

**THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING
WEDNESDAY, APRIL 3, 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**

*Recommendation: **BE IT RESOLVED THAT** the motions duly passed and approved at the Committee of the Whole meeting of this date be approved; and*
p. 1 ***THAT** the minutes of the Public, Committee of the Whole, Regular Council and Closed Session meetings held on the 20th day of March, 2024 be adopted as circulated.*

- 4. CONSENT AGENDA**

*Recommendation: **BE IT RESOLVED THAT** the items listed in the Consent Agenda dated April 3, 2024, be received for information.*

- 5. COMMITTEE REPORTS**

- p. 10 a. Minutes of the Essa Public Library Board**

*Recommendation: **BE IT RESOLVED THAT** the Minutes of the Essa Public Library Board from their meeting on February 26, 2024, be received.*

- 6. PETITIONS**

- 7. MOTIONS AND NOTICES OF MOTIONS**

- a. Proclamation – World Autism Awareness Day and Flag Raising
(Flag Raising Ceremony – Wednesday April 3, 2024 at 5:45 p.m.)**

*Recommendation: **WHEREAS** World Autism Awareness Day will be recognized on April 2 in Canada, thanks to Liberal Senator Jim Munson's Bill S-206, An Act Respecting World Autism Awareness Day; and*
***WHEREAS** Autism Spectrum Disorder (ASD) affects more than 135,000 Ontarians, and is now recognized as the most common neurological disorder affecting 1 in every 94 children, as well as their friends, family and community; and*
***WHEREAS** ASD not only manifests itself differently in every individual in whom it appears, but its characteristics will change over the life of each individual as well. A child with ASD will become an adult with ASD; and*

WHEREAS Autism Ontario (formerly Autism Society Ontario) is the leading source of information and referral on autism and one of the largest collective voices representing the autism community, and has been providing support, information and opportunities for thousands of families across the Province since 1973; and

WHEREAS Autism Ontario is dedicated to increasing public awareness about autism and the day-to-day issues faced by individuals with autism, their families, and the professionals with whom they interact, as well as sharing between the Association and its Chapters, the common goals of providing information and education, supporting research, and advocating for programs and services for the autism community;

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby proclaims April 2 as World Autism Awareness Day.

b. Thornton Hydro Reserve Funds Expenditure

Recommendation: **WHEREAS** the municipality contains a reserve fund entitled the Thornton Hydro Reserve, which was originally created for the disbursement of proceeds from the sale of the Thornton Utility; and

WHEREAS Council wishes to disburse \$6,500 for flags and hardware to be installed on Thornton Avenue and Robert Street in Thornton; and

WHEREAS Council wishes to disburse \$3,000 to purchase a shed to store the aforementioned supplies and other items; and

WHEREAS Council has consulted with four citizens of Thornton who were originally involved in suggesting uses for the Thornton Hydro Reserve funds.

NOW THEREFORE BE IT RESOLVED that Council approves the expenditures so named herein, with funds to be disbursed from G/L account 02-80-002-060-3580 in the amount of \$9,500.

c. Provincial Cemetery Management Support Request

Recommendation: **WHEREAS** under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed; and

WHEREAS over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.; and

WHEREAS municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers; and

WHEREAS cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries; and

WHEREAS the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;

NOW THEREFORE BE IT RESOLVED that Council of the Township of Essa requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amending the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost;
- And that this resolution be circulated to the Honourable Todd McCarthy – Minister of Public and Business Service Delivery, Jim Cassimatis – BAO Interim CEO/Registrar, and Brian Saunderson – MPP Simcoe-Grey.

d. Rideshare Services

Recommendation: **WHEREAS** at its meeting of March 20, 2024, Council of the Township of Essa received correspondence from the Municipality of Brighton, the correspondence of which outlined challenges related to limited access to transportation, and the pressing need for a ride-sharing service to address transportation gaps within rural communities; and

WHEREAS Rideshare services are increasingly relied upon by seniors, students, visitors and tourists, and residents looking for safe, affordable, convenient, and reliable ways to travel; and

WHEREAS the standardization and consistency of regulations across municipalities, particularly in Ontario, can improve the efficiency and effectiveness of the regulatory framework; and

WHEREAS transferring the responsibility of ride-share regulations and licensing to the provincial level would contribute to a more streamlined and uniform governance structure, while eliminating associated red tape and unnecessary administrative costs;

THEREFORE Be It Resolved that the Municipality of Essa Council hereby expresses its support for the migration of ride-share regulations and licensing from the municipal level to the provincial level;

BE IT FURTHER RESOLVED that the Municipality of Essa Council formally requests the Government of Ontario to initiate the transfer of responsibilities in the interest of creating a more coherent and standardized regulatory framework for ride-sharing services across the province;

BE IT FURTHER RESOLVED that copies of this motion be distributed to the Honourable Doug Ford – Premier of Ontario, the Honourable Prabmeet Sarkaria – Minister of Transportation, the Honourable Paul Calandra – Minister of Municipal Affairs and Housing, Brian Saunderson – MPP Simcoe-Grey, and, the Association of Municipalities of Ontario (AMO).

8. UNFINISHED BUSINESS

9. BY-LAWS

p. 12 a. By-law 2024-20 – A By-law to amend Essa’s Property Standards By-law.

p. 14 b. By-law 2024-21 – A By-law to Appoint Michael Mikael as CAO

Recommendation: *Be it resolved that By-laws 2024-20 and 2024-21 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 CAO007-24, re: Land Acquisition
- Acquisition or Disposition of Land [s.239(2)(c)]
 - Plans and Instructions for Negotiation [s.239(2)(k)]

Motion to Rise and Report from Closed Session Meeting of April 3, 2024.

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

12. CONFIRMATION BY-LAW

p. 17 a. By-law 2024-22

Recommendation: **BE IT RESOLVED THAT** *leave be granted to introduce By-law 2024-22, that being a By-law to confirm the proceedings of the Committee of the Whole, Closed and Council meetings held on this 3rd day of April, 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 17th day of April, 2024 at 6:00 p.m.*

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**THE CORPORATION OF THE TOWNSHIP OF ESSA
PUBLIC MEETING MINUTES
March 20th, 2024
HOUSEKEEPING BY-LAW
(Affecting all areas in the Township of Essa)**

MINUTES

A Public meeting was held in person on Wednesday, March 20th, 2024 in the Council Chambers of the Administration Centre, Township of Essa.

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

Staff in attendance: M. Mikael, Acting Chief Administrative Officer
S. Haniff, Manager of Planning
C. Rankin, Manager of Parks and Recreation
S. Corbett, Deputy Clerk
L. Lehr, Clerk

Mayor Macdonald opened the meeting at 6:01 p.m. She stated that the purpose of this Public Meeting is to review a Zoning By-law Amendment relating to all lands in the Township of Essa in accordance with Section 34 of the Planning Act.

A description and presentation of the proposal was then read by the Manager of Planning, Samuel Haniff.

No comments were received from public or agencies at the time of the public meeting.

Mayor Macdonald then welcomed comments and questions from the public, stating that speakers must state their name and address so that proper records may be kept and notice of future decisions be sent to those persons involved in the review process.

No comments were received.

Mayor Macdonald thanked all in attendance for their participation. She added that the Essa Township Planning office will prepare a report and by-law to be presented to Council concerning this matter.

The Public meeting adjourned at 6:14 p.m.

Sandie Macdonald, Mayor

Lisa Lehr, Director of Legislative Services/Clerk

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**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, MARCH 20, 2024**

MINUTES

A Committee of the Whole meeting was held in person on Wednesday March 20, 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/Interim CAO
C. Rankin, Manager of Parks and Recreation
S. Haniff, Manager of Planning
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 honoring 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

- a. Public Meeting**
Proposed Zoning By-law Amendment 21-24, Housekeeping

See separate set of minutes.

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

- a. Staff Report PD005-24 submitted by the Chief Building Official, re: Amendment to By-law 2008-7 (Property Standards By-law).**

Resolution No: CW023-2024 Moved by: Smith Seconded by: Sander

BE IT RESOLVED THAT Staff Report PD005-24 be received; and

THAT Council approve an amendment to Essa's Property Standards By-law 2008-7, to better align with the requirements of the Building Code Act, 1992, S.O. 1992, as follows:

1. Amend subsection 3.2.4 to include "adverse effects of storm water on adjacent properties"; and
2. Amend subsection 3.2.5 to include a requirement for grading to prevent the accumulation of water at or near buildings; and
3. Amend subsection 3.4.3 to include a six-month period of violation notification, and a requirement for the submission of building permits and lot grading plans; and
4. Add 4.2.5 as a new subsection under section 4.2, requiring the clearing of properties and submission of building permits and lot grading plans within a six-month period of violation notification.

----Carried----

5. PARKS AND RECREATION / COMMUNITY SERVICES

- a. Staff Report PR005-24 submitted by the Manager of Parks and Recreation re: Award of Tender – Angus Arena Chiller Replacement.

Resolution No: CW024-2024 Moved by: Kiezebrink Seconded by: Maltby

BE IT RESOLVED THAT Staff Report PR005-24 be received; and **THAT** the quotation received from **Berg Industrial Services Inc.** be accepted in the amount of **\$187,500.00 (excluding HST)** as per Township specifications, contingent upon the WSIB Clearance Certificate and a copy of Insurance being provided to the municipality.

----Carried----

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

- a. Correspondence submitted by Ontario Clean Water Agency (OCWA), re: Schedule 22 Summary Reports (2023) for the Angus, Baxter and Thornton Drinking Water Systems.

Resolution No: CW025-2024 Moved by: Smith Seconded by: Sander

BE IT RESOLVED THAT that the 2023 Schedule 22 Summary Reports from the Ontario Clean Water Agency for the Angus, Baxter and Thornton Drinking Water and Distribution Systems be received; and **THAT** a notice be posted on the Township's website stating that the 2023 Summary Reports are available for inspection at the Administration Centre or on the Township website by any member of the public during normal business hours, at no charge.

----Carried----

8. FINANCE

9. CLERKS / BY-LAW ENFORCEMENT / IT

- a. Staff Report C003-24 submitted by the Manager of Legislative Services, re: 2024 General Assistance Grants.

Resolution No: CW026-2024 Moved by: Smith Seconded by: Maltby

BE IT RESOLVED THAT Staff Report C003-24 be received; and THAT Council approve the recommended tax exemption and donation amounts as presented in Attachment No. 2 of the Report.

----Carried-----

- b. Staff Report C004-24 submitted by the Manager of Legislative Services and the Deputy Clerk, re: ASE AP By-law.

Resolution No: CW027-2024 Moved by: Sander Seconded by: Maltby

BE IT RESOLVED THAT Staff Report C004-24 be received; and THAT Council direct Staff to bring the draft By-law forward for passage.

----Carried-----

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

11. OTHER BUSINESS

- Council directed the Manager of Parks and Recreation to investigate and report back on options to recognize the Thornton Arena's 50th Anniversary.
- Mayor Macdonald provided a reminder about the Seniors Connections event scheduled to take place on March 21, 2024 at the Angus Arena
- Mayor Macdonald informed members and staff that Essa's Charity Golf Tournament is scheduled to take place on June 4, 2024, at Bear Creek Golf Course.
- Council supported the request of Deputy Mayor Smith for a motion to be brought forward at the regular meeting of Council scheduled on April 3, 2024, specific to disbursement of the Thornton Hydro Funds (\$6,500 towards flags and hardware for Thornton Avenue and Robert Street, in addition to \$3,000 to purchase a shed for the Thornton Area Action Committee to store their supplies). This request was brought forward after Deputy Mayor Smith and Councillor Sander consulted with community members that were originally involved in suggesting uses for the Thornton Hydro Reserve funds.

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12. ADJOURNMENT

Resolution No: CW028-2024 Moved by: Smith Seconded by: Sander

BE IT RESOLVED THAT this meeting of Committee of the Whole of the Township of Essa adjourn at 6:28 p.m., to meet again on the 3rd day of April, 2024 at 6:00 p.m.

----Carried-----

Sandie Macdonald
Mayor

Lisa Lehr
Manager of Legislative Services

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**THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING
WEDNESDAY, MARCH 20, 2024**

MINUTES

The Regular Meeting of Council was held in person on Wednesday March 20, 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, Interim CAO/Manager of Public Works(Left at 6:37 p.m.)
C. Rankin, Manager of Parks and Recreation (Left at 6:35 p.m.)
S. Haniff, Manager of Planning (Left at 6:35 p.m.)
S. Corbett, Deputy Clerk (Left at 6:35 p.m.)
L. Lehr, Manager of Legislative Services

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the meeting at 6:28 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS

Resolution No: CR050-2024 Moved by: Sander Seconded by: Maltby

***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 6th day of March, 2024 be adopted as circulated.*

----Carried-----

4. CONSENT AGENDA

Resolution No: CR051-2024 Moved by: Maltby Seconded by: Sander

***BE IT RESOLVED THAT** the items listed in the Consent Agenda dated March 20th, 2024, be received for information; and
THAT Items A2, A4, A5 and A11(a) be referred to section B for staff action.*

----Carried-----

5. COMMITTEE REPORTS

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

a. Federal Infrastructure Funding Not Keeping Pace with Population Growth

Resolution No: CR052-2024 Moved by: Sander Seconded by: Smith

WHEREAS, Canada is experiencing record population growth, having welcomed 1.25 million new Canadians last year alone; and

WHEREAS, According to the Canada Mortgage and Housing Corporation (CMHC) we need to build at least 3.5 million additional homes by 2030, and municipalities need to build or expand the infrastructure to accommodate this growth; and

WHEREAS, FCM has estimated that the cost of the municipal infrastructure required support housing development is, on average, in the range of \$107,000 per unit; and

WHEREAS, According to Statistics Canada the cost of upgrade existing municipal infrastructure so that it is in a state of good repair is in the range of \$170 billion; and

WHEREAS, Non-residential construction price inflation has risen by 29% since the end of 2020 and municipalities are facing soaring costs for infrastructure project without a corresponding growth in revenue; and

WHEREAS, Unlike federal and provincial revenue, municipal tax revenue has not increased in recent years along with inflation, economic growth or population growth; and

WHEREAS, Municipalities are facing a gap in federal infrastructure funding as the 10-year Investing in Canada Infrastructure Program has come to an end, the Canada Community-Building Fund is being renegotiated and the Permanent Public Transit Fund is set to start in 2026; and

WHEREAS, The Canada Community-Building Fund (CCBF), which was formerly known as the federal Gas Tax Fund, provides more than \$2billion in annual capital funding directly to municipalities through a predictable allocation mechanism, and municipalities of all sizes use the CCBF to deliver direct results for Canadians by building and renewing critical core public infrastructure, including water infrastructure, local roads, public transit and community, and cultural and recreational facilities;

BE IT RESOLVED THAT the federal government work with agreement signatories and municipalities to maintain the CCBF as a source of direct, predictable, long-term funding for local infrastructure priorities; and

THAT the federal government commit, in Budget 2024, to the next generation of infrastructure programs, including a new program for water and wastewater infrastructure and an increase to the Disaster Mitigation and Adaptation Fund; and

THAT the federal government convene provinces, territories and municipalities to negotiate a "Municipal Growth Framework" to modernize the way that municipalities are funded in order to enable Canada's long-term growth.

----Carried-----

8. UNFINISHED BUSINESS

9. BY-LAWS

- a. **By-law 2024-18 – A By-law to amend Essa’s Automated Speed Enforcement Administrative Monetary Penalty Program.**

Resolution No: CR053-2024 Moved by: Maltby Seconded by: Sander

***BE IT RESOLVED** that By-law 2024-18 be read a first, and taken as read a second and third time and finally passed.*

----Carried-----

10. QUESTIONS

11. CLOSED SESSION

Resolution No: CR054-2024 Moved by: Kiezebrink Seconded by: Sander

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

- a) **Confidential Staff Report CAO005-24, re: Staffing.**
- *Personal Matters About an Identifiable Individual [s.239(2)(b)]*
 - *Labour Relations or Employee Negotiations [s.239(2)(d)]*
- b) **Confidential Verbal Update from Mayor Macdonald and Deputy Mayor Smith, re: Staffing.**
- *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 6:35 p.m.

Motion to Rise and Report from Closed Session Meeting of March 20, 2024.

***BE IT RESOLVED THAT** Council rise and report from the Closed Session Meeting at 7:03 p.m.*

- a. **PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL [s.239(2)(b)]
LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS [s.239(2)(d)]
Confidential Staff Report CAO005-24 submitted by Interim CAO, re:
Staffing.**

Resolution No: CR055-2024 Moved by: Kiezebrink Seconded by: Maltby

***BE IT RESOLVED THAT** Confidential Staff Report CAO005-24 be received: and **THAT** Council direct Staff in accordance with Option 2 as contained within the confidential report.*

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----Carried-----

3

- b. **PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL [s.239(2)(b)]
LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS [s.239(2)(d)]
Confidential Verbal Update from Mayor Macdonald and Deputy Mayor
Smith, re: Staffing.**

Resolution No: CR056-2024 Moved by: Smith Seconded by: Maltby

BE IT RESOLVED THAT the verbal update provided by the Mayor and Deputy Mayor regarding staffing be received: and THAT the Mayor be authorized to proceed as directed by Council.

----Carried-----

12. CONFIRMATION BY-LAW

By-law 2024-19

Resolution No: CR057-2024 Moved by: Smith Seconded by: Maltby

BE IT RESOLVED THAT leave be granted to introduce By-law 2024-19, that being a By-law to confirm the proceedings of the Committee of the Whole, Closed and Council meetings held on this 20th day of March, 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: CR2058-2024 Moved by: Smith Seconded by: Maltby

BE IT RESOLVED THAT this meeting of Council of the Township of Essa adjourn at 7:05 p.m. to meet again on the 3rd day of April, 2024 at 6:00 p.m.

----Carried-----

Sandie Macdonald
Mayor

Lisa Lehr
Manager of Legislative Services

9

Essa Public Library Board
Minutes
Monday, February 26, 2024, 7:00pm
Virtual Meeting

Directors Present: J. Bushey; C. Cryer, Vice-Chair; J. Hunter, Chair; S. Hyatt; L. Maltby,
Council Representative; R. Tracey
Staff Present: L. Wark, CEO/Secretary/Treasurer; G. Newbatt, Manager of Library Services

1. Call to Order at 7:04pm by Chair, J. Hunter.
2. Respect and Acknowledgement Declaration: (L. Maltby)

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 are committed to moving forward in the spirit of reconciliation and respect with all First nation, Metis and Inuit People.

We are grateful to work and live on this land.

3. Approval of the Agenda
2024:007 Moved: JB Seconded: LM Carried
THAT the Agenda for February 26, 2024, be approved as circulated.
4. No Conflicts of Interest are declared for proceedings before this Board.
5. Minutes of the Preceding Regular Meeting
2024:008 Moved: CC Seconded: RT Carried
THAT the January 22, 2024, Regular Meeting Minutes be approved as circulated.
6. Business Arising from past Minutes: None
7. Communications:
 - 7.1 CFLA letter regarding censorship, Jan 17
 - 7.2 EPL support letter to Immigration, Refugees and Citizenship Canada, Jan 24

8. Chairperson's Remarks:

This is the time of year where people are hunkering down inside, busy with school or work, trying to escape the cold, or perhaps taking vacation to break up winter. Whatever they are doing, this library has something to offer to enhance their activities. On-line or in-person, EPL continues to be a busy place. Thank you to everyone who makes us tick.

Tonight, we have received the approved 2024 budget, and will be reviewing another 3 policies. Let's begin.

5a

9. Treasurer Report:

- 9.1 Budget to Actual Year-to-Date, February 21, 2024
- 9.2 Development Charges: \$1,350 remaining for Angus Branch Debt Repayment.
- 9.3 Approved 2024 Operating Library Budget
- 9.4 Approved 2024 Capital Library Budget
- 9.5 Approved 2024 Library Pay Grid Chart

2024:009 Moved: SH Seconded: RT Carried
 THAT the Library Board receives the Treasurer's Report, including Council Approved figures for 2024 and the Budget to Actual Comparison to February 21, 2024, as circulated.

10. CEO Report, February 2024

- 10.1 January Library Report (Nakeff)
- 10.2 Manager Report (Newbatt)
- 10.3 EPL & Nottawasaga Pines Secondary School (NPSS) Working Committee Minutes for January 2024
- 10.4 Ontario Library Association (OLA) & Federation of Ontario Public Libraries (FOPL) Pre-Budget Submission

2024: 010 Moved: LM Seconded: RT Carried
 THAT the Library Board receives the CEO Report as circulated.

11. Ontario Library Service (OLS) Trustee Report (R. Tracey):
Awaiting information on the AGM.

12. Committee of the Whole, Library Board Policy Review:

- 12.1 EPL H&S:011 Inclement Weather Policy
- 12.2 EPL H&S:009A Angus Branch Fire Safety Plan
- 12.3 EPL H&S:009B Thornton Branch Fire Safety Plan - Tabled
- 12.4 EPL HR:014 Accessibility and Staff Policy

2024: 011 Moved: JB Seconded: SH Carried
 THAT the Library Board receives and approves updates to EPL H&S:011 Inclement Weather Policy, H&S:009A Angus Branch Fire Safety Plan and HR:014 Accessibility and Staff Policy as circulated.

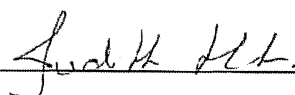
13. Other Business: None

14. Next meeting: Monday, March 25, 7pm – Thornton Branch

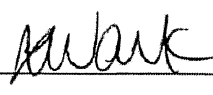
15. Adjournment

2024:012 Moved: CC Carried
 THAT the Meeting be adjourned at 8:24pm.

APPROVED: March 25, 2024



Chair: Judith Hunter



CEO: Laura Wark

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9a

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2024 – 20

Being a By-law to amend the Township's Property Standards By-law 2008-7, as amended, affecting properties throughout the Municipality.

WHEREAS Section 15.1(3) of the Building Code Act, 1992, S.O. 1992, c.23, authorizes the passing of a by-law prescribing standards for maintenance and occupancy of property; and

WHEREAS the Council of the Corporation of the Township of Essa deems it advisable to amend By-law 2008-7;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Essa, pursuant to Section 15.1 - (1) of the Building Code Act, S.O., 1992, c.23 and amendments thereto, hereby enacts as follows:

1. THAT Section 1.1 – Definitions be amended to include the following:

“Dilapidated” means deteriorated, reduced to, or fallen into partial ruin or decay, as from age, wear, misuse, or neglect.

2. THAT Section 3.2.4, under Section 3.2 Sewage and Drainage, be amended to the following:

Storm water, including basement sump water and rainwater, shall not be drained into a sanitary sewer or adversely affect any adjacent property.

3. THAT Section 3.2.5, under Section 3.2 Sewage and Drainage, be amended to the following:

No roof drainage, storm water drainage, sump pump discharge, discharge from swimming pool, or a similar discharge, shall be directed onto a sidewalk, stair or abutting property. The site shall be graded so that water will not accumulate at or near any building.

4. THAT Section 3.4.3, under Section 3.4 Accessory Buildings, be amended to the following:

All properties shall be clear, within a 6-month period of violation notification, of dilapidated buildings, structures or erections, including all dilapidated accessory buildings, structures or erections. Building Permits and Lot Grading Plan shall be submitted for removal of dilapidated accessory buildings, structures or erections, the property shall be left level and in graded condition according to Lot Grading Plan.

5. THAT Section 4.2.5 be introduced under Section 4.2 Building and Structures, as follows:

All properties shall be clear, within a 6-month period of violation notification, of dilapidated buildings, structures or erections, including all dilapidated buildings, structures or erections. Building Permits and Lot Grading Plan shall be submitted for removal of dilapidated buildings, structures or erections, the property shall be left

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level and in graded condition according to Lot Grading Plan.

6. 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 3rd day of April 2024.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

THE CORPORATION OF THE TOWNSHIP OF ESSA

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BY-LAW NO. 2024 – 21

**Being a By-law to appoint Michael Mikael as
Chief Administrative Officer for the Township of Essa.**

WHEREAS Section 229 of the *Municipal Act*, 2001, S.O. 2001, c. M25, provides that the Council of a municipality may appoint a Chief Administrative Officer; and

WHEREAS Council of the Corporation of the Township of Essa has completed the recruitment process and deems Michael Mikael to be the successful candidate to fulfill the terms and obligations as outlined in the job description for the Chief Administrative Officer for the Corporation of the Township of Essa, effective March 26, 2024;

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

1. That effective March 26, 2024, Michael Mikael be and is hereby appointed as Chief Administrative Officer (“CAO”) for the Corporation of the Township of Essa, until such time that he is no longer employed by the Corporation of the Township of Essa.
2. That, in addition to the statutory duties to be carried out, the CAO, subject to procedural, organizational and other requirements of Council, shall:
 - a) advise Council on all matters and questions affecting the Corporation;
 - b) be responsible to Council for administering the business affairs of the Corporation of the Township of Essa in accordance with the policies and plan established and approved by Council; and
 - c) Perform such duties as outlined in the Job Description attached as Schedule “A”, in addition to such duties that are lawfully assigned pursuant to Schedule “B” as attached, and other duties which may be assigned by Council from time to time.
3. That Michael Mikael shall be paid such salary or other remuneration as Council shall determine from time to time.
4. That this By-law shall come into force and effect immediately upon passage thereof.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 3rd day of April, 2024.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

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BY-LAW 2024 – 21

SCHEDULE “A”

JOB DESCRIPTION – CHIEF ADMINISTRATIVE OFFICER

TO BE INSERTED – JOB DESCRIPTION CURRENTLY UNDER REVIEW

SCHEDULE “B”

The duties and responsibilities of the Chief Administrative Officer (hereinafter referred to as the “CAO”) shall be as follows:

1. To administer the business affairs of the corporation in accordance with the policies established and approved by Council.
2. To coordinate and direct the preparation of plans and programmes to be submitted with suitable alternatives to the Council for the improvement of civic properties, facilities and services.
3. To coordinate and direct the implementation of the policies approved by Council;
4. To direct the codification of the policies of the Council and to ensure that information and reports that are requested by the Council, or that in the CAO’s opinion, could be of assistance to the Council, are obtained or prepared and submitted to the Council;
5. To review the Municipality’s organization and departmental structure regularly and recommend any changes that would, in his or her opinion, improve the effectiveness or the efficiency of the structure.
6. To coordinate the compilation, consideration, preparation and presentation to the Council for adoption of recommendations of the Department Heads, arising from departmental operations and to comment thereon as appropriate and, with the advice and assistance of the department Heads, propose by-laws and resolutions to give effect to such recommendations as are adopted by Council.

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THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2024 - 22

Being a By-law to confirm the proceedings of the Council meeting held on the 3rd day of April, 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 3rd day of April, 2024 and, in respect of each recommendation contained in the Minutes of the Regular Council meeting held on the 20th day of March, 2024, the Minutes of the Committee of the Whole meeting held on the 20th day of March, 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 3rd day of April 2024.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services