

**THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING
WEDNESDAY, NOVEMBER 6, 2024
(To follow Committee of the Whole)**

AGENDA

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

1. OPENING OF MEETING BY THE MAYOR

2. DISCLOSURE OF PECUNIARY INTEREST

3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS

- p. 1 Recommendation: **BE IT RESOLVED THAT** the motions duly passed and approved at the Committee of the Whole meeting of this date be approved; and **THAT** the minutes of the Committee of the Whole, Regular Council and Closed Session meetings held on the 16th day of October, 2024 be adopted as circulated.

4. CONSENT AGENDA

Recommendation: **BE IT RESOLVED THAT** the items listed in the Consent Agenda dated November 6, 2024, be received for information.

5. COMMITTEE REPORTS

- p. 8 a. **Minutes of the Nottawasaga Police Services Board**

Recommendation: **BE IT RESOLVED THAT** the minutes of the Nottawasaga Police Services Board from their meeting of September 16, 2024 be received.

- p. 14 b. **Minutes of the Essa Public Library Board**

Recommendation: **BE IT RESOLVED THAT** the minutes of the Essa Public Library Board from their meeting of September 23, 2024 be received.

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

- a. **Notice of Motion - OPP Annual Billing Statement**

Recommendation: **WHEREAS** current police services within the Township of Essa (hereinafter referred to as the 'Township') are provided by the Ontario Provincial Police (hereinafter referred to as the 'OPP'); and **WHEREAS** the Township and the local OPP detachment have worked in a positive, collaborative and effective manner for decades; and

WHEREAS historical increases in OPP Annual Billing Statements have trended around 2%; and

WHEREAS the OPP submitted their 2025 Annual Billing Statement to the Township on October 4, 2024, that identifies an approximate \$0.62 M (17.1%) increase from 2024 to 2025 that will translate to an approximate 5.2% tax rate increase, on top of what the Township was contemplating for the residents of Essa Township; and

WHEREAS the Township was not consulted nor provided any advance notice from the Commissioner regarding the significant cost increase received for OPP services; and

WHEREAS the Township cannot afford to absorb this unexpected and entirely preventable increase without causing undue financial strain to our taxpayers;

THEREFORE BE IT RESOLVED THAT the Township of Essa wishes to dispute the 2025 OPP Annual Billing Statement; and

FURTHER THAT the Township requests that the 2025 OPP Annual Billing Statement be reduced to an approximate 2% increase that is more manageable for the Township and in line with historical trends; and

FURTHER THAT any increase above 2% be absorbed by the province as the additional costs are directly the result of collective bargaining that was within the control of the OPP and should have been known to be financially unsustainable for the municipalities that now need to pay the bill; and

FURTHER THAT a copy of this Resolution be sent to the Honourable Doug Ford, Premier of Ontario, the Honourable Michael Kerzner, Solicitor General, MPP Brian Saunderson, the County of Simcoe and all 329 municipalities serviced by OPP.

8. UNFINISHED BUSINESS

9. BY-LAWS

- p. 19 a. By-law 2024-51 – A By-law to amend DC By-law 2023-32.

Recommendation: **BE IT RESOLVED THAT** By-law 2024-51 be read a first, and taken as read a second and third time and finally passed.

10. QUESTIONS

11. CLOSED SESSION

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

a. Staff Report C014-24, re: ASE

- Advise Subject to Solicitor-Client Privilege – s.239(2)(f)
- Information Belonging to the Municipality – s.239(2)(j)
- Plans and Instructions for Negotiations – s.239(2)(k)

b. Staff Report CAO027-24, re: 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 November 6, 2024.

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

12. CONFIRMATION BY-LAW

p. 23 **By-law 2024-52**

Recommendation: **BE IT RESOLVED THAT** leave be granted to introduce By-law 2024-52, that being a By-law to confirm the proceedings of the Committee of the Whole, Closed and Council meetings held on this 6th day of November, 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 20th day of November, 2024 at 6:00 p.m.

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, OCTOBER 16, 2024**

MINUTES

A Committee of the Whole meeting was held in person on Wednesday October 16, 2024, in the Council Chambers of the Administration Centre, Township of Essa.

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

Staff in attendance: M. Mikael, Chief Administrative Officer
C. Rankin, Manager of Parks and Recreation
D. Burgin, Fire Chief
G. McNamara, Deputy Fire Chief
J. Kolb, Manager of Public Work
P. Granes, Chief Building Official
S. Corbett, Deputy Clerk
L. Lehr, Manager of Legislative Services

1. OPENING OF MEETING BY THE MAYOR

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

The Township of Essa acknowledges that we are situated on land within the area of Treaty 18, also known as the Lake Simcoe-Nottawasaga Treaty, signed on October 17, 1818 between the Government of Upper Canada and the Anishinaabe Indigenous peoples. The Anishinaabe include the Ojibwe, Odawa and Pottawatomi Nations collectively known as the Three Fires Confederacy. We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Metis and Inuit People.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

- a. **Delegation**
Dr. Shannon Reid, Alliston Family Health Team
Re: Physician Recruitment and Retention

Dr. Shannon Reid provided Council with a presentation outlining the need for primary care in Angus. She provided Council with options that are available for the municipality to support the recruitment and retention of physicians in Angus.

b. Presentation
Rick Monkman, Emergency Management Group
Re: Township of Essa Fire Department Fire Master Plan

Rick Monkman provided Council with an overview of the Fire Master Plan, including a summary of the recommendations contained therein. He commented that this plan is multi-year in nature and is intended to ensure that the Township meets the needs of the community for the next 10 years.

Resolution No: CW070-2024 Moved by: Kiezebrink Seconded by: Smith

BE IT RESOLVED THAT the Fire Master Plan as presented by the Emergency Management Group be received; and
THAT Council endorse, in principle, the recommendations contained in the Fire Master Plan; and
THAT the Fire Chief be directed to provide Council with a multi-year prioritized listing of the recommendations contained therein, including the financial impact on the municipality for future budgeting years.

---Carried---

c. Presentation
Brett Sears, WSP
Re: Transportation and Trails Master Plan

Brett Sears provided Council with an overview of the Transportation and Trails Master Plan, including a summary of the recommendations contained therein. He commented that this plan is multi-year in nature and is intended to ensure that the Township meets its transportation and trail needs up to 2043.

Resolution No: CW071-2024 Moved by: Maltby Seconded by: Sander

BE IT RESOLVED THAT the Transportation and Trails Master Plan as presented by WSP be received; and
THAT Council endorse, in principle, the recommendations contained in the Transportation and Trails Master Plan; and
THAT the Manager of Public Works be directed to provide Council with a multi-year prioritized listing of the recommendations contained therein, including the financial impact on the municipality for future budgeting years.

---Carried---

STAFF REPORTS

4. PLANNING AND DEVELOPMENT / BUILDING

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

- a. **Staff Report PR013-24 submitted by the Manager of Parks and Recreation, re: Rental Fee Reduction for Charity Ball Hockey Tournament.**

Resolution No: CW072-2024 Moved by: Smith Seconded by: Kiezebrink

***BE IT RESOLVED THAT** Staff Report PR013-24-24 be received: and **THAT** Council approve the request of Kassandra Williams Birch to provide a 50% rental fee reduction for the outdoor rink at the Thornton Community Centre for a charity tournament.*

---Carried---

6. **FIRE AND EMERGENCY SERVICES**

7. **PUBLIC WORKS**

8. **FINANCE**

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

- a. **Staff Report C013-24 submitted by the Deputy Clerk, re: Proposed 2025 Regular Council and Committee of the Whole Meeting Schedule.**

Resolution No: CW073-2024 Moved by: Sander Seconded by: Smith

***BE IT RESOLVED THAT** Staff Report C013-24-24 be received: and **THAT** Council approve the 2025 Regular Council and Committee of the Whole Meeting schedule as presented.*

---Carried---

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

11. **OTHER BUSINESS**

- o Upcoming Events - Angus Santa Claus Parade – November 16, 2024 (10:00 a.m.)

12. **ADJOURNMENT**

Resolution No: CW074-2024 Moved by: Smith Seconded by: Maltby

***BE IT RESOLVED THAT** this meeting of Committee of the Whole of the Township of Essa adjourn at 7:07 pm., to meet again on the 6th day of November, 2024 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, OCTOBER 16, 2024

MINUTES

A Regular Council meeting was held in person on Wednesday October 16, 2024, in the Council Chambers at the Administration Centre located at 5786 County Road 21, Utopia.

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

Staff in attendance: M. Mikael, Chief Administrative Officer
C. Rankin, Manager of Parks and Recreation
D. Burgin, Fire Chief
G. McNamara, Deputy Fire Chief
J. Kolb, Manager of Public Work
P. Granes, Chief Building Official
S. Corbett, Deputy Clerk
L. Lehr, Manager of Legislative Services

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

Mayor Macdonald opened the meeting at 7:08 p.m.

2. **DISCLOSURE OF PECUNIARY INTEREST**

None.

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

Resolution No: CR158-2024 Moved by: Kiezebrink Seconded by: Maltby

***BE IT RESOLVED THAT** the motions duly passed and approved at the Committee of the Whole meeting of this date be approved; and **THAT** the minutes of the Committee of the Whole, and Regular Council meetings held on the 2nd day of October, 2024 be adopted as circulated.*

---Carried---

4. **CONSENT AGENDA**

Resolution No: CR159-2024 Moved by: Smith Seconded by: Maltby

***BE IT RESOLVED THAT** the items listed in the Consent Agenda dated October 16, 2024, be received for information; and **THAT** Items 4, 9 and 10 be referred to Staff for action.*

---Carried---

- 5. COMMITTEE REPORTS
- 6. PETITIONS
- 7. MOTIONS AND NOTICES OF MOTIONS

a. Proclamation – Local Government Week - October 20-26, 2024

Resolution No: CR160-2024 Moved by: Sander Seconded by: Maltby

WHEREAS October 20 to 26, 2024 is Local Government Week in Ontario, an opportunity to reflect on the vital services delivered by municipal governments; and
WHEREAS municipal governments play a vital role in helping to define the character, priorities, physical make up, and quality of life of communities across Ontario;
NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby joins with partners such as the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) in acknowledging and celebrating the work of local municipalities by proclaiming October 20 to 26, 2024 as ‘Local Government Week’ in the Township of Essa.

---Carried---

b. Proclamation – International Day of Rural Women – October 15, 2024

Resolution No: CR161-2024 Moved by: Maltby Seconded by: Smith

WHEREAS rural women around the world play a crucial role in the well-being of their families, communities, and economies, serving as farmers, laborers, business owners, caregivers, and leaders; and
WHEREAS the United Nations has designated October 15th as International Day of Rural Women to recognize and celebrate the invaluable contributions of rural women to agricultural development, food security, and rural prosperity; and
WHEREAS rural women are key to improving rural livelihoods, yet they often face challenges including limited access to resources, education, healthcare, and economic opportunities; and
WHEREAS promoting the rights, welfare, and empowerment of rural women is essential to achieving sustainable development and addressing global challenges such as hunger, poverty, and climate change; and
WHEREAS we stand in solidarity with rural women, honoring their resilience, leadership, and dedication to fostering thriving rural communities, while reaffirming our commitment to creating equitable opportunities for their advancement; and
WHEREAS through increased support, investment, and policy initiatives that prioritize rural women’s rights, we can build more inclusive and sustainable societies for future generations;
NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa Council hereby proclaims October 15th, 2024 as “International Day of Rural Women” in Essa Township and urge all citizens to acknowledge the significant contributions of rural women and to work together in creating a future of equality, justice, and opportunity for all.

---Carried---

c. **Notice of Motion – County of Simcoe - Recycling Program**

Resolution No: CR162-2024 Moved by: Kiezebrink Seconded by: Maltby

***WHEREAS** the current Ontario Regulation 391/21 defines the Industrial, Commercial and Institutional (IC&I) sector as ‘ineligible sources’ (with the exception of schools and not-for-profit homes for the aged) for the purposes of producer responsibility for recycling, and as such the producers are not responsible for collecting recycling from these locations including businesses, municipal buildings, places of worship and non-profit organizations; and*

***WHEREAS** the County of Simcoe has collected recycling from IC&I properties as part of its residential recycling collection program to date; and*

***WHEREAS** County Council made the decision to cease curbside recycling collection from IC&I properties effective as of January 1, 2026, and instead allow continued drop-off of recycling at the County’s waste management facilities; and*

***WHEREAS** this decision was taken despite County Council’s strong desire to continue to facilitate the greatest amount of recycling possible, expressly because of the consequences arising from provincial regulations;*

***NOW THEREFORE BE IT RESOLVED THAT** Council of the Corporation of the Township of Essa calls upon the Hon. Andrea Khanjin, Minister of the Environment, Conservation and Parks, and our local MPP Brian Saunderson, to amend Ontario Regulation 391/21 to include small IC&I locations (those generating similar quantities of waste as a residential unit) as eligible sources to ensure Producer Responsibility Organizations are required to service these locations as part of their residential collection contract.*

---Carried---

8. **UNFINISHED BUSINESS**

9. **BY-LAWS**

a. By-law 2024-49 – A By-law to appoint a Municipal Law Enforcement Officer.

Resolution No: CR163-2024 Moved by: Kiezebrink Seconded by: Smith

***BE IT RESOLVED THAT** By-law 2024-49 be read a first, and taken as read a second and third time and finally passed.*

---Carried---

10. **QUESTIONS**

11. **CLOSED SESSION**

Resolution No: CR164-2024 Moved by: Smith Seconded by: Maltby

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

a. Staff Report PD014-24, re: Potential Litigation – Proposed Development.

- *Litigation or Potential Litigation – s.239(2)(e)*
- *Plans and Instructions for Negotiation – s. 239(2)(k)*

---Carried---

Council proceeded into Closed Session Deliberations at 7:26 p.m.

Motion to Rise and Report from Closed Session Meeting of October 16, 2024.

Resolution No: CR165-2024 Moved by: Sander Seconded by: Maltby

BE IT RESOLVED THAT Council rise and report from the Closed Session Meeting at 7:38 p.m.

---Carried---

The following items were passed by Council:

a. Confidential Staff Report PD014-24 submitted by the Manager of Planning, re: Potential Litigation – Proposed Developments.

Resolution No: CR166-2024 Moved by: Sander Seconded by: Smith

BE IT RESOLVED THAT Confidential Staff Report PD014-24 be received.

---Carried---

12. CONFIRMATION BY-LAW

By-law 2024-50

Resolution No: CR156-2024 Moved by: Kiezebrink Seconded by: Sander

BE IT RESOLVED THAT leave be granted to introduce By-law 2024-50, that being a By-law to confirm the proceedings of the Committee of the Whole, Closed and Council meetings held on this 16th day of October, 2024; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

---Carried---

13. ADJOURNMENT

Resolution No: CR157-2024 Moved by: Maltby Seconded by: Sander

BE IT RESOLVED THAT this meeting of Council of the Township of Essa adjourn at 7:39 p.m. to meet again on the 6th day of November, 2024 at 6:00 p.m.

---Carried---

Sandie Macdonald
Mayor

Lisa Lehr
Manager of Legislative Services



**Nottawasaga O.P.P. Detachment Board
Minutes
Monday, September 16, 2024
(Serving New Tecumseth/Essa/Adjala-Tosorontio)**

A Nottawasaga O.P.P. Detachment Board meeting was held at 5:00 p.m. on Monday, September 16, 2024, in the Executive Boardroom, Room #116 Town of New Tecumseth, Town Hall.

Members Present Richard Norcross, Mayor, Town of New Tecumseth
Sandie Macdonald, Mayor, Township of Essa
Scott Sanderson, Mayor, Township of Adjala-Tosorontio
Paul Whiteside, Provincial Appointment
Deborah Hall-Chancey, Community Representative

Support Kevin Brockner, Staff Sergeant
David McLagan, Detachment Commander
Trent Pickering, Staff Sergeant
Jen Martin, Board Secretary

Guests Veronia Fellows and Alexander Lake

Members Absent: Nil

1. Confirmation of Agenda

- Add Items:** 5.1 Deputation by Veronica Fellows and Alexander Lake
- 10.6 Special Constable, Verbal Report from Detachment Commander McLagan
- 10.7 Proposed Budget Meeting Dates, Provincial Appointee Whiteside

2024-12 Moved by Deborah Hall-Chancey
Seconded by Paul Whiteside

5a

Be It Resolved That the agenda for the Police Services Board Meeting held on September 16, 2024, be confirmed, as amended.

Carried

2. **Oaths and Affirmations – Deferred to Next Meeting**

3. **Election of Chair and Vice-Chair**

Board Secretary Martin presented an overview of the election procedure. The Board reached a unanimous decision to retain Mayor Macdonald in the role of Chair and Mayor Norcross as Co-Chair.

4. **Disclosures of Pecuniary Interest**

Nil

5. **Delegations and Presentations**

5.1 Deputation by Veronica Fellows and Alexander Lake,

Re: Community Watch

The Board consented to consider item 10.3, as it is relevant to the same agenda topic.

2024-13 Moved by Richard Norcross
Seconded by Paul Whiteside

Be It Resolved That the deputation from Ms. Fellows and Mr. Lake is received.

And Further That the Verbal Report from Detachment Commander McLagan and Staff Sergeant Bucknor be received.

And Further That Staff Sergeant Bucknor is to collaborate with Ms. Fellows and Mr. Lake to finalize the logistics of the Community Watch program and present a report to the Board for further consideration.

Carried

9

6. Adoption of Minutes

2024-14 Moved by Paul Whiteside
Seconded by Deborah Hall-Chancey

Be It Resolved That the minutes of the Police Services Board Meeting dated February 5, 2024, be approved, as circulated

Carried

7. Correspondence and Information Items

Nil

8. Accounts

8.1. Budget Variance Report – September 10, 2024

2024-15 Moved by Paul Whiteside
Seconded by Deborah Hall-Chancey

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

And Further That the Board Secretary coordinate a Budget meeting with the Town of New Tecumseth’s Senior Financial Analyst, the Detachment Commander, and Board members to review the Draft budget for 2025 before the next scheduled Board meeting in October.

Carried

9. Reports

- 9.1. Nottawasaga OPP Reports
- 9.2. Calls for Service Billing Summary Reports
- 9.3. Provincial Offences
- 9.4. Individual Township Statistic Reports

2024-16 Moved by Paul Whiteside
Seconded by Deborah Hall-Chancey

Be It Resolved That Items 9.1 to 9.4 be received as distributed.

Carried

5a

10. New and Unfinished Business

10.1 Insurance for OPP Detachment Boards

2024-17 Moved by Richard Norcross
Seconded by Paul Whiteside

Be It Resolved That the Insurance for OPP Detachment Boards be received;

And Further That the Board directs the Board Secretary to proceed with the Group Insurance option through OPSBA.

And Further That the Board Secretary coordinate a meeting with a OPSA presentative to provide additional information about the Group Insurance program.

Carried

10.2. Mandatory Thematic Training ADM Letter - Community Safety and Policing Act 2019 Mandatory Thematic Training

2024-18 Moved by Richard Norcross
Seconded by Deborah Hall-Chancey

Be It Resolved That the Mandatory Thematic Training ADM Letter be received;

And Further That a training line be added to the 2025 budget discussions.

Carried

10.3. Community Watch, Verbal Report from Detachment Commander – item addressed earlier in the agenda.

10.4. Everett Legion 75th Anniversary, Verbal Report from Member Hall-Chancey – Saturday, June 21, 2025

2024-19 Moved by Richard Norcross
Seconded by Paul Whiteside

Be It Resolved That the Verbal Report from Member Hall-Chancey be received;

And Further That the Nottawasaga Auxiliary Unit (OPP) and the Nottawasaga OPP Detachment Board members participate in Everett Legion 75th Anniversary celebrations.

Carried

10.5. Conferences

2024 OAPSB Labour Conference - Nov. 26 & 27

2025 OAPSB Spring Conference - June 3-5, 2025

2024-20 Moved by Scott Sanderson
Seconded by Deborah Hall-Chancey

Be It Resolved That the Conferences update be received.

Carried

10.6. Special Constable, Verbal Report from Detachment Commander McLagan

2024-21 Moved by Richard Norcross
Seconded by Paul Whiteside

Be It Resolved That the Verbal Report from Detachment Commander be received.

Carried

10.7. Proposed Budget Meeting Dates

1. Monday, September 30, 2024

2. Tuesday, October 15, 2024

2024-22 Moved by Paul Whiteside
Seconded by Deborah Hall-Chancey

Be It Resolved That the Board selects Option #2 for the Budget Meeting date of October 15, 2024.

Carried

5a

11. Question Period/Open Discussion
Nil

12. "In- Camera"
Nil

13. Adjournment

2024-23 Moved by Paul Whiteside
Seconded by Deborah Hall-Chancey

Be It Resolved That the meeting adjourn at 6:21 p.m.

Carried

Chair

Secretary

Essa Public Library Board
Minutes
Monday, September 23, 2024, 7:00pm
Thornton Branch

Directors Present: J. Hunter, Chair; C. Cryer, Vice-Chair; J. Bushey; S. Hyatt; L. Maltby,
Council Representative

Staff Present: L. Wark, CEO/Secretary/Treasurer; G. Newbatt, Manager of Library Services

- 1. Call to Order at 7:03pm by Chair, J. Hunter.
- 2. Respect and Acknowledgement Declaration: (C. Cryer)

We are situated on land within the area of Treaty 18, also known as the Lake Simcoe-Nottawasaga Treaty, signed on October 17, 1818, between the Government of Upper Canada and the Anishinaabe Indigenous peoples.

The Anishinaabe include the Ojibwe, Odawa and Pottawatomi Nations collectively known as the Three Fires Confederacy. We are dedicated to honouring Indigenous history and culture and are committed to moving forward in the spirit of reconciliation and respect with all First Nations, Metis and Inuit People.

We are grateful to work and live on this land.

- 3. Approval of the Agenda
2024:049 Moved: JB Seconded: LM Carried
THAT the Agenda for September 23, 2024 be approved as circulated.

- 4. Declaration of Conflicts of Interest for proceedings before this Board: None

- 5. Minutes of the Preceding Regular Meeting
2024:050 Moved: LM Seconded: JB Carried
THAT the June 24, 2024 Regular Meeting Minutes be approved as circulated.

- 6. Business Arising from past Minutes: None

- 7. Communications:

- 7.1 Welcome to Stan Cho, Minister of Tourism, Culture and Gaming, from OPA & FOPL June 12
- 7.2 Barrie News Article: Blindsiding Barrie library “shows poor judgment” June 26
- 7.3 Canadian Federation of Library Associations [CFLA] updates on copyright, freedom of expression, Indigenous matters and pre-budget submission to federal government July 25, and Sept 5
- 7.4 Letter of EPL appreciation from L. Scott July 30
- 7.5 Family Fun Night Becoming a must, Barrie News Aug 6
- 7.6 EPL Media Release – Family Fun Night Aug 30

8. Chairperson's Remarks

Good evening, everyone! It's been quite some time since we have been all together, and I hope you all had a very nice summer.

The work of our library did not stop during the Board's break and there have been so many positive summer events and activities to review this evening. Family Fun Night was the most well-attended event so far this year. Council was very impressed and presented the library with a certificate of appreciation at the event. A big thank you to everyone involved – management, staff, volunteers, and community partners for the super effort and achievement!

Board committees also worked during the break in anticipation of this September meeting. Thank you for your commitment. Tonight, we will be reviewing a multitude of policies and I appreciate every Board Member having reviewed the material and coming to the meeting prepared.

Next month, we will be reviewing Policy 001 – Library Board Bi-laws. The order of agenda items is one of the bi-laws and I would like to make a change. I think the Chairperson's remarks should be one of the first items to welcome and set the tone for the meeting. I would like to make that change if there is no objection.

With all that being said, we have a lot of business to attend to this evening. Let's continue with the Treasurer's report.

Judith Hunter

9. Treasurer Report:

9.1 Actual vs Budget Year to Date 16Sept2024

9.2 Letter to Adjala-Tosorontio Township regarding 2025 Contract costs

9.3 Letter from Simcoe County regarding successful grant application for Grow Getters in the amount of \$9,557

9.4 Grants & Donations:

Canada Summer Jobs – \$2,310.12 received

Provincial Summer Employment Opportunity – \$3,816 received

Adjala-Tosorontio 2024 Library Services Contract - \$5,000 received

Annual Survey submitted to *Ontario Ministry of Tourism, Culture and Gaming* for PLOG

Public Library Operating Grant: Submitted, funds expected in October

Simcoe County Age Friendly Municipal Grant, Grow Getters - \$9,557

Tim Horton's Smile Cookie campaign for Thornton Branch - \$7,804.46

Starbucks' Neighbourhood Grant - \$2,700

Federal New Horizon Grant – Manager applied: \$14,326

9.5 Expenses related to Smile Cookie campaign and Grow Getters will be captured in Community Donations line 02-40-445-660-4655. Only 1 Summer Student was approved this year, so the Federal Contribution is lower, and we also achieved some provincial funding for this position.

2024:051 Moved: CC

Seconded: SH

Carried

THAT the Library Board receives the Treasurer's Report, including the Actual vs Budget Year to Date Comparison to Sept 16, 2024 as circulated.

10. CEO Report, September 2024

Mission: A place to imagine, discover and connect.

Strategic Plan: Formal document ready to be approved; Public release in October.

Library Report: prepared by E. Nakeff [10.1]

Manager Report: G. Newbatt [10.2]

Meetings & Training:

Essa Township Senior Management Team meetings, CEO

American Library Association: Dementia Inclusive Library Service, Manager, July 23

Essa Planning Department, Essa Parks and Recreation, Base Borden Property Officer,

Essa Official Plan Consultant, Library CEO, July 31

AMPLO [Administrators of Medium-sized Public Libraries in Ontario] meeting with presentations from FOPL [Federation of Ontario Public Libraries], OLS [Ontario Library Service], OLA [Ontario Library Association, and the Ministry of Tourism, Culture, and Gaming.

Ontario Library Service: Excel Training, Coordinator of Public Engagement, September

Simcoe CEO meeting at new Wasaga Beach Public Library, Sept 11

Mental Health First Aid including certification from the Mental Health Commission of Canada, Coordinator of Public Engagement, Sept 12

EPL/NPSS Working Committee meeting Sept 18

June Working Committee minutes [10.3]

APLL [Advancing Public Library Leadership] via the Ontario Library Service, Manager

Cyber-Security Training via Innisfil IT Support and Simcoe County IT

U of Manitoba webinar: Truth and Reconciliation - Allyship and confronting unconscious bias, CEO, Sept 24

Simcoe Digital Library Service meeting, CEO, Sept 25

Technology: Website and ILS pinned for future grants. Computers older than 2017 need replacement in 2024 and 2025 to support Windows11 in October 2025. Purchased final 2024 computer for Circ Station number 4. Computer funds are expended for 2024. The old Thornton landline number was retired in July – not needed with the VOIP system and we have not shared it with the public in three years. New Interlibrary Loan software will launch November 12th – all staff training required. Arctic Wolf cybersecurity training provided to all Simcoe County housed email addresses.

Facility:

Thornton Branch: Replacement windows installed. Extra Smile Cookie funds allowed replacement of stained chairs. Generator serviced.

Angus Branch: Mandatory High Voltage Substation maintenance occurred July 26th. Night Lights, LED bulbs and new ballasts installed.

Larger Landscape: Ontario Big City Mayors campaign to solve the homeless and mental health crisis. <https://solvethecrisis.ca/>

2024:052

Moved: JB

Seconded: CC

Carried

THAT the Library Board receives the CEO Report as circulated.

11. Selection of Ontario Library Service (OLS) Trustee: tabled to next meeting

Ontario Library Service [Virtual Conference for Library Board Trustees](#)
October 24th, 6pm-9pm. The theme is *Momentum*.

12. Committee of the Whole

12.1 2025-2028 Strategic Plan

2024:053 Moved: JB Seconded: SH Carried
THAT the Library Board approves the 2025-2028 Strategic Plan and directs the CEO to share the plan with Township of Essa Council and our community.

Finance Committee (Hunter, Bushey)

12.2 Preliminary 2025 Budget Planning Meeting minutes from September 5th.

2024:054 Moved: CC Seconded: JB Carried
THAT the Library Board receives the Finance Committee minutes from September 5th regarding plans for the 2025 budget estimates.

Planning Committee (Hunter, Cryer)

12.3 Met with CEO on September 13th to prepare draft Technology Plan:

2024:055 Moved: SH Seconded: JB Carried
THAT the Library Board approves the 2025-2028 Technology Plan.

Policy Committee (Hunter, Hyatt)

Virtual meeting 7pm, Sept 16th for Library Board Policy Review:

Administrative Policies:

12.4 EPL ADMIN:005 Planning Policy Review

Library Services Policies:

12.5 EPL LS:002 Circulation Policy Review

12.6 EPL LS:003 Collection Policy Review

12.7 EPL LS:011 Library Code of Conduct and Consequences Policy Review

12.8 EPL LS:012 Local History Policy Review

12.9 EPL LS:013 Administration Fees Policy Review

12.10 EPL LS:014 Respect and Acknowledgement Policy Review

12.11 EPL LS:017 Operational Continuity Policy Review

2024:056 Moved: CC Seconded: SH Carried
THAT the Library Board receives and approves updates to EPL ADMIN:005 Planning Policy Review; Library Services Policies 002 Circulation Policy, 003 Collection Policy, 011 Library Code of Conduct and Consequences Policy, 012 Local History Policy, 013 Administration Fees Policy, 014 Respect and Acknowledgement Policy, and 017 Operational Continuity Policy as circulated and retires policy LS:0011A.

13. Closed Meeting

2024:057 Moved: CC Seconded: SH Carried
THAT the Board proceed to Closed Session at 8:04pm to discuss:

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

2024:058 Moved: LM Seconded: SH Carried
THAT the Board rise from the Closed Session at pm.

2024:059 Moved: CC Seconded: JB Carried
THAT the CEO is authorized to proceed as directed by the Library Board.

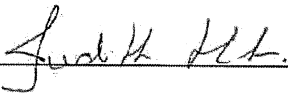
C. Cryer exits the meeting at 8:11pm

14. Other Business: Update - school libraries experience a precarious funding model.
The Ontario Library Association is advocating on their behalf.


15. Next meeting: October, 28, 7pm at Angus Branch

16. Adjournment
2024:060 Moved: JB Carried
THAT the Meeting be adjourned at 8:19pm.

Minutes Approved:
October 28, 2024



Chair: Judith Hunter



CEO: Laura Wark

Note that the entire package for the Library Board Minutes is available at essalibrary.ca

The Corporation of the Township of Essa

By-law 2024-51

Being a By-law to amend By-law 2023-32, A by-law to establish municipal-wide and area-specific development charges for the Corporation of the Township of Essa

WHEREAS subsection 2(1) of the Development Charges Act, 1997, S.O. 1997, c. 27, (the "Act"), as amended, authorizes that the Council of a municipality may by by-law impose development charges against land to pay for increased capital costs required because of increased needs arising from development of the area to which the by-law applies; and

WHEREAS the Council of the Township of Essa, on June 21, 2023, enacted by-law 2023-32 to impose development charges against land; and

WHEREAS Bill 185, Cutting Red Tape to Build More Homes Act, 2024, upon Royal Assent, made certain amendments to the Act, including to subsection 5(3) that added the costs of certain studies as capital costs; and

WHEREAS section 19 of the Act was also amended to provide for amendments to be made to a development charges by-law; and

WHEREAS subsection 19 (1.2) of the Act was added to permit a municipality to amend a development charges by-law, subject to conditions being met, that do not require the process for by-law amendments under subsection 19 (1) of the Act to be followed, including the process to provide notice; and

WHEREAS on November 06, 2024, the Council of the Township approved Report No. CAO026-24 thereby indicating that it intends to include Development-Related Studies costs, pursuant to paragraphs 5 and 6 of subsection 5 (3) of the Act, within the development charge calculation;

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

1. That By-law 2023-32 is hereby amended as follows:
 - a. Schedule "A" is deleted and replaced with Schedule "A" attached hereto.
 - b. Schedule "B" is deleted and replaced with Schedule "B" attached hereto.
2. That this by-law shall come into force and effect on date of November 11, 2024.
3. That, except as amended by this By-law, all provisions of By-law 2023-32 are and shall remain in full force and effect.

9a

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND
FINALLY PASSED on this the 6th day of November, 2024.

MAYOR

CLERK

20

9a

Schedule "A"

**Designated Municipal Services Under
this By-law**

1. Library Services
2. Fire Services
3. Police Services
4. Parks and Recreation
5. Development-Related Studies
6. Services Related to a Highway: Public Works and Fleet
7. Services Related to a Highway: Roads and Related
8. Angus Sewer Services
9. Angus Water Services

9a

Schedule "B"

Schedule of Development Charges: Township-Wide and Area-Specific Charges

| Service | Residential Charge By Unit Type | | | | Non-Residential Charge per Square Metre |
|---|---------------------------------|------------------------|------------------------|----------------------------------|---|
| | Singles & Semis | Rows & Other Multiples | Apartments 2+ Bedrooms | Apartments Bachelor or 1 Bedroom | |
| Library Services | \$178 | \$157 | \$105 | \$77 | \$0.00 |
| Fire Services | \$1,813 | \$1,603 | \$1,069 | \$787 | \$11.44 |
| Police Services | \$59 | \$52 | \$35 | \$26 | \$0.37 |
| Parks And Recreation | \$6,048 | \$5,347 | \$3,565 | \$2,627 | \$0.00 |
| Development-Related Studies | \$865 | \$765 | \$451 | \$196 | \$5.45 |
| Services Related To A Highway: Public Works And Fleet | \$2,284 | \$2,019 | \$1,346 | \$992 | \$14.42 |
| Services Related To A Highway: Roads And Related | \$20,551 | \$18,170 | \$12,114 | \$8,926 | \$129.91 |
| Total Township-wide Charge | \$31,798 | \$28,113 | \$18,685 | \$13,631 | \$161.59 |

| Angus (1) | Singles & Semis | Rows & Other Multiples | Apartments 2+ Bedrooms | Apartments Bachelor or 1 Bedroom | Non-Residential Charge per Square Metre |
|---------------------------------------|-----------------|------------------------|------------------------|----------------------------------|---|
| Township-wide Charge | \$31,798 | \$28,113 | \$18,685 | \$13,631 | \$161.59 |
| Angus Sewer | \$4,025 | \$3,559 | \$2,372 | \$1,748 | \$21.74 |
| Angus Water | \$4,842 | \$4,281 | \$2,854 | \$2,103 | \$26.15 |
| Total Serviced Charge in Angus | \$40,665 | \$35,953 | \$23,911 | \$17,482 | \$209.48 |

1) Applicable in the area shown on Schedule "C" of By-Law 2023-32

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2024 - 52

Being a By-law to confirm the proceedings of the Council meeting held on the 16th day of October, 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 6th day of November, 2024 and, in respect of each recommendation contained in the Minutes of the Regular Council meeting held on the 16th day of October, 2024, and the Minutes of the Committee of the Whole meeting held on the 16th day of October, 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 6th day of November, 2024.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services