

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, JUNE 18, 2025  
6:00 p.m.**

**AGENDA**

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

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

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**

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

- p. 1      a.    **Presentation**  
            Essa Water and Wastewater Rate Study - Watson and Associates

**STAFF REPORTS**

**4. PLANNING AND DEVELOPMENT / BUILDING**

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

- p. 32     a.    **Staff Report PR011-25 submitted by the Manager of Parks and Recreation, re: Designation of Park Area Adjacent to Utopia Soccer Pitch as "Dobson Park".**

Recommendation: **BE IT RESOLVED THAT** Staff PR011-25 be received; and **THAT** Council approve the naming of the Township Park space containing playground structures, located adjacent to the Utopia Soccer Pitch on Line 6 in Utopia, as "**Dobson Park**"; and **THAT** the name "Utopia Soccer Pitch" remain in place to identify the active play field; and **THAT** staff be directed to coordinate the design and installation of appropriate signage for "Dobson Park," with all associated costs to be covered by the Township, consistent with past naming practices.

- p. 34     **b.     Staff Report PR012-25 submitted by the Manager of Parks and Recreation, re: U7 Hockey Request for 2025/2026 Season.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PR012-25 be received; and **THAT** Council direct Staff to proceed with booking a reduced 50% ice rate for U7 Essa Minor and Thornton Minor Hockey for a quantity of 2, 1-hour sessions per week to be invoiced monthly for the 2025/2026 season; and **THAT** Council direct Staff to include 10 free room rentals (non-licensed events) for 3 hours per rental per minor hockey organization for the 2025/2026 season.

**6.     FIRE AND EMERGENCY SERVICES**

**7.     PUBLIC WORKS**

- p. 38     **a.     Staff Report PW012-25 submitted by the Manager of Public Works and the Manager of Parks and Recreation, re: Amendment to Parking By-law 2005-96 - Wildflower Park Additional Parking Stalls.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PW012-25 be received; and **THAT** Council approve an amendment to schedule A of Parking By-law 2005-96 to implement revised parking restrictions on McCarthy Crescent south side from Darren Drive easterly to Sandy Lane and north side from Parkside Crescent easterly to Sandy Lane at anytime for safety, visibility, emergency access and traffic flow improvements; and **THAT** a By-law amendment to By-law 2005-96 be presented to Council at a later Council meeting; and **THAT** Council authorize Staff to proceed with the Wildflower Park improvements to create additional parking space as contained in this report.

**8.     FINANCE**

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

- p. 43     **a.     Staff Report C009-25 submitted by the Acting Clerk, re: Special Occasion Permit Request – Essa Public Library.**

Recommendation: **BE IT RESOLVED THAT** Staff Report C009-25 be received, and **THAT** Council approve the request from the Essa Public Library to serve alcohol on between the hours of 7:00 to 8:00 p.m. at the 8529 County Road 10 (Banquet Hall, Angus Recreation Centre) on September 25, 2025.

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

**11.    OTHER BUSINESS**

**12.    ADJOURNMENT**

Recommendation: **BE IT RESOLVED THAT** this meeting of Committee of the Whole of the Township of Essa adjourn at \_\_\_\_\_ p.m., to meet again on the 2<sup>nd</sup> day of July, 2025 at 6:00 p.m.

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# Township of Essa

## Water and Wastewater Rate Study

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Council Presentation  
June 18, 2025

## Areas of Discussion

- Study Purpose
- Legislation for Water and Wastewater;
- Existing and Forecasted Customers and Volumes;
- Capital Needs, Lifecycle Costs, and Financing;
- Operating Expenditures;
- Rates
- Municipal Comparators;
- Policy Consideration;
- Water Financial Plan O.Reg. 453/07; and
- Next Steps.



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## Study Purpose



- Identify all current and future water and wastewater system capital needs;
- Identify cost recovery options for capital;
- Estimate future operating costs over the next 10 years
- Review rate structure; and
- Recommend new rates to recover the cost of the water and wastewater systems.

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## Legislation for Water and Wastewater



- Since Walkerton, new legislation has been passed by the Province to enhance the provision of services. These include the following:
  - Safe Drinking Water Act;
  - Sustainable Water and Sewage Systems Act;
  - O.Reg. 453/07 - Safe Drinking Water Act;
  - Clean Water Act; and
  - Water Opportunities Act.
- Further Requirements:
  - Municipal Infrastructure Strategy
  - Infrastructure for Jobs and Prosperity Act, 2015



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## 2025 Rates



2025 - Water Billing Rates		
Quarterly Base Charge		
5/8"		16.86
1"		23.68
1 1/2"		30.45
2"		49.05
3"		186.05
Volume Charge		
\$	1.58	per m <sup>3</sup>

2025 - Wastewater Billing Rates		
Quarterly Base Charge		
5/8"		22.98
1"		32.28
1 1/2"		41.50
2"		66.86
3"		253.59
Volume Charge		
\$	2.15	per m <sup>3</sup>

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Note: Wastewater rates are 136.3% of the water rates.

# Customer Profile and Volumes



## Customer Profile

Meter Type	Water				Wastewater
	Angus	Baxter	Thornton	Total Water	Angus
5/8"	4,325	54	524	4,903	4,330
1"	25		1	26	25
1 1/2"	18		1	19	18
2"	20		2	22	20
3"	1	1	-	2	1
<b>Total</b>	<b>4,389</b>	<b>55</b>	<b>528</b>	<b>4,972</b>	<b>4,394</b>

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## Volumes

Metered	Water	Wastewater
Total	1,138,553	1,132,343

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# Water Users Forecast



Year	Total Users	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
2025	141	71	141	141	141	141	141	141	141	141	141	141
2026	133		67	133	133	133	133	133	133	133	133	133
2027	118			59	118	118	118	118	118	118	118	118
2028	121				61	121	121	121	121	121	121	121
2029	123					62	123	123	123	123	123	123
2030	126						63	126	126	126	126	126
2031	129							65	129	129	129	129
2032	119								60	119	119	119
2033	137									69	137	137
2034	140										70	140
2035	142											71
<b>Total</b>	<b>1,429</b>	<b>71</b>	<b>208</b>	<b>333</b>	<b>453</b>	<b>575</b>	<b>699</b>	<b>827</b>	<b>951</b>	<b>1,079</b>	<b>1,217</b>	<b>1,358</b>
m <sup>3</sup> /user	199	199	199	199	199	199	199	199	199	199	199	199
<b>Annual Flow</b>		<b>14,134</b>	<b>41,407</b>	<b>66,291</b>	<b>90,179</b>	<b>114,466</b>	<b>139,151</b>	<b>164,632</b>	<b>189,317</b>	<b>214,798</b>	<b>242,270</b>	<b>270,339</b>

Water Customer Forecast	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Existing-Angus	4,389	4,389	4,389	4,389	4,389	4,389	4,389	4,389	4,389	4,389	4,389
Existing-Baxter	55	55	55	55	55	55	55	55	55	55	55
Existing-Thornton	528	528	528	528	528	528	528	528	528	528	528
New - Growth	71	208	333	453	575	699	827	951	1,079	1,217	1,358
<b>Total</b>	<b>5,043</b>	<b>5,180</b>	<b>5,305</b>	<b>5,425</b>	<b>5,547</b>	<b>5,671</b>	<b>5,799</b>	<b>5,923</b>	<b>6,051</b>	<b>6,189</b>	<b>6,330</b>

Water Volume Forecast (m <sup>3</sup> )	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Existing	1,138,553	1,138,553	1,138,553	1,138,553	1,138,553	1,138,553	1,138,553	1,138,553	1,138,553	1,138,553	1,138,553
New	14,134	41,407	66,291	90,179	114,466	139,151	164,632	189,317	214,798	242,270	270,339
<b>Total</b>	<b>1,152,687</b>	<b>1,179,960</b>	<b>1,204,844</b>	<b>1,228,732</b>	<b>1,253,019</b>	<b>1,277,704</b>	<b>1,303,185</b>	<b>1,327,870</b>	<b>1,353,351</b>	<b>1,380,823</b>	<b>1,408,892</b>

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# Wastewater Users Forecast



Year	Total Users	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
2025	141	71	141	141	141	141	141	141	141	141	141	141
2026	133		67	133	133	133	133	133	133	133	133	133
2027	118			59	118	118	118	118	118	118	118	118
2028	121				61	121	121	121	121	121	121	121
2029	123					62	123	123	123	123	123	123
2030	126						63	126	126	126	126	126
2031	129							65	129	129	129	129
2032	119								60	119	119	119
2033	137									69	137	137
2034	140										70	140
2035	142											71
<b>Total</b>	<b>1,429</b>	<b>71</b>	<b>208</b>	<b>333</b>	<b>453</b>	<b>575</b>	<b>699</b>	<b>827</b>	<b>951</b>	<b>1,079</b>	<b>1,217</b>	<b>1,358</b>
m <sup>3</sup> /user	199	199	199	199	199	199	199	199	199	199	199	199
<b>Annual Flow</b>		<b>14,134</b>	<b>41,407</b>	<b>66,291</b>	<b>90,179</b>	<b>114,466</b>	<b>139,151</b>	<b>164,632</b>	<b>189,317</b>	<b>214,798</b>	<b>242,270</b>	<b>270,339</b>

Wastewater Customer Forecast	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Existing	4,394	4,394	4,394	4,394	4,394	4,394	4,394	4,394	4,394	4,394	4,394
New - Growth	71	208	333	453	575	699	827	951	1,079	1,217	1,358
<b>Total</b>	<b>4,465</b>	<b>4,602</b>	<b>4,727</b>	<b>4,847</b>	<b>4,969</b>	<b>5,093</b>	<b>5,221</b>	<b>5,345</b>	<b>5,473</b>	<b>5,611</b>	<b>5,752</b>

Wastewater Flows Forecast (m <sup>3</sup> )	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Existing	1,132,343	1,132,343	1,132,343	1,132,343	1,132,343	1,132,343	1,132,343	1,132,343	1,132,343	1,132,343	1,132,343
New	14,134	41,407	66,291	90,179	114,466	139,151	164,632	189,317	214,798	242,270	270,339
<b>Total</b>	<b>1,146,477</b>	<b>1,173,750</b>	<b>1,198,634</b>	<b>1,222,522</b>	<b>1,246,809</b>	<b>1,271,494</b>	<b>1,296,975</b>	<b>1,321,660</b>	<b>1,347,141</b>	<b>1,374,613</b>	<b>1,402,682</b>

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## Capital Infrastructure



- Capital needs were identified based on the Township's 2025 capital budget, a review of infrastructure replacement requirements recommended in the 2025 Asset Management Plan, and the capital plan prepared by the OCWA.
- Capital works were identified by
  - Need;
  - Timing; and
  - Costs.

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# Water System Operational & Capital Needs 2025 – 2035

(Inflated \$)



Description	Total 2025-2035	Years Undertaken
<b>Capital Expenditures</b>		
Rate Study	63,500	2025, 2030, 2035
<b>Angus Mill Street DWS</b>		
Diesel Generator Repairs and Load Testing	66,000	2025-2035
Annual TSSA Inspections of Diesel Fuel Tanks and Generators as Requested by MECP	26,000	2025-2035
Chemical System Rebuild Kits (Silicate Pumps, Chlorine Pumps, Analyzer Probes and Membrane Caps)	59,500	2025-2035
PLC Upgrades Mill St, McGeorge, Brownley	220,000	2025
Mill Street Reservoir Cleaning	20,000	2025
Well#1 Downwell Inspection and Flow Test and Cleaning	27,000	2027
<b>Angus Brownley DWS</b>		
Diesel Generator Repairs and Load Testing	66,000	2025-2035
Annual TSSA Inspections of Diesel Fuel Tanks and Generators as Requested by MECP	26,000	2025-2035
Chemical System Rebuild Kits (Silicate Pumps, Chlorine Pumps, Analyzer Probes and Membrane Caps)	59,500	2025-2035
<b>Angus McGeorge DWS</b>		
Diesel Generator Repairs and Load Testing	66,000	2025-2035
Annual TSSA Inspections of Diesel Fuel Tanks and Generators as Requested by MECP	26,000	2025-2035
Chemical System Rebuild Kits (Silicate Pumps, Chlorine Pumps, Analyzer Probes and Membrane Caps)	59,500	2025-2035
New Generator	257,000	2025-2026
New Chlorine Transfer Pump	5,500	
Well #1 & Well #2 Downwell Inspections, Flow Tests and Cleaning	27,000	2027
<b>Baxter DWS</b>		
Chemical System Rebuild Kits (Silicate Pumps, Chlorine Pumps, Analyzer Probes and Membrane Caps)	59,500	2025-2035
Diesel Generator Repairs and Load Testing	66,000	2025-2035

Description	Total 2025-2035	Years Undertaken
<b>Thornton DWS</b>		
Chemical System Rebuild Kits (Silicate Pumps, Chlorine Pumps, Analyzer Probes and Membrane Caps)	59,500	2025-2035
Flow Meter and Surrounding Pipework Replacement	35,000	2025
Diesel Generator Repairs and Load Testing	66,000	2025-2035
Water Storage Tower Inspections (3rd Party recommended Greatario)	11,000	2028
<b>Essa Water Distribution System</b>		
Hydrant Painting	66,000	2025-2035
Swabbing( 5 - 8 kms)	460,000	2025-2035
Fire Hydrant Replacements	526,000	2025-2035
Main Valve Repairs/Service Repairs/Hydrant Repairs	590,000	2025-2035
<b>General</b>		
Unplanned/Emergency Essa Water Distribution Repairs	345,000	2025-2035
Unplanned/Emergency Drinking Water System Repairs	330,000	2025-2035
Building Maintenance for Mill, McGeorge, Brownley, Baxter, and Thornton)(heaters, soffits, doors, locks etc.)	131,000	2025-2035
Permit to Take Water (PTW) renewal Thornton	750	2025
DWQMS Audits (2025) Reaccreditation Year	29,500	2025-2035
<b>Lifecycle:</b>		
Water AMP lifecycle annual replacement	15,132,000	2025-2035
<b>Growth Related:</b>		
Increase PTW and Existing Well Capacity	4,490,000	2027-2029
New Water Storage Tanks (3) (Southwest, Northwest, and Northeast)	11,224,000	2027-2029
Water Distribution Network Expansion (Linear Infrastructure)	5,613,000	2027-2029
Mill Street Wellfield Investigation	320,000	2025
<b>Total Capital Expenditures</b>	<b>40,628,750</b>	

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# Water System Operational & Capital Needs 2025 – 2035

(Inflated \$)



Description	Total 2025-2035	Years Undertaken
<b>Capital Expenditures</b>		
Rate Study	63,500	2025, 2030, 2035
<b>Angus Wastewater Treatment Facility</b>		
Diesel Generator Repairs, Inspections and Annual Load Testing (3 Generators)	106,000	2025-2035
General Building Maintenance( HVAC service, cleaning etc..)	262,000	2025-2035
Vac Truck for Clarifier Cleanings (3 to 4 times per year)	197,000	2025-2035
Snow Plowing and Grass Cutting	301,000	2025-2035
General Pump and Piping Replacement	394,000	2025-2035
Bio Solids Hauling	1,971,000	2025-2035
Disc Filter Cloths	92,000	2025-2035
Clarifier Brushes	45,000	2025
Rebuild Sludge Recirculating Pumps( Sludge Storage Tower pumps)	40,000	2025
Rebuild Reject Pumps	17,000	2028
Blower Rebuilds of Motors, Piping and Compressors	262,000	2025-2035
UV Ballasts Rebuilds	131,000	2025-2035
Egger Iris Valves Installation	100,000	2025
SCADA Upgrades	262,000	2025-2035
New Auto Sampler	9,000	2025
Rebuild Clarifier #1	40,000	2025
Aeration Tank #2 Rebuild	25,000	2025

Description	Total 2025-2035	Years Undertaken
<b>Angus Wastewater Collection</b>		
Pump Station Cleanings	460,000	2025-2035
Vac Trucks for Sewer Back Ups and Clogs	131,000	2025-2035
Sewer Flushing and CCTV (approximately 4k/km.)	460,000	2025-2035
Sewer Repairs	262,000	2025-2035
Storm Water Pump Station #4 Pump Rebuilds	9,000	2027
Pump Station #1 Upgrades & Bar Screen Upgrade	469,000	2026-2027
<b>General</b>		
Unplanned/Emergency Angus WWTP Repairs	460,000	2025-2035
Unplanned/Emergency Angus Wastewater Collection System Repairs	460,000	2025-2035
Seacan for Storage at Angus WWTP	5,000	2025
MDWL/DWWP Renewal Angus, Thornton, Baxter.	1,350	2025
<b>Lifecycle:</b>		
Wastewater AMP lifecycle annual replacement	21,250,000	2025-2035
<b>Growth Related:</b>		
Expand Existing Wastewater Treatment Plant	11,786,000	2027-2029
Area 1 Sanitary Collection Upgrades	2,245,000	2027-2029
Area 2 Sanitary Collection Upgrades	4,490,000	2027-2029
Angus Wastewater EA	300,000	2025
<b>Total Capital Expenditures</b>	<b>47,105,850</b>	

# Capital Financing Options



- ✓ Reserves
- ✓ Operating Budget Transfers (Funding Reserves)
- ✓ Debt
- ✓ Development Charges
- Grants
- Municipal Act (Part 12)

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## Reserve Balances – As of December 31, 2024



Reserve	Dec. 31 2024
<b>Water</b>	
Capital Reserve	5,680,537
Development Charges Reserve Fund	2,641,502
<b>Wastewater</b>	
Capital Reserve	1,979,134
Development Charges Reserve Fund	6,781,411

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# Proposed Capital Financing Programs

2025-2035 (Inflated \$)



Description	Water	Wastewater
<b>Capital Financing</b>		
Development Charges Transfer To Capital	6,035,000	11,000,000
Growth Related Debenture Requirements	15,292,000	7,521,000
Reserve Fund Transfer to Capital	18,376,000	27,529,000
<b>Total Capital Financing</b>	<b>39,703,000</b>	<b>46,050,000</b>

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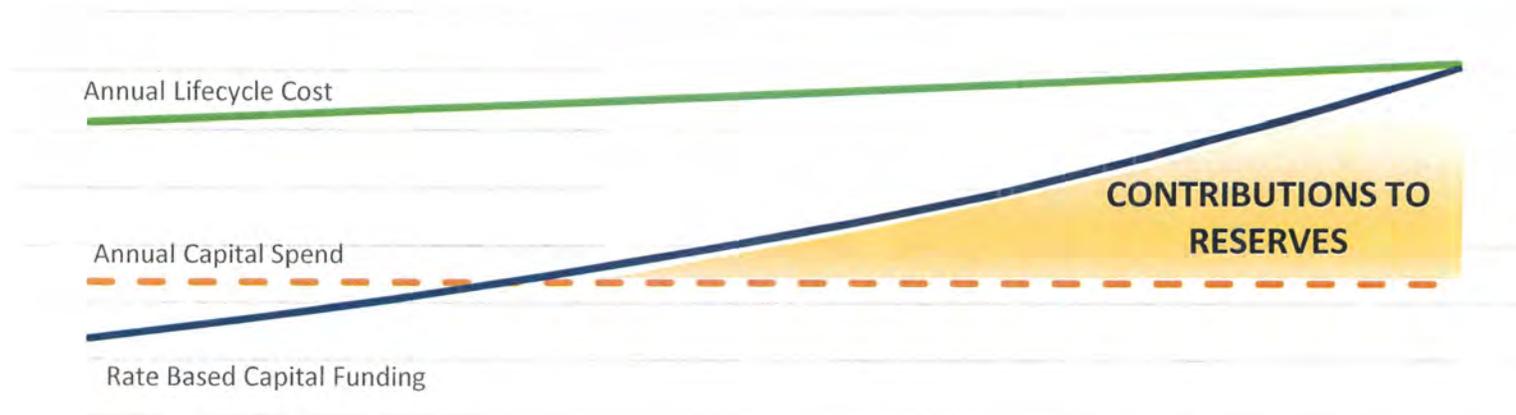
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## Capital Funding Approach



- Billing revenue increased over forecast to fund operating costs and long-term capital needs



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## Operating Budgets



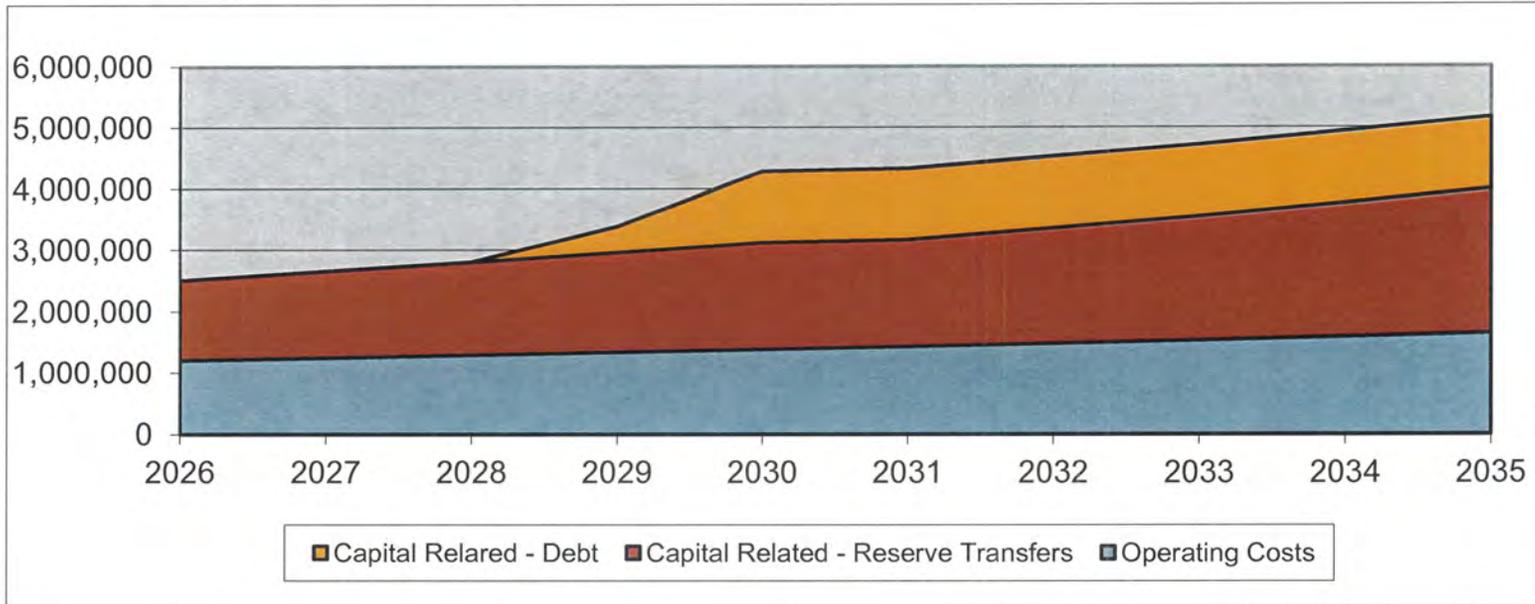
- The operating expenditures (for water and wastewater) presented in the rate study have been adjusted to recognize the current rates of inflation. The following adjustments to the operating forecast are assumed:
  - Utilities and Chemicals – 5% annual increases
  - OCWA Contract – 3.5% annual increases
  - All other operating expenditures – 3.5% annual increases

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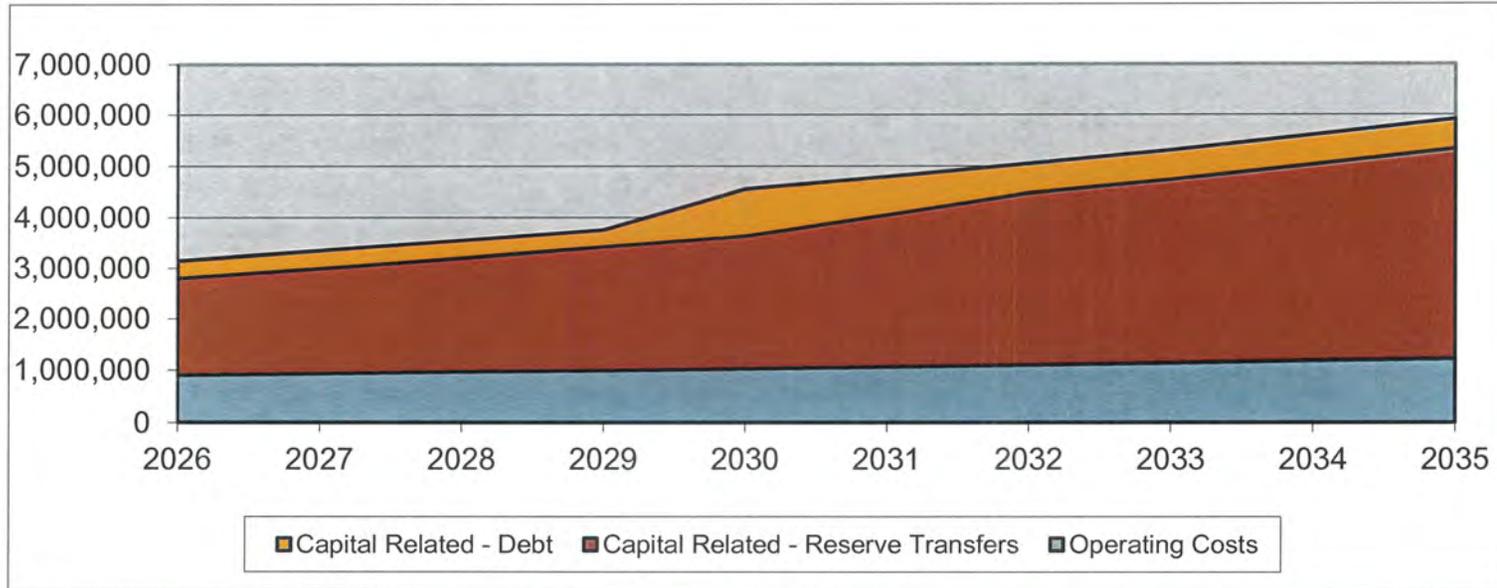
# Water Operating Budget



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Description	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Operating Costs	1,203,400	1,246,100	1,290,300	1,336,500	1,384,200	1,433,600	1,484,700	1,538,000	1,593,400	1,651,000
Capital Related - Reserve Transfers	1,299,378	1,403,996	1,509,767	1,619,135	1,732,770	1,726,417	1,862,015	2,003,136	2,167,259	2,337,791
Capital Related - Debt	0	0	0	420,551	1,173,554	1,173,554	1,173,554	1,173,554	1,173,554	1,173,554
<b>Total</b>	<b>2,502,778</b>	<b>2,650,096</b>	<b>2,800,067</b>	<b>3,376,187</b>	<b>4,290,524</b>	<b>4,333,571</b>	<b>4,520,269</b>	<b>4,714,689</b>	<b>4,934,213</b>	<b>5,162,344</b>

# Wastewater Operating Budget



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Description	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Operating Costs	898,300	929,200	961,000	994,000	1,028,200	1,063,500	1,100,200	1,138,100	1,177,400	1,218,000
Capital Related - Reserve Transfers	1,889,303	2,058,692	2,230,706	2,409,055	2,593,966	2,974,267	3,366,007	3,589,556	3,845,720	4,112,198
Capital Related - Debt	346,907	346,907	346,907	346,907	924,091	754,592	577,184	577,184	577,184	577,184
<b>Total</b>	<b>3,134,509</b>	<b>3,334,798</b>	<b>3,538,613</b>	<b>3,749,961</b>	<b>4,546,257</b>	<b>4,792,359</b>	<b>5,043,391</b>	<b>5,304,840</b>	<b>5,600,304</b>	<b>5,907,382</b>

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## Rate Forecast



- Based on the customer growth, operating, and capital forecast, the following increases are calculated:
  - Water:
    - The base charges and volume rates are projected to increase by 4% annually over the forecast period.
  - Wastewater:
    - Base charges and volume rates are calculated to remain at 136.3% of the corresponding water charge.

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# Annual Bill Forecast

Based on Annual Volumes 199 m<sup>3</sup>



**Annual Customer Water Bill - Based on 199 m<sup>3</sup> of usage and 5/8" or 3/4" meter**

Description	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Monthly Base Rate	\$16.86	\$17.53	\$18.24	\$18.97	\$19.72	\$20.51	\$21.33	\$22.19	\$23.07	\$24.00	\$24.96
Constant Rate	\$1.58	\$1.64	\$1.71	\$1.78	\$1.85	\$1.92	\$2.00	\$2.08	\$2.16	\$2.25	\$2.34
<b>Annual Base Rate Bill</b>	<b>\$67.44</b>	<b>\$70.14</b>	<b>\$72.94</b>	<b>\$75.86</b>	<b>\$78.90</b>	<b>\$82.05</b>	<b>\$85.33</b>	<b>\$88.75</b>	<b>\$92.30</b>	<b>\$95.99</b>	<b>\$99.83</b>
Volume	199	199	199	199	199	199	199	199	199	199	199
<b>Annual Volume Bill</b>	<b>\$314.53</b>	<b>\$326.48</b>	<b>\$340.41</b>	<b>\$354.35</b>	<b>\$368.28</b>	<b>\$382.22</b>	<b>\$398.14</b>	<b>\$414.07</b>	<b>\$429.99</b>	<b>\$447.91</b>	<b>\$465.83</b>
<b>Total Annual Bill</b>	<b>\$381.97</b>	<b>\$396.61</b>	<b>\$413.35</b>	<b>\$430.21</b>	<b>\$447.18</b>	<b>\$464.27</b>	<b>\$483.48</b>	<b>\$502.81</b>	<b>\$522.29</b>	<b>\$543.90</b>	<b>\$565.65</b>
% Increase - Total Annual Bill		4%	4%	4%	4%	4%	4%	4%	4%	4%	4%

20

**Annual Customer Wastewater Bill - Based on 199 m<sup>3</sup> of usage and 5/8" or 3/4" meter**

Description	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Monthly Base Rate	\$22.98	\$23.90	\$24.86	\$25.85	\$26.88	\$27.96	\$29.08	\$30.24	\$31.45	\$32.71	\$34.02
Constant Rate	\$2.15	\$2.24	\$2.33	\$2.43	\$2.52	\$2.62	\$2.73	\$2.84	\$2.94	\$3.07	\$3.19
<b>Annual Base Rate Bill</b>	<b>\$91.92</b>	<b>\$95.60</b>	<b>\$99.42</b>	<b>\$103.40</b>	<b>\$107.53</b>	<b>\$111.84</b>	<b>\$116.31</b>	<b>\$120.96</b>	<b>\$125.80</b>	<b>\$130.83</b>	<b>\$136.07</b>
Volume	199	199	199	199	199	199	199	199	199	199	199
<b>Annual Volume Bill</b>	<b>\$428.71</b>	<b>\$444.99</b>	<b>\$463.98</b>	<b>\$482.97</b>	<b>\$501.97</b>	<b>\$520.96</b>	<b>\$542.67</b>	<b>\$564.37</b>	<b>\$586.08</b>	<b>\$610.50</b>	<b>\$634.92</b>
<b>Total Annual Bill</b>	<b>\$520.63</b>	<b>\$540.59</b>	<b>\$563.40</b>	<b>\$586.37</b>	<b>\$609.50</b>	<b>\$632.80</b>	<b>\$658.98</b>	<b>\$685.34</b>	<b>\$711.88</b>	<b>\$741.33</b>	<b>\$770.99</b>
% Increase - Total Annual Bill		4%	4%	4%	4%	4%	4%	4%	4%	4%	4%

30

3a

# Total Combined Annual Bill Forecast

(Based on 199 m3)

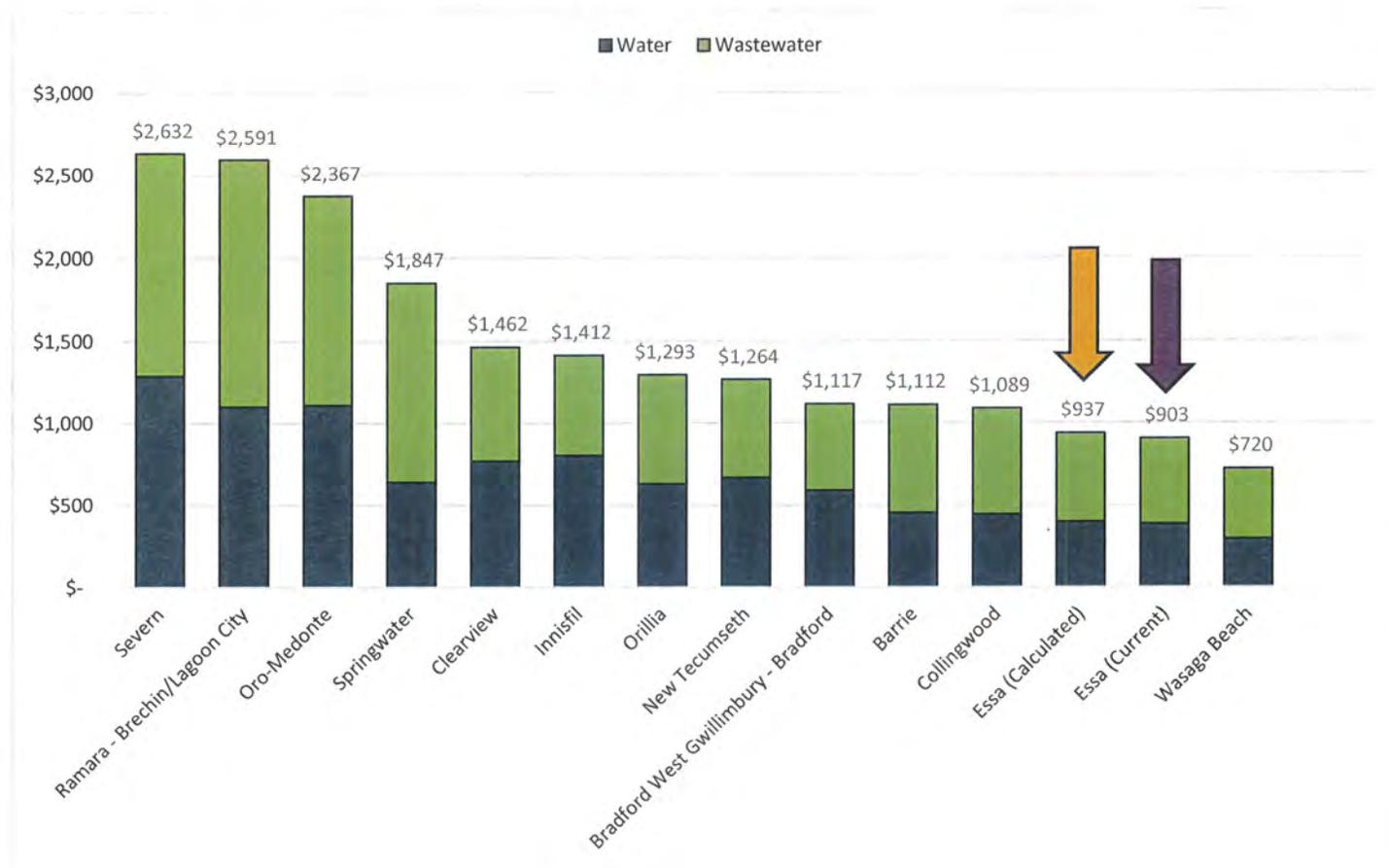


Description	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Annual Water Bill	\$381.97	\$396.61	\$413.35	\$430.21	\$447.18	\$464.27	\$483.48	\$502.81	\$522.29	\$543.90	\$565.65
Annual Wastewater Bill	\$520.63	\$540.59	\$563.40	\$586.37	\$609.50	\$632.80	\$658.98	\$685.34	\$711.88	\$741.33	\$770.99
<b>Total Annual Bill</b>	<b>\$902.60</b>	<b>\$937.20</b>	<b>\$976.76</b>	<b>\$1,016.58</b>	<b>\$1,056.68</b>	<b>\$1,097.06</b>	<b>\$1,142.45</b>	<b>\$1,188.15</b>	<b>\$1,234.17</b>	<b>\$1,285.23</b>	<b>\$1,336.64</b>
% Increase - Total Annual Bill		4%	4%	4%	4%	4%	4%	4%	4%	4%	4%

21

# Survey of Water and Wastewater Bills

Based on Annual Volumes 199 m<sup>3</sup>



3a

22

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## Policy Consideration



- The Township's current policy sets a minimum monthly consumption of 20 m<sup>3</sup> for billing purposes when there is no meter read, no historical consumption data, or an inaccurate meter read.
- Based on discussions with staff and a review of annual residential consumption volumes, it is recommended that this minimum be reduced to 15 m<sup>3</sup> per month.

23

Water Financial Plan O.Reg. 453/07

Township of Essa

FR

30

3a

## 5 Requirements for the Municipal Drinking Water Licence



1. Drinking Water Works Permit (DWWP)
2. Accepted Operational Plan, based on the Drinking Water Quality Management Standard (DWQMS)
3. Accreditation of the Operating Authority
4. **Financial Plan**
5. Permit to Take Water (PTTW)

25

## Ontario Regulation 453/07 Water Financial Plan



- All municipalities providing water service are required to be licensed to operate the water system(s)
- Part of the licensing requirement is for the municipality to submit a Financial Plan to the Province
- The Financial Plan will be prepared based on the approved rate forecast selected by Council

26

36

3a

## Summary of O.Reg. 453/07 Requirements



- The plan is considered a living document but will need to be undertaken at a minimum every five years
- The plans are generally consistent with the "Watson" Approach in forecasting the capital, operating and reserve fund positions, providing detailed inventories, forecasting future volumes and calculation of the rates.
- The additional requirements include the PSAB information for each year of the forecast (i.e. total non-financial assets, tangible capital assets acquisitions, tangible capital asset construction, betterments, write downs, disposals, total liabilities and net debt)
- The financial plans must be made available upon request to the public (without charge) and on the municipality's web site. The availability of this information must also be advertised

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## What Does All of This Mean?



- Reporting is mandatory for Water and encouraged for Wastewater services (for this process, we are undertaking the water financial plan)
- The intent of the legislation is for:
  1. municipalities to project future activities for capital (including inventory renewal), operating, reserves and customers (and usage) and then
  2. report it to the Province in PSAB 3150 financial statement format (projected into the future)
- The Rate study forms the basis of the financial information on which the O. Reg. 453/07 financial plan will be prepared

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3a

## Rate Study vs. O.Reg 453.07 Reporting Format



Significant Revision Areas	Rate Study	O.Reg 453.07 Financial Plan
Approach	"Modified Cash Basis"	"Full Accrual Basis"
Capital Requirements	Capital Forecast	Tangible Capital Assets
Previously acquired assets	Lifecycle Cost Analysis (Future Replacement)	Tangible Capital Assets (Historical Cost)
Debt Payments	Principal & Interest Expense	Interest Expense Principal: Debt reduction
Amortization	Not Applicable	Included in Operating Expenses
Reserve Transfers	Included as an expense	Part of "Accumulated Surplus"
Development Charge Reserve Fund Balances	Reserve Fund Continuity Schedule	Deferred Revenue

2a

## Matters for Council's Consideration



The following recommendations are provided for Council's consideration:

- That Council consider approving the implementation of full cost recovery rates to fund all water and wastewater expenditures.
- That Council consider approving the Capital Plan for water and wastewater, along with the associated Capital Financing Plan.
- That Council consider approving the proposed base charges and volume rates for water and wastewater services.

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3a

Questions



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## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PR011-25

**DATE:** June 18<sup>th</sup>, 2025

**TO:** Committee of the Whole

**FROM:** Chris Rankin, Manager of Parks and Recreation

**SUBJECT:** **Designation of Park Area Adjacent to Utopia Soccer Pitch as “Dobson Park”**

---

### RECOMMENDATION

That Staff Report No. PR0011-25 be received; and

That Council approve the naming of the Township Park space containing playground structures, located adjacent to the Utopia Soccer Pitch on Line 6 in Utopia, as “**Dobson Park**”; and

That the name “Utopia Soccer Pitch” remain in place to identify the active play field; and

That staff be directed to coordinate the design and installation of appropriate signage for “Dobson Park,” with all associated costs to be covered by the Township, consistent with past naming practices.

### BACKGROUND

A naming request was submitted by Lynn Dobson on behalf of the Dobson family, proposing that the park area on Line 6 in Utopia—currently associated with the adjacent soccer field—be officially named “**Dobson Park**.” This municipally owned park space includes existing **playground structures and open recreation area** and is frequently used by the community.

The Dobson family has a long-standing history in Utopia and has made notable contributions to the community, including:

- Donating the land for the Utopia Community Hall.
- Contributing to the construction of the Hall by Willard Dobson.
- Teaching service by Lorna Dobson at the No. 9 Essa schoolhouse beginning in 1950.
- Ongoing local stewardship, including tree planting in the current park area.

Although the family generously offered to pay for signage, the Township will cover this cost, following the precedent set in other commemorative naming initiatives.

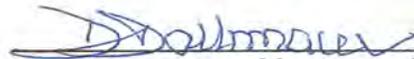
### COMMENTS AND CONSIDERATIONS

- This proposal follows a naming convention already used in the Township, such as **Len Vanderpost Park** in Thornton.

- The designation of "Dobson Park" will apply specifically to the **playground and community-use space**, while the existing "Utopia Soccer Pitch" name will remain in place for the sports field.
- This approach allows the Township to recognize the Dobson family's historic contributions while maintaining operational clarity for recreational programming.
- Signage will be designed and installed by Township staff in accordance with municipal branding standards.

## FINANCIAL IMPACT

The Township will fund the design, production, and installation of the new signage for "Dobson Park." Costs will be accommodated within the 2025 operating budget for Parks and Recreation.

  
\_\_\_\_\_  
Manager of Finance

## SUMMARY/OPTIONS

Council may:

1. **Approve the naming of the playground and park space adjacent to the Utopia Soccer Pitch as "Dobson Park," with signage funded by the Township.**
2. Refer the request back to staff for additional clarification or changes.
3. Decline the request and maintain the existing naming.

## CONCLUSION

Naming the park area adjacent to the Utopia Soccer Pitch as "Dobson Park" is a meaningful way to recognize the lasting contributions of the Dobson family to the Utopia community. This approach mirrors established practices for commemorative park naming and ensures consistency in signage and recognition.

**Option #1** is recommended.

Respectfully submitted,



\_\_\_\_\_  
Chris Rankin  
Manager of Parks and Recreation

Reviewed by,



\_\_\_\_\_  
Michael Mikael  
CAO



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PR012-25

**DATE:** June 18, 2025

**TO:** Committee of the Whole

**FROM:** Chris Rankin, Manager of Parks and Recreation

**SUBJECT:** U7 Hockey Request for 2025/2026 Season

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### RECOMMENDATION

That Staff Report PR012-25 be received; and

That Council direct Staff to proceed with booking a reduced 50% ice rate for U7 Essa Minor and Thornton Minor Hockey for a quantity of 2, 1-hour sessions per week to be invoiced monthly for the 2025/2026 season; and

That Council direct Staff to include 10 free room rentals (non-licensed events) for 3 hours per rental per minor hockey organization for the 2025/2026 season.

### BACKGROUND

In the past approximately 7 seasons, the Township agreed to reduce the fees associated with U7 Ice Hockey with the thought and hope to help attract new registrants to play hockey. The Township and Essa's Minor Hockey organizations (Essa/ Thornton) agreed for U7 to pay 50% of the ice rental fees at the end of season with an approximate total of \$8,000 being paid to the Township combined from the organizations.

- **Essa (Angus) Minor U7 2024/2025 hockey season had 47 players registered.**
- **Thornton Minor U7 2024/2025 hockey season had 24 players registered.**

### COMMENTS AND CONSIDERATIONS

Previously, Essa Council agreed to offer a reduced rate of 50% ice rental per hour for U7 to allow for more children to sign up and experience the sport.

It should also be noted that the request being brought forward is received only from Essa (Angus) Minor Hockey this year as in the past.

The additional request received is for 10 free room rentals (non-licensed events) for 3 hours per rental for the 2025/2026 season per organization. The meeting/banquet room policy shall apply to Sub-Committees or Auxiliary Committees affiliated with the same

minor groups and are considered the same organization, and no additional free rentals will be permitted (i.e., individual team booking not approved by the executive board members prior to meeting). Free rentals are subject to availability of the facility and staff. The Township reserves the right to change the location of the event within the same building for these groups. (ie. In the event of Minor Hockey has half the gym booked for a meeting and a rental request is received, the Minor Hockey meeting would be relocated to the Banquet Hall to accommodate a rental).

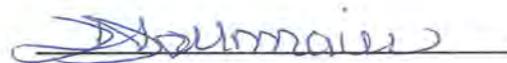
The current Fee Schedule offers a rental discount rate of 50% for room rental for nonprofit and Charity Organizations. This discount would not apply if a minor hockey organization exceeded the 10 free meetings per season.

### FINANCIAL IMPACT

The financial impact on the Township for a reduced ice rate of 50% for both Essa and Thornton Minor U7 Hockey for the 2025 - 2026 season would be a revenue loss of approximately \$8,000.

The financial impact on the Township for 10 free meeting room rentals per organization would be approximately \$1000 per year per organization which would result in a revenue loss of \$2,000 and there is approximately a potential of 6 non-profit minor organizations in Essa at this time.

Manager of Finance:



### SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Direct Staff to proceed with booking U7 Hockey ice for the 2025-2026 season at a rate of 50% per hour to be invoiced monthly to both Essa Minor and Thornton Minor which would result in operating at a loss.
3. Direct Staff to book U7 as per guidelines set out in the approved fee schedule for the minor affiliate rate as per Industry Standards and is in line with all other municipalities.
4. Direct Staff to provide 10 free meeting room rentals for Thornton Minor Hockey and Essa Minor Hockey per year as described above.
5. Direct Staff in another course of action.

### CONCLUSION

Staff recommends Options # 2 and Option # 4 be approved.

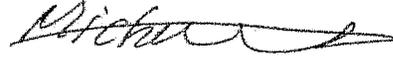
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Respectfully submitted,



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Chris Rankin  
Manager of Parks and Recreation



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Michael Mikael P. Eng  
Chief Administrative Officer

Attachment:  
Meeting Space Request  
U7 Timbit Request



PO Box 2115  
Angus, Ontario  
L0M 1B3

June 2, 2025

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

Dear Mayor and Members of Council,

Essa Minor Hockey (EMHA) would like to request a renewal of the resolutions passed last season

- 50 % ice rate for U7 for a quantity of 2, 1-hour sessions per week to be invoiced monthly.
- 10 free room rentals (non licensed events) for 3 hours per rental per season. The meeting/banquet room policy shall apply to Sub-Committees or Auxiliary Committees affiliated with the same minor groups and are considered the same organization, and no additional free rentals will be permitted. Free rentals are subject to availability of the facility and staff. The Township reserves the right to change the location of the event within the same building for these groups.

We request the agreement of Council to support the U7 program (previously known as Timbit), for the 2025-20256 season. We have requested your support in the past as the U7 program is the initiation program for players as they begin their hockey career. Recruiting younger players is prudent in this sport as it becomes more difficult to entice players to hockey at an older age. To do this, the fees must be kept low to draw the attention and interest of parents. The 50% ice rate allows us to provide the program to families who are unsure if their child will like hockey without the large financial output normally associated with the sport. We currently use 4 icetimes for U7 and by reducing the cost of 2 of the 4 it helps to make it more affordable.

As well, we request the 10 free rentals again this season. Essa Minor Hockey had made the requests in the past for the 2022-2023 season as regulation #4 (below) had been removed from our contract.

*4. Local Minor Groups*

*a. It is understood that local minor groups such as Figure Skating, Minor Hockey, Soccer, etc. may use Township facilities free of charge for 12 non-licensed uses per year. Sub-Committees or Auxiliary Committees affiliated with the same minor groups are considered the same organization and no additional free rentals will be permitted. Free rentals are subject to availability.*

It was removed when the Township changed to the Perfect Minds booking system and when covid prevented us from using the space. But while the arena is staffed already we would like to be able to use the banquet room. We can take tables out ourselves and replace them. We will continue to be as minimal an inconvenience as possible.

As a not for profit organization we would hope to be supported as we have been in the past by the Parks & Rec Department as well as Council. Thank you very much for your time and consideration.

If you have any questions please feel free to give me a call 705-818-4278.  
Thank you,

Tiffany Hart  
President 2025-2026 Season  
Essa Minor Hockey Association



### TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PW012-25

**DATE:** June 18, 2025

**TO:** Committee of the Whole

**FROM:** John Kolb – Manager of Public Works  
Chris Rankin - Manager of Parks & Recreation

**SUBJECT:** Amendment to Parking By-law 2005-96 – Wildflower Park  
Additional Parking Stalls

#### RECOMMENDATION

That Staff Report PW012-25 be received; and

That Council approve an amendment to schedule A of Parking By-law 2005-96 to implement revised parking restrictions on McCarthy Crescent south side from Darren Drive easterly to Sandy Lane and north side from Parkside Crescent easterly to Sandy Lane at anytime for safety, visibility, emergency access and traffic flow improvements; and

That a By-law amendment to By-law 2005-96 be presented to Council at a later Council meeting; and

That Council authorize Staff to proceed with the Wildflower Park improvements to create additional parking space as contained in this report.

#### BACKGROUND

Recent complaints and staff observations have identified recurring issues related to on street parking along McCarthy Crescent (north side) from Parkside Crescent easterly to sandy Lane due to insufficient parking stalls at the Arena.

This practice resulted in creating issues including:

- Impeded sightlines for drivers at intersections
- Limited space for emergency and service vehicle access
- Obstruction of pedestrian crossings and sidewalks

## COMMENTS AND CONSIDERATIONS

In response, staff conducted a site review, engaging with local residents to ensure safety and operational efficiency which resulted in the following recommendations:

- Proposing on street parking restrictions on McCarthy Crescent (**North Side**) from Parkside Crecent easterly to Sandy Lane
- Proposing on street parking restrictions on MaCarthy Crescent (**South Side**) from Darren Drive easterly to Sandy Lane at any time.

***Worth to mention that residents accessing their mailbox for 5-10 minutes will not be impacted by the proposed amendment since Staff is not proposing to prohibit stopping on this road segment. This amendment is mainly to target permanent on street parking for hours or days to ensure public safety concerns, operational challenges are addressed and to align with best practice in road design and emergency access.***

## OTHER CONSIDERATIONS

Staff also observed that the arena requires additional parking capacity to ensure users have access to safe parking stalls.

The Wildflower Park on Sandy Lane can be improved, allowing for additional parking capacity/stalls (Figure no.1) which will also, improve the overall road safety.

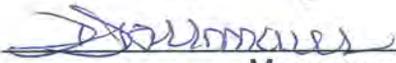


**Figure no.1**

**FINANCIAL IMPACT**

**No Parking Signs:** Minimal costs associated with new signs can be absorbed within the current public works operating budget

**Wildflower Park Improvements:** approximately will cost \$20,000 (excluding HST) to create a gravel parking space/stall including an access point for the proposed station no.4 emergency generator and a professional poison ivy spraying at the Wildflower Dog Park. The work to be funded from Parks and Recreational Reserve.

  
\_\_\_\_\_  
Manager of Finance

**SUMMARY/OPTIONS**

Council may:

1. Approve an amendment to schedule A of Parking By-law 2005-96 to implement revised parking restrictions on McCarthy Crescent south side from Darren Drive easterly to Sandy Lane and north side from Parkside Crescent easterly to Sandy Lane at anytime for safety, visibility, emergency access and traffic flow improvements
2. Authorize Staff to proceed with the Wildflower Park improvements to create additional parking space as contained in this report
3. Direct Staff in another course of action

**CONCLUSION**

Staff recommends that Options 1&2 be approved, for safety, visibility, emergency access, and traffic flow improvements, as outlined in this report.

Respectfully submitted by:

Reviewed by:



John Kolb,  
Manager of Public Works



Chris Rankin  
Manager of Parks and  
Recreation



Michael Mikael, P.Eng  
Chief Administrative Officer

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THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2025 –

Being a By-law to provide for the regulation of vehicle parking, standing and stopping on highways or parts of highways under the jurisdiction of the Corporation of the Township of Essa; and, to amend By-law 2005-96.

WHEREAS Section 27 (1) of the *Municipal Act, 2001*, S.O. 2001, c.25 provides that a municipality may pass by-laws with respect to highways over which it has jurisdiction, including the authority to regulate parking on highways; and

WHEREAS Section 35 of the *Municipal Act, 2001* provides that a municipality may pass by-laws removing or restricting the common law right of passage by the public over a highway and the common law right of access to the highway by an owner of land abutting a highway; and

WHEREAS Sections 63 (1) and 101 of the *Municipal Act* allows for the removal and impounding or restraining and immobilization of vehicles placed, stopped, standing or parking on a highway or on private land in contravention of a municipal by-law regulating vehicles; and

WHEREAS the Council of the Township of Essa deems it desirable to restrict commercial and heavy vehicles from parking on local and collector roads at all times, regardless of signage, in order to allow for the safe passage of pedestrians and motor vehicles, including school buses, emergency vehicles and road maintenance equipment;

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

- 1. That Schedule "A" of By-law 2005-96 be amended to include the following:

	Column 1 (Highway)	Column 2 (Side[s])	Column 3 (Limits)	Column 4 (Period)
AMEND	McCarthy Crescent	South side	From Darren Drive easterly to <del>Mansonic Way</del> Sandy Lane	At any time
ADD	McCarthy Crescent	North side	From Parkside Crescent easterly to Sandy Lane	At any time

- 2. That By-law 2005-96 be and is hereby amended.
3. That this By-law shall come into force and effect on the day it is finally passed.

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4. That By-law 2005-96 be and is hereby amended.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 18<sup>th</sup> day of June, 2025.

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Sandie Macdonald, Mayor

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Sarah Corbett, Acting Clerk



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# TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** C009-24  
**DATE:** June 18, 2025  
**TO:** Committee of the Whole  
**FROM:** Sarah Corbett, Acting Clerk  
**SUBJECT:** Special Occasion Permit Request – Essa Public Library

## RECOMMENDATION

That Staff Report C009-25 be received, and

That Council approve the request from the Essa Public Library to serve alcohol on between the hours of 7:00 to 8:00 p.m. at the 8529 County Road 10 (Banquet Hall, Angus Recreation Centre) on September 25, 2025.

## BACKGROUND

The Essa Public Library is pleased to host a community fundraiser aimed at promoting local engagement and raising funds for library programming. Endorsed by the Essa Public Library Board, the event is designed to bring residents together in a fun way while supporting the library.

Local businesses have generously donated a variety of prizes, which will be distributed throughout the evening. We are happy to showcase the vibrancy and support of the Essa business community.

At the Essa Public Library Board meeting on Monday, May 26<sup>th</sup>, the Board made the following motion:

2025:028      Moved: CC                      Seconded: JE                      Carried

**THAT** the Library Board endorses a Special Occasion Permit for the Library Trivia Fundraiser at 7pm on September 25, 2025.

## COMMENTS AND CONSIDERATIONS

All proceeds from this fundraiser, including ticket and alcohol sales, will directly support **Adult Programming revenue** at the Essa Public Library. These funds will be used to expand and enrich program offerings for adult patrons in the coming year. Their goal for this fundraiser is \$2000. Additional community programs and future fundraising were highly recommended during the 2025 Budget deliberation.

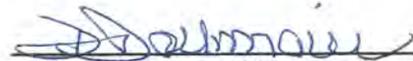
<b>Name and Contact Information</b>	Essa Public Library Glenda Newbatt Manager of Library Services
<b>Description of the Event</b>	Trivia fundraiser event in support of the Essa Public Library
<b>Date and Time of the Event</b>	Thursday, September 25, 2025 - 7 to 9 p.m.
<b>Logistics of the Event</b>	Banquet Hall, Angus Recreation Centre  This is event open to the public with tickets being sold for \$20 each.

<b>Purpose of the Event</b>	Proceeds will be used to fund the Adult Programing at the EPL.
<b>Number of people attending</b>	Anticipated attendees range between 80- 100 people.
<b>Proof of Insurance</b>	This event has been confirmed as covered under the Township of Essa insurance.

Should Council grant permission, the applicant will submit the necessary application (with a copy of Council's resolution) to the AGCO, and as well, will provide a copy of the municipality's approval to the Fire Department, Nottawasaga O.P.P., and the Simcoe-Muskoka District Health Unit.

### FINANCIAL IMPACT

There will be no additional revenue realized by the municipality. However, this event will serve as a fundraising event for the Essa Public Library.

  
Manager of Finance Approval

### SUMMARY/OPTIONS

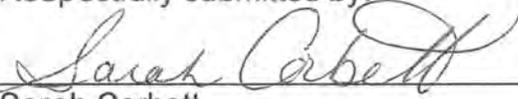
Council may:

1. Take no further action.
2. **Approve the Request of the Essa Public Library**
3. Decline the Request.

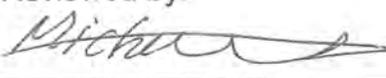
### CONCLUSION

Staff recommends Option No. 2.

Respectfully submitted by:

  
Sarah Corbett  
Acting Clerk

Reviewed by:

  
Michael Mikael, P.Eng  
Chief Administrative Officer

Attachments:

1. Essa Public Library Board - Staff Report
2. Essa Public Library Board - Motion

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# **ATTACHMENT NO.1**

*Essa Public Library Board - Staff Report*

9a

## STAFF REPORT

**Date:** May 15, 2025

**To:** Essa Council

**From:** Glenda Newbatt, Manager of Library Services

**Subject:** Trivia Night: Upcoming Library Fundraiser – September 25, 2025

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### Purpose

To provide an overview of our upcoming Trivia fundraiser event in support of the Essa Public Library, scheduled for Thursday, September 25, 2025.

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### Event Details

- **Date & Time:** Thursday, September 25, 2025, from 7:00 p.m. to 9:00 p.m.
  - **Location:** Banquet Hall, Angus Recreation Centre (rental fee has been waived)
  - **Ticket Price:** \$20 per person
  - **Expected Attendance:** 80–100 guests
  - **Refreshments:** Light refreshments will be served
  - **Alcohol Sales:** Pending approval of a liquor license, alcoholic beverages will be available for purchase between 7:00 p.m. and 8:00 p.m.
  - **Insurance:** Covered under Township insurance policy
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### Overview

The Essa Public Library is pleased to host a community fundraiser aimed at promoting local engagement and raising funds for library programming. Endorsed by the Essa Public Library Board, the event is designed to bring residents together in a fun way while supporting the library.

Local businesses have generously donated a variety of prizes, which will be distributed throughout the evening. We are happy to showcase the vibrancy and support of the Essa business community.

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### Financial Impact

All proceeds from the fundraiser, including ticket and alcohol sales, will directly support **Adult Programming revenue** at the Essa Public Library. These funds will be used to expand and enrich program offerings for adult patrons in the coming year. Our goal for this fundraiser is \$2000.

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### **Community Impact**

This event represents a valuable opportunity to:

- Foster community spirit and engagement
- Promote awareness of library programs and services
- Highlight and support local businesses
- Raise dedicated funds to enhance adult programming at the library

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### **Conclusion**

Planning for the event is progressing well. With confirmed community support, verified insurance coverage, and pending liquor license approval, the event is expected to be a successful and enjoyable evening for all involved. Staff will continue coordinating logistics, promotion, and license application processes and will provide further updates as required.

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### **Prepared by:**

Glenda Newbatt  
Manager of Library Services  
Essa Public Library

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# **ATTACHMENT NO.2**

*Essa Public Library Board - Motion*

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**Sarah Corbett**

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**From:** Laura Wark <Laura@EssaLibrary.ca>  
**Sent:** May 30, 2025 1:13 PM  
**To:** Sarah Corbett  
**Cc:** Glenda Newbatt  
**Subject:** Special Occasion Permit endorsement from EPLB.

Hi Sarah,

At the Essa Public Library Board meeting on Monday, May 26th, the Board made the following motion:

2025:028 Moved: CC                      Seconded: JE                      Carried  
*THAT the Library Board endorses a Special Occasion Permit for the Library Trivia Fundraiser at 7pm on September 25, 2025.*

Please let me know if any additional information is needed.

With thanks,  
Laura

L. Wark, CEO  
ceo@essalibrary.ca



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[EXTERNAL]

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