



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 within the Township of Essa boundaries, just west of Angus. In 2016, Essa had a population of 21,083 and 7,478 households according to Statistics Canada 2016 Census Data. The area is equivalent to 28,003 hectares (69,197 acres).

Taxes and Water & Sewer

- Notes:**
- The Township does not process change of ownership of a property for municipal tax purposes. The tax department updates change in ownership of 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: on or before **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
- Drop off a cheque in our drop box at the side, lower-level entrance of the Administration Centre at 5786 County Road 21, Utopia
- 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 withdrawal) 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 **voided 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 the 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 at 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
- 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.

Waste Collection & Recycling Cont'd...

Where do I purchase Garbage Bag Tags?

- Garbage bag tags are sold at the Essa Administration Centre, Essa Libraries (Angus & Thornton locations) and various supporting local stores.
- They are sold in sets of 5 tags and you may visit the County of Simcoe's website at www.simcoe.ca for pricing and additional waste management information.

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 Simcoe County Finance and Administration Centre in Midhurst, or on the County of Simcoe's website at www.simcoe.ca.
- The landfill site 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 6 with other 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's website. You may view our fee schedule on our website at www.essatownship.on.ca for pricing.

- 1 year dog tags are available at the Administration Centre and the Essa 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 Township's website under the "Municipal Office" tab heading, "Forms" sub heading, *Building/Planning and Development*.

Burn Permits

Pursuant to Open Air Burning By-law 2015-92 or subsequent by-law, no person(s) or owner(s) of land shall set a fire or permit the setting of a fire without first having obtained an authorized burn permit.

Burn Permits Cont'd...

Only the property owner or agent shall apply for a fire permit. The agent must have written permission from the property owner to apply for a fire permit. All applicants obtaining or applying for a fire permit shall be a responsible person, that being a person over the age of eighteen who is capable of making sound decisions.

The permit shall expire at the end of each calendar year.

Permits are available at the Administration Office, upper level or on-line. There is a burn permit fee and you may view our fee schedule on our website at www.essatownship.on.ca for pricing.

Burn Types and Conditions

Recreational/Camp Fire - Burn Permit – in settlement or non-settlement areas where clearances exceed 15 feet/5 meters from any dwelling or structure, deck, shed, hedge, tree fence, vehicular roadway or overhead wire.

Shall mean a fire no larger than 1.5 feet x 1.5 feet/0.5 metres x 0.5 metres in area with flames no higher than 1.5 feet/0.5 metres from the base of fire; and can burn from **noon to midnight** in a commercially manufactured or non-commercially manufactured, non-combustible, enclosed container that is not fueled by natural gas or propane and may include but is not limited to chimineas, metal drums or tubs and shall only burn clean dry wood.

Open Air – Burn Permit - in settlement or non-settlement areas that have clearances of 33 feet/10 metres clearance from nearest dwelling or structure (deck, shed, hedge, tree, fence, vehicular roadway or overhead wire).

Shall mean a fire that is 3 feet x 3 feet/1 metre x 1 metre in area with flames no higher than 3 feet/1 metre from the base of the fire; and can burn from **dawn to dusk** and shall only burn clean, dry seasoned wood or brush, branches and twigs.

Open Air Burn Inspection Required – Burn Permit – not available on-line

Every person setting, permitting to be set, maintaining, or permitting to be maintained, an Open Air Burn authorized under this section shall comply with the following specific conditions:

Shall only burn untreated wood, trees, brush, trimmings, hay, or straw.

- a) Fire sizes greater than noted in 3 feet x 3 feet/1 metre x 1 metre require site inspection approved by the fire department before a permit can be issued.
- b) Fire sizes greater than noted in 3 feet x 3 feet/1 metre x 1 metre shall not be set within 300 feet/91 metre of a dwelling and a minimum of 300 feet/91 metre from any other structure, hedge, tree, fence, vehicular roadway or overhead wire.
- c) Shall ensure that the general conditions set out in Section 5 have also been met.
- d) Shall not set a fire during the night hours between **dusk and dawn**.

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, 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. To rent a facility please call 705-424-9917 ext.107.

Fishing

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

Yes, pursuant to By-law 2007-48, all person(s) over the age of 18 must obtain a daily or annual Fishing Access Pass from Essa Township in order to fish from or on any municipal parkland or municipally owned lands for recreational purposes within the Township of Essa. Residents of Essa Township who are 65 years of age or older are exempt from the requirement to purchase a Fishing Access Pass. Other stipulations/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 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 partnered with the City of Barrie to provide a transit service that runs to/from Borden-Angus to the Allandale GO Station in Barrie, Monday through Friday on the 90A and 90B bus routes. A transfer obtained from the Bus Operator of the Angus-Borden Bus will get you onto the Barrie Transit system to get to your destination within Barrie.

Designated bus stops are marked with white & blue signs. Riders can pay a single ride ticket when boarding the bus, or monthly transit passes can be purchased at the Angus Branch of the Essa Public Library. For more information on bus fares, please refer to page 19 of our Fee Schedule. A PDF version of our Consolidated Fee Schedule is available on our website at www.essatownship.on.ca under the "Municipal Office" heading, "Fees". Information on routes and maps for the Angus-Borden-Barrie Transit Services can be found on the City of Barrie website at www.barrie.ca.

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
Sandie Macdonald	Mayor	705-424-6844 / 705-623-0404
Michael Smith	Deputy Mayor	705-305-8446
Keith White	Councillor Ward 1	705-305-5027
Henry Sander	Councillor Ward 2	705-279-4992
Ron Henderson	Councillor Ward 3	705-424-2850 / 705-305-3258

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

Location	Address	Telephone Number
Essa 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	8529 County Road 10, Angus	705-424-9303
Thornton Arena Thornton Recreation Centre	246 Barrie Street, Thornton	705-458-9153
Angus Library Branch	8505 County Road 10, Angus	705-424-6531
Thornton Library Branch	34 Robert Street, Thornton	705-458-2549

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

Stevenson 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	705-722-3555

Utilities

Enbridge	1-877-362-7434
Hydro One	1-888-664-9376
Alectra Utilities	1-877-963-6900
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

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.