

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

**WEDNESDAY, SEPTEMBER 7, 2022
(To follow Committee of the Whole)**

AGENDA

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

- 1. OPENING OF MEETING BY THE MAYOR**
- 2. DISCLOSURE OF PECUNIARY INTEREST**
- 3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS**

p. 1 Recommendation: *Be it resolved that the motions duly passed and approved at the Committee of the Whole meeting of this date be approved; and That the minutes of the Committee of the Whole and Regular Council meetings held on the 29th day of June, 2022 be adopted as circulated; and That the minutes of the Special meeting held on the 13th day of July, 2022 be adopted as circulated.*

- 4. CONSENT AGENDA**

Recommendation: *Be it resolved that the items listed in the Consent Agenda dated September 7, 2022 be received for information, and that the necessary actions be taken.*

- 5. COMMITTEE REPORTS**

p. 12 **a. Essa Public Library Board**

Recommendation: *Be it resolved that the minutes of the Essa Public Library Board from their meeting of May 30, 2022 be received.*

- 6. PETITIONS**

- 7. MOTIONS AND NOTICES OF MOTIONS**

- a. Request to County of Simcoe – Roundabout County Road 56 and 25th Sideroad**

*WHEREAS the 25th Sideroad is one of the busiest roads in Essa and this local road intersects with a County (regional) Road, County Road 56; and
WHEREAS high volumes of traffic move along both Essa's 25th Sideroad and County Road 56 daily at high speeds; and
WHEREAS many traffic accidents and incidents occur at the intersection of the 25th Sideroad and County Road 56; and*

*WHEREAS safety is of the utmost concern to the Township, Council and its officials;
NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby moves to request that the County of Simcoe investigate the feasibility and potential of a roundabout at Essa's 25th Sideroad and County Road 56 in an attempt to improve upon safety at this intersection.*

b. Seniors Housing

WHEREAS trends show that the percentage of seniors could climb as the population overall ages; and

WHEREAS Council for the Township of Essa recognizes that it is important to ensure that seniors have the services and supports needed to live a good quality of life; and

WHEREAS it is recognized that there is a housing shortage in Ontario, in and around the GTA;

NOW THEREFORE BE IT RESOLVED that Council of the Corporation of the Township of Essa requests that all staff and agencies explore options with the aim to provide affordable housing choices to seniors to bring new homes or units to market as soon as possible.

p. 14

c. Notice of Dissolution – Angus Union Cemetery Board

WHEREAS the Angus Union Cemetery Board has provided the municipality with correspondence informing Essa Council and staff of their intent to dissolve the board of volunteers on December 31, 2022; and

WHEREAS the Angus Union Cemetery Board passed a motion to dissolve the Board of volunteers at its meeting in October 2021; and

WHEREAS the Angus Union Cemetery Board has informed the Bereavement Authority of Ontario (BAO) of their intention to dissolve and has stated that all maps and files pertaining to the Angus Union Cemetery, including banking information for the Care and Maintenance Trust Fund, would be handed over to the municipality; and

WHEREAS the Angus Union Cemetery Board has informed the municipality that the Care and Maintenance Trust Fund will be paid up to and including December 31, 2022, and numbers totalled for the licensing of the cemetery due in March 2023;

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby receive the correspondence from the Angus Union Cemetery Board dated July 15, 2022, and hereby directs the Manager of Parks and Recreation to provide Council with a report of which is to include information on the transition of ownership of the Angus Union Cemetery to the municipality.

8. UNFINISHED BUSINESS

9. BY-LAWS

p. 15

a. By-law 2022-42 Joint Compliance Audit Committee

Recommendation: *Be it resolved that leave be granted to introduce By-law 2022-42, that being a By-law to establish and appoint a joint compliance audit committee; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.*

p. 25 **b. By-law 2022-43 Remove Blocks 1, 6 and 7 Plan 51M-1125**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2022-43, that being a By-law to remove Blocks 1, 6 and 7 Plan 51M-1125 from the Part Lot Control Provisions of the Planning Act.; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.*

p. 26 **c. By-law 2022-44 Secretary Treasurer and Zoning Administrators**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2022-44, that being a By-law to appoint a Secretary-Treasurer to the Committee of Adjustment and to appoint Zoning Administrators; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.*

p. 27 **d. By-law 2022-45 Asset Management Policy**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2022-45, that being a By-law to adopt an asset management policy for the Township of Essa; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.*

p. 39 **e. By-law 2022-46 Certificate of Substantial Completion**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2022-46, that being a By-law to authorize the Issuance of the Certificate of Substantial Completion and Acceptance (Underground Works) Briarwood Angus Subdivision (Woodland Creeks), Registered Plan 51M-1220; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.*

p. 44 **f. By-law 2022-47 Certificate of Maintenance and Final Acceptance**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2022-47, that being a By-law to authorize the Issuance of the Certificate of Maintenance and Final Acceptance (Aboveground Works) Greenwood Drive Subdivision (Sapphire Hills Homes Inc.), Registered Plan 51M-1112; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.*

p. 47 **g. By-law 2022-48 Delegate Site Plan Approval Authority**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2022-48, that being a By-law to amend By-law 2022-11 to delegate site plan approval authority; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.*

p. 49 **h. By-law 2022-49 Amend Zoning By-law – 152 Greenwood Dr, Angus**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2022-49, that being a By-law to amend the Township's Zoning By-law 2003-50, as amended, affecting property at 152 Greenwood Drive and along Gold Park Gate (address not assigned), East Part Lot 29, Concession 4, 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:*

- *Personal Matters about an Identifiable Individual [Municipal Act, s.239(2)(b)]*
- *Labour Relations or Employee Negotiations [Municipal Act, s.239(2)(d)]*
- *Advice Subject to Solicitor-Client Privilege [Municipal Act, s.239(2)(f)]*

Motion to Rise and Report from Closed Session Meeting of September 7, 2022.

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

12. CONFIRMATION BY-LAW

p. 51 **By-law 2022-50**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2022-50, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 7th day of September, 2022; 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 Committee of the Whole of the Township of Essa adjourn at _____ p.m. to meet again on the 21st day of September, 2022 at 6:00 p.m.*

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, JUNE 29, 2022**

MINUTES

A Committee of the Whole meeting was held in-person on Wednesday, June 29, 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 Ron Henderson

Staff in attendance: M. Mikael, Manager of Public Works
J. Coleman, Manager of Parks and Recreation
L. Lehr, Manager of Legislative Services

In an effort to mitigate the spread of COVID, Council presentations were held outdoors prior to the meeting commencing.

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

- a. Cheque Presentation**
Re: Essa Challenge Golf Tournament
Royal Victoria Hospital Foundation
Stevenson Memorial Hospital Foundation
Matthews House Hospice

Mayor Macdonald advised those in attendance that the 2022 Essa Challenge Golf Tournament was a great success. She was happy to inform the public and the recipients that proceeds raised during the Charity Golf Tournament resulted in a total of \$30,000.00 being split between the Royal Victoria Hospital Foundation, Stevenson Memorial Hospital Foundation, and Matthews House Hospice. Representatives from each organization were in attendance to accept a cheque in the amount of \$10,000.00 each.

- b. Nottawasaga Police Services Board (PSB) Presentation**
Re: Christopher Hooyman, Essa Resident

On behalf of the Nottawasaga Police Services Board, Township of Essa Mayor Sandie Macdonald, Nottawasaga OPP PC Joseph Chamberlain, and the Town of New Tecumseth's Mayor Rick Milne were in attendance to present Christopher Hooymans with congratulations on his academic success. They presented Christopher with a \$500.00 bursary from the Nottawasaga Police Services Board.

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the meeting at 6:08 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS**c. Delegation****Re: Brookfield Subdivision Agreement**

Catherine Pan, Senior Development Manager – Brookfield

David Murphy, Vice President of Land – Brookfield

David Murphy was in attendance to introduce Catherine Pan, the new Senior Development Manager, to Essa Council. Correspondence was provided in the agenda of which was intended to provide Council with the status and progress of the Brookfield subdivision in Baxter.

Council requested that staff provide a Report in the future of which outlines the full design and amenities that will be available in the proposed park of the Brookfield subdivision, as many amendments have been made since the original park plan was presented to Council.

d. Presentation**Re: Draft Angus Infrastructure Master Plan**

The Manager of Public Works provided Council with a brief review of the Draft Angus Infrastructure Master Plan which will be available to the public for viewing during the Public Information session which is scheduled to take place on July 14, 2022 at the Angus Arena.

Council requested that staff provide comments to the County of Simcoe regarding the Municipal Comprehensive Review (MCR), specifically on the numbers that the County of Simcoe has allocated to the Township of Essa. Comments are due prior to the deadline of July 31, 2022.

Council commended the Manager of Public Works for his presentation and his work completed to date on the Plan.

Resolution No: CW082-2022 Moved by: Sander Seconded by: Kiezebrink

*Be it resolved that the Draft Angus Infrastructure Master Plan, as presented by the Manager of Public Works, be received; and
That Council encourage the public to attend the Public Information Session scheduled to be held at the Angus Recreation Centre on Thursday July 14, 2022, between 2:00 p.m. to 8:00 p.m., to provide input on servicing options in the subject Plan; and
That the Manager of Public Works be directed to provide Council with a Staff Report for their consideration at a future meeting of Council.*

----Carried----

STAFF REPORTS

- 4. **PLANNING AND DEVELOPMENT**
- 5. **PARKS AND RECREATION / COMMUNITY SERVICES**
- 6. **FIRE AND EMERGENCY SERVICES**
- 7. **PUBLIC WORKS**

- a. **Staff Report PW011-22 submitted by the Manager of Public Works, re: 2022 Engineering Standards Draft.**

Council commended the Manager of Public Works on the work undertaken to replace the outdated standards.

Resolution No: CW083-2022 Moved by: Sander Seconded by: Kiezebrink

*Be it resolved that Staff Report PW011-22 be received; and
That Council adopt the attached 2022 Engineering Design Standards Report to
replace the current 1989 Engineering Standards.*

----Carried----

8. **FINANCE**

- a. **Reduction of Securities – Marshall (Brookfield) Subdivision.**

Resolution No: CW084-2022 Moved by: Smith Seconded by: Kiezebrink

Be it resolved that Council approve a reduction in securities (External Works Agreement) relating to Marshall (Brookfield) Subdivision, as recommended by Ainley & Associates Limited as follows:

<i>Current Securities Held by Township of Essa:</i>	<i>\$4,061,939.86</i>
<i>Security to be Released:</i>	<i>\$2,082,046.27</i>
<i>Securities to be Retained by Township of Essa:</i>	<i>\$1,979,893.59</i>

And,

That this approval is conditional upon the Developer providing the municipality with a Statutory Declaration indicating that all accounts have been paid in full, including all of the Township's legal and engineering costs.

----Carried----

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

- a. **Report submitted by Township of Essa’s Integrity Commissioner, re: Integrity Commissioner’s Annual Report – Spring 2022.**

Resolution No: CW085-2022 Moved by: Smith Seconded by: Henderson

Be it resolved that the “Annual Report – Spring 2022”, as submitted by Principles Integrity, be received, and that the Report be made available to the public by posting on the Township’s website; and

That staff be directed to schedule Principles Integrity to attend a future Council orientation session in order to provide Council with education and training on matters pertaining to the Township's ethical framework, following the 2022 Municipal Election.

----Carried----

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

- a. **Staff Report CAO022- 22 submitted by the Chief Administrative Officer, re: 152 Greenwood Drive – Rezoning of Land to Allow for a School.**

This Item was deferred.

11. **OTHER BUSINESS**

- a. **Canada Day – Angus Community Park**

Council reminded those in attendance about the Canada Day festivities scheduled to take place at Angus Community Park.

Council wished all in attendance a Happy Canada Day.

- b. **Council Referrals to Committees and/or Staff**

Council requested that staff refer the request of a resident for a speed limit reduction on the 9th Line between the 20th and 25th Sideroad to the Traffic Advisory Committee. Additionally, Council requested that staff look into the current road conditions in the same area.

Council requested that staff provide a Report for their consideration specific to the installation and associated costs of a dog park at Olive Lee Park.

Council requested that staff investigate a possible sight impairment caused by a tree in the area of the intersection located at 8th Line/25th Sideroad.

Council requested that staff remove weeds from the intersection of Denney Drive/County Road 21. The weeds are impeding through a fence.

12. **ADJOURNMENT**

Resolution No: CW086-2022 Moved by: Smith Seconded by: Kiezebrink

Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 7:22 p.m., to meet again on the 7th day of September, 2022 at 6:00 p.m.

----Carried-----

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING
WEDNESDAY, JUNE 29, 2022

MINUTES

The Regular Meeting of Council was held in-person on Wednesday, June 29, 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 Ron Henderson

Staff in attendance: M. Mikael, Manager of Public Works
J. Coleman, Manager of Parks and Recreation
L. Lehr, Manager of Legislative Services

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the meeting at 7:22 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS

Resolution No: CR135-2022 Moved by: Sander Seconded by: Kiezebrink

*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 and Regular Council meetings held on the 15th day of June, 2022 be adopted as circulated.*

----Carried----

4. CONSENT AGENDA

Resolution No: CR136-2022 Moved by: Sander Seconded by: Henderson

*Be it resolved that the items listed in the Consent Agenda dated June 29, 2022 be received for information; and
That Staff be directed to register and pay for a Double-Gold Sponsor for Item A-1.*

----Carried----

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

- a. **Fierté Simcoe Pride – July 25 – August 7, 2022 (Flag raising on July 26, 2022 at 3:30 p.m.)**

Resolution No: CR137-2022 Moved by: Smith Seconded by: Kiezebrink

WHEREAS 2022 marks the eleventh annual Fierté Simcoe Pride, and its purpose is to create a safe and inclusive Simcoe County that supports gender and sexual diversity through services, activities and events; and
WHEREAS the Rainbow Pride Flag is raised to honour gender and sexual diversity in Simcoe County and is a symbol of the Pride movement and the advancement of human rights for sexual orientation, gender identity and expression, and sex characteristics; and
WHEREAS the colour red signifies life, orange symbolizes healing, yellow symbolizes sunlight, green symbolizes nature, blue symbolizes serenity, peace and harmony; and finally, purple symbolizes spirit; and
WHEREAS the mission of Fierté Simcoe Pride is “to create and offer inclusive events, services, and educational opportunities that rise above heterosexism, heteronormativity and homo/bi/transphobia, promoting safe communities within Simcoe County”; and
WHEREAS Fierté Simcoe Pride is filled with numerous events and activities that focus on education, awareness, community development, creative expression and fun for the whole family.
 NOW THEREFORE Council hereby proclaims July 25 to August 7, 2022 as a time to support Fierté Simcoe Pride and the activities of FSP 2022.

----Carried----

- b. **International Overdose Awareness Day**

Resolution No: CR138-2022 Moved by: Sander Seconded by: Smith

WHEREAS Council of the Township of Essa acknowledges the harm and hardship caused by drug overdose and recognizes the purpose of International Overdose Awareness Day as a day to remember loved ones lost to overdose and ending the stigma of drug-related deaths; and
WHEREAS Council of the Township of Essa resolves to play a part in reducing the toll of overdose in our community, which claimed the lives of 169 (confirmed and probable) residents in Simcoe Muskoka in 2021, which was 25% higher than the 135 in 2020, with fortunately, none of these deaths occurring in the Township of Essa, with countless more lives affected forever; and
WHEREAS Council of the Township of Essa affirms that the people affected by overdose are our sons and daughters, our mothers and fathers, our brothers and sisters, and deserving of our love, compassion and support;
 NOW THEREFORE Council of the Township of Essa hereby proclaims August 31st, 2022 as Overdose Awareness Day in Essa Township.

----Carried----

c. Canada Day – Municipally Significant Event

Resolution No: CR139-2022 Moved by: Kiezebrink Seconded by: Sander

WHEREAS July 1, 1867, marked the passage of the British North America Act (later known as the Constitution Act) thereby establishing the Dominion of Canada as a self-governing entity within the British Empire; and

WHEREAS in 1879, a federal law made July 1st a statutory holiday, marking the day as the “Anniversary of Confederation”, which was later referred to as “Dominion Day” and became known officially as “Canada Day” on October 27, 1982, a day for celebrations across the country where Canadians have shown pride in the history, culture and achievements of Canada since 1868; and

WHEREAS, the Township of Essa has partnered with the Angus Lions Club and other organizations on an annual basis to provide Canada Day festivities to its residents, with the festivities historically being held at Community Park in Angus;

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby declares and endorses Canada Day festivities on July 1st, 2022 at Community Park to be a municipally significant event, and encourages residents of the municipality to join together in celebrating Canada’s Birthday.

----Carried----

8. UNFINISHED BUSINESS

9. BY-LAWS

a. By-law 2022-38 Paying of Accounts During Summer Recess

Resolution No: CR140-2022 Moved by: Henderson Seconded by: Sander

Be it resolved that leave be granted to introduce By-law 2022-38, that being a By-law to authorize the Chief Administrative Officer to approve and authorize payment of expenditures during Council’s summer recess in each calendar year; 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 2022-39 Appointment By-law

Resolution No: CR141-2022 Moved by: Sander Seconded by: Smith

Be it resolved that leave be granted to introduce By-law 2022-39, that being a By-law to appoint a Building Inspector - ARU Official; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.

----Carried----

10. QUESTIONS

11. CLOSED SESSION

12. CONFIRMATION BY-LAW

By-law 2022-40

Resolution No: CR142-2022 Moved by: Henderson Seconded by: Smith

Be it resolved that leave be granted to introduce By-law 2022-40, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 7th day of September, 2022; and that said By-law be read a first, and taken as read a second and third time and finally passed.

---Carried---

Extend salutations to staff - Have safe & healthy summer

13. ADJOURNMENT

Resolution No: CR143-2022 Moved by: Smith Seconded by: Henderson

Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 7:34 p.m. to meet again on the 7th day of September, 2022 at 6:00 p.m.

---Carried---

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

**THE CORPORATION OF THE TOWNSHIP OF ESSA
SPECIAL MEETING OF COUNCIL
WEDNESDAY, JULY 13, 2022**

MINUTES

A Special Meeting of Council was held in-person on Wednesday, July 13, 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 Ron Henderson

Staff in attendance: C. Healey Dowdall, Chief Administrative Officer

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the meeting at 8:30 a.m.

The Chief Administrative Officer informed Council and those in attendance that the Clerk delegated the powers and duties as assigned under section 228(4) of the *Municipal Act, 2001*, to the Chief Administrative Officer for the Special Meeting of Council.

2. DISCLOSURE OF PECUNIARY INTEREST

3. CLOSED SESSION

Resolution No: CW087-2022 Moved by: Smith Seconded by: Kiezebrink

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

- *Personal Matters about an Identifiable Individual [s.239(2)(b)]*
- *Labour Relations or Employee Negotiations [s.239(2)(d)]*
- *Advice Subject to Solicitor-Client Privilege [s.239(2)(f)]*

----Carried----

Council proceeded into Closed Session at 5:03 p.m.

Motion to Rise and Report from Closed Session Deliberations of July 13, 2022.**Resolution No: CW088-2022 Moved by: Henderson Seconded by: Sander***Be it resolved that Council rise and report from the Closed Session Meeting at 5:33 p.m.***----Carried----**

- a. **PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL [s.239(2)(b)]
LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS [s.239(2)(d)]
ADVICE SUBJECT TO SOLICITOR-CLIENT PRIVILEGE [s.239(2)(f)]
Confidential Staff Report CAO024-22 submitted by the Chief
Administrative Officer, re: Staff.**

MOTION AS AMENDED**Resolution No: CW089-2022 Moved by: Smith Seconded by: Kiezebrink***Be it resolved that Confidential Staff Report CAO024-22 be received; and
That Council authorize the Chief Administrative Officer to proceed with Option
No. 2 as amended.***----Carried----****4. CONFIRMATION BY-LAW****By-law 2021-41****Resolution No: CW090-2022 Moved by: Smith Seconded by: Kiezebrink***Be it resolved that leave be granted to introduce By-law 2022-41, that being a By-law
to confirm the proceedings of the Special Meeting of Council held on this 13th day of
July, 2022; and that said By-law be read a first, and taken as read a second and third
time and finally passed.***----Carried----****5. ADJOURNMENT****Resolution No: CW091-2022 Moved by: Smith Seconded by: Henderson***Be it resolved that this Special Meeting of Council of the Township of Essa adjourn at
5:35 p.m.***----Carried----**_____
Sandie Macdonald, Mayor

||

Colleen Healey Dowdall, Chief Administrative Officer

52

9. Chairperson conducts election of new Vice-Chair:
Carol Cryer is nominated and unanimously voted the new Vice-Chair for EPL.
The position for Chair of the Finance Committee will remain vacant due to the size of a smaller board, with the draft 2023 budget developed by the CEO and Chair, which will then be presented to the EPL Committee of the Whole.

10. Closed Meeting:
2022:060 Moved: PK Seconded: CC Carried
THAT the Board proceed to Closed Session at 8:48pm to discuss:

- ✓ other matters pertaining to personal matters about an identifiable individual, including Board employees
- ✓ litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board

2022:061 Moved: JB Seconded: PK Carried
THAT the Board rise from the Closed Session at 8:51pm.

11. Treasurer's Report:
11.1 Development Charges of \$9,000 apply to Debt Repayment in 2022 for a remaining balance of \$19,430 in future budgets.
11.2 Actual vs Budget Year to Date from Essa Treasury to May 26, 2022
11.3 Angus Pendant Light Replacement quote including overtime accepted by CEO as all portions of cost will be shared 50:50 with SCDSB as per the Joint-Use Agreement. SCDSB indicated an interest in adjusting this portion of the by-law at a future Administrative Committee meeting.
11.4 Both Summer Program Assistant positions reduced to 9 weeks instead of 11 weeks due to availability of applicants. Terms of the Grant will still be met, with a savings of approximately \$861 + MERC \$146 = \$1,007. This savings will cover the cost of Overtime for Pendant Light replacement with SCDSB sharing the extra cost at 50%.

2022:062 Moved: PK Seconded: JB Carried
THAT the Library Board receives the Treasurer's Report as circulated.

12. CEO Report, May 2022
12.1 Library Report for April, 2022
12.2 2021 Annual Report
12.3 Working Committee Minutes for March, 2022
12.4 Update from Canadian Federation of Library Associations (CFLA)

2022: 063 Moved: CC Seconded: JB Carried
THAT the Library Board receives the CEO Report and 2021 Annual Report as circulated, to be shared with Essa Council.

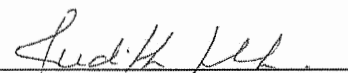
13. Ontario Library Service (OLS) Trustee Report (C. Cryer): None

14. Other Business: None

15. Next meeting: Monday, June 27, 7pm at Thornton Branch

16. Adjournment 2022:064 Moved: CC Carried *THAT the Meeting be adjourned at 9:08pm.*

APPROVED June 27, 2022


J. Hunter, Chair 13


L. Wark, CEO

7c

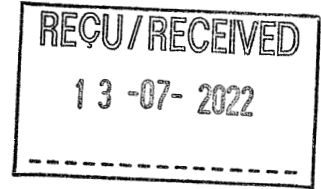
Angus Union Cemetery

60 Vernon Street

Angus, On

LOM 1B0

705-424-9630



July 15, 2022

Township of Essa
5786 Simcoe County Rd 21
Utopia, On
LOM 1T0

Essa Township Council

Please be advised the Angus Union Cemetery Board at the October 2021 board meeting put forth a motion, passed the motion to dissolve the board of volunteers on December 31, 2022.

We have informed the Bereavement Authority of Ontario of our intentions and have assured that we will pass along the maps and files pertaining to the Angus Union Cemetery. This information will include the banking information for our Care & Maintenance trust fund held by Scotia Wealth Management, located in Kingston Ontario; and the bank account held at Scotia Bank in Angus Ontario for operating expenses.

The Angus Union Cemetery Board will have the care & maintenance paid up to and including December 31, 2022 and numbers totalled for the licensing of the cemetery due in March 2023.

While the Angus Union Cemetery Board members are retiring from their volunteer positions, we will be available should the Township of Essa need any information to help them succeed in a smooth transition for this process.

Kindest Regards

Myra Knight
Chair person

Nancy Willoughby
Vice Chair person

Sherry Coe
Secretary/Treasurer

Cc Bereavement Authority of Ontario

9a

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2022 – 42

Being a By-law to establish and appoint a Joint Compliance Audit Committee.

WHEREAS Section 8 (1) of the *Municipal Act*, 2001, S.O. 2001, c.25, herein referred to as “the Act” provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality’s ability to respond to municipal issues; and

WHEREAS Section 23.1(1) of the Act provides that without limiting Sections 9, 10 and 11 of the Act, those sections authorize a municipality to delegate its powers and duties under this or any other Act to a person or body subject to the restrictions set out in this Part; and

WHEREAS Section 88.37 of the *Municipal Elections Act*, 1996, S.O. 1996, c. 32 provides that a Council shall establish a Compliance Audit Committee before October 1st of an election year for the purposes of the *Municipal Elections Act*, and 2022 is an election year; and

WHEREAS Section 88.37(6) of the *Municipal Elections Act* provides that the Clerk of the municipality shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee’s decisions; and

WHEREAS at its meeting of December 15, 2021, Council of the Township of Essa passed Resolution CW150-2021 thereby approving participation in the Compliance Audit Committee facilitated by the County of Simcoe for the upcoming 2022 Municipal and School Board Election; and

WHEREAS Section 228 (4) of the Act provides that the Clerk may delegate in writing to any person, other than a member of Council, any of the Clerk’s powers and duties under this and any other Act, and the Clerk has delegated the powers required to the County Clerk, or designate, to administer and execute all necessary duties to support the Joint Compliance Audit Committee;

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

1. That Council hereby establishes the Joint Compliance Audit Committee with the municipalities of Adjala-Tosorontio, Bradford-West Gwillimbury, Clearview, Collingwood, Essa, Innisfil, Midland, New Tecumseth, Oro-Medonte, Penetanguishene, Ramara, Severn, Springwater, Tay, Tiny, Wasaga Beach, and the City of Orillia.

9a

2. That the Joint Compliance Audit Committee Terms of Reference attached hereto as Schedule 1 to this By-law, are hereby adopted.
3. That the following persons are hereby appointed as members of the Joint Compliance Audit committee for the 2022-2026 term of Council:
 - a) Robert (Bob) Adam (Town of Bradford-West Gwillimbury);
 - b) Clive Algie (Township of Oro-Medonte);
 - c) Peter Anderson (Township of Oro-Medonte);
 - d) Ruben Rosen (Town of Collingwood);
 - e) Doug Taylor (Town of Penetanguishene).
 - f) Alternate Member – Lynn Worthington (Township of Essa)
4. That Council confirms that the Clerk has delegated in writing the Clerk's powers and duties to the County Clerk with respect to the Joint Compliance Audit Committee under the Municipal Elections Act.
5. That this By-law shall come into force and effect upon the date of passing thereof.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 7th day of September, 2022.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

2022-2026 Joint Compliance Audit Committee Terms of Reference

The Participating Municipalities will select Committee members jointly. In the event a Participating Municipality receives an application for a compliance audit, the County Clerk will be responsible for meeting administration while the Municipal Clerk for the Participating Municipality will be responsible for payment of all costs associated with the Committee, including audits, if required.

1. Definitions

"Act" means the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended from time to time.

"Applicant" means the individual who submitted the application requesting a Compliance Audit.

"Auditor" means a person appointed by the Committee, licensed under the *Public Accounting Act, 2004*, to conduct a Compliance Audit of a Candidate's election campaign finances pursuant to Section 88.33(10) and (11) of the Act.

"Auditor's Report" means a report prepared by an auditor for the Committee pursuant to Section 88.33(12) of the Act.

"Candidate" means the candidate whose election campaign finances are the subject of an application for a Compliance Audit.

"Clerk" means, as the context provides, the Clerk of any of the Participating Municipalities, or his or her designate.

"Committee" means the Joint Compliance Audit Committee established pursuant to Section 88.37(1) of the Act.

"Compliance Audit" means an audit of a Candidate's election campaign finances conducted by an Auditor appointed by the Committee.

"Council" means, as the context provides, the Council of any of the Participating Municipalities.

"County Clerk" means the Clerk of The Corporation of the County of Simcoe or their designate.

"Family Member" means a child, parent and spouse of a Committee member, as defined in the *Municipal Conflict of Interest Act*, and shall also include mother, father, sister, brother, daughter-in-law, son-in-law, step-child, sibling, grand-child, aunt, uncle, niece, nephew and first cousins.

"Meeting" means a meeting of the Committee in accordance with section 5.1 of the Act.

"Municipal Conflict of Interest Act" means the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended from time to time.

9a

2022-2026 Joint Compliance Audit Committee – Terms of Reference

“Participating Municipalities” means all or some of the following municipalities participating in the Joint Compliance Audit Committee process: Township of Adjala-Tosorontio, Town of Bradford-West Gwillimbury, Township of Clearview, Town of Collingwood, Township of Essa, Town of Innisfil, Town of Midland, Town of New Tecumseth, City of Orillia, Township of Oro-Medonte, Town of Penetanguishene, Township of Ramara, Township of Severn, Township of Springwater, Township of Tay, Township of Tiny and the Town of Wasaga Beach.

“Pecuniary Interest” means a direct or indirect interest within the meaning of the Municipal Conflict of Interest Act.

“Private Session” means any portion of the meeting that is closed to the public for confidential deliberation in accordance with the Act.

“Reasonable Notice” means the posting of the meeting agenda on the County website and the applicable participating municipalities’ website and advising the Applicant, Candidate, Contributor or Registered Third Party Advertiser, as applicable, by email, telephone or by regular mail seven (7) calendar days in advance of the meeting.

“Registered Third Party Advertiser” means an individual resident in Ontario, a corporation carrying on business in Ontario or trade union who has filed with the clerk of the municipality responsible for conducting an election a notice of registration to be a registered third party advertiser for the election pursuant to Section 88.6 of the Act.

“Selection Committee” means the committee, composed of the Clerks of the Participating Municipalities that will choose the members of the Committee.

“Simcoe County” means The Corporation of the County of Simcoe.

“Trade Union” means a trade union as defined in the *Labour Relations Act, 1995* or the *Canada Labour Code (Canada)* and includes a central, regional or district labour council in Ontario.

2. Enabling Legislation

Section 88.37(1) of the Act requires that before October 1st in an election year, Council establish a compliance audit committee for the purposes of Section 88.33 of the Act relative to a possible contravention of the Act’s election campaign finance provisions.

3. Mandate

This Committee is an investigative/adjudicative body created to enforce provincially enacted laws related to municipal election campaign funding.

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4. Roles and Responsibilities

The Committee shall:

	Timeline/Section of the Act
Consider Compliance Audit applications for Candidates and/or Registered Third Parties and decide whether they should be granted or rejected.	Within 30 days after receipt of the application - s. 88.33(7)
Provide written reasons for the decision to grant or reject the applications.	s. 88.33(8)
If an application is granted, appoint an Auditor to conduct a Compliance Audit of the Candidate's election campaign finances.	s. 88.33(10) and (11)
Receive the Auditor's Report.	s. 88.33(14)
(i) Once the Auditor's Report is received, consider the Report if it contains a conclusion of apparent contravention of the Act, and decide whether to commence a legal proceeding against the candidate for the apparent contravention.	Within 30 days of receipt of the Auditor's Report - s. 88.33(17)
Receive a Clerk's Report identifying any contributor to a Candidate or Registered Third Party Advertiser who appears to have contravened established contribution limits.	s. 88.34(4) s. 88.36(4)
Once the Clerk's Report is received, consider the Report and decide whether to commence a legal proceeding against the Contributor for the apparent contravention.	Within 30 days of receipt of the Clerk's Report - s. 88.34(8), s. 88.36(5)
In addition, the Committee shall:	
<ul style="list-style-type: none"> -Participate in the selection of an Auditor in response to the request for quotation process; -Provide instructions to the selected Auditor about the scope of each Compliance Audit, as needed; -Determine a timeline for the Auditor to complete each Compliance Audit. 	

9a

5. Term

The term of the appointment is concurrent with the term of Council. Upon the term's expiry, Committee members may reapply to the Selection Committee to serve additional terms.

6. Composition

The Committee shall be composed of not fewer than three (3) and not more than seven (7) members and shall not include:

- (a) employees or officers of the Participating Municipalities;
- (b) members of Council of the Participating Municipalities;
- (c) any persons who are Candidates in the election for which the Committee is established, or Family Members of same, or any person connected to a candidate through an employment, contractual, business or partnership relationship;
- (d) any persons who have participated as a Candidate for an office or Registered Third Party Advertiser in the Participating Municipalities in the past two regular elections, or who have conducted audits or provided financial or legal advice in respect of such campaigns;
- (e) any persons who do or intend to assist any Candidate or Registered Third Party, as a volunteer or for compensation, in the election for which the Committee is established.

7. Selection of Members

Information pertaining to the Committee, including the terms of reference and an application for appointment to the Committee will be posted on the websites of the Participating Municipalities.

Committee membership will be drawn from the following groups:

- accounting and audit – accountants or auditors, preferably with experience in preparing or auditing the financial statements of municipal candidates;
- academic – college or university professors with expertise in political science or local government administration;
- legal; and
- other individuals with knowledge of the campaign financing provisions of the Act.

The following criteria may be considered in the selection of members:

- demonstrated knowledge and understanding of the Act's municipal election campaign financing provisions;
- experience in administrative law;
- proven analytical and decision-making skills;
- experience working on a committee, task force or in a similar setting;
- availability and willingness to attend meetings;

2022-2026 Joint Compliance Audit Committee – Terms of Reference

- demonstrated oral and written communication skills; and
- any other criteria as may be prescribed under the Act.

The Clerks from the Participating Municipalities shall be responsible for the recruitment of applicants. All applicants will be required to submit an application form outlining their qualifications and experience to the County Clerk by a specified deadline. After the deadline has passed, the Selection Committee will meet to review the applications, interview and appoint Committee members.

To avoid possible conflicts of interest, any auditor or accountant appointed to the Committee must agree in writing that they have not undertaken and shall not undertake the audits or preparation of financial statements of any Candidates seeking election to Councils or Registered Third Parties in the Participating Municipalities during the term of the Committee. In addition, any lawyer or other legal professional appointed to the Committee must agree in writing that they have not provided and will not provide legal advice to any Candidates seeking election to Councils or to any Registered Third Parties or Contributors to Candidates and Registered Third Parties in the election in the Participating Municipalities during the term of the Committee.

8. Notice

The County Clerk shall give notice of a Committee meeting to the Committee by email, telephone or by regular mail in advance of the notice to the public.

The County Clerk and applicable Municipal Clerk shall give reasonable notice of the meeting by posting the meeting agenda on their websites. This will serve as public notice of the Committee meeting.

Where an application will be considered at the meeting, the County Clerk shall give reasonable notice to the Applicant and Candidate or Registered Third Party Advertiser of the time, place and purpose of the Committee meeting, and further advise that if either party fails to attend the meeting, the Committee may proceed in the party's absence and the party will not be entitled to further notice concerning the meeting.

Where a Municipal Clerk's Report regarding contribution limit exceedances will be considered at the meeting, the County Clerk shall give reasonable notice to the Contributor and Candidate or Registered Third Party Advertiser of the time, place and purpose of the Committee meeting, and of the fact that if either party fails to attend the meeting, the Committee may proceed in the party's absence and the party will not be entitled to further notice concerning the meeting. The notice shall include the content of the application.

90

9. Meetings

The County Clerk shall call a meeting of the Committee when he or she receives an application for a Compliance Audit or when he or she receives a report under Section 88.34 from the participating municipalities Clerk. The Applicant, Candidate, Registered Third Party Advertiser or their representative will be provided with an opportunity to address the Committee and provide written submissions.

Meeting dates, start times, locations and agendas shall be set by the County Clerk. Meetings may be held in-person or virtually. The agenda shall provide an opportunity for any member to declare a conflict of interest.

Committee meetings will be open to the public, but the Committee may deliberate in private, as noted in Section 88.33(5.1). No votes may be taken in private session.

10. Quorum

A quorum shall be a majority of Committee members.

If a quorum is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, the Committee meeting will be rescheduled to a future date.

11. Selection of the Chair

The Chair shall be selected from among the Committee members at the first meeting of the Committee for the term of office. If there is no consensus on a Chair, selection will be carried out by way of nomination and vote of the Committee members present.

If the Chair of the Committee resigns as the Chair or as a member of the Committee, the Committee shall appoint another member as Chair for the balance of the term of Council.

12. Duties of the Chair

The Chair shall:

- (a) call Committee meetings to order when there is a Quorum, preside over Committee discussions, facilitate Committee business, follow meeting procedures, identify the order of proceedings and speakers and rule on points of order;
- (b) participate as an active and voting member; and,
- (c) encourage participation by all members.

If the Chair is not present within the first ten minutes of a Committee meeting or is absent through illness or otherwise, the Committee shall select another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair. Selection of the Acting Chair will be made by resolution.

13. Duties of Committee Members

The duties of Committee members are as follows:

- a) Carry out all statutory obligations of the Committee in accordance with the Act.
- b) Attend all Committee meetings, sending regrets otherwise.
- c) Understand their role, the Committee's mandate and meeting procedures.
- d) Declare any pecuniary interest in any matter prior to consideration by the Committee the member shall leave the meeting during all discussion on the matter including a private session.
- e) Where the pecuniary interest of a member has not been disclosed by reason of the member's absence from the meeting, the member shall disclose the pecuniary interest and otherwise comply with subsection (d) at the first meeting of the Committee attended by the member after the meeting referred to in subsection (d).
- f) Participate as an active and voting member, asking questions, and seeking clarification through the Chair.
- g) Provide the reasons for a decision in writing, as applicable.
- h) Develop and maintain a climate of mutual support, trust, courtesy and respect.
- i) Work together to utilize the knowledge, expertise and talents of all members.
- j) Respect the decisions of the Committee and that such decisions reflect the majority view.

14. Selection of an Auditor

Committee members will participate in the selection of an Auditor in response to the request for quotation. The Auditor will be appointed by resolution of the Committee at their first meeting. An engagement letter will be prepared and executed by the County Clerk, on behalf of the Participating Municipalities, which will indicate that the Auditor has been retained by the Committee following appointment.

15. Resources

The County Clerk will provide administrative support to the Committee, including the taking of minutes, the distribution of minutes and agendas, and the coordination of meetings.

16. Committee Records

The County Clerk will co-ordinate and retain certified true copies of the Committee records including agendas and minutes with original documents being retained by the appropriate Participating Municipalities.

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17. Declaration of Interest

Legislated requirements as set out in the Municipal Conflict of Interest Act shall apply to all Committee members. It is the responsibility of each member to disclose any pecuniary interest prior to discussion of a particular matter. Members are encouraged to seek independent legal advice if they are unsure of whether or not they have a pecuniary interest in a matter. Staff from the County or the Participating Municipalities will not provide advice or interpretation related to declarations.

18. Compensation

Members will receive the applicable County per diem and mileage for attendance at each meeting with each Participating Municipality being responsible to cover their share of the costs for each meeting.

19. Practices and Procedures

The Clerks of the Participating Municipalities along with the County Clerk shall establish administrative practices and procedures for the Committee in accordance with Section 88.37(6) of the Act and shall carry out any other duties required under the Act to implement the Committee's decisions.

The Clerks of the Participating Municipalities along with the County Clerk are delegated the authority to make administrative changes to these Terms of Reference that may be required from time to time due to legislative changes, or if, in the opinion of the Clerks, the amendments do not impact the intent of the Terms of Reference.

July 8, 2022

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW NO. 2022 – 43

**A By-law of The Corporation of the Township of Essa
to remove Blocks 1, 6 and 7 Plan 51M-1125 from the
Part Lot Control Provisions of the *Planning Act*.**

WHEREAS Subsection 50(7) of the *Planning Act*, R.S.O. 1990, c.P. 13 provides that the Council of a local municipality may by by-law provide that Subsection 50(5) does not apply to land that is within such Plan or Plans of Subdivision or part or parts thereof, as is or are designated in the by-law, and Subsection 50(5) ceases to apply to such lands;

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

1. Subsection 50(5) of the *Planning Act*, R.S.O. 1990, c.P.13 does not apply to the following lands in the Township or Essa.

Blocks 1, 6 and 7 of Plan 51M-1125
2. This By-law shall come into force and effect after the requirements of Subsection 50(7), Section 51 and Subsection 51.1 have been complied with.
3. This By-law shall be registered on title in the Land Registry Office for the County of Simcoe.

READ A FIRST TIME AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this 7th day of September, 2022. 2022.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

THE CORPORATION OF THE TOWNSHIP OF ESSA

9c

BY-LAW 2022 - 44

Being a By-law to appoint a Secretary-Treasurer to the Committee of Adjustment and to appoint Zoning Administrators.

WHEREAS Section 44(8) of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, states that the Council of each municipality may appoint a Secretary-Treasurer in the conduct of Committee of Adjustment matters in following out functions outlined within Section 44(11)(10); and

WHEREAS Section 34(1) of the *Planning Act*, R.S.O. 1990, C. P.13, as amended, states that the Council of each municipality may pass a zoning by-law to restrict the use of land or to prohibit the use of land except for such purposes as may be set out in the by-law; and

WHEREAS Council of the Township of Essa deems it advisable to appoint a Secretary-Treasurer to the Committee of Adjustment as is necessary for the purposes of the said Act; and

WHEREAS the Council of The Township of Essa deems it advisable to appoint a zoning administrator as is necessary for the purposes of the enforcement of said Act;

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

1. That Colleen Healey-Dowdall, Aimee Powell, Samuel Haniff and Owen Curnew be and are hereby appointed as Secretary-Treasurers to the Township of Essa's Committee of Adjustment, for the period during which they are employees of the municipality.
2. That Colleen Healey-Dowdall, Aimee Powell, Samuel Haniff and Owen Curnew be and are hereby appointed to the position of zoning administrators of the Corporation of the Township of Essa for the period during which they are employees of the municipality.
3. That any previous By-laws specific to said appointments be and are hereby repealed.
4. That the said appointment shall become effective immediately.
5. That this By-law shall come into force and effect on the day it is finally passed.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 7th day of September, 2022.

Sandie Macdonald, Mayor

26

Lisa Lehr, Manager of Legislative Services

9d

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2022 – 45

A By-law to adopt an Asset Management Policy for the Township of Essa.

WHEREAS the *Infrastructure for Jobs and Prosperity Act, 2015* and Section 3 of Ontario Regulation 588/17 requires a municipality to prepare a strategic Asset Management Policy; and

WHEREAS Council deems it expedient to establish an Asset Management Policy for the Township of Essa;

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

1. That this By-law shall be entitled the "Asset Management Policy By-law".
2. That the Asset Management Policy as set out in Schedule 'A' attached hereto, is hereby adopted for the Township of Essa.
3. This By-law shall take effect upon the final date of passing.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this 7th day of September, 2022.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services



Schedule "A" of By-law 2022-45

Corporation of the Township of Essa Asset Management Policy

Executive Summary

The Township of Essa provides a wide range of services to the community that require the ownership and responsible operation, maintenance and rehabilitation of physical assets utilizing \$400 million worth of assets including land, buildings, equipment, transportation, drainage, sewer and water infrastructure.

Asset management planning is an integrated approach, involving all of the Township of Essa departments, delivering value to the community through the effective management of existing and new infrastructure assets. The intent is to maximize benefits, reduce risk and provide satisfactory levels of service to the community in a sustainable manner. Good asset management practices are fundamental to achieving sustainable and resilient communities.

"It is our goal to integrate asset management practices in the operations and decisions of the Township of Essa in order to best understand the needs and wants of community stakeholders, and to determine the actions necessary to deliver said services in the most efficient, sustainable and economical manner."

In order to achieve the goals and benefits of asset management, the Township will endeavor to apply principles outlined in the *Infrastructure for Jobs and Prosperity Act, 2015* and other applicable legislation.

This policy document clarifies the roles, responsibilities, requirements, authorities and accountabilities of individuals and departments regarding asset management at the Township of Essa.

1. Summary

An Asset Management Policy articulates Council's commitment to asset management and provides policy statements to guide staff in carrying out the Township's business strategies, plans and activities leading to the development of a formal Asset Management Plan (AMP). It is a commitment by the Township to adopt and apply asset management practices.

To support asset management decision making sure the Township of Essa will take steps to connect the appropriate departments, functions and support activities in order to build effective working relationships and encourage information-sharing. These departments and functions include planning, engineering, operations, maintenance, finance and other strategic planning functions such as sustainability.

Asset management decision-making will drive optimum value for the community by focusing on the "big picture". The municipality will therefore ensure that decisions are made collaboratively and consider life-cycle stages and the inter-relationships between asset performance, operational performance and overall service performance. Decision-making will also recognize the interconnected nature of asset systems and how decisions about one set of assets may potentially interact with or affect assets controlled by other department or functions.

2. Purpose

An Asset Management Policy Statement is important as it sets the framework for the development of an AMP. It is a high-level document that provides direction and guidance about the elected council's commitment to best practices in asset management. This Policy document:

- 1) Establishes the framework that guides the Township in managing its physical assets
- 2) Communicates expectations and goals
- 3) Drives long-term thinking and planning
- 4) Supports financial stability
- 5) Supports evidence-based business cases for budgets and long-term forecasts

The municipality will evaluate relevant asset investment decisions based on consideration of the whole-life costs associated with managing those assets through their entire life cycle.

The municipality will develop prioritized capital investment plans that reflect community and stakeholder expectations with regard to level of service and other strategic objectives. The municipality will evaluate the magnitude, nature and overall balance of investment plans considering the aggregate value derived for the community such as affordability, willingness to pay and intergenerational equity.

2.1 Goals

The Township is committed to incorporating asset management principles into the decisions and actions taken by members of the organization. This is a significant change to the historical ways of thinking and operating for many municipalities including the Township of Essa. *It is our goal to integrate asset management practices in the operations and decisions of the Township in order to best understand the needs and wants of community stakeholders and determine the actions necessary to deliver said services in the most efficient, sustainable and economical manner.*

Short term goals of the Township include:

- 1) Updating the 2013 AMP to include all core municipal infrastructure assets in accordance to Ont. Reg. 588/17 and other applicable legislation.
- 2) Inform and educate Council and Staff about the benefits of asset management practices and how it can integrate into municipal operations.
- 3) Establish channels that communicate ongoing initiatives and provide opportunities for community participation.
- 4) Formalize data collection to improve completeness and accuracy of the asset register.

Long term goals of the Township include:

- 1) Expanding the AMP to include non-core assets.
- 2) Centralize the municipality's asset management software, asset tracking systems and computerized maintenance management software.

2.2 Steps leading to an AMP

An Asset Management Policy is a step in the process that leads to an AMP. Key steps include:

- a) Organizational Plan
 - Outlines the organizational vision, goals and objectives
- b) Tangible Capital AMP
 - Accounting the historical costs of Township's Physical Assets as prescribed by the Public Sector Accounting Board (PSAB) 3150
- c) Asset Management Policy
 - Outlines the Asset Management Principles that will be followed in the development and use of the Township's AMP

- d) AMP
 - A tactical plan for managing the Township’s physical assets to an agreed standard of service.
- e) Operational Plans Work Programs (feedback & updates to AMP)
 - Guides the day-to-day activities of staff and contractors. Provides opportunity for feedback and improvement.

3. Scope

This Asset Management Policy is drafted to cover the standardized requirements as defined in Ontario Regulation 588/17 and other applicable legislation.

a. Core Assets

Roads, Bridges, Water, Sanitary and Stormwater assets are identified as "core assets" to the municipality. To meet the Ont. Regulation 588/17 requirements, these assets will be incorporated into an AMP.

b. Capital Thresholds

Capital thresholds used in the Township’s AMP shall be of the same values used in the Township’s Tangible Capital AMP, where applicable.

4. Key Principles

In order to achieve the goals and benefits of asset management, the Township of Essa will endeavor to apply the principles prescribed in the *Infrastructure for Jobs and Prosperity Act, 2015* and other applicable legislation being:

Forward Looking – The Township shall take a long-term view while considering demographic and economic trends in the region.

Budgeting and Planning – The Township shall take into account any applicable budgets or fiscal plans, such as fiscal plans released under the following:

1. *Fiscal Transparency and Accountability Act, 2004*
2. *Budgets adopted under Part VII of the Municipal Act, 2001*

Prioritizing – The Township shall clearly identify infrastructure priorities which will drive investment decisions.

Economic Development – The Township shall promote economic competitiveness, productivity, job creation, and training opportunities.

Transparency – The Township shall be evidence-based and transparent. Additionally, subject to any prohibitions under an Act or otherwise by law on the collection, use, or disclosure of information, the Township shall:

- Make decisions with respect to infrastructure based on information that is publicly available or made available to the public, and
- Share information with implications on infrastructure and investment

9d

decisions with the Government and broader public sector entities.

Consistency – The Township shall ensure the continued provision of core public services, such as healthcare and education.

Environmentally Conscious – The Township shall minimize the impact of infrastructure on the environment by:

- 1. Respecting and helping maintain ecological and biological diversity.
- 2. Augmenting resilience to the effects of climate change, and
- 3. Endeavoring to make use of acceptable recycled aggregates.

Health and Safety – The Township shall ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.

Innovation – The Township shall create opportunities to make use of innovative technologies, services, and practices, particularly where doing so would utilize technology, techniques, and practices developed in Ontario.

Community Focused – The Township shall promote community benefits, being the supplementary social and economic benefit arising from an infrastructure project that are intended to improve the well-being of a community affected by the project, such as:

- 1. Local job creation and training opportunities
- 2. Improvement of public space within the community
- 3. Promoting accessibility for persons with disabilities.

Integration -The Township shall where relevant and appropriate, be mindful and consider the principles and content of non-binding provincial or municipal plans and strategies established under an Act or otherwise, in planning and making decisions surrounding the infrastructure that supports them.

5. Roles and Responsibilities

The development and continuous support of the municipality's asset management planning requires a wide range of duties and responsibilities. The following passages outline the persons and responsibilities for these tasks:

I. Council

- i. Approve the direction of the asset management program and adopt the policy by resolution
- ii. Maintain adequate organizational capacity to support the core practices of the asset management program
- iii. Articulate community values and define priorities
- iv. Approve funding and resources to implement the Asset Management Policy and associated requirements through multi-year and long-range financial plans
- v. Establish and monitor levels of service

Essa Council shall conduct an annual review of its asset management progress each

year. This annual review shall address:

- a) the Township's progress in implementing its AMP;
- b) any factors impeding the Township's ability to implement its AMP; and
- c) a strategy to address the factors described in clause (b).

II. Senior Management Team

- i. The Chief Administration Officer (CAO) is responsible for leading the endorsement and implementation of the Asset Management Policy across the municipality.
- ii. Department Managers are responsible for leading the adoption of the Asset Management Policy within their departments and for allocating appropriate resources to its implementation and associated requirements.
- iii. Provide corporate oversight to goals and directions and ensure the program aligns with the Municipality's strategic plan.
- iv. Ensure that adequate resources are available to implement and maintain core practices.
- v. Track, analyze and report on programs and process and results.

III. Executive Lead (Treasury)

- i. Provide organizational-wide leadership in asset management practices and concepts.
- ii. Provide developmental staff coordination.

IV. Asset Management Committee

- i. Guide staff on the corporate objectives.
- ii. Provide resources and approvals for annual asset management improvements.
- iii. Who: Senior Management Team

V. Department Staff

- i. All staff involved in the application of asset management are responsible for observing the requirements of the Asset Management Policy.
- ii. Utilize the new business processes and technology tools developed as part of the program.
- iii. Participate in implementation task teams to carry-out asset management activities.
- iv. Provide support and direction for asset management practices within their department. Who: all Supervisors.

6. Communication

The Township of Essa recognizes the importance of consulting with stakeholders affected by our decisions. Productive stakeholder engagement can improve projects success by gaining insights from stakeholder points of view in order to deliver the best approach. These engagements are an opportunity to discuss alternative solutions, risks, opportunities, environmental impacts and considerations,

ad

evaluation criteria, design options etc.

a. Coordination with Neighbouring Municipalities

We are committed to engaging our neighbours as early as possible to coordinate planning for asset management where municipal infrastructure assets connect or are interrelated with those of our neighbouring municipalities.

The Township shall directly coordinate with affected municipalities as early in the process on all Township projects or private developments. This may include:

- Direct circulation for all Studies, Plans or Class Environmental Assessments (EA) undertaken by the Township, including those beyond the project scope or statutory circulation requirements.
- Early informal engagement with municipal staff
- Formal engagement
- Project coordination meetings for both public and private development proposals.

b. Resident participation and input

Asset management shall involve public engagement to help envision what the municipality will look like in the future and the infrastructure needed to support it. The Township's current strategic Asset Management Policy and AMP shall be posted on the Township's website and available to the public. A copy of the policy and plan shall be provided to any person who requests it.

A Communications strategy shall be adopted that will guide the processes used to engage stakeholders including resident input. Communication channels shall include:

- i. A project website.
- ii. Public open houses on a regular basis (which may be associated with planning and public works open houses).
- iii. Resident surveys, as appropriate.

7. Budget and Long-Term Financial Plans

The Township will integrate findings from the AMP into its long-term financial planning and budgeting processes. Sound financial analysis will be encompassed in asset management planning in order for the AMP to be a sought after guide to employees in budgeting and financial planning. The financial strategy included in the AMP will be completed by a multi-disciplinary team.

The AMP will be referenced by the service area personnel in the preparation of their budget submission to help them:

- i. Identify all potential revenues and costs (including operating, maintenance, replacement, and decommission) associated with forthcoming infrastructure asset decisions;

- ii. Evaluate the validity and need of each significant new capital asset, including considering the impact of future operating costs; and
- iii. Incorporate new revenue tools and alternative funding strategies where possible.

The department level budget submission prepared by each service area will be evaluated by the budget committee in the preparation of the Township's annual budget.

Long term estimates for infrastructure spending tie in directly to the capital budgeting process on a yearly basis. The AMP, on a higher level (10+ years), shall discuss future requirements for spending on each asset type, and on a more detailed level (1-3 years), shall define projects and prioritization of projects as outlined in the municipality's capital budget submissions.

8. Planning Principles

The Township's Strategic Plan aids in the identification of strategic priorities for the Township's future. It is a targeted, action-oriented practical plan that is necessary for Essa to position itself to compete effectively with other municipalities for jobs, growth, prosperity and attention. The following five key strategic directions are identified in the Strategic Plan:

- i. Continually improve the corporate management of the municipality
- ii. Create a solid foundation for jobs and economic prosperity
- iii. Ensure the municipality is in a strong financial position
- iv. Continue to build community identity and pride

An AMP shall contribute towards achieving the Township's vision and many of the strategic plan directions.

9. Commitment to Continuous Improvement

The municipality views continual improvement as a key part of our asset management approach and will focus on driving innovation in the development of tools, techniques and solutions.

The municipality will monitor and periodically review the effectiveness of asset management processes on the wider asset management system in supporting the delivery of strategic objectives, and will make adjustments as necessary.

The municipality will assess the asset management competencies required to implement the asset management system and provide the necessary support, education and training to asset management staff.

The municipality will review the Asset Management Policy in conjunction with its review of the asset management strategy, every four to five years.

10. Climate Change

The Township recognizes the challenges of managing the effects of climate change.

9d

The AMP shall set the protocols to identify how climate change/variability will manifest itself, how those climate hazards will translate into impacts and risks for the community, and what needs to be done to mitigate or adapt to them. This approach will balance the potential cost of vulnerabilities to climate change impacts and other risks with the cost of reducing these vulnerabilities.

a. Vulnerabilities

Risk management is a key function of asset management. The AMP shall include sections that establish the principles and framework to govern risk management and assess vulnerabilities due to climate change.

b. Operations and Maintenance Schedules

The AMP shall review or establish operation and maintenance schedules with consideration to the hazards and risks created by climate change.

c. Levels of Service

The AMP shall review the hazards and risks created by climate change and how this may impact the Township's objective in meeting the defined levels of service.

d. Lifecycle Management

The AMP shall review the hazards and risks created by climate change for its impact on an asset's lifecycle, and provide recommendations for the monitoring, review and actions necessary to address.

e. Disaster Planning and Contingency Funding

The Township has an Emergency Plan in place to guide the community through a disaster and help support the community by delivering essential services in the event of an emergency in accordance to the *Emergency Management and Civil Protection Act, Section 3 {1}* and *Ontario Regulation 380/04*.

The AMP shall support the Township's Emergency Plan. Various hazards, risks to public safety, and infrastructure risks identified in the Emergency Plan shall be included in the AMP.

11. Land Use Planning

The AMP shall promote efficient development and land use patterns which sustain the financial well-being of the Township over the long term; and to ensure that the necessary infrastructure and public facilities are or will be available to meet current and projected needs; and to promote cost-effective development patterns and standards to minimize land consumption and servicing costs.

12. Related Documents

The AMP is used to support the development and update the policies and plans of the

Township including:

a. Strategic Plan

The AMP shall align to the vision and initiatives set forth in the Township's Strategic Plan.

b. Long Term Financial Plan

The AMP shall clearly define infrastructure spending required for each asset category. Additionally, it shall look at methods of financing in order to fund the maintenance, replacement and rehabilitation of infrastructure at key times in a sustainable manner. These goals shall tie in directly to the municipality's overall long term financial plan. Over the medium term the capital budget forecast shall be adjusted to align with the AMP as funding levels permit.

c. Capital Budget

Long term estimates for infrastructure spending tie in directly to the capital budgeting process on a yearly basis. The AMP, on a higher level (10+ years), shall discuss future requirements for spending on each asset type, and on a more detailed level (1-3 years), shall define projects and prioritization of projects as outlined in the municipality's capital budget submissions.

d. By-laws, Standards and Policies

The AMP should influence policies and standards to maintain assets and required levels of service. Conversely, existing policies and standards outline the current level of service within the municipality operates.

e. Governmental Regulations and Requirements

The level of service for some assets and required capital spending are largely influenced by higher level government policies and regulation (e.g. *Safe Water Drinking Act*, Ontario Structure Inspection Manual, AODA). Required level of service minimums, inspections, maintenance, rehabilitation programs and capital spending for some assets are driven by some of these policies and regulations and must meet these requirements.

f. Official Plan

The AMP shall support the Official Plan to promote efficient development and land use patterns which sustain the financial well-being of the Township over the long term; and to ensure that the necessary infrastructure and public facilities are or will be available to meet current and projected needs; and to promote cost-effective development patterns and standards to minimize land consumption and servicing costs

g. Energy Management Plan

The AMP shall consider the Township's efforts to invest in environmentally friendly projects that reduce the Township's GHG emissions and overall impact on the environment.

h. Tangible Capital AMP

The AMP shall align to the requirements of the Township's Tangible Capital Asset Policy as required by the Canadian Institute of Chartered Accountants Public Sector Accounting Standards Board Section (PSAB) 3150, Tangible Capital Assets.

13. Financial Plans related to Water and Wastewater Assets

As part of the Water System Licensing requirement, Ontario municipalities must prepare and comply with a Drinking Water Quality Management System Operational Plan and prepare a Financial Plan that meets the requirements set out in O. Reg. 453/07 and other applicable legislation.

The financial analysis used for the water and wastewater asset management plans will align with existing financial plans related to water and wastewater assets. The analysis completed in each tangible document will reference the most up-to-date information from the same datasets, will be based on common methods, and will improve upon on another.

The AMP shall comply with all financial plans related to water and wastewater assets.

14. Consequence of Non-Compliance

Consequence of Non-compliance - Failure to comply with this policy may result in the following risks:

- Planning that does not optimize maintenance and replacement of existing assets as well as the development of new assets;
- Conflicts across the investment priorities set by each of the Township departments, poor coordination, and inefficient provision of services;
- Capital and urban development projects that are inconsistent with the Township's actual needs;
- Loss of the Township's institutional memory; and
- Compromised ecological services rendered by natural assets.

These risks potentially compromise the:

- Technical and financial capacity of the Township to provide the expected levels of service to current and future generations;
- Security, accessibility, and reliability of services provided through the infrastructure; and
- Alignment of Township's strategic objectives with asset management and service delivery activities.
- Ability to receive annual and one time funding from other levels of government.

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2022 - 46

A By-law to Authorize the Issuance of the Certificate of Substantial Completion and Acceptance (Underground Works) Briarwood Angus Subdivision (Woodland Creeks), Registered Plan 51M-1220

WHEREAS Section 51, Subsection (26) of the *Planning Act*, R.S.O. 1990; Chapter P. 13, as amended, provides that municipalities may enter into agreements imposed as a condition to the approval of a plan of subdivision and such agreements may be registered against the land to which the subdivision plan applies; and

WHEREAS Council for the Corporation of the Township of Essa entered into a Subdivision Agreement with Briarwood (Angus) Ltd. on March 21, 2022 to construct a residential development; and

WHEREAS the requirements of this Subdivision Agreement with respect to the underground services have now been met;

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

1. That the Certificate of Substantial Completion and Acceptance (Underground Works) for Briarwood Angus Subdivision, Registered Plan 51M-1220, may now be issued by the Township Engineers (AECOM) in compliance with the Subdivision Agreement between the Corporation of the Township of Essa and Briarwood (Angus) Ltd.
2. That the attached Schedule "A", Certificate of Substantial Completion and Acceptance (Underground Works) shall form part of this By-law.
3. This By-law comes into force and effect on the day it is finally passed.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 7th day of September, 2022.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

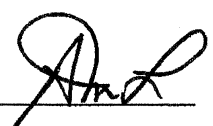
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AECOM **Township of Essa**
Construction Status Report [#01]

Subdivision: BRIARWOOD ANGUS SUBDIVISION File Number: 60118255.0000
 Engineer: Valdor [Darko Zivanovic] 416-319-3346 Contractor: Silvo Construction [Domenic Lombardi] 416-587-0658
 Date: August 10, 2022 Registered Plan: 51M-1220

START OF UNDERGROUND WORKS

	Yes	No	Date Completed and Comments
Siltation Controls			
1) silt fence installed and maintained	✓		
2) rock check dams installed and maintained	✓		
SWM Pond			
1) pond earth works completed	✓		
2) storm outfall works completed	✓		
3) access road constructed	✓		
4) pond topsoil / seeding		X	Grass growth established, however additional topsoil to be added to bring to Final Grade
5) pond fencing completed with gate		X	To Follow
6) landscaping completed		X	To Follow
7) pond access road		X	90% + completed except tie-ins at street
8) pond survey submitted		X	Was Verified, however will be surveyed after clean-out
9) pond volume calculations submitted		X	Was Verified, however will be surveyed after clean-out
10) pond certification by Engineer		X	
Sanitary Sewer			
1) pipe installed	✓		
2) pipe bedding summary/acceptance report	✓		
3) backfill testing summary/acceptance report	✓		
4) maintenance holes inspected/approved	✓		
5) benching inspected	✓		
6) top of precast 0.3m below finish grade	✓		
7) video inspection submitted for review	✓		
8) video inspection reviewed/approved	✓		
9) flushing of sewers	✓		
Storm Sewer			
1) pipe installed	✓		
2) pipe bedding summary/acceptance report	✓		
3) backfill testing summary/acceptance report	✓		
4) maintenance holes inspected	✓		
5) benching inspected	✓		
6) top of precast 0.3m below finish grade	✓		
7) video inspection submitted for review	✓		
8) video inspection reviewed/approved	✓		
9) flushing of sewers	✓		

Inspectors Name: 

41

Project Manager: 

9e



Township of Essa
Construction Status Report [#01]

Subdivision: BRIARWOOD ANGUS SUBDIVISION
Engineer: Valdor [Darko Zivanovic] 416-319-3346
Date August 10, 2022

File Number: 60118255.0000
Contractor: Silvo Construction [Domenic Lombardi] 416-587-0658
Registered Plan: 51M-1220

START OF UNDERGROUND WORKS

	Yes	No	Date Completed and Comments
Waterman			
1) pipe installed	v		
2) pipe bedding summary/acceptance report	v		
3) backfill testing summary/acceptance report	v		
4) by-pass installed and inspected	v		
5) pressure testing confirmed by AECOM	v		
6) system chlorinated	v		
7) water samples received by AECOM	v		
8) by-pass removed	v		
9) tracer wire - attached to hydrant flange	v		
- continuity test		X	
10) hydrant -water flow charts submitted		X	
-end caps painted		X	
- barrels painted to Twp spec.		X	
- markers installed		X	
11) sample stations inspection completed		X	
12) Engineer's letter for curb box inspection		X	
13) Engineer's letter for valve/hydrant inspection.		X	
Utilities			
1) hydro crossings installed	v		
2) bell works completed	v		
3) hydro works completed		X	
4) streetlights installed		X	
5) streetlights energized		X	
6) certification from electrical consultant (ESA)		X	
7) gas works completed		X	
8) as-constructed information submitted		X	
General			
1) service record sheets (stage 1)		X	
2) as-constructed (underground) submitted		X	
3) Certificate of Publication by Contractor		X	
Certificate of S. C. & A. Underground Issued	v		RECOMMENDED AUGUST 10, 2022

END OF MAINTENANCE PERIOD CHECK FOR UNDERGROUND WORKS

	Yes	No	Date Completed and Comments
SWM Pond			
1) clean out prior to end of maintenance			
2) pond survey submitted			
3) pond volume calculations submitted			
4) pond certification by Engineer			
Sanitary Sewer			
1) flushing of sewer for final acceptance			
2) video inspection submitted for review			
3) video inspection reviewed/approved			
Storm Sewer			
1) flushing of sewer for final acceptance			
2) video inspection submitted for review			
3) video inspection reviewed/approved			
Watermain			
1) curb box inspection by AECOM			
2) valve & hydrant inspection by AECOM			
General			
1) as-constructed (underground) approved			
Certificate of M. & F. A. Underground Issued			

Inspectors Name:

Project Manager:

9e

AECOM **Township of Essa**
Construction Status Report [#01]

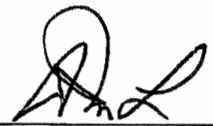
Subdivision: **BRIARWOOD ANGUS SUBDIVISION** File Number: 60118255.0000
 Engineer: **Valdor [Darko Zivanovic] 416-319-3346** Contractor: **Silvo Construction [Domenic Lombardi] 416-587-0658**
 Date: **August 10, 2022** Registered Plan: **51M-1220**

START OF ABOVEGROUND WORKS

	Yes	No	Date Completed and Comments
Road Works			
1) subgrade proof rolled witnessed by AECOM	v		
2) subgrade elevations confirmed by Eng. sub-drains installed - sub-grade - under curb	v		
3) granular tested by Soils Consultant	v		
4) granular "B" compaction reports to AECOM	v		
5) granular "A" compaction reports to AECOM	v		
6) concrete curbs completed	v		
7) concrete tested by Soils Consultant	v		
8) base asphalt placed	v		
9) signage - street identification	v		
- stop signs	v		
- road not assumed	v		
- no exit			
10) dead-end barricades and signage			
11) driveway aprons paved		X	
12) sidewalks completed		X	
13) boulevard topsoiled and sodded		X	
14) curbs inspected prior to top lift asphalt		X	
15) base asphalt inspected by AECOM		X	
16) top lift asphalt completed		X	
Miscellaneous Works			
1) walkways completed		X	
2) park works completed		X	
3) fencing completed - boundary		X	
- walkways		X	
- park		X	
General			
1) service record sheets (stage 2)		X	
2) as-constructed (aboveground) submitted		X	
3) Certificate of Publication by Contractor		X	
Certificate of S. C. & A. Aboveground Issued		X	

END OF MAINTENANCE PERIOD CHECK FOR ABOVEGROUND WORKS

	Yes	No	Date Completed and Comments
General			
1) tree planting in boulevard		X	
2) pond landscaping inspected by AECOM			
3) fencing inspected by AECOM			
4) final lot grading certification		X	
5) OLS certification for monuments		X	
6) AECOM curb box inspection		X	
7) AECOM valve & hydrant inspection		X	
8) Final inspection - light standards		X	
- transformers		X	
- utility boxes		X	
9) top lift asphalt inspected by AECOM		X	
10) curb inspected by AECOM		X	
11) sidewalks inspected by AECOM		X	
12) boulevards topsoil and sodded/seeded		X	
13) service records and as-constructed information approved by AECOM		X	
Certificate of M. & F. A. Aboveground Issued		X	

Inspectors Name: 

Project Manager: 

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2022 - 47

A By-law to Authorize the Issuance of the Certificate of Maintenance and Final Acceptance (Aboveground Works) Greenwood Drive Subdivision (Sapphire Hills Homes Inc.), Registered Plan 51M-1112

WHEREAS Section 51, Subsection (26) of the *Planning Act*, R.S.O. 1990; Chapter P. 13, as amended, provides that municipalities may enter into agreements imposed as a condition to the approval of a plan of subdivision and such agreements may be registered against the land to which the subdivision plan applies; and

WHEREAS Council for the Corporation of the Township of Essa entered into a Subdivision Agreement with Sapphire Hills Homes Inc. on June 16, 2017 to construct a residential development consisting of eighty (80) residential units on Greenwood Drive; and

WHEREAS the requirements of this Subdivision Agreement with respect to the underground services have now been met;

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

1. That the Certificate of Maintenance and Final Acceptance (Aboveground Works) for Greenwood Drive Subdivision, Registered Plan 51M-1112, may now be issued by the Township Engineers (AECOM) in compliance with the Subdivision Agreement between the Corporation of the Township of Essa and Sapphire Hills Homes Inc.
2. That the attached Schedule "A", Certificate of Maintenance and Final Acceptance (Aboveground Works) shall form part of this By-law.
3. This By-law comes into force and effect on the day it is finally passed.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 7th day of September, 2022.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

9f



SCHEDULE 'A'

AECOM
55 Cedar Pointe Drive, Suite 620
Barrie, ON, Canada L4N 5R7
www.aecom.com

705 721 9222 tel
705 734 0764 fax

TOWNSHIP ENGINEERS

CERTIFICATE OF MAINTENANCE AND FINAL ACCEPTANCE
(ABOVEGROUND WORKS)

MUNICIPALITY Township of Essa

PROJECT Greenwood Drive Subdivision – Sapphire Hills Homes
Plan 51M-1112

DEVELOPER SAPPHIRE HILLS HOMES

FILE NO. 60118240 (ET-0603)

Description of the Works:

Roadways in the Sapphire Hills Homes Subdivision consisting of:

- GREENWOOD DRIVE from Centre Street southerly to the southerly limits of the Barrie Collingwood Railway corridor; a distance of 340 metres (1,115 feet).

We, AECOM, notify the Municipality that the above mentioned works were inspected in July 2022, and to the best of our knowledge and judgement are complete in accordance with the Subdivision Agreement.

We, AECOM, notify the Municipality that to the best of our knowledge and judgment:

1. The Developer named herein has completed the required maintenance work, has rectified known deficiencies and has fulfilled the other terms of the Subdivision Agreement.
2. The period of maintenance of this Subdivision Agreement expires on the issuance of this Certificate.

Date: August 9, 2022

Signature: [Handwritten Signature]

9f



Engineers
Planners
Project Managers

File: 215118-S
July 21st, 2022

AECOM
55 Cedar Pointe Drive, Suite 620
Barrie, Ontario
L4N 5R7

VIA EMAIL
al.lees@aecom.com

Attention: **Mr. Al Lees**
Senior Project Manager

Dear Sir:

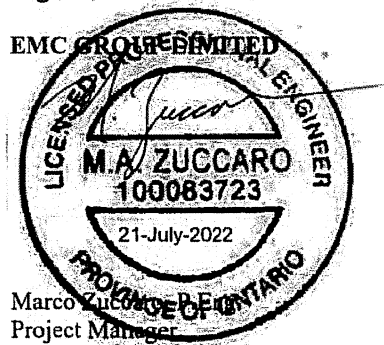
Re: **Greenwood Drive Residential Subdivision**
Sapphire Hills Homes Inc.
Township of Essa, 51M-1112
ENGINEER'S CERTIFICATE OF FINAL ACCEPTANCE

We have inspected the municipal services constructed for this development including any additional work and hereby certify that the services have been constructed in accordance with the approved Construction Drawings and the Design Criteria and are in satisfactory physical and operating condition as described in the subdivision agreement and in accordance with the Township of Essa's Standards and Specifications.

Should you have any questions, please contact our office directly.

Regards,

EMC GROUP LIMITED



Marco Zuccaro
Project Manager

c. Stonemount Developments

46

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2022 – 48

Being a By-law to amend Township By-law No. 2022-11 to delegate site plan approval authority

WHEREAS subsection 5(3) of the *Municipal Act 2001*, chapter 25 S.O. 2001, ("the Act"), as amended, states that a municipal power, including a municipality's capacities, rights, powers and privileges under section 9, shall be exercised by By-law; and

WHEREAS subsection 23.1 of the Act states that Council is authorized to delegate certain powers and duties; and

WHEREAS Section 5(1) of the *Planning Act, R.S.O., 1990* states that Council is authorized to delegate any of such authority, other than the authority to approve official plans or the authority to exempt from approval plans as official plans or amendments to official plans, to a committee of Council or to an appointed officer identified in this By-law either by name or position occupied and such committee or officer, as the case may be, has, in lieu of the Minister, all the powers and rights of the Minister in respect of such delegated authority and shall be responsible for all matters pertaining thereto including the referral of any matter to the Tribunal; and

WHEREAS Section 41 of the *Planning Act, R.S.O. 1990, c.P.13*, as amended, provides in part that, where in an official plan an area is shown or described as a proposed site plan control area, the Council of the local municipal in which the proposed area is situated may, by by-law, designate the whole or any part of such area as a site plan control area and may delegate to either a Committee of the Council or to an appointed officer of the municipality any of the Council's power or authority under that section; and

WHEREAS the Council of the Corporation of the Township of Essa adopted By-law 2022-11 being a By-law detailing certain Delegations of Powers and Duties by the Municipality on February 16, 2022; and,

WHEREAS the Council of the Corporation of the Township of Essa deems it expedient to amend By-law 2022-11 to delegate site plan approval authority to the Chief Administrative Officer (CAO) or, in the CAO's absence, the Manager of Planning and Development, in accordance with Section 41 of the *Planning Act*.

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

1. That Township By-law 2022-11 be amended by deleting clause 2 and inserting a new clause 2 as follows:
- "2. That Council delegates to the CAO or, in the absence of the CAO, the Manager of Planning and Development, the authority to approve Site Plan applications in accordance with Section 41 of the *Planning Act*."**

99

2. That this By-law shall come into force and take effect upon the enactment thereof.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 7th day of September, 2022.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

9h

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW NO. 2022 - 49

Being a By-law to amend the Township's Zoning By-Law, By-law No. 2003-50, as amended, affecting property at 152 Greenwood Drive and along Gold Park Gate (address not assigned), East Part Lot 29, Concession 4, Angus.

WHEREAS the Planning Act, R.S.O 1990, Chapter P.13, as amended, Section 34, provides for adoption of Zoning By-laws and amendments thereto which are consistent with planning policy of the day and the Township's Official Plan; and

WHEREAS the Council of the Corporation of the Township of Essa has considered all comments and deems it appropriate to further amend By-law No. 2003-50 of the Township of Essa, as it relates to 152 Greenwood Drive to rezone lands from Open Space Park (OSP) to Institutional (I) Zone to allow for an elementary school, and lands along Gold Park Gate to rezone an area from Environmental Protection (EP) to Environmental Protection Exception (EP-1) Zone to allow for park use and facilities.

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

1. That Schedule B to By-law 2003-50 is hereby amended by zoning lands shown on Schedule "1" attached hereto, from Open Space Park (OSP) Zone to Institutional (I) Zone to allow for an elementary school; and to rezone lands from Environmental Protection (EP) to Environmental Protection Exception (EP-1) Zone to allow for park use and facilities.
2. That Section 32 to By-law 2003-50 is hereby amended by adding the following:
 "32.4.1 EP-1 Gold Park Gate, Angus, Part Lot 29, Concession 4:
 Notwithstanding the permitted uses and zone regulations of this section, on those lands zoned as EP-1 and located on Schedule B, open space park use and park amenities are permitted."
3. That this By-law shall come into force and take effect on the date of passing thereof and subject to the provisions of the Planning Act, R.S.O., 1990, as amended.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this 7th day of September 2022.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

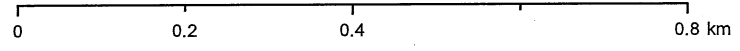
49



Bylaw 2022-149 - Schedule 1

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1:9,028



September 1, 2022



THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2022 – 50

Being a By-law to confirm the proceedings of the Council meeting held on the 7th day of September, 2022.

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 7th day of September, 2022 and, in respect of each recommendation contained in the Minutes of the Regular Council meeting held on the 29th day of June, 2022 and the Committee of the Whole meeting held on the 29th day of June, 2022 and in the minutes of the Special meeting held on the 13th day of July 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 21st day of September, 2022.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services