

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
REGULAR COUNCIL MEETING**

**WEDNESDAY, MAY 17, 2023  
(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, Public Meeting, Closed Session and Regular Council meetings held on the 3<sup>rd</sup> day of May, 2023 be adopted as circulated.*

**4. CONSENT AGENDA**

Recommendation: *Be it resolved that the items listed in the Consent Agenda dated May 17, 2023 be received for information, and that the necessary actions be taken.*

**5. COMMITTEE REPORTS**

p. 12 a. **Museum on the Boyne – Summary Report**

Recommendation: *Be it resolved that the Summary Report from Museum on the Boyne Advisory Committee dated March 22, 2023 be received.*

p. 14 b. **Nottawasaga Valley Conservation Authority – Board Meeting Highlights**

Recommendation: *Be it resolved that the Board Meeting Highlights from April 2023 be received.*

**6. PETITIONS**

**7. MOTIONS AND NOTICES OF MOTIONS**

- a. **Proclamation – National AccessAbility Week – May 28 to June 3, 2023  
Flag Raising Ceremony Monday May 28th at 10:00 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 28 to June 3, 2023 as "National AccessAbility Week" and encourages all residents to support equality of access and opportunity for persons with disabilities.*

**b. Proclamation – Seniors Month – June 2023**

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. 17 **a. By-law 2023-28 Fees and Charges By-law Amendment (2023-01)**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2023-28, that being a By-law to amend the Township of Essa's Fees and Charges By-law); and, that said By-law be read a first, and taken as read a second and third time, and finally passed.*

**10. QUESTIONS**

**11. CLOSED SESSION**

**12. CONFIRMATION BY-LAW**

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**By-law 2023-29**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2023-29, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 17<sup>th</sup> day of May, 2023; 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 7<sup>th</sup> day of June, 2023 at 6:00 p.m.*

THE CORPORATION OF THE TOWNSHIP OF ESSA  
PUBLIC MEETING MINUTES  
MAY 3, 2023

RE: PROPOSED AMENDMENT TO BY-LAW 2013-28  
FEES AND CHARGES

MINUTES

A Public meeting was held Wednesday, May 3, 2023 in the Council Chambers of the Administration Centre located at 5786 County Road 21, Utopia.

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

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer  
J. Coleman, Manager of Parks and Recreation

The Mayor opened the meeting at 6:01 p.m. She stated that the purpose of the Public Meeting is to provide the public an opportunity to comment on proposed amendments to the Township of Essa's Fees and Charges By-law specifically in relation to the newly proposed fees as recommended in Staff Report C008-23, as well as the new administrative monetary penalty fees specific to automated speed enforcement.

The Chief Administrative Officer provided that administrative enforcement fees are permitted to be set by Council, however these fees are not permitted to be deemed a penalty. As such, administrative enforcement fees are required to be reasonable in nature so as to allow the municipality the opportunity to recover cost(s) for enforcement of its own municipal by-laws where infractions have been found to exist.

In accordance with section 391 of the *Municipal Act*, 2001, as amended, a municipality is permitted to impose fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided; and
- (c) for the use of its property including property under its control".

Subsection 391(3) of the *Municipal Act*, further permits that a fee or charge may include costs related to:

- administration,
- enforcement, and
- the establishment, acquisition and replacement of capital assets.

At its meeting of April 19, 2023, Council received Staff Report C008-23 which provided an overview of newly recommended fees to be included in Essa's Fees & Charges By-law. The new proposed fees are specific to administrative enforcement fees and are restricted to the recovery of costs for the enforcement of municipal by-laws where infractions have been found to exist. It is proposed that the administrative enforcement fees be implemented to assist this municipality in the recovery of costs for resources expended to achieve compliance of municipal by-laws. These administrative fees would

be in addition to penalties that have been applied for the existing infraction in the form of a fine. Where infractions of municipal by-laws exist, the combination of administrative enforcement fees with the set fine penalty will work to achieve voluntary compliance by residents.

The proposed administrative enforcement fees where infractions of municipal by-law exist are as follows:

Name of Fee		Amount of Fee	Justification of Fee
Line Fence Dispute Application Fee		\$200.00	Recovery of costs for <i>Line Fences Act</i> dispute resolution
Municipal By-law	Name of Fee	Amount of Fee	Justification of Fee
CANINE CONTROL BY-LAW ENFORCEMENT FEES	Issuance of Dangerous Dog Declaration and/or Muzzle Order	\$200.00	Recovery of costs for investigation into dog bite/aggression (approximately 5-10 hours is involved where dog bites have occurred, per incident)
	Dangerous Dog Investigation Fee	\$50.00	- Per subsequent visit after infraction has been identified.
	Canine Control Investigation Fee	\$50.00	- To ensure compliance with dangerous dog provisions in Canine Control By-law - To ensure compliance with provisions of Canine Control By-law
SIGN BY-LAW ENFORCEMENT FEES	Issuance of Order/Notice	\$75.00	- Fee for enforcement where infraction exists
	Sign Removal Fee	\$100.00	- Cost recover for removal of up to 10 signs
	Sign Disposal Fee	Cost PLUS 25%	- To be administered where "owner" is found
UNTIDY LOT BY-LAW ENFORCEMENT FEES	Issuance of First Order/Notice	\$100.00	- Administration fee(s)
	Issuance of Second Order/Notice	\$150.00	
	Investigation Fee	\$50.00	- Per visit where infraction(s) exist, to ensure compliance has been achieved after Order(s) issued
	Clean-up Costs	Cost PLUS 25%	- Administrative fee - Covers municipality's out-of-pocket expenses in whole or in part - Coordination of contractor hired to perform works on behalf of municipality
	Officer Attendance	MLEO Rate of Pay per Hour	- MLEO is required to remain on the property for the duration while contractor performs the work(s) - This recovers the municipality's cost for compliance of municipal by-law
LITTERING / ILLEGAL	Investigation Fee	\$50.00 / hr	- Administrative Fees
	Clean-up Costs	Cost PLUS	- Recover staff costs for sifting through debris for personal information linking illegal dump to an

DUMPING BY-LAW ENFORCEMENT FEES		25%	individual - To assist in recovery of municipality's out-of-pocket expenses to clean-up - Can include staff time, transportation to/from transfer facility, mileage, disposal fee(s), rental of municipal vehicle
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In respect to the proposed Automated Speed Enforcement Administrative Monetary Fees, Ontario Regulation 355/22 made under the *Highway Traffic Act*, 1990, sets the parameters for administrative monetary penalties and associated administrative monetary fees that can be collected as a result of infractions captured through an automated speed enforcement program. The recommended fees are as follows:

Name of Fee	Amount of Fee	Justification of Fee
Non-appearance Fee (Screening)	\$60.00	- To be administered for non-appearance where appeal has been requested
Non-appearance Fee (Hearing)	\$60.00	
MTO Plate Search Fee	\$8.25	- Recovery of municipality's out-of-pocket cost associated with pulling personal information from MTO database for speeding infraction
Plate Denial Fee	\$20.00	- Per MTO Agreement
Late Payment Fee	\$20.00	- Per O. Regulation 355/22 - Per Ministry of Attorney General Agreement

The recommended fees for the automated speed enforcement administrative monetary penalty system is in line with legislation.

Mayor Macdonald advised those in attendance that speakers must state their name and address so that proper records may be kept and notice of future decisions can be sent to those persons involved in the review process. There were no comments from the public.

There were no comments or questions from Council.

The Mayor thanked all those in attendance for their participation and advised that the Clerk's Department will be preparing a By-law to be presented to Council concerning this matter at the Regular Meeting scheduled on May 17, 2023.

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Sandie Macdonald  
 Mayor

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Colleen Healey-Dowdall  
 Chief Administrative Officer

THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, MAY 3, 2023

MINUTES

A Committee of the Whole meeting was held in person on Wednesday May 3, 2023 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: C. Healey-Dowdall, Chief Administrative Officer  
J. Coleman, Manager of Parks and Recreation

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

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

Mayor Macdonald advised that the Clerk delegated the powers and duties of the Clerk as assigned under the *Municipal Act*, 2001, to the Chief Administrative Officer for meeting(s) occurring on May 3, 2023, including Committee of the Whole, Closed Session and Regular Council meetings.

The Township of Essa acknowledges that we are situated on the traditional land of the Anishinaabeg, Huron-Wendat and the Tiononati people. 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, Métis and Inuit people.

**2. DISCLOSURE OF PECUNIARY INTEREST**

None.

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

a. **Public Meeting**  
Re: Proposed Amendment to Fees and Charges By-law

See separate set of minutes.

**STAFF REPORTS**

**4. PLANNING AND DEVELOPMENT**

a. **Staff Report PD013-23 submitted by the Manager of Planning, re: Proposed Personal Aerodrome at 5403 8<sup>th</sup> Line, Cookstown.**

**Resolution No: CW044-2023 Moved by: Kiezebrink Seconded by: Smith**

*BE IT RESOLVED THAT Staff Report PD013-23 be received; and THAT Council direct Staff to prepare correspondence inclusive of comments to the applicant with regard to a proposed aerodrome at 5403 8<sup>th</sup> Line, Cookstown, as part of the required Canada Aviation Regulations (CAR) 307 Aerodrome Work Consultation Process.*

----Carried-----

- b. Memorandum dated April 25, 2023 submitted by Township Consultant MHBC Planning, re: Proposed 2023 Provincial Planning Statement.**

**Resolution No: CW045-2023 Moved by: Smith Seconded by: Maltby**

*BE IT RESOLVED THAT the memorandum dated April 25, 2023 from the Township's Consultant, MHBC Planning, regarding the Proposed 2023 Provincial Planning Statement be received for information.*

----Carried-----

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

- a. Staff Report PR008-23 submitted by the Manager of Parks and Recreation, re: Award of Tender – 2023 Tennis Court Resurfacing.**

**Resolution No: CW046-2023 Moved by: Smith Seconded by: Sander**

*BE IT RESOLVED THAT Staff Report PR008-23 be received; and THAT the quotation as received from Sport Court Specialists for the 2023 Tennis Court Resurfacing RFP be accepted in the amount of \$131,376.00 (excluding HST) as per Township specifications, contingent upon the WSIB Clearance Certificate and the Certificate of Insurance being provided to the municipality.*

----Carried-----

- b. Staff Report PR009-23 submitted by the Manager of Parks and Recreation, re: Award of Tender – 2023 Administration Centre, Public Works, OPP Cleaning Tender.**

Council's consideration of this Item was deferred to follow Regular Council Closed Session Deliberations of this date.

**6. FIRE AND EMERGENCY SERVICES**

**7. PUBLIC WORKS**

**8. FINANCE**



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

- a. **Staff Report C010-23 submitted by the Manager of Legislative Services, re: ATV / ORV By-law.**

Council requested a further report be provided by the Manager of Public Works prior to the passage of the amending By-law, specific to the delegated season start date as well as damage incurred on municipal roads.

**MOTION AMENDED:**

**Resolution No: CW047-2023 Moved by: Maltby Seconded by: Sander**

*BE IT RESOLVED THAT Staff Report C010-23 be received.*

----Carried-----

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

11. **OTHER BUSINESS**

- a. **Council Attendance at Charity and Fundraiser Events**

Council requested that a report be brought forward at a future meeting specific to upcoming Charity Golf Tournaments and Gala Events.

- b. **Telecommunications Policy**

Council requested that staff investigate a Policy on Telecommunications and Cell Towers.

- c. **No Mow May**

Council requested that Essa Township participate in the "No Mow May" initiative by suspending enforcement of long grass on residential lots for this environmental initiative for the month of May.

**Council adjourned the Committee of the Whole meeting, to reconvene following adjournment of the Regular Council Meeting of this date.**

Council reconvened in Committee of the Whole at 7:55 p.m. to consider the following Item:

5. (b) **Staff Report PR009-23 submitted by the Manager of Parks and Recreation, re: Award of Tender – 2023 Administration Centre, Public Works, OPP Cleaning Tender.**

**Resolution No: CW048-2023 Moved by: Kiezebrink Seconded by: Maltby**

*BE IT RESOLVED THAT Staff Report PR009-23 be received; and*

*THAT the quotation as received from Super Clean Building Maintenance Inc. for the 2023 Janitorial Quotation RFQ be accepted in the amount of \$27,545.40 (excluding HST) as per Township specifications, contingent upon the WSIB Clearance Certificate and the Certificate of Insurance being provided to the municipality.*

----Carried-----

6. **ADJOURNMENT**

*BE IT RESOLVED THAT this meeting of Committee of the Whole of the Township of Essa adjourn at 7:56 p.m., to meet again on the 17<sup>th</sup> day of May, 2023 at 6:00 p.m.*

----Carried-----

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

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

THE CORPORATION OF THE TOWNSHIP OF ESSA  
REGULAR COUNCIL MEETING  
WEDNESDAY, MAY 3, 2023

MINUTES

The Regular Meeting of Council was held in person on Wednesday April 19, 2023, 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: C. Healey-Dowdall, Chief Administrative Officer  
J. Coleman, Manager of Parks and Recreation

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

Mayor Macdonald opened the meeting at 6:35 p.m.

**2. DISCLOSURE OF PECUNIARY INTEREST**

Deputy Mayor Smith declared an indirect interest on Item 11(b) as he has a family member in the identified department.

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

**Resolution No: CR076-2023 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 and Regular Council meetings held on the 19<sup>th</sup> day of April, 2023 be adopted as circulated.*

----Carried-----

**4. CONSENT AGENDA**

**Resolution No: CR077-2023 Moved by: Smith Seconded by: Maltby**

*Be it resolved that the items listed in the Consent Agenda dated May 3, 2023 be received for information; and  
That Item 2 be referred to Section B, for action to be taken by staff; and  
That Item 9 be referred to the Manager of Public Works for a Staff Report to be brought forward at a future meeting; and  
That Item 13 be approved by Council.*

----Carried-----

5. COMMITTEE REPORTS

a. Essa Public Library Board Minutes

Resolution No: CR078-2023 Moved by: Sander Seconded by: Kiezebrink

*Be it resolved that the minutes of the Essa Public Library Board from their meeting of March 27, 2023 be received.*

----Carried----

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

a. Proclamation – May 1-7, 2023 as Children’s Mental Health Week

Resolution No: CR079-2023 Moved by: Smith Seconded by: Sander

***WHEREAS** Raising awareness about the importance of child and youth mental health is crucial to helping reduce stigma associated with accessing vital support; and **WHEREAS** ensuring that families know about the availability of free, accessible and inclusive child and youth mental health services and how to access them to help create healthy, thriving and connected communities that support personal growth and well-being; and*

***WHEREAS** providing early intervention and treatment for child and youth mental health is essential. All children, youth and families in need of mental health supports must have access to services when and where they need them; and*

***WHEREAS** the colour green is used to celebrate child and youth mental health, as it represents hope, growth, and transformation;*

***NOW THEREFORE BE IT RESOLVED THAT** Council of the Corporation of the Township of Essa hereby proclaims May 1 to May 7 as Children’s Mental Health Week.*

----Carried----

8. UNFINISHED BUSINESS

9. BY-LAWS

a. By-law 2023-23 Execute Agreement – Ministry of Attorney General

Resolution No: CR080-2023 Moved by: Kiezebrink Seconded by: Maltby

*Be it resolved that leave be granted to introduce By-law 2023-23, that being a By-law to authorize the Mayor and Clerk to execute an Agreement between the Corporation of the Township of Essa the Ministry of Attorney General, for a Camera System Administrative Penalty Enforcement Program; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.*

----Carried----

**b. By-law 2023-24 Execute Agreement – Ministry of Transportation Ontario**

**Resolution No: CR081-2023 Moved by: Smith Seconded by: Sander**

*Be it resolved that leave be granted to introduce By-law 2023-24, that being a By-law to authorize the Mayor and Clerk to execute an Automated Speed Enforcement Penalty Agreement between the Corporation of the Township of Essa and the Ministry of Transportation Ontario; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.*

----Carried----

**c. By-law 2023-25 Appoint Deputy Clerk (Sarah Corbett)**

**Resolution No: CR082-2023 Moved by: Maltby Seconded by: Kiezebrink**

*Be it resolved that leave be granted to introduce By-law 2023-25, that being a By-law to appoint a Deputy Clerk for the Township of Essa; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.*

----Carried----

**10. QUESTIONS**

**11. CLOSED SESSION**

**Resolution No: CR083-2023 Moved by: Sander Seconded by: Maltby**

*Be it resolved that Council proceed to a Closed Session in order to address matters pertaining to:*

- *Personal Matters about an Identifiable Individual [s.239(2)(b)]*
- *Labour Relations or Employee Negotiations [s.239(2)(d)]*

----Carried----

Council proceeded into Closed Session Deliberations at 6:57 p.m.

**Motion to Rise and Report from Closed Session Meeting of April 5, 2023.**

**Resolution No: CR084-2023 Moved by: Smith Seconded by: Kiezebrink**

*Be it resolved that Council rise and report from the Closed Session Meeting at 7:49 p.m.*

----Carried----

- a. PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL [s.239(2)(b)]  
LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS [s.239(2)(d)]  
Confidential Staff Report CAO011-23 submitted by the Chief  
Administrative Officer, re: Staffing.**

**Resolution No: CR085-2023 Moved by: Kiezebrink Seconded by: Smith**

*Be it resolved that the Confidential Staff Report CAO011-23 be received; and That Council authorize Staff to proceed with Option No. 3 as contained within this Report.*

----Carried----

Deputy Mayor Smith declared a conflict on Item 11(b). He recused himself from this portion of the meeting. He did not participate in any discussion, nor did he vote on the Item.

- b. PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL [s.239(2)(b)]  
LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS [s.239(2)(d)]  
Confidential Staff Report CAO012-23 from the Chief Administrative  
Officer, re: Parks and Recreation Staffing.**

**Resolution No: CR086-2023 Moved by: Kiezebrink Seconded by: Maltby**

*Be it resolved that Confidential Staff Report CAO012-23 be received; and  
That Council authorize Staff to proceed with Option No.2.*

----Carried----

Deputy Mayor Smith resumed his seat for the remainder of the meeting.

**12. CONFIRMATION BY-LAW**

**By-law 2023-26**

**Resolution No: CR087-2023 Moved by: Smith Seconded by: Sander**

*Be it resolved that leave be granted to introduce By-law 2023-26, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 3<sup>rd</sup> day of May, 2023; 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: CR088-2023 Moved by: Smith Seconded by: Kiezebrink**

*Be it resolved that this meeting of Council of the Township of Essa adjourn at 7:55 p.m. to meet again on the 17<sup>th</sup> day of May, 2023 at 6:00 p.m.*

----Carried----

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

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

**Committee of the Whole Meeting  
April 24, 2023**

**Report - Museum on the Boyne Advisory Committee**

**Summary Report dated March 22, 2023**

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**Recommendation:**

That the Museum on the Boyne Advisory Committee Summary Report dated March 22, 2023 be received.

**Objective**

To provide Council with the summary report of the Museum on the Boyne Advisory Committee.

**Comments and Considerations**

The Museum on the Boyne Advisory Committee met at 10:00 a.m. on March 22, 2023. This meeting was conducted utilizing Zoom video conferencing software. A quorum of the members was in attendance.

**Confirmation of Agenda**

The agenda was confirmed as circulated.

**Disclosures of Pecuniary Interests**

Nil

**1. Review of Summary Report**

The Summary Report dated February 23, 2022 was received.

**2. Deputations and Presentations**

Nil

**3. Correspondence and Information Items**

Nil.

**4. Unfinished Business**

Nil.

**5. New Business**

**(1) Museum Overview**

The Supervisor, Culture provided the Committee members with a history and background regarding the Museum.

**(2) Selection of 2023 Wall of Honour Recipient and Event**

The Committee reviewed the two (2) nominations for the 2023 Museum on the Boyne Wall of Honour. The Committee is recommending that the nominee included in Confidential Attachment No. 1 that was previously circulated to the members. Staff will bring a report to Council for approval.

**(3) Support From Municipalities**

The Supervisor, Culture proposed ideas regarding funding and exhibits. Items reviewed include the following:

- Connect with neighbouring municipalities for creating awareness of the events held at the museum through their social media platforms
- Invitation to all Committee members to visit the museum
- Utilization of neighbouring staff to hold their events at the museum
- Members were encouraged to attend and volunteer at events
- Financial support from each municipality to hire an intern

This Item will be further discussed at the next meeting.

**6. Adjournment**

The meeting adjourned at 11:15 a.m.

**7. Items for the Next Agenda**

The following items were discussed:

- Support from Municipalities - Update

**Approved By:**

Bruce Hoppe, MCIP, RPP,  
GM, Infrastructure &  
Development

Blaine Parkin, P. Eng., CAO

**Department:**

Infrastructure and  
Development Division

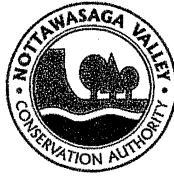
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**Status:**

Approved - 20 Apr 2023

Approved - 20 Apr 2023





# NVCA April 2023 Board Meeting Highlights

**Next Meeting: May 26, 2023, held virtually**

*For the full meeting agenda including documents and reports, visit [NVCA's website](#).*

## 2022 Financial Statement

NVCA receives clean audit for 2022.

Board members received the 2022 NVCA audited financial statements as presented by KPMG LLP Chartered Accountants. The financial statement is [available on NVCA's website](#).

## Presentation on NVCA's 2023 Watershed Health Checks

Ian Ockenden, NVCA's Acting Watershed Science Supervisor gave a presentation regarding NVCA's 2023 Watershed Health Checks to the Board of Directors.

The health checks provide an overview of forests, wetlands, stream and groundwater health across for the Nottawasaga Watershed and all nine subwatersheds between 2017 - 2021. They also identify stewardship restoration priorities, future challenges and opportunities to improve environmental health.

NVCA's Watershed Science team uses standard collection and analysis methods to collect and analyze forest, wetland, stream and groundwater information to offer an unbiased, factual analysis of the state of the watershed.

Overall, there is a loss of natural spaces, mainly due to land use changes. Despite this downward trend, some parts of the watershed are seeing positive change thanks to watershed residents, farmers, municipalities, volunteers and other environmental champions who are committed to restoring our environment.

## Forest Conditions

Aerial images were used to determine the amount of forest cover exists in each subwatershed. This information is used to determine the amount of habitat available to

support wildlife. Sensitive forest birds, mammals, reptiles and amphibians require deep forest habitat for survival. Environment Canada suggests that 10% forest interior cover is the minimum needed to support a range of species.

## Wetland Conditions

Staff analyzed aerial images to determine the amount of wetlands in each subwatershed. When possible, staff doublecheck these results with on-the-ground surveys.

This information is used to determine the amount of habitat available to support wildlife, and the capacity of wetlands to retain flood waters.

## Stream Health

Stream health is determined by using total phosphorus information and evaluating the health of benthic macroinvertebrates (aquatic insects).

Healthy streams and rivers are important because they provide clean water for drinking, agricultural irrigation, industrial use, and recreational enjoyment. Municipal wastewater facilities also rely on clean rivers to dilute and carry away our waste.

## Groundwater Quality

NVCA analyzes information from the Ontario government's Provincial Groundwater Monitoring Network to determine the health of groundwater across the Nottawasaga Watershed.

It is important to keep contaminants out of groundwater because it supports a variety of uses including municipal and private water supplies, agricultural irrigation, and is a source for rivers and streams.





## Stewardship priorities

Through information in the health checks, NVCA's Watershed Stewardship and Forestry teams have identified priority restoration areas in each subwatershed.

For information about your local subwatershed or which subwatershed covers your municipality, visit [nvca.on.ca](http://nvca.on.ca).

## 2023 First Quarter Budget Report

In the first three months of operations of NVCA, expenditures to date are tracking on schedule, with 31.65% of the budgeted expenses (25% of budget year completed). This is normal for the first quarter of the year.

Revenues are tracking well, with 21.97% of the budgeted revenues recognized. This includes the first 3 months of the general municipal levy of \$684,940.

Currently, NVCA is sitting in a deficit position as the Canada Emergency Wage Subsidy (in the amount of \$740,879) was returned to the Canada Revenue Agency (CRA) due to a CRA audit determining ineligibility.

## NVCA to plant only native maple trees

NVCA's Board of Directors supported staff to plant only native maple trees whenever a maple is called for in any NVCA planting projects.

The maple family is a large group of trees and shrubs with only 6 species native to Ontario. There are three non-native, invasive maples that are present in the NVCA watershed: Amur Maple, Manitoba Maple, and Norway Maple.

These maples have the potential to become serious invaders when they spread from planting sites into nearby natural habitats or urban areas.

## Renaming of Meadow Mouse Trail

The Minesing Wetland's Meadow Mouse Trail will be renamed to Harold Parker Memorial Trail.

Harold Parker was a former Springwater Township Councillor, past-Chair of NVCA

(2000-2002), was involved with the Friends of Minesing Wetlands and was a lifelong resident of the community of Minesing.

Harold had worked closely with NVCA for decades in support of the Conservation Lands and Stewardship Programs. He has undertaken many restoration projects on his property adjacent to Minesing Wetlands and has been a strong advocate of NVCA's programs and purpose.

## Update of Administrative Bylaws for the Board of Directors

NVCA's Board of Directors approved updates for the administrative bylaws.

These reflect the possibility of a Minister appointed agricultural sector member and the changes within the Ontario Not-for-Profit Corporations Act.

## Board of Directors Per Diem

NVCA's Board of Directors chose to maintain Per Diem rates at \$82.03.

## Upcoming Events

### Arbor Day Tree Sale

Are you looking to purchase native trees for your property this year? NVCA is hosting its annual Arbor Day Tree Sale.

Trees are bare root stock, and are sold in bundles of 10 for \$30 per bundle.

**Date:** Saturday, May 13, 2023 8:00 AM - 12:00 PM

**Location:** Tiffin Conservation Area, 8195 8th Line, Utopia ON L0M 1T0

### Volunteer tree planting events. Space limited. Register through links below:

Creemore: Saturday, May 6, 2023 9:00 AM - 12:00 PM

Loretto: Saturday, May 6, 2023 9:00 AM - 12:00 PM

Hockley: Sunday, May 7, 2023 9:00 AM - 12:00 PM

Mansfield: Saturday, May 13, 2023 9:00 AM - 12:00 PM

Beeton: Saturday, May 13, 2023 9:00 AM - 12:00 PM

### **Tiffin Nature Program**

Geared towards pre-K and children in kindergarten, the Tiffin nature program will help children gain knowledge, understanding and appreciation of the natural world and our amazing planet.

**Date:** 6-week sessions from September 20, 2022 to June 13, 2023.

**Location:** Tiffin Centre for Conservation  
8195 8th Line, Utopia, ON L0M 1T0

### **PA/PD Day Camp**

Offered on PA/PD Days only, kids will enjoy lots of physical activity, and be mentally stimulated as they explore ever changing scenery and landscapes. They will be able to move away from excess screen time, and learn how to integrate nature into their everyday lives.

**Dates:** June 2, 2023

**Location:** Tiffin Centre for Conservation  
8195 8th Line, Utopia, ON L0M 1T0

### **Homeschool Programs**

Tiffin's Homeschool Program is designed for homeschool families who want to spend structured time outside to develop a sense of wonder, appreciation and respect for the natural world.

**Date:** One Friday a month from October 15, 2022 to June 23, 2023

**Location:** Various locations throughout the Nottawasaga Watershed

**THE CORPORATION OF THE TOWNSHIP OF ESSA**

**BY-LAW 2023 – 28**

**A By-law to amend the Township's Fees and Charges By-law (2023-01).**

WHEREAS Section 11 (1) of the *Municipal Act*, 2001, S.O. 2001, c.M.25, as amended, provides that municipalities may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4); and

WHEREAS Section 391(1) of the *Municipal Act 2001*, S.O. 2001, c.M.25, as amended, provides that municipalities may pass By-laws imposing fees or charges on any class of persons:

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- c) for the use of its property including property under its control; and,

WHEREAS subsection 391(3) of the *Municipal Act*, 2001, S.O. 2001, c.M.25, further provides that a fee or charge may include costs related to administration, enforcement, and the establishment, acquisition and replacement of capital assets; and

WHEREAS a Notice of Intent to amend its Fees and Charges By-law was provided to the public, and a Public Meeting was held on May 3, 2023 of which provided the public with the opportunity to address Council to provide comments and/or objections to the proposed amendments to Essa's Fees and Charges By-law;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Essa hereby enacts as follows:

1. That By-law 2023-01 be and is hereby amended as outlined in Schedule "A" of this By-law, effective immediately upon passage of this By-law.
2. That Essa's Sign By-law 2008-15 be amended to include the following:
  - 8.1.1 *Where any sign has been erected without the municipality's authorization, the municipality shall have the right to recover all costs incurred in applying and enforcing this by-law, and shall include administration enforcement fees as set out in the Township of Essa's Fees and Charges By-law.*
3. That Essa's Untidy Lot By-law 2006-50 be amended to include the following:
  - 11(d) *Where a contravention of Essa's Untidy Lot By-law has been found to exist, the municipality shall have the right to recover all costs incurred in applying and enforcing this by-law, and shall include administration enforcement fees as set out in the Township of Essa's Fees and Charges By-law.*

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4. That Essa's Littering By-law 2020-51 be amended to include the following:
  5. *Where a contravention of Essa's Littering By-law has been found to exist, the municipality shall have the right to recover all costs incurred in applying and enforcing this by-law, and shall include administration enforcement fees as set out in the Township of Essa's Fees and Charges By-law.*
5. That this By-law shall come into full force and effect upon the final passing thereof.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 17<sup>th</sup> day of May, 2023.

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

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Lisa Lehr, Manager of Legislative Services

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SCHEDULE "A" TO BY-LAW 2021-27

Amendments to Fees and Charges

BY-LAW 2023-01 - Schedule of Fees

Schedule "I" – Administrative By-law Enforcement Fees

<b>ADMINISTRATIVE BY-LAW ENFORCEMENT FEES</b>	
Line Fence Dispute Application Fee	\$200.00
<b>Canine Control Administrative By-law Enforcement Fees</b>	
Issuance of Dangerous Dog Declaration and/or Muzzle Order	\$200.00
Dangerous Dog Investigation Fee	\$50.00 per visit following incident
Canine Control Investigation Fee	\$50.00 per visit
<b>Sign By-law Administrative Enforcement Fees</b>	
Issuance of Order/Notice	\$75.00
Sign Removal Fee	\$100.00 (for removal of up to 10 signs)
Sign Disposal Fee	COST PLUS 50%
<b>Untidy Lot – Administrative Enforcement Fees</b>	
Issuance of First Order / Notice	\$100.00
Issuance of Second Order / Notice	\$150.00
Investigation Fee (to ensure achievement of compliance)	\$50.00 per site visit
Clean-up Costs (where works conducted by or on behalf of municipality)	COST PLUS 25%
Officer Attendance (where municipality required to perform works to bring property into compliance)	MLEO Rate of Pay per Hour
<b>Littering – Administrative Enforcement Fees</b>	
Investigation Fee	\$50.00
Clean-up Costs	COST PLUS 25%

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**Schedule of Fees**

**Schedule "J" – Automated Speed Enforcement Administrative – Administrative Fees**

<b>AUTOMATED SPEED ENFORCEMENT ADMINISTRATIVE FEES</b>	
Screening Non-Appearance Fee	\$60.00
Hearing Non-Appearance Fee	\$60.00
MTO Plate Search Fee	\$8.25
Plate Denial Fee	\$20.00
Late Payment Fee	\$20.00

**THE CORPORATION OF THE TOWNSHIP OF ESSA**

**BY-LAW 2023 – 29**

**Being a By-law to confirm the proceedings of the Council meeting held on the 17<sup>th</sup> day of May, 2023.**

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 17<sup>th</sup> day of May, 2023; and, in respect of each recommendation contained in the Regular Council meeting held on the 3<sup>rd</sup> day of May, 2023 and the Committee of the Whole meeting held on the 3<sup>rd</sup> day of May, 2023, 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 17<sup>th</sup> day of May, 2023.

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

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Lisa Lehr, Manager of Legislative Services