

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, JULY 3, 2024
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

- p. 1 a. **Delegation from SGL/Dillon (Township Official Plan Review Consultant)**
 Tim Cane
 Re: Official Plan Review Workplan
- p. 12 b. **Delegation from Baker Tilly KDN LLP (Township Auditor)**
 Richard Steiginga
 Re: 2023 Draft Year End Financial Statements

Recommendation: ***BE IT RESOLVED THAT the Draft 2023 Consolidated Financial Statements for the Township of Essa, the Essa Public Library, and the Angus Business Improvement Area Board, as presented by Baker Tilly KDN LLP, be approved.***

STAFF REPORTS

4. PLANNING AND DEVELOPMENT / BUILDING

- p. 35 a. **Staff Report PD009-24 submitted by the Manager of Planning and the Development Planner, re: Planning Department – Q1 and Q2 Report 2024.**

Recommendation: ***BE IT RESOLVED THAT Staff Report PD009-24 be received for information.***

- p. 40 b. **Staff Report PD010-24 submitted by the Manager of Planning, re: Aviation Peer Review Consultant.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PD010-24 be received; and **THAT** Council authorize Staff to undertake peer review consulting for the Township on all aviation applications, at a cost to the Applicant.

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

- p. 42 a. **Staff Report PR010-24 submitted by the Manager of Parks and Recreation, re: 35 Kevin Crescent Park Naming.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PR010-24 be received; and **THAT** Council approve naming the park located at 35 Kevin Crescent, Thornton "The Burke Family Park" in honour of the Burke Family.

6. **FIRE AND EMERGENCY SERVICES**

7. **PUBLIC WORKS**

- p. 45 a. **Staff Report PW012-24 submitted by the Manager of Public Works, re: Award of Quotation – Roads Garage Expansion.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PW012-24 be received; and **THAT** the quotation as received from **Dom Construction Ltd.** be accepted in the amount of **\$1,067,869.44 (including 1.76% HST)**, to complete the build for expansion of the Roads Garage, 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**

- p. 52 a. **Staff Report C011-24-24 submitted by the Manager of Legislative Services and Deputy Clerk, re: ASE – Establishment of Joint Data Processing Centre.**

Recommendation: **BE IT RESOLVED THAT** Staff Report C011-24 be received; and **THAT** Council direct Staff to proceed with establishing Essa as a Joint Data Processing Centre for the issuance of Penalty Orders for participating municipalities where contraventions have been captured by Essa's vendor's Automated Speed Enforcement cameras; and **THAT** Council authorize execution of a new Agreement with the Ministry of Transportation (MTO) to allow Essa to operate as a Joint Data Processing Centre; and **THAT** Council direct Staff to proceed with the sub-client agreements on a contract-by-contract basis; and **THAT** Council direct Staff to prepare and present a Financial Plan/Business Case along with the proposed future agreements with Global Traffic Ltd. at a future Council meeting.

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

- p. 56 **a. Staff Report CAO021-24 submitted by the Chief Administrative Officer, re: Development Charges Recalibration.**

Recommendation: **BE IT RESOLVED THAT** Staff Report CAO021-23 be received for information.

THAT Council direct staff to proceed with the 2023 Development Charges Background Study Recalibration to reinstate studies.

11. OTHER BUSINESS

12. ADJOURNMENT

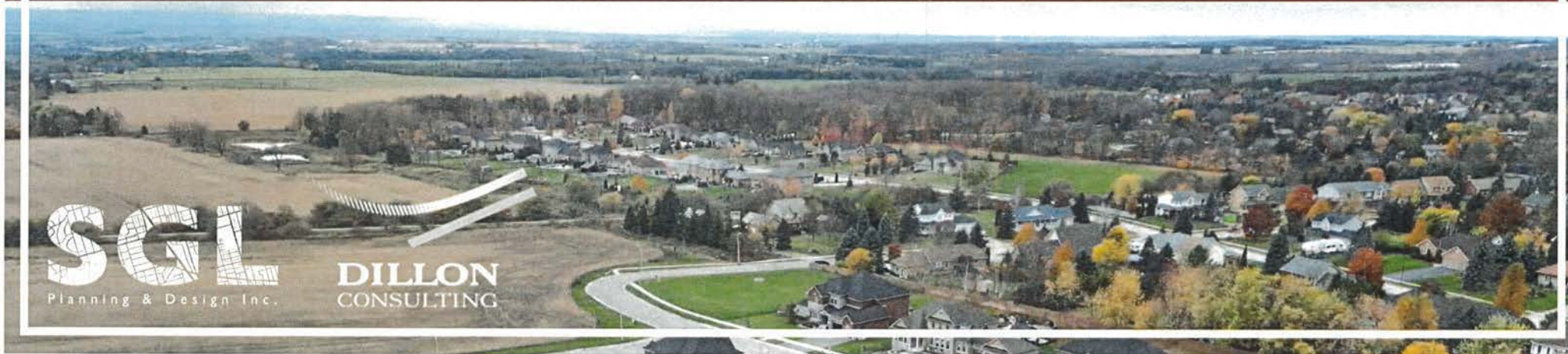
Recommendation: **BE IT RESOLVED THAT** this meeting of Committee of the Whole of the Township of Essa adjourn at _____pm., to meet again on the 4th day of September, 2024 at 6:00 p.m.

Township of Essa New Official Plan

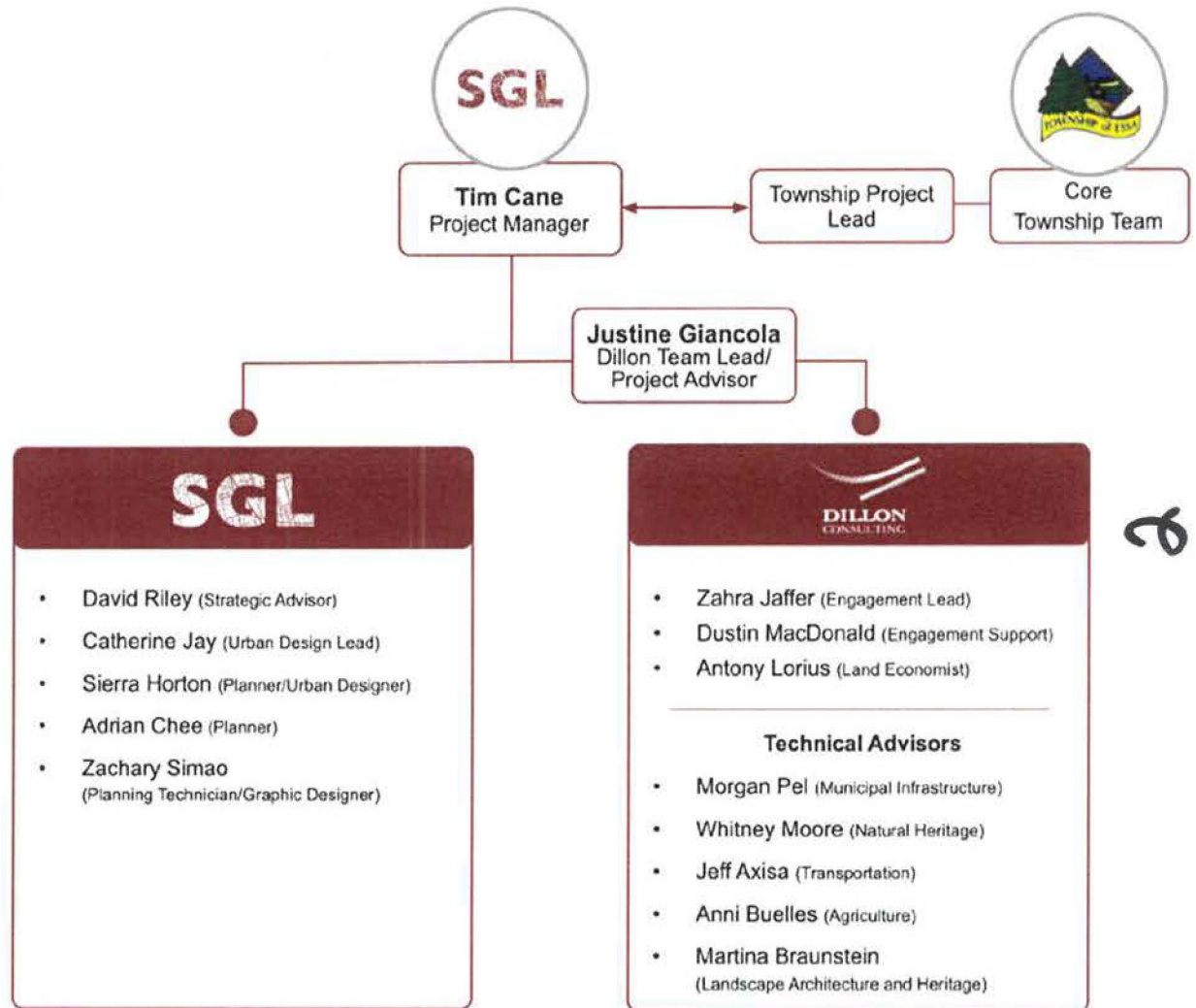
July 3, 2024

SGL
Planning & Design Inc.

DILLON
CONSULTING



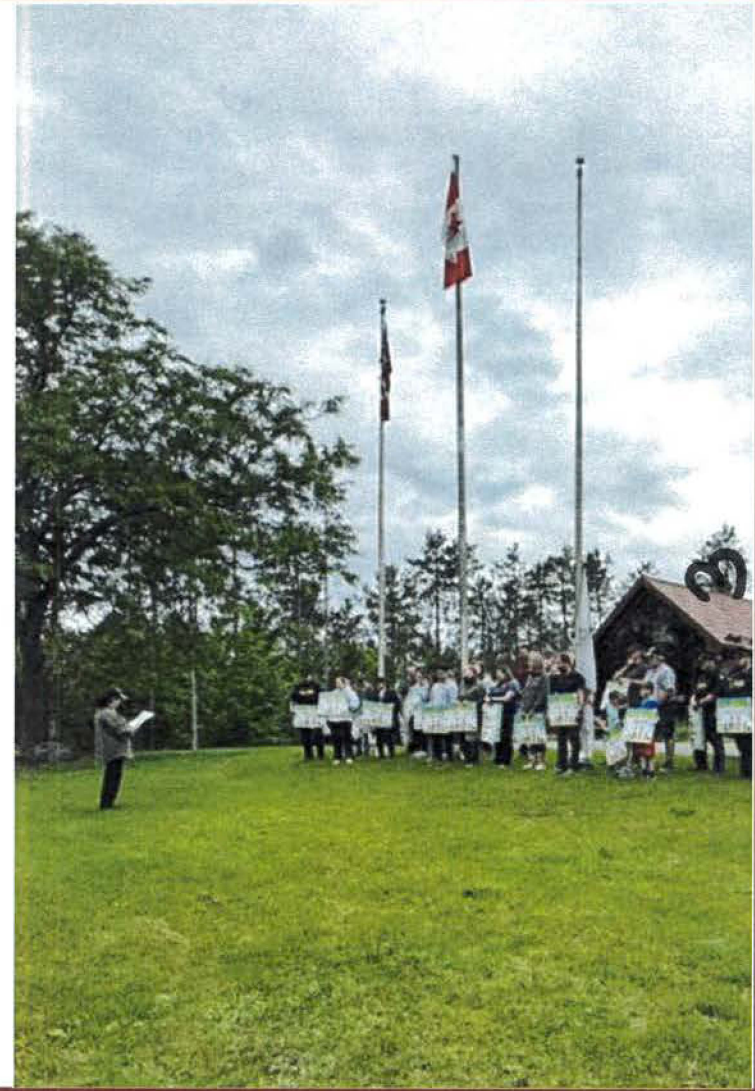
The OP Team





What is the Official Plan?

- How will land be used in your community for the next 20 years?
- Prepared with community input to ensure that future development will meet the community's needs AND wants.
- As Township grows and evolves, the Official Plan is updated to meet local, County and Provincial planning goals.
- The Official Plan must be consistent and conform with:
 - The Planning Act
 - The Provincial Policy Statement (PPS)
 - The Growth Plan for the Great Golden Horseshoe
 - Any other applicable provincial plans
 - County of Simcoe Official Plan



Schedule

WE ARE
HERE!



Phase 1:
Project Start-Up
August 2024



Phase 2:
Issues and Options
Reports
January 2025



Phase 3:
Writing the First Draft of
the Official Plan
June 2025



Phase 4:
Finalization of
Official Plan
December 2025



Phase 5: County
Approval*

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3a

Engagement Plan

- meaningful
- awareness
- engage
- informed
- collaborate
- milestones
- transparent

- Webpage launch
- 1st Community Survey
 - Summer 2024
- Open houses
 - Summer 2024
- 2nd Community Survey
 - December 2024
- Public Information Center and 3rd Community Survey
 - June 2025
- Public Open House and Public Meeting (s.26)
 - September 2025



What do we see at the 'starting line'?

- Capturing latest policy changes
- Laying foundation for planning approvals
- Creating opportunities for housing
- Encouraging employment and commercial uses
- Sustaining the agricultural community
- Determining where to grow
- Establishing how the community should look and feel
- Building on existing OP update work

What have we heard so far?

- 5 themes to date:
 - Rural character
 - Natural areas
 - Balanced growth
 - Being resilient and sustainable
 - Community connections

Official Plan Review
Discussion Paper #2 - Draft



What growth do we prepare for?

Growth Projections

	County of Simcoe*		Township of Essa	
	Forecast to 2051	Increase from 2021	Forecast to 2051	Increase from 2021
Population	555,020	194,340	34,740	10,930**
Jobs	197,980	81,380	13,350	3,720

*adopted Simcoe County Amendment No. 7 (SCOPA7)

**Equates to approx. 135 ha (340 acres) of additional lands

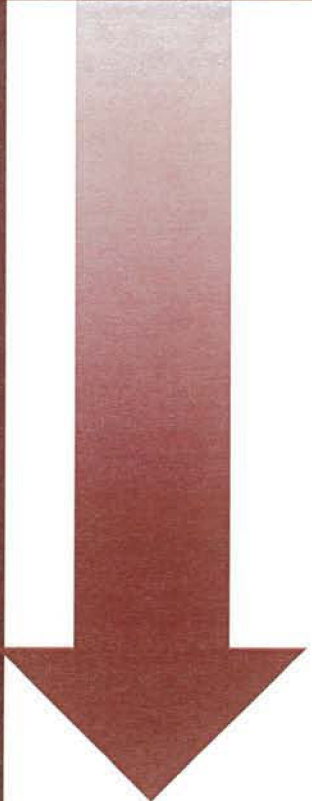


What type of place do you want Essa to be?

- Create great places for residents to connect and live
- Enable high-quality spaces
- Provide a mix of uses and activities
- Forge emotional connections to the community
- Make it easy to move around
- Empower community partners
- Foster a sense of place



Next Steps – summer and fall 2024

- 
- Issues and opportunities summary document
 - Public Open House NAO
 - Community open houses and survey
 - Council update
 - Draft Issues and Options Report

How to Participate

Township of Essa Website

[Official Plan Review - Essa Township](#)



Samuel Haniff
 Manager of Planning
 Township of Essa
 705-424-9917 x111
shaniff@essatownship.on.ca

Tim Cane
 Project Manager
 SGL Planning and Design
 705-796-7069
tcane@sglplanning.ca



Official Plan Review

The Township's current Official Plan was put into effect on July 6, 2001. The Township of Essa is currently undergoing an Official Plan Review, which seeks to identify outdated

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THANK YOU



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Now, for tomorrow



Township of Essa

**Comparative Analysis
December 31, 2023**

**Council Presentation
July 03, 2024**

Independent Auditor's Report

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Township of Essa as at December 31, 2023, and the results of its operations and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

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Audit Procedures

Review of minutes of council

Substantive Testing

- Sampling
- Analytical review
- Management estimates

Systems documentation and related control testing

- Revenues
- Disbursements
- Payroll
- Journal entries

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Audit Overview – Matters of Communication

Audit is complete pending:

- Council approval of financial statements
- Receipt of signed representation letter
- Receipt of legal letter

No significant difficulties encountered during the course of our audit procedures:

- No changes to initial audit plan
- No disagreements or difficulties with management
- Excellent cooperation from management and staff
- Additional audit procedures, presentation and disclosure related to Asset Retirement Obligations and Financial Instruments

Uncorrected audit difference noted:

- Prepaid portion of insurance not set up

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3b

Financial Assets at December 31st

	2023	2022	2021	2020	2019
Cash	\$ 45,696,266	\$ 48,900,608	\$ 37,269,440	\$ 37,683,784	\$ 33,083,382
Taxes receivable	\$ 2,211,120	\$ 2,160,792	\$ 2,341,510	\$ 2,691,999	\$ 2,278,337
Accounts receivable	\$ 1,901,730	\$ 1,749,565	\$ 2,583,013	\$ 3,634,657	\$ 3,234,010
Investments	\$ 10,355,397	\$ -	\$ -	\$ -	\$ -
	<u>\$ 60,164,513</u>	<u>\$ 52,810,965</u>	<u>\$ 42,193,963</u>	<u>\$ 44,010,440</u>	<u>\$ 38,595,729</u>

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Financial Assets at December 31st



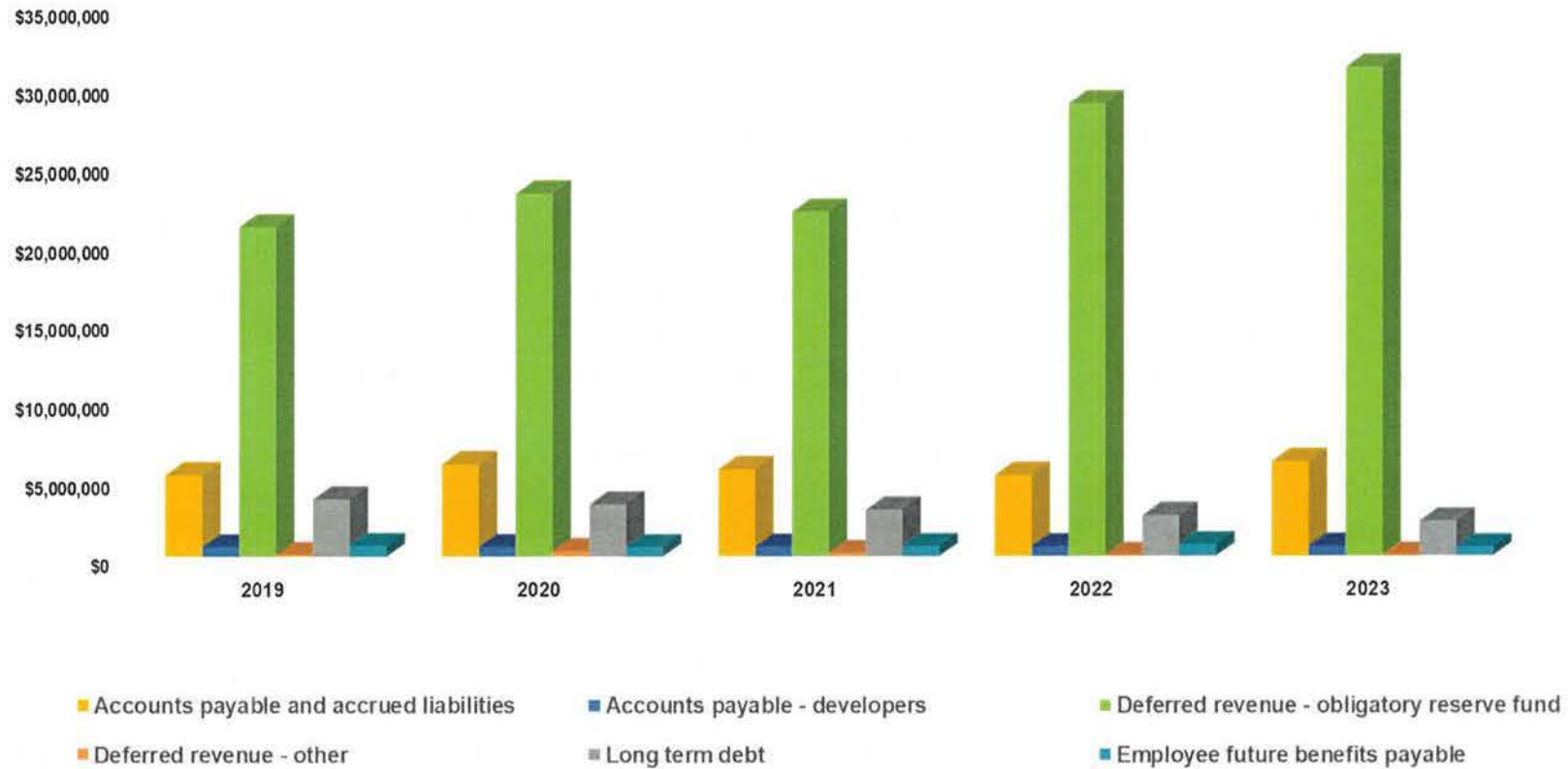
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Financial Liabilities as at December 31st

	2023	2022	2021	2020	2019
Accounts payable and accrued liabilities	\$ 6,023,912	\$ 5,186,951	\$ 5,564,657	\$ 5,919,539	\$ 5,232,535
Accounts payable - developers	\$ 645,000	\$ 645,000	\$ 645,000	\$ 645,000	\$ 645,000
Deferred revenue - obligatory reserve fund	\$ 31,007,233	\$ 28,752,601	\$ 21,918,425	\$ 23,121,621	\$ 20,997,416
Deferred revenue - other	\$ 74,404	\$ 73,804	\$ 223,624	\$ 357,320	\$ 138,660
Long term debt	\$ 2,240,419	\$ 2,623,303	\$ 2,991,730	\$ 3,346,290	\$ 3,687,544
Employee future benefits payable	\$ 565,300	\$ 749,963	\$ 665,864	\$ 620,142	\$ 720,004
	<u>\$ 40,556,268</u>	<u>\$ 38,031,622</u>	<u>\$ 32,009,300</u>	<u>\$ 34,009,912</u>	<u>\$ 31,421,159</u>

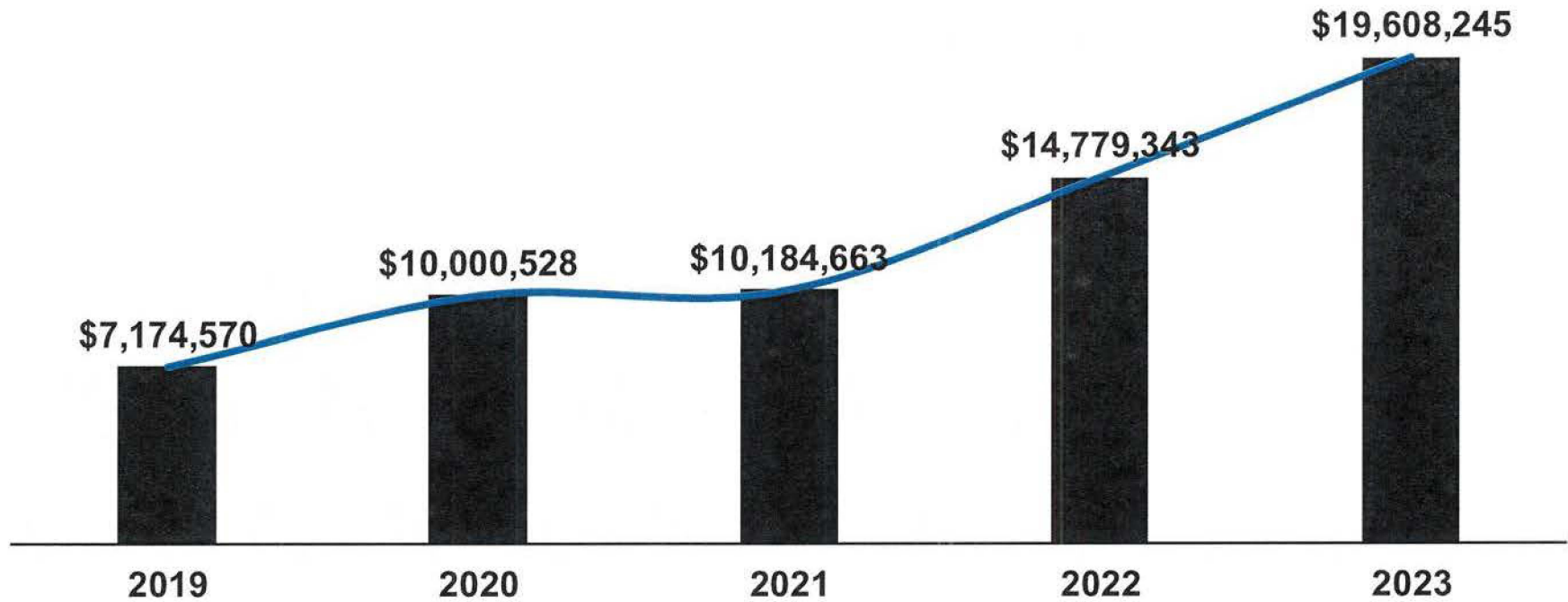
81

Financial Liabilities as at December 31st



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Net Financial Assets – 5 Year Trend

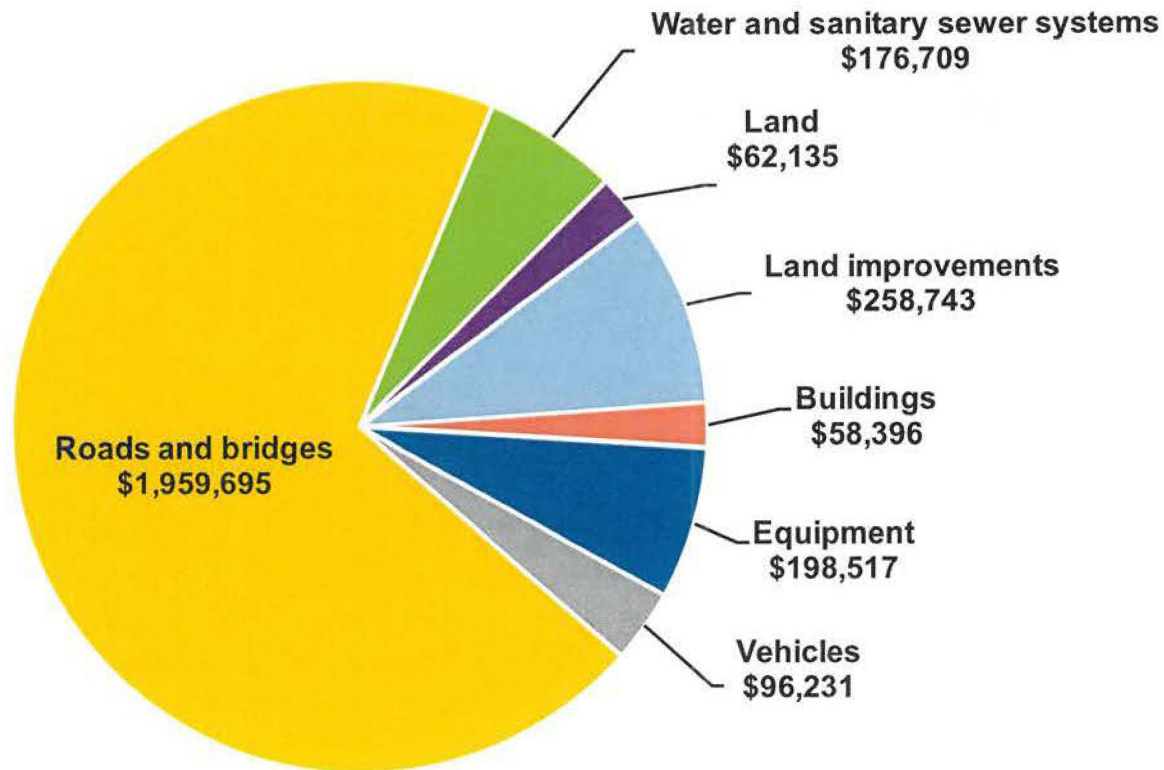


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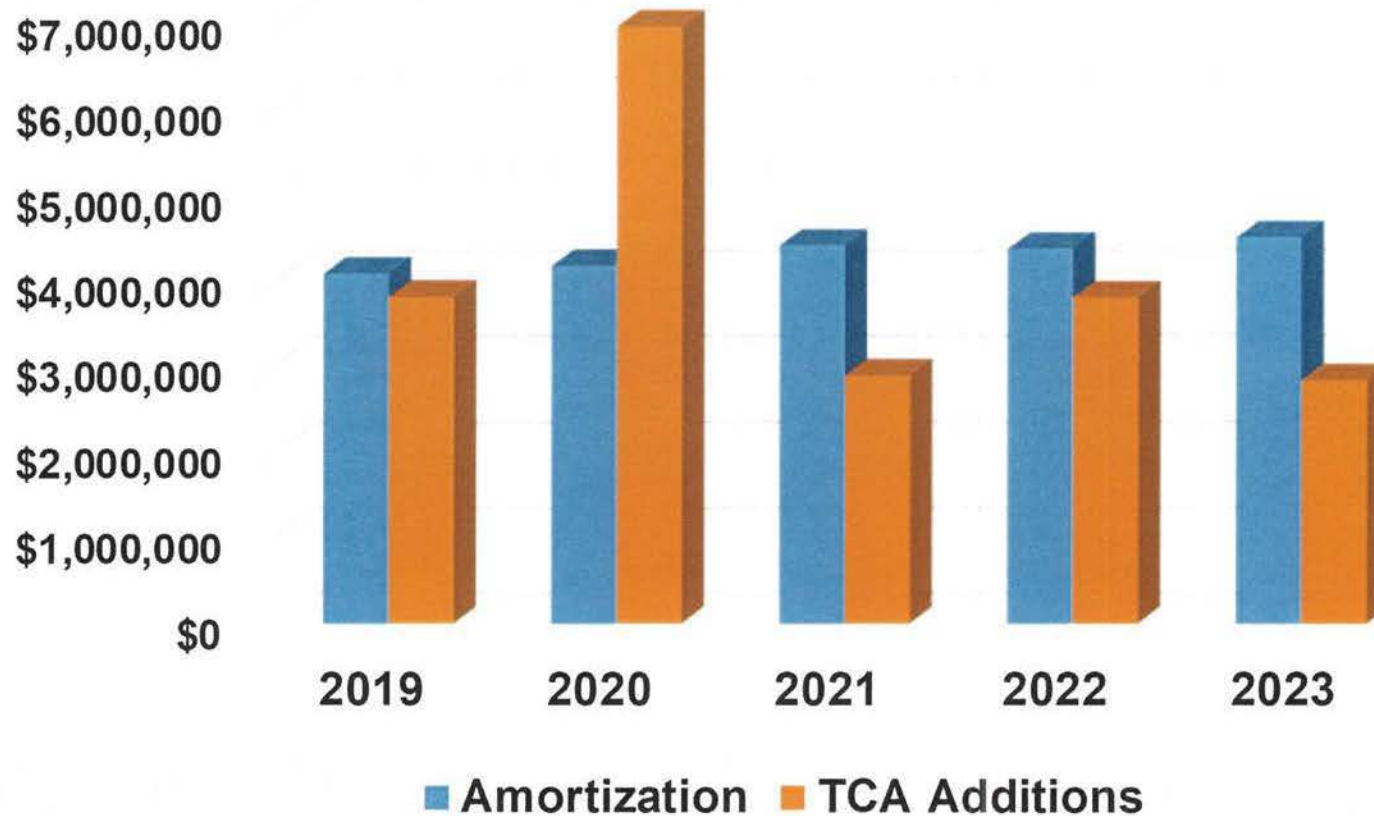
Non-Financial Assets as at December 31st

	2023	2022
Non-Financial Assets		
Tangible capital assets	120,745,881	122,427,192
Prepaid expenses	43,199	29,523
	<u>\$ 120,789,080</u>	<u>\$ 122,456,715</u>

Tangible Capital Assets – Additions



Tangible Capital Asset Additions vs Amortization



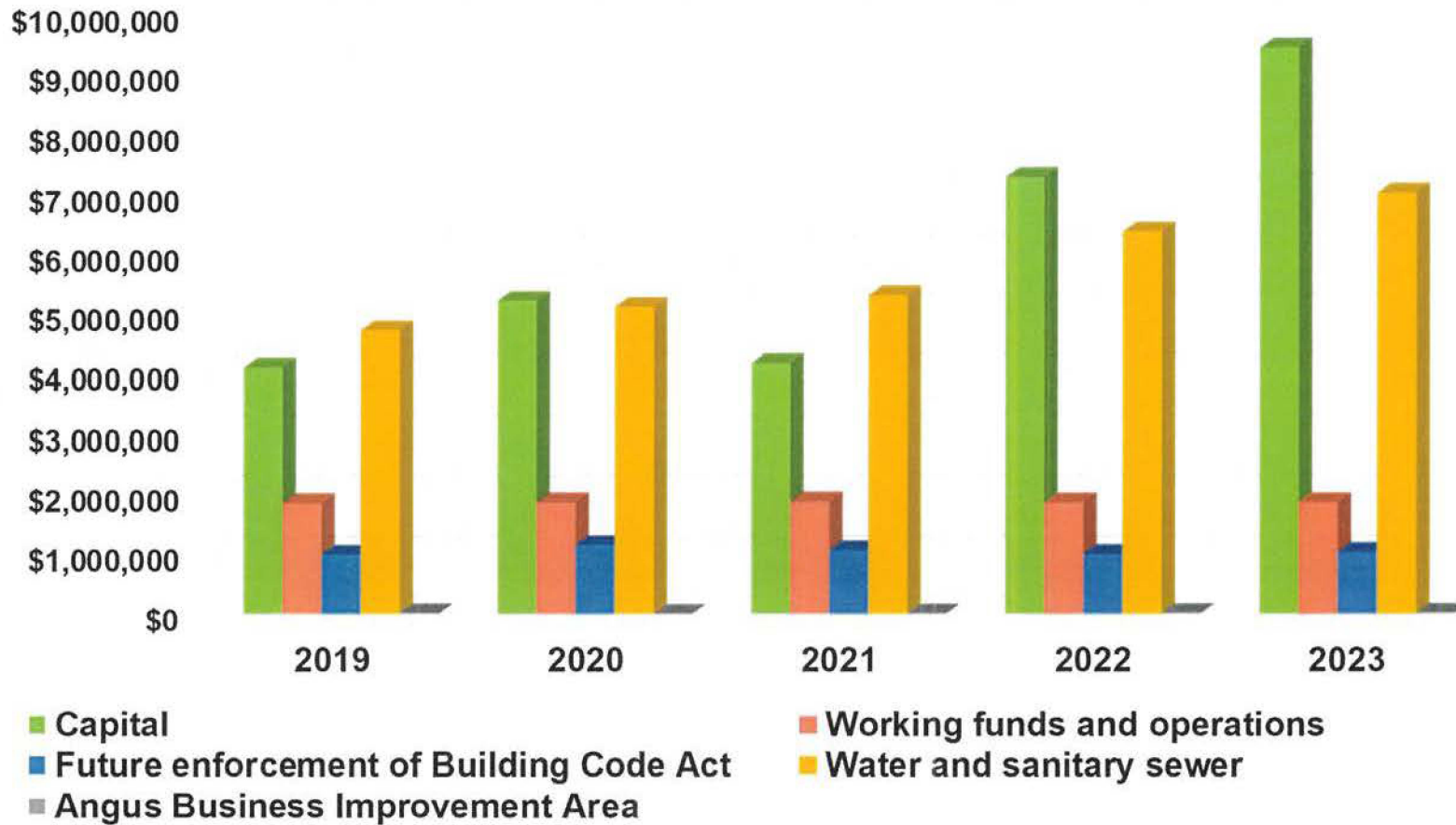
23

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3b Accumulated Surplus

	2023	2022
Surplus (Deficit)		
Invested in capital assets	\$ 118,505,462	\$ 119,803,889
Township	3,233,332	1,760,112
Unfunded employee future benefits	(565,300)	(749,963)
Surplus	<u>\$ 121,173,494</u>	<u>\$ 120,814,038</u>
 Reserves and Reserve Funds		
Capital	9,375,328	7,243,923
Working funds and operations	1,839,754	1,839,754
Future enforcement of Building Code Act	1,018,396	988,734
Water and sanitary sewer	6,979,976	6,337,017
Angus Business Improvement Area	10,377	12,592
Reserves and Reserve Funds	<u>\$ 19,223,831</u>	<u>\$ 16,422,020</u>
 Accumulated Surplus	<u><u>\$ 140,397,325</u></u>	<u><u>\$ 137,236,058</u></u>

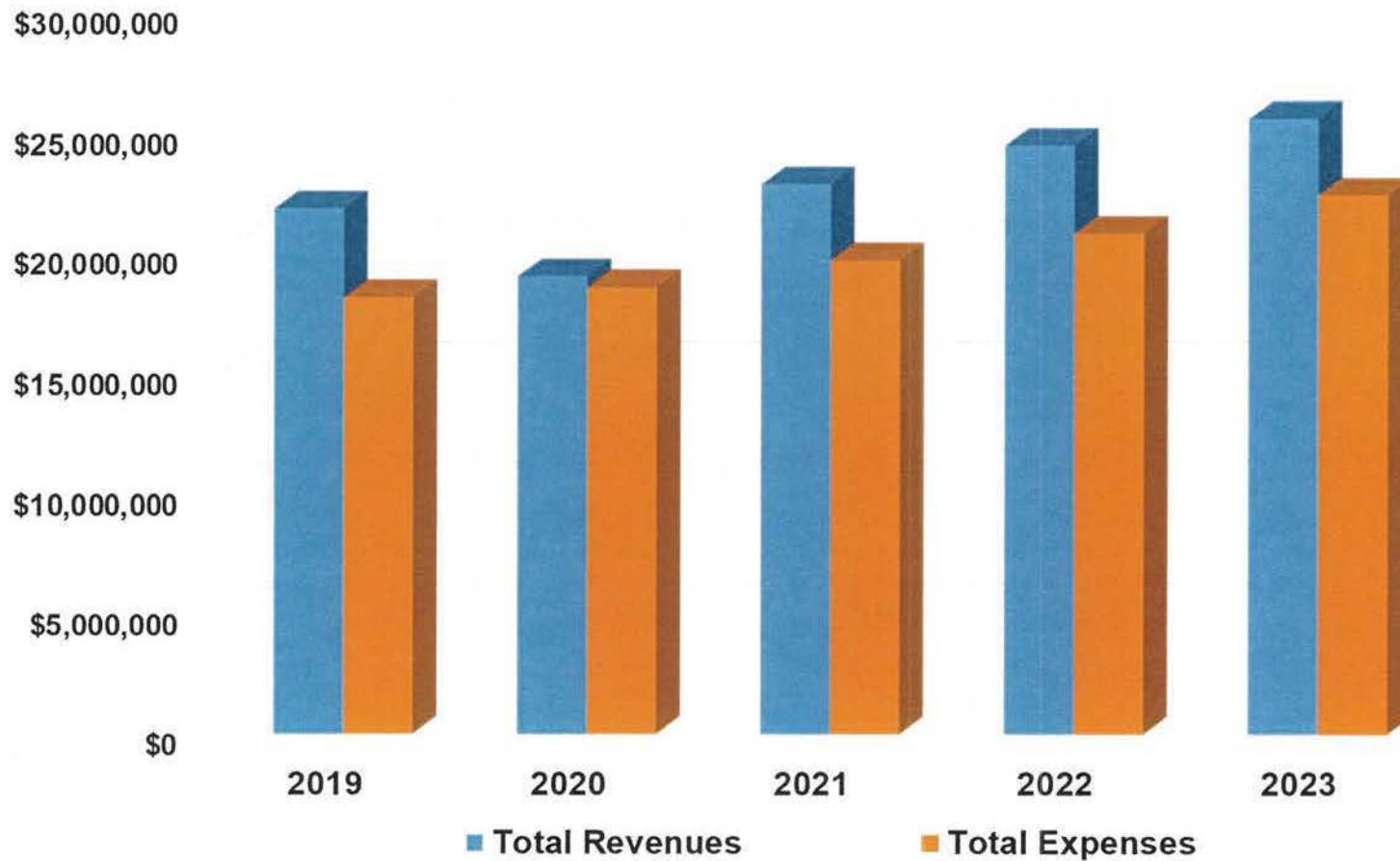
Reserves and Reserve Funds



Consolidated Statement of Operations

	2023 Budget	2023 Actual	2022 Actual
Total Revenues	\$ 23,959,853	\$ 25,483,482	\$ 24,398,043
Total Expenses	22,440,224	22,322,215	20,739,552
PSAB Annual surplus	1,519,629	3,161,267	3,658,491
Accumulated Surplus - Beginning		137,236,058	133,577,567
Accumulated Surplus - Ending		<u>\$ 140,397,325</u>	<u>\$ 137,236,058</u>
Operating Surplus Reconciliation	\$ 1,519,629	\$ 3,161,267	\$ 3,658,491
Amortization of tangible capital assets	4,359,864	4,491,737	4,359,864
Purchase of tangible capital assets	(7,461,529)	(2,810,426)	(3,784,469)
Gain on disposal of tangible capital assets	-	(1,764)	(2,582,680)
Proceeds on sale of tangible capital assets	-	1,764	2,896,055
Change in employee future benefits	-	(184,663)	84,099
Principal repayments of long term debt	(506,655)	(382,884)	(368,427)
Net transfers (to)/from reserves and reserve funds	2,088,691	(2,801,810)	(4,099,969)
Change in surpluses	-	(1,473,221)	(162,964)
	<u>-</u>	<u>-</u>	<u>-</u>

Total Revenues and Expenses



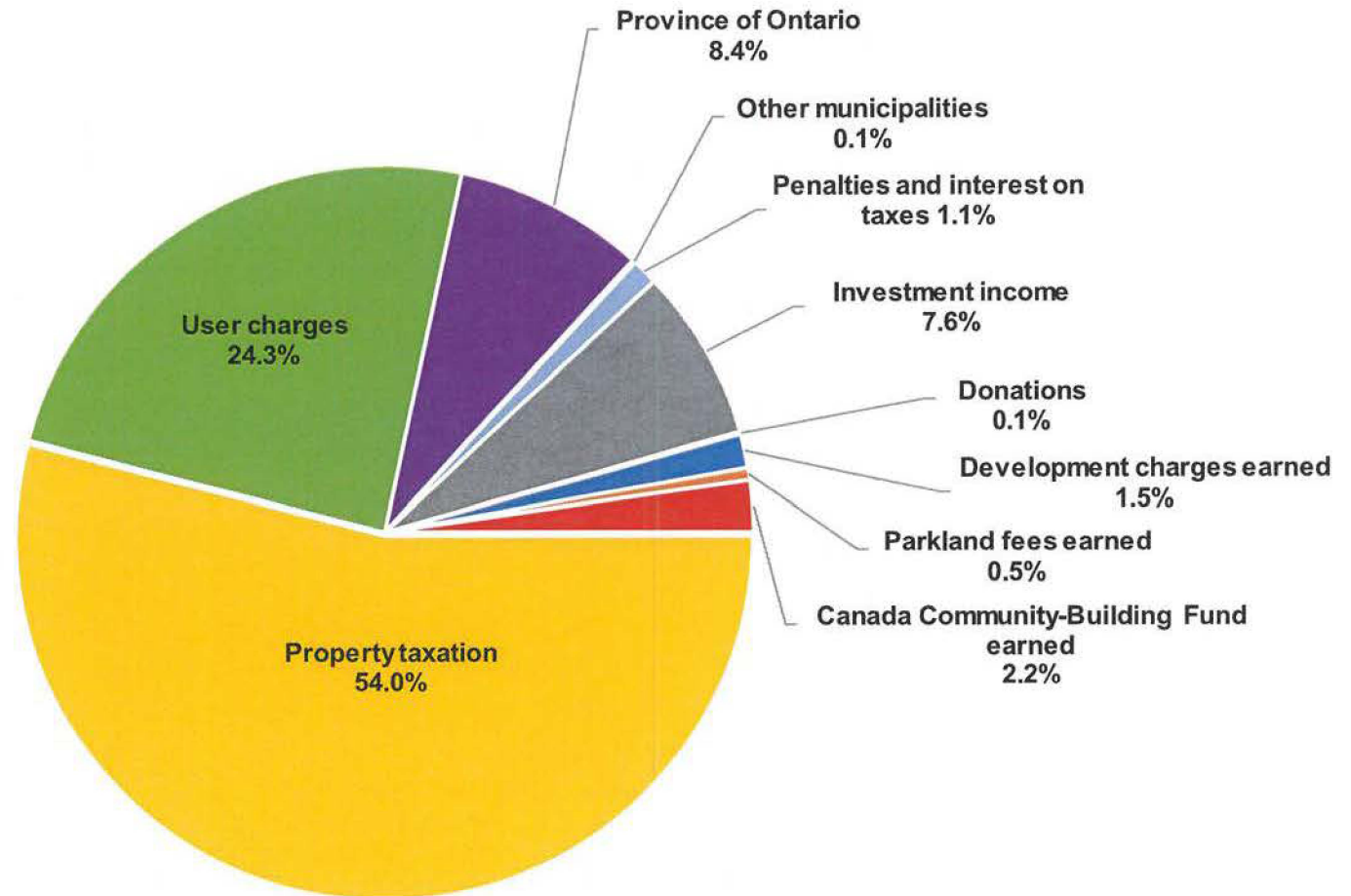
3b

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3b Financial Activities – Revenues

	2023 Budget	2023 Actual	2022 Actual
Property taxation	\$ 12,978,990	\$ 13,752,706	\$ 11,757,269
User charges	5,764,425	6,200,885	5,456,459
Government of Canada	11,273	8,680	23,432
Province of Ontario	1,937,084	2,147,648	1,631,708
Other municipalities	67,000	32,601	15,713
Penalties and interest on taxes	300,000	292,847	282,230
Investment income	156,000	1,938,467	640,437
Donations	11,300	21,692	15,335
Sale of assets and other	-	-	1,953
Development charges earned	2,036,059	375,563	1,255,706
Parkland fees earned	-	139,139	-
Canada Community-Building Fund earned	697,722	571,490	735,121
Gain on disposal of tangible capital assets	-	1,764	2,582,680
Total Revenues	<u>\$ 23,959,853</u>	<u>\$ 25,483,482</u>	<u>\$ 24,398,043</u>

Financial Activities – Revenues



3b

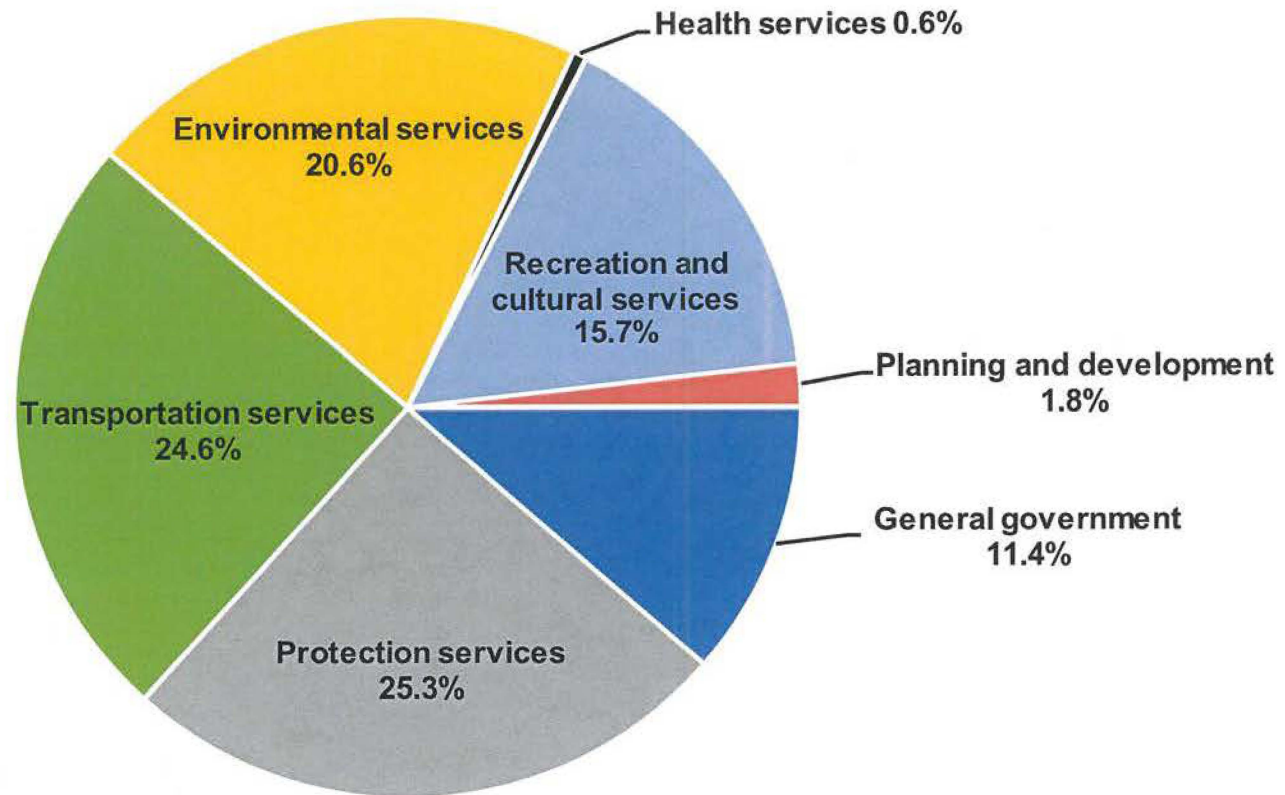
2a

3b Financial Activities – Expenses

	2023 Budget	2023 Actual	2022 Actual
General government	\$ 2,683,588	\$ 2,543,507	\$ 2,416,290
Protection services	5,645,184	5,640,916	5,338,453
Transportation services	5,454,445	5,497,595	5,028,138
Environmental services	4,498,256	4,607,258	4,208,725
Health services	155,690	129,868	76,560
Recreation and cultural services	3,561,460	3,510,466	3,296,168
Planning and development	441,601	392,605	375,218
Total Expenses	<u>\$ 22,440,224</u>	<u>\$ 22,322,215</u>	<u>\$ 20,739,552</u>

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Financial Activities – Expenses

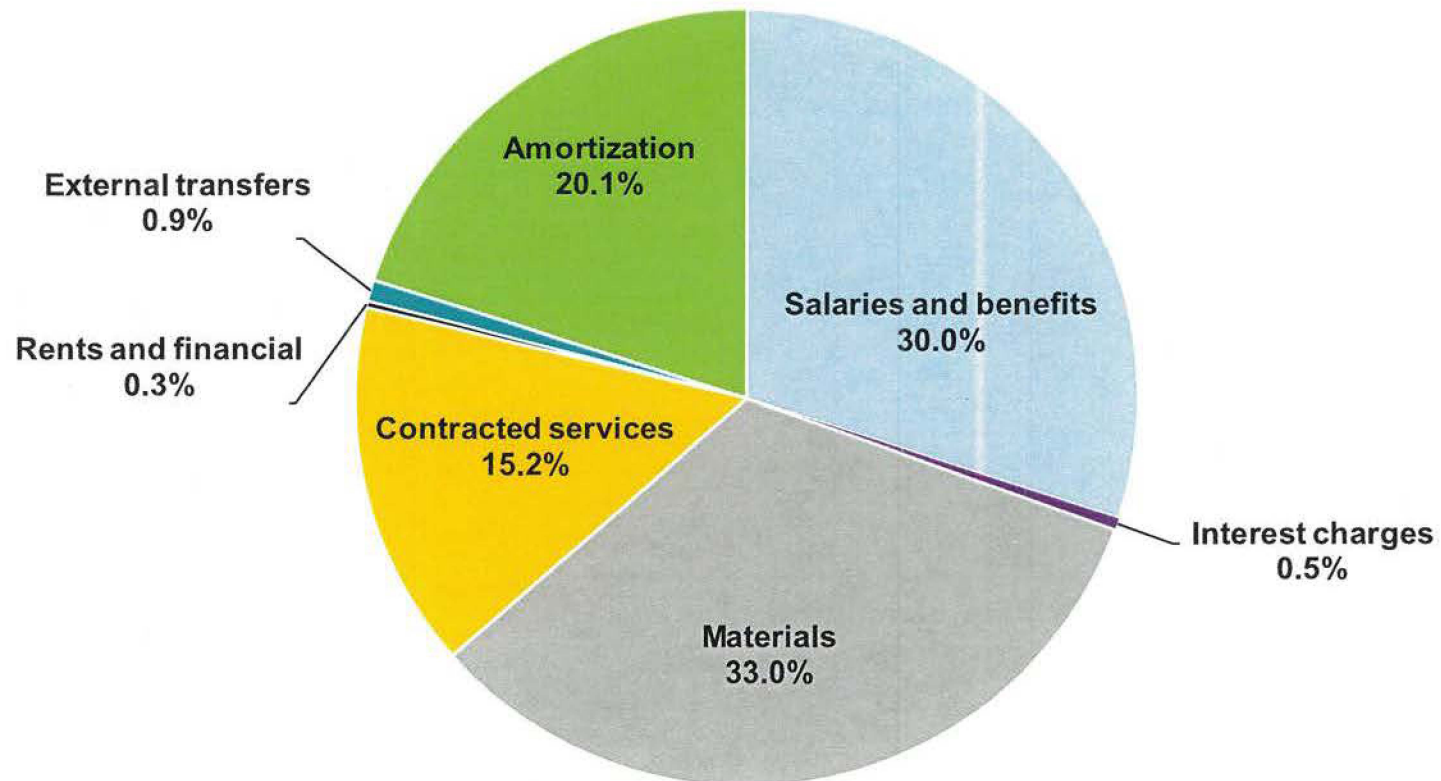


36 Expenses – Segmented Information

	2023	2023	2022
	Budget	Actual	Actual
Salaries and benefits	\$ 6,596,606	\$ 6,687,286	\$ 6,036,278
Interest charges	146,598	116,591	131,048
Materials	7,559,679	7,365,058	6,484,720
Contracted services	3,525,383	3,396,588	3,491,518
Rents and financial	50,700	63,561	42,474
External transfers	201,394	201,394	193,650
Amortization	4,359,864	4,491,737	4,359,864
Total Expenses	<u>\$ 22,440,224</u>	<u>\$ 22,322,215</u>	<u>\$ 20,739,552</u>

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Expenses – Segmented Information



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Now, for tomorrow



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD009-24

DATE: July 3rd, 2024

TO: Committee of the Whole

FROM: Samuel Haniff, Manager of Planning
Owen Curnew, Development Planner

SUBJECT: Planning Department – Q1 and Q2 Report 2024

RECOMMENDATION

That Staff Report PD009-24 be received for information purposes.

BACKGROUND

In the first two quarters of 2024, the Township of Essa has received seven (7) Planning applications. Of those received, six (6) of them were Pre-Consultation applications, and one (1) of them was a Site Plan Control application. There have been no Zoning By-law Amendment applications or Official Plan Amendment applications submitted in the first half of 2024.

The Township of Essa was also in receipt of twelve (12) applications to go before the Committee of Adjustment. Of the twelve (12) cases, four (4) were Consent applications and eight (8) were Minor Variance applications at the time of this report.

In addition to Planning letters, Planning Technician services and administrative tasks, the Planning Department also performs Zoning Reviews of Building Permits. At the time of this report, the Planning Department has reviewed and charged a zoning review for eighty-four (84) Building Permits: seven-thousand, five hundred and seventy-five dollars (\$7,575) in fees have been collected.

COMMENTS AND CONSIDERATIONS

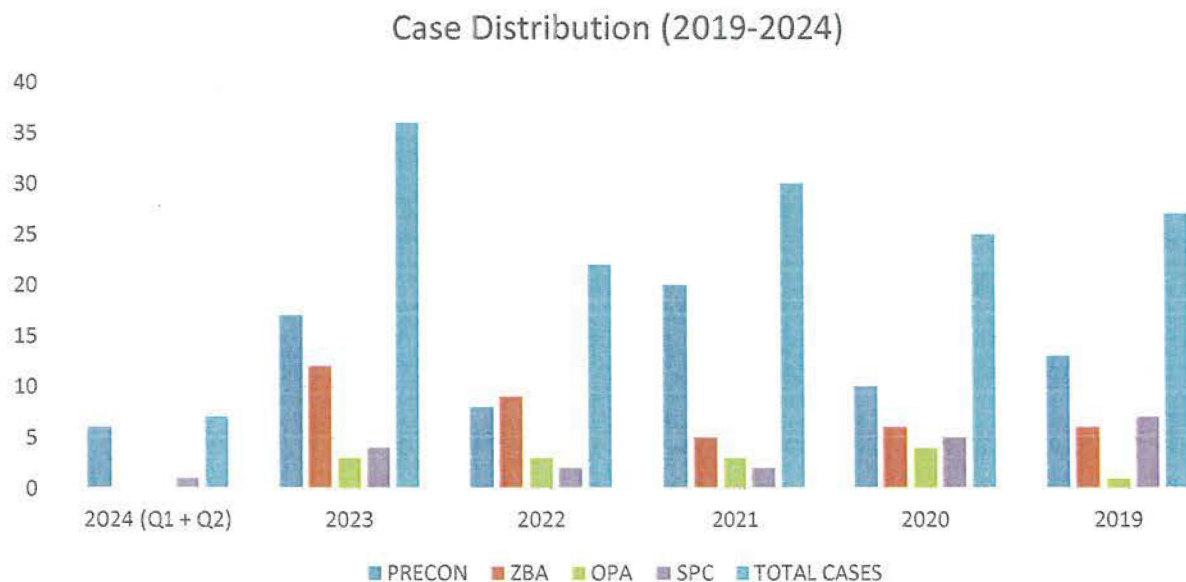
Planning Applications

In the first two quarters of 2024, the Township of Essa has received seven (7) Planning applications. Of those received, six (6) of them were Pre-Consultation applications, and one (1) of them was a Site Plan Control application. There have been no Zoning By-law Amendment applications or Official Plan Amendment applications submitted in the first half of 2024. When compared to the previous five (5) years (2019 to 2023), the total

number of applications is low for the first two quarters of 2024 (Tables 3 and 4). The average yearly total cases over the past five (5) years is twenty-eight (28). In the first and second quarters of 2024, the Planning Department has received seven (7) applications (Table 1 and 2).

Table 1.

YEAR	PRE-CONSULTATION	ZONING BY-LAW AMENDMENT	OFFICIAL PLAN AMENDMENT	SITE PLAN CONTROL	TOTAL CASES
2024 (Q1+Q2)	6	0	0	1	7
2023	17	12	3	4	36
2022	8	9	3	2	22
2021	20	5	3	2	30
2020	10	6	4	5	25
2019	13	6	1	7	27

Table 2.

Committee of Adjustment Applications

The Committee of Adjustment has seen relatively slow first two quarters of 2024 when compared to previous years.

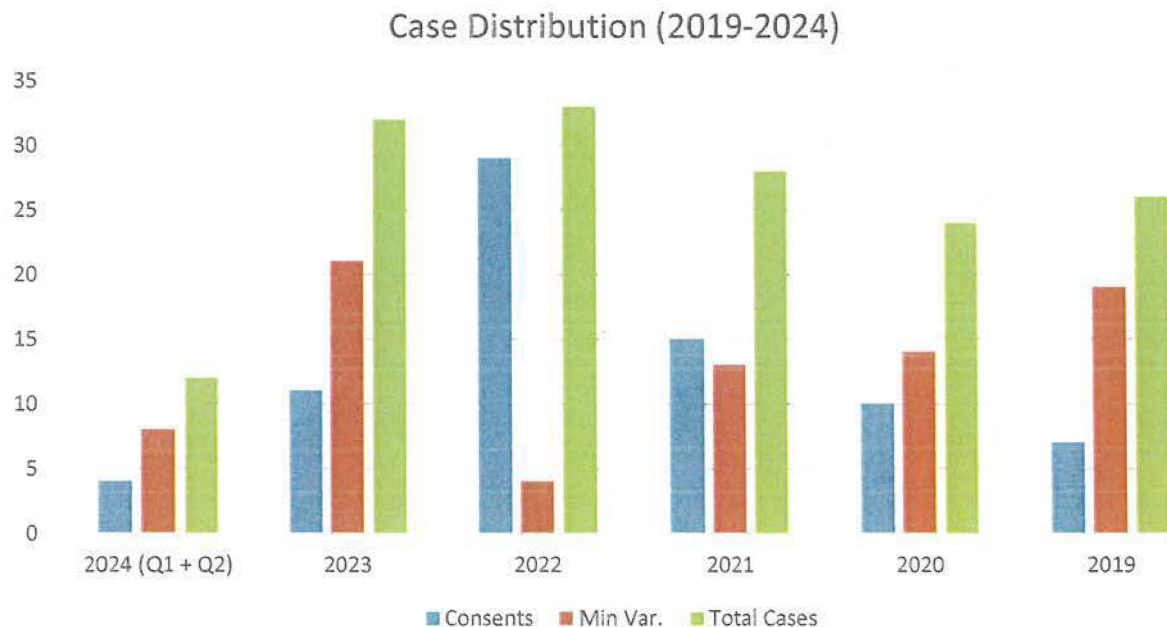
In 2024, four (4) Consent applications were submitted to the Committee of Adjustment: two (2) were submitted for Lot Line Adjustments and two (2) were submitted for New Lot Creation.

The nature of Minor Variances makes them more unique than Consents in that they have a much wider application. As such, there is insufficient data to make any meaningful statements or visual analyses.

Table 3.

YEAR	CONSENT	MINOR VARIANCE	TOTAL CASES
2024 (Q1 + Q2)	4	8	12
2023	11	21	32
2022	29	4	33
2021	15	13	28
2020	10	14	24
2019	7	19	26

Table 4.



Zoning Review – Building Permits

For Q1 and Q2 2024, the Building Department received one-hundred and fifty-three (153) building permit applications. Of those applications, the Planning Department has provided and received payment for one-hundred and one (101) Zoning Reviews.

General Planning Administrative Duties (Miscellaneous)

The Planning Department provided and charged for several services in the first and second quarters of 2024, inclusive of Zoning Compliance Letters, Zoning Classification Letters, Planning Administrative Tasks, and Planning Technician Services. These

services in the first two quarters of 2024 grossed seven-hundred (\$700) dollars. There is not enough data to make meaningful statements about yearly variations (Table 6).

Table 6.

TYPE	AMOUNT	FEE	TOTAL
Zoning Classification Letter	0	\$50	\$0
Zoning Compliance Letter	7	100	\$700
Subdivision Agreement Compliance Letter	0	\$100	\$0
Telecommunication Concurrence Letter	0	\$1000	\$0
TOTAL			\$700

FINANCIAL IMPACT

In 2024, the Planning Department grossed thirty-six thousand, six hundred and seventy-five dollars (\$36,675) in fees from Planning Applications, Committee of Adjustment Applications, Zoning Reviews, and Miscellaneous Administrative tasks combined (Table 7).

Table 7.

TYPE	ACC.CODE	FEE	# OF CASES	AMOUNT
PRE-CON	(1) PRECON	\$750	5	\$3,750
ZBA	(1) PZONA/ (1) PZONM	\$2,000/5,000	0	\$0
OPA	(1) POPA/POPM	\$2,000/5,000	0	\$0
SPC	PSPAV/PSPAF	\$3,000/\$1,200 (reactivation fee)	1+1 reactivation fee	\$4,200
PRE-CON (CofA)	PRECOA	\$250	1	\$250
CONSENTS	(1) PSEV	\$2,500	4	\$10,000
MINOR VAR.	(1) PMV	\$1,000	8	\$8,000
MISCELLANEOUS	PHRC/PZCOM/PS UBC/GL	N/A	7 compliance letters and 1 Draft Plan Ext.	\$2,900
ZONING FEE	PHRC	\$75	101	\$7,575
TOTAL GROSSED				\$36,675


Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Receive this report for information.

CONCLUSION

Option #2 is recommended.

Respectfully submitted by:



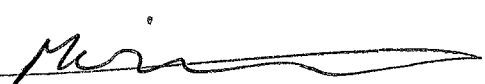
Owen Curnew,
Development Planner

Reviewed by:



Sam Haniff, MCIP, RPP
Manager of Planning

Reviewed by:



Michael Mikael,
CAO



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD010-24
 DATE: July 3rd, 2024
 TO: Committee of the Whole
 FROM: Samuel Haniff, Manager of Planning
 SUBJECT: Aviation Peer Review Consultant

RECOMMENDATION

That Staff Report PD010-24 be received; and

That Council consider authorizing Staff to undertake peer review consulting for the Township on all aviation applications, at cost to the Applicant.

BACKGROUND

With recent aerodrome applications to the Township in both 2023 and 2024, Staff deems it necessary to utilize a Third-Party Consultant with any and all aviation applications considering the unclear jurisdiction around aerodromes, as well as the potential for applicants to use aerodromes as a legal loophole to import fill as a business.

Transport Canada defines an 'Aerodrome' as:

"Any area of land, water (including the frozen surface thereof) or other supporting surface used or designed, prepared, equipped or set apart for use either in whole or in part for the arrival, departure, movement or servicing of aircraft and includes any buildings, installations and equipment situated thereon or associated therewith."

Note: *This definition of "Aerodrome" includes water aerodrome and heliports."*

Transport Canada further states that *"From a regulatory perspective, the authority for the designation of and control of the use of lands located outside of aerodrome property rests with provincial/municipal levels of government...Lands within an airport boundary are therefore not included in an airport zoning regulation..."*

With other municipalities in Simcoe County having aviation-related Official Plan/Zoning By-law designations/zoning, there does appear to be an overlap of jurisdictional roles. Additionally, while the jurisdiction of 'aerodromes' may be unclear, Township roads, drains and other infrastructure fall clearly within Township jurisdiction.

COMMENTS AND CONSIDERATIONS

A specialized third-party consultant in aviation projects would help the Township balance the needs of the Township while also acknowledging Transport Canada's position that *"The exclusive jurisdiction over the location of aeronautical facilities has been repeatedly affirmed by Canadian courts. The federal aeronautics jurisdiction encompasses not only the regulation of the operation of aircraft and aerodromes, but also the power to determine the location of the aerodromes."*

An aviation consultant would assist the Township by applying their direct experience navigating the jurisdictional overlap between municipalities and Transport Canada, as well as advising on the potential issue of aerodromes being used as a legal loophole to import fill as a business. All consultant fees would be charged back to the applicants.

FINANCIAL IMPACT

There is no direct financial impact to the Township.



Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Authorize Staff to undertake peer review consulting on all aviation applications, at cost to Applicants.**
3. Direct staff in another manner.

CONCLUSION

Option #2 is recommended.

Respectfully submitted by:



Samuel Haniff
Manager of Planning

Reviewed by:



Michael Mikael
CAO



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR010-24

DATE: July 3, 2024

TO: Committee of the Whole

FROM: Chris Rankin, Manager of Parks & Recreation

SUBJECT: 35 Kevin Crescent Park Naming

RECOMMENDATION

That Staff Report PR010-24 be received; and

That Council approve naming the park located at 35 Kevin Crescent, Thornton "The Burke Family Park" in honour of the Burke Family

BACKGROUND

The Burke family has contacted Council and Staff with a formal request to name the parkland located at 35 Kevin Crescent in Thornton "**The Burke Family Park**" in recognition of their contributions to the community over several decades:

The Burke family has deep roots in the village of Thornton, having moved to the area during a snowstorm in February 1965 when the population was approximately 200 residents. Since then, they impacted the community through their family business "**The Flag Store**" and various have significantly community service initiatives.

Key Contributions of the Burke Family:

1. Economic Contributions:

- The Flag Store, established in 1965, has put Thornton on the map, attracting visitors and business from across Canada and internationally.
- The Flag Store has provided local employment opportunities, especially to women with dependent children, and has trained many community members in upholstery and flag manufacturing.

2. Community Service and Donations:

- The Burke family has a longstanding tradition of donating flags and flag poles to various local institutions, including the Thornton library, firehall, and community events.

- Annual events, such as July 1 celebrations, where free cake and flags are given to the public.
- Significant donations to local schools, agricultural fairs, sports teams, and charities.
- Specific examples include free flags to the Thornton Fire Department, Thornton Lions, and custom flags for local events like the Fishing Derby and the salmon run.

3. Volunteerism and Leadership:

- *Gordon Burke* was a founding member of the Thornton Lions and served as a volunteer fireman until his death in 1983.
- *Beth Burke* initiated the separate school bus route in 1965 and was involved in local community activities, such as starting the Brownies.
- The Burke family organized and supported community events, such as the Thornton Bike-A-Thon to raise funds for the Thornton arena.
- The Burke family has been involved in various forms of community support, from organizing local events to donating banners for sports teams and fundraisers.

The contributions of the Burke family to the Thornton community are extensive and varied, spanning economic, social, and civic domains. Their dedication to community service, volunteerism, and local economic development has left a lasting legacy.

Naming the park in Thornton after the Burke family, specifically as **The Burke Family Park**, is a meaningful way to honor their longstanding contributions and ensure their legacy is recognized and remembered by future generations.

Worth to mention that Staff conducted a name search on the parkland located at 35 Kevin Crescent in Thornton and no name is assigned to this parkland.

OTHER CONSIDERATIONS

At this time, the Township of Essa doesn't have a naming procedure or policy in place to outline the criteria for evaluation and approval process(es) for naming roads, parks etc. across the Township of Essa.


Staff will bring forward a naming policy for council's consideration at a future Council meeting.

FINANCIAL IMPACT

None.

"All financial costs will be covered by the Burke Family related to signs and flagpole".

Manager of Finance:



SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Authorize Staff to name the parkland located at "35 Kevin Crescent, Thornton" –
The Burke Family Park in honour of the Burke Family

CONCLUSION

Option #2 is recommended.

Respectfully submitted,



Chris Rankin
Manager of Parks & Recreation

Reviewed by,



Michael Mikael, P. Eng
Chief Administrative Officer



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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW012-24
DATE: July 3, 2024
TO: Committee of the Whole
FROM: John Kolb, Manager of Public Works
SUBJECT: Award of Quotation – Roads Garage Expansion

RECOMMENDATION

That Staff Report PW012-24 be received; and

That the quotation as received from **Dom Construction Ltd.** be accepted in the amount of **\$1,067,869.44 (including 1.76% HST)**, to complete the build for expansion of the Roads Garage, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.

BACKGROUND

The Township has gone through much growth and enhanced level of services across all departments over the last few years, resulting in an immediate need for additional storage space for equipment specifically for the public works and fire department.

Public works is expecting to receive a new snowplow truck this fall with no space for storage. Similar case with the fire department.

2024 Public Works prioritized Capital Budget included the following approved Project:

Project Name	Total Approved Capital Budget (excluding HST)
Design and Build of Road Garage Extension	\$1,322,360.00 (1,100,000.00 from Roads DC carry forward and \$222,360.00 from Reserve fund)

The tender included the following scopes of work:

- Construction of an addition to the existing Public Works / Salt Storage Facility;
- The contractor will be responsible for a "turn-key" facility including design consultants, mechanical and electrical work;
- The sitework related to the proposed expansion will be included in the project;
- Contractor to incorporate changes to existing site servicing, as required.

COMMENTS AND CONSIDERATIONS

The tender document was posted on the Biddingo website on May 16, 2024, and closed on June 14, 2024. Three (3) addendums were issued during the bidding process. The project's substantial completion is December 15, 2024.

The following is a summary of the tender results:

BIDDER	TENDER DEPOSIT	TOTAL TENDER (Not including HST)
Dom Construction Ltd.	10% of Tender Value	\$1,049,400.00
Onit Construction Inc.	10% of Tender Value	\$2,332,140.50
Van Pelt Construction Inc.	10% of Tender Value	\$2,651,906.25
W.S. Morgan Construction Limited	10% of tender Value	\$3,254,000.00

Worth to mention that no liquidated damages will apply to this contract in the effort to manage the overall costs.

The proposed new building will include five (5) storage bays. One bay will temporarily be assigned to the fire department, one bay to Parks & Recreation/Admin Center, while the other three bays will be assigned to Public Works with 1 washroom for general use. No office space or kitchen will be constructed in this contract, however more internal upgrades may occur in the upcoming years.

FINANCIAL IMPACT

2024 Public Works prioritized Capital Budget included the following approved project:

Project Name	Total Approved Capital Budget	Dom Construction Ltd. (including 1.76% HST) Bid Amounts – Other Services	Remaining Capital Budget
Roads Garage Addition	\$1,322,360.00	\$1,067,869.44	\$254,490.56
Geotechnical Services		\$15,500.00	\$238,990.56
Total Remaining Budget (Surplus) :			\$238,990.56

**All above excludes any change order and provisional items.*

All received quotations were evaluated by staff utilizing the established evaluation weight criteria. In accordance with the Procurement Policy, "the lowest bid is not necessarily accepted".

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. Award of tender to **Dom Construction Ltd.** in the amount of **\$1,067,869.44 (including 1.76% HST)**
3. Direct Staff in another course of action to follow up in the current plan

CONCLUSION

Staff recommends that **Option No. 2** be approved, given that this contractor is in good standing with the Township and with no known past performance problems. Dom Construction Ltd was the selected contractor for the construction of the existing roads building.

Respectfully submitted by:

Rachele Brown

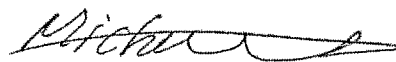
Rachele Brown
Engineering Coordinator

Reviewed by:



John Kolb
Manager of Public Works

Reviewed by:



Michael Mikael
Chief Administrative Officer

Attachments:

- 1 – Township of Essa Public Works Salt Storage & Storage Garage Proposed Addition

TOWNSHIP OF ESSA

PUBLIC WORKS SALT STORAGE & STORAGE GARAGE PROPOSED ADDITION

APRIL 17, 2024

GENERAL NOTES

LOW HAZARD OCCUPANCY (F3)

ASSUMED SOIL BEARING CAPACITY = 145 kPa (3000 psf)

CLIMATIC DATA:

$$S_s = 2.5 \text{ kPa}$$
$$S_r = 0.4 \text{ kPa}$$
$$1/50 \text{ WIND} = 0.36 \text{ kPa}$$

SNOW LOAD COEFFICIENTS:

$$C_b = 0.8 ; \quad C_a = 1.0$$
$$C_s = 1.0 ; \quad C_w = 1.0$$

STRUCTURE TO BE DESIGNED IN ACCORDANCE WITH THE FOLLOWING CODES:

THE 2012 ONTARIO BUILDING CODE COMPENDIUM – O. REG. 332/12

CAN3-23.3 - DESIGN OF CONCRETE STRUCTURES FOR BUILDINGS

CAN/CSA-S16.1 - STEEL STRUCTURES FOR BUILDINGS - LIMIT STATES

CAN/CSA-086.1 – ENGINEERING DESIGN IN WOOD – LIMIT STATES

ALL SPECIFICATIONS NOTED ARE MINIMUM.
CONTRACTOR TO VERIFY ANY ADDITIONAL
REQUIREMENTS RELATED TO APPLICABLE
CODES & REGULATIONS AND CONFORM AS
REQUIRED.

OWNER IS NOT RESPONSIBLE FOR
CONTRACTOR'S FAILURE TO VERIFY ANY OR
ALL ADDITIONAL REQUIREMENTS.

CONTRACTOR IS RESPONSIBLE TO RETAIN ARCHITECT & PROFESSIONAL ENGINEER AS REQUIRED TO REVIEW DESIGN BUILD TENDER INFORMATION FOR COMPLETENESS.

CONTRACTOR'S DESIGN PROFESSIONALS TO REVIEW
& SEAL CONSTRUCTION DRAWINGS AND PROVIDE
PERIODIC INSPECTIONS AS REQUIRED BY
BUILDING CODE AND BUILDING DEPARTMENT

**DESIGN-BUILD PROPOSAL DRAWINGS
NOT FOR CONSTRUCTION**

CONTRACTOR TO APPLY FOR AND OBTAIN BUILDING PERMIT (INCLUDE ALL RELATED FEES)

[illegible]

DESIGN BUILD TENDER

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ALL SPECIFICATIONS NOTED ARE MINIMUM. CONTRACTOR TO VERIFY ANY ADDITIONAL REQUIREMENTS RELATED TO APPLICABLE CODES & REGULATIONS AND CONFORM AS REQUIRED.

OWNER IS NOT RESPONSIBLE FOR CONTRACTOR'S FAILURE TO VERIFY ANY OR ALL ADDITIONAL REQUIREMENTS.

CONTRACTOR IS RESPONSIBLE TO RETAIN ARCHITECT & PROFESSIONAL ENGINEER AS REQUIRED TO REVIEW DESIGN BUILD TENDER INFORMATION FOR COMPLETENESS.

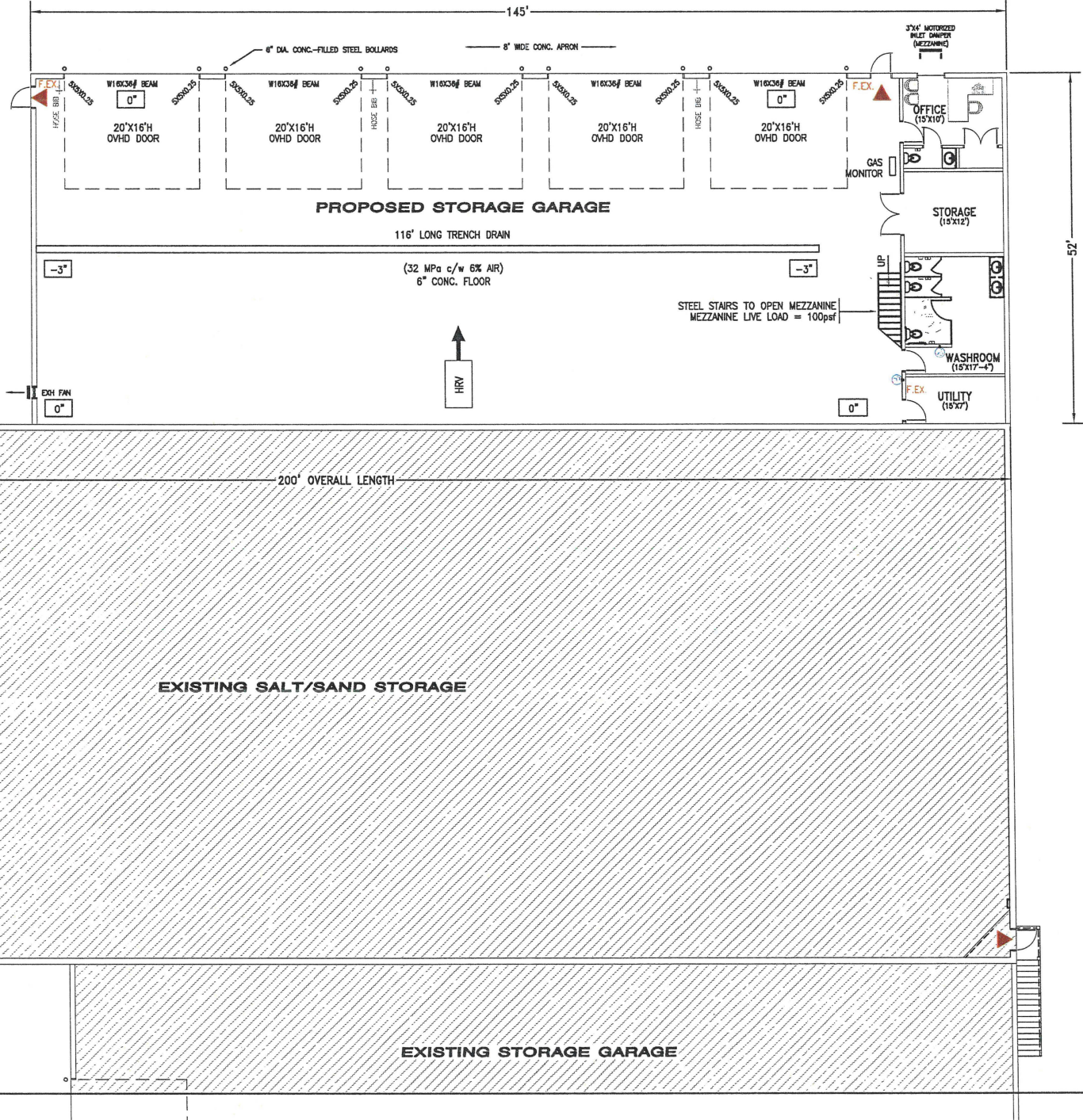
CONTRACTOR'S DESIGN PROFESSIONALS TO REVIEW & SEAL CONSTRUCTION DRAWINGS AND PROVIDE PERIODIC INSPECTIONS AS REQUIRED BY BUILDING CODE AND BUILDING DEPARTMENT

NOTE: STORAGE GARAGE MUST BE VENTILATED IN ACCORDANCE WITH O.B.C. 6.2.2.3.. AND MINISTRY OF LABOUR DATA SHEET 5-07

PROVIDE GAS MONITORING DEVICE LINKED TO EXHAUST FAN AND MECHANICAL AIR INLET TO LIMIT THE CONCENTRATION OF CARBON MONOXIDE TO BELOW 35 PARTS PER MILLION OF AIR (FOR A NORMAL 8 HOUR WORKDAY)

PROVIDE SENSORS THROUGHOUT STORAGE GARAGE

PROVIDE MANUAL SWITCH IN CONJUNCTION WITH MONITORING DEVICE.



GENERAL NOTES

ALL DRAWINGS TO BE READ IN CONJUNCTION WITH DESIGN-BUILD TENDER SPECIFICATIONS. CONTRACTOR TO PROVIDE COMPLETE SPECIFICATIONS WITH THEIR TENDER SUBMISSION.

GROUP F DIVISION 3 OCCUPANCY (LOW HAZARD INDUSTRIAL OCCUPANCY)

BUILDING AREA = 30,340sq.ft. (2,820sq.m.)

BUILDING IS ACCESSIBLE ON ALL SIDES WITH LANES GREATER THAN 30' WIDE

BUILDING IS CONSTRUCTED IN CONFORMANCE TO O.B.C. 3.2.2.76 - FACING 1 STREET

COMBUSTIBLE CONSTRUCTION ACCEPTABLE

ALL FLOOR ASSEMBLIES TO BE FIRE SEPARATIONS WITH 45 MIN. RATING (N/A)

MEZZANINE TO HAVE 45 MIN FIRE RATING ALONG WITH SUPPORT WALLS

ROOF ASSEMBLY TO HAVE 45 MIN FIRE RATING, ALONG WITH SUPPORT WALLS

MAX. TRAVEL DISTANCE IN CONFORMANCE TO O.B.C. 3.4.2.5 = 98' (30m)

SPRINKLER SYSTEM NOT REQUIRED

STANDPIPE SYSTEM NOT REQUIRED - AREA LESS THAN 32,275sq.ft. (O.B.C. 3.2.9)

ALL LUMBER No.2 S-P-F OR BETTER

LUMBER IN CONTACT WITH SALT TO BE PRESSURE-TREATED

ALL DIMENSIONS TO FINISHED SURFACES

NOTIFY BOTH ENGINEER & BUILDING OFFICIAL FOR FRAMING INSPECTION

REFER TO MANUFACTURER SPEC'S FOR ALL ROUGH STUD OPENINGS

ALL WINDOWS & MANDOORS TO HAVE 2-PLY 2X8 HEADERS c/w RIGID INSULATION UNLESS NOTED OTHERWISE

REFER TO CONTRACTOR MATERIAL LIST FOR DOOR SCHEDULE

ALL MANDOORS TO HAVE LOCKSETS UNLESS NOTED OTHERWISE - PANIC HARDWARE NOT REQUIRED - OCCUPANT LOAD UNDER 100 PERSONS

▼ REPRESENTS SIGNED FIRE EXIT (WITH EMERGENCY LIGHTING)

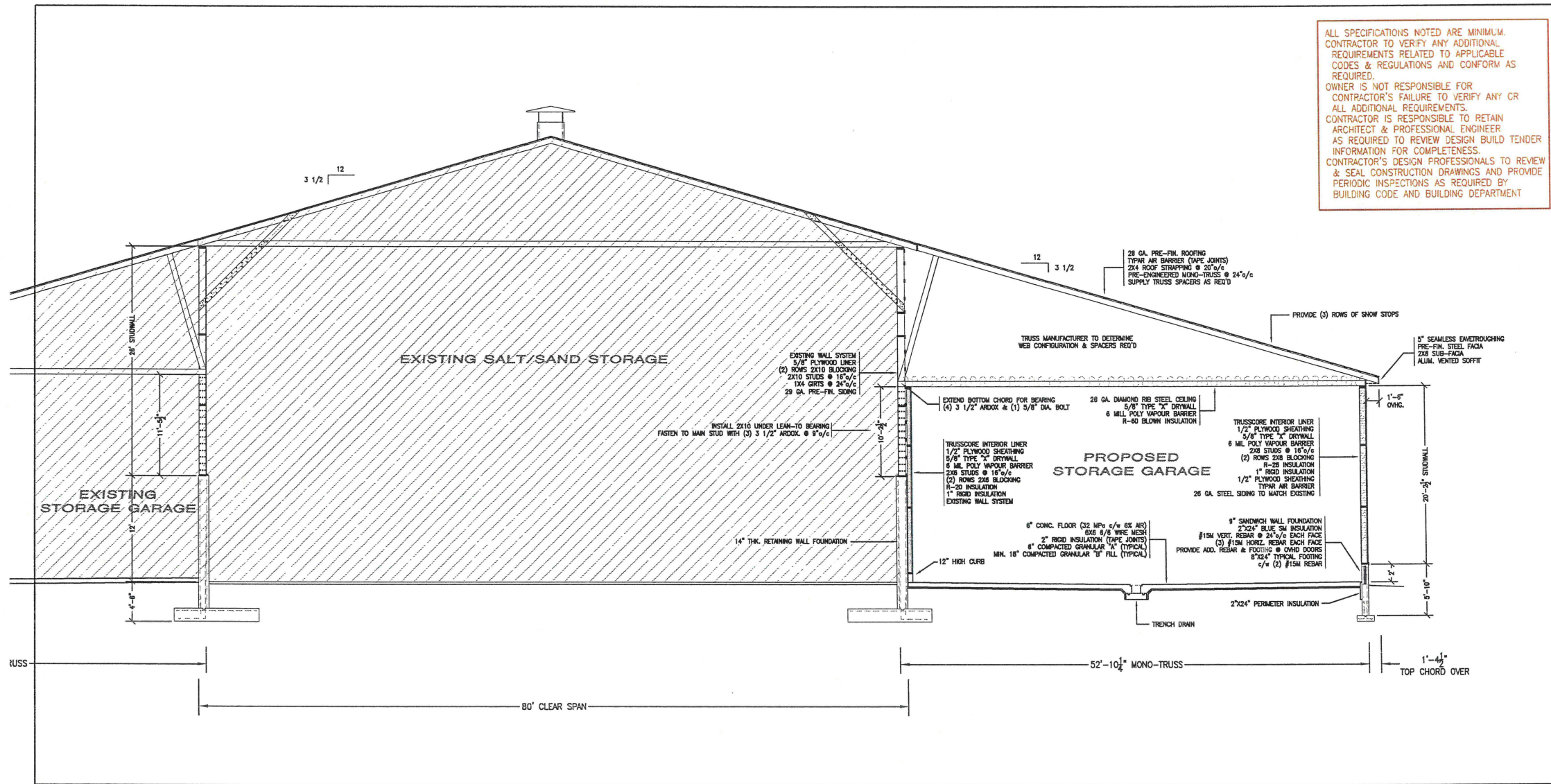
F.EX. FIRE EXTINGUISHER LOCATION



0	24/11/24	ISSUED FOR TENDER	N.A.D.
NO.	DATE	DESCRIPTION	BY
REVISIONS			
ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE ONTARIO BUILDING CODE AND LOCAL BY-LAWS.			
TOWNSHIP of ESSA			
PROPOSED ADDITION			
5454 SIMCOE COUNTY ROAD 21, UTOPIA			
ISSUED FOR TENDER		GENERAL ARRANGEMENT	
SCALE	1/16" = 1'-0"	DWG.#	A-1 0
DATE	APRIL 17, 2024		

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ALL SPECIFICATIONS NOTED ARE MINIMUM.
CONTRACTOR TO VERIFY ANY ADDITIONAL
REQUIREMENTS RELATED TO APPLICABLE
CODES & REGULATIONS AND CONFORM AS
REQUIRED.
OWNER IS NOT RESPONSIBLE FOR
CONTRACTOR'S FAILURE TO VERIFY ANY CR
ALL ADDITIONAL REQUIREMENTS.
CONTRACTOR IS RESPONSIBLE TO RETAIN
ARCHITECT & PROFESSIONAL ENGINEER
AS REQUIRED TO REVIEW DESIGN BUILD TENDER
INFORMATION FOR COMPLETENESS.
CONTRACTOR'S DESIGN PROFESSIONALS TO REVIEW
& SEAL CONSTRUCTION DRAWINGS AND PROVIDE
PERIODIC INSPECTIONS AS REQUIRED BY
BUILDING CODE AND BUILDING DEPARTMENT

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GENERAL NOTES

ALL DRAWINGS TO BE READ IN CONJUNCTION
WITH DESIGN-BUILD TENDER SPECIFICATIONS
CONTRACTOR TO PROVIDE COMPLETE
SPECIFICATIONS WITH THEIR TENDER
SUBMISSION

ASSUMED SOIL BEARING CAPACITY = 145 kPa
ALL FOOTINGS TO BEAR ON UNDISTURBED
SOIL FREE OF ALL ORGANIC MATERIAL
CHIEF BUILDING OFFICIAL & CONSULTANTS
TO BE NOTIFIED FOR ALL INSPECTIONS

CONCRETE NOTES

CONCRETE: FTGS.: $f'_c = 25$ MPa c/w 6% AIR
FDN. WALLS: $f'_c = 25$ MPa c/w 6% AIR
CONC. FLOORS: $f'_c = 32$ MPa c/w 6% AIR
EXT. SLABS: $f'_c = 32$ MPa c/w 6% AIR & FIBER
ALL REINFORCING STEEL - $f_y = 400$ MPa
ALL SLEEVES TO BE LOCATED BY ELECTRICAL
AND MECHANICAL BEFORE POURING CONCRETE
ALL BACKFILL TO BE COMPACTED FREE-
DRAINING GRANULAR - COMPACTED EVENLY
IN LAYERS OF 12" TO 16"

FRAMING NOTES

ALL LUMBER No.2 S-P-F OR BETTER
LUMBER IN CONTACT WITH CONCRETE TO
BE PRESSURE-TREATED (ABOVE GRADE)
ALL DIMENSIONS TO FINISHED SURFACES
NOTIFY BOTH ENGINEER & BUILDING OFFICIAL
FOR FRAMING & INSULATION/VAPOUR BARRIER
INSPECTION PRIOR TO INSTALLING LINER
REFER TO MANUFACTURER SPEC'S FOR ALL
ROUGH STUD OPENINGS
ALL WINDOWS & MANDOORS TO HAVE 2-PLY
2X8 HEADERS c/w RIGID INSULATION
UNLESS NOTED OTHERWISE

PROVIDE ATTIC ACCESS TO EACH ATTIC SPACE
AS PER O.B.C. 9.20.5.2. HATCH TO BE
WEATHERSTRIPPED AND INSULATED WITH THE
FINISH TO MATCH ADJACENT AREAS

PRE-ENG FLOOR SYSTEM AND TRUSS SHOP DRAWINGS
TO BE SUBMITTED TO BUILDING DEPARTMENT
FOR APPROVAL PRIOR TO FABRICATION

TRUSS DESIGN

COMMERCIAL DESIGN
BARRIER CLIMATIC DATA
GROUND LOADS: $S_g = 2.5$ kPa
 $S_f = 0.4$ kPa
1/50 WIND PRESSURE = 0.36 kPa
SNOW LOAD FACTORS:
 $C_s = 0.8$; $C_w = 1.0$
 $C_e = 1.0$; $C_u = 1.0$
TRUSSES TO BE DESIGNED FOR UNBALANCED
LOADING WITH $C_g = 1.17$
TOP CHORD DEAD LOAD = 0.50 kPa
BOTTOM CHORD DEAD LOAD = 0.5 kPa
BOTTOM CHORD LIVE LOAD = 0.5 kPa

ALL ROOF TRUSSES TO BE SIZED AND
DETAILED ON THE TRUSS SUPPLIER'S
SHOP DRAWINGS. THESE DRAWINGS SHALL
BEAR THE SIGNATURE AND SEAL OF THE
REGISTERED PROF. ENGINEER RESPONSIBLE
FOR THEIR DESIGN.
TRUSS MEMBERS TO BE 2X4 OR GREATER
GRADING TO BE No. 2 S-P-F OR BETTER
GRADE STAMP TO BE PRESENT ON EACH
TRUSS MEMBER - MINIMUM 1 TRUSS IN 4
TRUSS DRAWINGS TO BE APPROVED BY
BUILDING DEPARTMENT PRIOR TO FABRICATION.

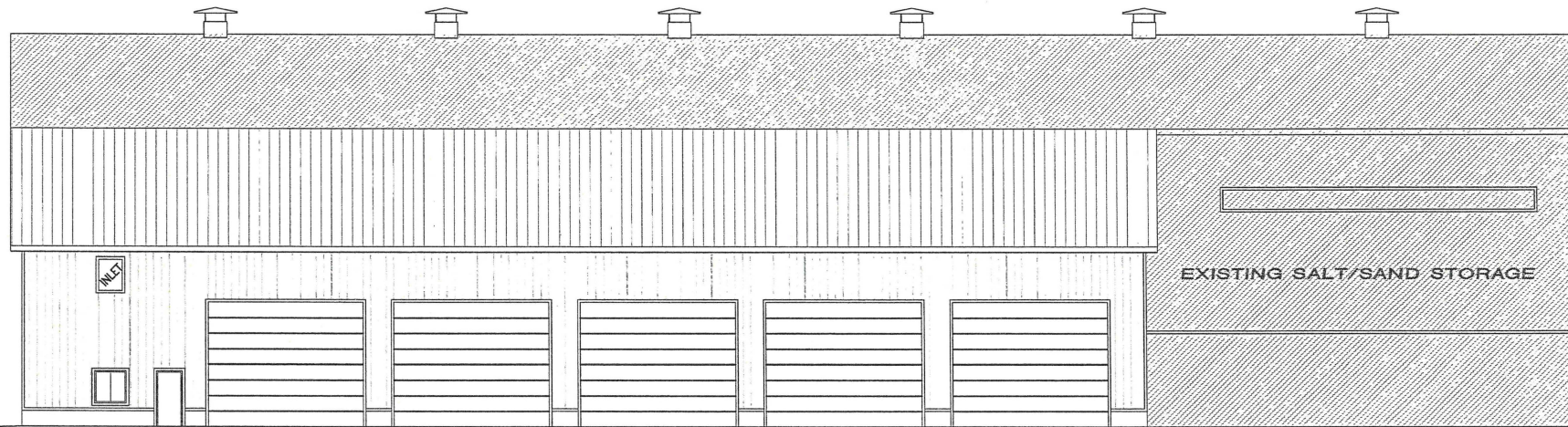
0	04/17/24	ISSUED FOR TENDER	N.A.D.
NO.	DATE	DESCRIPTION	BY
REVISIONS			
ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE ONTARIO BUILDING CODE AND LOCAL BY-LAWS.			
TOWNSHIP of ESSA			
PROPOSED ADDITION			
5454 SIMCOE COUNTY ROAD 21, UTOPIA			
ISSUED FOR TENDER		TYPICAL SECTION	
SCALE	3/32" = 1'-0"	DWG.#	A-2
DATE	APRIL 17, 2024		0

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GENERAL NOTES

ALL DRAWINGS TO BE READ IN CONJUNCTION
WITH DESIGN-BUILD TENDER SPECIFICATIONS
CONTRACTOR TO PROVIDE COMPLETE
SPECIFICATIONS WITH THEIR TENDER
SUBMISSION
ALL STEEL TRIMS & CLADDING TO MATCH EXISTING



SIDE (WEST) ELEVATION



FRONT (SOUTH) ELEVATION

ALL SPECIFICATIONS NOTED ARE MINIMUM.
CONTRACTOR TO VERIFY ANY ADDITIONAL
REQUIREMENTS RELATED TO APPLICABLE
CODES & REGULATIONS AND CONFORM AS
REQUIRED.
OWNER IS NOT RESPONSIBLE FOR
CONTRACTOR'S FAILURE TO VERIFY ANY OR
ALL ADDITIONAL REQUIREMENTS.
CONTRACTOR IS RESPONSIBLE TO RETAIN
ARCHITECT & PROFESSIONAL ENGINEER
AS REQUIRED TO REVIEW DESIGN BUILD TENDER
INFORMATION FOR COMPLETENESS.
CONTRACTOR'S DESIGN PROFESSIONALS TO REVIEW
& SEAL CONSTRUCTION DRAWINGS AND PROVIDE
PERIODIC INSPECTIONS AS REQUIRED BY
BUILDING CODE AND BUILDING DEPARTMENT

0	04/17/24	ISSUED FOR TENDER	N.A.
NO.	DATE	DESCRIPTION	BY
REVISIONS			
ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE ONTARIO BUILDING CODE AND LOCAL BY-LAWS.			
TOWNSHIP of ESSA			
PROPOSED ADDITION			
5854 SIMCOE COUNTY ROAD 21, UTOPIA			
ISSUED FOR TENDER		EXTENSION ELEVATIONS	
SCALE	1/16" = 1'-0"	DATE	APRIL 17, 2024
DATE	APRIL 17, 2024	NO.	A-3
			0



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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C011-24

DATE: July 3, 2024

TO: Committee of the Whole

FROM: Lisa Lehr, Manager of Legislative Services / Clerk
Sarah Corbett, Deputy Clerk

SUBJECT: ASE – Establishment of Joint Data Processing Centre

RECOMMENDATION

That Staff Report C011-24 be received; and
That Council direct Staff to proceed with establishing Essa as a Joint Data Processing Centre for the issuance of Penalty Orders for participating municipalities where contraventions have been captured by Essa's vendor's Automated Speed Enforcement cameras; and
That Council authorize execution of a new Agreement with the Ministry of Transportation (MTO) to allow Essa to operate as a Joint Data Processing Centre; and
That Council direct Staff to proceed with the sub-client agreements on a contract-by-contract basis; and
That Council direct Staff to prepare and present a Financial Plan/Business Case along with the proposed future agreements with Global Traffic Ltd. at a future Council meeting.

BACKGROUND

In 2022, the Township of Essa partnered with Global Traffic Group Ltd. to provide their services for the automated speed enforcement (ASE) to Essa as a one (1) year pilot project from the ASE program commencement date in January 2024.

Essa's first Penalty Notices were issued to the registered owners of contravening motor vehicles on January 2, 2024. Essa's first Screening Review was held on January 11, 2024 and the first Hearing Review was held on February 7, 2024. The Township of Essa's pilot project will be in effect until January 1, 2025.

Essa currently employs the following Staff to administer its ASE Administrative Penalty Program:

- 1 - Provincial Offences Officer (full-time)
- 1 - Screening Officer (full-time)
- 2 - Hearing Officer(s) (part-time)

The Clerk and Deputy Clerk oversee the day-to-day administration of the Program

COMMENTS AND CONSIDERATIONS

In mid 2023, Global Traffic Group Ltd. approached the CAO and Clerk about the opportunity to mutually establish Essa Township as a Joint Data Processing Centre (JDPC) for the issuance of Penalty Orders for contraventions captured using Global's Automated Speed Enforcement (ASE) cameras. As a JDPC, Essa would use the technology (speed cameras) and software as provided by Global Traffic Group Ltd., and Essa's Provincial Offences Officer would issue the Automated Speed Enforcement Penalty Orders on behalf of Global's participating municipalities.

Staff has been working with the Ministry of Transportation (MTO), Ministry of Attorney General (MAG) as well as Global Traffic Group Ltd., on steps to proceed with the establishment of a Joint Data Processing Centre. ***The steps are outlined below:***

Step 1

- i. Contact with Ministry of Transportation regarding steps required to establish Essa as a JDPC.
- ii. New Privacy Impact Assessment ("PIA") specific to Essa as a JDPC required to be drafted.
- iii. Consultation with the Information and Privacy Commissioner's Office ("IPC"), with comments on new PIA to be addressed and on-going discussion with MTO/MAG regarding the implementation of JDPC.

****All requirements outlined in Step 1 were completed as of June 13, 2024.***

Step 2

- i. Execute new Agreement with Ministry of Transportation, to allow for Essa to operate as a JDPC on behalf of participating municipalities.
- ii. Once Agreement fully executed, MTO will commence transferring data from Essa's current account to new account that will be created as a result of operating as a JDPC.

****The implementation of the JDPC is currently at Step 2, Please refer to confidential attachment no.1"***

Step 3

- i. Renew the current agreement with Global (PW017-22) on/before December 2024 (the expiry date) to include amendments specific to the JDPC services.
- ii. Essa to draft Sub-Client Agreement(s) on contract-by-contract basis, the Agreement of which will be specific to services provided by Essa to the participating municipality.

****A detailed report will be presented to Council at a future Council meeting to include both draft agreements for Council consideration and to also, include a Financial Plan/Business Case for phasing-in of future services that may be provided (Please refer to confidential attachment no.2)***

Once all of the above steps have been successfully completed, Essa Township's Provincial Offences officer can commence issuing penalty orders on behalf of the participating municipalities.

It should be noted that at this time that participating municipalities would be required to provide their own Screening and Hearing Officer services, as the Ministry of Transportation confirmed in a recent meeting that *"At this time, Screening Officers are required to be employed by the municipality in which the contravention occurred"*.

As a result of discussions with the Ministry of Transportation and Ministry of Attorney General, it is anticipated that there will be changes to the current regulation in the future, however at this time there is only speculation as to what these changes may be.

OTHER CONSIDERATIONS

Staff highly recommends proceeding with Scenario no.3 **(and as amended on June 26th, 2024)** of the confidential attachment no.2 on a contract-by-contract basis until the terms of future agreement(s) are fully negotiated and a Financial Plan/Business Case is presented to Council for consideration on/before December 2024; due to the time limitation between Step 2 and Step 3 for implementation, variation on the service(s) to be provided for each sub-client municipality waiting to join the JDPC under Essa this summer.

This approach will also give Staff enough time to investigate and refine the scope of service(s) Essa is permitted to provide to sub-client municipalities (beyond issuing penalty orders) with respect to the current MTO/MAG service limitation (screening & hearing services etc...) for lower-tier municipality.

FINANCIAL IMPACT

Revenues are to be based on Scenario no.3 **(and as amended on June 26th, 2024)** of the confidential attachment no.2.



Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Direct Staff to proceed with establishing Essa as a Joint Data Processing Centre for the issuance of Penalty Orders for participating municipalities where contraventions have been captured by Essa's vendor's Automated Speed Enforcement cameras.
3. Authorize execution of a new Agreement with the Ministry of Transportation to allow Essa to operate as a Joint Data Processing Centre
4. Direct Staff to proceed with the sub-client agreements on a contract-by-contract basis
5. Direct Staff to prepare and present a Business Case along with the proposed future agreements with Global Traffic Ltd. at a future Council meeting.
6. Direct Staff in another manner.

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CONCLUSION

It is recommended that Council approve Options 2, 3, 4 and 5.

Respectfully submitted: Respectfully submitted: Reviewed by:



Sarah Corbett
Deputy Clerk



Lisa Lehr
Clerk



Michael Mikael, P. Eng
Chief Administrative Officer

Attachments:

Confidential attachment no.1

Confidential attachment no.2



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO021-24

DATE: July 3, 2024

TO: Committee of the Whole

FROM: Michael Mikael, P.Eng Chief Administrative Officer

SUBJECT: Development Charges Recalibration

RECOMMENDATION

That Staff Report CAO021-24 be received for information; and

That Council direct staff to proceed with the **2023 Development Charges Background Study Recalibration** to reinstate studies.

BACKGROUND

The Township's current Development Charges covers those services which are levied on a Township-wide basis as well as those levied on a service area specific basis for the provision of water and wastewater related infrastructure in Angus, Thornton and Baxter.

A development charge by-law is a mechanism to fund the capital expenditures of municipal infrastructure that relates to growth. Examples of such growth-related capital projects include road over-sizing, facility expansions, new facilities or fleet requirements over and above the existing amount in order to accommodate development.

On November 28, 2022 the province enacted Bill 23, "*the More Homes Built Faster Act*": As a part of this legislation; municipalities were required to apply a phase-in reduction to the calculated development charges rates imposed by by-law (year 1 at 80% - **year 2 at 85%** - year 3 at 90% - year 4 at 95% - year 5 at 100%).

The Township of Essa passed DC by-law No. 2023-32 on June 21st 2023, and therefore, the rates imposed since passage have been subject to the phase-in. In 2024, Essa Township is collecting DC's at the **15% phase-in reduction** (or 85% of the calculated rates) plus 6.6% - the development charge indexing "*Non-residential Building Construction Price Index*".

- Year 1 (2023) of the by-law – 80% of the full calculated charges
- Year 2 (2024) of the by-law – 85% of the full calculated charges
- Year 3 (2025) of the by-law – 90% of the full calculated charges
- Year 4 (2026) of the by-law – 95% of the full calculated charges
- Years 5 (2027) of the by-law – 100% of the full calculated charges

COMMENTS AND CONSIDERATIONS

On June 6, 2024 Bill 185 "*Cutting Red Tape to Build More Homes Act*" received royal assent. Bill 185 repeals the mandatory phase-in reduction to the calculated development charges rates and are now permitted to apply the full rate to all developments. Note, the rates are still subject to the statutory reductions outlined in the DCA and non-Statutory reductions of Essa's by-law where applicable.

The legislative change will benefit The Township to meet its growth-related capital requirement on time.

Effective July 1st, 2024 the Phase-in reduction will be eliminated, and Staff will be collecting the fully calculated development charges as outlined in DC by-law No. 2023-32 plus the applicable development charge indexing "*Non-residential Building Construction Price Index*" applied since the by-law was passed.

OTHER COMMENTS

In 2022 development charges for studies were eliminated as a part of Bill 23 however Bill 185 reinstated the eligibility of qualified growth-related studies.

A development charge for studies can be introduced into the by-law and there is no requirement to either undertake a background study or hold a public meeting (nor is there any right of appeal for the change). **A Recalibration of the 2023 Development Charges Background Study** to establish the cost allocations (e.g.res/non-res, benefit to existing), calculate rates and prepare a short memorandum to be presented to Council at a future meeting.

FINANCIAL IMPACT

A total cost ranging from **\$3,000 to \$5,000** (including 1.76% HST) to be funded from the Finance Operating Budget to recalibrate the 2023 Development Charges Background Study.

Manager of Finance:



SUMMARY/OPTIONS

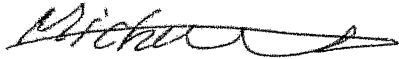
Council may:

1. Receive this report for information
2. Direct staff to proceed with the 2023 Development Charges Background Study Recalibration to reinstate studies.
3. Direct Staff in another course of action

CONCLUSION

Option No. 2 is recommended.

Respectfully submitted:



Michael Mikael, P.Eng
Chief Administrative Officer