

THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING
WEDNESDAY, DECEMBER 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 5th day of October, 2022 be adopted as circulated; and That the minutes of the Inaugural meeting held on the 16th day of November, 2022 be adopted as circulated; and That the minutes of the Special Meeting of Council held on the 30th day of November be adopted as circulated.*

4. **CONSENT AGENDA**

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

5. **COMMITTEE REPORTS**

p. 11 a. i. **Nottawasaga Police Services Board**

Recommendation: *Be it resolved that the correspondence from the Nottawasaga Police Services Board dated October 26, 2022 be received; and That Council of the Township of Essa hereby endorses Resolution No. 2022-70 as was passed by the Nottawasaga Police Services Board concerning Proposed Board Member Composition.*

ii. **Appointment to Nottawasaga Police Services Board**

Recommendation: *Be it resolved that Council appoint Mayor Macdonald as the Essa Council representative to the Nottawasaga Police Services Board for the 2022-26 term.*

p. 14 b. **Essa Public Library Board**

Recommendation: *Be it resolved that the minutes from the Essa Public Library Board dated June 27, 2022, September 26, 2022 and October 24, 2022.*

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

a. Council Approval of Temporary Emergency Parking of Production Vehicles for Honda of Canada Manufacturing at Essa Agriplex.

Recommendation: *Be it resolved that Council approve the request of the Essa and District Agricultural Society as in previous years, to allow for the temporary emergency parking of production vehicles for Honda of Canada Manufacturing at the Essa Agriplex located at 7505 10th Line; and*

That Council direct Staff to advise the Essa and District Agricultural Society to provide notice to the municipality and keep the municipality posted on the dates and duration of the temporary emergency parking required for 2022/23, if and when this should occur.

b. Sale of Lands - 58 Vernon Street, Angus.

Recommendation: *WHEREAS at its meeting of April 21, 2021, Council declared a portion of lands located at 58 Vernon Street as surplus via passage of Resolution CW059-2021; and*

WHEREAS Council is desirous of selling such lands and listed the lands for sale through a public process and accepted bids to purchase the lands;

NOW THEREFORE BE IT RESOLVED THAT Council authorize the sale of surplus lands, that being a portion of 58 Vernon Street, Angus, to LH (Angus) Ltd. for the purchase price of \$2,880,000.00, with such transfer to take place on December 15, 2022.

8. UNFINISHED BUSINESS

9. BY-LAWS

p. 20 **a. By-law 2022-57 Zoning By-law Amendment (5403 & 5427 8th Line and a Portion of Part of Lot 11, Concession 2, 3rd Line)**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2022-57, that being a By- to amend the Township's Zoning By-Law, By-law No. 2003-50, as amended, affecting 5403 & 5427 8th Line and a Portion of Part of Lot 11, Concession 2, 3rd Line; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.*

p. 23 **b. By-law 2022-58 Establish and Assume for Public Highway Purposes**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2022-58, that being a By-law to establish and assume for public highway purposes the 0.3 metre Reserves described as Pt E 1/2 Lt 14 CON 11 Essa Township, being Pts 4 & 6, 51R41529, Essa Township, County of Simcoe, being all of PIN 58116-0402 (LT); and, that said By-law be read a first, and taken as read a second and third time, and finally passed.*

p. 24 **c. By-law 2022-59 Deeming By-law (Lot 46 Jonas St PL 160A)**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2022-59, that being a By-law to Deem Lot 46 S/S Jonas St PL 160A, Essa Township; County of Simcoe not to be a part of a Registered Plan of Subdivision for purposes of Section 50 (3) and (5) of the Planning Act, R.S.O., 1990, c.P.13; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.*

p. 25 **d. By-law 2022-60 Emergency Management Program**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2022-60, that being a By-law to consolidate the composition, organization and operation of the Emergency Management Program and Emergency Response Plan and to meet other Requirements under the Emergency Management and Civil Protection Act; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.*

p. 60 **e. By-law 2022-61 Repeal By-law 2021-37 - Housekeeping**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2022-61, that being a By-law to repeal By-law 2021-37 of the Township of Essa "A By-law to amend the Township of Essa's Zoning By-law 2003-50, as amended, affecting 203 Barrie St., Thornton"; 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)]*
- *Acquisition of Property [Municipal Act, s. 239(2)(c)]*
- *Plans and Instructions for Negotiation [Municipal Act, s.239(2)(k)]*
- ***Litigation or Potential Litigation, [Municipal Act, s. 239(2)(e)]***

ADDENDUM-
Item Added

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

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

12. CONFIRMATION BY-LAW

p. 61 **By-law 2022-62**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2022-62, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 7th day of December, 2022; and that said By-law be read a first, and taken as read a second and third time and finally passed.*

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 December, 2022 at 6:00 p.m.*

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, OCTOBER 5, 2022**

MINUTES

A Committee of the Whole meeting was held in-person on Wednesday, October 5, 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
K. Pascoe, Deputy Clerk
M. Mikael, Manager of Public Works
L. Lehr, Manager of Legislative Services

Guests: Jennifer Lloyd, Bradford Women's Group

1. OPENING OF MEETING BY THE MAYOR

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

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

Delegation – Jennifer Lloyd, Bradford Women's + Group

re: Supporting Bill 5 – Stopping Harassment and Abuse by Local Leaders Act.

Jennifer Lloyd was in attendance as a representative of the Bradford Women's + Group asking for Essa Council to support Bill 5 "Stopping of Harassment and Abuse by Local Leaders Act". She provided Council with an overview of the Bill and explained the significance of the province providing for harsher penalties in legislation to hold local members of government accountable for their behaviour(s).

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

- a. **Staff Report PD019-22 submitted by Wes Crown from MHBC Planning, re: Brookfield Subdivision (Part of Lot 16, Con. 4) – Baxter Settlement Area.**

MOTION AS AMENDED:

Resolution No: CW101-2022 Moved by: Smith Seconded by: Henderson

*Be it resolved that Staff Report PD019-22 be received; and
That Council direct staff to continue working towards finalization of particulars of the
Brookfield subdivision, with a By-law to be presented to Council at a future meeting
only once all matters have been addressed.*

----Carried----

5. PARKS AND RECREATION / COMMUNITY SERVICES

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

**a. Staff Report PW013-22 submitted by the Manager of Public Works,
re: Winter Sand Tender Results.**

Resolution No: CW102-2022 Moved by: Sander Seconded by: Smith

*Be it resolved that Staff Report PW013-22 be received; and
That the tender received from JOHN EEK & SON LTD for the purchase, mixing and
stacking of winter sand in the amount of \$191,750.00 plus H.S.T. be accepted as per
the Township's specifications.*

----Carried----

**b. Staff Report PW014-22 submitted by the Manager of Public Works,
re: Suggested amendments to Essa's Parking By-law 2005-96 to Restrict
Loading and Unloading by Private and Public Transportation along Centre
Street in Angus.**

Resolution No: CW103-2022 Moved by: Kiezebrink Seconded by: Sander

*Be it resolved that Staff Report PW014-22 be received; and
That By-law 2005-96, being a Consolidated By-law to Regulate Traffic and Parking, be
amended to include provisions, and in addition a new Schedule B, to restrict loading
and unloading by private and public transportation along Centre Street in Angus; and
That Staff be directed to notify private and public transportation agencies of changes
in Essa.*

----Carried----

- c. **Staff Report PW015-22 submitted by the Manager of Public Works,
re: Automated Speed Enforcement (ASE) Pilot Project.**

Resolution No: CW104-2022 Moved by: Kiezebrink Seconded by: Henderson

*Be it resolved that Staff Report PW015-22 be received; and
That Council authorize the Mayor and Clerk to enter into a Service Agreement with
Global Traffic Group Ltd. to implement a one year Automated Speed Enforcement
(ASE) Pilot Project in Essa Township in 2023 based on Scenario 1 of the financial
proposal presented, since the program will have zero impact on the taxpayer in 2023.*

----Carried----

8. **FINANCE**
9. **CLERKS / BY-LAW ENFORCEMENT / IT**
10. **CHIEF ADMINISTRATIVE OFFICER (C.A.O.)**
11. **OTHER BUSINESS**

- a. **Truth and Reconciliation Day**

Council extended thanks to all that attended the Flag Raising Ceremony on September 30, 2022, in recognition of Truth and Reconciliation Day.

- b. **Mayhem in Angus Wrestling Event**

Mayor Macdonald informed Council that a portion of the funds raised at this event had been contributed to the South Simcoe Special Olympics and the Utopia Hall.

- c. **Angus Santa Claus Parade**

Council supported that a resolution to be brought forward under Motions/ Notice of Motions during its Regular Meeting of this date to declare the Angus Santa Clause Parade to be a municipally significant event.

12. **ADJOURNMENT**

Resolution No: CW105-2022 Moved by: Smith Seconded by: Kiezebrink

*Be it resolved that this meeting of Committee of the Whole of the Township of Essa
adjourn at 6:25 p.m., to meet again on the 7th day of December, 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, OCTOBER 5, 2022

MINUTES

The Regular Meeting of Council was held in-person on Wednesday, October 5, 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: C. Healey-Dowdall, Chief Administrative Officer
K. Pascoe, Deputy Clerk
M. Mikael, Manager of Public Works
L. Lehr, Manager of Legislative Services

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the meeting at 6:25 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS

Resolution No: CR170-2022 Moved by: Sander Seconded by: Smith

*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 21st day of September, 2022 be adopted as circulated.*

----Carried-----

4. CONSENT AGENDA

Resolution No: CR171-2022 Moved by: Seconded by:

*Be it resolved that the items listed in the Consent Agenda dated October 5, 2022 be received for information; and
That items A1(b) and A8 referred to Section B of the Consent Agenda for a letter of support to be drafted; and*

That Item A7 be referred to Section B of the Consent Agenda for a letter of support to be drafted, and that motion be brought forward under section 7 of the Regular Council Agenda to support Bill 5 in principle.

4

----Carried-----

5. COMMITTEE REPORTS

a. Traffic Advisory Committee

Resolution No: CR172-2022 Moved by: Sander Seconded by: Kiezebrink

Be it resolved that the minutes of the Traffic Advisory Committee from their meeting of September 20, 2022 be received.

----Carried-----

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

a. Angus Santa Claus Parade – Municipally Significant Event

Resolution No: CR173-2022 Moved by: Smith Seconded by: Sander

*WHEREAS the Angus Santa Claus Parade is a traditional event held for the benefit of the community, and is well attended by residents annually; and
WHEREAS the 2022 Angus Santa Claus Parade is being held on Saturday, November 19 with floats leaving Peacekeepers Park at 10:00 a.m., with the ending point being at the Angus Recreation Centre;*

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby declares the Angus Santa Claus Parade to be a municipally significant event and encourages residents of all ages to join in the festivities.

----Carried-----

b. Bill 5 “The Stopping of Harassment and Abuse by Local Leaders Act”

Resolution No: CR174-2022 Moved by: Smith Seconded by: Henderson

*Be it resolved that Council of the Corporation of the Township of Essa supports, in principle, Bill 5 “Stopping Harassment and Abuse by Local Leaders Act”, that being an Act to amend various statutes with respect to workplace violence and harassment policies in codes of conducts for councillors and members of local boards; and
That Council support the recommendations of the Association of Municipalities of Ontario.*

----Carried-----

8. UNFINISHED BUSINESS

9. BY-LAWS

a. By-law 2022-53 Appointment By-law

Resolution No: CR175-2022 Moved by: Sander Seconded by: Smith

Be it resolved that leave be granted to introduce By-law 2022-53, that being a By-law to appoint a Manager of Finance for the Corporation of 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.

5

----Carried-----

b. By-law 2022-54 Parking By-law Amendments

Resolution No: CR176-2022 Moved by: Kiezebrink Seconded by: Sander

Be it resolved that leave be granted to introduce By-law 2022-54, that being a By-law to provide for the regulation of vehicle parking, standing and stopping on highways or parts of highways under the jurisdiction of the Corporation of the Township of Essa; and, 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 2022-56

Resolution No: CR177-2022 Moved by: Henderson Seconded by: Smith

Be it resolved that leave be granted to introduce By-law 2022-56, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 5th day of October, 2022; and that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried----

13. ADJOURNMENT

Resolution No: CR178-2022 Moved by: Smith Seconded by: Henderson

Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 6:36 p.m. to meet again on the 7th day of December, 2022 at 6:00 p.m.

----Carried----

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

**THE CORPORATION OF THE TOWNSHIP OF ESSA
INAUGURAL MEETING OF COUNCIL
NOVEMBER 16, 2022**

MINUTES

The Inaugural Meeting of Council was held in-person on November 16, 2022 at Living Faith Community Presbyterian Church located at 206 Murphy Road, Baxter.

1. OPENING OF MEETING

The Chief Administrative Officer opened the meeting at 1:00 p.m.

2. NATIONAL ANTHEM

Singing of the National Anthem was led by the choir from Music In Motion.

3. PRAYER OF INDUCTION

Reverend Jonathan Tait provided the Prayer of Induction.

4. WELCOME TO DIGNITARIES, SPECIAL GUESTS AND STAFF

The Chief Administrative Officer welcomed all dignitaries, special guests and staff to the Inaugural Meeting of the 2022-2026 Council of the Township of Essa.

5. DELCARATION OF OFFICE

The following members of the 2022-2026 Council were sworn in by the Clerk:

- Mayor – Sandie Macdonald
- Deputy Mayor – Michael Smith
- Councillor Ward 1 – Pieter Kiezebrink
- Councillor Ward 2 – Henry Sander
- Councillor Ward 3 – Liana Maltby

6. PRESENTATION OF MAYOR’S CHAIN OF OFFICE

The Chain of Office was presented to Mayor Macdonald by Ryan Macdonald (son) and Krystal White (daughter).

Mayor Macdonald assumed the seat of Chair for the remainder of the meeting.

7. INAUGURAL ADDRESS BY MAYOR MACDONALD

Mayor Macdonald provided her Inaugural Address. She extended thanks to all in attendance and congratulated the new and returning members of Council.

8. REMARKS BY DEPUTY MAYOR SMITH

Deputy Mayor Smith congratulated the new and returning members of Council and thanked all those in attendance.

9. REMARKS BY COUNCILLORS

Remarks and acknowledgements were provided by:

- Pieter Kiezebrink, Ward 1 Councillor
- Henry Sander, Ward 2 Councillor
- Liana Maltby, Ward 3 Councillor

10. REMARKS BY DIGNITARIES

The following dignitaries took the podium to extend congratulations to the new and returning members of Essa Council:

- Warden George Cornell – County of Simcoe
- Mayor-Elect Richard Norcross – Town of New Tecumseth
- Mayor-Elect James Leduc – Town of Bradford West Gwillimbury
- Councillor-Elect Steffan Walma – Township of Tiny

11. PERFORMANCE BY MUSIC IN MOTION

12. ADJOURNMENT

Resolution No: CW106-2022 Moved by: Kiezebrink Seconded by: Sander

Be it resolved that the Inaugural Meeting of Council of the Township of Essa adjourn at 2:00 p.m.

----Carried----

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

**THE CORPORATION OF THE TOWNSHIP OF ESSA
SPECIAL MEETING OF COUNCIL – ORIENTATION
WEDNESDAY NOVEMBER 30, 2022**

MINUTES

A Special Meeting of Council was held in person on Wednesday November 30, 2022 in the Council Chambers of the Administration Centre for the purpose of providing Orientation to Council.

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

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer
K. Pascoe, Deputy Clerk
L. Lehr, Manager of Legislative Services
M. Mikael, Manager of Public Works
L. Lehr, Manager of Legislative Services
D. Burgin, Fire Chief
G. McNamara, Deputy Fire Chief
J. Coleman, Manager of Parks and Recreation
M. Mikael, Manager of Public Works
P. Granes, Chief Building Official
S. Haniff, Senior Planner
L. Ward, Chief Executive Officer – Essa Public Library

Regrets: Deputy Mayor Michael Smith

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the meeting at 8:34 a.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. PRESENTATION BY MUNICIPAL STAFF – COUNCIL ORIENTATION

The Chief Administrative Officer, Deputy Clerk, and Manager of Legislative Services provided Council with an overview on the following sections of the Council Orientation Binder:

- Introduction
- Municipal Councillor's Guide
- Council Policies, Procedures and By-laws
- Corporate Policies

4. CONFIRMATION BY-LAW

By-law 2022-56

Resolution No: CW106-2022 Moved by: Maltby Seconded by: Kiezebrink

Be it resolved that leave be granted to introduce By-law 2022-56, that being a By-law to confirm the proceedings of the Special Meeting of Council held on this 30th day of November, 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: CW107-2022 Moved by: Sander Seconded by: Kiezebrink

Be it resolved that this Special Meeting of Council of the Township of Essa adjourn at 11:37 a.m., to resume on December 7, 2022 at 3:00 p.m.

----Carried-----

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services



Administration Centre
10 Wellington St. E.
Alliston, ON L9R 1A1

Email: psb@newtecumseth.ca
Phone: 705-435-3900
or 905-729-0057
Fax: 705-435-2873

October 26, 2022

ATT: Clerk, Lisa Lehr
Township of Essa
5786 Simcoe County Rd 21, Utopia,
ON L0M 1T0

Dear Clerk,

Re: Board Member Composition Approval Request from Nottawasaga Police Services Board

Please be advised that the Nottawasaga Detachment Police Services Board passed a motion at their September 28, 2022 meeting for Board Member Composition of the Nottawasaga Police Services Board, upon enactment of the Community Safety And Policing Act 2019. The proposed composition requires approval from all three participating municipalities before submitting to the Province.

The Nottawasaga Detachment Police Services Board is requesting that the attached Resolution be placed on your earliest Council agenda for approval.

Please feel free to reach out should you have any questions.

Warm regards,

Pam Slowleigh
Acting Deputy Clerk
Nottawasaga Police Services Board Secretary
Direct: 705-415-3154
Office: 705-435-3900
10 Wellington Street East
Alliston, Ontario L9R 1A1
www.newtecumseth.ca

**Nottawasaga Police Services Board
(Serving New Tecumseth/Essa/Adjala-Tosorontio)**

Resolution Number: 2022-70

September 28, 2022

Moved by: Sandie MacDonald

Seconded by: Floyd Pinto

Whereas Ontario passed the Comprehensive Ontario Police Services Act, 2019 (Bill 68) and established the Community Safety and Policing Act, 2019 (CSPA) which, once in force, will repeal the Police Services Act, 1990 (PSA);

And Whereas Section 67 of the CSPA requires there be an Ontario Provincial Police (OPP) Detachment Board for each detachment of the OPP that provides policing in a municipality or First Nation community;

And Whereas the current composition of the Nottawasaga Detachment Police Services Board is as follows:

- The Mayor or designate from the Town of New Tecumseth
- A member of Council from the Township of Essa
- A member of the public appointed by the Township of Adjala-Tosorontio
- 2 Provincial Appointments

And Whereas the Ministry has outlined minimum standards for all OPP Detachment Boards to meet the following base requirements upon enactment of the Community Safety and Policing Act, 2019 as follows:

- Minimum size of 5 members;
- 20% Community Representation; and
- 20% Provincial Representation (as appointed by the Ministry)

And Whereas the proposed member composition of the Nottawasaga Detachment Police Services Board must be approved by all three participating municipalities prior to forwarding to the Province;

Now Therefore Be It Resolved That the following proposal for the member composition of the Nottawasaga Detachment Police Services Board, upon enactment of the Community Safety And Policing Act 2019, be approved:

- one (1) Municipal Council Member from each of the participating municipalities appointed by resolution of Council;

- one (1) Local Representative being a resident of one of the participating municipalities and appointed by resolution of Council with the largest population;
- one (1) Provincial Representative appointed by the Lieutenant Governor in Council;

And Further That applications for the Local Representative be reviewed by the Police Services Board Members and a recommendation be forwarded to the Council responsible for the appointment.

- 10.3 SCDSB FAQs re Smudging
 10.4 Press Release from Canadian Federation of Library Associations

2022: 081 Moved: CC Seconded: AM Carried
THAT the Library Board receives the CEO Report as circulated.

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

12. Committee of the Whole.

Policy Review:

12.1 EPL H&S:016 Health and Safety Concerns Reporting Policy review

12.2 EPL LS:013 Administration Fees Policy update

2022: 082 Moved: JB Seconded: CC Carried
THAT the Library Board approves updates to H&S:016 Health and Safety Concerns Reporting Policy and LS:013 Administration Fees Policy as circulated.

Agreement Review:

- 12.3 Updated Reciprocal Membership Agreement with Innisfil Public Library.

2022: 083 Moved: AM Seconded: JB Carried
THAT the Library Board approves updating the Reciprocal Membership Agreement with Innisfil Public Library as circulated.

13. Other Business: Simcoe Muskoka District Health Unit request for vaccine clinic locations.

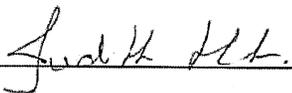
2022: 084 Moved: JB Seconded: CC Carried
THAT the Library Board approves holding vaccination clinics at both branches on Saturdays in November and December.

14. Next meeting: Monday, November 28 - Virtual.

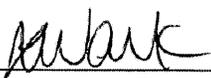
15. Adjournment

2022:085 Moved: CC Carried
THAT the Meeting be adjourned at 8:08pm.

APPROVED, November 28, 2022



Chair: Judith Hunter



CEO: Laura Wark

9a

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW NO. 2022 - 57

Being a By-law to amend the Township's Zoning By-Law, By-law No. 2003-50, as amended, affecting 5403 & 5427 8th Line and a Portion of Part of Lot 11, Concession 2, 3rd Line.

WHEREAS the Council of the Corporation of the Township of Essa may pass by-laws pursuant to Section 34 of the Planning Act, R.S.O 1990, as amended; and

WHEREAS the Council of the Corporation of the Township of Essa has determined a need to rezone land to allow for normal agricultural and rural uses;

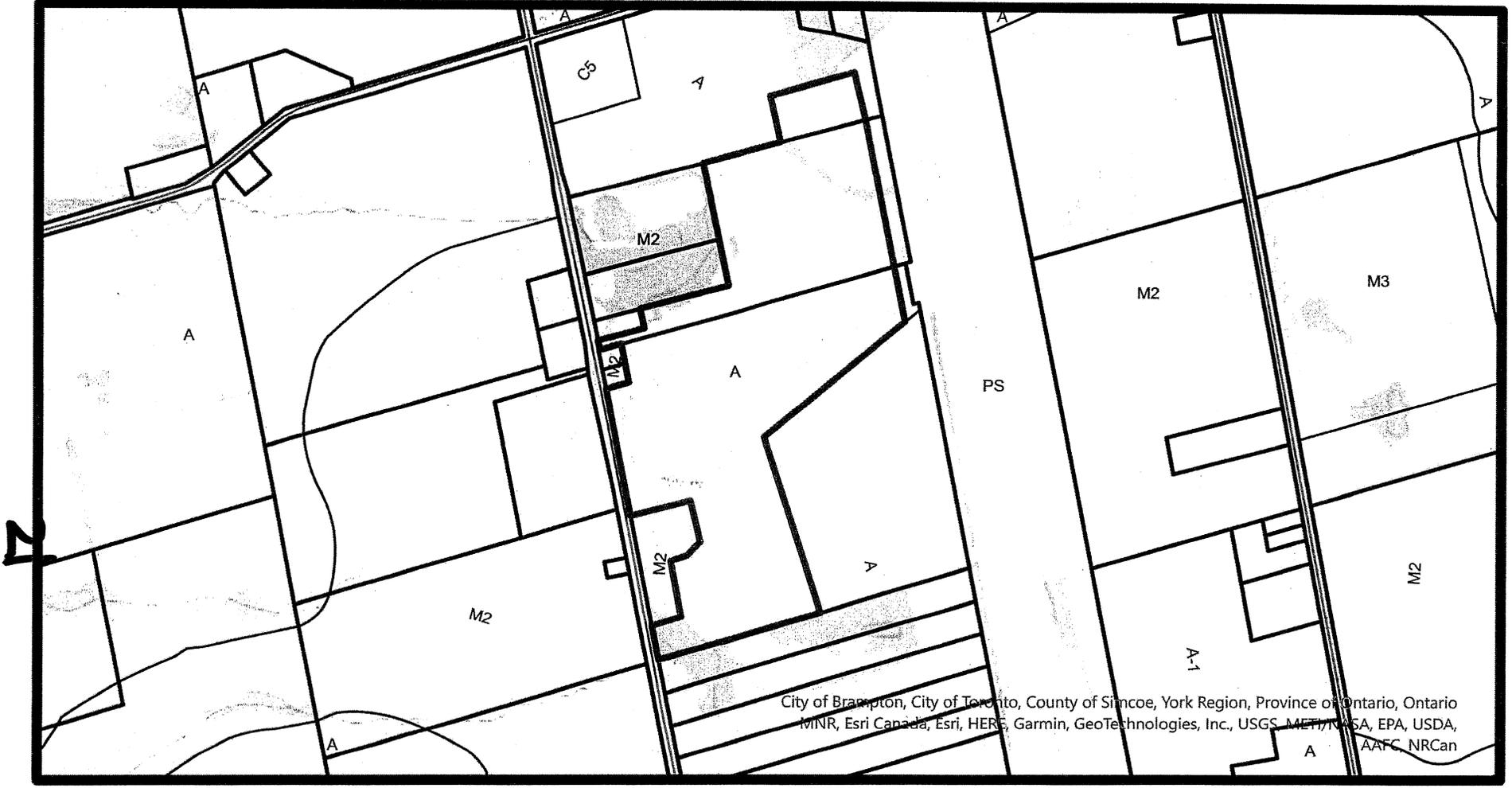
NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ESSA HEREBY ENACTS AS FOLLOWS:

1. THAT Schedule A to By-law 2003-50 is hereby amended by rezoning those lands shown on Schedule 1 and 2, and attached herein, and labelled as "A", to permit for normal agricultural uses.
2. THAT this By-law shall take effect as of the date of passing, subject to the provisions of the Planning Act, R.S.O. 1990, Chap. P.13 as amended.

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

Sandie Macdonald, Mayor

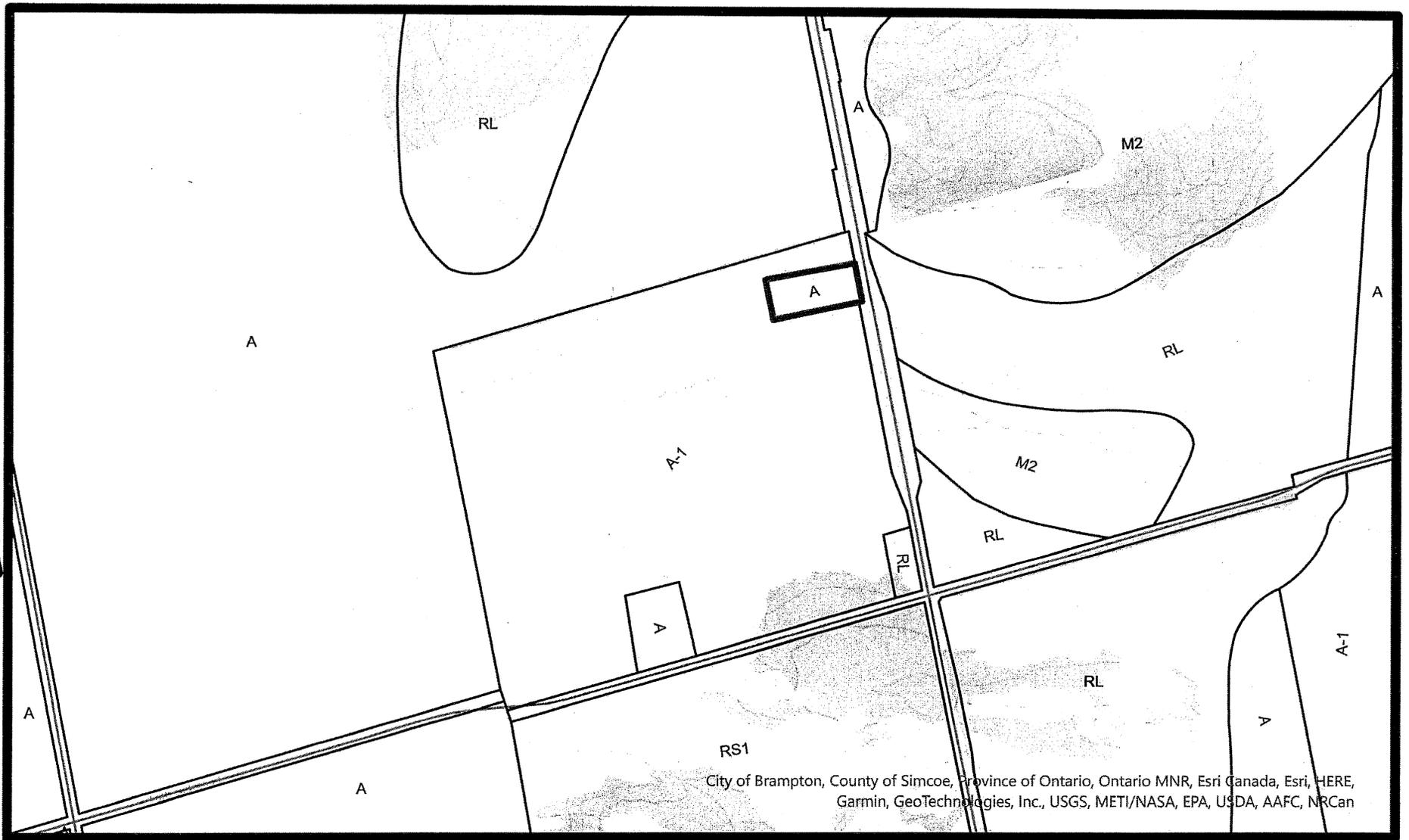
Lisa Lehr, Manager of Legislative Services



0 0.25 0.5 1 Kilometers

Schedule 2 (5403 & 5427 8th Line, Part Lot 4 & 5)

22



City of Brampton, County of Simcoe, Province of Ontario, Ontario MNR, Esri Canada, Esri, HERE, Garmin, GeoTechnologies, Inc., USGS, METI/NASA, EPA, USDA, AAFC, NRCan

0 0.2 0.4 0.8 Kilometers

Schedule 1 (Lot 11, Concession 2)

9a

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2022 - 58

Being a By-law to establish and assume for public highway purposes the 0.3 metre Reserves described as Pt E 1/2 Lt 14 CON 11 Essa Township, being Pts 4 & 6, 51R41529, Essa Township, County of Simcoe, being all of PIN 58116-0402 (LT).

WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, Sections 26 and 31, authorizes municipalities to pass by-laws for establishing highways for public highway purposes; and

WHEREAS 0.3 metre Reserves described as Pt E 1/2 Lt 14 CON 11 Essa Township, being Pts 4 & 6, 51R41529, Essa Township, County of Simcoe, being all of PIN 58116-0402 (LT) were conveyed to The Corporation of the Township of Essa by Transfer registered as Instrument No. SC1512049; and

WHEREAS the Council of The Corporation of the Township of Essa deems it necessary and expedient to establish as highways for public highway purposes the following lands:

Pt E 1/2 Lt 14 CON 11 Essa Township, being Pts 4 & 6, 51R41529, Essa Township, County of Simcoe, being all of PIN 58116-0402 (LT).

NOW THEREFORE BE IT RESOLVED THAT Council of The Corporation of the Township of Essa hereby enacts as follows:

1. That the following land is hereby established as highways and assumed by The Corporation of the Township of Essa for public highway purposes:

Pt E 1/2 Lt 14 CON 11 Essa Township, being Pts 4 & 6, 51R41529, Essa Township, County of Simcoe, being all of PIN 58116-0402 (LT).
2. This by-law takes effect and comes into force on and from the date it is passed by Council.
3. This by-law shall be registered on title in the Land Registry Office for the County of Simcoe to give notice to all parties.

READ A FIRST TIME AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED THIS 7TH DAY OF DECEMBER, 2022.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

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THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2022 - 59

Being a By-law to Deem Lot 46 S/S Jonas St PL 160A, Essa Township; County of Simcoe not to be a part of a Registered Plan of Subdivision for purposes of Section 50 (3) and (5) of the Planning Act, R.S.O., 1990, c.P.13.

WHEREAS the Council of the Corporation of the Township of Essa is empowered to pass by-laws to designate any Plan of Subdivision, or part thereof, that has been registered for eight years or more, to be deemed not to be a registered Plan of Subdivision for the purposes of Section 50 (3) and (5) of the Planning Act, R.S.O. 1990 under Section 50 (4) of this same Act; and

WHEREAS it is deemed expedient to designate Lot 46 S/S Jonas St PL 160A, Essa Township; County of Simcoe not to be a part of a registered Plan of Subdivision for purposes of Section 50 (3) and (5) of the Planning Act.

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby enacts as follows:

1. That Lot 46 S/S Jonas St PL 160A, Essa Township be deemed not to be a part of a registered Plan of Subdivision for the purposes of Section 50 (3) and (5) of the Planning Act, R.S.O. 1990, c.P.13.
2. This By-law shall come into force pursuant to the provisions of and regulations made under the Planning Act, R.S.O. 1990, c.P.13.

READ A FIRST AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED THIS 7th DAY OF DECEMBER, 2022.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2022 - 60

A By-law to consolidate the composition, organization and operation of the Emergency Management Program and Emergency Response Plan and to meet other Requirements under the *Emergency Management and Civil Protection Act*.

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 (the "Act") and Ontario Regulation 380/04 (the "Reg") every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer; and

WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery; and

WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community; and

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

Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act, the Reg, and international best practices, including the five components of emergency management, namely: prevention, mitigation, preparedness, response and recovery, and such program shall include:
 - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. public education on risks to public safety and on public preparedness for emergencies; and
 - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and Reg and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the CEMC and the Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, employees and the Emergency Community Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of Township of Essa.
6. **Community Emergency Management Coordinator**
7. The Fire Chief is hereby appointed as the primary community emergency management coordinator (the "CEMC") responsible for the emergency management program for the Town including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
8. The Deputy Fire Chief are hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

Emergency Community Control Group

9. The persons holding the following positions in the municipality shall be members of the Emergency Community Control Group CCG):
- Mayor of the Township of Essa or alternate.
 - Chief Administrative Officer
 - Manager of Public Works or alternate
 - Manager of Legislative Services/Clerk/Emergency Information Co-ordinator or alternate
 - Ontario Provincial Police – Nottawasaga Detachment Commander, or alternate.
 - Fire Chief /Community Emergency Management Coordinator/CCG Chair or alternate;
 - Manager of Planning & Development or alternate;
 - Treasurer or alternate;
 - Manager of Parks and Recreation or alternate
 - Chief Administrative Officer Administrative Assistant or alternate;

Primary CCG members also make up the Emergency Management Program Committee.

Emergency Operations Centre

10. A primary and an alternate Emergency Operations Centre have been established for use by the CCG in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.

Emergency Information Officer

11. The Township's Manager of Legislative Services/Clerk is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency. A sworn member of Ontario Provincial Police, Nottawasaga Detachment will be appointed by the Detachment Commander to act as the alternate Emergency Information Officer.

Administration

12. The Plan shall be made available to the public for inspection and copying at the Administration Office, 5786 County Road 21 during regular business hours.
13. The Plan, or any amendments to the Plan, shall be submitted to the Office of the Fire Marshal and Emergency Management as identified in the Act.
14. That this By-law repeals By-Law 2016-82 and

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15. That this By-law shall come into full force and effect upon the final passing thereof.

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

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services



THE CORPORATION OF THE TOWNSHIP OF ESSA

EMERGENCY RESPONSE PLAN

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INTRODUCTION

The *Emergency Management Act, R.S.O., 1990, Ch. E.9* defines an emergency as:

A situation or impending situation caused by forces of nature, an accident or an intentional act that constitutes a danger of major proportions to life and property [Section 1].

They therefore affect public safety; meaning the health, welfare and property, as well as the environment and economic health of the Township of Essa.

The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such order as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area [Section 4(1)].

The population of the Township of Essa is 18,505 residents (Statistics Canada 2011 census population).

In order to protect residents, businesses and visitors, the Township of Essa requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group. These are distinct arrangement and procedures from the normal, day-to-day operations carried out by emergency services.

The Township of Essa Emergency Management Committee developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Township of Essa important emergency response information related to:

- Arrangements, services and equipment; and
- Roles and responsibilities during an emergency.

In addition, it is important that our residents, businesses, and visitors be aware of its provisions. Copies of the Township of Essa Emergency Response Plan may be viewed at the Township Administration Centre or on the [Township of Essa website](#).

For more information, please contact:

Township of Essa, Community Emergency Management Coordinator
Administration Centre
5786 Simcoe County Road 21
Utopia, Ontario, L0M 1T0
(705) 424-5828 or (705) 424-9770

AIM AND PURPOSE

The aim of the Township of Essa Emergency Management program is to incorporate the four principals of emergency management; mitigation, preparedness, response and recovery in an effort to create a disaster resilient community.

The aim of this response plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Township of Essa when faced with an emergency.

The plan enables a centralized controlled and coordinated response to emergencies in the Township of Essa, and complies with the legislated requirements of the Emergency Management Act and was adopted by By-Law of the Corporation of the Township of Essa.

AUTHORITY

The *Emergency Management Act (EMA)* is the legal authority for this emergency response plan in Ontario.

The Emergency Management Act, R.S.O., 1990, Ch. E.9, as amended states that:

“Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan.” [Section 3 (1)]

“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.” [Section 4 (1)]

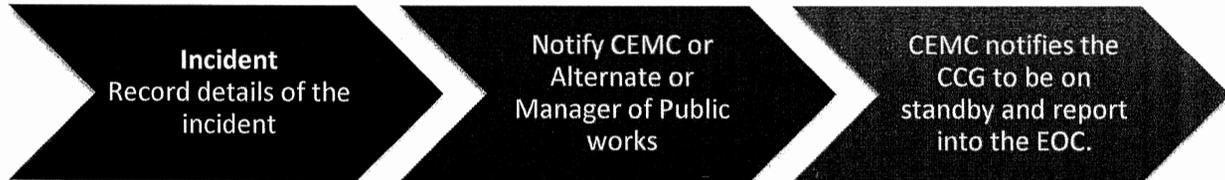
As enabled by the *Emergency Management Act*, this emergency response plan and its' elements have been:

- Issued under the authority of *Township of Essa By-law # 2016-82* ; and
- Filed with Office of the Fire Marshal and Emergency Management (OFMEM), Ministry of Community Safety and Correctional Services.

EMERGENCY NOTIFICATION PROCEDURES

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the Township of Essa Community Emergency Management Coordinator (CEMC) or Alternate CEMC or thirdly the CAO/Manager of Public Works to request that the notification system be activated.

Upon receipt of the warning, the CEMC or alternate will notify members of the Community Control Group (CCG).



The content of the messages transferred during Emergency Notification procedures will be standardized and as a brief as possible, and include the following:

1. Reason for the call: describe (pending or potential) emergency situation
2. Status of notification "SUPPORT", "ALERT" OR "CALL TO ASSEMBLE"
3. Location of the Emergency Operation Centre (EOC) or meeting room
4. Special precautions to take (routes to EOC or meeting room, hazards, health risk, etc.)
5. Reminder and instructions concerning notification status
6. Request to repeat message to ensure information is understood

Where a threat of an impending emergency exists, the CCG will be notified and placed on standby

Upon being notified, it is the responsibility of all CCG officials to report to the Emergency Operations Centre and notify their staff and volunteer organizations.

DECLARATION OF AN EMERGENCY

The Mayor or Acting Mayor of the Township of Essa, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the CCG.

Upon declaring an emergency, the Mayor will notify:

- Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services;
- Township Council;
- County Warden, as appropriate;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

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REQUESTS FOR ASSISTANCE

REGIONAL ASSISTANCE

Assistance may be requested from the County of Simcoe at any time. The request shall not be deemed to be a request that the county assume authority and control of the emergency.

PROVINCIAL ASSISTANCE

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Office of the Fire Marshal and Emergency Management's Provincial Emergency Operations Centre.

TERMINIATING AN EMERGENCY

A community emergency may be terminated at any time by:

- Mayor or Acting Mayor; or
- Township Council; or
- Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services;
- Township Council;
- County Warden, as appropriate;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).
- Other agencies, groups and volunteers notified or operational during the emergency.

EMERGENCY COMMUNITY CONTROL GROUP

The emergency response will be directed and controlled by the Community Control Group (CCG) a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community.

The CCG consists of the following officials:

- Mayor of the Township of Essa, or alternate;
- Chief Administrative Officer
- Manager of Public Works, or alternate;
- Clerk /Emergency Information Coordinator, or alternate;
- Ontario Provincial Police - Nottawasaga Detachment Commander, or alternate;
- Fire Chief / Community Emergency Management Coordinator/CCG Chair, or alternate;
- Manager of Planning & Development, or alternate;
- Treasurer;
- Arena / Parks Manager;
- Chief Administrative Officer Administrative Assistant or alternate;

**Primary CCG members also make up the Emergency Management Program Committee.

- Additional personnel called or consulted to the CCG may include:
 - County of Simcoe CEMC or alternate
 - Ontario Clean Water Representative;
 - Enbridge Gas Representative;
 - Medical Officer of Health, or alternate;
 - Social Services Representative, or alternate;
 - Emergency Medical Services (EMS), or alternate;
 - Local electrical utility representative, or alternate, if required or available;
 - Office of the Fire Marshal and Emergency Management Representative;
 - Nottawasaga Valley Conservation Authority Representative;
 - Liaison staff from provincial ministries;
 - Any other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

The CCG may function with only a limited number of persons depending upon the emergency. While the CCG may not require the presence of all the people listed as members of the control group, all members of the CCG must be notified.

COMMUNITY CONTROL GROUP RESPONSIBILITIES

The primary responsibility of Community Control Group is to implement the Emergency Plan during an emergency and to provide advice and assistance to the head of Council in carrying out his/her duties under the Emergency Response Plan.

The CCG will coordinate the acquisition of additional resources. Decisions to ration resources if required will be made by the CCG and will be based on a priority of need. Equipment assigned by the CCG will be under the control of the ESM or ESSM or the EOC.

During Emergency operations the CCG is responsible to cooperate and support other area municipalities by working closely with their Emergency Community Control Group.

During an emergency involving regional or county services the Essa Community Control Group will work closely with the County of Simcoe Emergency Community Control Group and provide support throughout the declared emergency.

The members of the Community Control Group (CCG) are responsible for the following actions or decisions:

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the CCG are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the township as an emergency area;
- Ensuring that an Emergency Site Manager (ESM) is appointed;
- Ensuring support to the ESM by offering equipment, staff and resources, as required;
- Ensuring the evacuation shelter is activated for inhabitants considered to be in danger;
- Assisting in discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator and Citizen Inquiry Supervisor, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;

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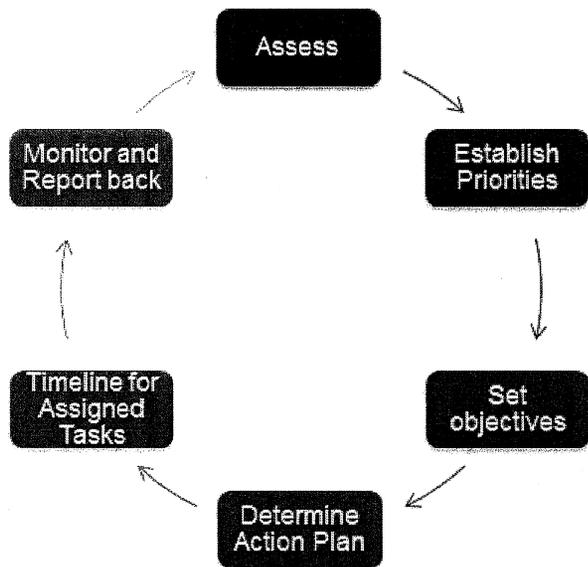
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Chief Administrative Officer within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency;
- Provide updates to the County of Simcoe Community Control Group;
- Request additional assistance from the County of Simcoe Community Control Group as required;
- Liaise and provide assistance to the County of Simcoe Community Control Group for County declared emergencies and disaster.

OPERATING CYCLE

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Chief Administrative Officer (CAO) will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities.

Six components of a CCG meeting:

1. **An assessment and prognosis of the situation:**
 - i. What is happening?
 - ii. What is required?
2. **The establishment of priorities:**
 - i. What is important?
 - ii. What can be done in a timely manner?
 - iii. What are the alternatives?
3. **The setting of objectives.**
4. **The determination of an action plan:**
 - i. Who does what?
 - ii. What task is required?
 - iii. What is the reasonable timeframe?
5. **Timelines for the implementation of assigned tasks.**
6. **Monitoring and reporting.** Coordination, briefings and recording of assignments are important strategies in ensuring consistent and effective efforts are being followed in compliance with the group’s decisions.

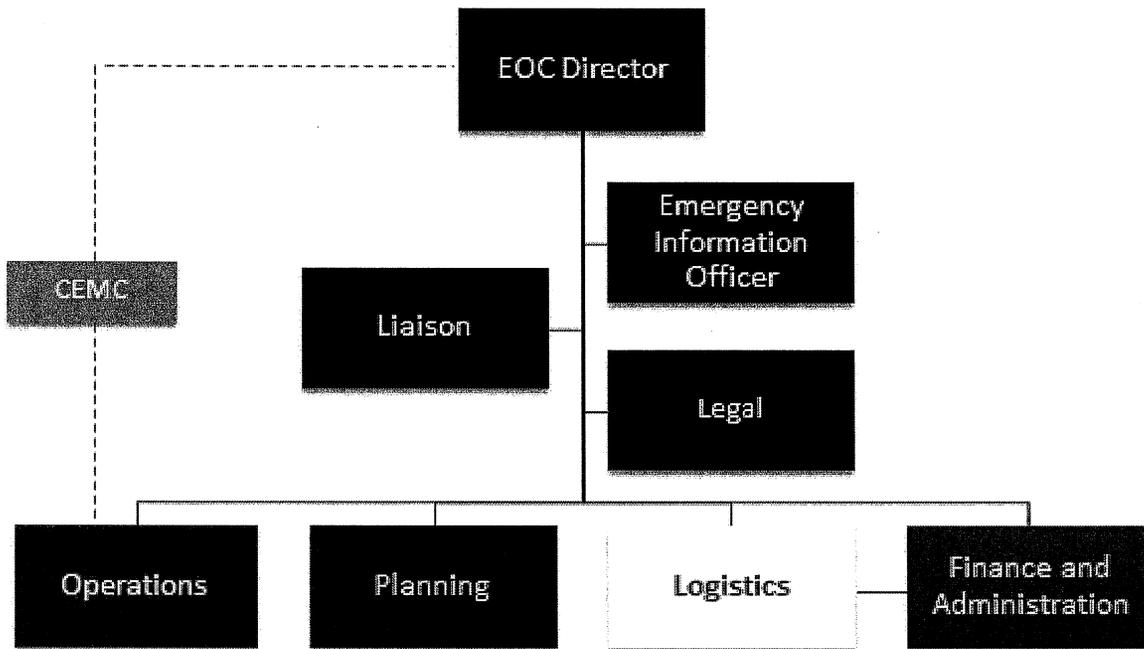


When a meeting ends, each member of the CCG will carry out their assigned task/objective and gather information for the next scheduled meeting.

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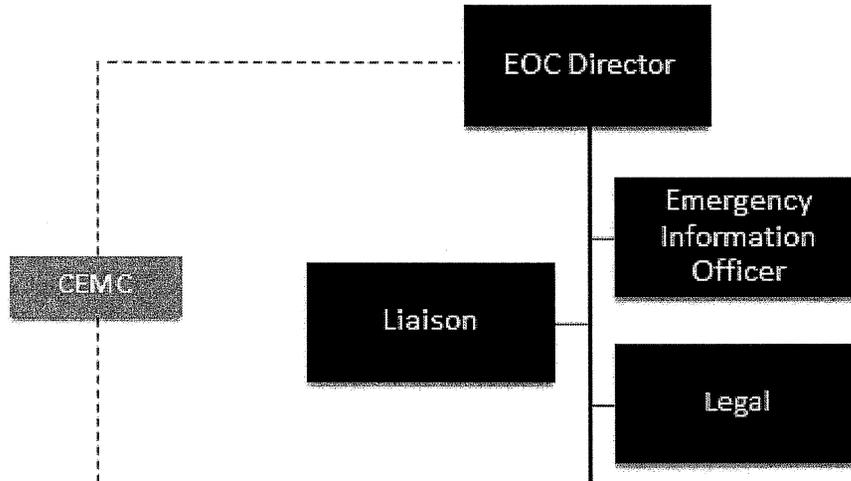
EMERGENCY RESPONSE USING INCIDENT MANAGEMENT SYSTEM (IMS)

The Township of Essa Emergency Management System is based upon the Provincial Incident Management System. Individual CCG members with the appropriate training and knowledge will assume the following roles and responsibilities during the emergency situation. Roles will be filled as appropriate to the emergency situation. As a result, not all roles may be filled in a small-scale emergency and/or individuals may take on dual functionalities to support the incident. In this situation, responsibilities remain with the EOC Director or Section Chief as appropriate, until delegated. All members of the CCG are to report to the EOC Director.



COMMAND

The Command Team is responsible for the oversight of managing the Emergency Operations Centre. The EOC director has an EIO, Liaison and Legal chiefs to advise him/her in decision making and leadership.



EOC DIRECTOR – CHIEF ADMINISTRATION OFFICER

The **Chief Administrative Officer** is responsible for:

- Activating the emergency notification system through the CEMC or Alternate;
- Ensuring liaison with the Nottawasaga OPP detachment regarding security arrangements for the EOC;
- As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling and chairing of regular meetings;
- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the CCG;
- Ensuring that a communication link is established between the CCG and the Emergency Site Manager (ESM);
- Requesting assistance from neighbouring municipalities or the County of Simcoe;
- Appointing persons to perform various support group functions should the Emergency warrant;
- Calling out additional town staff to provide assistance, as required.

LEGAL SERVICES REPRESENTATIVE

The **Legal Services Representative** is responsible for:

- Providing advice to any member of the Community Control Group on matters of a legal nature as they may apply to the actions of the Township of Essa in its response to the emergency, as requested.

EMERGENCY INFORMATION OFFICER - CLERK

The **Clerk** is responsible for:

- Assisting the Chief Administrative Officer, as required;
- Initiating the opening, operation and staffing of switchboard at the township offices, as the situation dictates, and ensuring operators are informed of CCG members' telephone numbers in the EOC;
- Arranging for printing of material, as required;
- Coordinating the provision of clerks staff to assist in the Emergency operations Centre, as required;
- Procuring staff to assist, as required;
- Upon direction by the Mayor, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Mayor, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings.
- Ensuring all important decisions made and actions taken by the CCG are recorded;
- Securing and storing documents of all activities and events of the CCG during the emergency.

The Clerk for the Township of Essa will act as the **Emergency Information Officer** during an emergency. The Emergency Information Officer is responsible for the dissemination of news and information to the media for the public.

TELECOMMUNICATIONS COORDINATOR

The **Telecommunications Coordinator** reports to the CEMC and is responsible for:

- Initiating the necessary action to ensure the telephone system at the community offices functions as effectively as possible, as the situation dictates;
- Ensuring that the emergency communications centre is properly equipped and working;
- Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems;
- Making arrangements to acquire additional communications resources during an emergency.

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COMMUNITY SPOKESPERSON – MAYOR OR ACTING MAYOR

The **Mayor or Acting Mayor** is responsible for:

- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying the Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency;
- Notifying the public of the declaration and termination of an Emergency
- Notifying the County of Simcoe of the declaration and termination of an Emergency;
- Ensuring the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Taking such action or making such orders as are deemed necessary and are not contrary to law to implement the Emergency Plan and to protect property and the health, safety and welfare of the inhabitants and visitors of the Emergency area;
- Will act as the community spokesperson or assign a designate.

LIAISON - ARENA/PARKS MANAGER

The **Arena / Parks Manager** is responsible for:

- Opening of evacuation centres in collaboration with County of Simcoe social services;
- Liaison with County of Simcoe social services, Red Cross, St. John's Ambulance, Salvation Army, Simcoe Muskoka District Health Unit and other organizations regarding the establishment and operation of the evacuation and reception centres;
- Provide staff to evacuation centres for maintenance purposes;
- Assisting in procurement of emergency supplies for the operation of the evacuation centre or reception site;
- Maintaining records and testing of the emergency power system to the primary evacuation/reception area.

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THE COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)

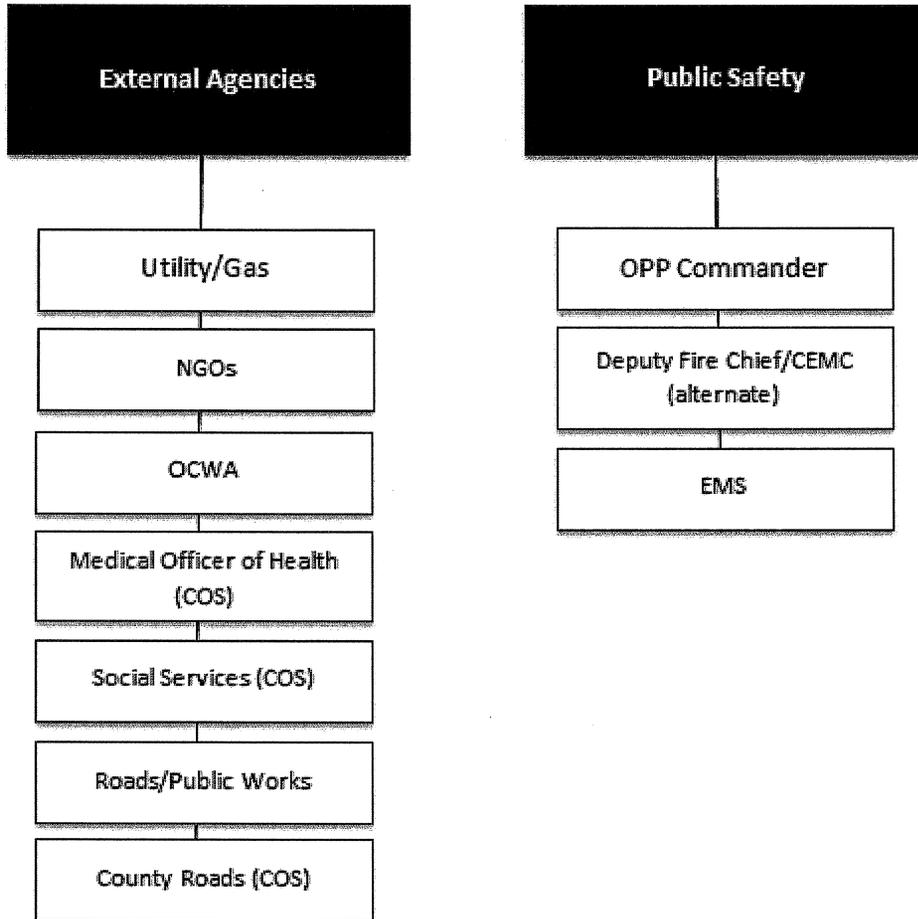
The **CEMC** is responsible for:

- Activating the emergency notification system and ensuring all members of the CCG are notified;
- Activating and arranging the EOC;
- Ensuring that security is in place for the EOC and registration of CCG members;
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervising the Telecommunications Coordinator;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross and County of Simcoe CEMC);
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keeping CCG informed of implementation needs;
- Providing a process for registering CCG members and maintaining a CCG members list;
- Supervise the maintenance of the records and logs with the assistance of the Clerk and CAO's Administrative Assistant for the purpose of debriefings and post-emergency reporting.

The **CEMC** also acts an advisor to both the EOC Director and the Operations Section Chief.

OPERATIONS SECTION

The Operations Section has been further divided into two distinct branches: External Agencies and Public Safety in order to maintain a reasonable scope of responsibility for each Branch Chief.



The External Agencies Branch is considered additional staff to support the CCG. Depending on the nature of the incident, External Agency Units will be activated as appropriate by the EOC Director or CEMC.

UTILITY REPRESENTATIVE – HYDRO ONE, POWERSTREAM, INNISFIL HYDRO

The **Utility Representative of Hydro One, PowerStream, Innisfil Hydro** is responsible for:

- Monitoring the status of power outages and customers without services
- Providing updates on power outages, as required;
- Ensuring liaison with the public works / fire department representative;
- Providing other temporary power measures for essential services;
- Providing a representative to the Emergency Operations Centre if required.

ONTARIO CLEAN WATER AGENCY (OCWA)

OCWA is responsible for:

- Ensuring the maintenance of sanitary sewage and water systems;
- Ensuring liaison with the fire chief concerning emergency water supplies for firefighting purposes;
- Discontinuing any public works service, as required, and restoring these services when appropriate;
- Maintaining emergency equipment;
- Arranging alternate potable water supply through private or public means;
- Providing a representative to the Emergency Operations Centre if required.

ENBRIDGE GAS

Enbridge Gas is responsible for:

- Providing expertise regarding natural gas;
- Discontinuing any natural gas service, as required, and restoring these services when appropriate;
- Depending on the nature of the emergency assigning a representative to the emergency site to liaison with the ESM.
- Providing a representative to the Emergency Operations Centre if required.

COUNTY BOARD OF EDUCATION AND SEPARATE SCHOOL BOARD

The **County Board of Education and the Separate School Board** are responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- Ensuring liaison with the municipality as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure.

SENIOR SOCIAL SERVICES REPRESENTATIVE

The **Senior Social Services Representative** responsibilities are outlined in the County of Simcoe Emergency Response Plan.

OTHER AGENCIES

In an emergency, many agencies may be required to work with the Community Control Group. They might include Office of the Fire Marshal and Emergency Management (OFMEM), the Nottawasaga Conservation Authority, the Office of the Fire Marshal, volunteer groups and provincial ministries.

MEDICAL OFFICER OF HEALTH

The **Medical Officer of Health** is responsible for:

- Activates and terminates the Simcoe Muskoka County District Health Unit Emergency Response Plan and Emergency Notification System;
- MOH has responsibility to chair or delegate chair responsibilities of the Emergency Control Group at the health unit EOC;
- Assigned AMOH or covering MOH, assumes the role of MOH at the health unit EOC in the absence of the MOH;
- Coordinates public health services with municipal EOC's, emergency and support services and other responding agencies;
- Provides an on-site manager if required and attends the site command post as necessary.
- Liaises with Ontario Ministry of Health Public Health Division and Chief medical Officer of Health as required;
- Liaises with appropriate public health agencies as required to augment and coordinate a public health response;
- Provides advice on matters which may adversely affect public health within Simcoe Muskoka;
- Coordinates the response to communicable disease-related emergencies or anticipated epidemics according to ministry of Health and Long Term Care policies;
- Coordinates agency resources to prevent and control the spread of disease during an emergency within Simcoe Muskoka;
- Liaises with Director of Public Utilities or alternate within affected sanitation, maintenance and sanitary facilities;
- Provides for the inspection of evacuation centres, makes recommendations and initiates remedial action in areas of:
 - accommodation standards relating to overcrowding, sewage and waste disposal, monitoring of water supply, air quality, sanitation, and facility layout and operation,
 - food handling, storage, preparation and service,
 - general health and safety involving injury prevention;
- Liaises with local social service agencies on areas of mutual concern regarding evacuation centres including:
 - victim assessment, support and referral,
 - Public health information and community networks;
- Provides inspection and advice in collaboration with municipal representatives within the affected communities regarding the evacuation of residential buildings which pose a public health threat
- Liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance where necessary.
- Provides resource support and consultation to emergency service workers
- Evaluates post-emergency effectiveness and efficiency in the execution of the agency's responsibilities through debriefing sessions and liaison with ECGs from each municipality.

MANAGER OF PUBLIC WORKS

The **Manager of Public Works** is responsible for:

- Providing the CCG with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assigning the Site Manager and informing the CCG;
- Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- Ensuring liaison with the public works representative from the neighbouring municipalities and the County of Simcoe to ensure a coordinated response;
- Ensuring provision of engineering assistance;
- Ensuring construction, maintenance and repair of town roads;
- Procuring equipment for emergency pumping operations.
- Ensuring liaison with Ontario Clean Water Agency concerning municipal water supplies and sanitation services;
- Liaising with Ontario Clean Water Agency and or other municipalities in the provision of emergency potable water supplies;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment as required by any other emergency services;
- Ensuring liaison with the conservation authority (NVCA) regarding flood control, conservation and environmental matters;
- Liaising with the Ministry of Environment (MOE) and Medical Officer of Health.

ONTARIO PROVINCIAL POLICE DETACHMENT COMMANDER

The **Detachment Commander** is responsible for:

- Notifying necessary emergency and community services, as required;
- Establishing a site command post with communications to the EOC;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Establishing the inner perimeter within the emergency area;
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Providing traffic control staff to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Ensuring the protection of life and property and the provision of law and order;
- Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
- Notifying the coroner of fatalities;
- Ensuring liaison with other community, provincial and federal police agencies, as required.

FIRE CHIEF/COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)

The **Fire Chief** is responsible for:

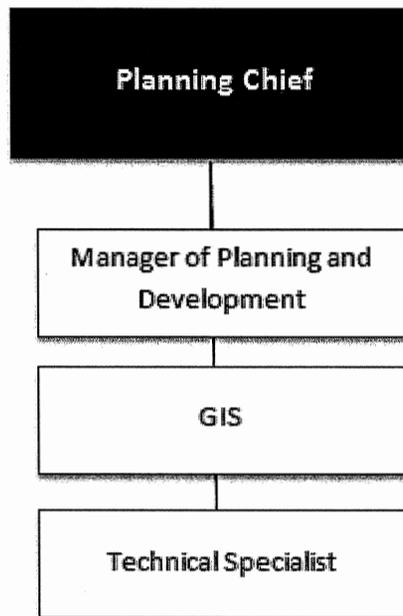
- Activating the emergency notification system through the CEMC or Alternate;
- Providing the CCG with information and advice on firefighting, rescue and matters pertaining to the protection of life and property;
- Assigning the Site Manager and informing the CCG;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Update and provide assistance to the Simcoe County Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determining if additional or special equipment is needed and possible source of supply;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Providing an Emergency Site Manager (ESM) or an (ESSM) as required.

EMERGENCY MEDICAL SERVICES (EMS) REPRESENTATIVE

The **Emergency Medical Services (EMS) Representative** is responsible for:

- Ensuring emergency medical services at the emergency site;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring effective triage at the site and transportation of casualties;
- Advising the CCG if other means of transportation is required for large scale response;
- Liaising with the Ministry of Health and Long Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community
- Ensuring liaison with hospitals;
- Ensuring liaison with the Medical Officer of Health, as required;
- Liaising with the ESM and other agencies.

PLANNING SECTION



The **Planning Chief** has the primary responsibility to collect, collate, seal and retain for secure storage a complete set of incident documentation, including Emergency Operations Centre attendance records, logbook records, logbooks, master event log, incident action plans, documents received from internal/external partners, emails, photos, videos, maps, etc. The Planning Chief is also responsible for the maintenance of the ongoing Incident Action Plan and the chairing of Operational Cycle Meetings.

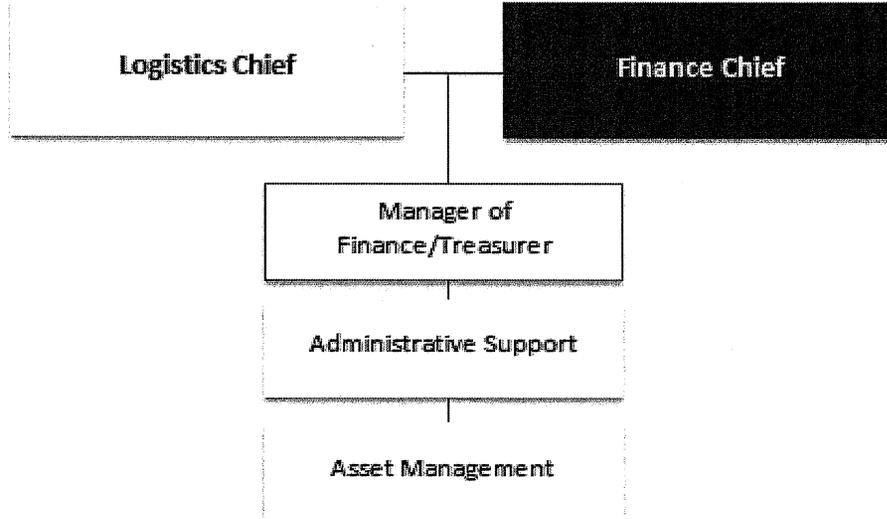
MANAGER OF PLANNING & DEVELOPING

The **Manager of Planning & Development** is responsible for:

- Provide information on municipal map to the CCG;
- Provide zoning or by-law information to the CCG;
- Provide information on terrain and flooding areas to the CCG;
- Provide staff assistance through the Chief Building Official on building infrastructure, site review and structure conditions to the CCG and Emergency Site Manager (ESM).
- Maintain this information for use in the operation centre.
- Ensuring that maps and status boards are kept up to date.

LOGISTICS & FINANCE

The Township of Essa recognizes that the Logistics and Finance section have similar functionalities, therefore these sections will be categorized together to allow better flow of communication and information sharing.



MANAGER OF FINANCE AND TREASURER

The **Manager of Finance and Treasurer** is responsible for:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighbouring communities;
- Establish a record of expenditures during an emergency
- Ensuring that records of expenses are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all approved invoices and claims incurred during an emergency.
- Ensuring liaison with purchasing agents of the neighbouring communities, if necessary;
- Maintaining a list of all vendors who provide supplies and equipment during the emergency.

CAO'S ADMINISTRATIVE ASSISTANT

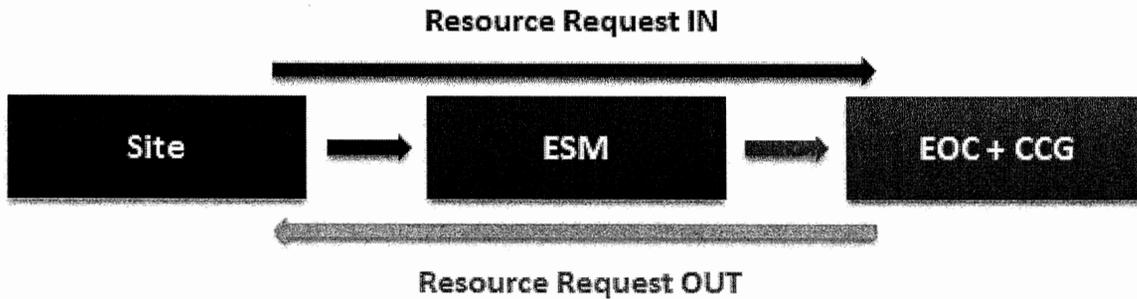
The **CAO's Administrative Assistant** is responsible for:

- Assisting with the recording of important decisions taken by the CCG, as required; and with maps and status boards;
- Providing a process for registering CCG members and maintaining a CCG member list;
- Assisting with the operation and staffing of switchboard at the municipal office or designated building;
- Assuming the responsibilities of the Citizen Inquiry Supervisor if designated as such;
- Assisting with the arranging for printing of material, as required;
- Assisting with the provision of clerical staff to assist in the Emergency Operations Centre, as required;

EMERGENCY SITE MANAGER (ESM)

The selection of the Emergency Site Manager, (ESM) will be made by the municipal Community Control Group, (CCG).

The ESM is designated to coordinate the activities of all agencies within the emergency site. Depending on the nature of the emergency, and once the ESM has been assigned, the CCG relationship with the ESM is to offer support with equipment, staff and other resources, as required.



In some instances, such as a provincially declared emergency, the County of Simcoe Emergency Community Control Group (CSECCG) may appoint an Emergency Site Manager where appropriate. An ESM appointed by the County of Simcoe Emergency Committee Control Group will coordinate and support the activities of the Emergency Site Sector Manager.

Where there are two or more municipalities involved in an emergency, the ESM designated by an area municipal Community Control Group may become the Emergency Site Sector Manager (ESSM) for the area municipality. The ESSM will be responsible for the emergency site of their local municipal jurisdiction. The ESSM appointed by the area municipality Community Control Group will continue to coordinate the Emergency Site within the established perimeter.

Communication from the Emergency Site will primarily flow from the ESSM and the area Emergency Operations Centre EOC. The area Community Control Group may request assistance on behalf of the ESSM through the County of Simcoe Emergency Community Control Group.

RELATIONSHIP BETWEEN ESM & COMMAND AND CONTROL STRUCTURES OF EMERGENCY RESPONDERS

The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the Emergency Site Manager, to coordinate an effective response. Regular briefings will be held at the site and chaired by the Emergency Site Manager. Briefing will review and prioritize the action plan in order to create the most effective and efficient response to the emergency.

EMERGENCY TELECOMMUNICATIONS PLAN

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site(s) and the EOC. Also, communications may be required at various locations such as evacuation centres, or with other agencies.

Emergency Telecommunications consists of telephone, cell phones, fax, intranet, internet, ARES and two-way radio.

Should all telephone communications cease, pre-arranged communications could be obtained from the Police, Fire Stations or alternate municipal buildings maintaining telephone capability.

Communications between the EOC and the other responding agencies may be with the support of a runner. All messages are to be written and logged.

Amateur Radio Emergency Service (ARES) may assist with communication support as required.

Should internet/intranet not be available, ARES can provide data (email) and voice communications.

The primary communication between the EOC, CCG and the Simcoe County EDC, CCG is by internet or intranet.

EMERGENCY INFORMATION PLAN

Upon implementation of this Emergency Response Plan, it will be important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions will be established:

- Emergency Information Officer;
- Community Spokesperson; and
- Citizen Inquiry Supervisor.

An Emergency Information Centre (EIC) will be established under the direction of the Emergency Information Officer. Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the CCG. This area, if established, will be staffed as required by the community spokesperson or emergency information officer.

A Citizen Inquiry Section will be set up as determined by the Community Spokesperson which may be designated under the supervision of the Social Services Representative or other agency and assisted through a Citizen Inquiry Supervisor.

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EMERGENCY INFORMATION OFFICER

The **Emergency Information Officer** reports to the Chief Administrative Officer and is responsible for:

- Establishing a communication link with the Community Spokesperson, the Citizen Inquiry Supervisor and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring that the EIC is set up and staffed, if required;
- Ensuring liaison with the CCG to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
- Ensuring that the following are advised of the telephone number of the media centre:
 - Media;
 - Community Control Group;
 - Community Spokesperson;
 - Police Public Relations Officer;
 - Neighbouring Communities;
 - Citizen Inquiry Supervisor;
 - Any other appropriate persons, agencies or businesses.
- Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
- Ensuring that the media releases are approved by the CAO (in consultation with the mayor) prior to dissemination, and distributing hard copies of the media release to the EIC, the CCG, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;
- Monitoring news coverage, and correcting any erroneous information;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency.

COMMUNITY SPOKESPERSON

The **Community Spokesperson** will be appointed by the Community Control Group and is responsible for:

- Giving interviews on behalf of the Township of Essa's Council;
- Establishing a communication link and regular liaison with the Emergency Information Officer at the EOC;
- Redirecting all inquiries about decisions made by the CCG and about the emergency as a whole, to the Emergency Information Officer;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media.

CITIZEN INQUIRY SUPERVISOR

The **Citizen Inquiry Supervisor** is responsible for:

- Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- Informing the Emergency Information Officer of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- Informing the affected emergency services, the CCG and Township switchboards of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- Ensuring liaison with the Emergency Information Officer to obtain current information on the emergency;
- Responding to, and re-directing inquiries and reports from the public based upon information from the Emergency Information Officer. (Such information may be related to school closings, access routes or the location of evacuee centres.);
- Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone number(s);
- Procuring staff to assist, as required.

Annex A	Locations of Cooling Centres and Emergency Shelters
Annex B1	Emergency Notification Contact Lists <ul style="list-style-type: none">• Community Control Group (CCG)• Office of the Fire Marshal and Emergency Management (OFMEM)• Township Employees• Township Councillors• Surrounding Municipalities• Federal/Provincial Government Representatives
Annex B2	Emergency Notification Contact List, Additional
Annex C	Local Resources List <ul style="list-style-type: none">• Heavy Equipment• Rental Stores• Bus Lines• Building Materials
Annex D	Fire Departments' Inventory
Annex E	Emergency Operations Centre (EOC) Logistics and Inventory
Annex F	Additional Resources and Information <ul style="list-style-type: none">• General Preparedness• Health• Weather• Transportation and Travel
Annex G	Training, Exercises and Public Education Log
Annex H	Hazard Identification Risk Assessment (HIRA)
Annex I	Critical Infrastructure List
Annex J	Township of Essa's By-Laws

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THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2022 - 61

A By-Law to repeal By-law 2021-37 of the Township of Essa "A By-law to amend the Township of Essa's Zoning By-law 2003-50, as amended, affecting 203 Barrie St., Thornton."

That Council of the Corporation of the Township of Essa enacts as follows:

- 1. By-law 2021-37 of the Township of Essa entitled, "A By-law to amend the Township of Essa's Zoning By-law 2003-50, as amended, affecting 203 Barrie St., Thornton." is hereby repealed in its entirety, for housekeeping purposes.
- 2. This By-law shall come into force and take effect on the date of its passing.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED THIS 7th day of December, 2022.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

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THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2022 – 62

Being a By-law to confirm the proceedings of the Council meeting held on the 7th day of December, 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 December, 2022 and, in respect of each recommendation contained in the Regular Council meeting held on the 5th day of October, 2022, the Committee of the Whole meeting held on the 5th day of October, 2022, the Inaugural meeting held on the 16th day of November, 2022, and the Special meeting of Council held on the 30th day of November, 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 7th day of December, 2022.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services