

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

**WEDNESDAY, JANUARY 18, 2023  
(To follow Committee of the Whole)**

**AGENDA**

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

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

**2. DISCLOSURE OF PECUNIARY INTEREST**

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

- p. 1 Recommendation: *Be it resolved that the motions duly passed and approved at the Committee of the Whole meeting of this date be approved; and That the minutes of the Public, Committee of the Whole, Regular Council and Closed Session meetings held on the 21<sup>st</sup> day of December, 2022 be adopted as circulated.*

**4. CONSENT AGENDA**

Recommendation: *Be it resolved that the items listed in the Consent Agenda dated January 18, 2023 be received for information, and that the necessary actions be taken.*

**5. COMMITTEE REPORTS**

- p. 20 a. **Angus Business Improvement Area (BIA)**

Recommendation: *Be it resolved that the minutes from the Angus Business Improvement Area (BIA) dated November 28, 2022 be received as circulated.*

**6. PETITIONS**

**7. MOTIONS AND NOTICES OF MOTIONS**

**8. UNFINISHED BUSINESS**

**9. BY-LAWS**

p. 24 a. **By-law 2023-01 Fees and Charges**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2023-01, that being a By-law to adopt and provide for the imposition of Fees and Charges for services provided by the Township of Essa and to repeal By-law 2013-28; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.*

p. 39 b. **By-law 2023-02 Lease Agreement – E3 Community Services**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2023-02, that being a By-law authorizing the Mayor and Clerk to enter into a Lease Agreement with E3 Community Services for use of the interior building known locally as “The Angus Youth Centre”, located at 8527 County Road 21, Angus; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.*

**10. QUESTIONS**

**11. CLOSED SESSION**

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

- *Litigation or Potential Litigation [Municipal Act, s. 239(2)(e)]*

**Motion to Rise and Report from Closed Session Meeting of January 18, 2023.**

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

**12. CONFIRMATION BY-LAW**

p. 47 **By-law 2023-03**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2023-03, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 18<sup>th</sup> day of January, 2023; and that said By-law be read a first, and taken as read a second and third time and finally passed.*

**13. ADJOURNMENT**

Recommendation: *Be it resolved that this meeting of Council of the Township of Essa adjourn at \_\_\_\_\_ p.m. to meet again on the 1<sup>st</sup> day of February, 2023 at 6:00 p.m.*

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
PUBLIC MEETING MINUTES  
DECEMBER 21, 2022**

**PROPOSED ZONING BY-LAW AMENDMENT (Z9-22)  
(Affecting 59 Centre Street)**

**MINUTES**

A Public meeting was held in person on Wednesday December 21, 2022 in the Council Chambers of the Administration Centre, Township of Essa.

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

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer  
M. Mikael, Manager of Public Works  
J. Coleman, Manager of Parks and Recreation  
P. Granes, Chief Building Official  
S. Haniff, Senior Planner  
O. Ward, Junior Planner  
K. Pascoe, Deputy Clerk

Guests: Kristine Loft, Loft Planning Inc.  
Melanie Horton, Esher Planning Inc.  
Michael Wynia, Skelton Brumwell Associates

Mayor Macdonald opened the meeting at 6:02 p.m. She stated that the purpose of this Public Meeting was to review a proposal for a Zoning By-law Amendment to rezone lands for a proposed single-detached residential building to be located at 59 Centre Street, Angus, in accordance with the provisions of the Planning Act.

A description of the proposal was then read by Senior Planner Samuel Haniff, as outlined below.

The purpose of the application submitted by Loft Planning Inc. on behalf of SanDiego Homes Inc. is to rezone lands legally described as PLAN 51M1129 LOT 60, municipally known as 59 Centre Street (see Attachment A to this report for the Context Map) to change the subject property from the "Residential, Low Density, Detached (R1) Zone" with exception 24 in Zoning By-law 2003-50, to "Residential, Low Density, Semi-Detached (R2) Zone" with site-specific provisions (R2-site specific).

The Zoning By-law Amendment application was accompanied by a Consent to Sever Application to allow for the creation of one (1) new lot. A single-detached dwelling is proposed to be constructed on both the severed and retained lots (See Attachment B). The application would also enable the Applicant to amend the Zoning By-law to create the following new site-specific regulations: \

- a lot frontage of 10.0m;
- a lot area of 306.0m<sup>2</sup>;
- a lot coverage of 39%;
- an interior side yard on garage side of 0.6m; and
- a minimum rear yard setback of 7.5m.

On November 25, 2022, the Committee of Adjustment granted a Consent to sever 0.03ha from a 0.06ha parcel of land for the purpose of creating a new lot, which subsequently divided the existing lot into two equal sized lots (B24-22).

A representative of the applicant, Kristine Loft from Loft Planning, described the lot features in addition to the Consent and Zoning By-law Amendment proposals. She spoke on the justification of the application, citing regulations of other municipalities which reflect the proposed lot dimensions. She stated the opinion that the proposed development is good planning and conforms to regulatory policies.

Mr. Haniff then reviewed comments from internal and external agencies as well as neighbours:

- |                  |   |                                                                                                                                  |
|------------------|---|----------------------------------------------------------------------------------------------------------------------------------|
| County of Simcoe | - | No comments were received                                                                                                        |
| School Board     | - | No comments were received                                                                                                        |
| NVCA             | - | N/A                                                                                                                              |
| Neighbours       | - | Property values and taxes might be impacted; aesthetic of the neighborhood will be changed; emergency responses may be affected. |

Mayor Macdonald then welcomed comments and questions from the public, stating that speakers must state their name and address so that proper records may be kept and notice of future decisions be sent to those persons involved in the review process.

No comments were brought forward.

Mayor Macdonald opened the floor to any further questions or submissions before thanking all in attendance for their participation. She added that the Essa Township Planning office will prepare a report and by-law to be presented to Council concerning this matter.

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Sandie Macdonald, Mayor

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Krista Pascoe, Deputy Clerk

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
PUBLIC MEETING MINUTES  
DECEMBER 21, 2022**

**PROPOSED ZONING BY-LAW AMENDMENT (Z9-22)  
(Affecting 56 River Drive)**

**MINUTES**

A Public meeting was held in person on Wednesday December 21, 2022 in the Council Chambers of the Administration Centre, Township of Essa.

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

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer  
M. Mikael, Manager of Public Works  
J. Coleman, Manager of Parks and Recreation  
P. Granes, Chief Building Official  
S. Haniff, Senior Planner  
O. Ward, Junior Planner  
K. Pascoe, Deputy Clerk

Guests: Kristine Loft, Loft Planning Inc.  
Melanie Horton, Esher Planning Inc.  
Michael Wynia, Skelton Brumwell Associates

Mayor Macdonald opened the meeting at 6:13 p.m. She stated that the purpose of this Public Meeting is to review a proposal for a Zoning By-law Amendment to rezone lands of 56 River Drive, Angus, to allow for the existing vacant medical centre to be converted to a 4-unit apartment, and the garage addition to be converted into 2-unit apartment, in accordance with the provisions of the Planning Act. As well, to hear comments and review written submissions from members of the public and public agencies.

A description of the proposal was then read by Senior Planner Samuel Haniff:

The purpose of the application submitted by Esher Planning Inc. on behalf of Sunnidale Custom Homes Inc. is to rezone lands legally described as PLAN 1333 LOT 22, municipally known as 56 River Drive (see Attachment A to this report for the Context Map) to change the subject property from the “Residential, Low Density, Detached (R1) Zone” in Zoning By-law 2003-50, to “Residential, High Density, Apartments (R5) Zone” with site-specific provisions (R2-site specific).

A Pre-Consultation application was submitted in March 2022 to prepare for the Zoning By-law Amendment and support the creation of six (6) apartment units on the subject property. The existing building does not conform as-is to the R5 Zone, thus requiring the Zoning By-law Amendment to include the following new site-specific regulations:

- An exterior side yard of 6.1m

Mr. Haniff then reviewed comments from internal and external agencies as well as neighbours:

- County of Simcoe - The County does not provide waste collection services to multi-residential developments of six (6) or more dwelling units. It will be the responsibility of the owner/operator of the multi-residential buildings to arrange and pay for private waste collection services.
- SCDSB - No objection to the proposed development, but pupils residing in this development may not be accommodated in local schools due to accommodation limitations. Additionally, staff request that walkways and sidewalks be included throughout the proposed development to facilitate heavy foot traffic and promote active transportation.
- NVCA - Staff are still reviewing the proposal, so comments may be delayed.
- Neighbours - The change in land use is too drastic for the neighbourhood.

A representative of the applicant, Melanie Horton from Esher Planning, described the lot features, Township and County planning policies and goals, and the general application. She noted the ongoing discussion with Staff on parking location and privacy fencing.

Mayor Macdonald then welcomed comments and questions from the public, stating that speakers must state their name and address so that proper records may be kept and notice of future decisions be sent to those persons involved in the review process.

- Russ Earl from 42 Ross Street stated that the garage is attached but the notice said it is detached. He claimed that there is already a 3-unit apartment in the upstairs of the garage addition, which were created by the previous owner. He believed that the proposed 6 units are too many for the neighbourhood.
- Melanie responded by stating that the garbage will be arranged to be picked up privately, and notes that she cannot speak to what the previous owner had done on the property. She clarify that the garage will have 2 1-bedroom units, and the main building will have 2 2-bedroom and 2 1-bedroom units.
- Russ inquired about parking and the impracticality of housing 8 parking spaces
- The applicant responded by stating there will be no entrance made on Ross Street. She also stated that there was already traffic going in and out of the neighbourhood while the building was being used as a medical centre.
- Brendan Flin at 33 Treetop Street commented that he had no concern on the number of units but was concerned about the need for more parking.
- The applicant responded by stating that the lot is large and there is space to accommodate parking. She responded that the minimum parking is not 2 but only 1.2 spaces per unit.
- Colleen responded that Staff will respond to comments made in a report post-

meeting.

- Councillor Kiezebrink asked if the two required spots include the garage, or if the garage is a third parking spot.
- The applicant confirmed that the garage would accommodate 4 parking spaces.
- Councillor Sander stated that he will be looking for minimum of 2 external parking spaces per unit in the application.

Mayor Macdonald then read that if there are no further questions or submissions, Council wishes to thank all those in attendance for their participation. The planning office will be preparing a report and by-law to be presented to Council concerning this matter.

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Sandie Macdonald, Mayor

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Krista Pascoe, Deputy Clerk

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
PUBLIC MEETING MINUTES  
DECEMBER 21, 2022**

**PROPOSED ZONING BY-LAW AMENDMENT (Z9-22)  
(Affecting 8677 County Road 56)**

**MINUTES**

A Public meeting was held in person on Wednesday December 21, 2022 in the Council Chambers of the Administration Centre, Township of Essa.

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

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer  
M. Mikael, Manager of Public Works  
J. Coleman, Manager of Parks and Recreation  
P. Granes, Chief Building Official  
S. Haniff, Senior Planner  
O. Ward, Junior Planner  
K. Pascoe, Deputy Clerk

Guests: Kristine Loft, Loft Planning Inc.  
Melanie Horton, Esher Planning Inc.  
Michael Wynia, Skelton Brumwell Associates

Mayor Macdonald opened the meeting at 6:29 p.m. She stated that the purpose of this Public Meeting was to review a proposal for a Zoning By-law Amendment to allow for development of a single-family dwelling on a severed 1.15ha parcel of land at 8677 County Road 56, in accordance with the provisions of the Planning Act. As well, to hear comments and review written submissions from members of the public and public agencies.

A description of the proposal was then read by Senior Planner Samuel Haniff, as outlined below.

The purpose of the application submitted by Skelton Brumwell Associates on behalf of Craig Moyer is to rezone lands legally described as CON 7 LOT 30, municipally known as 8677 County Road 56 (see Attachment A to this report for the Context Map) in order to change the zoning of the subject property from the "Commercial Recreation (C4) Zone" in Zoning By-law 2003-50, to "Rural (RL) Zone".

The Zoning By-law Amendment application was accompanied by a Consent Application to sever a 1.15ha surplus parcel of land from Bear Creek Golf Course along 30<sup>th</sup> Sideroad.

On November 25, 2022, the Committee of Adjustment granted a Consent (B25/22) to sever the 1.15ha parcel from the 30.8ha parcel of land for the purpose of creating a new

lot. One of the conditions of the severance is that “the property be rezoned so that the new lot conforms with Essa Township’s Zoning By-law”.

A representative of the applicant, Michael Wynia from Skelton Brumwell, outlined the application for rezoning from Commercial Recreational to Rural. He described features of the lot, its unsuitability for agricultural uses, and its consistency with Provincial, County and Township policies.

Mr. Haniff then reviewed comments from internal and external agencies as well as neighbours:

- County of Simcoe - No comments were received
- School Board - No comments were received
- NVCA - No comments were received
- Neighbour - General requests for information and to be informed about decision.

Mayor Macdonald then welcomed comments and questions from the public, stating that speakers must state their name and address so that proper records may be kept and notice of future decisions be sent to those persons involved in the review process.

No public comments were brought forward.

Councillor Kiezebrink asked about the specific location of the severed lot and inquired about the location of a creek in relation to NVCA regulations. Mr. Wynia identified the lot and Mr. Haniff confirmed that the subject portion of the lot did not fall under NVCA regulated areas.

Mayor Macdonald opened the floor to any further questions or submissions before thanking all in attendance for their participation. She added that the Essa Township Planning office will prepare a report and by-law to be presented to Council concerning this matter.

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Sandie Macdonald, Mayor

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Krista Pascoe, Deputy Clerk

THE CORPORATION OF THE TOWNSHIP OF ESSA  
PUBLIC MEETING MINUTES  
DECEMBER 21, 2022

PROPOSED BY-LAW AMENDMENT TO BY-LAW 2013-28  
FEES AND CHARGES BY-LAW

MINUTES

A Public meeting was held in person on Wednesday December 21, 2022 in the Council Chambers of the Administration Centre, Township of Essa.

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

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer  
M. Mikael, Manager of Public Works  
J. Coleman, Manager of Parks and Recreation  
P. Granes, Chief Building Official  
S. Haniff, Senior Planner  
O. Ward, Junior Planner  
K. Pascoe, Deputy Clerk

Guests: Kristine Loft, Loft Planning Inc.  
Melanie Horton, Esher Planning Inc.  
Michael Wynia, Skelton Brumwell Associates

Mayor Macdonald opened the meeting at 6:33 p.m. She stated that the purpose of this Public Meeting is to discuss proposed amendments to the Township of Essa’s Fees and Charges By-law specifically in relation to recommended increases outlined in Staff Reports C016-22 and PR016-22, and to hear all comments from residents.

She stated that in accordance with section 391 of the *Municipal Act*, 2001, as amended, a municipality is permitted to impose fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided; and
- (c) for the use of its property including property under its control”.

Additionally, Section 69(1) the *Planning Act* allows a municipality to pass a by-law to establish fees for the processing of applications made in respect of planning matters, in which, the fee shall be designed to meet only the anticipated cost to the municipality.

The Deputy Clerk stated that at its meeting of December 7, 2022, Council received Staff Reports C016-22 and PR016-22, which provided Council with an overview of recommended increases to fees specific to the Parks and Recreation Department, Clerks Department, Cemeteries, Planning and Development Department, Building Department, Finance Department and the Fire Department. A summary of the proposed

fees was attached to the Public Meeting Handout for the convenience of Council and the public.

The Mayor asked if anyone in the audience would like to speak, stating that speakers must state their name and address so that proper records may be kept and notice of future decisions can be sent to those persons involved in the review process.

The Mayor asked Council if they had any questions for clarification.

Mayor Macdonald stated that if there are no further questions, Council wishes to thank all those in attendance for their participation. The Clerk's Department will be preparing a By-law to be presented to Council concerning this matter at the Regular Meeting scheduled on January 18, 2023.

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Sandie Macdonald, Mayor

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Krista Pascoe, Deputy Clerk

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, DECEMBER 21, 2022**

**MINUTES**

A Committee of the Whole meeting was held in person on Wednesday December 21, 2022 in the Council Chambers of the Administration Centre, Township of Essa.

- In attendance: Mayor Sandie Macdonald  
Deputy Mayor Michael Smith  
Councillor Pieter Kiezebrink  
Councillor Henry Sander  
Councillor Liana Maltby
- Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer  
M. Mikael, Manager of Public Works  
J. Coleman, Manager of Parks and Recreation  
P. Granes, Chief Building Official  
S. Haniff, Senior Planner  
O. Ward, Junior Planner  
K. Pascoe, Deputy Clerk
- Guests: Kristine Loft, Loft Planning Inc.  
Melanie Horton, Esher Planning Inc.  
Michael Wynia, Skelton Brumwell Associates

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

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

**2. DISCLOSURE OF PECUNIARY INTEREST**

None.

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

- a. Public Meeting – Zoning By-law Amendment (Z5-22)**  
re: 59 Centre Street, Angus

See separate set of minutes.

- b. Public Meeting – Zoning By-law Amendment (Z9-22)**  
re: 56 River Drive, Angus

See separate set of minutes.

- c. Public Meeting – Zoning By-law Amendment (Z6-22)**  
re: 8677 County Road 56, Utopia

See separate set of minutes.

- d. **Public Meeting – Proposed Fees and Charges Amendments**  
re: Proposed Amendments to Essa’s Fees and Charges By-law 2013-28

See separate set of minutes.

**STAFF REPORTS**

**4. PLANNING AND DEVELOPMENT**

- a. **Staff Report PD020-22 submitted by the Senior Planner, re: 2 Alma Street – Zoning By-law Amendment (Z8-22).**

**Resolution No: CW130-2022 Moved by: Sander Seconded by: Kiezebrink**

*Be it resolved that Staff Report PD020-22 be received; and  
That Council direct staff to proceed with processing and reviewing the subject  
applications; and  
That a Public meeting be scheduled in due course.*

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

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

- a. **Staff Report PR017-22 submitted by the Manager of Parks and Recreation, re: Youth Aquatic Leadership Opportunity.**

**DEFEATED**

**6. FIRE AND EMERGENCY SERVICES**

**7. PUBLIC WORKS**

**8. FINANCE**

- a. **Staff Report TR008-2022 submitted by the Manager of Finance, re: 2023 Budget Deliberation Meeting Dates.**

**AMENDED**

**Resolution No: CW131-2022 Moved by: Kiezebrink Seconded by: Maltby**

*Be it resolved that Staff Report TR008-22 be received; and  
That Council direct staff to schedule the Special Meetings of Council for 2023 Budget  
Deliberations on Wednesday January 18, 2023 from 1:00 p.m. to 5:00 p.m.*

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

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

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

- a. **Staff Report CAO039-22 submitted by the Chief Administrative Officer, re: Proposed Housekeeping Amendments to the Township of Essa's Zoning By-law, 5403 and 5427 8<sup>th</sup> Line.**

**Resolution No: CW132-2022 Moved by: Smith                      Seconded by: Maltby**

*Be it resolved that Staff Report CAO039-22 be received; and  
That Council adopt a Zoning By-law Amendment (ZBA) to authorize updates to the Township's Zoning By-law (ZBL), affecting lands at 5403 and 5427 8<sup>th</sup> Line, following the Township's required Public Meeting held on June 15<sup>th</sup>, 2022, and based on the public comments received.*

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

**11. OTHER BUSINESS**

**12. ADJOURNMENT**

**Resolution No: CW133-2022 Moved by: Smith                      Seconded by: Sander**

*Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 6:43 p.m., to meet again on the 18<sup>th</sup> day of January, 2023 at 6:00 p.m.*

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

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Sandie Macdonald, Mayor

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Krista Pascoe, Deputy Clerk

THE CORPORATION OF THE TOWNSHIP OF ESSA  
REGULAR COUNCIL MEETING  
WEDNESDAY, DECEMBER 21, 2022

MINUTES

The Regular Meeting of Council was held in person on Wednesday December 21, 2022 following the Committee of the Whole in the Council Chambers of the Administration Centre, Township of Essa.

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

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer  
M. Mikael, Manager of Public Works  
K. Pascoe, Deputy Clerk

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

Mayor Macdonald opened the meeting at 6:43 p.m.

Closed Session Item 3(f) was deferred.

**2. DISCLOSURE OF PECUNIARY INTEREST**

i. Councillor Kiezebrink declared an indirect interest on a portion of Closed Session Item 3(b) pertaining specifically to the appointment of Committee of Adjustment members, as he has a pending application awaiting Committee of Adjustment consideration.

**MOTION TO DIVIDE CLOSED SESSION ITEM 3(b)**

**Resolution No: CR200-2022 Moved by: Kiezebrink Seconded by: Smith**

*Be it resolved that the pending motion for Closed Session Item 3(b) be divided to separate Committee of Adjustment appointments from appointments to all other Committees and Boards.*

----Carried----

ii. Deputy Mayor Smith declared an indirect interest on Item 10(c) as he has familial relation residing on this road.

**3. CLOSED SESSION**

**Resolution No: CR201-2022 Moved by: Sander Seconded by: Smith**

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

- *Personal Matters about an Identifiable Individual [Municipal Act, s. 239(2)(b)]*
- *Acquisition of Property [Municipal Act, s. 239(2)(c)]*
- *Labour Relations or Employee Negotiations [Municipal Act, s. 239(2)(d)]*
- *Litigation or Potential Litigation [Municipal Act, s. 239(2)(e)]*
- *Plans and Instructions for Negotiation [Municipal Act, s.239(2)(k)]*

----Carried-----

Council proceeded into Closed Session at 6:44 p.m.

**Motion to Rise and Report from Closed Session Meeting of December 21, 2022.**

**Resolution No: CR202-2022 Moved by: Maltby Seconded by: Kiezebrink**

*Be it resolved that Council rise and report from the Closed Session Meeting at 8:53 p.m.*

----Carried-----

- a. **PLANS AND INSTRUCTIONS FOR NEGOTIATION [s.239(2)(k)]**  
**Confidential Staff Report PW017-22 from the Chief Administrative Officer, re: Automated Speed Enforcement (ASE) Draft Agreement.**

**Resolution No: CR203-2022 Moved by: Kiezebrink Seconded by: Smith**

*Be it resolved that Confidential Staff Report PW017-22 be received; and That Council authorize staff to proceed with Option No.2 as amended.*

----Carried-----

- b. **PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL [s.239(2)(b)]**  
**Confidential Staff Report C020-22 from the Deputy Clerk, re: Appointment of Committee Members.**

**Appointments to Committee of Adjustment**

Councillor Kiezebrink recused himself for this portion of the meeting as he had declared an indirect interest on this Item. He did not participate in any discussion or vote on this item.

**Resolution No: CR204-2022 Moved by: Smith Seconded by: Maltby**

*Be it resolved that Staff Report C020-22; and That Council approve the appointment of the following members to the Committee of Adjustment:*

1. *Joe Pantalone*
  2. *John Stelmachowicz*
  3. *Joan Truax*
  4. *Ron Henderson*
- Council Representative – Councillor Sander*

Councillor Kiezebrink resumed his seat for the remainder of the meeting.

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**Appointments to All Other Committees and Boards**

**MOTION AMENDED**

**Resolution No: CR205-2022 Moved by: Smith Seconded by: Kiezebrink**

*Be it resolved that Staff be authorized to proceed as directed by Council; and That Council approve appointing members to Committees and Boards as follows:*

**Healthy, Accessible Community and Parks Committee**

1. Cheryl Jackson
  2. Patricia Foster
  3. Shawn McMeekin
  4. Stephanie McCann
- Council Representative – Deputy Mayor Smith

**Library Board**

1. Carol Cryer
  2. Judith Hunter
  3. Jennett Bushey
  4. Brian Jackson
  5. Rachel Tracey
- Council Representative – Councillor Kiezebrink  
Council Representative – Councillor Maltby

**Traffic Advisory Committee:**

- Ward 1 Representative – Michael Owen  
Ward 2 Representative – Rick Foley  
Ward 3 Representative -  
Council Representative – Mayor Macdonald  
Council Representative – Councillor Sander

**Fenceviewers / Livestock Viewers:**

1. Rhoderick Price

---Carried----

- c. **LITIGATION OR POTENTIAL LITIGATION [s.239(2)(e)]  
Confidential Staff Report CAO033-22 from the Chief Administrative  
Officer, re: Tax Sale Properties.**

**MOTION AMENDED**

**Resolution No: CR206-2022 Moved by: Sander Seconded by: Maltby**

*Be it resolved that Confidential Staff Report CAO033-22 be received; and That the Chief Administrative Officer be authorized to proceed as directed by Council.*

---Carried----

- d. **LITIGATION OR POTENTIAL LITIGATION [s.239(2)(e)]**  
**Confidential Staff Report CAO038-22 from the Chief Administrative Officer, re: Potential Litigation (ZBA).**

**Resolution No: CR207-2022 Moved by: Sander Seconded by: Maltby**

*Be it resolved that Confidential Staff Report CAO038-22 be received; and That Council authorize the Chief Administrative Officer to proceed with Option No.2 as contained in this Report.*

----Carried-----

- e. **PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL [s.239(2)(b)]**  
**LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS [s.239(2)(d)]**  
**Confidential Staff Report CAO040-22 from the Chief Administrative Officer, re: Staffing – Planning & Development Department.**

**Resolution No: CR208-2022 Moved by: Smith Seconded by: Sander**

*Be it resolved that Confidential Staff Report CAO040-22 be received; and That Council authorize the Chief Administrative Officer to proceed with Option No.2 as amended.*

----Carried-----

- f. **PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL [s.239(2)(b)]**  
**Confidential Staff Report CAO041-22 from the Chief Administrative Officer, re: Allowance Negotiations.**

This Item was deferred.

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

**Resolution No: CR209-2022 Moved by: Smith Seconded by: Sander**

*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 Special, Committee of the Whole, Regular Council and Closed Session meetings held on the 7<sup>th</sup> day of December, 2022 be adopted as circulated; and That the minutes of the Special Meeting held on the 9<sup>th</sup> day of December, 2022 be adopted as circulated.*

----Carried-----

**5. CONSENT AGENDA**

**Resolution No: CR210-2022 Moved by: Sander Seconded by: Kiezebrink**

*Be it resolved that the items listed in the Consent Agenda dated December 21, 2022 be received for information, and that the necessary actions be taken.*

----Carried-----

6. **COMMITTEE REPORTS**

7. **PETITIONS**

8. **MOTIONS AND NOTICES OF MOTIONS**

a. **Allocation of Funds, re: Sale of 58 Vernon Street, Angus**

**AMENDED**

**Resolution No: CR211-2022 Moved by: Sander Seconded by: Smith**

*WHEREAS the Township of Essa recently sold surplus lands, those lands being a portion of 58 Vernon Street, Angus, to LH (Angus) Ltd., with the transfer of \$2,880,000.00 to take place on December 15, 2022; and*

*WHEREAS Council is desirous of allocating these funds directly to Asset Management;*

*NOW THEREFORE BE IT RESOLVED THAT Staff be directed to deposit the funds received from the sale of these lands into the reserve for Asset Management, G/L 02-80-002-060-3581; and*

*Further that the infrastructure renewal reserve be consolidated with the asset management reserve.*

----Carried-----

9. **UNFINISHED BUSINESS**

10. **BY-LAWS**

a. **By-law 2022-63 Appointment - McDonell**

**Resolution No: CR212-2022 Moved by: Kiezebrink Seconded by: Sander**

*Be it resolved that leave be granted to introduce By-law 2022-63, that being a By-law to appoint a Municipal Law Enforcement Officer, Weed Inspector and Zoning By-law Enforcement Officer; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.*

----Carried-----

b. **By-law 2022-64 Appointment – Alternate to County Council**

**Resolution No: CR213-2022 Moved by: Smith Seconded by: Kiezebrink**

*Be it resolved that leave be granted to introduce By-law 2022-64, that being a By-law to appoint Councillor Sander as an alternate member to the Council of the County of Simcoe during the absence of the Mayor or Deputy Mayor; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.*

----Carried-----

**c. By-law 2022-65 Establish and Assume for Public Highway Purposes  
Smith Road**

Deputy Mayor Smith recused himself for this portion of the meeting as he declared an indirect interest on this item. He did not participate in discussion or vote on this item.

**Resolution No: CR214-2022 Moved by: Kiezebrink Seconded by: Maltby**

*Be it resolved that leave be granted to introduce By-law 2022-65, that being a By-law to establish and assume for public highway purposes Smith Road; in the Township of Essa, County of Simcoe, being all of PIN: 58103-0252 (LT); and, that said By-law be read a first, and taken as read a second and third time, and finally passed.*

----Carried----

Deputy Mayor Smith resumed his seat for the remainder of the meeting.

**d. By-law 2022-66 Amend the Zoning By-law – 5403 and 5427 8<sup>th</sup> Line.**

**Resolution No: CR215-2022 Moved by: Smith Seconded by: Sander**

*Be it resolved that leave be granted to introduce By-law 2022-66, that being a By-law to amend the Township's Zoning By-law No. 2003-50, as amended, affecting 5403 and 5427 8<sup>th</sup> Line; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.*

----Carried----

**e. By-law 2022-67 Amend the Zoning By-law – Portion of Part Lot 11,  
Concession 2 and 3<sup>rd</sup> Line.**

**Resolution No: CR216-2022 Moved by: Sander Seconded by: Maltby**

*Be it resolved that leave be granted to introduce By-law 2022-67, that being a By-law to amend the Township's Zoning By-law No. 2003-50, as amended, affecting a portion of Part Lot 11, Concession 2, 3<sup>rd</sup> Line; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.*

----Carried----

**f. By-law 2022-68 Enter into Agreement – Global Traffic Group Ltd.**

**Resolution No: CR217-2022 Moved by: Sander Seconded by: Maltby**

*Be it resolved that leave be granted to introduce By-law 2022-68, that being a By-law to authorize entering into an Agreement with Global Traffic Group Ltd.; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.*

----Carried----

**11. QUESTIONS**

**12. CONFIRMATION BY-LAW**

**By-law 2022-69**

**Resolution No: CR218-2022 Moved by: Kiezebrink Seconded by: Smith**

*Be it resolved that leave be granted to introduce By-law 2022-69, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 21<sup>st</sup> day of December, 2022; 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: CR219-2022 Moved by: Smith Seconded by: Sander**

*Be it resolved that this meeting of Council of the Township of Essa adjourn at 9:13 p.m. to meet again on the 18<sup>th</sup> day of January, 2023 at 6:00 p.m.*

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

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

\_\_\_\_\_  
Krista Pascoe, Deputy Clerk

**ANGUS BUSINESS IMPROVEMENT AREA  
ANNUAL GENERAL MEETING MINUTES  
NOVEMBER 28, 2022  
ANGUS RECREATION CENTRE**

Minutes Taken By: Joe Van Leeuwen

**Members in Attendance:** Chair, Joe Van Leeuwen  
Rory Mackinnon  
Justin Oliver  
Sandie Macdonald (Mayor, Council Representative)

**Guests in Attendance:** Joe and Barb, Helping Hand  
Lori and Sheri, Angus Chamber of Commerce

**1) OPENING OF THE MEETING BY CHAIR**

The Chair welcomed everyone in attendance and called the meeting to order at 7:01 p.m. for the Annual General Meeting 2022/23.

**2) ADOPTION OF AGENDA**

Resolution - *That the Agenda for the Angus BIA Annual General Meeting of November 28<sup>th</sup>, 2022, and "other business" be approved.*

Moved Sandie Second Justin Carried yes

**3) DECLARATION OF CONFLICTS OF INTEREST FOR THE PROCEEDINGS OF THIS ANGUS BIA MEMBERSHIP**

None.

**4) OPENING REMARKS AND INTRODUCTIONS**

Joe thanked everyone for attending the November 28, 2022/23 Annual General Meeting (AGM) for the Angus BIA. The AGM is for the Angus BIA "members" which includes landlords & tenants within the Angus BIA boundary who pay the levy. Joe introduced the Angus BIA 2019 to 2022 Board of Management members:

Rory MacKinnon (McDonalds)	Joe Van Leeuwen (Landlord)	Justin Oliver (No Frills)
Linda Knight Real estate broker, absent due to illness.		Sandie Mcdonald ,Mayor (Essa Township Representative)

“A BIA allows local business people and property owners to join together and, with the support of the municipality, to organize, finance, and carry out physical improvement and promote economic development in their district. The local municipality is the body that is responsible for approving the budget of the BIA”. Budget money for the BIA is a small portion of the commercial land tax in the BIA area collected by the municipality annually.

*Resources Available:*

*BIA Handbook available (OMAFRA)*

*Ontario BIA Association (Includes conferences) - Angus BIA is a paid member.*

The *Municipal Act*, 2001 governs BIAs, and the Angus BIA and the Board of Management are supported by Essa Township Staff (Clerk’s, Planning, Public Works, Parks and Finance Departments).

Resolution: *That the general information relative to the Angus BIA presented, be received.*

Moved Justin Seconded Sandie Carried yes

#### **5) ACTIVITIES DURING 2022**

Planters, banners, digital sign advertising and lawn care, Mill Street weed removal, Approvals for new digital sign at Vernon St.at County rd. 10. Sponsoring Santa Clause parade, \$300.00 bursary for graduating business student chosen by the school staff.

Resolution: *That the information relative to the activities of 2022 of the Angus BIA be received.*

Moved Rory Seconded Justin Carried yes

#### **6) FINANCIAL REPORT FOR 2022 AND PROPOSED BUDGET FOR 2023**

Joe stated that the 2022 budget balance would be completed when all the expenses have been paid. The budget for 2023 was discussed, these comments are in section 9 other business.

Resolution: *That the Angus BIA financial report for 2022 and the budget for 2023 Be approved as presented.*

Moved Justin Seconded Rory Carried yes

**7) ELECTION OF BIA BOARD OF MANAGEMENT MEMBERS From 2023 to 2027**

The Existing board of management will remain the same for the 2023-2027 term.

*Resolution: That the existing Board of Management will remain the same for the 2023-2027 term, and further, these will be provided to Essa Township Council for approval.*

Moved  Sandie  Seconded  Justin  Carried  yes

**8) CLOSED SESSION:**

No closed session matters were identified, and no closed session occurred.

**9) OTHER BUSINESS AND DISCUSSION**

Planters, pricing and awarding contract.

Request Township watering schedule to be extended from June 1<sup>st</sup> to September 30<sup>th</sup>.

Comments, two prices were discussed, Jo-Dees \$ 9,900.00 Cut and Dried \$10,269.00

Jo-Dees was chosen by the board, as their price was lower, and they are Angus BIA members.

Rory said that new banners honouring the armed forces, first responders and winter design have been approved and will be installed in December. Some banners will be lowered as they are changed and repairs to support structure will be done as well.

Sandie suggested that we put picture banners of fallen soldier from our area at the Angus Cenotaph. She will follow through with this.

Joe stated that Linda was using her staff to program the ads on the sign at her company's expense. He suggested that BIA should hire a part time person to take care of this.

He will get pricing. \$1000.00 has been budgeted for this in 2023 but may be increased.

It was suggested that pictures of First Responders killed in the line of duty be displayed on the digital sign. Justin wondered if the clarity would be too weak for pictures, if so just acknowledge them in text with the appropriate Crests.

Joe discussed a new digital sign at Vernon St. and County Road 10. He stated that Colleen Healey, CAO of Essa Township acquired funds from Simcoe County, approx. (\$25K) to pay for the majority of costs for a new sign. The BIA may have to pay for the slight cost increase (\$ 2000.00) and the Hydro connection. As per budget. There may also be some expense for landscaping. Joe stated that the sign is on order and to be installed in 2023 and that the pricing for electrical and other misc. expenses are in the budget.

Sandie stated that the money for the sign has been approved by the County of Simcoe the BIA board appreciates the efforts of the Township staff for acquiring these funds.

BIA board members to attend Essa Council meeting to request that the Township will share the cost of the following with the Angus BIA; Digital Sign maintenance, monthly hydro bill, landscaping, and lawn care, planters and watering.

BIA will share the sign usage with the township. For BIA members, ads and public announcements, the Township will take care of putting ads on the signs, with the help of the BIA, also the cost of weed and shrub control along Mill Street from the No Frills plaza to the Arena. BIA will arrange for the contractor

Sandie stated she would confirm the date to attend the Council Meeting, and that the County will not remove weeds or cut grass along Mill St. Also, planter watering is done by students who can only work until September 30<sup>th</sup>. The board approved the above requests and Joe will attend the Council Meeting.

Resolution: *That the other business as discussed at this AGM be received.*

Moved     Sandie     Seconded     Justin     Carried   yes  

## 10) ADJOURNMENT

Resolution: *That the Angus BIA 2022/23 Annual General Meeting of November 28, 2022<sup>h</sup> be adjourned at 7:59 p.m.*

Moved     Sandie     Seconded     Justin     Carried   yes

9a

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2023-01

**A By-law to adopt and provide for the imposition of Fees and Charges for services provided by the Township of Essa [Repeals By-law 2013-28].**

WHEREAS subsection 391(1) of the *Municipal Act 2001*, S.O. 2001, c.M.25, as amended, permits a municipality to pass By-laws imposing fees or charges on persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and for the use of its property including property under its control; and

WHEREAS subsection 69(1) of the *Planning Act*, R.S.O 1990 c.P.13 provides that a municipality may establish a tariff of fees for the processing of applications; and

WHEREAS economic necessity requires the municipality to increase its fees and charges as necessary and applicable for the administration, enforcement, and review of related services, to recover its costs so as to not impose a burden upon the general tax rate of the municipality; and

WHEREAS all fees or charges imposed pursuant to this By-law are due and payable by the person invoiced, immediately upon receipt of the invoice, and that unpaid fees or charges imposed pursuant to this By-law are subject to an interest rate of 1.25% per month; and

WHEREAS public notice was provided of the Township’s intention to pass the By-law on the Township’s website prior to the public meeting held on December 21, 2022 allowing the public to address Council and provide comment regarding the proposed fee increases; and

WHEREAS it is deemed advisable that all charges related to sewer and water services, and police protection be provided in a separate By-law;

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

1. That the Schedules attached hereto set out the fees for various Township services and forms part of this By-law.
2. That By-law 2013-28 is hereby repealed.
3. That this By-law and all fees and charges for services set out in the Schedules shall come into full force and effect upon the final passing thereof.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 18<sup>th</sup> day of January, 2023.

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

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



Schedule of Fees

Schedule "A"

<b>Administration Fees</b>		
<b>Affidavits</b>		
Commissioning of Oaths	Municipal	No Charge
	Non-Municipal	\$15
<b>General</b>		
Livestock Claim Fee	2nd and each subsequent claim per calendar year	\$60/claim
Maps	General	each \$15
NSF Cheques	Each	\$30
Convenience Fee (Online Credit Card Payment)		2.90%
Photocopies (not FOI) - per page	Black & White \$0.40 / Colour Copies \$1.20	
Special Occasion Permit	Per Event	\$30
Weed Cutting	Administration Fee	\$40
Tax Certificates	Each	\$60
Tax Sale	Administration Fee	\$500
Tax Sale - Advertising/Bids	Administration Fee	\$500
Duplicate Tax Bill/Receipt		\$5 per request
Transfer of Utility Arrears to Tax Account	Each	\$25
Transfer of Unpaid Invoices to Tax Account	Each	\$25
Search Property Tax Records	Each	\$25
Hard Copy of Tax Account	Each	\$5
EDI Processing Fee	Each	\$10
<b>Giftware</b>		
Township Pins	Each	\$1.50
<b>Municipal Freedom of Information &amp; Protection of Privacy Act (MFOI)</b>		
Municipal FOI Requests (fees legislated by Province)	Application Fee	\$5
	Record preparation and search time	(per 1/4 hr) \$7.50
	Photocopies	(per pg.) \$0.20
	Computer Programming Time	(per 1/2 hr) \$60
	Diskettes and CDs	(per disk) \$10
	Other Fees Charged (e.g. courier costs)	As invoiced
	Fees estimated over \$100.00	50% deposit
<b>Vital Statistics</b>		
Burial Permits	Each	\$20
Marriage Licences	Marriage Licence	\$125
Civil Ceremonies	On-site (Regular office hours only)	\$250
	Off-site (Regular office hours only)	\$350
<b>Licence Fees</b>		
Adult Entertainment		\$900
Campgrounds	Seasonal - \$250 PLUS \$100 Fire Inspection Fee	
Kennels		\$125
Liquor Licence Clearance	\$30 PLUS \$75 Fire Inspection Fee	

**Schedule "A"**

<b>Licence Fees</b>		
Lotteries (fees regulated by the AGCO)	Bingo (per event)	3% of prize value
	Raffle	For max. prize of \$1,000 - \$5 over \$1,000 - 3% of prize value
	Nevada (per box)	3% prize value
Recreational Facilities - Event Venues	Wedding Barns/Conference Centre	\$50 plus \$50 Fire Inspection Fee
Recreational Facilities - Recreational Activities * subject to additional \$50 Fire Inspection Fee	Arcade/Billiard Halls	\$50 *
	Archery/Shooting Range	\$50 *
	Batting Cages	\$50 *
	Bingo Halls (private)	\$50 *
	Bowling Alleys	\$50 *
	Driving Ranges	\$50 *
	Flea Market or Trade Show	\$50 *
	Go-Kart Track/Facility	\$50 *
	Golf Courses	\$50 *
	Paintball Facility	\$50 *
	Petting Zoo	\$50 *
	Recreational Centres (private)	\$50 *
	Skateboard Park (private)	\$50 *
	Travelling Midway	\$50 *
Refreshment Vehicles	Catering Wagon	\$300
Reinstatement following Revocation		\$50
Replacement for lost or stolen Licence		\$15
Salvage Yards		\$250 <b>PLUS</b> \$100 Fire Inspection Fee
Taxis	Company Licensing Fee	\$200
	If applied for AFTER August 1st (to expire Dec 31st of same year)	\$100
	Vehicle Licensing Fee	\$250
	Driver Licensing Fee	\$50
	AFTER August 1st (to expire December 31st of same year)	\$25
	Reinstatement of Vehicle Licence Following Revocation	\$50
	Accessibility Registration Sticker - Replacement	\$20
Tow Trucks	Company Licensing Fee	\$200
	If applied for AFTER January 1st (to expire May 31st of same year)	\$100
	Vehicle Licensing Fee	\$200
	Driver Licensing Fee	\$50
	AFTER January 1st (to expire May 31st of same year)	\$25



Schedule of Fees

Schedule "B"

<b>Canine Control Fees</b>	
<b>Dog Licence Fees</b>	
Dog - One Year Tag Only	\$25
Dog Attack on Livestock	Damages claimed plus cost of Livestock Evaluator
Impound Fees	Impound Fees <span style="float: right;">\$50</span>
	Impound Administration Fee <span style="float: right;">as per Contract</span>
	Boarding <span style="float: right;">as per Contract or Poundkeeper's current rate</span>
Lost Tags	Replacement Fee <span style="float: right;">\$5</span>
Service Dogs	Registration with Township is required; exempt from tag fees.
<b>Exotic Animal Control Fees</b>	
Animals other than dogs as defined in By-Law 2011-20	One to Five Animals <span style="float: right;">\$100</span>
	Six or More Animals <span style="float: right;">\$300</span>
<b>Sign Permit Fees</b>	
Directional Signs	New Installation <span style="float: right;">\$100 plus cost of sign and post</span>
	Replacement <span style="float: right;">\$60 plus cost of sign and post</span>
Home Occupation Signs	\$30
Permanent Signs	Measuring LESS than 4 ft x 4 ft <span style="float: right;">\$60</span>
	Measuring LARGER than 4 ft x 4 ft <span style="float: right;">Refer to Building Department Fees</span>
Temporary Signs	Two Months or Less <span style="float: right;">\$35</span>
	Six Months or Less <span style="float: right;">\$50</span>
	Twelve Months or Less <span style="float: right;">\$75</span>



Schedule of Fees

Schedule "C"

Fire Department Fees	
Burning Permit	Annually \$40
	Campgrounds - Annually \$100
Call-out to fires not in compliance with By-Law	Station Callout fire call rate x # ffs
	Officer Callout fire call rate x 3 ffs
Commercial and Industrial Inspections	Under 280 sq. metres \$150
	Over 280 sq. metres \$250
Emergency Services on Roadways, Waterways, Railways and Trails in the Municipality	current MTO rates
External Engineering and/or Legal Fees	Actual Cost Incurred
False Alarms / Automatic Systems	First alarm in 1 year \$250
	2nd alarm in year \$350
	3rd alarm in year \$450
Fire Prevention Training	Not-for-profit exempt from fee
	Industrial or other groups (3 firefighters provided) \$150
Fire Search Fees	Letters of Compliance \$75
	Fire reports \$75
	File search \$75
Fire Apparatus Standby and Fire Watch Fees	Personnel fire call rate
	Vehicle current MTO rates
Fireworks Application to Purchase Display Fireworks	\$75
Institutional Assembly	\$75
On-Site Inspections	Woodstoves - new installation - refer to Building Department
	- existing - owner to provide WETT Certificate from a certified company
	Residential Inspection per unit \$50
	Inspection Residential/Commerical Building 2-10 units \$100 10 or more units \$150
Other or Additional Follow-up Inspections	per visit \$50
Propane Storage and Handling Facilities - Risk and Safety Management Plan Review	Application \$600
	Municipal Department Review \$60/hr after 10 hours
	Peer Review if applicable charged directly to applicant
Plans Examination/Review	\$75
Plans Re-Examination	\$50
Response to Hazardous Materials (CBRNE and HAZMAT). Incident responses. Total replacement cost for any contaminated or damaged equipment or materials, costs for containment and mitigation.	Current MTO Rates Cost of Equipment or Materials Cost of Containment and Mitigation
Use of special chemicals and agents	Cost or Replacement
Use of specialized equipment, heavy equipment or other services for the purpose of fire extinguishment, fire investigation, specialized rescue, CBRNE, HAZMAT and specialized response of emergency services or companies	Cost of Equipment and Services
Indemnification Technology ®	Current MTO Rates per vehicle and personnel/hour plus any costs to the Fire Department or the Township of Essa for each and every call.

### Police Department Fees

The following fees are administered by the Nottawasaga Detachment of the Ontario Provincial Police (O.P.P.), under the Nottawasaga Police Services Board False Alarms Policy. All fees are payable to the Nottawasaga Police Services Board.

False Alarms/Automatic Alarms	No Charge
First False Alarm in any calendar year	No Charge
Second False Alarm in any calendar year	No Charge
Third False Alarm in any calendar year	\$100
Fourth False Alarm in any calendar year	\$200
Fifth False Alarm in any calendar year	\$300
Sixth False Alarm in any calendar year	Notice of suspension of service will be issued for the remainder of the calendar year.



Schedule of Fees

Schedule "D"

Building Fees		
<b>1. Minimum Permit Fee (Unless otherwise designated by Flat Rates)</b>		
1.1	Minimum Building Permit Fee - All Projects	\$100
1.2	Group C - Residential, Housing, etc.	\$150
1.3	All Other Projects	\$200
1.4	Evaluation Fee for All Permit Applications (to deduct from permit fees upon issuance)	\$100
<b>2. Tents and Temporary Structures</b>		
2.1	Tents (each)	\$100
2.2	Temporary Office/Trailer	\$150
2.3	Other Temporary Structures including Bleachers (each)	\$150
2.4	Temporary Structures (Stages, etc) - Rush - Fast Track (each)	\$500
2.5	Temporary Structures Model Program (3 years) - Stages, Tents, Bleachers (each)	\$300
2.6	Portable Classrooms, single units (each)	\$150
<b>3. Group A - Assembly Uses</b>		
3.1	New, Additions	\$1.25/sq ft
3.2	Alterations/Repairs/Interior Finishing	\$0.50/sq ft
3.3	Accessory Structures	\$1.25/sq ft
<b>4. Group B - Institutional Uses</b>		
4.1	New, Additions	\$1.25/sq ft
4.2	Alterations/Repairs/Interior Finishing	\$0.50/sq ft
4.3	Accessory Structures	\$1.25/sq ft
<b>5. Group C - Residential Uses</b>		
5.1	New, Additions, Houses, Finishing	\$1.50/sq ft
5.2	Attached Garage	\$0.55/sq ft
5.3	Alterations/Repairs to Houses	\$0.45/sq ft
5.4	Alterations/Repairs to Other Residential	\$0.45/sq ft
5.5	Accessory Structures < 600 sq ft	\$0.50/sq ft
5.6	Accessory Structures > 600 sq ft	\$0.55/sq ft
5.7	Unfinished Basements	\$0.40/sq ft
5.8	Pool Fence - Above Ground	\$100 flat rate
5.9	Pool Fence - In-ground	\$125 flat rate
5.10	Model Homes Permit - Administrative Fee	\$750
5.11	Certified Model - Administrative Fee per 2 Elevations	\$750
5.12	Additional Residential Unit (ARU) - Evaluation and Inspection Fee	\$75
5.13	ARU - Re-inspection	\$75
5.14	ARU - Registration Fee after Change of Use is Approved - Effective July 2023	\$150
5.15	Boarding, Lodging, Rooming (BLR) - Inspection	\$100
5.16	Boarding, Lodging, Rooming (BLR) - Re-inspection	\$75
5.17	ARU - Pre-existing construction	\$0.40/sq ft
5.18	ARU - New Construction	\$1.50/sq ft
<b>6. Group D - Business and Personal Service Uses</b>		
6.1	New, Additions	\$1.25/sq ft
6.2	Alterations/Repairs/Interior Finishing	\$0.50/sq ft
6.3	Accessory Structures < 500 sq ft	\$1.00/sq ft
6.4	Accessory Structures > 500 sq ft	\$1.25/sq ft
<b>7. Group E - Mercantile Uses</b>		
7.1	New, Additions	\$1.25/sq ft
7.2	Alterations/Repairs/Interior Finishing	\$0.50/sq ft
7.3	Accessory Structures < 500 sq ft	\$1.00/sq ft
7.4	Accessory Structures > 500 sq ft	\$1.25/sq ft

<b>8. Group F - Industrial Uses</b>			
8.1	New, Additions	\$1.00/sq ft	
8.2	Alterations/Repairs/Interior Finishing	\$0.50/sq ft	
8.3	Gas Stations/Canopies/Car Washes	\$0.80/sq ft	
8.4	Repair Garages	\$0.80/sq ft	
8.5	Accessory Structures < 500 sq ft	\$0.80/sq ft	
8.6	Accessory Structures > 500 sq ft	\$125	
8.7	3rd party review deposit	\$2,500	
<b>9. Group G - Farm Uses</b>			
9.1	New, Additions	\$0.40/sq ft	
9.2	Alterations/Repairs/Interior Finishing	\$0.40/sq ft	
9.3	Accessory Structures	\$0.40/sq ft	
<b>10. Additional Charges for ALL Occupancies</b>			
10.1	Public Pools (each)	\$1.00/sq ft	
10.2	Commercial Cooking Hood	\$150 flat rate	
10.3	New Solid Fuel Fireplace/Stove	\$150 flat rate	
10.4	Below Grade Exterior Stairs, New or Existing	\$200 flat rate	
10.5	Decks, No Roof	\$0.60/sq ft	
10.6	Decks, With Roof	\$0.70/sq ft	
10.7	Signs Attached to Building	\$150 flat rate	
10.8	Signs - Freestanding / Billboard	\$200 flat rate	
10.9	Change of Use	\$200 flat rate	
10.10	Reactivation of Yearly Renewal of Permit	\$150	
<b>11. Additional Fees for Private Sewage Systems</b>			
11.1	Septic System Installation	\$650 flat rate	
11.2	Septic Tank Replacement Only	\$250 flat rate	
11.3	Leaching Field Replacement/Repair/Addition	\$500 flat rate	
11.4	Performance Plan Review for Addition	\$100 per hour	
11.5	Compliance Inspection of Existing System	\$150 flat rate	
11.6	Change of Use	\$150 flat rate	
11.7	File Search	\$100 flat rate	
<b>12. Stand Alone Works</b>			
12.1	Relocate Building	\$150 flat rate	
12.2	New Enlarged Exterior Window/Doors	\$75 flat rate	
12.3	Fire Alarm Installation	\$150 flat rate	
12.4	Sprinkler Installation	\$150 flat rate	
12.5	Standpipe Installation	\$150 flat rate	
12.6	Electromagnetic Lock Installation	\$150 flat rate	
12.7	Heating System Installation	\$150 flat rate	
12.8	Commercial Cooking Hood Installation	\$150 flat rate	
12.9	Dust Collector	\$150 flat rate	
12.10	Spray Booth Installation	\$150 flat rate	
12.11	Park Model Trailers/Mobile Homes (incl. Foundation)	\$500 flat rate	
12.12	Modular Factory Built Homes (incl. Foundation)	\$1000 flat rate	
12.13	Liquor Licence Occupant Load Review	\$100	
12.14	Liquor Licence Occupant Load Inspection	\$100	
12.15	Alternative Solution Objective Base Code Design	1st 2 Hours	\$500
		After 2 Hours	\$75/hr
12.16	Patio Program - Yearly Renewal - With Inspection - First Come Basis (1/2 refund)	\$150	
12.17	File Search	\$100 flat rate	
12.18	Reactivate Building Permit	\$150	

13. Plumbing		
13.1	Plumbing Alterations/Extensions (FU indicates Fixture Units as per OBC max 10)	\$150 min fee
13.2	Water Service/Sewer Connections	\$150 min fee
13.3	Conversion from Septic Tank	\$150 flat rate
13.4	Special Investigation of Plumbing System	\$150
13.5	Re-inspection	\$150 flat rate
13.6	Backflow devices (each)	\$20
14. Enforcement Services		
14.1	Surcharge for Pre-Permit Start (each)	Permit Fee x 2
14.2	Re-inspection of Defective or Incomplete Work	\$150 flat rate
14.3	Issuance of a Stop Work Order - Removal	\$200 flat rate
14.4	Property Standards Inspection	\$150 flat rate
14.5	Property Standards Letter/Report	\$75 per letter
14.6	File Search and Photos	\$75
15. Special Services		
15.1	Revision Part 9 Permits/Applications	\$100 per hour
15.2	Revision Part 3 Permits/Applications	\$125 per hour
15.3	Transfer of Permit to New Owner	\$200 flat rate
15.4	Re-inspection	\$150 flat rate
15.5	Churches - 50% off Regular Permit Fee	Zero Discount
15.6	Building Compliance Letters	Per Property \$100
		Rush (1 day) \$150
15.7	Fence Permit	\$30
15.8	Demolition - Not Requiring Engineer	\$200
15.9	Demolition - Requiring Engineer Review	\$400
15.10	Part 4 Review - Qualified Designer not an Ontario Professional Engineer or Architect	\$3,000 Deposit
15.11	Lot Grading Deposits (where not covered by Subdivision Deposits)	\$5000 per lot
15.12	Conditional Permit - Houses (each)	\$1.50/sq ft
15.13	Conditional Permit - Other (each)	2 x fees
15.14	Occupancy Permit - January 1, 2012	\$150
15.15	Monthly Stats Report	\$75
15.16	Building Permit hard copy issuance	\$20
16. Designated Structures - 1% less value unless otherwise stated		
16.1	Communication Tower	\$150 flat fee
16.2	Exterior Storage Tank	\$150 flat fee
16.3	Retaining Wall	\$150 flat fee
16.4	Satellite Dish	\$150 flat fee
16.5	Solar Collector	\$600 flat fee
16.6	Wind Turbine	\$150 flat fee
16.7	Other OBC Structures Not Noted	\$150 flat fee
Septic Permit Fees		
17.1	Change of Use Permit	Application \$100
17.2	Consent	Per Lot \$100
17.3	File Search	Application \$75
17.4	Repair Permit	Application \$400
17.5	Sewage System Permit	Daily sewage flow not exceeding 10,000 litres (Class 4 & 5) \$650
17.6	Subdivision	Per Lot \$500
17.7	Transfer of Permit (septic permit)	Application \$200

\* Repair Permit Fee can be applied to Sewage System Permit



Schedule of Fees

Schedule "E"

Planning Fees			
	Application Fee	Legal/Engineering Deposit	Total
<b>By-Laws</b>			
By-Law - to Lift Holding Zone	\$1,200		\$1,200
By-Law - Interim Control	\$1,000		\$1,000
By-Law - Deeming (to merge lots)	\$1,000	\$2,000	\$3,000
By-Law - Part Lot Control	\$1,500	\$2,000	\$3,500
Chargeback - Technicians (Township Staff)			\$75/hour
Green Energy Act			
- Minor	\$500		\$500
- Major	\$1,000	Plus disbursements	Unknown
Telecommunication Application Review/Comments	\$1,000		\$1,000
Topsoil Removal Permit	\$100	\$1,000 (if no deposit on file)	\$1,100
<b>Administrative Fees</b>			
Inspections/Site Visits conducted by Planning Staff			\$100
ARU - Review/Pre-Inspection Fee			\$50
Notice Signs			\$75
Staff Attendance at LPAT Hearing(s)			\$1500/day PLUS \$750 subsequent days
<b>Committee of Adjustment</b>			
Consent			\$2,500
Permission			\$350
Minor Variance			\$1,000
Minor Variance (Complex)			\$2,500
Additional Certificates			\$200
<b>Letters</b>			
Compliance Form - Standard			\$100
Compliance Form - Rush, 1 day			\$125
Compliance with Subdivision Agreement or Site Plan			\$100
Commercial Licence Compliance Letter			\$50
Validation of Title			\$500
<b>Official Plan, Zoning, Subdivision Agreement &amp; Site Plan</b>			
Official Plan - hard copy			\$100
Zoning By-Law - hard copy			\$100
Official Plan - Maps			\$15
Official Plan Amendment (Minor)			\$2,500
Official Plan Amendment			\$5,000
General Amendment			\$1,000

<b>Planning Fees</b>			
	<b>Application Fee</b>	<b>Legal/Engineering Deposit</b>	<b>Total</b>
Preliminary Development Concept Report (pre-Consultation)	\$750	\$1,000	\$1,750
Pre-servicing or Earthworks Permissions and Agreements	\$1,500	\$10,000	\$11,500
Site Plan or Development Agreements	\$3,000	\$2,000	\$5,000
Site Plan Agreement (Minor)	\$1,000	\$2,000	\$3,000
Site Plan Amendments (Minor)	\$500		\$500
Site Plan Amendments	\$2,500	\$2,000	\$4,500
Subdivision Applications	\$7,000	\$10,000	\$17,000
Subdivision - Per Lot Charge			\$150
Condominium Conversion	\$1,000	\$2,000	\$3,000
Condominium Exemption	\$2,000	\$2,000	\$4,000
Condo Application	\$6,000	\$10,000	\$16,000
Draft Plan Conditions Extension	\$2,200	\$2,000	\$4,200
Draft Plan Red-Line Revisions	\$2,200	\$2,000	\$4,200
Zoning By-Law Amendment (Minor)	\$2,000	\$2,000	\$4,000
Zoning By-Law Amendment	\$5,000	\$2,000	\$7,000
Temporary Use By-Law	\$4,000	\$2,000	\$6,000
Zoning By-Law (copy)			\$50
Zoning Maps		Large	\$15
		Small	\$15
Temporary Second Dwelling Agreements	Deposit of \$1,000 (refundable upon demolition/removal)		fee \$100
Temporary Trailer Agreements	Deposit of \$1,000 (refundable upon demolition/removal)		fee \$100
<b>* Minimum Legal/Engineering Deposit must be maintained at all times to keep file active.</b>			
Reactivation Fees (closed files)			\$1,200
<b>Studies for Purchase</b>			
Natural Heritage Study			\$25
Angus Flood Study			\$25

<b>Economic Development</b>			
<b>Tourism Office: Signs on Building</b>	<b>Fee Per Year</b>	<b>HST 13%</b>	<b>Total</b>
8' x 8' Southeast end of building	\$1,000	\$130	\$1,130
4' x 4' Southwest end of building	\$500	\$65	\$565
12" x 9' East or West end of building	\$800	\$104	\$904
3' x 3' North side of building	\$500	\$65	\$565



Schedule of Fees

Schedule "F"

Public Works Fees		
Encroachment Agreement		\$1,000
	plus legal/surveying, deposit required	\$5,000
Engineering Services - Water and Sewer Connection		\$1,000
Engineering Services		\$145/hr
Engineering Standards	each	\$75
Entrance Permit Fee	residential	\$150
	plus deposit	\$400
	commercial	\$250
	plus deposit	\$1,000
Road Occupancy Permit Fee	Major	\$300
	Minor	\$110
Sewer/water inspections (done by OCWA)		\$120
Site Alteration and Fill Fees	Fill up to 1,000 m <sup>3</sup>	\$250 + \$2/m <sup>3</sup>
	Approval/Exemption Renewal Fee	\$250
	Expired Approval/Exemption Renewal Fee	\$500
	Site Inspections (for inspections not included in a valid approval)	\$500 per inspection
	External consultant and legal costs to review and evaluate studies or to prepare all legal documents and enforce By-Law	Actual costs incurred PLUS 10% Administration Fee
	Survey/GIS Technician	
Tile Drainage Inspection Fee	Each	\$250
Wide or Heavy Load Permit	Single Trip	\$75
	Seasonal	\$175
	Annual	\$300
	Replacement	\$5
Willoughby Road and Bridge Charge	Per lot in settlement area of Angus	\$2,200
Equipment Rental Rates per hour plus HST 13% (subject to annual wage adjustments)		
Dump Trucks - 6 tonne Tandems	#20, 21, 22, 23, 24, 25, 26, 28, 29 - Hauling	\$129.96
	#20, 21, 22, 23, 24, 25, 26, 28, 29 - Snowplowing/Sanding	\$140.71
Graders	#9, 11 - Grading/Snowplowing	\$170.27
Other Equipment	#19, 10 - Loader	\$119.47
	#4 - Backhoe	\$89.27
	#5 - Tractor with Flail Mower	\$90.97
	#12 - Dozer	\$106.87
	#14, 15, 17 - Trackless	\$89.31
	#16 - Gradall	\$276.32
	#27 - Sweeper	\$167.37
	#27 - Vacuum	\$243.67
	#30 - Float (Tri-axle)	\$20.00
	Chipper	\$52.50
Pickups	#3 - 1/2 Tonne Chevrolet	\$64.46
	#7 - 1/2 Tonne Chevrolet	\$66.87
	#8, 18 - 1 Tonne Pickups	\$94.06
	#1 - Ford F150 - 1/2 Tonne	\$99.52
Property Identity		
Property Identifier Signs		\$75
Septage, Portable Toilet and Holding Tank Waster Disposal Fees (plus HST 13%)		
Disposal at the Angus Waste Water Treatment Plant - Maximum Daily Capacity = 11.2 cubic metres (A deposit may be required in advance of disposal of wastes.)	per thousand gallons or less	\$75
	per cubic metre or less	\$16.50
	Administration fee (in addition to disposal fee)	
	per address for waste originating outside the boundaries of Essa	\$50



Schedule of Fees

Schedule "G"

<b>Recreation Related Fees</b>				
HST to be added to all Fees				
<b>1. Halls/Program Space</b>		<b>Rate</b>	<b>HST</b>	<b>Total</b>
1.1	Banquet Hall (Thornton Arena OR Angus Arena) Per Hour	\$55	\$7.15	\$62.15
1.2	Banquet Hall (Thornton Arena OR Angus Arena) Per Day (Up to 8 Hours)	\$250	\$32.50	\$282.50
1.3	Thornton Meeting Room Per Hour	\$30	\$3.90	\$33.90
1.4	Thornton Meeting Room Per Day (Up to 8 Hours)	\$160	\$20.80	\$180.80
1.5	Angus Meeting Room Per Hour	\$15	\$1.95	\$16.95
1.6	Angus Gymnasium 1/2 Gym Per Hour	\$30	\$3.90	\$33.90
1.7	Angus Gymnasium 1/2 Gym Per Day (Up to 8 Hours)	\$160	\$20.80	\$180.80
1.8	Angus Gymnasium Full Gym Per Hour	\$60	\$7.80	\$67.80
1.9	Angus Gymnasium Full Gym Per Day (Up to 8 Hours)	\$350	\$45.50	\$395.50
1.10	Community Park Building (Off Season Fee applies October-April) Per Hour	\$45	\$5.85	\$50.85
1.11	Community Park Building Per Day (Up to 8 Hours)	\$225	\$29.25	\$254.25
1.12	Arena Floor Use (available May through Aug) Per Hour	\$70	\$9.10	\$79.10
1.13	Arena Floor Use (available May through Aug) Per Day (Up to 8 Hours)	\$540	\$70.20	\$610.20
<b>2. Field Use May 1st to October 1st</b>		<b>Rate</b>	<b>HST</b>	<b>Total</b>
2.1	Baseball Diamond/Soccer Field Use (Adult) Per Hour	\$20	\$2.60	\$22.60
2.2	Baseball Diamond/Soccer Field Use (Minor Leagues) Per Hour	\$10	\$1.30	\$11.30
2.3	Outdoor Pad Use Per Hour	\$34	\$4.42	\$38.42
<b>3. Ice Use September 1st - April 30th</b>		<b>Rate</b>	<b>HST</b>	<b>Total</b>
3.1	Day Use (6am - 5pm) Per Hour	\$138	\$17.94	\$155.94
3.2	Prime Time Use (5pm - 12pm) Adult Per Hour	\$220	\$28.60	\$248.60
3.3	Prime Time Use (5pm - 12pm) Minor League Per Hour	\$170	\$22.10	\$192.10
3.4	Outdoor Pad Use Per Hour	\$34	\$4.42	\$38.42
<b>4. Accessory Charges</b>		<b>Rate</b>	<b>HST</b>	<b>Total</b>
4.1	Set Up Fee Per Rental	\$75	\$9.75	\$84.75
4.2	Clean Up Fee Per Rental	\$125	\$16.25	\$141.25
4.3	SOCAN Per Rental	\$63.49	\$8.25	\$71.74
4.4	RESOUND Per Rental	\$23.63	\$3.07	\$26.70
4.5	Outdoor Lights/Hydro Per Day	\$10	\$1.30	\$11.30
4.6	Off Season Fee Per Day	\$75	\$9.75	\$84.75
4.7	Licensed Event Fee Per Day	\$100	\$13.00	\$113.00
4.8	Available Storage Space Per Season	\$100	\$13.00	\$113.00
4.9	Dressing Room Tenanted Per Month	\$100	\$13.00	\$113.00
4.10	Additional Hours Fee Per Hour	\$25	\$3.25	\$28.25
<b>5. Activity Fees</b>		<b>Rate</b>	<b>HST</b>	<b>Total</b>
5.1	Fishing Pass - Seasonal (Over 18 years of age) Per Year	\$40	N/A	\$40.00
5.2	Fishing Day Pass (Over 18 years of age) Per Day	\$10	N/A	\$10.00
5.3	Fishing Pass Senior (Over 65 years of age) Per Year	\$0	N/A	\$0.00
5.4	Public Skating (Over 5 years of age) Per Visit, Per Person	\$3	N/A	\$3.00
5.5	Shinny (Goalies are free) Per Visit, Per Person	\$5	N/A	\$5.00
<b>6. Advertising</b>		<b>Rate</b>	<b>HST</b>	<b>Total</b>
6.1	Arena Advertising - 4 x 4 - Per Year	\$125	\$16.25	\$141.25
6.2	Arena Advertisement - 4 x 8 - Per Year	\$250	\$32.50	\$282.50
6.3	Ice Resurfacer Per Year	\$2,500	\$325.00	\$2,825.00

7. Administrative		Rate	HST	Total
7.1	Cancellation outside of 14 days' notice - per rental	\$30	\$3.90	\$33.90
7.2	Last Minute cancellation - per day	50% of Rental Fee		
7.3	Program Withdrawal Per Program - * Requires 2 weeks' notice	\$20	\$2.60	\$22.60
7.4	Camp Cancellation - per week - per child	\$20	\$2.60	\$22.60



Schedule of Fees

Schedule "H"

Cemetery Fees				
<b>1. Sale of Burial Rights (Site Lot Size 3'3" x 10')</b>		<b>Rate</b>	<b>HST</b>	<b>Total</b>
1.1	Interment Rights, Care and Maintenance and 4 Corner Posts	\$1,394.00	\$181.22	\$1,575.22
1.2	Vault	\$358.75	\$46.64	\$405.39
1.3	Crypt	\$256.25	\$33.31	\$289.56
<b>2. Sale of Columbarium-Niche (Size 11"x11"x11")</b>		<b>Rate</b>	<b>HST</b>	<b>Total</b>
2.1	Top Row, Care and Maintenance	\$1,691.25	\$219.86	\$1,911.11
2.2	3rd Row, Care and Maintenance	\$1,486.25	\$193.21	\$1,679.46
2.3	2nd Row, Care and Maintenance	\$1,281.25	\$166.56	\$1,447.81
2.4	1st Row, Care and Maintenance	\$1,076.25	\$139.91	\$1,216.16
<b>3. Opening and Closing Cost</b>		<b>Rate</b>	<b>HST</b>	<b>Total</b>
3.1	Cremated Remains in Ground	\$338.25	\$43.97	\$382.22
3.2	Cremated Remains in Niche	\$214.23	\$27.85	\$242.08
3.3	In Ground Burial	\$885.00	\$115.05	\$1,000.05
3.4	Flat Markers	\$51.25	\$6.66	\$57.91
3.5	Upright Markers	\$102.50	\$13.33	\$115.83
3.6	Extra Deep Burial Adult	\$461.25	\$59.96	\$521.21
3.7	Extra Deep Burial Child	\$205.00	\$26.65	\$231.65
3.8	Transfer of Interment Rights	\$205.00	\$26.65	\$231.65
3.9	Staking Fee (Monument Base)	\$205.00	\$26.65	\$231.65
3.10	Funerals Entering Cemetery after 3 pm - ADD on	\$307.50	\$39.98	\$347.48
3.11	Burial on Holidays and Saturdays after 11:30 am - ADD on	\$717.50	\$93.28	\$810.78
3.12	Cremation Burials on Holidays and Saturdays after 11:30 am - ADD on	\$281.88	\$36.64	\$318.52
<b>4. Disinterment</b>		<b>Rate</b>	<b>HST</b>	<b>Total</b>
4.1	Adult in Ground	\$3,588	\$466.38	\$4,053.88
4.2	Child in Ground	\$1,743	\$226.53	\$1,969.03
4.3	Cremated Remains from in Ground	\$384.38	\$49.97	\$434.35
4.4	Cremated Remains from in Niche	\$205.00	\$26.65	\$231.65
<b>5. Social Services Department (Welfare/On Assistance)</b>		<b>Rate</b>	<b>HST</b>	<b>Total</b>
5.1	Grave (Interment Rights, Care and Maintenance, Grave Opening)	\$1,332.50	\$173.23	\$1,505.73

**THE CORPORATION OF THE TOWNSHIP OF ESSA**

**BY-LAW 2023 – 02**

**A By-Law authorizing the Mayor and Clerk to enter into a Lease Agreement with E3 Community Services for use of the interior building known locally as “The Angus Youth Centre”, located at 8527 County Road 10, Angus.**

WHEREAS Section 9 of the *Municipal Act*, 2001, as amended, provides municipalities with the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS Section 11 (1) of the Act states that a lower tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public; and

WHEREAS the Corporation of the Township of Essa is the owner of the building known municipally as 8527 County Road 10, Angus, of which consists of approximately 500 square feet and is locally referred to as “The Angus Youth Centre”; and

WHEREAS Essa Township Council deems it desirous to enter into a Lease Agreement with E3 Community Services for a twelve (12) month period commencing on the 1<sup>st</sup> day of January 2023 and continuing uninterrupted until the 31<sup>st</sup> day of December 2023;

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

1. THAT the Mayor and Clerk be and are hereby authorized to execute a Lease Agreement between the Corporation of the Township of Essa and E3 Community Services for use of the interior space (approximately 500 square feet) in the building locally referred to as “The Angus Youth Centre”, located at 8527 County Road 10, Angus.
2. That the Lease Agreement attached hereto as Schedule “A” forms part of this By-law.
3. That this By-law shall come into force and take effect upon the day it is finally passed.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 18<sup>th</sup> day of January, 2023.

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

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

**SCHEDULE A  
By-law 2023-02**

**LEASE AGREEMENT**

THIS LEASE AGREEMENT, made on the \_\_\_\_\_ day of January, 2023

**BETWEEN:**

**E3 Community Services**  
(Hereinafter called the "Tenant")  
OF THE FIRST PART

-AND-

**THE CORPORATION OF THE TOWNSHIP OF ESSA,**  
(Hereinafter called the "Landlord")  
OF THE SECOND PART

IN CONSIDERATION of the rents received and the covenants herein contained on the part of the Tenant, the Landlord does hereby lease unto the Tenant those certain premises situated at 8527 County Road 10, Angus, Township of Essa, in the County of Simcoe, and more particularly described in Appendix "A" attached hereto.

**TERM**

The term of this Lease Agreement shall be for a period of one (1) year, commencing on the 1<sup>st</sup> day January, 2023 and continuing uninterrupted until the 31<sup>st</sup> day of December, 2023.

**RENTAL RATE**

The Tenant agrees to pay to the Landlord a monthly rental sum of FIVE HUNDRED AND FIFTY (\$550.00) dollars (plus HST) payable in 1 lump sum annual payment of (\$6,600) made payable to the Township of Essa upon receipt. The Tenant agrees to pay the rental sum to the Treasurer of the Landlord.

The monthly rental fee shall be inclusive of all municipal taxes and the tenant's share of the snow removal from the parking lot and sidewalks but shall exclude any telephone or communication expenses.

**TENANT-COVENANTS**

The Tenant covenants and agrees:

**SCHEDULE A**  
**By-law 2023-02**

- (a) to pay the rent as specified in this Agreement.
- (b) to obtain all necessary insurance, including rent protection for accommodation should it be necessary to relocate in the event the premises are destroyed by fire, explosion or natural disasters such as tornado, flood, earthquake, etc. The Tenant shall also obtain insurance for its purposes and protection against crime, property content and liability while on the premises of the Landlord
- (c) to provide a certificate to the Landlord confirming that such insurance protection has been obtained prior to occupying the premises and shall provide the Landlord with a certificate of insurance upon renewal during the term of this Lease.
- (d) that the premises will be used only for the operation of a non-profit community EarlyOn Centre in accordance with the charitable purposes of the Tenant and for no other purposes without the prior written consent of the Landlord. The Landlord acknowledges and agrees that the Tenant shall be fully responsible for the operation of the EarlyOn Centre, including determining the hours of operation and the programs to be offered.
- (e) to not assign or sublet the premises or any part thereof without the prior written consent of the Landlord.
- (f) to comply with all by-laws, rules, regulations and provisions of any municipal, county, provincial or federal governments.
- (g) to make alterations, renovations and refurbishing to the premises from time to time that may be deemed necessary provided such alterations, renovations or refurbishing are first approved by the Landlord. Notwithstanding the foregoing, the Tenant shall have the right to renovate, fix, construct or alter, etc. the premises for their purposes, undertaking to ensure that the work will be of good quality and performed by qualified workers or trade workers. Any plans for such proposed renovation, construction, alteration, etc. must first be approved by the Landlord and the necessary permits and applications obtained to ensure that the premises will not be defaced, rendered unsafe and in keeping with good standards of public office.
- (h) not to sell, dispose of or remove any goods, chattels, fixtures or equipment from the premises unless and until all rentals and other charges provided for in this Agreement are paid and satisfied in full.
- (i) not to construct, affix or expose any sign or signs on any exterior portion of the building or anywhere on the grounds of the premises without first obtaining the permission of the Landlord in writing. Such permission shall not be reasonably withheld and such permission shall be given so that the Tenant's identity is at least visible to the public.

**SCHEDULE A**  
**By-law 2023-02**

- (j) not to provide any outside facilities including patio, garbage containers, storage facilities or equipment, etc. without the written consent of the Landlord.
- (k) to comply with the normal acceptable rules of the Landlord within the premises including no smoking, no unlawful assembly, no unlawful destruction of the facilities, etc.
- (l) to allow the Landlord and its officers and agents access to the premises to conduct inspections, view the state of the facilities and to repair the equipment, etc. Prior to accessing the premises, the Landlord shall give reasonable notice to the Tenant who may be present at that time.
- (m) that the Landlord shall not be liable to the Tenant for any loss or damage due to the non-repair of items for which the Tenant is responsible under this Lease Agreement, provided that the repairs to same are made within a reasonable time.
- (n) that the Landlord shall not be responsible to make any repairs whatsoever if the need for making such repairs arises out of the willful act or negligence of the Tenant or its employees, and the Tenant shall in such event be responsible for making of such repairs.
- (o) that new locks and security features will be installed at the expense of the Tenant, and that two copies of the keys shall be provided to the Landlord.
- (p) that the Tenant will be responsible for the purchase and installation of a stove / oven and refrigerator should they wish to use. A microwave oven may be used.

**LANDLORD'S COVENANTS**

The Landlord covenants and agrees:

- (a) to provide the premises described in Appendix "A" for the purposes of the Tenant commencing January 1, 2023.
- (b) to provide the necessary parking spaces in the municipal parking lot and to maintain such spaces and entry into the premises free and clear of all snow and obstructions for safe entry by the Tenant and their clientele.
- (c) to provide appropriate washroom facilities within the premises.
- (d) to enter the premises of the Tenant at reasonable times and with prior notice during business hours to make repair in accordance with this Agreement, without interrupting the Tenant's business any more than is reasonably necessary.

**SCHEDULE A**  
**By-law 2023-02**

**DAMAGE TO THE PREMISES**

The Tenant agrees to indemnify the Landlord against all claims and demands whatsoever by any person, whether in respect of damage to person or property, occasioned by or arising from the act, default, or negligence of the Tenant, its officers, agents, servants, employees, contractors, customers, invitees or licensees.

If the premises or the building on which the premises are located, are damaged or destroyed in whole or in part, by fire or other peril, then the following provisions shall apply:

- (a) if the damage or destruction renders the premises unfit for occupancy and impossible to repair or rebuild within sixty (60) days, then the term hereby granted shall cease from the date the damage or destruction occurred, and the Tenant shall surrender the remainder of the term to the Landlord;
- (b) if the premises can be repaired and rendered fit for occupancy within sixty (60) days from the occurrence of the damage or destruction, but the damage renders the premises wholly unfit for occupancy, then the rent hereby reserved shall not accrue after the day that such damage occurred, or while the process of repair is going on, and the Tenant's obligation to pay rent shall resume immediately after the necessary repairs have been completed.
- (c) if the premises can be repaired within sixty (60) days as aforesaid, but the damage is such that the premises are capable of being partially used, then until such damage has been repaired, the Tenant shall continue in possession and the rent shall abate proportionately.

Any question as to the degree of damage or destruction, or the period of time required to repair or rebuild, shall be determined by a professional retained by the Landlord.

Apart from the provisions herein there shall be no abatement from or reduction of the rent payable by the Tenant, nor shall the Tenant be entitled to claim against the Landlord for any damages, general or special, caused by fire, water, sprinkler systems, partial or temporary failure or stoppage of services or utilities provided according to this Lease, from any cause whatsoever.

Provided that the damages hereinafter referred to are not the result of any action or inaction on the part of the Landlord, its employees, agents or servants, the Landlord shall not be liable for any damages to any property of the Tenant arising from steam, water, rain or snow which may lead into, issue or flow from any part of the said building, or from the gas, water, steam or drainage pipes or plumbing works of the same or from any other place or quarters or for damage caused by or attributable to the conditions or arrangement of any electric or other wires in the building.

**SCHEDULE A**  
**By-law 2023-02**

**TERMINATION**

The Landlord and Tenant agree that either party may terminate the lease upon not less than thirty (30) days written notice to the other party at the address provided herein.

**SCHEDULE A**  
**By-law 2023-02**

**NOTICES**

Any written notices of information provided for in this Lease Agreement shall be given by registered mail addressed to the Landlord as follows:

Colleen Healey-Dowdall, Chief Administrative Officer  
The Corporation of the Township of Essa  
5786 Simcoe County Road 21  
Utopia, Ontario L0M 1T0

and addressed to the Tenant as follows:

Cindy Boyce, Manager  
E3 Community Services Inc.  
100 Pretty River Parkway,  
Collingwood, ON L9Y 4X2

and every such notice shall be deemed to be given five (5) days after the day it was so mailed.

**PERFORMANCE WAIVER**

The failure of the Landlord to insist upon a strict performance of any of the agreements, terms and conditions hereof shall not be deemed a waiver of any rights or remedies that the Landlord may have and shall not be deemed a waiver of any subsequent breach or default in any of such agreements, terms, covenants and conditions.

The words importing the singular number only shall include the plural and vice versa, and the words importing person, firms, workers, and corporations whenever deemed appropriate and necessary.

SIGNED, SEALED AND DELIVERED this \_\_\_\_ day of \_\_\_\_\_, 2023.

THE CORPORATION OF THE TOWNSHIP OF ESSA

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

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

in the presence of

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Cindy Boyce

**SCHEDULE A**  
**By-law 2023-02**  
**APPENDIX "A"**

**DESCRIPTION OF PREMISES**

8527 County Road 10, Angus,  
West Part of Lot 29, Concession 3  
Township of Essa

A building consisting of approximately 500 square feet and known as the Angus Youth Centre.

This lease agreement is for the use of the interior of the building.

**THE CORPORATION OF THE TOWNSHIP OF ESSA**

**BY-LAW 2023 – 03**

**Being a By-law to confirm the proceedings of the Council meeting held on the 18<sup>th</sup> day of January, 2023.**

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

THAT the action of the Council at its meeting held on the 18<sup>th</sup> day of January, 2023 and, in respect of each recommendation contained in the Public meetings held the 21<sup>st</sup> day of December, 2022, the Regular Council meeting held on the 21<sup>st</sup> day of December, 2022, and the Committee of the Whole meeting held on the 21<sup>st</sup> day of December, 2022, 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 18<sup>th</sup> day of January, 2023.

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

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