

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, APRIL 16, 2025
6:00 p.m.**

AGENDA

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

1. OPENING OF MEETING BY THE MAYOR

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

2. DISCLOSURE OF PECUNIARY INTEREST

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

STAFF REPORTS

4. PLANNING AND DEVELOPMENT / BUILDING

- p. 1 a. **Staff Report PD008-25 submitted by the Planning and Development Coordinator, re: Site Plan Control Application (SP2-21) – 128 Cecil Street.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PD008-25 be received for information purposes.

- p. 5 b. **Staff Report PD009-25 submitted by the Manager of Planning, re: Site Plan Control Area By-law.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PD009-25 be received and; **THAT** Council consider repealing By-law 2001-68 and replacing it with an updated By-law that reflects changes resulting from Bill 23, More Homes Built Faster Act, 2022 and Bill 97, Helping Homebuyers, Protecting Tenants Act, 2023.

- p. 10 c. **Staff Report PD010-25 submitted by the Development Planner, re: Proposed Site Plan Control Application – SP5-24 – Tangle Creek – Request for Reduction in Securities.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PD010-25 be received and; **THAT** Council consider a reduction to the total securities owed by the applicant from 100% of all site works (\$569,600), to 30% of the total (internal) site works (\$170,880).

5. PARKS AND RECREATION / COMMUNITY SERVICES

- p. 18 a. **Staff Report PR006-25 submitted by the Manager of Parks and Recreation, re: Emergency Asphalt Replacement – Thornton Community Centre.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PR006-25 be received; and **THAT** Council authorize staff to proceed with the emergency asphalt replacement at the Thornton Community Centre as quoted by **Road Readie Paving in the amount of \$24,220.00(excluding HST)** to be funded from the Parks and Recreation reserve.

- p. 21 b. **Staff Report PR007-25 submitted by the Manager of Parks and Recreation, re: Award of Tender – Skate Park and Modular Pump Track for Thornton and Angus.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PR007-25 be received; and **THAT** the quotation received from **Canadian Ramp Company** be accepted in the amount of **\$459,999.91 (\$331,616.11 for the Angus Skate Park relocation & Pump tracks installation and \$128,383.80 for the Thornton Pump tracks installation) (excluding HST)** as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the Municipality.

- p. 23 c. **Staff Report PR008-25 submitted by the Manager of Parks and Recreation, re: Award of Tender - Brownley Meadows Park-Outdoor Arena Mini Rink and Concrete Pad.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PR008-25 be received; and **THAT** the quotation received from **Sport Court Ontario** be accepted in the amount of **\$123,852.00 (excluding HST)** to supply and install Mini. Rink and Concrete Pad at the Brownley Meadows Park as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the Municipality.

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

- p. 25 a. **Staff Report PW007-25 submitted by the Manager of Public Works, re: Award of Quotation – Slurry Seal Treatment.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PW007-25 be received; and **THAT** the quotation as received from **Duncor Enterprises Inc.** be accepted in the amount of **\$334,302.54 (excluding HST)**, to complete the 2025 Slurry Seal Treatment program on various locations within the Township limits, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.

- p. 27 b. **Staff Report PW008-25 submitted by the Manager of Public Works, re: Award of Tender – Simcoe Street and Raglan Street Reconstruction (Urbanization).**

Recommendation: **BE IT RESOLVED THAT** Staff Report PW008-25 be received; and **THAT Arnott Construction Limited** be accepted in the amount of **\$3,816,000 (including 1.76% HST)**, to complete the Simcoe Street and Raglan Street Urbanization project contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township to the Township's satisfaction.

8. **FINANCE**
9. **CLERKS / BY-LAW ENFORCEMENT / IT**
10. **CHIEF ADMINISTRATIVE OFFICER (C.A.O.)**
11. **OTHER BUSINESS**
12. **ADJOURNMENT**

Recommendation: **BE IT RESOLVED THAT** this meeting of Committee of the Whole of the Township of Essa adjourn at _____pm., to meet again on the 7th day of May, 2025 at 6:00 p.m.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD008-25

DATE: April 16, 2025

TO: Committee of the Whole

FROM: Anmol Burmy, Planning and Development Coordinator

SUBJECT: Site Plan Control Application (SP2-21) – 128 Cecil Street

RECOMMENDATION

That Staff Report PD008-24 be received for information purposes.

BACKGROUND

In August of 2021, an application for Site Plan Control (File No. SP2-21) was first submitted with the intent to develop eleven (11) townhouse units on an internal condominium road fronting on Cecil Street on lands known as 128 Cecil Street. A second submission was submitted in February 2024, with a third draft submission currently under discussion between the Township and Applicant as of the date of this report.

On February 19th, 2025, the applicant requested circulation of the third draft submission following internal discussions between the applicant and municipality.

It should be noted that prior to this Site Plan Control Application, the subject property had received Consents (2010) for the creation of four (4) lots along Cecil Street. **The retained lot was intended for one (1) single-family unit with sufficient space for a driveway access along Cecil Street.** Additional Consents (2019) were granted for an easement over the retained lot access and new lots. Attachment 1 shows the proposed lots, residential units and easements.

COMMENTS AND CONSIDERATIONS

On March 7th, 2025, the applicant was sent a letter via email from the Manager of Planning to inform them that the Township cannot support the proposed development due to multiple factors, as referenced below.

As a result of the limited configuration of the existing access, the proposed development is unable to meet the Township's Engineering Design Standards. Road widths (Section 3.1), inadequate snow removal areas (Appendix C), and visitor parking allocation

(Sections 1.3.5 and 3.1) are the main concerns for the Township, in addition to the current limitation on Municipal Water Capacity supply to support the proposed development.

It should further be noted that the Township held discussions with the County of Simcoe to potentially authorize direct access off Brentwood Road to facilitate the proposed development and utilize the existing Cecil Street access for emergency vehicles only. This option would have provided a potential solution to the issue of the existing access not meeting Engineering Design Standards. However, further to a meeting of February 19th, 2025, between agencies and the Applicant, the County has stated that it is not supportive of this approach.

Since an approval to this Site Plan Control Application would be conditional on meeting Engineering Design Standards (that cannot be met) or utilizing a County Road (which will not be supported by the County), the Township cannot support this development as proposed.

In good faith, the aforementioned March 7th, 2025, Township letter was sent in an effort to save the Applicant time and expenses related to circulation periods and peer reviews.

FINANCIAL IMPACT

No perceived Financial Impact.


Manager of Finance

SUMMARY/OPTIONS

Council may consider:

- 1. Receive this report for information purposes.
- 2. Direct staff in another manner Council deems appropriate.

CONCLUSION

Option #1 is recommended.

Respectfully submitted by:


Anmol Burmy,
Planning and Development
Coordinator

Reviewed by:

Samuel Haniff
Samuel Haniff,
Manger of Planning

Reviewed by:


Michael Mikael,
Chief Administrative Officer

Attachments:

- 1. Excerpt from 2019 Consent application submission showing proposed lots and structures

4a

ATTACHMENT No.1

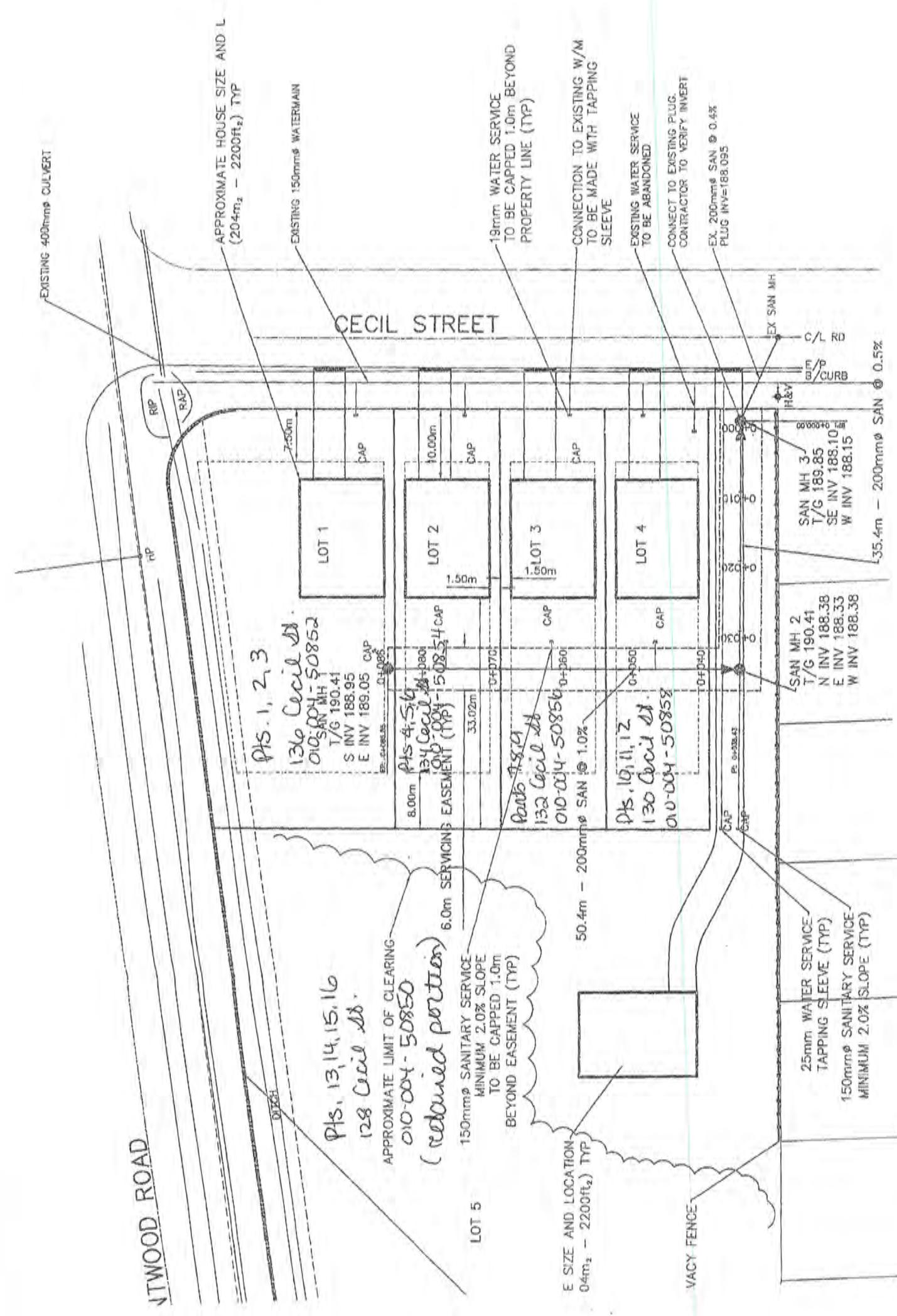
**Excerpt from 2019 Consent application submission showing
proposed lots and structures**

SUBJECT SITE

KEY PLAN

LEGEND

- SAN MAN
- CATCH B.
- ⊙ CATCH B.
- STORM M.
- x EXISTING
- 308.4x PROPOSED
- 4.6% PROPOSED
- ▣ PROPOSED
- SERVICE C
- + FIRE HYDR
- ⊕ WATER VA
- ⊙ CURB STO
- o L LIGHT STA
- o H HYDRO PO
- o δ PROPOSED



WOOD ROAD

CECIL STREET

Pts. 13, 14, 15, 16
128 Cecil St.
APPROXIMATE LIMIT OF CLEARING
010-004-50850
(retained portion)

LOT 5

E SIZE AND LOCATION
04m₂ - 2200ft₂ TYP

VACY FENCE

25mm WATER SERVICE
TAPPING SLEEVE (TYP)
150mm ϕ SANITARY SERVICE
MINIMUM 2.0% SLOPE (TYP)

SAN MH 2
T/G 190.41
N INV 188.38
E INV 188.33
W INV 188.38

SAN MH 3
T/G 189.85
SE INV 188.10
W INV 188.15

35.4m - 200mm ϕ SAN @ 0.5%



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD009-25

DATE: April 16, 2025

TO: Committee of the Whole

FROM: Samuel Haniff, Manager of Planning

SUBJECT: Site Plan Control Area By-law

RECOMMENDATION

That Staff Report PD009-25 be received; and

That Council consider repealing By-law 2001-68 and replacing it with an updated By-law that reflects changes resulting from Bill 23, *More Homes Built Faster Act, 2022* and Bill 97, *Helping Homebuyers, Protecting Tenants Act, 2023*.

BACKGROUND

Township of Essa By-law 2001-68 (Site Plan Control Area By-law) declares all lands within the boundary of the Corporation of the Township of Essa to be within a Site Plan Control Area for the purpose of Section 41(2) of The Planning Act, R.S.O. 1990, c.P.13.

The Township Official Plan additionally states that “...all lands within the Township are designated as a proposed Site Plan Control area under the provisions of the Planning Act.”

With the adoption of Bill 23, *More Homes Built Faster Act, 2022* and Bill 97, *Helping Homebuyers, Protecting Tenants Act, 2023* by the Province, the Planning Act has been amended to exclude some areas from Site Plan Control.

While the updated Planning Act regulations will effectively update the Official Plan provisions (until a New Official Plan is completed), By-law 2001-68 still requires updating.

This Staff Report serves to update By-law 2001-68.

COMMENTS AND CONSIDERATIONS

Bill 23 (2022) amended the Planning Act by restricting Site Plan Control for the up to 10 residential units, while Bill 97 (2023) further amended the Planning Act by allowing up to 10 residential units in prescribed areas as follows:

- Section 41(1.2)

Subject to subsection (1.3), the definition of "development" in subsection (1) does not include the construction, erection or placing of a building or structure for residential purposes on a parcel of land if that parcel of land will contain no more than 10 residential units, unless the parcel of land includes any land in a prescribed area.

Ontario Regulation 254/23 outlines the "Prescribed areas" referenced in Bill 97 as follows:

- Ontario Regulation 254/23 (Prescribed Areas – Section 41 of the Act)
 1. (1) *The following areas are prescribed for the purposes of subsection 41 (1.2) of the Act:*
 1. *Any area that is within 300 metres of a railway line set out in subsection (2).*
 2. *Any area that is within 120 metres of,*
 - A wetland,*
 - The shoreline of the Great Lakes-St. Lawrence River System,*
 - An inland lake, or*
 - A river or stream valley that has depressional features associated with a river or stream, whether or not it contains a watercourse.*
 - (2) *For the purposes of paragraph 1 of subsection (1), a railway line excludes,*
 - a railway line to which the Canada Transportation Act (Canada) applies and whose operations have been discontinued under section 146 of that Act;*
 - an abandoned railway line to which the Canada Transportation Act (Canada) does not apply; and*
 - a railway line on which the only railway that operates is an urban rail transit system.*
 - (3) *Subsection (1) does not apply in respect of any development for which a building permit has been issued on or before August 9, 2023.*

Staff is also recommending that lands zoned and used solely for agricultural purposes not be subject to Site Plan Control.

Attachment 1 is the new Draft Site Plan Control Area By-law that would repeal and replace By-law 2001-68.

FINANCIAL IMPACT

No financial impact.


 Manager of Finance

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SUMMARY/OPTIONS

Council may:

1. **Receive Staff Report PD009-25 and consider repealing Township of Essa By-law 2001-68 and replacing it with an updated By-law that reflects changes resulting from Bill 23, More Homes Built Faster Act, 2022 and Bill 97, Helping Homebuyers, Protecting Tenants Act, 2023.**
2. Direct staff in another manner.

CONCLUSION

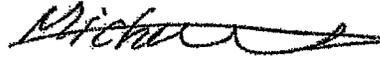
Option #1 is recommended.

Respectfully submitted by:

Reviewed by:

Samuel Haniff

Samuel Haniff, Manager of Planning



Michael Mikael, CAO

Attachments:

1. Draft By-law to repeal and replace By-law 2001-68

7

4b

ATTACHMENT No.1

Draft By-law to repeal and replace By-law 2001-68

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2025 –

**Being a By-law to establish a Site Plan Control Area within the limits
of the Township of Essa (Site Plan Control Area By-law).**

WHEREAS Section 41 (2) of the Planning Act, R.S.O 1991, c. P. 13, as amended provides that a municipality may, by by-law, establish a Site Plan Control Area.

WHEREAS the Official Plan of the Township of Essa establishes site plan control policies and outlines the areas to which these policies may apply;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ESSA HEREBY ENACTS AS FOLLOWS:

1. That the entire Township of Essa planning area is hereby designated a site plan control area, save and except for the following:
 - a. All lands zoned and used solely for agricultural purposes
 - b. All residential developments on an existing parcel of land containing up to 10 residential units.
2. That notwithstanding the areas designated under Part 1 of this by-law, site plan control areas may be designated as deemed necessary by the Council of the Corporation of the Township of Essa in accordance with the provisions of the Official Plan.
3. That this By-law may be referred to as the "Site Plan Control Area By-law"
4. That the Site Plan Control Area By-law shall apply to all developments with up to 10 residential units where the development is proposed within 300 metres of a railway line, and within 120 metres of a shoreline, inland lake, wetland, or river or stream valley.
5. That By-law No. 2001-68 and any amendments made thereto are hereby repealed as of the date this by-law comes into force and effect.
6. THAT this By-law shall take effect as of the date of passing, subject to the provisions of the Planning Act, R.S.O. 1990, Chap. P.13 as amended.

**READ A FIRST AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY
PASSED on this the 2nd day of April 2025.**

Sandie Macdonald, Mayor

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Sarah Corbett, Acting Manager of Legislative Services



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD10-25

DATE: April 16, 2025

TO: Committee of the Whole

FROM: Owen Curnew, Development Planner

SUBJECT: Proposed Site Plan Control Application – SP5-24 – Tangle Creek – Request for Reduction in Securities

RECOMMENDATION

That Staff Report PD10-25 be received; and

That Council consider a reduction to the total securities owed by the applicant from 100% of all site works (\$569,600), to 30% of the total (internal) site works (\$170,880).

BACKGROUND

A Site Plan Control application was submitted by Richard Edmonds, owner of Tangle Creek, and received by staff in September of 2024. The applicant has applied for Site Plan Control in order to rearrange the existing 9 holes on the golf course which would result to changes in grade, elevations, and drainage on lands known municipally as 4730 25th Sideroad, commonly known as Tangle Creek Golf Course.

The application was deemed complete on October 2nd, 2024, and was circulated to all relevant agencies and departments. The applicant has provided three (3) submissions in support of the application, and staff has reviewed all materials to date, and can confirm that no outstanding issues remain, and the materials provided are satisfactory.

Staff has engaged with the Township Solicitor to draft a Site Plan Control Agreement (SPCA) for the subject property, and both parties are currently reviewing the most recent draft, which was completed on February 28th, 2025.

The applicant has taken issue with the percentage of security required for the proposed development, which is 100% of the cost of all site works (internal and external). **Worth to mention that; the applicant is only proposing internal works at this time and there is no external impact on Municipal Assets (roads, ditch etc..).**

COMMENTS AND CONSIDERATIONS

During the review of the Draft SPCA, the applicant has taken issue with the security requirement of 100% of all site works. The applicant has submitted a letter (Attachment

1) to staff, that is addressed to Council for consideration, that the required securities be reduced to 10% of all site works.

The applicant has provided a Cost Estimate (Attachment 2) which has been reviewed by Township Staff and deemed sufficient. The total project cost is estimated at \$569,600, and, as stated previously, all site works are internal. The current requirement of 100% would require that the applicant provide the Township with a security of \$569,600.

After review of the letter, and considering that there are no external site works, no impacts to municipal roads, ditches, etc., nor impacts to neighbouring properties as ensured by the SPC process, staff agrees that a security reduction would be appropriate. However, Staff is recommending a reduction to 30% instead of 10% as requested by the applicant, and that the applicant shall still be required to pay the \$5,000 lot grading deposit to the Building Department as is stated in the Draft SPCA. Staff believes that a reduction to 30% is appropriate for the internal works related to this project.

FINANCIAL IMPACT

This request for securities reductions would see a reduction in securities from 100% to 30%, which amounts to a reduction from \$569,600 to \$170,880.



Manager of Finance

SUMMARY/OPTIONS

Council may:

- 1. Take no further action.
- 2. **That Council consider a reduction to the total securities owed by the applicant from 100% of all site works (\$569,600), to 30% of the total (internal) site works (\$170,880).**
- 3. Direct staff in another manner.

CONCLUSION

Option #2 is recommended.

Respectfully submitted by:

Reviewed by:

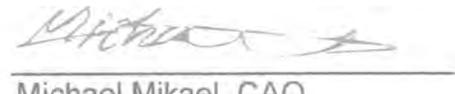
Reviewed by:



Owen Curnew,
Development Planner

Samuel Haniff

Samuel Haniff,
Manager of Planning



Michael Mikael, CAO

Attachments:

- 1. Applicant Request for Reductions in Securities
- 2. Internal Works Cost Estimate

4c

ATTACHMENT NO.1

Applicant Request for Reductions in Securities

4c

Tangle Creek Golf & Country Club Inc.
4730 Sideroad 25,
Thornton ON L0L 2N2

March 17th, 2025

Corporation of the Township of Essa
5786 Simcoe County Road No. 21
Utopia, Essa Township, Ontario L0M 1T0

Attention: Your Worship Mayor Sandie Macdonald, and
Honourable Council Members:

Michael Smith,	Deputy Mayor
Pieter Kiezebrink,	Councillor Ward 1
Henry Sander	Councillor Ward 2
Liana Maltby,	Councillor Ward 3

With copies to: Owen Curnew, Township of Essa Development Planner, and
Rachele Brown, Deputy Chief Building Official

Re: Township of Essa, 'Site Plan Control Application' – SP5-24 – Tangle Creek Golf & Country Club Inc.
Owner: Tangle Creek Golf & Country Club Inc.; Agent: Mr. Richard Edmonds, GM & Managing Partner

Subject: Request for a 'Reduction' to the Required Securities, valued at 100% of the Subject Golf Course Landscape Renovation Project Cost

Mayor Macdonald and Council Members,

On behalf of the ownership group of Tangle Creek Golf & Country Club Inc. ("Tangle Creek"), we respectfully request a reduction in the requisite security for the Golf Course Landscape Renovation project from the cited 100% amount of the project cost, as put forward by the Township on March 11, 2025, to a more reasonable 10%, which aligns with industry norms for projects of this type and scope.

Following initial communications in early September 2024 with Township of Essa Planning and Engineering officials, Mr. Owen Curnew and Ms. Rachele Brown, regarding the proposed Golf Course Landscape Renovation project at Tangle Creek, an application for a Site Plan Control Amendment was formally submitted to the Township of Essa on September 19, 2024, by General Manager & Managing Partner, Mr. Richard Edmonds. On October 2, 2024, Township Development Planner, Mr. Curnew confirmed that the application was deemed complete, with comments from departmental and regulatory agency circulation expected by November 1, 2024. These comments were received promptly, and two subsequent formal

submissions were made to the Township on November 27, 2024, and February 14, 2025, in response to previously unspecified requirements.

On February 26, 2025, Mr. Curnew communicated that the Township was satisfied with the documents provided and would be contacting the solicitor to begin drafting the agreement. On March 4, 2025, Mr. Curnew requested additional information for the agreement from Mr. Edmonds, which was provided promptly. On March 11, 2025, Ms. Brown requested that a 15% contingency be clearly shown in the project's line-item budget summary and relayed, for the first time, that the Township requires a 100% security deposit (or letter of credit) for this project. The revised budget with contingency was provided immediately and deemed satisfactory by Ms. Brown, with Mr. Curnew confirming that the 100% security is the standard for all projects requiring site plan control since 2024. We requested but did not receive the official documents and date of bylaw enactment related to this requirement for our review. We were told to go to the website meeting minutes to search ourselves for this change in bylaw. Following several communications between Mr. Curnew and Mr. Edmonds, it was suggested to Mr. Edmonds that a formal request be made by Tangle Creek to Council to reduce the security requirement.

The 100% security requirement was unexpected, not in line with needs for other similar projects and is the basis for Tangle Creek's appeal and request for reduction to a reasonable and fair 10% security requirement. The landscape renovation project is focused on developing a 'short course' on Tangle Creek's interior lands which involves sculpting current terrain. The purpose of this initiative is to create jobs, promote tourism, and introduce new individuals to the game. The intent is to move Tangle Creek's business in a proactive direction, addressing changing leisure activities and social behavioral patterns in the area, and maintaining its vibrant presence in the fabric of Essa Township.

While we appreciate and understand the purpose and intent of requisite securities, in this instance, where there is no impact on the environment, neighboring property owners, or new lands involved, the 100% security represents a significant impediment and hardship to this project and potentially others of a similar nature in the Township. The proposed new 'short course' holes are an enhancement of the existing practice area, involving a safe reduction in the size of the driving range with nine short holes occupying the perimeter of the former driving range grassed areas. This project is truly a landscape renovation or reworking of existing lands.

The rationale for Site Plan Control (SPC) covering the 'entire' Tangle Creek property is well understood. Note, however, that the subject 'project' land envelope is a very 'small' portion of the total Tangle Creek land mass and is located in an 'interior' sector of the property that typically would NOT be subject to the rigours of SPC regulation with no proximity to railway lines, wetlands, inland shorelines, river or stream valleys, etc. and as previously referenced with the proposed works not impacting any component of Tangle Creek's total land holding, including NVCA areas, its physical structures and business, nor neighbouring properties and adjacent public arterials.

With the utmost respect for Township of Essa protocol and standards, we formally request that the requisite security be reduced to 10%, in line with similar projects in other Ontario municipalities, rather than the requested 100% of the project cost.

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We appreciate the time and consideration of Mayor Macdonald, Council members, and key Township Planning and Engineering staff. Mr. Edmonds, along with Tangle Creek's ownership group and consulting team members, are available on short notice to provide clarifications and respond to questions. We look forward to a timely review and consideration.

Best regards,



Richard Edmonds

General Manager/Managing Partner
NGCOA Canada President



"Continually exceed patron expectations and create long term relationships"

Tangle Creek Golf & Country Club Inc.
Barrie's Premier Golf & Event Facility

4730 Side Rd 25
Thornton, Ontario
L0L 2N0
Tel: 705-720-2150 X 102
Cell: 647-388-3763 (Text)
www.tanglecreekgolf.com

4c

ATTACHMENT NO.2

Internal Works Cost Estimate

4c

'The Breeze' Short Course (NEW 9 Holes) at TANGLE CREEK G&CC, Thornton, Ontario

REVN #7

II. SHORT COURSE including Range & Practice Areas

1	GCA Design, Lay-out, Sub-Trade & Club Liaison, Shaping Assist, Observation/Inspect	GCArch	8,500
2	SPC Amendment per Site Alteration Permit - Eng. Study & Permit Fees (?)	TBD (?)	21,250
3	Irrigation Consult	SLavin/ Gtaylor/other (?)	1,190
4	Erosion Prevention - Silt Fence incl. inspection & maintenance	CLUB, other Contr (?)	850
5	Site Prep - Bush-hog/Mow, Rototil, Brush/Tree Removal, ex.IRRIGATION (?)	Golf Shaper, other Contr, CLUB	3,825
6	Earth Work - Topsoil Strip, temp. ESC Dry-Ponds (4), Cut/Fill, Shaping, Re-Topsoil, Spread Mix	Golf Shaper	83,300
7	Drainage	Shaper & Club	10,625
8	Irrigation	Shaper, Irrig Contr & CLUB (?)	53,550
9	Import Greens/ Tee Rootzone Mix	CLUB	82,025
10	Import Bunker Sand	CLUB	23,375
11	Trees, Shrub Plantings	Arbor Contractor	27,200
12	Landscaping - Boulders & Ledgerrock, Rail Fence, Dry Riverstone, etc.	Golf Shaper, other Contr, CLUB	25,500
13	Finish Grade FWYS, Prim. Rough, Stone/Root Pick & Seed/Sod Bed Prep	Golf Shaper, other Contr, CLUB	10,200
14	Grow-In Erosion Prevention - straw bales, noodles, etc.	CLUB, other Contr (?)	8,500
15	Sod Supply Bluegrass Sandtrap Environs, Grass Bunkers & 'LIMITED' Other TBD	Sod Co prep/Install & CLUB	17,000
16	Sod 'LIMITED' Bentgrass Perimeter Strips for Erosion Prevention	Sod Co prep/Install & CLUB	8,500
17	Sod 'LIMITED' Bluegrass & Fescue Perimeter Strips for Erosion Prevention	Sod Co prep/Install & CLUB	8,500
18	Seed BENTGRASS, Soil Amendment & Fert Greens	CLUB, other Contr (?)	21,250
19	Seed BENTGRASS, Soil Amend, Fert Tees, Fairways, G2T Walkway Links	CLUB, other Contr (?)	29,750
20	Seed BLUEGRASS, Soil Amend, Fert Primary Rough	CLUB, other Contr (?)	8,245
21	Seed FESCUE, Soil Amend, Fert Secondary Rough	CLUB, other Contr (?)	14,025
22	Grow-In' including Erosion/ Wash-out Repairs	CLUB	8,500
23	Course Hardware & 'Character' Signage	CLUB	8,500
27	Contingency (15%)		0.15 85,440

*** Revn #7 . TOTAL PROJECT - Short Course incl. Range and Practice Area s	CLUB Resources & Contracted	569,600
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dln . rfm&a | MOOTE 25032025



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR006-25

DATE: April 16th, 2025

TO: Committee of the Whole

FROM: Chris Rankin – Manager of Parks and Recreation

SUBJECT: Emergency Asphalt Replacement – Thornton Community Centre

RECOMMENDATION

That Staff Report PR006-25 be received; and

That Council authorize staff to proceed with the emergency asphalt replacement at the Thornton Community Centre as quoted by Road Readie Paving in the amount of \$24,220.00 (excluding HST) to be funded from Parks & Recreation Reserve.

BACKGROUND

Staff, along with the owner(s) of Meas Earth (244 Barrie Street), identified a significant safety concern regarding the deteriorating condition of the asphalt at the Thornton Community Centre. The existing surface poses a hazard to users and cannot be adequately addressed through minor patching or maintenance. In addition, the area experiences poor drainage, resulting in significant water pooling that creates slip hazards and leads to water accumulating against the foundation of 244 Barrie Street.

Meas Earth (owner of 244 Barrie Street) has agreed to cover the cost of surveying the area to ensure proper grading/drainage patterns. Furthermore, Meas Earth will cover the cost of replacing the asphalt for their portion of the property. The Township will coordinate the removal and installation of the new asphalt concurrently to ensure grading requirements are met. Due to the urgency and potential liability concerns, staff sought an immediate quote from a qualified contractor to carry out the work.

COMMENTS AND CONSIDERATIONS

Staff and the owner obtained 3 quotes. The lowest quote received was from Road Readie Paving, and the pricing provided (**\$24,220.00 plus HST for the Township portion 3" Asphalt - \$22,543.50 plus HST for the Meas Earth portion 2" Asphalt**) is considered fair and reasonable for the scope of work required as per figure 1.

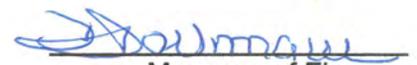
Given the risks to public safety and liability, it is recommended that this repair be completed as an emergency measure. Postponing the repair could result in injury or further damage, further Asphalt deterioration resulting in greater future costs.



Figure 1 (Essa Portion- Paving Limits)

FINANCIAL IMPACT – Funding Strategy

There is no budget allocation in the 2025 approved Parks & Recreation budget for this repair. As this work is necessary and time-sensitive, staff recommend funding the cost from the Parks and Recreation Reserve.


Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Authorize staff to proceed with the emergency asphalt replacement at the Thornton Community Centre as quoted by Road Readie Paving in the amount of \$24,220.00 (excluding HST) to be funded from Parks & Recreation Reserve.**
3. Direct Staff in another course of action

CONCLUSION

Staff recommends that **Option 2** be approved, authorizing the emergency asphalt replacement and funding from reserves, is recommended.

Respectfully submitted,



Chris Rankin
Manager of Parks and Recreation



Michael Mikael, P, Eng
CAO



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR007-25

DATE: April 16, 2025

TO: Committee of the Whole

FROM: Chris Rankin – Manager of Parks and Recreation

SUBJECT: Award of Tender – Supply and Installation of Skate Park and Modular Pump Track for Thornton and Angus

RECOMMENDATION

That Staff Report PR007-25 be received; and

That the quotation received from **Canadian Ramp Company** be accepted in the amount of **\$459,999.91 (\$331,616.11 for the Angus Skate Park relocation & Pump tracks installation and \$128,383.80 for the Thornton Pump tracks installation) (excluding HST)** as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the Municipality.

BACKGROUND

The current skate park in at the Angus Community Center has been deemed to be at the end-of its life cycle and requires prompt replacement to ensure a safety and level of service are met.

The Request for Tender for the **supply and installation of Skate Park and Modular Pump Track in Angus and Pump Track for the Thornton Community Center** was posted on the Township's website, digital board, and circulated in accordance with Essa's Procurement Policy A17-01 on February 14th, 2025. The closing date for the Request of Tender was March 14TH, at 2:00 pm.

COMMENTS AND CONSIDERATIONS

The following is a summary of the Tender result (*only one bid was received*):

Bidder	Total Price Excluding HST
CANADIAN RAMP COMPANY	\$459,999.91 (\$331,616.11 Angus Skate Park and Pump tracks & \$128,383.80 Thornton Pump Tracks)

FINANCIAL IMPACT – Funding Strategy

The 2025 approved Parks and Recreation prioritized Capital Budget included **\$340,000** for Angus skate Park relocation and pump tracks (\$170,000 Parks and Recreation Obligatory & \$170,000 Parks Development Charges). The successful bidder is **\$331,616.11** (excluding applicable tax) resulting in a surplus of \$ 8,383.89 (assuming no change orders).

The 2025 approved Parks and Recreation Capital Budget included **\$280,000** for the supply & installation of the Thornton Pump tracks including other capital misc. replacement and purchases (\$180,000 Parks and Recreation Obligatory & \$100,000 Parks Development Charges). The successful bidder is **\$128,383.80** (excluding applicable tax) resulting in a surplus of \$151,616.20 to fund other capital needs (assuming no change orders).



Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. Award the Quotation to **Canadian Ramp Company** in the amount of **\$459,999.91** (**\$331,616.11 for the Angus Skate Park relocation & Pump tracks installation and \$128,383.80 for the Thornton Pump tracks installation**) (excluding HST), contingent upon WSIB Clearance, Certificate and a copy of Insurance being provided to the Municipality
3. Direct Staff in another course of action

CONCLUSION

Staff recommends that **Option 2** be approved, given that this contractor has had several positive reviews with other Townships also based on the fact that all criteria and value was proposed in their plan for a safe and inclusive skate park and pump tracks.

Respectfully submitted,



Chris Rankin
Manager of Parks and Recreation



Michael Mikael, P, Eng
CAO

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR008-25

DATE: April 16, 2025

TO: Committee of the Whole

FROM: Chris Rankin – Manager of Parks and Recreation

SUBJECT: **Award of Tender - Brownley Meadows Park-Outdoor Arena Mini. Rink & Concrete Pad**

RECOMMENDATION

That Staff Report PR008-25 be received; and

That the quotation received from **Sport Court Ontario** be accepted in the amount of \$123,852.00 (**excluding HST**) to supply and install Mini. Rink and Concrete Pad at the Brownley Meadows Park as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the Municipality.

BACKGROUND

The Request for Tender for the **SUPPLY AND INSTALLATION OF OUTDOOR MINI RINK AND CONCRETE PAD** was posted on the Township’s website, digital board, and circulated in accordance with Essa’s Procurement Policy A17-01 on February 21st, 2025. The closing date for the Request of Tender was March 21st, at 2:00 pm.

COMMENTS AND CONSIDERATIONS

The following is a summary of the Tender result:

Bidder	Total Price Excluding HST
Sport Court Ontario	\$123,852.00

50

FINANCIAL IMPACT – Funding Strategy

The 2025 approved Parks and Recreation prioritized Capital Budget included **\$130,000** for the Brownley Meadows Park-Outdoor Arena Mini. Rink and Concrete Pad installation (\$130,000 Parks and Recreation Development Charges). The successful bidder is **\$123,852.00** (excluding applicable tax) resulting in a surplus of \$ \$6,148 (assuming no change orders).



Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. Award the Quotation to **Sport Court Ontario** in the amount of **\$123,852.00** (excluding HST) contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the Municipal.
3. Direct Staff in another course of action

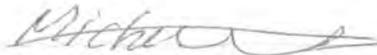
CONCLUSION

Staff recommends that **Option 2** be approved, given that this contractor has had several positive reviews with other Townships and no known past performance concerns.

Respectfully submitted,



Chris Rankin
Manager of Parks and Recreation



Michael Mikael, P, Eng
CAO

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW007-25

DATE: April 16, 2025

TO: Committee of the Whole

FROM: John Kolb – Manager of Public Works

SUBJECT: Award of Quotation – Slurry Seal Treatment

RECOMMENDATION

That Staff Report PW007-25 be received; and

That the quotation as received from **Duncor Enterprises Inc.** be accepted in the amount of **\$334,302.54 (excluding HST)**, to complete the 2025 Slurry Seal Treatment program on various locations within the Township limits, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.

BACKGROUND

2025 Public Works prioritized Capital Budget included the following approved surface treatment projects:

- **9th Line:** 20th Sideroad to 25th Sideroad (3.00km)
- **9th Line:** 5th Sideroad to Highway 89 (3.00km)
- **10th Line:** From County Road 21 South (0.8km)
- **11th Line:** From County Road 21 North (1.5km)
- **11th Line:** 5 Sideroad to the South limit (2.00km)

COMMENTS AND CONSIDERATIONS

The tender document was posted on the Bidding website on February 27th, 2025 and closed on March 14th, 2025.

A letter describing the project timeline and traffic management plan will be mailed out to the residents within the construction limits to ensure public engagement.

FINANCIAL IMPACT

Council approved **\$465,000.00** - Micro Sealing Program in the 2025 Public Works Prioritized Capital Budget (\$319,000 from taxation & \$146,000 OCIF carry forward).

Bidder	Deposit	Total Price Excluding HST
DUNCOR ENTERPRISES INC.	\$10,000.00	\$334,302.54
Miller Paving Limited	\$10,000.00	\$358,459.60

- The Lowest Bidder Duncor Enterprises Inc. is \$130,697.46 less than the approved Capital Budget (*assuming no change orders and/or other issues during construction*).



Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Award of tender to **Duncor Enterprises Inc.** in the amount of **\$ 334,302.54 (excluding HST)**
2. Direct Staff in another course of action to follow up in the current plan

CONCLUSION

Staff recommends that **Option 1** be approved, given that this supplier is in a good standing with the Township and with no known past performance problems.

Respectfully submitted, Submitted by,

Respectfully submitted by:

Reviewed by:

Reviewed by:

JEREMY WALTON

Jeremy Walton
GIS Technician



John Kolb
Manager of Public Works



Michael Mikael, P. Eng
Chief Administrative Officer



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW008-25

DATE: April 16th, 2025

TO: Committee of the Whole

FROM: John Kolb – Manager of Public Works

SUBJECT: Award of Tender – Simcoe Street and Raglan Street Reconstruction (Urbanization)

RECOMMENDATION

That Staff Report PW008-25 be received; and

That the quotation as received from **Arnott Construction Limited** be accepted in the amount of **\$3,816,000 (including 1.76% HST)**, to complete the Simcoe Street and Raglan Street Urbanization project contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township to the Township's satisfaction.

BACKGROUND

Simcoe Street and Raglan Street currently exists as a rural cross-section with open ditches or swales with no adequate pedestrian infrastructure, and limited drainage capacity.

The Simcoe Street and Raglan Street reconstruction is considered a high priority project due to safety and storm management concerns. As part of the Township's Transportation Master plan and infrastructure improvement, this project will transition the corridor to an urban standard, supporting both vehicular and pedestrian use while improving safety and drainage.

The proposed construction works focuses on the urbanization of Simcoe Street and Raglan Street (fig.1). The project highlights are:

- Repaving and Infrastructure renewal.
- Installation of a storm sewer system to manage surface runoff and minimize/eliminate localized flooding.
- Construction of improved concrete sidewalks to enhance pedestrian accessibility and safety.
- Elimination of existing roadside ditches/closed ditches/drainage swales to improve visual aesthetics, and property access
- Introduction of permanent traffic calming measures such as raised intersection, traffic control improvement, pavement marking and narrowed lanes to reduce vehicle speeds and enhance safety for all road users at selected locations.

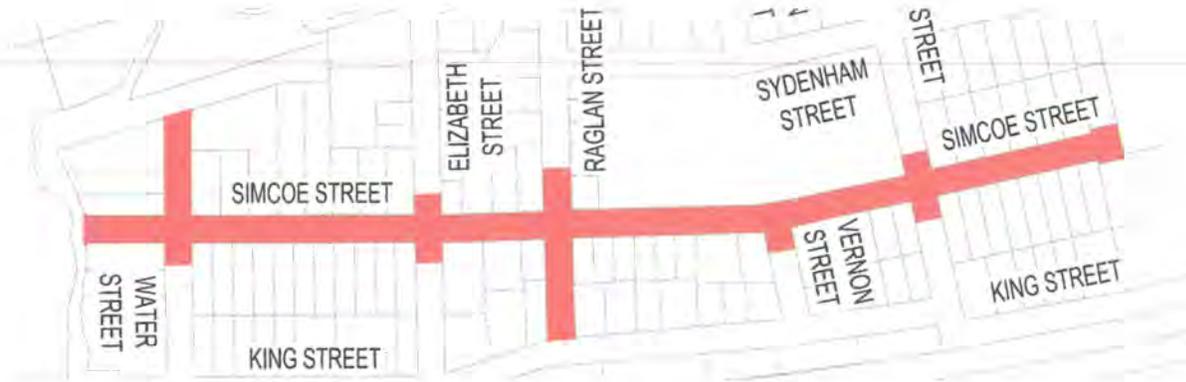


Figure 1 - Limits of urbanization

COMMENTS AND CONSIDERATIONS

The urbanization of Simcoe Street and Raglan Street will deliver significant long-term benefits to the community, including safer pedestrian access, better drainage, and improved traffic management.

The Tender document was posted on the Bidding website on March 3rd, 2025, and closed on April 4th, 2025, targeting November 7th, 2025, for Substantial Completion. Surface asphalt, and associated work, to be completed by July 24th, 2026.

Two (2) addendums were issued during the bidding process.

Five (5) bids were received by the Township on Friday April 4, 2025. The bids are summarized, as follows:

BIDDER	Tender Deposit/Bid Bond	TOTAL TENDER (Including 1.76% HST)
Arnett Construction Limited.	50% Performance Bond	\$3,816,000
B-J Contracting Ltd.	50% Performance Bond	\$3,932,808.30
Trisan Construction	50% Performance Bond	\$4,064,435.90
Dufferin Construction Ltd.	50% Performance Bond	\$4,211,429.20
JB Enterprises Ltd.	50% Performance Bond	\$44,424,338.60

**A letter stating the project timeline and traffic management plan will be mailed out to the residents within the construction limit to ensure public engagement.*



PROJECTED COST ANALYSIS:

Below is the breakdown of the project construction and post construction cost:

COST ANALYSIS (Simcoe Street & Raglan Street Urbanization)	
Consultant Fees	
Contract Administration – Inspection Fee (Ainley Group)	\$ 199,305.00
Geotechnical Allowance (Material Testing/reduced to minimum)	\$ 25,000.00
Total Consultant Fees (including 1.76%HST)	\$ 228,252.80
Construction Fees (based on the lowest bidder)	
Total Value of Construction (Lowest Bidder – Arnott Construction Limited)	\$ 3,750,000.00
Construction Change order allowance (Added Contingency)	\$ 25,000.00
Total Construction Fees (Including 1.76% HST)	\$ 3,841,440.00
TOTAL PROJECTED COST (Including 1.76% HST)	\$ 4,069,692.80
TOTAL REMAINING BUDGET (Surplus)	\$ 400,029.20

FINANCIAL IMPACT

The 2025 approved Capital Budget for Simcoe Street Urbanization is **\$4,469,722 (\$3,772,000 Development Charges - \$697,722.00 CCBF)** resulting in a surplus in the amount of \$400,029.20.

Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. Award the Tender to **Arnott Construction Limited** in the amount of **\$3,816,000** (Including 1.76% HST) to complete the Simco Street and Raglan Street Urbanization project contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township to the Township’s satisfaction
3. Direct Staff in another course of action

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CONCLUSION

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

Respectfully submitted,

Reviewed by,



John Kolb
Manager of Public Works

Michael Mikael, P.Eng
Chief Administrative Officer