



Township of Essa
5786 County Road 21
Utopia , ON L0M 1T0

New Residents Information **Frequently Asked Questions**

Telephone: 705- 424-9770
Fax: 705- 424-2367
www.essatownship.on.ca

The Township of Essa Administration Centre is located at 5786 County Road 21 between the 6th Line and County Road 56. **Hours of Operation:** Monday to Friday: 8:30 a.m. to 4:30 p.m. The Township's website address is www.essatownship.on.ca

The Township of Essa is located in the County of Simcoe, in the south central region of the Province of Ontario. It is a lower tier municipality with a mix of urban and rural development. The major settlement areas are Angus, Baxter and Thornton. Smaller hamlets include Colwell, Egbert, Elmgrove, Ivy and Utopia. Canada's largest Canadian Forces training base, CFB Borden, is partly within the boundaries of the Township of Essa, just west of Angus. In 2011, Essa had a population of 18,505 and 6,405 households according to Statistics Canada 2011 Census Data. The land area is equivalent to 25,204 hectares (62,279 acres).

Taxes and Water & Sewer

- Notes:**
- The Township does not initiate change of ownership of property for municipal tax purposes. The tax department updates change in ownership by property when municipal sales listings are compiled from land title registrations and forwarded by Municipal Property Assessment Corporation (MPAC)
 - If you have a newly built home and the property is assigned a tax roll number you may pay taxes ahead to cover your future supplementary levy for the assessment of your home
 - To get your supplementary levy sooner, contact MPAC at 1-866-296-6722

When are my property taxes billed?

Property taxes are billed in two levies each year

- 1) Interim levy
 - This bill is sent out the first week of March and is payable in two installments, due near the end of March and near the end of June
- 2) Final Levy
 - This bill is sent out the first week of September and is payable in two installments, due near the end of September and near the end of November

The property tax bill includes taxes for Township services, County of Simcoe services, and Education (Province of Ontario)

When is the water & sewer billed?

Water & sewer bills are based on water consumption and obtained through quarterly meter readings or flat charges when there is no reading on the meter. The sewer charge is 95% of the water charged. Meter readings are conducted quarterly during the months of March, June, September and December. The bills are mailed out at the beginning of the following month and are due at the end of that month.

Due Dates for water and sewer bills are scheduled to be: **January 31st, April 30th, July 31st & October 31st** of each year

Owners or tenants of a property are required to request a meter reading prior to a change of occupancy occurring at the property.

How do I pay for my property taxes and water & sewer bills?

You can pay your bills in person at the Township of Essa Administration Centre by cash, cheque, or debit card. Other options to pay are as follows:

- Mail in a cheque to the Administration Centre
 - 5786 County Road 21, Utopia, ON L0M 1T0
- Online (through most major financial institutions)
 - If you have any questions about paying online please call us at 705- 424-9770
- Pre-authorized payment (Automatic bank withdrawals) application forms are available at the Administration Centre and on the Township website for both taxes and water & sewer. Completed forms can be dropped off or mailed in along with a **void cheque**

Watering Restrictions

Watering restrictions take place for all municipal water users from May 15 to Sept 30 pursuant to By-law No. 2011-56; This By-law is strictly enforced and offenders may be fined.

As municipal wells experience high demands during the summer, the following restrictions apply:

- Odd numbered houses may water on odd calendar days
- Even numbered houses may water on even calendar days
- Watering may only take place from 7 p.m. to 11 p.m.

Water Main Flushing

Flushing of the water lines takes place each spring and fall; the times for the flushing are determined by Ontario Clean Water Agency (OCWA) and the dates vary from year to year. Watch for our notices of the dates in the local papers and on our website. Any questions can be directed to Public Works Department.

Waste Collection & Recycling

***Note:** Waste Collection and recycling services are provided through the County of Simcoe. If you have any questions please contact them at 705-735-6901 or toll free 1-800-263-3199. Their website address is www.simcoe.ca.

When is garbage day for Essa?

- Garbage pickup is every Wednesday; garbage must be at the curb by 7:00 a.m.
 - Except for the north side of Brentwood Rd which is on every Friday
- Statutory Holidays **do not** affect the day the garbage is picked up, except for Christmas day and New Year's Day
- There is a limit of 1 bag of garbage per week
 - Any bags exceeding the limit must have a garbage bag tag on them
- For residents, there is no limit to organics or recyclables placed at the curb

Where do I get my recycling and organic bins from?

- Call customer service at the County of Simcoe to arrange for a drop off of your bins

Where do I purchase Garbage Bag Tags?

- Garbage bag tags are sold at the Essa Administration Centre and various supporting local stores
- They are sold in sets of 5 tags for \$15.00

Where do I dispose of large items and yard waste?

- For details on waste collection, such as fees & hours of operations, yard waste collection including leaves and grass clippings, bulky item(s) and Christmas trees please refer to the County of Simcoe's waste collection calendar. The calendar is available at the Essa Administration Centre and the County Finance and Administration Centre in Midhurst, or on the County of Simcoe's website at www.simcoe.ca
- The landfill site that is available to Essa Residents is located at 6815 Concession Road 4. Adjala-Tosorontio, ON. The Township of Adjala-Tosorontio is to the West of Essa

Council Meetings

Council meetings are held at the Essa Administration Centre on the main floor located in the Council Chambers. Council meetings take place on the first and third Wednesday of each month; from September to June. Members of council including the Mayor and Deputy Mayor are listed on Page 5 within contact information.

Dogs

Pursuant to By-law No. 2006-18 as amended, there is a maximum limit of three dogs per one household. All dogs aged twelve weeks of age and older must be registered with the Township of Essa. To do so, all dogs must first be inoculated with a current anti-rabies vaccine. The Township of Essa hosts a rabies clinic every fall. For more details contact the Administration Centre or refer to the township website.

- 1 year dog tags are available at the Administration Centre as well as the libraries
- Dog tags expire on December 31 of the calendar year on the dog tag
- Dog tags must be on your dog at all times; tags are non-transferrable/non-refundable

Building Permits

To build or construct a structure within the Township of Essa including a fence, pool or deck, a building permit must be applied for and obtained prior to commencement of the project

- All applications for a permit to construct or demolish are available at the Essa Administration Centre and can be found on the Townships website under the *Municipal Office* heading, *Forms*, sub heading *Building/Planning and Development*. Applications

Burn Permits

Pursuant to By-law No. 2015-92, as amended, no fire is to be set without first obtaining a burn permit.

The following permits can be purchased at The Administration Centre, Economic Development Centre; or purchased online at www.essatownship.on.ca Permits are valid until December 31st of the current calendar year.

Recreational/ Camp Fire- in a settlement area or rural area where clearances exceed 15 feet/ 5 meters from a dwelling or structure, deck, shed, tree, fence, vehicular roadway or overhead wire.

Open Air Burn- in a settlement area or rural area that have clearances of 33 feet /10 meters from the nearest dwelling or structure, deck, shed, tree, fence, vehicular roadway or overhead wire.

Open Air Burn Permit- Inspection required- for fire sizes greater than 3 feet X 3 feet/ 1 meter X 1 meter. As this permit requires an inspection; online purchase is not available.

Burning of leaves and grass clippings is not permitted (Refer to Yard Waste Disposal under "Waste Collection" in the previous section). If you are not the owner of the property you will have to enquire for more information prior to applying for a burn permit; please contact 705-424-9770.

Recreation Programs & Facility Rental

The Essa Program Guide is distributed to residents by mail twice per year in the summer and winter. Program guides are also available at the Essa Administration Centre, Thornton and Angus arenas, Economic Development Centre as well as on the Township website. Be sure to sign up early for programs to avoid disappointment. You can register at the Essa Administration Centre or through online registration at www.essatownship.on.ca under the Recreation heading. To rent a facility please call 705-424-9917 ext.125

Fishing

Do I need a fishing pass to fish on municipal property?

Yes, pursuant to By-law 2007-48, all person(s) between the ages of 18 and 65 must obtain a daily or annual fishing access pass in order to fish from or on any municipal parkland or municipally owned lands for recreational purposes within the Township of Essa. Certain exemptions do apply and can be found on By-law 2007-48 which is available on the Township website.

- Fishing Access passes can be obtained at the Administration Centre, Economic Development Centre or at various locations within the municipality
- Fishing access passes are non-transferrable and non-refundable
- While fishing, there are designated parking lots within the municipal parks. You are not permitted to park on private property without obtaining permission from the owner

Public Transit Bus Service

The Township of Essa has recently partnered with the City of Barrie to provide a transit service that runs to/or from Borden-Angus to Barrie, Monday through Friday. Designated bus stops are marked with white & blue signs. Monthly bus passes are available for purchase at the Economic Development Centre. Information on fares, routes and location stops can be obtained at the Administration Centre, Economic Development Centre and on the township website.

Winter Parking and Depositing of Snow

Pursuant to By-law No. 2005-96 parking is prohibited on all Township roads between 2:00 a.m. to 8:00 a.m. from November 1st to May 1st every year. This allows for the accommodation of snow and ice removal.

Please be advised that the depositing of snow or ice on a municipal roadway or sidewalk (including pushing or blowing the snow or ice across the roadway to the opposite side of the roadway) is prohibited.

Essa Locations & Telephone Number(s)

Mayor, Council, & Facilities

Council Telephone Number(s)

| Name | | Telephone Number | |
|------------------|-------------------|-------------------------|--------------|
| Terry Dowdall | Mayor | Cell Phone | 705-623-3104 |
| Sandie Macdonald | Deputy Mayor | Home | 705-424-6844 |
| Keith White | Councillor Ward 1 | Business | 705-424-2727 |
| Michael Smith | Councillor Ward 2 | Cell Phone | 705-794-3230 |
| Ron Henderson | Councillor Ward 3 | Home | 705-999-7182 |

Essa Facility Location(s) & Telephone Number(s)

| Location | Address | Telephone Number |
|--|-----------------------------------|-------------------------|
| Administration Centre | 5786 County Road 21, Utopia | 705-424-9770 |
| Thornton Fire Hall, No 1 | 34 Robert Street, Thornton | 705-424-5828 |
| Angus Fire Hall, No 2 | 135 King Street, Angus | 705-424-5828 |
| Angus Arena Essa Recreation Centre | 8527 County Road 10, Angus | 705-424-9303 |
| Thornton Arena Thornton Recreation Centre | 246 Barrie Street, Thornton | 705-458-2549 |
| Angus Library Branch | 8505 County Road 10, Angus | 705-424-6531 |
| Thornton Library Branch | Located at the Thornton Fire Hall | 705-458-2549 |
| Economic Development Centre | Located at the Angus Arena | 705-424-4054 |

Non-Township Telephone Number(s)

*For Emergency police, fire, and ambulance services please call **9-1-1**

*For telephone and internet services please contact your local service provider

Police Services

| | |
|---------------------------------------|----------------|
| Non-Emergency Police services | 1-888-310-1122 |
| Nottawasaga OPP (Alliston) Detachment | 705-434-1939 |

Hospitals and Health Units

| | |
|--|--------------|
| Steven Memorial Hospital Alliston | 705-435-6281 |
| Royal Victoria Hospital Barrie | 705-728-9802 |
| Simcoe Muskoka District Health Unit Barrie | 705-721-7520 |
| Health Unit Cookstown | 705-458-1103 |

School Boards

| | |
|---|--------------|
| Simcoe County District School Board | 705-728-7570 |
| Simcoe Muskoka Catholic District School Board | 705-722-3559 |

Utilities

| | |
|------------------|-----------------|
| Enbridge | 1-877- 362-7434 |
| Hydro One | 1-888- 664-9376 |
| Power Stream | 705-722-7222 |
| Ontario One Call | 1-800-400-2255 |

Post Offices (Canada Post)

| | |
|-------------|----------------|
| Canada Post | 1-877-202-2292 |
| Thornton | 705-458-9821 |
| Angus | 705-424-5653 |
| Alliston | 705-435-6742 |
| Cookstown | 705-458-9960 |
| Egbert | 705-458-4889 |

Municipal Water & Sanitary Sewer Emergency Services

| | |
|---------------------|-----------------|
| OCWA Business Hours | 1-866- 775-7712 |
| OCWA After Hours | 1-888- 363-9311 |

Other

| | |
|--|--------------------------------|
| Ministry of Transportation (Alliston Branch) | 705-435-7661 |
| Canadian Forces Base Borden (General Inquiry) | 705-424-1200 |
| Municipal Property Assessment Corporation (MPAC) | 1-866-296-6722 |
| Jim Wilson, MPP | 705-435-4087 |
| Kellie Leitch, MP | 705-435-1809 |
| NVCA | 705-424-1479 |
| County of Simcoe (Toll Free) | 705-735-6901 1-800-263-3199 |
| Barrie Transit | 705-739-4209 |
| Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) | 1-877-424-1300 |

The material in this circular is provided as general information only and is not intended to provide specific legal advice and carries no guarantee of any kind, expressed or implied. It is subject to change without notice.