

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, JUNE 1, 2022  
6:00 p.m.**

**AGENDA**

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

- 1. OPENING OF MEETING BY THE MAYOR**
- 2. DISCLOSURE OF PECUNIARY INTEREST**
- 3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS**

**STAFF REPORTS**

- 4. PLANNING AND DEVELOPMENT**
  - 5. PARKS AND RECREATION / COMMUNITY SERVICES**
- p. 1     **a. Staff Report PR010-22 submitted by the Manager of Parks and Recreation, re: Essa's Arena Concession Stands.**

Recommendation: *Be it resolved that Staff Report PR010-22 be received; and That Council consider directing the Manager of Parks and Recreation to proceed with installation of snack and beverage vending machines to replace the existing concession stand operation in Essa's facilities.*

- p. 3     **b. Staff Report PR011-22 submitted by the Manager of Parks and Recreation, re: Essa Junior Hockey.**

Recommendation: *Be it resolved that Staff Report PR011-22 be received; and That Council consider directing the Manager of Parks and Recreation to proceed with the relocation of the New Tecumseth Civics Hockey Club to Essa for the 2022/2023 season.*

- p. 6     **c. Staff Report PR012-22 submitted by the Manager of Parks and Recreation, re: Playing for Connor.**

Recommendation: *Be it resolved that Staff Report PR012-22 be receive; and That Council consider directing the Manager of Parks and Recreation to proceed with booking of the Playing for Connor Baseball tournament and charge associated fees set forth in the Township of Essa Recreation Fee Schedule.*

**6. FIRE AND EMERGENCY SERVICES**

- p. 9 a. **Staff Report FD004-22 submitted by the Fire Chief, re: Radio Repeater Site and Communication Antenna - 7284 9<sup>th</sup> Line, Ivy.**

Recommendation: *Be it resolved that Staff Report FD004-22 be received: and That the Fire Chief be authorized to have the necessary work completed at the Charwen Farms radio repeater/antenna site and that the cost for this unforeseen work come out of reserve funds.*

**7. PUBLIC WORKS**

**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 \_\_\_\_\_ p.m., to meet again on the 15<sup>th</sup> day of June, 2022 at 6:00 p.m.*



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PR010-22

**DATE:** June 1, 2022

**TO:** Committee of the Whole

**FROM:** Jason Coleman, Manager Parks and Recreation

**SUBJECT:** Essa Arena's Concession Stands

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### RECOMMENDATION

Be it resolved that Staff Report PR010-22 be received; and that Council consider directing the Manager of Parks and Recreation to proceed with installation of snack and beverage vending machines to replace the existing concession stand operation in Essa's facilities.

### BACKGROUND

In past seasons prior to the Covid-19 pandemic, Angus Recreation Centre and Thornton Recreation Centre have operated a concession stand during the winter hockey season. The concession stand provides food and drink to patrons inside the facility and also 1 pop machine in each facility. The hours of operation opened are evenings and weekends.

The concession stand lease agreement has been tendered out in 3-year increments which operates 6 out of 12 months each year. The other 6 months of the year the concession stand is closed and offers no services to users and patrons of the facility. The operation dates of the concession stand are October 1 through to March 31 each year. The current concession stands lease agreement for both arenas expired March 31, 2022.

### COMMENTS AND CONSIDERATIONS

The Manager of Parks and Recreation has monitored and researched shifting trends and patterns pertaining to recreation centres and the use of concession stands. Due to the concession stand being open for only 6 out of 12 months of the year, it does not provide optimal service levels to patrons throughout the entire calendar year.

It is being suggested to provide a self serve snack and beverage machine at Thornton Recreation Centre, Angus Recreation Centre and Essa Administration Centre which will offer a variety and range of food and drink items. These units could be easily accessed

throughout all 12 months of the year. It would require no service or maintenance on behalf of the Township as the successful vendor would maintain.

By implementing food and beverage snack machines, the previous concession stand space areas would be reclaimed by the Township. The areas could be used for additional rooms, office space and storage space as the Township continues to increase in numbers and grow.

**FINANCIAL IMPACT**

The Township would decrease its total annual lease revenue in the amount of \$5,430 by eliminating both concession stands lease for the recreation centres. It is expected that the Township could recover the equivalent (or more) from receiving approximately 8 to 12 % of the total revenue collected from all machines at the locations each year. This would be based off the successful tender received.

Manager of Finance:  \_\_\_\_\_

**SUMMARY/OPTIONS**

Council may:

1. Take no further action and don't pursue further lease agreements or vending machines.
2. Approve the removal of concession stands.
3. Do not approve the removal of concession stands.
4. Approve the implementation of food and beverage machines.
5. Do not approve the implementation of food and beverage machines.
6. Direct Staff in another course of action.

**CONCLUSION**

Options #2 and #4 is recommended.

Respectfully submitted,

*Jason Coleman*  
\_\_\_\_\_

Jason Coleman  
Manager of Parks and Recreation

Reviewed by,

*Colleen Healey-Dowdall*  
\_\_\_\_\_

Colleen Healey-Dowdall,  
Chief Administrative Officer



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PR011-22

**DATE:** June 1, 2022

**TO:** Committee of the Whole

**FROM:** Jason Coleman, Manager Parks and Recreation

**SUBJECT:** Essa Junior Hockey

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### RECOMMENDATION

Be it resolved that Staff Report PR011-22 be received; and that Council consider directing the Manager of Parks and Recreation to proceed with the relocation of the New Tecumseth Civics Hockey Club to Essa for the 2022/2023 season.

### BACKGROUND

The New Tecumseth Civics Hockey Club have approached the Township of Essa interested in relocating their hockey team from New Tecumseth to Angus. The reason for the relocation request to Essa is that multiple students within the hockey organization attend Georgian College in Barrie along with the coaching staff living in near proximity.

As per the GMHL website, "The Greater Metro Hockey League (GMHL) was originally founded as the Greater Metro Junior Hockey League (GMHL) by Bob Russell and Hockeyworks International Ltd., in 2006. The institutional vision for this new league was to improve the current standard of player development at the Junior 'A' level in the world's greatest Junior Hockey regions. To facilitate the growth of this vision, the league had two clearly articulated goals: to increase the international flavor of Junior Hockey in Central Canada as well as locate and establish teams in the cities and towns passionate about hosting this new brand of Junior Hockey."

It should be noted that a junior hockey team did previously play out of Angus Recreation Centre in the Canadian Premier League (CPHL) under the name Essa Stallions for 3 seasons 2016/2017, 2017/2018, and 2018/2019. For reasons unknown, the team moved and relocated in Coldwater and were named the Severn Stallions for the 2019/2020 season.

**COMMENTS AND CONSIDERATIONS**

There are several factors to consider when entertaining the possibility of a junior hockey team relocating to a municipal multi-purpose recreational facility. Factors include ensuring all members of the community in the building are treated respectfully, ensure to avoid profanity, no tolerance of abusive behaviour, or threatening and intimidation to others. The junior hockey team would pay in advance for an annual tenanted lease fee to occupy a dressing room. If the Township were to have acceptable available usable office space, the team would also pay in advance an annual office lease fee for the area. The team would be required to pay in advance for any ice bookings and rental space as per the Township's policies and procedures and approved fee guide.

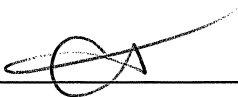
Staff investigated available ice times to possibly accommodate the junior hockey team ice requests. It has been determined that ice is available for rent on Saturday nights for potential home games from 730 pm to 1030pm during the 2022/2023 season. Practice times would be able to be accommodated Monday through Friday from 230 pm to 4 pm for 2022/2023.

The junior hockey team has mentioned interest in the Angus Banquet Hall to possibly utilize as a booster area for spectators during games. Representatives on behalf of the junior hockey team would have to consult with AGCO (Alcohol Gaming Commission of Ontario) for more information and details on how to proceed accurately while ensuring compliance to all Township policies and procedures. The Township is required to receive proof of a liquor licence in advance and to be named as an additional insured for \$2 million in the event a booster club is created.

Any other amenities the junior hockey team would be interested in utilizing such as the gymnasium and banquet hall would have the associated fees imposed as set out in the approved municipal fee schedule. These rental fees would also be required to be paid in advance.

**FINANCIAL IMPACT**

It is estimated the Township would be in receipt of an additional \$23,000 in ice revenue if the junior hockey team were to relocate in Essa.

Manager of Finance:  \_\_\_\_\_

## SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Approve the relocation of the New Tecumseth Civics to Essa for 2022/2023 season.
3. Direct Staff in another course of action.

## CONCLUSION

Option #2 is recommended.

Respectfully submitted,

*Jason Coleman*

\_\_\_\_\_  
Jason Coleman  
Manager of Parks and Recreation

Reviewed by,

*Colleen Healey-Dowdall*

\_\_\_\_\_  
Colleen Healey-Dowdall,  
Chief Administrative Officer

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## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PR012-22  
**DATE:** June 1, 2022  
**TO:** Committee of the Whole  
**FROM:** Jason Coleman, Manager Parks and Recreation  
**SUBJECT:** Playing for Connor

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### RECOMMENDATION

Be it resolved that Staff Report PR012-22 be received; and that Council consider directing the Manager of Parks and Recreation to proceed with booking of the Playing for Connor Baseball tournament and charge associated fees set forth in the Township of Essa Recreation Fee Schedule.

### BACKGROUND

The Playing for Connor Baseball Tournament organizer, Emily Warren, has approached the Township of Essa requesting that all fees for the charity baseball tournament, "Playing for Connor" be waived.

The tournament has been running for 6 years and has raised over \$30,000 as of last year. In addition to playing baseball, the tournament will be host to live music, a BBQ and silent auction.

It should be noted that in years previous, Council has directed staff to waive the fees.

### COMMENTS AND CONSIDERATIONS

The Tournament is to run from 8am to 6pm (10 Hrs) on Saturday September 24<sup>th</sup>, 2022. The tournament is planning on utilizing Angus Community Park, parking lot and baseball diamond. It is expected that many participants will be in attendance for the event.

Operational impacts for this event will be washroom servicing/maintenance, garbage removal and diamond field maintenance.

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Note that industry standards suggest charity events pay for facility rentals which covers operating expenses. Typically, the Beneficiaries of a charity then receive event proceeds such as the case with the Township's golf tournament.

**FINANCIAL IMPACT**

The cost of the diamond for the day is \$200.00 plus tax. These costs will cover washroom service, field and park maintenance required for the day. Without receiving the revenue from the tournament, the Township would be running at a loss for the event for the day.

Manager of Finance: 

**SUMMARY/OPTIONS**

Council may:

1. Decline the request to waive all fees for the Playing for Connor Tournament.
2. Approve the request to waive all fees for the Playing for Connor Tournament.
3. Direct Staff in another course of action.

**CONCLUSION**

Option #1 is recommended.

Respectfully submitted,

*Jason Coleman*

\_\_\_\_\_

Jason Coleman  
Manager of Parks and Recreation

Reviewed by,

*Colleen Healey-Dowdall*

\_\_\_\_\_

Colleen Healey-Dowdall,  
Chief Administrative Officer

Attachment #1 -

5c

May 23, 2022

Emily Warren  
Bethany Foster

Playing For Connor

Dear Members of Essa Township Council,

Subject: Mental Health Baseball Tournament

For the last 6 years Playing for Connor has been raising money for youth mental health in our community. Last year we surpassed the \$30,000 mark and are hoping to continue our efforts this year. Due to covid we have had to adapt and change our strategy however we are hopeful that we can bring back the original idea behind Playing for Connor which is the baseball tournament.

Playing for Connor has become an important way that our community recognizes the importance of mental health in memory of Connor Warren. We reach out to local businesses for support and try to reach as many people as possible. If this event resonates with even one person, it is worth it.

This year, we are hoping to host a baseball game at the Angus Community Park with live music, a silent auction, and a BBQ - all through local business sponsorship and donations. Our goal is, as always, to raise as much money as possible to donate to the Royal Victoria Regional Health Centre youth mental health inpatient ward as well as Nottawasaga Pines S. S.. There will be a fee (to be determined) in order to participate in the game, this fee will include a t-shirt for each player.

As with previous years, we are always looking for more people and local businesses to incorporate in our annual event so we will be spending our time reaching out and trying to spread awareness of the event in order to have a successful silent auction.

The purpose of this letter is to request the use of the Angus Community Park on September 24 until 6pm (alternative date of September 25). The Angus Community Park provides the best location for people passing by to stop as well as participants who are coming from out of town. It also provides adequate space for all of the activities we have planned. We would also like to request that the rental fee for the park be waived as this is an important event to our community that greatly benefits our youth. This ensures that we are doing the best we can to only purchase the absolute necessities for this event in order to make it a success.

Thank you for your time and consideration!  
Emily Warren and Bethany Foster, Playing for Connor

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## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** FD004-22

**DATE:** June 1, 2022

**TO:** Committee of the Whole

**FROM:** Fire Chief D. Burgin

**SUBJECT:** Radio Repeater Site and Communication Antenna  
7284 9<sup>th</sup> Line, Ivy

### RECOMMENDATION

That Staff Report FD004-22 be received; and

That Council authorize the Fire Chief to have the necessary work completed at the Charwen Farms radio repeater/antenna site and that the cost for this unforeseen work come out of reserve funds.

### BACKGROUND

The Essa Fire Department and Essa Roads Department share the use of a radio repeater and antenna site located at Charwen Farms 7284 9<sup>th</sup> Line of Essa. The antenna, microwave dish, and cable being mounted on the farm infrastructure at this location and the Fire Department paying a very minimal cost each year to rent the space for the repeater, microwave dish, and antenna.

Currently, the radio equipment is mounted on a farm bin at this location. We have been advised by the property owner that this bin is to be taken down and replaced with a new and taller bin. As a result, the radio antenna and microwave dish will be required to be temporarily relocated and then replaced when the new farm bin is put back in place within an approximate two-week window.


### COMMENTS AND CONSIDERATIONS

The Essa Fire Department and Essa Roads Department rely on this equipment every day in order to ensure firefighter notification of calls as well as maintain critical communications between dispatch/base and vehicles. Without this equipment in place these departments will not be able to function. It is recommended that this work be approved and costs, not to exceed \$13,000 be covered out of reserve funds. Staff, as always, will continue to seek for improvements and redundancies to its operations with alternative options.

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**FINANCIAL IMPACT**

The cost for this unforeseen work come out of reserve fund (\$13,000)



\_\_\_\_\_  
Manager of Finance

**SUMMARY/OPTIONS**

Council may:

1. Take no action thus meaning a partial loss of communications and decline in service.
2. **Confirm authorization of the Fire Chief to move forward with the required work at this location in order to maintain radio and dispatch capability at a cost not to exceed \$13,000.**
3. Direct Staff in another course of action.

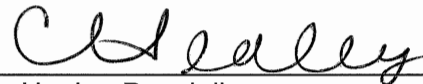
**CONCLUSION**

Option 2 is recommended by the Fire Chief.

Respectfully submitted:

Reviewed by:

*Doug Burgin*



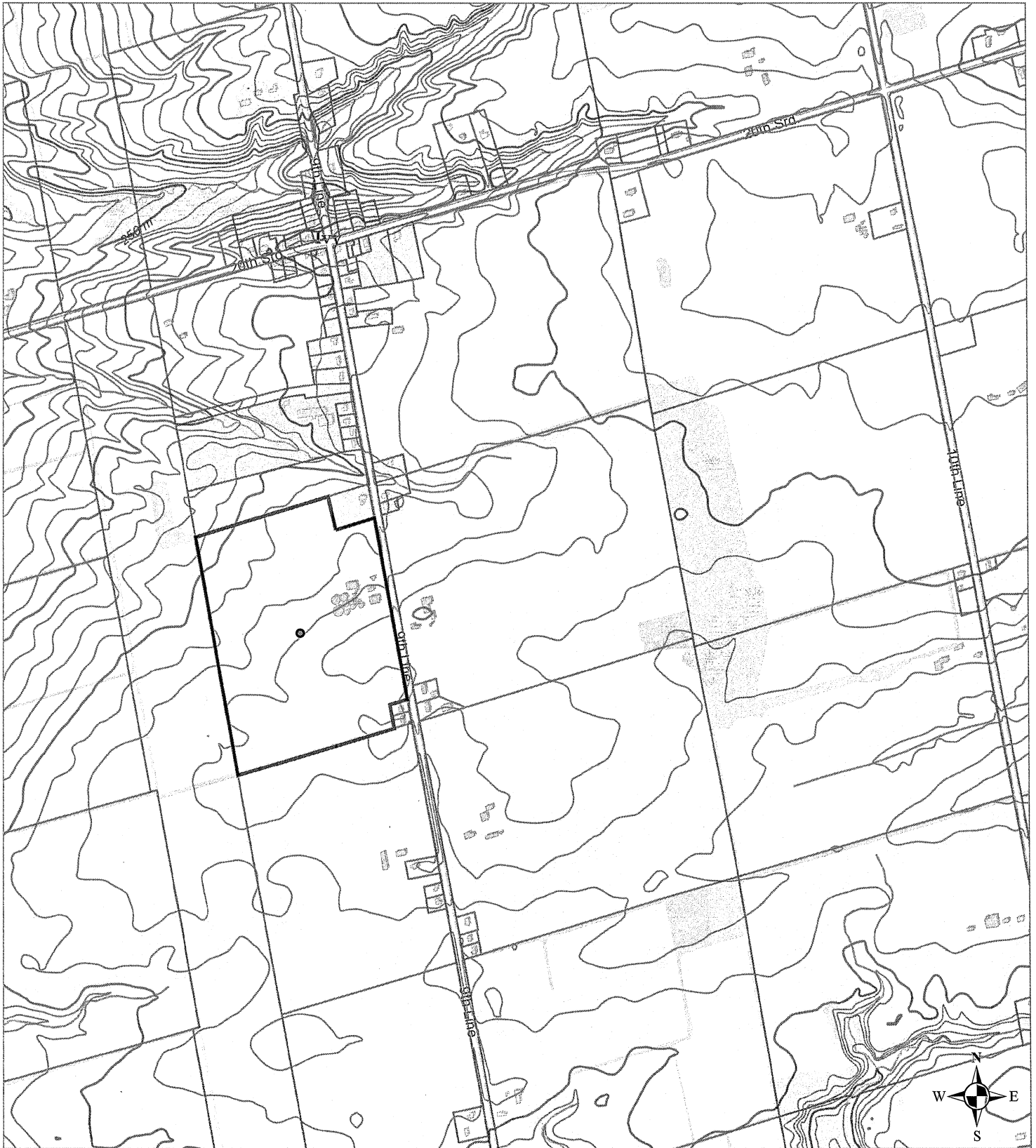
\_\_\_\_\_  
Doug Burgin  
Fire Chief

\_\_\_\_\_  
Colleen Healey-Dowdall  
CAO

Attachments:

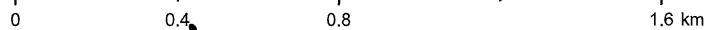
1. Map – 7284 9<sup>th</sup> Line, Essa

# Essa - 7284 9th Line



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May 24, 2022

