

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

**WEDNESDAY, MAY 3, 2023  
(To follow Committee of the Whole)**

**AGENDA**

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

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

**2. DISCLOSURE OF PECUNIARY INTEREST**

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

- p. 1 Recommendation: *Be it resolved that the motions duly passed and approved at the Committee of the Whole meeting of this date be approved; and That the minutes of the Committee of the Whole and Regular Council meetings held on the 19<sup>th</sup> day of April, 2023 be adopted as circulated.*

**4. CONSENT AGENDA**

Recommendation: *Be it resolved that the items listed in the Consent Agenda dated May 3, 2023 be received for information, and that the necessary actions be taken.*

**5. COMMITTEE REPORTS**

p. 9 a. **Essa Public Library Board Minutes**

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

**6. PETITIONS**

**7. MOTIONS AND NOTICES OF MOTIONS**

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

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

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

**WHEREAS** the colour green is used to celebrate child and youth mental health, as it represents hope, growth, and transformation;  
**NOW THEREFORE BE IT RESOLVED THAT** Council of the Corporation of the Township of Essa hereby proclaims May 1 to May 7 as Children's Mental Health Week.

**8. UNFINISHED BUSINESS**

**9. BY-LAWS**

p. 11 a. **By-law 2023-23 Execute Agreement – Ministry of Attorney General**

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

p. 13 b. **By-law 2023-24 Execute Agreement – Ministry of Transportation Ontario**

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

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

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

**10. QUESTIONS**

**11. CLOSED SESSION**

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

- **Personal Matters about an Identifiable Individual [s.239(2)(b)]**
- **Labour Relations or Employee Negotiations [s.239(2)9d)]**

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

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

**12. CONFIRMATION BY-LAW**

p. 15 **By-law 2023-26**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2023-26, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 19<sup>th</sup> day of April, 2023; and that said By-law be read a first, and taken as read a second and third time and finally passed.*

**13. ADJOURNMENT**

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

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, APRIL 19, 2023  
6:00 p.m.**

**MINUTES**

A Committee of the Whole meeting was held in person on Wednesday April 19, 2023 in the Council Chambers of the Administration Centre, Township of Essa.

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

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer  
M. Mikael, Manager of Public Works  
J. Coleman, Manager of Parks and Recreation  
B. Gauley, Deputy Treasurer  
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 the traditional land of the Anishinaabeg, Huron-Wendat and the Tiononati people. We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Métis and Inuit people.

**2. DISCLOSURE OF PECUNIARY INTEREST**

None.

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

**STAFF REPORTS**

**4. PLANNING AND DEVELOPMENT**

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

- a. **Staff Report PR006-23 submitted by the Manager of Parks and Recreation, re: Essa Arena's Concession Stand Pilot Project.**

**Resolution No: CW037-2023 Moved by: Kiezebrink Seconded by: Maltby**

*Be it resolved that Staff Report PR006-23 be received; and*

*That Council direct the Manager of Parks and Recreation to proceed with tendering for the concession stand operation in Essa's facilities, with operations to return for the start of the 2023 season; and  
That Council direct the Manager of Parks and Recreation to proceed with a new tender for food and beverage machines in the recreation facilities.*

----Carried-----

- b. Staff Report PR007-23 submitted by the Manager of Parks and Recreation, re: Playing for Connor.**

**Resolution No: CW038-2023 Moved by: Smith      Seconded by: Kiezebrink**

*Be it resolved that Staff Report PR007-23 be received; and  
That Council direct the Manager of Parks and Recreation to proceed with booking the Playing for Connor Charity Baseball Tournament with fees waived for the event annually for the 2022-26 term of Council.*

----Carried-----

**6. FIRE AND EMERGENCY SERVICES**

**7. PUBLIC WORKS**

- a. Staff Report PW005-23 submitted by the Manager of Public Works, re: Bio-cremation – Alkaline Hydrolysis Process Request.**

**Resolution No: CW039-2023 Moved by: Sander      Seconded by: Kiezebrink**

*Be it resolved that Staff Report PW005-23 be received; and  
That Council support the decision of Staff to deny the request for reinstatement of the Extra Strength Surcharge Agreement with Verpreme Corporation (formerly Georgian Bay Cremation Services Ltd.) for the use of an Alkaline Hydrolysis Digester at the Bridge Funeral Home located at 209 Mill Street, Angus Ontario, due to the potential operational impact and the system/capacity limitation as per the Angus Infrastructure Master Plan.*

----Carried-----

- b. Staff Report PW006-23 submitted by the Manager of Public Works, re: Award of Quotation – 2023 Granular Gravel Supply.**

**Resolution No: CW040-2023 Moved by: Sander      Seconded by: Maltby**

*Be it resolved that Staff Report PW006-23 be received; and  
That the quotation as received from Duivenvoorden Haulage Ltd. be accepted in the amount of \$444,750.00 (excluding HST), to supply and place Granular 'A' Gravel in various locations within the Township limits, and to deliver to stockpile granular for supply, contingent upon a WSIB Clearance Certificate and copy of Insurance being provided to the Township, to the Township's satisfaction.*

----Carried-----

**8. FINANCE**

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

- a. **Staff Report C008-23 submitted by the Manager of Legislative Services, re: Fees and Charges By-law 2023-01 – Proposed Amendments.**

**Resolution No: CW041-2023 Moved by: Maltby Seconded by: Kiezebrink**

*Be it resolved that Staff Report C008-23 be received; and  
That Council approve the proposed amendments as recommended in this Report; and  
That Staff be directed to schedule a Public Meeting to allow for public comment, prior to the passage of a By-law to amend Essa's Fees and Charges By-law.*

----Carried-----

- b. **Staff Report C009-23 submitted by the Manager of Legislative Services and the Manager of Public Works, re: Automated Speed Enforcement – Status Update.**

**Resolution No: CW042-2023 Moved by: Sander Seconded by: Smith**

*Be it resolved that Staff Report C009-23 be received; and  
That Council approve, in principle, the Draft By-law to implement an Administrative Monetary Penalty System for contraventions detected using Automated Speed Enforcement Cameras; with the final By-law to come forward at a future meeting for passage; and  
That Staff be directed to bring forward a By-law at a future meeting to authorize execution of an Agreement with the Ministry of Transportation; and  
That Staff be directed to bring forward a By-law at a future meeting to authorize execution of an Agreement with the Ministry of Attorney General.*

----Carried-----

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

11. **OTHER BUSINESS**

- a. **School Bus Cameras**

Council requested staff to investigate enforcement mechanisms for the inclusion of school bus stop arm cameras in the future.

- b. **Resurfacing of Mill Street (Angus)**

Councillor Kiezebrink informed all in attendance that the County of Simcoe will be resurfacing Mill Street (Angus) during the month of May and June 2023.

- c. **Old Mill Road – Parking During Strike**

Council requested that Staff investigate parking concerns on Old Mill Road due to the strike that is occurring on Base Borden.

**d. Staff Updates – Short Term Rental Report and Half Load Restrictions**

Staff informed Council that a Report would be brought forward in May specific to Short Term Rentals, per an earlier Council request.

Staff informed Council that half load restrictions are in effect until May 1, 2023.

**e. Water/Sewer Capacity for Development**

The Chief Administrative Officer advised that letters had been sent to developers in February that note the municipality's concerns relating to the capacity of water and sewer in relation to development in Angus. She advised that the Township engineers have now identified the amount of water and sewer capacity that is remaining, and that staff will be holding in-person, small group meetings with developers shortly, which will explain their costs and requirements.

**f. Simcoe County Conference**

The Simcoe County Conference is being held on May 11, 2023. Council may contact the Chief Administrative Officer if they would like to be registered.

**g. E-Newsletter**

The Manager of Legislative Services informed all in attendance that the municipality's new E-Newsletter is available on the Township's website. The newsletter was also posted on the municipality's social media accounts.

**h. Emergency Repairs – Stonemount Park**

The Manager of Parks and Recreation informed Council of unexpected repairs for a blown transformer at Stonemount Park. Emergency repairs cost approximately \$10,000.00.

**12. ADJOURNMENT**

**Resolution No: CW043-2023 Moved by: Smith Seconded by: Sander**

*Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 6:42 p.m., to meet again on the 3<sup>rd</sup> day of May, 2023 at 6:00 p.m.*

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

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

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

THE CORPORATION OF THE TOWNSHIP OF ESSA  
REGULAR COUNCIL MEETING  
WEDNESDAY, APRIL 19, 2023

MINUTES

The Regular Meeting of Council was held in person on Wednesday April 19, 2023, following the Committee of the Whole in the Council Chambers of the Administration Centre, Township of Essa.

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

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer  
M. Mikael, Manager of Public Works  
J. Coleman, Manager of Parks and Recreation  
B. Gauley, Deputy Treasurer  
L. Lehr, Manager of Legislative Services

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

Mayor Macdonald opened the meeting at 6:42 p.m.

**2. DISCLOSURE OF PECUNIARY INTEREST**

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

**Resolution No: CR068-2023 Moved by: Sander Seconded by: Kiezebrink**

*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 Closed Session, Committee of the Whole and Regular Council meetings held on the 5<sup>th</sup> day of April, 2023 be adopted as circulated.*

----Carried----

**4. CONSENT AGENDA**

**Resolution No: CR069-2023 Moved by: Smith Seconded by: Kiezebrink**

*Be it resolved that the items listed in the Consent Agenda dated April 19, 2023 be received for information, and that the necessary actions be taken.*

----Carried----

**5. COMMITTEE REPORTS**

**6. PETITIONS**



7. MOTIONS AND NOTICES OF MOTIONS

a. New Fee Proposed by Enbridge Gas

**Resolution No: CR070-2023 Moved by: Sander Seconded by: Maltby**

*WHEREAS Enbridge recently made an announcement of their intention to begin charging third-party contractors and other utilities \$200.00 CAD (plus applicable taxes) for utility locates where a field locate is required; and  
WHEREAS third-party contractors include Ontario municipalities; and  
WHEREAS these locate requests are only required as Ontario municipalities have allowed utility companies to use municipal right-of-ways at no charge to the utility companies; and  
WHEREAS the announcement of new downloaded costs will negatively impact the budgets of Ontario municipalities which are already burdened; and  
WHEREAS if Enbridge is successful in implementing this new charge, a precedent is set for other utility companies to also begin charging for locates;  
NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa strongly opposes these utility locate costs being downloaded to Ontario municipalities by Enbridge Gas or other utility companies; and  
THAT the Province of Ontario’s Ministry of Public and Business Service Delivery make it clear that these costs must be borne by the utility companies themselves; and  
THAT this decision be forwarded to Minister of Public and Business Service Delivery Kaleed Rasheed, Minister of Infrastructure Kinga Surma, Minister of Energy Todd Smith, Premier Doug Ford, MPP Simcoe-Grey Brian Saunderson, the Association of Ontario Road Supervisors and the Association of Municipalities of Ontario.*

----Carried-----

b. Angus Farmers’ Market – Municipally Significant Event

**Resolution No: CR071-2023 Moved by: Smith Seconded by: Kiezebrink**

*WHEREAS the Angus Farmers’ Market Committee was formed in 2016 as a branch under the umbrella of the Edible Essa Committee established by the Essa Public Library; and  
WHEREAS the Angus Farmers’ Market Committee has successfully organized the Angus Farmers’ Market events which have grown substantially in numbers since 2016; and  
WHEREAS Council of the Corporation of the Township of Essa recognizes that the Angus Farmers’ Market itself is a benefit to the community as a whole, deeming it to be a municipally significant event; and  
WHEREAS Staff have confirmed that the Angus Farmers’ Market is covered under the umbrella of the municipality’s liability insurance as a municipally sponsored event;  
NOW THEREFORE BE IT RESOLVED THAT due to the significance of the Angus Farmers’ Market and the impact that the events have on the residents and communities within Essa Township, Council hereby supports the 8 events scheduled to run from July 6<sup>th</sup> to August 24<sup>th</sup>, 2023 between the hours of 4:00 pm to 7:00 pm, at 8505 County Road 10, and authorize the temporary partial road closure on the north portion of the service road between the arena and the Stop Sign on County Road 10 in Angus to allow for the weekly event(s) to take place.*

----Carried-----

8. UNFINISHED BUSINESS

9. BY-LAWS

a. By-law 2023-20 BIA Tax Rating By-law

**Resolution No: CR072-2023 Moved by: Sander Seconded by: Smith**

*Be it resolved that leave be granted to introduce By-law 2023-20, that being a By-law to provide for the adoption of a tax rate for the Angus Business Improvement Area for 2023; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.*

----Carried-----

b. By-law 2023-21 Zoning By-law Amendment

**Resolution No: CR073-2023 Moved by: Kiezebrink Seconded by: Maltby**

*Be it resolved that leave be granted to introduce By-law 2023-21, that being a By-law to amend Essa's Zoning By-law 2003-50 to rezone lands known municipally as 59 Centre Street from Residential Low Density Detached (R1-24) to Residential Low Density Semi-Detached (R2-11); 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

**By-law 2023-22**

**Resolution No: CR074-2023 Moved by: Sander Seconded by: Smith**

*Be it resolved that leave be granted to introduce By-law 2023-22, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 19<sup>th</sup> day of April, 2023; 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: CR075-2023 Moved by: Smith      Seconded by: Maltby**

*Be it resolved that this meeting of Council of the Township of Essa adjourn at 6:48 p.m. to meet again on the 3<sup>rd</sup> day of May, 2023 at 6:00 p.m.*

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

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

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10.6a Essa Public Library service profile generated by KPMG in 2021

10.6b Graph comparing Simcoe libraries generated by KPMG in 2021

2023:018 Moved: CC Seconded: LM Carried  
THAT the Library Board receives the CEO Report as circulated.

11. Ontario Library Service (OLS) Trustee Report (R. Tracey)  
OLS Trustee Training session at Angus Branch on Saturday, April 29<sup>th</sup> if there are twelve registrants.

12. Policy Table of Contents, Library Board Statement & Policy Review  
12.1 EPLB Social Equity and Inclusion Statement update  
12.2 Library Board Committee Terms of Reference EPL ADMIN:001A policy review  
12.3 Circulation Policy EPL LS:002 review  
12.4 Policy Development Policy EPL ADMIN:002 review  
12.5 Advocacy and Outreach Policy EPL ADMIN:006 review

2023:019 Moved: JB Seconded: BJ Carried  
THAT the Library Board receives and approves updates to the EPLB Social Equity and Inclusion Statement, EPL ADMIN:001A Library Board Committee Terms of Reference, EPL LS:002 Circulation Policy, EPL ADMIN:002 Policy Development Policy and EPL ADMIN:006 Advocacy and Outreach Policy as circulated.

13. Closed Meeting  
2023:020 Moved: LM Seconded: CC Carried  
THAT the Board proceed to Closed Session at pm to discuss:

- ✓ other matters pertaining to personal matters about an identifiable individual, including Board employees

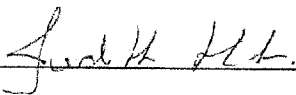
2023:021 Moved: RT Seconded: JB Carried  
THAT the Board rise from the Closed Session at 7:49pm.

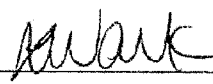
14. Other Business: None

15. Next meeting: Monday, April 24<sup>th</sup> at Thornton Branch.

16. Adjournment  
2023:022 Moved: CC Carried  
THAT the Meeting be adjourned at 7:52pm.

Approved: April 24, 2023

  
Chair: Judith Hunter

  
CEO: Laura Wark

THE CORPORATION OF THE TOWNSHIP OF ESSA

By-Law No. 2023 – 23

Being a By-law to authorize the Mayor and Clerk to execute an Agreement between the Corporation of the Township of Essa and His Majesty the King in right of Ontario, as represented by the Attorney General, for a Camera System Administrative Penalty Enforcement Program.

WHEREAS Section 8 of the *Municipal Act* 2001, S.O. 2001, c.25, provides a municipality with the capacity, rights, powers and privileges for the purpose of exercising its authority; and

WHEREAS Section 21.1 of the *Highway Traffic Act* (“HTA”) allows for administrative penalties to be imposed; and

WHEREAS Subsection.21.1(14) of the HTA allows for the Lieutenant Governor in Council to make regulations governing administrative penalties, including regulations that govern whether a prescribed portion of a penalty paid shall be credited to the Victims’ Justice Fund Account continued under the *Victims’ Bill of Rights*, 1995, and authorize the imposition of late payment fees for penalties that are not paid before the specified deadline; and

WHEREAS the Ministry of Attorney General maintains the Defaulted Fines Control Centre (DFCC), which is capable of transmitting to the Registrar of Motor Vehicles requests to refuse to issue or validate a vehicle permit, and the Township of Essa may request access to the DFCC for the purpose of enforcing an administrative penalty under the authority of Ontario Regulation 355/22; and

WHEREAS the Township of Essa has entered into the required Administrative Penalty Agreement with the Ministry of Transportation to establish an Administrative Penalty Program for contraventions detected using camera systems; and

WHEREAS the Township of Essa and the Ministry of Attorney General also wish to enter into an Agreement that governs:

- (a) the municipality’s access to the DFCC to transmit requests to the Registrar of Motor Vehicles to refuse to issue or validate vehicle permits for unpaid administrative penalties and for the remittance of penalty amounts collected by MTO to the municipality; and
- (b) the arrangements for the portion of the administrative penalty to be remitted by the municipality to the Ministry of Attorney General to be credited to the victims’ justice fund.

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

9a

1. THAT the Mayor and Clerk be and are hereby authorized to execute the Agreement between the Corporation of the Township of Essa and His Majesty the King in right of Ontario, as represented by the Attorney General, for a Camera System Administrative Penalty Enforcement Program.
2. THAT this By-law shall come into force and take effect immediately upon the passing thereof.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND  
FINALLY PASSED on this the 3<sup>rd</sup> day of May, 2023.

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Sandie Macdonald, Mayor

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Lisa Lehr, Manager of Legislative Services

THE CORPORATION OF THE TOWNSHIP OF ESSA

By-Law No. 2023 – 24

Being a By-Law to authorize the Mayor and Clerk to execute an Automated Speed Enforcement Administrative Penalty Agreement between the Corporation of the Township of Essa and His Majesty the King in right of Ontario as represented by the Minister of Transportation.

WHEREAS Section 8 of the *Municipal Act* 2001, S.O. 2001, c.25, provides a municipality with the capacity, rights, powers and privileges for the purpose of exercising its authority; and

WHEREAS O. Regulation 355/22 made under the *Highway Traffic* enables the use of Administrative Penalties for vehicle-based contraventions captured by automated enforcement systems (ie: Automated Speed Enforcement, Red Light Cameras, School Bus Cameras and Streetcar Cameras); and

WHEREAS the Township of Essa will require access to licensed information contained in the Ministry of Transportation computer databases in relation to administrative penalty proceedings conducted pursuant to Ontario Regulation 355/22 under the *Highway Traffic Act* for contraventions of section 128 of the *Highway Traffic Act*, based on evidence obtained through use of an Automated Speed Enforcement System;

WHEREAS Council of the Corporation of the Township of Essa deems it necessary and desirous to enter into an Agreement with the Ministry of Transportation for the purpose of implementing Automated Speed Enforcement Administrative Penalties;

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

1. THAT the Mayor and Clerk be and are hereby authorized to execute an Automated Speed Enforcement Administrative Penalty Agreement between the Corporation of the Township of Essa and His Majesty the King in right of Ontario as represented by the Minister of Transportation
2. THAT this By-law shall come into force and take effect immediately upon the passing thereof.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 3<sup>rd</sup> day of May, 2023.

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

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



**THE CORPORATION OF THE TOWNSHIP OF ESSA**

**BY-LAW NO. 2023 - 25**

**Being a By-law to appoint a Deputy Clerk for the Township of Essa.**

WHEREAS Section 228 (1) of the *Municipal Act 2001*, S.O. 2001, c.25, states that a municipality shall appoint a Clerk whose duty it is,

- a) to record, without note or comment, all resolutions, decisions and other proceedings of the Council;
- b) if required by any member present at a vote, to record the name and vote of every member voting on any matter or question;
- c) to keep the originals or copies of all by-laws and of all minutes of the proceedings of the council;
- d) to perform the other duties required under this Act or under any other Act;
- e) to perform such other duties as are assigned by the municipality; and

WHEREAS Section 228 (2) of the *Municipal Act 2001*, S.O. 2001, c.25 states that a municipality may appoint deputy clerks who has all the powers and duties of the Clerk under this and any other Act; and

WHEREAS Council of the Corporation of the Township of Essa deems it desirable and necessary to appoint a Deputy Clerk to ensure business continuity of the Corporation;

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

- 1. That Sarah Corbett be and is hereby appointed to the position of Deputy Clerk for the Corporation of the Township of Essa to carry out the duties and responsibilities as set out in the job description for the position.
- 2. That, in the absence of the Clerk, the aforementioned shall perform all the duties required to be performed by the Clerk under statutory authority and other duties that may be imposed by the Chief Administrative Officer or Council of the Corporation of the Township of Essa.
- 3. That said appointment shall remain in effect while Sarah Corbett is an employee of the Township of Essa.
- 4. That By-law 2019-05 be and is hereby repealed.
- 5. That the said appointment shall become effective on May 9, 2023.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this 3<sup>rd</sup> day of May, 2023.

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

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

**THE CORPORATION OF THE TOWNSHIP OF ESSA**

**BY-LAW 2023 – 26**

**Being a By-law to confirm the proceedings of the Council meeting held on the 3<sup>rd</sup> day of May, 2023.**

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

THAT the action of the Council at its meeting held on the 3<sup>rd</sup> day of May, 2023; and, in respect of each recommendation contained in the Regular Council meeting held on the 19<sup>th</sup> day of April, 2023 and the Committee of the Whole meeting held on the 19<sup>th</sup> day of April, 2023, and, in respect of each motion, resolution and other action passed and taken by Council at the said meetings, is, except where prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.

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

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND  
FINALLY PASSED on this the 3<sup>rd</sup> day of May, 2023.

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

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