

THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE

WEDNESDAY, FEBRUARY 6, 2019  
6:00 p.m.

AGENDA

1. OPENING OF MEETING BY THE MAYOR

2. DISCLOSURE OF PECUNIARY INTEREST

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

- p. 1 a. 6:00 p.m. Delegation – Huronia H.O.G. Chapter No. 9102  
Re: Motorcycle Rally (July 18 to 20, 2019)  
Wendy Clark, Director / Rally Coordinator  
Kyle Montgomery, Marketing Coordinator
- p. 6 b. 6:10 p.m. Public Meeting  
Re: Proposed By-law Amendment (No. Z7/18)  
8477 6<sup>th</sup> Line, Angus

STAFF REPORT

4. PLANNING AND DEVELOPMENT

- p. 8 a. Staff Report PD003-19 submitted by the Manager of Planning and Development,  
re: Request for the Importation of Fill and Recycling.

Recommendation: Be it resolved that Staff Report PD003-19 be received; and  
That Council **does / does not** approve the request of 1967430 Ontario Limited to allow for  
the importation of materials for recycling to occur at 8308 10<sup>th</sup> Line.

- p. 15 b. Staff Report PD005-19 submitted by the Manager of Planning and Development,  
re: Planning and Development Fees.

Recommendation: Be it resolved that Staff Report PD005-19 be received; and  
That Council **does / does not** authorize staff to schedule a public meeting to advertise  
and consult on possible fee increases.

- p. 26 c. Staff Report PD006-19 submitted by the Manager of Planning and Development  
and the Building Department Administrative Assistant, re: 2018 Final Building  
Stats.

Recommendation: Be it resolved that Staff Report PD006-19 be received for information.

- p. 30 d. Staff Report PD007-19 submitted by the Manager of Planning and Development,  
re: New Official Plan Amendment, Zoning By-law Amendment and Draft Plan  
Submission 6275 County Road 90.

Recommendation: Be it resolved that Staff Report PD007-19 be received.

- p. 45 e. **Staff Report PD008-19 submitted by the Manager of Planning and Development, re: Briarwood Proposed Zoning By-law Amendment.**

Recommendation: *Be it resolved that Staff Report PD008-19 be received; and That Council **does / does not** authorize staff to schedule a public meeting to allow for comment from the public in regards to a proposed Zoning By-law Amendment.*

- p. 55 f. **Staff Report PD009-19 submitted by the Manager of Planning and Development, re: New Applications for Official Plan Amendment and Zoning By-law Amendment for a Wedding Barn (Langford).**

Recommendation: *Be it resolved that Staff Report PD009-19 be received; and That Council **does / does not** authorize staff to schedule a public meeting to allow for comment from the public on a proposed Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA).*

- p. 59 g. **Staff Report PD010-19 submitted by the Manager of Planning and Development, re: Business Licensing.**

Recommendation: *Be it resolved that Staff Report PD010-19 be received; and That Council **does / does not** approve amending its Business Licensing By-law to include wedding barns, event centres and conference facilities in amongst other commercial recreational facilities that require licensing to allow for municipal control over uses to ensure that there is no nuisance impact on neighbours and the community and to help ensure public safety.*

- p. 62 h. **Staff Report PD011-19 submitted by the Manager of Planning and Development, re: Amendment to the Growth Plan in relation to Essa.**

Recommendation: *Be it resolved that Staff Report PD011-19 be received.*

- p. 71 i. **Staff Report PD012-19 submitted by the Manager of Planning and Development, re: Affordable Housing.**

Recommendation: *Be it resolved that Staff Report PD012-19 be received for information.*

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

6. **FIRE AND EMERGENCY SERVICES**

- p. 82 a. **Memorandum submitted by the Fire Chief, re: Council Approved Pays for Fire Department – 2019 Budget.**

Recommendation: *Be it resolved that the memorandum from the Fire Chief in regards to "Council Approved Pays for Fire Department – 2019 Budget" be received for information.*

7. PUBLIC WORKS

- p. 84 a. **Staff Report PW003-19 submitted by the Manager of Public Works, re: NVCA's 2019 Spring Tonic Maple Syrup Festival.**

Recommendation: *Be it resolved that Staff Report PW003-19 be received; and That Council **does / does not** approve the request from the NVCA and Rotary Club of Barrie to allow for the overflow parking of vehicles along the shoulders of the 8<sup>th</sup> Line, each way of the entrance of the Tiffin Conservation Centre, during the Spring Tonic Maple Syrup Festival, provided that the Organizers provide traffic control and ensure that neighbouring driveways are not obstructed; and That Council **does / does not** approve delegating the authority to Staff to approve future requests from the Rotary Club of Barrie for the overflow parking of vehicles along the shoulders of the 8<sup>th</sup> Line for the Spring Tonic.*

- p. 87 b. **Staff Report PW004-19 submitted by the Manager of Public Works, re: 2005 Gradall XL4300.**

Recommendation: *Be it resolved that Staff Report PW004-19 be received; and That Council **does / does not** authorize the Manager of Public Works to investigate the purchase of a new or used Gradall and report back to Council with recommendations.*

8. FINANCE

- p. 100 a. **Staff Report TR001-19 submitted by the Manager of Finance, re: 2018 Audit Engagement Letter.**

Recommendation: *Be it resolved that Staff Report TR001-19 be received; and That the 2018 Audit Engagement letters from Baker Tilly KDN LLP, formally Collins Barrow Kawarthas, be received, accepted, signed and returned to the audit firm.*

- p. 114 b. **Staff Report TR002-19 submitted by the Manager of Finance, re: Proposed Mileage Rate Increase.**

Recommendation: *Be it resolved that Staff Report TR002-19 be received; and That Council **does / does not** approve increasing the mileage rate for staff using their personal vehicles to conduct Township business from \$0.52 per km to \$0.58 per km.*

9. CLERKS / BY-LAW ENFORCEMENT / IT

- p. 117 a. **Staff Report C004-19 submitted by the Clerk's Assistant/Accessibility Coordinator, re: Draft Letter – SMDHU – Taking Action on Food Insecurity.**

Recommendation: *Be it resolved that Staff Report C004-19 be received; and That Council **does / does not** approve the Draft letter in regards to "Taking Action on Food Insecurity".*

- p. 121 b. **Staff Report C005-19 submitted by the Clerk, re: Proposed Amendments to Council Code of Conduct – C09-2010, re: Conflict of Interest.**

Recommendation: *Be it resolved that Staff Report C005-19 be received; and That Council **does / does not** approve the proposed amendment to Policy C09-2010 "Council Code of Conduct" in relation to Section C, "Conflict of Interest / Improper Use of Influence"; and That Council **does / does not** approve Draft Procedure C09-2010-C "Conflict of Interest" with its subsequent form and registry as attached.*

- p. 146 c. **Staff Report C006-19 submitted by the Clerk, re: Staff-Council Relations Policy.**

Recommendation: *Be it resolved that Staff Report C006-19 be received; and That Council **does / does not** approve the Council-Staff Relations Policy C010-2019, as attached; and That Council **does / does not** approve amending the language in section (d) of C09-2010 "Council Code of Conduct" as recommended in this Report; and That the appropriate By-law be presented for Council's consideration at their meeting of February 20, 2019.*

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

- p. 158 a. **Request from the Royal Canadian Legion Ontario Command re: Military Service Recognition Book Renewal of Advertisement.**

Recommendation: *WHEREAS Council authorized staff in 2018 to place a 1/10 page ad in the 2018 Military Service Recognition Book at a cost of \$256.64 plus taxes; and WHEREAS the Royal Canadian Legion Ontario Command has once again contacted this municipality inviting us to renew our 1/10 page ad; NOW THEREFORE BE IT RESOLVED THAT Council authorize staff to contact the Royal Canadian Legion Ontario Command to express our interest in renewing the same 1/10 page ad for publishing in the 2019 Military Service Recognition Book at a cost of \$256.64 plus taxes.*

**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 20<sup>th</sup> day of February, 2019 at 6:00 p.m.*

January 10, 2019

Township of Essa Administration Centre  
Attention: Mayor Sandie MacDonald  
5786 Simcoe County Road 21  
Utopia, ON  
L0M 1T0

Dear Ms. MacDonald:

**RE: 28<sup>TH</sup> ONTARIO REGIONAL H.O.G.® RALLY – JULY 18-20, 2019**

I am following up to the letter dated March 5, 2018 addressed to Mayor Terry Dowdall regarding above event. My understanding is there was a change over in council and would like to say congratulations on your new position.

I have been in contact with Ryan Johnson at the Essa & District Agricultural Society (EDAS) and have secured the above event to be held at EDAS.

The Essa and District Agricultural Society is excited to welcome the Harley-Davidson® Harley Owners Group® Rally to the Essa Agriplex. The Harley Owners Group® group has graciously agreed to allow the inclusion of the Barrie Fair Ambassadors as guest speakers during the event. The Ambassadors will be given the opportunity to discussion agricultural issues and promote the benefits of strong local agribusiness. The event provides the Ambassadors with an opportunity to practice their public speaking skills. An educational/historical farm zone focused on agriculture will be displayed onsite for the duration of the show along with a display focused on the Barrie Fair.

I have received a copy of the Township of Essa Staff Report dated July 4, 2018. I would like to request to put this item on the agenda for the next Council meeting February 6, 2019.

As per the Township of Essa Staff Report dated July 4, 2018, the PD032-18 Request for Convention at Essa Agriplex Comments and Considerations, it indicates that an Official Plan Amendment (OPA) and Zoning By-Law (ZBA) should be reviewed to meet the approval of all relevant planning authorities. The supporting studies should address noise, impact on agriculture and the community, traffic, garbage, servicing, emergency services and security.

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There will be noise due to the amount of motorcycles but the impact on agriculture and community will be minimum. There will be an abundance of more traffic going in and out from Hwy 27, the other sideroads, Hwy 90, etc. Garbage will be maintained by EDAS, servicing of extra washrooms will be maintained, emergency services will be available on-site along with security. We are presently working with Georgian College to offer cooperative services from the students in various departments. We are in the draft planning stages for a parade of flags ride to be held Saturday July 19<sup>th</sup> in conjunction with Base Borden and one of the local Ontario Provincial Police. We are also ensuring that there will be an agricultural component on site.

There will be a traditional ceremony taking place July 18<sup>th</sup> and would welcome dignitaries from Essa, New Tecumseth, Township of Adjala-Tosorontio and Barrie to attend with the placing of flags.

We would welcome an opportunity to meet with the Township officials to discuss the positive impacts for both the local economy and tourism for Essa Township. Should you have any questions, please feel free to contact me. I look forward to hearing from you.

Sincerely,



Wendy Clark, Director  
Huronía H.O.G.® Chapter #9102  
Rally Coordinator

Cc. Ryan Johnson, Essa District & Agricultural Society

**BARRIE HARLEY-DAVIDSON®**

311 Bryne Drive, Barrie ON L4N 8V4

Phone: (705) 728-5322 Toll Free: (888) 743-1903 www.barriehd.com

October 15, 2017

Harley-Davidson Canada LP  
Suite 330  
1100 New Park Place  
Vaughn, ON L4K 0H9

Attn: Suzie Wensley  
Ontario Regional Director

Dear Suzie:

Please accept this letter as our indication of support for our Huronia H.O.G. Chapter to host the 2019 Ontario Provincial Rally. I have been working closely with our Rally Coordinator designate, Wendy Clark, on the preparation and submission of the actual proposal.

If you have any questions, please contact me at your earliest convenience.

Respectfully submitted,



Kate Insley  
Dealer Operator/Chapter Manager

cc: Wendy Clark

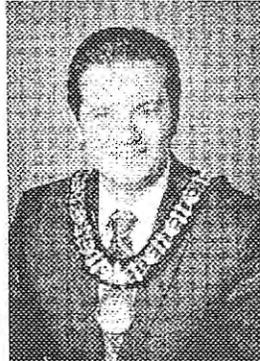
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CITY HALL  
70 COLLIER STREET  
TEL. (705) 792-7900  
FAX. (705) 739-4265



P.O. BOX 400  
BARRIE, ONTARIO  
L4M 4T5  
www.barrie.ca

THE CORPORATION OF THE CITY OF BARRIE  
Mayor's Office



## Welcome

As the Mayor of the City of Barrie, I am delighted to extend my personal welcome to all participants of the 2019 Ontario Harley Owners Group (H.O.G.) Rally.

The Huronia H.O.G. Chapter has been bringing together motorcycle enthusiasts for nearly twenty years and allows people who share a passion for Harley-Davidson® motorcycles to come together, providing opportunities to meet with friends, enjoy riding together, supporting worthy causes and showcase the diversity of Barrie's cultural identity.

For those of you visiting from out of town, I hope you will enjoy all that Barrie has to offer. The City of Barrie is a four season destination offering all of the friendliness and beauty of a small town with the amenities of a large city. I hope that while you are here you will experience some of what our City has to offer, and I encourage you to visit our website at [www.barrie.ca](http://www.barrie.ca) to discover more of the great things that are happening in Barrie.

Enjoy the Rally!

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Lehman".

Jeff Lehman  
Mayor



RE: Letter of Support for Huronia H.O.G. Chapter #9102.

Ryan Johnson

Essa & District Agricultural Society (EDAS)

7505 10<sup>th</sup> Line, Thornton Ontario, L0L 2N0

705.726.1200

[ryan@essaagriplex.ca](mailto:ryan@essaagriplex.ca)

[www.essaagriplex.ca](http://www.essaagriplex.ca)

October 17<sup>th</sup>, 2017

Attention: Suzie Wensley, Ontario Regional Director:

As an active community hub in the Simcoe County region, the Huronia H.O.G. Rally organizing committee has reached out regarding a potential event on our property for the follow dates: July 18-20, 2019.

The committee indicated they plan to rent our property for the purpose of day/evening events and activities on the dates listed above.

As an event venue, we are excited to potentially aid in the hosting on this event in Simcoe County, Essa Township.

I am available to answer any questions you may have about our facility and history. Our organization is the host of the annual Barrie Fair, and our property will more than meet expected occupancy for this proposed event. An additional note: the EDAS is a registered Not-For-Profit, Charitable Organization - # 118799444RR0001

Sincerely,

-----

Ryan Johnson

Business/Office Manager  
Essa & District Agricultural Society



**NOTICE OF PUBLIC MEETING  
CONCERNING PROPOSED ZONING BY-LAW AMENDMENT (No. Z7/18)  
8477 6<sup>th</sup> Line, Angus**

**TAKE NOTICE** that the Council of the Corporation of the Township of Essa will hold a Public Meeting on the 6<sup>th</sup> day of February 2019, at approximately 6:00 pm at the Essa Administration Centre, 5786 County Road 21, located 2 km east of Baxter, just west of County Road 56, to consider a proposed Zoning By-law Amendment under the Planning Act.

**THE PURPOSE** of this Public Meeting is to introduce a proposed Amendment to the Zoning By-law in accordance with Section 34 of the Planning Act, R.S.O., c.P.13, to hear comments and review written submissions from the public and other plan review agencies.

**THE PROPOSED ZONING BY-LAW AMENDMENT** would affect those lands described as 8477 6<sup>th</sup> Line, West Part Lot 28, Concession 6, where lands are zoned Agricultural Zone (A). The application to be considered would rezone the lands to Agricultural Exception (A1) Zone to no longer permit a residence at this location, as part of condition for severing a surplus dwelling.

**ANY PERSON** may attend the public meeting and/or make written or verbal representation either in support of, or in opposition to, the proposed Amendment. If you wish to be notified of the adoption of the proposed Amendment, you must make a written request to the Clerk of the Township of Essa.

If a person or a public body that files a Notice of Appeal of a decision of the Township of Essa, in respect of the proposed Zoning By-law Amendment, does not make oral submission at a public meeting or make written submissions to the Township of Essa before the proposed Amendment is adopted, the Local Planning Appeal Tribunal may dismiss all or part of the appeal.

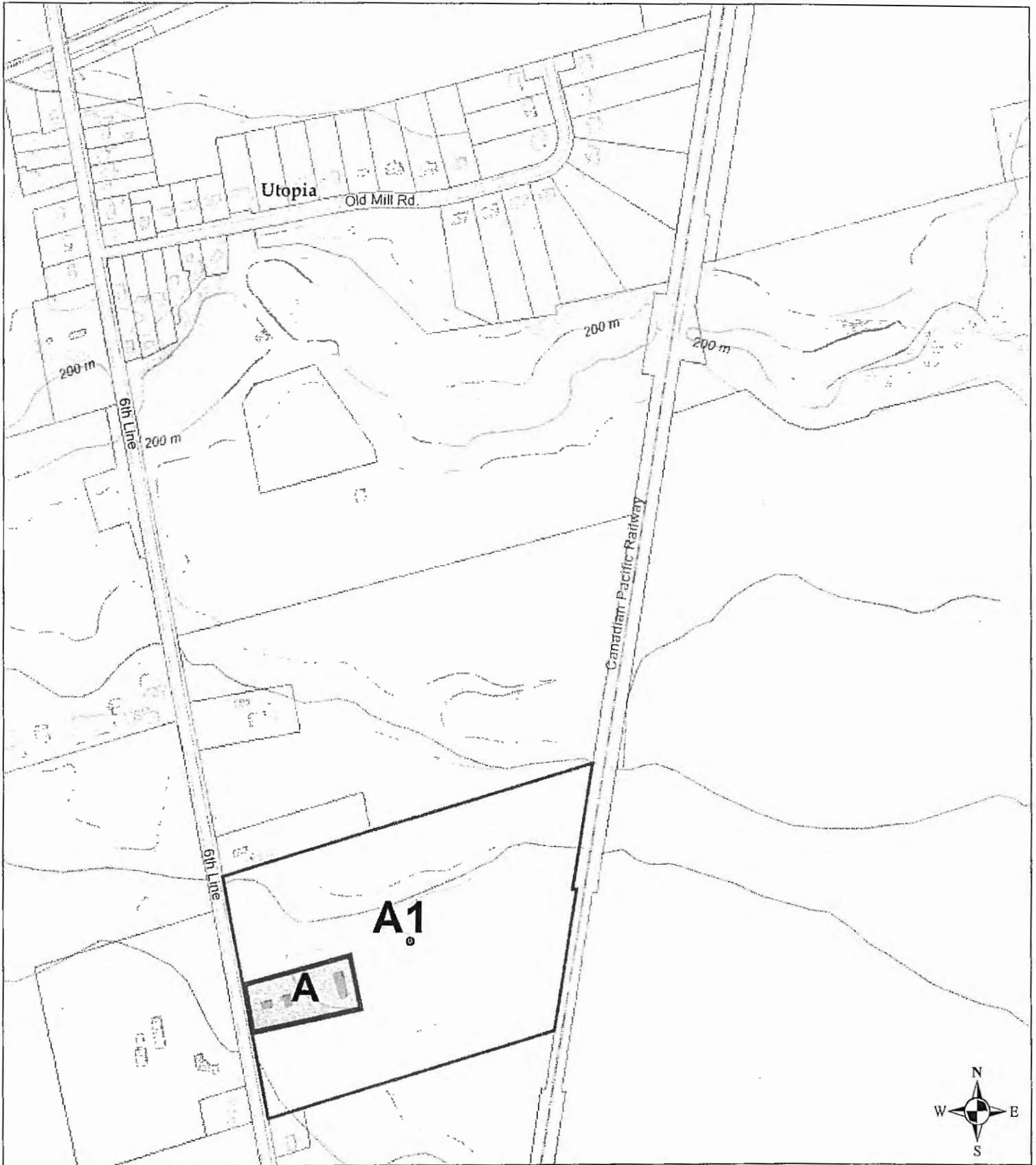
**ADDITIONAL INFORMATION** related to the proposed Amendment is available through the Planning and Development Department during regular business hours at (705) 424-9770 or email at [chealey@essatownship.on.ca](mailto:chealey@essatownship.on.ca).

DATED this 7<sup>th</sup> day of January, 2019

Colleen Healey, Manager of Planning and Development

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# 8477 6th Line - Zoning By-law Amendment



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## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PD003-19

**DATE:** February 6, 2019

**TO:** Committee of the Whole

**FROM:** Colleen Healey-Dowdall, Manager Planning & Development

**SUBJECT:** 8308 10<sup>th</sup> Line  
Request for the Importation of Fill and Recycling

### RECOMMENDATION

That Staff Report PD003-19 be received; and

That Council consider to deny the request of 1967430 Ontario Limited "to allow for the importation of materials for recycling" to occur at 8308 10<sup>th</sup> Line on the basis that staff believes the request to be beyond the scope of the Township's M3 Zone, the zoning pertaining to this property, and that the request reflects a new use.

### BACKGROUND

8308 10<sup>th</sup> Line is located in Concession 9, Part North Half of Lot 27, between the 25<sup>th</sup> Sideroad and County Road 90. This property has contained a licensed pit since about 1987 (there is a building permit in the property roll file that authorized the Sarjeant Company Ltd. to install weigh scales for their pit). The property has long been designated as Aggregate Potential and Environmental by the Township's Official Plan (OP) and zoned as Extractive Industrial (M3) Zone and Environmental Protection (EP) Zone by the Township's Zoning By-law (ZBL). The County designates the property as Rural in its OP and it is surrounded by Greenlands and lands a part of the Provincial Natural Heritage System.

The new owner of the property has contacted the Township and is currently requesting to bring in fill material and to mix such material with other material removed and/or left over from various construction sites so that the end product can be reused. The owner of the property currently operates out of Barrie in an area which is primarily zoned as General Industrial Zone. They have hired an agent to help to coordinate the requested approval and to offer assistance with their Ministry of Natural Resources and Forestry (MNRF) licensing. The attached letter has recently been received, outlining the request, the need for the Township approval to support the MNRF consideration required, and the reason why they believe the request is in keeping with the Township's ZBL.

## COMMENTS AND CONSIDERATIONS

Again, the property is zoned as Extractive Industrial (M3) Zone and Environmental Protection (EP) Zone in accordance with the Township's comprehensive ZBL, By-law No. 2003-50, and is similarly designated in the OP for the Municipality. The pit activities are located in the area zoned as M3. The property is partially Regulated by the NVCA – presumably they wish to import fill and material, and mix and process such material, within the area not Regulated.

It is the opinion of this Manager that the M3 Zone does not allow for the proposed use, and what may actually be taking place does not conform to the Township's ZBL or other current planning policies. More specifically, this Manager believes that the M3 Zone description cannot be interpreted to allow for the proposal (contrary to the belief of the agent for the landowner). The Township's M3 Zone is described within Section 27 of the Township's ZBL. This Section states that, permitted uses include,

- a) Quarry excavation and the crushing, screening, and washing of sand, gravel, ballast or any other surface or sub-surface material or mineral;
- b) Wayside pits & quarries;
- c) Portable asphalt plants; and
- d) The M3 Zone provisions state that "In addition to operations that are permitted in the M3 Zone, permitted uses shall also include associated facilities used in extraction, transport, beneficiation, processing or recycling of mineral aggregate or the production of secondary related projects."

It is the opinion of this Manager that the permitted uses of the M3 Zone are intended to relate to extraction activities, primarily focusing on materials extracted from the property in question. The name of the category is Extractive Industrial (M3) Zone and not simply General Industrial or Business Park Zone. This opinion extends to the last item listed above which the agent wishes the Township to focus on. Note that this type of opinion has consistently been applied, since from time to time, the Municipality has been asked about retail activities on agricultural lands and the response is always that the items for sale must, primarily, come from the ground where the proposed use is to take place.

1967430 Ontario Limited is a construction company commonly known as Ultimate Construction. The Ultimate Construction website explains that their business involves (a) the restoration of heritage buildings, (b) the construction of design-build buildings and (c) civil projects. On the contrary, the website of other extractive aggregate businesses located in Aggregate Zones state the following things:

- Provider of diversified construction materials from cement to aggregates to ready-mix and pre-cast concrete
- Concrete and aggregate supplies
- Delivery of aggregate sand, stone, gravel
- Process extracted material on-site

It is important to know that the Province provides guidance on aggregates through its Aggregate Resources Act and the Provincial Policy Statement (Section 2.4). This Act and guiding Statement discuss aggregate which is extracted from the ground and provide legislation and policies to apply to the lands where the resources lay. It is being put forward from the landowner and the agent for the land at 8308 10<sup>th</sup> Line that the importation of fill will enhance materials, removed from job sites elsewhere, once the fill (which is currently being imported) is mixed together with the material brought in from other places. This suggests the use of fill imported to this site plus the use of material also brought into/onto this site from elsewhere. In fact, this office is not sure if there is any aggregate left over within the limits of this property which was licensed for aggregate extraction some years ago.

This office believes the ZBL intends for M3 properties to be used for purposes involving aggregate extracted on-site with supplementary or additional uses being secondary to the material being extracted from the ground through pit and quarry-type activity. The proponent here seems to be wanting to legalize a purely secondary-type activity which could actually take place anywhere on other lands zoned as either Industrial or Commercial or for Business Park purposes such as the special zones created in places like the City of Barrie, for heavy, industrial-type businesses.

#### **FINANCIAL IMPACT**

None.

#### **SUMMARY/OPTIONS**

Council may:

1. Take no further action.
2. Approve the request of the landowner such that activities at 8308 110<sup>th</sup> Line can be expanded, possibly contrary to the Township's ZBL and OP, not to mention the County of Simcoe OP and/or other Provincial policies.
3. Deny the request of 1967430 Ontario Limited "to allow for the importation of materials for recycling" to occur at 8308 10<sup>th</sup> Line on the basis that staff believes the request to be beyond the scope of the Township's M3 Zone and as well other governing pieces of legislation in place.
4. Direct staff to carry out further investigation and/or dialogue with the landowner and their agent on the matter.

**CONCLUSION**

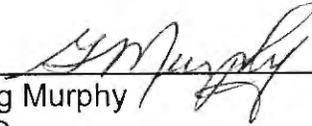
Option #3 is recommended. It is recommended that the Township should not support an amendment to the existing site plan for this site at this time for reasons as described above.

Respectfully submitted:

Reviewed by:



Colleen Healey-Dowdall  
Manager of Planning & Development



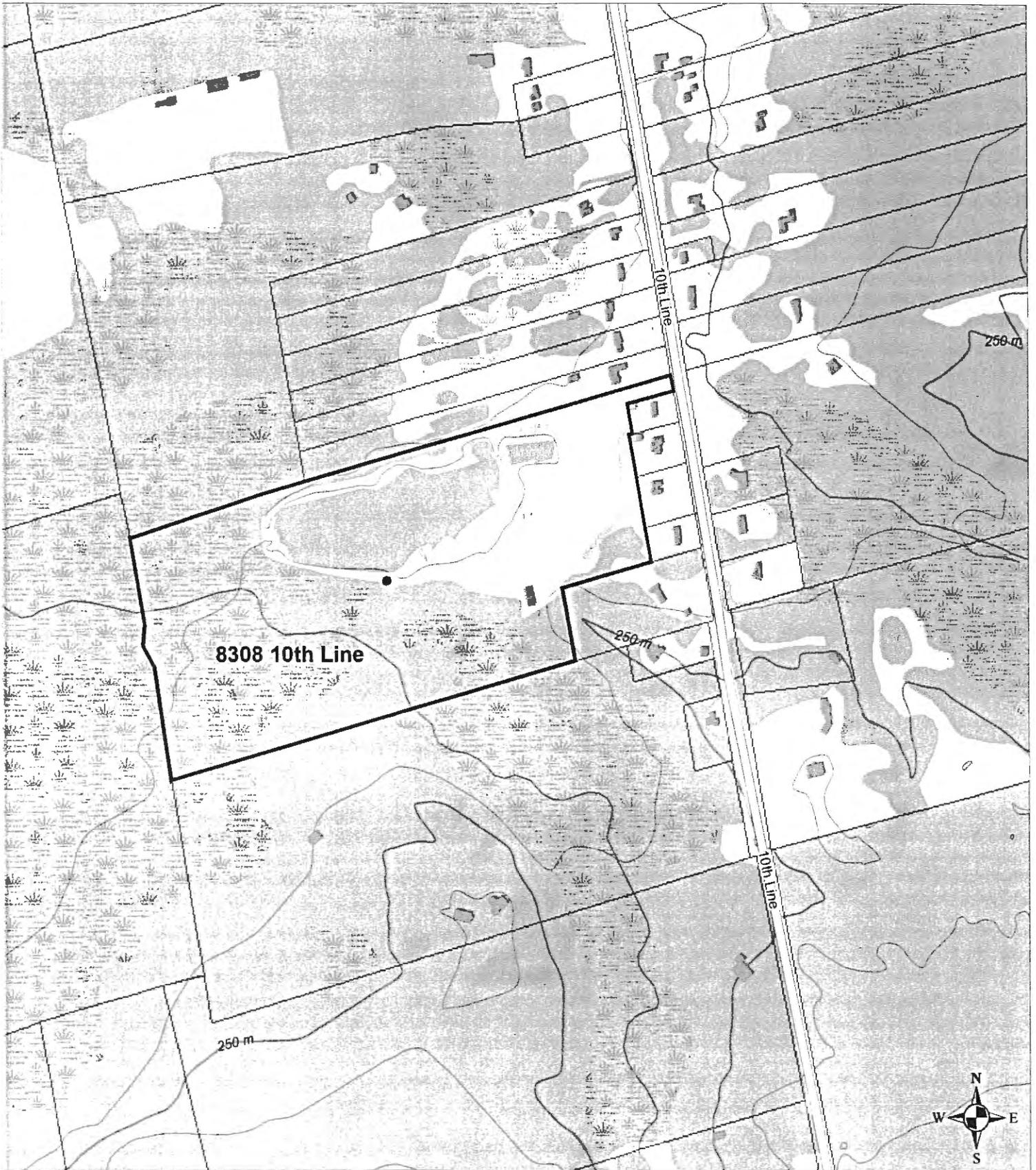
Greg Murphy  
CAO

Attachments:

- Map
- Letter from agent for 1967430 Ontario Limited

# Map of 8308 8th Line

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12 January 7, 2019





**C.D. Laing Aggregate Management Services**  
*"Putting the Pieces Together"*

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

December 11, 2018

Attention: Colleen Healey-Dowdall, Manager Planning and Development

Dear: Ms. Healy-Dowdall

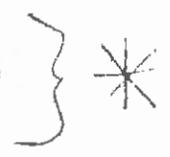
Subject: Minor Site Plan Amendment  
1967430 Ontario Ltd. Pit  
Pt. North 1/2 Lot 27, Concession 9  
Township of Essa

I would like to thank you for taking time to meet with me on December 7 to discuss this proposal which if approved by the Ministry of Natural Resources and Forestry (MNR) would allow for the recycling of aggregate at this location.

As I explained, there is a note on the approved site plan which states:

" No importation of materials for use in rehabilitation, recycling or blending will occur."

1067430 Ontario Ltd. would like to make application to MNR to amend this note to allow importation of materials for recycling.



As we discussed, this property is zoned M3 in the Township of Essa Zoning by-Law. Section 27.2 b describes permitted uses in this zone and states:

"In addition to operations that are permitted in the M3 Zone, permitted uses shall also include associated facilities used in extraction, transport, beneficiation, processing or recycling of mineral aggregates or the production of secondary related products." I also note that portable asphalt plants are allowed in this zone.

Essentially, the licensee is seeking to bring the site plan into conformity with activities that are anticipated by the zoning by-law.

Further, a review of historic air photos of this site would seem to indicate that materials have been imported onto this location in the past. Discussion with the previous owner confirms that various materials had been imported with no enforcement action taken by MNR or the Township of Essa. As well, discussions between 1967430 Ontario Ltd. personnel, Township officials and MNR staff prior to the purchase of the property indicated that continuing this practice would be allowed. Otherwise, the company would not have bought this property.

9 Eastern Ave.  
Tottenham, ON L0G1W0  
clangams5@gmail.com  
905-936-6627  
705-440-0111



**C.D. Laing Aggregate Management Services**  
"Putting the Pieces Together"

The nature of the business of 1967430 Ontario Ltd. requires that they need a location for temporary storage of excavated materials from projects they have successfully won through the bidding process. There is opportunity to improve the quality of these aggregates before they are returned to the original locations, which may involve screening and sorting, hence the need for this amendment request. It is not the intent of the licensee to operate a "depot" or "construction yard".

The company is aware that local residents are concerned about operations on this licence. They wish to be a good neighbour and are prepared to operate in a manner that would complement their business and have a minimal impact on surrounding properties.

In an effort to alleviate the concerns of the residents and gain support from the Township and MNRF for the amendment, 1967430 Ontario Ltd. is prepared to add additional notes to the site plans as part of the amendment that would further regulate this licence. This could include discussion around the general topics listed below:

- hours of operation.
- installation of a water monitoring well
- provision of testing results for material imported to the site
- prohibiting queuing of trucks on Concession 10 prior to working hours
- developing a complaint resolution process
- using recycled materials only for their own purposes. (no general sales)

Ultimate Construction would be willing to discuss any other matters brought forward by the Township.

After you have reviewed this request, I would like to suggest we meet with Township and MNRF staff and Ultimate Construction personnel to further discuss this matter.

Should you have any questions or I can be of further assistance, please do not hesitate to contact me.

Yours Truly

Craig Laing  
C.D. Laing Aggregate Management Services Ltd.  
705-440-0141

9 Eastern Ave.  
Tottenham, ON L0G1W9  
claingams5@gmail.com  
905-936-6627  
705-440-0141



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PD005-19  
**DATE:** February 6, 2019  
**TO:** Committee of the Whole  
**FROM:** Colleen Healey-Dowdall, Manager of Planning & Development  
**SUBJECT:** Planning & Development Fees

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### RECOMMENDATION

That Staff Report PD005-19 be received; and

That Council consider holding a public meeting to advertise and consult on possible fee increases.

### BACKGROUND

At its meeting on January 16<sup>th</sup>, Council directed that staff examine building and planning fees and report back to Council on possible fee increases. Staff in the Planning and Development Department have collected both building and planning fees from other municipalities. Staff would recommend fee increases in several areas (not all) as the fees in Essa are fairly low by comparison and have not been increased for some time.

#### (a) Planning

Planning fee increases would help to ensure that staff time producing reports providing advice to Council, and coordinating public consultation is covered, so that the Municipality is not losing money while applicants are gaining. The premise driving the current staff recommendation for increases is that taxpayers should not have to "foot the bill" for applicants of planning applications who would typically benefit from planning approvals.

| Type                          | Current Fee | Proposed Fee | Comments   |
|-------------------------------|-------------|--------------|--|
| Zoning Compliance             | \$25        | \$50         | These are generally requested by lawyers on a sale of a property     |
| Zoning By-law Amendment (ZBA) | \$1500      | \$3000       | Recommended increase for staff report and circulation, often complex |

|                               |        |        |   |
|-------------------------------|--------|--------|---|
|                               |        |        | although could be minor if few issues raised. Would be minor if no supporting studies are required. Recommended to raise ZBA fee to the Springwater rate which is the next lowest fee around  |
| Minor ZBA                     | \$1500 | \$1500 | Same to be maintained   |
| Official Plan Amendment (OPA) | \$1500 | \$3000 | Recommended increase for staff report and circulation, often complex although could be minor if few issues raised. Would be minor if no supporting studies are required. Recommended to raise OPA fee to the Springwater rate which is the next lowest fee around |
| Minor OPA                     | \$1500 | \$1500 | Same to be maintained   |
| Subdivision/Condo             | \$2500 | \$5000 | Recommended increase for staff report and circulation   |
| Redline Revision              | \$1000 | \$2000 | Recommended increase for staff report and circulation   |
| Site Plan Amendment           | \$200  | \$1000 | Adjust for minor amendments as our current fee of \$200 hardly covers staff time to retrieve an old file and assess the scenario  |
| Minor Variance                | \$350  | \$750  | Recommended that fees be increased to help ensure that the wages associated with the Committee of Adjustment are covered  |
| Consent                       | \$1000 | \$2000 |   |

Possible alternative fees could be as follows: compliances \$40; ZBA \$2500, OPA \$2500, subdivisions \$4000, redline revisions \$1500, site plan amendments \$750, minor variances \$500, and severances \$1500.

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(b) Building

Building fee increases would help to ensure that staff time reviewing plans and inspecting construction is covered, so that the Municipality is not losing money. The Provincial government has established a system for building departments wherein these departments are supposed to be self-sufficient, running much the same as a business. The cost of Building Permits is supposed to cover the expenses of the department and the Municipality is not supposed to fund construction.

| Type                      | Current Fee | Proposed Fee | Comments  |
|---------------------------|-------------|--------------|---|
| <u>Residential</u><br>New | \$0.85 /sf  | \$1.10 /sf   | Would be more in line with other municipalities |
| Attached garage           | \$0.25 /sf  | \$0.40 /sf   |   |
| Accessory structures      | \$0.38 /sf  | \$0.40 /sf   |   |
| <u>Commercial</u><br>New  | \$0.60 /sf  | \$0.80 /sf   |   |
| <u>Industrial</u><br>New  | \$0.40 /sf  | \$0.60 /sf   |   |
| Septic                    | \$400       | \$500        |   |
| Demolition                | \$40        | \$100        |   |
| Solar panels              | \$50        | \$300        |   |
| Flat fee                  | \$70        | \$100        |   |

Possible alternative fees could be as follows: new homes \$0.95/sf; attached garages \$0.35/sf, detached garages/sheds \$0.38/sf, new business \$0.60/sf, new industrial \$0.40/sf, new septic \$350, demolition \$75, solar panels \$75, minimum permit fee \$85.

**COMMENTS AND CONSIDERATIONS**

Prior to any changes to fees, a public meeting would have to be held. The later that a public meeting is held, the later that new fees could be implemented, affecting the bottom line (impacting on projected revenues).

**FINANCIAL IMPACT**

2019 Budget Comparison Using 3 Fee Outlooks

Planning Fees Comparison using Different Fees

| Type of Fee                      | Current Fee      | No. Expected 2018 | 2018             | No. Expected 2019 | 2019 Same Scenario | Proposed         | Council Alternative |
|----------------------------------|------------------|-------------------|------------------|-------------------|--------------------|------------------|---------------------|
| Compliances                      | \$ 25            | 60                | \$ 1,500         | 50                | \$ 1,250           | \$ 2,500         | \$ 2,000            |
| ZBA                              | \$ 1,500         | 3                 | \$ 4,500         | 3                 | \$ 4,500           | \$ 9,000         | \$ 7,500            |
| OPA                              | \$ 1,500         | 1                 | \$ 1,500         | 1                 | \$ 1,500           | \$ 3,000         | \$ 2,500            |
| Subdivn/Condo                    | \$ 2,500         | 2                 | \$ 5,000         | 1                 | \$ 2,500           | \$ 5,000         | \$ 4,000            |
| Redline                          | \$ 1,000         | 1                 | \$ 1,000         | 1                 | \$ 1,000           | \$ 2,000         | \$ 1,500            |
| Site Plan Amendments             | \$ 200           | 1                 | \$ 200           | 2                 | \$ 400             | \$ 2,000         | \$ 1,500            |
| Site Plan Approvals              | \$ 2,000         | 1                 | \$ 2,000         | 1                 | \$ 2,000           | \$ 2,000         | \$ 2,000            |
| Minor Variances                  | \$ 350           | 10                | \$ 3,500         | 12                | \$ 4,200           | \$ 9,000         | \$ 6,000            |
| Severances                       | \$ 1,000         | 10                | \$ 10,000        | 12                | \$ 12,000          | \$ 24,000        | \$ 18,000           |
|                                  |                  |                   |                  |                   |                    |                  |                     |
|                                  |                  |                   |                  |                   |                    |                  |                     |
| <b>TOTAL APP'S &amp; REVENUE</b> | <b>\$ 10,075</b> | <b>89</b>         | <b>\$ 29,200</b> | <b>83</b>         | <b>\$ 29,350</b>   | <b>\$ 58,500</b> | <b>\$ 45,000</b>    |

Building Fees Comparison using Different Fees

| Type of Fee                      | Current Fee      | No. Expected 2018 | 2018             | No. Expected 2019 | 2019 Same Scenario | Proposed          | Council Alternative |
|----------------------------------|------------------|-------------------|------------------|-------------------|--------------------|-------------------|---------------------|
| New home                         | \$ 0.85          | 13                | \$ 22,100        | 100               | \$ 170,000         | \$ 220,000        | \$ 190,000          |
| Attached garage                  | \$ 0.25          | 13                | \$ 1,950         | 100               | \$ 15,000          | \$ 24,000         | \$ 21,000           |
| Detached garage or shed          | \$ 0.38          | 20                | \$ 4,560         | 100               | \$ 22,800          | \$ 24,000         | \$ 22,800           |
| New business                     | \$ 0.60          | 25                | \$ 11,250        | 2                 | \$ 900             | \$ 1,200          | \$ 900              |
| New industrial                   | \$ 0.40          | 1                 | \$ 2,000         | 1                 | \$ 2,000           | \$ 3,000          | \$ 2,000            |
| New septic                       | \$ 400.00        | 10                | \$ 4,000         | 30                | \$ 12,000          | \$ 15,000         | \$ 10,500           |
| Demolition                       | \$ 40.00         | 3                 | \$ 120           | 3                 | \$ 120             | \$ 300            | \$ 225              |
| Solar panels                     | \$ 50.00         | 5                 | \$ 250           | 5                 | \$ 250             | \$ 1,500          | \$ 375              |
| Min flat fee                     | \$ 70.00         | 100               | \$ 7,000         | 100               | \$ 7,000           | \$ 10,000         | \$ 8,500            |
|                                  |                  |                   |                  |                   |                    |                   |                     |
|                                  |                  |                   |                  |                   |                    |                   |                     |
| <b>TOTAL APP'S &amp; REVENUE</b> | <b>\$ 562.48</b> | <b>190</b>        | <b>\$ 53,230</b> | <b>441</b>        | <b>\$ 230,070</b>  | <b>\$ 299,000</b> | <b>\$ 256,300</b>   |

Note: the following assumptions were made concerning the average area of buildings for calculation purposes: new home 2000 sf, attached garage 600 sf, detached garage 600 sf, new business 750 sf, new industrial plant 5000 sf.

**SUMMARY/OPTIONS**

Council may:

1. Take no further action.
2. Hold a public meeting and change fees as they deem appropriate following the public consultation.
3. Direct staff to advertise other fee increases/decreases.

**CONCLUSION**

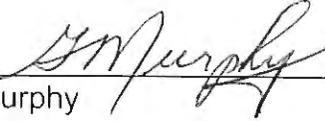
Option #2 is recommended. Only some fees are recommended to increase at this time.

Respectfully submitted:

Reviewed by:



\_\_\_\_\_  
Colleen Healey-Dowdall  
Manager of Planning & Development



\_\_\_\_\_  
Greg Murphy  
CAO

Attachments:

Current Fee Schedule which depicts lists of current fees

| <b>BUILDING FEES</b>   |  |  |                     |
|--|--|--|---------------------|
| <b>1. Minimum Permit Fee (Unless otherwise designated by Flat Rates)</b> |  |  |                     |
| 1.1  | Group C – Residential, Housing, etc.           |  | \$70.00             |
| 1.2  | All Other Projects.                            |  | \$70.00             |
| <b>2. Tents and Temporary Structures</b>                                 |  |  |                     |
| 2.1  | Tents, one only (each).                        |  | \$50.00             |
| 2.2  | Tents, two to ten, same site (per site)        |  | \$50.00             |
| 2.3  | Tents, more than ten (same site)               |  | \$50.00             |
| 2.4  | Temporary Office/Trailer                       |  | \$50.00             |
| 2.5  | Other Temporary Structures including Bleachers |  | \$50.00             |
| 2.6  | Portable Classrooms, single units (each)       |  | \$50.00             |
| <b>3. Group A, Assembly Uses</b>   |  |  |                     |
| 3.1  | New, Additions                                 |  | .75 ft <sup>2</sup> |
| 3.2  | Alterations/Repairs/Interior Finishing         |  | .25 ft <sup>2</sup> |
| 3.3  | Accessory Structures                           |  | .75 ft <sup>2</sup> |
| <b>4. Group B, Institutional Uses</b>                                    |  |  |                     |
| 4.1  | New, Additions                                 |  | .75 ft <sup>2</sup> |
| 4.2  | Alterations/Repairs/Interior Finishing         |  | .25 ft <sup>2</sup> |
| 4.3  | Accessory Structures                           |  | .75 ft <sup>2</sup> |
| <b>5. Group C, Residential Uses</b>                                      |  |  |                     |
| 5.1  | New, Additions, Houses                         |  | .85 ft <sup>2</sup> |
| 5.2  | Attached Garage                                |  | .25 ft <sup>2</sup> |
| 5.3  | Alteration/Repairs to Houses                   |  | .25 ft <sup>2</sup> |
| 5.4  | Alteration/Repairs to Other Residential        |  | .38 ft <sup>2</sup> |
| 5.5  | Accessory Structures < 600 ft <sup>2</sup>     |  | .25 ft <sup>2</sup> |
| 5.6  | Accessory Structures >600 ft <sup>2</sup>      |  | .38 ft <sup>2</sup> |
| 5.7  | Unfinished Basements                           |  | .25 ft <sup>2</sup> |
| 5.8  | Pool Fence – Above Ground                      |  | \$75.00 flat rate   |
| 5.9  | Pool Fence – In-ground                         |  | \$100.00 flat rate  |
| 5.10   | Sheds – Under 200 ft <sup>2</sup>              |  | .11 ft <sup>2</sup> |
| 5.11   | Model Homes Permit – Administrative Fee        |  | \$100.00            |
| <b>6. Group D, Business and Personal Service Uses</b>                    |  |  |                     |
| 6.1  | New, Additions                                 |  | .60 ft <sup>2</sup> |
| 6.2  | Alterations/Repairs/Interior Finishing         |  | .25 ft <sup>2</sup> |
| 6.3  | Accessory Structures <500 ft <sup>2</sup>      |  | .60 ft <sup>2</sup> |
| <b>7. Group E, Mercantile Uses</b>                                       |  |  |                     |
| 7.1  | New, Additions                                 |  | .60 ft <sup>2</sup> |

| <b>BUILDING FEES</b>                                  |       |  |                           |
|---|-------|--|---------------------------|
|   | 7.2   | Alterations/Repairs/Interior Finishing     | .25 ft <sup>2</sup>       |
|   | 7.3   | Accessory Structures <500 ft <sup>2</sup>  | .60 ft <sup>2</sup>       |
| <b>8. Group F, Industrial Uses</b>                    |       |  |                           |
|   | 8.1   | New, Additions                             | .40 ft <sup>2</sup>       |
|   | 8.2   | Alterations/Repairs/Interior Finishing     | .25 ft <sup>2</sup>       |
|   | 8.3   | Gas Stations/Canopies/Car Washes           | .40 ft <sup>2</sup>       |
|   | 8.4   | Repair Garages                             | .40 ft <sup>2</sup>       |
|   | 8.5   | Accessory Structures <500 ft <sup>2</sup>  | .40 ft <sup>2</sup>       |
| <b>9. Group F, Farm Uses</b>                          |       |  |                           |
|   | 9.1   | New, Additions                             | .10 / .19 ft <sup>2</sup> |
|   | 9.2   | Alterations/Repairs/Interior Finishing     | .10 / .19 ft <sup>2</sup> |
|   | 9.3   | Accessory Structures <500 ft <sup>2</sup>  | .10 / .19 ft <sup>2</sup> |
| <b>10. Additional Charges for ALL Occupancies</b>     |       |  |                           |
|   | 10.1  | Public Pools (each)                        | .85 ft <sup>2</sup>       |
|   | 10.2  | Commercial Cooking Hood                    | \$50.00 flat rate         |
|   | 10.3  | New Solid Fuel Fireplace/Stove             | \$50.00 flat rate         |
|   | 10.4  | Below Grade Exterior Stairs                | .85 ft <sup>2</sup>       |
|   | 10.5  | Decks, No Roof                             | .11 / .38 ft <sup>2</sup> |
|   | 10.6  | Signs attached to Building (each)          | \$40.00 flat rate         |
|   | 10.7  | Signs – Freestanding / Billboard           | \$50.00 flat rate         |
|   | 10.8  | Change of Use                              | \$100.00 flat rate        |
| <b>11. Additional Fees for Private Sewage Systems</b> |       |  |                           |
|   | 11.1  | Septic System Installation                 | \$400.00 flat rate        |
|   | 11.2  | Septic Tank Replacement Only               | \$150.00 flat rate        |
|   | 11.3  | Leaching Field Replacement/Repair/Addition | \$400.00 flat rate        |
|   | 11.4  | Performance Plan Review for Addition       | \$50.00 per hour          |
|   | 11.5  | Compliance Inspection of Existing System   | 0                         |
|   | 11.6  | Change of Use                              | \$100.00 flat rate        |
|   | 11.7  | File Search                                | \$50.00 flat rate         |
| <b>12. Stand Alone Works</b>                          |       |  |                           |
|   | 12.1  | Relocate Building                          | \$40.00 flat rate         |
|   | 12.2  | New Enlarged Exterior Window/Doors (each)  | .85 ft <sup>2</sup>       |
|   | 12.3  | Fire Alarm Installation                    | \$50.00 flat rate         |
|   | 12.4  | Sprinkler Installation                     | \$50.00 flat rate         |
|   | 12.5  | Standpipe Installation                     | \$50.00 flat rate         |
|   | 12.6  | Electromagnetic Lock Installation          | \$50.00 flat rate         |
|   | 12.7  | Heating System Installation                | \$50.00 flat rate         |
|   | 12.8  | Commercial Cooking Hood Installation       | \$50.00 flat rate         |
|   | 12.9  | Dust Collector                             | \$50.00 flat rate         |
|   | 12.10 | Spray Booth Installation                   | \$50.00 flat rate         |

| <b>BUILDING FEES</b>   |       |  |   |
|--|-------|--|---|
|  | 12.11 | Park Model Trailers/Mobile Homes (incl. Foundation)                                | \$150.00 flat rate  |
|  | 12.12 | Modular Factory Built Homes (incl. Foundation)                                     | \$100.00 flat rate  |
| <b>13. Plumbing</b>  |       |  |   |
|  | 13.1  | Plumbing Alterations/Extensions (FU indicates Fixture Units as per OBC)            | \$10.00 per FU  |
|  | 13.2  | Water Service/Sewer Connections  | \$75.00 each  |
|  | 13.3  | Conversion from Septic Tank  | \$50.00 flat rate   |
|  | 13.4  | Special Investigation of Plumbing System   | \$50.00 flat rate   |
|  | 13.5  | Re-inspection  | \$25.00 flat rate   |
| <b>14. Enforcement Services</b>  |       |  |   |
|  | 14.1  | Surcharge for Pre-Permit Start (each)  | Additional 50% original permit                            |
|  | 14.2  | Re-inspection of Defective or Incomplete Work                                      | \$50.00 flat rate   |
|  | 14.3  | Issuance of a Stop Work Order-Removal  | \$150.00 flat rate  |
|  | 14.4  | Property Standards Inspection  | \$150.00 per visit  |
|  | 14.5  | Property Standards Letter/Report   | \$25.00 per letter  |
| <b>15. Special Services</b>  |       |  |   |
|  | 15.1  | Revision Part 9 Permits/Applications   | \$50.00 per hour  |
|  | 15.2  | Revision Part 3 Permits/Applications   | \$50.00 per hour  |
|  | 15.3  | Transfer of Permit to New Owner  | \$100.00 flat rate  |
|  | 15.4  | Re-inspection  | \$25.00/50  |
|  | 15.5  | Churches-50% off Regular Permit Fee  | Minimum \$30.00   |
|  | 15.6  | Building Compliance Letters per property   | \$25.00   |
|  |       | Building Compliance Letter – Rush (1 day)  | \$40.00   |
|  | 15.7  | Fence Permit   | \$30.00   |
|  | 15.8  | Demolition-Not Requiring Engineer  | \$40.00   |
|  | 15.9  | Demolition-Requiring Engineer Review   | \$40.00   |
|  | 15.10 | Part 4 Review-Qualified Designer not an Ontario Professional Engineer or Architect | External Consultant Fee-To Be Determined Minimum \$500.00 |
|  | 15.11 | Lot Grading Deposits (where not covered by Subdivision Deposits)                   | \$1,000.00 per lot  |
|  | 15.12 | Conditional Permit – Houses (each)   | 0   |
|  | 15.13 | Conditional Permit – Other (each)  | 0   |
|  | 15.14 | Occupancy Permit – January 1, 2012   | 0   |
|  | 15.15 | Monthly Stats Report   | \$10.00   |
| <b>16. Designated Structures – 1% less value unless otherwise stated</b> |       |  |   |
|  | 16.1  | Communication Tower  | \$50.00 flat fee  |
|  | 16.2  | Exterior Storage Tank  | \$50.00 flat fee  |
|  | 16.3  | Retaining Wall   | \$50.00 flat fee  |
|  | 16.4  | Satellite Dish   | \$50.00 flat fee  |
|  | 16.5  | Solar Collector  | \$50.00 flat fee  |
|  | 16.6  | Wind Turbine   | \$50.00 flat fee  |
|  | 16.7  | Other OBC Structures Not Noted   | \$50.00 flat fee  |

SCHEDULE OF FEES

| SEPTIC PERMIT FEES   |  |
|----------------------|--|
| Change of Use Permit | Application .....\$100.00  |
| Consent              | Per Lot .....\$100.00  |
| File Search          | Application .....\$ 50.00  |
| Repair Permit        | Application .....\$150.00  |
| Sewage System Permit | Daily sewage flow not exceeding 10,000 litres<br>(Class 4 & 5) .....\$400.00 |
| Subdivision          | Per Lot .....\$100.00  |
| Transfer of Permit   | Application .....\$100.00  |

\*Repair Permit Fee can be applied to Sewage System Permit

| PLANNING FEES   |                 |                                       |             |
|---|-----------------|---------------------------------------|-------------|
|   | Application Fee | Legal/Engineering Deposit             | Total       |
| <b>By-laws</b>  |                 |                                       |             |
| By-law – to Lift Holding Zone                                       | \$1,000.00      |                                       | \$1,000.00  |
| By-law – Interim Control  | \$1,000.00      |                                       | \$1,000.00  |
| By-law – Deeming (to merge lots)                                    | \$350.00        | \$2,000.00                            | \$2,350.00  |
| By-law – Part Lot Control   | \$350.00        | \$2,000.00                            | \$2,350.00  |
| Chargeback – Technicians (Township Staff)                           |                 |                                       | Hourly Rate |
| Green Energy Act  |                 |                                       |             |
| • Minor   | \$500.00        |                                       | \$500.00    |
| • Major   | \$1,000.00      | Plus disbursements                    | Unknown     |
| Telecommunication Application Reviews/Comments                      | \$1,000.00      |                                       | \$1,000.00  |
| Topsoil Removal Permit  | \$100.00        | \$1,000.00<br>(if no deposit on file) | \$1,100.00  |
| <b>Committee of Adjustment</b>                                      |                 |                                       |             |
| Consent   |                 |                                       | \$1,000.00  |
| Permission  |                 |                                       | \$350.00    |
| Minor variance  |                 |                                       | \$350.00    |
| Additional certificates   |                 |                                       | \$200.00    |
| <b>Letters</b>  |                 |                                       |             |
| compliance form - standard  |                 |                                       | \$25.00     |
| compliance form - rush, 1 day                                       |                 |                                       | \$40.00     |
| compliance with Subdivision Agreement or Site Plan                  |                 |                                       | \$30.00     |
| Commercial License Compliance Letter                                | \$25.00         |                                       | \$25.00     |
| Zoning Information Letters  | \$25.00         |                                       | \$25.00     |
| <b>Official Plan, Zoning, Subdivision Agreement &amp; Site Plan</b> |                 |                                       |             |
| Official Plan - copy  |                 |                                       | \$50.00     |
| Official Plan - Maps  |                 |                                       | \$15.00     |
| Official Plan Amendment   | \$1,500.00      |                                       | \$1,500.00  |
| Preliminary Development Concept Report<br>(Preconsultation)         | \$200.00        |                                       | \$200.00    |
| Pre-servicing or Earthworks Permissions and Agreements              | \$1,000.00      | \$10,000.00                           | \$11,000.00 |
| Site Plan or Development Agreements                                 | \$2,000.00      | \$2,000.00                            | \$4,000.00  |
| Site Plan Amendments  | \$200.00        | \$2,000.00                            | \$2,200.00  |
| Subdivision/Condominium Applications                                | \$2,500.00      | \$10,000.00                           | \$12,500.00 |
| Subdivision Redline Revisions / Extensions                          | \$1,000.00      | \$2,000.00                            | \$3,000.00  |
| Condominium Conversion  | \$1,000.00      | \$2,000.00                            | \$3,000.00  |

**SCHEDULE OF FEES**

| <b>PLANNING FEES</b>  |   |                                  |              |
|---|---|----------------------------------|--------------|
| <b>PLANNING FEE</b>   | <b>Application Fee</b>  | <b>Legal/Engineering Deposit</b> | <b>Total</b> |
| <b>Official Plan, Zoning, Subdivision Agreement &amp; Site Plan - Continued</b>   |   |                                  |              |
| Zoning By-Law Amendment/Temporary Use By-law<br>Same requirements for either a Temporary Use By-law<br>and/or a Zoning (major) change | \$1,500.00  |                                  | \$1,500.00   |
| Zoning By-Law (copy)  |   |                                  | \$50.00      |
| Zoning maps   | large   |                                  | \$15.00      |
|   | small   |                                  | \$15.00      |
| Temporary Second Dwelling Agreements  | deposit of \$1,000.00..... fee \$100.00<br>(refundable upon demolition/removal) |                                  |              |
| Temporary Trailer Agreements  | deposit of \$1,000.00..... fee \$100.00<br>(refundable upon removal)            |                                  |              |
| <i>* Minimum Legal/Engineering deposit must be maintained at all times to keep file active.</i>                                       |   |                                  |              |
| Reactivation Fees (closed files)  |   |                                  | \$1,000.00   |
| <b>Studies for Purchase</b>   |   |                                  |              |
| Natural Heritage Study  |   |                                  | \$25.00      |
| Angus Flood Study   |   |                                  | \$25.00      |

| <b>ECONOMIC DEVELOPMENT</b>              |                     |                |              |
|--|---------------------|----------------|--------------|
| <b>Tourism Office: Signs on Building</b> | <b>Fee Per Year</b> | <b>HST 13%</b> | <b>Total</b> |
| 8' x 8' Southeast end of building        | \$1,000.00          | \$130.00       | \$1,130.00   |
| 4' x 4' Southwest end of building        | \$500.00            | \$65.00        | \$565.00     |
| 12' x 9' East or West end of building    | \$800.00            | \$104.00       | \$904.00     |
| 3' x 3' North side of building           | \$500.00            | \$65.00        | \$565.00     |

4c



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PD006-19

**DATE:** February 6, 2019

**TO:** Committee of the Whole

**FROM:** Colleen Healey, Manager of Planning & Development & Elizabeth Davis, Building Department Administrative Assistant

**SUBJECT:** 2018 Final Building Stats

### RECOMMENDATION

That Staff Report PD006-19 be received for information purposes.

### BACKGROUND

Several attachments have been made available summarizing activities for 2018 which include the following:

1. YTD Issued Building Permits – Totals for 2018 with YOY comparison
2. YTD Issued SFD (Single Family Dwelling Units) – Totals for 2018 with YOY comparison
3. Commercial Building Permits - summarizing totals for 2018 only
4. Industrial Building Permits – summarizing totals for 2018 only
5. Institutional Building Permits - summarizing totals for 2018 only
6. Agricultural Building Permits – summarizing totals for 2018 only
7. Overall Growth/Decrease YOY comparisons

Council may recall that staff last reported on declining fees on July 4, 2018.

### COMMENTS AND CONSIDERATIONS

#### Summary for 2018:

**Building Permits Issued**  
*2017 building permits*

**TY: 378**  
*LY: 624*

**Construction Value YTD**  
*2017 construction value*

**TY: \$22,497,145.00**  
*LY: \$52,014,548.00*

**Building Permit Fee Revenue**  
*2017 building permit fee*

**TY: \$167,093.25**  
*LY: \$2,054,398.43*

**SFD Permits Issued**

**TY: 15**



2017 SFD Permits Issued

LY: 223

|   |                  |
|---|------------------|
| <b>Commercial Building Permits Issued</b>   | <b>Total: 25</b> |
| <i>Construction values \$3,597,000.00 (Building Permit Fee Revenue \$23,615.60)</i> | LY: 21           |
| <b>Industrial Building Permits Issued</b>   | <b>Total: 1</b>  |
| <i>Construction values \$750,000.00 (Building Permit Fee Revenue \$14,238.58)</i>   | LY: 2            |
| <b>Institutional Building Permits Issued</b>  | <b>Total: 6</b>  |
| <i>Construction values \$284,500.00 (Building Permit Fee Revenue \$1,210.98)</i>    | LY: 16           |
| <b>Agricultural Building Permits Issued</b>   | <b>Total: 10</b> |
| <i>Construction values \$1,480,000.00 (Building Permit Fee Revenue \$10,071.66)</i> | LY: 16           |

In summary, the overall growth/decrease is as follows (YOY comparison):

|  |                 |
|--|-----------------|
| <b>Building Permits Issued</b>               | <b>- 39.42%</b> |
| <b>Construction Value YTD</b>                | <b>- 56.75%</b> |
| <b>Building Permit Fee Revenue</b>           | <b>- 91.87%</b> |
| <b>SFD Building Permits</b>                  | <b>- 93.27%</b> |
| <b>Commercial Building Permits Issued</b>    | <b>19.05%</b>   |
| <b>Industrial Building Permits Issued</b>    | <b>- 50.00%</b> |
| <b>Institutional Building Permits Issued</b> | <b>- 62.50%</b> |
| <b>Agricultural Building Permits Issued</b>  | <b>- 37.50%</b> |

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## FINANCIAL IMPACT

Overall; Building Permits in all but one category (commercial) had a significant decrease in 2018, and 2018 actual revenues were much lower than anticipated thus causing an increase in demand on the building reserve. The current building reserve amount can be provided by the Manager of Finance.

## 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.

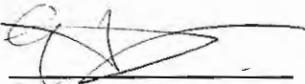
## CONCLUSION

Option 2 is recommended.

Prepared by:

Respectfully submitted:

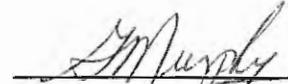
Reviewed by:



Elizabeth Davis  
Building Department  
Administrative Assistant



Colleen Healey  
Manager of Planning  
& Development



Greg Murphy  
CAO

Attachments:  
CBO YTD Report

Dec-18

Current

| Permits Issued   | # Permits Issued | # Permits Issued YTD | Monthly Construction Value of Permits Issued | Construction Value of Permits Issued YTD | Monthly Building Permit Fees | Building Permit Fees YTD |
|------------------|------------------|----------------------|--|--|------------------------------|--------------------------|
| Residential      | 2                | 336                  | \$225,000.00                                 | \$16,385,645.00                          | \$794.97                     | \$117,956.43             |
| Commercial       | 1                | 25                   | \$5,000.00                                   | \$3,597,000.00                           | \$40.00                      | \$23,615.60              |
| Industrial       | 1                | 1                    | \$750,000.00                                 | \$750,000.00                             | \$14,238.58                  | \$14,238.58              |
| Institutional    | 0                | 6                    | \$0.00                                       | \$284,500.00                             | \$0.00                       | \$1,210.98               |
| Public Utilities | 0                | 0                    | \$0.00                                       | \$0.00                                   | \$0.00                       | \$0.00                   |
| Agricultural     | 0                | 10                   | \$0.00                                       | \$1,480,000.00                           | \$0.00                       | \$10,071.66              |
| <b>TOTAL</b>     | <b>4</b>         | <b>378</b>           | <b>\$980,000.00</b>                          | <b>\$ 22,497,145.00</b>                  | <b>\$15,073.55</b>           | <b>\$167,093.25</b>      |

|        |    |     |                |                  |             |                 |                |
|--------|----|-----|----------------|------------------|-------------|-----------------|----------------|
| Y.O.Y. | 47 | 624 | \$6,917,600.00 | \$ 52,014,548.00 | \$69,492.30 | \$ 2,054,398.43 | <b>-99.51%</b> |
|--------|----|-----|----------------|------------------|-------------|-----------------|----------------|

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NEW SFD CONSTRUCTION

Dwelling Units Created

| Type                                   | Current Month | YTD       | Dwelling Const. Value | Dwelling Const. Value YTD |
|--|---------------|-----------|-----------------------|---------------------------|
| SFD/SEMI/ROW                           | 0             | 15        | \$0.00                | \$9,204,300.00            |
| Mult Res Bldgs                         |               |           |                       | \$0.00                    |
| Accessory Apt within Existing Res Bldg | 0             | 0         | \$ -                  | \$0.00                    |
| <b>TOTAL</b>                           | <b>0</b>      | <b>15</b> | <b>\$0.00</b>         | <b>\$9,204,300.00</b>     |

|       |          |         |                 |                  |
|-------|----------|---------|-----------------|------------------|
| Y.O.Y | 34       | 223     | \$ 6,762,800.00 | \$ 29,933,454.00 |
|       | -100.00% | -93.27% | -100.00%        | -69.25%          |



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PD007-19

**DATE:** February 6, 2019

**TO:** Committee of the Whole

**FROM:** Colleen Healey-Dowdall, Manager of Planning & Development

**SUBJECT:** New Official Plan Amendment, Zoning By-law  
Amendment and Draft Plan Submission  
6275 County Road 90

### RECOMMENDATION

That Staff Report PD007-19 be received.

### BACKGROUND

The Township has received 3 new planning applications for a new plan of subdivision to be located along the south side of County Road 90, just west of the new church, leaving Angus towards Barrie (refer to the map which is titled as Attachment 1).

The subject lands consist of a larger parcel with the address of 6275 County Road 90, currently being operated as the Green Acres Golf Course, and a residential lot with the address of 6299 County Road 90, currently containing a single, detached dwelling unit.

The proposed new plan will contain the following:

- 165 single detached dwellings
- 4 townhouse blocks of 30 townhomes
- 1 condominium block of 30 condo units
- A future residential area
- A commercial block
- 2 parks

### COMMENTS AND CONSIDERATIONS

The lands are located in the settlement area of Angus in both Essa's and the County's Official Plans (OP). Land Use Schedule B to Essa's OP depicts that the lands are designated as Commercial, Agricultural and Environmental. The lands are considered as Greenfield by the Growth Plan, and therefore, the density target required to be met is

the alternative target of 32 persons and jobs/ha (the proposed plan would help Essa meet the density target of the Growth Plan).

Settlement areas are to be the focus of future growth and Essa's OP states that growth in the Township should be directed to Angus where there are municipal water and sewer systems in place (Section 5 of Essa's OP and the Essa Growth Strategy). The Township's Engineer should be asked to inform the Municipality as to the water and wastewater capacity available in conjunction with their recent assessment and depleting capacity ledger.

Supporting studies have been received (refer to Attachment 2) containing information which is required when considering planning applications, however, some information is still missing, notably:

- An Environmental Impact Study
- Official Plan Amendment text amending Section 27.3 of Essa's OP (this is the policy which does not allow new residential plans of subdivision on lands subject to the risk of flooding)
- Mapping showing the regional and 100 year floodlines, NVCA Regulation Limit and delineated Natural Heritage features
- Updated Flood Hazard Study information
- Updated stormwater management information

The missing information is important since Section 27 of Essa's OP currently does not allow new residential plans of subdivision on lands subject to flooding. Depending on what flooding information and study materials conclude, the applicant would like the Municipality to amend its OP to allow residential plans on lands subject to flooding in conjunction with the proper safe-guards; based on updating the municipal policy on how the Two Zone Policy and limits are calculated (i.e. traditional method vs. newer method using river depth and velocity of flow).

#### **FINANCIAL IMPACT**

None. The developer will bear all costs of development.

#### **SUMMARY/OPTIONS**

Council may:

1. Take no further action.
2. Receive the information submitted and wait for further information prior to deeming the application to be complete and scheduling a public meeting in accordance with the provisions of the Planning Act.
3. Request that comments of Council be passed back to the developer.

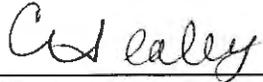
46

**CONCLUSION**

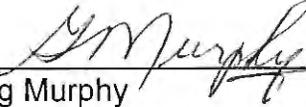
Option #2 is recommended.

Respectfully submitted:

Reviewed by:



Colleen Healey-Dowdall, MCIP, RPP  
Manager of Planning & Development



Greg Murphy  
CAO

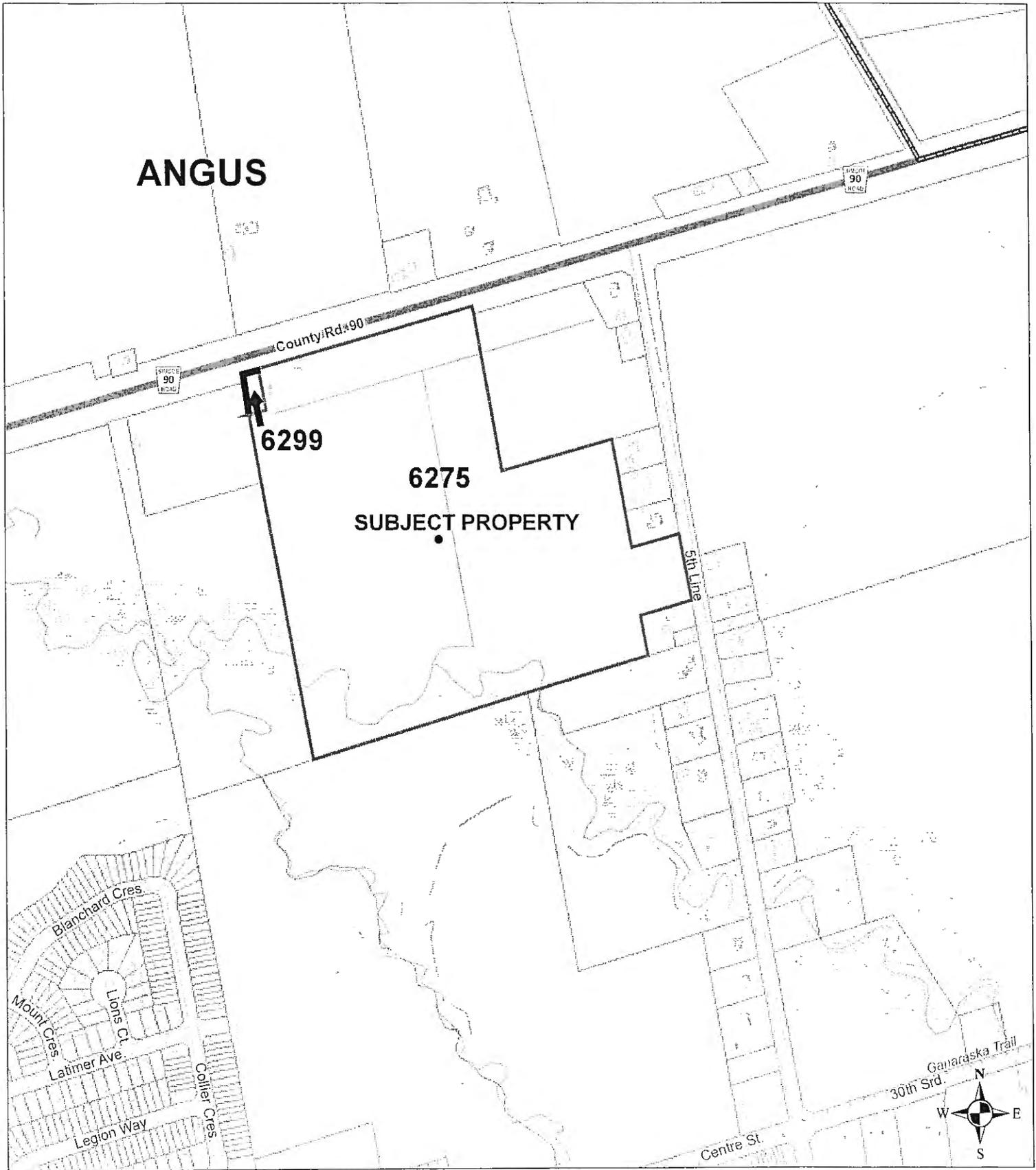
Attachments:

Attachment 1 – Map

Attachment 2 – Letter from IPS

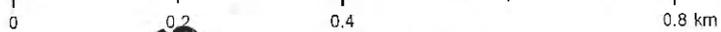
Attachment 3 – Excerpts from the PJR

# ZBA and OP Amendment, 6275 & 6299 County Rd 90



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December 28, 2018





## INNOVATIVE PLANNING SOLUTIONS

planners • project managers • land development

December 21, 2018

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

Attention: Colleen Healey-Dowdall, Manager of Planning

Re: Official Plan and Zoning By-Law Amendments, and Draft Plan of Subdivision  
Submission for 6275 and 6299 County Road 90  
Mixed Use Development  
Township of Essa, Angus  
County Road 90 Developments Inc.

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Innovative Planning Solutions (IPS), on behalf of Essa County Road 90 Developments Inc., is pleased to provide the following documents for consideration of the Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision Applications submitted on lands noted above;

1. Ten (10) copies of the following reports:
    - a. Functional Servicing Report Green Acres Subdivision, September 2018 – Valdor Engineering
    - b. Stage 1 Archaeological Background Study, 6275 & 6299 County Road 90, September 2018 – AMICK Consultants Limited
    - c. Stage 2 Archaeological Property Assessment, 6275 & 6299 County Road 90, December 20, 2018 – AMICK Consultants Limited
    - d. Flood Analysis Report, November 2017 - Exp Services Inc.
    - e. Traffic Impact Study, December 2016 – Exp Services Inc.
    - f. Erosion Hazard Analysis Report, November 2017 – Exp Services Inc.
    - g. Retail Market Demand and Impact Assessment, December 2018 – Tate Economic Research Inc.
    - h. Preliminary Geotechnical Investigation, September 2012, Terra Firma Plus Inc..
    - i. County Road 90 Mixed Use Community Planning Justification Report, December 2018 – Innovative Planning Solutions
    - j. Noise Study, December 2018 – Valcoustics Canada Ltd.
  2. Twenty (20) full size copies of the Draft Plan of Subdivision
  3. Two Cheques in totalling the amount of \$12,500 for the Legal/Engineering Deposit for the Draft Plan of Subdivision
  4. A Cheque in the amount of \$1,500 for the Official Plan Amendment Application
- 

150 DUNLOP STREET EAST, SUITE 201, BARRIE ONTARIO L4M 1B2

TEL: (705) 812-3281 FAX: (705) 812-3438

EMAIL: INFO@IPSCONSULTINGINC.COM

4d

5. A Cheque in the amount of \$1,500 for the Zoning By-law Amendment Application
6. One (1) copy of the Official Plan Amendment's Text and Schedule
7. One (1) copy of the Official Plan Amendment Application Form
8. One (1) copy of the Zoning By-law Amendment's Text and Schedule
9. One (1) copy of the Zoning By-law Amendment Application Form
10. One (1) digital copy of the reports listed in item #1 and the Draft Plan of Subdivision

If this submission is complete, we would request that notice be provided within the required timeframe under the Planning Act., otherwise, please inform what items are outstanding. We look forward to future correspondence from you on this matter.

Respectfully submitted,

**Innovative Planning Solutions**



Aimee Powell, BURPI, MPA, MCIP, RPP  
Planner

PLANNING JUSTIFICATION REPORT  
DRAFT PLAN OF SUBDIVISION, OFFICIAL PLAN AMENDMENT & ZONING BY-LAW



Figure 2.  
**SURROUNDING LAND USES**

Source: County of Simcoe Webmap, 2018  
Map dated December 12, 2018.

Drawn By: TS

File: 18-777



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4d

APPLICATIONS FOR

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OFFICIAL PLAN AMENDMENT, ZONING BY-LAW AMENDMENT & DRAFT PLAN OF SUBDIVISION

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PREPARED BY

**INNOVATIVE PLANNING SOLUTIONS**

150 DUNLOP STREET EAST, SUITE 201

BARRIE, ONTARIO L4M 1B2

TEL: (705) 812-3281

FAX: (705) 812-3438

DECEMBER 2018

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## 2.0 SITE DESCRIPTION AND SURROUNDING LAND USES

The subject lands are identified as 6275 & 6299 County Road 90, Angus, in the Township of Essa, County of Simcoe. The subject site is approximately 19.09 ha (47.18 ac) and fronts onto County Road 90. The lands are currently designated 'Settlement Area' in the County of Simcoe's Official plan, 'Commercial - Recreation', 'Agricultural', 'Residential' and 'Environmental' in the Township of Essa's Official Plan as shown in **Figure 2**. The lands are zoned as 'Commercial Recreation (C4)', 'Low Density Residential (R1)' and 'Environmental Protection (EP)' in the Township of Essa's Zoning By-law 2003-50 as shown in **Figure 3**.

The subject site possesses approximately 305m (1000ft) of frontage along the south side of County Road 90. County Road 90 is an Arterial Road as identified on Schedule 'B' Township of Essa Official Plan Angus. There is currently a single detached residential unit and shed on the property at 6299 County Road 90 and the Green Acres Golf Centre occupies the lands at 6275 County Road 90. Bear Creek is a permanent watercourse located in the southern portion of the site. Overall, the site has a flat terrain with limited vegetation in the development area proposed.

**Figure 4** depicts aerial photography of the subject property and surrounding land uses. The surrounding land uses are as follows:

**North:** Some single detached rural residential units. These homes are on large parcels with open fields. Agricultural uses exist on the opposite side of County Road 90.

**South:** Lands directly south are environmentally protected due the presence of a creek. Further south is planned future residential, although currently covered by trees and vegetation. Beyond these lands, there are predominantly low density residential properties on lots of varying sizes.

4d

PLANNING JUSTIFICATION REPORT  
DRAFT PLAN OF SUBDIVISION, OFFICIAL PLAN AMENDMENT & ZONING BY-LAW

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**East:** East of the subject property the Pinewoods Chapel and a contracting centre, boarded by Line 5. Beyond Line 5 is rural and agricultural lands.

**West:** The lands west of the subject site are currently undeveloped, open space. A small portion of these lands are planned for commercial use, while a large proportion are environmentally protected.

PLANNING JUSTIFICATION REPORT  
DRAFT PLAN OF SUBDIVISION, OFFICIAL PLAN AMENDMENT & ZONING BY-LAW

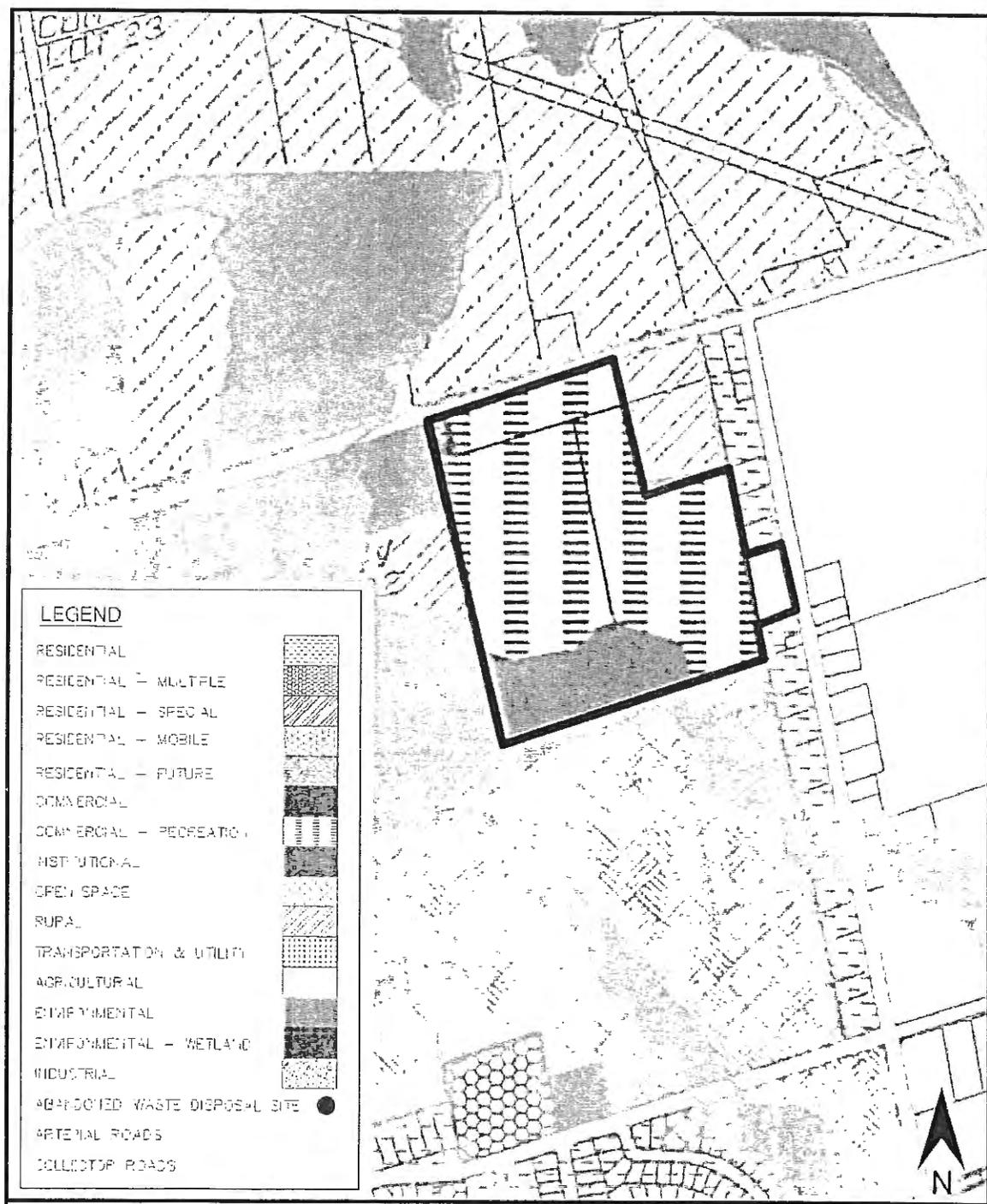


Figure 3.  
**LAND USE**

Source: Essa Township OP, Schedule B  
Map dated December 13, 2018.

Drawn By: TS      File: 18-777

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**3.0 DESCRIPTION OF DEVELOPMENT**

**3.1 Draft Plan of Subdivision**

The proposed development includes 375 residential units, of which, 165 are single-detached units, 30 are townhouses units, 150 units in a future mid-rise residential building and 30 future condominium units. Of the single-detached, 30 units are on 40-foot lots, 78 are on 36-foot lots, and 57 are on 32-foot lots. There are also 30 townhouses on approximately 20-foot lots. The objective of the residential land uses is to diversify the site in terms of affordability, density and demographic while maximizing the use of new infrastructure.

The proposed subdivision allows for residents to age in place, live in a walkable community that contributes to meeting their daily needs, and enjoy the benefits of living within proximity to urban development, with rural landscapes. In addition to the residential developments, there will be a commercial block which will accommodate approximately 20,000 sq.ft. of neighbourhood commercial uses. Other attributes to the development include community parks, stormwater management facilities, a pump station block, environmentally protected lands, and lands dedicated for a road widening allowance along County Road 90. **Figure 5** displays the Draft Plan of Subdivision and **Appendix 1** shows a larger version of the Draft Plan. **Table 1** shows the breakdown of land uses in accordance to their size within the Draft Plan. This subdivision has been designed with premium low density, single-detached homes on the site's exterior, and higher density uses on County Road 90 and with direct access from 5<sup>th</sup> Line. The larger residential lots abut the SWM Facilities and environmentally protected lands.

The internal subdivision street network has been designed in a block pattern where feasible, with short blocks which encourages connectivity and active

transportation. The road pattern aims to discourage speed yet still allows for flow from the site's two entrances from County Road 90 and 5<sup>th</sup> Line. Provisions to facilitate active transportation will be accommodated within the 20m road allowance on all roads for cyclists and pedestrians. This includes the separation of pedestrian and vehicular routes through including sidewalks within the road allowance in accordance with township engineering standards. **Figure 6** shows an Active Transportation Network within the Draft Plan and demonstrates its connectivity to the Township's existing Trails network through the Pine River Trail. A 20-minute walking route and a 25-minute cycling route from the subject site are provided in **Figure 7** to show how active transportation can be achieved within a reasonable distance from the subject site.

The internal roads will be constructed with an urban cross section per Township engineering standards. There will be a total of 5 streets, labeled as Streets 'A' through 'E' which have a 20 m road allowance. Street 'A' serves as the main connecting road throughout the subdivision with direct access from County Road 90 and serves as the first connecting road to Street B at the entrance from 5<sup>th</sup> Line. The Township of Essa's Official Plan states that a 5% parkland dedication is required for any new development, and that environmental lands do not qualify as lands that can be dedicated. Parks have been provided in Blocks 8 & 9. The 5% dedication amounts to 0.75 ha whereas 0.625 is proposed. The remainder will be provided via a cash in lieu dedication.

A stormwater management pond and pumping station, in Blocks 11 and 12, are located towards the south west corner of the site, just above the environmental protection Block 10. The pond and pumping station service all development within the Draft Plan. The proposed subdivision will be fully serviced by municipal water and sanitary sewage. An overall residential density of 27.5 units per hectare is proposed, equating to a population density of

4d

PLANNING JUSTIFICATION REPORT  
DRAFT PLAN OF SUBDIVISION, OFFICIAL PLAN AMENDMENT & ZONING BY-LAW

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approximately 77 people per hectare. The total population generated by the proposed development will be approximately 1,050 people based on 2.8 people per household.

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PLANNING JUSTIFICATION REPORT  
DRAFT PLAN OF SUBDIVISION, OFFICIAL PLAN AMENDMENT & ZONING BY-LAW

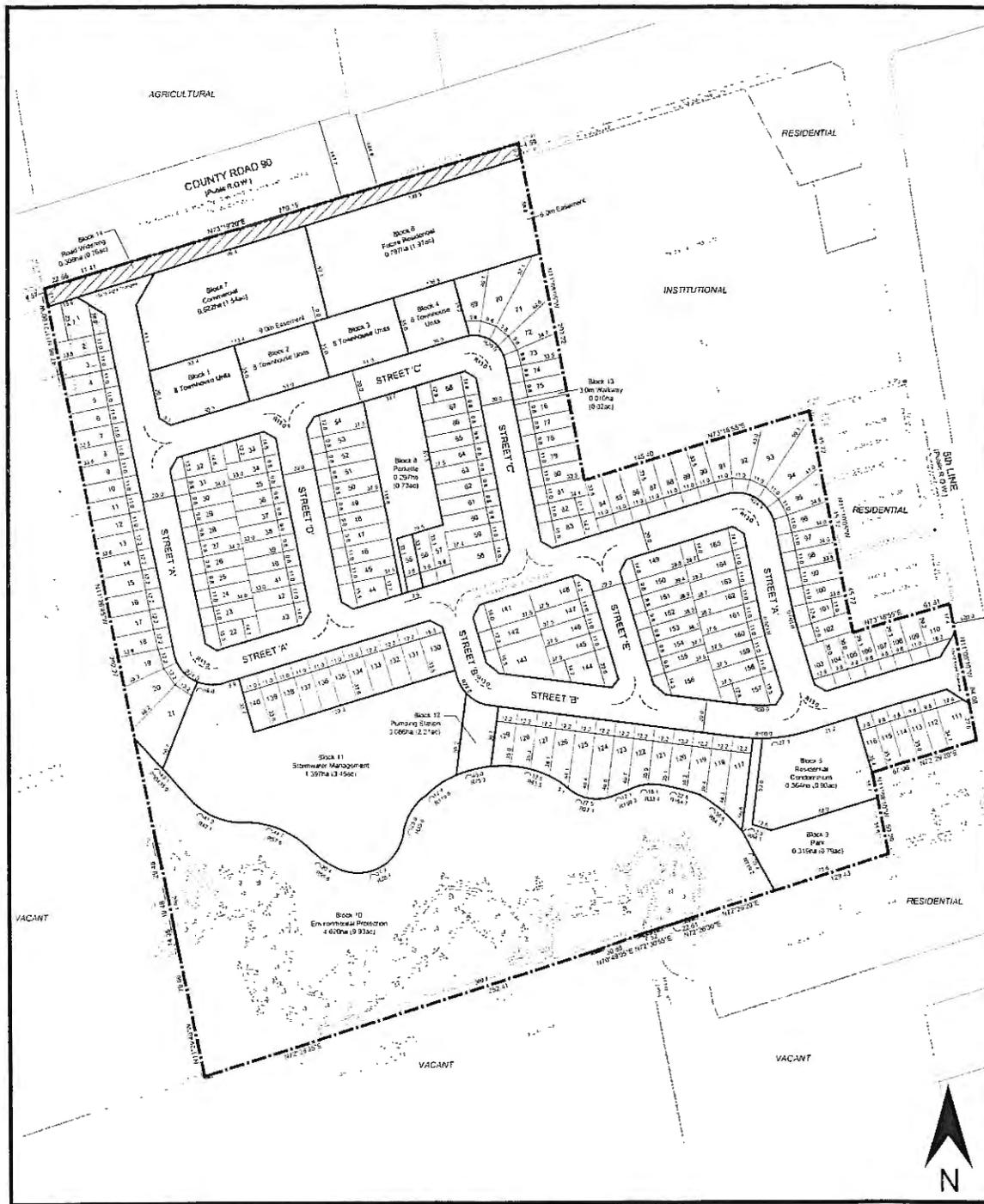


Figure 5.  
**DRAFT PLAN**  
 Source: IPS, 2018  
 Map dated December 13, 2018.

Drawn By: TS      File: 18-777

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## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PD008-19

**DATE:** February 6, 2019

**TO:** Committee of the Whole

**FROM:** Colleen Healey-Dowdall, Manager of Planning & Development

**SUBJECT:** Briarwood Proposed Zoning By-law Amendment

### RECOMMENDATION

That Staff Report PD008-19 be received; and

That Council consider scheduling a public meeting in accordance with the provisions of the Planning Act.

### BACKGROUND

Briarwood (formerly Queensbrook) lies at the corner of Centre Street and the 5<sup>th</sup> Line, in Angus, in the northwest corner of the intersection (refer to attached map). The lands have been set out for residential development since the mid-90's as have all other larger vacant parcels lying in the town or settlement area of Angus. Some vacant lands are within what the Province calls a "Delineated Built Boundary" (and these lands should be developed in a very dense fashion to meet with the Province's intensification target as set out in the Growth Plan), however, the subject lands are within what the Province would classify as a "Greenfield" area, and therefore, the density target to meet is 32 residents and jobs per hectare. The current density proposed is 64 persons and residents per hectare which far exceeds the Growth Plan alternative density target for Angus. Even the proposed new changes to the Growth Plan would not impose a density target this high (40 persons and jobs per hectare is suggested but alternatives will again be considered).

A reminder to Council/new members that Angus is to be considered as the primary growth centre for the Municipality since it is a complete community with full services. By focusing growth in Angus, the remaining countryside of Essa is able to be preserved.

Queensbrook was purchased by a new developer in 2018 and is now referred to as Briarwood. This developer is planning on 156 single-detached homes on lots containing 40 feet of frontage (12 m).

Surrounding the Briarwood subdivision is as follows:

- Vacant land set out for a residential plan of subdivision to the west ("Akai")
- Vacant land currently under application for a plan of subdivision to the north ("Green Acres")
- A row of 5 existing detached homes along the 5<sup>th</sup> Line forming the boundary of Angus to the east
- Residential plans of townhomes to the south of Centre Street.

This office would like this plan to be connected through parkland/environmentally-constrained lands to allow for active transportation opportunities.

Right now, the entire plan, or all 156 lots, are zoned as R1-28 Zone which allows 40 foot lots, 4 foot side yard setbacks on one side and 2 foot side yard setbacks on the other, and 21 foot rear yards. The current permissible lot coverage is 40% (most other newer subdivisions in Angus are allowed up to 45% lot coverage). (Refer to Attachment 1.)

## COMMENTS AND CONSIDERATIONS

The developer is currently asking for a reduction of standards. The following is requested:

- a) 45% lot coverage on certain lots (an increase of 5% lot coverage). The requested lots are shaded on a map provided by their Architect, labeled as Attachment 2.
- b) (i) unenclosed decks at the rear of the home, (ii) unenclosed deck step projections into the rear yard, and (iii) walk-up basement steps, refer to Attachment 3.

The developer is asking for the changes for the following reasons:

- Market conditions are very challenging
- Want to present a streetscape or a look (have certain styles they wish to present)
- They say there is "severe grading conditions due to surrounding wildlife"
- Want to provide variety

Despite discussions with the developer and their Planner, this office, after full and careful consideration of the matter, would suggest that instead of a "blanket" zone which simplifies zoning reviews, specific zoning should be applied if Council is to grant any amendments. This would provide the Municipality with more control in this plan, which is bordered on the one side with existing homes, and knowing that the interface between existing and new can be very sensitive. Setting out specific zones will help to ensure compatibility for the existing residents of Angus. This Manager (Planner) would suggest that this (Township involvement) is important in this case since the subdivision already contains a very high density.

The draft plan depicts that there are 20 new lots lying directly behind 5 existing homes. It is the opinion of this Planner that the 20 lots directly west of the existing homes fronting the 5<sup>th</sup> Line should be left as-is, as R1-28, with no reduced standards to be granted here. Otherwise, the reductions could be supported elsewhere as requested and as indicated through both Attachments 2 and 3 (the lot coverage "reduction" request is depicted in Attachment 2 and unenclosed deck and step reductions into rear yards as depicted in Attachment 3 would be granted throughout except on draft plan lots 1-20).

To implement this Planner's recommendation, this office would suggest that Attachment 2 be amended so that lots 1-20 are not shaded and left as R1-28 and the remaining lots are broken into 2 new zones to reflect: Attachment 2 shaded to be R1-39 wherein R1-28 standards and 45% lot coverage will apply plus the requested reductions to allow unenclosed decks and for steps; and Attachment 2 un-shaded lots to be R1-40 wherein R1-28 standards will apply plus with the requested reductions to allow unenclosed decks and for steps. Council may wish to know that this office had already discouraged the developer from a full slate of further reductions.

Based on the above, this office would suggest that, if agreeable to the developer, Council could consider allowing staff to organize a public meeting in accordance with the provisions of the Planning Act. The application can be considered as complete. Along with a complete application, the applicant has submitted to the Township proposed mapping, preliminary sitings and a sample of photos from other built-out neighbourhoods.

This office has conducted a review of Essa zoning standards applied to other subdivisions in Angus. Essa has upwards of 3 dozen exceptions now and counting, and most new plans are building with the reductions requested in this application (or with some slight variation). (Again, some reductions requested were already discussed and eliminated since they were pushing the envelope a little too far; for example, the developer has been required to provide 2 exterior parking spaces per lot since this has been a strong concern of the Municipality in the past – the issue of parking.) With so many exceptions in the Township's Comprehensive Zoning By-law, By-law No. 2003-50, the idea of a blanket zoning at first was appealing, however, it is now not recommended. Instead, please refer to Attachment 4 to view the staff recommendation.

## **FINANCIAL IMPACT**

None. All costs to be borne by the applicant.

## **SUMMARY/OPTIONS**

Council may:

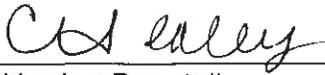
1. Take no further action.
2. Council may consider scheduling a public meeting in accordance with the provisions of the Planning Act.
3. Direct staff in a manner they deem appropriate.

**CONCLUSION**

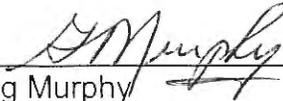
Option #2 is recommended.

Respectfully submitted:

Reviewed by:



Colleen Healey-Dowdall  
Manager of Planning & Development



Greg Murphy  
CAO

Attachments:

Map

Attachment 1 – zone requirements

Attachment 2 – proposed lots for 45% coverage

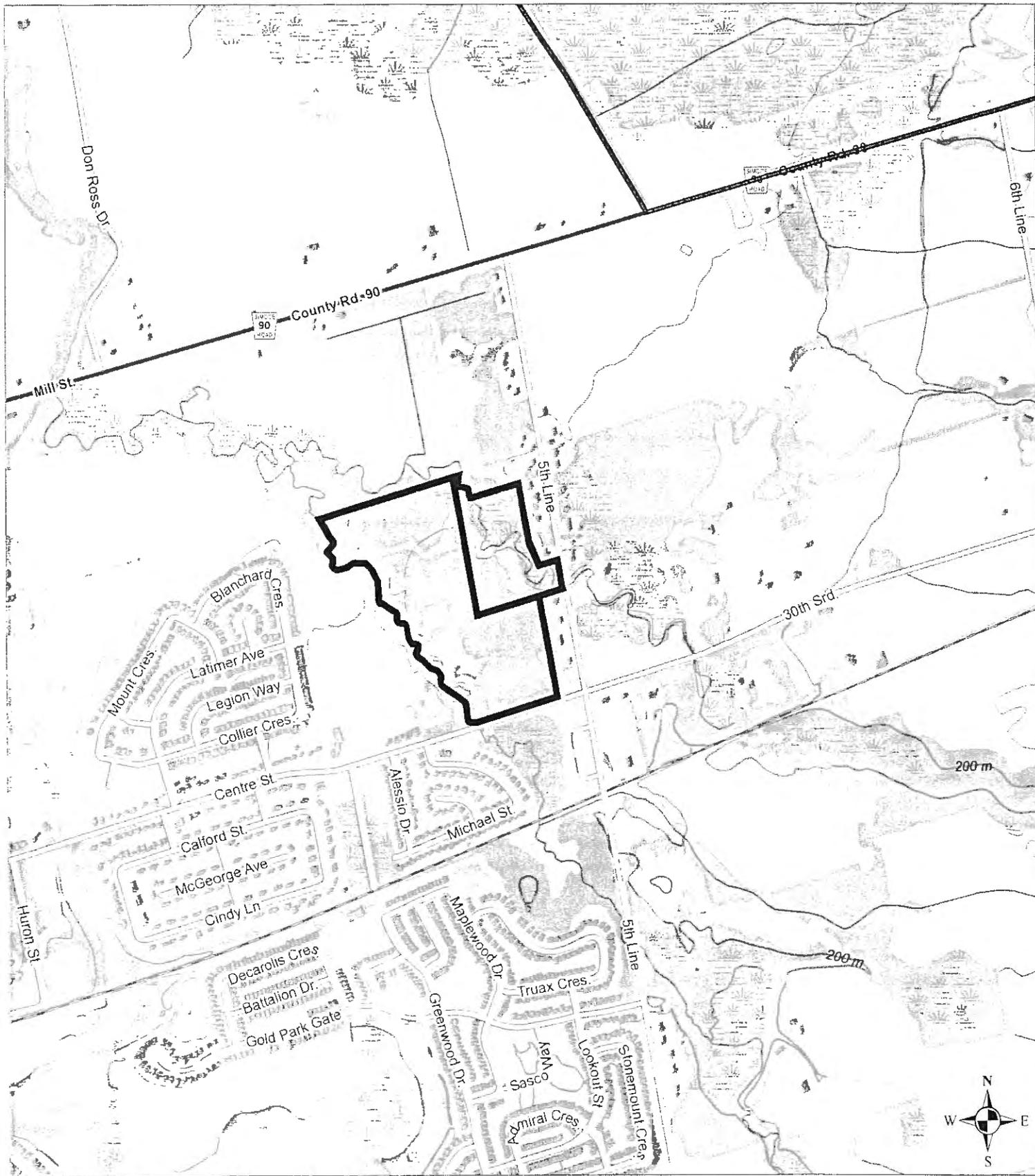
Attachment 3 – proposed zoning amendments

Attachment 4 – Essa Staff Recommendations

Attachment 5 – zoomed-in Table 1-A

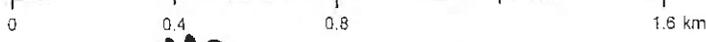
Note – sample preliminary siting and photos of established neighbourhoods are available for viewing in the Planner's office and can be emailed upon request.

# Briarwood/Queensbrook Lands



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1:18,285



49 January 30, 2019



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# Current "Queensbrook" Zoning

ATTACHMENT 1

9.4.28

## R1-28: Pt. of Lot 31, Concession 4 (2009-30)

Notwithstanding the permitted uses and zone regulations of this section, on those lands zoned as "R1-28" and located in Part of Lot 31, Concession 4 on Schedule "B", the following regulations apply:

| Dimension Type                             |              | Standard   |
|--|--------------|--|
| Minimum Lot Frontage                       |              |  |
|  | Interior Lot | 12.0 m   |
|  | Corner Lot   | 15.0 m   |
| Minimum Lot Area                           |              |  |
|  | Interior Lot | 400.0 m <sup>2</sup>   |
|  | Corner Lot   | 500.0 m <sup>2</sup>   |
| Minimum Rear Yard                          |              | 7 m  |
| Minimum Interior Side Yard                 |              | 1.2 m* may be reduced to 0.6 m where the abutting lot contains a setback of 1.2 m provided that there is no fencing constructed between the lots |
| Minimum Exterior Side Yard<br>- Corner Lot |              | 4.5 m  |
| Maximum Lot Coverage                       |              | 40%  |

Note 1: The minimum interior side yard and minimum exterior side yard requirements for a detached accessory building shall be 1.2 m and 3.0 m, respectively.

Note 2: An unenclosed deck attached to a dwelling unit and located in the rear yard may project into the required rear yard setback a distance of not more than 3.5 m and may exceed the maximum permitted lot coverage, provided the deck is not more than 1.8 m above the finished grade.

All other provisions of the "R1" Zone shall apply.

Note: That Section 4.26, Setbacks from Streams and Watercourses, shall not apply to this property.

Note: That Section 8.3, Regulations for Daylighting Triangles, shall be amended such that 5.0 m shall be required for all lots except those abutting Centre Street which will be required to have 10.0 m daylighting triangles.

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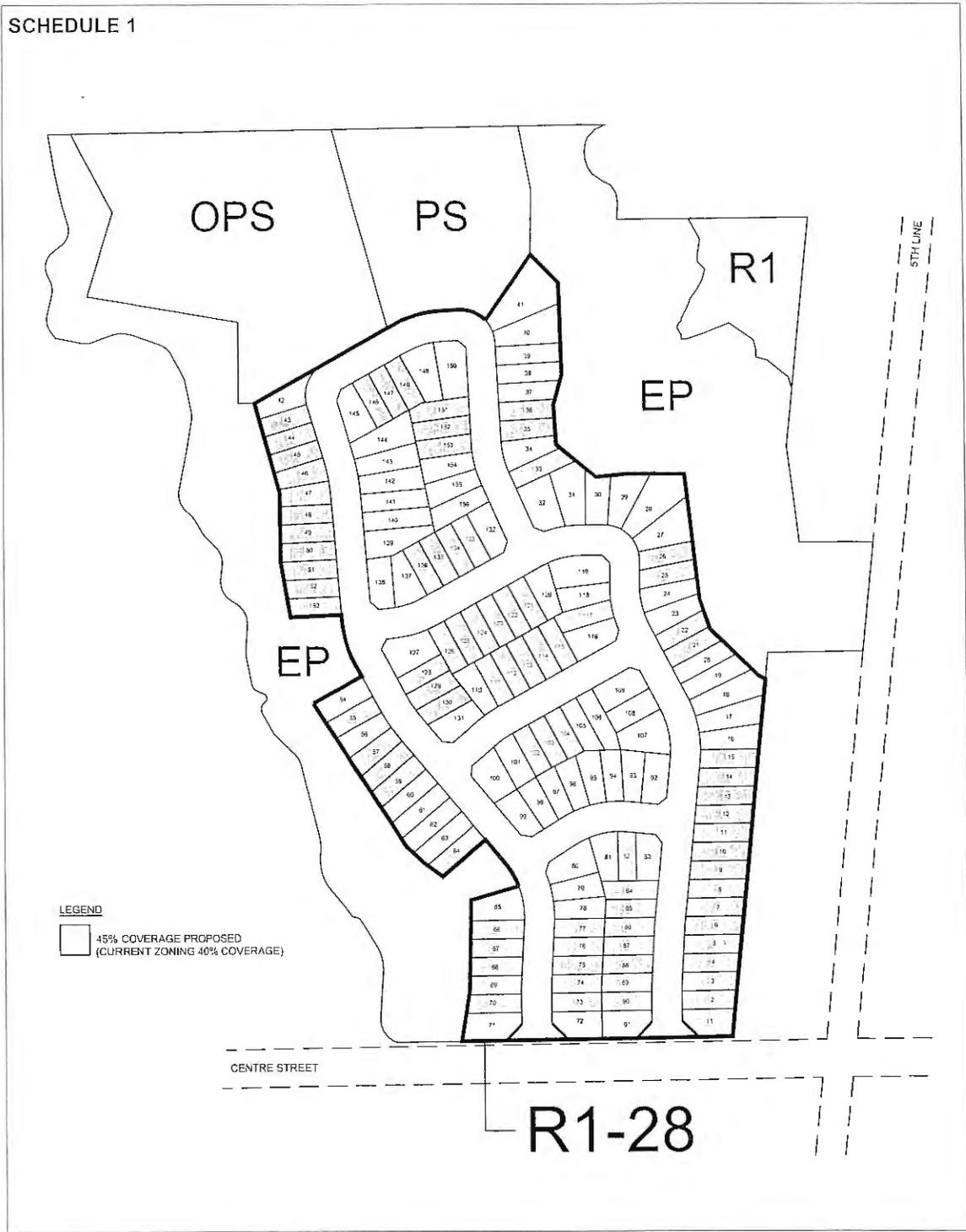


TABLE 1-A

| PERMISSIBLE ENCROACHMENTS                                    | CURRENT ZONING | PROPOSED ZONING | REF. NO. |
|--|----------------|-----------------|----------|
| Unenclosed Deck  | 3.5 M*         | 3.5 M*          | 1        |
| Unenclosed Deck Step Projection into Rear Yard (Beyond Deck) | N/A            | 1.0 M*          | 2        |
| Exterior Stair Projection into Rear Yard (Walk-Up Basement)  | N/A            | 1.8 M           | 3        |

NOTE: IN ADDITION TO THE PROPOSED SCHEDULE ABOVE, TABLE 1-A OUTLINES THE ZONING RELIEF REQUIRED FOR ALL LOTS.

Zoom in

SCHEDULE 1 & TABLE 1-A NTS

FOR DISCUSSION ONLY

CLIENT: BRIARWOOD HOMES

PROJECT #: 2018-09 DATE ISSUED: DEC. 14, 2018 MUNICIPALITY: TOWN OF ESSA (ANGUS)

Cassidy + Company Residential Design Consultants

51

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60 Randall Drive Suite 11, Ajax, Ontario L1S 6L3  
Tel: (905) 619-1270 Fax: (905) 619-1269  
design@cassidyco.com www.cassidyco.com



|          |                                  |     |                                |
|----------|----------------------------------|-----|--------------------------------|
| Date:    | December 14 <sup>th</sup> , 2018 | To: | Colleen Healey                 |
| Client:  | Brianwood Homes                  |     | Corporation of the Township of |
| Project: | (2018-09) Queensbrook            |     | Essa, 5786 County Road 21      |
|          | Developments, Angus              |     | Utopia, Ontario                |
|          | Draft Plan ET-0503               |     | L0M 1T0                        |

**RE: PROPOSED ZONING AMENDMENTS,  
"SCHEDULE 1 & TABLE 1-A"**

Dear Colleen Healey,

In response to your staff comment issued on November 19<sup>th</sup>, 2018, I am providing you with the attached Schedule 1 and Table 1-A as requested for your review and comment with Council.

- (a) • We have prepared an analysis that illustrates which lots we seek 45% coverage through our document titled "**Schedule 1.**" In order to provide our client with future sales of larger units on premium lots and of bungalows, we have indicated which lots would require this request. With the importance of streetscape in mind, we feel that this proposal will allow for a stronger streetscape, allowing for more diversity throughout the future development.
- (b) • In addition, the market is very challenging as it stands. In order to provide our client with the flexibility of future product sales, we are seeking blanket zoning relief for items numbers 1, 2 and 3 of "**Table 1-A.**" In order to maintain integrity of the streetscape, adequate solutions for the various grading conditions occurring in rear yards must be provided. We are proposing rear yard decks, and walk-up basement stairs as solutions to these grading conditions. We believe these proposed permissible encroachments will add great value to the rear yards for home owners and will encourage use of these amenity spaces even with severe grading conditions due to surrounding wildlife.

Our proposed zoning reductions are influenced both by lot size and house design. Our concern is the unpredictability of the market, and a hope to accommodate more variation of sales for the execution of a rich and diverse neighborhood.

I look forward to discussing the outcomes of this analysis further with you.

Yours truly,

**Courtney Nicholson** OAAAS, B. ARCH. SCI.  
Project Coordinator

C.C. Paul Kennedy  
Helen Lepk  
Enzo Di Giovanni  
Fausto Saponara

SCHEDULE 1

Essa Staff Recommend'ns

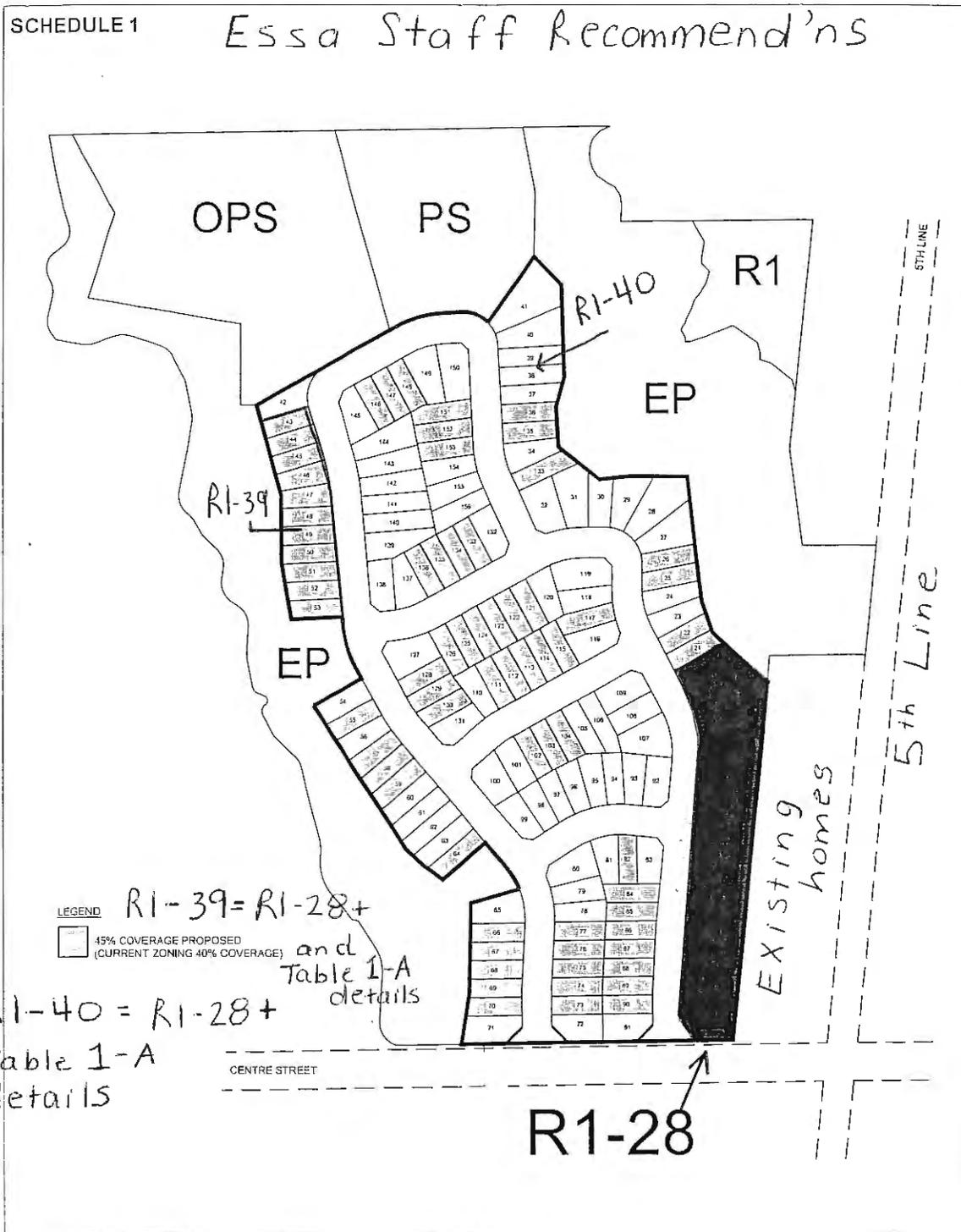


TABLE 1-A

| PERMISSIBLE ENCROACHMENTS                                    | CURRENT ZONING | PROPOSED ZONING | REF. NO. |
|--|----------------|-----------------|----------|
| Unenclosed Deck  | 3.5 M*         | 3.5 M*          | 1        |
| Unenclosed Deck Step Projection into Rear Yard (Beyond Deck) | N/A            | 1.0 M*          | 2        |
| Exterior Stair Projection into Rear Yard (Walk-Up Basement)  | N/A            | 1.8 M           | 3        |

NOTE: IN ADDITION TO THE PROPOSED SCHEDULE ABOVE, TABLE 1-A OUTLINES THE ZONING RELIEF REQUIRED FOR ALL LOTS.

Zoom in Refer to AH'mt 5

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SCHEDULE 1 & TABLE 1-A NTS

FOR DISCUSSION ONLY

|                         |                            |                                    |   |
|-------------------------|----------------------------|------------------------------------|---|
| CLIENT: BRIARWOOD HOMES |                            |                                    | Cassidy + Company<br>Residential Design Consultants |
| PROJECT: 2018-09        | DATE ISSUED: DEC. 14, 2018 | MUNICIPALITY: TOWN OF ESSA (ANGUS) |   |

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**TABLE 1-A**

| <b>PERMISSIBLE ENCROACHMENTS</b>                             | <b>CURRENT ZONING</b>  | <b>PROPOSED ZONING</b>  | <b>REF. NO.</b> |
|--|--|---|-----------------|
| Unenclosed Deck  | 3.5 M*<br><small>*May exceed maximum permitted lot coverage, provided the deck is not more than 1.8 M above finished grade</small> | 3.5 M*<br><small>*Excluded from lot coverage and without height restriction</small> | 1               |
| Unenclosed Deck Step Projection into Rear Yard (Beyond Deck) | N/A  | 1.0 M*<br><small>*Excluded from lot coverage and without height restriction</small> | 2               |
| Exterior Stair Projection into Rear Yard (Walk-Up Basement)  | N/A  | 1.8 M   | 3               |

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# TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PD009-19

**DATE:** February 6, 2019

**TO:** Committee of the Whole

**FROM:** Colleen Healey-Dowdall, Manager of Planning & Development

**SUBJECT:** New Applications for Official Plan Amendment and Zoning By-law Amendment for a Wedding Barn (Langford)

## RECOMMENDATION

That Staff Report PD009-19 be received; and

That Council consider scheduling a public meeting for both an Official Plan Amendment (OPA) and a Zoning By-law Amendment (ZBA).

## BACKGROUND

The Township has received complete submissions for an OPA and ZBA to allow for a wedding barn and/or event facility in Ivy. The subject lands lie just north of the 4 corners of Ivy, in Part Lot 21, Concession 9 (7511 9<sup>th</sup> Line). The farmland was, until 3 years ago, vacant. Building Permit #2016-0282 was issued in 2016 for a barn for storage purposes for the farmer who cultivates the land (a cash-cropping operation). Note that if Council authorizes the applications/wedding barn and/or event facility use, then the proper Change of Use Building Permit and development charges will need to be addressed.

The subject land lies in an agricultural area surrounded by farmland and residential dwelling units lining both the 9<sup>th</sup> Line and 20<sup>th</sup> Sideroad.

The lands where the existing barn is situated are designated Agricultural in Essa's Official Plan (OP). The lands (only where the barn is already situated) are designated as Agricultural and Greenland by the County's OP. The lands are Regulated by the NVCA.

The applicant has submitted the following reports to support their complete applications:

- Planning Justification Report
- Agricultural Evaluation
- Servicing Review

- Environmental Impact Study
- Environmental Noise Feasibility Study
- Traffic Brief

The applicant has also carried out a MDS assessment showing no conflicts with surrounding livestock operations.

Currently, planning policy in general attempts to protect agricultural lands for food production. The Provincial Policy Statement, Growth Plan, Simcoe County OP and Township OP all aim to protect good farmland or what the Province classes as "prime agricultural areas/land" for long-term use for agriculture.

The lands where the barn is already situated are zoned as Rural by Essa's Comprehensive Zoning By-law, By-law No. 2003-50. The Rural (RL) Zone permits the same uses as the Agricultural (A) Zone; farming and a single family, detached dwelling.

## COMMENTS AND CONSIDERATIONS

The landowner is wanting to allow an existing barn to be used for weddings, however, has mentioned other ceremonies and occasions and/or conferences. The attached site plan depicts the exact location of the barn and house now under construction.

### Issues (to-date) arising from the applications:

1. Impact on agriculture including this property's potential for food production and neighbouring agricultural operations (i.e. will 250 guests visiting the wedding barn each weekend of the year impact on neighbouring farm activities or a farmer traveling between fields on a piece of large machinery?).
2. Noise.
3. Traffic.
4. Impact on the environment/natural heritage and species.
5. Compatibility of a new Commercial use in the Agricultural area.

A fulsome review of the applications and studies will need to be carried out with particular attention put on the agricultural nature of the area.

At present, this office is of the opinion that a facility which could be used every weekend of the year/more than once per week with up to 250 guests coming and going, should be designated and zoned Commercial Recreation. (The Commercial Recreation designation and zone is intended for commercial operations which are not retail but where the public is coming for an event or to play a game of some sort.) The landowner seems to want consideration for this type of use as opposed to the occasional wedding (i.e. about 6 – 10 times/year). If the landowner were to be satisfied with the occasional wedding (i.e. about 6 – 10 times/year), then the use could, perhaps, be considered as something more compatible with the area and perhaps secondary to the primary agricultural use of the property.

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Frequency of use should be a key consideration of Council. Some jurisdictions across the Province have been allowing wedding barns on a trial basis through Temporary Use By-laws. This office would suggest that this could be an option to be employed here if the landowner is willing to consider such. Otherwise, the Municipality should be scheduling the appropriate public meeting under the provisions of the Planning Act with staff being provided the time needed to review the studies.

There are other facilities, halls and barns that may also wish to provide for weddings and conferences and each should be provided with equal standing based on planning policies currently in place (including the Essa Agriplex which has also expressed interest in this topic).

Note to Council that applications affecting the Ivy community, have in the past, drawn a very large crowd and Council may wish to ensure that proper audio or other technical systems are ready in the meeting room selected for the public meeting.

### FINANCIAL IMPACT

All costs associated with development are to be borne by the applicant/developer – that person/landowner to benefit from planning approval.

### SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Consider scheduling a public meeting for both an OPA and ZBA at a time/day which provides staff an opportunity to review studies and arrange for a large public meeting.
3. Direct staff in another manner.

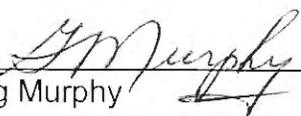
### CONCLUSION

Option #2 is recommended.

Respectfully submitted:

Reviewed by:

  
\_\_\_\_\_  
Colleen Healey-Dowdall  
Manager of Planning & Development

  
\_\_\_\_\_  
Greg Murphy  
CAO

Attachments:  
Site Plan



**NOTES**

Parking Dimensions: 2.7 m by 6 m

Accessible Parking Dimensions: 3.4 m by 6 m

Proposed Lot Coverage  
Barn and Parking Area: 0.4%

Lot Frontage: 267 m

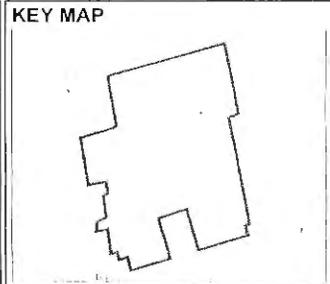
Lot Depth: 755.9 m

Proposed Parking: 69 Spaces  
(with 4 accessible spaces)

Proposed Additional Parking: 59  
Spaces (with 3 accessible spaces)

Total Parking: 128  
(with 7 accessible spaces)

\*Dwelling complies with applicable R1 provisions



**SITE PLAN (Figure 1)**

Official Plan and Zoning By-law Amendments  
Barn Wedding Facility  
7511 9th Line  
Township of Essa  
County of Simcoe

Michelle and David Langford  
3137 County Road 88  
Bradford, ON L3Z 3K2

- LEGEND**
- SUBJECT LANDS (570,000 m<sup>2</sup> ±)
  - ~~~~~ WATER COURSE
  - ROADWAY
  - EXISTING BARN
  - VEGETATION
  - HOUSE UNDER CONSTRUCTION
  - ▨ PROPOSED TILE BED
  - EXISTING WELL
  - PROPOSED PARKING
  - PROPOSED ADDITIONAL PARKING

(RL) Rural Zoning Requirements

|                         | Required            | Barn               |
|-------------------------|---------------------|--------------------|
| Min. Lot Area           | 36 ha               | 57 ha              |
| Min. Lot Frontage       | 45 m                | 224 m              |
| Min. Front Yard         | 30 m                | 551 m              |
| Min. Interior Side Yard | 7.5 m               | 458 m and 434 m    |
| Min. Rear Yard          | 30 m                | 139 m              |
| Max. Lot Coverage       | 10 %                | 0.1 %              |
| Max. Ground Floor Area  | 5000 m <sup>2</sup> | 303 m <sup>2</sup> |
| Max. Building Height    | N/A                 | 10.5 m             |
| Min. Ground Floor Area  | 150 m <sup>2</sup>  | 303 m <sup>2</sup> |

**Cuesta** PLANNING CONSULTANTS  
Urban and Rural Planning and Performance Management

175 First Avenue West, Unit 100, Mississauga, ON L4W 1G2  
Tel: 905.276.8272 Fax: 905.276.8273  
www.cuestaconsultants.com Email: info@cuestaconsultants.com

|           |         |               |                           |
|-----------|---------|---------------|---------------------------|
| Drawn By: | M. Wood | Date Printed: | Jan 10, 2019              |
| File:     | 21805   | Draw No:      | 21805<br>Wedding Barn Use |



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PD010-19

**DATE:** February 6, 2019

**TO:** Committee of the Whole

**FROM:** Colleen Healey-Dowdall, Manager of Planning & Development

**SUBJECT:** Business Licensing

### RECOMMENDATION

That Staff Report PD010-19 be received; and

That Council consider amending its Business Licensing By-law to include wedding barns, event centres and conference facilities in amongst with other commercial recreational facilities that require licensing to allow municipal control over uses to ensure that there is no nuisance impact on neighbours and the community and to help ensure for public safety.

### BACKGROUND

Sections 150 – 165 of the Municipal Act allow for municipalities to license certain types of uses to provide for control to minimize nuisance impacts created from certain uses and to ensure for public safety. The types of businesses which Essa licenses are: dog kennels, exotic animal zoos, adult entertainment establishments, campgrounds, catering trucks, salvage yards, taxi businesses and recreational facilities.

There has been a lot of interest across the Province for wedding venues outside of churches, halls and resorts.

Other municipalities have set limits on wedding barns and event centres by controlling the following:

- Limit a wedding barn/event centre to 150 guests
- Limit weddings/events to occur between May 1<sup>st</sup> and October 30<sup>th</sup>
- Prohibit live bands
- Prohibit wedding ceremonies, allowing weddings only
- Prohibit outdoor use (events to take place inside the barn only)
- Require that barns be insulated
- Only allow insulated areas of a barn to be equipped with speakers

- Speakers not to be directed towards neighbours
- Barn doors to not face neighbours
- Prohibit subwoofers and limit sound systems
- Require installation of a permanent sound system so that rentals do not bring along inappropriate speakers
- Require compressors and limiters
- Require multiple small speakers vs. 1 or 2 speakers which would operate at high volumes
- Prohibit march-in and march-out music

## COMMENTS AND CONSIDERATIONS

Staff believes that Essa residents would be best protected from nuisance impacts by extra protection in the way of business licensing. Business licensing can control frequency of events, hours of operation, type of events occurring, guest limits, noise levels, health matters and fire safety. While Essa has many responsible business owners, it is also easy for properties to change hands, operations to change and for matters to start to negatively impact on neighbours. Essa recently had a less than ideal experience of this kind when the Sheila Morrison School changed over into a "youth rehabilitation" facility and then an addictions rehabilitation centre.

Requiring annual business licensing ensures that businesses are run responsibly in a manner so as not to impact on neighbours.

It is staff's recommendation that the Municipal Business Licensing By-law be reviewed and updated to include some new uses at the earliest possible opportunity so as to include potential new approvals. Note that municipal business licenses may be applied retro-actively.

## FINANCIAL IMPACT

No cost to the Municipality. Business license fees are meant to re-coupe any staff time. The current business license fee for a golf course is \$50 and a Fire Inspection is \$100 or \$200 depending on the size of building to be inspected.

## SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Consider amending its Business Licensing By-law to include wedding barns, event centres and conference facilities in amongst with other commercial recreational facilities that require licensing to allow a municipal control over uses to ensure that there is no nuisance impact on neighbours and the community and to help ensure for public safety.
3. Direct staff as Council wishes.

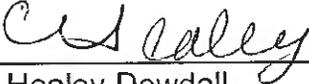
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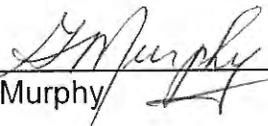
**CONCLUSION**

Option #2 is recommended.

Respectfully submitted:

Reviewed by:

  
\_\_\_\_\_  
Colleen Healey-Dowdall  
Manager of Planning & Development

  
\_\_\_\_\_  
Greg Murphy  
CAO

Attachments: None.

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## TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD011-19  
 DATE: February 6, 2019  
 TO: Committee of the Whole  
 FROM: Colleen Healey-Dowdall, Manager of Planning & Development  
 SUBJECT: Amendment to the Growth Plan in relation to Essa

---

### RECOMMENDATION

That Staff Report PD011-19 be received.

### BACKGROUND

The Province has announced potential changes to its Growth Plan (GP) which could be beneficial to Essa Township. The intent of the amendment is to allow some limited growth opportunities to be implemented ahead of a Municipal Comprehensive Review (MCR) which could hold up planning applications between 3 or 5 years (or longer if appeals are submitted). The backgrounder of the Province is attached for Council's review.

### COMMENTS AND CONSIDERATIONS

The main areas which could impact Essa are as follows:

1. Revised intensification targets to acknowledge varying growth rates

a. Delineated Built Boundary (Angus)

|                     |                 |
|---------------------|-----------------|
| Current Growth Plan | 60%             |
| Proposed Changes    | same as current |

b. Greenfield (Angus)

|                     |                               |
|---------------------|-------------------------------|
| Current Growth Plan | 80 residents and jobs/hectare |
| Proposed Changes    | 40 residents and jobs/hectare |

Upper tiers can request alternatives, i.e. the current alternative is 32 residents and jobs/hectare

2. Settlement Area Boundary Expansions
  - Municipalities required to undertake context appropriate servicing studies to justify settlement area expansions (align with servicing)
  - Do not need to do an Environmental Assessment or Agricultural Impact Assessment
  - Can do settlement area boundary expansions outside of MCR if no net increase in land
  - No need to de-designate lands
3. Employment Planning
  - With GP can only convert employment to non-employment by MCR
  - New, one-time opportunity to convert existing employment areas to non-employment
    - o Anytime between amendment and MCR
    - o But need to maintain a minimum number of jobs on the affected lands and ensuring visibility
  - Municipalities don't need to develop an employment strategy, instead they can set multiple density targets for employment areas (upper tiers)
4. Rural Settlement
  - Eliminate "undelineated built boundaries", i.e. hamlets such as Thornton or Baxter are too small
  - Existing hamlets in Official Plans
  - Individual private water and/or sewer
  - These hamlets contain a limited amount of undeveloped lands
  - Limited development potential
  - Not identified to grow but allows for some development to happen

#### New

- Allows for minor adjustments to the boundaries of rural settlements outside of an MCR
  - Minor rounding out of existing development in keeping with the rural character
5. Natural Heritage
    - Provincial mapping does not apply until in County Official Plan
    - Natural heritage text applies outside of settlement area
    - County can refine and implement provincial mapping ahead of MCR if they want
    - Once provincial mapping implemented then only MCR can change

#### Agricultural Systems

- Agricultural Impact Assessments needed outside settlement area
- Mapping does not apply until implemented in Simcoe County Official Plan
- Until then, our prime agricultural mapping/County's applies

4h

- Municipalities can refine mapping in advance of the MCR
- Once provincial mapping implemented then only a MCR can change

This office will continue to monitor the new proposed planning policy and will continue to keep Council abreast of changes that impact on this Municipality. It is thought that the growth outlook of Angus and all other settlements in Essa could benefit from some of the new proposed changes and this office will report back to Council once it is appropriate to do so.

### FINANCIAL IMPACT

None.

### SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Receive this report for information.
3. Request that Staff pursue possible opportunities for growth in Essa and /or follow up in another manner.

### CONCLUSION

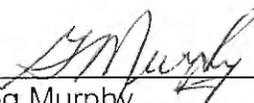
Option #2 is recommended.

Respectfully submitted:

Reviewed by:



Colleen Healey-Dowdall  
Manager of Planning & Development



Greg Murphy  
CAO

Attachments:  
Proposed Draft Amendment to the Growth Plan

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## Province Proposes Draft Amendment to the Growth Plan

Jan 15, 2019

The Ministry of Municipal Affairs has released **Proposed Amendment 1 to the Growth Plan for the Greater Golden Horseshoe, 2017**, focusing on the following:

- Employment Planning
- Settlement Area Boundary Expansions
- Small Rural Settlements
- Agricultural and Natural Heritage Systems
- Intensification and Density Targets
- Major Transit Station Areas

The Ministry has prepared a Draft Amended Growth Plan, which incorporates the Proposed Amendment 1 into the Growth Plan for the Greater Golden Horseshoe.

The comment period is open until February 28, 2019.

The Proposed Amendment 1 works in conjunction with the following proposals that are also currently listed on the Environmental Registry of Ontario and Ontario's Regulatory Registry:

- Proposed Modifications to O. Reg. 311/06 (Transitional Matters - Growth Plans) made under the Places to Grow Act, 2005 to implement the Proposed Amendment to the Growth Plan for the Greater Golden Horseshoe, 2017
- Proposed Modifications to O. Reg. 525/97 (Exemption from Approval – Official Plan Amendments) made under the Planning Act to implement the Proposed Amendment to the Growth Plan for the Greater Golden Horseshoe, 2017
- Proposed Framework for Provincially Significant Employment Zones

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As the *GGH* grows and changes, we must continue to value what makes this region unique to ensure the sustained prosperity of Ontario, its people, and future generations. While growth is an important part of vibrant, diversified urban and rural communities and economies, the magnitude of growth that is expected over the coming decades for the *GGH* presents several challenges:

- Increased demand for major *infrastructure* investments driven by population growth, the need to renew aging *infrastructure* and continuing *infrastructure* deficits associated with unmanaged growth, combined with relatively scarce financial resources, means an ever greater imperative to plan to optimize existing assets and make the best use of limited resources by considering full life cycle costs.
- Increased traffic congestion, and the resulting delays in the movement of people and goods in the *GGH*, is costing billions of dollars in lost GDP every year.
- Unmanaged growth can degrade the region's air quality; water resources; natural heritage resources, such as rivers, lakes, *woodlands*, and *wetlands*; and *cultural heritage resources*.
- The impacts of globalization are transforming the regional economy at a rapid pace, which makes long-term planning for employment more uncertain.
- Rates of obesity, diabetes and cardiovascular illnesses are on the rise in the region, in part due to growing rates of inactivity linked to low-density and automobile dependent development patterns.<sup>2</sup>
- People over the age of 60 are expected to comprise over 25% of the population by 2041<sup>3</sup>, which will result in the need for more age-friendly development that can address their unique needs and circumstances. This will include a more appropriate range and mix of housing options, easier access to health care and other amenities, walkable built environments, and an age-friendly approach to community design that will meet the needs of people of all ages.
- The finite supply of quality agricultural lands that feed the region and beyond must be protected to ensure a vibrant rural and productive agricultural economy and a secure food supply for future generations.
- The impacts of climate change are already being felt. Communities and *infrastructure* must be adapted to be more resilient, greenhouse gas emissions across all sectors of the economy need to be reduced, and valuable water resources and natural areas need to be protected.

## The Proposed Amendment

Proposed Amendment 1 has been prepared under the *Places to Grow Act, 2005*. The proposed changes are intended to address potential barriers to increasing the supply of housing, creating jobs and attracting investments. Specifically, the proposed changes are intended to achieve the following results:

- **Employment Planning:** A modernized employment area designation system that ensures lands used for employment are appropriately protected while unlocking land for residential development. The proposed amendment includes:
  - Introduction of provincially significant employment zones identified by the Minister of Municipal Affairs and Housing that must be protected and cannot be converted outside the municipal comprehensive review
  - A new policy that creates a one-time window to allow municipalities to undertake some conversions between the effective date of the proposed amendments and their next municipal comprehensive review, where appropriate and subject to criteria. Includes requirement to maintain a significant number of jobs on those lands
  - Removal of prime employment area designation
  - Modified language that requires municipalities to set multiple density targets for employment areas rather than a single target and that removes requirement for an employment strategy
  - Modified language regarding direction on locating and preserving employment areas adjacent to major goods movement facilities and corridors
  - Clarification that upper- and single-tier municipalities can designate employment areas at any time before the next municipal comprehensive review, including adding existing lower-tier municipal designations
  - A new policy that requires municipalities to retain space for a similar number of jobs when redeveloping employment lands
  - Clarification that within existing office parks, non-employment uses should be limited
  - Modified language that requires municipalities to provide for an appropriate interface to maintain land use compatibility between employment areas and adjacent non-employment areas
- **Settlement Area Boundary Expansions:** A system that enables local municipal decisions on reasonable changes to settlement area boundaries in a timely manner so as to unlock land faster for residential and commercial development that supports more jobs and housing. The proposed amendment includes:
  - Clarifying policy to focus on outcomes rather than specifying types of studies to justify the feasibility and location of settlement area boundary expansions

- A new policy that allows municipalities to adjust settlement area boundaries outside the municipal comprehensive review if there is no net increase in land within settlement areas, subject to criteria
- A new policy that allows municipalities to undertake settlement area boundary expansions that are no larger than 40 hectares outside the municipal comprehensive review, subject to criteria
- Removal of requirement to de-designate excess lands when undertaking settlement area boundary expansions
- **Small Rural Settlements:** A system that recognizes small rural settlements as areas that are not expected to face significant growth pressures. The proposed amendment includes:
  - Introduction of a new defined term "rural settlement" as a subset of "settlement areas" and removal of "undelineated built-up areas"
  - Specification that rural settlements are not part of the designated greenfield area
  - A new policy that allows minor rounding out of rural settlements in keeping with the rural character of the area, and subject to other criteria
- **Agricultural and Natural Heritage Systems:** Greater Golden Horseshoe regional mapping systems that are factual and reflect the local mapping realities, while providing for the appropriate level of protections for our natural resources and continuing to build the economic viability of our agri-food industry. The proposed amendment includes:
  - Specification that the provincial mapping of the agricultural land base and the Natural Heritage System for the Growth Plan does not apply until it has been implemented in upper- and single-tier official plans
  - During the period before provincial mapping is implemented in upper- and single-tier official plans, the Growth Plan policies for protecting prime agricultural areas and natural heritage systems and features will apply to municipal mapping
  - Specification that municipalities can refine and implement provincial mapping in advance of the municipal comprehensive review
  - Specification that once provincial mapping of the agricultural land base has been implemented in official plans, further refinements may only occur through a municipal comprehensive review
- **Intensification and Density Targets:** A simplified approach to minimum intensification and density targets that reflects the objective of supporting provincial transit investments, the planned growth rates and local realities of different communities in the region, including market demand for housing. The application of the different levels of targets recognizes that "one-size does not fit all" and makes it easier to understand and measure the impacts of growth in the region. The proposed amendment includes:
  - Revised policy that establishes different minimum intensification targets for municipalities. The following targets would take effect at

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the next municipal comprehensive review with no further increase in 2031:

- The City of Hamilton and the Regions of Peel, Waterloo and York will have a minimum intensification target of 60 per cent
- The Cities of Barrie, Brantford, Guelph, Orillia and Peterborough and the Regions of Durham, Halton and Niagara will have a minimum intensification target of 50 per cent
- The City of Kawartha Lakes and the Counties of Brant, Dufferin, Haldimand, Northumberland, Peterborough, Simcoe and Wellington will establish a minimum intensification target based on maintaining or improving upon their current minimum intensification target
- Revised policy that establishes different minimum designated greenfield area density targets for municipalities. The following targets would take effect at the next municipal comprehensive review and apply to the entire designated greenfield area (with the exception of net-outs):
  - The City of Hamilton and the Regions of Peel, Waterloo and York will have a minimum designated greenfield area density target of 60 residents and jobs per hectare
  - The Cities of Barrie, Brantford, Guelph, Orillia and Peterborough and the Regions of Durham, Halton and Niagara will have a minimum designated greenfield area density target of 50 residents and jobs per hectare
  - The City of Kawartha Lakes and the Counties of Brant, Dufferin, Haldimand, Northumberland, Peterborough, Simcoe and Wellington will have a minimum designated greenfield area density target of 40 residents and jobs per hectare
- New policies that permit all municipalities to apply for alternative intensification and designated greenfield area density targets, with simplified criteria
- Clarification that intensification should be prioritized around strategic growth areas while also being encouraged generally throughout the delineated built-up area
- **Major Transit Station Areas:** A streamlined approach that enables the determination of major transit station areas to happen faster so that zoning and development can occur sooner. The proposed amendment includes:
  - Revised policies that simplify the process and criteria for alternative targets that reflect on-the-ground realities
  - A new policy that allows municipalities to delineate and set density targets for major transit station areas in advance of the municipal comprehensive review, provided the Protected Major Transit Station Area tool under the Planning Act is used

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- o Clarification that major transit station areas can range from an approximate 500 to 800 metre radius of a transit station

If approved, the proposed changes will be incorporated into the Growth Plan, 2017 as an amendment.



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PD012-19

**DATE:** February 6, 2019

**TO:** Committee of the Whole

**FROM:** Colleen Healey-Dowdall, Manager of Planning & Development

**SUBJECT:** Affordable Housing

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### RECOMMENDATION

That Staff Report PD012-19 be received for information.

### BACKGROUND

The County created a Committee to meet on a regular basis to discuss affordable housing back in 2015 when they also released a 10-year plan for Affordable Housing and Homeless Prevention. This staff member sits on this Committee. The County has completed Phase 1 of its plan and is now embarking on Phase 2. County Council has recently approved Phase 2 which spans 2018 to 2020.

### COMMENTS AND CONSIDERATIONS

The County has written to the Municipality and wishes to know if Council would like a deputation concerning affordable housing. In the alternative, the County has offered that Council may simply receive the attached documents which describe the 10-year Affordable Housing and Homeless Prevention Plan past activities and an FAQ/briefing.

### FINANCIAL IMPACT

None.

### SUMMARY/OPTIONS

Council may:

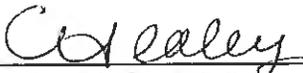
1. Take no further action.
2. Receive the offered material for information.
3. Request a deputation before Council regarding the 10-year strategy.

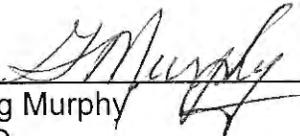
**CONCLUSION**

Option #2 is recommended.

Respectfully submitted:

Reviewed by:

  
\_\_\_\_\_  
Colleen Healey-Dowdall  
Manager of Planning & Development

  
\_\_\_\_\_  
Greg Murphy  
CAO

Attachments:  
County 10-Year Affordable Housing and Homeless Prevention Strategy



County of Simcoe  
 Social and Community Services  
 Social Housing Department  
 1110 Highway 26,  
 Midhurst, Ontario L9X 1N6

Main Line (705) 725-7215  
 Fax (705) 798-1007  
 simcoe.ca



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SENT ELECTRONICALLY

Tuesday, April 24, 2018

Lisa Lehr, Clerk  
 Township of Essa  
 Administration Centre,  
 5786 County Road 21  
 Utopia, ON L0M 1T0

**Re: Housing Our Future – Our Community 10-Year Affordable Housing and Homelessness Prevention Strategy**

The County of Simcoe presented to your Council in 2015, to seek input on the development of the Implementation Plan for *Our Community 10-Year Affordable Housing and Homelessness Prevention Strategy*. After this presentation, the County also sought your commitment to providing a designated staff contact to liaise with County staff on a regular basis. This resulted in the creation of the Municipal Liaison Group which continues to meet quarterly and includes participation from all 16 member municipalities, the cities of Barrie and Orillia, and County of Simcoe staff from the Social Housing and Planning departments.

An Implementation Plan was approved and throughout 2016, into early 2017, the County of Simcoe offered additional municipal presentations to report on progress made towards its target of 2,685 units by 2024 county-wide. During these presentations, the County also promoted new County-funded programs that support affordable housing, and provided information regarding new legislative changes as well as municipal planning tools and incentives that promote affordable housing.

Phase One of the Implementation Plan (2014-2017), is now complete. The County is pleased to report that together with its municipal partners and with the leadership of County Council, it has made important progress towards its target of 2,685 units county-wide, achieving an increase of 947 new affordable units across the county during Phase One.

County Council has recently approved Phase Two of the Implementation Plan, for the time period 2018-2020. In accordance with Council's direction, we are once again engaging our municipal partners with information related to: achievement of targets and outcomes in the 10-Year Strategy, information regarding Phase Two of the Implementation Plan, and new program and policy updates.

To ensure your needs are best served, please select one of the following methods by which your Council would prefer to receive current information and updates related to *Housing Our Future – Our Community 10-Year Affordable Housing and Homelessness Prevention Strategy*.

- Option 1: A deputation before your Council regarding the 10-Year Strategy. To occur in 2018, the initial year of Phase Two of the Implementation Plan.
- Option 2: A deputation before your Council regarding the 10-Year Strategy. To occur in 2019, to accommodate any newly elected Council members.
- Option 3: Tools and presentation materials regarding the 10-Year Strategy to be provided to your Municipal Liaison Group representative to support a staff report to your Council.

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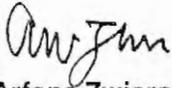
If selecting to grant a municipal presentation at one of your Council meetings (Option 1 or 2), please contact Susan Lovelace, Administrative Assistant at Extension 1169 or by e-mail at: [susan.lovelace@simcoe.ca](mailto:susan.lovelace@simcoe.ca) to arrange a date and time between June 2018 to September 2018, or between January 2019 – March 2019.

If choosing to have tools and presentation materials regarding the 10-Year Strategy provided to your Municipal Liaison Group representative (Option 3), please contact Brittany Doner-Gilroy, Project Consultant, Social and Community Services at Extension 1426 or by e-mail at: [brittany.doner@simcoe.ca](mailto:brittany.doner@simcoe.ca).

If you have additional questions about the implementation of the 10-Year Strategy, please contact John Connell, Implementation Manager, Social Housing Department, at Extension 1149 or by email at: [john.connell@simcoe.ca](mailto:john.connell@simcoe.ca).

We appreciate your consideration in this matter.

Sincerely,



**Arfona Zwiers**  
**Director, Social Housing**  
County of Simcoe  
Social and Community Services Division  
1110 Highway 26, Midhurst, Ontario, L9X 1N6  
Phone: 705-725-7215 Ext. 1115  
Email: [arfona.zwiers@simcoe.ca](mailto:arfona.zwiers@simcoe.ca)  
[www.simcoe.ca](http://www.simcoe.ca)

## **AFFORDABLE HOUSING FREQUENTLY ASKED QUESTIONS**

### **What is affordable housing?**

Affordable housing is a term referring to a variety of housing options funded from the public, non-profit, and/or private sectors. From emergency housing, or subsidized housing, to affordable rental or homeownership, there is a range of programs designed to make housing affordable for people of all socio-economic stations.

As "affordable housing" means different things to different people, typically a household's housing is deemed affordable when it is spending no more than 30 per cent of its household before-tax income on shelter costs.

Our Community 10-Year Affordable Housing and Homelessness Prevention Strategy deems housing affordable if the rents are at or below the average market rent for the area, as determined by Canada Mortgage and Housing Corporation.

### **What is the difference between affordable housing and social housing?**

"Social Housing" (SH) is often used interchangeably with "Affordable Housing" (AH), however, they are not identical. Social housing is just one category of affordable housing. Social housing exists when a tenant pays rent in an amount geared to their income. Rent geared to income is a highly regulated system of housing, generally aimed at lower income households.

There are approximately 4,000 Social Housing units across Simcoe County listed in legislation; operated by Simcoe County Housing Corporation, or non-profit, cooperative, and Indigenous housing organizations.

Creation of new Affordable Housing has been achieved under various government programs since 2003; including new rental developments, rent supplements and housing allowances which bridge the gap between the market rent and what a tenant can afford to pay. Affordable housing comes in a variety of tenures, including affordable rental housing and affordable homeownership.

### **Why do we need affordable housing?**

As one of the social determinants of health, housing is recognized as an essential component for health and wellness. Research continually demonstrates that people who experience stable, secure and affordable housing have better health outcomes.

Rising rents and house prices put increasing pressure on not only low but also middle-income households.

What's more, affordable housing directly contributes to economic prosperity and community vitality. Diversity of residents is important to ensure a community's success. Communities require a strong labour force and resident-base to ensure teachers, nurses, police officers, retail professionals, students, volunteers, and others sustain local businesses and institutions, and participate in community activities and programs.

### **What does affordable housing look like?**

Affordable housing options can be seen throughout the community, including both affordable rental and ownership options. Housing that is affordable can come in many shapes and sizes. Single-detached homes, condos, townhouses, duplexes, tri-plexes, multi-residential apartment buildings, and rooms for rent are all examples of housing that can be made affordable through a variety of programs. Smaller built forms, such as back-to-back townhomes, may be a good fit for affordable housing as they can provide a denser more economical built form.

### **What is the role of government in providing affordable housing?**

Ensuring a vibrant and affordable housing system that meets the needs of all residents requires support from all levels of government.

The Federal and Provincial governments have made a number of significant investments in new housing development and affordable housing programs, as set out in their respective national and provincial housing strategies. We wait to see if the new provincial government makes any revisions to its strategy.

The County of Simcoe is the Consolidated Municipal Service Manager for the region and continues to play a key role in working with non-profit and cooperative housing providers to roll-out rent-geared-to-income housing through a centralized waitlist. In this role, the County also works with Simcoe County Housing Corporation to develop, own, and operate social housing units. It also funds and administers a range of community-based programs and services for affordable housing and homelessness prevention, and works with member municipalities on developing Official Plans in alignment with provincial planning directives and the County's 10-Year Affordable Housing and Homelessness Prevention Strategy.

Local municipalities and cities can exercise a variety of planning and financial tools to support affordable housing development in their communities. For example, through passing zoning by-laws that permit secondary suites and accessory units. Within Simcoe County, each municipality and city has its own affordable housing targets, which contribute to the County's target of 2,685 new units by 2024.

### **What role does the private sector play in developing affordable housing?**

The private sector can fulfil a variety of roles in the development and delivery of affordable housing, from private developers building new housing to informing land-use policy. The private sector is the largest provider of rental and ownership housing. Finding ways to engage with the private sector to unlock its resources for affordable housing is an important key to increasing affordable housing supply.

Additionally, everyday homeowners and residents can contribute to the development of affordable housing by creating affordable secondary suites in their homes, or by supporting the development of local affordable housing in their community.

**What role does the not-for-profit sector play in developing affordable housing?**

Non-profit agencies perform a number of activities to develop and support affordable housing, including delivering vital programming and housing supports, allocating funding, and owning and/or operating non-profit housing. Non-profit housing is more likely to remain affordable in perpetuity.

**Does every municipality need affordable housing?**

Within the 10-Year Affordable Housing and Homelessness Prevention Strategy, a target number of units was assigned to each municipality and city within Simcoe County. These targets were based on a number of factors including, but not limited to, employment rates, Ontario Works caseloads, aging populations, projected population growth, housing stock, etc.

Aside from specific targets, affordable housing is needed in every community. Private market homeownership prices and rents have seen significant increases over the past few years. The higher the cost to purchase or rent a home within the private market, the more out of reach these options become for many residents. Especially those with lower or fixed-incomes, for example, single parent families, young professionals, young families, seniors, low-income households, and those experiencing homelessness or precarious housing.

**What can my municipality do to promote affordable housing?**

Municipalities can promote affordable housing in a variety of ways, such as implementing planning policies and financial incentives to encourage development of affordable housing, for example through Community Improvement Plans. Municipalities can support affordable housing initiatives by providing land, and educating their local constituents on the need for affordable housing and the programs and options available to support those in need.

Municipalities can continue to participate in the Municipal Liaison Group and the tracking and reporting of Secondary Suites created outside of government funding.

Some communities have even established Affordable Housing Committees to discuss local housing needs and initiatives on an ongoing basis.



## MUNICIPAL HOUSING TOOLS AND INCENTIVES BEST PRACTICES INFORMATION SHEET



**PURPOSE** As the Consolidated Municipal Services Manager for Social Housing the County of Simcoe is mandated by the Province of Ontario to develop a plan to address housing and homelessness. In delivering this mandate County Council has approved the target of 2,685 units of affordable housing to be created by 2024 as outlined in *Our Community 10-Year Affordable Housing and Homelessness Prevention Strategy*.

To ensure that the target is achieved, the Best Practices Information Sheet is intended to support municipal levels of government within the County to partner with the private and non-for-profit sectors in the creation of new affordable rental housing. Partner municipalities can implement the tools and incentives identified in the optimal standard, or variations of the tools and incentives that would work best in their respective areas.

**BACKGROUND** In 2015 the County had completed a number of different consultations with stakeholder groups that included eighteen Municipal Deputations\*, a meeting with the Landlord Focus Group, and a meeting with Simcoe County Building Industry and Land Development Association (BILD). The consultations initiated provided the opportunity to have open dialogue about the Strategy, as it relates to meeting targets identified for each local municipal area. The feedback received had identified challenges and opportunities to affordable rental development, which helped inform the development of a draft standard for municipal housing tools and incentives.

In early spring of 2016, the County completed further consultations with the above-mentioned stakeholder groups for feedback on the draft standard for municipal housing tools and incentives. The outcome of consultations assisted in the development of an optimal standard for municipal housing tools and incentives to advance affordable rental housing.

**GUIDELINE – OPTIMAL STANDARD** It is recommended that the optimal standard be promoted for consideration by member municipalities, and the Cities of Barrie and Orillia as means to incentivize the development of affordable rental housing by the private and not-for-profit sectors. The optimal standard includes:

- 100% Development Charge Relief (for example a grant for development charges with a commitment of a minimum of 10 years affordable housing)
- 100% Property Tax Incentives (for example exemption of property taxes as long as affordable housing is maintained)
- 100% Waived Planning and Building Fees
- Reduced/Waived Parkland Dedication Requirements
- Reduced Parking Requirements (where required)
- Dedicated Project Manager/Fast Track Approval System
- Pre-zoned Areas (Flexible Zoning)
- Surplus Land (Pre-Approved)
- Economical Built Forms (smaller types of residential units and lot sizes)
- Capital Funding (for example a forgivable loan for providing affordable housing for a defined period of time)
- Promotion of Inclusionary Zoning

\*The eighteen Municipal Deputations held in 2015 led to the formation of the Municipal Liaison Group representing each of the eighteen municipalities that were consulted with in the development of the optimal standard for municipal tools and incentives.

## Background

- In 2010, the Province of Ontario launched its Long-Term Affordable Housing Strategy (LTAHS) aimed at transforming the housing system. The LTAHS set out the requirement for all Service Managers to develop local housing and homelessness plans to be in effect January 2014.
- After significant community consultation, Simcoe County Council approved Our Community 10-Year Affordable Housing and Homelessness Prevention Strategy (Strategy), in 2014. The Strategy included 5 Strategic Themes and 31 Priority Activities for addressing local housing needs county-wide.
- To ensure successful implementation of the Strategy, and Affordable Housing Advisory Committee was created and includes representation from 6 municipal representatives from North, South, East and West Simcoe, and the cities of Barrie and Orillia. It also includes representation from 6 public, private, and not-for-profit sectors based on relevant expertise in such areas as mental health and addictions, private development, housing and homelessness prevention, housing supports, and more. This committee is also supported by staff from various departments within the Corporation of the County of Simcoe, including Social Housing, Children and Community Services, Planning, Economic Development, and Finance.
- In 2015, County Council approved a corresponding Implementation Plan for 2014-2017 (Phase 1). This plan included a target to achieve 895 units of affordable housing by December 2017, i.e. one third of the overall target of 2,685 units to be achieved by 2024.
- After a series of presentations to all municipalities and cities across the County in 2015, a Municipal Liaison Group (MLG) was formed to assist in moving the strategy forward at the local level. The MLG meets on a quarterly basis, consisting of representatives mainly from Planning Departments. The MLG provides a forum to discuss and share information and best practices regarding municipal planning tools, financial incentives for affordable housing, available funding opportunities, and relevant policy changes, as well as tracking affordable housing at the local level, for example tracking of secondary suites created without government funding.
- In 2016, the Province updated its Long-Term Affordable Housing Strategy (LTAHS) with a focus on strengthening people-centred housing programs and improving service coordination. Service Managers' 5 year review of housing and homelessness plans are required to be consistent with the new policy statement, subject to any modifications made by the new Provincial government. The 5 year review will take place in 2019.

Reporting Points to Assist Municipal Liaison Group Members and/or Municipal Staff in Reporting to their Respective Councils.

### **Implementation Plan: Phase 2 (2018-2020)**

- The Implementation Plan – Phase 2 was developed in alignment with Ontario's new Long-Term Affordable Housing Strategy Update, 2016 (LTAHS) to ensure compliance with all provincial policy directives; it was also developed with consideration to a new National Housing Strategy, 2017.
- The Implementation Plan provides a high-level overview of the Strategy, includes the measurement outcomes being reported annually, and clearly delineates the connection between the Strategy's 5 Strategic Themes, 31 Priority Activities, and proposed Implementation Actions aimed at achieving the objectives of the Strategy within the Phase 2 timeline. It also connects the work back to accomplishments pertaining to the conclusion of Implementation Plan – Phase 1 (2014 – 2017).
- The Implementation Plan includes actions that support the following goals, as outlined in the Province's Long Term Affordable Housing Strategy Update:
  - A Housing First Strategy
  - Ending Chronic Homelessness
  - Engagement of Indigenous communities and organizations in the development and delivery of housing and supports
  - A people-centred approach to housing that recognizes the unique needs of families, youth, seniors, indigenous persons, persons experiencing chronic homelessness, victims of domestic violence, victims of human trafficking, persons with disabilities, and other needs and conditions pertaining to the local community.
  - A more coordinated access system
  - Preparedness for allocating funding as it becomes available
  - Innovative approaches to housing, financing, and partnerships

### **2017 Annual Report**

- The County of Simcoe is required to report to the Ministry of Housing and the public on progress made towards implementation of its 10-Year Affordable Housing and Homelessness Prevention Strategy annually.
- The 2017 Annual Report reflects progress and milestones achieved between January 1, 2017 and December 31, 2017. The Report highlights achievements in each of the five Strategic Themes contained within our 10-Year Strategy.

The 2017 Report also marks the completion of Implementation Plan: Phase One (2014-2017). Although the Strategy has a target to create 2,685 units of affordable housing by 2024, the target for Phase One of the Strategy's Implementation Plan was to create 895 units from 2014 - 2017. At the end of Phase One 1017 units had been created, through rent supplements, secondary suites, new rental development, and homeownership assistance, which exceeded the target by 13%.

Reporting Points to Assist Municipal Liaison Group Members and/or Municipal Staff in Reporting to their Respective Councils.

**2017 Highlights Include:**

- o The County hosted an Affordable Housing Innovations Forum
- o Approval of a Motel Conversion Pilot Project for a 17-unit supportive housing project for persons who have experienced homelessness
- o A successful application for provincial Home For Food funding which resulted in an allocation of \$9,789,575 to support the capital and operating costs of the Motel Conversion Pilot Project in the City of Barrie, as well as a Supportive Housing Project in the City of Orillia, and Housing First rent supplements and support services funding in community agencies
- o County Council approved \$2 million in funds for affordable housing initiatives in smaller rural development areas, in recognition of the challenges of creating rural affordable housing
- o Continued funding for County-funded Rent Subsidy and Secondary Suite Programs that feature more flexible guidelines
- o A Revolving Fund which enabled the County to increase the number of available homeownership down payments
- o A Redevelopment Plan for Simcoe County Housing Corporation, approved in 2017, which will support new builds and streamline operations, ensuring more affordable housing units and better service delivery to tenants and county residents
- o Invested \$1.4 million in maintaining assets during 2017
- o Continued commitment to providing development charges and property tax incentives for affordable housing development
- o Progress towards new County transit plan, which will improve resident access to community supports, places of employment, educational opportunities, and food
- o Supported 556 households in permanent housing with supports that use Housing First Approaches
- o 1,018 households at risk of homelessness or provisionally housed were successful in retaining their housing at six-months follow-up

Identify some steps that can be taken in your municipality to promote affordable housing, e.g. Community Improvement Plans, development charges relief (refer to Municipal Tools and Incentives Best Practices Information Sheet).

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 Telephone: (705) 424-5828  
 Fax: (705) 424-4185



FIRE DEPARTMENT  
 E-mail: [fire@essatownship.on.ca](mailto:fire@essatownship.on.ca)  
 Web Site: [www.essatownship.on.ca](http://www.essatownship.on.ca)

**MEMORANDUM**

**To:** Committee of the Whole  
**From:** Cynthia Ross Tustin, Fire Chief  
**Date:** February 6, 2019  
**Re:** Council Approved Pays for Fire Department – 2019 Budget

Identified in this memorandum is the proposed 2019 fire department remuneration to officers and members of the fire department. Pays will be adjusted based upon 2019 budget approval.

| Officer allowance    | 2018  | 2019  |
|----------------------|---|---|
| Deputy Chief (1)     | \$11,126.71 –annually<br>\$927.22/monthly   | \$11,404.81 –annually<br>\$950.40/monthly   |
| Training Captain (3) | \$3,304.96 – annually<br>\$275.41/monthly(\$137.70 each station training captain/monthly)   | \$5,081.40 – annually<br>\$423.45/monthly(\$141.15 each station training captain/monthly)   |
| District Chiefs (2)  | \$2,203.23– annually<br>\$183.60/monthly  | \$2,258.28– annually<br>\$188.19/monthly  |
| Captains (8)         | \$1,101.60 – annually<br>\$91.80/monthly<br><i>Captains remuneration is subject to attending at least 30% of emergency calls per month.</i> | \$1,129.08 – annually<br>\$94.09/monthly<br><i>Captains remuneration is subject to attending at least 30% of emergency calls per month.</i> |

| Remuneration Rates  | 2018    | 2019    | 2019 Flat Rate and Points   |
|---|---------|---------|---|
| Health & Safety   | \$22.62 | \$23.18 | Two (2) points (flat rate) per meeting ..... \$46.36  |
| Mutual Aid, assist other department, standby, fire investigation.                     | \$22.62 | \$23.18 | Two (2) points for the first 2 hours for ff's assigned to respond to call and One (1) point for each additional hour (½ point for part hour).<br>One (1) point ff responds to hall (not assigned to scene)<br>One (1) point ff returns to station, (assist back in service) |
| Fire calls including emergency / disaster, severe weather /multiple responses         | \$22.62 | \$23.18 | Two (2) points for the first 2 h..... \$46.36<br>One (1) point for each additional hour (½ point for part hour)..... \$23.18  |
| Fire calls including emergency / disaster, severe weather /multiple responses         | \$22.62 | \$23.18 | Two (2) points for the first 2 h..... \$46.36<br>One (1) point for each additional hour (½ point for part hour).<br>..... \$23.18   |
| Tiered medical  | \$22.62 | \$23.18 | One (1) point (flat rate) ..... \$23.18   |
| Probationary Firefighter all emergency calls, trainings, veh. checks, duties, pub ed. | \$16.95 | \$17.37 | Three quarter (¾) point (flat rate) for 1 <sup>st</sup> year (recruit to successfully complete all practical sign offs, written tests, first aid and DZ license in 1 <sup>st</sup> yr.) ..... \$17.37   |
| Training (regular , special and OFC training courses approved by fire chief)          | \$22.62 | \$23.18 | Two (2) points (flat rate per training) ..... \$ 46.36  |
| Defib. / Fire (theory, safety)  | \$22.62 | \$23.18 | One & one half (1 ½ )points (flat rate) ..... \$34.77   |
| Truck/ Equipment check  | \$22.62 | \$23.18 | Two (2) points (flat rate) ..... \$46.36  |

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| <u>Remuneration Rates</u>                               | 2018    | 2019    | 2019 Flat Rate and Points   |
|---|---------|---------|---|
| Fire Prev. Public Education                             | \$22.62 | \$23.18 | Two (2) points per activity (flat rate).....\$ 46.36  |
| Duty officer (assigned days)                            | \$22.62 | \$23.18 | One(1) point per assigned day..... \$23.18  |
| Fire Inspection Officer                                 | \$22.62 | \$23.18 | One (1) point per hour ..... \$23.18  |
| Alternate CEMC  | \$22.62 | \$23.18 | One (1) point per hour ..... \$23.18  |
| Court attendance  | \$22.62 | \$23.18 | One (1) point per hour for court attendance as a result of performing duties as a member of the fire dept. .... \$23.18 |
| Hall duties /special assignments approved by fire chief | \$22.62 | \$23.18 | One (1) point per hour ..... \$ 23.18   |
| Fire Prev. Public Education                             | \$22.62 | \$23.18 | Two (2) points per activity (flat rate).....\$ 46.36  |
| Duty officer (assigned days)                            | \$22.62 | \$23.18 | One (1) point per assigned day..... \$23.18   |

*Cynth*

Fire Chief



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PW003-19

**DATE:** February 6, 2019

**TO:** Committee of the Whole

**FROM:** Dan Perreault, Manager of Public Works

**SUBJECT:** NVCA's 2019 Spring Tonic Maple Syrup Festival

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### RECOMMENDATION

That Staff Report PW003-19 be received; and

That the NVCA and Rotary Club of Barrie's request to allow for the overflow parking of vehicles along the shoulders of the 8<sup>th</sup> Line, each way of the entrance of the Tiffin Conservation Centre, during the 2019 Spring Tonic Maple Syrup Festival be approved provided the Organizers provide traffic control and they ensure that neighbouring driveways are not obstructed; and

That Council delegate the authority to Staff to approve future requests from the Rotary Club of Barrie for overflow parking of vehicles along the shoulders of the 8<sup>th</sup> Line for the Spring Tonic Festival.

### BACKGROUND

The Rotary Club of Barrie is the service club that organizes the Spring Tonic Maple Sugar Festival at the Tiffin Conservation Centre. This year's festival is scheduled for April 6 and 7, 2019. As in the past, they are requesting permission to allow for the overflow parking of vehicles on the shoulders of the 8<sup>th</sup> Line, each way of the entrance to the Tiffin Conservation Centre during this two day Festival. They have indicated they will provide traffic control and pay special attention on keeping neighbouring driveways unobstructed.

### COMMENTS AND CONSIDERATIONS

I can confirm that the Organizers have done an acceptable job in the past with respect to traffic control and ensuring that neighbouring driveways are not obstructed during the annual Spring Tonic Maple Syrup Festivals.

This event has taken place for many years and it is anticipated that it will continue for years to come and that the request for overflow parking will be made each year. If Council were to delegate the authority to Staff, to approve NVCA and Rotary Club of Barrie's request to allow for the overflow parking on the 8<sup>th</sup> Line, Staff can simply notify Council via email of their request and the dates of the event.



## FINANCIAL IMPACT

There are no financial impacts to the municipality.

## SUMMARY/OPTIONS

Council may:

1. Take no further action;
2. Approve the request from the NVCA and Rotary Club of Barrie's request to allow for the overflow parking of vehicles along the shoulders of the 8th Line, during the 2019 Spring Tonic Maple Syrup Festival and delegate the authority to Staff to approve future requests from the NVCA and Rotary Club of Barrie for overflow parking of vehicles along the shoulders of the 8th Line for the Spring Tonic Festival.
3. Approve the request from the NVCA and Rotary Club of Barrie's request to allow for the overflow parking of vehicles along the shoulders of the 8th Line, during the 2019 Spring Tonic Maple Syrup Festival and do not delegate the authority to Staff to approve future requests from the NVCA and Rotary Club of Barrie for overflow parking of vehicles along the shoulders of the 8th Line for the Spring Tonic Festival.

## CONCLUSION

Staff recommends that Option #2 be approved.

Respectfully submitted,

\_\_\_\_\_  
Dan Perreault  
Manager of Public Works

Reviewed by:

\_\_\_\_\_  
Greg Murphy, CAO

Attachment:

1. Correspondence from the NVCA and Rotary Club of Barrie.



**Nottawasaga Valley**  
Conservation Authority

---

January 8.2019

Mr. Dan Perreault, C.E.T.  
Manager of Public Works,  
Essa Township,  
5786 County Road 21,  
Utopia, Ontario, L0M 1T0

Dear Dan, 

**Re: 2019 Spring Tonic Maple Syrup Festival**

The Nottawasaga Valley Conservation Authority will once again be working with Rotary Club of Barrie to facilitate the 2019 Spring Tonic Maple Sugar Festival. This year's festival will be held at the Tiffin Centre on April 6<sup>th</sup> and 7<sup>th</sup>. Through the participation of other organizations and agencies we do believe this year will have lots to offer and be enjoyed by all ages.

Previous experience has shown that a total road closure is not warranted, but we are requesting that council allow parking on the shoulder(s) of Concession 8 should there be an overflow from the parking lots at the Tiffin Centre. There will be volunteers providing traffic control in and out of the Centre. A throughway for emergency vehicles will be ensured during the festival.

If permission is granted, those residents adjacent to the Centre entrance/exit will be notified of the event and special attention will be placed on keeping their driveways unobstructed.

Your consideration for this request is appreciated.

Sincerely:

A handwritten signature in black ink, appearing to read "Byron Wesson".

Byron Wesson  
Director, Lands Education and Stewardship Services



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PW004-19

**DATE:** February 6, 2019

**TO:** Committee of the Whole

**FROM:** Dan Perreault, C.E.T., Manager of Public Works

**SUBJECT:** 2005 Gradall XL4300

### RECOMMENDATION

That Staff Report PW003-19 be received, and

That the Manager of Public Works be authorized to investigate the purchase of a new or used Gradall and report back to Council with recommendations.

### BACKGROUND

In November of 2009 the Township purchased a used 2005 Gradall XL 4300 in the amount of \$164,655 (plus taxes), however, it appears that there was a discount applied for a rental period of 7 months in the amount of \$86,070, for a total purchase price of \$78,584 (plus taxes). The Gradall is an integral piece of machinery in the Roads Department, it is used to perform ditching, construction, culvert cleaning and brushing of roadside vegetation. In December 2018, the Gradall was sent to AMACO in Mississauga for repairs after a major hydraulic leak and turbo failure. The diagnosis of the Gradall has revealed that the hydraulic pump suffered a major failure and will need to be rebuilt, the diagnosis has also revealed that the main boom cylinder also needs repairs. The total estimate for the repairs is \$33,200 (plus tax), Attachment No.1.

### COMMENTS AND CONSIDERATIONS

As mentioned above the Gradall is an integral piece of machinery in the Roads Department and for the past two years (2017 & 2018) the cost to maintain this piece has increased drastically. From 2012 to 2016, maintenance for the Gradall has averaged \$10,000, which is not uncommon for regular repairs & maintenance items. In 2017, \$44,355 was spent on repairs & maintenance and in 2018, \$38,500 was spent on repairs & maintenance, detailed repairs & maintenance expenses for 2012 to 2018 are attached as Attachment No.2.

With the cost of the required repairs noted above, a past years entire budget would be spent for this single repair and it is expected that other repairs and regular maintenance will be required throughout 2019. The Gradall has 9620 hours of operation and is rapidly approaching 10,000 hours. It is expected that as the Gradall approaches the 10,000 hours mark other major components may require major repairs, i.e. engine repairs.

It is recommended that this Gradall not be repaired at this time and that Staff investigate the purchase of a new Gradall or a newer used Gradall. Staff have contacted AMACO (Ontario's Gradall Dealer) to obtain prices for a new Gradall or a newer used Gradall, it is estimated that a new Gradall would cost approximately \$400,000 and a used Gradall would cost \$250,000 to \$300,000, however, detailed estimates have not yet been provided.

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**FINANCIAL IMPACT**

It is estimated that a new Gradall would cost approximately \$400,000 and a used Gradall would cost \$250,000 to \$300,000.

There are currently no funds available in the capital equipment reserve account.

**SUMMARY/OPTIONS**

Council may:

1. Take no further action.
2. Authorize the Manager of Public Works to investigate the purchase of a new or used Gradall and report back to Council with recommendations.
3. Do not authorize the Manager of Public Works to investigate the purchase of a new or used Gradall and authorize the required repairs to the 2005 Gradall XL4300.

**CONCLUSION**

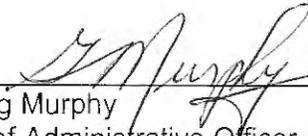
Staff Recommends that Option 2 be approved.

Respectfully submitted,



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

Reviewed by,



\_\_\_\_\_  
Greg Murphy  
Chief Administrative Officer

Attachments:

1. 2005 Gradall XL4300 – Repair Estimate
2. 2012 to 2018 – Detailed Repair & Maintenance Expenses – 2005 Gradall XL4300

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Amaco Equipment

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(905) 670-3440 • Fax: (905) 670-3446

www.amacocei.com

Ship To: SAME AS BELOW

|                         |                         |                          |
|-------------------------|-------------------------|--------------------------|
| Branch<br>01 - AMACO    |                         |                          |
| Date<br>01/24/2019      | Time<br>15:06:23 (O)    | Page<br>1                |
| Account No.<br>ESSA0001 | Phone No.<br>7054249917 | Estimate No.<br>003952   |
| Ship Via                | Purchase Order<br>TBD   |                          |
|                         |                         | Salesperson<br>TSW / TSW |

Invoice To: TOWNSHIP OF ESSA  
PUBLIC WORKS DEPT  
5786 SIMCOE COUNTY RD 21  
UTOPIA ON L0M 1T0

Attention: BOB MORRISON

ESTIMATE EXPIRY DATE: 02/08/2019

**SERVICE ESTIMATE - NOT AN INVOICE**

AMACO IS PLEASED TO OFFER YOU THE BELOW SERVICE QUOTE. OUR FACTORY TRAINED & CERTIFIED TECH'S ARE HERE TO SUPPORT YOUR BUSINESS. THIS ESTIMATE IS BASED ON ON A VISUAL INSPECTION AND MAY NEED REVISION UPON TEAR DOWN. FINAL INVOICE MAY VARY 10% BASED ON MINOR UNFORESSN CHALLANGES. THANK YOU FOR YOUR BUSINESS

\*\*\*\*\* Segment 01 \*\*\*\*\*

Stock #: GRA088      USED GRADALL XL4300      MS #: 0210017482  
Make: GR    Model: UXL4300  
Is to have the following work done

RESEAL PUMP

ADDITIONAL DESCRIPTION:

RE&RE PUMP

SEND OUT FOR TESTING (TESTING COST IS EXTRA).

-----

PUMP REPAIR

CLEAN, POLISH AND RESURFACE PARTS

CHROME SHAFT SEAL AREA

SUPPLY AND INSTALL PISTON BLOCK

SEAL KIT REPLACED

BEARING KIT REPLACED

REMANUFACTURED ROTOR GROUP

ASSEMBLE AND TEST

7 - 10 DAY TURN AROUND FROM GO AHEAD

| Part#    | Description | Qty | Price  | Amount |
|----------|-------------|-----|--------|--------|
| 80434166 | SEAL KIT    | 1   | 427.27 | 427.27 |

| MISCELLANEOUS CHARGES: | Description   | Price    | Amount   |
|------------------------|---------------|----------|----------|
|                        | SHOP SUPPLIES | 98.50    | 98.50    |
|                        | PUMP REBUILD  | 10333.33 | 10333.33 |

Parts: 427.27



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Ship To: SAME AS BELOW

|                         |                         |                          |
|-------------------------|-------------------------|--------------------------|
| Branch<br>01 - AMACO    |                         |                          |
| Date<br>01/24/2019      | Time<br>15:06:23 (O)    | Page<br>2                |
| Account No.<br>ESSA0001 | Phone No.<br>7054249917 | Estimate No.<br>003952   |
| Ship Via                | Purchase Order<br>TBD   |                          |
|                         |                         | Salesperson<br>TSW / TSW |

Invoice To: TOWNSHIP OF ESSA  
PUBLIC WORKS DEPT  
5786 SIMCOE COUNTY RD 21  
UTOPIA ON L0M 1T0

Attention: BOB MORRISON

ESTIMATE EXPIRY DATE: 02/08/2019

**SERVICE ESTIMATE - NOT AN INVOICE**

Labor: 1820.00  
Miscellaneous: 10431.83  
Subtotal: 12679.10

Authorization: \_\_\_\_\_

\*\*\*\*\* Segment 02 \*\*\*\*\*

ADDITIONAL REPAIRS FOUND  
ADDITIONAL DESCRIPTION:  
 RE&RE HOIST CYLINDER X 2  
 RE&RE TOOL CYLINDER  
 RE&RE BOOM CYLINDER  
 REPLACE SPIDER PADS  
 REPLACE TOOL TROUGH HOSES (LEAKING)  
 REPLACE REAR MAIN SEAL  
 REPLACE O-RINGS IN VALVE LEAK  
 REPLACED STARTER - FIRE MELTED INTERNAL PLASTIC NUT  
 BATTERY CABLES BELTED  
 TEMP WATER SENDER  
 REPLACE HYD OIL AND FILTERS

-----  
 THESE ESTIMATED AMOUNTS ARE BASED ON A VISUAL INSPECTION  
 AND MAY NEED TO BE ALTERED BASED ON CYLINDER CONDITION UPON  
 DISASSEMBLY.

| Part#    | Description        | Qty | Price  | Amount  |
|----------|--------------------|-----|--------|---------|
| 80323039 | SPIDER PAD         | 6   | 99.54  | 597.24  |
| 84719845 | HOSE ASSY          | 4   | 306.64 | 1226.56 |
| 80373024 | WATER TEMP SEND    | 1   | 31.90  | 31.90   |
|          | WATER TEMP SENDER  |     |        |         |
| 80483267 | HYD FILTER ELEM    | 2   | 220.28 | 440.56  |
|          | HYD FILTER ELEMENT |     |        |         |

| MISCELLANEOUS CHARGES: | Description    | Price | Amount |
|------------------------|----------------|-------|--------|
|                        | O-RINGS QTY 20 | 44.20 | 44.20  |
|                        | REAR MAIN SEAL | 74.31 | 74.31  |

90



**Amaco Equipment**

7b

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Ship To: SAME AS BELOW

|                         |                         |                          |
|-------------------------|-------------------------|--------------------------|
| Branch<br>01 - AMACO    |                         |                          |
| Date<br>01/24/2019      | Time<br>15:06:23 (O)    | Page<br>3                |
| Account No.<br>ESSA0001 | Phone No.<br>7054249917 | Estimate No.<br>003952   |
| Ship Via                | Purchase Order<br>TBD   |                          |
|                         |                         | Salesperson<br>TSW / TSW |

Invoice To: TOWNSHIP OF ESSA  
PUBLIC WORKS DEPT  
5786 SIMCOE COUNTY RD 21  
UTOPIA ON L0M 1T0

Attention: BOB MORRISON

ESTIMATE EXPIRY DATE: 02/08/2019

**SERVICE ESTIMATE - NOT AN INVOICE**

| MISCELLANEOUS CHARGES: | <u>Description</u> | <u>Price</u> | <u>Amount</u> |
|------------------------|--------------------|--------------|---------------|
|                        | STARTER            | 415.00       | 415.00        |
|                        | BATTERY CABLES     | 66.75        | 66.75         |
|                        | 208L HYDRAULIC OIL | 715.32       | 715.32        |

Parts: 2296.26  
 Labor: 7930.00  
 Miscellaneous: 1315.58  
 Subtotal: 11541.84

Authorization: \_\_\_\_\_

\*\*\*\*\* Segment 03 \*\*\*\*\*

REPAIR CYLINDERS

ADDITIONAL DESCRIPTION:

BOOM CYLINDER

REPAIR .150 BEND IN ROD AND POLISH

POLISH AND BORE BARREL

REPAIR SEAL AREAS

RESEAL CYLINDER AND TEST

-----  
TOOL CYLINDER

REPAIR .010 BEND IN ROD AND POLISH

HONE AND POLISH BARREL

REPLACE SEAL KIT

TEST

-----  
HOIST CYLINDERS (QTY.2)

REPAIR AND POLISH ROD

HONE AND POLISH BARREL BORE

REPAIR SEAL AREAS

RESEAL CYLINDERS

TEST



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Ship To: SAME AS BELOW

|                         |                         |                          |
|-------------------------|-------------------------|--------------------------|
| Branch<br>01 - AMACO    |                         |                          |
| Date<br>01/24/2019      | Time<br>15:06:23 (O)    | Page<br>4                |
| Account No.<br>ESSA0001 | Phone No.<br>7054249917 | Estimate No.<br>003952   |
| Ship Via                | Purchase Order<br>TBD   |                          |
|                         |                         | Salesperson<br>TSW / TSW |

Invoice To: TOWNSHIP OF ESSA  
PUBLIC WORKS DEPT  
5786 SIMCOE COUNTY RD 21  
UTOPIA ON L0M 1T0

Attention: BOB MORRISON

ESTIMATE EXPIRY DATE: 02/08/2019

**SERVICE ESTIMATE - NOT AN INVOICE**

| MISCELLANEOUS CHARGES: | Description             | Price   | Amount  |
|------------------------|-------------------------|---------|---------|
|                        | BOOM CYLINDER REPAIR    | 2513.33 | 2513.33 |
|                        | TOOL CYLINDER REPAIR    | 1666.67 | 1666.67 |
|                        | HOIST CYLINDERS (QTY.2) | 2261.34 | 2261.34 |

Authorization: \_\_\_\_\_

Miscellaneous: 6441.34  
Subtotal: 6441.34

\*\*\*\*\* Segment 04 \*\*\*\*\*

REPLACE BURNT WIRE HARNESS  
ADDITIONAL DESCRIPTION:  
REPLACE MAIN WIRE HARNESS THAT WAS DAMAGED IN A FIRE.  
CONNECTORS TO FUEL PUMP FOUND MELTED AND NUMBER OF WIRES  
FOUND TO BE BRITTLE AND DAMAGED.

| Part#    | Description    | Qty | Price   | Amount  |
|----------|----------------|-----|---------|---------|
| 80463113 | ENGINE HARNESS | 1   | 1633.26 | 1633.26 |

Authorization: \_\_\_\_\_

Parts: 1633.26  
Labor: 910.00  
Subtotal: 2543.26

Parts: 4356.79  
Labor: 10660.00  
Miscellaneous: 18188.75  
Tax: 4316.72  
TOTAL: 37522.26

# ATTACHMENT 2

76

System: 30/01/2019 12:37:53 PM  
User Date: 30/01/2019

Township of Essa  
DETAIL INQUIRY REPORT FOR 2018  
General Ledger

Page: 1  
User ID: jbrydges

Account: 02-06-260-345-6252

2005 Gradall Excavator 05-16 XL4300-II TR1203

|                 |       |      |
|-----------------|-------|------|
| Ranges:         | From: | To:  |
| Date            | First | Last |
| Source Document | First | Last |
| Currency ID     | First | Last |

Sorted By: Transaction Date Account Balance: \$38,397.83

| Trx Date   | Jrnl No. | Source Doc | Audit Code    | Reference                      | Debit       | Credit   |
|------------|----------|------------|---------------|--------------------------------|-------------|----------|
| 08/02/2018 | 206,750  | PMVVR      | GLTRX00067132 | Void Open Trx                  |             | \$103.17 |
| 08/02/2018 | 206,632  | PMTRX      | GLTRX00067176 | GRADALL ENGINE/FUEL FILTERS    | \$103.17    |          |
| 05/03/2018 | 207,399  | PMTRX      | GLTRX00067285 | GRADALL AIR/LUBE/FUEL FILTERS  | \$103.17    |          |
| 08/03/2018 | 208,789  | PMTRX      | GLTRX00067568 | PLASTIC & METAL SIGN           | \$28.71     |          |
| 08/03/2018 | 208,790  | PMTRX      | GLTRX00067568 | BLOCK HEATER                   | \$172.38    |          |
| 18/04/2018 | 209,047  | PMTRX      | GLTRX00067654 | GRADALL REPAIRS/PARTS/SC       | \$1,173.79  |          |
| 18/04/2018 | 209,047  | PMTRX      | GLTRX00067654 | GRADALL REPAIRS/PARTS/SC       | \$0.01      |          |
| 16/05/2018 | 209,819  | PMTRX      | GLTRX00067880 | GRADALL STARTER MOTOR          | \$719.93    |          |
| 05/06/2018 | 211,320  | PMTRX      | GLTRX00068200 | COUPLER, GEAR OIL, PARTS CLEAN | \$3,614.46  |          |
| 05/06/2018 | 211,320  | PMTRX      | GLTRX00068200 | COUPLER, GEAR OIL, PARTS CLEAN |             | \$0.01   |
| 11/07/2018 | 211,823  | PMTRX      | GLTRX00068375 | GRADALL/BACKHOE RECHARGE SYS   | \$264.58    |          |
| 24/07/2018 | 212,374  | PMTRX      | GLTRX00068491 | GRADALL REPAIRS/PARTS          | \$952.88    |          |
| 24/07/2018 | 212,375  | PMTRX      | GLTRX00068491 | GRADALL REPAIRS/PARTS          | \$5,268.09  |          |
| 24/07/2018 | 212,376  | PMTRX      | GLTRX00068491 | GRADALL REPAIRS/PARTS          | \$3,356.23  |          |
| 08/08/2018 | 212,924  | PMTRX      | GLTRX00068603 | GRADALL ENGINE OIL/LEVELS      | \$259.49    |          |
| 21/08/2018 | 213,283  | PMTRX      | GLTRX00068670 | GRADALL CUTTING EDGE*2         | \$772.83    |          |
| 21/08/2018 | 213,290  | PMTRX      | GLTRX00068670 | #16 SER CALL BLEED FUEL SYSTE  | \$259.49    |          |
| 21/08/2018 | 213,300  | PMTRX      | GLTRX00068670 | GRADALL SER CALLS/RPRS         | \$432.48    |          |
| 21/08/2018 | 213,305  | PMTRX      | GLTRX00068670 | #16 FUEL/LUBE/ENGINE FILTERS   | \$104.18    |          |
| 21/08/2018 | 213,327  | PMTRX      | GLTRX00068670 | GRADALL CHANGE TIRES           | \$192.84    |          |
| 22/08/2018 | 213,438  | PMTRX      | GLTRX00068722 | FLOAT SERVICE - XL4300 GRADAL  | \$618.19    |          |
| 05/09/2018 | 214,460  | PMTRX      | GLTRX00068869 | REMOVE&REPLACE BUCKETBASE EDG  | \$1,679.04  |          |
| 04/10/2018 | 215,069  | PMTRX      | GLTRX00069051 | GRADALL RH TAIL LIGHT          | \$130.05    |          |
| 04/10/2018 | 215,070  | PMTRX      | GLTRX00069051 | GRADALL RPRS/PARTS             | \$12,394.55 |          |
| 04/10/2018 | 215,076  | PMTRX      | GLTRX00069051 | GRADALL FLOAT SERVICE          | \$480.82    |          |
| 29/10/2018 | 215,986  | PMTRX      | GLTRX00069310 | GRADALL PRIMEX TIRES+INSTALL   | \$1,726.66  |          |
| 31/12/2018 | 218,053  | PMTRX      | GLTRX00069788 | GRADALL FLOAT SERVICE          | \$274.75    |          |
| 31/12/2018 | 218,735  | PMTRX      | GLTRX00069941 | GRADALL TURBO RPRS/PARTS       | \$2,820.81  |          |
| 31/12/2018 | 218,738  | PMTRX      | GLTRX00069941 | 2018 FLOAT SERVICES - GRADALL  | \$549.50    |          |
| 31/12/2018 | 218,801  | PMTRX      | GLTRX00069941 | HOSE PARTS                     | \$47.93     |          |

|         |  |  |  |  |             |          |
|---------|--|--|--|--|-------------|----------|
| Totals: |  |  |  |  | \$38,501.01 | \$103.18 |
|---------|--|--|--|--|-------------|----------|

Total Transactions: 30

93

7b

\* Voided Journal Entry

Account: 02-06-260-345-6252 2005 Gradall Excavator 05-16 XL4300-II TR1203

Ranges: From: To:  
Date First Last  
Source Document First Last  
Currency ID First Last

Sorted By: Transaction Date Account Balance: \$44,347.75

| Trx Date   | Jrnl No. | Source Doc | Audit Code    | Reference                     | Currency ID | Debit       | Credit |
|------------|----------|------------|---------------|-------------------------------|-------------|-------------|--------|
| 22/03/2017 | 195,388  | PMTRX      | GLTRX00064502 | GRADALL XL430 REPAIRS/PARTS   |             | \$2,548.17  |        |
| 06/04/2017 | 195,994  | PMTRX      | GLTRX00064570 | GRADALL REPAIRS/PARTS/LABOUR  |             | \$1,204.33  |        |
| 06/04/2017 | 195,995  | PMTRX      | GLTRX00064570 | GRADALL REPAIRS/PARTS/LABOUR  |             | \$7,605.11  |        |
| 17/05/2017 | 197,304  | PMTRX      | GLTRX00064885 | REPLACE PRESSURE SWITCH       |             | \$114.48    |        |
| 27/06/2017 | 198,777  | PMTRX      | GLTRX00065240 | 8* S 16PR WL CAMSO+FULLSET    |             | \$4,671.88  |        |
| 27/07/2017 | 199,731  | PMTRX      | GLTRX00065498 | GRADALL CAB AIR FITER         |             | \$77.57     |        |
| 27/07/2017 | 199,733  | PMTRX      | GLTRX00065498 | #25/GRADALL LABOUR/PARTS/FREO |             | \$195.90    |        |
| 27/07/2017 | 199,739  | PMTRX      | GLTRX00065498 | GRADALL FUEL FILTER/BRACKET   |             | \$85.74     |        |
| 27/07/2017 | 199,741  | PMTRX      | GLTRX00065498 | GRADALL BRACKET               |             |             | \$7.63 |
| 10/08/2017 | 200,278  | PMTRX      | GLTRX00065678 | GRADALL REPLACE FILTERS       |             | \$38.16     |        |
| 07/09/2017 | 201,102  | PMTRX      | GLTRX00065792 | EXCAVATOR GASKET/HOSE         |             | \$42.85     |        |
| 18/09/2017 | 201,635  | PMTRX      | GLTRX00065916 | GRADALL PADDLE LATCH/TAILLIGH |             | \$387.16    |        |
| 18/09/2017 | 201,637  | PMTRX      | GLTRX00065916 | GRADALL/#25 RECHARGE A/C FREO |             | \$206.05    |        |
| 18/09/2017 | 201,655  | PMTRX      | GLTRX00065916 | GRADALL VALE GASKET/TURBO TUB |             | \$152.64    |        |
| 18/09/2017 | 201,674  | PMTRX      | GLTRX00065916 | #16 REPLACE DOOR LATCH/ HANDL |             | \$343.44    |        |
| 02/10/2017 | 202,086  | PMTRX      | GLTRX00066276 | GRADALL ENGINE/FUEL FILTERS   |             | \$63.99     |        |
| 02/10/2017 | 202,087  | PMTRX      | GLTRX00066276 | GRADALL ENGINE AIR FILTERS    |             | \$46.57     |        |
| 14/11/2017 | 203,680  | PMTRX      | GLTRX00066391 | GRADALL POTETIOMTR/HEATER CTR |             | \$358.48    |        |
| 14/11/2017 | 203,713  | PMTRX      | GLTRX00066391 | FLOAT SERVICE GRADALL PICKUP  |             | \$274.75    |        |
| 28/11/2017 | 204,102  | PMTRX      | GLTRX00066500 | GRADALL RING GEAR/PARTS       |             | \$18,633.35 |        |
| 06/12/2017 | 205,016  | PMTRX      | GLTRX00066729 | COURIER                       |             | \$6.41      |        |
| 18/12/2017 | 204,766  | PMTRX      | GLTRX00066716 | GRADALL FULL SERVICE          |             | \$305.28    |        |
| 18/12/2017 | 204,767  | PMTRX      | GLTRX00066716 | GRADALL NOT MOVING/RPRS/PARTS |             | \$2,747.52  |        |
| 31/12/2017 | 205,415  | PMTRX      | GLTRX00066825 | GRADALL PLANETARY GEAR/PARTS  |             | \$3,239.27  |        |
| 31/12/2017 | 205,416  | PMTRX      | GLTRX00066825 | GRADALL OUTER/INNER CLUTCH    |             | \$1,006.28  |        |
| Totals:    |          |            |               |                               |             | \$44,355.38 | \$7.63 |

Total Transactions: 25

94

70

\* Voided Journal Entry

Account: 02-06-260-345-6252 2005 Gradall Excavator 05-16 XL4300-II TR1203

Ranges: From: To:  
 Date First Last  
 Source Document First Last  
 Currency ID First Last

Sorted By: Transaction Date Account Balance: \$7,221.93

| Trx Date   | Jrnl No. | Source Doc | Audit Code    | Reference                     | Currency ID | Debit      | Credit |
|------------|----------|------------|---------------|-------------------------------|-------------|------------|--------|
| 15/04/2016 | 185,232  | PMTRX      | GLTRX00061946 | PROVIX MTHLY- APR 15-MAY 14/1 |             | \$29.00    |        |
| 02/05/2016 | 184,294  | PMTRX      | GLTRX00061641 | FUEL FILTER                   |             | \$5.75     |        |
| 12/07/2016 | 187,214  | PMTRX      | GLTRX00062498 | GRADALL TIRE REPAIR           |             | \$127.20   |        |
| 27/07/2016 | 187,696  | PMTRX      | GLTRX00062577 | GRADALL XL430 CYLINDER REPAIR |             | \$871.41   |        |
| 27/07/2016 | 187,703  | PMTRX      | GLTRX00062577 | GRADALL GRS/LVL/AIR/LGHT REP  |             | \$190.80   |        |
| 27/07/2016 | 187,716  | PMTRX      | GLTRX00062577 | U16 HALOGEN/MINI BULBS        |             | \$39.50    |        |
| 11/08/2016 | 188,079  | PMTRX      | GLTRX00062738 | GRADALL FLD LGHT/UTLTY SPT LT |             | \$160.67   |        |
| 11/08/2016 | 188,083  | PMTRX      | GLTRX00062738 | GRADALL HYDRAULIC LINE REPAIR |             | \$496.08   |        |
| 11/08/2016 | 188,096  | PMTRX      | GLTRX00062738 | GRADALL 6000 PSI SPIRAL HOSE  |             | \$752.00   |        |
| 26/08/2016 | 188,616  | PMTRX      | GLTRX00062828 | GRADALL O RING/STBLZ CYL/REP  |             | \$3,933.86 |        |
| 26/08/2016 | 188,623  | PMTRX      | GLTRX00062828 | GRADALL CHK HYDRL LK/SPT LGHT |             | \$114.48   |        |
| 06/09/2016 | 188,793  | PMTRX      | GLTRX00062878 | O RING KIT                    |             | \$212.98   |        |
| 06/09/2016 | 188,806  | PMTRX      | GLTRX00062878 | GRADALL HYDRAULIC REPAIR      |             | \$114.48   |        |
| 30/11/2016 | 191,718  | PMTRX      | GLTRX00063601 | U16 GRADALL GRS/OIL/CHK LVLS  |             | \$152.64   |        |
| 01/12/2016 | 191,894  | PMTRX      | GLTRX00063623 | U16 2005 GRADALL LUBE FILTER  |             | \$21.08    |        |
| Totals:    |          |            |               |                               |             | \$7,221.93 | \$0.00 |

Total Transactions: 15

95

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\* Voided Journal Entry

Account: 02-06-260-345-6252 2005 Gradall Excavator 05-16 XL4300-II TR1203

Ranges: From: To:  
Date First Last  
Source Document First Last  
Currency ID First Last

Sorted By: Transaction Date Account Balance: \$9,156.87

| Trx Date   | Jrnl No. | Source Doc | Audit Code    | Reference                     | Currency ID | Debit      | Credit |
|------------|----------|------------|---------------|-------------------------------|-------------|------------|--------|
| 11/02/2015 | 166,289  | PMTRX      | GLTRX00055504 | GRADALL REPAIRS /EXTRA MILEAG |             | \$1,485.70 |        |
| 21/04/2015 | 168,797  | PMTRX      | GLTRX00056381 | BACK-UP CAMERA / PARTS        |             | \$1,126.74 |        |
| 04/05/2015 | 169,299  | PMTRX      | GLTRX00056593 | VEHICLE REPAIRS / PARTS       |             | \$2,335.39 |        |
| 04/05/2015 | 169,304  | PMTRX      | GLTRX00056593 | FILTERS                       |             | \$155.07   |        |
| 01/06/2015 | 170,346  | PMTRX      | GLTRX00056946 | SERVICE CALL/PARTS/ LABOUR    |             | \$177.02   |        |
| 01/06/2015 | 170,347  | PMTRX      | GLTRX00056946 | SERVICE CALL/PARTS/REPAIRS    |             | \$150.97   |        |
| 01/06/2015 | 170,348  | PMTRX      | GLTRX00056946 | PRIMEX TRACTION LUG 16PLY     |             | \$1,477.35 |        |
| 27/08/2015 | 174,035  | PMTRX      | GLTRX00058052 | VEHICLE REPAIRS               |             | \$1,568.94 |        |
| 27/08/2015 | 174,035  | PMTRX      | GLTRX00058052 | VEHICLE REPAIRS               |             | \$0.01     |        |
| 11/09/2015 | 174,886  | PMTRX      | GLTRX00058237 | GRADEALL RECHARGED+COMP OIL   |             | \$264.58   |        |
| 24/09/2015 | 175,430  | PMTRX      | GLTRX00058521 | FILTERS                       |             | \$101.65   |        |
| 24/09/2015 | 175,430  | PMTRX      | GLTRX00058521 | FILTERS                       |             | \$0.01     |        |
| 01/12/2015 | 178,068  | PMTRX      | GLTRX00059515 | SERVICE CALL/TORQUE WHEEL     |             | \$163.83   |        |
| 31/12/2015 | 179,732  | PMTRX      | GLTRX00059981 | LUBE/FUEL/AIR FILTERS         |             | \$101.65   |        |
| 31/12/2015 | 179,732  | PMTRX      | GLTRX00059981 | LUBE/FUEL/AIR FILTERS         |             | \$0.01     |        |
| 31/12/2015 | 179,741  | PMTRX      | GLTRX00059981 | FUEL/AIR FILTERS              |             | \$47.95    |        |
| Totals:    |          |            |               |                               |             | \$9,156.87 | \$0.00 |

Total Transactions: 16

96

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\* Voided Journal Entry

Account: 02-06-260-345-6252 2005 Gradall Excavator 05-16 XL4300-II TR1203

Ranges: From: To:  
 Date First Last  
 Source Document First Last  
 Currency ID First Last

Sorted By: Transaction Date Account Balance: \$13,116.91

| Trx Date   | Jrnl No. | Source Doc | Audit Code    | Reference                  | Currency ID | Debit       | Credit   |
|------------|----------|------------|---------------|----------------------------|-------------|-------------|----------|
| 29/01/2014 | 151,744  | PMTRX      | GLTRX00050318 | ALTERNATOR                 |             | \$381.60    |          |
| 21/02/2014 | 152,574  | PMTRX      | GLTRX00050624 | GRADALL REPAIR/PARTS       |             | \$2,092.79  |          |
| 23/05/2014 | 156,170  | PMTRX      | GLTRX00051953 | GRADALL REPAIRS            |             | \$1,503.45  |          |
| 23/05/2014 | 156,196  | PMTRX      | GLTRX00051953 | PARTS                      |             | \$89.04     |          |
| 28/05/2014 | 156,395  | PMTRX      | GLTRX00051984 | VEHICLE REPAIRS / PARTS    |             | \$228.96    |          |
| 17/06/2014 | 157,195  | PMTRX      | GLTRX00052285 | RECHARGED + COMPRESSOR OIL |             | \$132.29    |          |
| 14/07/2014 | 157,927  | PMTRX      | GLTRX00052587 | BELT                       |             | \$34.28     |          |
| 14/07/2014 | 157,927  | PMTRX      | GLTRX00052587 | BELT                       |             | \$0.01      |          |
| 17/07/2014 | 158,130  | PMTRX      | GLTRX00052641 | VEHICLE REPAIRS / PARTS    |             | \$2,667.02  |          |
| 17/07/2014 | 158,130  | PMTRX      | GLTRX00052641 | VEHICLE REPAIRS / PARTS    |             | \$0.01      |          |
| 17/07/2014 | 158,156  | PMTRX      | GLTRX00052641 | CHANGE OVER FRONT AXLE     |             | \$241.17    |          |
| 25/07/2014 | 158,466  | PMTRX      | GLTRX00052753 | GASKET / PLUG              |             | \$38.84     |          |
| 30/07/2014 | 158,581  | PMTRX      | GLTRX00052773 | VEHICLE REPAIRS / PARTS    |             | \$2,900.63  |          |
| 30/07/2014 | 158,602  | PMTRX      | GLTRX00052773 | BEARINGS, OIL PUMP, SCREW  |             | \$1,089.86  |          |
| 30/07/2014 | 158,603  | PMTRX      | GLTRX00052773 | SHEAVE, PULLEY             |             | \$148.37    |          |
| 30/07/2014 | 158,606  | PMTRX      | GLTRX00052773 | HOSES / WIRE / PARTS       |             | \$184.24    |          |
| 30/07/2014 | 158,612  | PMTRX      | GLTRX00052773 | REPAIR TO CAT D5           |             | \$85.48     |          |
| 05/08/2014 | 159,881  | PMTRX      | GLTRX00053241 | VEHICLE REPAIRS            |             | \$149.58    |          |
| 27/08/2014 | 159,674  | PMTRX      | GLTRX00053212 | GAUGE                      |             | \$121.04    |          |
| 05/09/2014 | 160,792  | PMTRX      | GLTRX00053606 | SHEAVE CORE FOR WATER PUMP |             | \$39.34     |          |
| 10/09/2014 | 160,203  | PMTRX      | GLTRX00053311 | VEHICLE REPAIRS            |             | \$152.64    |          |
| 10/10/2014 | 161,539  | PMTRX      | GLTRX00053771 | CORE FOR OIL PUMP          |             |             | \$73.52  |
| 01/12/2014 | 163,619  | PMTRX      | GLTRX00054507 | RH TAIL LIGHT              |             | \$69.10     |          |
| 01/12/2014 | 163,634  | PMTRX      | GLTRX00054507 | VEHICLE REPAIRS            |             | \$228.96    |          |
| 01/12/2014 | 163,651  | PMTRX      | GLTRX00054507 | FILTERS                    |             | \$98.35     |          |
| 01/12/2014 | 163,683  | PMTRX      | GLTRX00054507 | SERVICE CALL               |             | \$108.12    |          |
| 02/12/2014 | 163,788  | PMTRX      | GLTRX00054508 | PARTS                      |             | \$111.76    |          |
| 17/12/2014 | 164,343  | PMTRX      | GLTRX00054666 | MUFFLER                    |             | \$922.01    |          |
| 17/12/2014 | 164,385  | PMTRX      | GLTRX00054666 | 1000-20 XZM INDUST SECTION |             | \$125.93    |          |
| 18/12/2014 | 164,419  | PMTRX      | GLTRX00054667 | MUFFLER RETURNED           |             |             | \$783.69 |
| 31/12/2014 | 165,611  | PMTRX      | GLTRX00055208 | COURIER FEES               |             | \$4.56      |          |
| 31/12/2014 | 165,613  | PMTRX      | GLTRX00055208 | COURIER FEES               |             | \$12.07     |          |
| 31/12/2014 | 165,614  | PMTRX      | GLTRX00055208 | COURIER FEES               |             | \$12.62     |          |
| Totals:    |          |            |               |                            |             | \$13,974.12 | \$857.21 |

Total Transactions: 33



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\* Voided Journal Entry

Account: 02-06-260-345-6252 2005 Gradall Excavator 05-16 XL4300-II TR1203

Ranges: From: To:  
 Date First Last  
 Source Document First Last  
 Currency ID First Last

Sorted By: Transaction Date Account Balance: \$9,787.23

| Trx Date   | Jrnl No. | Source Doc | Audit Code    | Reference                    | Currency ID | Debit      | Credit  |
|------------|----------|------------|---------------|------------------------------|-------------|------------|---------|
| 27/03/2012 | 126,500  | PMTRX      | GLTRX00041259 | DECALS                       |             | \$246.66   |         |
| 27/03/2012 | 126,552  | PMTRX      | GLTRX00041260 | GRADALL REPAIRS              |             | \$787.11   |         |
| 06/05/2012 | 129,097  | PMTRX      | GLTRX00042230 | COURIER CHARGES              |             | \$30.32    |         |
| 18/06/2012 | 129,599  | PMTRX      | GLTRX00042330 | AIR FILTERS                  |             | \$42.59    |         |
| 18/06/2012 | 129,601  | PMTRX      | GLTRX00042330 | FUEL FILTERS                 |             | \$24.34    |         |
| 20/06/2012 | 129,843  | PMTRX      | GLTRX00042438 | FILTERS                      |             | \$50.80    |         |
| 22/06/2012 | 129,904  | PMTRX      | GLTRX00042439 | VEHICLE REPAIR/MAINTENANCE   |             | \$477.44   |         |
| 22/06/2012 | 129,904  | PMTRX      | GLTRX00042439 | VEHICLE REPAIR/MAINTENANCE   |             | \$0.01     |         |
| 11/09/2012 | 132,684  | PMTRX      | GLTRX00043460 | VEHICLE MAINTENANCE          |             | \$152.64   |         |
| 11/09/2012 | 132,685  | PMTRX      | GLTRX00043460 | VEHICLE REPAIRS              |             | \$915.84   |         |
| 11/09/2012 | 132,691  | PMTRX      | GLTRX00043460 | PARTS                        |             | \$84.00    |         |
| 11/09/2012 | 132,693  | PMTRX      | GLTRX00043460 | PARTS                        |             | \$29.84    |         |
| 26/09/2012 | 133,176  | PMTRX      | GLTRX00043698 | O RINGS                      |             | \$90.83    |         |
| 26/09/2012 | 133,197  | PMTRX      | GLTRX00043698 | AIR FILTERS                  |             |            | \$64.86 |
| 09/10/2012 | 133,586  | PMTRX      | GLTRX00043801 | GREASE & LUBE RAILS FOR BOOM |             | \$152.64   |         |
| 06/12/2012 | 135,800  | PMTRX      | GLTRX00044637 | FUEL FILTERS                 |             | \$29.84    |         |
| 06/12/2012 | 135,801  | PMTRX      | GLTRX00044637 | LUBE AIR & FUEL FILTERS      |             | \$84.00    |         |
| 10/12/2012 | 135,967  | PMTRX      | GLTRX00044639 | TIRES / PARTS                |             | \$4,494.94 |         |
| 17/12/2012 | 136,264  | PMTRX      | GLTRX00044785 | SUPER CUTTER BOLTS & NUTS    |             | \$543.60   |         |
| 31/12/2012 | 136,735  | PMTRX      | GLTRX00044988 | GAS SPRING & SWITCH          |             | \$53.33    |         |
| 31/12/2012 | 136,765  | PMTRX      | GLTRX00044988 | PUROLATOR COURIER CHARGES    |             | \$32.37    |         |
| 31/12/2012 | 136,765  | PMTRX      | GLTRX00044988 | PUROLATOR COURIER CHARGES    |             | \$0.01     |         |
| 31/12/2012 | 137,173  | PMTRX      | GLTRX00045166 | REPAIRS                      |             | \$1,528.93 |         |
| 31/12/2012 | 137,173  | PMTRX      | GLTRX00045166 | REPAIRS                      |             | \$0.01     |         |
| Totals:    |          |            |               |                              |             | \$9,852.09 | \$64.86 |

Total Transactions: 24



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** TR001-19  
**DATE:** February 6, 2019  
**TO:** Committee of the Whole  
**FROM:** Carol Mohr, Manager of Finance  
**SUBJECT:** 2018 Audit Engagement Letter

---

### RECOMMENDATION

That Staff Report TR001-19 be received; and

That the 2018 Audit Engagement letters from Baker Tilly KDN LLP formally Collins Barrow Kawarthas be received, accepted, signed and returned to the audit firm.

### BACKGROUND

Baker Tilly KDN LLP has provided the usual audit engagement letters for the year ended December 31, 2018.

One letter is addressed to the Members of Council of the Township of Essa. Baker Tilly state the following in this letter: "This report is intended solely for the use of Council and should not be distributed without our prior consent." [A copy of the engagement letter addressed to Member of Council as required under the Canadian Auditing Standards is distributed to Council members only.] Two members of Council are asked to sign page 6 of this letter and provide an answer to the question on page six by circling YES or NO.

The second letter is addressed to the Township of Essa to the attention of Greg Murphy CAO. [attached] This letter requires the signature of the CAO.

### FINANCIAL IMPACT

The fees for audit services outlined in the letter addressed to the Township of Essa found on page 8 are \$24,500 plus HST. This amount is included in the 2019 budget.

### SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Accept, sign and return the 2018 Audit Engagement letters to Baker Tilly KDN LLP.
3. Direct the Manager of Finance as Council deems appropriate.

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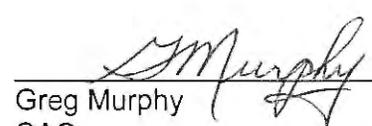
**CONCLUSION**

Option #2 is recommended.

Respectfully submitted:

Reviewed by:

  
\_\_\_\_\_  
Carol Mohr  
Manager of Finance

  
\_\_\_\_\_  
Greg Murphy  
CAO

Attachment: [Audit Engagement letter for year ended December 31, 2018 – 12 pages]

**Baker Tilly KDN LLP**  
272 Charlotte St.  
Peterborough, ON  
Canada K9J 2V4

T: (705) 742-3418  
F: (705) 742-9775

[www.bakertilly.ca](http://www.bakertilly.ca)

January 22, 2019

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

Attention: Greg Murphy

Dear Sir:

Baker Tilly KDN LLP, the "Firm", is pleased to be appointed auditor of Township of Essa for the year ending December 31, 2018. The purpose of this letter is to outline the terms of our engagement to audit the consolidated financial statements of Township of Essa, which comprise the consolidated statement of financial position as at December 31, 2018 and the consolidated statements of operations and accumulated surplus, net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

### **Objective, Scope and Limitations**

The objectives of our audit are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

It is important to recognize that an auditor cannot obtain absolute assurance that material misstatements in the consolidated financial statements will be detected because of:

- (a) Factors such as use of judgement, and the use of testing of the data underlying the consolidated financial statements;
- (b) Inherent limitations of internal control; and
- (c) The fact that much of the audit evidence available to the auditor is persuasive rather than conclusive in nature.

Furthermore, because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material fraud. Further, while effective internal control reduces the likelihood that misstatements will occur and remain undetected, it does not eliminate that possibility. For these reasons, we cannot guarantee that fraud, error, irregularities or illegal acts, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

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**Content of Auditor's Report**

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

**INDEPENDENT AUDITOR'S REPORT**

To the Members of Council, Inhabitants and Ratepayers of Township of Essa

*Opinion*

We have audited the consolidated financial statements of Township of Essa and its local boards, (the Township), which comprise the consolidated statement of financial position as at December 31, 2018 and the consolidated statements of operations and accumulated surplus, net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary or significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Township as at December 31, 2018, and results of its consolidated operations, changes in its consolidated net financial assets, and its consolidated cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

*Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

*Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.

*Auditor's Responsibilities for the Audit of the Consolidated Financial Statements*

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Peterborough, Ontario  
Date

If our opinion on the financial statements is other than unqualified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form, or have not formed, an opinion, we may decline to express an opinion as a result of this engagement.

## Use, Distribution and Publication / Reproduction of Financial Statements

Where our report is reproduced in any medium, the complete consolidated financial statements, including notes, must also be presented. Management is responsible for the accurate reproduction of the consolidated financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper based). This includes any incorporation by reference to either full or summarized consolidated financial statements that we have audited. We are not required to read the information contained in your website, or to consider the consistency of other information in the electronic site with the original document.

We ask that our name be used only with our consent and that any information to which we have attached a communication be issued with that communication unless otherwise agreed to by us.

## Our Responsibilities

We will perform our audit in accordance with Canadian generally accepted auditing standards. We will:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the consolidated financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Accordingly, except for information that is in or enters the public domain, we will not provide any third party with confidential information concerning the affairs of Township of Essa without Township of Essa's prior consent, unless required to do so by legal, regulatory, administrative or other authority, or the Rules of Professional Conduct applicable to us.

We will communicate in writing to Council the relationships between our firm and Township of Essa, including related entities that, in our professional judgement, may reasonably be thought to bear on our independence. Further, we will confirm our independence with respect to Township of Essa within the meaning of the applicable Provincial Rules of Professional Conduct and information on relevant safeguards designed to ensure the auditor's continued independence.

The objective of our audit is to obtain reasonable assurance that the consolidated financial statements are free of material misstatement. However, if we identify any of the following matters, they will be communicated to the appropriate level of management:

- (a) Misstatements, resulting from error, other than trivial errors;
- (b) Fraud or any information obtained that indicates that a fraud may exist;
- (c) Any evidence obtained that indicates that an illegal or possibly illegal act, other than one considered inconsequential, has occurred;
- (d) Significant weaknesses in the design or implementation of internal control to prevent and detect fraud or error; and
- (e) Related party transactions identified by us that are not in the normal course of operations and that involve significant judgements made by management concerning measurement or disclosure.

We may also communicate certain additional matters to Council and the appropriate members of management. Such matters include:

- (a) our professional judgements on the qualitative aspects of accounting principles used in Township of Essa's financial reporting, including:
  - (i) the initial selection of and changes in significant accounting policies and their application, including the adoption of new accounting policies;
  - (ii) the effect of significant accounting policies in controversial and emerging areas, or those unique to your industry;
  - (iii) the existence of acceptable alternative policies and methods, and the acceptability of the particular policy or method used by management;
  - (iv) the issues involved, and related judgements made by management, in formulating particularly sensitive accounting estimates and disclosures and the basis for our conclusions regarding the reasonableness of those estimates in the context of the consolidated financial statements taken as a whole; and
  - (v) uncorrected misstatements aggregated by us during our audit that were determined by management to be immaterial, both individually and in the aggregate, to the consolidated financial statements taken as whole;
- (b) any disagreements with management, whether or not satisfactorily resolved, about matters that individually or in total could be significant to the consolidated financial statements or our report;
- (c) our views about any matters that were the subject of management's consultation with other accountants about auditing and accounting matters;
- (d) major issues that we discussed with management in connection with the retention of our services, including, among other matters, any discussions regarding the application of accounting principles and auditing standards; and

- (e) any serious difficulties that we encountered in dealing with management in the performance of the audit.

The matters communicated will be those that we identify during the course of our audit. Audits do not usually identify all matters that may be of interest to management in discharging its responsibilities. The type and significance of the matter to be communicated will determine the level of management to which the communication is directed.

We will consider Township of Essa's internal control to identify types of potential misstatements, consider factors that affect the risks of material misstatement, and design the nature, timing and extent of further audit procedures. This consideration will not be sufficient to enable us to render an opinion on the effectiveness of internal control over financial reporting.

At the end of the engagement, we will provide management or others so designated with our recommendations designed to help make improvements in your internal control structure and operation. This communication will be in a mutually agreeable format and will include only those matters that came to our attention during our audit.

### **Management's Responsibilities**

Management is responsible for:

#### Financial Statements

- (a) The preparation and fair presentation of Township of Essa's consolidated financial statements in accordance with Canadian Public Sector Accounting Standards;

#### Completeness of information

- (b) Providing us with and making available complete financial records and related data, and copies of all minutes of meetings of council and committees, as applicable;
- (c) Providing us with information relating to any known or probable instances of non compliance with legislative or regulatory requirements, including financial reporting requirements;
- (d) Providing us with information relating to any illegal or possibly illegal acts, and all facts related thereto;
- (e) Providing us with information regarding all related parties and related party transactions;
- (f) Any additional information that we may request from management for the purpose of this audit;
- (g) Providing us with unrestricted access to persons within the Township from whom we determine it necessary to obtain audit evidence;

#### Fraud and error

- (h) Internal control that management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error;
- (i) An assessment of the risk that the consolidated financial statements may be materially misstated as a result of fraud;
- (j) Providing us with information relating to fraud or suspected fraud affecting the Township involving:
- (i) Management;

- (ii) Employees who have significant roles in internal control; or
- (iii) Others, where the fraud could have a non trivial effect on the consolidated financial statements;
- (k) Providing us with information relating to any allegations of fraud or suspected fraud affecting the Township's consolidated financial statements communicated by employees, former employees, analysts, regulators or others;
- (l) Communicating its belief that the effects of any uncorrected financial statement misstatements aggregated during the audit are immaterial, both individually and in the aggregate, to the consolidated financial statements taken as a whole;

#### Recognition, measurement and disclosure

- (m) Providing us with its assessment of the reasonableness of significant assumptions underlying fair value measurements and disclosures in the consolidated financial statements;
- (n) Providing us with any plans or intentions that may affect the carrying value or classification of assets or liabilities;
- (o) Providing us with information relating to the measurement and disclosure of transactions with related parties;
- (p) Providing us with an assessment of all areas of measurement uncertainty known to management that are required to be disclosed in accordance with Canadian Public Sector Accounting Standards;
- (q) Providing us with information relating to claims and possible claims, whether or not they have been discussed with Township of Essa's legal counsel;
- (r) Providing us with information relating to other liabilities and contingent gains or losses, including those associated with guarantees, whether written or oral, under which Township of Essa is contingently liable;
- (s) Providing us with information on whether Township of Essa has satisfactory title to assets, whether liens or encumbrances on assets exist, or assets are pledged as collateral;
- (t) Providing us with information relating to compliance with aspects of contractual agreements that may affect the consolidated financial statements;
- (u) Providing us with information concerning subsequent events;
- (v) Providing us with representations on specific matters communicated to us during the engagement;

#### Written confirmation of significant representations

- (w) Providing us with written confirmation of significant representations provided to us during the engagement on matters that are:
  - (i) Directly related to items that are material, either individually or in the aggregate, to the consolidated financial statements;
  - (ii) Not directly related to items that are material to the consolidated financial statements but are significant, either individually or in the aggregate, to the financial statements; and
  - (iii) Relevant to management's judgements or estimates that are material, either individually or in the aggregate, to the consolidated financial statements.

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## Privacy

It is hereby acknowledged that in order to complete our engagement as auditor, we may be required to access or have access to personal information in your possession. Our services are provided based on the following:

- a) You represent that before we access this personal information, you have obtained the necessary consents for the collection, use and disclosure of this personal information as required under the applicable privacy legislation; and
- b) We will collect and utilize this personal information only for the purpose of completing this engagement. Any information collected will be subject to our Privacy Policy, which is available online at our website, or in hard copy from the privacy officer in our office.

## Fees

We estimate that our fees for providing the services outlined in this letter to be \$24,500 plus applicable HST. The fee quotation includes the following:

- Independent auditor's report

If we are required to prepare the consolidated financial statements, the Financial Information Return, other reports or perform accounting services such as assistance with working papers and journal entry preparation, fees for these services will be billed in addition to the above amount.

If significant additional time is necessary, we will discuss the reasons with you and agree on a revised fee estimate before we incur the additional costs.

Invoices unpaid 30 days past the billing date may be deemed delinquent, and are subject to an interest charge of 18% per annum (or as set out on the invoice). We reserve the right to suspend our services or to withdraw from this engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due us, you agree to reimburse us for our costs of collection, including lawyers' fees.

We will use all reasonable efforts to complete the performance of the services described in this engagement letter within the agreed upon time frame. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including cooperation from management, timely performance by the Township of its obligations to provide necessary information outlined in our year-end letter, quality of financial and other information, full cooperation and access to the Township's team members during our audit, and the prompt supply of any additional documentation requested during the audit fieldwork. Significant delays will have a significant impact on our fees and the agreed upon delivery date.

Any other work undertaken by us will be billed separately.

## Working Papers

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the engagement are the property of our Firm, constitute confidential information and will be retained by us in accordance with our Firm's policies and procedures.

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### **File Inspections**

In accordance with professional regulations (and by Firm policy), our client files may periodically be reviewed by practice inspectors, and by other file quality reviewers to ensure that we are adhering to professional and firm standards. File reviewers are required to maintain confidentiality of client information.

### **Governing Legislation**

This engagement letter is subject to and governed by the laws of the Province of Ontario. The Province of Ontario will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum, or to claim that those courts do not have jurisdiction.

### **Internet Communications**

During the engagement we may from time to time communicate with you electronically. However, as you are aware, the electronic transmission of information cannot be guaranteed to be secured or error free and such information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete or otherwise be adversely affected or unsafe to use. We shall not have any liability to you arising from or in connection with the electronic communication of information to you during or as a result of its electronic transmission outside of the Firm's electronic environment. If the communication relates to a matter of significance and there are concerns about possible effects of electronic transmission a hard copy of such transmission should be requested from us.

### **Timely Performance**

The Firm will use all reasonable efforts to complete within any agreed upon time frame the performance of the services described in this engagement letter. However, the Firm shall not be liable for failures or delays in performance that arise from causes beyond its control, including the untimely performance by you of your obligations as set out above under the heading "Management's Responsibilities".

### **Indemnification**

You hereby agree to release, indemnify and hold harmless the Firm and its partners, agents, officers and employees, from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands or liabilities arising out of or in consequence of:

- (a) a breach by Township of Essa, or its members of Council, officers, or employees, of any of the provisions herein;
- (b) any misrepresentation by your management; and
- (c) the services performed by us pursuant to this engagement,

unless, and to the extent that, such losses, costs, damages and expenses are found by a court to have been due to the negligence, willful misconduct or dishonesty of the Firm.

This release and indemnification will survive termination of this engagement letter.

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### **Limitation of Liability**

You agree that any and all claims you may have against our Firm or its professional staff arising out of all services provided to Township of Essa by us, whether in contract, negligence, or otherwise known to law, shall be regarded as one claim and our liability to the Township shall be limited to the lesser amount of \$150,000 or the amount of our professional liability insurance in effect as at the date of the claim being made known to us and only to the extent that such insurance is available to satisfy any claim. If this limit of liability is insufficient for your purposes, we would be pleased to discuss with you a different limit that may result in our charging a higher fee.

You expressly agree that the Township will not bring any proceedings in any court of any jurisdiction advancing any claim against our professional staff and employees.

You expressly agree that any liability our Firm may have to you shall not be joint and several with any other party, but shall be several, and limited to the percentage or degree of our fault in proportion to the fault or wrongdoing of all persons who contributed to the loss.

You expressly agree that any and all claims, whether in contract, negligence, or otherwise known to law arising out of our professional services under this engagement vest exclusively in Township of Essa, and you agree to wholly indemnify and hold harmless our Firm and its professional staff from any and all claims that may be brought against our Firm or its professional staff by any elected official, director or officer of the Township in any way arising out of or connected to our services provided to you.

You agree that our liability for all claims you may have or bring in connection with the professional services rendered arising out of or ancillary to this agreement shall absolutely cease to exist after a period of four years from the date of:

- a) Performance of this engagement;
- b) Delivery to the Township of our Independent Auditor's Report, your financial statements, or the completion of the preparation of any tax filing with any government authority;
- c) Suspension or abandonment of this engagement; or
- d) Termination of our services pursuant to this agreement,

whichever shall occur first, regardless of whether you were aware of the potential for making a claim against us within that period. Following the expiration of the aforesaid period, you agree that neither you, your agents or assigns shall make any claim or bring any proceeding against us.

### **Alliance of Independent Firms**

We are a member of Baker Tilly Canada Cooperative, an association of independently owned and operated accounting firms in Canada some of which practice under a common name and that sponsor a number of programs to enhance the ability of the members to be of service to their respective clients nationally and internationally. The national association is not an accounting firm and our practice is not integrated with that of any of the other members. Baker Tilly is a registered trademark of the Baker Tilly Canada Cooperative used under license. We at the Firm are solely responsible for the professional engagement covered by this letter.

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Baker Tilly Canada Cooperative is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Neither Baker Tilly Canada Cooperative nor Baker Tilly KDN LLP are Baker Tilly International's agents and do not have authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly Canada Cooperative, Baker Tilly KDN LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under licence from Baker Tilly International Limited.

### **Consent to receive Commercial Electronic Messages ("CEM")**

As regulated by the Canadian Anti-Spam Legislation, Canadian and global organizations are required to obtain consent to send CEMs to recipients. By signing the attached Appendix you are providing consent to Baker Tilly KDN LLP to send CEMs.

### **Termination**

If we elect to terminate our services for non-payment, or for any other reason provided for in this letter, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended, and to reimburse us for all of our out of pocket costs, through the date of termination.

Should Township of Essa not fulfill its obligations toward the Firm under the agreement, particularly those set out under the heading "Management's Responsibilities", and in the event that Township of Essa fails to remedy such default within thirty days following receipt of a notice from the Firm to this effect, the Firm may, without prejudice to its other rights and recourses, and without any further notice, cease providing services hereunder and consider the present agreement terminated. In such case, the Firm will not be responsible for any loss, costs, expenses or damages resulting from such termination.

### **Costs of Responding to Government or Legal Processes**

In the event we are required to respond to a subpoena, court order, government agency, or other legal, regulatory, investigative, administrative or other process involving Township of Essa you agree to compensate us at our normal hourly rates for the time we reasonably expend in connection with such response, and to reimburse us for all of our reasonable out of pocket costs (including applicable HST) incurred.

### **Term**

The above terms of our engagement will be effective from year to year until amended or terminated in writing.

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**Conclusion**

We are proud to serve as auditor of Township of Essa and we appreciate your confidence in our work. If the services outlined herein are in accordance with your requirements and if the above terms are acceptable, please have one copy of this letter signed in the space provided below and return it to us.

Yours very truly,

**Baker Tilly KDN LLP**

Richard Steinginga, CPA, CA  
Partner

The services and terms set out in this engagement letter are as agreed.

**Township of Essa**

I have authority to bind the Township.

Per: \_\_\_\_\_

Name: Greg Murphy

Title: CAO



## TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR002-19  
 DATE: February 6, 2019  
 TO: Committee of the Whole  
 FROM: Carol Mohr, Manager of Finance  
 SUBJECT: Proposed Mileage Rate Increase

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### RECOMMENDATION

That Staff Report TR002-19 be received; and

That Council consider increasing the mileage rate for staff using their personal vehicles to conduct Township business from \$0.52 per km to \$0.58.

### BACKGROUND

Revenue Canada Agency states that if employees are paid an allowance based on a per-kilometre rate that the Canadian Revenue Agency considers reasonable then the payment is not considered a taxable income, however if the rate paid is not considered reasonable then it is taxable, therefore, CPP, EI and Income Tax are deducted on the amount.

The Canadian Revenue Agency's 2019 reasonable allowance rate is \$0.58 per kilometre for the first 5,000 kilometres driven and \$0.52 per kilometre driven after that.

### FINANCIAL IMPACT

The 2019 Operating Budgets will reflect the increase if approved.

### SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Approve increasing the mileage rate from \$0.52 per km to \$0.58 per km.
3. Direct the Manager of Finance as Council deems appropriate.

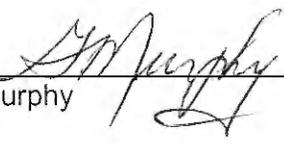
**CONCLUSION**

Option #2 is recommended.

Respectfully submitted:

Reviewed by:

  
\_\_\_\_\_  
Carol Mohr  
Manager of Finance

  
\_\_\_\_\_  
Greg Murphy  
CAO

Attachment: Reasonable per-kilometre allowance – Canadian Revenue Agency



Government  
of Canada

Gouvernement  
du Canada

[Home](#) → [Taxes](#) → [Payroll](#) → [Benefits and allowances](#)

→ [Automobile and motor vehicle allowances](#)

## Reasonable per-kilometre allowance

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If you pay your employee an allowance based on a per-kilometre rate that we consider reasonable, **do not deduct** CPP contributions, EI premiums, or income tax.

The type of vehicle and the driving conditions usually determine whether we consider an allowance to be reasonable. The per-kilometre rates that we usually consider reasonable are the amounts prescribed in section 7306 of the Income Tax Regulations. Although these rates represent the maximum amount you can deduct as business expenses, you can use them as a guideline to determine if the allowance paid to your employee is reasonable.

We consider an allowance to be reasonable if **all** the following conditions apply:

- the allowance is based only on the number of business kilometres driven in a year
- the rate per-kilometre is reasonable
- you did not reimburse the employee for expenses related to the same use of the vehicle. This does not apply to situations where you reimburse an employee for toll or ferry charges or supplementary business insurance, if you have determined the allowance without including these reimbursements

When your employees complete their income tax and benefit return, they do not include this allowance in income.

### Reasonable allowance rates

For 2019, they are:

- 58¢ per kilometre for the first 5,000 kilometres driven
- 52¢ per kilometre driven after that

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre for travel.

For prior-year rates, see [Automobile allowance rates](#).



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## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** C004-19  
**DATE:** February 6, 2019  
**TO:** Committee of the Whole  
**FROM:** Krista Pascoe, Clerk's Assistant / Accessibility Coordinator  
**SUBJECT:** Draft Letter – SMDHU – Taking Action on Food Insecurity.

---

### RECOMMENDATION

That Staff Report C004-19 be received; and  
That Council consider approving the Draft letter in regards to Taking Action on Food Insecurity.

### BACKGROUND

At its meeting of September 19, 2018, Council passed the following motion:

**Resolution No:** CW150-2018 **Moved by:** Macdonald **Seconded by:** Smith

*Be it resolved that the Township of Essa accept the presentation by the Simcoe Muskoka District Health Unit for information purposes; and*

*That Council authorize staff to work with the Simcoe Muskoka District Health Unit to explore advocating to the Provincial Government for income policies to reduce household food insecurity as well as possibilities for building on work the municipality is already doing that would reduce household food insecurity in the Township of Essa.*

---Carried---

### COMMENTS AND CONSIDERATIONS

The Clerks Department is in receipt of a request from the Simcoe Muskoka District Health Unit (SMDHU) whereby they are requesting that Council provide support in the form of the attached letter "Ensuring Ontarians Have Enough Money to Feed Themselves and Their Families". The Clerks Department is seeking approval from Council to proceed.

### FINANCIAL IMPACT

There is no financial impact.

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### SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Approve the Draft Letter and request the Clerk's Department to submit the letter on Councils behalf.**
3. Amend the Draft Letter as deemed appropriate by Council.
4. Deny the Request.

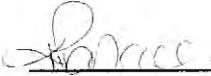
### CONCLUSION

It is recommended that Council approve Option 2.

Respectfully submitted:

Reviewed by:

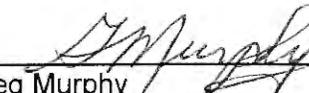
Reviewed by:



Krista Pascoe  
Clerk's Assistant



Lisa Lehr  
Clerk



Greg Murphy  
Chief Administrative Officer

Attachment – Draft Letter

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[Month, Date, Year]

Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

Re: Ensuring Ontarians have enough money to feed themselves and their families

Dear Honourable Premier Doug Ford:

Evidence has demonstrated a powerful link between poverty, food insecurity, and poor health. Adults who experience food insecurity are more likely to experience higher rates of diabetes, high blood pressure, heart disease and depression. Children and youth who experience food insecurity are at a greater risk of asthma, depression, social anxiety, suicide and depression. Furthermore, the more food insecure someone is, the greater the demand on hospital, physician, emergency and other health care services. For someone who was extremely food insecure, their annual health care costs are estimated to be 121% higher than someone who is not food insecure.

Year after year, Nutritious Food Basket Survey results from the Simcoe Muskoka District Health Unit show that individuals and families with low income do not have enough money to cover the cost of healthy food, housing and other basic necessities. Twelve per cent of Simcoe Muskoka households struggle to put food on the table. Results from the 2018 survey show that the cost of healthy eating for a family of four is \$862 each month. After food and housing costs, families on social assistance are left with only \$436 for other basic necessities like heat, hydro, telephone, child care, transportation, personal hygiene items, clothing, and other out of pocket health costs. A single individual on social assistance receives \$810 each month. After spending \$748 on rent and \$290 on food this individual would be in debt by \$229 a month before paying for any other basic needs. Clearly, social assistance rates are not adequate. However, having a job is also no guarantee of enough money to provide food on the table. If we look at Ontario, most (59%) of food insecure households are in fact working, but are trapped in low paying unstable jobs. (CCHS 2013-2014 results for Ontario in Household Food Insecurity 2014) and not able to afford the basics.

We are writing to request that the Province of Ontario ensure our most vulnerable citizens have enough money to buy food to eat. We ask that you continue to assess, implement, and evaluate policies to reduce household food insecurity such as polices that:

- support fair workplaces and good jobs with regular hours and benefits;
- increase social assistance rates to match real living costs, indexed to inflation;
- increase minimum wage, and
- provide a basic income for all Ontarians.

Working together we can ensure that all Ontarians and their families have enough money for food to feed themselves. In doing so, health care costs and demand on health services are reduced and the physical and mental health of all Ontarians is enhanced.

Yours Truly,

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[Signature]

cc: Hon. Christine Elliott, Minister of Health and Long-Term Care  
Hon. Vic Fedeli, Minister of Finance  
Hon. Steve Clark, Minister of Municipal Affairs and Housing  
Hon. Todd Smith, Minister of Economic Development, Job Creation and Trade  
Hon. Lisa MacLeod, Minister of Children, Community and Social Services  
[MPP in the appropriate riding]  
Simcoe Muskoka District Health Unit  
Association of Municipalities of Ontario (AMO)  
[Local Municipalities in Simcoe and Muskoka]



# TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** C005-19  
**DATE:** February 6, 2019  
**TO:** Committee of the Whole  
**FROM:** Lisa Lehr, Clerk  
**SUBJECT:** Proposed Amendments to Council Code of Conduct C09-2010, re: Conflict of Interest

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## RECOMMENDATION

That Staff Report C005-19 be received; and

That Council consider approving the proposed amendment to Policy C09-2010 "Council Code of Conduct" in relation to Section C, "Conflict of Interest / Improper Use of Influence"; and

That Council consider approving Draft Procedure C09-2010-C "Conflict of Interest" with its subsequent form and registry as attached.

## BACKGROUND

The *Municipal Conflict of Interest Act* currently stipulates the following in relation to members of Council, Committees and/or Local Boards declaring a Conflict of Interest on matters where a pecuniary interest (direct or indirect) is present:

### ***When present at meeting at which matter considered***

**5 (1)** *Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,*

- (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;*
- (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and*
- (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question. R.S.O. 1990, c. M.50, s. 5 (1).*

### ***Where member to leave closed meeting***

**5 (2)** *Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration. R.S.O. 1990, c. M.50, s. 5 (2).*

The current requirement of the Clerk is to record the declaration and the general nature thereof in the minutes of the meeting at which the declaration is made.

With provincial implementation of the *Modernization of Municipal Legislation Act* (Bill 68) in 2018 and its subsequent amendments to various pieces of legislation, the *Municipal Conflict of Interest Act* was amended to include the following requirements effective March 1, 2019:

*Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, the Act is amended by adding the following sections before the heading "Record of Disclosure":*  
*(See: 2017, c. 10, Sched. 3, s. 4)*

#### **Written statement re disclosure**

**5.1** *At a meeting at which a member discloses an interest under section 5, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the clerk of the municipality or the secretary of the committee or local board, as the case may be. 2017, c. 10, Sched. 3, s. 4.*

#### **Influence**

**5.2 (1)** *Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter that is being considered by an officer or employee of the municipality or local board, or by a person or body to which the municipality or local board has delegated a power or duty, the member shall not use his or her office in any way to attempt to influence any decision or recommendation that results from consideration of the matter. 2017, c. 10, Sched. 3, s. 4.*

#### **Exception**

*(2) However, if a municipality delegates a power to suspend the remuneration paid to a member under subsection 223.4 (5) of the *Municipal Act, 2001* or subsection 160 (5) of the *City of Toronto Act, 2006* to a person or body, and the person or body is considering exercising that power with respect to a member, subsection (1) of this section does not prevent the member from attempting to influence any decision or recommendation of the person or body that results from consideration of the matter. 2017, c. 10, Sched. 3, s. 4.*

Additionally, there is a further requirement for the municipality to establish a registry of which shall be available for public inspection in the manner so determined by the municipality. The following is the amended excerpt of the *Municipal Conflict of Interest Act*:

*Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, the Act is amended by adding the following section: (See: 2017, c. 10, Sched. 3, s. 5).*

#### **Registry**

##### **Requirement to establish registry**

**6.1 (1)** *Every municipality and local board shall establish and maintain a registry in which shall be kept,*  
*(a) a copy of each statement filed under section 5.1; and*  
*(b) a copy of each declaration recorded under section 6. 2017, c. 10, Sched. 3, s. 5.*

##### **Access to registry**

*(2) The registry shall be available for public inspection in the manner and during the time that the municipality or local board, as the case may be, may determine. 2017, c. 10, Sched. 3, s. 5.*

## COMMENTS AND CONSIDERATIONS

The Council Code of Conduct C09-2010 (Attachment No. 1) was approved by Council and implemented in 2010. The Code of Conduct currently contains the following provision in the section entitled "Specific Policy", section (c):

(c) *Conflict of Interest / Improper Use of Influence*

*Members of Council will recognize their obligation to follow and respect the provisions of the Municipal Conflict of Interest Act. The onus is on the member of Council to disclose any possible conflicts of interest.*

It is recommended that this section be amended to include the following:

***.....and to follow Procedure C09-2010-C "CONFLICT OF INTEREST" as attached to this Policy (C09-2010). Members of Council shall provide the Clerk with a completed "Disclosure of Pecuniary Interest Form" as attached to the Procedure set forth, and the municipality shall record the declaration of the conflict in the required registry.***

As a result of the amendments listed previously, the Clerk's Department has drafted an Administrative Procedure (Attachment No. 2) C09-2010-C "Conflict of Interest" and is proposing that this Procedure be attached to the Council Code of Conduct. This Procedure would apply to members of Council, Committees and Local Boards. The proposed draft procedure contains all elements necessary to ensure compliance by the municipality, members of Council, Committees and Local Boards.

It should be noted that although the Township's current Procedural By-law 2017-77 contains provisions specific to the *Municipal Conflict of Interest Act* within the body of the By-law specific to the requirement of members to declare a conflict in accordance with the Act and state the general nature thereof, there is no requirement for the By-law to be amended to include the process(es) used by the municipality with respect to the previously-mentioned matters. The Procedural By-law as it stands references that Council (and Committee/Local Board members) "shall comply with the *Municipal Conflict of Interest Act*".

Among other things, it should be noted that complaints in relation to contraventions of the *Municipal Conflict of Interest Act* (specifically sections 5, 5.1 and 5.2) can be filed by members of the public with the municipality's Integrity Commissioner (Principles Integrity-appointed February 21, 2018), who would commence an investigation into any allegations of contravention(s). The current Code of Conduct should be amended to include provisions specific to the handling of complaints respecting a breach in the Code of Conduct by members of Council. A report will be forthcoming in respect of such inclusion.

Council has been provided a copy of the Municipal Conflict of Interest Act as Attachment No. 3 to this Report.

## FINANCIAL IMPACT

Section 9 of the *Municipal Conflict of Interest Act* contains provisions specific to penalties that may be imposed by a judge that has found a contravention of sections 5, 5.1 and 5.2 of the Act.

**Power of judge**

9 (1) If the judge determines that the member or former member contravened section 5, 5.1 or 5.2, the judge may do any or all of the following:

1. Reprimand the member or former member.
2. Suspend the remuneration paid to the member for a period of up to 90 days.
3. Declare the member's seat vacant.
4. Disqualify the member or former member from being a member during a period of not more than seven years after the date of the order.
5. If the contravention has resulted in personal financial gain, require the member or former member to make restitution to the party suffering the loss, or, if the party's identity is not readily ascertainable, to the municipality or local board, as the case may be. 2017, c. 10, Sched. 3, s. 7.

**SUMMARY/OPTIONS**

Council may:

1. Take no further action.
2. **Approve the proposed amendment to C09-2010 Council Code of Conduct in relation to section c "Conflict of Interest / Improper Use of Influence"; and Approve the Draft Procedure C09-2010 "Conflict of Interest" with its subsequent form and registry as attached.**
3. Approve the proposed Procedure for "Conflict of Interest", as amended by Council.

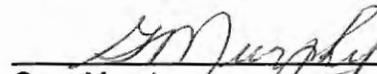
Staff recommends that Council authorize staff to proceed with Option No. 2 as outlined above.

Respectfully submitted:



Lisa Lehr  
Clerk

Reviewed by:



Greg Murphy  
Chief Administrative Officer

Attachments:

- 1 - C09-2010 Council Code of Conduct
- 2 - DRAFT Procedure C09-2010-C "Conflict of Interest".
- 3 - Municipal Conflict of Interest Act, as amended.



**THE CORPORATION OF THE TOWNSHIP OF ESSA  
COUNCIL CODE OF CONDUCT**

|   |   |
|---|---|
| <b>POLICY:</b><br>Council Code of Conduct | <b>COUNCIL APPROVAL</b><br>DATE: 15 DECEMBER 2010<br>RES. NO: CW 234-2010 |
| <b>POLICY NO:</b><br>C09-2010             | <b>REVISED DATE:</b><br>RES. NO:  |

**PREAMBLE:**

The Council of the Township of Essa is committed to achieving the highest standards of conduct which is essential to maintaining and ensuring public trust and confidence in the Township's planning, administration and operations. Members of Council of the Township of Essa will act in an accountable and responsible manner with integrity, transparency and fairness in its decision making processes.

**PURPOSE:**

The Township of Essa Council Code of Conduct has been developed to:

- Set out clear expectations of the conduct of members of Council;
- Provide information to the public as to the conduct they can expect from Council;  
and
- Provide guidance to members of Council in the execution of their duties as elected officials.

---

**APPLICATION:**

The Council Code of Conduct shall apply to all members of Council. It is the responsibility of all members of Council to be aware of and comply with the Code.

**POLICY STATEMENT/GUIDELINES:**

**Rationale and Legislative Authority**

This Code of Conduct operates along with and as a supplement to the existing statutes governing conduct. Five pieces of Federal and Provincial legislation govern the conduct of members of Council, those being:

- The *Criminal Code of Canada*;
- The *Municipal Conflict of Interest Act*, as amended;
- The *Municipal Elections Act*, 1996, as amended;
- The *Municipal Freedom of Information and Protection of Privacy Act*, and,
- The *Municipal Act, 2001*, as amended.

### Specific Policy

#### (a) Roles and Obligations

Council members recognize their mandate includes a duty to:

- Fairly represent the diversity of community views in developing an overall strategy for the future of the Township.
- Set objectives and determine strategies to achieve the goals of the Township Strategic Plan.
- Achieve sound financial management, planning and accountability.
- Be aware of and understand statutory obligations imposed on Council as a whole, as well as each individual member of Council.

#### (b) Confidentiality

Authorized under Section 239 of the *Municipal Act, 2001*, where a matter discussed at an in-camera (closed) meeting remains confidential; no member shall disclose the content of that matter, or the substance of the deliberations of an in-camera meeting. Members shall not permit any persons, other than those who are entitled thereto, to have access to confidential information. Members shall not disclose or release by any means to any member of the public either in verbal or written form any confidential information acquired by virtue of their office, except when required to do so by law.

Particular care should be exercised in ensuring the confidentiality of the following types of information:

- The security of the property of the municipality or local board;
- Personnel matters about an identifiable individual, including municipal employees;
- A proposed or pending acquisition or disposition of land by the municipality or local board;
- Labour relations or employee negotiations;
- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality;
- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- Items under negotiation, or personnel matters;
- Information that infringes on the rights of others (e.g. sources of complaints where the identity of a complainant is given in confidence);
- Price schedules in contract tender or Request For Proposal submissions as specified;

- Information deemed to be "personal information" under the *Municipal Freedom of Information and Protection of Privacy Act*;
- Statistical data required by law not to be released (e.g. certain census or assessment data); and,
- Any and all statements that have been provided in confidence.

The above list is provided as an example and is not exclusive. Requests for information will be referred to appropriate staff to be addressed as either an informal request for access to municipal records or as a formal request under the *Municipal Freedom of Information and Protection of Privacy Act*.

(c) Conflict of Interest / Improper Use of Influence

Members of Council will recognize their obligation to follow and respect the provisions of the *Municipal Conflict of Interest Act*. The onus is on the member of Council to disclose any possible conflicts of interests.

No member shall use the influence of his/her office for any purpose other than for the exercise of his/her official duties. No member shall seek or obtain by reason of his/her office any personal privilege or private advantage with respect to Township services not otherwise available to the general public and not consequent to his/her official duties.

(d) Council-Staff Relations

Members of Council shall acknowledge and respect the fact that staff work for the Township as a corporate body and are responsible for making recommendations that reflect their professional expertise and corporate objective, without due influence from any individual member.

In addition, members shall respect the fact that staff carry out direction of Council as a whole and administer the policies of the Township. A member of Council shall refrain from using their position to improperly influence members of staff in their duties or function or to gain an advantage for themselves or others.

Members of Council shall refrain from publicly criticizing individual members of staff in a way that casts aspersions on their professional competence and credibility.

(e) Conduct at Meetings

During Council, Committee of the Whole or any other advisory committee meetings, or working group meetings, members shall conduct themselves with decorum and in accordance with the Township's Procedural By-Law. Respect for delegations and for fellow Council members and staff requires that all members show courtesy and not distract from the business of Council during presentations and when other members have the floor. In addition to this, meetings shall provide a platform for transparent and healthy debate among members.

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(f) Acceptance of Gifts

Council members shall comply with the *Municipal Conflict of Interest Act* and must not accept a gift or personal benefit that is connected with their performance of the duties of office. This does not include gifts or personal benefits received as a matter of the protocol or social obligations that normally accompany the responsibility of office.

(g) Expenses

Members of Council shall comply with the provisions of the Township's applicable policies relative to per diem payments and expenses governing reimbursement for attendance at conferences, seminars, training courses and workshops.

(h) Use of Township Property, Services & Other Resources

Members shall not use any Township property, equipment, services, or supplies other than for purposes connected with the discharge of their official duties or associated community activities having the sanction of Council.

Members shall not obtain financial gain from the use of Township developed intellectual property, computer programs, technological innovation, or other kinds of property, while an elected official or thereafter. All such property remains the exclusive property of the Township.

(i) Conduct of a Political Nature

Members shall comply with the Township Policy C08-2010, Use of Corporate Resources during Elections. No member shall use Township facilities, services or property for his or her re-election campaign. Further, no member shall use the services of Township employees for his or her re-election campaign, during hours in which the employees are in the paid employment of the Township.

(j) Discreditable Conduct

Members shall abide by the provisions of the Human Rights Code and, in doing so, shall treat every person with dignity, understanding and respect for the right to equality and the right to an environment that is safe and free from harassment and discrimination.

Harassment may be defined as any behaviour by any person that is directed at or is offensive to another person on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, handicap, sexual orientation, marital status or family status and other grounds under the provisions of the Ontario Human Rights Code.

Members shall comply with Township Policy HR08-01, Workplace Harassment and Discrimination Policy. Discrimination or harassment of another member, staff or any member of the public is misconduct. All persons shall be treated fairly in the workplace in an environment free of discrimination and or personal and harassment.

(k) Public Input

Council will periodically use formal and informal opportunities to seek public input as a component of the decision making process which have broad impacts on the community. The purpose of the exercise will be to provide stakeholders with a mechanism to provide opinions and advice so that the widest range of views and information is available before final decisions are made.

Council may, from time to time, establish committees to provide advice on specific issues. Such committees shall not be established without the sanction of Council.

(l) Professional Development

Members of Council have an obligation to promote, support, pursue and partake in opportunities for professional development.

**Limitation**

Nothing in this Policy shall preclude a member of Council from performing their job as Mayor, Deputy Mayor, or Councillor, nor inhibit them from representing the interests of the constituents who elected them.

**Implementation**

Upon adoption of the Code of Conduct and thereafter at the beginning of each term, members of Council will be expected to sign a copy of the Code of Conduct to convey to each other and all stakeholders that they have read, understood and accepted the terms of the Code.

Council members are expected to formally and informally review their adherence to the provisions of the Code on a regular basis or when so requested by Council.

**Enforcement**

That, in accordance with the Act, the Township Clerk be authorized and directed to take the necessary action to give effect to this policy.



Township of Essa  
Procedure # C09-2010-C "Conflict of Interest"

|   |                              |   |                                     |
|---|------------------------------|---|-------------------------------------|
| <b>SUBJECT:</b><br>CONFLICT OF INTEREST                       | <b>Date issued:</b><br>DRAFT | <b>Effective Date:</b><br>March 1, 2019 | <b>Resolution No:</b><br>DRAFT ONLY |
| <b>SCOPE:</b><br>MEMBERS OF COUNCIL, COMMITTEES, LOCAL BOARDS |                              | <b>Revised:</b><br>n/a                  | <b>Page 1 of 5</b>                  |

**A. PURPOSE:**

1. To outline a procedure for members of Council, Committees and Local Boards to follow in regards to declaring a conflict of pecuniary interest (direct or indirect) encountered in the execution of duties.
2. To assist members of Council, Committees and Local Boards in complying with the *Municipal Conflict of Interest Act*.
3. To provide members with the necessary form required to be completed when a conflict of interest has been declared.
4. To endorse the following principles in relation to the duties of members of Council and Local Boards:
  - Integrity, independence and accountability in local government decision-making;
  - Certainty in reconciling the public duties and pecuniary interests of members;
  - Members are expected to perform their duties of office with integrity and impartiality in a manner that will bear the closest scrutiny.

**B. RESPONSIBILITIES**

**1. Member**

- a. It is the responsibility of the member to determine if an actual or perceived conflict of interest exists. In the event that they are unsure, they are encouraged to seek advice from legal counsel or the Integrity Commissioner.
- b. Where a conflict of interest exists, either direct or indirect, it is the responsibility of the member to declare the "conflict of interest", and to state the general nature thereof.
- c. Where the member has declared a conflict of interest on a Closed Session Item, the member is still responsible for declaring the conflict in the appropriate manner in the public forum.
- d. It is the responsibility of the member declaring the conflict to complete the "Disclosure of Pecuniary Interest Form" (Appendix 1) in its entirety.
- e. It is the responsibility of the member declaring the conflict to submit the completed "Disclosure of Pecuniary Interest Form" to the Clerk and/or delegate prior to the opening of the meeting, or as soon as possible after the member has declared the conflict.

**2. Clerk and/or Delegate**

- a. The Clerk and/or delegate is the intake agent of the completed forms submitted by the member making the declaration.
- b. The Clerk and/or delegate is responsible for recording the declaration and the general nature thereof in the minutes of the meeting.
- c. The Clerk and/or delegate is responsible for ensuring that the registry (Appendix 2) is updated to reflect the declaration, and that the registry is available for public viewing (on website [www.essatownship.on.ca](http://www.essatownship.on.ca) > Local Government > Agendas and Minutes > Minutes page of the calendar year).

**C. GENERAL**

In accordance with the *Municipal Conflict of Interest Act*, the following duties apply:

**1. Where Member is Present (at meeting at which matter is considered):**

Where a member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or Local Board at which the matter is the subject of consideration, the member shall:

- i. Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- ii. Not take part in the discussion of, or vote on any question in respect of the matter; and
- iii. Not attempt in any way whether before, during or after the meeting, to influence the voting on any such question.

**2. Where Member to Leave Closed Meeting:**

Where the meeting is not open to the public (Closed Session), in addition to complying with the requirements listed in section 1 above, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration.

**3. Where Consideration of Suspension of Remuneration**

If the matter under consideration at a meeting is to consider suspension of remuneration paid to a member under subsection 223.4 (5) or (6) of the *Municipal Act*, 2001, despite clauses 5 (1) (b) and (c) of the *Municipal Conflict of Interest Act*:

- i. The member may take part in the discussion of the matter, including making submissions to Council or the Local Board, and may attempt to influence the voting on any question in respect of the matter, whether before, during or after the meeting, however the member is not permitted to vote on any question in respect of the matter.
- ii. In the case of a meeting that is not open to the public, the member may attend the meeting or part of the meeting during which the matter is under consideration.

**4. When Absent from Meeting at Which Matter is Considered**

In accordance with the subsection 5 (3) of Municipal Conflict of Interest Act, where the interest of a member has not been disclosed by reason of the member's absence from the meeting referred to therein, the member shall disclose the interest at the first meeting of the Council or Local Board attended by the member after the meeting where the conflict existed.

**D. PROCEDURE:**

1. At a meeting where a member has disclosed an interest, or as soon as possible afterwards, the member shall file a written statement and its general nature with the Clerk and/or delegate. The written statement shall be filed on the "Disclosure of Pecuniary Interest Form" as attached to this Procedure.
2. Where a member has any pecuniary interest in any matter that is being considered, the member shall not use his/her office in any way to attempt to influence any decision or recommendation that results from consideration of the matter.
3. Every declaration of interest including the general nature thereof shall be recorded in the minutes of the meeting.
4. Every declaration of interest, but not the general nature of the interest thereof, made on an item to be considered in Closed Session shall be recorded in the minutes.
5. The Clerk and/or delegate shall establish and maintain a Registry in which a copy of each "Disclosure of Pecuniary Interest Form" shall be kept, and such disclosure shall be recorded in the Registry.

**E. REFERENCES:**

*Municipal Conflict of Interest Act*  
*Municipal Act, 2001, as amended*

Appendices

- 1 – Disclosure of Pecuniary Interest Form
- 2 – Declaration of Conflict of Interest Registry (Copy)

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Where Town and Country Meet

Appendix 1 to C09-2010-C

DISCLOSURE OF PECUNIARY INTEREST FORM

DATE OF MEETING:  
AGENDA ITEM NO.

I \_\_\_\_\_ declare a potential (deemed / direct / indirect)  
(member to print name)

Pecuniary Interest on the Agenda respecting the following matter:

\_\_\_\_\_  
(List the Name of the Topic as it appears on the Agenda)

The reason(s) for the conflict is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Member

**For an "Indirect Pecuniary Interest" please refer to Section 2 of the *Municipal Conflict of Interest Act*.**

**For a "Deemed Interest" (direct or indirect), please refer to section 3 of the *Municipal Conflict of Interest Act*.**

Internal Note:

To be recorded in, and filed with, the Municipal Conflict of Interest Registry  
Registry shall be available for public inspection in accordance with subsection 6.1 (2)



Attachment #3

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Français

Municipal Conflict of Interest Act

R.S.O. 1990, CHAPTER M.50

Consolidation Period: From March 8, 2018 to the e-Laws currency date.

Last amendment: 2018, c. 3, Sched. 5, s. 37.

Legislative History: [ + ]

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**Definitions****1 In this Act,**

"child" means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family; ("enfant")

"controlling interest" means the interest that a person has in a corporation when the person beneficially owns, directly or indirectly, or exercises control or direction over, equity shares of the corporation carrying more than 10 per cent of the voting rights attached to all equity shares of the corporation for the time being outstanding; ("intérêts majoritaires")

"council" means the council of a municipality; ("conseil")

"elector" means,

(a) in respect of a municipality, or a local board thereof, other than a school board, a person entitled to vote at a municipal election in the municipality, and

(b) in respect of a school board, a person entitled to vote at the election of members of the school board; ("électeur")

"interest in common with electors generally" means a pecuniary interest in common with the electors within the area of jurisdiction and, where the matter under consideration affects only part of the area of jurisdiction, means a pecuniary interest in common with the electors within that part; ("intérêt commun à tous les électeurs")

"judge" means a judge of the Superior Court of Justice; ("juge")

"local board" means a school board, board of directors of a children's aid society, committee of adjustment, conservation authority, court of revision, land division committee, municipal service board, public library board, board of management of an improvement area, board of health, police services board, planning board, district social services administration board, trustees of a police village, board of trustees of a police village, board or committee of management of a long-term care home, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act in respect of any of the affairs or purposes, including school purposes, of one or more municipalities or parts thereof, but does not include a committee of management of a community recreation centre appointed by a school board or a local roads board; ("conseil local")

**Note: On a day to be named by proclamation of the Lieutenant Governor, the definition of "local board" in section 1 of the Act is amended by striking out "police services board" and substituting "police service board". (See: 2018, c. 3, Sched. 5, s. 37)**

"meeting" includes any regular, special, committee or other meeting of a council or local board, as the case may be; ("réunion")

"member" means a member of a council or of a local board; ("membre")

"municipality" includes a board, commission or other local authority exercising any power in respect of municipal affairs or purposes, including school purposes, in territory without municipal organization, but does not include a committee of management of a community recreation centre appointed by a school board, a local roads board or a local services board; ("municipalité")

"parent" means a person who has demonstrated a settled intention to treat a child as a member of his or her family; ("père ou mère")

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"school board" means a board as defined in subsection 1 (1) of the *Education Act*, and, where the context requires, includes an old board within the meaning of subsection 1 (1) of the *Education Act*; ("conseil scolaire")

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"senior officer" means the chair or any vice-chair of the board of directors, the president, any vice-president, the secretary, the treasurer or the general manager of a corporation or any other person who performs functions for the corporation similar to those normally performed by a person occupying any such office; ("dirigeant")

"spouse" means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage. ("conjoint") R.S.O. 1990, c. M.50, s. 1; 1997, c. 25, Sched. E, s. 7; 1997, c. 31, s. 156 (1); 1999, c. 6, s. 41 (1); 2002, c. 17, Sched. F, Table; 2005, c. 5, s. 45 (1, 2); 2006, c. 19, Sched. C, s. 1 (1); 2006, c. 32, Sched. D, s. 10; 2007, c. 8, s. 219; 2016, c. 23, s. 58.

#### Section Amendments with date in force (d/m/y) [ + ]

**Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, the Act is amended by adding the following section: (See: 2017, c. 10, Sched. 3, s. 1)**

#### Principles

1.1 The Province of Ontario endorses the following principles in relation to the duties of members of councils and of local boards under this Act:

1. The importance of integrity, independence and accountability in local government decision-making.
2. The importance of certainty in reconciling the public duties and pecuniary interests of members.
3. Members are expected to perform their duties of office with integrity and impartiality in a manner that will bear the closest scrutiny.
4. There is a benefit to municipalities and local boards when members have a broad range of knowledge and continue to be active in their own communities, whether in business, in the practice of a profession, in community associations, and otherwise. 2017, c. 10, Sched. 3, s. 1.

#### Section Amendments with date in force (d/m/y) [ - ]

2017, c. 10, Sched. 3, s. 1 - 01/03/2019

#### Indirect pecuniary interest

**2** For the purposes of this Act, a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

(a) the member or his or her nominee,

- (i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,
- (ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or
- (iii) is a member of a body,

that has a pecuniary interest in the matter; or

(b) the member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter.

R.S.O. 1990, c. M.50, s. 2.

#### Interest of certain persons deemed that of member

**3** For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member. R.S.O. 1990, c. M.50, s. 3; 1999, c. 6, s. 41 (2); 2005, c. 5, s. 45 (3).

#### Section Amendments with date in force (d/m/y) [ + ]

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EXCEPTIONS

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Where s. 5 does not apply

4 Section 5 does not apply to a pecuniary interest in any matter that a member may have,

**Note:** On March 1, 2019, the day named by proclamation of the Lieutenant Governor, section 4 of the Act is amended by striking out "Section 5 does not" at the beginning of the portion before clause (a) and substituting "Sections 5 and 5.2 do not". (See: 2017, c. 10, Sched. 3, s. 2)

- (a) as a user of any public utility service supplied to the member by the municipality or local board in like manner and subject to the like conditions as are applicable in the case of persons who are not members;
- (b) by reason of the member being entitled to receive on terms common to other persons any service or commodity or any subsidy, loan or other such benefit offered by the municipality or local board;
- (c) by reason of the member purchasing or owning a debenture of the municipality or local board;
- (d) by reason of the member having made a deposit with the municipality or local board, the whole or part of which is or may be returnable to the member in like manner as such a deposit is or may be returnable to all other electors;
- (e) by reason of having an interest in any property affected by a work under the *Drainage Act* or by a work under a regulation made under Part XII of the *Municipal Act, 2001* or Part IX of the *City of Toronto Act, 2006*, as the case may be, relating to local improvements;
- (f) by reason of having an interest in farm lands that are exempted from taxation for certain expenditures under the *Assessment Act*;
- (g) by reason of the member being eligible for election or appointment to fill a vacancy, office or position in the council or local board when the council or local board is empowered or required by any general or special Act to fill such vacancy, office or position;
- (h) by reason only of the member being a director or senior officer of a corporation incorporated for the purpose of carrying on business for and on behalf of the municipality or local board or by reason only of the member being a member of a board, commission, or other body as an appointee of a council or local board;
- (i) in respect of an allowance for attendance at meetings, or any other allowance, honorarium, remuneration, salary or benefit to which the member may be entitled by reason of being a member or as a member of a volunteer fire brigade, as the case may be;
- (j) by reason of the member having a pecuniary interest which is an interest in common with electors generally; or
- (k) by reason only of an interest of the member which is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the member. R.S.O. 1990, c. M.50, s. 4; 2002, c. 17, Sched. F, Table; 2006, c. 32, Sched. C, s. 33 (1).

**Section Amendments with date in force (d/m/y) [ + ]**

**DUTY OF MEMBER**

**When present at meeting at which matter considered**

5 (1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,

- (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question. R.S.O. 1990, c. M.50, s. 5 (1).

**Where member to leave closed meeting**

(2) Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration. R.S.O. 1990, c. M.50, s. 5 (2).

**Note:** On March 1, 2019, the day named by proclamation of the Lieutenant Governor, section 5 of the Act is amended by

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**adding the following subsection: (See: 2017, c. 10, Sched. 3, s. 3)**

## Exception, consideration of penalty

(2.1) The following rules apply if the matter under consideration at a meeting or a part of a meeting is to consider whether to suspend the remuneration paid to the member under subsection 223.4 (5) or (6) of the *Municipal Act, 2001* or under subsection 160 (5) or (6) of the *City of Toronto Act, 2006*:

1. Despite clauses (1) (b) and (c), the member may take part in the discussion of the matter, including making submissions to council or the local board, as the case may be, and may attempt to influence the voting on any question in respect of the matter, whether before, during or after the meeting. However, the member is not permitted to vote on any question in respect of the matter.
2. Despite subsection (2), in the case of a meeting that is not open to the public, the member may attend the meeting or part of the meeting during which the matter is under consideration. 2017, c. 10, Sched. 3, s. 3.

**When absent from meeting at which matter considered**

(3) Where the interest of a member has not been disclosed as required by subsection (1) by reason of the member's absence from the meeting referred to therein, the member shall disclose the interest and otherwise comply with subsection (1) at the first meeting of the council or local board, as the case may be, attended by the member after the meeting referred to in subsection (1). R.S.O. 1990, c. M.50, s. 5 (3).

**Section Amendments with date in force (d/m/y) [ + ]**

**Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, the Act is amended by adding the following sections before the heading "Record of Disclosure": (See: 2017, c. 10, Sched. 3, s. 4)**

## Written statement re disclosure

**5.1** At a meeting at which a member discloses an interest under section 5, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the clerk of the municipality or the secretary of the committee or local board, as the case may be. 2017, c. 10, Sched. 3, s. 4.

## Influence

**5.2 (1)** Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter that is being considered by an officer or employee of the municipality or local board, or by a person or body to which the municipality or local board has delegated a power or duty, the member shall not use his or her office in any way to attempt to influence any decision or recommendation that results from consideration of the matter. 2017, c. 10, Sched. 3, s. 4.

## Exception

(2) However, if a municipality delegates a power to suspend the remuneration paid to a member under subsection 223.4 (5) of the *Municipal Act, 2001* or subsection 160 (5) of the *City of Toronto Act, 2006* to a person or body, and the person or body is considering exercising that power with respect to a member, subsection (1) of this section does not prevent the member from attempting to influence any decision or recommendation of the person or body that results from consideration of the matter. 2017, c. 10, Sched. 3, s. 4.

**Section Amendments with date in force (d/m/y) [ + ]**

## RECORD OF DISCLOSURE

**Disclosure to be recorded in minutes**

**6 (1)** Every declaration of interest and the general nature thereof made under section 5 shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the clerk of the municipality or secretary of the committee or local board, as the case may be. R.S.O. 1990, c. M.50, s. 6 (1).

**Idem**

(2) Every declaration of interest made under section 5, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public. R.S.O. 1990, c. M.50, s. 6 (2).

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Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, the Act is amended by adding the following section: (See: 2017, c. 10, Sched. 3, s. 5)

REGISTRY

Requirement to establish registry

6.1 (1) Every municipality and local board shall establish and maintain a registry in which shall be kept,

- (a) a copy of each statement filed under section 5.1; and
- (b) a copy of each declaration recorded under section 6. 2017, c. 10, Sched. 3, s. 5.

Access to registry

(2) The registry shall be available for public inspection in the manner and during the time that the municipality or local board, as the case may be, may determine. 2017, c. 10, Sched. 3, s. 5.

Section Amendments with date in force (d/m/y) [ + ]

REMEDY FOR LACK OF QUORUM

Quorum deemed constituted

7 (1) Where the number of members who, by reason of the provisions of this Act, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two. R.S.O. 1990, c. M.50, s. 7 (1).

Application to judge

(2) Where in the circumstances mentioned in subsection (1), the remaining number of members who are not disabled from participating in the meeting is less than two, the council or local board may apply to a judge without notice for an order authorizing the council or local board, as the case may be, to give consideration to, discuss and vote on the matter out of which the interest arises. R.S.O. 1990, c. M.50, s. 7 (2).

Power of judge to declare s. 5 not to apply

(3) The judge may, on an application brought under subsection (2), by order, declare that section 5 does not apply to the council or local board, as the case may be, in respect of the matter in relation to which the application is brought, and the council or local board thereupon may give consideration to, discuss and vote on the matter in the same manner as though none of the members had any interest therein, subject only to such conditions and directions as the judge may consider appropriate and so order. R.S.O. 1990, c. M.50, s. 7 (3).

Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, subsection 7 (3) of the Act is amended by striking out "section 5" and substituting "section 5, 5.1 or 5.2". (See: 2017, c. 10, Sched. 3, s. 6)

Section Amendments with date in force (d/m/y) [ + ]

ACTION WHERE CONTRAVENTION ALLEGED

Who may try alleged contravention of s. 5 (1-3)

8 The question of whether or not a member has contravened subsection 5 (1), (2) or (3) may be tried and determined by a judge. R.S.O. 1990, c. M.50, s. 8.

Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, section 8 of the Act is repealed and the following substituted: (See: 2017, c. 10, Sched. 3, s. 7)

Application

8 (1) An elector, an Integrity Commissioner of a municipality or a person demonstrably acting in the public interest may apply to a judge for a determination of the question of whether,

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(a) a member has contravened section 5, 5.1 or 5.2; or

(b) a former member contravened section 5, 5.1 or 5.2 while he or she was a member. 2017, c. 10, Sched. 3, s. 7.

#### Six-week period

(2) An application may only be made within six weeks after the applicant became aware of the alleged contravention. 2017, c. 10, Sched. 3, s. 7.

#### Exception

(3) Despite subsection (2), an application may be made more than six weeks after the applicant became aware of the alleged contravention if all of the following conditions are satisfied:

1. The applicant applied to an Integrity Commissioner for an inquiry under section 223.4.1 of the *Municipal Act, 2001* or under section 160.1 of the *City of Toronto Act, 2006* in accordance with those sections.
2. The Integrity Commissioner conducted an inquiry under section 223.4.1 of the *Municipal Act, 2001* or under section 160.1 of the *City of Toronto Act, 2006* and the Commissioner,
  - i. has advised the applicant under subsection 223.4.1 (16) of the *Municipal Act, 2001* or under subsection 160.1 (16) of the *City of Toronto Act, 2006* that the Commissioner will not be making an application to a judge,
  - ii. has not completed the inquiry within the time limit set out in subsection 223.4.1 (14) of the *Municipal Act, 2001* or subsection 160.1 (14) of the *City of Toronto Act, 2006*, or
  - iii. has terminated the inquiry under subsection 223.4.1 (12) of the *Municipal Act, 2001* or subsection 160.1 (12) of the *City of Toronto Act, 2006*.
3. The application under this section includes a copy of the applicant's statutory declaration made under subsection 223.4.1 (6) of the *Municipal Act, 2001* or under subsection 160.1 (6) of the *City of Toronto Act, 2006*.
4. The application under this section is made within six weeks after the earlier of the following,
  - i. the day the Commissioner advised the applicant under subsection 223.4.1 (16) of the *Municipal Act, 2001* or under subsection 160.1 (16) of the *City of Toronto Act, 2006* that the Commissioner will not be making an application to a judge,
  - ii. the last day on which the Commissioner is required under subsection 223.4.1 (14) of the *Municipal Act, 2001* or subsection 160.1 (14) of the *City of Toronto Act, 2006* to complete the inquiry referred to in paragraph 2 of this subsection, and
  - iii. the day the inquiry was terminated under subsection 223.4.1 (12) of the *Municipal Act, 2001* or subsection 160.1 (12) of the *City of Toronto Act, 2006*. 2017, c. 10, Sched. 3, s. 7.

#### Same, application by Integrity Commissioner

(4) Despite subsection (2), an application may be made more than six weeks after the applicant became aware of the alleged contravention if the applicant is an Integrity Commissioner and if the application relates to an inquiry conducted by the Commissioner under section 223.4.1 of the *Municipal Act, 2001* or under section 160.1 of the *City of Toronto Act, 2006*. 2017, c. 10, Sched. 3, s. 7.

#### No application by Integrity Commissioner during regular election

(5) No application shall be made by an Integrity Commissioner of a municipality during the period of time starting on nomination day for a regular election, as set out in section 31 of the *Municipal Elections Act, 1996*, and ending on voting day in a regular election, as set out in section 5 of that Act. 2017, c. 10, Sched. 3, s. 7.

#### Limitation

(6) Despite subsections (2), (3) and (4), no application shall be made after the sixth anniversary of the alleged contravention. 2017, c. 10, Sched. 3, s. 7.

#### Contents of notice of application

(7) The notice of application shall state the grounds for finding that the member or former member contravened section 5, 5.1 or 5.2. 2017, c. 10, Sched. 3, s. 7.

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**9b****Section Amendments with date in force (d/m/y) [ + ]****Who may apply to judge**

9 (1) Subject to subsection (3), an elector may, within six weeks after the fact comes to his or her knowledge that a member may have contravened subsection 5 (1), (2) or (3), apply to the judge for a determination of the question of whether the member has contravened subsection 5 (1), (2) or (3). R.S.O. 1990, c. M.50, s. 9 (1).

**Contents of notice of application**

(2) The elector in his or her notice of application shall state the grounds for finding a contravention by the member of subsection 5 (1), (2) or (3). R.S.O. 1990, c. M.50, s. 9 (2).

**Time for bringing application limited**

(3) No application shall be brought under subsection (1) after the expiration of six years from the time at which the contravention is alleged to have occurred. R.S.O. 1990, c. M.50, s. 9 (3).

**Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, section 9 of the Act is repealed and the following substituted: (See: 2017, c. 10, Sched. 3, s. 7)**

**Power of judge**

9 (1) If the judge determines that the member or former member contravened section 5, 5.1 or 5.2, the judge may do any or all of the following:

1. Reprimand the member or former member.
2. Suspend the remuneration paid to the member for a period of up to 90 days.
3. Declare the member's seat vacant.
4. Disqualify the member or former member from being a member during a period of not more than seven years after the date of the order.
5. If the contravention has resulted in personal financial gain, require the member or former member to make restitution to the party suffering the loss, or, if the party's identity is not readily ascertainable, to the municipality or local board, as the case may be. 2017, c. 10, Sched. 3, s. 7.

**Same**

(2) In exercising his or her discretion under subsection (1) the judge may consider, among other matters, whether the member or former member,

- (a) took reasonable measures to prevent the contravention;
- (b) disclosed the pecuniary interest and all relevant facts known to him or her to an Integrity Commissioner in a request for advice from the Commissioner under the *Municipal Act, 2001* or the *City of Toronto Act, 2006* and acted in accordance with the advice, if any, provided to the member by the Commissioner; or
- (c) committed the contravention through inadvertence or by reason of an error in judgment made in good faith. 2017, c. 10, Sched. 3, s. 7.

**Section Amendments with date in force (d/m/y) [ + ]****Power of judge to declare seat vacant, disqualify member and require restitution**

10 (1) Subject to subsection (2), where the judge determines that a member or a former member while he or she was a member has contravened subsection 5 (1), (2) or (3), the judge,

- (a) shall, in the case of a member, declare the seat of the member vacant; and
- (b) may disqualify the member or former member from being a member during a period thereafter of not more than seven years; and
- (c) may, where the contravention has resulted in personal financial gain, require the member or former member to make restitution to the party suffering the loss, or, where such party is not readily ascertainable, to the municipality or local board of which he or she

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is a member or former member. R.S.O. 1990, c. M.50, s. 10 (1).

**Saving by reason of inadvertence or error**

(2) Where the judge determines that a member or a former member while he or she was a member has contravened subsection 5 (1), (2) or (3), if the judge finds that the contravention was committed through inadvertence or by reason of an error in judgment, the member is not subject to having his or her seat declared vacant and the member or former member is not subject to being disqualified as a member, as provided by subsection (1). R.S.O. 1990, c. M.50, s. 10 (2).

**Member not to be suspended**

(3) The authority to disqualify a member in subsection (1) does not include the right to suspend a member. R.S.O. 1990, c. M.50, s. 10 (3).

**Transition: disqualification**

(4) A disqualification of a member of a school board under this section that would have continued after December 31, 1997 but for the dissolution of the school board continues for its duration with respect to membership on any board whose members are elected by members of the electoral group who elected the member. 1997, c. 31, s. 156 (2).

**Definition**

(5) In subsection (4),

"electoral group" has the same meaning as in Part VIII of the *Education Act* as the Part read on January 1, 1997. 1997, c. 31, s. 156 (2).

**Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, section 10 of the Act is repealed. (See: 2017, c. 10, Sched. 3, s. 7)**

**Section Amendments with date in force (d/m/y) [ + ]**

**Appeal to Divisional Court**

11 (1) An appeal lies from any order made under section 10 to the Divisional Court in accordance with the rules of court. R.S.O. 1990, c. M.50, s. 11 (1).

**Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, subsection 11 (1) of the Act is amended by striking out "section 10" and substituting "section 9". (See: 2017, c. 10, Sched. 3, s. 8)**

**Judgment or new trial**

(2) The Divisional Court may give any judgment that ought to have been pronounced, in which case its decision is final, or the Divisional Court may grant a new trial for the purpose of taking evidence or additional evidence and may remit the case to the trial judge or another judge and, subject to any directions of the Divisional Court, the case shall be proceeded with as if there had been no appeal. R.S.O. 1990, c. M.50, s. 11 (2).

**Appeal from order or new trial**

(3) Where the case is remitted to a judge under subsection (2), an appeal lies from the order of the judge to the Divisional Court in accordance with the provisions of this section. R.S.O. 1990, c. M.50, s. 11 (3).

**Section Amendments with date in force (d/m/y) [ + ]**

**Proceedings not invalidated but voidable**

12 The failure of any person to comply with subsection 5 (1), (2) or (3) does not of itself invalidate any proceedings in respect of any such matter but the proceedings in respect of such matter are voidable at the instance of the municipality or of the local board, as the case may be, before the expiration of two years from the date of the passing of the by-law or resolution authorizing such matter unless to make void the proceedings would adversely affect the rights of any person acquired under or by virtue of the proceedings who acted in good faith and without actual notice of the failure to comply with subsection 5 (1), (2) or (3). R.S.O. 1990, c. M.50, s. 12.

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**Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, section 12 of the Act is repealed and the following substituted: (See: 2017, c. 10, Sched. 3, s. 9)**

Proceedings not invalidated but voidable

12 (1) A member's failure to comply with section 5, 5.1 or 5.2 does not invalidate any proceedings in respect of a matter referred to in those sections, but those proceedings are voidable in the circumstances described in subsection (2). 2017, c. 10, Sched. 3, s. 9.

Declaring proceedings void

(2) Subject to subsection (3), if a member has failed to comply with section 5, 5.1 or 5.2 in respect of a matter referred to in those sections, the municipality or local board, as the case may be, may declare the proceedings to be void before the second anniversary of the date of the passing of the by-law or resolution authorizing the matter. 2017, c. 10, Sched. 3, s. 9.

Exception

(3) Subsection (2) does not apply if declaring the proceedings to be void would adversely affect the rights that any person who acted in good faith and without actual notice of the failure to comply with section 5, 5.1 or 5.2 acquired under or by virtue of the proceedings. 2017, c. 10, Sched. 3, s. 9.

#### Section Amendments with date in force (d/m/y) [ + ]

##### Other procedures prohibited

13 Proceedings to declare a seat vacant or to disqualify a member or former member for conflict of interest, or to require a member or former member to make restitution where a contravention has resulted in personal financial gain, shall be had and taken only under this Act. R.S.O. 1990, c. M.50, s. 13.

**Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, section 13 of the Act is repealed and the following substituted: (See: 2017, c. 10, Sched. 3, s. 9)**

Other proceedings prohibited

13 (1) A proceeding that relates to a member's or former member's alleged conflict of interest and seeks a remedy described in subsection 9 (1) shall be brought only under this Act. 2017, c. 10, Sched. 3, s. 9.

Same

(2) Subsection (1) does not affect the power of a municipality or a local board to reprimand a member or suspend a member's remuneration under subsection 223.4 (5) or (6) of the *Municipal Act, 2001* or under subsection 160 (5) or (6) of the *City of Toronto Act, 2006*. 2017, c. 10, Sched. 3, s. 9.

#### Section Amendments with date in force (d/m/y) [ + ]

### GENERAL

#### Insurance

14 (1) Despite section 279 of the *Municipal Act, 2001* or section 218 of the *City of Toronto Act, 2006*, as the case may be, the council of every municipality may at any time pass by-laws,

- (a) for contracting for insurance;
- (b) despite the *Insurance Act*, to enable the municipality to act as an insurer; and
- (c) for exchanging with other municipalities in Ontario reciprocal contracts of indemnity or inter-insurance in accordance with Part XIII of the *Insurance Act*,

to protect a member of the council or of any local board thereof who has been found not to have contravened section 5, against any costs or expenses incurred by the member as a result of a proceeding brought under this Act, and for paying on behalf of or reimbursing the member for any such costs or expenses. R.S.O. 1990, c. M.50, s. 14 (1); 2002, c. 17, Sched. F, Table; 2006, c. 32, Sched. C, s. 33 (2).

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**Note: On March 1, 2019, the day named by proclamation of the Lieutenant Governor, subsection 14 (1) of the Act is amended**

by striking out “section 5” and substituting “section 5, 5.1 or 5.2” in the portion after clause (c). (See: 2017, c. 10, Sched. 3, s. 10 (1))

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**Insurance Act does not apply**

(2) The *Insurance Act* does not apply to a municipality acting as an insurer for the purposes of subsection (1). R.S.O. 1990, c. M.50, s. 14 (2).

**Surplus funds**

(3) Despite section 387 of the *Insurance Act*, any surplus funds and the reserve fund of a municipal reciprocal exchange may be invested only in accordance with subsection 279 (2) of the *Municipal Act, 2001* or subsection 218 (3) of the *City of Toronto Act, 2006*, as the case may be. 2017, c. 10, Sched. 3, s. 10 (2).

**Reserve funds**

(4) The money raised for a reserve fund of a municipal reciprocal exchange may be expended or pledged for, or applied to, a purpose other than that for which the fund was established if two-thirds of the municipalities that are members of the exchange together with two-thirds of the municipalities that previously were members of the exchange and that may be subject to claims arising while they were members of the exchange agree in writing and if section 386 of the *Insurance Act* is complied with. R.S.O. 1990, c. M.50, s. 14 (4); 2009, c. 33, Sched. 21, s. 7.

**Local boards**

(5) A local board has the same powers to provide insurance for or to make payments to or on behalf of its members as are conferred upon the council of a municipality under this section in respect of its members. R.S.O. 1990, c. M.50, s. 14 (5).

**Former members**

(6) A by-law passed under this section may provide that it applies to a person who was a member at the time the circumstances giving rise to the proceeding occurred but who, prior to the judgment in the proceeding, has ceased to be a member. R.S.O. 1990, c. M.50, s. 14 (6).

**Section Amendments with date in force (d/m/y) [ + ]**

**Conflict with other Acts**

15 In the event of conflict between any provision of this Act and any provision of any general or special Act, the provision of this Act prevails. R.S.O. 1990, c. M.50, s. 15.

Français



## TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C006-19  
DATE: February 6, 2019  
TO: Committee of the Whole  
FROM: Lisa Lehr, Clerk  
SUBJECT: Staff-Council Relations Policy

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### RECOMMENDATION

That Staff Report C006-19 be received; and

That Council consider approving the Council-Staff Relations Policy C010-2019, as attached; and

That Council consider amending the language in section (d) of C09-2010 "Council Code of Conduct" as recommended in this Report; and

That the appropriate By-law be presented for Council's consideration at their meeting of February 20, 2019.

### BACKGROUND

Implementation of Bill 68 in 2018 brought with it many amendments to various pieces of legislation; some of which contained requirements that were phased in over a period of time.

Two mandatory requirements brought forward in Bill 68 amended the Municipal Act, 2001, relate to the following:

- Establish a Council Code of Conduct (section 223 was amended to make this a mandatory requirement, effective March 1, 2019)
- Establish a Policy on the "relationship between members of Council and the officers and employees of the municipality" (effective March 1, 2019; section 270 of Municipal Act).

This municipality is currently in compliance with section 223 of the *Municipal Act*, 2001, which requires municipalities to establish a Council Code of Conduct, as the Council Code of Conduct was implemented on December 15, 2010.

### COMMENTS AND CONSIDERATIONS

Due to amendments to the *Municipal Act* via Bill 68, there is need for the "Council-Staff Relations" to be a stand-alone policy. Section 270 (1) para 2.1 states the following:

#### ***Adoption of policies***

**270 (1)** A municipality shall adopt and maintain policies with respect to the following matters:

2.1 The relationship between members of council and the officers and employees of the municipality.

As such, a stand-alone policy has been drafted specific to "Council-Staff Relations" for Council's consideration (Attachment No. 1). Upon approval by Council, this Policy would satisfy the mandatory requirement in Section 270 (1) paragraph 2.1 of the *Municipal Act, 2001*, as amended. It is recommended that the Policy be adopted by By-law at the next meeting of Council (February 20, 2019) in order to comply with the March 1, 2019 deadline.

The current "Council Code of Conduct" (C09-2010) [Attachment No. 2] contains the following provision in section (d), of which is specific to Council-Staff Relations:

**Council-Staff Relations**

*Members of Council shall acknowledge and respect the fact that staff work for the Township as a corporate body and are responsible for making recommendations that reflect their professional expertise and corporate objective, without due influence from any individual member.*

*In addition, members shall respect the fact that staff carry out direction of Council as a whole and administer the policies of the Township. A member of Council shall refrain from using their position to improperly influence members of staff in their duties or function or to gain an advantage for themselves or others.*

*Members of Council shall refrain from publicly criticizing individual members of staff in a way that casts aspersions on their professional competence and credibility.*

It is recommended that, should Council approve the attached Policy, the Council Code of Conduct be amended to mirror the language in the Policy. It is suggested that section (d) regarding Council-Staff Relations be amended as follows:

**(d) Council-Staff Relations**

*Members of Council shall acknowledge and respect the fact that staff work for the Township as a corporate body and are responsible for making recommendations that reflect their professional expertise and corporate objective, without due influence from any individual member. ~~In addition, Members shall respect the fact that staff carry out the direction of Council as a whole and administer the policies of the Township.~~*

***In accordance with Policy No. C010-2019 as passed by By-law No. 2019-xx, members of Council shall refrain from publicly criticizing individual members of staff in a way that casts aspersions on their professional competence and credibility, and they shall ~~members of Council~~ refrain from using their position to improperly influence members of staff in their duties or function or to gain an advantage for themselves or others. It is expected that all members of Council comply with all provisions contained in the Council-Staff Relations Policy.***

***Members of Council shall use the following Administrative Protocols in accordance with section "G" of Council-Staff Relations Policy C010-2019:***

- 1. All requests from Council for reports shall be introduced under "Other Business".***

2. *Members of Council are not to direct subordinate staff in a supervisory capacity. Staff are supervised and directed by their Department Manager and/or the Chief Administrative Officer.*
3. *Council members are to filter questions/concerns by email or telephone to the Chief Administrative. In his absence, they can filter their questions / concerns to the Department Manager.*

**FINANCIAL IMPACT**

**SUMMARY/OPTIONS**

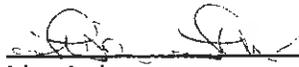
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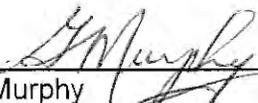
1. Take no further action.
2. **Approve Draft Policy C010-2019 "Council-Staff Relations" as attached to this Report**
3. Amend Draft Policy C010-2019 "Council-Staff Relations" as deemed appropriate by Council.
4. **Approve amending the language contained in section "d" of C09-2010 "Council Code of Conduct" as recommended in this Report.**
5. Amend the language contained in section "d" of C09-2010 "Council Code of Conduct" as deemed appropriate by Council.
6. **Direct staff to present the appropriate By-law for Council's consideration at their meeting of February 20, 2019.**

Staff recommends that Council authorize staff to proceed with Option Nos. 2, 4 and 6 as outlined above.

Respectfully submitted:

Reviewed by:

  
\_\_\_\_\_  
Lisa Lehr  
Clerk

  
\_\_\_\_\_  
Greg Murphy  
Chief Administrative Officer

Attachments:  
1 – DRAFT Policy C010-2019 "Council-Staff Relations"  
2 – C09-2010 "Council Code of Conduct"

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Attachment No. 1  
**Township of Essa**  
**Policy No. xx**

|   |                              |   |                                      |
|---|------------------------------|---|--------------------------------------|
| <b>SUBJECT:</b><br>COUNCIL – STAFF RELATIONS          | <b>Date issued:</b><br>DRAFT | <b>Effective Date:</b><br>March 1, 2019 | <b>Resolution No.:</b><br>DRAFT ONLY |
| <b>SCOPE:</b><br>Council, Senior Management and Staff |                              | <b>Revised:</b><br>n/a                  | <b>BY-LAW NO.:</b>                   |

**A. AUTHORITY**

Effective March 1, 2019, section 270 (1) paragraph 2.1 of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, requires that all municipalities adopt and maintain policies governing the relationship between members of Council and the officers and employees of the municipality.

**B. POLICY STATEMENT & RATIONALE**

The Township of Essa promotes a tolerant and respectful relationship in the workplace between members of Council and its managers and employees. This relationship is guided by the Council Code of Conduct, the Employee Code of Conduct, and the Procedural By-law.

Additionally, the Corporation promotes harassment-free relations and workplaces, which is guided by the Corporation's "Workplace Harassment, Discrimination and Violence Prevention Policy".

The intent of this Policy is to ensure that the relationship between members of Council and the managers and employees of the Township of Essa is cooperative and supportive, with a clear understanding of the respective roles and responsibilities of each.

**C. SCOPE**

This Policy applies to all members of Council, Managers and employees of the Corporation of the Township of Essa.

**D. DEFINITIONS**

**1. Definitions**

**"Council"**- means a member or members of the municipal council of the Township of Essa.

**"Municipality"** – means the Township of Essa.

**"Staff"** – means any of the following:

- (a) A person, not including a member of Council, who performs work for wages for the Township of Essa;
- (b) A person who supplies services for wages to the Township of Essa;

- (c) Such other persons as may be prescribed who perform work or supply services to the Township of Essa for no monetary compensation.

**E. ROLES AND RESPONSIBILITIES**

**1. Council**

- a. The role of Council is one that focuses on policy. As a whole, Council is the governing body of the Township of Essa and has the capacity to provide political direction and make decisions.
- b. Members of Council are responsible to act in a manner that enhances public confidence in local government. Additionally, they are required to operate in a cooperative manner for the collective public interest of the municipality, to produce the best results and outcomes for the Township
- c. Members of Council are not elected to be technical experts, nor are they elected to act in professional capacities based on their professional experience(s). Council represents the municipality in a political manner only, and provides direction to the Chief Administrative Officer and Senior Management.
- b. Council as a whole is responsible to approve budgets and policies. They are responsible for the governance of the Township through By-laws and Resolutions. Individual members of Council do not directly oversee the administrative functions of the municipality, nor do they oversee staff.

**2. Senior Management and Staff**

- a. Senior Management works as a liaison between Council and staff.
- b. Senior Management is responsible for direction to staff with respect to the implementation and administration of policy direction provided by Council as a whole, or by the Chief Administrative Officer.
- c. Senior Management provides advice to Council, and makes policy recommendations in accordance with their professional ethics, expertise and obligations.
- d. Senior Management and staff are responsible for the implementation and administration of Council Policy. They generally see to the operation(s) of the municipal organization, taking direction from the Chief Administrative Officer and/or Senior Management.

Staff are generally involved in the following:

- Research of policies and programs
- Providing professional advice
- Implementing decisions of Council
- Fulfilling statutory duties
- Following direction of Chief Administrative Officer and/or Department Manager

- 9c
- e. Under the direction of the Chief Administrative Officer, Senior Managers and Staff work for the Township of Essa as a corporate body and serve Council as a whole. In doing so, staff administers policy which serves the combined interests of all members of Council as evidenced through the decisions of Council as a whole.

## F. GENERAL OBLIGATIONS

### 1. COUNCIL

- a. Members of Council are required to respect the role of staff in the administration of business affairs for the Township, and shall not direct staff in the execution of their duties. Council is required to respect the administrative and managerial chain of command by:
  - i. Directing questions/concerns in relation to the administration or management of the Township to the Chief Administrative Officer;
  - ii. Refraining from becoming involved in the management of staff.
- b. Individual members of Council shall refrain from:
  - i. Attempting to influence staff;
  - ii. Criticizing or attempting to humiliate, berate, disparage or denigrate staff in public, including at any Council or Committee meeting, whether in open or closed sessions.
- c. Members of Council shall not make requests or statements, or take actions which may be construed as an attempt to influence the independent administration of Township business.
- d. Members shall not attempt to intimidate, threaten, or influence any staff member from carrying out their duties in accordance with the direction provided from their Manager/Supervisor.
- e. Members of Council shall refrain from using their position to improperly influence members of staff in their duties or function, or to gain an advantage for themselves or others.
- f. Members of Council shall not invite or pressure any member of staff to engage in partisan political activities or be subjected to discrimination or reprisal for refusing to engage in such activities.

### 2. SENIOR MANAGEMENT AND STAFF

- a. Senior Management and Staff are required to act in a manner that enhances public confidence in local government.
- b. Senior Management and Staff shall carry out their duties based on political neutrality and objectivity, free from the undue influence of any individual member of Council.
- c. Senior Management and Staff are responsible to develop and maintain formal working relationships with members of Council, in order to promote equality and discourage favouritism.

- d. Senior Management and staff shall serve Council as a whole rather than any individual member of Council.
- e. Senior Management and Staff shall treat all members of Council equally and with courtesy, respect and professionalism at all times.
- f. Senior Management and Staff shall refrain from behaviours such as publicly criticizing decisions or policies of Council.
- g. Senior Management and Staff shall refrain from becoming involved in the policy and decision-making process of Council. They shall ensure that Council is provided with the necessary information to ensure that is necessary for Council to make an informed decision.

**G. ADMINISTRATIVE PROTOCOLS**

- 1. All requests from Council for reports shall be introduced under "Other Business".
- 2. Members of Council are not to direct subordinate staff in a supervisory capacity. Staff are supervised and directed by their Department Manager and/or the Chief Administrative Officer.
- 3. Council members are to filter questions/concerns by email or telephone to the Chief Administrative. In his absence, they can filter their questions / concerns to the Department Manager.

**H. FILING OF COMPLAINT**

- 1. Staff shall report all breaches in this Policy directly to the Chief Administrative Officer.
- 2. Depending on the severity of the breach, the complaint may be filed with the Integrity Commissioner as appointed by the municipality.

**F. REFERENCES:**

*Municipal Act, 2001, as amended*  
 Council Code of Conduct  
 Employee Code of Conduct  
 Procedural By-law  
 Workplace Harassment, Discrimination and Violence Prevention Policy

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Attachment No. 2



**THE CORPORATION OF THE TOWNSHIP OF ESSA  
COUNCIL CODE OF CONDUCT**

|   |   |
|---|---|
| <b>POLICY:</b><br>Council Code of Conduct | <b>COUNCIL APPROVAL</b><br><b>DATE: 15 DECEMBER 2010</b><br><b>RES. NO: CW 234-2010</b> |
| <b>POLICY NO:</b><br>C09-2010             | <b>REVISED DATE:</b><br><b>RES. NO:</b>   |

**PREAMBLE:**

The Council of the Township of Essa is committed to achieving the highest standards of conduct which is essential to maintaining and ensuring public trust and confidence in the Township's planning, administration and operations. Members of Council of the Township of Essa will act in an accountable and responsible manner with integrity, transparency and fairness in its decision making processes.

**PURPOSE:**

The Township of Essa Council Code of Conduct has been developed to:

- Set out clear expectations of the conduct of members of Council;
- Provide information to the public as to the conduct they can expect from Council;  
and
- Provide guidance to members of Council in the execution of their duties as elected officials.

**APPLICATION:**

The Council Code of Conduct shall apply to all members of Council. It is the responsibility of all members of Council to be aware of and comply with the Code.

**POLICY STATEMENT/GUIDELINES:**

**Rationale and Legislative Authority**

This Code of Conduct operates along with and as a supplement to the existing statutes governing conduct. Five pieces of Federal and Provincial legislation govern the conduct of members of Council, those being:

- The *Criminal Code of Canada*;
- The *Municipal Conflict of Interest Act*, as amended;
- The *Municipal Elections Act*, 1996, as amended;
- The *Municipal Freedom of Information and Protection of Privacy Act*; and,
- The *Municipal Act*, 2001, as amended.

**Specific Policy**

(a) Roles and Obligations

Council members recognize their mandate includes a duty to:

- Fairly represent the diversity of community views in developing an overall strategy for the future of the Township.
- Set objectives and determine strategies to achieve the goals of the Township Strategic Plan.
- Achieve sound financial management, planning and accountability.
- Be aware of and understand statutory obligations imposed on Council as a whole, as well as each individual member of Council.

(b) Confidentiality

Authorized under Section 239 of the *Municipal Act, 2001*, where a matter discussed at an in-camera (closed) meeting remains confidential; no member shall disclose the content of that matter, or the substance of the deliberations of an in-camera meeting. Members shall not permit any persons, other than those who are entitled thereto, to have access to confidential information. Members shall not disclose or release by any means to any member of the public either in verbal or written form any confidential information acquired by virtue of their office, except when required to do so by law.

Particular care should be exercised in ensuring the confidentiality of the following types of information:

- The security of the property of the municipality or local board;
- Personnel matters about an identifiable individual, including municipal employees;
- A proposed or pending acquisition or disposition of land by the municipality or local board;
- Labour relations or employee negotiations;
- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality;
- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- Items under negotiation, or personnel matters;
- Information that infringes on the rights of others (e.g. sources of complaints where the identity of a complainant is given in confidence);
- Price schedules in contract tender or Request For Proposal submissions as specified;

- Information deemed to be "personal information" under the *Municipal Freedom of Information and Protection of Privacy Act*;
- Statistical data required by law not to be released (e.g. certain census or assessment data); and,
- Any and all statements that have been provided in confidence.

The above list is provided as an example and is not exclusive. Requests for information will be referred to appropriate staff to be addressed as either an informal request for access to municipal records or as a formal request under the *Municipal Freedom of Information and Protection of Privacy Act*.

(c) Conflict of Interest / Improper Use of Influence

Members of Council will recognize their obligation to follow and respect the provisions of the *Municipal Conflict of Interest Act*. The onus is on the member of Council to disclose any possible conflicts of interests.

No member shall use the influence of his/her office for any purpose other than for the exercise of his/her official duties. No member shall seek or obtain by reason of his/her office any personal privilege or private advantage with respect to Township services not otherwise available to the general public and not consequent to his/her official duties.

(d) Council-Staff Relations

Members of Council shall acknowledge and respect the fact that staff work for the Township as a corporate body and are responsible for making recommendations that reflect their professional expertise and corporate objective, without due influence from any individual member.

In addition, members shall respect the fact that staff carry out direction of Council as a whole and administer the policies of the Township. A member of Council shall refrain from using their position to improperly influence members of staff in their duties or function or to gain an advantage for themselves or others.

Members of Council shall refrain from publicly criticizing individual members of staff in a way that casts aspersions on their professional competence and credibility.

(e) Conduct at Meetings

During Council, Committee of the Whole or any other advisory committee meetings, or working group meetings, members shall conduct themselves with decorum and in accordance with the Township's Procedural By-Law. Respect for delegations and for fellow Council members and staff requires that all members show courtesy and not distract from the business of Council during presentations and when other members have the floor. In addition to this, meetings shall provide a platform for transparent and healthy debate among members.

Current language

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(f) Acceptance of Gifts

Council members shall comply with the *Municipal Conflict of Interest Act* and must not accept a gift or personal benefit that is connected with their performance of the duties of office. This does not include gifts or personal benefits received as a matter of the protocol or social obligations that normally accompany the responsibility of office.

(g) Expenses

Members of Council shall comply with the provisions of the Township's applicable policies relative to per diem payments and expenses governing reimbursement for attendance at conferences, seminars, training courses and workshops.

(h) Use of Township Property, Services & Other Resources

Members shall not use any Township property, equipment, services, or supplies other than for purposes connected with the discharge of their official duties or associated community activities having the sanction of Council.

Members shall not obtain financial gain from the use of Township developed intellectual property, computer programs, technological innovation, or other kinds of property, while an elected official or thereafter. All such property remains the exclusive property of the Township.

(i) Conduct of a Political Nature

Members shall comply with the Township Policy C08-2010, Use of Corporate Resources during Elections. No member shall use Township facilities, services or property for his or her re-election campaign. Further, no member shall use the services of Township employees for his or her re-election campaign, during hours in which the employees are in the paid employment of the Township.

(j) Discreditable Conduct

Members shall abide by the provisions of the Human Rights Code and, in doing so, shall treat every person with dignity, understanding and respect for the right to equality and the right to an environment that is safe and free from harassment and discrimination.

Harassment may be defined as any behaviour by any person that is directed at or is offensive to another person on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, handicap, sexual orientation, marital status or family status and other grounds under the provisions of the Ontario Human Rights Code.

Members shall comply with Township Policy HR08-01, Workplace Harassment and Discrimination Policy. Discrimination or harassment of another member, staff or any member of the public is misconduct. All persons shall be treated fairly in the workplace in an environment free of discrimination and or personal and harassment.

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(k) Public Input

Council will periodically use formal and informal opportunities to seek public input as a component of the decision making process which have broad impacts on the community. The purpose of the exercise will be to provide stakeholders with a mechanism to provide opinions and advice so that the widest range of views and information is available before final decisions are made.

Council may, from time to time, establish committees to provide advice on specific issues. Such committees shall not be established without the sanction of Council.

(l) Professional Development

Members of Council have an obligation to promote, support, pursue and partake in opportunities for professional development.

**Limitation**

Nothing in this Policy shall preclude a member of Council from performing their job as Mayor, Deputy Mayor, or Councillor, nor inhibit them from representing the interests of the constituents who elected them.

**Implementation**

Upon adoption of the Code of Conduct and thereafter at the beginning of each term, members of Council will be expected to sign a copy of the Code of Conduct to convey to each other and all stakeholders that they have read, understood and accepted the terms of the Code.

Council members are expected to formally and informally review their adherence to the provisions of the Code on a regular basis or when so requested by Council.

**Enforcement**

That, in accordance with the *Act*, the Township Clerk be authorized and directed to take the necessary action to give effect to this policy.



www.on.legion.ca

**The Royal Canadian Legion  
Ontario Command**

***“Military Service Recognition Book”***

Dear Sir/Madam:

Thank you for your interest in **The Royal Canadian Legion Ontario Command**, representing **Ontario's Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

**The Royal Canadian Legion Ontario Command** is very proud to be printing **15,000 copies** of our 6th annual **“Military Service Recognition Book”**, scheduled for release by September 2019. This unique remembrance publication recognizes and honours our Province's Veterans, and helps us fulfill the Legion's role as the "Keepers of Remembrance". Proceeds raised from this annual appeal are also used to support Veterans Transition Programs to help modern day Veterans that suffer from PTSD and other challenges.

The Legion is recognized as one of Canada's largest Veterans Support Organizations and we are an integral part of the communities we serve. This project helps ensure the Legion's continued success.

We would like to have your organization's support for this Remembrance project by sponsoring an advertisement space in our "Military Service Recognition Book."

Please find enclosed a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **Ontario Command Campaign Office** toll free at **1-855-241-6967**.

**Thank you for your consideration and/or support.**

Sincerely,

**Sharon McKeown**  
President



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## The Royal Canadian Legion Ontario Command

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