is recommended.

Respectfully submitted by:

Reviewed by:


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


 Colleen Healey-Dowdall
 CAO



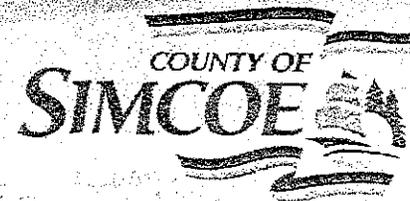
Simcoe County Area Planners Meeting

Bill 108: More Homes, More Choices Act

June 14, 2019

simcoe.ca

Overview

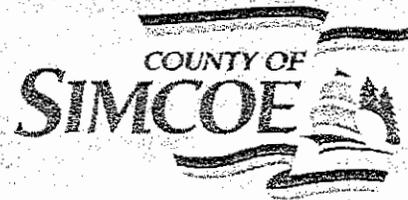


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03

Changes to the Planning Act

Additional Residential Units

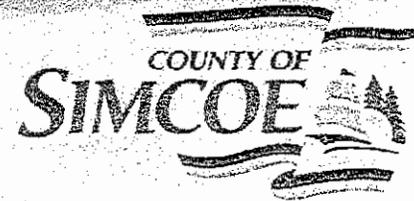


- Allow owners of detached houses, semi-detached houses and row houses to create an additional residential unit within their main residence, and another residential unit in a building or structure on the same property that is ancillary to the detached house, semi-detached house or row house, such as above garages or in laneways.
- The proposed changes would also eliminate a charge for creating a second suite in new homes

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Inclusionary Zoning

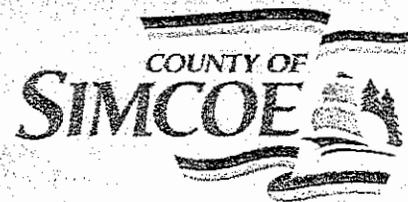


CF

- Help municipalities address local housing needs by allowing the discretionary use of inclusionary zoning around major transit station areas that are generally high-growth and are near higher order transit

o

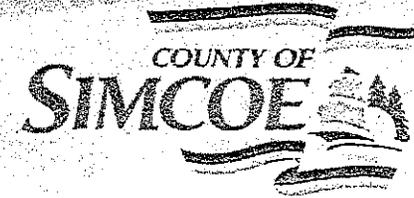
Community Permit System



- Implement community planning permit systems which will streamline planning approvals to 45 days. The changes would enable the Minister to require the use of the community planning permit system in specified areas, such as major transit station areas and provincially significant employment zones, and remove appeals associated with its implementing planning documents

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Community Benefits Charge



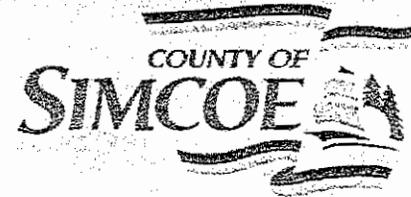
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- Replace the existing Section 37 density bonusing provisions with a new community benefits charge.
- Where a municipality has passed a community benefits charge by-law, the community benefits charge may replace the parkland dedication provisions in some cases

12



LPAT Authority

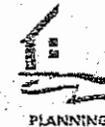
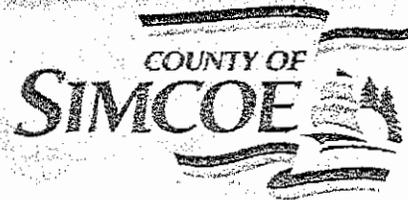


Strengthen the Local Planning Appeal Tribunal's authority to allow the Tribunal to make decisions based on the 'best planning outcome' for appeals of major planning matters

13

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Appeal Requirement



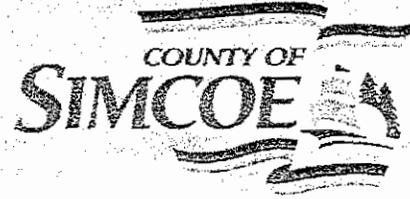
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Repeal the requirement that appeals be exclusively on the basis that approval of the planning instrument is inconsistent with the Provincial Policy Statement, fails to conform or conflicts with a provincial plan or fails to conform with an Official Plan

11



LPAT Decision

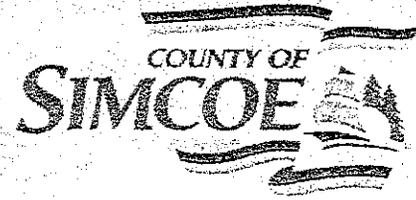


Give the Local Planning Appeal Tribunal the authority to make a final determination on appeals of major land use planning matters and removing existing restrictions on a party's ability to introduce evidence and call and examine witnesses at hearings

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Plan of Sub Third Party Appeals

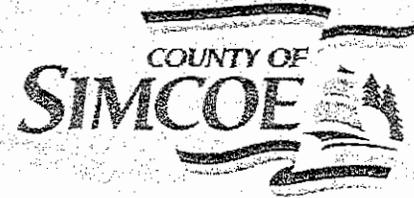


17

- Restrict third party appeals of plans of subdivision – Only the applicant, municipality, Minister, public body or prescribed list of persons are proposed to have the right to appeal an approval authority's decision on a draft plan of subdivision, lapsing provision or any condition of draft plan approval

16

Decision/Appeal Time Limits

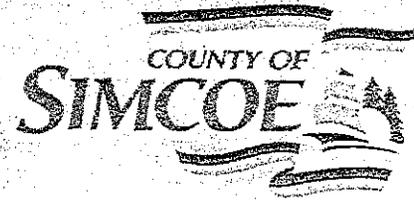


- Decrease time limits for the approval authority to make a decision on planning applications and for appeals to be filed:
 - Official plan/Official Plan Amendment – 210 days reduced to 120 days
 - Zoning By-law Amendments – 150 days reduced to 90 days
 - Draft Plan of Subdivision – 180 days reduced to 120 days

17

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Commencement



F

- Act received third reading and royal ascent June 6th, 2019
- Schedule 3 and 12 (Development Charges and Planning Act) will come into force on a future date to be named by proclamation

09



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD038-19

DATE: July 3rd, 2019

TO: Committee of the Whole

FROM: Elizabeth Davis, Building Department Administrative Assistant

SUBJECT: Open Building Permits Mid-Year Reporting

RECOMMENDATION

That Staff Report PD038-19 be received for information purposes.

BACKGROUND

On an on-going basis, the Planning and Development Department works towards completing inspections based on active Building Permit Applications. Year after year, there continues to be a collection of residual permits that have not been closed due residents not booking their final inspections. These residual permits are therefore classified as 'Open Permits'. At the beginning of 2019 the total number of open building permits was 1,213. There are currently open building permits dating as far back as 2005. There are several reasons why a permit may not be closed, such as:

- An owner may obtain a permit, but not start or complete the work;
- The work may be completed but the owner has not contacted the Building Department to perform an inspection;
- The inspection may be completed but there are deficiencies that have been noted and the owner has not contacted for a re-inspection,
- The permit has not been updated in the MOAR system.

Working towards closing the open permits is an on-going initiative of the Buildings Branch within the Township's Planning and Development Department. Beginning January 1, 2019, the Department decided to take an inventory of open permits and began working towards closing these permits according to staff availability. However, since May 1, 2019 the Buildings Branch has been working in accordance with a project plan to effectively close permits in a structured, timely and well-documented manner.

The types of permits that are still open include, but are not limited to, applications for renovations, decks, septic, and pools.

From January 1, 2019 to April 30, 2019 a total of 133 open permits had been closed. On May 1, 2019 the Building Branch started an initiative to close as many stale permits as possible. From May 1st to June 25th, staff have closed 316 open permits. Through this initiative, staff have been able to close a total of 449 open permits year-to-date, bringing the total number of open permits down to 764 from 1,213 at the beginning of January.

	January 1, 2019	April 30, 2019	June 25, 2019
Number of Open Permits	1,213	1,080	764

COMMENTS AND CONSIDERATIONS

The benefit of closing all of these open permits is to ensure that the Buildings Branch has done its due diligence to reduce liability and ensure compliance with the Ontario Building Code. The closure of these stale open permits also allows the Department to operate more efficiently and provide better and timelier customer service to applicants that are submitting applications moving forward.

This initiative has been a collaborative effort by the staff in the Buildings Branch. The result has been increased productivity within the Branch, a reduced number of open permits, and successfully achieving a notable benchmark at the onset of this initiative. Staff have demonstrated diligence and dedication in the closing 316 permits in less than 2 months.

There are however still 764 remaining open building permits. These permits will be much more difficult to close, as these applications consist of permits where staff has found challenges in connecting with the respective property owners to book the outstanding inspections. Challenges in connecting with property owners are a reflection of the homeowners who have moved, changed their phone numbers, or are not responding to messages.

In order to reduce the 764 open permits, staff will be sending out an "Annual Inspection of Incomplete Work" letter (see attached) to the current property owner letting them know that records indicate there is an outstanding building permit and a further inspection must be completed in order to properly address the situation. The letter will indicate that there will be a \$100.00 'Re-inspection of Defective or Incomplete Work' fee applied to the property owner's taxes starting in 2020 if the inspection is not addressed.

FINANCIAL IMPACT

The on-going pursuit of closing existing open permits does not have a negative financial impact on the Township as the work required to close these permits is being scheduled alongside Staff's current duties and workload. The initiation to close the remaining 764 permits will be conducted throughout the summer, as time is available, and into the Fall/Winter as priorities in the Department are redirected. The property owner that will be in receipt of the aforementioned notice will be subject to a \$100.00 fee that will surely generate revenue for the Township as permits remain outstanding.



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:

Respectfully submitted:

Reviewed by:



Elizabeth Davis
Building Department
Administrative Assistant



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



Colleen Healey-Dowdall
CAO

Attachments:

"Re-inspection of Defective or Incomplete Work" Letter

4c



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

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

Homeowner
555 Road
Utopia, ON L0M 1T0

Re: \$100.00 Re-inspection of Defective or Incomplete Work for open building permits

Dear Homeowner,

Our records indicate that there is an outstanding Building Permit for the above address. We understand that you may not have been aware of this situation or be under the belief that the Permit was closed. However, in order to properly address the situation a further inspection must be completed.

It is **required** that you contact our office as soon as possible in order to schedule an inspection.

Please be advised that any open building permits will have a **\$100.00 Re-inspection of Defective or Incomplete Work fee**, applied to your taxes beginning in 2020.

It is the responsibility of the homeowner to Schedule an inspection. The \$100.00 fee may be applied without further notice.

If you require further info please contact the undersigned.

Elizabeth Davis
Building and Planning Coordinator
Phone 705-424-9917 ext. 128



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR001-19
DATE: July 3, 2019
TO: Committee of the Whole
FROM: Colleen Healey-Dowdall, Chief Administrative Officer
SUBJECT: Essa Ice Policy – Clarity and Further Detail

RECOMMENDATION

That Staff Report PR001-19 be received; and

That Council approve revising the Essa Ice Policy to reflect the clarification as listed in Option No. 2 of this Report:

BACKGROUND

Essa has new staff carrying out booking ice and have discovered that the existing policy is not as clear as it could be. Currently at issue is the ice booking policy. Essa's Ice Policy is Policy No. PR07-03. The Ice Policy states that "Local organized groups, youth and adults, take precedence over outside leagues" (Section 2).

This spring, the Essa Minor Hockey Association (EMHA), Thornton Minor Hockey Association (TMHA), CPJHL (Essa Stallions) and Essa Hockey League (adults) all requested additional ice time. As such, staff discussed the matter at the May 29th Parks & Recreation Committee meeting. Staff was given direction to book as follows:

1. EMHA/TMHA
2. Essa Stallions
3. Essa adult hockey
4. Clearview IceCats (which is a girls alternative hockey association including Essa girls despite the name)
5. Other

With this direction it was made clear to staff that Essa youth should take precedence over Essa adults and both over other people including men's groups with long-standing bookings who may not all come from Essa. The Minutes of the Parks & Recreation Committee meeting were contained on the Council Agenda of June 5th. This direction was followed by staff, to a "T", or quite literally. In fact, what staff did not know (Essa Policy vague/silent), was that renewals have always remained in place and the list of prioritization would be referred to only for new ice.

COMMENTS AND CONSIDERATIONS

The EMHA, TMHA, Essa Stallions and Essa Hockey League have all requested additional ice time and it was discussed at the Parks & Recreation Committee meeting that the youth should take precedence over adults, however, this is not sitting well with established men's groups of many years. Staff would like Council to address the booking issue which our Policy is silent on.

Since meeting previously, staff is told that the men's groups have had their ice time for about 25 years so it would seem that traditionally, youth and adults have had equal status with the ice schedule not really ever changing. The prioritization of ice would seem only to apply and be necessary to consult when additional ice is requested – outside of existing bookings.

It would seem that other municipalities maintain existing ice slots for returning groups/renewals if the group is returning and in good standing. The prioritization details would apply for new ice requests. In the case at hand, if the Township were to carry on with this practice, which would seem to have been applied for years here, then the prioritization suggestion of the Township's Parks and Recreation Committee would seem appropriate (and to "kick in" on the basis of working around existing bookings from last season) except that Essa may wish to follow suit as in the City of Barrie where time is set aside for City-run skating and programs first.

On review, all associations/clubs/groups who had ice booked last season, wish to renew all slots from last season. After this, ice is available in Angus on Saturday between 4:30 pm and 7:00 pm and on Monday between 4:00 pm and 6:00 pm. Based on the amount of children in Angus and the growth rate for the community, Council may wish to add a public skating time in Angus and/or a program relating to skating before increasing the ice time for the EMHA or CPJHL. In Thornton, ice is available on the following late afternoon/evening (generally between 4:00 pm and 6:00 pm): Monday, Tuesday, Thursday, Friday and Saturday. Again, the Township may want to run additional public skating or skating programs, and can also add ice for users. Note that both arenas also have open ice during weekdays, daytime hours.

The Essa Ice Policy should be revised to reflect clarification as follows:

ICE RENEWAL

For ice renewal, every effort will be made to provide your group/organization first rights to the exact same dates, times and locations as the previous season. Each year, Parks & Recreation will coordinate a User Group meeting, typically held in Spring, to confirm the following season's requirements.

Where any group/organization requires changes to existing times or location, accommodation will only be made where other groups and organizations are not compromised and will be at the discretion of the Parks & Recreation Department.

NEW ICE DATES AND TIMES

If you are a current client in good standing and are requesting additional ice and/or an additional arena facility or change in arena facility, your request will be considered after all

renewals are processed. Such requests for new space or a change in space will be processed in the date/order received.

ORDER OF ALLOCATIONS

Essa Township residents are given priority over non-residents (groups must consist of 80% Essa residents to be considered as a resident rental).

Rental requests will be prioritized and handled as follows:

- a. Essa Township public skating or programs – i.e. learn to skate
- b. Local Minor groups – i.e. Essa or Thornton Minor Hockey
- c. Local Junior Hockey
- d. Local Adult Leagues – i.e. Essa Hockey League
- e. Minor Regional Groups – i.e. Girls Hockey, TNT Tornados
- f. Schools
- g. Private rentals/other groups

Past ice participant's requests are processed first based on allocating the same ice time and location they have had in previous years.

DEADLINES

Seasonal Permit Holders: A timetable for request submissions and permit confirmation deadlines are set annually. Current clients that are in good standing will be contacted and requested to submit their requirements to the Booking Clerk before each season's deadline.

FINANCIAL IMPACT

EMHA/TMHA Ice Rate	\$149.11
Essa Adults	\$207.80
Other Adults	\$232.90
*all prime time rates	
Expected Angus public skating revenue	\$7,000.00
Expected Thornton public skating revenue	\$6,000.00
Expected Angus Ice Rental revenue	\$240,000.00
Expected Thornton Ice Rental revenue	\$240,000.00

SUMMARY/OPTIONS

Council may:

1. Take no further action, maintaining the Parks & Recreation Committee direction, with youth priority to be stated within to the existing policy.
2. Provide clarity to staff on policy implementation and adopt the following clarification to the existing Ice Policy (as copied from another municipality):

ICE RENEWAL

For ice renewal, every effort will be made to provide your group/organization first rights to the exact same dates, times and locations as the previous season. Each year, Parks & Recreation will coordinate a User Group meeting, typically held in Spring, to confirm the following season's requirements.

Where any group/organization requires changes to existing times or location, accommodation will only be made where other groups and organizations are not compromised and will be at the discretion of the Parks & Recreation Department.

NEW ICE DATES AND TIMES

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ORDER OF ALLOCATIONS

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- f. Schools
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Past ice participant's requests are processed first based on allocating the same ice time and location they have had in previous years.

DEADLINES

Seasonal Permit Holders: A timetable for request submissions and permit confirmation deadlines are set annually. Current clients that are in good standing will be contacted and requested to submit their requirements to the Booking Clerk before each season's deadline.

3. Direct staff in another course of action.

CONCLUSION

Option #2 is recommended.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments:

1. Essa Ice Booking Policy
2. Bradford West Gwillimbury Ice Booking Policy

TOWNSHIP OF ESSA
CORPORATE POLICY

Policy Title: Indoor/Outdoor Ice Policy

Number: PR07-03

Department: Parks and Recreation

Approved by Council: September 2007

Notice: All Township of Essa facilities are smoke-free. Smoking is not allowed in any facility at any time, including during private functions.

1. REGULATIONS AND CONDITIONS

- a. Ice rentals must be paid in advance. **All** contracted groups must pay by post-dated cheques only, dated 2 weeks prior to event. These cheques must accompany the invoices. Rental fee adjustments for decreased hours will be made at the end of the season.
- b. **Make cheques payable to: The Township of Essa.**
- c. Ice rentals booked on an occasional basis must be paid for in advance at the **Township of Essa** either by cheque dated 2 weeks prior use, or by cash, or money order.
- d. **One hour of ice rental shall consist of 50 minutes.** Resurfacing is at the discretion of the Arena Attendant. No one is allowed on the ice until the resurfacers is off the ice and the doors are completely closed.
- e. It is the sincere desire of the Township of Essa Parks and Recreation Department to have all activities conducted in a sportsmanlike and orderly manner. Organizations granted permits are requested to cooperate to this end. Their help in controlling use of bad language and unseemly conduct will be appreciated. As most Township Recreation Facilities have a supervisor in charge, he/she is there to assist and ensure that everyone receives fair treatment. He/she acts under the authority of the Township of Essa and must be given the support and the cooperation of all those using our facilities.
- f. No admission fee shall be charged by the applicant for use of the premises unless the particulars are set out in the permit.
- g. The Corporation of the Township of Essa will not be responsible for personal injury or damage or for the loss of theft of any item, article of clothing or equipment belonging to the applicant or organization, or anyone attending.
- h. **INSURANCE:** Sport leagues must provide proof of insurance in accordance with this policy prior use of a Township facility.
- i. The following first aid equipment will be maintained by the Arena staff and kept readily

available;

- First aid kit
- two blankets
- spine board

- j. The applicant must pay for all damages to premises or furnishings arising out of the use of the premises by the applicant, and by any group using the facility in conjunction with the applicant.
- k. All groups or individuals rent ice on a seasonal basis. Should any group or individual not require all the ice contracted on their first contract draft, they should specify dates being canceled, sign and return to the Township of Essa so that a new contract can be drawn up reflecting the changes. Once the revised contract is sent out with the changes and signed by both the Township of Essa and the individual or organization, cancellations will not be accepted. No exceptions will be made. A minor group can sublet to another Essa Township minor group only. Please make sure to notify the Township of Essa office when a change is being made. The contract due date will be specified and must be adhered to in order to reserve the desired ice rental times.
- i. All merchandise supplied and/or equipment delivered by or for the applicant to the Township facilities shall be and remain solely at the applicant's risk. The Township of Essa shall not be responsible for the care of or safekeeping thereof or any damages thereto by any cause whatsoever, unless otherwise expressly provided for in writing.
- m. The Township of Essa reserves the right to alter this contract when necessary due to play-offs, special occasions, tournaments, etc.
- n. The applicant must provide security protection approval prior to the function by the Township of Essa if such protection is required. **Alcoholic beverages are not permitted, unless a special occasion permit has been obtained from the LCBO for a designated location in the Arena Complex.** For licensed events, please refer to the Township's Municipal Alcohol Policy.
- o. Dressing rooms must be vacated and left in a reasonably clean fashion no later than 30 minutes after actual rental.
- p. The Township of Essa reserves the right to cancel this contract for just cause. Non-compliance with the terms of this permit will also result in the cancellation of this permit.
- q. The Essa Recreation Centre and Thornton Arena will be closed on the following:
 - Christmas Day

2. **ORDER OF ALLOCATION OF ICE TIME**

PLEASE NOTE: ALL TOWNSHIP OF ESSA ENDEAVORS TAKE PRECEDENCE

- a. Public Skating
- b. Local organized groups i.e.; minor hockey, figure skating, adult leagues
- c. Other groups

I have read and do hereby acknowledge this payment schedule section. _____

Commencing September 2007 invoices for the first three months will be mailed to the contact name on your contract. You will be required to send in postdated cheques for the full three months by September 22, 2007. **CHEQUES MUST BE DATED 2 WEEKS PRIOR TO RENTAL, AFTER WHICH ONLY CASH OR DEBIT PAYMENTS WILL BE ACCEPTED.** The invoices for the last three months will be sent in November 2007 and we require that the postdated cheques for the final three months be received by December 15, 2007. Adjustments where required will be made at the end of March 2008. The remainder of the fees (50%) must be paid no later than one month in advance of the tournament date.

Initial

3. TOURNAMENT BOOKING AND CANCELLATION:

a. Booking:

50% of the fees for the tournament must be paid when the tournament is booked.

b. Cancellation time:

- i) One (1) to six (6) months prior to tournament date, a fee of 50% of total tournament cost will be charged.
- ii) One (1) month to two (2) weeks prior to tournament date, a fee of 75% of the total tournament cost will be charged.
- iii) The cancellation of small amounts of tournament time, i.e. one or two hours is at the discretion of the Township.

c. If you are unable to use tournament times and wish to sell this time to another user, arrangements **must** be made through the Township.

d. Please sign one set of contracts and return with the appropriate post dated cheques. At this time please note deletions or possible additions of ice time and return to the undersigned by the contract due date in order that we may finalize all ice rentals as quickly as possible.

The Township of Essa is preparing for the future. Our community is growing and fees will be reviewed each season as need arises.

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Thank you for your anticipated cooperation. Please feel free to call if you require further clarification of your contract or the policies governing said contract.

Ice time Booking Coordinator
Thornton and Angus Arena
424-9917 ext. 125

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

Copy of ice policy received and conditions accepted by:

Signature of Lessee or Executive Officer

Date of Issuance

Approved by Township of Essa

Date of Acceptance

"Personal information contained in this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56, and will be used only for the purposes for which its collection was intended. Questions about this collection should be directed to the MFOI Coordinator at The Township of Essa, 5786 County Road 21, Utopia, Ontario, L0M 1T0, Telephone 1-705-424-9770."

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APPLYING FOR A SEASONAL ICE PERMIT

1. ICE RENEWAL

For ice renewal, every effort will be made to provide your group/organization first rights to the exact same dates, times and locations as the previous season. Each year, Leisure Services will coordinate a User Group meeting, typically held in May, to confirm the following season's requirements.

Where any group/organization requires changes to existing times or locations, accommodation will only be made where other groups and organizations are not compromised and will be at the discretion of the Leisure Services Division.

2. NEW ICE DATES AND TIMES

If you are a current client in good standing and are requesting additional ice and/or an additional arena facility or change in arena facility, your request will be considered after all seasonal permit holder applications are processed. Such requests for new space or a change in space will be processed in the date order received.

Please ensure you fill out the "New Ice Arena Permit Request Form" attached.

Indicate clearly and accurately:

- The specific arena facility you are applying to utilize
- The specific ice pad, where more than 1 pad exists in the facility
- The specific dates and times required for this space

Please ensure that the forms are completed in their entirety to ensure proper processing.

3. SUBMIT THE APPLICATION TO:

Town of Bradford West Gwillimbury
Community Services Department - Leisure Services
Attention: Facility Bookings Clerk
3541 Line 11, PO Box 160
Bradford, Ont., L3Z 2A5
Fax: 905-778-4343

Signed permits must be returned to Leisure Services prior to any facility use. Please include your association's proof of Insurance, listing the Town as additional insured, for our records.

4. CONTACT THE BOOKINGS CLERK

Teresa Fairbarn, Facility Bookings Clerk
905-775-5369 Ext. 5202
tfairbarn@townofbwg.com
Monday through Friday, 8:30am-4:30pm

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5. **ORDER OF ALLOCATIONS**

Bradford West Gwillimbury residents are given priority over non-residents (groups must consist of 80% Bradford West Gwillimbury residents to be considered as a resident rental).

Rental requests will be prioritized and handled as follows:

- a. Local Minor Groups – i.e. Minor Hockey, Skating Club
- b. Local Junior Hockey
- c. Local Adult Leagues
- d. Minor Regional Groups – i.e. Girls Hockey, York Simcoe Express
- e. Schools
- f. Private Rentals

Past ice participant's requests are processed first based on allocating the same ice time and location they have had in previous years.

6. **DEADLINES**

Seasonal Permit Holders: A timetable for request submission and permit confirmation deadlines is set annually. Current clients that are in good standing will be contacted and requested to submit their requirements to the Bookings Clerk before each season's deadline. Below is a typical schedule of deadlines, but please contact the bookings clerk to confirm that dates are accurate.

Season	Season Date Range	Submission Deadline	Confirmation Deadline
Spring/Summer Ice	May 1 – August 31	January 15	February 15
Arena Floor	April 1 – August 31	January 15	February 15
Fall/ Winter Ice	September 1 - April 30	May 15	June 15

Casual Permits: Short term, single use or spot bookings are available following the permit confirmation deadline for each season, on a first come, first served basis.

NOTE: SHOULD THE APPLICATION NOT BE RECEIVED BY THE DEADLINE DATE, APPLICATIONS WILL BE PROCESSED ON A FIRST COME, FIRST SERVED BASIS.

TOURNAMENTS AND SPECIAL EVENTS

Booking requests for hockey tournaments, figure skating shows, etc. will be considered if made 1 full year in advance so the dates can appear as exclusion dates on group and organization seasonal permit schedules. This is to ensure the tournament and/or special event is appropriately staffed and has all the necessary equipment it requires to be successful. If you are planning a tournament or special event, please complete the application form attached and return it to the Leisure Services division. Staff will be in touch with you at a later date to make all necessary arrangements and confirm permit requirements.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR002-19

DATE: July 3, 2019

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: Baxter Pitching Mound

RECOMMENDATION

That Staff Report PR002-19 be received; and

That Council consider a permanent pitching mound for the Baxter Ball Diamond during the 2020 budget deliberations.

BACKGROUND

Council was approached by the Ivy Minor Baseball Association (Ivy) to consider a pitching mound for the Baxter Ball Diamond (BD). Currently, Ivy is the only user of the Baxter BD other than an adult softball league on Sunday late afternoons/evenings. Ivy uses the Baxter BD approximately 96% of the time.

Staff discussed installing a pitching mound and received objections from members of the Parks & Recreation Committee (PRC) on the basis that the Baxter BD is too small, and therefore, there is a risk of injury to players from balls hit. The Baxter BD is slightly smaller than standard, regulation size. The PRC wondered if a pitching mound would be a tripping hazard and thought it would interfere with teams not needing/wanting a mound.

To this last point, staff has learned that Ivy is currently using the Baxter BD approximately 96% of the time and they are the ones requesting the mound. It has been learned that the Sunday late afternoon/evening softball league can play around the mound as they do on other fields. In fact, pitching mounds are quite common to ball fields and ball players know to keep an eye open for the mound so as to avoid tripping (plus the slope is gradual and not steep).

Youth younger than Peewee or Bantam (ages 12 – 15) would pitch in front of the mound while adults would pitch behind.

COMMENTS AND CONSIDERATIONS

Staff was directed by Council following Council review of the PCR Minutes, to investigate options. Deputy Mayor Mike Smith suggested including in the investigation, a portable mound.

Portable Pitching Mounds

Depending on the manufacturer, portable pitching mounds can be lightweight with sloping or gradual edges (avoiding a lip or edge). They would need to be carried out of storage each day or series of game days and positioned properly with some raking around all edges. They range in price, again depending on manufacturer. The following chart lays out the pros/cons of a portable pitching mound.

Portable Pitching Mound	
Pro	Con
<ul style="list-style-type: none"> • Can be lightweight (On Deck Sports weighs 51 lbs) • Edges are gradual and surface authentic (On Deck Sports) 	<ul style="list-style-type: none"> • Can be heavy (Western Pro model weighs 180 lbs) • Awkward to heave into storage and out for game days (Ivy plays in Baxter 7 days/wk) • Steep edges/lip varying with company and design • If an edge is allowed to exist, then it creates risk of injury/liability • If not installed properly, then risk of injury/liability • Teams don't have time to do this (nor does staff)

While prices range, the best/only model possibly suited to Essa (based on weight and edges) would come from On Deck Sports, an American company, and could cost between \$400 to \$1,800 US (the model recommended by staff costs \$849 US).

Ivy Minor Baseball has recently contributed \$20,000 to improving on the dug outs in Ivy and so are not in a position to purchase this item themselves, this year. The Essa Parks Budget, Baxter BD, contains an approved operating amount of \$2,000 for buildings and repair items, and none of this has been spent yet this year (to May 31). **It is an option for Council to consider the purchase of a portable pitching mound, however, the Ivy coordinator does not support such as she is not confident that coaches or their assistants are able/willing to move and properly set up the portable pitching mounds.**

The next alternative to consider is a permanent mound. A permanent mound could be discussed at budgeting. This office believes that with baseball players paying to use the fields, the responsibility to improve on Township facilities would be properly on the Township. Baseball Associations are having trouble securing sponsors but have

committed to doing what they can for their Township facilities and working together is key to improving on our community spirit which can contribute to the success of our organization.

The popularity of baseball and hockey seem to be on the rise again in Essa which could be due to our higher than average composition of young adults and children in our Municipality. The new Parks & Recreation Manager can report on this in a more comprehensive and definitive fashion at a later date.

FINANCIAL IMPACT

None immediately. It is recommended that staff investigate the costs of a permanent pitching mound to be considered during 2020 budget deliberations. 

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Direct staff to purchase a portable pitching mound from On Deck Sports at a cost of \$849 US (this being the only supplier of an appropriate portable option).
3. Defer talks for a permanent pitching mound to budget deliberations for 2020 with the Township to consider to pick up the cost of the permanent pitching mound.
4. Other as Council may direct.

CONCLUSION

Option #3 is recommended.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments:

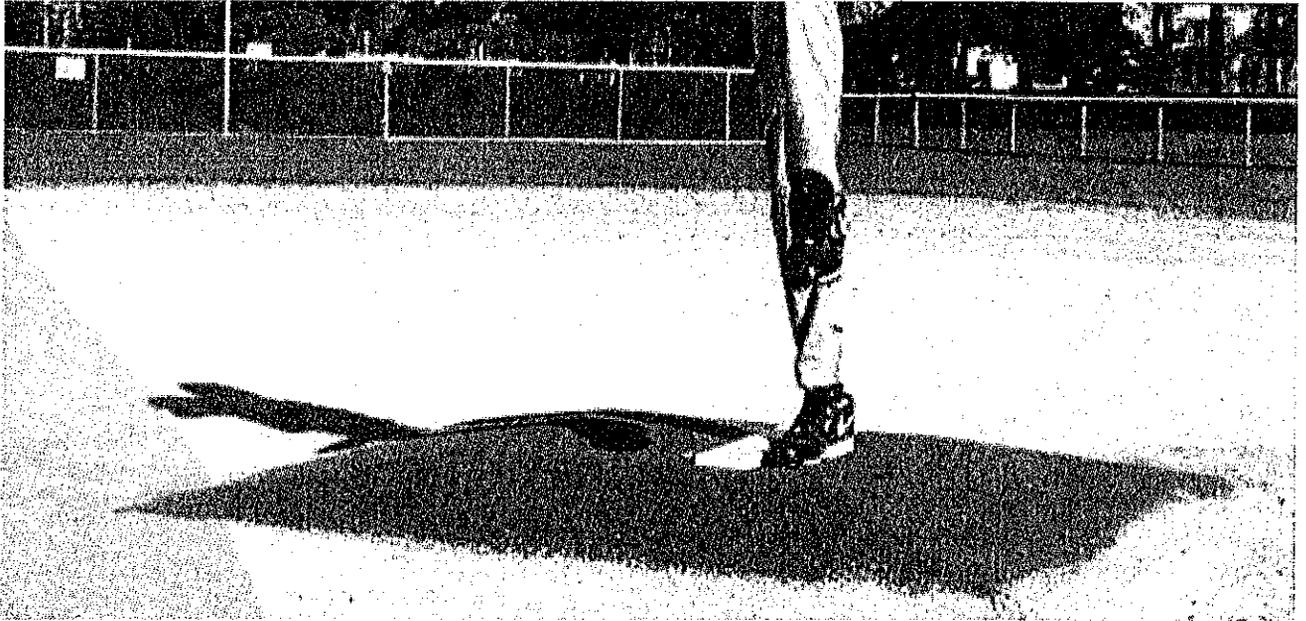
Sample of portable pitching mound

Baseball Field Dimensions outlining distances for mounds and pitching position

Outdoor Youth Game Mounds

We carry a full line of youth pitching mounds that are suitable for multiple levels of play and specialized for outdoor youth games. These portable pitching mounds are perfect for youth baseball leagues and are great for both pitching practice and live baseball game use.

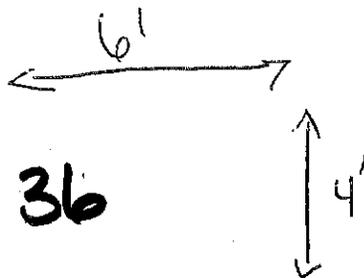
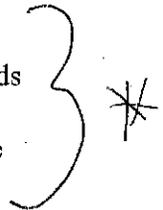
- • Lightweight
- • Portable
- • Durable
- • Convert Any Field
- • High Quality Turf
- • Solid Core, No Bounce

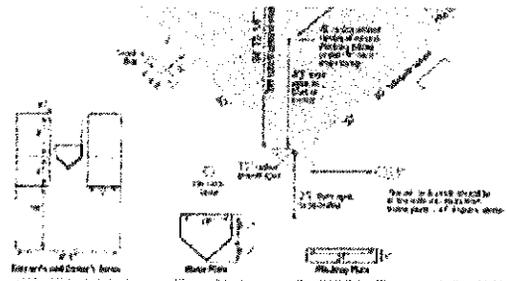
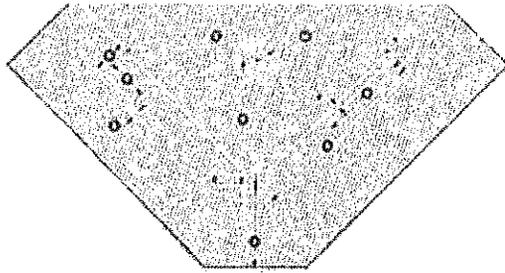


▪ Game Mounds

▪ Portable Pitching Mounds For Games

Convert any softball field into a baseball game field in seconds with portable game pitching mounds from On Deck Sports. We carry a full line of portable game mounds from ProMounds and True Pitch that are made for different levels of play - but specialized for youth leagues. Portable pitching mounds are perfect for live baseball game use, or to make pitching practice simulate a real game.





<https://softball.ca> > resources > the-playin...

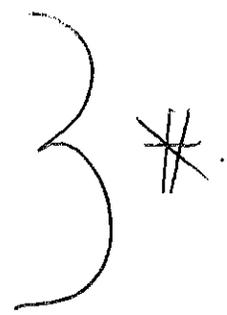
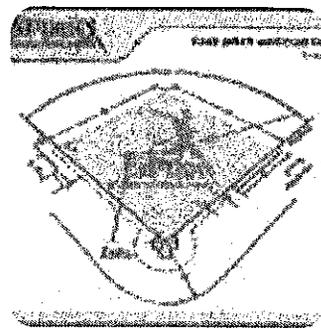
The Playing Field - Softball Canada

The following field specifications are intended to give municipalities, minor softball associations ... FP Field Dimensions · SP Field Dimensions ...

<https://sportsknowhow.com> > softball > s...

Fast Pitch Softball Field Dimensions Diagram | Court & Field Dimension ...

Apr. 9, 2015 · The typical distance between the bases for a softball field is 60 feet. The distance from Pitchers Mound to Home Plate vary by age and type of softball field also. For adult slow pitch this distance can range from 35 to 53 feet. For fast pitch softball the measurement is more likely 35 to 40 feet.



<https://en.m.wikipedia.org> > wiki > Comp...

FIELD DIMENSIONS

Series	Mound	Bases	Diagonal	RECOMMENDED GUIDELINES				
				Foul Area	Outfield Fence			Grass Radius
					Left	Centre	Right	
A	B	C	D	E	F	G	H	
Regulation	60'6"	90'0"	127' 3 3/8"	60'	325'	400'	325'	95'
Bantam Girls (16U)	55'0"	82'0"	115' 11 5/8"	55'	300'	365'	300'	85'
PeeWee (13U)	50'0"	75'0"	106' 3/4"	50'	270'	335'	270'	80'
PeeWee Girls (13U)	50'0"	75'0"	106' 3/4"	50'	270'	335'	270'	80'
Mosquito (11U)	44'0"	65'0"	91'11"	44'	235'	290'	235'	70'
Rookie Ball (9U)	44'0"‡	65'0"	91'11"	44'	235'	290'	235'	70'
T-Ball (6U)	50'0"	60'0"	84' 10 1/4"	40'	215'	265'	215'	50'†

† – measured from the centre of the Playing Line. ‡ – located at the centre point of an 8' diameter safety circle. The respective dimensions for any Series shall be deemed to include the corresponding Minor Series, except where noted.

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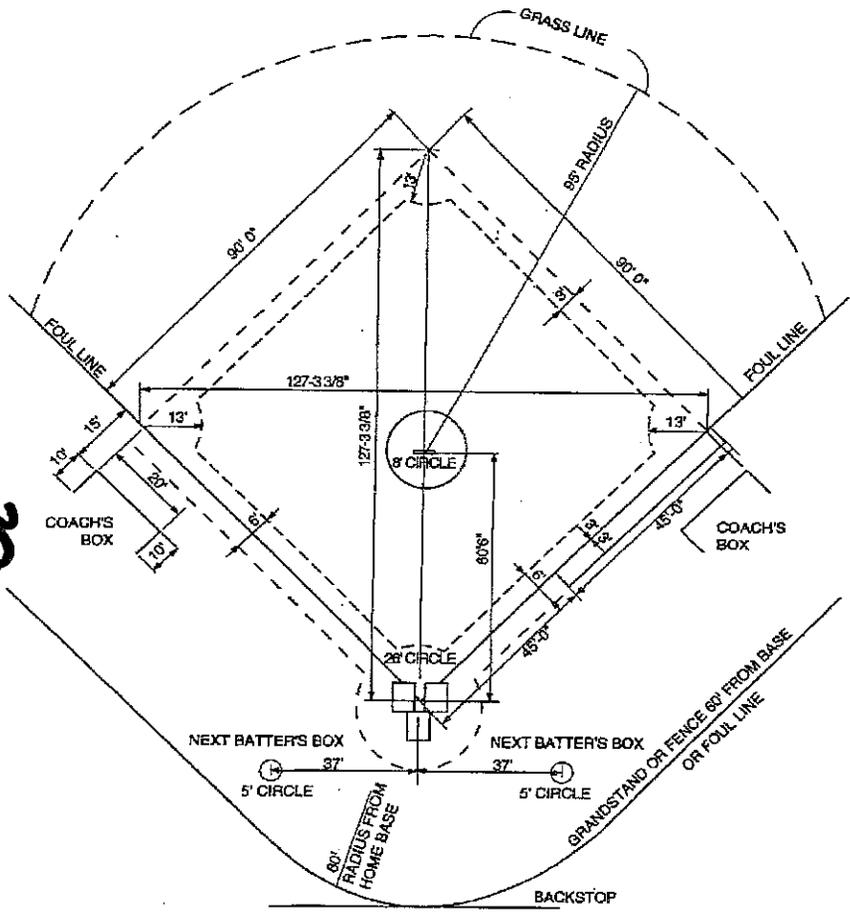


DIAGRAM NO. 1

LEGEND

- BATTER'S BOX, CATCHER'S BOX, FOUL LINE, PITCHER'S PLATE, COACH'S BOX
- NEXT BATTER'S BOX
- - - - BASE LINES
- - - - GRASS LINES

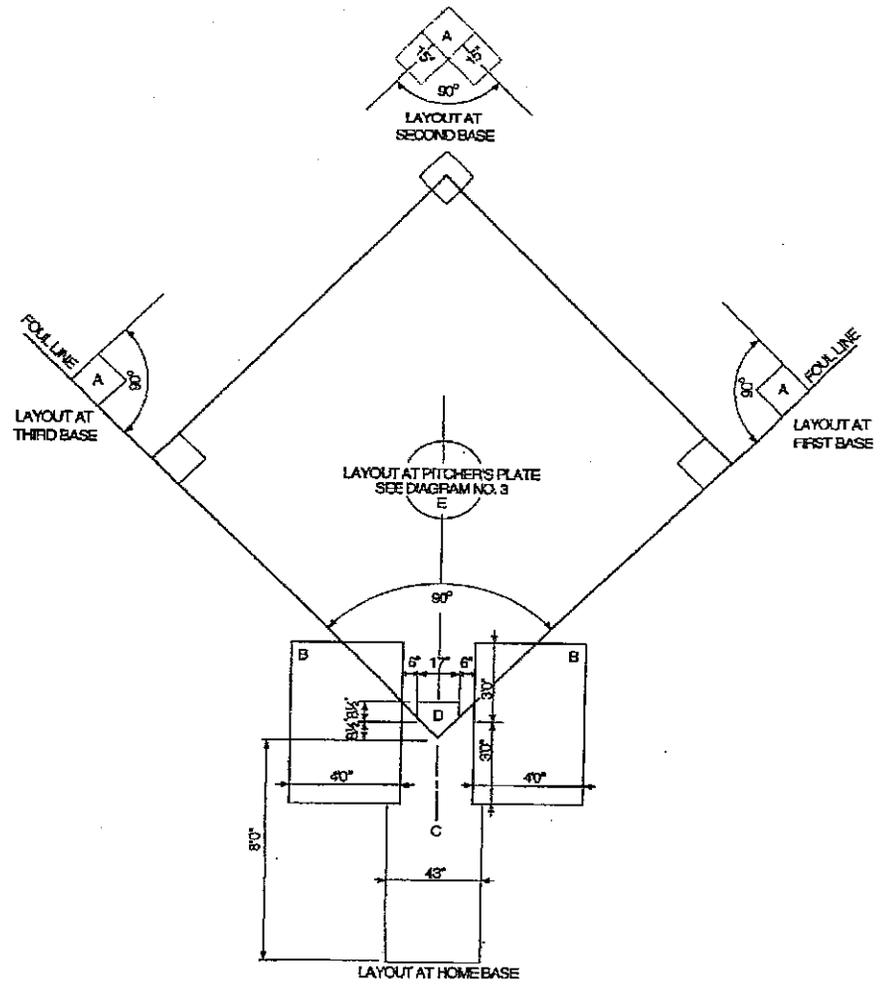


DIAGRAM NO. 2

LEGEND

- A 1st, 2nd, 3rd BASES
- B BATTER'S BOX
- C CATCHER'S BOX
- D HOME BASE
- E PITCHER'S PLATE

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SUGGESTED LAYOUT OF PITCHING MOUND

This Diagram No. 3 supplements and in cases of difference, supercedes Diagram No. 2

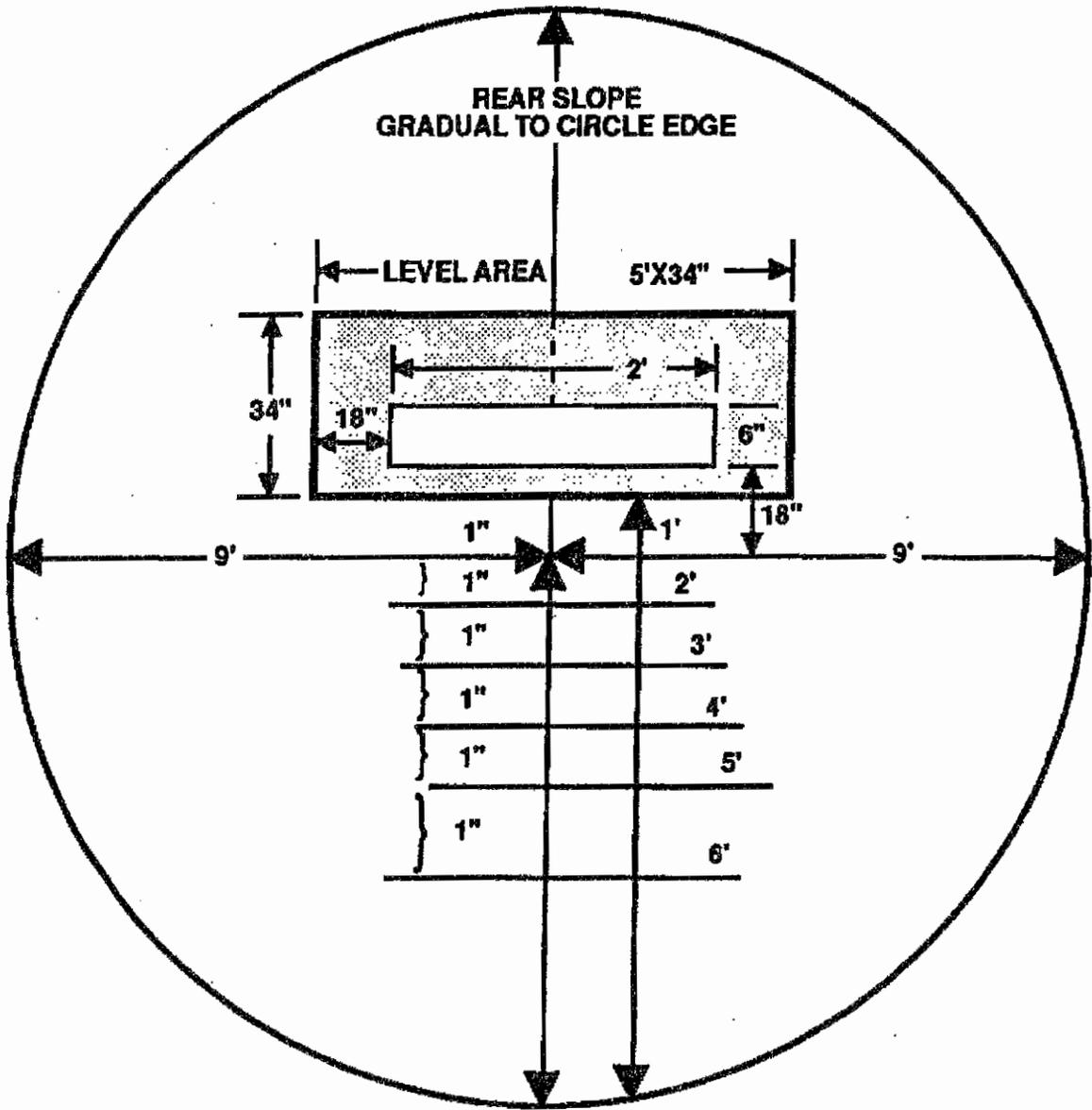


DIAGRAM 3

The degree of slope from a point 6" in front of the pitcher's plate to a point 6' toward home plate shall be 1" to 1', and such degree of slope shall be uniform. Pitching Mound - An 18' diameter circle, center of which is 59' from back of home plate.

Locate front edge of rubber 18" behind center of mound.

Front edge of rubber to back point of home plate, 60'6".

Slope starts 6" from front edge of rubber.

Slope shall be 6" from starting point, 6" in front of rubber to point 6' in front of rubber, and slope shall be uniform.

Level area surrounding rubber should be 6" in front of rubber, 18" to each side and 22" to rear of rubber. Total level area 5' x 34".



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR003-19

DATE: July 3, 2019

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: E3 Community Services – Lease Request

RECOMMENDATION

That Staff Report PR003-19 be received; and

That Council consider entering into a lease agreement with E3 Community Services to renew the lease for the Youth Centre for \$525 per month from August 1, 2019 to July 31, 2022, thereby increasing the monthly rent by \$25.

BACKGROUND

E3 Community Services is the lead agency for the EarlyON Child and Family Centre which has leased the Youth Centre, located behind the Angus Recreation Centre, since August, 2018 to run a program that provides early learning activities for children, parent education, literacy based activities, referrals to community resources, nutrition information, pre and post-natal resources within a warm and welcoming environment. It seems to be a good fit for this service at this location as the Township and Library staff have tried to promote a campus environment here.

COMMENTS AND CONSIDERATIONS

The EarlyON Child and Family Centre has operated inside the portable behind the Angus Recreation Centre for the past year. Our Arena staff maintains their entry, shovelling snow and salting in winter and our snow plow contractor plows parking spaces for them. Extending the lease for another 3 years seems appropriate but possibly with an increase in rent of either \$25 or \$50 per month to account for an increase to heat and hydro rates. The tenant's rent includes heat and hydro. The Township has the authority to increase the non-residential rent under the Residential Tenancies Act.

FINANCIAL IMPACT

The anticipated revenue for the Municipality for 2019 is \$6,000 less \$1,600 in expenses for water, sewer, heat, hydro and insurance. If rent is increased, then revenue will also increase.



SUMMARY/OPTIONS

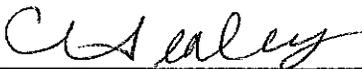
Council may:

1. Take no further action.
2. Authorize staff to enter into a lease agreement with E3 Community Services to renew the lease for the Youth Centre for \$500 per month from August 1, 2019 to July 31, 2022 (the current rental rate).
3. Authorize staff to enter into a lease agreement with E3 Community Services to renew the lease for the Youth Centre for \$525 per month from August 1, 2019 to July 31, 2022.
4. Authorize staff to enter into a lease agreement with E3 Community Services to renew the lease for the Youth Centre for \$550 per month from August 1, 2019 to July 31, 2022.
5. Other as Council may direct.

CONCLUSION

Option #3 is recommended.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments: None.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW029-19
DATE: July 3, 2019
TO: Committee of the Whole
FROM: Bob Morrison, Manager of Public Works
SUBJECT: RFQ Tender Results – Q-19-07 -2019 Stop Block and Line Painting

RECOMMENDATION

That Staff Report PW029-19 be received; and

That the tender as submitted by Stoneline Ltd. in the amount of \$10,340.00 (plus H.S.T.) be accepted, as per Township specifications; and

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

BACKGROUND

On June 5th, 2019 Staff asked Council to reject the tender submitted by Precision Markings Inc. in the amount of \$12,660.00. This bid was \$4900.00 more than their bid in 2018.

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

Staff sent out another tender to 7 line painting contractors. We received one tender from Stoneline Ltd.

COMMENTS AND CONSIDERATION

The following is a summary of results for Quotation Q-19-10

Stoneline Ltd.	\$10,340.00
Mason Pavement Marking	No Bid
King Property Maintenance	No Bid
Northline Contracting	No Bid
Precision Markings	No Bid

Pavetech Canada	No Bid
Elite Pavement Painting	No Bid

FINANCIAL IMPACT

2019 Budget approved \$4000.00 . The only bid is \$6340.00 over the budgeted amount.

SUMMARY / OPTIONS

Council may

1. Take no action at this time, deferring the project.
2. **Approve the tender submitted by Stoneline Ltd. In the amount of \$10,340.00 plus HST**

CONCLUSION

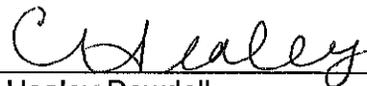
Staff recommends that option 2 be approved.

Respectfully submitted,



Bob Morrison,
Manager of Public Works

Reviewed by,



Colleen Healey-Dowdall
Chief Administrative Officer



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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR017-2019
DATE: July 3, 2019
TO: Committee of the Whole
FROM: Rob Rosilius, Deputy Treasurer
SUBJECT: Strategic Asset Management Policy

RECOMMENDATION

That Staff Report TR017-2019 be received; and
That Council approve the Strategic Asset Management Policy

BACKGROUND

When the Province released, "Building Together, Guide for Municipal Asset Management Plans" in 2012, it required municipalities to develop asset management plans for municipally owned infrastructure. This mandate, which came on the heels of the recording and reporting requirements of Tangible Capital Assets as prescribed by PSAB Section 3150, was a push by the province requiring municipalities to better recognize and manage their capital assets both from a financial and operational perspective.

In 2017, the province introduced Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure as part of the Infrastructure for Jobs and Prosperity Act. This regulation builds on previous requirements and directs municipalities to develop plans and policies that require more emphasis on asset management being incorporated into short and long term financial and operational planning. Within the regulation, milestones have been established for municipalities to achieve compliance with provincial requirements;

July 1 2019, Strategic Asset Management Policy

July 1, 2021, Asset Management Plan for Core Assets

July 1, 2023, Asset Management Plan for remaining Municipal Assets

Municipalities must respect these timelines in order to maintain eligibility for future project funding under the Investing in Canada Infrastructure Program (ICIP).

COMMENTS AND CONSIDERATIONS

In keeping with the milestones defined in the regulation, Treasury staff have developed a Strategic Asset Management Policy (Attachment #1). Employing tools provided by

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Municipal Finance Officers Association (MFOA), the policy adheres to the requirements of the regulation. It establishes the commitment of the Township of Essa as being proactive rather than reactive in the planning and prioritizing of present and future community infrastructure needs. Being forward thinking, the municipality will give consideration to the initial capital costs as well as the ongoing operational maintenance of infrastructure.

The policy also emphasizes that the Township will look for innovative ways to deliver community focused infrastructure projects that are community focused, support local economic competitiveness while being environmentally conscious. It also addresses a key aspect of the legislation which is climate change. The province acknowledges the social and financial impact climate change has on communities and infrastructure. As such, the Township's Strategic Asset Management Policy states that climate change will be part of the risk management portion of asset management.

FINANCIAL IMPACT

The financial impact of implementing the Strategic Asset Management Policy, cannot be quantified at this point in time. The purpose of the policy is to achieve the lowest lifecycle cost of the Township's assets. By not implementing the policy, the Township is potentially excluding itself from future funding sources such as ICIP funding.

SUMMARY/OPTIONS

Council may:

1. Take no action
2. Approve the Strategic Asset Management Policy
3. Direct as Council deems appropriate

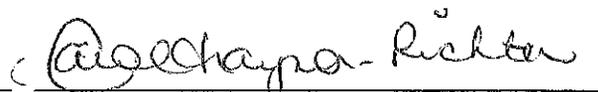
CONCLUSION

Option # 2 is recommended.

Respectfully submitted:

Reviewed by:


Rob Rosilius
Deputy Treasurer


Carol Traynor-Richter
Manager of Finance

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Reviewed by:



Colleen Healey-Dowdall
CAO

Attachment:

Attachment #1

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TOWNSHIP OF ESSA
CORPORATE POLICY AND PROCEDURE MANUAL

Department: Treasury
Subject: Strategic Asset Management Policy
Policy Number:
Approved by Council:
Date of Effect:

A. DEFINITIONS

Asset Management – the coordinated activity of an organization to realize value from assets. It considers all capital asset types, and includes all activities involved in the asset’s life cycle from planning and acquisition/creation; to operational and maintenance activities, rehabilitation, and renewal; to replacement or disposal and any remaining liabilities. Asset management is holistic and normally involves balancing costs, risks, opportunities and performance benefits to achieve the total lowest lifecycle cost for each asset.

Asset Management Plan – a strategic document that states how a group of assets are to be managed over a period of time. The plan identifies the characteristics and condition of capital assets, their levels of service, planned actions to ensure the assets achieve expected service levels along with the financing strategies to implement the planned actions.

Capital Asset – An Asset owned by the Township with a value above the capitalization threshold as defined in the Tangible Capital Asset Policy (Policy # T07-01).

Capitalization threshold - the value of a municipal capital asset at or above which a Township will capitalize the asset’s value and below which it will expense the value.

Level of service – parameters, or combination of parameters, which reflect social, political, environmental and economic outcomes that the organization delivers. Parameters can include, but are not necessarily limited to, safety, customer satisfaction, quality, quantity, capacity, reliability, responsiveness, environmental acceptability, cost, and availability.

Lifecycle activities – activities undertaken with respect to a municipal infrastructure asset over its service life, including constructing, maintaining, renewing, operating and decommissioning, and all engineering and design work associated with those activities

B. AUTHORITY

Under the Infrastructure for Jobs and Prosperity Act, 2015 (referred to “The Act”), principals are set out by the Province of Ontario to regulate asset management planning for municipalities. Ontario Regulation 588/17 specifies that municipalities must adopt strategic Asset Management Policies and update every 5 years.

C. POLICY STATEMENT AND RATIONALE

The purpose of this policy is to establish consistent standards and guidelines for management of the Township's capital assets applying sound technical, social and economic principles that consider present and future needs of users, and the service expected from the assets. This means leveraging the lowest total lifecycle cost of ownership with regard to the service levels that best meet the needs of the community while being cognizant of the risk of failure that is acceptable.

D. SCOPE

The Treasurer or the Treasurer's designate will assume the lead role and be responsible for the maintenance of and reporting on the activity related to the management of Township capital assets. The Director of Public Works together with the other department heads will assist in this task through the utilization of condition assessment information and service level requirements to update the long and short term asset requirements. This information will be reviewed and presented for consideration during the annual budget deliberations.

E. PROCEDURE AND IMPLEMENTATION

The policy requires the commitment of key stakeholders within the Township's organization to ensure the policy contains a clear plan that can be implemented, reviewed and updated.

Council, on behalf of the citizens, will be entrusted with the responsibility of overseeing the management of the capital assets. They will approve the Asset Management Planning documents along with the required updates every five years. They will review management's implementation of the plan as part of the annual budget process. They will support efforts to improve the plan and ensure it includes changes necessitated by updates to other Township strategic documents.

Management will oversee the policy implementation and ensure both the Asset Management Plan and the Asset Management Policy are in compliance with Provincial Asset Management regulations. Management will ensure that current year and long range capital asset requirements are incorporated into the Township's capital and operating budgets, along with long-term financial plans presented to Council annually. Management will update the Policy and Plan to reflect changes as needed and present them for Council approval at least every five years. These changes will include those reflected in the updates to the Development Charges Study, Roads Needs Study, Structural Assessment Reports, and all other condition assessments commissioned for capital assets covered by the plan.

Staff will reference the asset management plan for their area in order to develop forecasted spending needs identified in the plan, verify progress made on the plan, identify potential gaps and prioritize spending needs across those gaps as part of the annual budgeting process.

Asset management planning will be aligned with the Township's Official Plan. The asset management plans will reflect how the community is projected to change and the related asset impact. The Township will achieve this by consulting with those responsible for managing the

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services to analyze the future costs and viability of projected changes. Methods, assumptions, and data used in the selection of projected changes should be documented to support the recommendations in the Asset Management Plan.

Climate change will be considered as part of the Township's risk management approach embedded in local asset management planning methods. This approach will balance the potential cost of vulnerabilities to climate change impact and other risks with the cost of reducing these vulnerabilities. The balance will be struck in the levels of service delivered through operations, maintenance schedules, disaster response plans, contingency funding, and capital investments. The Township will continue to work with the Region in regard to climate change mitigation and adaptation.

The Township recognizes the need for stakeholder input into the planning process and will foster informed dialogue using the best available information.

The Township has developed and adopted a Strategic Plan, an Official Plan, an Emergency Management Plan, a Multi-Year Accessibility Plan, and an Asset Management Plan. These plans were designed to meet the legislative requirements and work together to achieve the Township's mission of providing innovation and excellence in service delivery. These plans will be reviewed regularly by staff and annual spending requirements in support of the plans' objectives will be incorporated into the budgeting process. All of the Township's plans rely to some extent on the physical assets owned by the Township and the commitment of staff to ensure their strategic use. This includes the long term maintenance, repair, and replacement of existing assets along with the acquisition of new assets to meet the evolving needs in the Township.

In addition, the existing Township policies complement the planning documents by providing details for the implementation of strategic objectives.

F. COMPLIANCE

The Infrastructure for Jobs and Prosperity Act, 2015 sets out principles to guide asset management planning in municipalities in Ontario. The Township of Essa will strive to incorporate the following principles whenever possible into the day to day operation of the Township:

- i. **Forward looking:** The Township shall take a long-term view while considering demographic and economic trends in the community.
- ii. **Budgeting and planning:** The Township shall take into account any applicable budgets or fiscal plans, such as fiscal plans released under the Fiscal Transparency and Accountability Act, 2004 and Budgets adopted under Part VII of the Municipal Act, 2001.
- iii. **Prioritizing:** The Township shall clearly identify infrastructure priorities which will drive investment decisions.
- iv. **Economic development:** The Township shall promote economic competitiveness, productivity, job creation, and training opportunities.
- v. **Transparency:** The Township shall be evidence-based and transparent. Additionally, subject to any prohibition under an Act or otherwise by law on the collection, use, or disclosure of information, the Township shall make decisions with respect to infrastructure based on information that is publicly available or made available to the public and share information with implications on infrastructure and investment decisions with the Government and broader public sector entities.

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- vi. **Consistency:** The Township shall ensure the continued provision of core public services.
- vii. **Environmental conscious:** the Township shall minimize the impact of infrastructure on the environment by respecting and helping maintain ecological and biological diversity, by augmenting resilience to effects of climate change and by endeavouring to make use of acceptable recycled aggregates.
- viii. **Health and safety:** The Township shall ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.
- ix. **Community focused:** The Township shall promote community benefits, being the supplementary social and economic benefits arising from an infrastructure project that are intended to improve the well-being of a community affected by the project, such as local job creation and training opportunities, improvement of public spaces within the community, and promoting accessibility for persons with disabilities.
- x. **Innovation:** the Township shall create opportunities to make use of innovative technologies, services and practices, particularly where doing so would utilize technology, techniques, and practices developed in Ontario.

In addition the Township must adhere to the requirements outlined in the Minimum Maintenance Standards currently in force, The Growth Plan for the Greater Golden Horseshoe, the Lake Simcoe Protection Plan, and any other legislation specific to the Municipality.

G. SUMMARY

The Township of Essa is committed to providing service to residents in a fiscally responsible manner that support a healthy and vibrant community. With this commitment in mind, assets must be managed in a way that allows the Township to achieve its goals, plans and policies.