

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
REGULAR COUNCIL MEETING  
WEDNESDAY, FEBRUARY 7, 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 Special, Committee of the Whole, Public and Regular Council meetings held on the 17<sup>th</sup> day of January, 2024 be adopted as circulated.

- 4. CONSENT AGENDA**

Recommendation: ***BE IT RESOLVED THAT*** the items listed in the Consent Agenda dated February 7<sup>th</sup>, 2024, be received for information, and that the necessary actions be taken.

- 5. COMMITTEE REPORTS**

- a. **Minutes of the Essa Healthy, Accessible Community and Parks Committee**
- p. 16

Recommendation: ***BE IT RESOLVED THAT*** the minutes of the Essa Healthy, Accessible Community and Parks Committee from their meeting of December 13, 2023, be received.

- b. **Minutes of the Essa Public Library Board**
- p. 18

Recommendation: ***BE IT RESOLVED THAT*** the minutes of the Essa Public Library Board from their meeting of December 18, 2023, be received.

- c. **Minutes of the Nottawasaga Police Services Board**
- p. 20

Recommendation: ***BE IT RESOLVED THAT*** the minutes of the Nottawasaga Police Services Board from their meeting of November 20, 2023, be received.

- 6. PETITIONS**

7. **MOTIONS AND NOTICES OF MOTIONS**

a. **Proclamation – Designate the Month of February, 2024 as “Black History Month”**

***WHEREAS** the celebration of Black History Month originates from the U.S. Professor Carter G. Woodson’s 1926 declaration of Negro History Week, a week in February which marked the birthdates of civil rights activists Frederick Douglass and Abraham Lincoln, and*

***WHEREAS** in 1976, the Toronto City Council declared February as Black History Month. National recognition occurred on December 14, 1995, when the House of Commons unanimously agreed to a motion presented by the Honourable Jean Augustine to recognize February as Black History Month; and*

***WHEREAS** Black History Month sought to level the imbalance in historical perspective and has become an important part of multicultural and antiracism programs; and*

***WHEREAS** Black History Month in Canada is essential since it educates Canadians. Few Canadians know that slavery once existed in Canada, or that many of the British Loyalists who came here after the American Revolution were Black. Black History Month recognizes the important sacrifices and contributions of Black people to the development of Canada and the world. Racial discrimination and intolerance is on the rise, it is time for good people to help raise awareness and show their support of the fight against racial discrimination;*

***NOW THEREFORE BE IT RESOLVED THAT** Council of the Township of Essa hereby proclaims the month of February, 2024, as “Black History Month” in our community, and encourages all citizens to participate in educational activities related to and honour the significant role that Black people, both past and present, have played in shaping the Township of Essa and its values.*

8. **UNFINISHED BUSINESS**

9. **BY-LAWS**

p. 31 a. **By-law 2024-08 Repeal Schedule 9 of Essa’s Business Licensing By-law**

*Recommendation: **BE IT RESOLVED** that leave be granted to introduce By-law 2024-08, that being a By-law to repeal Schedule 9 of Essa’s Business Licensing By-law 2011-20; and, that said By-law be read a first, and taken as read a second and third time and finally passed.*

p. 32 b. **By-law 2024-09 Levy and Interim Tax Collection**

*Recommendation: **BE IT RESOLVED** that leave be granted to introduce By-law 2024-09, that being a By-law to authorize the municipal tax levy and the collection of interim tax levy; and, that said By-law be read a first, and taken as read a second and third time and finally passed.*

p. 36 c. **By-law 2024-10 2024 Municipal Borrowing**

*Recommendation: **BE IT RESOLVED** that leave be granted to introduce By-law 2024-10, that being a By-law to authorize 2024 municipal borrowing; and, that said By-law be*

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*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 CAO002-24 – Staffing
  - *Personal matters about an identifiable individual [s.239(2)(b)]*
  - *[Labour Relations or Employee Negotiations [s.239(2)(d)]*

**Motion to Rise and Report from Closed Session Meeting of February 7, 2024.**

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

**12. CONFIRMATION BY-LAW**

p. 38 a. **By-law 2024-11**

Recommendation: **BE IT RESOLVED THAT** leave be granted to introduce By-law 2024-11, that being a By-law to confirm the proceedings of the Committee of the Whole, Closed and Council meetings held on this 7<sup>th</sup> day of February, 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 21<sup>st</sup> day of February, 2024 at 6:00 p.m.

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
SPECIAL MEETING – 2024 CAPITAL AND OPERATING BUDGET  
WEDNESDAY JANUARY 17, 2024**

**MINUTES**

A Special Meeting of Council was held in person on Wednesday January 17, 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: C. Healey-Dowdall, CAO  
D. Dollmaier, Manager of Finance  
S. Haniff, Manager of Planning  
S. Corbett, Deputy Clerk

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

Mayor Macdonald opened the Budget meeting at 5:45 p.m.

**2. DISCLOSURE OF PECUNIARY INTEREST**

Deputy Mayor Smith declared an indirect interest on Items Item 3(a) as he has familial relations with a member of the Parks and Recreation Department.

**STAFF REPORTS AND MEMORANDUMS**

**3. FINANCE**

Deputy Mayor Smith declared an indirect interest on Items Item 3(a). He recused himself from Council Chambers and did not vote or participate in any discussion on this Item.

- a. Staff Report TR001-24 submitted by the Manager of Finance, re: 2024 Capital and Operating Budget - Parks and Recreation Department**

**Resolution No: SCW001-2024 Moved by: Kiezebrink Seconded by: Maltby**

***BE IT RESOLVED THAT*** Staff Report TR001-24 be received; and  
***THAT*** Council approve the portion of the 2024 Draft Budget (Capital and Operating) relating to the Parks and Recreation Department in the amount of \$5,084,660.00.  
Deputy Mayor Smith resumed his seat for the remainder of the meeting.

----Carried-----

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

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**Staff Report TR002-24 submitted by the Manager of Finance, re: 2024 Budget Capital and Operating Budget excluding Parks and Recreation Department**

**Resolution No: SCW002-2024 Moved by: Maltby Seconded by: Smith**

***BE IT RESOLVED THAT** Staff Report TR002-24 be received; and  
**THAT** Council approve the 2024 Budget in the amount of \$32,035,776.00 with a levy of \$12,135,959.00, with exception to the portion relating to the Parks and Recreation Department in the amount of \$5,084,660.00; and  
**THAT** Council instruct staff to prepare a Tax Rating By-law.*

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

**6. ADJOURNMENT**

**Resolution No: SCW043-2023 Moved by: Smith Seconded by: Kiezebrink**

***BE IT RESOLVED THAT** this Special Meeting of the Council of the Township of Essa held on the 20<sup>th</sup> day of December, 2023, adjourn at 5:50 p.m.*

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Sandie Macdonald, Mayor

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Sarah Corbett, Deputy Clerk

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**THE CORPORATION OF THE TOWNSHIP OF ESSA  
PUBLIC MEETING MINUTES  
January 17<sup>th</sup>, 2024  
ZONING BY-LAW AMENDMENT (OPA36/Z4-20)  
(Affecting 14 & 18 Margaret Street)**

**MINUTES**

A Public meeting was held in person on Wednesday, January 17<sup>th</sup>, 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: C. Healey-Dowdall, Chief Administrative Officer  
D. Dollmaier, Manager of Finance.  
S. Haniff, Manager of Planning  
O. Curnew, Development Planner  
O. Ward, Policy Planner  
S. Corbett, Deputy Clerk

Guests: Greg Barker, Agent of Applicant  
Allison Groombridge, Resident  
Peter Groombridge, Resident  
Denis Mandly, Resident  
Bill Forsyth, Resident  
Ard Thiessen, Resident  
Ron Henderson, Resident  
Greg Duldale, Resident  
John Beischer, Resident  
Teresa Jazwinski, Resident  
Pridham, Resident (6051 30<sup>th</sup> Sideroad)

Mayor Macdonald opened the meeting at 6:02 p.m. She stated that the purpose of this Public Meeting is to review the application for an Official Plan Amendment & Zoning By-law Amendment relating to lands municipally known as 14 & 18 Margaret Street in accordance with Section 34 of the Planning Act.

Mayor Macdonald asked if there was anyone who would like to speak to the application.

Greg Barger from Innovative Planning Solutions (IPS) introduced himself as the agent and representative that would be speaking to the application. He provided a PowerPoint presentation speaking to the applications.

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.

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Greg Duldale [55 Osborn Street] asked when the construction would begin if the application is approved.

Greg Barker spoke through the Mayor and suggested that the application upon approval would be subject to Consent applications which could take around 3-4 months. The lots would then be sold to habitat to humanity. Clarified that this summer may be a realistic timeline.

Alison Groombridge [66 Mill Street] spoke that she has operated a garage there for many years and is concerned about the noise and potential complaints from residence. Thinks it may have effects on the business and believes the residential density may be too high in the area. Asked what the separation between the buildings across both properties are.

Greg Barker spoke through the Mayor and spoke to the Site Plan Control application which will result in an agreement that will be registered on title that will have warning clauses about the noise and surrounding land uses. Spoke that there are acceptable sound levels through Ministry, and believes that the site plan process and agreement can ease concerns.

Alison Groombridge [66 Mill Street] asked if there would be a fence between properties.

Greg Barker said there would be a fence built between the properties.

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 6:21 p.m.

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Sandie Macdonald, Mayor

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Sarah Corbett, Deputy Clerk

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THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, JANUARY 17, 2024

MINUTES

A Committee of the Whole meeting was held in person on Wednesday January 17, 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: C. Healey-Dowdall, CAO  
S. Haniff, Manager of Planning  
O. Curnew, Development Planner  
O. Ward, Policy Planner  
S. Corbett, Deputy Clerk

**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**

Councillor Kiezebrink declared an interest on Item 3(a) as his employer has a pecuniary interest in the proposal.

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

Councillor Kiezebrink declared an interest on Item 4(a). He recused himself from Council Chambers and did not participate in any discussion on this Item.

**a. Public Meeting**

14 and 18 Margaret Street Zoning By-law Amendment (Z4-20)

See separate set of minutes.

Councillor Kiezebrink resumed his seat for the remainder of the meeting.



**STAFF REPORTS**

**4. PLANNING AND DEVELOPMENT**

- a. **Staff Report PD001-24 submitted by the Manager of Planning, re: Simcoe County Age-Friendly Municipal Grant.**

**Resolution No: CW001-2024 Moved by: Sander Seconded by: Smith**

***BE IT RESOLVED THAT** Staff Report PD001-24 be received; and **THAT** Council direct staff to apply for funding through the Simcoe County Age-Friendly Municipal Grant Program by the deadline of January 20, 2024, to be utilized for the preparation of an Age-Friendly Additional Residential Units Guide by a Planning Consultant.*

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

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

**6. FIRE AND EMERGENCY SERVICES**

**7. PUBLIC WORKS**

**8. FINANCE**

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

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

- a. **Staff Report CAO001-24 submitted by the Chief Administrative Officer, re: NVCA.**

**Resolution No: CW002-2024 Moved by: Kiezebrink Seconded by: Sander**

***BE IT RESOLVED THAT** Staff Report CAO001-24 be received; and **THAT** Council authorize staff to purchase enhanced programming offered by the NVCA which includes reforestation, healthy waters monitoring, management of the Utopia Conservation Areas, environmental education and Tiffin operations, at a cost of \$24,002.90, by way of entering into an MOU for one (1) year on the premise that the NVCA will return to Essa with its budget on an annual basis.*

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

Council recessed at 6:26 p.m. and commenced the Committee of the Whole Meeting at 6:31 p.m.

**11. OTHER BUSINESS**

**Resolution No: CW003-2024 Moved by: Smith Seconded by: Sander**

**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 spend \$11,216.38 on a truck mounted nozzle for the Essa Rescue One fire vehicle; 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 expenditure so named herein to come from G/L account 02-80-002-060-3580 in the amount of \$11,216.38; and

**THAT** the same four citizens be invited to bring forward additional ideas for Council's consideration of the distribution of the remainder of the funds contained in the Thornton Hydro Reserve.

----Carried-----

- Councillor Sander has made a request that all By-laws are passed with one motion, unless Council expresses interest in discussing a particular motion.
- Public Info Consultation (PIC) on the Transportation and Trails Master Plan is set for March 19, 2024 at 4-7 p.m.
- Mayor Macdonald is asking for a letter to be sent to the County regarding adding a Linx Bus stop on Centre Street, Angus in addition to the current stop near 283 Mill Street.

## 12. ADJOURNMENT

Resolution No: CW004-2024 Moved by: Smith      Seconded by: Sander

**BE IT RESOLVED THAT** *this meeting of Committee of the Whole of the Township of Essa adjourn at 6:43 p.m., to meet again on the 7<sup>th</sup> day of February, 2024 at 6:00 p.m.*

----Carried-----

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Sandie Macdonald  
Mayor

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Sarah Corbett  
Deputy Clerk

THE CORPORATION OF THE TOWNSHIP OF ESSA  
REGULAR COUNCIL MEETING  
WEDNESDAY, JANUARY 17, 2024

3

MINUTES

The Regular Meeting of Council was held in person on Wednesday January 17, 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: C. Healey-Dowdall, CAO  
S. Haniff, Manager of Planning  
O. Curnew, Development Planner  
O. Ward, Policy Planner  
S. Corbett, Deputy Clerk

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

Mayor Macdonald opened the meeting at 6:43 p.m.

2. **DISCLOSURE OF PECUNIARY INTEREST**

None.

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

**Resolution No: CR001-2024 Moved by: Sander Seconded by: Smith**

***BE IT RESOLVED THAT*** the motions duly passed and approved at the Special Budget and Committee of the Whole meeting of this date be approved; and ***THAT*** the minutes of the Special, Special Closed Session as amended, Committee of the Whole, Regular Council and Closed Session meetings held on the 20<sup>th</sup> day of December, 2023 be adopted as circulated.

----Carried----

4. **CONSENT AGENDA**

**Resolution No: CR002-2024 Moved by: Smith Seconded by: Sander**

***BE IT RESOLVED THAT*** the items listed in the Consent Agenda dated January 17, be received for information, and that the necessary actions be taken. ***THAT*** items A9a be referred to section B of the Consent Agenda for a letter of support to be sent.

----Carried----

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5. COMMITTEE REPORTS

a. Essa Public Library Board

Resolution No: CR003-2024 Moved by: Kiezebrink Seconded by: Sander

*BE IT RESOLVED THAT the minutes of the Essa Public Library Board from their meeting of November 27, 2023, be received.*

----Carried-----

b. Minutes of the Traffic Advisory Committee

Resolution No: CR004-2024 Moved by: Smith Seconded by: Sander

*BE IT RESOLVED THAT the minutes of the Traffic Advisory Committee from their meeting of January 10, 2024, be received.*

----Carried-----

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

8. UNFINISHED BUSINESS

9. BY-LAWS

Deferred

a. By-law 2024-01 Parking By-law Amendment

Resolution No: CR005-2024 Moved by: Kiezebrink Seconded by: Smith

*BE IT RESOLVED that Council's consideration of the Parking By-law Amendment be deferred until a further Staff Report is presented at a later Council Meeting.*

----Carried-----

b. By-law 2024-02 Zoning By-law Amendment – 7281 9<sup>th</sup> Line

Resolution No: CR006-2024 Moved by: Sander Seconded by: Smith

*BE IT RESOLVED that leave be granted to introduce By-law 2024-02, that being a By-law to amend Essa's Zoning By-law 2003-50; 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 2024-03 Zoning By-law Amendment – 190 Mill Street

Resolution No: CR007-2024 Moved by: Kiezebrink Seconded by: Maltby

*BE IT RESOLVED that leave be granted to introduce By-law 2024-03, that being a By-law to amend Essa's Zoning By-law 2003-50; and, that said By-law be read a first, and taken as read a second and third time and finally passed.*

----Carried-----

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**d. By-law 2024-04 Nottawasaga Valley Conservation Authority MOU**

**Resolution No: CR008-2024 Moved by: Smith Seconded by: Maltby**

***BE IT RESOLVED** that leave be granted to introduce By-law 2024-04, that being a By-law to authorize entering into an MOU with the NVCA for a one-year term; and, that said By-law be read a first, and taken as read a second and third time and finally passed.*

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

**e. By-law 2024-05 Purchase of Part of 366 Mill Street**

**Resolution No: CR009-2024 Moved by: Kiezebrink Seconded by: Sander**

***BE IT RESOLVED** that leave be granted to introduce By-law 2024-05, that being a By-law to purchase part of 366 Mill Street; and, that said By-law be read a first, and taken as read a second and third time and finally passed.*

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

**f. By-law 2024-06 Integrity Commissioner Appointment**

**Resolution No: CR010-2024 Moved by: Maltby Seconded by: Sander**

***BE IT RESOLVED** that leave be granted to introduce By-law 2024-06, that being a By-law to appoint ADR Chambers as Integrity Commissioner; 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**

**12. CONFIRMATION BY-LAW**

**a. By-law 2024-07**

**Resolution No: CR011-2024 Moved by: Kiezebrink Seconded by: Maltby**

***BE IT RESOLVED THAT** leave be granted to introduce By-law 2024-07, that being a By-law to confirm the proceedings of the Committee of the Whole, Special Budget and Council meetings held on this 17<sup>th</sup> day of January, 2024; and, that said By-law be read a first, and taken as read a second and third time and finally passed.*

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

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13. **ADJOURNMENT**

**Resolution No: CR2012-2024 Moved by: Smith      Seconded by: Sander**

***BE IT RESOLVED THAT this meeting of Council of the Township of Essa adjourn at 6:56 p.m. to meet again on the 7<sup>th</sup> day of February, 2024 at 6:00 p.m.***

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

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Sandie Macdonald  
Mayor

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Sarah Corbett  
Deputy Clerk

11

THE CORPORATION OF THE TOWNSHIP OF ESSA  
REGULAR COUNCIL MEETING  
WEDNESDAY, JANUARY 17, 2024

MINUTES

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

Staff in attendance: C. Healey-Dowdall, CAO  
S. Haniff, Manager of Planning  
O. Curnew, Development Planner  
O. Ward, Policy Planner  
S. Corbett, Deputy Clerk

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

Mayor Macdonald opened the meeting at 6:43 p.m.

2. **DISCLOSURE OF PECUNIARY INTEREST**

None.

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

**Resolution No: CR001-2024 Moved by: Sander Seconded by: Smith**

***BE IT RESOLVED THAT** the motions duly passed and approved at the Special Budget and Committee of the Whole meeting of this date be approved; and **THAT** the minutes of the Special, Special Closed Session as amended, Committee of the Whole, Regular Council and Closed Session meetings held on the 20<sup>th</sup> day of December, 2023 be adopted as circulated.*

----Carried-----

4. **CONSENT AGENDA**

**Resolution No: CR002-2024 Moved by: Smith Seconded by: Sander**

***BE IT RESOLVED THAT** the items listed in the Consent Agenda dated January 17, be received for information, and that the necessary actions be taken. **THAT** items A9a be referred to section B of the Consent Agenda for a letter of support to be sent.*

----Carried-----

5. COMMITTEE REPORTS

a. Essa Public Library Board

Resolution No: CR003-2024 Moved by: Kiezebrink Seconded by: Sander

*BE IT RESOLVED THAT the minutes of the Essa Public Library Board from their meeting of November 27, 2023, be received.*

----Carried-----

b. Minutes of the Traffic Advisory Committee

Resolution No: CR004-2024 Moved by: Smith Seconded by: Sander

*BE IT RESOLVED THAT the minutes of the Traffic Advisory Committee from their meeting of January 10, 2024, be received.*

----Carried-----

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

8. UNFINISHED BUSINESS

9. BY-LAWS

Deferred

a. By-law 2024-01 Parking By-law Amendment

Resolution No: CR005-2024 Moved by: Kiezebrink Seconded by: Smith

*BE IT RESOLVED that Council's consideration of the Parking By-law Amendment be deferred until a further Staff Report is presented at a later Council Meeting.*

----Carried-----

b. By-law 2024-02 Zoning By-law Amendment – 7281 9<sup>th</sup> Line

Resolution No: CR006-2024 Moved by: Sander Seconded by: Smith

*BE IT RESOLVED that leave be granted to introduce By-law 2024-02, that being a By-law to amend Essa's Zoning By-law 2003-50; 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 2024-03 Zoning By-law Amendment – 190 Mill Street

Resolution No: CR007-2024 Moved by: Kiezebrink Seconded by: Maltby

*BE IT RESOLVED that leave be granted to introduce By-law 2024-03, that being a By-law to amend Essa's Zoning By-law 2003-50; and, that said By-law be read a first, and taken as read a second and third time and finally passed.*

----Carried-----



d. **By-law 2024-04 Nottawasaga Valley Conservation Authority MOU**

**Resolution No: CR008-2024 Moved by: Smith Seconded by: Maltby**

***BE IT RESOLVED** that leave be granted to introduce By-law 2024-04, that being a By-law to authorize entering into an MOU with the NVCA for a one-year term; and, that said By-law be read a first, and taken as read a second and third time and finally passed.*

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

e. **By-law 2024-05 Purchase of Part of 366 Mill Street**

**Resolution No: CR009-2024 Moved by: Kiezebrink Seconded by: Sander**

***BE IT RESOLVED** that leave be granted to introduce By-law 2024-05, that being a By-law to purchase part of 366 Mill Street; and, that said By-law be read a first, and taken as read a second and third time and finally passed.*

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

f. **By-law 2024-06 Integrity Commissioner Appointment**

**Resolution No: CR010-2024 Moved by: Maltby Seconded by: Sander**

***BE IT RESOLVED** that leave be granted to introduce By-law 2024-06, that being a By-law to appoint ADR Chambers as Integrity Commissioner; 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**

12. **CONFIRMATION BY-LAW**

a. **By-law 2024-07**

**Resolution No: CR011-2024 Moved by: Kiezebrink Seconded by: Maltby**

***BE IT RESOLVED THAT** leave be granted to introduce By-law 2024-07, that being a By-law to confirm the proceedings of the Committee of the Whole, Special Budget and Council meetings held on this 17<sup>th</sup> day of January, 2024; and, that said By-law be read a first, and taken as read a second and third time and finally passed.*

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

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13. **ADJOURNMENT**

**Resolution No: CR2012-2024 Moved by: Smith      Seconded by: Sander**

***BE IT RESOLVED THAT this meeting of Council of the Township of Essa adjourn at 6:56 p.m. to meet again on the 7<sup>th</sup> day of February, 2024 at 6:00 p.m.***

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

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Sandie Macdonald  
Mayor

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Sarah Corbett  
Deputy Clerk

15



5a

**TOWNSHIP OF ESSA  
HEALTHY, ACCESSIBLE COMMUNITY AND PARKS COMMITTEE  
MINUTES**

**WEDNESDAY December 13, 2023  
RESCHEDULED from October 19, 2023  
Meeting Conducted via Zoom**

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**In Attendance:**

**Cheryl Jackson, Chair  
Patricia Foster, Member  
Stephanie McCann, Member  
Chantele Mayer, Partner Member  
Deputy Mayor Michael Smith, Member**

**Staff:**

**Sarah Corbett, Deputy Clerk, Secretary  
Glenda Newbatt, Essa Public Library  
Abbey McClinton, Parks and Recreation**

**1. OPENING OF THE MEETING**

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

**2. APPROVAL OF AGENDA**

**Resolution No: HACPC07-2023 Moved by: Foster Seconded by: Smith**

*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: HACPC08-2023 Moved by: Smith Seconded by: Foster**

*Be it resolved that the minutes of the Healthy Community Committee dated July 20, 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.**

**Resolution No: HACPC09-2023 Moved by: McCann Seconded by: Foster**

*Be it resolved that the HACP Brochure as presented is approved for distribution.*

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

6. NEW BUSINESS

- 6.1 **Simcoe Muskoka On the Move Initiative**  
Chantele Mayer, SMDHU provided the Committee a presentation on the Simcoe Muskoka On the Move Initiative. She commented that several resources are available on the SMDHU website and encouraged all to participate. **SC to work on Social Media for upcoming events**
- 6.2 **Essa Public Library**  
Glenda Newbatt, Essa Public Library provided the Committee with an overview of the programming **No Action Required**

7. CORRESPONDENCE / INFORMATION ITEMS

- 7.1 **Ontario Active School Travel**  
The Committee received the correspondence for information. Chantele Mayer, SMDHU commented that this is directly related to the Simcoe Muskoka On the Move Initiative and encouraged participation. **No Action Required**
- 7.2 **880 Cities**  
The Committee received the correspondence for information. **No Action Required**

8. OTHER BUSINESS/ ROUND TABLE

- 8.1 **Parks and Recreation**  
Abbey McClinton provided an update to the Committee on the Parks and Recreation Committee. **No Action Required**

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: HACPC10-2023 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 3:58 p.m.*

----Carried----

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

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

Essa Public Library Board  
Virtual Meeting Minutes  
Monday, December 18, 2023, 7:00pm

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 7:01pm by Chair, J. Hunter.
2. Respect and Acknowledgement Declaration: (S. Hyatt)  
*Essa Public Library Board acknowledges that we are situated on the traditional land of the Anishnaabeg people. We acknowledge the enduring presence of First Nations, Métis and Inuit people on this land and are committed to moving forward in the spirit of reconciliation and respect.*
3. Approval of the Agenda  
2023:052 Moved: JB Seconded: LM Carried  
*THAT the Agenda for December 18, 2023 be approved as circulated.*
4. No Conflicts of Interest are declared for proceedings before this Board.
5. Minutes of the Preceding Regular Meeting  
2023:053 Moved: CC Seconded: JB Carried  
*THAT the November 27, 2023 Regular Meeting Minutes be approved as circulated.*
6. Business Arising from past Minutes: Re.13.2 The Library Food Drive brought in two very full carts of items to share.
7. Communications:
  - 7.1 Letter of appreciation to A. Perriman at Simcoe County from EPL.
  - 7.2 Letter of appreciation to M. Murray at Simcoe County from EPL.
  - 7.3 Article in [Barrie Today](#) regarding the Angus Food Bank and Library effort to assist.
8. Chairperson's Remarks
9. Treasurer Report:
  - 9.1 Actual vs Budget Year to Date from Essa Treasury December 13, 2023
  - 9.2 Development Charges: balance owing on the Angus Branch Debt Repayment is \$10,350.00; \$9,000 will be applied in 2023 with \$1,350 remaining in 2024.
  - 9.3 The next 2024 Budget meeting with Essa Council is on December 20<sup>th</sup>.
  - 9.4 Development Charge by-law update – tabled.

2023:054 Moved: SH Seconded: RT Carried  
*THAT the Library Board receives the Treasurer's Report, including the Budget Comparison to December 13th as circulated.*
10. CEO Report, December 2023
  - 10.1 November Library Report (Nakeff)
  - 10.2 Manager Report (Newbatt)
  - 10.3 EPL & NPSS Working Committee Minutes for November 2023

2023: 055 Moved: LM Seconded: CC Carried  
*THAT the Library Board receives the CEO Report as circulated.*

5b

11. Ontario Library Service (OLS) Trustee Report (R. Tracey): OLA Conference "Bootcamp" is available to Library Board members this January 27<sup>th</sup>.

12. Committee of the Whole

12.1 Library Board Meeting Dates for 2024.

2023:056 Moved: RT

Seconded: SH

Carried

*THAT the Essa Public Library Board hold Regular Board Meetings on: January 22, February 26, March 25, April 22, May 27, June 24, September 23, October 28, November 25, and December 16. The meetings in January, February, November and December are virtual.*

12.2 Library Closed Dates for 2024

2023:057 Moved: JB

Seconded: RT

Carried

*THAT Essa Public Library be closed January 1, February 19 - Family Day, March 29 - Good Friday, April 1 - Easter Monday, May 20 - Victoria Day, July 1 - Canada Day, August 5 - Civic Holiday, September 2 - Labour Day, October 14 - Thanksgiving, December 24 at 1pm, December 25 and 26, and December 31 at 1pm.*

12.3 EPL Logo and Mission Statement Update Project

2023: 058 Moved: JB

Seconded: RT

Carried

*THAT the Library Board receives and approves the new EPL logo and an update to the Mission Statement: A place to Imagine, Discover, and Connect.*

Library Board Policy Review:

12.4 EPL LS:014 Respect and Acknowledgement Declaration Policy – Tabled.

12.5 EPL LS:006 Children's Services Policy

12.6 EPL H&S:001 Health and Safety Responsibilities Policy

2023: 059 Moved: CC

Seconded: LM

Carried

*THAT the Library Board receives and approves updates to EPL LS:006 Children's Services Policy, and EPL H&S:001 Health and Safety Responsibilities Policy as circulated and amended.*

13. Other Business: Consider a summer Library Board & Staff gathering.

14. Next meeting: Monday, January 22nd, 7pm - virtual

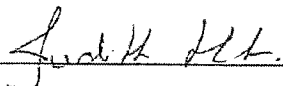
15. Adjournment

2023:060 Moved: CC

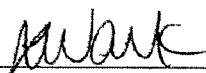
Carried

*THAT the Meeting be adjourned at 8:21pm.*

Approved: January 22, 2024



Chair: Judith Hunter



CEO: Laura Wark

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**Nottawasaga Police Services Board  
Minutes  
Monday, November 20, 2023  
(Serving New Tecumseth/Essa/Adjala-Tosorontio)**

A Nottawasaga Police Services Board was held at 5:00 p.m. on Monday, November 20, 2023 at the Nottawasaga Detachment OPP Headquarters.

**Members Present** Richard Norcross, Mayor, Town of New Tecumseth  
Sandie Macdonald, Mayor, Township of Essa  
Paul Whiteside, Provincial Appointment (Virtually)  
Deborah Hall-Chancey, Township of Adjala-Tosorontio

**Support** Inspector Steve Ridout, Detachment Commander  
Jen Martin, Board Secretary

**Guests** Joesph Chamberlain, Staff Sergeant  
Kevin Brockner, Staff Sergeant  
Trent Pickering, Staff Sergeant

**Members Absent:** Nil

**1. Confirmation of Agenda**

Add Item - 8.6 – Detachment Commander Verbal Report  
Re: Mental Health and Wellness Awareness Campaign.

Remove Item - 6.2 - 2024 Budget – Verbal Report from Detachment  
Commander, as it was discussed at the previous meeting.

2023-45 Moved by Paul Whiteside  
Seconded by Deborah Hall-Chancey

**Be It Resolved That** the agenda for the Police Services Board Meeting held on November 20, 2023, be confirmed as amended.

Carried

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**2. Disclosures of Pecuniary Interest**

Nil

**3. Delegations and Presentations**

Nil

**4. Adoption of Minutes**

2023-46 Moved by Sandy McDonald  
Seconded by Deborah Hall-Chancey

**Be It Resolved That** the minutes of the Police Services Board Meeting dated September 18, 2023 be approved, as circulated.

Carried

The Board unanimously agreed to discuss item 8.1 before moving forward with the agenda.

**5. Correspondence and Information Items**

2023-47 Moved by Paul  
Seconded by Sandy McDonald

**Be It Resolved that** the correspondence Re: Distribution of Police Record Check Revenue to Municipalities, be received.

Carried

**6. Accounts**

6.1. Budget Variance Report – November 13, 2023

2023-48 Moved by Paul Whiteside  
Seconded by Debbie

**Be It Resolved that** the Budget Variance Report be received, as distributed.

Carried

21



5c

## 7. Reports

- 7.1. Nottawasaga OPP Reports
- 7.2. Calls for Service Billing Summary Reports
- 7.3. Provincial Offences
- 7.4. Individual Township Statistic Reports

2023-49 Moved by Sandy McDonald  
Seconded by Deborah Hall-Chancey

**Be It Resolved That** Items 7.1 to 7.4 be received as distributed.

Carried

## 8. New and Unfinished Business

- 8.1. PSB Student Bursary Program - Verbal Update by  
Sergeant Joseph Chamberlain

2023-50 Moved by Sandy McDonald  
Seconded by Deborah Hall-Chancey

**Be It Resolved That** the verbal update by Sergeant Chamberlain,  
be received.

And Further that the Terms of Reference for the PSB Bursary  
Program be approved, as distributed.

And Further that the unused \$1,000 from 2023 PSB Bursary budget  
be transferred to the PSB reserves and further that \$2,000 be  
allocated for the 2024 PSB Bursary budget.

Carried

22

5c

8.2. 2024 Meeting Calendar - Bi-Monthly or Quarterly Meeting Options

2023-51 Moved by Sandy McDonald  
Seconded by Paul Whiteside

**Be It Resolved That** the Nottawasaga Police Services Board Meet Bi-monthly for 2024, with a meeting schedule to be confirmed at a later date.

Carried

8.3 Auxiliary Christmas Dinner

2023-52 Moved by Paul Whiteside  
Seconded by Sandy McDonald

**Be It Resolved That** the Auxiliary Christmas Dinner invitation be received.

Carried

8.4 Project Lifesaver - Verbal Report from Member Hall-Chancey

Inspector Ridout communicated that the OPP is not involved with Project Lifesafer and that a third party would have to facilitate it.

The recommendation was made that the OPP endorses the MedicAlert Connect Protect service, which is a comparable service that provides aid to those who are vulnerable.

2023-53 Moved by Paul Whiteside  
Seconded by Deborah Hall-Chancey

**Be It Resolved That** the verbal update by Member Hall-Chancey, be received.

Carried

23

8.5 Composition requirements of Police Services Boards under the Community Safety and Policing Act, 2019

2023-54 Moved by Paul Whiteside  
Seconded by Deborah Hall-Chancey

**Be It Resolved That** one (1) Municipal Council Member from Township of Adjala-Tosorontio be appointed by resolution of Council.

Carried

8.6 Detachment Commander Verbal Update  
Re: Mental Health and Wellness Awareness Campaign.

Inspector Ridout shared that the Nottawasaga OPP is running a Mental Health and Wellness Awareness campaign commencing on November 27 until December 1, 2023.

Mayor Norcross and Mayor McDonald were extended an invitation to contribute a sound bite for the campaign, an offer that they graciously accepted.

2023-56 Moved by Deborah Hall-Chancey  
Seconded by Paul Whiteside

**Be It Resolved That** the verbal update by Inspector Ridout, be received.

Carried

**9. Question Period/Open Discussion**

Nil

**10. "In- Camera"**

Nil

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**11. Adjournment**

2023-56 Moved by Paul Whiteside  
Seconded by Sandy McDonald

**Be It Resolved That** the meeting adjourn at 5:35 p.m.

Carried

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

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AT Keenan Drive Adjala														0	0.000
AT Lynch Lane Everett														0	0.000
AT Main Street Everett		2				1			1				1	5	0.600
AT Main Street Lisle					1									1	0.120
AT Maple Ave Glencairn														0	0.000
AT Market Street Lisle														0	0.000
AT Mono/Adjala Townline														0	0.000
AT Sunnidale/Tos. Townline												1		1	0.120
AT Rosewood Drive Lisle														0	0.000
AT Wales Ave Everett														0	0.000
AT Webster Rd Tosorontio								4	3					7	0.840
<b>Total Charges Adjala-Tos</b>	<b>51</b>	<b>84</b>	<b>82</b>	<b>124</b>	<b>92</b>	<b>41</b>	<b>72</b>	<b>55</b>	<b>97</b>	<b>44</b>	<b>42</b>	<b>49</b>	<b>833</b>	<b>100</b>	
	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>TOTAL</b>	<b>Percentage</b>	
Essa 5 Sideroad		2	2	7	5	2	2	1	2		2	1	26	1.346	
Essa 10 Sideroad	1			1									2	0.104	
Essa 20 Sideroad	1	2		13	14	3	4	2	2				41	2.122	
Essa 25 Sideroad		25	7	8	14	1	2	2	2	12	6	4	83	4.296	
Essa 30 Sideroad	2												2	0.104	
Essa 2nd Line													0	0.000	
Essa 3rd Line								1					1	0.052	
Essa 4th Line													0	0.000	
Essa 5th Line	1	2	12	20	27	3			4	3	2	1	75	3.882	
Essa 6th Line													0	0.000	
Essa 7th Line													0	0.000	
Essa 8th Line					3		1	5	47	22	2		80	4.141	
Essa 9th Line					1		1	1					3	0.155	
Essa 10th Line					1		1		1	2		1	6	0.311	
Essa 11th Line							1						1	0.052	
Essa, Alessio Dr													0	0.000	
Essa Ashburton Cres													0	0.000	
Essa Armeda Clow Cres							2		3				5	0.259	
Essa Auburn St													0	0.000	
Essa Barrie St		1		7	32		26		7			1	74	3.830	

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Essa Brentwood Rd	6	6	5	12	5	2	4	1	9	3		1	54	2.795
Essa Brian St													0	0.000
Essa Brookside Gate													0	0.000
Essa Bushey Ave													0	0.000
Essa Cambrai Rd													0	0.000
Essa Cecil St						1	1		1				3	0.155
Essa Centre St		2								1	2		5	0.259
Essa Cindy Lane													0	0.000
Essa Commerce Dr				2			1					1	4	0.207
Essa Coulson Ave													0	0.000
Essa County Road 10	11	32	21	22	19	15	17	9	31	19	15	10	221	11.439
Essa County Road 15	1	1										2	4	0.207
Essa County Road 21	5	2	3	3	5	2	8	4	1	2	3	2	40	2.070
Essa County Road 27	7	6	14	17	18	1	88	11	12	5	6	2	187	9.679
Essa County Road 56	3	8	14	13	14	1	6	25	1	3		2	90	4.658
Essa County Road 90	11	9	48	26	25	7	42	11	18	18	24	12	251	12.992
Essa Curtis St													0	0.000
Essa Denney Dr							1	3				1	5	0.259
Essa Elizabeth St													0	0.000
Essa Elm Street													0	0.000
Essa Fraser St													0	0.000
Essa Greenwood Dr				6									6	0.311
Essa Gold Park Gate			1	1						1			3	0.155
Essa Huron St													0	0.000
Essa Highway 89													0	0.000
Essa Innisfil Beach Rd			3	1	1	1	6						12	0.621
Essa King St						1			2	3		1	7	0.362
Essa Lookout St													0	0.000
Essa Mapleview Dr													0	0.000
Essa Margaret St										1			1	0.052
Essa Masey St													0	0.000
Essa McCarthy Cres													0	0.000
Essa McKinnon Rd													0	0.000

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Essa Meadowland Blvd														0	0.000
Essa Mike Hart Dr					1									1	0.052
Essa Milson Cres					3									3	0.155
Essa Mill St	33	24	41	78	82	31	34	39	86	40	19	26	533	27.588	
Essa Murphy Rd				1		15								16	0.828
Essa Nadmack Cres														1	0.052
Essa Old Mill Rd														0	0.000
Essa Osborne St		1												1	0.052
Essa Pine River Rd														0	0.000
Essa Queen St														1	0.052
Essa Ralgan St														0	0.000
Essa Robert St	17	1	5	14	8	5	5	3	3			6	67	3.468	
Essa Roth St	2		1		3									6	0.311
Essa Scotch Line								1						1	0.052
Essa Simcoe St			1											1	0.052
Essa Smith Rd														0	0.000
Essa Stonemount Cres														0	0.000
Essa Summerset Place														0	0.000
Essa Sunnidale Tosorontio Townline							1							1	0.052
Essa Trillium Lane														0	0.000
Essa Truax Cres														0	0.000
Essa Vernon St					1									1	0.052
Essa William St									1	1				2	0.104
Essa Willoughby Rd	2		4								1			7	0.362
<b>Total Charges Essa</b>	<b>103</b>	<b>124</b>	<b>182</b>	<b>252</b>	<b>282</b>	<b>91</b>	<b>254</b>	<b>119</b>	<b>233</b>	<b>137</b>	<b>82</b>	<b>73</b>	<b>1932</b>	<b>100.000</b>	
	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>TOTAL</b>	<b>Percentage</b>	
NT 10 Sideroad	19	7	31	13	22	16	17	13	15	30	18	9	210	6.458	
NT 15 Sideroad	6	2	1	1	1	1	3	3	5			1	24	0.738	
NT 17 Sideroad								4					4	0.123	
NT 18 Sideroad													0	0.000	
NT 20 Sideroad													0	0.000	
NT 2nd Line		1											1	0.000	
NT 3rd Line					1	1					2		4	0.000	

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5c

NT 4th Line				2	3		1		1	1	1	2	11	0.062
NT 5th Line	31	15	20	10	8	14	20	8	27	4	16	9	182	5.597
NT 6th Line				2									2	0.062
NT 7th Line									1	3		2	6	0.185
NT 8th Line	3	13	5	8	1		9		18	4		3	64	1.968
NT 9th Line				3			17	20		1	1	1	43	1.322
NT 10th Line	2									1			3	0.092
NT 11th Line				1		2	3		6	1	1		14	0.431
NT 12th Line				1									1	0.031
NT 13th Line	1			2			1	5					9	0.277
NT 14th Line	1	2	1	2	3	2	10	3	7	4		6	41	1.261
NT Adjala-Tecumseth Townline	3	6		6			1				2		18	0.554
NT Adeline Ave Tottenham													0	0.000
NT Albert St Alliston	2	3	1	18	75	13	3	10	6	11		8	150	4.613
NT Anderson Rd Alliston										1			1	0.031
NT Banting Dr Alliston													0	0.000
NT Bateman St													0	0.000
NT Beattie Ave Alliston													0	0.000
NT Beech St													0	0.000
NT Bowerman Blvd Alliston													0	0.000
NT Boyne St Alliston		2	1	2		7		17					29	0.892
NT Brown St Tottenham													0	0.000
NT Buchanan Dr Alliston													0	0.000
NT Burt Ave													0	0.000
NT Centre St Alliston							1	1					2	0.062
NT Centre St Beeton					1								1	0.031
NT Chantler Rd Alliston													0	0.000
NT Cherry Ln Alliston													0	0.000
NT Church St Alliston	4	5	12	11	15	6	7	1	4	3	4	1	73	2.245
NT County Road 1	3		2	1	1			4	1				12	0.369
NT County Road 10/Tottenham Rd	8	28	19	23	25	15	27	23	4	24	33	43	272	8.364
NT County Rd 14													0	0.000
NT County Rd 27	5	1		6									12	0.369

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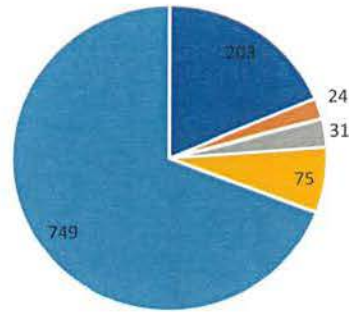
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# Township of Essa – Total Calls for Service



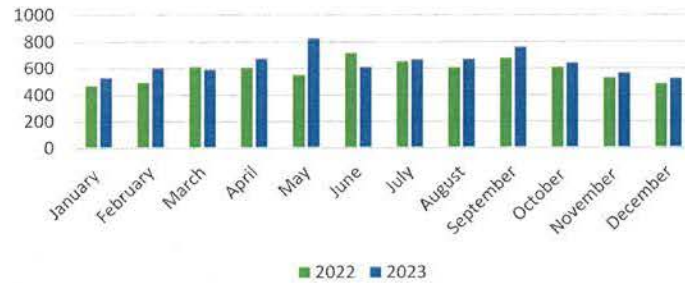
Total Nov/Dec Calls for Service:  
**1,082**

Nov/Dec 2023 Occurrence Breakdown

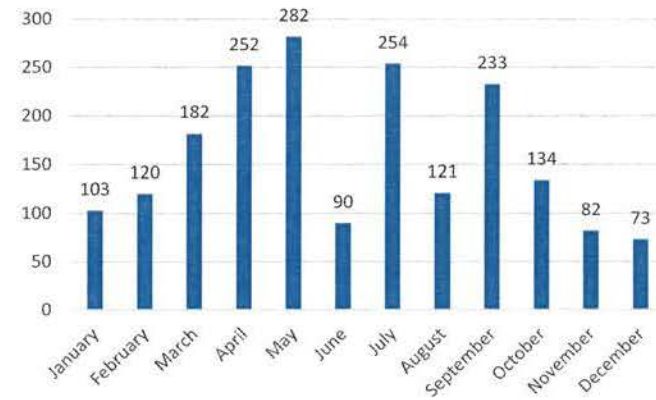


■ Tickets ■ Mental Health ■ Domestics ■ Motor Vehicle Collisions ■ Other

Essa Monthly Occurrence Totals



Provincial Offences - Essa Township 2023



Total Calls – Year to Date:

**7,635**

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9a

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2024 – 08

**A By-law of the Corporation of the Township of Essa to amend Essa's Business Licensing By-law 2011-20, to repeal Schedule 9 specific to provisions surrounding the licensing of Tow Truck Companies, Tow Truck Drivers and Tow Trucks participating in Collision VIP Towing.**

WHEREAS the *Towing and Storage Safety and Enforcement Act*, 2021, S.O.2021, c.26, Sched. 3, as amended ("TSSEA"), provides for oversight of the towing and vehicle storage sectors by the Province of Ontario, and ends municipal authority to license and regulate this sector as of January 1, 2024; and

WHEREAS section 155 of the *Municipal Act*, 2001, S.O.2001, c.25, as amended, was amended on January 1, 2024, to remove municipal authority to license tow truck owners and establish rates to be charged for towing; and

WHEREAS Essa's Business Licensing By-law 2011-20, as amended, implemented Schedule 9 specific to the addition of "Tow Truck Licensing" provisions, the schedule of which came into force and effect on December 21, 2016; and

WHEREAS Council of the Township of Essa is desirous of amending its Business Licensing By-law 2011-20 to repeal Schedule 9 specific to the licensing of tow truck companies, tow trucks and tow truck drivers;

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

1. THAT By-laws 2016-83 and 2018-17 be and are hereby repealed.
2. THAT Schedule 9 of Essa's Business Licensing By-law be and is hereby repealed.
3. THAT all other provisions of Essa's Business Licensing By-law 2011-20 remain in force and effect.
4. THAT Essa's Schedule of Fees be and is hereby amended to remove fees associated with the licensing of tow truck companies, tow trucks and its associated drivers.
5. THAT this By-law comes into force and effect immediately upon passage thereof.

READ A FIRST TIME AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED this 7<sup>th</sup> day of February, 2024.

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

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

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THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2024 – 09

**A By-law to authorize the levy and collection of an interim tax on all properties and property classes, and to establish the date(s) for payment of taxes, and to provide for penalty and interest.**

WHEREAS Section 317(1) of *The Municipal Act*, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may, before the adoption of the estimates for the year under section 290, pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipal purposes; and

WHEREAS the Council of The Township of Essa deems it appropriate to provide for such interim levy on the assessment of property in this municipality; and

WHEREAS the *Municipal Act*, S.O. 2001, Chapter 25, Section 391 as amended, permits the imposition of fees or charges on persons for services provided or done by or on behalf of any other municipality; and

WHEREAS the *Municipal Act*, S.O. 2001, Chapter 25, Section 398(1) (2) as amended, permits that fees or charges constitute a debt of the person to the municipality and that such amount owing can be added to the Tax Roll and collected in same manner as municipal taxes; and

WHEREAS Section 345(2) of the *Municipal Act*, as amended, provides that Council may, by by-law, impose a percentage charge as a penalty for non-payment of taxes on any class or installment thereof not exceeding 1.25% on the first day of default and on the first day of each calendar month thereafter in which default continues.

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

ADMINISTRATION

1. That the amounts levied shall be as follows:
  - 1.1 For the Residential, Pipeline, Farmland and Managed Forest, Multi-Residential, Commercial and Industrial property classes there shall be imposed and collected an interim levy of:
    - (a) the percentage prescribed by the Minister under section 317(3) of the *Municipal Act*; or,
    - (b) 50%, if no percentage is prescribed, of the total taxes for municipal and school purposes levied on the property in the year 2022.

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2. That the calculation of the amount shall be as follows:
  - 2.1 For the purposes of calculating the total amount of taxes for the year 2024, if any taxes for municipal and school purposes were levied on a property for only part of 2023 because assessment was added to the collector's roll during 2023, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year;
3. That the date(s) for payment of taxes levied under the authority of this By-law shall be as follows:

Due date of First Interim Installment:  
Three banking days before the last banking day of March

Due date of Second Interim Installment:  
Three banking days before the last banking day of June
4. That the date(s) for payment of taxes levied under the authority of the By-law to adopt the estimates of all sums required during the year for all purposes of the municipality for levying the rates and to expend, pledge or apply monies from reserve funds and contributions shall be as follows:

Due date of First Final Installment:  
Three banking days before the last banking day of September

Due date of Second Final Installment:  
Three banking days before the last banking day of November
5. That no discounts shall be allowed for punctual payment of any taxes or prepayment thereof.
6. That the Manager of Finance of the Corporation shall add to the amount of all taxes due and unpaid and levied under the authority of this By-law a penalty charge equal to one and one-quarter per cent (1.25%) of such amount and the penalty charge shall be added on the first day of the calendar month following the due date, and on the first day of each calendar month thereafter in which default continues but not after the end of the year in which the taxes are levied after which statutory interest of one and one-quarter per cent (1.25%) per month will apply.
7. That the Manager of Finance, no later than twenty-one (21) days prior to the date that the first installment is due, shall mail or cause to be mailed to the assessed owner as recorded in the last revised assessment roll, a tax notice setting out the amount of each installment, the date by which it is to be paid, and the penalty charge imposed for late payment.
8. That the taxes shall be payable to the Corporation on or before the due date and shall be payable at the Municipal Office, or at the Bank of Nova Scotia in Alliston and Angus, or at the TD Bank in Alliston and Angus, or via teller at the Royal Bank of Canada in Alliston.

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The resident (or presenter of the bill) will be responsible to pay any applicable service charge to the financial institution that accepts the payment. Electronic Fund Transfers (EFT) are available through a Pre-Authorized Payment Plan with the Township and Telephone EFT and EDI payments with various Financial Institutions. In addition, payment can be left after hours at the Municipal Office drop box on the lower level, side entrance. A pre-authorized payment plan can be arranged at the Municipal office. All payments shall be deemed to be paid to the Corporation on the date the Township receives the payment.

9. That except for accounts affected by tax registration procedures, the Manager of Finance and the Collector are hereby authorized to accept part payment from time to time on account of any such taxes that are due, and to give a receipt for such part payment, provided that acceptance of any such part payment shall not affect the collection of any penalty charges imposed and collectable in respect of non-payment of the taxes or any installment thereof.
10. That all taxes levied pursuant to an assessment made under the provisions of Sections 33 and 34 of the *Assessment Act*, as amended, shall be due and payable upon issue and mailing of a tax notice, and said taxes shall be collected on a date to be determined by the Manager of Finance or Collector, with payments due and payable not less than twenty-one (21) days after the billing date.
11. That there be imposed a handling fee of \$30.00 for any returned cheques.

#### CONFLICTING LEGISLATION

12. If this By-law conflicts with the provisions of any Act, other than the *Municipal Act*, the provisions of that Act prevail to the extent of the conflict.

#### VALIDITY AND SEVERABILITY

13. It is hereby declared that notwithstanding any section, subsections, clause, paragraph or provision of this By-law or parts thereof, may be declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Council to enact, such section or sections or parts thereof shall be deemed to be severable and that all other sections or parts of this By-law are separate and independent therefrom and enacted as such as a whole. Same shall not affect the validity or enforceability of any other provisions of this By-law or of the By-law as a whole.

Whenever any reference is made in this By-law to a statute of the Legislature of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute and all successor legislation to such statute.

#### ENFORCEMENT

14. This By-law shall be administered by the Manager of Finance of the Corporation of the Township of Essa.

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FORCE AND EFFECT

15. That this By-law shall come into force and effect on the day of passing.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 7<sup>th</sup> day of February, 2024.

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Sandie Macdonald, Mayor

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Lisa Lehr, Manager of Legislative Services

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**THE CORPORATION OF THE TOWNSHIP OF ESSA**

**BY-LAW 2024 – 10**

**Being a By-law to authorize municipal borrowing for current expenditures for 2024.**

WHEREAS the Council of the Corporation of the Township of Essa deems it necessary to borrow the sum of Two Million Dollars (\$2,000,000) to meet the current expenditures of the Corporation for the year, until the taxes are collected;

NOW THEREFORE BE IT ENACTED as a By-law of the said Corporation as follows:

1. The Mayor and the Manager of Finance are hereby authorized to borrow from the Bank of Nova Scotia from time to time by way of promissory note a sum or sums not exceeding at any one time, Two Million Dollars (\$2,000,000) to meet, until the taxes are collected, the current expenditures of the Corporation for the year.
2. The Mayor and the Manager of Finance are hereby authorized to sign on behalf of the Corporation and to furnish to the said Bank from time to time a promissory note or notes sealed with the corporate seal for the sum or sums so borrowed with interest at such rate as the said Bank may from time to time determine.
3. The Manager of Finance is hereby authorized and directed to furnish to the said Bank, as it may from time-to-time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected or of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year, that have not been repaid.
4. All sums borrowed from the said Bank shall, with interest thereon, be a charge upon the whole or any part or parts of the revenues of the Corporation for the current year and for any preceding years, as and when such revenues are received.
5. The Manager of Finance is hereby authorized and directed to apply in payment of all sums borrowed from the said Bank, with interest thereon, all of the money hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the monies collected or received from any other source.
6. That this By-law shall come into force and take 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 7<sup>th</sup> day of February, 2024.

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Sandie Macdonald, Mayor

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Lisa Lehr, Manager of Legislative Services

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Appendix A to By-law 2024 - 10

AGREEMENT

BETWEEN:

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ESSA  
(hereinafter called the "Corporation" of the one part);

and

THE BANK OF NOVA SCOTIA  
(hereinafter called the "Bank" of the other part);

WHEREAS a By-law passed by the Council of the Corporation on the 1<sup>st</sup> day of March, 2023, provides authority to the Mayor and the Manager of Finance of the Corporation to borrow from the Bank the monies therein mentioned, and by such By-law this agreement was authorized; and

WHEREAS the Corporation desires to borrow the said monies by promissory notes and the Bank, in consideration of the execution of this agreement by the Corporation, has consented thereto subject to and upon the terms and conditions hereinafter set forth;

IT IS NOW HEREBY AGREED that the said monies may be borrowed by the Mayor and the Manager of Finance for the Corporation from the Bank upon the promissory notes of the Corporation signed by the Mayor and the Manager of Finance and sealed with the seal of the Corporation.

IT IS FURTHER AGREED that the Corporation shall repay the monies so advanced with interest on such date as shall be agreed with the Bank and in any event not later than the 31<sup>st</sup> day of December next ensuing.

As security for repayment of the monies so advanced by the Bank and interest thereon, all the revenues of the Corporation of whatever nature and kind are hereby charged to and in favour of the Bank, and the Bank shall have a lien upon all such revenues until the charge hereby and by said By-law created is satisfied.

IN WITNESS WHEREOF the Corporation has caused its corporate seal to be hereunto affixed under the hands of its Mayor and Treasurer on the date and year first above written.

THE CORPORATION OF THE TOWNSHIP OF ESSA.

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Sandie Macdonald, Mayor

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Deborah Dollmaier, Manager of Finance



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**THE CORPORATION OF THE TOWNSHIP OF ESSA**

**BY-LAW 2024 - 11**

**Being a By-law to confirm the proceedings of the Council meeting held on the 7<sup>th</sup> day of February, 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 7<sup>th</sup> day of February, 2024 and, in respect of each recommendation contained in the Minutes of the Regular Council meeting held on the 17<sup>th</sup> day of January, 2024, the Minutes of the Committee of the Whole meeting held on the 17<sup>th</sup> day of January, 2024, and the Minutes of the Special meeting held on the 17<sup>th</sup> day of January, 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 7<sup>th</sup> day of February, 2024.

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Sandie Macdonald, Mayor

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Lisa Lehr, Manager of Legislative Services