

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, DECEMBER 21, 2022  
6:00 p.m.**

**AGENDA**

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

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

**2. DISCLOSURE OF PECUNIARY INTEREST**

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

- p. 1     **a. Public Meeting – Zoning By-law Amendment (Z5-22)**  
          re: 59 Centre Street, Angus
  
- p. 4     **b. Public Meeting – Zoning By-law Amendment (Z9-22)**  
          re: 56 River Drive, Angus
  
- p. 7     **c. Public Meeting – Zoning By-law Amendment (Z6-22)**  
          re: 8677 County Road 56, Utopia
  
- p. 10    **d. Public Meeting – Proposed Fees and Charges Amendments**  
          re: Proposed Amendments to Essa's Fees and Charges By-law 2013-28

**STAFF REPORTS**

**4. PLANNING AND DEVELOPMENT**

- p. 23    **a. Staff Report PD020-22 submitted by the Senior Planner, re: 2 Alma Street – Zoning By-law Amendment (Z8-22).**

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

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

- p. 32    **a. Staff Report PR017-22 submitted by the Manager of Parks and Recreation, re: Youth Aquatic Leadership Opportunity.**

*Recommendation: Be it resolved that Staff Report PR017-22 be received; and That Council approve donating to the Nottawasaga Pines Secondary School in the amount of \$3,750.00 in 2023 to help support 15 local youth with aquatic leadership skills.*

**6. FIRE AND EMERGENCY SERVICES**

**7. PUBLIC WORKS**

**8. FINANCE**

- p. 35 a. **Staff Report TR008-2022 submitted by the Manager of Finance, re: 2023 Budget Deliberation Meeting Dates.**

Recommendation: *Be it resolved that Staff Report TR008-22 be received; and That Council direct staff to schedule the Special Meetings of Council for 2023 Budget Deliberations on Wednesday January 18, 2023, Wednesday February 1, 2023 and Wednesday February 15, 2023 from 1:00 p.m. to 5:00 p.m.*

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

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

- p. 37 a. **Staff Report CAO039-22 submitted by the Chief Administrative Officer, re: Proposed Housekeeping Amendments to the Township of Essa's Zoning By-law, 5403 and 5427 8<sup>th</sup> Line.**

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

**11. OTHER BUSINESS**

**12. 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 18<sup>th</sup> day of January, 2023 at 6:00 p.m.*

**PUBLIC MEETING HANDOUT  
December 21, 2022**

**PROPOSED ZONING BY-LAW AMENDMENT (Z5-22)  
(Affecting 59 Centre Street)**

Mayor: The purpose of this Public Meeting is to review a proposal for a Zoning By-law Amendment to rezone lands for a proposed single-detached residential building to be located at 59 Centre Street, Angus, in accordance with the provisions of the Planning Act.

**DESCRIPTION OF THE PROPOSAL (Planner):**

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

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

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

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

**SUMMARY OF COMMENTS FROM NEIGHBOURS & AGENCIES (Planner):**

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

**COMMENTS & QUESTIONS FROM PUBLIC (Mayor):**

Speakers must state their name and address so that proper records may be kept and notice of future decisions be sent to those persons involved in the review process.

**REPLY (Mayor):**

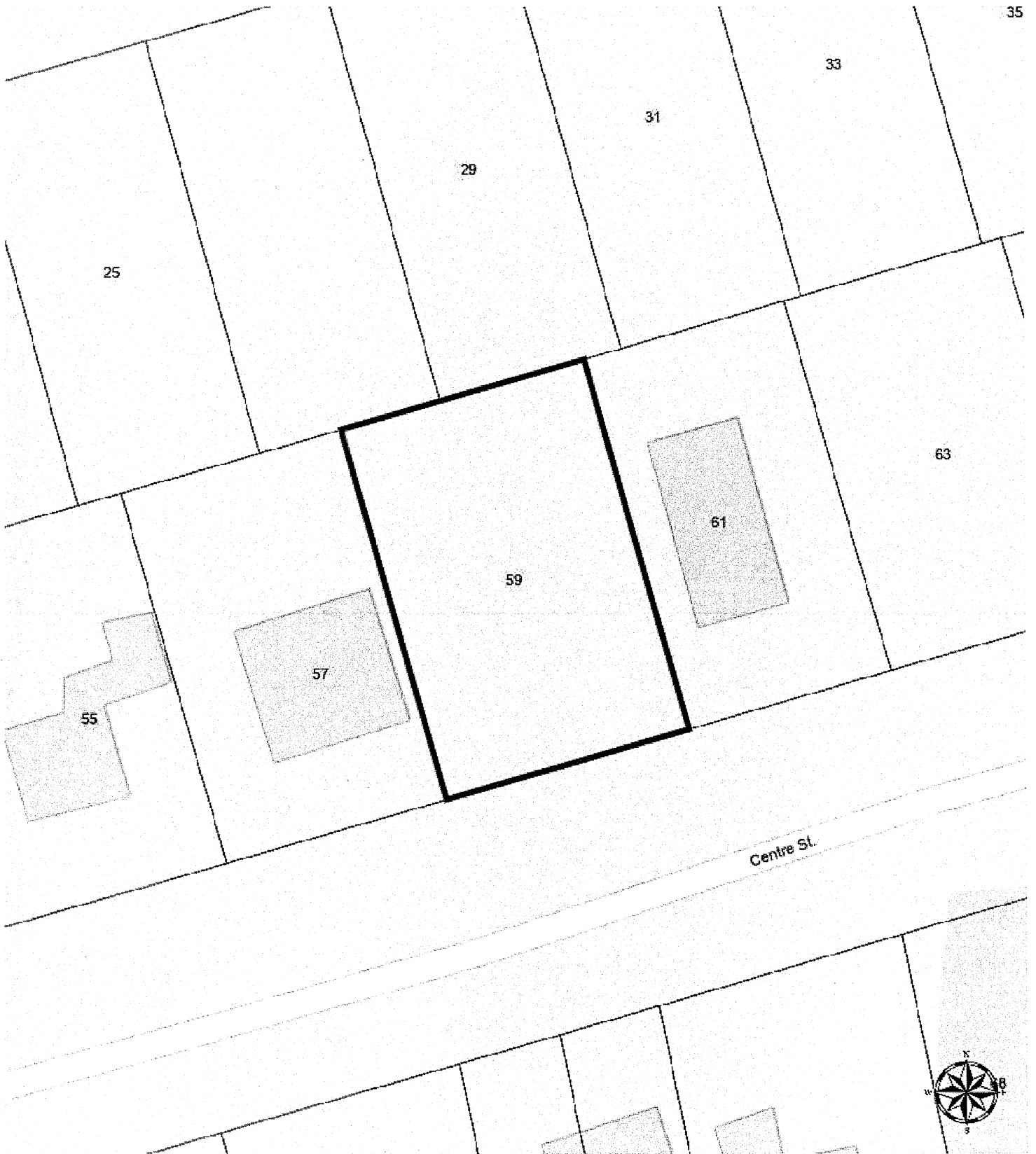
Council may ask questions for clarification of specific matters.

39

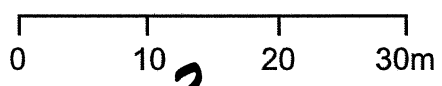
**FINAL STATEMENT (Mayor):**

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

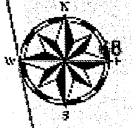
# 59 Centre Street



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**PUBLIC MEETING HANDOUT  
December 21, 2022**

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

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

**DESCRIPTION OF THE PROPOSAL (Planner):**

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

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

- An exterior side yard of 6.1m

**SUMMARY OF COMMENTS FROM NEIGHBOURS & AGENCIES (Planner):**

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

**COMMENTS & QUESTIONS FROM PUBLIC (Mayor):**

Speakers must state their name and address so that proper records may be kept and notice of future decisions be sent to those persons involved in the review process.

**REPLY (Mayor):**

Council may ask questions for clarification of specific matters.

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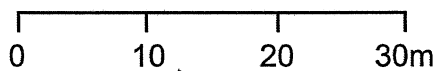
**FINAL STATEMENT (Mayor):**

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

# 56 River Drive



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**PUBLIC MEETING HANDOUT  
December 21, 2022**

**PROPOSED ZONING BY-LAW AMENDMENT (Z6-22)  
(Affecting 8677 County Road 56)**

**Mayor:** The purpose of this Public Meeting is to review a proposal for a Zoning By-law Amendment to rezone lands to allow for development of a single-family dwelling on a severed 1.15ha parcel of land at 8677 County Road 56, in accordance with the provisions of the Planning Act. As well, to hear comments and review written submissions from the public and public agencies.

**DESCRIPTION OF THE PROPOSAL (Planner):**

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

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

On November 25, 2022, the Committee of Adjustment granted a Consent (B25/22) to sever the 1.15ha parcel from the 30.8ha parcel of land for the purpose of creating a new lot. One of the conditions of the severance is that “the property be rezoned so that the new lot conforms with Essa Township’s Zoning By-law”.

**SUMMARY OF COMMENTS FROM NEIGHBOURS & AGENCIES (Planner):**

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

**COMMENTS & QUESTIONS FROM PUBLIC (Mayor):**

Speakers must state their name and address so that proper records may be kept and notice of future decisions be sent to those persons involved in the review process.

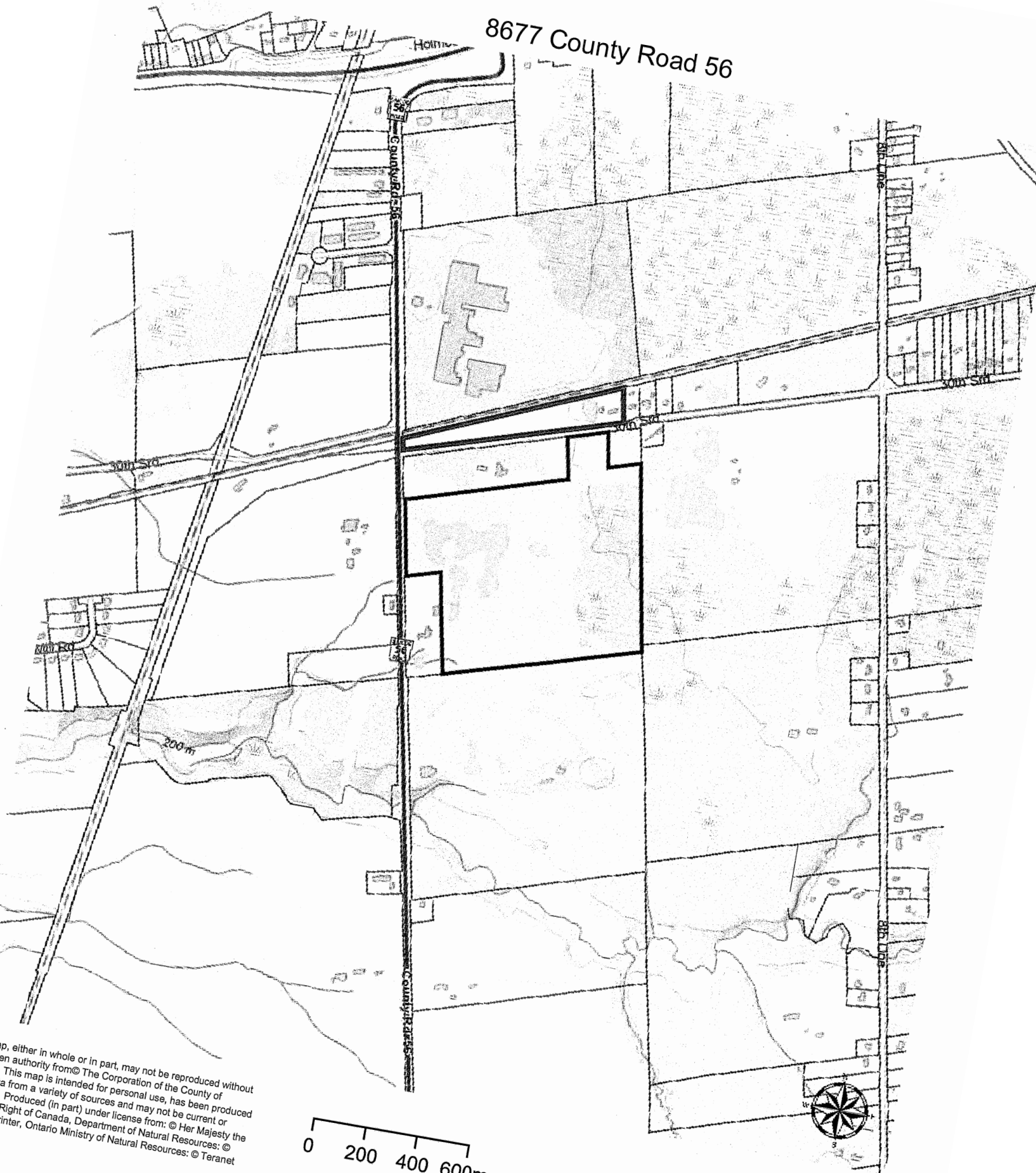
**REPLY (Mayor):**

Council may ask questions for clarification of specific matters.

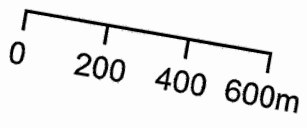
**FINAL STATEMENT (Mayor):**

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

# 8677 County Road 56



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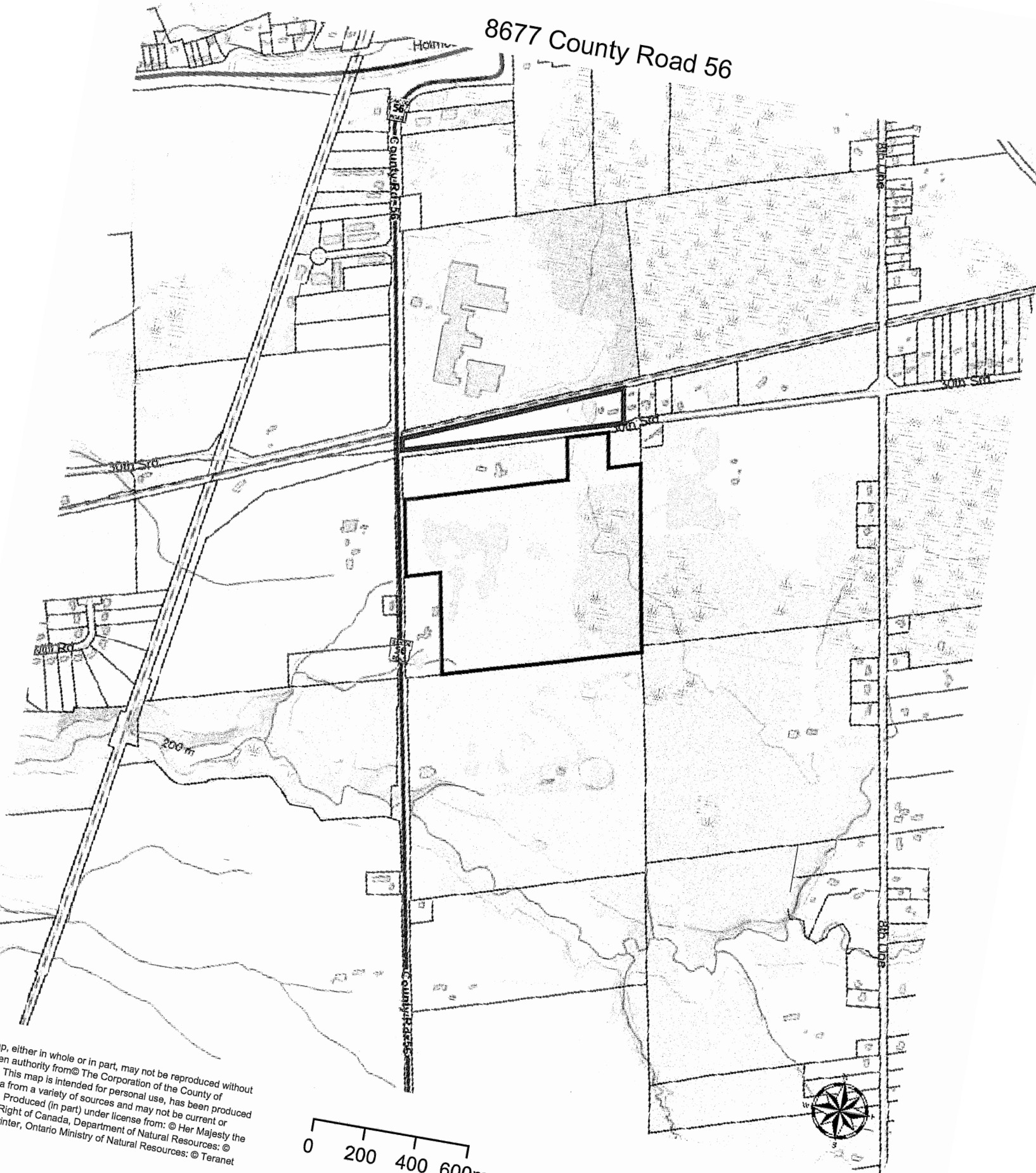


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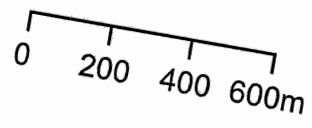


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# 8677 County Road 56



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**PUBLIC MEETING OUTLINE  
PROPOSED BY-LAW AMENDMENT TO BY-LAW 2013-28  
FEES AND CHARGES BY-LAW  
DECEMBER 21, 2022**

**MAYOR:**

The purpose of this Public Meeting is to discuss proposed amendments to the Township of Essa's Fees and Charges By-law specifically in relation to recommended increases outlined in Staff Reports C016-22 and PR016-22, and to hear all comments from residents.

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

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

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

**DESCRIPTION OF THE PROPOSAL – DEPUTY CLERK**

At its meeting of December 7, 2022, Council received Staff Reports C016-22 and PR016-22, which provided Council with an overview of recommended increases to fees specific to the Parks and Recreation Department, Clerks Department, Cemeteries, Planning and Development Department, Building Department, Finance Department and the Fire Department. A summary of the proposed fees has been attached to the Public Meeting Handout for the convenience of Council and the public.

**COMMENTS FROM THE PUBLIC - MAYOR**

Speakers must state their name and address so that proper records may be kept and notice of future decisions can be sent to those persons involved in the review process.

**REPLY – MAYOR**

Council may ask questions for clarification.

Public may respond to points clarified by Council and amendments suggested by Staff.

**FINAL STATEMENT – MAYOR**

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













Attachment 4  
**TOWNSHIP OF ESSA**  
**FEE SCHEDULE - REQUEST FOR AMENDMENT**


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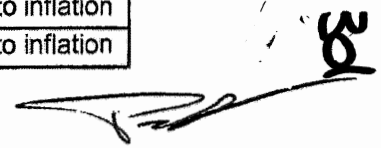
<b>DEPARTMENT:</b> <i>Building Department</i>	<b>DATE:</b> <i>Nov 15, 2022</i>	<b>NAME AND TITLE OF REQUESTOR:</b>  <b>SIGNATURE:</b>
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Name of Existing Fee or Proposed New Fee:	Current Amount of Fee: (N/A for new fee)	Proposed Amount of Fee:	Detailed justification or rationale for the proposed New or Amended Fee:
Minimum Building Permit Fee - All Projects		\$100.00	new fee
1.1 Group C – Residential, Housing, etc.	\$100.00	\$150.00	revised fee due to inflation
1.2 All Other Projects.	\$100.00	\$200.00	revised fee due to inflation
1.3 Evaluation Fee for All Permit Applications (to Deduct From Permit Fees Upon Issuance)	n/a	\$100.00	new fee
2.1 Tents, (each).	\$50.00	\$100.00	revised fee due to inflation
2.2 Temporary Office/Trailer	\$50.00	\$150.00	revised fee due to inflation
2.3 Other Temporary Structures including Bleachers, Stages (each)	\$50.00	\$150.00	new fee
2.4 Temporary Structures ( Stages. etc) – Rush – Fast Track (each)	n/a	\$500.00	new fee
2.5 Temporary Structures Model Program (3 years)– Stages, Tents Bleachers each	n/a	\$300.00	new fee
2.7 Portable Classrooms, single units (each)	\$50.00	\$150.00	revised fee due to inflation
3.1 New, Additions	.75 ft2	1.25 ft2	revised fee due to inflation
3.2 Alterations/Repairs/Interior Finishing	.25 ft2	.50 ft2	revised fee due to inflation
3.3 Accessory Structures	.75 ft2	1.25 ft2	revised fee due to inflation
4.1 New, Additions	.75 ft2	1.25 ft2	revised fee due to inflation
4.2 Alterations/Repairs/Interior	.25 ft2	.50 ft2	revised fee due to inflation
4.3 Accessory Structures	.75 ft2	1.25 ft2	revised fee due to inflation
5.1 New, Additions, Houses, Finishing	1.10 ft2	1.50/ft2	revised fee due to inflation
5.2 Attached Garage	.40 ft2	.55/ft2	revised fee due to inflation
5.3 Alteration/Repairs to Houses	.25 ft2	.45/ft2	revised fee due to inflation
5.4 Alteration/Repairs to Other Residential	.25 ft2	.45/ft2	revised fee due to inflation
5.5 Accessory Structures < 600 ft2	.40 ft2	.50/ft2	revised fee due to inflation
5.6 Accessory Structures >600 ft2	.40 ft2	.55/ft2	revised fee due to inflation
5.7 Unfinished Basements	.25 ft2	.40/ft2	revised fee due to inflation

2

**TOWNSHIP OF ESSA  
FEE SCHEDULE - REQUEST FOR AMENDMENT**

<u>DEPARTMENT:</u>	<u>DATE:</u>	<u>NAME AND TITLE OF REQUESTOR:</u>	
Building Department		SIGNATURE: 	
Name of Existing Fee or Proposed New Fee:	Current Amount of Fee: (N/A for new fee)	Proposed Amount of Fee:	Detailed justification or rationale for the proposed New or Amended Fee:
5.8 Pool Fence – Above Ground	\$75.00 flat rate	100.00 flat rate	revised fee due to inflation
5.9 Pool Fence – In-ground	\$100.00 flat rate	\$125.00 flat rate	revised fee due to inflation
5.10 Model Homes Permit – Administrative Fee	\$500.00	\$750.00	revised fee due to inflation
5.11 Certified Model – Administrative Fee per 2 Elevations	500	\$750.00	revised fee due to inflation
5.12 Additional Residential Unit (ARU) – Evaluation and Inspection Fee	n/a	\$75.00	new fee
5.13 ARU – Re-Inspection	n/a	\$75.00	new fee
ARU – Pre-Inspection Zoning evaluation ( moving to Planning)	n/a	\$50.00	new fee
5.14 ARU –Registration Fee after Change of Use is Approved Eff. July'2023	n/a	\$150.00	new fee
5.15 Boarding , Lodging, Rooming (BLR) - Inspection	n/a	\$100.00	new fee
5.16 Boarding , Lodging, Rooming (BLR) -Re-inspection	n/a	\$75.00	new fee
5.17 ARU - pre existing construction	0	.40/ft2	new fee
5.18 ARU - new construction	0	\$1.50/ft2	new fee
6.1 New, Additions	.80 ft2	\$1.25 ft2	revised fee due to inflation
6.2 Alterations/Repairs/Interior Finishing	.25 ft2	.50 ft2	revised fee due to inflation
6.3 Accessory Structures <500 ft2	.60 ft2	\$1.00 ft2	revised fee due to inflation
6.4 Accessory Structures >500 ft2	n/a	1.25 ft2	new fee
7.1 New, Additions	.80 ft2	\$1.25 ft2	revised fee due to inflation
7.2 Alterations/Repairs/Interior Finishing	.25 ft2	.50 ft2	revised fee due to inflation
7.3 Accessory Structures <500 ft2	.60 ft2	\$1.00 ft2	revised fee due to inflation
7.4 Accessory Structures >500 ft2	n/a	1.25/ft2	new fee
8.1 New, Additions	.60 ft2	\$1.00 ft2	revised fee due to inflation
8.2 Alterations/Repairs/Interior Finishing	.25 ft2	.50 ft2	revised fee due to inflation
8.3 Gas Stations/Canopies/Car Washes	.40 ft2	.80 ft2	revised fee due to inflation
8.4 Repair Garages	.40 ft2	.80 ft2	revised fee due to inflation
8.5 Accessory Structures <500 ft2	.40 ft2	.80 ft2	revised fee due to inflation



**TOWNSHIP OF ESSA  
FEE SCHEDULE - REQUEST FOR AMENDMENT**

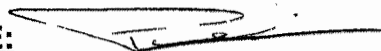
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<b>DEPARTMENT:</b> <i>Building Department</i>	<b>DATE:</b>	<b>NAME AND TITLE OF REQUESTOR:</b>  <b>SIGNATURE:</b>
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Name of Existing Fee or Proposed New Fee:	Current Amount of Fee: (N/A for new fee)	Proposed Amount of Fee:	Detailed justification or rationale for the proposed New or Amended Fee:
8.6 Accessory Structures >500 ft2	n/a	\$125.00	new fee
8.7 3rd party review deposit	0	\$2,500.00	new fee
9.1 New, Additions	.20 ft2	.40 ft2	revised fee due to inflation
9.2 Alterations/Repairs/Interior Finishing	.20 ft2	.40 ft2	revised fee due to inflation
9.3 Accessory Structures	.20 ft2	.40 ft2	revised fee due to inflation
10.1 Public Pools (each)	.85 ft2	\$1.00 ft2	revised fee due to inflation
10.2 Commercial Cooking Hood	\$50.00 flat rate	\$150.00 flat rate	revised fee due to inflation
10.3 New Solid Fuel Fireplace/Stove	\$50.00 flat rate	\$150.00 flat rate	revised fee due to inflation
10.4 Below Grade Exterior Stairs New or Existing	\$150.00 flat rate	\$200.00 flat rate	revised fee due to inflation
10.5 Decks, No Roof	.38 ft2	.60/ft2	revised fee due to inflation
10.6 Decks, With Roof	.40 ft2	.70/ft2	revised fee due to inflation
10.7 Signs attached to Building (each)	\$100.00 flat rate	\$150.00 flat rate	revised fee due to inflation
10.8 Signs – Freestanding / Billboard	\$100.00 flat rate	\$200.00 flat rate	revised fee due to inflation
10.9 Change of Use	\$100.00 flat rate	\$200.00 flat rate	revised fee due to inflation
10.10 Reactivation or Yearly Renewal of Permit	n/a	\$150.00	new fee
11.1 Septic System Installation	\$500.00 flat rate	\$650.00 flat rate	revised fee due to inflation
11.2 Septic Tank Replacement Only	\$150.00 flat rate	\$250.00 flat rate	revised fee due to inflation
11.3 Leaching Field Replacement/Repair/Addition	\$400.00 flat rate	\$500.00 flat rate	revised fee due to inflation
11.4 Performance Plan Review for Addition	\$50.00 per hour	\$100.00 / hour	revised fee due to inflation
11.5 Compliance Inspection of Existing System	\$100.00 flat rate	\$150.00 flat rate	revised fee due to inflation
11.6 Change of Use	\$100.00 flat rate	\$150.00 flat rate	revised fee due to inflation
11.7 File Search	\$50.00 flat rate	\$100.00 flat rate	revised fee due to inflation
12.1 Relocate Building	\$40.00 flat rate	\$150.00 flat rate	revised fee due to inflation
12.2 New Enlarged Exterior Window/Doors (each)	.85 ft2	\$75.00 flat rate	revised fee due to inflation
12.3 Fire Alarm Installation	\$50.00 flat rate	\$150.00 flat rate	revised fee due to inflation
12.4 Sprinkler Installation	\$50.00 flat rate	\$150.00 flat rate	revised fee due to inflation

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**TOWNSHIP OF ESSA  
FEE SCHEDULE - REQUEST FOR AMENDMENT**

<b>DEPARTMENT:</b> <i>Building Department</i>	<b>DATE:</b>	<b>NAME AND TITLE OF REQUESTOR:</b>
		<b>SIGNATURE:</b> 

Name of Existing Fee or Proposed New Fee:	Current Amount of Fee: (N/A for new fee)	Proposed Amount of Fee:	Detailed justification or rationale for the proposed New or Amended Fee:
12.5 Standpipe Installation	\$50.00 flat rate	\$150.00 flat rate	revised fee due to inflation
12.6 Electromagnetic Lock Installation	\$50.00 flat rate	\$150.00 flat rate	revised fee due to inflation
12.7 Heating System Installation	\$50.00 flat rate	\$150.00 flat rate	revised fee due to inflation
12.8 Commercial Cooking Hood Installation	\$50.00 flat rate	\$150.00 flat rate	revised fee due to inflation
12.9 Dust Collector	\$50.00 flat rate	\$150.00 flat rate	revised fee due to inflation
12.10 Spray Booth Installation	\$50.00 flat rate	\$150.00 flat rate	revised fee due to inflation
12.11 Park Model Trailers/Mobile Homes (incl. Foundation)	\$200.00 flat rate	\$500.00 flat rate	revised fee due to inflation
12.12 Modular Factory Built Homes (incl. Foundation)	\$400.00 flat rate	\$1000.00 flat rate	revised fee due to inflation
12.13 Liquor License Occupant Load Review	n/a	\$100.00	new fee
12.14 Liquor License Occupant Load Inspection	n/a	\$100.00	new fee
12.15a Alternative Solution Objective Base Code Design 1st 2 Hours	n/a	\$500.00	new fee
12.15b Alternative Solution Objective Base Code Design after 2 Hours	n/a	\$75.00/ hr	new fee
12.16 Patio Program – Yearly Renewal – With Inspection – First Come Basis (1/2 refund)	n/a	\$150.00	new fee
12.17 File Search	\$50.00 flat rate	\$100.00 flat rate	revised fee due to inflation
12.18 Reactivate Building Permit	0	\$150.00	new fee
13.1 Plumbing Alterations/Extensions (Fixture Units as per OBC max 10)	\$10.00 per FU	\$150.00 min fee	revised fee due to inflation
13.2 Water Service/Sewer Connections	\$75.00 each	\$150.00 min fee	revised fee due to inflation
13.3 Conversion from Septic Tank	\$50.00 flat rate	\$150.00 flat rate	revised fee due to inflation
13.4 Special Investigation of Plumbing System	\$50.00 flat rate	\$150.00	revised fee due to inflation
13.5 Re-inspection	\$100.00 flat rate	\$150.00 flat rate	revised fee due to inflation
13.6 Backflow devices (each)	0	\$20.00	new
14.1 Surcharge for Pre-Permit Start (building without permit)	Additional 50% original permit	Permit Fee x 2	revised fee due to inflation
14.2 Re-inspection of Defective or Incomplete Work	\$100.00 flat rate	\$150.00 flat rate	revised fee due to inflation
14.3 Issuance of a Work Order o Removal	\$150.00 flat rate	\$200.00 flat rate	revised fee due to inflation
14.4 Property Standards Inspection	\$150.00 per visit	\$150.00 flat rate	revised fee due to inflation
14.5 Property Standards Letter/Report	\$25.00 per letter	\$75.00 per letter	revised fee due to inflation

18

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**TOWNSHIP OF ESSA  
FEE SCHEDULE - REQUEST FOR AMENDMENT**

32

<u>DEPARTMENT:</u>	<u>DATE:</u>	<u>NAME AND TITLE OF REQUESTOR:</u>	
<i>Building Department</i>		<u>SIGNATURE:</u>	
Name of Existing Fee or Proposed New Fee:	Current Amount of Fee: (N/A for new fee)	Proposed Amount of Fee:	Detailed justification or rationale for the proposed New or Amended Fee:
14.6 File Search and Photos	0	\$75.00	new fee
15.1 Revision Part 9 Permits/Applications	\$75.00 per hour	\$100.00/hr	revised fee due to inflation
15.2 Revision Part 3 Permits/Applications	\$75.00 per hour	\$125.00/hr	revised fee due to inflation
15.3 Transfer of Permit to New Owner	\$100.00 flat rate	\$200.00 flat rate	revised fee due to inflation
15.4 Re-inspection	\$100.00 flat rate	\$150.00 flat rate	revised fee due to inflation
15.5 Churches-50% off Regular Permit Fee	Minimum \$30.00	Zero Discount	revised fee due to inflation
15.6 Building Compliance Letters per property Building Compliance Letter – STD	\$75.00	\$100.00	revised fee due to inflation
15.6 Building Compliance Letters per property Building Compliance Letter – 1 Day RUSH	\$100.00	\$150.00	revised fee due to inflation
15.7 Fence Permit	\$30.00	Out or \$100	revised fee due to inflation
15.8 Demolition-Not Requiring Engineer	\$100.00	\$200.00	revised fee due to inflation
15.9 Demolition-Requiring Engineer Review	\$100.00	\$400.00	revised fee due to inflation
15.10 Part 4 Review-Qualified Designer not an Ontario Professional Engineer or Architect	\$500.00 Min	\$3000 Deposit	revised fee due to inflation
15.11 Lot Grading Deposits (where not covered by Subdivision Deposits)	\$1000.00/ lot	\$5000.00 /lot	revised fee due to inflation
15.12 Conditional Permit – Houses (each)	0	\$1.50.00/ft <sup>2</sup>	revised fee due to inflation
15.13 Conditional Permit – Other (each)	0	2 x fees	revised fee due to inflation
15.14 Occupancy Permit – January 1, 2012	0	\$150.00	revised fee due to inflation
15.15 Monthly Stats Report	\$10.00	\$75.00	revised fee due to inflation
15.16 Building Permit hard copy issuance	\$0.00	\$20.00	new fee
16.1 Communication Tower	\$50.00 flat fee	\$150.00 flat rate	revised fee due to inflation
16.2 Exterior Storage Tank	\$50.00 flat fee	\$150.00 flat rate	revised fee due to inflation
16.3 Retaining Wall	\$50.00 flat fee	\$150.00 flat rate	revised fee due to inflation
16.4 Satellite Dish	\$50.00 flat fee	\$150.00 flat rate	revised fee due to inflation
16.5 Solar Collector	\$300.00 flat fee	\$600.00 flat rate	revised fee due to inflation
16.6 Wind Turbine	\$50.00 flat fee	\$150.00 flat rate	revised fee due to inflation
16.7 Other OBC Structures Not Noted	\$50.00 flat fee	\$150.00 flat rate	revised fee due to inflation
<b>SEPTIC PERMIT FEES</b>			

b

**TOWNSHIP OF ESSA  
FEE SCHEDULE - REQUEST FOR AMENDMENT**

<b>DEPARTMENT:</b> <i>Building Department</i>	<b>DATE:</b>	<b>NAME AND TITLE OF REQUESTOR:</b>	
		<b>SIGNATURE:</b> 	
<b>Name of Existing Fee or Proposed New Fee:</b>	<b>Current Amount of Fee: (N/A for new fee)</b>	<b>Proposed Amount of Fee:</b>	<b>Detailed justification or rationale for the proposed New or Amended Fee:</b>
17.1 File Search	\$50.00	\$75.00	revised fee due to inflation
17.2 Repair Permit	\$150.00	\$400.00	revised fee due to inflation
17.3 Sewage System Permit-Daily sewage flow not exceeding 10,000 litres (Class 4 & 5)	\$400.00	\$650.00	new fee
17.4 Subdivision per lot	\$100.00	\$500.00	revised fee due to inflation
17.5 Transfer of Permit (septic permit)	\$100.00	\$200.00	revised fee due to inflation

20

 3d











## TOWNSHIP OF ESSA STAFF REPORT

4a

**STAFF REPORT NO.:** PD020-22  
**DATE:** December 21<sup>st</sup>, 2022  
**TO:** Committee of the Whole  
**FROM:** Samuel Haniff  
Senior Planner  
**SUBJECT:** 2 Alma Street - Zoning By-law Amendment (Z8-22)

---

### RECOMMENDATION

That Staff Report PD020-22 be received and that Council direct Staff to proceed with processing and reviewing the subject applications and the scheduling of a consolidated Public Meeting in due course.

### BACKGROUND

On behalf of SS Angus Inc., IBI Group has applied for a Zoning By-law Amendment (ZBA) on the subject property legally described as PLAN 160A LOT 30 CON 4, municipally known as 2 Alma Street (see Attachment A to this report for the Context Map) in order change the zoning of the subject property from Residential-Low Density, Detached (R1) and Environmental Protection (EP) to Residential-Medium Density, Townhouses with Site Specific Exemptions (R3-XX) to permit development. The rezoning will allow for development of eighty (80) townhouse units, associated parking, amenity spaces and private roads.

### COMMENTS AND CONSIDERATIONS

The subject lands are in the 'Settlement Area' of Angus in both the Township of Essa's and the County of Simcoe's Official Plans (OP). Land Use Schedule "B" in the Township of Essa's Official Plan designates the subject lands as 'Residential-Future' and 'Environmental'.

Schedule "B" of the Township of Essa's Zoning By-law, 2003-50, identifies the subject lands "Residential, Low Density (R1)" and Environmental Protection (EP). The Applicant proposes to rezone the subject lands to Residential-Medium Density, Townhouses with Site Specific Exemptions (R3-XX).

The Applicant will have to satisfy all requirements of the required planning approvals.

The proposed ZBA is to allow for eighty (80) townhouse units, associated parking, amenity space and private roads (see Attachment B). The proposal may require further site-specific provisions related to development standards (e.g., parking requirements).

A Pre-Consultation application was submitted to the Township in March 2021. Collective Comments and a Required Studies List was subsequently sent to the Applicant in July 2021 to support the corresponding development applications.

Based on the Required Studies List, the Applicant initially submitted for both a Zoning By-law Amendment and an Official Plan Amendment. Upon further review by Staff however, the Applicant was asked to withdraw the Official Plan Amendment since the "Residential-Future" Designation was interpreted to already permit the proposed development.

The following relevant documents and studies were received by the Township in September 2022 for a ZBA application. The submission was deemed a complete application and circulated to staff and agencies through a formal first submission:

1. Completed Zoning By-law Amendment Application
2. Existing Conditions and Legal Survey
3. Concept Plan
4. Building Renderings
5. Planning Justification Report
6. Draft Zoning By-law Amendment
7. Stage 1 & 2 Supplementary Documentation Archaeological Reports
8. Land Use Compatibility Assessment
9. Functional Servicing & Stormwater Management Report
10. Engineering Drawings (Servicing, Grading and Drainage)
11. Phase 2 Off-Site Environmental Site Assessment
12. Phase 1 Environmental Site Assessment
13. Phase 2 Environmental Site Assessment
14. Geotechnical Investigation Report
15. Hydrogeological Investigation
16. Transportation Impact Assessment
17. Arborist Report
18. Conceptual Landscape Plan
19. Natural Heritage Study
20. Flood and Erosion Hazard Assessment
21. Cut/Fill Analysis
22. Preliminary Retaining Wall Design


Comments from Township Staff and external Agencies are currently being collected for submission to the Applicant. Upon sending the Collective Comments, a Notice of Public Meeting will be sent to neighbouring properties and relevant stakeholders to attend a Public Meeting that will coincide with a Council Meeting.

## FINANCIAL IMPACT

Staff collected \$5,000 for a Zoning By-law Amendment (PZONA) application fee and \$5000 for an Official Plan Amendment (POPA), in addition to \$2,000 for an Engineering Deposit (PSPAD). On December 5, 2022, a refund was submitted to the Applicant for the POPA.

The Applicant has agreed to have submission documents reviewed by a Consultant and paid for by the Applicant (see Attachment C). AECOM has been asked to review submission documents.

Additional fees are to follow as the project progresses.

Reviewed by Finance Department: 

## SUMMARY/OPTIONS

Council may:

1. Take no further action;
2. Receive this Report for information, and direct Staff to proceed with processing and reviewing the subject applications and the scheduling of a consolidated Public Meeting in due course
3. Other directions as determined by Council.

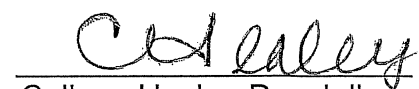
## CONCLUSION

Option #2 is recommended.

Respectfully submitted by:

Reviewed by:

  
\_\_\_\_\_  
Samuel Haniff, MCIP, RPP  
Senior Planner

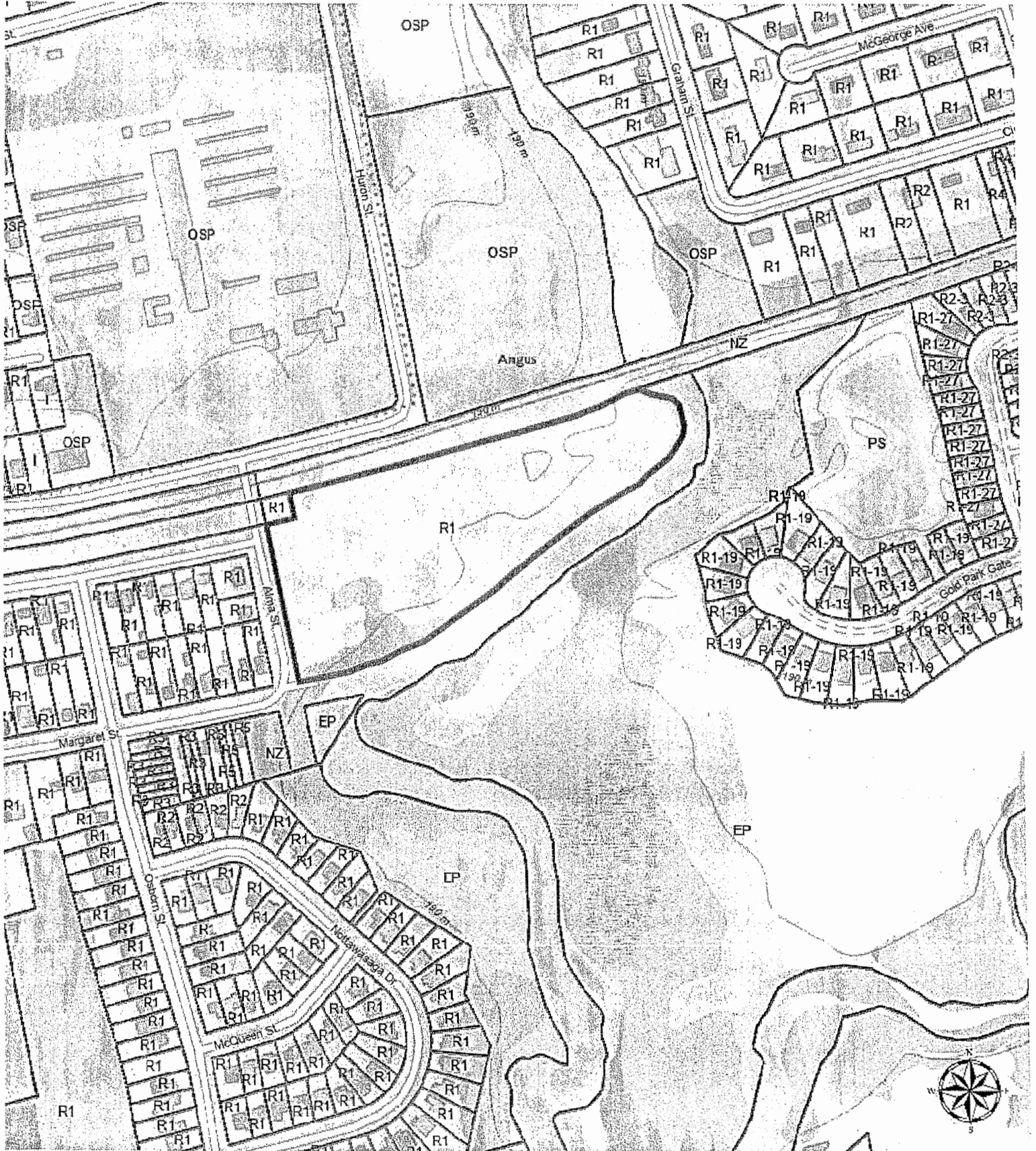
  
\_\_\_\_\_  
Colleen Healey-Dowdall  
CAO

Attachment "A" Context Map - 2 Alma Street  
Attachment "B" Concept Layout  
Attachment "C" Email correspondence regarding Consultant

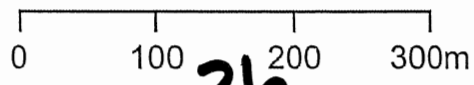
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Attachment A

2 Alma Street



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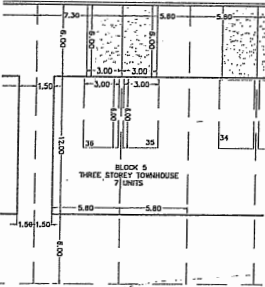
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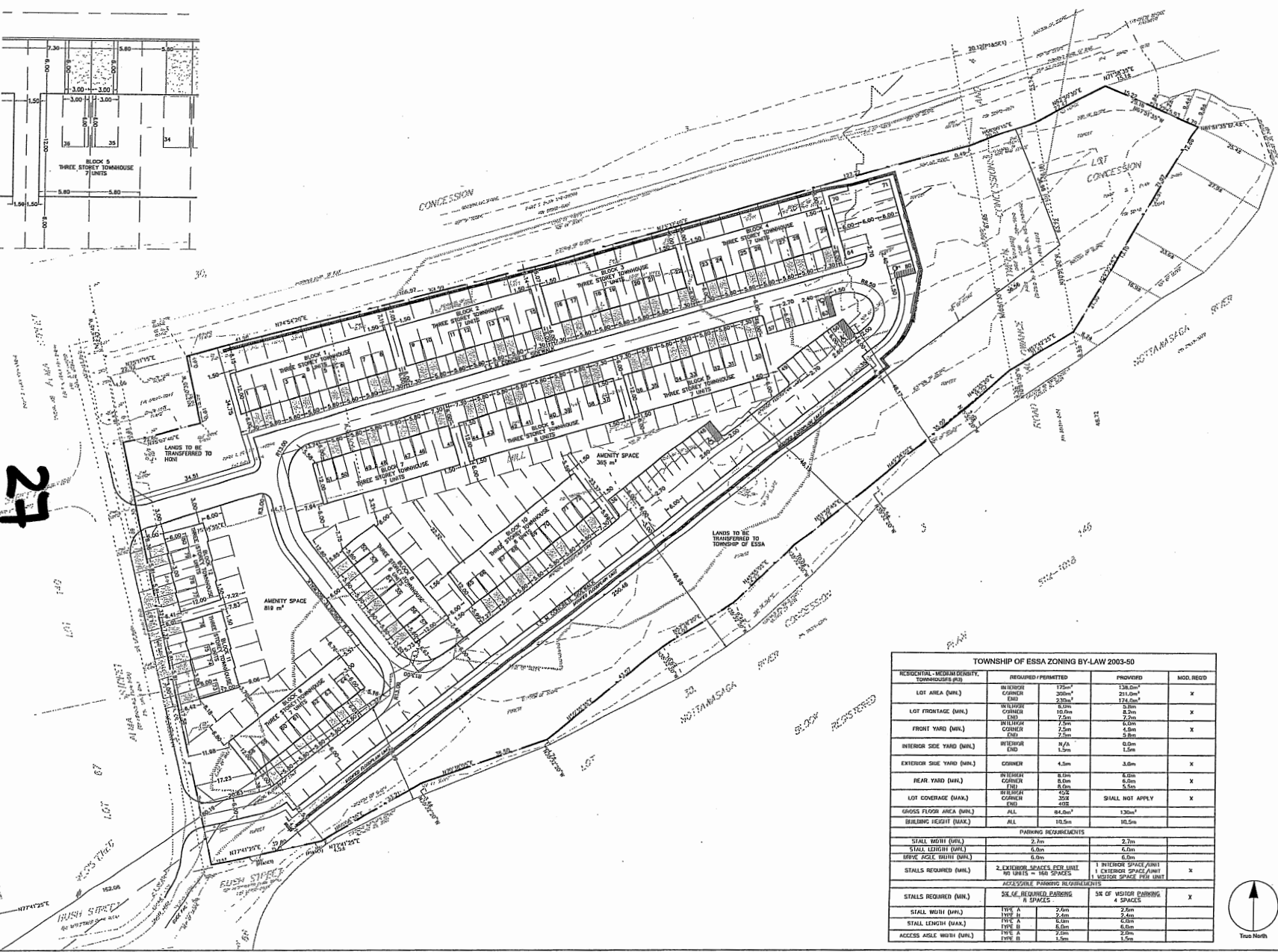


Nov 3, 2022

TYPICAL UNIT DIMENSIONS AND LAYOUT  
1:200



27



**TOWNSHIP OF ESSA ZONING BY-LAW 2003-50**

RESIDENTIAL - MEDIUM DENSITY, TOWNHOUSES (R3)	REQUIRED / PERMITTED	PROVIDED	MOD. REQ'D
LOT AREA (MIN.)	REGULOR 175m <sup>2</sup> CORNER 300m <sup>2</sup> END 230m <sup>2</sup>	138.0m <sup>2</sup> 291.0m <sup>2</sup> 174.0m <sup>2</sup>	X
LOT FRONTAGE (MIN.)	W/REGULOR 8.0m CORNER 10.0m END 7.0m	8.0m 8.0m 8.0m	X
FRONT YARD (MIN.)	REGULOR 7.5m CORNER 7.5m END 7.5m	6.0m 6.0m 5.0m	X
INTERIOR SIDE YARD (MIN.)	REGULOR 9.0m END 1.5m	9.0m 1.5m	
EXTERIOR SIDE YARD (MIN.)	CORNER 4.5m	3.0m	X
REAR YARD (MIN.)	REGULOR 8.0m CORNER 8.0m END 8.0m	8.0m 8.0m 5.5m	X
LOT COVERAGE (MAX.)	CORNER 65% CORNER 65% END 65%	SHALL NOT APPLY	X
GROSS FLOOR AREA (MAX.)	ALL 84.0m <sup>2</sup>	130m <sup>2</sup>	
BUILDING HEIGHT (MAX.)	ALL 10.5m	10.5m	
<b>PARKING REQUIREMENTS</b>			
STALL WIDTH (MIN.)	2.7m	2.7m	
STALL LENGTH (MIN.)	6.0m	6.0m	
DRIVE AISLE WIDTH (MIN.)	6.0m	6.0m	
STALLS REQUIRED (MIN.)	2 EXTERIOR SPACES PER UNIT OR UNIT = 100 SPACES	1 INTERIOR SPACE UNIT 1 EXTERIOR SPACE UNIT 11 VISITOR SPACE PER UNIT	X
<b>ACCESSIBLE PARKING REQUIREMENTS</b>			
STALLS REQUIRED (MIN.)	SIZE OF REQUIRED PARKING SPACES	SIZE OF VISITOR PARKING SPACES	X
STALL WIDTH (MIN.)	TYPE A 2.4m TYPE B 2.4m	2.5m 2.4m	
STALL LENGTH (MAX.)	TYPE A 8.0m TYPE B 8.0m	6.0m 6.0m	
ACCESS AISLE WIDTH (MIN.)	TYPE A 2.0m TYPE B 1.5m	2.0m 1.5m	



CLIENT  
**SS ANGUS INC.**  
604-4080 CONFEDERATION PKWY  
MISSISSAUGA, ONTARIO

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ISSUES

NO.	DESCRIPTION	DATE
1	CONSULTANT COORDINATION	2022-07-08
2	FIRST OPAZRA SUBMISSION	2022-09-13
REV	DATE	BY

KEY PLAN

PROJECT  
**2 ALMA STREET**  
2 ALMA STREET, ANGUS, ON.

PROJECT NO: 135925  
SCALE: 1:500  
DRAWN BY: M. ROJAS  
CHECKED BY: T. TUCKER  
PROJECT MGR: T. TUCKER  
APPROVED BY: T. TUCKER

SHEET TITLE  
**CONCEPT PLAN**

SHEET NUMBER  
**SP1**

ISSUE  
**0**

Attachment B

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4a

**Samuel Haniff**

**From:** Samuel Haniff  
**Sent:** November 13, 2022 2:27 PM  
**To:** Tracy Tucker  
**Cc:** Colleen Healey  
**Subject:** RE: Deemed Complete - 2 Alma Street - Z8/22 OPA44

Hi Tracy,

Thank you for confirming that we can proceed with any necessary peer reviews to be paid by the applicant.

The OPA would not be necessary as the current and proposed zoning both fall under 'Residential'. The 'Future' in 'Residential – Future' signifies a current lack of servicing capacity which will be *regulated through the conditions of Draft Plan Approval and the implementing Zoning By-law*.

You can submit a request for refund for the Official Plan Amendment application fee (\$5000) to [ecampbell@essatownship.on.ca](mailto:ecampbell@essatownship.on.ca) using this email and your cheque details as reference.

Regards,

Sam

**Samuel Haniff**

Senior Planner  
 Township of Essa  
[shaniff@essatownship.on.ca](mailto:shaniff@essatownship.on.ca)  
 705-424-9917 x111  
 Website: [www.essatownship.on.ca](http://www.essatownship.on.ca)

---

**From:** Tracy Tucker <Tracy.Tucker@ibigroup.com>  
**Sent:** November 11, 2022 9:47 AM  
**To:** Samuel Haniff <shaniff@essatownship.on.ca>  
**Subject:** RE: Deemed Complete - 2 Alma Street - Z8/22 OPA44

Hi Sam,

I have spoken with the owner, we are ok with the below, but would like confirmation that not doing the OPA is not going to cause issues with the Zoning being approved prior to stopping that application process.

Thanks,  
Tracy

**ABSENCE ALERT: I will be out of office November 14-21, inclusive**

Tracy Tucker BAA, CPT  
 Sr. Project Manager

Suite 200, East Wing-360 James Street North  
Hamilton ON L8L 1H5 Canada  
tel +1 905 546 1010 ext 63120

4a

[Redacted]

IBI Group is now proudly a part of Arcadis.

---

**From:** Tracy Tucker  
**Sent:** Wednesday, November 9, 2022 7:39 AM  
**To:** Samuel Haniff <shaniff@essatownship.on.ca>  
**Subject:** RE: Deemed Complete - 2 Alma Street - Z8/22 OPA44

Hi Sam,

I am a little bit confused on the OPA part if the Draft Plan is to be approved after the ZBLA, how would the ZBLA be in conformity with the OP upon approval? Please confirm.

I will follow up with my client re: the peer review fees, but don't suspect this is an issue.

Thanks,  
Tracy

**ABSENCE ALERT: I will be out of office November 14-21, inclusive**

Tracy Tucker BAA, CPT

Sr. Project Manager

Suite 200, East Wing-360 James Street North  
Hamilton ON L8L 1H5 Canada  
tel +1 905 546 1010 ext 63120

[Redacted]

IBI Group is now proudly a part of Arcadis.

---

**From:** Samuel Haniff <shaniff@essatownship.on.ca>  
**Sent:** Tuesday, November 8, 2022 4:20 PM  
**To:** Tracy Tucker <Tracy.Tucker@ibigroup.com>  
**Subject:** RE: Deemed Complete - 2 Alma Street - Z8/22 OPA44

\*\*\* Exercise caution. This is an EXTERNAL email. DO NOT open attachments or click links from unknown senders or unexpected email. \*\*\*

Hi Tracy,

I extended the application comment period to December 2 to give Departments and Agencies more time to review the new document.

As I'm going through the application, there are a few things to note before official comments are sent on Dec. 2:

- An OPA is not necessary as 'Future' in 'Residential-Future' is intended to be lifted upon Draft Plan of Approval
  - We will send a refund for the OPA Application Fee of \$5000
- The Township relies on peer review where specialists are not available in-house. These Consultant fees are paid by the applicant through the Township.

4a

- Hard copies of submissions are no longer required as the Township is moving towards digital submissions. A OneDrive folder where we can download your documents would be sufficient in future.

If you can confirm your agreement to the abovementioned points, it would be much appreciated.

Regards,

Sam

**Samuel Haniff**

Senior Planner

Township of Essa

[shaniff@essatownship.on.ca](mailto:shaniff@essatownship.on.ca)

705-424-9917 x111

Website: [www.essatownship.on.ca](http://www.essatownship.on.ca)

---

**From:** Tracy Tucker <[Tracy.Tucker@ibigroup.com](mailto:Tracy.Tucker@ibigroup.com)>  
**Sent:** November 7, 2022 9:11 AM  
**To:** Samuel Haniff <[shaniff@essatownship.on.ca](mailto:shaniff@essatownship.on.ca)>  
**Subject:** RE: Deemed Complete - 2 Alma Street - Z8/22 OPA44

Hi Sam,

The owner's of this property have proactively prepared a slope stability assessment on the lands. This was not required as part of the Pre-con (as many of the studies we prepared were not). I have attached the study for your files, and we would appreciate if this could be circulated now rather than waiting for another submission. I understand this additional report may result in comments being delayed from the November 25<sup>th</sup> commenting date; this is fine as we feel this study is important and should be reviewed now that it is available.

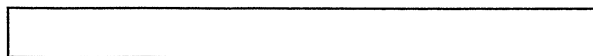
Thanks,  
Tracy

**ABSENCE ALERT: I will be out of office November 14-21, inclusive**

Tracy Tucker BAA, CPT

Sr. Project Manager

Suite 200, East Wing-360 James Street North  
Hamilton ON L8L 1H5 Canada  
tel +1 905 546 1010 ext 63120



IBI Group is now proudly a part of Arcadis.

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**From:** Samuel Haniff <[shaniff@essatownship.on.ca](mailto:shaniff@essatownship.on.ca)>  
**Sent:** Thursday, October 27, 2022 6:45 PM.  
**To:** Tracy Tucker <[Tracy.Tucker@ibigroup.com](mailto:Tracy.Tucker@ibigroup.com)>  
**Subject:** Deemed Complete - 2 Alma Street - Z8/22 OPA44



4a

\*\*\* Exercise caution. This is an EXTERNAL email. DO NOT open attachments or click links from unknown senders or unexpected email. \*\*\*

Good day Tracy,

Please find attached our letter **deeming this application complete**.

Apologies for the delay on this project. We have been having ongoing discussions regarding the BCRY setbacks and non-potable groundwater standards so departments are already familiar with your file.

I've given departments and agencies until November 25<sup>th</sup> to officially comment. I'll have our comments to you by that date as well. Once complete, we can schedule your public meeting at the next available council meeting. If you require a meeting to discuss the comments received, we can arrange after November 25<sup>th</sup>.

Regards,  
Sam

**Samuel Haniff**

Senior Planner  
Township of Essa  
[shaniff@essatownship.on.ca](mailto:shaniff@essatownship.on.ca)  
705-424-9917 x111  
Website: [www.essatownship.on.ca](http://www.essatownship.on.ca)

[EXTERNAL]

[EXTERNAL]



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PR017-22

**DATE:** December 21, 2022

**TO:** Committee of the Whole

**FROM:** Jason Coleman, Manager of Parks and Recreation

**SUBJECT:** Youth Aquatic Leadership Opportunity

---

### RECOMMENDATION

That Staff Report PR017-22 be received; and

That Council consider donating to the Nottawasaga Pines Secondary School in the amount of \$3750 in 2023 to help support 15 local youth with aquatic leadership skills.

### BACKGROUND

The Township of Essa collaborates and continues to strive to work with, assist and support local organizations and schools in the community when possible. The Angus Recreation Centre, Essa Public Library, Early On Years Centre, Angus Food Bank, OPP detachment and Nottawasaga Pines Secondary School (NPSS) are all situated on a joint 'campus' location in Angus.

Currently at NPSS, there is a new opportunity that may be offered to youth, which provides a learning experience and certification beyond the regular classroom-based setting: a new Aquatic Leadership program that has many benefits and is looking at being implemented from February 6 through to June 28<sup>th</sup>, 2023. More specifically, students can participate in a specialized aquatic leadership program located at CFB Borden from 8 am to 1030 am each school day during the second semester.

NPSS and CFB Borden have a commitment financially to support and to work together in support of this initiative. CFB Borden is supporting a program for 15 students to obtain certification – (Bronze Medallion, Bronze Cross, National Lifeguard, First Aid/CPR) and an opportunity to apply for a lifeguarding position with CFB Borden once completed all courses successfully. Students will also obtain credits towards to their

high school diploma through this program. The objective is to run the program each school year from February through to June. It should be noted that there is currently a staffing shortage of lifeguards, and this program would assist in creating more trained staff to offer swimming within the Base and the community.

## COMMENTS AND CONSIDERATIONS

It is proposed that Essa become involved to help to support this program and to support student development recognizing that students will be learning life development skills to become more responsible citizens (i.e., students may learn to become leaders and in turn discourage vandalism if put into a difficult situation – this is one very specific example of how this program will benefit Essa).

The actual cost to become a certified lifeguard on the Base regularly is \$880. The course breakdown is as follows:

Bronze Medallion	\$230
Bronze Cross	\$230
National Lifeguard Service	\$320
<u>Course Material</u>	<u>\$100</u>
Total	\$880

A NPSS-Base partnership will make this opportunity possible for students at a reduced cost of approximately \$550 per student (a reduction of \$330 from the original cost).

In addition, with the Township's contribution of \$250 per student, each student would pay only \$250, a reduction of \$630 from the original cost with NPSS covering the cost of course materials.

With NPSS working with CFB Borden and student/families to make this program a success, NPSS is attempting to reduce the overall price to equitably support students at a reduced cost. Ideally students would have the potential to become a fully certified lifeguard for a total out of pocket cost of \$250. NPSS will be asking families to support the cost by collecting in two installments – February and April 2023.

NPSS is also looking for additional supports going forward to help offset the expense for students. Their hope is to continue to offer this valuable program with the cost at a reduced price of \$250 per student. This year 2022-2023, 15 students are anticipated to participate which is a cost of approximately \$3750 required in funding assistance to achieve this goal. In 2023-2024 – a maximum of 20 students will be aiming to participate in the class totalling \$5000. One barrier that NPSS continues to work towards is the cost of transportation to support this aquatic leadership programming opportunity. An estimated expense for transportation would be \$310/day to transport students from NPSS to Base Borden and back totalling \$27,900 for a semester. Multiple

5a

sources were obtained for pricing by NPSS (School consortium, taxi cabs, private bus company).

The Manager of Parks and Recreation sees this as a positive opportunity for youth, military, and residents alike with the Township being able to assist with a contribution of \$3750 towards the program with Council's approval. Staff will also continue to seek out supports from federal or provincial assistance through grants to support the transportation part of this project for the Essa community. This is an opportunity for leadership and connects to the SCDSB strategic priorities supporting Well-being, Diversity, Equity and Inclusion and Community connections. It also aligns with the Township's Strategic Plan of creating partnerships within the community, and the overall Township mission of being a place where town and country meet in a safe and healthy environment to serve a responsible plan going forward.

### FINANCIAL IMPACT

NPSS would be able to successfully operate this program in 2023 at an affordable cost to students with a contribution of \$3750 from the Township of Essa.



### SUMMARY/OPTIONS

Council may:

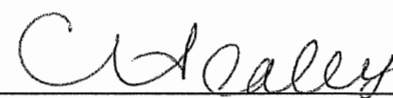
1. Take no further action – declining the request for financial support.
2. Donate to NPSS in the amount of \$3750 for 2023.
3. Donate to the new NPSS Aquatic Leadership Program in an amount of \$\_\_\_\_ per student.
4. Defer the request until budget deliberations.

### CONCLUSION

Staff recommends option 2 to be carried out.

Respectfully submitted:

  
\_\_\_\_\_  
Jason Coleman  
Manager of Parks and Recreation

  
\_\_\_\_\_  
Colleen Healey-Dowdall  
Chief Administrative Officer



## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** TR008-22  
**DATE:** December 21, 2022  
**TO:** Committee of the Whole  
**FROM:** Deborah Dollmaier, Manager of Finance  
**SUBJECT:** 2023 Budget Deliberation Meeting Dates

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### RECOMMENDATION

That Staff Report TR008-22 be received; and

That Council direct staff to schedule the Special Meetings of Council for 2023 Budget Deliberations on Wednesday January 18, 2023, Wednesday February 1, 2023 and Wednesday February 15, 2023 from 1:00 p.m. to 5:00 p.m.

### BACKGROUND

The Chief Administrative Officer, the Manager of Finance and staff will review the preliminary budgets with Department Heads and Supervisors in January.

The completed budget working papers will be circulated to Council before the first budget meeting.

### COMMENTS AND CONSIDERATIONS

The Special Meeting dates that have been suggested will allow Finance to obtain the necessary data such as rates pertaining to insurance, benefits, source deductions etc. to populate the budget.

It is a requirement under the Municipal Act to provide notice to the public of all Special Meetings of Council. Council may wish to discuss the optional meeting dates to accommodate their individual schedules.

### FINANCIAL IMPACT

There is no financial impact.

8a

**SUMMARY/OPTIONS**

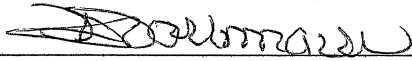
Council may:

1. **Schedule the Special meetings of Council for 2022 budget deliberation on Wednesday January 18, 2023, Wednesday February 1, 2023 and Wednesday February 15, 2023 from 1:00 p.m. to 5:00 p.m.**
2. Schedule the Special meetings of Council for 2022 budget deliberation at the choice of Council.

**CONCLUSION**

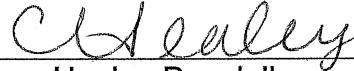
Option # 1 is recommended.

Respectfully submitted:



Deborah Dollmaier  
Manager of Finance

Reviewed by:



Colleen Healey-Dowdall  
Chief Administrative Officer

Attachments:



# TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** CAO039-22

**DATE:** December 21, 2022

**TO:** Committee of the Whole

**FROM:** Colleen Healey-Dowdall, CAO

**SUBJECT:** Proposed Amendment to the Township's Zoning By-law, 5403 and 5427 8<sup>th</sup> Line

## RECOMMENDATION

That Staff Report CAO039-22 be received; and

That Council consider adopting a Zoning By-law Amendment (ZBA) to authorize an update to the Township's Zoning By-law (ZBL), affecting lands at 5403 and 5427 8<sup>th</sup> Line, following the Township's required Public Meeting held on June 15<sup>th</sup>, 2022, and based on the public comments received.

## BACKGROUND

Staff provided a list of required updates and corrections to the Township's ZBL, By-law 2003-50, on May 4<sup>th</sup>, 2022, including the rezoning of:

**5403 & 5427 8<sup>th</sup> Line, Part Lot 4 & 5, Conc 8** – to rezone such lands from Potential Aggregate/Extractive Industrial (M2) and (M3) to Agricultural (A) Zone to complete the restoration or rehabilitation of agricultural land to return the lands to their original (agricultural) use.

As further background information: these lands were originally used for agricultural purposes and then used for aggregate extraction during highway construction projects such as Highway 89 throughout the nineties (approximate estimate). The lands have since been used for agricultural uses again and recently sold as the farmer owning the lands for the past 60 years has retired. A new farm operation has purchased the property and intends to continue to farm the land going forward into the future. The intent of the A Zone is to allow for agricultural uses. The property was added to a list of housekeeping amendments which was formed between 2020 and 2022, as has historically been the practice in Essa.

The Township held the required Public Meeting on June 15<sup>th</sup> in accordance with the process outlined in the Planning Act, noting corrections to the Township's ZBL which would remedy errors or return property to the "default status of Essa" – that being the A Zone throughout the "country" or rural areas. It is normal for a municipality to undertake "housekeeping" updates from time to time and in most cases the housekeeping amendment would incorporate several to many properties.

## COMMENTS AND CONSIDERATIONS

The Township's Planner has previously stated that, "The Township's ZBL has an important role, serves as a planning tool in the vast number of planning inquiries and lists the permitted uses contained within each zone. This document is sourced daily by the Township's planning staff as well as the general public from the Township website and therefore requires updating from time to time to maintain its accuracy. The proposed changes in the subject Amendment will aid in relaying accurate information, self-navigation with general public inquiries and help lay out future permitted and appropriate uses on properties located within Essa Township's boundaries".

Landowners were notified of the subject Amendment(s) and the properties that require an amendment to the Zoning By-law are outlined in Attachment A.

As part of the process in reviewing an update to the Township's ZBL, a Public Meeting was held on June 15<sup>th</sup> where comments on the subject Amendment were shared by the Public, Council and Staff. The Ministry of Natural Resources has corresponded that they have no objection or outstanding issues with the lands.

**The Amendment would facilitate farming and preserve agriculture. The Amendment is in keeping with Provincial planning policy and the OP.**

## FINANCIAL IMPACT

Staff time to review, map, assess comments and prepare a report. Postage for mail outs and the cost of a public meeting.

Manager of Finance Approval: 

## SUMMARY/OPTIONS

Council may:

1. Take no further action – deny the application with reason(s) stated.
2. Adopt a ZBA to authorize an update to the Township's ZBL, affecting lands at 5403 and 5427 8<sup>th</sup> Line, following the Township's required Public Meeting held on June 15<sup>th</sup>, 2022, on the basis that comments have been considered and have been appropriately addressed.
3. Direct Staff in another manner that Council deems appropriate.



**CONCLUSION**

Option #2 is recommended.

Respectfully submitted

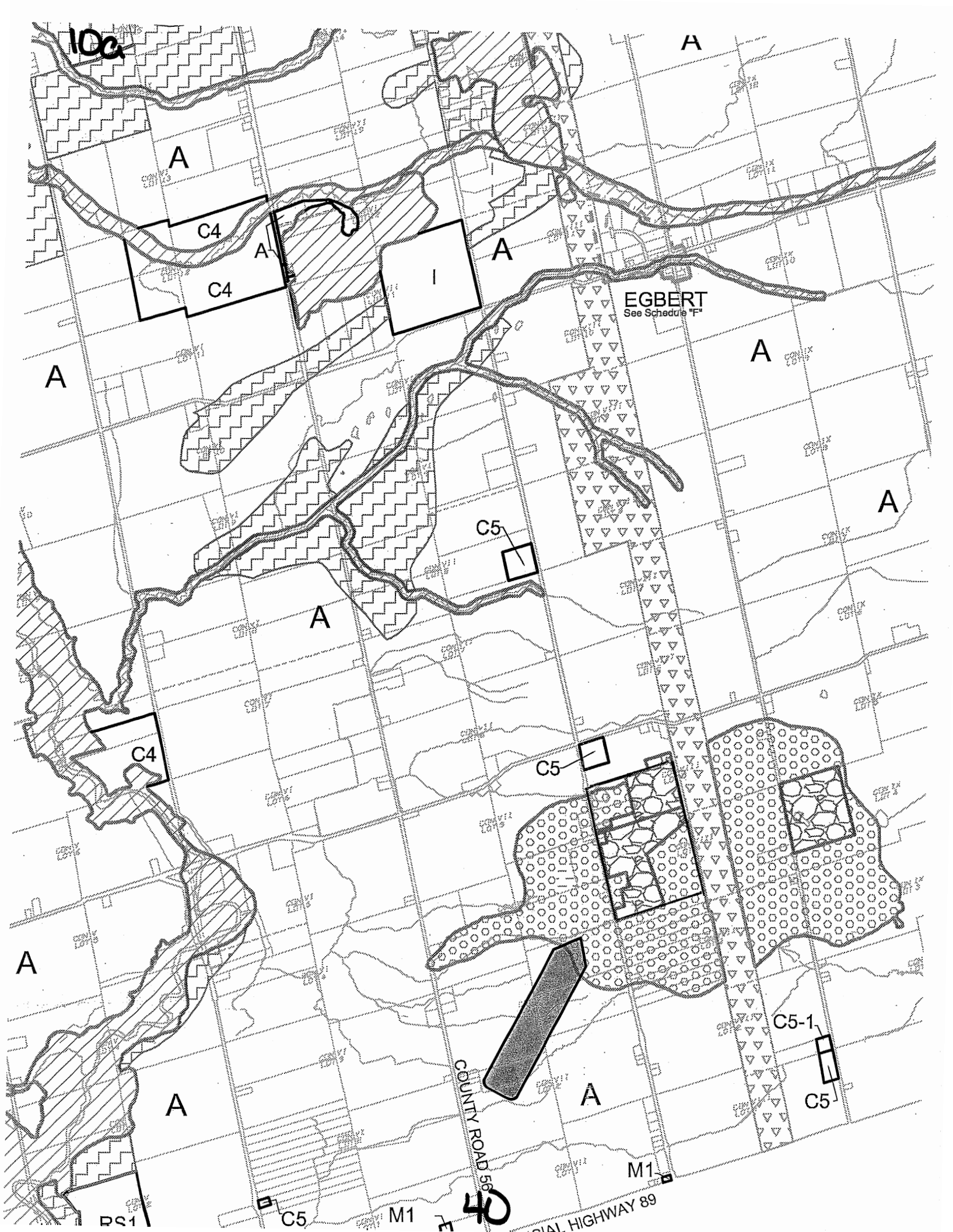


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Colleen Healey-Dowdall  
CAO

Attachments:

- A. Proposed Mapping



IDc

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A

C4

A

C4

I

A

EGBERT  
See Schedule "F"

A

A

A

C5

A

C4

C5

A

A

COUNTY ROAD 56

A

C5-1

C5

M1

RS1

C5

M1

40

STATE HIGHWAY 89