

**THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING
WEDNESDAY, DECEMBER 4, 2024
(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 Special Budget, Public Meeting, Committee of the Whole, and Regular Council meetings held on the 20th day of November, 2024 be adopted as circulated.

- 4. CONSENT AGENDA**

Recommendation: **BE IT RESOLVED THAT** the items listed in the Consent Agenda dated December 4, 2024, be received for information.

- 5. COMMITTEE REPORTS**

p. 14 **a. Minutes of the Nottawasaga Police Services Board**

Recommendation: **BE IT RESOLVED THAT** the minutes of the Nottawasaga Police Services Board from their meeting of October 15, 2024, be received.

p. 20 **b. Minutes of the Essa Public Library Board**

Recommendation: **BE IT RESOLVED THAT** the minutes of the Essa Public Library Board from their meeting of October 28, 2024, be received.

- 6. PETITIONS**

- 7. MOTIONS AND NOTICES OF MOTIONS**

- a. Proclamation Declaring December as Christian Heritage Month (Flag Raising to be held at 5:45 on December 4, 2024)**

Recommendation: **WHEREAS** Canada was founded on the words of Psalm 72:8, "He shall have dominion also from sea to sea," acknowledging our nation's spiritual foundation; and **WHEREAS** the Canadian Charter of Rights and Freedoms recognizes God, affirming the importance of faith in shaping our values; and

WHEREAS Christianity, the largest and most ethnically diverse religion in Canada, has deeply influenced the principles of compassion, justice, and service that define our nation; and

WHEREAS Christians, representing diverse backgrounds from all continents, have contributed significantly to Canada's spiritual and cultural heritage; and

WHEREAS December is dedicated to celebrating Christmas, a holiday that embodies love, unity, and generosity;

NOW THEREFORE, let December be proclaimed as Christian Heritage Month, honoring the enduring legacy of Christianity and its impact on the growth and values of Canada.

8. **UNFINISHED BUSINESS**

9. **BY-LAWS**

- p. 24 a. By-law 2024-56 – A By-law to appoint a Deputy Chief Building Official, Plumbing Inspector, Property Standards Officer and Zoning Administrator.

Recommendation: **BE IT RESOLVED THAT** By-law 2024-56 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:

- a. **Staff Report CAO029-24, re: Property Tax Re-evaluation.**
- *Plans and Instructions for Negotiations – s.239(2)(k)*

Motion to Rise and Report from Closed Session Meeting of December 4, 2024.

Recommendation: **BE IT RESOLVED THAT** Council rise and report from the Closed Session Meeting at _____ p.m.

12. **CONFIRMATION BY-LAW**

- p. 25 **By-law 2024-57**

Recommendation: **BE IT RESOLVED THAT** leave be granted to introduce By-law 2024-57, that being a By-law to confirm the proceedings of the Committee of the Whole, Closed and Council meetings held on this 4th day of December, 2024; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

13. **ADJOURNMENT**

Recommendation: **BE IT RESOLVED THAT** this meeting of Council of the Township of Essa adjourn at _____ p.m. to meet again on the 18th day of December, 2024 at 6:00 p.m.

**THE CORPORATION OF THE TOWNSHIP OF ESSA
SPECIAL MEETING – 2025 BUDGET DELIBERATIONS
WEDNESDAY, NOVEMBER 20, 2024**

MINUTES

A Special Meeting of Council was held in person on Wednesday November 20, 2024, in the Council Chambers of the Administration Centre, for the purpose of deliberating the 2025 Capital and Operating Budgets.

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

Staff in attendance: Michael Mikael, Chief Administrative Officer
Deborah Dollmaier, Manager of Finance
Lisa Lehr, Manager of Legislative Services
Chris Rankin, Manager of Parks and Recreation
John Kolb, Manager of Public Works
Samuel Haniff, Manager of Planning
Doug Burgin, Fire Chief
Emily Campbell, Deputy Treasurer
Laura Wark, CEO – Essa Public Library

Guests: Judith Hunter, Chair – Essa Public Library Board
Grant Cowan, Manager of IT Services, Town of Innisfil

1. OPENING OF MEETING BY THE MAYOR

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

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. PRESENTATION OF DRAFT 2025 BUDGET

Review of Proposed 2025 Departmental Operating and Capital Requests:

The Chief Administrative Officer and the Manager of Finance provided Council with a summary of the 2025 Budget.

Staff reviewed the department-specific requests contained in the 2025 Capital Budget for Council's consideration of approval.

➤ **Essa Public Library (Angus and Thornton Branches)**

The Chief Executive Officer for the Essa Public Library and the Chair of the Essa Public Library Board provided Council with a summary of the proposed capital budgetary requests specific to the Essa Public Library (Angus and Thornton Branches).

➤ **Planning and Development**

The Manager of Planning provided Council with an overview of the proposed capital budgetary requests specific to the Planning Department.

➤ **Fire, Emergency Services**

The Fire Chief reviewed the proposed capital budgetary requests specific to the Fire Department (Stations 1 and 2).

➤ **Parks and Recreation**

The Manager of Parks and Recreation provided Council with an overview of the proposed capital budgetary requests specific to the Parks and Recreation Department, including the Angus and Thornton Arenas, Parks Operations and Administration, Facilities, Community Events, and Cemeteries.

➤ **Public Works, Roads, Water and Wastewater, Storm Sewer**

The Manager of Public Works provided an overview of the proposed capital budgetary requests specific to the Public Works Department, Roads, Water and Wastewater and Storm Sewer.

➤ **Clerk and Information Technology**

The Manager of Legislative Services provided an overview of the proposed capital budgetary requests specific to Council, Clerk's Department, Operating Assistance, By-law, and Canine Control.

The Manager of IT Services (Innisfil) provided Council with an overview of the proposed capital budgetary requests specific to IT.

➤ **Treasury**

The Manager of Finance provided an overview of the proposed capital budgetary requests specific to the Treasury Department.

The Chief Administrative Officer reviewed the 2025 Operating Budget.

5. OTHER

6. ADJOURNMENT

Resolution No: CW084-2024 Moved by: Smith Seconded by Maltby

Be it resolved that this Special Meeting of the Council of the Township of Essa adjourn at 10:42 a.m. to reconvene on the 10th day of December 2024, at 8:30 a.m.

----Carried----

Sandie Macdonald
Mayor

Lisa Lehr
Manager of Legislative Services

THE CORPORATION OF THE TOWNSHIP OF ESSA
PUBLIC MEETING MINUTES
November 20th, 2024
ZONING BY-LAW AMENDMENT (Z2-24)
(Affecting all areas in the Township of Essa)

MINUTES

A Public meeting was held in person on Wednesday, November 20th, 2024 in the Council Chambers of the Administration Centre, Township of Essa.

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

Staff in attendance: M. Mikael, Chief Administrative Officer
L. Lehr, Manager of Legislative Services/Clerk
S. Haniff, Manager of Planning
J. Kolb, Manager of Public Works
P. Granes, Chief Building Official

Mayor Macdonald opened the meeting at 5:43 p.m. She stated that the purpose of this Public Meeting is to review an application for a Zoning By-law Amendment relating to all lands in the Township of Essa in accordance with Section 34 of the Planning Act.

A description and presentation of the proposal was then read by the Manager of Planning, Samuel Haniff as outlined below.

THE PROPOSED ZONING BY-LAW AMENDMENT would affect those lands described as listed below, being 1):

- 1) List of proposed changes to Zoning By-law (2003-50) listed in the table below.

	Existing	Proposed
1.	Definitions	
	No existing definition for 'Self-Storage'	'Self-Storage' means a building consisting of individual, small, self-contained units that are leased or owned for the storage of business and household goods.
	Existing definition for 'Lot Coverage'	Definition to be expanded to include hardscaped surfaces (e.g. driveways)

3

	No existing definition for 'Shipping Containers'	'Shipping Container' or 'Sea Can' means any new or used structure/container originally designed for the shipping of goods by means of rail, truck or by sea and includes intermodal shipping containers.
	Existing definition for 'Accessory Building or Structure'	Definition to be expanded to explicitly NOT include a 'shipping container'.
2.	Accessory Buildings	
	Existing Section 8: General Provisions for Residential Zones (Section 8.1: Accessory Buildings)	Introducing two new subsections under 8.1 Accessory Buildings: '8.1.1 Regulations for Unenclosed Decks' and '8.1.2 Regulations for Enclosed Decks'
3.	Permitted Uses (C3 Zone)	
	Existing uses under Highway Commercial (C3) Zone	Introducing 'Self Storage' as a permitted use in the Highway Commercial (C3) Zone.
4.	Renumbering	
	No existing Section 36 in the Zoning By-law	Introducing a new Section 35 (Holding Provisions) (Attachment 1) and renumbering the existing Section 35 (By-law Administration, Enforcement and Validity) to Section 36.
5.	Dwelling Unit in Non-Residential Building or Lot	
	Existing Section 4: General Provisions (Section 4.35: Dwelling Unit in Non-Residential Building or Lot)	Removing subsection f) in Section 4.35: <i>f) In addition to the minimum number of parking spaces required for the principal use of the lot, a minimum of one parking space per dwelling unit shall be provided on the same lot.</i>
6.	Permitted Uses (Industrial Zones)	
	Existing Permitted Uses in Industrial Zones	Introducing 'Shipping Containers' as a permitted use in all Industrial Zones
7.	Permitted Uses (Institutional Zone)	
	Existing Permitted Uses in the Institutional Zone	Introducing 'Shipping Containers' as a permitted use in all Institutional Zones

8. Minimum Parking Requirements	
Existing Minimum Parking Requirements	Specifying that only apartments in the R5 Zone are subject to 1.35 spaces per unit. All other residential (including those in R5 Zones) are subject to 2 exterior spaces per unit.
9. Shipping Containers	
No existing Subsection	Introduction of Subsections 4.39 and 4.39.1: Shipping Containers (Attachment 2)

No comments were registered from any Agency, Department, or Resident at the time of the Public Meeting.

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

No comments were received during the Public Meeting.

Mayor Macdonald thanked all in attendance for their participation. She added that the Essa Township Planning office will prepare a report and by-law to be presented to Council concerning this matter.

The Public meeting adjourned at 6:00 p.m.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services/Clerk

3

**THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING
WEDNESDAY, NOVEMBER 20, 2024**

MINUTES

A Regular Council meeting was held in person on Wednesday November 20, 2024, in the Council Chambers at the Administration Centre located at 5786 County Road 21, Utopia.

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

Regrets: Deputy Mayor Michael Smith

Staff in attendance: Michael Mikael, Chief Administrative Officer
Lisa Lehr, Manager of Legislative Services
John Kolb, Manager of Public Works (Interim)
Samuel Haniff, Manager of Planning
Pedro Granes, Chief Building Official

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the meeting at 6:16 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS

Resolution No: CR170-2024 Moved by: Kiezebrink Seconded by: Maltby

***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, Regular Council and Closed Session meetings held on the 6th day of November, 2024 be adopted as circulated.*

---Carried---

4. CONSENT AGENDA

Resolution No: CR171-2024 Moved by: Sander Seconded by: Kiezebrink

***BE IT RESOLVED THAT** the items listed in the Consent Agenda dated November 20, 2024, be received for information.*

---Carried---

5. COMMITTEE REPORTS

3

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

a. Notice of Motion – Fair Share of Provincial and Federal Government
Financial Support

Resolution No: CR172-2024 Moved by: Sander Seconded by: Kiezebrink

WHEREAS municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

WHEREAS the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

WHEREAS the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

WHEREAS the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

WHEREAS redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

WHEREAS a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

***NOW THEREFORE BE IT RESOLVED THAT** Council of the Township of Essa formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and further,*

***THAT** Council of the Township of Essa calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and*

***THAT** this redistribution of the Land Transfer Tax and GST be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and*

***THAT** copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and*

***THAT** copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.*

---Carried---

8

b. Proclamation – International Day for the Elimination of Violence Against Women – November 25, 2024

Resolution No: CR173-2024 Moved by: Maltby Seconded by: Sander

***WHEREAS** November is Woman Abuse Prevention Month and November 25th is the International Day for the Elimination of Violence Against Women; and*
***WHEREAS** violence is the greatest gender inequality rights issue for women, girls and gender-diverse individuals, and our community is committed to ending femicide and all forms of gender-based violence; and*
***WHEREAS** Femicide rates are on the rise in Ontario with over 52 femicides in Ontario since November 26th, 2023; and*
***WHEREAS** on average every 6 days a woman or child lost their life due to men's violence last year in Ontario; and*
***WHEREAS** Indigenous, Black, South Asian and South East Asian women and girls continue to experience high rates of violence, including femicide, on the 2022-2023 Ontario Femicide List; and*
***WHEREAS** this month and throughout the 16 Days of Activism Against Gender-Based Violence, we acknowledge our community's support of the "Wrapped in Courage" campaign and commitment to ending gender-based violence; and*
***WHEREAS** there is an urgent need for greater investment and action to end gender-based violence in our community and throughout Ontario by all three levels of Government; and*
***WHEREAS** a "Wrapped in Courage" campaign flag will be raised in November during Woman Abuse Prevention Month to recognize that the courage of a woman alone is not enough and that it takes an entire community to end gender-based violence;*
***NOW THEREFORE BE IT RESOLVED THAT** Council of the Township of Essa hereby proclaims and declares that November 25th, 2024 shall be known as "The International Day for the Elimination of Violence Against Women" and urge all citizens to recognize this day by taking action to support survivors and become part of Ontario-wide efforts to end gender-based violence.*

---Carried---

8. UNFINISHED BUSINESS

9. BY-LAWS

- a. By-law 2024-53 – A By-law to Delegate Authority to the CAO and Clerk for execution of Sub-Client Agreements for the ASE JPC.
- b. By-law 2024-54 – A By-law to enter into an agreement with Global Traffic Group for Automated Speed Enforcement.

Resolution No: CR174-2024 Moved by: Sander Seconded by: Maltby

***BE IT RESOLVED THAT** By-laws 2024-53 and 2024-54 be read a first, and taken as read a second and third time and finally passed.*

---Carried---

10. QUESTIONS

3

11. **CLOSED SESSION**

12. **CONFIRMATION BY-LAW**

By-law 2024-55

Resolution No: CR175-2024 Moved by: Kiezebrink Seconded by: Maltby

***BE IT RESOLVED THAT** leave be granted to introduce By-law 2024-55, that being a By-law to confirm the proceedings of the Committee of the Whole, Council meetings held on this 20th day of November, 2024; 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: CR176-2024 Moved by: Sander Seconded by: Maltby

***BE IT RESOLVED THAT** this meeting of Council of the Township of Essa adjourn at 6:21 p.m. to meet again on the 4th day of December, 2024 at 6:00 p.m.*

---Carried---

Sandie Macdonald
Mayor

Lisa Lehr
Manager of Legislative Services

3

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, NOVEMBER 20, 2024**

MINUTES

A Committee of the Whole meeting was held in person on Wednesday November 20, 2024, in the Council Chambers of the Administration Centre, Township of Essa.

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

Regrets: Deputy Mayor Michael Smith

Staff in attendance: Michael Mikael, Chief Administrative Officer
Lisa Lehr, Manager of Legislative Services
John Kolb, Manager of Public Works (Interim)
Samuel Haniff, Manager of Planning
Pedro Granes, Chief Building Official

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the meeting at 5:00 p.m.

The Township of Essa acknowledges that we are situated on land within the area of Treaty 18, also known as the Lake Simcoe-Nottawasaga Treaty, signed on October 17, 1818 between the Government of Upper Canada and the Anishinaabe Indigenous peoples. The Anishinaabe include the Ojibwe, Odawa and Pottawatomi Nations collectively known as the Three Fires Confederacy. We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Metis and Inuit People.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

a. Presentation

Re: 2025 OPP Budget

Inspector Dave McLagan and Staff Sargeant Kevin Bucknor were in attendance to provide Council with an overview of the 2025 OPP Budget. Due to the significant increase, Council was provided with two options for their consideration to reduce the financial burden on taxpayers.

3

- b. **Delegation**
Sheryl Flannagan (Interim CAO), Director of Corporate Services
Re: 2025 NVCA Budget

Sheryl Flannagan, Acting CAO, was in attendance to provide an overview of the 2025 NVCA Budget. She provided that she will follow-up with a breakdown of Category 3 Items.

- c. **Public Meeting**
Re: Proposed Amendment to Zoning By-law 2003-50 - Housekeeping

See separate set of minutes.

STAFF REPORTS

4. **PLANNING AND DEVELOPMENT / BUILDING**
5. **PARKS AND RECREATION / COMMUNITY SERVICES**
6. **FIRE AND EMERGENCY SERVICES**
7. **PUBLIC WORKS**
8. **FINANCE**
9. **CLERKS / BY-LAW ENFORCEMENT / IT**
 - a. **Staff Report C015-24 submitted by the Manager of Legislative Services, re: Fees and Charges By-law 2023-01 – Proposed Amendments – January 1, 2025.**

Resolution No: CW085-2024 Moved by: Kiezebrink Seconded by Maltby

BE IT RESOLVED THAT Staff Report C015-24 be received for information; and THAT Council approve the proposed amendments as recommended in this Report, and direct Staff to schedule a Public Meeting to allow for public comment on the change in Building Department fees, prior to the passage of a By-law to amend Essa's Fees and Charges By-law.

---Carried---

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

11. OTHER BUSINESS

- Planning Application Updates were provided by the Manager of Planning.

12. ADJOURNMENT

Resolution No: CW086-2024 Moved by: Kiezebrink Seconded by: Maltby

***BE IT RESOLVED THAT** this meeting of Committee of the Whole of the Township of Essa adjourn at 6:16 pm., to meet again on the 4th day of December, 2024 at 6:00 p.m.*

---Carried---

Sandie Macdonald
Mayor

Lisa Lehr
Manager of Legislative Services



Nottawasaga O.P.P. Detachment Board
Minutes
Tuesday, October 15, 2024
(Serving New Tecumseth/Essa/Adjala-Tosorontio)

A Nottawasaga O.P.P. Detachment Board meeting was held at 5:00 p.m.
 on Monday, September 16, 2024, in the Executive Boardroom, Room #116
 Town of New Tecumseth, Town Hall.

Members Present Richard Norcross, Mayor, Town of New Tecumseth (Virtually)
 Sandie Macdonald, Mayor, Township of Essa
 Scott Anderson, Mayor, Township of Adjala-Tosorontio
 Paul Whiteside, Provincial Appointment
 Deborah Hall-Chancey, Community Representative

Support Kevin Brockner, Staff Sergeant
 David McLagan, Detachment Commander
 Trent Pickering, Staff Sergeant
 Jen Martin, Board Secretary

Guests Pam Slowleigh, Deputy Clerk, Town of New Tecumseth
 Allison Stumpo, Senior Financial Analyst, Town of New Tecumseth
 Lisa Darling, Executive Director, Ontario Association of Police Services Boards

1. **Confirmation of Agenda**
 Chair Macdonald opened the meeting at 5:05 p.m.

2024-24 Moved by Paul Whiteside
 Seconded by Deborah Hall-Chancey
Be It Resolved That the agenda for the Nottawasaga OPP Detachment Board meeting held on October 15, 2024, be confirmed.

Carried

2. Swearing of Oath by the Board Members by Pam Slowleigh, Deputy Clerk, Town of New Tecumseth

Deputy Clerk Slowleigh circulated the Oath of Office forms and witnessed member's signatures.

3. Disclosures of Pecuniary Interest
Nil

4. Adoption of Minutes

2024-25

Moved by Scott Anderson

Seconded by Richard Norcross

Be It Resolved That the minutes of the Nottawasaga O.P.P. Detachment Board meeting dated Monday, September 16, 2024, be approved as amended.

Carried

5. Delegations and Presentations

5.1

Lisa Darling, Executive Director, Ontario Association of Police Services Boards

Re: Group Insurance for O.P.P. Detachment Boards

2024-26

Moved by Deborah Hall-Chancey

Seconded by Paul Whiteside

Be It Resolved That the presentation Ms. Darling be received.

Carried

6. Correspondence and Information Items

Nil

7. Accounts

7.1. Budget Variance Report - October 4, 2024

Moved by Scott Anderson
Seconded by Richard Norcross

2024-27 **Be It Resolved That** the Budget Variance Report dated October 4, 2024, be received.

Carried

7.2. 2025 Draft Budget - Nottawasaga OPP Detachment Board

2024-28 Moved by Paul Whiteside
Seconded by Deborah Hall-Chancey

Be It Resolved That the Nottawasaga OPP Detachment Board approve the 2025 draft budget estimates with expenses of \$77,981.00, be presented to partnering Councils during their 2025 Budget Deliberations for consideration.

Carried

8. New and Unfinished Business

8.1. Board Name under the Community Safety and Policing Act, 2019

2024-29 Moved by Paul Whiteside
Seconded by Scott Anderson

Be It Resolved That the Nottawasaga Police Services Board was established by Town of New Tecumseth By-law 2004-049 naming the Board "The Nottawasaga Police Services Board" under the Police Services Act, 1990;

And Whereas the Police Services Act, 1990 has been replaced by the Community Safety and Policing Act, 2019 as of April 1, 2024;

And Whereas the Board is considered to be an O.P.P.

Detachment Board under O.Reg. 135/24 of the Community Safety and Policing Act, 2019;

And Whereas O.P.P. Detachment Boards are permitted to name their Board's in accordance with the Community Safety and Policing Act, 2019;

That The Nottawasaga Police Services Board shall be hereby named "The Nottawasaga O.P.P. Detachment Board";

And that the Board directs the Board Secretary to forward a copy of this resolution to the Ontario Association of Police Services Boards, the Ministry of the Solicitor General, Town of New Tecumseth, Township of Essa and Township of Adjala-Tosorontio Councils for information.

Carried

8.2. Draft - Terms of Reference for Nottawasaga OPP Detachment Board

2024-30 Moved by Paul Whiteside
Seconded by Deborah Hall-Chancey

Be It Resolved That the Board refers the Terms for the Nottawasaga OPP Detachment Board to the November meeting for further discussion.

And Further That the Board remains the same until 2026.

Carried

8.3. Draft Abuse Policy

2024-31 Moved by Scott Anderson
Seconded by Paul Whiteside

Be It Resolved That the Board adopts the Abuse Policy for the Nottawasaga OPP Detachment Board, as presented.

Carried

- 8.4. Verbal Report, Vice-Chair Richard Norcross
Re: Community Safety Concerns
 - 1. Stop signs at the 3rd/4th Lines on the 15th Sideroad
 - 2. Installation of Sharps Disposal Bins at key locations

2024-32 Moved by Paul Whiteside
Seconded by Deborah Hall-Chancey

Be It Resolved That the Vice-Chair Norcross' verbal report be received.

Carried

- 8.5. Verbal Report, Vice-Chair Richard Norcross
Re: Proposed O.P.P. Satellite Office – ABIA

2024-32 Moved by Richard Norcross
Seconded by Paul Whiteside

Be It Resolved That the Co-Chair Norcross' verbal report be received.

And Further That the Nottawasaga OPP Detachment Commander contact the ABIA for furtherance.

Carried

- 9. **Question Period/Open Discussion**
Nil

- 10. **"In- Camera"**
Nil

- 11. **Adjournment**

2024-33 Moved by Paul Whiteside

5a

Nottawasaga Police Services Board
October 15, 2024

Seconded by Richard Norcross

Be It Resolved That the meeting adjourn at 6:49 p.m.

Carried

Chair

Secretary

5b

October has been a very busy month for financial planning as the Finance Committee has finished preparations for the budget. We will be looking to the Board as a whole this evening for approval to present the budget to Council.

As always there are a number of policies to be reviewed. Of special interest is the Board By-laws policy.

9. Treasurer Report:

9.1 2023 Audited Financial Statements for Essa Public Library

9.2 Actual vs Budget Year to Date 23Oct2024

9.3 Grants & Donations:

Canada Summer Jobs – \$2,310.12 received

Provincial Summer Employment Opportunity – \$3,816 received

Adjala-Tosorontio 2024 Library Services Contract - \$5,000 received

Annual Survey submitted to *Ontario Ministry of Tourism, Culture and Gaming* for PLOG

Public Library Operating Grant (PLOG): submitted; funds expected in October

Simcoe County Age Friendly Municipal Grant, Grow Getters - \$9,557

Tim Horton's Smile Cookie campaign for Thornton Branch - \$7,804.46

Starbucks' Neighbourhood Grant - \$2,700

Federal New Horizon Grant – Applied: \$14,326

9.4 Additional 2024 expenses related to Smile Cookie campaign and Grow Getters will be captured in Community Donations line 02-40-445-640-6069, *Contract Services*.

2024:063 Moved: JB

Seconded: SH

Carried

THAT the Library Board receives the Treasurer's Report, including the 2023 Audited Financial Statements and the Actual vs Budget Year to Date Comparison to October 23, 2024 as circulated.

9.5 EPL Manager and Coordinator of Public Engagement recommend adjusting Proctoring rate from \$40 to \$50/exam. If this adjustment is approved by the Library Board, Library Services Policy, *LS:013 Administration Fees* will be updated.

2024:064 Moved: SH

Seconded: CC

Carried

THAT the Library Board approves increasing the Proctoring fee to \$60/exam with a \$10 discount for Essa Public Library cardholders, allowing staff discretion for exceptional circumstances, and to update LS:013 Administration Fees Policy for January 1, 2015.

10. CEO Report, October 2024

Accreditation Audit scheduled for November 6th. There are 380 public libraries in Ontario, 36 of which are Accredited (less than 10%). We have 8.7 full-time equivalent staff members keeping two branches open for 82 hours each week and a wealth of programs and community-enhancing activities. EPL is exceptional.

Strategic Plan: Released and considered in the 2025 budget.

Library Report: prepared by E. Nakeff [10.1]

Manager Report: G. Newbatt [10.2]

Meetings & Training:

Essa Township Senior Management Team meetings, CEO

THE CORPORATION OF THE TOWNSHIP OF ESSA

9a

BY-LAW 2023-56

Being a By-law to appoint a Deputy Chief Building Official, Plumbing Inspector, Property Standards Officer and Zoning Administrator.

WHEREAS Section 3(1) of the *Building Code Act*, S.O. 1992, c.23, as amended, states that the Council of each municipality is responsible for the enforcement of the *Building Code Act* in the municipality; and

WHEREAS Section 3(2) of the *Building Code Act*, S.O. 1992, c.23, as amended, states that the Council of each municipality shall appoint a Chief Building Official and such Inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction; and

WHEREAS the Council of the Township of Essa deems it advisable to appoint a Deputy Chief Building Official, Building Inspector and any such Inspectors and Administrators as are necessary for the purposes of the enforcement of said Act and the Township's Building and Plumbing By-laws;

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

1. That Rachele Brown be and is hereby appointed to the position of Deputy Chief Building Official for the Corporation of the Township of Essa, to carry out all duties and responsibilities as set out in the job description for the position for the period during which they are an employee of the municipality.
2. That Rachele Brown be and is hereby appointed as Plumbing Inspector, Property Standard Officer and Zoning Administrator and shall perform all duties required to be performed by the said titles under statutory authority and other duties that may be imposed by the Township of Essa for the period during which they are an employee of the municipality.
3. That By-law 2023-43 be repealed;
4. That the said appointments shall become effective as of November 11, 2024.
5. 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 4th day of December, 2024.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

24

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2024 - 57

Being a By-law to confirm the proceedings of the Council meeting held on the 20th day of November, 2024.

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 4th day of December, 2024 and, in respect of each recommendation contained in the Minutes of the Special Council Meeting held on the 20th day of November, 2024, and the Regular Council meeting held on the 20th day of November, 2024, and the Minutes of the Committee of the Whole meeting held on the 20th day of November, 2024, 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 4th day of December, 2024.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services