

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, NOVEMBER 5, 2025
6:00 p.m.**

AGENDA

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

1. OPENING OF MEETING BY THE MAYOR

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

2. DISCLOSURE OF PECUNIARY INTEREST

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

a. Presentation

Mayor Anderson, Township of Adjala-Tosorontio

Re: Letter of Congratulations

p. 1

b. Presentation

Nottawasaga Valley Conservation Authority, Jennifer Vincent, CAO

Re: 2026 Business Plan and Budget

p. 17

c. Public Meeting

Angus Settlement Area

Re: Interim Control By-law

p. 32

d. Public Meeting

325 Centre Street, Angus

Re: Official Plan and Zoning By-law Amendment (OPA49/Z5-25)

STAFF REPORTS

4. PLANNING AND DEVELOPMENT / BUILDING

p. 41

- a. Staff Report PD017-25 submitted by the Manager of Planning, re: RockStock Festival.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PD017-25 be received; and

THAT Council direct Staff to request a Temporary Use By-law for the proposed event located at 6037 County Road 10, Essa from Friday August 14th, 2026, to Sunday August 16th, 2026.

- p. 51 **b. Staff Report PD019-25 submitted by the Development Planner, re: 8949 Smith Road.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PD019-25 be received; and **THAT** Council direct Staff :

- a. Update the OPA and ZBA text and schedules as proposed**
- b. Require the applicant to pave all of Smith Road**
- c. Proceed with 6 Consent applications as proposed**

5. PARKS AND RECREATION / COMMUNITY SERVICES

- p. 70 **a. Staff Report PR016-25 submitted by the Manager of Parks and Recreation, re: Emergency Replacement of Header Trench – Thornton Community Centre.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PR016-25 be received; and **THAT** Council approve the purchase of a steel header trench for the Thornton Community Centre Arena in the amount of up to \$100,000 (excluding HST) to be funded from the Parks and Recreation Reserve

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

- p. 73 **a. Staff Report PW015-25 submitted by the Manager of Public Works, re: Browns Line Slope Stabilization.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PW015-25 be received; and **THAT** Council direct staff to proceed with option 1 as contained in this report (construction of an alternative granular driveway for 6475 Browns line away from the river edge– installation of guiderail at the end of the road allowance for safety measures).

- p. 87 **b. Staff Report PW016-25 submitted by the Manager of Public Works, re: Amendment to Parking By-law 2005-96 – Water St and Simcoe St.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PW016-25 be received; and **THAT** Council approve an amendment to schedule A of Parking By-law 2005-96, as amended to implement revised parking restrictions on:

- Water Street (Both Sides) from King Street north to 70m north of Simcoe Street at any time;
- Simcoe Street (Both Side) from Water Street easterly to Raglan Street at any time;
- Simcoe Street (Both Side) from 40m east of Raglan to 70m east of Raglan at any time;

- *Simcoe Street (Both Side) from 30m east of Vernon to 60m east of Vernon at any time to improve safety, visibility, emergency access and traffic flow; and*

THAT a By-law to amend By-law 2005-96, as amended be presented to Council during the Council meeting.

- p. 91 c. **Staff Report PW017-25 submitted by the Manager of Public Works, re: Amendments to By-law 98-81 – 4-way Stop (Simcoe/Raglan Streets and Simcoe and Auburn Streets).**

Recommendation: **BE IT RESOLVED THAT** Staff Report PW017-25 be received; and **THAT** That Council approve the installation of signage and Zebra line painting for a controlled 4-way stop intersection as a pedestrian crossing treatment for the following intersections in Angus:

- *Simcoe Street and Raglan Street;*
- *Simcoe Street and Auburn Street; and*

THAT a By-law to amend By-law 2019-40 be presented to Council during the Council meeting.

8. **FINANCE**

9. **AUTOMATED SPEED ENFORCEMENT (ASE)**

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

- p. 94 a. **Staff Report C014-25 submitted by the Deputy Clerk re: Proposed 2026 Regular Council and Committee of the Whole Meeting Schedule.**

Recommendation: **BE IT RESOLVED THAT** Staff Report C014-25 be received; and **THAT** Council approve the 2026 Regular Council and Committee of the Whole Meeting Schedule as attached.

- p. 98 b. **Staff Report C015-25 submitted by the Deputy Clerk re: Special Occasion Permit/Municipally Significant Event Request – Drysdale's Tree Farm "Enchanted Holiday Forest of Lights"**

Recommendation: **BE IT RESOLVED THAT** Staff Report C015-25 be received; and **THAT** That Council approve the request from Drysdale's Tree Farm, located at 6635 County Road 56, Egbert, dated October 20, 2025, for a Special Occasion Permit to serve alcohol between the hours of 6:00 p.m. to 10:00 p.m. on the following dates:

- *November 28 & 29, 2025*
- *December 5 & 6, 2025*
- *December 12 & 13, 2025 (Tentative); and*

THAT Council designate the Enchanted Holiday Forest of Lights event, hosted by Drysdale's Tree Farm as a Municipally Significant Event on the dates listed above; and **THAT** this approval is conditional upon a copy of the certificate of insurance in the amount of \$5,000,000.00 being provided to this municipality, listing the Township of Essa as additional insured.

- p. 108 c. **Staff Report C016-25 submitted by the Deputy Clerk re: Special Occasion Permit/Municipally Significant Event Request – Legacy Fight Club “Project Mayhem IV”.**

Recommendation: **BE IT RESOLVED THAT** Staff Report C016-25 be received; and **THAT** Council approve the request from Legacy Fight Club, dated October 26, 2025, for a Special Occasion Permit to serve alcohol on Saturday November 22, 2025 between the hours of 5:00 p.m. to 11:00 p.m. in the Gymnasium located at the Angus Recreation Centre, 7529 County Road 10, Angus; and **THAT** Council designate the Project Mahem IV event, hosted by Legacy Fight Club as a Municipally Significant Event; and **THAT** this approval is conditional upon a copy of the certificate of insurance in the amount of \$5,000,000.00 being provided to this municipality, listing the Township of Essa as additional insured.

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

- p. 117 a. **Staff Report CAO016-25 submitted by the Chief Administrative Officer re: NVCA Memorandum of Understanding (MOU)**

Recommendation: **BE IT RESOLVED THAT** Staff Report CAO016-25 be received; and **THAT** Council enter into a Memorandum of Understanding (MOU) with the NVCA for a one (1) year period to commence January 1, 2026 and shall automatically renew for an additional one-year period(s) under the same terms unless either party provides written notice of termination to the other party at least (60) days prior to the expiry of the initial term or renewal term, as the case may be.

12. OTHER BUSINESS

13. ADJOURNMENT

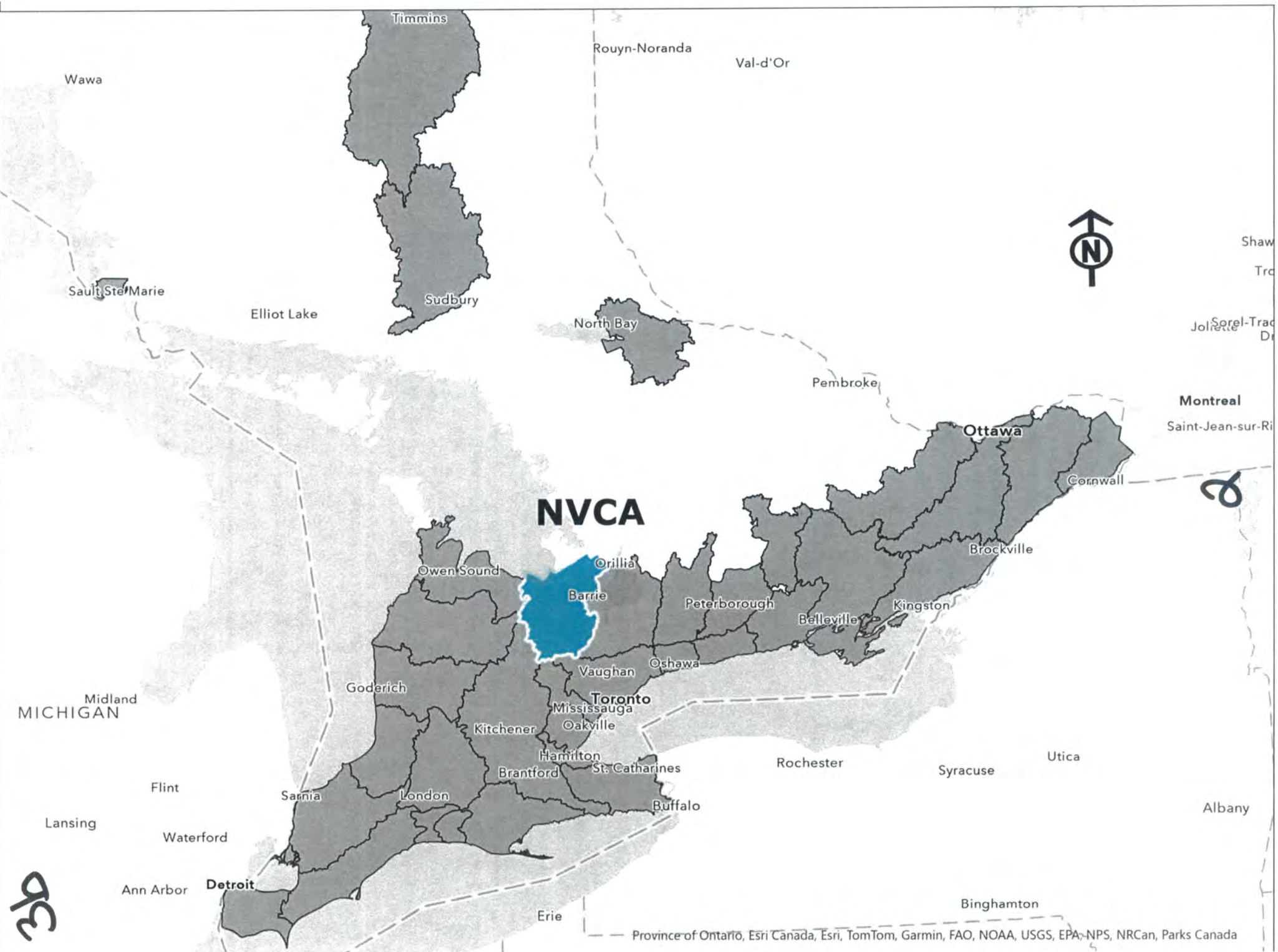
Recommendation: **BE IT RESOLVED THAT** this meeting of Committee of the Whole of the Township of Essa adjourn at _____p.m., to meet again on the 10th day of December, 2025 at 6:00 p.m.



NVCA 2026 Draft Business Plan & Budget Township of Essa

Jennifer Vincent, CAO | NVCA | NOVEMBER 5, 2025





NVCA QUICK FACTS

- Created May 5, 1960
- 18 municipalities represented
- Population: ~ 200,000
- Watershed size: 3,700 km²
- Significant natural areas:
 - Oak Ridges Moraine
 - Niagara Escarpment
 - Minesing Wetlands
 - Oro Moraine
 - Wasaga Beach Dunes



Where is Essa in the Nottawasaga Watershed?



3b



2024 NVCA ACCOMPLISHMENTS

(LAST YEAR OF FULL DATA)



638

CA Act Approvals

20

Subdivision &
Condominium Reviews



390

General Inquiries

1,892

Planning &
Permitting Inquiries



266

Monitoring Projects

7

Flood Messages
Issued



\$497,128

Stewardship Grants

130

Ecological
Restoration Projects



78,000

Trees Planted

\$220,607

Forestry
Grants



5292 ha

Land Protected

9 km

Rivers & Streams
Restored



1,469

Volunteers

6,050

Volunteer
Hours



58

Schools Hosted

9,881

Children Attended
Programs

2024 NVCA Service Delivery

Township of Essa

Planning Services

- 3 Solicitor Inquiries
- 56 Conservation Authority Act Approvals
- 2 Permit Amendments
- 5 Violations
- 2 Zoning Amendments, Official Plans & Official Plan Amendments
- 3 Active Subdivision Review
- 9 Consents, Variances & Niagara Escarpment Commission
- 5 Site Plans (Including Aggregates)
- 1 Environmental Assessment
- 21 Preconsultation & Other
- 33 General Inquiries

Engineering

- 7 Flood messages Issued

Education

- 3,792 children attending programs

Watershed Science

- 14 water quality monitoring stations (biological and physical investigations)

Corporate Services

- 1 Freedom of information requests
- 1 Public engagement booths

Lands & Stewardship Services

- 415 Total Acres of Conservation Lands
- 6 Stewardship & Forestry Projects
- \$86,522 Stewardship & Forestry Grants Applied
- 879 Trees Planted
- 21.63 Forest Acres Managed
- 0.47 m Stream Protected or Rehabilitated



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NVCA Board Member
Councillor
Pieter Kiezebrink

**2024 Total Levy
Contribution**
\$228,907.23

**2025 Total Levy
Contribution**
\$257,662.80

**2026 Total
Proposed Levy**
\$264,262.78

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2026 STRATEGIC PRIORITIES



Client Service Excellence

Efficient, timely, and agile Planning & Permitting processes

Client-centred service standards and systems



Strong partnerships

Municipalities

Other CAs

Provincial & Federal governments

Non-governmental organizations



Decision support systems

Budget, outcomes, deliverables, KPIs & and goals

Integrated Watershed Management Plan, Strategic Plan, HR/Comms/Asset management plans, etc.

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2026 DRAFT BUSINESS PLAN & BUDGET

2026 draft budget:
\$7,841,981,

- Year-over-year operational levy increase of \$101,307.36
- 47% from Levy
- 53% from grants, fees & self-generated funds
- 2026 operational budget decrease of over \$9,000

Completed comprehensive review of programs & services

- Deliver timely, relevant service
- Align service categories
- Modernize systems & processes
- Increase non-levy revenues, and
- Reduce Category 3 costs



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1

Strategic development of Business Plan and Budget by senior management & staff

June 2025

2

CAO approved draft Business Plan and Budget

August 2025

3

Board of Directors approves circulation of draft Business Plan and Budget

September 26, 2025

4

Business Plan and Budget shared with Municipal partners

October 1, 2025

5

Municipal review period ends

November 28, 2025

6

Board of Directors' weighted vote based on the Modified Current Value Assessment levy apportionment

December 12, 2025

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NVCA Natural Hazard Management Program

Protects people and property from flooding and natural hazards.

Reduces liability by regulating floodplains, protecting wetlands, and calculating cumulative flood impacts between municipalities.



Program/Service	Category
Section 28.1 Permit Administration and compliance activities	1
Municipal Plan Input and Review	1
Flood & Low Water Forecasting and Warning	1
Flood and Erosion Control Infrastructure Operation and Management	1
Flood and Erosion Control Infrastructure Major Maintenance	1
Ice Management Services	1
Technical Studies and Policy Review	1
Natural Hazards Communications, Outreach and Education	1



NVCA Watershed Science Program

Monitors ground and surface waters to maintain instream requirements, ensure sustainable water supplies, and alert the NVCA municipal members to potential environmental concerns.



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Program/Service	Category
Provincial Water Quality Monitoring Network (PWQMN)	1
Provincial Groundwater Monitoring Network (PGMN)	1
Drinking Water Source Protection (DWSP)	1
DWSP Risk Management Official	2
Wetland & Natural Heritage Evaluations	1
Wetland Regulation Mapping	1
Surface Water Quality / Stream Health Monitoring Program	3
Watershed Report Card	3
Natural Heritage Systems	3

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NVCA Land Management and Stewardship Programs

Conserve natural resources for economic, social, and environmental benefits

Protect and restore watershed lands and waters, promote sustainable land management practices, and create education opportunities



Program/Service	Category
CA owned Land Stewardship Program	1
Section 29 Minister's regulation for Conservation Areas	1
NVCA forests and management areas (not Conservation Areas)	1
Conservation Areas	1
Conservation Area Major Maintenance	1
Conservation Areas (Leased)	2 & 3
Inventory of Conservation Authority lands	1
Strategy for CA owned or controlled lands and management plans	1
Land Acquisition and Disposition Strategy	1
Private Land Stewardship Program	3
Private Land Tree Planting & Forestry Program	3
Events & Festivals	3
School Programs	3



2026 NVCA Levy Budget Overview

	Operating Levy Increase	Operating Levy
2026 Proposed Category 1	\$218,691	\$3,443,157
2026 Proposed Categories 2&3	-\$117,384	\$243,432
Total 2026 Operating Levy Request	\$101,307	\$3,686,589.00

	Asset Levy Increase	Asset Levy
2026 Proposed Category 1	\$18,200.35	\$194,290
2026 Proposed Categories 2&3	\$9,331.98	\$39,715
Total 2026 Asset Levy Request	\$27,532.33	\$234,005



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2026 NVCA Budget Overview

Essa Portion of Operating & Asset Budgets

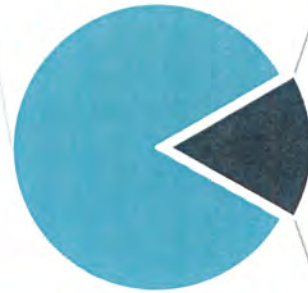
	Operating Levy Increase	Operating Levy
2026 Proposed Category 1	\$12,973.84	\$232,082.76
2026 Proposed Categories 2&3	\$-8,109.85	\$16,408.29
Total 2026 Operating Levy Request	\$4,863.99	\$248,490.84

	Asset Levy Increase	Asset Levy
2026 Proposed Category 1	\$1,124.77	\$13,095.15
2026 Proposed Categories 2&3	\$611.43	\$2,676.79
Total 2026 Asset Levy Request	\$1,736.20	\$15,771.94



Category 1 Operating Budget

Wages & Benefits
\$4,633,048



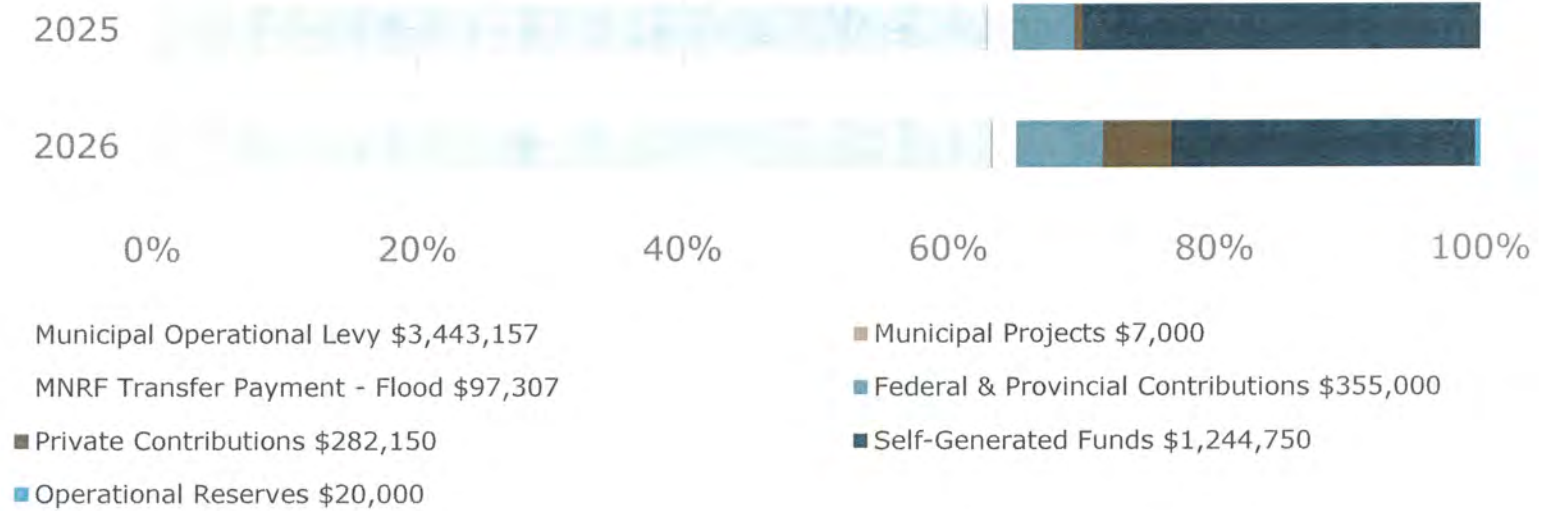
Category 3 Operating Budget

Wages & Benefits
\$1,048,221

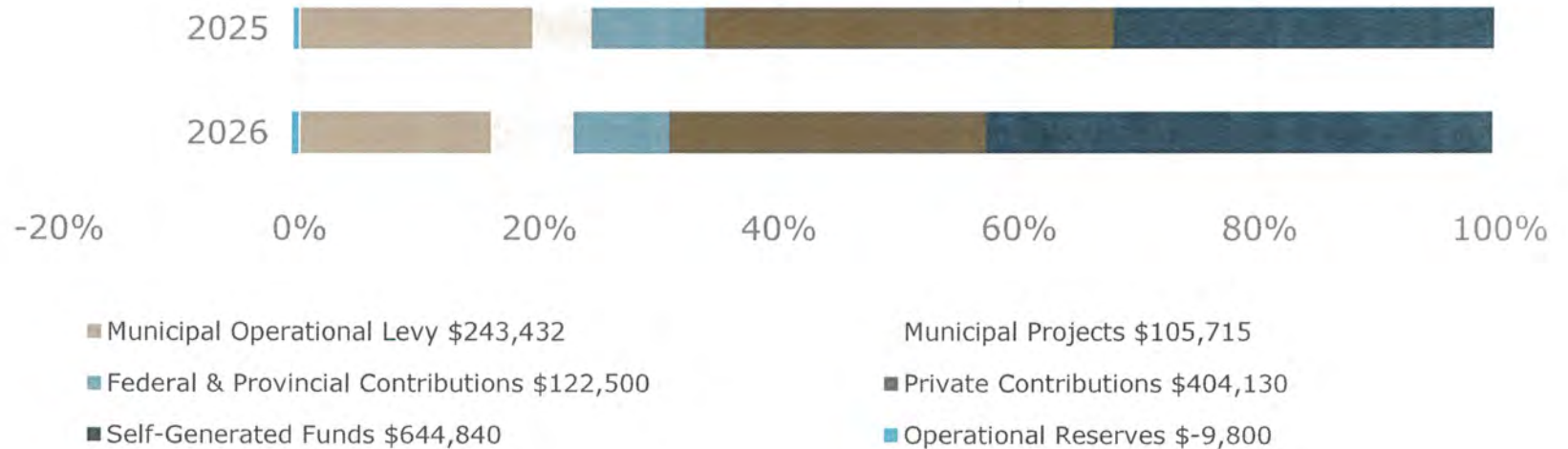


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Category 1 Funding Sources



Category 3 Funding Sources



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Questions?

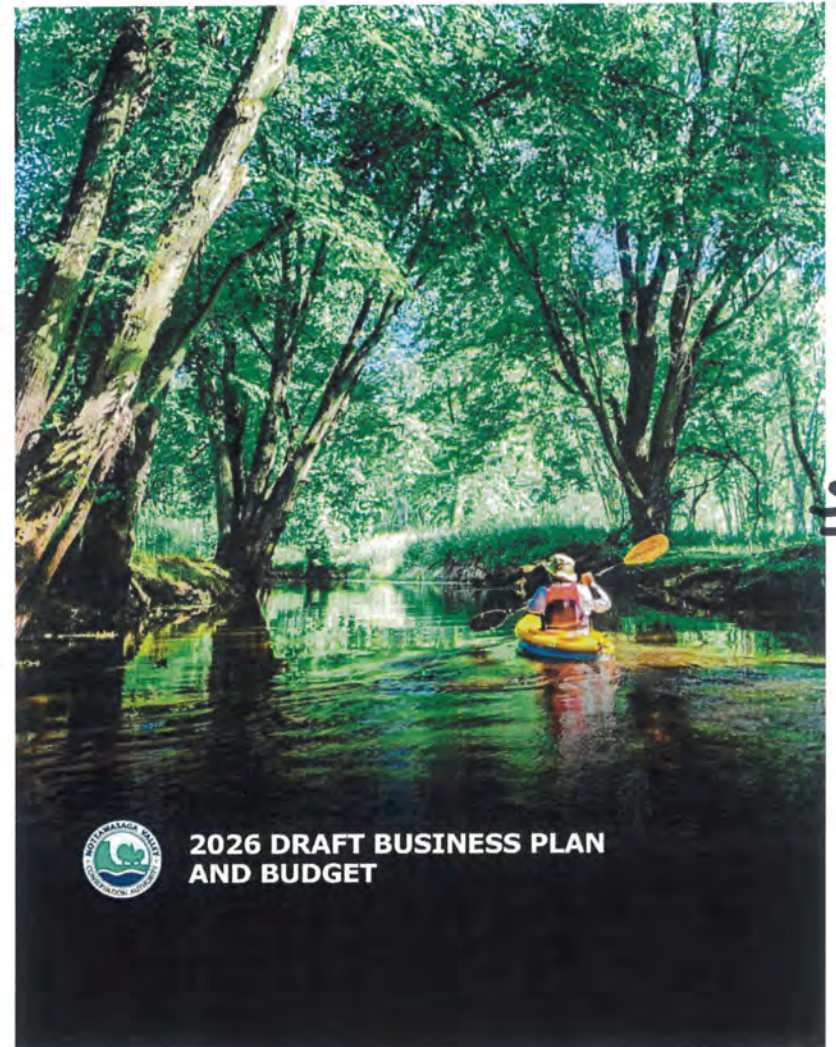
Jennifer Vincent, CAO

705-424-1479 ext. 225

jvincent@nvca.on.ca

nvca.on.ca

@nottawasagaca



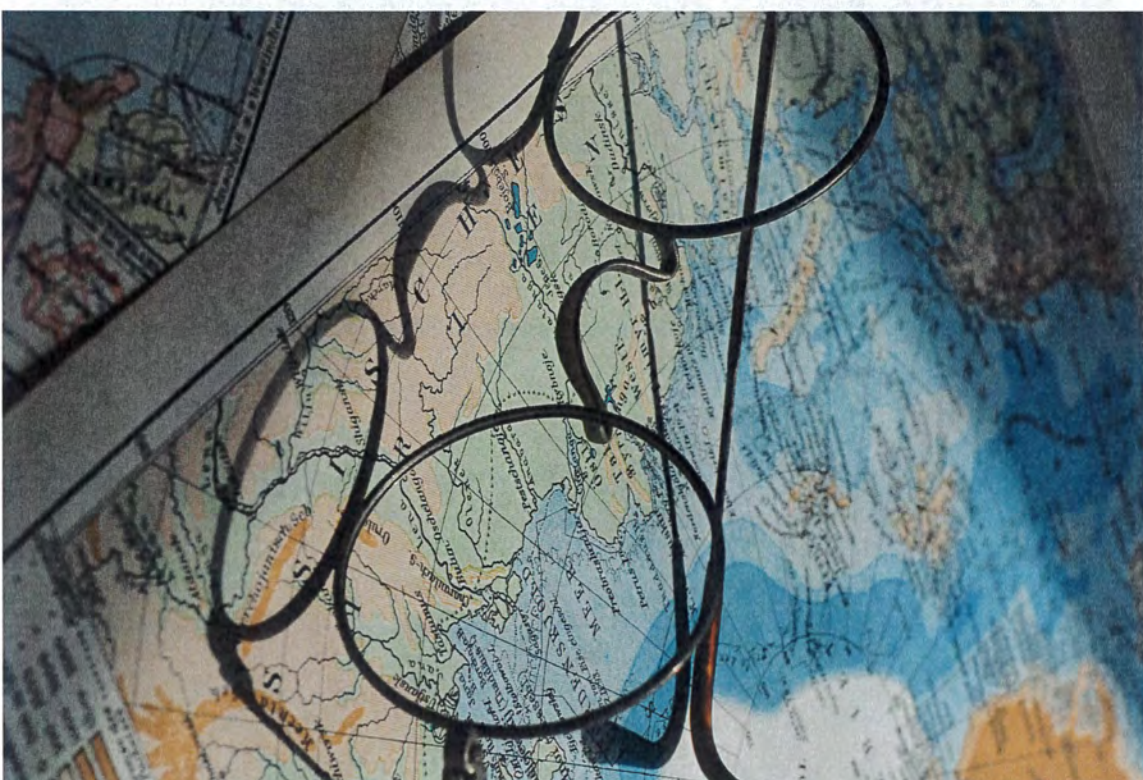
Township of Essa
Public Meeting
November 5, 2025

Interim Control By-law
(ICBL) for Angus

Agenda

- What is an ICBL?
- Why is it being proposed?
- Where is it being proposed?
- How will it affect development?
- When will it come into effect?
- Housekeeping Notes
- Questions?

What is an ICBL?



What is an Interim Control Bylaw?

- Section 38 of the Planning Act
- Sections 25 and 28.6 of the Township Official Plan

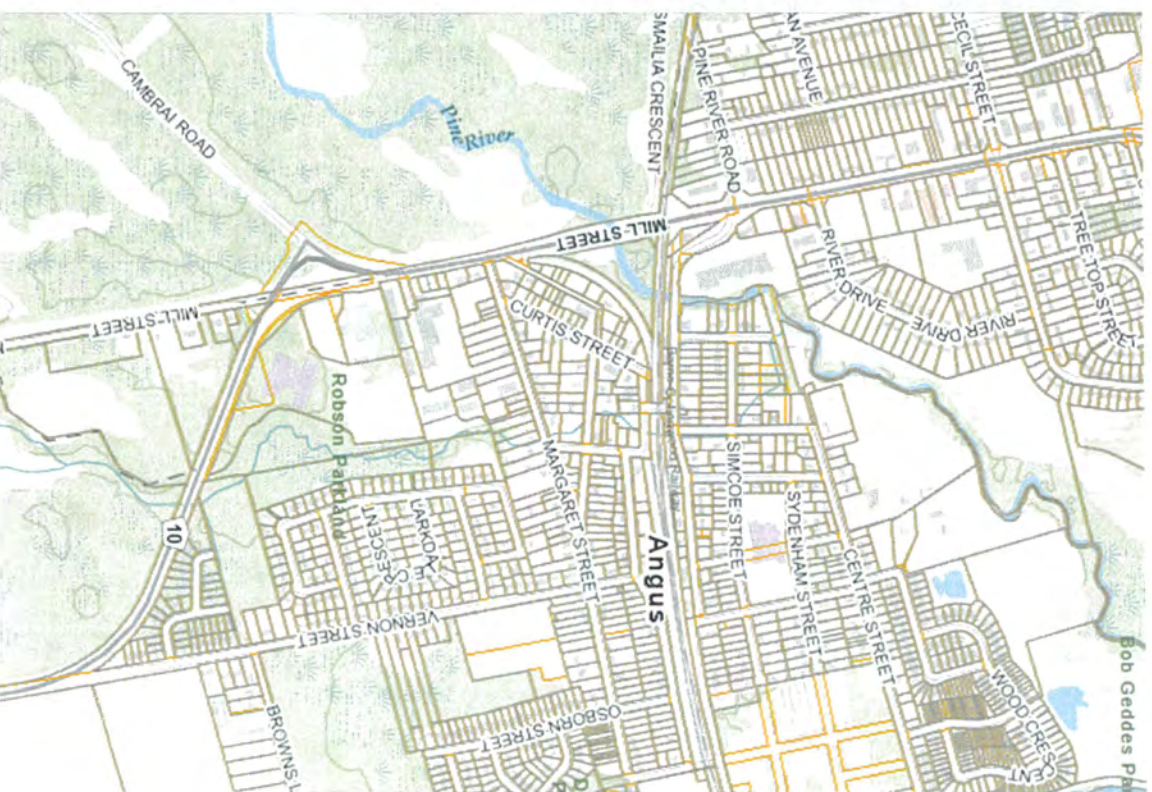
Why is it being
proposed?



Why is an ICBL being proposed?

- Infrastructure Master Plan (IMP)
- Limited water and wastewater servicing capacity
- Expanded permit for water required
- Expanded wastewater treatment plant

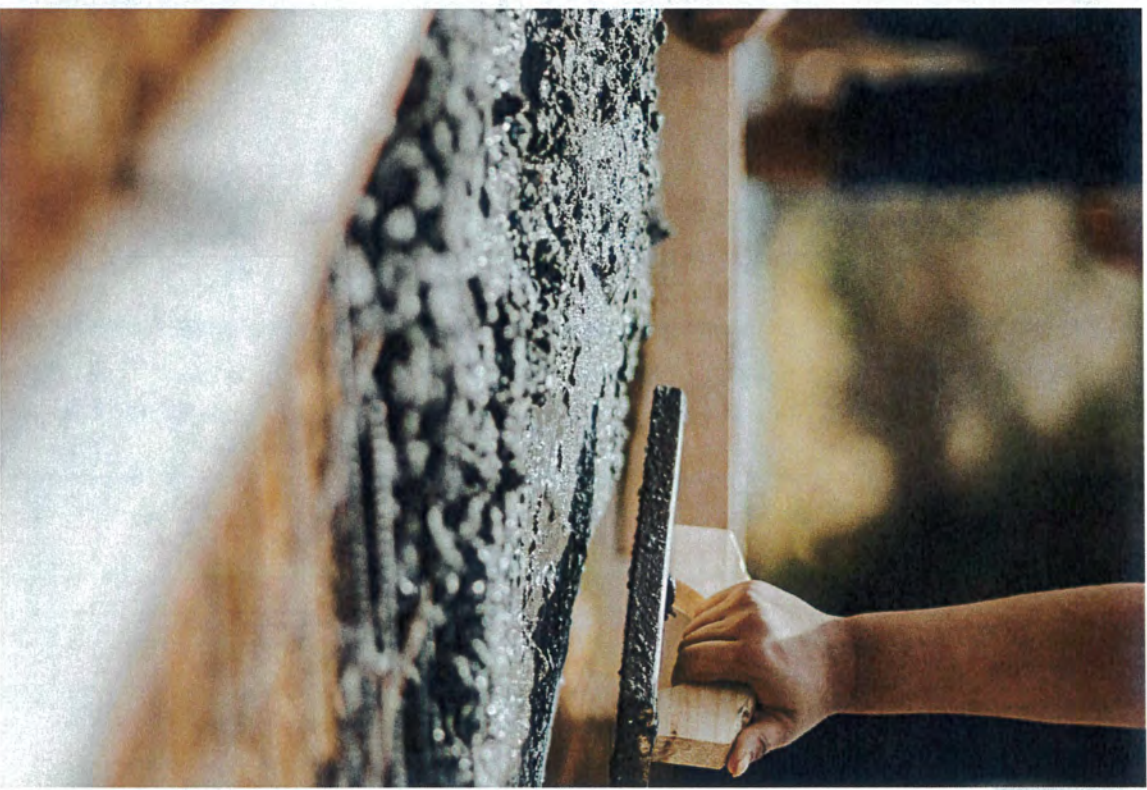
Where is the ICBL
being proposed?



Where is the ICBL being proposed?

- The Angus Settlement

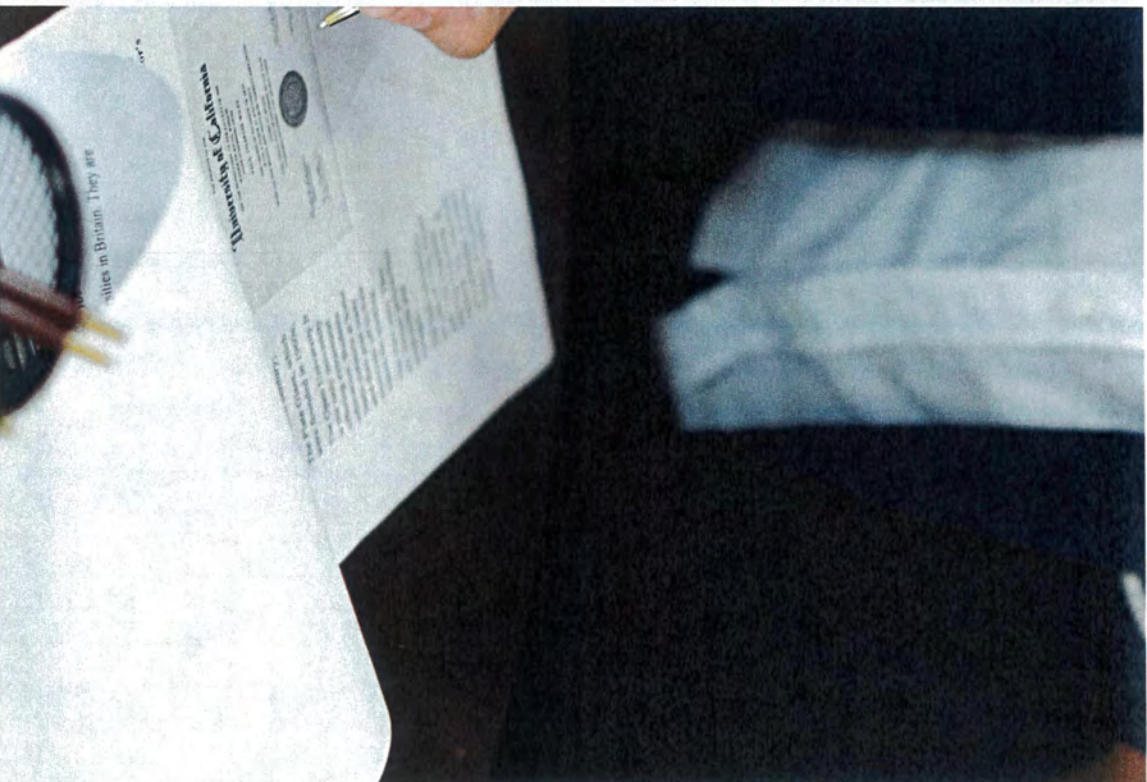
How will it affect
development?



How will it affect development?

- Infill, small developments and minor building permits
- Existing developments captured in modeling
- Proposed developments

When will it come into effect?

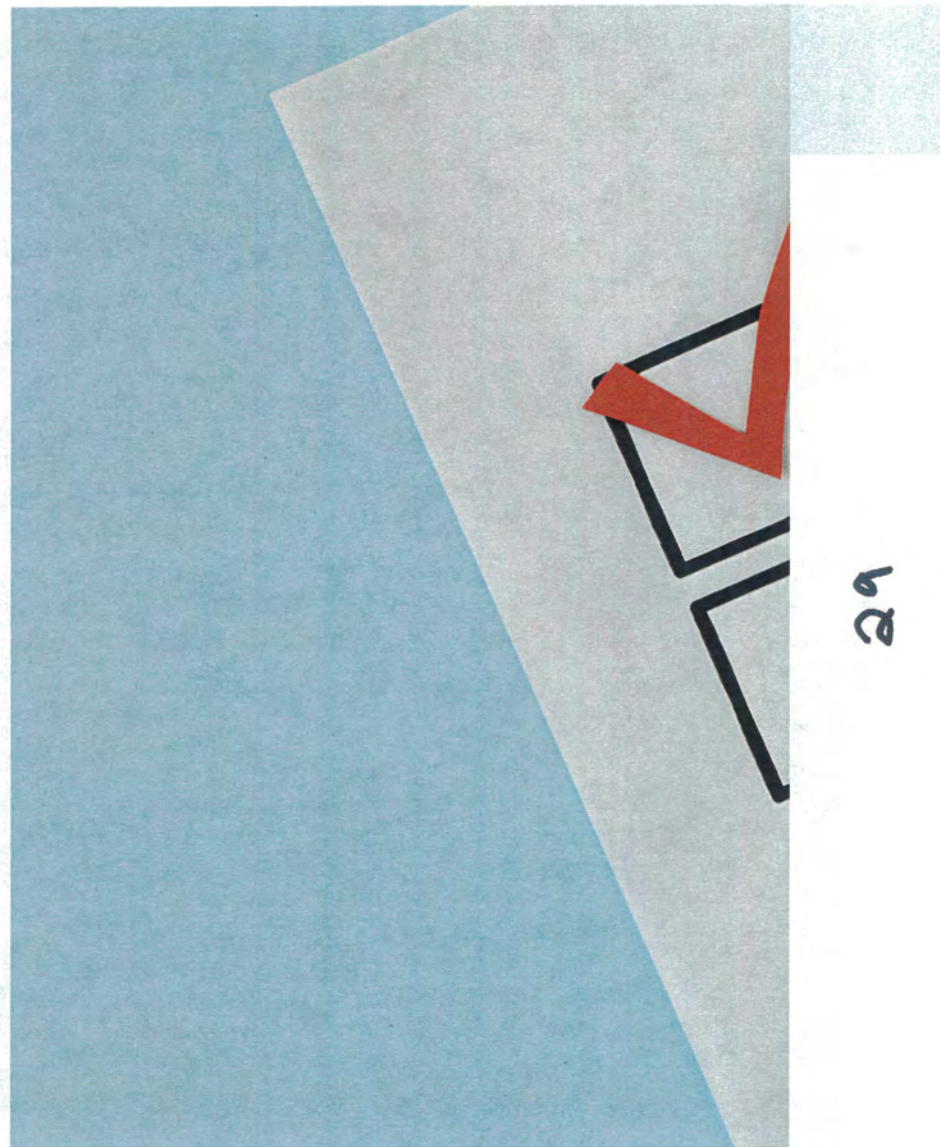


When will it come into effect?

- The by-law is expected to be submitted to Council in December 2025

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Housekeeping Notes



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Housekeeping Notes

- Engagement and ASCAP
- Public Notice
- Greenland

Questions?

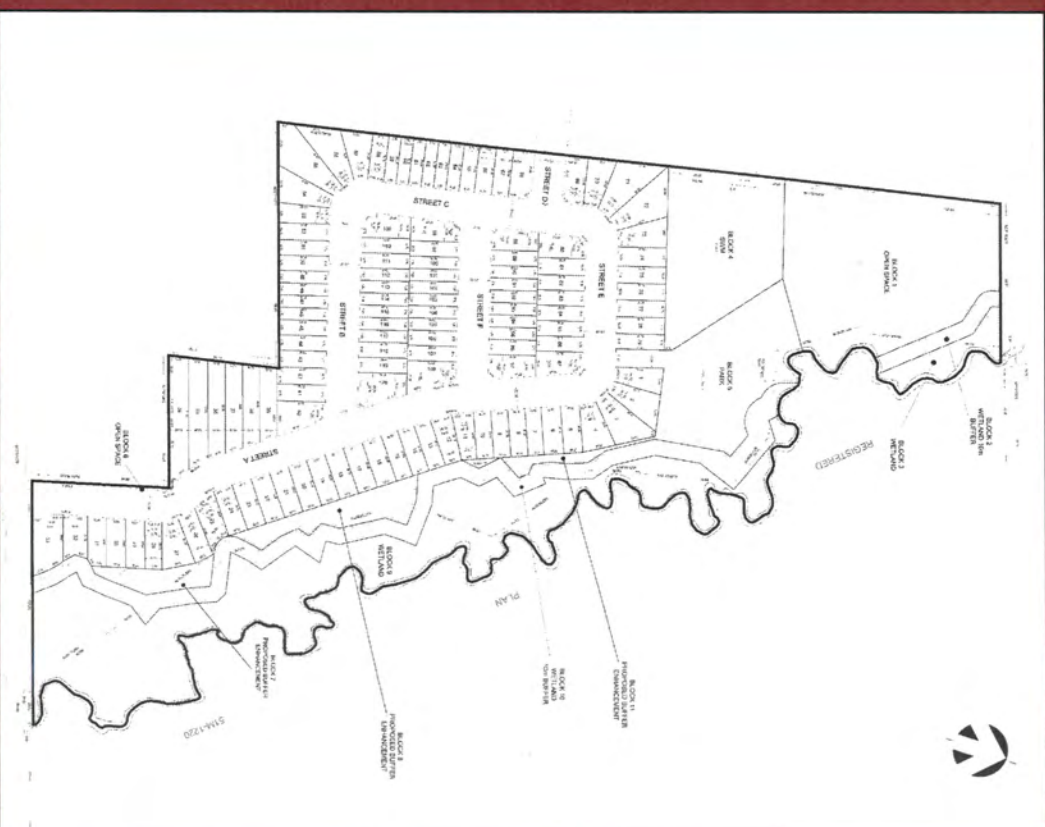
STATUTORY PUBLIC MEETING

November 5th, 2025

Official Plan Amendment & Zoning By-law Amendment

County File No. E-PRE-25014
Town File No.(s) OPA49 & Z5-25

325 Centre Street, Township of Essa, County of Simcoe



PUBLIC MEETING NOTICE



NOTICE OF PUBLIC MEETING



Address: 325 Centre Street
Meeting Date: November 5th, 2025
Meeting Time: 6:00 PM
Meeting Place: Township Administration Centre
Purpose/Effect: The applicant is proposing to re-designate and rezone the subject property to allow for 120 unit residential subdivision.

- ☒ **Official Plan Amendment**
- ☐ **Consent/Severance**
- ☒ **Zoning By-law Amendment**
- ☐ **Minor Variance**
- ☐ **Other** _____

For Further Information Contact:
Planning Department
Township of Essa, 5786 County Road 21,
Utopia, ON, L0M 1T0
705-424-9917
plan@essatownship.on.ca



325 Centre Street, Township of Essa, County of Simcoe

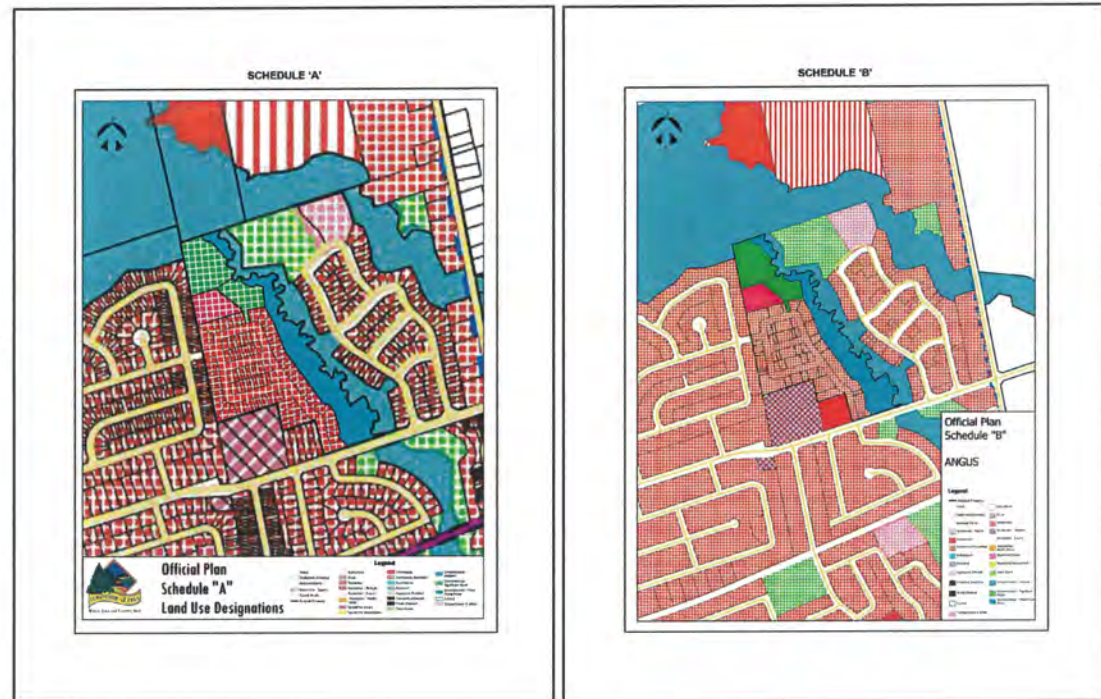
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325 Centre Street, Township of Essa, County of Simcoe

PROPOSED OFFICIAL PLAN AMENDMENT

- The proposed Official Plan Amendment seeks to redesignate the Subject Lands from 'Residential – Future' and 'Environmental - Flood Prone Areas' to Residential, 'Open Space', 'Transportation and Utility' and 'Environmental-Wetland'.
- The majority of the Subject Lands are presently designated 'Residential-Future' and therefore the Proposed Development advances land use planning, in accordance with the intended use of the Subject Lands being residential, along with appropriate designations for the existing Wetlands, Buffers, Park Block, Open Space Block and Stormwater Management Block.



325 Centre Street, Township of Essa, County of Simcoe

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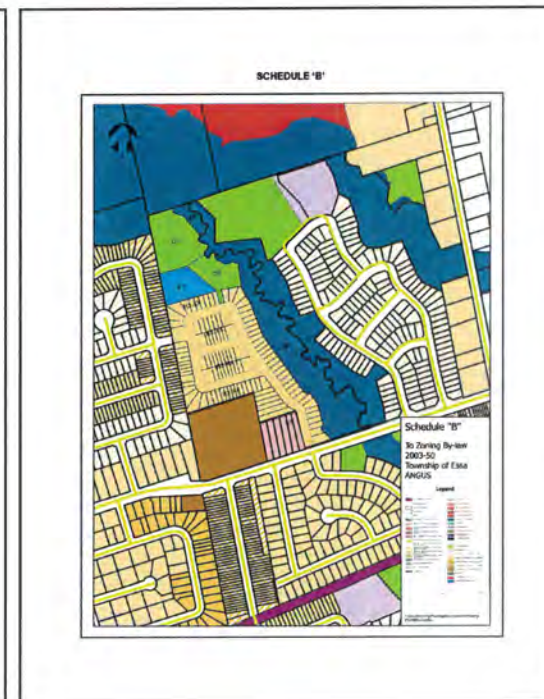
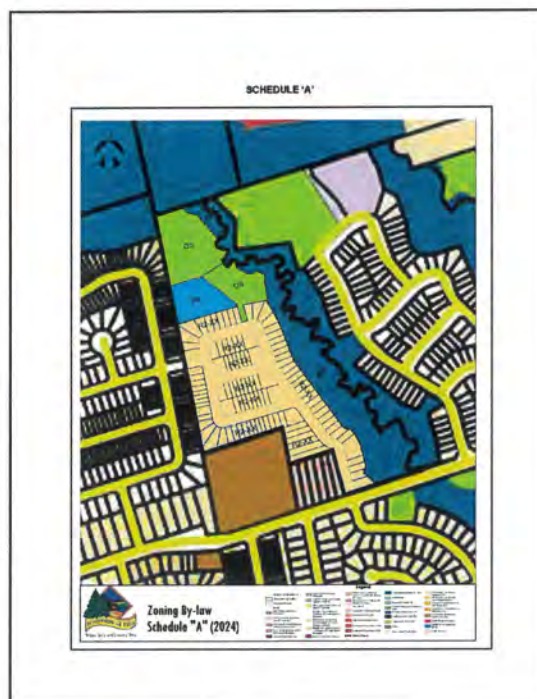
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PROPOSED ZONING BY-LAW AMENDMENT



(Land Development) (Land Use Planning) (Policy Management) (Community Relations)

- The proposed site-specific Zoning By-law Amendment is proposed to facilitate the Proposed Development by means of establishing development standards for the proposed Subdivision and ensuring protection of existing Natural Features including the required Buffers.
- The proposed site-specific Zoning By-law Amendment seeks to rezone the Subject Lands from the 'R1' Residential Low Density Detached and 'EP' Environmental Protection Area Zone to the 'R2' Residential Low Density Semi-Detached Zone, OSP' Open Space Park Zone, 'PS' Public Services Zone and 'EP' Environmental Protection Area Zone, together with site specific exceptions from the 'R2' Zone and General Provisions of the By-law.
- The proposed site-specific exceptions permit the appropriate placement and design of the proposed Single Detached and Semi-Detached dwellings.



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325 Centre Street, Township of Essa, County of Simcoe

EXISTING LAND USE POLICIES & REGULATIONS



- The Subject Lands are designated as 'Settlements', per the County of Simcoe Official Plan, Schedule 5.1, Land Use Designations being part of the Settlement Area of Angus and part of the Designated Greenfield Area.
- The Subject Lands are designated 'Residential – Future' and 'Environmental- Flood Prone Areas' per the Township of Essa Official Plan.
- The Subject Lands are Zoned 'R1' Residential Low Density Detached and 'EP' Environmental Protection Area per Township of Essa Zoning By-law 2003-50, as amended.

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325 Centre Street, Township of Essa, County of Simcoe

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ARCHITECTURAL CHARACTER & DESIGN PRINCIPLES...



- Establish a high-quality architectural character through development of appropriate architectural design standards.
- Create safe, pedestrian-friendly and attractive streetscapes, that promote a positive sense of place through building designs that provide a strong public face.
- Ensure that buildings on focal lots are given special design consideration to appropriately address a higher degree of public visibility.
- Promote variety and choice of residential building types, sizes and styles that help to establish identifiable character areas within the neighbourhood.
- Promote dwelling designs that minimize the visual impact of the garage.
- Promote architectural variety and innovation through flexible and adaptable guidelines.
- Ensure context sensitive buildings are designed to respond to their location in the neighbourhood and to adjoining uses with appropriate setbacks.
- Provide for a high degree of environmental sustainability and protection.

3d

PROCESS & NEXT STEPS



- The Applications have been deemed as 'complete' in accordance with the *Planning Act* and Technical Comments are pending with some already received.
- Once all Comments are received, they will be reviewed, assessed, and responded to, Recommendation Report will be advanced.

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3d

3d



COMMENTS & QUESTIONS...

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD017-25

DATE: November 5th, 2025

TO: Committee of the Whole

FROM: Samuel Haniff, Manager of Planning

SUBJECT: RockStock Charity Rock Festival

RECOMMENDATION

That Staff Report PD017-25 be received; and

That Council direct Staff to request a Temporary Use By-law for the proposed event located at 6037 County Road 10, Essa from Friday August 14th, 2026, to Sunday August 16th, 2026.

BACKGROUND

On August 7, 2025, Deb Munro-Nordeen and Wayne Nordeen (the Applicants) contacted the Township via email towards obtaining a Special Occasion Permit for the RockStock Charity Music Festival, proposed to be held on August 14th, 15th and 16th, 2026 (dates were updated/corrected by the applicant in a subsequent correspondence). See **Attachment 1 – Email Request**.

The event is proposed to be held at 6037 County Road 10 on a 5.2ha agricultural lot along County Road 10. The lot currently houses a single-family detached dwelling, two (2) barns and a number of other accessory buildings. The property sits immediately adjacent to a Commercial Agricultural use (FS Partners) to the south; a farm field to the east; an agricultural lot (inclusive of a single-family residential dwelling) to the north; and County Road 10 to the west. Using a 500m buffer, the property is surrounded by four (4) agricultural residential dwellings, active crop farms, and commercial agricultural uses (inclusive of a fertilizer storage facility and a farm equipment sales facility). See **Attachment 2 – Location Map with 500m Buffer**.

According to the applicants, the RockStock Charity Music Festival is proposed as a *“...weekend-long charitable event that brings together through live music, camping, and family-friendly entertainment. Proceeds from the festival will be donated to selected charities, including The Canadian Cancer Society, Youth Haven and A local Essa Township charity (to be finalized in partnership with your recommendations)”*.

The applicants held a virtual meeting with Staff on September 9, 2025 and a letter to Council was submitted to the Township on September 23, 2025, which was included in the Consent Agenda for the Council Meeting of October 1, 2025. See **Attachment 3 – Letter to Council**.

The letter to Council dated September 23, 2025 outlined the specific events as follows:

Festival Overview

- **Dates:** Friday, Saturday, Sunday – August 15/16/17th, 2026
- **Charity-driven Programming: Cancer Foundation/Army Families (Base Borden)**
 - *Friday:* 4 established rock bands
 - *Saturday:* 6 established bands, including Kim Mitchell (Or we may choose Headpins)
 - *Sunday:* *RockStock Icon – Emerging Artists Competition (Charity for this event will be for a local Essa charity – perhaps Base Borden Families)*
- **Expected Attendance:** Approximately 1,000 people across the weekend
- **Onsite Amenities:** Camping, artisans, food vendors, and family-friendly activities
- **Beer Gardens:** Hosted by Sidelaunch Brewery Company (They provide a license)
 We understand the City's concerns; however, we respectfully request the opportunity to host beer gardens in full compliance with all required protocols. No alcohol would be served on Sunday.
- **Adequate Fencing Provided by Sure Fence**

The applicants further offered the following hours for the event:

1. Concert/Talent Competition:
 - a. Friday, August 14th, 2026, Concert: 5pm-11pm
 - b. Saturday, August 15th, 2026, Concert: 12pm-11pm
 - c. Sunday, August 16th, 2026, Talent Competition (hours unreported)
2. Alcohol Serving:
 - a. Friday, August 14th, 2026, 4pm-11pm
 - b. Saturday, August 15th, 2026, 12pm-11pm
 - c. Sunday, August 16th, 2026, no alcohol
3. Event as a whole:
 - a. After the music and alcohol are stopped each night, people remain camping on-site
 - b. The overall event hours run from Friday August 14th, 2026 at 4pm to Sunday, August 16th, 2026 at 11pm

This Staff Report serves to provide additional details for Council consideration.

4a

COMMENTS AND CONSIDERATIONS

The following are some of the issues that are worth considering for Special Occasion Permits:

History

The applicants are proposing the RockStock Festival for the first time, but have suggested that the Chrome, Thunder and Blues Bikefest (CTBB) has occurred at the proposed location (6037 County Road 90) over the previous four (4) years. While various online sources support the applicants' suggestion about the CTBB, the Township and OPP have no record of a Special Occasion Permit being requested/obtained for that event. In accordance with the Alcohol and Gaming Commission of Ontario (AGCO), Special Occasion Permits are required any time alcohol is offered for sale or served anywhere other than in a licensed establishment or a private place (e.g. a corporate boardroom).

Parking and Safety

The applicants have estimated an approximate attendance of one thousand (1,000) people over the course of three days. They have broken down attendance as:

- Day 1 (Friday, August 14th, 2026): approximately 300 people
- Day 2 (Saturday, August 15th, 2026): approximately 500-800 people
- Day 3 (Sunday, August 16th, 2026): approximately 300 people

The applicants have also confirmed that private security (to remain overnight) and a nurse-staffed first aid station will be in place, and that the OPP and the Fire Department will be requested to be in attendance.

Further to the OPP's request for clarification on the proposed event, the applicant's have agreed to honor the OPP/Township's request if/as the approval process progresses as follows (inclusive of other items already addressed in this report):

- A security plan is required
- The name of the private security firm to be hired
- The number and work hours of paid duty OPP officers that will be requested to be present at the event

Alcohol

The applicants have suggested that Sidelaunch Brewery Company will be obtaining a liquor licence for proposed Beer Gardens at the Festival. As such, a Special Occasion Permit from the Township will be required from Sidelaunch on behalf of the event.

In their letter of September 23rd, 2025, the applicant requested the Township's "...consideration and support in obtaining the necessary event permit for RockStock 2026".

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Insurance

The applicants have stated that they will secure a minimum \$5 million liability insurance policy through an insurance broker. They further confirmed that the Township will be added as an insurance holder in the policy.

Designation and Zoning

The subject property is designated Agricultural in the Official Plan and zoned Agricultural (A) Zone in the Township Zoning By-law (2003-50). Neither the Official Plan nor the Zoning By-law permit *concerts* as a permitted use.

However, the Official Plan allows for Temporary Use By-laws under Section 28.5 which permits "...among other uses...events...provided the proposed use is of a temporary nature; access is available to the proposed use; the proposed use is not incompatible with the adjacent land uses; and the design and layout of the proposed use is acceptable to Council".

A Temporary Use By-law amounts to a temporary amendment to the Zoning By-law for a specific property for a specific use for a period not exceeding three (3) years.

It should be noted that there are instances where events might not explicitly be in keeping with Official Plan and Zoning provisions and where Council may be supportive of such events. These events tend to be minimally disruptive to the surrounding community and provide sufficient evidence of compliance and containment.

It should also be noted, that should Council approve the Temporary Use By-law, the applicant is required to apply for a Special Occasion Permit and Municipally Significant Event designation through the Township in accordance with the Alcohol and Gaming Commission of Ontario (AGCO). This report is specific to the Temporary Use By-law and not approval of the event in itself.

FINANCIAL IMPACT

There are no clear, direct financial impacts to the Township beyond permit/application fees.


Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Direct Staff to proceed with a Special Occasion Permit based on information provided in this Staff Report

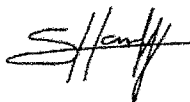
4a

2. **Direct Staff to request a Temporary Use By-law for the proposed event located at 6037 County Road 10, Essa.**
3. Direct staff in another manner.

CONCLUSION

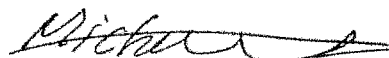
Option #2 is recommended.

Respectfully submitted by:



Samuel Haniff,
Manager of Planning

Reviewed by:

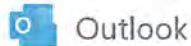


Michael Mikael, CAO

Attachments:

1. Email Request
2. Location Map with 500m Buffer
3. Letter to Council

45



Outlook

Charity Event for Aug 15/16/17 2025

From Deb Munro-Nordeen <debmunrovo@gmail.com>

Date Thu 8/7/2025 1:50 PM

To plan <plan@essatownship.on.ca>

You don't often get email from debmunrovo@gmail.com. [Learn why this is important](#)

To: Township of Essa

Re: Special Event Permit Request – RockStock Charity Music Festival (Aug 15–17, 2026)

Dear Township of Essa Team,

We are writing on behalf of a local band and community group planning to host a **Charity RockStock Music Festival** on **August 15, 16, and 17, 2026**, at the private property of our friends, **Munsford and Rhonda Keeping**, located at **6037 County Road 10, Essa (L9R 1V2)**.

Our vision is to create a **weekend-long charitable event** that brings the community together through live music, camping, and family-friendly entertainment. Proceeds from the festival will be donated to selected charities, including:

- The Canadian Cancer Society
- Youth Haven
- A local Essa Township charity (to be finalized in partnership with your recommendations)

Event Highlights:

- **Live music performances** on Friday and Saturday, featuring a mix of local and regional talent with one **headlining act** (such as April Wine or Headpins).
 - **Friday:** ~4 bands from 4:00 p.m. to 11:00 p.m.
 - **Saturday:** ~6 bands, ending promptly at 11:00 p.m.
- **Sunday:** A "**RockStock Icon**" competition – a talent showcase for emerging artists (in the style of American Idol) to attract a diverse audience and support the next generation of musicians.
- **Camping opportunities** on-site to encourage weekend-long attendance and enhance the festival experience (the property is suited for this).
- A **Bike & Car Show & Shine** to bring in a broader demographic and add variety to the weekend's events.
- A fully licensed **beer garden**, hosted and managed by **SideLaunch Brewery**, who will handle their own liquor licensing.

- 4a
- A **large circus tent** will be rented to ensure the event can proceed rain or shine and provide covered space for attendees.

We are committed to organizing a safe, respectful, and community-focused event. We will ensure compliance with all by-laws, noise regulations, waste management, insurances and safety protocols, and are prepared to work closely with local authorities to address any permitting or operational needs.

We kindly request your consideration and support in obtaining the necessary **event permit** for RockStock 2026. We would welcome the opportunity to meet with you to discuss logistics, approvals, and any requirements the township may have.

Thank you for your time and consideration. We are excited about the possibility of bringing this community-driven event to life and supporting meaningful causes together.

Warm regards,

Deb & Wayne Nordeen

On behalf of the RockStock 2026 Organizing Team

Email: debmunrovo@gmail.com

Phone: 778-837-8069 & 6004-459-5559

Once we have permission - we will then start creating our artwork, logo, website and have a more official email - but we wanted to get this part done first to make sure we do this right.

--

Deb Munro | Deb's Voice

Award Winning Voice Talent | Host | Voice Over Coach | Director | Writer and Enough Energy To Feed An Entire Planet.

Mobile: 604-459-5559

Facebook: DebsVoiceRecipe | Twitter: DebMunroVo

Deb@DebsVoice.Com | www.DebsVoice.com | www.GetMicd.Com

[EXTERNAL]

4a

Attachment 2 - Location Map of 6037 County Road 10 with 500m Buffer



This map, either in whole or in part, may not be reproduced without the written authority from © The Corporation of the County of Simcoe. This map is intended for personal use, has been produced using data from a variety of sources and may not be current or accurate. Produced (in part) under license from: © His Majesty the King in Right of Canada, Department of Natural Resources: © King's Printer, Ontario Ministry of Natural Resources: © Teranet

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1 : 18,056



Oct 8, 2025

Sept 23rd, 2025

To Mayor Sandie MacDonald, Members of Council, and Administration Staff:
Township of Essa

Re: Permit Request – RockStock Charity Rock Festival

We are writing to formally request a permit to host the first Essa Township **RockStock Charity Festival** on **August 15/16/17th, 2026**. From small towns to major cities, communities everywhere have embraced music festivals as a way to grow pride and connection. The Township of Essa deserves its place on that map. Held at the property of Mansford & Rhonda Keeping Property 6037 County Road 10, L9R 1V2. Our goal is to create a safe, respectful, and community-minded event inspired by the spirit of Woodstock—celebrating peace, love, charity, local talent, live music, and raising awareness and funds for organizations that directly affect our communities.

Festival Overview

- **Dates:** Friday, Saturday, Sunday – August 15/16/17th, 2026
- **Charity-driven Programming: Cancer Foundation/Army Families (Base Borden)**
 - *Friday:* 4 established rock bands
 - *Saturday:* 6 established bands, including Kim Mitchell (Or we may choose Headpins)
 - *Sunday:* *RockStock Icon – Emerging Artists Competition (Charity for this event will be for a local Essa charity – perhaps Base Borden Families)*
- **Expected Attendance:** Approximately 1,000 people across the weekend
- **Onsite Amenities:** Camping, artisans, food vendors, and family-friendly activities
- **Beer Gardens:** Hosted by Sidelaunch Brewery Company (They provide a license)
We understand the City's concerns; however, we respectfully request the opportunity to host beer gardens in full compliance with all required protocols. No alcohol would be served on Sunday.
- **Adequate Fencing Provided by Sure Fence**

Community & Charity

RockStock is designed as a fundraising event with the intention of supporting local charities, including cancer research and support programs, Youth Haven, and a local Essa Township initiative.

In addition to the event we plan on the following to help with this goal

- A **50/50 draw** will run in the months leading up to the festival, raising significant funds for the charities that will go directly to the charities and one lucky winner.

The event will spotlight local talent through the Emerging Artists Competition, supporting the growth of the music community. Potentially sponsored by Barrie Musical School

Parking & Traffic Management

We understand that parking and traffic flow are the City's greatest concern, and we are committed to ensuring a smooth and safe experience:

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- The property offers **11 acres onsite**, plus **additional acreage across the street** dedicated to parking. There are 2 designated driveways allowing for enter and exit only!
- We will **hire trained parking attendants (such as supporting local cadets)** to direct vehicles and maintain fluid traffic flow, preventing congestion and will work with the township in whatever capacity necessary.

We have consulted with the organizers of the Chrome Thunder & Blues Festival—an event that successfully welcomed around 1,000 attendees each year for four consecutive years at this property—to draw on their proven parking and traffic strategies, which resulted in no reported issues during their events.

Insurance & Safety

We will secure a **minimum \$5 million liability insurance policy** through our insurance broker (a direct member of our organizing team). We will also implement all necessary safety (fireman, security 24/7, nurse-staffed first-aid station, and crowd management measures to ensure the festival operates respectfully and responsibly.

Closing

We are excited to bring this community-focused event to life and are confident RockStock will reflect positively on Essa Township. With careful planning, experienced management team such as Executives Wayne & Deb Nordeen (previous work with event organization for Geminis, Junos and other film events, Beth Wink (Executive Director, Alliston Potato Festival, Treasurer, Beeton Fall Fair, & Co-chair Beeton Honey Festival) & Event Manager for Schomberg Main Street Christmas) Norm Depetri, head of sales and sponsorships, Wasaga Blues Festival and an incredible team of dedicated lovers of the arts with an emphasis on safety and charity, we are committed to upholding the Township's standards while providing a memorable and meaningful weekend for all.

We respectfully request your support in granting the necessary permits to help bring RockStock to life as soon as possible,, as we are already behind in our planning timeline.

Thank you for your consideration.

Deb & Wayne Nordeen / RockStock Music Festival

Executors

19 Park Trail

Midhurst, Ontario, L9X 0L3

DebMunroVO@Gmail.com

On behalf of RockStock Festival Committee

Here is a link to images of the property - <https://drive.google.com/drive/folders/1eb5B-yFfrw2SFL6PfrdU52ALDPaMwBka?usp=sharing>



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD019-25

DATE: November 5th, 2025

TO: Committee of the Whole

FROM: Owen Curnew, Development Planner

SUBJECT: 8949 Smith Road – Update on Proposal

RECOMMENDATION

That Staff Report PD019-25 be received; and

That Council direct staff to

- a. **Update the OPA and ZBA text and schedules as proposed**
- b. **Require the applicant to pave all of Smith Road**
- c. **Proceed with 6 Consent applications as proposed**

BACKGROUND

Innovative Planning Solutions (IPS), on behalf of TC Land Inc. submitted applications for Official Plan Amendment (OPA), Zoning By-law Amendment (ZBA), Site Plan Control (SPC), and Draft Plan of Subdivision (DPS) in October of 2023. The applicant originally proposed to amend the Official Plan and Zoning By-law 2003-50, to support a Draft Plan of Subdivision and Site Plan Control application on the property known municipally known as 8949 Smith Road.

A Public Meeting was held on February 21st, 2024, for the application to be heard by Council and members of the public.

Further to the public meeting, a non-statutory public meeting was held on February 5th, 2025, during the application's third submission to allow the applicant to provide a presentation to Council and residents. The presentation highlighted the changes to the proposal as well as how the concerns of departments, agencies and residents had been addressed.

Council passed the ZBA (By-law No. 2025-14) and adopted OPA No.42 (By-law No. 2025-15) towards application for approval by the County of Simcoe on March 5th, 2025.

The County is expected to approve the OPA at the County's Committee of the Whole meeting of November 10, 2025, and has been working with the applicant and staff to clarify details of the existing land use designations and the proposal itself. County Staff have proposed some changes (see Comments and Considerations section of this report) to the OPA schedules and text which would have no impacts on the proposal in terms of the permitted uses and would be in-keeping with what Township Council previously approved on March 5th, 2025.

Staff is still reviewing the applications for SPC and DPS and recently finished the circulation of the 4th submission on September 26th, 2025.

The applicant is still working on addressing concerns from multiple agencies, departments, and peer-reviewers regarding the DPS and SPC. The issues will be discussed later in the report as staff is seeking direction on a few matters.

Additionally, the applicant will be pursuing six (6) consents (severances and easements) to address some of the issues regarding the SPC and to expedite the transition of the TC Lands Inc. business from its current Barrie site to the subject property.

COMMENTS AND CONSIDERATIONS

Official Plan Amendment Changes

The County of Simcoe has requested several changes to Schedule 'A' of the OPA (see **Attachment 1**), that would change the naming of the designations (see **Attachment 2**) and the OPA text itself to reflect the changes to the schedule.

Council approved the following proposal on March 5th, 2025:

To change the land designation on a portion of the Subject Lands from 'Rural' to 'Industrial', 'Transport and Utility', 'Commercial' and 'Residential' as designated by Schedule A (Land Use Designations) of the Township of Essa Official Plan – see Attachment 1.

After discussions with the County of Simcoe, the applicant is now proposing the following changes to the OPA Schedule and Text:

- To change the land designation on a portion of the Subject lands from 'Rural' to 'Industrial', 'Industrial – Exception', 'Rural – Exception', and 'Environmental Protection (EP)' – see Attachment 2.

The County has confirmed that this would not require that the OPA be revisited by municipal Council as the intent and purpose of the By-law is still maintained. The proposed changes are to maintain consistency with other designations and land uses in the County of Simcoe Official Plan and can be considered clerical changes. Staff can confirm that nothing about the proposed changes to the designations would result in

additional permitted uses beyond what was approved by Council. The intent and purpose of the original by-law is maintained with the changes.

Zoning By-law Amendment Changes

The proposed changes to the OPA would require that the previous ZBA (By-law No. 2025-14) be revised to maintain consistency between the designations and zoning.

Council approved the following proposal on March 5th, 2025:

To change the zoning on a portion of the Subject Lands from 'Agricultural (A)' to 'General Industrial with Special Provisions (M1-2) Zone', 'Residential, Low Density, Detached (R1)', 'Core Commercial with Special Provisions (C2-5)' and 'Public Services (PS)' as shown on Schedule A of Zoning By-law 2003-50 – see **Attachment 3**.

The applicant is now proposing the following changes to the ZBA Schedule and Text:

- To change the land designation on a portion of the Subject lands from the "Agricultural (A) Zone" and "General Industrial (M1) zone" to "General Industrial with Special Provisions (M1-2) zone", "General Industrial with Special Provisions (M1-3) zone", "General Industrial with Special Provisions (M1-4) zone", "Rural with Special Provisions (RL-3) zone" and "Environmental Protection (EP) zone" – see **Attachment 4**.

Staff can confirm that the proposed changes to the zoning would not result in additional permitted uses beyond what was approved by Council. The intent and purpose of the original by-law is maintained with these proposed administrative changes.

Staff is recommending that the OPA and ZBA text and schedules be updated as proposed and submitted to Council in a future Staff Report.

Draft Plan of Subdivision Status

The DPS application has gone through four submissions to-date. The circulation for the 4th Submission of the DPS application concluded on September 26th, 2025. The applicant still has several issues to work through including, but not limited to:

1. Adequate Fire Access and Water Servicing for fire fighting capabilities;
2. The assumption of the Stormwater Management (SWM) ponds and appropriate payment if the Township is to assume the SWM ponds;
3. The full extent to which the applicant is expected to pave Smith Road;
4. Relevant County Approvals, and;
5. Relevant Peer-review/Consultant comments addressed.

The applicant is working with the Township on addressing the remaining concerns above.

Site Plan Control Status

The SPC application has gone through four submissions to-date. The circulation for the 4th Submission of the SPC application concluded on September 26th, 2025. The applicant has been working through several issues, including:

- Adequate Fire Access and Water Servicing for fire fighting capabilities;
- The potential assumption of the Stormwater Management (SWM) pond and appropriate payment if the Township is to assume the SWM pond;
- The full extent to which the applicant is expect to pave Smith Road;
- Relevant County Approvals, and;
- Relevant Peer-review/Consultant comments.

Although the applications were originally separate, many of the issues between the DPS and SPC applications have been interconnected. The applicant is now proposing to apply for a series of Consents to legally separate the TC Lands Inc. property, separate the SPC and the DPS issues, and facilitate approval of the SPC.

There are several SPC matters that Staff has been actively in discussions with the applicant on, including:

1. Maintenance and assumption issues related to a temporary SWM pond for TC Lands Inc. proposed in the location of one of the proposed permanent SWM ponds related to the DPS;
2. The extent to which the applicant is proposing, and Staff is requiring the paving of Smith Road;
3. The extent of paving of Street A with emergency circulation as part of the intended TC Lands severance; and
4. The general processing details of the Consents and officially separating the original applications.

All Consents will still be required to be heard at a Public Hearing during a meeting of the Committee of Adjustment (COA). Staff can potentially facilitate the Consent applications at the November 28th, 2025, meeting.

As alluded to above, the SWM ponds and the paving of Smith Road are two major areas of concern for staff due to maintenance, costs and assumption. Below are brief statuses related to these matters:

1. Stormwater Management Pond Retention

A delegation to Council was made on September 17th, 2025 by IPS on behalf of the applicant where a presentation was made to Council requesting that the Township take ownership of the proposed SWM pond.

The applicant continues to be in negotiation with the Township regarding a financial contribution towards SWM pond maintenance.

2. Paving Requirement for Smith Road

Staff has requested that the applicant be responsible for paving the entirety of Smith Road. The applicant, in turn, has expressed that the development and associated trucking routes would not go South of the proposed entrance onto Smith Road and have proposed paving from County 90 to the proposed entrance instead.

Staff is recommending that the applicant be responsible for paving the entirety of Smith Road.

3. Proposed Consents

The applicant is proposing six (6) Consent applications for the following (see **Attachment 5 and 6**):

- a. One (1) consent for the severance of Blocks 17, 18 and 19 for the purposes of siting the TCP industrial and commercial industrial activities related to its lumber and timber sales and storage operation.
- b. One (1) consent for placing of an easement in favour of TCP on Part of Street A for the purpose of providing driveway access from Smith Road to the TCP operation.
- c. One (1) consent for placing of an easement in favour of TCP on Block 20 of the 'retained' lands for the purpose of the construction, operation and maintenance of a storm water management facility supporting the proposed development.
- d. Three (3) consents for the severance of Blocks B, C and D providing for the creation of 3 rural residential lots fronting on Smith Road. Note that this application was previously submitted and is pending the final approval of the OPA/zoning.

The applicant is proposing a temporary SWM pond (Block 20) to facilitate the development of the TC Lands Inc. site on Block 17, 18, 19. The applicant would be responsible for the maintenance and costs associated with the temporary pond. The eventual full build out of the pond as established through submitted DPS studies and reports will relate to the retained lands.

The applicant has requested that the six (6) Consent applications be included on the agenda for the November 28th, 2025 Committee of Adjustment meeting.

Staff is recommending that Council direct staff to proceed with the 6 Consent applications as proposed.

FINANCIAL IMPACT

There are no direct financial impacts related to the recommendations of this report beyond Township application fees.

SUMMARY/OPTIONS

Council may:

1. Direct staff in the following manner:
 - a. Direct Staff to update the OPA and ZBA text and schedules as proposed
 - b. Direct Staff to require the applicant to pave the entirety of Smith Road
 - c. Direct Staff to proceed with the 6 Consent applications as proposed
2. Direct staff in another manner.

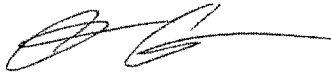
CONCLUSION

Option #1 is recommended.

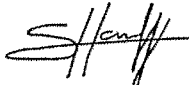
Respectfully submitted by:

Reviewed by:

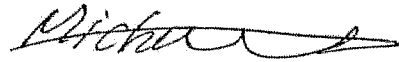
Reviewed by:



Owen Curnew,
Development Planner



Samuel Haniff, Manager
of Planning



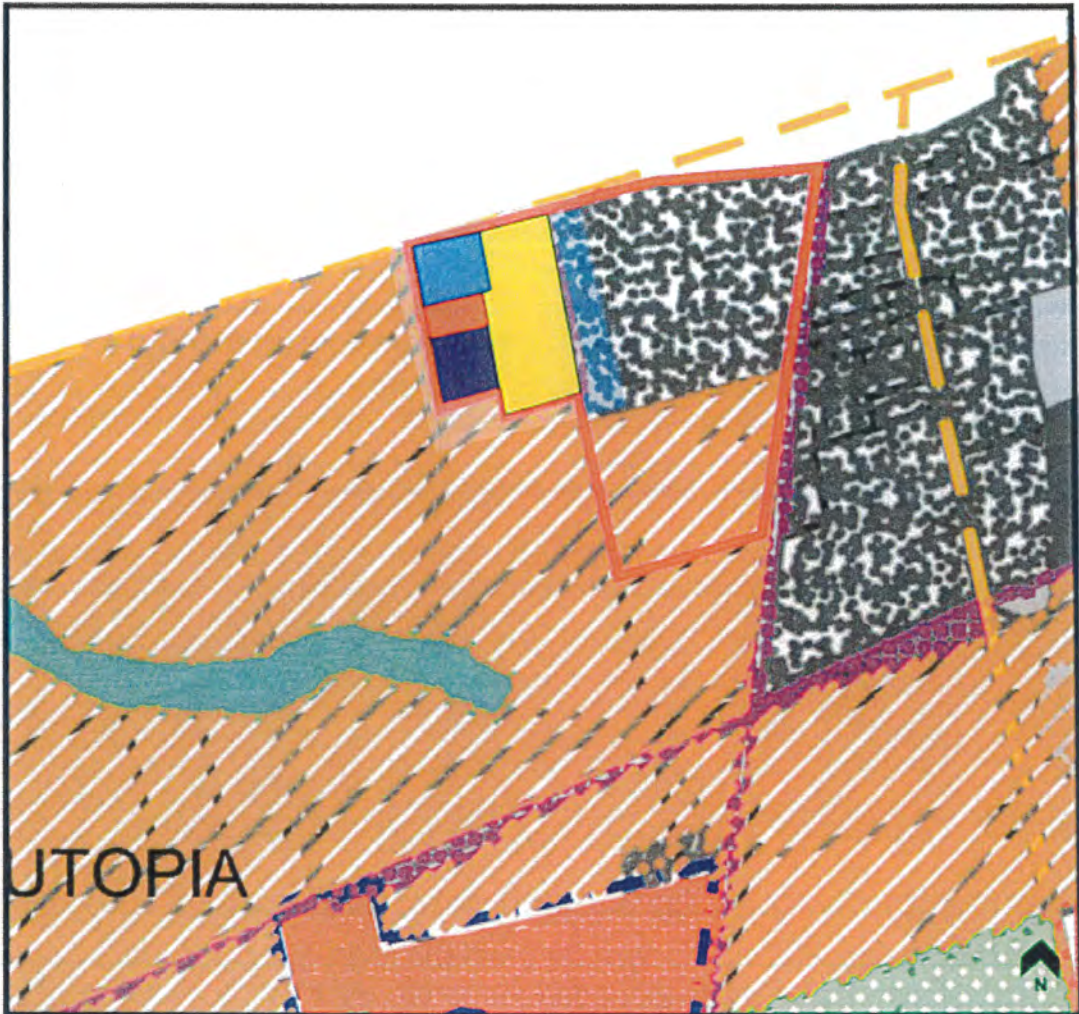
Michael Mikael, CAO

Attachments:

1. OPA No.42 – Approved Schedule 'A'
2. OPA No. 42 – Revised Schedule 'A'
3. ZBA 2025-14 – Approved Schedule 'A'
4. ZBA 2025-14 – Revised Schedule 'A'
5. Consent Proposal Sketch
6. Applicant Letter to Council dated October 7, 2025

ATTACHMENT NO.1

Approved OPA Schedule



LEGEND

	Subject Lands
	Industrial
	Rural
	Lands to be redesignated from 'Rural' to 'Industrial'
	Lands to be redesignated from 'Rural' to 'Transport and Utility'
	Lands to be redesignated from 'Rural' to 'Residential'
	Lands to be redesignated from 'Rural' to 'Commercial'

Draft Official Plan Amendment Schedule

Source: Township of Essa Official Plan

Drawn By: JA	File: 23-1275b
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IPS INNOVATIVE PLANNING SOLUTIONS
PLANNERS • PROJECT MANAGERS • LAND DEVELOPERS

ATTACHMENT NO.2

Revised OPA Schedule

46

SCHEDULE "A" OFFICIAL PLAN AMENDMENT N°42

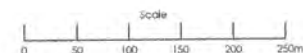
TOWNSHIP OF ESSA
OFFICIAL PLAN 2001

Part of East Half of Lot 31 and
Part of East and West Half of Lot 32
Concession 6 County of Simcoe

8949 Smith Road & 5743 County Road 90
Essa Township

LEGEND

-  Subject Site (Area: 0.83 ha)
-  Lands to be re-designated from 'Industrial' and 'Rural' to 'Industrial'
-  Lands to be re-designated from 'Industrial' to 'Environmental - Wetland'
-  Lands to be re-designated from 'Industrial' to 'Industrial - Exception'
-  Lands to be re-designated from 'Rural' to 'Rural - Exception'



Source: Township of Essa - Official Plan 2001

Note: Information shown is approximate and subject to change.



INNOVATIVE PLANNING SOLUTIONS
PLANNERS • PROJECT MANAGERS • LAND DEVELOPMENT
227 MIDLAND AVE. UNIT 2, SCARBOROUGH, ONT. M1V 4Y7 TEL: 416-291-2501
1000 VICTORIA PARK BLVD. SUITE 200, VICTORIA, BC V8N 4Z2 TEL: 250-401-0208

Date: Oct. 9, 2025 Drawn By: A.S.
File: 23-1275a Checked: J. A.

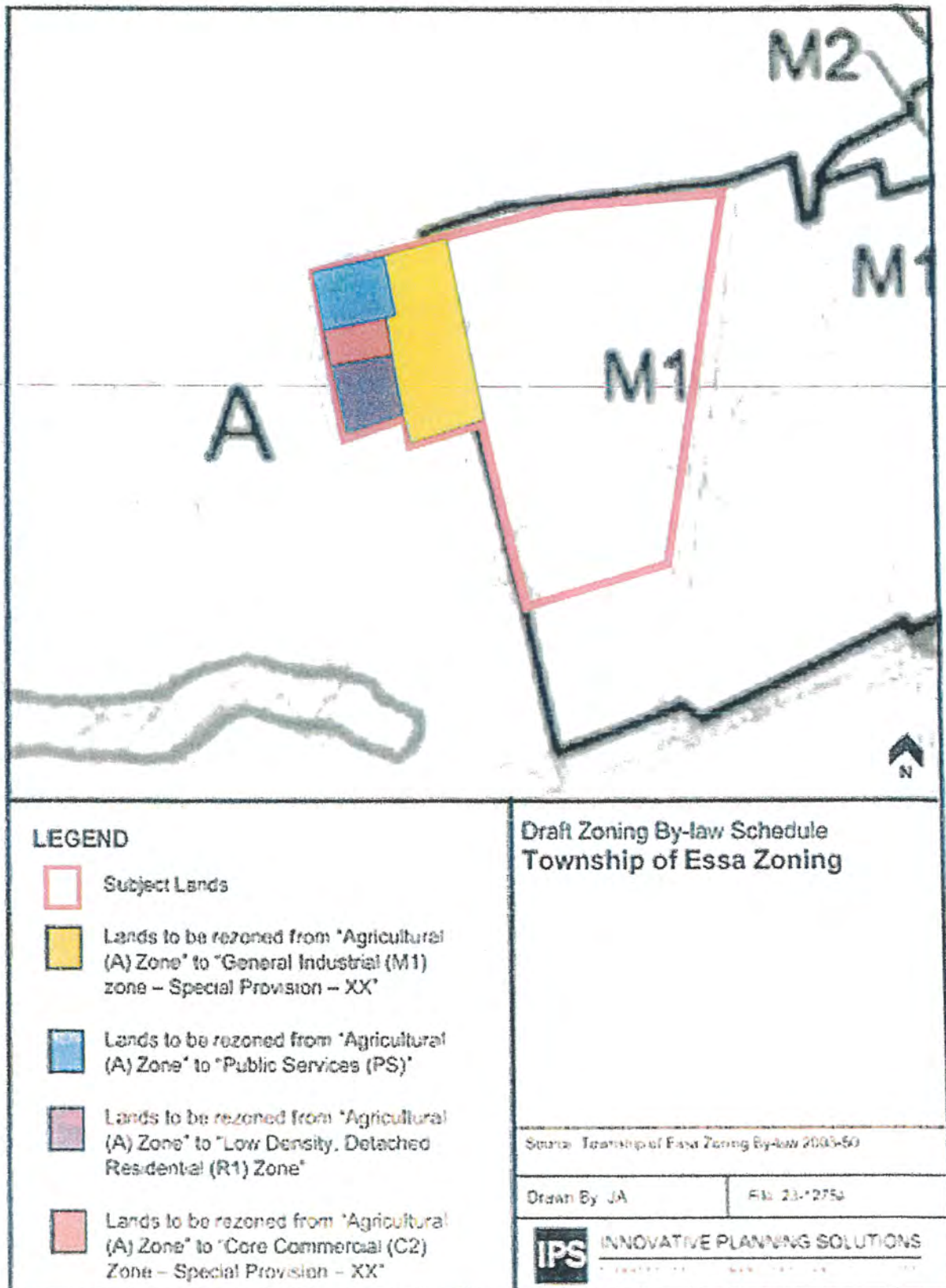


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ATTACHMENT NO.3

Approved ZBA Schedule

Schedule "A" of By-law 2025 -



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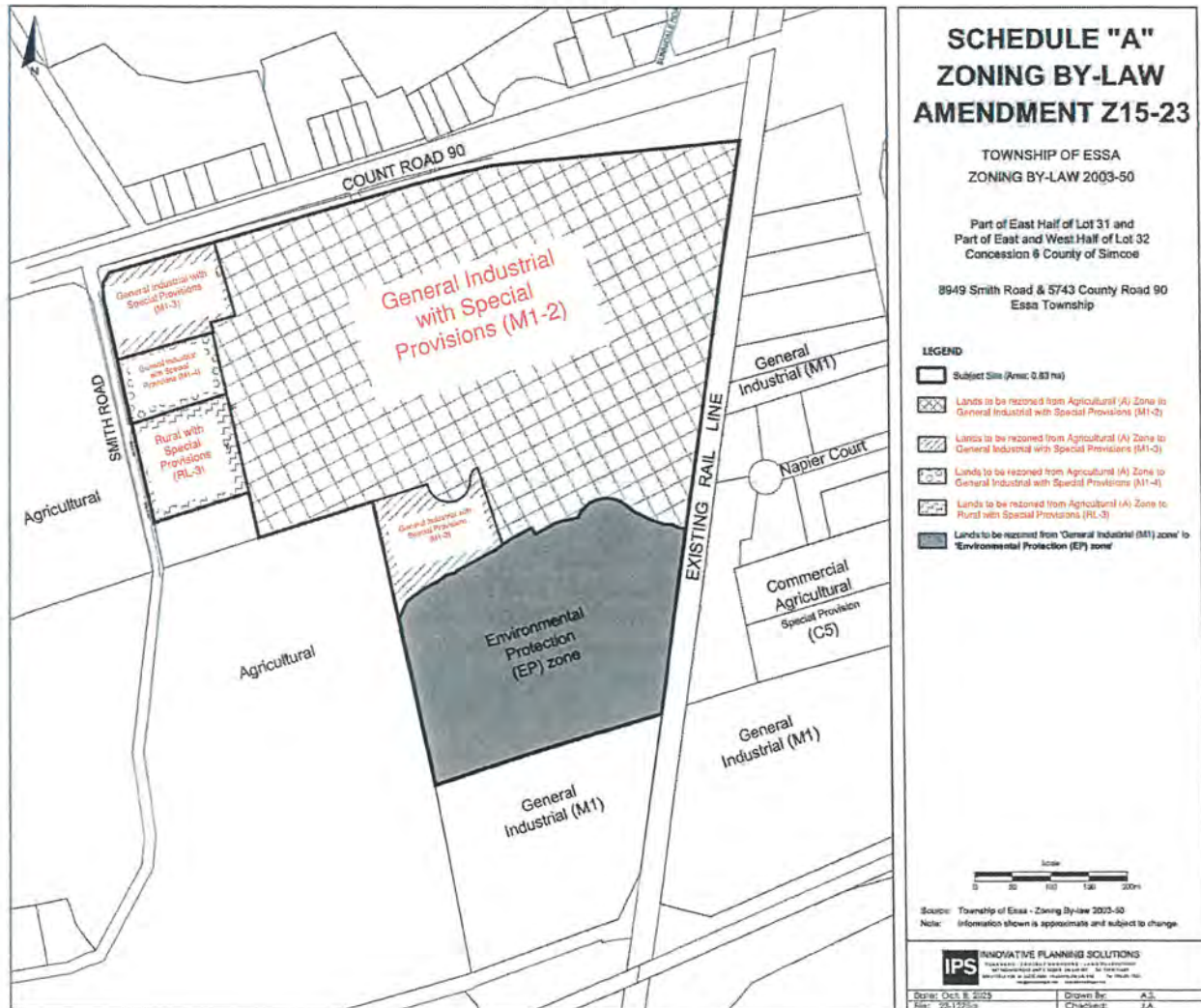
ATTACHMENT NO.4

Revised ZBA Schedule

63

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Schedule A



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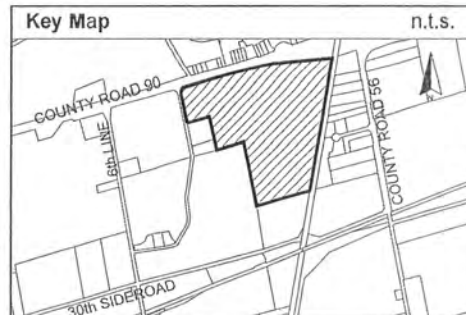
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ATTACHMENT NO.5

Consent Proposal Sketch

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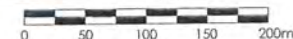
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LEGEND

- Subject Lands (Area: 43.983 ha.)
- Developable Plan Area (Area: 43.529 ha. - excl. road widening)
- Lands to be Severed - Industrial:
- Area: 6.892 ha.
- Frontage: 66.4m (Smith Rd.)
- Lands to be Severed - Residential:
- Area: 1.698 ha.
- Frontage: 133.0m (Smith Rd.)
- Lands to be Retained
- Area: 36.939 ha.
- Frontage: 131.9m (Smith Rd.)

Note: This drawing is for discussion purposes only.
The information shown is approximate and subject to change.



Date: Oct. 6, 2025 Drawn By: A.S.
File: 23 - 1275 Drawn By: K.B. / J.A.

IPS INNOVATIVE PLANNING SOLUTIONS
PLANNERS - PROJECT MANAGERS - LAND DEVELOPMENT
647 VILHAM ROAD, UNIT 9, BARRIE, ON, L4G 6B7 Tel: 705-912-3281
3800 STEELS AVE. W. SUITE 200V, VAUGHAN, ON, L4L 6G9 Tel: 905-291-7525
info@innovativeplanning.com / www.innovativeplanning.com

SCHEDULE OF REVISIONS			
No.	Date	Description	By

ATTACHMENT NO.6

Applicant Letter to Council dated October 7, 2025

4b



October 7, 2025

Dear Council Members,

As many of you may be aware, I am the owner of **TransCanada Wood Products (TCWP)**, as well as the 112-acre parcel of land located at **8949 Smith Road** (referred to herein as the **TC Lands**). Over the past three years, we have been diligently working toward obtaining Draft Plan of Subdivision (DPS) approval for the TC Lands. Our goals with this project are twofold:

1. To **relocate TCWP's operations from Barrie to Essa**, thereby preserving 45 local jobs and solidifying our long-term commitment to the community; and
2. To create an **employment-focused development** (the DPS) that brings significant private investment and industrial land supply to Essa Township.

When we acquired the TC Lands, our primary motivation was to transition TCWP to Essa. Unfortunately, the DPS process has taken considerably longer than originally anticipated, and we now find ourselves in a challenging position. TCWP's lease in Barrie expired in **June 2025**, and we are now incurring **penalty rent costs** at our current facility while simultaneously carrying the financing obligations associated with the TC Lands.

Given recent updates indicating that final DPS approval remains some distance away, we are respectfully requesting that **Essa Township fast-track the severance application** attached to this letter, with a target for completion by **early December 2025**. This severance would provide TCWP the flexibility to proceed with constructing its new facility on a stand-alone parcel within the broader plan. We will continue to pursue the DPS Approval on a separate track.

We are confident that this severance proposal remains **fully aligned with the principles discussed with local residents and Council members**. Specifically, concerns raised about buffering neighbouring farmland have been addressed through our commitments to berms, acoustic fencing, vegetative screening, natural swim ponds, and limiting Block 19 to a small, low-impact showroom on the east side of the lot. This severance respects those principles.

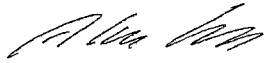
As a gesture of good faith, and in recognition of community concerns, we are also proposing to **pave the portion of Smith Road between Street A and County Road 90** at our own expense.

We remain committed to being a collaborative and constructive member of the Essa community and look forward to working with you to move this important project forward.

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Sincerely,

A handwritten signature in black ink, appearing to read "Alan Lever". The signature is fluid and cursive, with the first name "Alan" and last name "Lever" clearly distinguishable.

Alan Lever

Chairman

TransCanada Wood Products & TC Lands

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR0016-25

DATE: November 5, 2025

TO: Committee of the Whole

FROM: Chris Rankin, Manager of Parks & Recreation

SUBJECT: Emergency Replacement of Header Trench – Thornton Community Centre

RECOMMENDATION

That Staff Report PR0016-25 be received; and

That Council approve the purchase of a steel header trench for the Thornton Community Centre Arena in the amount of up to \$100,000 (excluding HST) to be funded from Parks and Recreation Reserve

BACKGROUND

The existing header trench at the Thornton Community Centre has been in service for approximately twenty-five (25) years. Steel header trenches typically have a service life expectancy of twenty (20) years, meaning the existing system has exceeded its anticipated useful lifespan.

Recent inspections have revealed advanced rusting and deterioration of the header trench. Staff are concerned that a failure may occur during the upcoming winter season, which could cause an unexpected shutdown of arena operations and result in significant service disruptions for the community.

To mitigate this risk, staff recommend having a replacement header on-site in advance of potential failure. Should the existing trench last through the season, replacement would be scheduled during the summer of 2026, after the ice season concludes.

COMMENTS AND CONSIDERATIONS

Staff recommend that the following facts are considered for the replacement of the header:

- Risk of Failure: If the header trench fails during the ice season, arena operations could be suspended for months, negatively impacting residents, user groups, and rental

agreements. By having the materials on premises, the season could be salvaged provided the repair can be done in a timely manner.

- Material Recommendation: Staff recommend replacement with a stainless-steel header trench, which has a higher resistance to corrosion, a longer service life, and a lower risk of failure compared to standard steel. While the upfront cost is slightly higher, the long-term durability provides greater value.

FINANCIAL IMPACT

The estimated cost is \$100,000 (excluding HST) to come from Parks and Recreation Reserve (50-80-002-060-3630)

Manager of Finance: 

SUMMARY/OPTIONS

Council may:

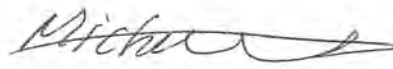
1. Take no further action.
2. Authorize Staff to purchase a steel header trench for the Thornton Community Centre Arena in the amount of up to \$100,000 (excluding HST) to be funded from Parks and Recreation Reserve.
3. Direct Staff in another course of action.

CONCLUSION

Option #2 is recommended.

Respectfully submitted,

Reviewed by,



Chris Rankin
Manager of Parks & Recreation

Michael Mikael, P, Eng
Chief Administrative Officer





TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW015-25
DATE: November 5th, 2025
TO: Committee of the Whole
FROM: John Kolb – Manager of Public Works
SUBJECT: Browns Line Slope Stabilization

RECOMMENDATION

That Staff Report PW015-25 be received; and

That Council direct staff to proceed with option 1 as contained in this report (construction of an alternative granular driveway for 6475 Browns Line away from the river edge and the installation of a guiderail at the end of the road allowance for safety measures).

BACKGROUND

In April of 2025 following a large rain event the Township was notified of a slope issue at the northern limit of the Browns Line Right of Way at the Nottawasaga River. Site inspections were carried out by the Township, NVCA, and a Geomorphologist. Through these visits it was determined that a large pool-riffle was present adjacent to this slope and that the slope is primarily made up of sand and silt. With the limited vegetation along the bank and the pressure from the water course it makes these soils highly susceptible for movement now and in the future.

Preliminary hazard assessments resulted in the below findings.

1. A high likelihood of a loss of Right of Way
2. A potential hazard for the current access to 6475 Browns Line within the Township Municipal Right of Way (Figure no.1)



Figure No.1

Preliminary solutions and cost estimates to the above findings:

1. Limited action be taken to provide an alternative granular access (Driveway) to 6475 Browns line and a guiderail be installed at the end of the road allowance for safety measures. Estimated costs for this option will range from \$80,000 to \$100,000.
2. **Localized Restoration be completed.** This approach includes low effort mechanical stabilization and revegetation of the eroded upper sections of slope, which may be completed through manual labour. The works include prescription of a combination of native seed, erosion control blanket, wattling, and live plantings. It also includes regrading of the point bar, situated along the inside bank of the subject channel meander, to help alleviate the hydraulic force (and erosion potential) acting on the adjacent valley wall by reducing the angle of the meander bend. This alternative does not require accessing Nottawasaga River with heavy machinery and therefore limits temporary disturbances of the watercourse during construction. Sediment release into the channel from the slope would also be mitigated. However, the proposed rehabilitation activities provide relatively low assurance of erosion protection, slope stability, and long-term water quality benefits compared to more robust alternatives (i.e., site/sub-reach restoration). Estimated cost for this option is approximately \$800,000 (including contingencies & engineering fees).

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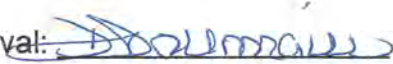
3. **Full slope stabilization** at 3:1 with retaining wall and regrading of opposite slope. This relatively robust solution to addressing the erosion hazard includes construction of an armour stone or retaining wall type treatment. Large armour stone blocks are relatively accessible (easier to source) and stack easily thereby providing enhanced stability. Where the slope is to be restored and stabilized, the sand bar on the opposite side of the channel could be resculpted. Re-sculpting the sand bar will serve two functions: 1) alleviate pressure on the eroding outside slope, and 2) provide flood capacity, as any treatment along the toe of slope would occupy a portion of the existing footprint of the creek. To maintain the overall cross-sectional area, cutting into the sand bar will likely be required. After cutting and removing vegetation from the sand bar, it is recommended that a vegetated buttress or similar treatment be applied along the extent of the work. Cost estimates for this option are approximately **\$2,050,000 (including contingencies & engineering fees)**

COMMENTS AND CONSIDERATIONS

The slope stability at the north end of Browns Line along the Nottawasaga River is an ongoing concern for over 20 years. A significant investment would be required by the Township to prevent future erosion, and the majority of the work would be along private lands, resulting in approximate cost sharing of 30% (Essa Township) – 70% (private owner(s)) for option 2 and 3. The Township doesn't currently foresee future expansion of Browns Line to the north. River flows and alignments can change with no notice and as such there is no guarantee that any solution carried out wouldn't be made redundant in the future. While every effort can be made to limit the impact to the environment and wildlife, any major construction could pose an impact to the river's health. The impact the road Right of Way while unfortunate, is understandable due to the proximity of the river. The relocation of the resident's driveway further from the rivers edge would allow for safe access to the property and have minimal cost implications. Staff will also explore future grant opportunities aiming for full remediation of the riverbank and to help offset the overall costs in the upcoming years.

FINANCIAL IMPACT

Option no.1 granular driveway to be funded from the 2025 roads operating budget while the proposed guiderail to be included in the 2026 roads operating budget

Manager of Finance Approval: 

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. Approve option no.1 as contained this report (construction of an alternative granular driveway for 6475 Browns line away from the river edge– installation of guiderail at the end of the road allowance for safety measures).
3. Direct Staff in another course of action

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CONCLUSION

Staff recommends that **Option 2** be approved.

Respectfully submitted,

Reviewed by,



John Kolb
Manager of Public Works

Michael Mikael, P.Eng
Chief Administrative Officer

Attachment: GEO Morphix option letter

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June 27, 2025

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

Attn: John Kolb
Manager of Public Works

Re: Budgetary Cost Estimate and Design Alternatives for Nottawasaga River –
Slope Erosion Mitigation
Township of Essa
GEO Morphix Project No. 25062

Essa Township identified a location along Nottawasaga River adjacent to Browns Line in Angus, Ontario, where slope erosion mitigation is required. A combination of geotechnical and geomorphic processes has caused considerable erosion on an outside bend, resulting in a rotational failure. GEO Morphix was retained to complete a preliminary site visit and prepare recommendations for required studies, designs, and construction. The findings from this will be used to support future slope erosion mitigation activities and ultimately support the development of securing agreements working towards restoring and stabilizing this slope.

Preliminary Site Visit

A site visit was conducted on April 22, 2025. A GEO Morphix senior technical staff was on site to review the area with Essa Township to gain an understanding of the level and scale of the erosion issue and derive preliminary recommendations for slope erosion mitigation in support of developing recommendations for restoration works.

Roadside parking was available along Browns Line, and the subject erosion feature was accessed by having access permission from the adjacent landowner. Based on preliminary observations, it was determined that the erosion feature is a product of pressures from multiple sources. Within the channel, meanders are observed migrating into the slope, and consist primarily of sands and silts, which are highly susceptible to erosion. This high erodibility results in the base of the feature becoming undercut and weakened, and no longer able to support the overlying sand material. Further, the point bar located on the opposite side of the channel has expanded and is continuously developing, ultimately putting additional pressure on the slope. These observations indicate that a combination of river processes and geotechnical processes are at work, where materials are being cleared from the outside meander and contributing to a geotechnical condition. Further, evidence of deep-seated rotation suggests that both surficial erosion on the slope, as well as geotechnical instability, need to be addressed.

Following the preliminary site visit, a secondary field visit was conducted on May 5, 2025, to collect physical data of the channel and the slope material. This additional site visit helped provide insight into the design alternatives. Through this subject area, a pool-riffle sequence is present along Nottawasaga River, though immediately adjacent to the slope failure, a large pool is the defined geomorphic feature. It was noted that sand is the dominant material along the valley slopes and within the channel as overbank deposits of sand are visible along the watercourse. This indicated that the sand material is very mobile throughout this section of the channel and exacerbates the potential for sloughing processes along the exposed valley slopes with the limited vegetation cover. A theoretical hazard extent map was completed to show the historical channel migration and predicted limits of restoration. These predicted limits takes into account the need to create a 3:1 slope and add a 15 m offset to provide a stable top of slope. The theoretical hazard extent map is provided in **Appendix A**. Additionally, a photo record from the site visit is provided in **Appendix B**.

Conceptual Restoration Options

Multiple design alternatives to address the above noted objectives and constraints at the study site were envisioned and evaluated with respect to the natural environment, technical, and economic factors to determine the preferred approach. These approaches are summarized as follows:

Alternative 1) "Do Nothing"

This approach includes maintaining the channel in its current configuration while risks to local infrastructure (e.g., residential home) and public safety worsen over time due to continued destabilization of the slope. It is noted however that the base of the slope is subject to ongoing fluvial erosion from Nottawasaga River. Substantive effort and cost would be required to address the fluvial erosion issue along the toe of the slope. The "Do-Nothing" approach is not preferred and is included herein as a basis for comparison against other options.

Alternative 2) "Localized Restoration"

This approach includes low effort mechanical stabilization and revegetation of the eroded upper sections of slope, which may be completed through manual labour. The works include prescription of a combination of native seed, erosion control blanket, wattling, and live plantings. It also includes regrading of the point bar, situated along the inside bank of the subject channel meander, to help alleviate the hydraulic force (and erosion potential) acting on the adjacent valley wall by reducing the angle of the meander bend. This alternative does not require accessing Nottawasaga River with heavy machinery and therefore limits temporary disturbances of the watercourse during construction. Sediment release into the channel from the slope would also be mitigated. However, the proposed rehabilitation activities provide relatively low assurance of erosion protection, slope stability, and long-term water quality benefits compared to more robust alternatives (i.e., site/sub-reach restoration).

Alternative 3) "Site/Sub-Reach Restoration"

This approach involves protecting the toe of slope with bioengineering and/or armouring. The protection would be built out from the existing slope face to prevent further destabilization of the slope due to excavation of materials along the base of the slope. The exposed face of the slope above the proposed toe protection would be mechanically stabilized and revegetated. In addition, the inside bank of the channel meander could be regraded to offset the loss in flow area along the outside bank created by the installation of the toe protection.

This alternative would help address observed issues of toe erosion, slope instability and sedimentation (i.e. water quality) issues. Live plantings are incorporated into the face of the treatment to overhang the channel and create shaded areas of refuge for aquatic wildlife. The work would require construction of a temporary access road along the toe of the slope to install the treatment and therefore result in temporary disturbance to the channel. However, imported and existing impacted materials would be reused to the extent possible in the construction of the treatment.

Finally, although the approach would be characterized by a high initial cost of construction, the expected treatment lifespan is increased and the need for future intervention is decreased, relative to the other alternatives. Toe erosion protection alternatives and their associated benefits and limitations are discussed below (i.e., Alternative 3A and Alternative 3B).

Alternative 3A) "Vegetated Rock Buttress Approach"

The vegetated rock buttress consists of a series of boulders, placed in lifts to the top of bank. The treatment is configured at a 3:1 slope. Live plantings are to be installed in the gaps between stones for added long-term stability through root generation and to offer shading benefits over the channel. Larger boulders sourced from the mix are to be positioned along the base of the treatment, where in-channel shear is greatest. Relatively smaller boulders may be used to construct the upper rows of treatment, where there is increased flow connectivity with the floodplain and reduced erosion potential. Natural gaps that occur between the stone and plantings provide refuge opportunities for aquatic wildlife, particularly small fish.

Alternative 3B) "Armourstone / Retaining Wall Approach"

A relatively robust solution to addressing the erosion hazard includes construction of an armourstone or retaining wall type treatment. Large armourstone blocks are relatively accessible (easier to source) and stack easily, compared with large rounded boulders, thereby providing enhanced stability. Armourstone and/or retaining walls can be configured to have a smaller overall footprint relative to stone-based bioengineering (e.g., vegetated rock buttress) and reduce the amount of point bar regrading required.

Armourstone or wall type treatments are generally associated with reduced benefits to aquatic wildlife, compared to less robust bioengineering techniques, due to their non-natural/non-riverine shape and reduced opportunity to incorporate live plantings into the face of the treatment.

As previously mentioned, where the slope is to be restored and stabilized, the point bar on the opposite side of the channel could be resculpted. Re-sculpting the point bar will serve two functions: 1) alleviate pressure on the eroding outside meander, and 2) provide flood capacity, as any treatment along the toe of slope would occupy a portion of the existing footprint of the creek. To maintain the overall cross-sectional area, cutting into the point bar will likely be required.

After cutting and removing vegetation from the point bar, it is recommended that a vegetated buttress or similar treatment be applied along the extent of the scar. This would be placed approximately 3-4 m from the existing toe of slope. Further, the treatment should be built to an elevation of 2-3 m to bring above the level of ice scouring. To stabilize the slope, we recommend that at a minimum, 20-30% of the lower slope be treated with rock treatment such as riprap. Following the rock treatment, a bioengineering approach can be applied to the remainder of the slope. The bioengineering approach may include the use of wattles, planting bundles, live staking, native seeding, and seeding with a native seed mix applied using hydroseeding or hydraulic mulch seeding methods. A combination of the vegetated buttress and rock treatment will provide the necessary weight at the base of the slope to reduce rotation failure and allow for vegetation to stabilize.

Preliminary Cost Estimation

A preliminary cost estimate to undertake the proposed design alternatives noted above is provided in **Table 1**. Costs were divided by each proposed alternative. The cost estimate is based on channel works, site restoration, and general items. Costs are to be refined during detailed design when specific material quantities are better understood.

Table 1: Preliminary Cost Estimate for Design Alternatives

Activity	Alternative 2	Alternative 3A	Alternative 3B
Clear and grub site	\$10,000	\$15,000	\$15,000
Construct site access and temporary channel access	\$35,000	\$95,000	\$95,000
Install/maintain erosion and sediment controls	\$30,000	\$50,000	\$50,000
Install toe protection	\$0	\$675,000	\$865,000
Bioengineer upper slope	\$245,000	\$245,000	\$245,000
Regrade point bar	\$60,000	\$60,000	\$60,000
Restore disturbed natural surfaces (e.g., access route and staging area)	\$15,000	\$22,000	\$22,000
Total preliminary cost estimate	\$395,000	\$1,162,000	\$1,352,000

In developing this budgetary cost estimate and preliminary recommendations for slope erosion protection, the following caveats are noted:

- Slope erosion protection options have been proposed without a detailed topographic survey
- A geotechnical assessment has not been completed, which may impact design requirements
- A review of hydraulic conditions has not been completed, which may impact preferred options for bioengineering or slope protection
- A tree survey was not completed
- No soil quality sampling was completed, which will inform opportunities for using excavated materials
- All linear, aerial, and volumetric estimates noted in this memo should be considered preliminary in nature
- Property access will need to be confirmed at later design stages

- Given the condition of the slope, additional safety measures may be required
- Any items provided at lump sum rates are provided based on general estimates of other projects but include multiple items. As such, cost estimates require refinement at later design stages

Access

We note that access to the subject site is available from the top of slope but given the geotechnical condition of the feature, it is likely not safe to access from the top of slope and is not recommended. We reviewed potential access from the end of Browns Line and note that this area would be accessible, however it requires entering private residential property. This would result in ideal access towards the base of the slope and provide the safest working location. In the event that the slope is to be rebuilt, we recommend access from this point. Access will require reinforcing and decreasing the slope slightly on either side of the watercourse to allow for the development of an access road. In terms of reinforcement, a geo-grid and riprap materials can be used to support the road, and then be removed following completion of slope restoration works.

If restoration work of the point bar is required, potential access for this area could be gained from Gold Park Gate. Adjacent to this residential road is a natural area that is reasonably clear of trees, however there is a dense section of forest that would require clearing to provide suitable access. A restoration plan would be included in the design drawings and all natural areas that get disturbed would be restored with plantings and a native seed mix. Additionally, if tree removals are required, pioneering species can be incorporated into the restoration plan.

Design and Permitting Requirements

Prior to moving forward with restoration works, a detailed assessment of the site is required. In terms of a geotechnical assessment, access from the top of slope will be required for the completion of boreholes. Boreholes will be advanced to practical auger refusal, which should be anticipated as the entire height of the slope. A detailed geomorphic assessment will also be required to assess river dynamics. The detailed geomorphic assessment should include a complete historical assessment, a review of channel hydraulics, and measures of channel stability.

Following the geotechnical and geomorphic assessment, it is recommended that 2-3 conceptual design options be developed and assessed based on feasibility, as well as addressing the erosion hazard, ecological impacts and improvements, and economic cost. If conceptual design options do not provide a similar cross-sectional area after construction, a hydraulic analysis may be required. It is anticipated that existing hydraulic models would be adequate for hydraulic sizing of materials and defining water levels at different elevations of the treatments. Though not indicated above as an alternative, a secondary channel could be constructed upstream of the valley slope to relieve pressure on this slope during high flow events. This would be located where the two adjacent meander bends are currently opposite of each other and separated by a lower lying section of floodplain. It was noted during the preliminary site review, that a secondary channel will likely start to develop over time. When this natural geomorphic process begins, continuation of channel development through this area will result in the formation of an oxbow, which is evident in other reaches within this geographic area. Having this alternative reviewed and permitted would likely present issues from the regulatory agencies perspective, and additional studies, assessments and design efforts would be required.

Upon decision of the most appropriate conceptual design alternative, a detailed design would be prepared for the restoration treatment. The detailed design would include slope protection, instream works, planform, profile, cross-section, hydraulic sizing, details for river training and/or bioengineering, a detailed erosion and sediment control (ESC) and phasing plan, and a restoration planting plan. Because the main purpose of the potential works would be to restore the slope (i.e., not related to a proposed development), consultation and approval would be required with regulatory agencies including Nottawasaga Valley Conservation Authority (NVCA), Fisheries and Oceans Canada (DFO), and potentially Ministry of Environment, Conservation and Parks (MECP). A Permit to Take Water is generally required for water takings that exceed more than 50,000 litres per day. Exceptions to this permit include groundwater and storm water takings ranging between 50,000 and 400,000 litres per day within construction sites and surface water takings greater than 50,000 litres per day for road construction

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projects. Exemptions are also provided for passive and active instream diversions where it is necessary to create maintain a dewatered work area to construct, repair, alter, extend, or replace a bridge, culvert pier or other structure. The current project would be considered an active instream diversion as pumping would be required. Requirements of this exemption note that the water is to be returned directly to the same water body and have no visible petroleum hydrocarbon film or sheen. Additionally, erosion control measures are to be used and disposed of appropriately, and no pumps are to be refueled within 30 m of the water body.

Contract development, tendering and contract preparation, and construction administration will proceed following the completion of all necessary field assessments, detailed design, and regulatory agency approvals.

Conclusion

The recommendations included in this letter provides a foundation for future slope stabilization works. Additional studies, including a complete geotechnical assessment (with boreholes) and geomorphological assessment, are required for developing conceptual and detailed designs. Further, a cost estimate update will be required based on the selected detailed design and construction related activities (i.e., construction of access road and temporary crossing).

We trust this memo meets your current requirements. If you have any questions or concerns, please contact the undersigned.

Should you have any questions, please contact the undersigned.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul Villard".

Paul Villard, Ph.D., P.Geo., CAN-CISEC, EP, CERP
Director, Principal Geomorphologist

A handwritten signature in black ink, appearing to read "Michael Lawson".

Michael Lawson, B.Sc., C.E.T., CAN-CISEC, EP
Manager of Construction and Restoration Services, Practice Lead

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Appendix A

Theoretical Hazard Extent Mapping

INTERNAL
USE ONLY**Theoretical
Hazard Extent**

Angus, Ontario

Legend

0.5 m Contour

— 2023 Top of Bank

— 2016 Top of Bank

— 2012 Top of Bank

— 2008 Top of Bank

— 1989 Top of Bank

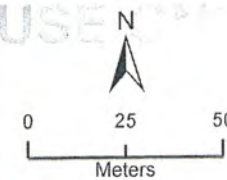
— 2002 Top of Bank

| Migration Distance

Based on GM Survey (2025)

— Top of Slope
Z: 194.82 m— Toe of Slope
Z: 182.23m- - - 3:1 Slope
37.77 m— 15 m Offset from 3:1
Slope

— Extent Assessed

INTERNAL
USE ONLY

Imagery: Simcoe County, 2023.
0.5 m Contour: MNR, 2023 (derived from LIDAR).
Theoretical erosion hazard extent: GEO Morphix
Ltd., 2025. Print Date: June 2025.
PN25062. Drawn By: M.O., M.L., P.V.

Note:

This map is for illustration only and intended only for internal use. This is a theoretical hazard extent based on a desktop analysis and does not include either a geomorphological or geotechnical assessment. Therefore, this is not a formal or complete indication of the potential hazards associated with this slope.

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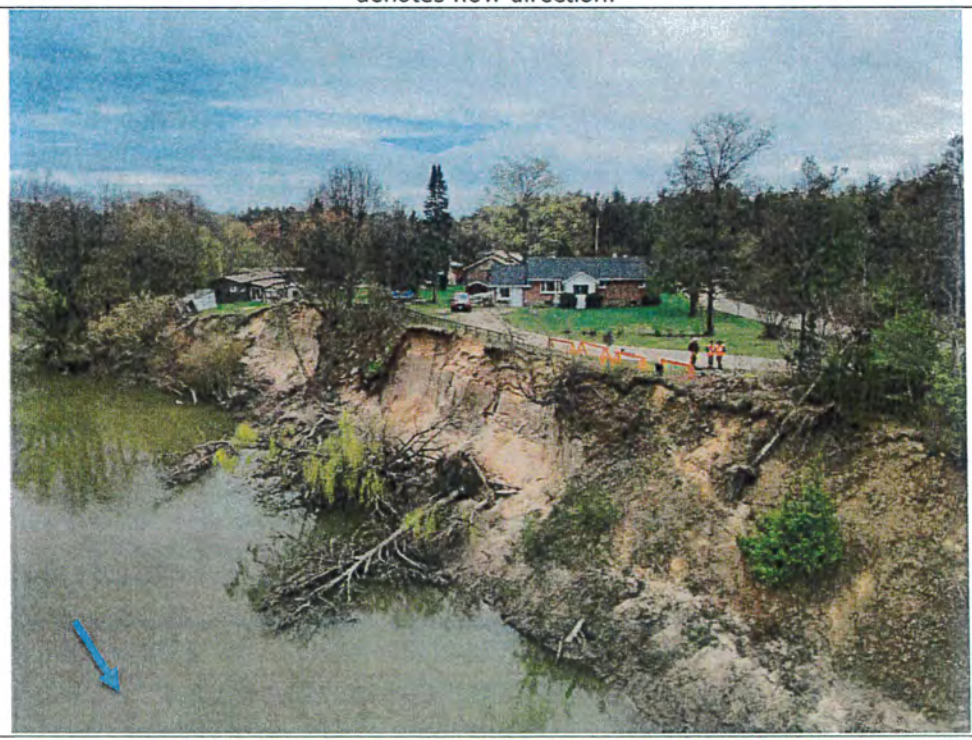
Appendix B Photographic Record

Photo 1
May 5, 2025



The assessed stretch of Nottawasaga River was characterized by a meandering watercourse with riffle-pool sequences that flowed through a forested valley. Blue arrow denotes flow direction.

Photo 2
May 5, 2025



The channel meander had eroded into the valley slope, exposing highly erodible sand and silts substrates, which exacerbate the potential for sloughing along the exposed valley slopes with the limited vegetation cover. Blue arrow denotes flow direction.

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Photo 3
May 5, 2025



At the apex of the channel meander downstream of the adjacent landowner, the valley slope was unstable and the base of the feature was undercut. Material from upper sections of the slope were slumping into the channel. Blue arrow denotes flow direction.

Photo 4
May 5, 2025



There was a point bar opposite the slope at the subject meander bend (yellow arrow). The point bar was partially vegetated and characterized by a mix of sands and silts. Blue arrow denotes flow direction.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW016-25

DATE: November 5, 2025

TO: Committee of the Whole

FROM: John Kolb – Manager of Public Works

SUBJECT: Amendment to Parking By-law 2005-96 – Water St and Simcoe St

RECOMMENDATION

That Staff Report PW016-25 be received; and

That Council approve an amendment to schedule A of Parking By-law 2005-96, as amended to implement revised parking restrictions on:

- Water Street (Both Sides) from King Street north to 70m north of Simcoe Street at any time;
- Simcoe Street (Both Side) from Water Street easterly to Raglan Street at any time;
- Simcoe Street (Both Side) from 40m east of Raglan to 70m east of Raglan at any time;
- Simcoe Street (Both Side) from 30m east of Vernon to 60m east of Vernon at any time to improve safety, visibility, emergency access and traffic flow; and

That a By-law to amend By-law 2005-96, as amended be presented to Council during the Council meeting.

BACKGROUND

During the reconstruction of Water Street and Simcoe Street traffic calming strategies were implemented. This work resulted in the narrowing of the roadway to influence driver behaviour and promote a slower driving speed. This work has also reduced the space for on street parking. Recent complaints and staff observations have identified recurring issues along Water Street and Simcoe Street. This practice resulted in creating issues including:

- Impeded sightlines for drivers while entering and exiting their driveways
- Limited space for emergency and service vehicle access
- Limited free movement along the roadway

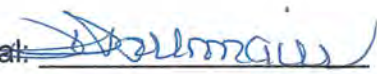
COMMENTS AND CONSIDERATIONS

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

- Proposing on street parking restrictions on Water Street **(Both Sides)** from King Street north to 70m north of Simcoe Street at any time.
- Proposing on street parking restrictions on Simcoe Street **(Both Side)** from Water Street easterly to Raglan Street at any time.
- Proposing on street parking restrictions on Simcoe Street **(Both Side)** from 40m east of Raglan to 70m east of Raglan at any time.
- Proposing on street parking restrictions on Simcoe Street **(Both Side)** from 30m east of Vernon to 60m east of Vernon at any time.

FINANCIAL IMPACT

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

Manager of Finance Approval: 

SUMMARY/OPTIONS

Council may:

1. Take no further action
2. Approve an amendment to schedule A of Parking By-law 2005-96 to implement revised parking restrictions on Water Street both sides from King Street north to a distance of 70m north of Simcoe Street and Simcoe Street both sides from Water street easterly to Raglan Street at anytime for safety, visibility, emergency access and traffic flow improvements and to present an amended by-law (By-law 2005-96) to Council for adoption.
3. Direct Staff in another course of action

CONCLUSION

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

Respectfully submitted by:

Reviewed by:



John Kolb
Manager of Public Works



Michael Mikael, P.Eng
Chief Administrative Officer

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THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2025 – 47

Being a By-law to amend By-law 2005-96, as amended, 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.

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

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

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

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

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

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

	Column 1 (Highway)	Column 2 (Side[s])	Column 3 (Limits)	Column 4 (Period)
ADD	Simcoe Street	Both Sides	From Water Street easterly to Raglan Street.	At any time
ADD	Simcoe Street	Both Sides	From 40m east of Raglan to 70m east of Raglan.	At any time
ADD	Simcoe Street	Both Sides	From 30m east of Vernon to 60m east of Vernon.	At any time
ADD	Water Street	Both Sides	From King Street north to 70m north of Simcoe Street.	At any time

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2. That this By-law shall come into force and effect on the day it is finally passed.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY
PASSED on this the 5th day of November, 2025.

Sandie Macdonald, Mayor

Krista Pascoe, Clerk/Manager of
Legislative Services

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW017-25

DATE: November 5, 2025

TO: Committee of the Whole

FROM: John Kolb, Manager of Public Works

SUBJECT: Amendments to By-law 2019-40 – 4-way Stop
(Simcoe/Raglan Streets and Simcoe and Auburn Streets)

RECOMMENDATION

That Staff Report PW017-25 be received; and

That Council approve the installation of signage and Zebra line painting for a controlled 4-way stop intersection as a pedestrian crossing treatment at Simcoe Street and Raglan Street and Simcoe Street and Auburn Street intersections in Angus.

That a By-law amendment to By-law 2019-40 be presented to Council at a later Council meeting.

BACKGROUND

The reconstruction of Simcoe Street took place as part of the 2025 Capital budget program. The intersection geometry at Raglan Street and Auburn Street was reviewed by the consulting firm during the design stage. The outcome required the installation of stop signs on Raglan Street (North -South) which will result into modifying the traffic controls at the intersection into a controlled 4-way stop sign keeping in mind that stop signs already existed on Simcoe Street (East-West). It also required the installation of stop signs on Auburn Street (North -South) which will result into modifying the traffic controls at the intersection into a controlled 4-way stop sign keeping in mind that stop signs already existed on Simcoe Street (East-West).

The intent of installing a 4-way stop signs at this intersection would be to provide a controlled intersection to allow for pedestrian circulation, connectivity and to enhance the overall intersection safety. The intersections at Simcoe Street & Raglan Street and Simcoe Street & Auburn Street have also been designed as a raised intersection with pavement marks that indicate that it's a raised intersection along with the placing of Zebra pavement marking crosswalk at the intersection.

COMMENTS AND CONSIDERATIONS

Both intersections are near Angus Morrison Elementary School and experience a large number of pedestrians crossing at these intersections. The change in traffic control requires an update to the municipal by-law applying to stop signs.

FINANCIAL IMPACT

No financial impact as the installation of the additional stop signs was included and implemented in the capital project contract.

Manager of Finance Approval: 

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Confirm the acceptance of the installed signage on Raglan Street (North-South) and Auburn Street (North – South) and to present an amended by-law (By-law 2019-40) to Council for adoption.
3. Direct Staff in another course of action to follow up in the current plan

CONCLUSION

Staff recommends **Option # 2** be approved.

Respectfully submitted by:



John Kolb
Manager of Public Works

Reviewed by:



Michael Mikael, P.Eng
Chief Administrative Officer

Attachment: By-law 2019-40

7c

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW NO. 2025 – 48

A By-law to provide for the erection of stop signs at intersections in the Township of Essa, and to amend By-law 2019-40.

WHEREAS section 27(1) of the *Municipal Act*, 2001, S.O. 2001, Chapter 25, provides that a municipality may pass By-laws in respect of a highway only if it has jurisdiction over the highway; and

WHEREAS section 137 of the *Highway Traffic Act*, R.S.O. 1990, Chapter H.8, as amended, provides that in addition to stop signs required at intersection on through highways, the Council of a municipality may by By-law provide for the erection of Stop Signs at intersections on highways under its jurisdiction, and that every sign so erected shall comply with the Regulations of the Ministry of Transportation; and

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

1. That Schedule "A" to By-law 2019-40 be amended to include the following:

	Column 1 – Intersection	Column 2 – Facing Traffic
ADD	Simcoe Street and Raglan Street	North and Southbound on Raglan Street
ADD	Simcoe Street and Auburn Street	North and Southbound on Auburn Street

2. That Stop Signs be erected in compliance with the Regulations made under the *Highway Traffic Act* at the locations designated in Schedule "A".
3. That the penalties provided in the *Highway Traffic Act*, as amended, shall apply to offences against this By-law.
4. That the designation made shall not become effective until stop signs have been erected in accordance with the Regulations of the *Highway Traffic Act*.
5. That By-law 2019-40 be and is amended.
6. This By-law shall come into force and take effect on the final day of passing thereof.

READ A FIRST AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 5th day of November, 2025.

Sandie Macdonald, Mayor

Krista Pascoe, Clerk/Manager of
Legislative Services

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C014-25
DATE: November 5, 2025
TO: Committee of the Whole
FROM: Sarah Corbett, Deputy Clerk
SUBJECT: Proposed 2026 Regular Council and Committee of the Whole Meeting Schedule

RECOMMENDATION

That Staff Report C014-25 be received; and

That Council approve the 2026 Regular Council and Committee of the Whole Meeting Schedule as attached.

BACKGROUND

The *Municipal Act*, 2001, as amended, requires that every municipality pass a Procedure By-law for governing the calling, place and proceedings of meetings.

Section 3.1.1 of the Township's Procedural By-law, 2017-77, states that Council shall establish a schedule of all Regular Council meeting dates for the upcoming calendar year, prior to the first meeting in each calendar year. As such, this Report is being presented to Council for consideration and approval in setting the dates for Committee of the Whole and Regular Council meetings for the upcoming 2026 calendar year.

COMMENTS AND CONSIDERATIONS

As the first meeting of the 2026 Council Meeting in January does not allow for sufficient staff time to produce the Agenda, staff recommend this meeting be cancelled. Should there be a need identified, the Mayor is permitted to call a Special Meeting.

Section 3.2.1 of the Township's Procedural By-law, as amended, states the following in respect of scheduling Regular Committee of the Whole and Council meetings:

"Regular meetings of Council shall be held on the first Wednesday of each month following Committee of the Whole, which shall begin at 6:00 p.m. unless otherwise specified by Resolution of Council; and except when Wednesday is a statutory holiday, in which case the Council shall meet at the call of the Chair on a date which is not a public or civic holiday".

As the first meeting in January does not allow sufficient time for Staff to prepare for the Council Meeting, the meeting is scheduled for:

- January 14, 2026

In 2026 one meeting date falls on a Statutory Holiday. Therefore, no meeting will take place on:

- July 1, 2026

As Council typically takes recess following their meeting in July to the end of August it is proposed that no meetings be held on the following dates:

- August 5, 2026

Another consideration, is that Section 3.6 states the following in respect of scheduling the Inaugural Meeting:

3.6.1 The Inaugural meeting of a newly elected Council shall take place no earlier than the first Wednesday following November 15th, but not later than 31 days after the new term commences.

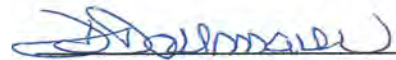
3.6.3 The first meeting of a newly elected Council after a regular election shall be held on the first Wednesday in December at 6:00 p.m.

Due to these provisions, Staff are proposing the following:

- November 4, 2026 - Cancelled
- November 18, 2026 – Inaugural Council Meeting
- December 2, 2026 – First Meeting of the 2026-2030 Council Term

FINANCIAL IMPACT

No financial impact


Manager of Finance

SUMMARY/OPTIONS

Council may:

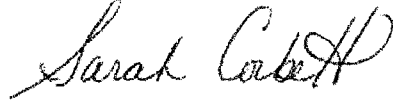
1. Take no further action.
2. **Approve the Proposed 2026 Regular Council & Committee of the Whole Meeting Schedule as presented.**
3. Amend the Proposed 2026 Regular Council & Committee of the Whole Meeting Schedule as recommended by Council.

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CONCLUSION

Option #2 is recommended.

Respectfully submitted:



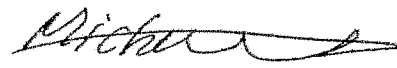
Sarah Corbett
Deputy Clerk

Reviewed by:



Krista Pascoe
Clerk

Reviewed by:



Michael Mikael
Chief Administrative Officer

Attachments:

1. Proposed 2026 Council and Committee of the Whole Schedule

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January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Essa Township Committee of Whole & Regular Council Meeting Schedule

Meeting Rescheduled:

January 14, 2026

Meeting Cancelled:

July 1, 2026

Summer Recess:

August 5, 2026

Designated & Stat (Office Closures)

Jan 1	New Year's Day
Feb 16	Family Day
Apr 3	Good Friday
Apr 5	Easter Sunday
Apr 6	Easter Monday
May 18	Victoria Day
Jul 1	Canada Day
Aug 3	Civic Holiday
Sep 7	Labour Day
Oct 12	Thanksgiving Day
Dec 25	Christmas Day
Dec 26	Boxing Day

Other:

Nov 18	Council Inaugural
Dec 2	First Meeting of 2026-2030 Council Term



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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C015-25
DATE: November 5, 2025
TO: Committee of the Whole
FROM: Sarah Corbett, Deputy Clerk
SUBJECT: Special Occasion Permit/Municipally Significant Event
Request – Drysdale's Tree Farm "Enchanted Holiday Forest of Lights"

RECOMMENDATION

That Staff Report C015-25 be received, and

That Council approve the request from Drysdale's Tree Farm, located at 6635 County Road 56, Egbert, dated October 20, 2025, for a Special Occasion Permit to serve alcohol between the hours of 6:00 p.m. to 10:00 p.m. on the following dates:

- November 28 & 29, 2025
- December 5 & 6, 2025
- December 12 & 13, 2025 (Tentative); and

That Council designate the Enchanted Holiday Forest of Lights event, hosted by Drysdale's Tree Farm as a Municipally Significant Event on the dates listed above; and

That this approval is conditional upon a copy of the certificate of insurance in the amount of \$5,000,000.00 being provided to this municipality, listing the Township of Essa as additional insured.

BACKGROUND

Established in 1945 by Reginald Drysdale, Drysdale's is now a 4th Generation farm specializing in the growing of Christmas, other landscape trees, landscaping, weddings and seasonal events.

Enchanted Holiday Forest of Lights by Enchanta - This November and December, Drysdale's Tree Farm transforms into a holiday destination like no other, for the community to experience the wonder of glowing forest of lights and the warmth of the holiday greenhouse after dark.

Tickets will be available for purchase and include:

- A walk through the Enchanted Holiday Forest of Lights - fantasy art and lights around every corner
- VIP access to the holiday greenhouse, complete with live music, a fully licensed bar, and a one-of-a-kind holiday night market
- Cozy fire pits and free marshmallows for roasting, with plenty of festive food and hot drinks available

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COMMENTS AND CONSIDERATIONS

In accordance with Policy A07-06 (Attachment No. 2), Special Occasion Permit Approvals for Alcohol Related Events require that the applicant provide copies of the \$5,000,000.00 Liability Insurance Certificate to the Township naming the Township of Essa as the additional insured.

As well, the Policy states that certain information (as outlined in the chart below) is required to be provided to the Clerk's Office prior to any approval of Council being granted.

Name and Contact Information	Drysdale's Tree Farm Doug Drysdale/Luke Williams
Description of the Event	Enchanted Holiday Forest of Lights event by Enchanta
Date and Time of the Event	November 28 & 29, 2025 – 6:00 p.m. to 10:00 p.m. December 5 & 6, 2025 – 6:00 p.m. to 10:00 p.m. December 12 & 13, 2025 – 6:00 p.m. to 10:00 p.m. (tentative)
Logistics of the Event	This event is open to the public.
Purpose of the Event	This event is intended to draw families and other communities for an evening of fun and entertainment while showcasing all that Essa has to offer.
Number of people attending	Anticipated attendees range between 300-500 people per night.
Proof of Insurance	Insurance Certificate, naming the Corporation of the Township of Essa as an additional insured in the amount of \$5,000,000.00 will be provided prior to the Event.

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

FINANCIAL IMPACT

There will be no additional revenue realized by the municipality.


 Manager of Finance Approval

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Approve the Special Occasion Permit/Municipally Significant Event Request – Drysdale's Tree Farm "Enchanted Holiday Forest of Lights"**
3. Decline the Request.

CONCLUSION

Option #2 is recommended.

Respectfully submitted:

Reviewed by:

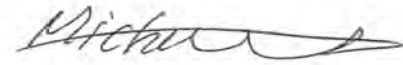
Reviewed by:



Sarah Corbett
Deputy Clerk



Krista Pascoe
Clerk



Michael Mikael
Chief Administrative Officer

Attachments:

1. Request from Drysdale's Tree Farm
2. Policy A07-06 "Special Occasion Permit Approvals (for Alcohol-related Events)"

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Drysdale Tree Farms Limited
6635 County Road 56
Egbert, ON L0L 1N0
705-424-9719
info@drysdales.ca

October 20, 2025

Dear Mayor Macdonald,

Re: Request for letter of municipal significance for upcoming event

Further to our phone conversation earlier today, Drysdale Tree Farms Limited is requesting a letter of Municipal Significance from the Township of Essa. If granted, this letter will be submitted along with an application to the AGCO for a special occasions permit to be able to serve alcohol at our upcoming Enchanted Holiday Forest of Lights event.

This event will run for 4 nights only, on November 28 & 29th, and December 5th & 6th, from 6pm to 10pm each day. The event will be open to the public, and advertised through various media outlets within the Township of Essa and beyond. Tickets will be available for purchase in advance online, and at the door.

For this event, we will be offering a walk-through enchanted/fantasy light trail through a section of forest, horse-drawn wagon rides, a bonfire with marshmallow roasting, as well as live music with food and beverages available for purchase inside our greenhouse as a warm-up area. Our retail store and pre-cut Christmas trees will also be available during the night. If granted,

If the SOP is granted, alcohol will be served exclusively from the greenhouse, and not permitted anywhere else on the property. We will be acquiring the appropriate additional insurance for the farm, as well as hiring a professional bartending service to handle serving.

Should you require any further information or clarifications regarding the event, please do not hesitate to reach out to Luke Williams in our office. He can be reached at 705-424-9719 ext.3, or you can email him at info@drysdales.ca.

We thank you for your time and consideration,

Doug Drysdale
President
Drysdale Tree Farms Limited
705-623-1458 cell

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Sarah Corbett

Subject: Request for Letter of Municipal Significance
Attachments: Request for Municipal Significance Letter.pdf

From: Drysdale's Tree Farm <info@drysdales.ca>
Sent: October 24, 2025 12:53 PM
To: Sarah Corbett <scorbett@essatownship.on.ca>
Cc: Krista Pascoe <kpascoe@essatownship.on.ca>
Subject: RE: Request for Letter of Municipal Significance

Hi Sarah,

Doug is away on a job site and asked me to reply to your email on his behalf.

I have attached a copy of the letter sent to Mayor Macdonald.

We would like to amend one thing: please add December 12 & 13. Our plan was to add this weekend if pre-sales did well and multiple nights sell out before we get to the first weekend. We didn't realise the request for the letter needed to go before the town council for approval, so we hadn't included the tentative dates in the original letter. We likely won't end up needing this as it is only the first year holding this event, but would like the option if needed. Activities/times, etc. will be the same for those dates.

So to confirm, the event dates we are requesting are now November 28, 29, December 5, 6, 12, & 13, with the 12 & 13 being tentative/only if needed.

Most of the other information you requested is already included in the letter, but there were a few things missing/not specified:

- Target Audience: Adults and families. Hoping for 300-500 people per night, over the 4 hour time span. (based on advanced ticket sales, currently our busiest night has only sold 50 tickets)
- Admission: \$30/adult, \$20/child (ages 3-12), Children 2 and under free. (+ HST and service fee for tickets purchased online, no service fee for tickets purchased at the doors)
- Time of event and time of alcohol service is the same, 6pm-10pm.
- Security measures- Staff at building entrances monitoring capacity to ensure limits are not exceeded. Alcohol consumption to be limited within our greenhouse. Staff will be keeping watch to ensure no drinks leave this area. We will be hiring a smart-serve certified, professional bar tending service who will be responsible for serving, verifying customers are legal age, and ensuring nobody consumes too much. Additional insurance (PAL) to be purchased to cover serving of alcohol on the days of the event.
- There will be 1-3 smart-serve certified bar tenders on site handling all alcohol service. Exact number each night to be determined by advanced ticket sales.
- Purpose of event: tourism/entertainment. Hosting this event will bring out local Essa residents, as well as new people into the area, and could result in additional exposure to local businesses and amenities in the area. Our event partner, Enchanta, hosts a similar event in Elora each summer which draws a crowd of nearly 2,000 over the weekend. If this event is successful, we would run it every year with the hopes of reaching similar numbers.

Also, if you could please clarify:

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Permission of property owner- the business and property owner are the same person, Doug Drysdale. He is the one who submitted the request letter. Do we still need to provide a written letter from him granting permission to hold the event on company property?

Insurance naming township as additionally insured- do we need to acquire this before the request for the letter is brought before the council at the November 5 meeting?

Let me know if you require anything else, or need us to expand on any of the details. Looking forward to working together to make this event a success!

Regards,

Luke Williams

Drysdale Tree Farms Limited

6635 County Road 56
Egbert ON L0L 1N0
705-424-9719 option 3 (ph.)
www.drysdales.ca

As we approach our busy fall & Christmas seasons, we are currently receiving a substantial increase in the number of emails and Christmas tree/wreath orders. Due to this, it may take longer for us to reply than usual. We are doing our best to reply in a timely manner, however there may be times where it will take 2-3 days to get back to you. We appreciate your patience, and ask that you please refrain from sending multiple follow up emails, or calling to ask if we received your email, as this can cause further backlog.

Per the Ontario Government's Right to Disconnect bi-law, this email will not be monitored before 9am or after 5pm Monday- Friday, or on weekends.

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**TOWNSHIP OF ESSA
POLICY AND PROCEDURE MANUAL**

Department:	Clerks/Administration	Date:	November 7, 2012
Subject/Title:	Special Occasion Permit Approvals (for Alcohol Related Events)		
Policy Number:	A07-06	Date Approved:	June 15, 2013
		Resolution No.:	CW117-2013
Supersedes	A07-06 September 2007	Effective:	June 16, 2013

1. AUTHORITY

Liquor Licence Act, R.S.O 1990, Regulation 389/91

2. POLICY STATEMENT AND RATIONALE

A Special Occasion Permit (SOP) is required any time alcohol is offered for sale or served anywhere other than in a licensed establishment or a private place (for example, a corporate boardroom). SOPs are issued for *occasional special events only*, and not to operate an ongoing business.

The Corporation of the Township of Essa and its Management recognize the importance of public and community events that are provided in a safe environment having regard for Provincial regulations pertaining to the inclusion of liquor related activities. As such this policy has been implemented to streamline the approval process between departments dealing with such approvals.

3. SCOPE

Individuals (or groups) wishing to hold an event where liquor will be served must apply for a Special Occasion Permit (SOP) through the Liquor Control Board of Ontario. As part of the approval process for such permit(s), approvals must be granted from the municipality in the form of a letter of non-objection (with approvals from each department and/or specific conditions as indicated by each particular department), and sometimes will require a resolution of Council declaring the event to be a *Municipally Significant Event*. (For events falling within the classification of "municipally significant", a resolution from Council is required.)

Application

This policy applies to municipal staff charged with the designation of signing authority for the issuance of approvals for such types of public and/or private events, whereby alcohol is offered for sale or served anywhere other than in a licensed establishment or a private place (by invitation only).

In accordance with Regulation 389/91 of the *Provincial Liquor Licence Act (Special Occasion Permits)*, all public events falling within the classification of "*Municipally Significant Events*", the applicant must give written notification before the event is to take place to the Clerk, a **minimum** of 30 days before the event is to take place (if it is

expected that fewer than 5,000 people will attend the event); or 60 days before the event is to take place (if it is expected that more than 5,000 people will attend the event).

Definitions

Private Event SOP's are typically issued for events such as weddings, birthdays, funerals, bridal showers, etc. **Private events are for invited guests only** and the event must not be advertised to the public, including by way of flyers, newspaper, internet or radio. The event cannot be open to the general public, and there can be no intention to profit from the sale of alcohol at the event.

Public Event SOP's are issued for events that are open to the general public, such as charity fundraisers, outdoor street festivals, community festivals, etc. A Public Event permit holder may advertise the event and can fundraise or profit from the sale of alcohol.

A SOP for a Public Event can be issued to:

- a charity registered under the *Income Tax Act* (Canada); or
- a non-profit organization or association, with its own constitution and by-laws, and organized to promote charitable, educational, religious or community objects.

An individual or business may also apply for a Public Event SOP if organizing or conducting an event of:

- "provincial, national or international significance", as agreed to by the Registrar of Alcohol and Gaming (the Registrar); or
- "**municipal significance**"** for which a **municipal resolution** or letter from the municipal clerk or designated authority which designates the event as one of municipal significance is required.

****Municipally Significant Events** are defined as *public events that are held within the Township of Essa that are made available to the public at large that:*

- i. Enhance or promote community assets (ie: parks, trails);
- ii. Encourage, attract and promote community involvement and/or participation at little or no cost;
- iii. Partner with and/or provide a venue for local businesses, organizations and residents to form part of the activities (ie: vendors, facilitate an event activity).

Examples of municipally significant events would be the shutting down of the main street for a "midnight madness" type of event whereby alcohol would be permitted to be carried by patrons of legal age from one area to another.

Industry Promotional SOP is intended to promote a manufacturer's product(s). These events may be open to the general public or for invited guests only. They can be either "Sale" or "No Sale" liquor events. There can be no intent to profit from the sale of alcohol at the event. Samples for tasting at the event may be provided to those attending the event, and orders for alcohol may be taken. Samples at these events must be provided by a manufacturer or AGCO licensed representative of a manufacturer or an

event organizer acting on behalf of either. All orders must be processed through authorized government retail stores.

An Industry Promotional event can also be for the purposes of conducting market research on a product. Market research events must be held by a manufacturer, or by an AGCO licensed representative of a manufacturer, or on behalf of a manufacturer by another party authorized by the manufacturer to represent them. If an event organizer or an AGCO licensed representative is conducting the market research or providing samples on behalf of a manufacturer, the event organizer must make available upon request a letter from the manufacturer authorizing them as their representative to conduct market research.

4. PROCEDURE AND IMPLEMENTATION

- a. The Clerk's Office is the intake agent for all special occasion permit requests. Applicants are required to submit a letter to the municipality indicating the following:
 - Name and contact information of the event organizer, association, organization;
 - Description of the Event (Private, Public, Industry Promotional Event) including target audience, entrance fees and activities;
 - Date and Time of Event (including times when alcohol will be served);
 - Logistics of the Event - Indoor/Outdoor, location, written property owner consent if public event held on private property, security measures for event, number of servers, etc);
 - Purpose of the event and how it benefits the Township of Essa;
 - Number of people attending (or approximation);
 - Proof of insurance in the amount of \$ 5 million naming the Township of Essa as an additional insured.
- b. The **applicant is responsible for submitting a sketch/drawing** that clearly shows buildings, access, fire routes, fencing, parking, location of tent (if applicable), location of washrooms (if outdoors), etc.
- c. The applicant is responsible for paying the appropriate fee(s) associated with the issuance of such permits (ie: Special Occasion Permit Fee, Building Permit Application Fee, Fire Department Inspection Fee, etc.). Please refer to the Township of Essa's Schedule of Fees.
- d. The Clerk's Office is responsible for sending/emailing a copy of the letter/application as well as the proposed site plan to the following departments for their review and/or approval of the event:
 - Council (if declaration of event as "municipally significant" is required)
 - Fire Department
 - Building Department
 - Planning and Development Department
 - By-law Enforcement Department
 - Public Works Department
 - County of Simcoe (if applicable)

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- OPP (contact via email)
 - Health Unit
- e. Where necessary, each Department Head shall provide the applicant with a listing of conditions to be met that are necessary for approval of the event. Each department shall provide the same listing to the Clerk (or Clerk's designate) for information.
- f. Upon successful inspections and/or conditions being met, all approvals are to be provided to the Clerk's Department, whereby the Clerk (or designate) shall communicate the approval/decline to the applicant providing the applicant with a letter stating such approval/decline. In the event that the municipality declines the approval, the letter to the applicant will outline reasons for the decline based on the comments provided from the various departments.
- g. Upon receipt of municipal approval from the respective departments, the applicant is to provide a copy of the municipality's approval to the OPP and the Simcoe Muskoka District Health Unit separately. Should the applicant's request be declined by the municipality, the Clerk's Department will forward a copy of the decline to the OPP via email.

5. SUMMARY

Effective July 1, 2012, amendments in the form of Ontario Regulation 389/91 make it necessary for this municipality to have a policy in place defining *Events of Municipal Significance*. As such, this policy has been updated to reflect necessary changes. The use of such a policy will help in streamlining the process for approvals/declines of such applications based on the amendments to the *Liquor Licence Act*.

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C016-25
DATE: November 5, 2025
TO: Committee of the Whole
FROM: Sarah Corbett, Deputy Clerk
SUBJECT: Special Occasion Permit/Municipally Significant Event Request – Legacy Fight Club “Project Mayhem IV”

RECOMMENDATION

That Staff Report C016-25 be received, and

That Council approve the request from Legacy Fight Club, dated October 26, 2025, for a Special Occasion Permit to serve alcohol on Saturday November 22, 2025 between the hours of 5:00 p.m. to 11:00 p.m. in the Gymnasium located at the Angus Recreation Centre, 7529 County Road 10, Angus; and

That Council designate the Project Mahem IV event, hosted by Legacy Fight Club as a Municipally Significant Event; and

That this approval is conditional upon a copy of the certificate of insurance in the amount of \$5,000,000.00 being provided to this municipality, listing the Township of Essa as additional insured.

BACKGROUND

The Legacy Fight Club Inc. is a small martial arts club based out of Barrie with many athlete members of the club from Angus and CFB Borden. The event is sanctioned by the Ministry of Sport, is a recognized Provincial Sport Organization (PSO), and Muay Thai Ontario (MTO).

This event will feature 15 bouts with 6 athletes representing the City of Angus and the Simcoe County area.

The Club is running a competition event at the Angus Recreation Centre Gymnasium on Saturday November 22, 2025, and is seeking a resolution from Council in order to be approved for a Special Occasion Permit through the Alcohol and Gaming Commission of Ontario (AGCO). The proposed hours to order and serve alcohol is between 5:00 p.m. – 11:00 p.m.

COMMENTS AND CONSIDERATIONS

In accordance with Policy A07-06 (Attachment No. 2), Special Occasion Permit Approvals for Alcohol Related Events require that the Club provide copies of the \$5,000,000.00 Liability Insurance Certificate to the Township naming the Township of Essa as the additional insured.

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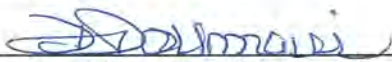
As well, the Policy states that certain information (as outlined in the chart below) is required to be provided to the Clerk's Office prior to any approval of Council being granted.

Name and Contact Information	Legacy Fight Club Inc Dennis Luu
Description of the Event	Project Mayhem IV
Date and Time of the Event	November 22, 2025 – 5:00 p.m. to 11:00 p.m.
Logistics of the Event	This is event open to the public.
Purpose of the Event	The target audience is mainly members from the Club as well as family and friends coming to support the athletes. Tickets are \$45.
Number of people attending	Anticipated attendance is 200-250 people.
Proof of Insurance	Insurance Certificate, naming the Corporation of the Township of Essa, in the amount of \$5,000,000.00 will be provided prior to the Event.

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

FINANCIAL IMPACT

There will be no additional revenue realized by the municipality.


 Manager of Finance Approval

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Approve the Special Occasion Permit/Municipally Significant Event Request – Legacy Fight Club "Project Mayhem IV"**
3. Decline the Request.

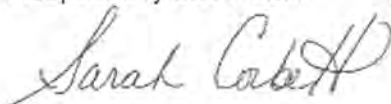
CONCLUSION

Option #2 is recommended.

Respectfully submitted:

Reviewed by:

Reviewed by:







Sarah Corbett
Deputy Clerk

Krista Pascoe
Clerk

Michael Mikael
Chief Administrative Officer

Attachments:

1. Request from Legacy Fight Club
2. Policy A07-06 "Special Occasion Permit Approvals (for Alcohol-related Events)"

For the Consideration of a Resolution Letter

My name is Dennis Luu. I am the head MTO certified coach and owner of Legacy Fight Club based out of Barrie, Ontario. We are a martial arts club. Our club is running a competition event sanctioned by the Ministry of Sport recognized PSO – Muay Thai Ontario (MTO). The event is approved by MTO Canada. We have recently applied for an SOP and require a Resolution Letter to finalize the process. Our event is on November 22 2025

Please see below for all required information pertaining to Section 4 of the Special Occasion Permit Approval Policy.

4a.

Name and Contact Information

Host Club – *Legacy Fight Club Inc.*, 351 King St., Unit 7, Barrie ON

Tel: 647-567-1314

Email: legacyfightclub2014@gmail.com

Associated Organization – This is a Muay Thai event sanctioned by the Ministry of Sport recognized PSO – Muay Thai Ontario (MTO).

The event is approved by MTO, <https://muaythaiontario.org>, info@muaythaiontario.org

Description of Event

This is a government-sanctioned Muay Thai competition open to the public. We are featuring 15 bouts with 6 athletes representing the City of Angus and the Simcoe County area.

Our target audience is mainly members from our club as well as family and friends coming to support our athletes.

Tickets are \$45 for general admission.

Date and Time

The event runs from 5:00 PM to 11:00 PM. Alcohol will be served within this window.

Logistics of the Event

The event is located indoors, in the Gymnasium at the Angus Recreation Centre.

We have a team of 15+ volunteers and staff to help operate the event.

Positions covered include:

- 2 Front Desk Individuals

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- 1 Licensed Doctor
- EMT Team – 1 Paramedic, 1 Nurse
- 3–5 Security Personnel
- 2 Smart Serve Certified Individuals
- MTO Officials – Judges, Referees, and Chief Medical Personnel
- Other positions to be confirmed

Purpose of Event

The hosted martial arts club is located in the City of Barrie. However, we have many individuals living in the Township of Essa, Alliston, and Borden who happen to be students of our club and will be participating or coming out to support this event.

This event will showcase many talented athletes from the north, including those from the Angus area.

Number of People Attending

The approximate attendance will be around 200–250 attendees.

Proof of Insurance

MTO (Muay Thai Ontario) will provide event insurance, including alcohol coverage. We have requested a copy and will provide it when received.

4b.

See attached.

4c.

See attached for contract to rent venue (*Gymnasium, Angus Recreation Centre*).
Let us know of any additional application fees.

5d. – 5g.

Acknowledged.

We very much appreciate your consideration for this event.

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Thank you,
Dennis Luu
Coach / Owner
legacyfightclub2014@gmail.com

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**TOWNSHIP OF ESSA
POLICY AND PROCEDURE MANUAL**

Department:	Clerks/Administration	Date:	November 7, 2012
Subject/Title:	Special Occasion Permit Approvals (for Alcohol Related Events)		
Policy Number:	A07-06	Date Approved:	June 15, 2013
		Resolution No.:	CW117-2013
Supersedes	A07-06 September 2007	Effective:	June 16, 2013

1. AUTHORITY

Liquor Licence Act, R.S.O 1990, Regulation 389/91

2. POLICY STATEMENT AND RATIONALE

A Special Occasion Permit (SOP) is required any time alcohol is offered for sale or served anywhere other than in a licensed establishment or a private place (for example, a corporate boardroom). SOPs are issued for *occasional special events only*, and not to operate an ongoing business.

The Corporation of the Township of Essa and its Management recognize the importance of public and community events that are provided in a safe environment having regard for Provincial regulations pertaining to the inclusion of liquor related activities. As such this policy has been implemented to streamline the approval process between departments dealing with such approvals.

3. SCOPE

Individuals (or groups) wishing to hold an event where liquor will be served must apply for a Special Occasion Permit (SOP) through the Liquor Control Board of Ontario. As part of the approval process for such permit(s), approvals must be granted from the municipality in the form of a letter of non-objection (with approvals from each department and/or specific conditions as indicated by each particular department), and sometimes will require a resolution of Council declaring the event to be a *Municipally Significant Event*. (For events falling within the classification of "municipally significant", a resolution from Council is required.)

Application

This policy applies to municipal staff charged with the designation of signing authority for the issuance of approvals for such types of public and/or private events, whereby alcohol is offered for sale or served anywhere other than in a licensed establishment or a private place (by invitation only).

In accordance with Regulation 389/91 of the *Provincial Liquor Licence Act (Special Occasion Permits)*, all public events falling within the classification of "*Municipally Significant Events*", the applicant must give written notification before the event is to take place to the Clerk, a **minimum** of 30 days before the event is to take place (if it is

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expected that fewer than 5,000 people will attend the event); or 60 days before the event is to take place (if it is expected that more than 5,000 people will attend the event).

Definitions

Private Event SOP's are typically issued for events such as weddings, birthdays, funerals, bridal showers, etc. **Private events are for invited guests only** and the event must not be advertised to the public, including by way of flyers, newspaper, internet or radio. The event cannot be open to the general public, and there can be no intention to profit from the sale of alcohol at the event.

Public Event SOP's are issued for events that are open to the general public, such as charity fundraisers, outdoor street festivals, community festivals, etc. A Public Event permit holder may advertise the event and can fundraise or profit from the sale of alcohol.

A SOP for a Public Event can be issued to:

- a charity registered under the *Income Tax Act* (Canada); or
- a non-profit organization or association, with its own constitution and by-laws, and organized to promote charitable, educational, religious or community objects.

An individual or business may also apply for a Public Event SOP if organizing or conducting an event of:

- "provincial, national or international significance", as agreed to by the Registrar of Alcohol and Gaming (the Registrar); or
- "**municipal significance**"** for which a **municipal resolution** or letter from the municipal clerk or designated authority which designates the event as one of municipal significance is required.

****Municipally Significant Events** are defined as public events that are held within the Township of Essa that are made available to the public at large that:

- i. Enhance or promote community assets (ie: parks, trails);
- ii. Encourage, attract and promote community involvement and/or participation at little or no cost;
- iii. Partner with and/or provide a venue for local businesses, organizations and residents to form part of the activities (ie: vendors, facilitate an event activity).

Examples of municipally significant events would be the shutting down of the main street for a "midnight madness" type of event whereby alcohol would be permitted to be carried by patrons of legal age from one area to another.

Industry Promotional SOP is intended to promote a manufacturer's product(s). These events may be open to the general public or for invited guests only. They can be either "Sale" or "No Sale" liquor events. There can be no intent to profit from the sale of alcohol at the event. Samples for tasting at the event may be provided to those attending the event, and orders for alcohol may be taken. Samples at these events must be provided by a manufacturer or AGCO licensed representative of a manufacturer or an

event organizer acting on behalf of either. All orders must be processed through authorized government retail stores.

An Industry Promotional event can also be for the purposes of conducting market research on a product. Market research events must be held by a manufacturer, or by an AGCO licensed representative of a manufacturer, or on behalf of a manufacturer by another party authorized by the manufacturer to represent them. If an event organizer or an AGCO licensed representative is conducting the market research or providing samples on behalf of a manufacturer, the event organizer must make available upon request a letter from the manufacturer authorizing them as their representative to conduct market research.

4. PROCEDURE AND IMPLEMENTATION

- a. The Clerk's Office is the intake agent for all special occasion permit requests. Applicants are required to submit a letter to the municipality indicating the following:
 - Name and contact information of the event organizer, association, organization;
 - Description of the Event (Private, Public, Industry Promotional Event) including target audience, entrance fees and activities;
 - Date and Time of Event (including times when alcohol will be served);
 - Logistics of the Event - Indoor/Outdoor, location, written property owner consent if public event held on private property, security measures for event, number of servers, etc);
 - Purpose of the event and how it benefits the Township of Essa;
 - Number of people attending (or approximation);
 - Proof of insurance in the amount of \$ 5 million naming the Township of Essa as an additional insured.
- b. The **applicant is responsible for submitting a sketch/drawing** that clearly shows buildings, access, fire routes, fencing, parking, location of tent (if applicable), location of washrooms (if outdoors), etc.
- c. The applicant is responsible for paying the appropriate fee(s) associated with the issuance of such permits (ie: Special Occasion Permit Fee, Building Permit Application Fee, Fire Department Inspection Fee, etc.). Please refer to the Township of Essa's Schedule of Fees.
- d. The Clerk's Office is responsible for sending/emailing a copy of the letter/application as well as the proposed site plan to the following departments for their review and/or approval of the event:
 - Council (if declaration of event as "municipally significant" is required)
 - Fire Department
 - Building Department
 - Planning and Development Department
 - By-law Enforcement Department
 - Public Works Department
 - County of Simcoe (if applicable)

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- OPP (contact via email)
 - Health Unit
- e. Where necessary, each Department Head shall provide the applicant with a listing of conditions to be met that are necessary for approval of the event. Each department shall provide the same listing to the Clerk (or Clerk's designate) for information.
- f. Upon successful inspections and/or conditions being met, all approvals are to be provided to the Clerk's Department, whereby the Clerk (or designate) shall communicate the approval/decline to the applicant providing the applicant with a letter stating such approval/decline. In the event that the municipality declines the approval, the letter to the applicant will outline reasons for the decline based on the comments provided from the various departments.
- g. Upon receipt of municipal approval from the respective departments, the applicant is to provide a copy of the municipality's approval to the OPP and the Simcoe Muskoka District Health Unit separately. Should the applicant's request be declined by the municipality, the Clerk's Department will forward a copy of the decline to the OPP via email.

5. SUMMARY

Effective July 1, 2012, amendments in the form of Ontario Regulation 389/91 make it necessary for this municipality to have a policy in place defining *Events of Municipal Significance*. As such, this policy has been updated to reflect necessary changes. The use of such a policy will help in streamlining the process for approvals/declines of such applications based on the amendments to the *Liquor Licence Act*.

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO016-25
DATE: November 5, 2025
TO: Committee of the Whole
FROM: Michael Mikael, P.Eng, Chief Administrative Officer
SUBJECT: NVCA – Memorandum of Understanding (MOU)

RECOMMENDATION

That Staff Report CAO016-25 be received; and

That Council enter into a Memorandum of Understanding (MOU) with the NVCA for a one (1) year period to commence January 1, 2026 and shall automatically renew for an additional one-year period(s) under the same terms unless either party provides written notice of termination to the other party at least (60) days prior to the expiry of the initial term or renewal term, as the case may be.

BACKGROUND

The purpose of an MOU is to outline and define roles and responsibilities. Clear roles will help to reinforce expectations and eliminate unknown factors. That is, the NVCA is requesting the municipality to enter into an MOU to clearly specify expectations and roles which stem from existing provincial legislation.

Essa's current MOU with the NVCA expires on December 31, 2025, which was for a one (1) year term with one year renewal clause. The attached draft MOU provided by the NVCA is for a one (1) year term and shall automatically renew for additional one-year period(s) on same terms unless either party provides written notice of termination to the other party at least (60) days prior to the expiry of the initial term or renewal term, as the case may be.

COMMENTS AND CONSIDERATIONS

The NVCA has canvassed all 18 of its watershed municipalities to offer an opportunity to participate in a MOU wherein municipalities would benefit from enhanced services since the province has spelled out that municipalities are not mandated to enter into MOUs nor pay for additional services beyond what is considered as a core service.

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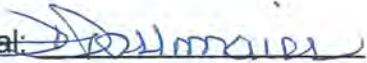
Furthermore, the agreement will only be deemed effective on yearly basis upon the Township's Council's annual approval of Category 3 funding, as confirmed by formal resolution passed by Council (section 7 of the draft agreement).

The NVCA is encouraging all of its 18 member municipalities to pay for enhanced Category Two and Three programs and services. The cost of the enhancements would be \$26,583.50 in 2025 (approximately 10.7% increase from 2024) and is likely to increase in future years.

FINANCIAL IMPACT

Enhanced category Two & Three including category one will cost the municipality \$30,444.03 in 2026. This represents a total budget in the amount of \$262,526.79 for 2026 (approximately 1.87% increases in 2026 from the 2025 total budget totaling \$257,663)

Manager of Finance Approval:



SUMMARY/OPTIONS

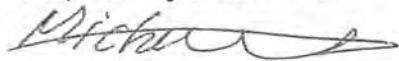
Council may:

1. Take no further action.
2. Enter into a Memorandum of Understanding (MOU) with the NVCA for a one (1) year period to commence January 1, 2026, with automatic renewal for an additional one-year period(s) under the same terms unless either party provides written notice of termination to the other party at least (60) days prior to the expiry of the initial term or renewal term, as the case may be.
3. Other as Council may deem appropriate.

CONCLUSION

Option #2 is recommended.

Respectfully submitted:



Michael Mikael, P.Eng
CAO

Attachments:
Memorandum of Understanding (MOU)



MEMORANDUM OF UNDERSTANDING ("MOU")

THIS AGREEMENT dated this 1 day of January 2026.

BETWEEN:

THE NOTTAWASAGA VALLEY CONSERVATION AUTHORITY
(hereinafter called "Authority")

- and -

TOWNSHIP OF ESSA,
(Hereinafter called the "Township") OF THE SECOND PART

WHEREAS NVCA is a conservation authority established under the *Conservation Authorities Act* ("Act") and is governed by its participating municipalities in accordance with the Act;

AND WHEREAS the Township is a lower-tier municipality located wholly or partly within the area under the jurisdiction of NVCA;

AND WHEREAS Category 3 is defined as per Section **21.1.2** (1) of the Act;

AND WHEREAS under the Act, Category 3 programs and services deemed advisable by NVCA's Board of Directors may be provided with municipal funding subject to a memorandum of understanding ("MOU") or a cost apportionment agreement in respect of the programs and services;

AND WHEREAS NVCA is prepared to provide certain non-mandatory Category 3 programs and services to and/or on behalf of and/or within the boundaries of the Township;

AND WHEREAS pursuant to Sections 25 and 27 of the Act, conservation authorities are authorized to apportion costs to municipalities for delivery of mandatory programs and services, general operating and capital expenses;

AND WHEREAS pursuant to Section 25 and 27 of the Act and Ontario Regulation 687/21, conservation authorities and municipalities may enter into an agreement to allow for the apportionment of costs to municipalities for services provided, other than mandatory services;

AND WHEREAS the Township wishes to avail themselves of the non-mandatory services attached hereto as Schedule "A";

AND WHEREAS the Council of the Township has authorized the Township to enter into this MOU with NVCA for the delivery of programs and services;

NOW THEREFORE, in consideration of the terms of this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. The Authority agrees to provide to the Township the services outlined in the Inventory of Services and Programs attached hereto as Schedule "A".
2. The Township agrees to be charged a levy for such services in accordance with the levy stated in Schedule "A" to be apportioned among the NVCA Municipalities.
3. The Authority will not add to or delete from the services or programs funded through the levy without first consulting with the Township. Any such change would require an amendment to this Agreement agreed to by all parties.
4. The parties will maintain the current annual approval process for increasing levy and budget (i.e. weighted vote based upon current value assessment in the watershed for approval of the levy).
5. The Township will continue to support the current Inventory of Services and Programs throughout the period of this Agreement.
6. This Agreement will be effective for a term of one (1) year commencing on the 1st of January 2026 ("Initial Term"). This Agreement will automatically renew for additional one (1) year periods (each a "Renewal Term") on the same terms and conditions unless either party provides written notice of termination to the other party at least sixty (60) days prior to the expiry of the Initial Term or Renewal Term, as the case may be.
7. This Agreement shall be deemed effective only upon the Township's Council's annual approval of Category 3 funding, as confirmed by formal resolution passed by Council. The Township retains the sole discretion, to determine its participation in Category 3 funding on an annual basis, and nothing in this Agreement shall be construed as a commitment to provide such funding beyond the term authorized by Council in any given year.
8. NVCA and the Township will strive to facilitate open and timely communication at all levels.

9. Unless otherwise provided for within the Act, if a dispute arises between the parties, including in respect of the content or interpretation of this MOU, and which has not been resolved within sixty (60) days, the mediator to be appointed by a judge of a Superior Court, for resolution via non-binding mediation conducted pursuant to the National Mediation Rules of the ADR.
10. If any provision of this MOU is invalid, unenforceable or unlawful, such provision shall be deemed to be deleted from this MOU and all other provisions of this MOU shall remain in full force and effect and shall be binding in all respects between the parties hereto.
11. The Township and NVCA will continue to work together to identify opportunities for further collaboration to the benefit of both parties and ensure efficiency, transparency and accountability in the use of public sector resources.
12. This MOU shall be made available to the public in accordance with the Act and any applicable regulations.
13. Notices shall be in writing and shall be delivered by postage-prepaid envelope, personal delivery, or email, and shall be addressed to, respectively, the Member Representative and the Authority Representative. Notices shall be deemed to have been given: (a) in the case of postage pre-paid envelope, five (5) business days after such notice is mailed; or (b) in the case of personal delivery or email one (1) business day after such notice is received by the other party.

The Member Representative:

Name

Title

Township Address

Email

The Authority Representative:

Jennifer Vincent

Chief Administrative Officer

The Nottawasaga Valley Conservation Authority

8195 8th Line, Utopia, ON, L0M 1T0

Email: jvincent@nvca.on.ca

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IN WITNESS WHEREOF, the parties have entered into this MOU as of the Effective Date.

**NOTTAWASAGA VALLEY
CONSERVATION AUTHORITY**

Per: _____

Name: Jennifer Vincent

Title: Chief Administrative Officer

Date:

Per: _____

Name: Jonathan Scott

Title: Chair of NVCA

Date:

TOWNSHIP of ESSA

Per: _____

Name:

Title:

Date:

Per: _____

Name:

Title:

Date:

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Schedule "A"

Nottawasaga Valley Conservation Authority Inventory of Programs and Services
Approved by Board of Directors: February 25, 2022

CATEGORY 1**Natural Hazard Management Program**

Program Description: Conservation Authorities (CAs) are the lead provincial agencies on Natural Hazard issues. The goal is to protect life and property from flooding and erosion. This watershed-wide, comprehensive program includes development applications and permits, municipal plan input and review, environmental planning and policy, flood forecast and warning, flood and erosion control infrastructure, technical studies, ice management, education, and public awareness.

Program/Service and Subservices	Description	Category Rationale
CA Act Section 28 Permit administration and compliance activities	Respond to property inquiries. Reviewing and processing of permit applications and associated technical reports under O. Reg. 41/24, site inspections to confirm compliance, communication with applicants, agents, consultants, and legal representatives.	CA Act O. Reg. 686/21 s.8
Municipal Plan Input and Review	Provide technical input and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances). Provide input into municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of Ministry of Natural Resources and Forestry (MNRF), delegated to CAs in 1995 and as outlined the 2001 MOU between MNRF, Ministry Municipal Affairs and Housing and Conservation Ontario. Provide input into the review and approval processes under other applicable law, with comments principally related to natural hazards, wetlands, watercourses, and Sec. 28 permit requirements.	CA Act O. Reg. 686/21 s.6/7
Flood & Low Water Forecasting and Warning	Daily data collection and monitoring of weather forecasts, provincial and local water level forecasts, watershed conditions, snow course, flood event forecasting, flood warning, communications and response and equipment maintenance. Annual meeting with municipal flood emergency coordinator.	CA Act 21.1 O. Reg. 686/21 Sec 2 Sec 3

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Program/Service and Subservices	Description	Category Rationale
	Low water conditions monitoring and analysis. Technical and administrative support to the Water Response Team representing major water users and decision makers, who recommend drought response actions. Data collection, mapping, data sets, watershed photography. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	
Flood and Erosion Control Infrastructure Operation and Management	Flood and erosion control infrastructure operations. (routine activities related to the operation of the structures). Includes five flood control projects and 13 erosion control projects that are annually inspected, and routine maintenance work completed.	CA Act 21.1 O. Reg. 686/21 Sec 2 Sec 5
Flood and Erosion Control Infrastructure Major Maintenance	Routine and preventative maintenance on flood and erosion control structures as required. Projects are eligible for the Water and Erosion Control Infrastructure (WECI) funding from the province.	CA Act 21.1 O. Reg. 686/21 Sec 5
Ice Management Services	Preventative measures associated with the control of ice in areas where there is a chronic problem occurring annually, where there is an increase in the risk to life and property and where there is a method to reduce the possible adverse effects of the ice. The Ice Management Plan is being updated.	CA Act 21.1 O. Reg. 686/21 Sec 4
Technical Studies and Policy Review	Studies, monitoring and projects to inform natural hazards management programs including floodplain management, watershed hydrology, regulations areas mapping update, flood forecasting system assessment, floodplain policy, Georgian Bay shoreline management. These projects often last one to two years and are distributed over time as human resources and funding is available.	CA Act 21.1 O. Reg. 686/21 Sec 1
Natural Hazards Communications, Outreach and Education	Promoting public awareness of natural hazards including flooding, drought, and erosion. Public events, materials. Social media services. Media relations.	CA Act 21.1 O. Reg. 686/21 Sec 1(2)(3)

Provincial Water Quality & Quantity Monitoring

Program Description: NVCA, in partnership with Ministry of Environment, Climate Change and Parks (MECP), has established long term sites to monitor surface and ground water conditions.

Program/Service and Subservices	Description	Category Rationale
Provincial Water Quality Monitoring Network (PWQMN)	A long-standing (50+ year) CA/MECP partnership for stream water quality monitoring at nine sites. CA takes water samples and MECP does lab analysis and data management. Information is used for watershed report cards and stewardship project prioritization.	CA Act 21.1.1 O. Reg. 686/21 12 (1) 2
Provincial Groundwater Monitoring Network (PGMN)	A long-standing CA/MECP partnership for groundwater level and quality monitoring at 16 stations. Costs include equipment, data collection, analysis, data management and reporting. MECP funded network installation and continues to fund equipment replacements. Data collected supports flood forecast and warning, low water response, and water quality monitoring.	CA Act 21.1.1 O. Reg. 686/21 12 (1) 1

Drinking Water Source Protection

Program Description: The protection of municipal drinking water supplies in the NVCA watershed through the development and implementation of the Source Protection Plans.

Program/Service and Subservices	Description	Category Rationale
Drinking Water Source Protection Program (DWSP)	Source Protection Area/Region, technical support, Source Protections Committee support, Source Protection Authority reports and meetings. Activities required by the Clean Water Act and regulations.	CA Act 21.1.1 O. Reg. 686/21 Sec. 13

Natural Heritage

Program Description: NVCA completes natural heritage monitoring, delineation of natural heritage systems, data analysis and wetland regulation mapping to support municipalities, other NVCA departments and inter-agency and NGO partnerships.

Program/Service and Subservices	Description	Category Rationale
Wetland & Natural Heritage Evaluations	Complete wetland evaluations and natural heritage evaluations of NVCA properties.	CA Act 21.1.1
Wetland Regulation Mapping	Maintain and update NVCA wetland regulation mapping.	CA Act 21.1.1

Conservation Authority Lands and Conservation Areas

Program Description: NVCA owns 5,240 hectares of land which includes conservation areas, management areas, conservation forests, farmland and flood control structures and surrounding land. NVCA properties are essential to watershed management and environmental protection, help implement the Watershed Management Strategy, and provide areas for passive recreation.

Program/Service and Subservices	Description	Category Rationale
Section 29 Minister's regulation for Conservation Areas	Undertake Conservation areas regulations enforcement and compliance initiatives within Conservation areas to prevent unlawful activity and protect the Authority from exposure to liability under the <i>Occupiers' Liability Act</i> .	CA Act 21.1(1)(i); 28(1)(d); 28(1)(e); 29(1)
NVCA forests and management areas (not Conservation Areas)	Management and maintenance of CA owned lands. Includes forest management, signage, gates, passive recreation, stewardship/ restoration, carrying costs such as taxes and insurance.	CA Act 21.1(1)(i); 27(1); 29(1)
Conservation Areas	Management and maintenance of 11 conservation areas and over 30km of recreational trails. Includes passive recreation, risk management program, hazard tree management, gates, fencing, signage, brochures, communications, pedestrian bridges, trails, parking lots, picnic tables, pavilions, roadways, stewardship/ restoration, carrying costs such as taxes and insurance.	CA Act 21.1(1)(i); 27(1); 29(1)
Conservation Area Major Maintenance	Major maintenance and capital improvements to support public access, safety, and environmental protection such as parking lots, pedestrian bridges, boardwalks, trails.	CA Act 21.1(1)(i); 25(1); 27(1)
Inventory of Conservation Authority lands	The land inventory will include the following information: location as well as date, method and purpose of acquisition, land use. One time project with updates as properties are acquired or disposed of and details of agreement and/or tax programs (if applicable) (MFTIP, CLTIP).	CA Act 21.1(1)(i)
Strategy for CA owned or controlled lands and management plans	This strategy will include the management and use of CA-owned or controlled properties including guiding principles, objectives, land use, natural heritage, classifications of lands, mapping, identification of programs and services on the lands, public consultation, publish on website. One-Year Project.	CA Act 21.1(1)(i)
Land Acquisition and Disposition Strategy	A policy to guide the acquisition and disposition of land in order to fulfill the objects of the authority. Current Land Securement Strategy runs from 2020 to 2030.	CA Act 21.1(1)(i)

Program/Service and Subservices	Description	Category Rationale
Natural asset assessments of CA owned or controlled lands	Determination of the natural assets, the functions they provide and their state on CA-owned and controlled lands.	CA Act 21.1(1)(1)(ii)

Watershed Stewardship and Restoration (Urban, rural & agricultural)

Program Description: The Category 1 stewardship and restoration program oversees the coordination of targeted river restoration initiatives based on watershed science. These projects reduce the risk to life and property from natural hazards, protect water quality and quantity, and make the watersheds more resilient to climate change.

Program/Service and Subservices	Description	Category Rationale
CA-owned Land Stewardship Program	Work to mitigate flood and erosion hazards, protect water quality, restore floodplains, reduce nutrient contamination, restore wetlands, manage non-native invasive species, protect groundwater, improve aquatic species at risk habitat and promote climate change mitigation and adaptation on CA-owned lands. Coordinate targeted river restoration and fish habitat improvement initiatives using information generated by the Watershed Science department to identify priority sites and restoration techniques.	CA Act 21.1.2 (1)
Private Land Stewardship Program	Work with private property owners and environmental groups to mitigate flood and erosion hazards, protect water quality, restore floodplains, reduce nutrient contamination, and restore wetlands. Apply for and manage external funding, promote private land stewardship, provide technical advice and design support and funding assistance.	CA Act 21.1 (1)
Functional Benefit Assessment of Stewardship Projects	Evaluation through monitoring of the hazard mitigation benefits provided by stewardship projects	CA Act 21.1(1)(1)(i)

Enabling Services:

Program Description: Key assistance provided to all departments of the conservation authority, board of directors, member municipalities and the general public to enable NVCA to operate in an accountable, efficient and effective manner.

Program/Service and Subservices	Description	Category Rationale
Corporate Services	Administrative, human resources, financial, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority. Includes health and safety program, overseeing programs and policies.	CA Act 20
Financial Services	Annual budget, accounts payable and receivable, payroll, financial analysis, financial audit, administration of reserves and investments, financial reports for funding agencies, preparing, and submitting reports to CRA, benefits program administration.	CA Act 20
Legal Expenses	Costs related to agreements/contracts, administrative by-law updates	CA Act 20
Governance	Supporting CA Boards, Advisory Committees, Office of CAO and Senior Management.	CA Act Part IV
Communications and Outreach	Informing the public of NVCA programs and projects through media, open houses, public meetings, website administration, responding to inquiries from the public, crisis communications.	CA Act 20
Administration Buildings	Office buildings and the workshop are used to support NVCA staff, programs, and services. Includes utilities, routine and major maintenance, property taxes.	CA Act 20
Information Technology Management/GIS	Data management, records retention. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	CA Act 20
Vehicle and Equipment	A fleet of vehicles and equipment to support the work of NVCA, including capital purchases, fuel, licenses, repairs, and maintenance. Programs and projects are charged for the use of the vehicles and equipment.	CA Act CA Act 20
ALL	Asset Management Services	CA Act 25/26

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CATEGORY 2**Drinking Water Source Protection**

Program Description: The protection of municipal drinking water supplies in the NVCA watershed through the development and implementation of the Source Protection Plans.

Program/Service and Subservices	Description	Category Rationale
DWSP Risk Management Official	Carrying out Part IV duties of the <i>Clean Water Act</i> on behalf of municipalities through service agreements.	CA Act 21.1.1

Conservation Authority Lands and Conservation Areas

Program Description: NVCA owns 5,240 hectares of land which includes conservation areas, management areas, conservation forests, farmland and flood control structures and surrounding land. NVCA properties are essential to watershed management and environmental protection, help implement the Watershed Management Strategy, and provide areas for passive recreation.

Program/Service and Subservices	Description	Category Rationale
Tottenham Campground	Long-term lease with municipal partner to operate a campground and associated facilities at Tottenham Conservation Area.	CA Act Non-passive recreation 21.1.1(1)(4); 29(1)
Riverdale Park	Long-term lease with municipal partner for the management of Riverdale Park.	CA Act/ Passive Recreation 21.1.1(1)(4); 29(1)

CATEGORY 3**Local Water Quality Monitoring**

Program Description: NVCA, in partnership with community organizations, municipalities, and federal and provincial agencies has established sites to monitor surface water quality and quantity.

Program/Service and Subservices	Description	Category Rationale
Surface Water Quality/ Stream Health Monitoring Program	Surface water quality monitoring for Benthic macroinvertebrates at an average of 65 sites per year, water temperature monitoring at an average of 57 sites per year, electrofishing at an average of 20 sites per year, and around 100 sites per year for flows. Responding to local spills events at the request of MECP. Costs include sampling, analysis, and reporting.	CA Act 21.1 (a)

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Program/Service and Subservices	Description	Category Rationale
Simcoe Groundwater monitoring program	In partnership with the OGS NVCA monitors groundwater level and quality at 29 locations. Costs include equipment, data collection, analysis, data management and reporting.	CA Act 21.1 (a)
Climate Change Impact Monitoring Program	Surface, groundwater and natural heritage monitoring of indicators specifically tied to climate change impacts in the watershed.	CA Act 21.1 (a)
Watershed Report Card	Conservation Authorities report on local watershed conditions every five years, led by Conservation Ontario's Watershed Report Cards. NVCA watershed is divided into 9 subwatersheds. Measuring increases understanding of the watershed, focuses efforts and tracks progress. Data to produce report cards contingent on support of Stream Health Monitoring Program.	CA Act 21.1 (a)

Natural Heritage

Program Description: NVCA completes natural heritage monitoring, delineation of natural heritage systems, data analysis and wetland regulation mapping to support municipalities, other NVCA departments and inter-agency and NGO partnerships.

Program/Service and Subservices	Description	Category Rationale
Natural Heritage Systems	Field based monitoring of terrestrial flora and fauna including bird monitoring and invasive species and species at risk.	CA Act 21.1 (a)

Conservation Authority Lands and Conservation Areas

Program Description: NVCA owns 5,240 hectares of land which includes conservation areas, management areas, conservation forests, farmland and flood control structures and surrounding land. NVCA properties are essential to watershed management and environmental protection, help implement the Watershed Management Strategy, and provide areas for passive recreation.

Program/Service and Subservices	Description	Category Rationale
New Lowell Campground	Long-term lease with a private party to operate a campground and associated facilities at New Lowell Conservation Area.	CA Act Non-passive recreation 21.1.2 (1); 29(1)
Utopia Conservation Area	Short-term lease (5-year) with community partner for management of the Utopia Conservation Area	CA Act Passive recreation 21.1(1)(i); 21.1.2 (1); 29(1)
Beeton Creek Property	Short-term lease (5-year) with community partner to lease residence	CA Act 21.1(1)(i); 21.1.2 (1); 29(1)

Program/Service and Subservices	Description	Category Rationale
Mayer's Marsh	Agricultural lease (annual)	CA Act 21.1.2 (1); 29(1)
Petun Conservation Area	Short-term lease (5-year) with community partner to lease portions of the property for fish hatchery operations	CA Act 21.1(1)(i); 21.1.2 (1); 29(1)
Utopia Conservation Area	Short-term lease for commercial access through the Utopia Conservation Area	CA Act 21.1(1)(i); 21.1.2 (1); 29(1)
Black Ash Creek	Formalized agreement for commercial access through Black Ash Creek (NVCA-owned property)	CA Act 21.1(1)(i); 21.1.2 (1); 29(1)
Land acquisition	Strategic acquisition of environmentally significant properties as per NVCA's 2020 Land Securement Strategy.	CA Act 21.1.2 (1)
Events	Includes weddings, corporate events, private gatherings, etc.	CA Act 21.1.2 (1)
Festivals	Includes public events (ex. Spring Tonic, Festival at the Fort, etc.)	CA Act 21.1.2 (1)

Watershed Stewardship and Restoration (Urban, rural & agricultural)

Program Description: The Category 3 stewardship and restoration program has three key components: one-on-one technical and financial assistance to watershed landowners, coordination of target river restoration initiatives based on watershed science, and the reforestation program. Projects reduce the risk to life and property from natural hazards, protect water quality and quantity, improve forest conditions, increase biodiversity and make the watersheds more resilient to climate change.

Program/Service and Subservices	Description	Category Rationale
Private Land Stewardship Program	Work with property owners and environmental groups to mitigate flood and erosion hazards, protect water quality, restore floodplains, reduce nutrient contamination, restore wetlands, manage non-native invasive species, protect groundwater, improve aquatic species at risk habitat and promote climate change mitigation and adaptation. Coordinate targeted river restoration and fish habitat improvement initiatives using information generated by the Watershed Science department to identify priority sites and restoration techniques. Apply for and manage external funding, promote private land stewardship, provide technical advice and design support and funding assistance.	CA Act 21.1.2 (1)

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Program/Service and Subservices	Description	Category Rationale
Tree Planting and Forestry Services on Private	Forestry services including planting plan development, site preparation, tree and shrub planting, and survival assessments. Private woodlot stewardship, technical assistance, link to funding programs to maintain form and function of watershed forest cover.	CA Act 21.1.2 (1)

Conservation Education and Community Outreach

Program Description: Education and outreach programs increase knowledge and awareness in children and adults about local environmental issues, watersheds and ecosystems and conservation actions they can implement.

Program/Service and Subservices	Description	Category Rationale
School programs	Curriculum-based education programs for pre-school, elementary and secondary students. These programs focus on local watersheds, ecosystems, and environmental issues. Programs take place in school yards, schools, field trips to conservation areas, community parks and through online learning opportunities.	CA Act 21.1.2 (1)
Community programs and events	Education, day camp, outreach programs and community events to assist in achieving the objectives of the conservation authority. Some of these programs are open to people of all ages.	CA Act 21.1.2 (1)