

THE CORPORATION OF THE TOWNSHIP OF ESSA  
REGULAR COUNCIL MEETING  
WEDNESDAY, MAY 15, 2024  
(To follow Committee of the Whole)

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. **ADOPTION OF PREVIOUS MINUTES AND MOTIONS**

p. 1 Recommendation: **BE IT RESOLVED THAT** the motions duly passed and approved at the Committee of the Whole meeting of this date be approved; and **THAT** the minutes of the Committee of the Whole and Regular Council meetings held on the 1<sup>st</sup> day of May, 2024 be adopted as circulated.

4. **CONSENT AGENDA**

Recommendation: **BE IT RESOLVED THAT** the items listed in the Consent Agenda dated May 17, 2024, be received for information.

5. **COMMITTEE REPORTS**

- p. 7 a. **Minutes of the Healthy Accessible Community and Parks Committee**

Recommendation: **BE IT RESOLVED THAT** the minutes of the Healthy Accessible Community and Parks Committee from their meeting held on January 18, 2024, be received.

6. **PETITIONS**

7. **MOTIONS AND NOTICES OF MOTIONS**

- a. **Proclamation – National AccessAbility Week – May 26 to June 1, 2024  
Flag Raising Ceremony Wednesday May 29<sup>th</sup> at 9:00 a.m.**

Recommendation: **WHEREAS** the Accessible Canada Act came into force July 2019, and determined that National AccessAbility Week take place every year beginning on the last Sunday in May; and **WHEREAS** National AccessAbility Week brings together all Canadians in recognizing the valuable contributions of Canadians with disabilities and strengthening the collaborative effort needed to create a country that is fully accessible and inclusive; and **WHEREAS** each year, we look at the gains we have made in removing barriers and improving access for all who live, work and play in the Township of Essa, and look forward to the work that still needs to be done;

***NOW THEREFORE BE IT RESOLVED THAT*** Council of the Corporation of the Township of Essa hereby proclaims the week of May 26 to June 1, 2024 as “National AccessAbility Week” and encourages all residents to support equality of access and opportunity for persons with disabilities.

**b. Proclamation – Seniors Month – June 2024**

Recommendation: ***WHEREAS*** Seniors Month is an annual province-wide celebration; and ***WHEREAS*** Seniors have contributed to and continue to contribute immensely to the life and vibrancy of this municipality; and

***WHEREAS*** Seniors continue to serve as leaders, mentors, volunteers, and important and active members of the community; and

***WHEREAS*** contributions from seniors past and present warrant appreciation and recognition, and their stories deserve to be told; and

***WHEREAS*** the health and well-being of seniors is in the interest of all, and further adds to the health and well-being of the community; and

***WHEREAS*** the knowledge and experience seniors pass on to others continues to benefit us all;

***NOW THEREFORE BE IT RESOLVED*** that Council of the Corporation of the Township of Essa hereby proclaims the month of June as “Seniors Month” and encourages all citizens to recognize and celebrate the accomplishments of our seniors.

**8. UNFINISHED BUSINESS**

**9. BY-LAWS**

p. 12 a. **By-law 2024-28** – A By-law to appoint a Property Standards/By-law Enforcement Officer.

p. 14 b. **By-law 2024-29** - A By-law to appoint a Manager of Public Works.

p. 15 c. **By-law 2024-30** - A By-law to appoint a Fire Prevention Officer.

Recommendation: ***BE IT RESOLVED THAT*** By-laws 2024-28, 2024-29 and 2024-30 be read a first, and taken as read a second and third time and finally passed.

**10. QUESTIONS**

**11. CLOSED SESSION**

Recommendation: ***BE IT RESOLVED THAT*** Council proceed to a Closed Session in order to address matters pertaining to:

**a. Confidential Staff Report CAO013-24, re: Staff Benefits & Compensation**

- *Personal Matters About an Identifiable Individual [s.239(2)(b)]*
- *Labour Relations or Employee Negotiations [s.239(2)(d)]*
- *Plans and Instructions for Negotiation [s. 239(2)(k)]*

- ITEM ADDED**
- b. **Confidential Staff Report CAO014-24, re: Staffing - ASE**
    - *Personal Matters About an Identifiable Individual [s.239(2)(b)]*
    - *Plans and Instructions for Negotiation [s. 239(2)(k)]*
  - c. **Confidential Staff Report CAO015-24, re: Staff Matter**
    - *Personal Matters About an Identifiable Individual [s.239(2)(b)]*
    - *Labour Relations or Employee Negotiations [s.239(2)(d)]*
  - d. **Confidential Staff Report CAO016-24, re: 152 Greenwood Drive**
    - *Plans And Instruction for Negotiations [s.239(2)(d)]*
  - e. **Confidential Staff Verbal Discussion, re: Land Purchase**
    - *Plans and Instructions for Negotiation – s. 239(2)(k)*
    - *Litigation or Potential Litigation – s.239(2)(e)*

**Motion to Rise and Report from Closed Session Meeting of May 15, 2024.**

Recommendation: **BE IT RESOLVED THAT** Council rise and report from the Closed Session Meeting at \_\_\_\_\_ p.m.

**12. CONFIRMATION BY-LAW**

- p. 16 a. **By-law 2024-31**

Recommendation: **BE IT RESOLVED THAT** leave be granted to introduce By-law 2024-31, that being a By-law to confirm the proceedings of the Committee of the Whole, Closed and Council meetings held on this 15<sup>th</sup> day of May, 2024; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

**13. ADJOURNMENT**

Recommendation: **BE IT RESOLVED THAT** this meeting of Council of the Township of Essa adjourn at \_\_\_\_\_ p.m. to meet again on the 5<sup>th</sup> day of June, 2024 at 6:00 p.m.

3

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, MAY 1, 2024**

**MINUTES**

A Committee of the Whole meeting was held in person on Wednesday May 1, 2024, in the Council Chambers of the Administration Centre, Township of Essa.

In attendance: Mayor Sandie Macdonald  
Deputy Mayor Michael Smith  
Councillor Pieter Kiezebrink  
Councillor Henry Sander  
Councillor Liana Maltby

Staff in attendance: M. Mikael, Manager of Public Works/CAO  
C. Rankin, Manager of Parks and Recreation  
S. Haniff, Manager of Planning  
D. Dollmaier, Manager of Finance  
P. Granes, Chief Building Official  
S. Corbett, Deputy Clerk  
L. Lehr, Manager of Legislative Services

**1. OPENING OF MEETING BY THE MAYOR**

Mayor Macdonald opened the meeting at 6:00 p.m.

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**

None.

**3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS**

None.

1

**STAFF REPORTS**

**4. PLANNING AND DEVELOPMENT / BUILDING**

- a. **Staff Report PD008-24 submitted by the Manager of Planning, re: Award of Contract – Essa Official Plan Review.**

**Resolution No: CW041-2024 Moved by: Kiezebrink Seconded by: Smith**

***BE IT RESOLVED THAT** Staff Report PD008-24 be received; and  
**THAT** the Proposal as received from SGL Planning & Design Inc. and Dillon Consulting be accepted in the amount of \$154,318.50 (excluding applicable tax & including 5% Disbursements) to review/update Essa's Official Plan.*

**----Carried----**

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

**5. FIRE AND EMERGENCY SERVICES**

**6. PUBLIC WORKS**

**7. FINANCE**

**8. CLERKS / BY-LAW ENFORCEMENT / IT**

- a. **Staff Report C005-24 submitted by the Manager of Legislative Services, re: Fees and Charges By-law 2023-01 – Proposed Amendments.**

**Resolution No: CW042-2024 Moved by: Maltby Seconded by: Sander**

***BE IT RESOLVED THAT** Staff Report C005-24 be received; and  
**THAT** Council approve the proposed amendments as recommended in this Report;  
and  
**THAT** Council direct staff to schedule a Public Meeting to allow for public comment, prior to the passage of a By-law to amend Essa's Fees and Charges By-law.*

**----Carried----**

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

- a. **Staff Report CAO010-24 submitted by the Chief Administrative Officer, re: OPP Draft Agreement – Community Safety Policing Act Section 17(2) - Enhancement Positions.**

**Resolution No: CW043-2024 Moved by: Smith Seconded by: Sander**

***BE IT RESOLVED THAT** Staff Report CAO010-24 be received; and  
**THAT** Council approves entering into a new 4-year joint agreement with the OPP under Section 17(2) of the Community Safety Policing Act, 2019.*

**----Carried----**

10. OTHER BUSINESS

11. ADJOURNMENT

Resolution No: CW044-2024 Moved by: Smith      Seconded by: Maltby

*BE IT RESOLVED THAT this meeting of Committee of the Whole of the Township of  
Essa adjourn at 6:05 pm., to meet again on the 15<sup>th</sup> day of May, 2024 at 6:00 p.m.*

----Carried----

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Sandie Macdonald  
Mayor

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Lisa Lehr  
Manager of Legislative Services

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
REGULAR COUNCIL MEETING  
WEDNESDAY, MAY 1, 2024**

**MINUTES**

The Regular Meeting of Council was held in person on Wednesday May 1, 2024, following the Committee of the Whole in the Council Chambers of the Administration Centre, Township of Essa.

- In attendance: Mayor Sandie Macdonald  
Deputy Mayor Michael Smith  
Councillor Pieter Kiezebrink  
Councillor Henry Sander  
Councillor Liana Maltby
- Staff in attendance: M. Mikael, CAO/Manager of Public Works  
C. Rankin, Manager of Parks and Recreation  
S. Haniff, Manager of Planning  
D. Dollmaier, Manager of Finance  
P. Granes, Chief Building Official  
S. Corbett, Deputy Clerk  
L. Lehr, Manager of Legislative Services

**1. OPENING OF MEETING BY THE MAYOR**

Mayor Macdonald opened the meeting at 6:05 p.m.

**2. DISCLOSURE OF PECUNIARY INTEREST**

None.

**3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS**

**Resolution No: CR080-2024 Moved by: Sander Seconded by: Smith**

***BE IT RESOLVED THAT** the motions duly passed and approved at the Committee of the Whole meeting of this date be approved; and*

***THAT** the minutes of the Committee of the Whole, Regular Council and Closed Session meetings held on the 1<sup>st</sup> day of May, 2024 be adopted as circulated.*

----Carried-----

**4. CONSENT AGENDA**

**Resolution No: CR081-2024 Moved by: Smith Seconded by: Sander**

***BE IT RESOLVED THAT** the items listed in the Consent Agenda dated May 1, 2024, be received for information; and*

***THAT** Items A10 and A11 be referred to section B of consent, for staff to provide comments and concerns from the Township of Essa.*

----Carried-----

3

5. COMMITTEE REPORTS

a. Minutes of the Essa Public Library Board

Resolution No: CR082-2024 Moved by: Maltby Seconded by: Kiezebrink

*BE IT RESOLVED THAT the minutes of the Essa Public Library Board from their meeting held on March 25, 2024, be received; and THAT the minutes of the Essa Public Library Board from their Special Meeting held on March 28, 2024, be received.*

----Carried-----

b. Minutes of the Traffic Advisory Committee

Resolution No: CR083-2024 Moved by: Sander Seconded by: Maltby

*BE IT RESOLVED THAT the minutes of the Traffic Advisory Committee from their meeting held on April 2, 2024, be received.*

----Carried-----

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

8. UNFINISHED BUSINESS

9. BY-LAWS

a. **By-law 2024-25** – A By-law to authorize execution of an Agreement with OPP for the provision of Additional Services under Section 17(2) of the *Community Safety and Policing Act*.

b. **By-law 2024-26** – A By-law for the adoption of Tax Rates for 2024.

Resolution No: CR084-2024 Moved by: Kiezebrink Seconded by: Maltby

*BE IT RESOLVED THAT By-laws 2024-25 and 2024-26 be read a first, and taken as read a second and third time and finally passed.*

----Carried-----

10. QUESTIONS



11. **CLOSED SESSION**

Council did not proceed into Closed Session for deliberations.

- a. **PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL [s.239(2)(b)]  
LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS [s.239(2)(d)]  
Confidential Staff Report CAO011-24 submitted by CAO, re: Staffing.**

**Resolution No: CR085-2024 Moved by: Kiezebrink Seconded by: Maltby**

***BE IT RESOLVED THAT Confidential Staff Report CAO011-24 be received for information.***  
**----Carried-----**

- b. **PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL [s.239(2)(b)]  
LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS [s.239(2)(d)]  
Confidential Staff Report CAO012-24 submitted by CAO, re: Staffing.**

**Resolution No: CR086-2024 Moved by: Smith Seconded by: Sander**

***BE IT RESOLVED THAT Confidential Staff Report CAO012-24 be received;  
THAT Council direct Staff in accordance with Option 2 as contained within the Confidential  
report.***

**----Carried-----**

12. **CONFIRMATION BY-LAW**

- a. **By-law 2024-27**

**Resolution No: CR087-2024 Moved by: Sander Seconded by: Smith**

***BE IT RESOLVED THAT leave be granted to introduce By-law 2024-27, that being a  
By-law to confirm the proceedings of the Committee of the Whole, Closed and Council  
meetings held on this 1<sup>st</sup> May of May, 2024; and, that said By-law be read a first, and  
taken as read a second and third time and finally passed.***

**----Carried-----**

13. **ADJOURNMENT**

**Resolution No: CR088-2024 Moved by: Smith Seconded by: Kiezebrink**

***BE IT RESOLVED THAT this meeting of Council of the Township of Essa adjourn at  
6:12 p.m. to meet again on the 15<sup>th</sup> day of May, 2024 at 6:00 p.m.***

**----Carried-----**

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Sandie Macdonald  
Mayor

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Lisa Lehr  
Manager of Legislative Services



TOWNSHIP OF ESSA  
HEALTHY, ACCESSIBLE COMMUNITY AND PARKS COMMITTEE  
MINUTES  
THURSDAY January 18, 2024  
Meeting Conducted via Zoom

**In Attendance:**

- Cheryl Jackson, Chair**
- Patricia Foster, Member**
- Stephanie McCann, Member**
- Chantele Mayer, Partner Member**

**Staff:**

- Sarah Corbett, Deputy Clerk, Secretary**
- Abbey McClinton, Parks and Recreation**
- Samuel Haniff, Planning and Development**

**1. OPENING OF THE MEETING**

The Committee Chair, Cheryl Jackson, opened the meeting at 3:02 p.m.

**2. APPROVAL OF AGENDA**

**Resolution No: HACPC01-2024 Moved by: Foster Seconded by: McCann**

*Be it resolved that the agenda as presented be approved.*

----Carried-----

**3. DISCLOSURE OF PECUNIARY INTEREST**

None.

**4. ADOPTION OF MINUTES OF PREVIOUS MEETING**

**Resolution No: HACPC02-2023 Moved by: McCann Seconded by: Foster**

*Be it resolved that the minutes of the Healthy Community Committee dated December 13, 2023, be received.*

----Carried-----

**5. BUSINESS ARISING FROM PREVIOUS MEETING / OUTSTANDING ITEMS**

**5.1 HACP Brochure**

The Committee was provided an updated HACP Brochure.

SC to copy /distribute.

**5.2 Winter Walk Day – SMDHU**

SC to provide Social Media Post to encourage walk/wheel to school/work

**6. NEW BUSINESS**

6.1 **Simcoe Muskoka - Monitoring Food Affordability** No Action Required  
Chantele Mayer, SMDHU provided the Committee a presentation on the Simcoe Muskoka Food Affordability Monitoring . She commented on the challenges of food availability in the catchment of the SMDHU. She commented that several resources are available on the SMDHU website

6.2 **Workplan Discussion** Email to members, workshop/brainstorming session to follow. Information to be brought forward to future meeting.  
Chantele Mayer, SMDHU SM to provide the committee further information at the next meeting.

7. 6.3 **No Mow May**  
Stephanie McCann will provide further information at a future meeting.

**CORRESPONDENCE / INFORMATION ITEMS**

None.

**8.**

**OTHER BUSINESS/ ROUND TABLE**

8.1 **Essa Public Library** No Action Required  
Glenda Newbatt, Essa Public Library while not in attendance, provided the Committee with an overview of the programming

8.2 **Parks and Recreation** No Action Required  
Abbey McClinton provided an update to the Committee on the Parks and Recreation department. She provided an update on upcoming department projects including the Angus Arena Chiller, Stonemount Parkette, tennis court light installation and spring drop in programming.

8.3 **Planning Department Update** No Action Required  
Samuel Haniff, Manager of Planning and Development provided an update on the submission for funding through the Simcoe County Age-Friendly Municipal Grant Program. He provided an outline what the funding would be used for should Essa be successful.

**9. ESTABLISH DATE AND TIME OF NEXT MEETING**

9.1 The next committee meeting is scheduled for Thursday January 18, 2024 at 3:00 p.m. via Zoom. **SC to schedule.**

10. ADJOURNMENT

Resolution No: HACPC03-2024 Moved by: Foster Seconded by: McCann

*Be it resolved that this meeting of the Healthy, Accessible Community and Parks Committee of the Township of Essa adjourn at 4:06 p.m.*

----Carried----

\_\_\_\_\_  
Cheryl Jackson, Chair

\_\_\_\_\_  
Sarah Corbett, Deputy Clerk





## Who are we

The Healthy, Accessible Community and Parks Committee is dedicated to advise and assist the Township in promoting and facilitating a barrier-free healthy community while improving the quality of life for all persons and promoting equal opportunity for citizens of all abilities.

## What we do

The Healthy, Accessible Community and Parks Committee advocates, supports, identifies and makes recommendations to Council on behalf of our communities to encourage a healthy, barrier free Township.

## How to reach us: Township of Essa HACP Committee

### Phone

705-424-9917 ext. 116

### Email

[scorbett@essatownship.on.ca](mailto:scorbett@essatownship.on.ca)

### Address

5786 County Road 21, Utopia ON

### Website

[www.essatownship.on.ca](http://www.essatownship.on.ca)

## Healthy Accessible Community & Parks Committee



Stay in  
Touch!





**Community Parks:**

- Angus Community Park\*
- Baxter Ball Park
- Brownley Meadows Park
- Bob Geddes Park
- Earl Cunningham Park
- Cunningham Park
- Dellbrook Park
- Egbert Park
- Elmgrove Ball Park
- Glen Eton / Wildflower Park
- Maple Lane Park
- Marshall Park
- McGeroge Park
- Peacekeepers Park
- Robson Park
- Stonemount Park\*
- Thornton Arena Ball Park\*
- Thornton Creek Park
- Utopia Soccer Park
- Victoria Park

\*Splash Pad

**Community Trails:**

- Pine River Trail
- Rippon Trail
- Trans Canada Trail

**Recreation Centres:**

- Angus Recreation Centre
- Thornton Arena

**Fishing Parks:**

- Essa Centennial Park
- Angus Community Park
- Nottawasaga Fishing Park
- Don Ross Drive Park

**Essa Public Library:**

- Angus Branch
- Thornton Branch

**Off Leash Dog Park**

- Glen Eton / Wildflower Park
- Thornton Hills Soccer Park

**HACP Committee Promotes:**

**Eating Healthy:**

- Farmers' Market
- Community Gardens
- Food Banks

**staying Active:**

- Join Sports/Activities
- Trail Walking
- Cross Country Skiing
- Snowshoeing
- Skating/Hockey/Shinny
- Yoga
- Active Transportation
- Active School Travel

**Getting Involved:**

- Legion & Service Clubs
- Music
- Education
- 55+
- Church
- Sports Clubs
- Volunteer

**Get Active!**



9a

THE CORPORATION OF THE TOWNSHIP OF ESSA

By-law No. 2024 – 28

Being a By-law to appoint a Property Standards Officer, Municipal Law Enforcement Officer; and also a Tobacco Enforcement Officer, Weed Inspector and Zoning By-law Enforcement Officer.

WHEREAS section 8 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act; and

WHEREAS Section 11 of the *Municipal Act*, 2001, provides that a lower-tier municipality may pass By-laws respecting matters within the spheres of jurisdiction set out therein, and is responsible for the enforcement of the By-laws pertaining to those sections; and

WHEREAS Section 227 of the *Municipal Act*, 2001, authorizes Councils to pass By-laws for appointing such officers and employees as may be necessary for the purposes of the Corporation, for carrying into effect the provisions of any By-law of the Council; and

WHEREAS provisions contained in Section 1.1 of the *Provincial Offences Act*, R.S.O. 1990, c.P.33, include a Provincial Offences Officer as an officer, employee or agent of any municipality or of any local board of any municipality whose responsibilities include the enforcement of a By-law, an Act or a regulation under an Act, while in the discharge of his or her duties; and

WHEREAS provisions are included under the *Provincial Offences Act*, the *Weed Control Act*, the *Pounds Act*, the County of Simcoe and Township of Essa prohibitive smoking By-laws, and the Township of Essa Zoning By-law to provide for municipal enforcement; and

WHEREAS Section 15 of the *Police Services Act*, R.S.O. 1990 c. P.15, as amended, authorizes a Municipal Council to appoint persons who shall be peace officers for the purposes of enforcing municipal By-laws; and

WHEREAS Council of the Township of Essa deems it advisable to appoint a Municipal Law Enforcement Officer and any inspectors and administrators as are necessary for the purposes of the enforcement of said Acts and By-laws;

WHEREAS Council of the Township of Essa has enacted By-law 2008-07 respecting standards for the maintenance and occupancy of property within the municipality;

WHEREAS Council of the Township of Essa deems it expedient to amend the By-law to appoint certain persons as Property Standards Officers to enforce provisions of By-laws enacted pursuant to the Building Code Act, 1992, S.O. 1992, c.23, as amended related to standards for the maintenance and occupancy of property within the municipality;

9a

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

1. That Kevin Zbikowski be and is hereby appointed to the position of Municipal Law Enforcement Officer in accordance with the *Police Services Act*, R.S.O. 1990, c. P. 15, as amended, for the Township of Essa to carry out the duties and responsibilities as set out in the job description for the period during which he is an employee of the municipality.
2. That Kevin Zbikowski be and is hereby appointed as a Tobacco Enforcement Officer, Weed Inspector, Canine Control, Property Standards Officer and Zoning Enforcement Officer; and shall perform all the duties required to be performed by the said titles under statutory authority and other duties that may be imposed by the Council of The Township of Essa for the period during which he is an employee of the municipality.
3. That Kevin Zbikowski does hereby agree and acknowledge to abide by the Township of Essa's policies and procedures, including the Acceptable Computer Usage Policy, the Employee Code of Conduct, the Corporation's Health and Safety Program, and other policies as provided.
4. That the said appointment shall become effective as of May 13, 2024.
5. That By-law 2023-71 being a by-law to appoint a Municipal Law Enforcement Officer the Township of Essa be rescinded.
6. This By-law shall come into force and effect on the day it is finally passed.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 15<sup>th</sup> day of May, 2024.

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Sandie Macdonald, Mayor

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Lisa Lehr, Manager of Legislative Services



96

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2024 – 29

Being a By-law to appoint a Manager of Public Works for the Corporation of the Township of Essa.

WHEREAS Section 227 (c) of the *Municipal Act*, 2001, c. 25, as amended, stipulates that it is the role of the officers and employees of a municipality to carry out duties assigned by the municipality; and

WHEREAS the Council of the Corporation of the Township of Essa deems it expedient to appoint a Manager of Public Works for the administration and enforcement of Municipal By-laws;

NOW THEREFORE the Council of the Corporation of the Township of Essa enacts as follows:

1. That John Kolb be and is hereby appointed as the Manager of Public Works for the Corporation of the Township of Essa, as outlined in the terms of his employment.
2. That John Kolb shall perform all duties required to be performed by the Manager of Public Works under any statutory authority, and any other lawful duties that may be imposed by the Chief Administrative Officer and/or Council. Said duties shall include, but not be limited to, administration and enforcement of Municipal By-laws, in addition to those forming the job description for the Manager of Public Works position. The job description shall be marked as Schedule "A" attached hereto and form part of this By-law.
3. That this By-law shall come into force and take effect immediately upon the approval of Council.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 15<sup>th</sup> day of May, 2024.

\_\_\_\_\_  
Sandie Macdonald, Mayor

\_\_\_\_\_  
Lisa Lehr, Manager of Legislative Services

THE CORPORATION OF THE TOWNSHIP OF ESSA

9c

BY-LAW 2024 – 30

**Being a By-law to appoint a Fire Prevention Officer for the Corporation of the Township of Essa.**

WHEREAS Section 2 (1a) of The Fire Protection and Prevention Act, provides that every municipality shall establish a program in the municipality which must include public education with respect to the fire safety and certain components of fire prevention; and

WHEREAS Section 2 (2a) of The Fire Protection and Prevention Act, provides that every municipality, in discharging its responsibilities under subsection (1) shall appoint a community fire safety officer; and

WHEREAS Council deems it necessary to appoint a Fire Prevention Officer for the Corporation of the Township of Essa; and

NOW THEREFORE the Council of the Corporation of the Township of Essa enacts as follows:

1. That Alexandra Fisher be appointed as Fire Prevention Officer for the Township of Essa.
2. That any by-law that contravenes this by-law are hereby repealed.
3. This By-law shall come into force and take effect on the 13<sup>th</sup> day of May, 2024.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 15<sup>th</sup> day of May, 2024.

\_\_\_\_\_  
Sandie Macdonald, Mayor

\_\_\_\_\_  
Lisa Lehr, Manager of Legislative Services

**THE CORPORATION OF THE TOWNSHIP OF ESSA**

**BY-LAW 2024 - 31**

**Being a By-law to confirm the proceedings of the Council meeting held on the 15<sup>th</sup> day of May, 2024.**

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

THAT the action of the Council at its meeting held on the 15<sup>th</sup> day of May, 2024 and, in respect of each recommendation contained in the Minutes of the Regular Council meeting held on the 1<sup>st</sup> day of May, 2024, the Minutes of the Committee of the Whole meeting held on the 1<sup>st</sup> day of May, 2024, and, in respect of each motion, resolution and other action passed and taken by Council at the said meetings, is, except where prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.

THAT the Mayor and the proper officials of the Township of Essa are hereby authorized and directed to do all things necessary to give effect to the said actions or to obtain approvals where required, and to execute all documents as may be necessary in that behalf and the Clerk is hereby authorized and directed to affix the Corporate Seal to all such documents.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND  
FINALLY PASSED on this the 15<sup>th</sup> day of May, 2024.

\_\_\_\_\_  
Sandie Macdonald, Mayor

\_\_\_\_\_  
Lisa Lehr, Manager of Legislative Services