

**THE CORPORATION OF THE TOWNSHIP OF ESSA
VIRTUAL COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, MARCH 23, 2022
6:00 p.m.**

To view our live stream, please visit the Township of [Essa's YouTube Channel](#)

AGENDA

- 1. OPENING OF MEETING BY THE MAYOR**
- 2. DISCLOSURE OF PECUNIARY INTEREST**
- 3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS**

a. Council Presentation –Recognition of Staff Certifications
re: Ryan Winder, Deputy Chief Building Official
Domenic Malatesta, Building Inspector
Audra Marshall, Administrative Assistant – Building Department

- p. 1 **b. Delegation – Sean Olgivie, Forbes Bros.**
re: Telecommunications Tower
Proposed Xplornet Site - 6671 County Road 15 (Essa)

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

- p. 13 **a. Staff Report PD008-22 submitted by the Manager of Planning and Development, re: 28 Brentwood Road – Zoning By-law Amendment Z2-21.**

Recommendation: *Be it resolved that Staff Report PD008-22 be received: and That Council pass a Zoning By-law Amendment (ZBA) to re-zone 28 Brentwood Road, otherwise described as Part of Lot 20, Concession 1, Lots 14 and 15 of Registered Plan 1425 in the former Township of Sunnidale, for the development of four (4) new semi-detached residential units.*

- p. 23 **b. Staff Report PD009-22 submitted by the Manager of Planning and Development, re: Zoning By-law Amendment Z2/22 – Additional Residential Units.**

Recommendation: *Be it resolved that Staff Report PD009-22 be received: and That Council consider adopting a Zoning By-law Amendment to amend the Township's Zoning By-law to permit Additional Residential Units; and That the Planning Department and MHBC Planning, as required, immediately finalize the required implementing components of the Additional Residential Units Program, taking into consideration comments received from the public, staff and Council, subject to Council's approval of the Zoning By-law Amendment.*

5. PARKS AND RECREATION / COMMUNITY SERVICES

- p. 60 a. **Staff Report PR007-22 submitted by the Manager of Parks and Recreation, re: Ivy Minor Baseball Request.**

Recommendation: *Be it resolved that Staff Report PR007-22 be received: and That Council approve the request of Ivy Minor Baseball to waive the applicable fees in respect of Challenger baseball rentals for the 2022 season; and That Council deny the request of Ivy Minor Baseball to waive fees for groups U5 (T Ball) and U7 (Jr Rookie) for the 2022 season.*

- p. 63 b. **Staff Report PR008-22 submitted by the Manager of Parks and Recreation, re: Proposed South Simcoe Streams Network – Tree Planting at Stonemount Park, Gold Park Gate.**

Recommendation: *Be it resolved that Staff Report PR008-22 be received: and That Council approve a community tree planting event at Stonemount Park on May 28th as organized by the South Simcoe Streams Network (SSSN).*

6. FIRE AND EMERGENCY SERVICES

- p. 65 a. **Staff Report FD003-22 submitted by the Fire Chief, re: Updates to Essa's Establishing and Regulating By-law for Fire Department.**

Recommendation: *Be it resolved that Staff Report FD003-22 be received; and That Council approve the Draft By-law, to establish and regulate a Fire Department in the Township of Essa; and That the By-law as attached be presented to Council for consideration of adoption during its regular Council meeting of this date.*

7. PUBLIC WORKS

8. FINANCE

9. CLERKS / BY-LAW ENFORCEMENT / IT

- p. 77 a. **Staff Report C005-22 submitted by the Manager of Legislative Services, re: Election Sign By-law Review – Draft No. 2.**

Recommendation: *Be it resolved that Staff Report C005-22 be received: and That Council approve Draft No. 2 of the Election Sign By-law; and That the By-law as attached be presented to Council for consideration of adoption at a future meeting.*

- p. 87 **b. Staff Report C006-22 submitted by the Manager of Legislative Services,
re: 2022 County of Simcoe Bursary Program.**

Recommendation: *Be it resolved that Staff Report C006-22 be received: and
That Council opt-in to participate in the 2022 County of Simcoe Bursary Program with a
donation of \$1,000.00; and
That Council direct Staff to confirm its participation with the County of Simcoe prior to
the deadline of March 25, 2022.*

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

- p. 94 **a. Staff Report CAO010-22 submitted by the Chief Administrative Officer,
re: 2022 Essa Challenge Golf Tournament “Swing for Healthcare”**

Recommendation: *Be it resolved that Staff Report CAO010-22 be received: and
That Council authorize staff to hire three temporary part-time employees to work an
average of ten hours per week between April 1 and June 21, 2022 for the purpose of
helping to organize the Township Golf Tournament, with the expense to be paid from
the proceeds of the Golf Tournament, at an approximate cost of \$5,760.00.*

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 6th day of April, 2022 at
6:00 p.m.*



**ON7982 "Everett East" broadband facility
6671 County Road 15, Essa ON**

March 23, 2022

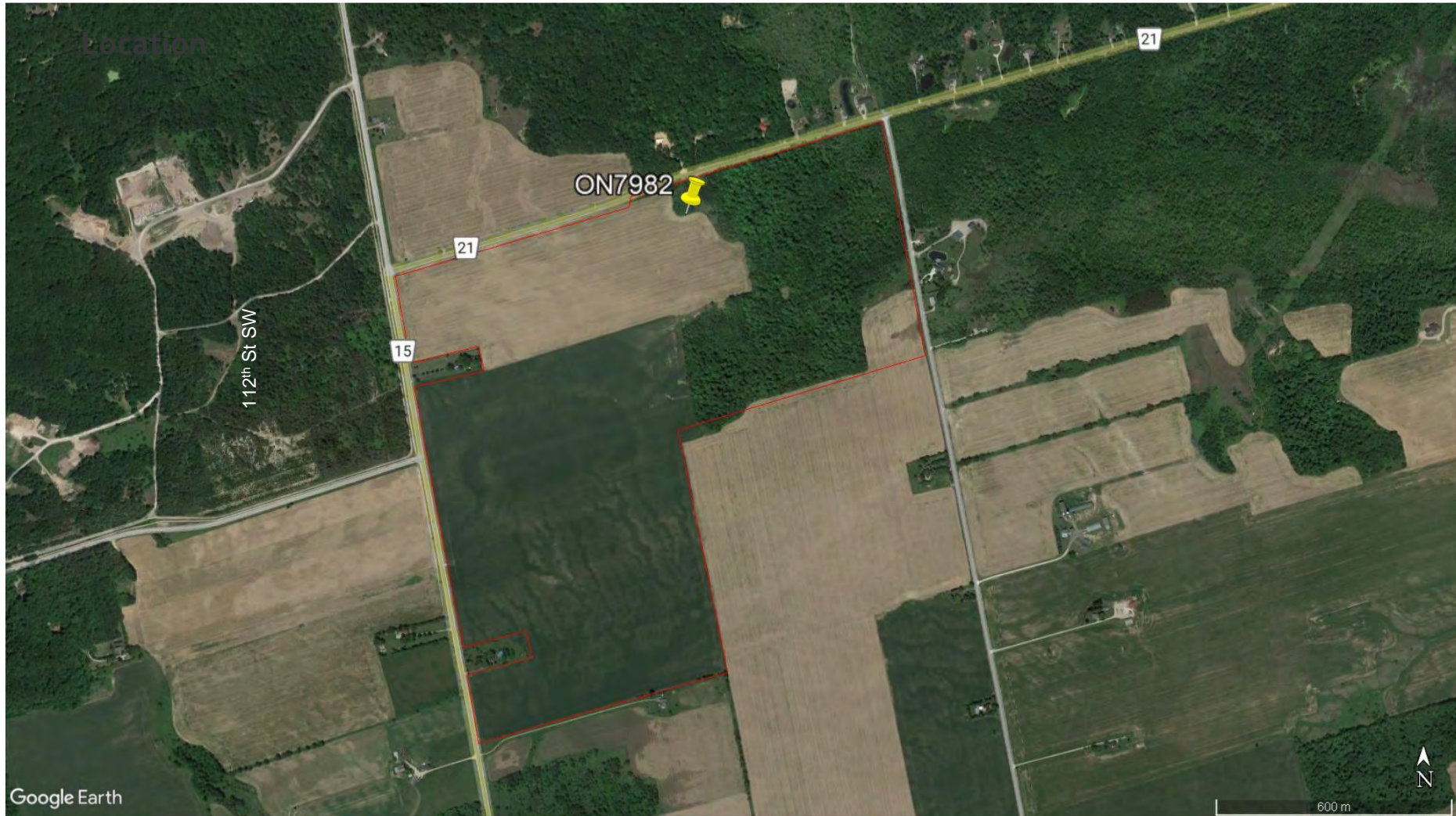
Xplornet Hybrid Network

Mission:

Make affordable, robust broadband available to every Canadian home and business



Overview



Purpose

Broadband is the next essential utility, as vital to economic growth as reliable electricity, clean water, and good roads

(BDO, Broadband: the next essential utility)

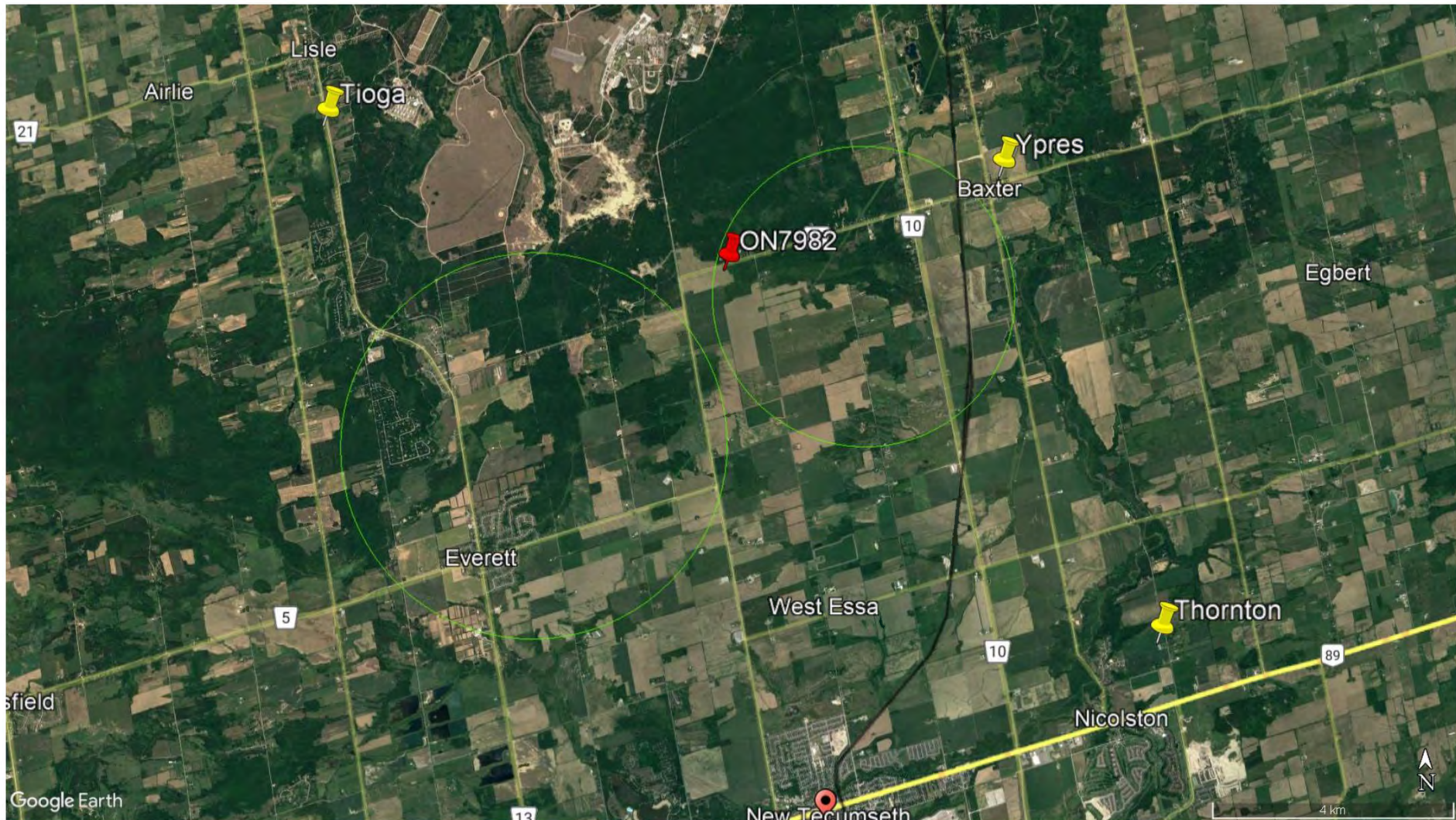
Ontario supports universal access to broadband and cellular service that meet Canada's minimum service standard

(Up to Speed: Ontario)

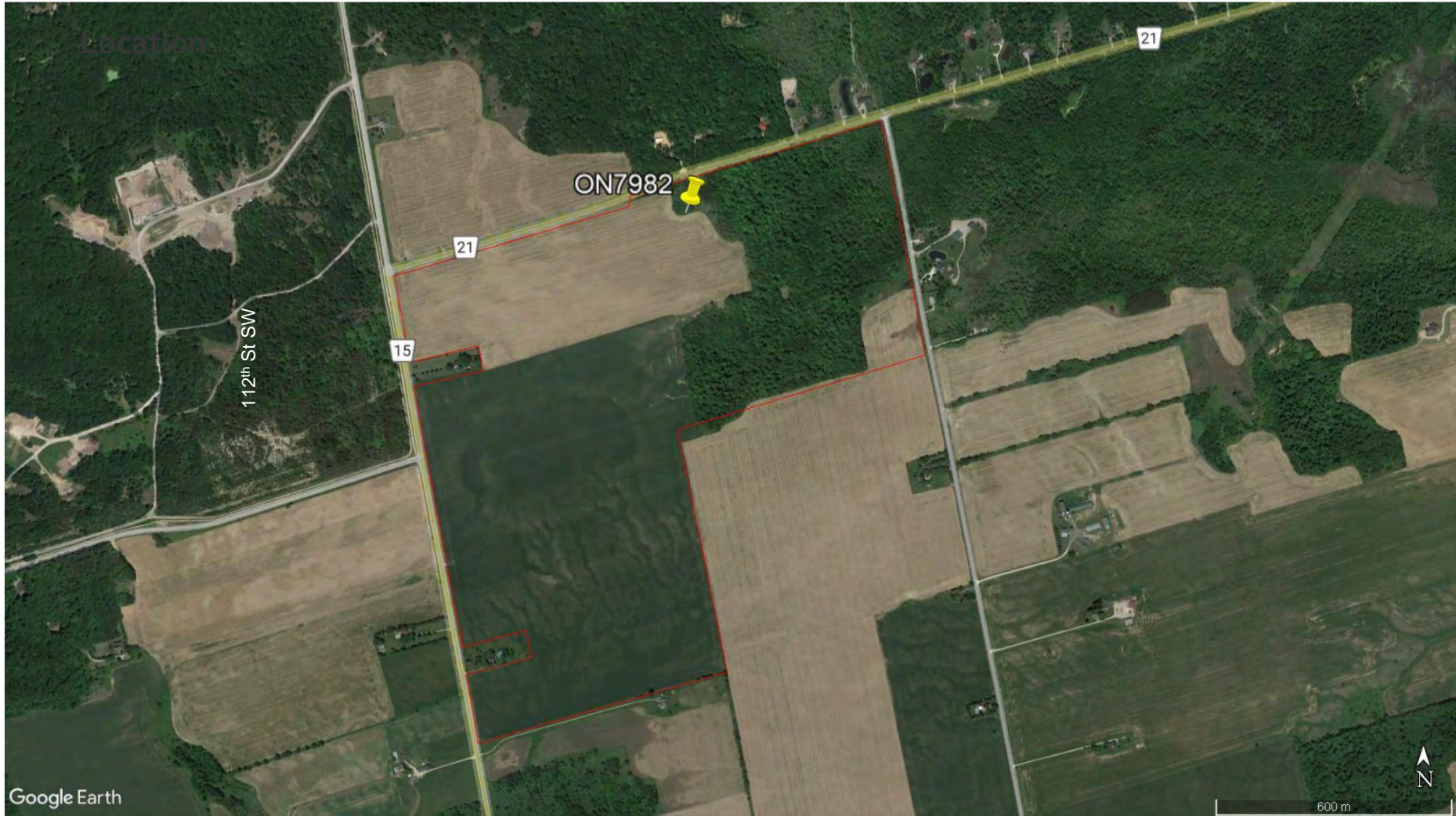
Essa Township Supports Broadband Initiatives

(CAO letter of support, Clerk letter of support)

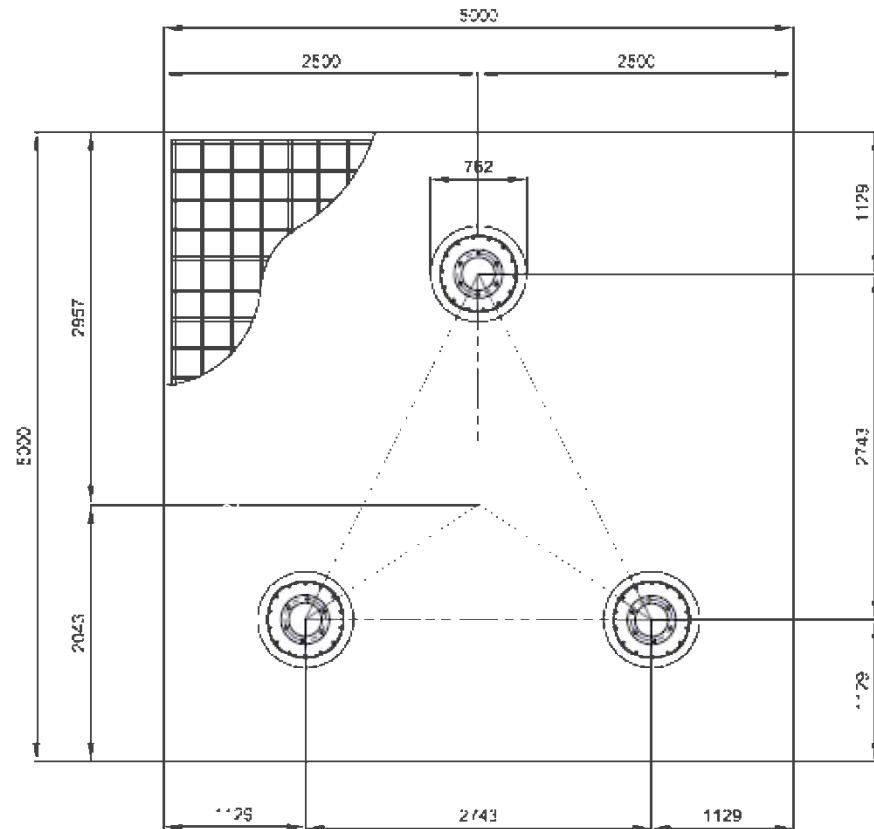
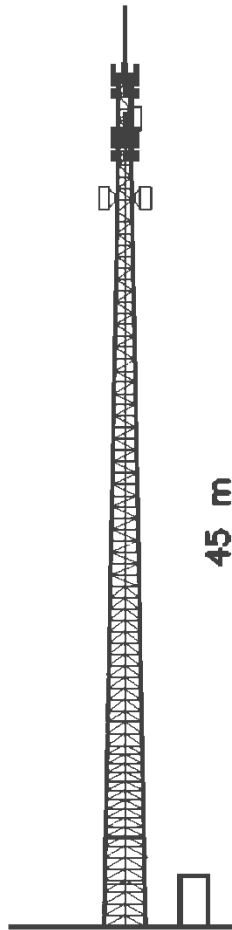
Project Objectives



Facility Location



Facility Design



Regulations and Roles

Innovation, Science, and Economic Development Canada (ISED)

Telecommunications Companies

Essa Township

Agencies

Public

ISED Consultation Process

Notification

Public Comment/Reply

Accommodations/changes

Concluding consultation

ISED Consultation Process

Notification

Public Comment/Reply

Accommodations/changes

Concluding consultation

Relevant

Site sharing possibilities
Alternate locations
Public access
Site integration
TC/NAV compliance
General requirements
compliance (SC6, IAA, etc.)

Not Relevant

Service disputes
Affects on property values/taxes
Validity of:

Radiocommunication Act
Safety Code 6
Consultation procedure

ISED Consultation Process

Notification

Public Comment/Reply

Accommodations/changes

Concluding consultation

Written recommendation

Recommendation is not approval/refusal

Any objections need to be clear / relevant

Summary

New broadband tower required to improve coverage in Essa

Locations are limited

Township / Council are a commenting and recommendation body

Accommodations can be made for *reasonable / relevant* siting related concerns



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD008-22

DATE: March 23rd, 2022

TO: Committee of the Whole

FROM: Aimee Powell, B.URPl., MPA, MCIP, RPP
Manager of Planning and Development

SUBJECT: 28 Brentwood Road - Zoning By-Law Amendment Z2-21

RECOMMENDATION

That Staff Report PD008-22 be received and;

That Council pass a Zoning By-law Amendment (ZBA) to re-zone 28 Brentwood Road, otherwise described as Part of Lot 20, Concession 1, Lots 14 and 15 of Registered Plan 1425 in the former Township of Sunnidale, for the development of four (4) new semi-detached residential units.

BACKGROUND

Proposal

The Township has received a *Planning Act* Application for a Zoning By-law Amendment for 28 Brentwood Road in Angus. On behalf of Bella Joya Family Trust, Innovative Planning Solutions has applied for a Zoning By-law Amendment for the property legally known as Part of Lot 20, Concession 1, Lots 14 and 15 of Registered Plan 1425 in the former Township of Sunnidale, municipally known as 28 Brentwood Road, in the Township of Essa. This Zoning By-law Amendment is being requested for the creation of four (4) new semi-detached residential units.

Requested Zoning By-law Amendment

The Township is in receipt of a submission for a proposed development at 28 Brentwood Road, in Angus. The submission, originally taken by the Township in April 2021, includes an application for a Zoning By-law Amendment, to facilitate the rezoning of the lands from 'Residential, Low-Density, Detached (R1)' as identified in Schedule 'B' of the Township of Essa's Zoning By-law 2003-50 to 'Residential, Medium Density, Townhome Exception (R3-10)' to allow the development of four (4) new semi-detached residential units and provide site-specific special provisions to allow for the development of semi-detached

houses.

Site Description

Location

The subject lands are in Part of Lot 20, Concession 1, Lots 14 and 15 of Registered Plan 1425 in the former Township of Sunnidale. The subject lands are currently vacant with frontage to the north side of Brentwood Road. Adjacent uses include residential dwellings, agricultural lands, and an unopened right-of-way.

Site Characteristics

The subject property is 0.12 hectares in size (0.296 acres), with relatively flat and even grade and currently vacant with no buildings or structures on the subject lands.

The subject lands are regulated by the Nottawasaga Valley Conservation Authority (NVCA); therefore, a Development Permit from the NVCA will be required alongside the required planning approvals, including, but not limited to the County of Simcoe, on the matters of traffic and stormwater management. Three Consent Applications will also be required for the creation of the proposed development.

PUBLIC MEETING

A public meeting was held on February 16, 2022, to hear comments from the public, no comments were received at the public meeting in this regard. Parking requirements were discussed with Council members that resulted in the request for the proposed driveways to be widened. The applicant resubmitted an updated plan to satisfy the aforementioned parking concern.

Tim Schilling from KLM Planning Partners Inc. on behalf of Tesmar Holdings Inc., owner of neighbouring lands at 9078 McKinnon Road, provided comments to be considered in the processing of the subject application. More specifically, Tim Schilling submitted comments via email in regards to access to the lands owned by neighbour Tesmar Holdings Inc, that they are currently provided access by means of a fourteen (14) meter public right-of-way extending north from Brentwood Road directly west of the Subject Lands, to ensure adequate access to the future development of those lands. Staff continue to recommend that the application for 28 Brentwood Road proceed without having to dedicate a significant portion of their lands for the Tesmar application. The KLM request would result in the elimination of the two most westerly building units [Unit #1 and #2] of the 28 Brentwood Road application, which is not optimal.

COMMENTS AND CONSIDERATIONS

In accordance with the interrelationship between provincial, county, and municipal planning policy, in assessing the merits of a proposed amendment to the Township's Zoning By-Law, consideration must be given to the requested amendment's consistency/conformity with the planning priorities of all three levels of government. The following policy documents have been reviewed to provide further analysis on the subject application:

Upper Tier (Provincial & County):

- Planning Act,
- Provincial Policy Statement,
- Growth Plan for the Greater Golden Horseshoe,
- County of Simcoe Official Plan.

Lower Tier (Township of Essa):

- Essa Official Plan
- Essa comprehensive Zoning By-law 2003-50.

The following is a review of this application in accordance with the Provincial planning documents, the County and Township Official Plan, and the Township of Essa's Zoning By-law.

Planning Act, R.S.O. 1990

The *Planning Act*, 1990, establishes the framework within which all land use decisions are made within Ontario. The *Act*, establishes the land use planning system in Ontario, ensuring that it is a fair system, led by Provincial Policy.

Section 2 of the *Planning Act* requires that the Council of a municipality have regard for, among other matters, matters of Provincial interest such as, but not limited to, the adequate provision of a full range of housing and the promotion of a built form that is well-designed and accessible.

The proposed ZBA respects this interest, as the proposed re-zoning of the subject lands would allow for appropriate and efficient intensification for the long-term within the Settlement Area of Angus. The proposed re-zoning would be compatible with the surrounding context of Brentwood Road as the lands are in an area of residential and mixed uses. In this regard, the subject application represents good planning in accordance with the *Planning Act*.

Provincial Policy Statement (PPS), 2020

The PPS provides policy direction on matters of Provincial interest related to land use planning and development.

Section 1.1.3.1 of the (PPS) states that Settlement Areas “shall be the focus of growth and development, and their vitality and regeneration should be promoted”. Section 1.1.3.2 also states that land use patterns in Settlement Areas shall be based on densities and a mix of land uses which efficiently use land and resources, including infrastructure and public service facilities which are planned or available. Section 1.1.3.4 also states that appropriate development standards should be promoted which facilitate intensification, redevelopment, and compact form.

The proposed infill development falls within the Settlement Area of Angus, introduces growth on a compatible scale and is compatible with existing development patterns offering a sustainable approach to cost effective development patterns. It would facilitate intensification, redevelopment and compact form, in an accessible location which would more efficiently use land, infrastructure and public service facilities.

Section 1.4.3 of the PPS requires municipalities to provide an appropriate range and mix of housing types and densities to meet the needs of current and future residents.

The proposed development of four (4) new semi-detached residential units would contribute to the range and mix of housing types available in the Settlement Area of Angus.

Section 1.6.6.1 promotes development in a manner that optimizes municipal sewage and water services. Section 1.6.6.2 prioritizes the use of municipal water and sewage services for Settlement Areas.

The proposed infill/redevelopment as designed will utilize existing municipal water and sewer infrastructure provided along Brentwood Road. In this regard, the subject application represents good planning in accordance with the PPS.

Growth Plan for the Greater Golden Horseshoe, 2020

The Growth Plan for the Greater Golden Horseshoe provides a framework for implementing Ontario’s vision for building strong, prosperous communities by managing growth.

Section 2.2.1 2. d states that development shall be directed to Settlement Areas, and that growth shall be focused in delineated built up areas (2.2.1 2. c). The subject lands are within the Angus Settlement Area.

The proposed development would conform to these policies of the Growth Plan and would assist in meeting the intensification targets described in Section 2.2.2 by directing development to within a built boundary. In this regard, the subject application represents good planning in accordance with the Growth Plan.

County of Simcoe Official Plan (2016)

The County of Simcoe Official Plan provides a policy context for land use planning conducted across the County’s member municipalities. This document is designed to assist with growth management and provides a framework for coordinating planning with adjacent municipalities, agencies, and other levels of government.

The subject lands are designated “Settlement” on Schedule 5.1 of the County Official Plan, and are within the Angus Settlement Area, but outside of the delineated built boundary per Schedule 5.1 of the County of Simcoe Official Plan, and are currently vacant, therefore well suited for new residential development. In this regard, the subject application represents good planning in accordance with the County of Simcoe Official Plan.

Township of Essa Official Plan, 2001

The Township of Essa Official Plan establishes a policy framework to guide growth and development. Policy guides the physical development of the Municipality while having regard for relevant social, economic and environmental matters.

The Township Official Plan defines Development as: “the creation of a new lot, a change in land use, or the construction of buildings and structures, requiring approval under the *Planning Act*”.

Schedule B of the Township of Essa Official Plan designates the property “Residential”. Section 8 provides policies related to the Residential designation. Section 8.1 states that higher density housing types are best directed to the Angus Settlement Area based on its urban servicing characterises. Section 8.2 listed single detached; semi detached and duplex dwellings as permitted uses in the Residential designation area which maintain the low-density residential character of Settlement Areas. Section 8.3.1 classifies semi-detached homes as low density residential.

The proposed development of four (4) new semi-detached residential units would conform to permitted uses as per Schedule B of the Township of Essa Official Plan.

Section 24.3.3 states that where development is proposed abutting a County Road, the applicant must dedicate a portion of the lands to the County, where necessary, for future road widenings to achieve the ultimate Right of Way (ROW)width. The County of Simcoe

entrance bylaw (By-law No. 5544), Section 2.5.2 identifies that new entrances are permitted to individual residential lots created on County Roads if they are in Settlement Areas designated in official plans. Section 26.3.1 (j) permits new residential lots from County Roads within Settlement Areas, that align with the characterises of the subject lands. Part (b) directs that access to arterial roads be carefully controlled to prevent traffic hazards.

The proposed development would retain the lands required for dedication to the County should the 7.5m widening occur. It is anticipated that should the applications be approved an application to the County for an entrance permit(s) will be submitted. In this regard, the subject application represents good planning in accordance with the Township of Essa's Official Plan.

The Township of Essa Zoning By-law 2003-50

The Township of Essa Zoning By-law 2003-50, as amended, has been established to regulate all property within the Township's boundaries. The lands subject to the proposed ZBA is zoned 'Residential, Low-Density, Detached (R1)' as identified in Schedule 'B' of the Township of Essa's Zoning By-law 2003-50. The lands are proposed to be rezoned 'Residential, Medium Density, Townhome Exception (R3-10)' to allow the development of four (4) new semi-detached residential units and provide site-specific special provisions to allow for semi-detached housing typologies. A draft of the proposed Zoning By-law Amendment text and Schedule is provided with this report as Attachment (1).

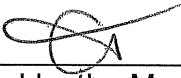
Section 11 establishes the zoning regulations for properties zoned "Residential, Medium Density, Townhome (R3)" within the Township. On 'R3' zoned properties Semi-Detached Dwelling are permitted. The result of the ZBA would allow the property to be severed, with the newly created additional lot At this time, it is proposed that the newly created lots will adhere to the required 'Minimum Lot Provisions' and 'Minimum Yard Setback Primary Permitted Use' as per the Zoning By-law. In this regard, the subject application represents good planning in accordance with the Township of Essa Zoning By-law 2003-50.

Staff have completed an analysis of relevant planning policy and reviewed the received public and agency comments relating to this ZBA. Staff have determined that the proposed amendment to the Township of Essa's Zoning By-law 2003-50 described herein is consistent with, and conforms to, relevant Provincial Policy, the Simcoe County Official Plan, the Township of Essa Official Plan, and the Township of Essa Zoning By-law 2003-50 and represents good planning. The result of this amendment and the future severance of these lands, would be respectful of the surrounding Settlement Area, would not have negative impacts on existing and adjacent residential uses, and a request for site specific exceptions to the Zoning By-law are reasonable given the housing typologies and setback relative to the future road allowance from the County.

It is noted that an application to the County for an entrance permit(s) shall be submitted following the pending approval of the subject Zoning By-law Amendment and severance approval, should the application be approved.

FINANCIAL IMPACT

All costs associated with the subject development are to be borne by the applicant.



Reviewed by the Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no further action, in effect denying the application with reasons required to be stated as per the Planning Act.
2. Approve an amendment to the Township's Zoning By-law Amendment to re-zone 28 Brentwood Road, otherwise described as Part of Lot 20, Concession 1, Lots 14 and 15 of Registered Plan 1425 in the former Township of Sunnidale, for the development of four (4) new semi-detached residential units
3. Direct Staff to consider alternate amendments or a variation to that proposed.

CONCLUSION

Option #2 is recommended.

Prepared by:



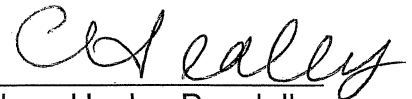
Silva Yousif MPlan, EIT, PMP, MCIP
Sr Planner

Respectfully submitted by:



Aimee Powell BURPI, MPA, MCIP, RPP
Manager of Planning &
Development

Reviewed by:



Colleen Healey-Dowdall
CAO

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW NUMBER 2022-

A BY-LAW TO AMEND TOWNSHIP OF ESSA COMPREHENSIVE ZONING BY-LAW NO. 2003-50, AS AMENDED

WHEREAS, pursuant to Section 34 of the *Planning Act*, R.S.O., 1990, c.P.13, as amended, the Council of the Township of Essa has passed a comprehensive Zoning By-Law No. 2003-50 for the Township of Essa;

AND WHEREAS, an application to amend By-Law No. 2003-50 has been received with respect to lands known legally as Part of Lot 20, Concession 1, Lots 14 and 15, Registered Plan 1425, also described as 28 Brentwood Road, Township of Essa, County of Simcoe;

AND WHEREAS the provisions of this By-law conform to the Official Plan of the Township of Essa;

AND WHEREAS, Council deems it advisable and expedient to amend Zoning By-Law No. 2003-50;

NOW THEREFORE, the Council of The Corporation of the Township of Essa HEREBY ENACTS as follows:

- 1) THAT Zoning By-Law No. 2003-50, as amended, is hereby amended as follows:
 - a) That Schedule "B", as amended, is hereby further amended by changing the zoning of a portion of the subject property from the "Residential, Low Density, Detached (R1)" to "Residential, Medium Density, Townhome Exception (R3-10)", as depicted on Schedule 1 attached hereto, forming part of this By-Law.
 - b) That Section 11 Residential, Low Density, Townhome (R3), as amended, is hereby further amended:
 - i) by the addition of a new subsection 11.4.10 entitled, "R3-10: Part of Lot 20, Concession 1, Lots 14 and 15, Registered Plan 1425 (2022- xx)",
 - ii) by numbering the existing R3-11.4 special zoning provision as subsection 11.4.10, and
 - iii) by the addition of a new subsection 11.4.10 as follows
R3-10: Part of Lot 20, Concession 1, Lots 14 and 15, Registered Plan 1425 (2022- ___)",

Notwithstanding any provisions of this Zoning By-Law No. 2003-50 to the contrary on those lands zoned "R3-10" on Schedule "A" of this By-law,

residential uses on lands zoned "Residential, Medium Density, Townhome Exception (R3-10)" shall be permitted the following provisions: subject to the following:

on those lands zones "RL-2" the following special zoning regulations shall apply:

- Minimum Corner Lot Area with Full Municipal Services: 250m2
- Minimum Corner Lot Frontage with Full Municipal Services: 9.7m
- Minimum Front Yard Setback: 6.6m
- Minimum Exterior Side Yard Setback: 1.7m
- Maximum Corner Lot Coverage: 36%

- 2) THAT all other respective provisions of the Zoning By-law 2003-50, as amended, shall apply.
- 3) THAT this By-law shall come into force and take effect on the date of passing thereof, subject to the provisions of Section 34 of the *Planning Act*, R.S.O., 1990, c.P.13 as amended.

READ A FIRST, SECOND AND THIS TIME AND FINALLY PASSED THIS _____ DAY OF _____, 2022.

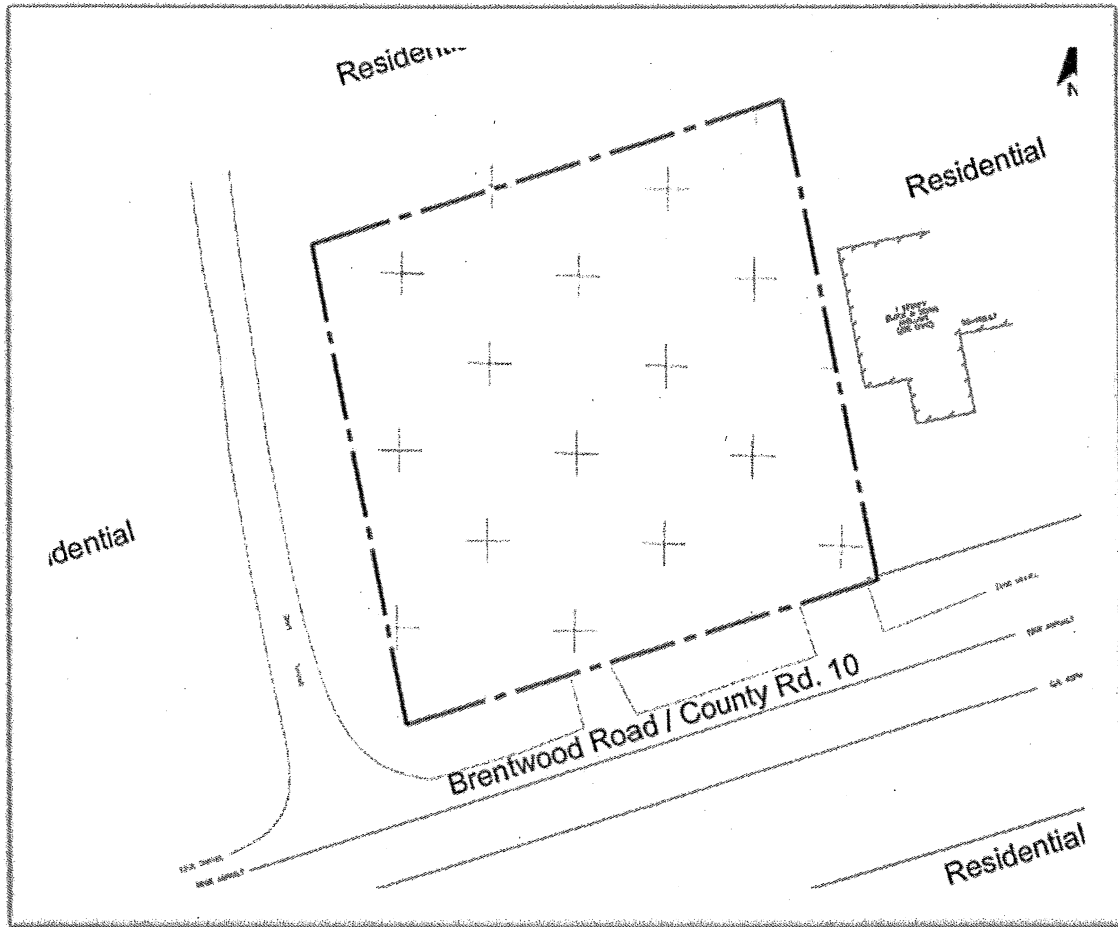
DRAFT

Mayor – Sandie Macdonald

Manager of Legislative Services – Lisa Lehr

THE CORPORATION OF THE TOWNSHIP OF ESSA

Schedule 1 to By-law 2022-____
Zoning By-law Amendment
To the Township of Essa Zoning By-law 2003-50



--- Lands to be rezoned from "Residential, Low Density, Detached (R1)" to "Residential, Medium Density, Townhome Exception (R3-X)"



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD009-22

DATE: March 23rd, 2022

TO: Committee of the Whole

FROM: Wes Crown, BES, RPP, MCIP
Associate | MHBC Planning

Aimee Powell, B.URPI., MPA, MCIP, RPP
Manager of Planning and

SUBJECT: Zoning By-Law Amendment Z2/22- Additional Residential Units

RECOMMENDATION

That Staff Report PD009-22 be received; and

That Council consider adopting a Zoning By-law Amendment to amend the Township's Zoning By-law 2003-50, to permit Additional Residential Units; and

That the Planning Department and MHBC Planning, as required, immediately finalize the required implementing components of the Additional Residential Units program (i.e. Registry By-law, Fee By-law changes, application forms, FAQs, etc.) taking into consideration public, staff and Council comments, subject to the Council's approval of the Zoning By-law Amendment.

BACKGROUND

In response to the staff shortages in the Planning Department, MHBC Planning was retained by the Township in the fall of 2021 to provide a range of services to the Township including the review of the progress made by the Township to bring its Official Plan and Zoning By-law into compliance with the requirements of the *Planning Act* for Additional Residential Units (ARUs). The purpose of this report is to confirm the work completed to date, review and present the revised draft amendment to the Township Zoning By-law regarding ARUs, and recommend next steps in the program.

Work-to-Date

Council initially provided direction to Staff in January 2020 to launch a project to bring the Township into full compliance with the changes to the *Planning Act* respecting Additional Residential Units (ARUs), respond to the increasing public interest in ARUs as a housing choice, and create a Township program whereby interested residents could access the County funding program for ARUs.

Following the direction and instructions from Council, Staff undertook a jurisdictional scan and best practices review and prepared a Draft Official Plan Amendment (OPA) and a draft Zoning By-law Amendment (ZBA).

In March 2021, Staff presented a report to Council to seek authorization to proceed to a Public Meeting to present the first Draft OPA and ZBA to implement an ARUs process. A circulation of the draft policies and zoning standards was undertaken in April amongst internal Departments and commenting Agencies, including but not limited to the County. On April 21, 2021, Council held the Statutory Public Meeting to present the draft Official Plan policies and Zoning By-law standards to the public and receive comments on the proposed Amendments (Attachment 'A' – Public Meeting Minutes).

Beginning in early April 2021 and prior to the public meeting, Staff undertook an extensive advertising campaign within the community in efforts of achieve broad outreach and engage residents, landowners, and community stakeholders. Outreach undertaken by Staff included:

- Planning Notice posted under 'Notices' in the Barrie Today Classified Section (7 days);
- Notice of a quarter-page Ad in the Newspaper for The Alliston Herald and Simcoe.com (7 days);
- Notice of a Big Box Ad and Notice in the Newsletter for The Borden Citizen (21 days);
- A Notice sent to all Committees of Essa Township Council;
- Social Media Posts on the Township of Essa's Twitter and Facebook Accounts; and a Notice on the Township of Essa's website; and
- Emails sent to all residents/landowners who expressed interest in receiving updates.

The Official Plan Amendment (OPA 38) for ARUs was adopted by Township Council on December 1, 2021 and approved by the County of Simcoe Council on March 8, 2022 (Attachment 'B' – Adopted OPA). OPA 38 has the effect of permitting ARUs within the 'Residential', 'Estate Residential', 'Residential Recreational', 'Rural' and 'Agricultural' designations of the Township Official Plan, and introduces policy which supports the development of zoning provisions to regulate ARUs in the Township. The County must now prepare and circulate a Notice of Approval. If no appeals to the OLT of the County decision to approve OPA 38 are received within the appeal period, OPA 38 and the policies regarding ARUs will come into effect as of March 8, 2022.

A memorandum was circulated to Township Departments on February 8, 2022 which outlined implementation options for the forthcoming Zoning By-law Amendment and provided an opportunity for further comment from the Senior Management Team and all Township Departments and Divisions that may have an interest, role and responsibility with respect to the Township's ARU program.

Public Meeting Comments

A Statutory Public Meeting was held on April 21, 2021, to provide the public and Council with an opportunity to comment on the proposed policies and standards. Comments resulting from the meeting and circulation of the amendments were generally supportive of the proposed policies and standards, with minor clarifications and amendments required. A summary of comments from the public, Council, and Staff including those received in response to the February 8th memorandum, and responses to said comments, are included in Attachment 'C'.

Draft Zoning By-law Amendment

MHBC has reviewed the draft Zoning By-law Amendment prepared by Staff and have found it to be comprehensive and in full conformity with the relevant Provincial legislation, plans, policies and approved OPA 38, and within the scope of the best practices and jurisdictional scan. Overall, the draft Zoning By-Law Amendment has been modified slightly to provide for greater consistency with the approved OPA 38, with the form and format of the Township of Essa Zoning By-law No. 2003-50, and to enhance clarity around which zones ARUs are considered a permitted use. The revised draft By-Law has also been scoped to include only amendments relevant to the Zoning By-law (Attachment 'D' – Revised Draft ZBA). The limited changes include:

- Confirmation of servicing capacity in municipal systems is required
- ARUs not permitted where a Garden Suite exists
- A regulation added to require clustering of ARUs with the Primary Residence

COMMENTS AND CONSIDERATIONS

Provincial Policies – Planning Act (2020), Provincial Policy Statement (2020) and the Growth Plan for the Greater Golden Horseshoe (2020)

The Province of Ontario enacted *Bill 108, More Homes, More Choice Act, 2019*, which came into force on September 3, 2019, permitting two residential units in a residential structure and another residential unit in an accessory structure/building, whereas the Act previously only permitted one additional residential unit.

Section 16 (3) *Planning Act* provides the following provisions regarding Additional Residential Units:

An Official Plan shall contain policies that authorize the use of additional residential units by authorizing,

(a) the use of two residential units in a detached house, semi-detached house or rowhouse; and

(b) the use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse. 2019, c. 9, Sched. 12, s. 2 (1).

Additionally, the following provisions and standards related to ARUs were included in the *Planning Act* through Bill 108:

- One parking space per unit is required, which may be a tandem parking space, unless a municipal By-law is passed which removes the requirement of a parking space;
- A residential unit may be occupied by any person regardless of whether they are related to the occupant of the primary dwelling;
- Requirements for property owners to live on the property; and,
- ARUS(s) are permitted regardless of the date of construction of the primary dwelling unit.

Section 35.1(1) of the *Planning Act*, requires municipalities to implement the ARU policies described in Section 16(3) of the *Planning Act* within their Zoning By-laws and states,

The council of each local municipality shall ensure that the by-laws passed under section 34 give effect to the policies described in subsection 16 (3). 2011, c. 6, Sched. 2, s. 6.

Currently, the Provincial land-use planning policy documents, *A Place to Grow: The Growth Plan for the Greater Golden Horseshoe (2020)* and the *Provincial Policy Statement (2020)* offer the complimentary policy support and framework to authorize and require municipalities to permit ARUs in local Official Plans and Zoning By-laws.

The proposed Zoning By-law Amendment will implement the approved OPA 38 in accordance with Section 35.1(1) of the *Planning Act* described above. It is our opinion that the proposed amendment to the Zoning By-law for Additional Residential Units conforms to relevant Provincial plans and policies.

County of Simcoe

In 2014, the County of Simcoe, as required by the Province, developed a '10-Year Affordable Housing and Homelessness Prevention Strategy' that aims to ensure that the housing and support needs of all residents are met and that all communities are poised to succeed socially and economically. The strategy encourages access to housing options, diversifying the housing stock, and ensuring a variety of housing tenure, style, and proximity to amenities.

Second Units are recognized as one of the components of the County of Simcoe's Strategy as one of the most cost-effective ways to increase housing stock. The County's housing strategy has made a commitment to achieve a minimum of 2,685 new affordable housing units throughout the region by 2024 to address the needs across the entire County. The strategy sets a target of 86 affordable dwelling units for the Township of Essa to contribute to the overall housing target set within the County's strategy. The Township of Essa has achieved 21% of this target in the last 7 years (stats from 2019), with the proposed ARUs policies the Township will be able to increase the affordable and rental housing stock and align closely with the County of Simcoe's targets.

The County of Simcoe promotes and financially supports the creation of ADUs through the Secondary Suites Program. The program aims to increase the affordable housing supply in the County, through funding up to \$30,000 for the creation of a secondary unit. The program is delivered with funding from the County of Simcoe and Federal/Provincial governments. This program provides financial assistance in the form of a forgivable loan of up to a maximum of \$30,000 to create a secondary unit subject to the program's criteria. Rent levels are set at or below the average market rent as established by Canada Mortgage and Housing Corporation and fixed through agreement for 15 years to ensure the funding supports the creation of affordable units. The County of Simcoe Official Plan offers provisions for secondary suites to be created and urges local municipalities to permit them, when possible, subject to meeting provincial Codes and health and safety standards.

The County Official Plan, in Section 4.3, encourages local municipalities to permit intensification including secondary suites in residential buildings and to revise their Zoning By-laws to ensure that minimum zoning provisions do not impede the appropriate provisions of affordable housing in any residential location.

For the reasons provided above, it is our opinion that the proposed amendment to the Zoning By-law conforms to the County of Simcoe's Official Plan and is in keeping with the County's initiatives and programming related to ARUs.

The Township of Essa Official Plan, 2001

Section 4 of the Official Plan highlights the development goals for the Township and states that it is an objective to provide adequate supply and diversity of housing types to meet the needs of the Township.

The approved Official Plan Amendment for ARUs (OPA 38) has the effect of permitting ARUs within or attached to a single detached, semi-detached, or townhouse (row) dwelling or within a detached structure in the same lot in the 'Residential', 'Estate Residential', 'Residential Recreational', 'Rural' and 'Agricultural' designations of the Township Official Plan. OPA 38 provides a single policy framework for multiple designations for ARUs and introduces policies which support the development of zoning provisions to regulate ARUs.

The proposed amendment to the Zoning By-law establishes zoning standards (setbacks, height, parking, unit size, servicing) which implement the policy directions provided in OPA 38. The proposed Zoning By-law Amendment conforms to the Township's amended Official Plan and effectively implements OPA 38.

Township of Essa Zoning By-law No. 2003-50

The Township of Essa Zoning By-law has not been updated to permit ARUs. The proposed Zoning By-law Amendment will have the effect of permitting ARUs within a single detached dwelling, semi-detached dwelling, or rowhouse and/or located within a detached accessory building/structure on the same lot as the primary residence in the Agricultural (A), Rural (RL), Estate Residential (RS1), Detached Low Density (R1), Semi-detached Low Density (R2) and Townhouse Medium Density (R3) zones.

The proposed amendment would provide for a new ARU section under the General Provisions of the Township Zoning By-law, and includes a number of development standards related to:

- Access
- Parking
- Servicing
- Maximum floor area
- Maximum height
- Setbacks

The proposed Zoning By-law Amendment provides the zoning standards (setbacks, height, parking, unit size, servicing) and provisions (home occupation restrictions, streetscape, and design considerations) to regulate ARUs. The proposed Zoning By-law Amendment will implement OPA 38 in accordance with Section 35.1(1) of the *Planning Act*. The proposed draft ZBA is included as Attachment 'D'.

General Comments

A comprehensive ARUs program includes a full range of policy and regulatory tools that impact most departments in the Township including Planning, Building, Fire, Public Works and Enforcement. A comprehensive program will also require the preparation of application guides, program information and FAQs to assist residents through the application and registration processes. As previously noted by Staff, it is important that all program materials be finalized as soon as possible after the County approval of the Official Plan Amendment to meet the public interest and support for this new housing option.

As noted, the Township's planning program has only recently commenced the update process to permit and regulate ARUs, with the Official Plan Amendment to introduce ARU policies approved by County Council on March 8, 2022. The work to update the planning program to permit and regulate ARUs is ongoing. Like all municipalities without an ARU

program, the Township has illegal units created without zoning permission and/or building permits within the Township's existing housing stock. Alongside the requirement to implement provincial direction for ARUs, implementing the program will permit the legalization of these existing units and to permit them to be brought into full compliance with the life safety standards of the Ontario Building Code and to help ensure safer residential occupancy.

Attached to this report (Attachment E) are draft FAQs that should be refined and expanded into a formal information guide for residents who are exploring the ability to create, and or legalize, an Additional Dwelling Unit(s). Also attached to this report is the draft Registry By-law originally prepared by Staff (Attachment F). The draft Registry By-law is identical to the earlier draft prepared by staff with one addition. As noted earlier in the report, one of the objectives of the ARU program is to create a path to permit the legalization of illegal units and permit them to be brought into full compliance with the OBC and create safer housing options in the Township. In order to help encourage owners to chose this path to legalize existing units, the following provision has been added to the By-law to waive the registration application fee for a period of one (1) year:

(v) Notwithstanding (iv) above, the registration application fee shall be waived for a period of one (1) year from the date the by-law comes into force and effect in respect of applications for existing additional dwelling units;

FINANCIAL IMPACT

Through the implementation of a comprehensive ARUs program, the establishment of appropriate fees will result in an increase in revenue through the permit and registry processes that would be intended to operate on a cost recovery basis.

Some Departments have noted the increased demands on staff time of a full ARU program and impacts of timing and service levels. Establishing appropriate fees to address the service demands on a fee for service basis will help provide additional revenue to each of the impacted departments.

It is important to note that *Bill 108, More Homes, More Choice, 2019*, as discussed previously, also amended the *Development Charges Act, 1997*. To encourage the development of ARUs, new provisions were introduced which exempt development charges for ARUs in residential homes or accessory structures/buildings to the prescribed classes of residential buildings.



SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Approve the proposed Amendment to the Zoning By-law to establish zoning standards and provisions to regulate ARUs in the Township.
3. Direct staff in another manner.

CONCLUSION

Option #2 is recommended. This will implement the Council adopted and County approved OPA 38 in accordance with Section 35.1(1) of the *Planning Act* and allow the Township to finalize the remaining materials required to formalize implementation of a ARU program.

Prepared by:

Wes Crown

Wes Crown, MCIP, RPP,
Associate
MHBC Planning

Respectfully submitted by:

Aimee Powell

Aimee Powell B.URPI, MPA,
MCIP, RPP
Manager of Planning &
Development

Reviewed by:

Colleen Healey

Colleen Healey-Dowdall
CAO

Attachments:

- A. Public Meeting Minutes
- B. Comment Matrix (Public, Council, Internal/External Departments)
- C. Adopted OPA
- D. Revised Draft ZBA
- E. ARU Frequently Asked Questions
- F. Draft Registry By-law

Attachment 'A' - Public Meeting Minutes

40

THE CORPORATION OF THE TOWNSHIP OF ESSA PUBLIC MEETING MINUTES WEDNESDAY, APRIL 21, 2021

RE: PROPOSED OFFICIAL PLAN AMENDMENT (OPA 38) / ZONING BY-LAW AMENDMENT (Z2/21)

A Public Meeting was held virtually on Wednesday, April 21, 2021 and was livestreamed to the public on the Township of Essa's YouTube Channel.

In attendance: Mayor Sandie Macdonald (electronic)
Deputy Mayor, Michael Smith (electronic)
Councillor Keith White (electronic)
Councillor Henry Sander (electronic)
Councillor Ron Henderson (electronic)

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer (electronic)
C. Traynor, Manager of Finance (electronic)
R. Rosilius, Deputy Treasurer (electronic)
M. Mikael, Manager of Public Works (electronic)
A. Powell, Manager of Planning and Development (electronic)
J. Sidhu, Planner (electronic)
J. Coleman, Manager of Parks and Recreation (electronic)
K. Pascoe, Deputy Clerk (electronic)
L. Lehr, Manager of Legislative Services (electronic)

Mayor Macdonald opened the meeting at 6:04 p.m. She explained that the purpose of this Public Meeting is to review proposed Amendments for Additional Residential Units to the Township of Essa's Official Plan 2001 and Zoning By-law 2003-50 in accordance with Section 22 and 34 of the Planning Act, and to hear comments and review written submissions from the public and other agencies concerning these proposed Amendments.

The Manager of Planning and Development provided a description of the proposal, stating that in keeping in line with the Provincial directives around affordable and accessible housing, Township Staff have undertaken a comprehensive review of planning policies and have drafted Official Plan and Zoning By-law Amendments regarding Additional Residential Units. The proposed amendments work to align the Township's Official Plan policies and Zoning By-law standards with provincial policy regarding Additional Residential Units (ARUs).

These Amendments will authorize the use of Additional Residential Units by permitting:

- the use of two residential units in a detached house, semi-detached house or rowhouse; and
- the use of a residential unit in a building or structure accessory to a detached house, semi-detached house or rowhouse

The properties subject to these Additional Residential Unit Amendments and general Amendment details were further explained in Staff's presentation. She advised that ARUs are being recommended Township-wide, where appropriate. If the proposed amendments are approved, they would apply to all lands in the Township with the appropriate zoning, and will permit ARUs on properties that are zoned to permit single detached, semi-detached or rowhouse dwellings.

The Manager of Planning and Development advised that the municipality will continue to gather feedback and comments from the public and departments, and will write a report for Council's consideration in the future, of which will address comments received from 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 be sent to those persons involved in their review process.

Comments and Questions:

Question 1 - Virginia Foster (7168 10th line)

- As the average size of a house in Ontario is 1,520 square feet, at 50% the ARU would be only 760 square feet. Would there be any consideration for increasing the size to 75% which would increase the size to 1,520 square feet. This would be more suitable to support family households.

Answer – Manager of Planning and Development

- Staff have created this program through a scan of other municipal programs that have consideration of such issues, we will absolutely consider that ratio, the purpose of this meeting is to gather questions you provide, we will for sure intake the question, please keep in mind there must be a clear distinction to what the primary unit is and what is secondary use.

Question 2 - Andrea Dragicevic (7889 County Rd. 56)

- Request for clarification - If a property is located with a flood plain, can you still apply for an accessory?

Answer – Manager of Planning and Development

- We have these policies before the NVCA for their consideration, but they are of the opinion that when there is a hazard limit existing it will be quite challenging as they do not want to add dangerous uses to this land, at this time NVCA is being mindful of where these units will be provided.

Question 3 - Rachel Beaulieu (8 McCarthy Cres)

- The earliest date that the bylaw will be adopted is Fall 2021. Will the Town accept submissions for permit applications for projects pending this approval to be held in que until adoption?

Answer - Manager of Planning and Development

- We will not be barring application submission, but approval will be left with the County.

Question 4 - Claudine Johns (5223 6th Line)

- We are rural property. if we consider a secondary building that would be too far from our existing septic system, will this allow a secondary septic system specific to the new unit?

Answer – Manager of Planning and Development

- Yes, we will have to review on a case-by-case basis to ensure the unit was adequately serviced. Servicing has to be provided to the satisfaction of the municipality.

Question 5 - Casey Heppleston (139 Gold Park Gate)

- Question 1 - Is there a minimum property size for an ARU?
- Question 2 - Is there consideration for Grandfathering of existing non-compliant second suites?

- Question 3 - My request would be for the township / Council to consider a breezeway of 10ft or greater to "connect" the accessory building to the house to suit the requirements of mortgage companies. But at the same time, the breezeway keeps the dwellings separate. Reason being that mortgage companies don't typically place any value to accessory buildings which creates an issue when selling a property or remortgaging when spending a significant amount of money to create an accessory unit. Thank you in advance.

Answer – Manager of Planning and Development

- The existing ZBL standards will apply. As long as you meet the existing zoning by-laws applicable for your lot, we would advise where the unit could be located on the property, depending on setbacks
- Yes absolutely, we understand these units are out there and a primary objective is to bring them online for health and safety compliance, for people who have these units existing for whatever the reason, that is not our concern, we want the units registered and to have them comply to building code and fire code, we are not here to explore the reasons to why they exist, we just want compliance
- We would consider on a case-by-case basis, we recognize the drawings shown are of attached or separate units, but we would entertain a possible breezeway, thank you bring this to the Township's attention

Question 6 - Gary Lee (7887 8th Line)

- Please clarify the comment in the presentation "Garden Suite and Additional Residential Unit cannot be on the same lot".

Answer – Manager of Planning and Development

- With garden suites there are certain criteria/parameters set out, the criteria/parameters of an ARU are different. Through Staff's research, we do not deem it beneficial to have both types of units on the same lot, but staff are willing to work with you to see why consideration should be given to garden suites and ARU on the same lot.

Question 7 - Rhonda Crocco 1147 Stoney Point Road, Lefroy, ON.

- I am interested in building in the area for use by me, and my extended family. I am interested in purchasing a lot, whereby I can build a semi-detached home with two addresses. Within each of these units, I would like to add rental units. The goal is to have my daughter own the house next door (attached to mine) and add the rental units to each home. Is this something that can take place?

Answer– Manager of Planning and Development

- The idea is if you have one parcel of land there has to be a primary residence and may also have a additional unit, visually speaking there can be a basement unit or a loft on the top that can be additional unit, there has to be a clear distinction between this

Question 9 - Pieter Kiezebrink (18 Ashburton Cres)

- In the original Staff report PD006-21 as presented 24/3/2021 it would notice that ARU's would be limited to Residential, Rural and Agricultural Zones, however, in the presentation this evening it was stated that all locations that have a single unit residential dwelling in the urban and rural zones. We have a large chunk of properties within the Angus settlement area that are currently zoned C2 but have single dwelling residential homes on them along with grandfathered residential use and property taxation. Will ARU's be allowed on these residential grandfathered C2 zoned properties?

Answer – Manager of Planning and Development

- We have given consideration to allowing for commercial properties to be considered since the research and review of all the ARU programs in surrounding vicinity, we are seeking compliance for those lands that are incorrectly zoned, we would be open to exploring this as a site-by-site basis, we will be focusing on residential uses, but we can consider the use of commercial lands

Question 10 - Casey Heppleston (139 Gold Park Gate)

- What are the property tax implications of an ARU as well as a second suite in the basement per say?

Answer Manager of Planning and Development:

- Apart of this process is to do an internal circulation to receive comments from other agencies/department, at this point we do not have these comments, but they will all be apart of the final report that will be addressed in the future. Everyone involved will be added to all future updates, we can only be successful if we can provide people with what they want to achieve compliance.

Mayor Macdonald provided Council the opportunity to comment or make inquiry into the proposed amendments.

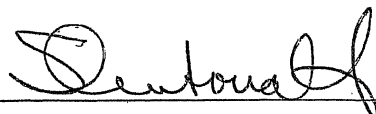
- Councillor Sander voiced concerns about parking being an issue.

Answer – Manager of Planning and Development:


- A 1:1 parking ratio might not be adequate, we did incorporate the recommendation so that a minimum of one parking space must be provided, we understand the parking issues that exist, and as we foresee bringing as many units online to have a minimum of one unit, we will require only a minimum of one parking space. To increase the standard of parking we would require a strong justification. The intent of this policy is not to stress the existing infrastructure for parking, this is the forum to ask the questions and recommendation, we hear your recommendation and will review the policy with that lens as well

Mayor Macdonald advised that 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 at a future meeting regarding these Official Plan and Zoning By-law Amendments.

The Public Meeting adjourned at 6:49 p.m.



 Sandie Macdonald, Mayor



 per; Lisa Lehr, Manager of Legislative Services

Public Comments

A summary of the public, Council's comments, and Staff's response are included below:

Comments	Staff Response
Maximum Size of Detached Additional residential Units	The maximum permitted size of an ARUs contained within the Primary Residence and in a detached accessory Building/Structure shall not exceed 50% of the Total Gross Floor Area of the Primary Residence to a maximum of the permitted accessory building floor area for the applicable zone. An ARU is to be secondary in nature to the Principal Residence, we do not want to see ARUs larger than the Primary Residence. There is always the option of a Minor Variance Application on a case-by-case basis to increase the floor area.
Located within a Floodplain	Any application to register an ARU located within the Nottawasaga Valley Conservation Authority's (NVCA) regulated area, the NVCA will be circulated to the CA and if a permit is deemed applicable by the CA, the permit will be required before registration is received. Additionally, the OPA has language to restrict the construction of ARUs in flood-prone areas.
Submitting applications before By-law is enacted	The Township can intake applications for ARUs to be held in a queue, but they will not be processed or reviewed until the By-law is enacted.
Septic System	The Registration By-law will have language to address septic systems. If the ARUs is not on municipal sanitary sewers, proof of an adequate septic system shall be provided to the satisfaction of the Inspector.
Minimum Property Size	The minimum property size for an ARU will be based on the minimum property size for the applicable Zone of the detached, semi-detached or rowhouse.

Comments	Staff Response
Existing Non-Compliant Second Suites	The Township will not be penalizing the existing non-compliant second suites that exist; the Township encourages these units to register under the Registration By-law to ensure the units are in compliance with all health and safety requirements and standards.
Breezeway	The addition of a breezeway can be reviewed on a case-by-case basis through the registration process.
Garden Suites	The OPA and ZBA include language to restrict an ARUs where a Garden Suite currently exists. Through the registration process, a Garden Suite can be converted into an ARUs so long it meets all applicable Zoning and OBC requirements and standards.
Legal Non-Conforming Residential Uses	Lots that are legal non-conforming with a detached, semi-detached, or rowhouse will be reviewed on a case-by-case basis.
Tax Implications	If the construction of the ARU increases the assessed value of the property/home, there will be a corresponding increase in municipal taxes. This is the same for all additions to a residential dwelling property.
Increase Parking	The ZBA includes language to allow more than one parking spot. Overall, the purpose of adding ARUs policies is not to stress the existing infrastructure, adding additional parking spots will be reviewed by staff on a application basis.
Water Runoff & Snow Storage	ARUs will be required to comply with zoning provisions for the zone in which they are located including lot coverage. Lot coverage is in part established to ensure there is sufficient pervious surface on a lot to deal with drainage. Building

Comments	Staff Response
	<p>Permit review and approval will also address lot grading and drainage.</p> <p>The Township also has the discretion to apply site plan control for ARUs within accessory buildings/structures. Site plan control addresses matters of site design including, but not limited to, stormwater management, landscaping and parking. An amendment to the Site Plan Control Area By-law would be required.</p>
Privacy	ARUs will be required to comply with the setback provisions for the zone in which they are situated, which will provide separation from neighbouring uses.

Agency / Department Comments

In addition to comments received from Council and members of the public, the circulated agencies have provided the following comments:

COMMENTS	RESPONSES
Chief Administrative Officer – Should we Provide Flexibility to the Maximum Size of Detached Additional Residential Units.	An ARU is to be secondary in nature to the principal residence, we do not want to see ARUs larger than the Primary Residence, providing flexibility may lead to this. There is always the option of a Minor Variance Application for those few cases where an increase in floor area is requested.
Chief Administrative Officer – Should the separation distance between buildings stay the standard of 5 feet or decrease to 4 feet as previously seen in our By-law Amendments.	<p>After review by the Fire Department, they provided the following comment:</p> <p>We would suggest sticking with the 5 feet distances especially as we envision a lot of the stand-alone and separate “rental” type units as likely being outside of the</p>

	<p>settlement area and therefore outside of our municipal water supply areas thus requiring us to shuttle water in the event of a fire. Every little bit will help us.</p> <p>Language added to the Zoning By-law.</p>
<p>Chief Administrative Officer – Do we need to require an upgrade to septic if in a rural area or does this go without saying?</p>	<p>After review by the Building Department, they provided the following comments:</p> <p>We should include language in the policies on septic systems, with adding ARUs the capacity will increase within the same parcel which leads to greater pressure on existing septic, we will require an upgrade and the requirement built into the By-law provides the department with something to fall back on if ever contested.</p> <p>Language added to the Zoning By-law and Registration By-law.</p>
<p>Nottawasaga Valley Conversation Authority - NVCA staff are supportive of this provision within the proposed zoning by-law amendment and offer “no objection” to the approval of the application Z2/21 regarding additional residential units.</p>	<p>Acknowledged</p>
<p>Nottawasaga Valley Conversation Authority - NVCA staff are supportive of these provisions within the proposed OPA and offer “no objection” to the approval of OPA 38 regarding additional residential units.</p>	<p>Acknowledged</p>
<p>Public Works Department</p>	<p>No Comment(s) Provided</p>
<p>Buildings Department</p>	<p>Agree and support the drafted policies and provisions</p>

Finance Department	No Comment(s) Provided
Fire Department – Capacity of the Fire and Building Department to implement the ARU program.	The ARU program will result in additional requirements for the Fire and Building Departments. Further coordination is required between the various departments in order to ensure the program, when finalized, addresses the full and complete range of departmental responsibilities and issues in the delivery of this important housing program. Additional revenue sources through inspection fees will be collected, but it is anticipated that the demand for ARUs will not overwhelming.
Fire Department - Existing Non-Compliant Second Suites and Basement Apartments	The Township will not be penalizing the existing non-compliant second suites that exist, the Township encourages these units to register under the Registration by-law to ensure the units are in compliance with all health and safety requirements and standards.
Fire Department – Building Separation on Residential Properties and Structure/Exposure Fires	See comments above regarding building separation regulations.
Fire Department – Servicing capacity needs to be considered when permitting ARUs.	Provisions have been included within the Zoning By-law amendment with respect to servicing capacity.

Official Plan Amendment No. 38, as adopted

THE CORPORATION OF THE TOWNSHIP OF ESSA

Certified to be a true copy

BY-LAW 2021 - 52

Being a By-law to adopt an Amendment to the Official Plan (OPA 38) for the Township of Essa with respect to Additional Residential Units.

Lisa Lehr, Clerk
Township of Essa

WHEREAS section 21 of the *Planning Act*, R.S.O. 1990, c.P.13, as amended authorizes Council to amend its Official Plan that applies to the municipality; and

WHEREAS the Council for the Corporation of the Township of Essa has provided adequate information to the public, and has held at least one public meeting in accordance with section 22 of the *Planning Act*; and

WHEREAS the Corporation of the Township of Essa deems it appropriate to amend the Township of Essa's Official Plan;

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

The Official Plan of the Township of Essa is hereby amended as follows:

1. That SECTION 4 GOALS AND OBJECTIVES is hereby amended by adding the follow text to objective 5 under "DEVELOPMENT" at the end of the sentence and before the period:
"Including policies permitting additional residential dwelling units"
2. That SECTION 27 – GENERAL DEVELOPMENT POLICIES is hereby amended by inserting the following new Subsection 27.6 ADDITIONAL RESIDENTIAL UNITS immediately following Subsection 27.5:

27.6 ADDITIONAL RESIDENTIAL UNITS

a) *Additional Residential Units, also known as accessory or basement apartments, second units, secondary suites, or in-law suites are self-contained dwelling units with separate kitchens, bathrooms, and sleeping accommodations and shall be permitted within or attached to a single detached, semi-detached, or townhouse (row) dwelling or within a detached structure on the same lot within the RESIDENTIAL, ESTATE RESIDENTIAL, RESIDENTIAL RECREATIONAL, RURAL AND AGRICULTURAL designations.*

b) *It is the policy of this Plan to permit and regulate Additional Residential Units as follows:*

Location: Entire Township of Essa
Applicant: Township of Essa
County File: E-OPA-22038
Municipal File: OPA 38 (By-law 2021-52)

- i. *The use of two residential units in a single detached dwelling, semi-detached dwelling, or rowhouse dwelling;*
 - ii. *The use of a residential unit in a building or structure accessory to a single detached dwelling, semi-detached dwelling, or rowhouse dwelling.*
 - iii. *For further clarity, the intent of this policy is to permit up to a total of three residential units, which includes the primary dwelling, on eligible properties and in accordance with the relevant zoning provisions.*
 - iv. *An Additional Residential Unit will not be permitted within hazardous lands as defined and regulated by the local Conservation Authority either within the basement of a primary residence or within an accessory building or structure.*
 - v. *An Additional Residential Unit will be required to be serviced by appropriate water, wastewater, and stormwater services in a manner that is acceptable to the Township.*
 - vi. *Additional Residential Units shall not be permitted within the Environmental – Significant Areas, Environmental – Wetlands, and Environmental – Flood Prone Areas designations.*
 - vii. *The severance of an Additional Residential Unit located within the primary dwelling unit or within a building accessory to the primary dwelling unit through consent, subdivision, or condominium, is prohibited. Additionally, surplus farm dwelling severance policies shall not be used to create a separate lot for Additional Residential Units.*
 - viii. *Garden suites are temporary dwellings and are not considered Additional Residential Unit(s) under this Plan.*
- c. *An Additional Residential Unit shall be permitted within a primary residence as noted above and in accordance with the relevant zoning provisions dealing with the following:*
- i. *That access shall be provided off a road that is up to municipal standards;*
 - ii. *That establishment of an Additional Residential Unit shall not require the construction of an additional driveway access;*
 - iii. *That the Additional Residential Unit is situated within the primary residence on the property;*
 - iv. *That any exterior alterations to the dwelling necessary to accommodate the Additional Residential Unit shall maintain the residential character of the building;*
 - v. *That sufficient amenity area shall be provided for the primary residence and Additional Residential Unit;*
 - vi. *That a Garden Suite and Additional Residential Unit shall not be permitted on the same lot;*
 - vii. *That the Additional Residential Unit will be established in accordance with the Minimum Distance Separation Formulae;*

Location: Entire Township of Essa
Applicant: Township of Essa
County File: E-OPA-22038
Municipal File: OPA 38 (By-law 2021-52)

40

- viii. *That all applicable permits and or approvals are required to be obtained from the municipality, Nottawasaga Valley Conservation Authority and any other applicable agencies;*
 - ix. *That the Additional Residential Unit in the primary residence shall not be subject to Site Plan Control approval.*
- d. *Additional Residential Unit in an accessory building or structure shall be permitted as noted above and in accordance with the relevant zoning provisions and performance standards dealing with the following:*
- i. *That the Additional Residential Unit shall be secondary in scale and function to the primary residence on the property; and*
 - ii. *That the Additional Residential Unit shall be within the existing housing cluster on any Rural or Agricultural lot;*
 - iii. *That the Additional Residential Unit shall be integrated into its surroundings while maintaining or improving the visual impact on the streetscape;*
 - iv. *That the Additional Residential Unit is compatible in design and scale with the built form of the primary residence;*
 - v. *That the Township of Essa may apply Site Plan Control to Additional Residential Units in accessory buildings or structures."*

3. THAT Section 27.4 DEFINITIONS is hereby amended to insert the following definitions in alphabetical order:

"PRIMARY RESIDENCE"

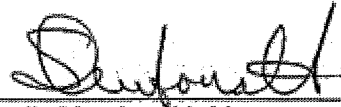
means a single detached dwelling, semi-detached dwelling, or rowhouse.

"PRIMARY DWELLING"

means the main dwelling unit to which additional residential units shall secondary and subordinate."

4. This By-law shall come into force and take effect upon the approval of the Corporation of the Township of Essa and in accordance with the provisions of the *Planning Act*.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 1st day of December, 2021.



Sandie Macdonald, Mayor



Lisa Lehr, Clerk

Location: Entire Township of Essa
Applicant: Township of Essa
County File: E-OPA-22038
Municipal File: OPA 38 (By-law 2021-52)

42

Amendment OPA38
To the Township of Essa Official Plan

Introduction

Part A – The Preamble does NOT constitute a part of this Amendment

Part B – The Amendment consisting of the following text constitutes Amendment No. 38 to the Township of Essa Official Plan.

Part C – The Appendices attached hereto do NOT constitute part of this Amendment.

Location: Entire Township of Essa
Applicant: Township of Essa
County File: E-OPA-22038
Municipal File: OPA 38 (By-law 2021-52)

Part A – The Preamble

Purpose

The proposed amendments seek to align the Township of Essa Official Plan policies with the Provincial Policies in effect currently. In 2019, the Province amended the Planning Act to require that municipalities have provisions that authorize the use of Additional Residential Units. The amendments have the effect of replacing the legislation authorizing Second Units to instead allow up to three units on properties which contain a detached house, semi-detached house or rowhouse. Of the three units, one Additional Residential Unit may be in the same building as the primary residential unit and one Additional Residential Unit may be in the accessory building/structure on the same lot. The proposed amendments are intended to remove the barriers that residents may currently face with the limited options for affordable and attainable rental housing in the Township.

Location

This Amendment applies to lands within the entire geographic area of the Township of Essa.

Basis

The provisions of Subsections 16(3), of the Planning Act, R.S.O., 1990, c.P. 13, as amended, provides that an Official Plan shall include a framework through polices that authorize the use of Additional Residential Units by permitting, (a) the use of two residential units in a detached house, semi-detached house or rowhouse; and (b) the use of a residential unit in a building or structure accessory to a detached house, semi-detached house or rowhouse.

Implementation and Interpretation

The implementation and interpretation of this Amendment shall be in accordance with the relevant policies of the Township of Essa Official Plan.

Location: Entire Township of Essa
Applicant: Township of Essa
County File: E-OPA-22038
Municipal File: OPA 38 (By-law 2021-52)

Part B – The Amendment**Introductory Statement**

All of this part of the document entitled “Part B – The Amendment” consisting of the following text constitutes Amendment No. 38 to the Official Plan of the Township of Essa.

Details of the Amendment

The Official Plan of the Township of Essa is hereby amended as follows:

1. That SECTION 4 GOALS AND OBJECTIVES is hereby amended by adding the follow text to objective 5 under “DEVELOPMENT” at the end of the sentence and before the period:

“Including policies permitting additional residential dwelling units”

2. That SECTION 27 – GENERAL DEVELOPMENT POLICIES is hereby amended by inserting the following new Subsection 27.6 ADDITIONAL RESIDENTIAL UNITS immediately following Subsection 27.5:

“27.6 ADDITIONAL RESIDENTIAL UNITS

a) Additional Residential Units, also known as accessory or basement apartments, second units, secondary suites, or in-law suites are self-contained dwelling units with separate kitchens, bathrooms, and sleeping accommodations and shall be permitted within or attached to a single detached, semi-detached, or townhouse (row) dwelling or within a detached structure on the same lot within the RESIDENTIAL, ESTATE RESIDENTIAL, RESIDENTIAL RECREATIONAL, RURAL AND AGRICULTURAL designations.

b) It is the policy of this Plan to permit and regulate Additional Residential Units as follows:

- i. The use of two residential units in a single detached dwelling, semi-detached dwelling, or rowhouse dwelling;

Location: Entire Township of Essa
Applicant: Township of Essa
County File: E-OPA-22038
Municipal File: OPA 38 (By-law 2021-52)

- ii. The use of a residential unit in a building or structure accessory to a single detached dwelling, semi-detached dwelling, or rowhouse dwelling.
 - iii. For further clarity, the intent of this policy is to permit up to a total of three residential units, which includes the primary dwelling, on eligible properties and in accordance with the relevant zoning provisions.
 - iv. An Additional Residential Unit will not be permitted within hazardous lands as defined and regulated by the local Conservation Authority within the basement of a primary residence or within an accessory building or structure.
 - v. An Additional Residential Unit will be required to be serviced by appropriate water, wastewater, and stormwater services in a manner that is acceptable to the Township.
 - vi. Additional Residential Units shall not be permitted within the r Environmental –Significant Areas, Environmental – Wetlands, and Environmental – Flood Prone Areas designations.
 - vii. The severance of an Additional Residential Unit located within the primary dwelling unit or within a building accessory to the primary dwelling unit through consent, subdivision, or condominium, is prohibited. Additionally, surplus farm dwelling severance policies shall not be used to create a separate lot for Additional Residential Units.
 - viii. Garden suites are temporary dwellings and are not considered Additional Residential Unit(s) under this Plan.
- c. An Additional Residential Unit shall be permitted within a primary residence as noted above and in accordance with the relevant zoning provisions dealing with the following:
- i. That access shall be provided off a road that is up to municipal standards;
 - ii. That establishment of an Additional Residential Unit shall not require the construction of an additional driveway access;
 - iii. That the Additional Residential Unit is situated within the primary residence on the property;
 - iv. That any exterior alterations to the dwelling necessary to accommodate the Additional Residential Unit shall maintain the residential character of the building;
 - v. That sufficient amenity area shall be provided for the primary residence and Additional Residential Unit;
 - vi. That a Garden Suite and Additional Residential Unit shall not permitted

Location: Entire Township of Essa
Applicant: Township of Essa
County File: E-OPA-22038
Municipal File: OPA 38 (By-law 2021-52)

on the same lot;

- vii. That the Additional Residential Unit will be established in accordance with the Minimum Distance Separation Formulae;
- viii. That all applicable permits and or approvals are required to be obtained from the Nottawasaga Valley Conservation Authority and any other agencies;
- ix. That the Additional Residential Unit in the primary residence shall not be subject to Site Plan Control approval.

d. Additional Residential Unit in an accessory building or structure shall be permitted e as noted above and in accordance with the relevant zoning provisions and performance standards dealing with the following:

- i. That the Additional Residential Unit shall be secondary in scale and function to the primary residence on the property; and
- ii. That the Additional Residential Unit shall be within the existing housing cluster on any Rural or Agricultural lot;
- iii. That the Additional Residential Unit shall be integrated into its surroundings while maintaining or improving the visual impact on the streetscape;
- iv. That the Additional Residential Unit is compatible in design and scale with the built form of the primary residence;
- v. That the Township of Essa may apply Site Plan Control to Additional Residential Units in accessory buildings or structures.”

3. THAT “Section 27.4 DEFINITIONS is hereby amended to insert the following definitions in alphabetical order:

“PRIMARY RESIDENCE
means a single detached dwelling, semi-detached dwelling, or rowhouse.

PRIMARY DWELLING
means the main dwelling unit to which additional residential units shall secondary and subordinate.”

Location: Entire Township of Essa
Applicant: Township of Essa
County File: E-OPA-22038
Municipal File: OPA 38 (By-law 2021-52)

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW NUMBER 2022-XXXX

A BY-LAW TO AMEND TOWNSHIP OF ESSA COMPREHENSIVE ZONING
BY-LAW NO. 2003-50, AS AMENDED

WHEREAS, pursuant to Section 34 of the *Planning Act*, R.S.O., 1990, c.P.13, as amended, the Council of the Township of Essa has passed Comprehensive Zoning By-Law No. 2003-50 for the Township of Essa;

AND WHEREAS, authority is granted under Section 34 and 35.1 of the *Planning Act*, R.S.O. 1990. C.P.13 as amended, to enact such amendments;

AND WHEREAS the provisions of this By-law conform to the Official Plan of the Township of Essa;

AND WHEREAS, Council deems it advisable and expedient to amend Zoning By-Law No. 2003-50;

NOW THEREFORE, the Council of The Corporation of the Township of Essa HEREBY ENACTS as follows:

- 1) THAT Zoning By-Law No. 2003-50, as amended, is hereby amended by adding the following new subsection **4.38 Additional Residential Unit(s)** to Section 4 immediately following subsection 4.37 as follows:

"4.38 Additional Residential Unit(s)

4.38.1 Additional Residential Unit(s) shall be developed in accordance with the following provisions:

- a) Additional Residential Unit(s) shall be permitted where permitted by this By-law with a permitted single detached dwelling, semi-detached dwelling, or rowhouse and/or located within a detached accessory building/structure on the same lot as the primary residence.
- b) A maximum of two Additional Residential Units shall be permitted on a lot, one within the primary residence and one located in a detached accessory building/structure to the primary residence.
- c) Additional Residential Unit(s) shall not be permitted on properties that are accessed from a private street.
- d) In accordance with the Off-Street Parking Requirements provided within this by-law, a minimum of one (1) parking space per Additional Residential Unit is required to be provided and

maintained on site for the sole use of the occupant of an Additional Residential Unit and may include tandem parking spaces.

- e) Additional Residential Unit(s) shall be appropriately serviced and shall comply with all applicable health and safety standards, including but not limited to those set out in the Ontario Building Code and the Ontario Fire Code.
- f) The maximum floor area of an Additional Residential Unit within or attached to the primary residence shall be 50% of the gross floor area of the primary residence.
- g) Additional Residential Unit(s) shall be connected to both municipal water supply and municipal sanitary sewers and the Township confirms there is sufficient capacity to service the Additional Residential Units.
- h) Despite section 4.38.1.g), Additional Residential Unit(s) may be permitted where municipal water supply and municipal sanitary sewer are unavailable provided that it can demonstrated, to the satisfaction of the Township, that all private servicing is appropriately complied with including but not limited to the requirements of the Ontario Building Code.
- i) Additional Residential Unit(s) shall have separate washroom and kitchen facilities from the primary dwelling.
- j) Additional Residential Unit(s) shall not be permitted on a lot that is used for a Garden Suite, Bed and Breakfast, Group Home, Private Home Tutor, Private Home Daycare, or Correctional use.
- k) No Additional Residential Unit(s) shall be permitted within the flooding and erosion hazard limits of any/all watercourses.
- l) Home occupations shall only be permitted in the primary dwelling.
- m) The civic address of a lot containing an Additional Residential Unit(s) shall clearly indicate the existence of an Additional Residential Unit(s) by adding signage in accordance with By-law 2008.15 as amended.
- n) A separate entrance shall be required for the Additional Residential Unit(s).

4.38.2 Additional Residential Unit within a Primary Dwelling shall be developed in accordance with the following additional provisions:

- a) A separate entrance shall be required for the Additional Residential Unit and shall be located on the rear or side of the primary residence.
- b) All other provisions of the respective zone are complied with.

4.38.3 Additional Residential Unit within a Detached Accessory Building/Structure shall be developed in accordance with the following provisions:

- a) The Additional Residential Unit shall not exceed the maximum permitted accessory building/structure floor area for the applicable zone.
- b) The maximum building height of an Additional Residential Unit is two (2) storeys and shall not exceed the height of the primary residence.
- c) All applicable setbacks for a detached accessory building/structure within the applicable zone shall also apply to the Additional Residential Unit accessory structure.
- d) A minimum of 1.5 metres shall be provided between the Additional Residential Unit in a detached accessory building/structure on the same lot and any other structure permitted on the lot.
- e) An Additional Residential Unit within a detached accessory building/structure in the "A" and "RL" Zones shall be located no more than 30 metres from the Primary Residence.
- f) All other provisions of the respective zone are complied with."

2) THAT By-Law NO. 2003-50 as amended, is hereby further amended by deleting the following definition in Section 3:

"Dwelling, Row" means a building divided vertically into three or more dwelling units, situated on one lot.

3) THAT By-Law NO. 2003-50 as amended, is hereby further amended by adding the following definitions to Section 3 alphabetically as follows:

"Rowhouse"

means a consecutive series of similar residential units that shall share a maximum of two common walls with the adjacent units, situated on one lot."

““Primary Residence” means a single detached dwelling, semi-detached dwelling, or rowhouse.”

““Primary Dwelling” means the main dwelling unit to which additional residential units shall be secondary and subordinate.””

““Additional Residential Unit” means a separate and self-contained dwelling unit that is subordinate to the Primary Dwelling and located within the same building or within a detached accessory building/structure on the same lot as the Primary Dwelling.”

5) THAT By-Law NO. 2003-50 as amended, is hereby further amended by inserting a new permitted use a “j)” immediately following “i)” in Section 6.2 AGRICULTURAL (A) ZONE as follows:

“j) Accessory Residential Unit(s) in accordance with Section 4.38.”

6) THAT By-Law NO. 2003-50 as amended, is hereby further amended by inserting a new permitted use a “j)” immediately following “i)” in Section 7.2 RURAL (RL) ZONE as follows:

“j) Accessory Residential Unit(s) in accordance with Section 4.38.”

7) THAT By-law NO. 2003-50 as amended, is hereby further amended by inserting a new permitted use row in the table in Section 14 PERMITTED USES FOR RESIDENTIAL ZONES as follows:

Permitted Uses	R1 Zone	R2 Zone	R3 Zone	R4 Zone	R5 Zone
Accessory Residential Unit(s) in accordance with Section 4.38	√	√	√		

8) THAT By-Law NO. 2003-50 as amended, is hereby further amended by inserting a new permitted use a “c)” immediately following “b)” in Section 15.2 ESTATE RESIDENTIAL (RS1) ZONE as follows:

“c) Accessory Residential Unit(s) in accordance with Section 4.38.”

9) THAT all other respective provisions of the Zoning By-law 2003-50, as amended, shall apply.

10) THAT this By-law shall come into force and take effect on the date of passing thereof, subject to the provisions of Section 34 of the *Planning Act*, R.S.O., 1990, c.P.13 as amended.

4b

READ A FIRST, SECOND AND THIS TIME AND FINALLY PASSED THIS _____
DAY OF _____, 2022.

Mayor Sandie Macdonald

Manager of Legislative Services, Lisa Lehr

DRAFT

Attachment E – Frequently Asked Questions

1. What is an Additional Residential Unit?

An Additional Residential Unit is a self-contained dwelling unit located within a single detached, semi-detached or row house (secondary to the primary residence) or in a detached structure on the same lot as the primary residence. Up to three units may be permitted subject to compliance with the Zoning By-law. Additional Residential Unit(s) by definition have independent cooking, sleeping, and bathing facilities and direct access to the outside.

2. Where are Additional Residential Units allowed?

Additional Residential Units are allowed in the A, RL, R1, R2, R3, and RS1 Zones subject to certain exclusions in the Zoning By-law.

3. Is an Application Required?

Yes, an application to register an existing Additional Residential Unit, under By-law 2022-XX, is required. When constructing a new Additional Residential Unit, an application for a Building Permit is also required. An application for a Building Permit may also be required for an existing unit, depending on compliance with the Building Code and/or Fire Code.

4. How does the Ontario Fire Code apply?

Section 9.8 of the Ontario Fire Code sets out minimum provisions for fire safety in existing residential buildings which contains two existing dwelling units in existence on July 14, 1994 including fire separation standards, means of egress, ESA, and inspection requirements.

5. How does the Ontario Building Code apply?

The Ontario Building Code applies to all units created after July 14, 1994. The Code sets out requirements for all buildings and dwelling units and they include but not limited to fire separations, fire alarms, room height and size, window size and egress, plumbing, electrical and lighting. A permit will be required for all construction.

6. How will an Additional Residential Unit impact my property taxes?

An increase resulting to a landowner's taxes, would be based on MPAC's assessment of the property.

7. Can I have an Additional Residential Unit in an NVCA Regulated Area?

The NVCA has not prohibited ARUs in their Regulated Area, however a permit would be required in accordance with their standards for issuance. ARUs would not be permitted in NVCA Regulated Areas that are hazardous.

8. How many parking spaces are required per Additional Residential Unit?

Bill 108 stipulates each ARU shall have one parking space that is provided. This provision is reflected in the draft Zoning By-law Amendment.

Draft

**THE CORPORATION OF THE TOWNSHIP OF
ESSA BY-LAW 2022 - XX**

Being a By-law to establish a Registry for Additional Residential Unit(s)

WHEREAS the Council of the Corporation of the Town of Midland deems it desirable to establish a Registration By-law for Secondary Suites in single-detached dwellings;

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

1. DEFINITIONS

In this By-law, the following definitions apply:

- (a) "Single detached dwelling", "semi-detached dwelling", "row housing", "primary residence", and "accessory building/structure", shall have the meanings assigned to such terms as defined in the Zoning By-law;
- (b) "Inspector" means a Building Inspector, Municipal Law Enforcement Officer or Fire Prevention Officer;
- (c) "Registrar" means the Chief Building Official or his or her designate;
- (d) "Township" means The Corporation of the Township of Essa; and
- (e) "Two-unit lot" means a lot which contains a primary residence and one (1) additional unit.
- (f) "Three-unit lot" means a lot which contains a primary residence and two (2) additional units

2. PROHIBITION

No person shall operate or permit the occupancy of more than one (1) dwelling unit in a two-unit house, unless the two-unit house is registered as required by this By-law.

3. REGISTRATION

- (a) Every person who owns a two-unit lot or three-unit lot shall register the two-unit lot or three-unit lot, with the Registrar as required by this Bylaw.
- (b) Prior to registration:
 - (i) each dwelling unit in a two-unit lot or three-unit lot shall be inspected to ensure that it complies with all relevant standards set out in the Building Code and the Fire Code;

- (ii) the owner shall ensure that each unit is equipped with an operable smoke alarm and carbon monoxide detector to the satisfaction of the Inspector;
- (iii) the owner shall provide the Registrar with a letter of compliance from the Electrical Safety Authority;
- (iv) the owner shall pay a one-time, non-refundable registration fee, and where the Registrar deems it necessary a re-inspection fee may be required, as set out in Schedule "A" to this By-law;
- (v) Notwithstanding (iv) above, the registration application fee shall be waived for a period of one (1) year from the date the by-law comes into force and effect in respect of applications for existing additional dwelling units;
- (vi) where a unit was constructed legally with a Building Permit prior to the enactment of this By-law, appropriate documentation is required to show unit was built to meet all applicable Zoning Building Code, and Fire Code; and
- (vii) the owner shall submit a completed application form provided by the Township.

4. REFUSAL AND REVOCATION

- (a) The Registrar may refuse to register any two-unit lot or three-unit lot that does not meet the requirements set out in this By-law;
- (b) The Registrar may revoke the registration of any two-unit lot or three-unit lot, which, at any time after registration, ceases to meet the requirements set out in this By-law;
- (c) The onus of proving that each dwelling unit in a two-unit lot or three-unit lot meets the requirements set out in this By-law is on the owner of the building;
- (d) Where the Registrar has revoked the registration of a two-unit lot or three-unit lot, the owner may re-apply for registration in accordance with this By-law and will be required to pay the applicable fees.

5. NOTIFICATION OF REVOCATION

- (a) Prior to the revocation of the registration of a two-unit lot or three-unit lot, the Registrar shall notify the owner of the two-unit lot or three-unit lot of his or her "intent to revoke" and provide an explanation of the reasoning behind this intention;

- (b) Such notice shall be sent by registered mail to the owner of the two-unit lot or three-unit lot, at the address of the two-unit lot or three-unit lot and the address supplied on the application for registration;
- (c) The owner shall have a period of no more than sixty (60) days to comply with the requirements of registration as set out in this By-law. Where the owner fails to comply, the Registrar shall revoke the registration of the two-unit lot or three-unit lot.

6. MUNICIPAL ADDRESSING

Upon registration of the two-unit lot or three-unit lot, the Township shall assign a municipal address to indicate that the house contains two-unit or three-unit and the owner shall be required to display any/all applicable municipal address(s) in accordance with the Township's Sign By-law No. 2008-15, as amended

7. OFFENCES

Any person who contravenes any of the provisions of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended

8. EXCEPTION

The owners of two-unit lot or three-unit lot that are existing and currently have a valid Temporary Use, Zoning By-law Amendment/Agreement that permits a two-unit or three-unit lot, shall not be required to register said two-unit lot or three-unit lot as required by this By-law

9. SEVERABILITY

If any section of this By-law, or parts thereof, are found by any court of law to be illegal or beyond the power of Council to enact, such section, sections, part, or parts shall be deemed to be severable, and all other sections or parts shall be deemed to be separate and independent therefrom and to be enacted as such.

10. COMING INTO FORCE

The provisions of this By-law shall come into force and take effect upon third reading.

40

READ A FIRST AND SECOND TIME THIS _____ DAY OF _____, 2022.

READ A THIRD TIME AND FINALLY PASSED THIS _____ DAY OF _____, 2022.

MAYOR SANDIE MACDONALD

MANAGER OF LEGISLATIVE
SERVICES – LISA LEHR

50

4b

SCHEDULE "A" TO BY-LAW 2022-XX
FEE SCHEDULE

1. REGISTRATION FEE: \$150.00
 - Upon Application (Non-refundable, includes one inspection)

2. RE-INSPECTIN FEE: \$75.00
 - Payable if more than one inspection is required and/or the works do not require a building permit (payment due prior to release of registration)

Note: Building permit fees and all other agency application or inspection fees are not included in the above and are payable by the applicant, as required.

5A



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR007-22

DATE: March 23, 2022

TO: Committee of the Whole

FROM: Jason Coleman, Manager of Parks and Recreation

SUBJECT: Ivy Minor Baseball Request

RECOMMENDATION

That Staff Report PR007-22 be received; and

That Council approve the request of Ivy Minor Baseball to waive the applicable fees in respect to Challenger baseball rentals for the 2022 season for Ivy Minor Baseball: and

That Council deny the request of Ivy Minor Baseball to waive fees for groups U5 (T Ball) and U7 (Jr Rookie) for the 2022 season.

BACKGROUND

Each season, Ivy Minor Baseball brings forward a request to have fees waived and exempted from the Township. The industry standard best practice along with consistency with other municipalities and organizations is to charge the corresponding field rates set out in the Township’s fee schedule. There is a cost to the Township to provide amenities and operate services. Grass cutting, diamond grooming, tree limb removal, fence repairs, electrical/lighting, line trimming, and water irrigation are some of the expenses that are considered with use of municipal diamonds.

COMMENTS AND CONSIDERATIONS

The baseball season typically operates May 15 to September 15 each year. Challenger baseball is an adaptive program that provides an opportunity for children, youth and adults with cognitive and/or physical disabilities to enjoy the full benefits of participating in organized baseball at a level structured to their abilities. The Challenger baseball team are estimated to utilize the diamonds for 8 Saturdays for 2 hours each totaling 16 hours for the 2022 season.

Ivy U5 formerly known as T Ball is baseball modified for young children in which the ball is batted from a tee of an adjustable height rather than being pitched. Ivy U5 T Ball is anticipating utilizing the diamond for 20 hours in total for the 2022 season.

Ivy U7 (Jr Rookie) baseball is an entry level division of typical baseball for kids. Kids are taught the basic skills of throwing, catching and batting. Kids will have a pitching machine “pitch” the ball for all league games and practises. Ivy U7 (Jr Rookie) is expected to utilize the diamond for 30 hours in total for the 2022 season

5a

It should be noted that if the Township decides to make fee exceptions for requests from an organization, there is a strong possibility that other groups and organizations within the community may approach the Township and request for similar fee reductions. Other groups who rent outdoor amenities from the Township currently in addition to Ivy Minor Baseball are Angus Minor Baseball, Angus United Soccer, Barrie Masters Lacrosse and Essa Hockey.

The following information was obtained from the baseball organizations in the area pertaining to the 2022 season.

2022 Ivy Minor Baseball Registration per player T Ball fee is \$125. The 2022 Angus Minor Baseball Registration per player T Ball fee is \$100. The 2022 Stayner Minor Baseball Registration per player fee is \$95 with no exemptions of fees mentioned or recorded from the organizations.


The 2022 Ivy Minor Baseball Registration U7 (Jr Rookie) fee is \$175 per player. The 2022 Angus Minor Baseball Registration (Jr Rookie) fee is \$150 per player. The Stayner Minor Baseball Registration Rookie Ball fee is \$160 per player with no exemptions of fees mentioned or recorded from the organizations.

FINANCIAL IMPACT

If Council were to waive the Ivy U5 T Ball fees, the total cost waived would be approximately \$200 for the 2022 season.

If Council were to waive the U7 (Jr. Rookie) fees, the total cost waived would be approximately \$300 for the 2022 season.

If Council chooses to waive the Challenger fees, the total cost waived is \$160 for the 2022 season.

Manager of Finance Approval:  _____

SUMMARY/OPTIONS

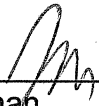
Council may:

1. Take no further action, thereby not approving any request of Ivy Minor Baseball.
2. **Approve the request of Ivy Minor Baseball to waive the applicable fees in respect of Challenger baseball rental for the 2022 season for Ivy Minor Baseball.**
3. **Deny the request of Ivy Minor Baseball concerning U5 T-Ball and U7 (Jr. Rookie) teams, thereby directing staff to charge all applicable fees in accordance with the Township's 2022 Fee Schedule.**
4. Direct staff in another course of action.

CONCLUSION

Staff recommends **Options # 2 and Option # 3** be approved at this time based on past precedent and value to the community and the concern for setting a further precedent going forward.

Respectfully submitted,



Jason Coleman
Manager of Parks and Recreation



Colleen Healey-Dowdall
Chief Administrative Officer



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR008-22

DATE: March 23, 2022

TO: Committee of the Whole

FROM: Jason Coleman, Manager Parks and Recreation

SUBJECT: Proposed South Simcoe Streams Network
Tree Planting at Stonemount Park, Gold Park Gate

RECOMMENDATION

That Staff Report PR008-22 be received; and

That Council support a community tree planting event at the Stonemount Park on May 28th as organized by the South Simcoe Streams Network (SSSN).

BACKGROUND

The Township of Essa has a long history of supporting the SSSN in organizing community tree planting days near to the Nottawasaga River and other streams. This year, the proposed plant will once again take place in the Stonemount Park off the 5th Line in Angus. The SSSN is proposing to organize and host the event.

COMMENTS AND CONSIDERATIONS

Council is being asked to support the event and location as it has done many times in the past. Once Council has provided support, notice will be sent to the Township's insurer to advise them of the municipal-endorsed event. In the past, approximately 20-30 persons have participated in a tree planting event on any given day, and the day would start with an instructional session and warning/identification of hazards and safety concerns. All participants must sign an Acknowledgement and Waiver of Liability prior to participation.

No incidents have occurred at a tree planting event in Essa to-date. Rather, the events are always very positive and productive with many benefits to the community as a community-building success story.

FINANCIAL IMPACT

None.

Manager of Finance Approval: _____

5b

SUMMARY/OPTIONS

Council may:

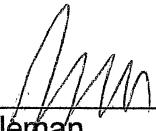
1. Take no further action – in effect deny the request.
2. **Authorize the event and authorize the location.**
3. Authorize the event but suggest another location.
4. Direct Staff in another course of action.

CONCLUSION

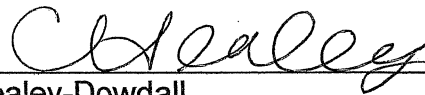
Option #2 is recommended.

Respectfully submitted:

Reviewed by:



Jason Coleman
Manager of Parks and Recreation



Colleen Healey-Dowdall
CAO



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: FD003-22

DATE: March 23, 2022

TO: Committee of the Whole

FROM: Doug Burgin, Fire Chief

SUBJECT: Updates to Essa's Establishing and Regulating By-law for Fire Department

RECOMMENDATION

That Staff Report FD003-22 be received; and

That Council approve the Draft By-law, as attached, to establish and regulate a Fire Department in the Township of Essa; and

That the Draft By-law be presented to Council for consideration of adoption during its regular Council meeting of this date.

BACKGROUND

The *Fire Protection and Prevention Act* permits the Council of a municipality to enact a by-law to establish and regulate a Fire Department.

Essa's By-law 2014-27 has not been reviewed and/or updated since 2014 and as such, does not accurately reflect the current staffing and operations of the Essa Fire Department.

COMMENTS AND CONSIDERATIONS:

The author of this Report has reviewed Essa's By-law 2014-27 and is making the following recommendations for inclusion in Essa's By-law to establish and regulate a Fire Department:

Section of By-law	Subsection	Proposed Amendment	Reason for Change
4. Appointment of Officers/Firefighters	4.3(e)	Shall have class "D" privileges and a "Z" airbrake endorsement or the member shall obtain such class and endorsement within a designated timeframe of his/her appointment.	Housekeeping
	4.4	Persons appointed as a member of the fire department shall be on probation for a minimum period of twelve (12) months or until certified as an NFPA 1001 Level I/II Firefighter. During this period, he/she shall complete all necessary training as may be required by the Fire Chief or by the Corporation.	Housekeeping

6a

As Essa's current By-law 2014-27 has not been reviewed and/or updated since 2014, the author of this Report is desirous of Council repealing the current By-law 2014-27 and replacing it with the Draft version contained as Attachment No. 1. The Draft By-law contains the proposed housekeeping revisions.

Due to the minor nature of the revisions, the Draft By-law as attached will be presented to Council for consideration of adoption in its Regular Council meeting of this date.

FINANCIAL IMPACT

None.

SUMMARY/OPTIONS

Council may:

1. Take no action
2. Approve the Draft By-law, as attached, to establish and regulate a Fire Department in the Township of Essa, and present the Draft By-law to Council for consideration of adoption during its regular meeting of this date.
3. Approve the Draft By-law as attached be presented to Council for consideration of adoption during its regular Council meeting of this date Direct Staff to include further amendments as Council deems appropriate

CONCLUSION

Option 2 is recommended by the Fire Chief.

Respectfully submitted:

Reviewed by:

Doug Burgin

Doug Burgin
Fire Chief

Colleen Healey-Dowdall
Chief Administrative Officer

Attachments

1 – DRAFT By-law to establish and regulate a Fire Department in the Township of Essa.

6b

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW NO. 2022 – xx

Being a By-Law to establish and regulate a Fire Department in Essa Township and to repeal By-law No. 2014-27.

WHEREAS the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, and the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c. 4, as amended, permit the council of a municipality to enact a by-law to establish and regulate a fire department; and

WHEREAS the *Municipal Act*, 2001, as amended, provides that Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to (a) enable municipalities to govern their affairs as they consider appropriate, and (b) enhance their ability to respond to municipal issues; and

WHEREAS the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c. 4, as amended, requires every municipality to establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention and to provide other such Fire Protection Services as it determines may be necessary in accordance with its needs and circumstances; and

WHEREAS Council of the Corporation of the Township of Essa passed By-law 2011-74, being a by-law to establish and regulate the Township of Essa Fire Department, on December 21, 2011; and

WHEREAS the Council of the Corporation of the Township of Essa deems it desirable for housekeeping purposes to repeal By-law 2014-27.

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

1. DEFINITIONS

- 1.1 **"Approved"** means approved by Council.
- 1.2 **"Chief Administrative Officer"** means the person appointed by Council to act as Chief Administrative Officer for the Corporation.
- 1.3 **"Council"** means the Council of the Corporation of the Township of Essa.
- 1.4 **"Deputy Fire Chief"** means the person appointed by Council to act on behalf of the Fire Chief of the fire department in the case of an absence or a vacancy in the office of the Fire Chief
- 1.5 **"Fire Chief"** means the person appointed by Council to act as Fire Chief for the Corporation and is ultimately responsible to Council as defined in the Fire Protection and Prevention Act.
- 1.6 **"Fire Department"** means the Township of Essa Fire Department.
- 1.7 **"Firefighter"** means a chief and any other person employed in, or appointed to, a fire department and assigned to undertake fire protection services and includes a volunteer firefighter.

ba

- 1.8 **"Fire Protection Services"** includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all those services.
- 1.9 **"Limited Services"** means a variation of services significantly differentiating from the norm as a result of extenuating circumstances, such as environmental factors, obstructions, remote properties, private roadways, lanes, and drives
- 1.10 **"Member"** means a person, employed by the Township of Essa Fire Department or voluntarily acting as a firefighter and includes an Officer.
- 1.11 **"Municipality"** means the Corporation of the Township of Essa.
- 1.12 **"Volunteer Firefighter"** means a person who provides fire protection services either voluntarily or for a nominal consideration, honorarium, training, or activity allowance.

2. ESTABLISHING

- 2.1 A fire department for the Township of Essa to be known as the Essa Fire Department is hereby established and the head of the fire department shall be known as the Fire Chief.

3. ORGANIZATIONAL CHART

- 3.1 The fire department shall be structured in conformance with an approved Organizational Chart as set out on Schedule "A" attached hereto and forming part of this By-law.

4. APPOINTMENT OF OFFICERS / FIREFIGHTERS

- 4.1 In addition to the Fire Chief, department personnel may consist of Deputy Chiefs and such number of other officers and members as from time to time may be deemed necessary by the Fire Chief. Council shall appoint a Deputy Fire Chief, and the department may consist of such number of other officers and other members as may be deemed necessary by Council.
- 4.2 The Fire Chief may appoint any qualified person as a member of the fire department.
- 4.3 A person may be considered qualified to be appointed a member of the fire department who:
 - a) Is bondable and provides a Criminal Records Check and a Vulnerable Sector Screening Check.
 - b) Is at least eighteen (18) years of age.
 - c) Has successfully completed a grade 12 education or has equivalent experience.

ba

- d) Possesses a valid Ontario driver's license and provides a three (3) year driving record search / abstract.
- e) Shall have class "D" privileges and a "Z" airbrake endorsement or the member shall obtain such class and endorsement within a designated timeframe of his/her appointment.
- f) Passes such tests as may be required; and
- g) Is medically fit for the duties the member will carry out as certified by a legally qualified physician licensed in the Province of Ontario. A report stating the member is fit for full Firefighting Duties shall be provided.

4.4 Persons appointed as a member of the fire department shall be on probation for a minimum period of twelve (12) months or until certified as an NFPA 1001 Level I/II Firefighter. During this period, he/she shall complete all necessary training as may be required by the Fire Chief or by the Corporation.

4.5 If a probationary member fails such testing or examinations, he/she may be dismissed.

5. REMUNERATION AND WORKING CONDITIONS

5.1 The remuneration of the members shall be as determined by Council.

5.2 Working conditions and remuneration for all firefighters defined in Part 9 of the *Fire Protection and Prevention Act* shall be determined by Council in accordance with the provisions of Part 9 of the *Fire Protection and Prevention Act*.

5.3 If a medical examiner finds a member is physically unfit to perform assigned duties and such condition is attributed to, and a result of employment in the fire department, he/she may be assigned to another position or be retired.

6. RESPONSIBILITY

6.1 The Fire Chief is ultimately responsible to Council, through the Chief Administrative Officer, for the proper administration and operation of the fire department including the delivery of fire protection services and the discipline of its members.

6.2 The Fire Chief shall implement all policies and shall develop such standard operating guidelines, general orders and departmental rules as may be necessary for the efficient operation of the department and to ensure the appropriate care and protection of all Fire Department personnel and equipment.

6.3 The Fire Chief shall periodically review all policies, applicable By-laws, general orders, departmental rules, operating guidelines, procedures, and functional responsibilities of the fire department and may establish an advisory committee consisting of such members of the fire department as the Fire Chief may determine from time to time to assist in these duties.

6.4 All equipment owned or cared for by the fire department shall be used solely for the purposes of emergency response, training, maintenance, or administration as a regular part of the fire department responsibilities. Notwithstanding, approval



for uses other than those outlined above may be permitted upon prior approval of the Fire Chief or by his/her designate.

7. BUDGETS AND REPORTS

7.1 The Fire Chief shall submit to the Chief Administrative Officer and Council for approval the annual budget estimates for the fire department, an annual report, and any other specific reports requested by the Chief Administrative Officer or Council.

8. DIVISIONAL RESPONSIBILITIES

8.1 Each division of the fire department is the responsibility of the Fire Chief and is under the direction of the Fire Chief or a member designated by the Fire Chief.

8.2 Designated members shall report to the Fire Chief activities under their supervision and shall carry out all orders of the Fire Chief or his/her designate.

8.3 The officers shall report to the Fire Chief of the department on the functions and activities of the department that are his/her responsibility and carry out the orders of the Fire Chief or his/her designate.

8.4 Where the Fire Chief designates a member to act in the place of an officer in the fire department, such member, when so acting, has all the powers and shall perform all duties of the officer replaced.

9. MEMBERS RESPONSIBILITY

9.1 Members shall report for duty at the time and place prescribed by department operating guidelines and procedures and shall remain on duty until relieved.

9.2 Members shall respond promptly to all emergencies, attend all scheduled practices, and obey all orders and instructions of their officers. Members shall meet a required 30% of emergency response calls reviewed quarterly and 70% of the scheduled training reviewed annually. Absence from attendance at emergency responses or scheduled practices, without justifiable reason, may result in suspension and/or dismissal from the department.

9.3 No member shall:

- a) Respond for duty when his/her ability is, or may be, impaired.
- b) Consume or use any drug or beverage while on duty that may impair his/her ability.
- c) Be permitted to remain on duty if his/her ability is impaired.
- d) Be a volunteer firefighter in another municipality and be a volunteer firefighter in this municipality concurrently.

10. DISCIPLINE

- 10.1 The Fire Chief may reprimand, suspend with or without pay, suspend pending an investigation, and upon approval of the Chief Administrative Officer, the Fire Chief may dismiss any member for infraction of any provisions of this by-law, policies, guidelines, general orders and departmental rules or any other conduct amounting to just cause in law that, in the opinion of the Fire Chief, would be detrimental to discipline or the efficiency of the fire department. The Fire Chief may also dismiss any member with reasonable notice, some, or all of which, at the Fire Chief's discretion, may be in the form of pay in lieu of notice.
- 10.2 Following the discipline of a member, the Fire Chief shall report the discipline and any recommendation to the Chief Administrative Officer.

11. PREVENTION, CONTROL AND EXTINGUISHING FIRES

- 11.1 The Fire Chief shall take all proper measures for the prevention, control and extinguishment of fires and the protection of life and property, and shall enforce municipal by-laws respecting public education and fire prevention, exercise the powers imposed by the Fire Protection and Prevention Act, and shall be empowered to authorize:
 - a) Pulling down or demolishing any building or structure to prevent the spread of fire; or
 - b) All necessary actions which may include boarding up or barricading of buildings or property to guard against fire or other danger, risk, or accident, when unable to contact the property owner; or
 - c) Recovery of expenses incurred by such necessary actions for the Corporation in the manner provided through the *Municipal Act* and the *Fire Protection and Prevention Act*.
 - d) The Fire Chief may at his/her discretion cause civilians, personnel and/or equipment to be used, other than personnel and equipment of the department that is deemed necessary to control or mitigate any emergency.

12. AUTHORITY TO LEAVE MUNICIPAL LIMITS

- 12.1 The Fire Department shall not respond to a call with respect to a fire or emergency outside the limits of the municipality *except* with respect to a fire or emergency:
 - a) That, in the opinion of the Fire Chief or designate of the Fire Department, threatens property in the municipality or property situated outside the municipality that is owned or occupied by the municipality.
 - b) In a municipality with which an approved agreement has been entered into to provide fire protection services which may include automatic aid.
 - c) On property with which an approved agreement has been entered into with any person or corporation to provide fire protection services.
 - d) At the discretion of the Fire Chief, to a municipality authorized to participate in any county, district or regional mutual aid plan established by a Fire Coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program, or
 - e) On property beyond the municipal boundary where the Fire Chief or designate determines immediate action is necessary to preserve life or



property and the appropriate department is notified to respond and assume command or establish alternate measures acceptable to the Fire Chief or designate.

13. LEVELS OF SERVICE

- 13.1 The Township of Essa through the Essa Fire Department shall provide such *approved* services as specified and listed in Appendix C
- 13.2 Due to the fire department's reliance upon volunteer firefighters, the topographic and geographic configuration of the Township, the level and amount of equipment at the department's disposal, and other budgetary constraints, the services listed in Appendix C of this by-law may be provided as *limited services* or due to the existence of unsafe conditions encountered enroute, impeded access to property, and/or environmental factors/ constraints.

14. GENERAL PROVISIONS

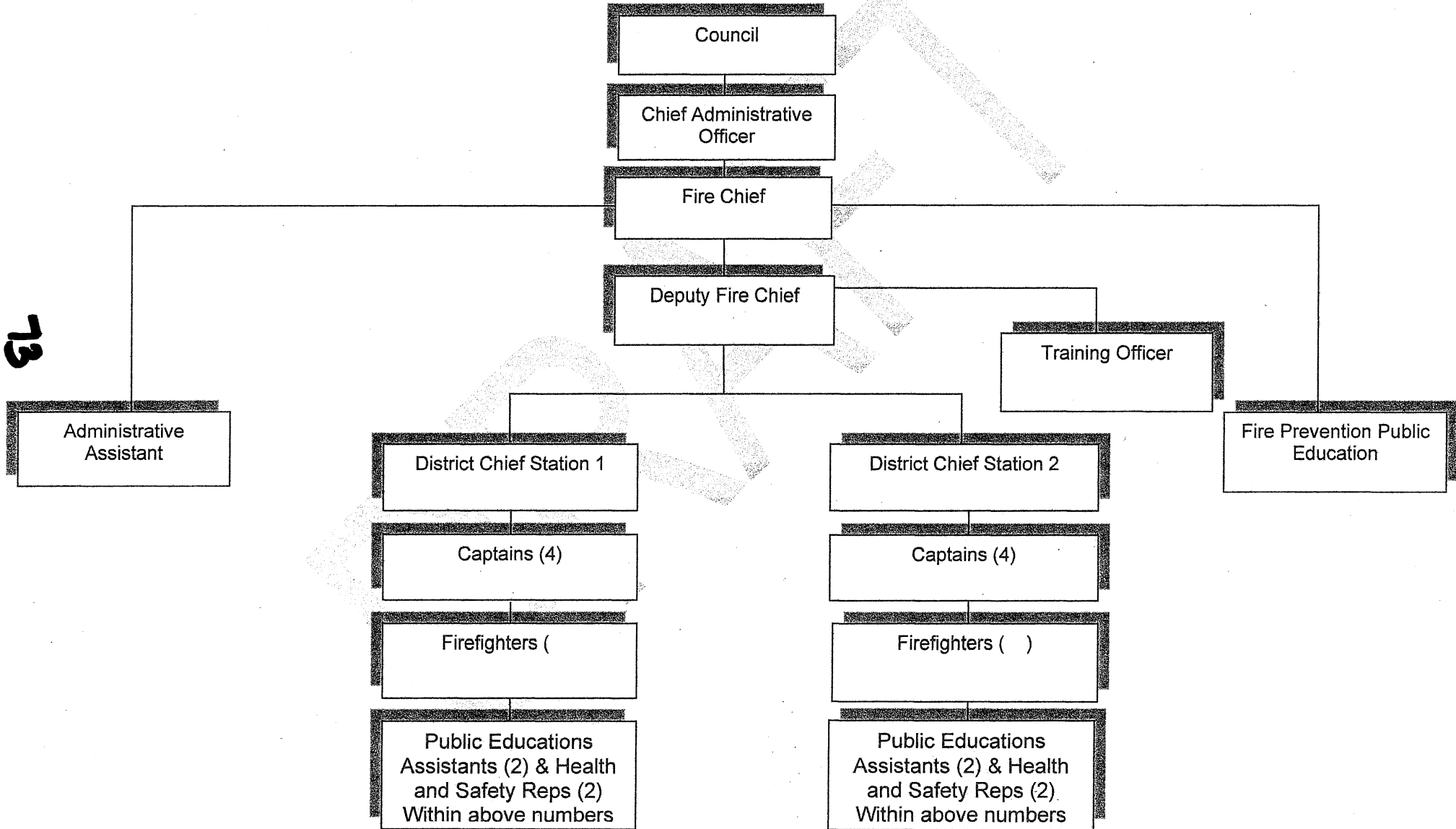
- 14.1 If any court of competent jurisdiction finds that any of the provisions of this By-law are *ultra vires*, or are invalid for any reason, such provision shall be deemed to be severable and shall not invalidate any of the other provisions of the By-law which shall remain in full force and effect.
- 14.2 Where the context permits, words importing the singular also include more than one persons, parties or things of the same kind.
- 14.3 The word "may" shall be construed as permissive and the word "shall" shall be construed as imperative.
- 14.4 That By-law 2011-74 be and is hereby repealed.
- 14.5 The short form title of this by-law shall be the Essa Fire Department Establishing and Regulating By-law.

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

Sandie MacDonald, Mayor

Lisa Lehr, Clerk

THE CORPORATION OF THE TOWNSHIP OF ESSA
FIRE AND EMERGENCY SERVICES
BY-LAW NO. 2014 – 27
SCHEDULE "A" – ORGANIZATIONAL CHART



**THE CORPORATION OF THE TOWNSHIP OF ESSA
FIRE AND EMERGENCY SERVICES
BY-LAW NO. 2014 – 27
SCHEDULE “B”
MISSION STATEMENT**

The Township of Essa Fire Department is to provide protection to persons and property through the provision of an efficient and effective fire service, and to contribute to public safety through a range of programs including inspections and education designed to protect lives and property from the adverse effects caused from sudden emergencies or exposure to dangerous conditions created by persons or nature.

VALUES OF THE ESSA FIRE AND EMERGENCY SERVICES

Integrity, dedication, and care in meeting the public safety needs of our communities.

COOPERATION

The Township of Essa Fire and Emergency Services Department supports working co-operatively with other organizations and establishing partnerships that promote excellence and innovation in the areas of education, legislation, standards setting and efficient service.

GOALS OF THE ESSA FIRE AND EMERGENCY SERVICES

The goal of the fire department is to provide efficient and effective fire protection services, promote professionalism within the service, provide programs to protect the lives and property of the inhabitants, and strive to ensure that our fire service demonstrates value in the communities we serve utilizing responsible management practices; first to the municipality; second, to those municipalities requiring assistance through authorized mutual aid program activities; third, to those municipalities which are provided fire protection by the fire department via authorized agreement.

OBJECTIVES OF THE ESSA FIRE AND EMERGENCY SERVICES

To achieve the goals of the fire department, necessary funding must be in place and the following objectives must be in place:

1. Identify and review the fire services department requirements of the municipality.
2. Provide an adequate administration process consistent with the needs of the department.
3. Ensure that firefighting equipment and operating personnel are available to provide adequate response within a reasonable length of time.
4. Provide department training which will ensure the continuous upgrading of all personnel in the latest techniques of fire prevention, fire fighting and control of emergency situations.
5. Provide a maintenance program to ensure all fire protection apparatus and department equipment is ready to respond calls.

6. Provide an effective fire prevention program to:
 - a) Ensure through plan examination and inspection that required fire protection equipment or features are installed and maintained.
 - b) Reduce and / or eliminate fire hazards.
 - c) Ensure compliance with applicable municipal, provincial, and federal fire prevention legislation, statutes, codes, and regulations in respect to fire safety.
7. Develop and maintain an effective public information system and educational program with particular emphasis on school fire safety, home fire safety, fire safety plans and training.
8. Ensure in the event of a major catastrophe in the municipality, assistance to cope with the situation is available from outside departments and other agencies.
9. Develop and maintain a good working relationship with all federal, provincial, and municipal departments, utilities and agencies related to the protection of life and property.
10. Interact with other departments on programs respecting the aspects of fire suppression, training, fire prevention and public education.

DRAFT

6a

**THE CORPORATION OF THE TOWNSHIP OF ESSA
FIRE AND EMERGENCY SERVICES**

**By-law 2014 – 27
SCHEDULE "C"
CORE SERVICES**

FIRE PREVENTION

1. Conduct fire prevention programs.
2. Enforce compliance with municipal, provincial, and federal legislation, statues, codes and regulations in respect to fire inspections and fire safety.
3. Provide public educational programs and fire safety training.
4. Smoke Alarm program.
5. Public Education, Pre-Fire Plans, In-Service Inspections.

FIRE SUPPRESSION

1. Structural fire suppression
2. Vehicle fire suppression
3. Wildland fire suppression (grass, brush, forestry)
4. Medical (first aid, C.P.R. & defibrillation)
5. Medical Assist (simultaneous dispatch, tiered response)
6. Hazardous Materials Response (awareness level)
7. Vehicle Accidents
8. Vehicle Extrication
9. Water Rescue (shore based)
10. Confined Space (limited to equipment & training)
11. Rescue Operations (limited to equipment and training)
12. Public Assistance, other agencies assistance.
13. Public Education, Pre-Fire Plans, In-Service Inspections
14. Fire Investigation
15. Mutual Aid and Fire Protection Agreement Response
16. Member of special teams (County, Municipal, and Federal)

TRAINING DIVISION FUNCTIONS

1. Training to meet core services
2. Training in administration, fire prevention, suppression
3. Training in Occupational Health & Safety, Municipal Safety Standards, Department Safety and Operating Guidelines & Procedures.
4. Preparation of all training records and reports.
5. Preparation of and conducting examinations of members.
6. Planning and locating external programs and resources to provide training and education of members outside the department.
7. Recruit training and examinations.
8. Firefighter skill evaluations.
9. Projecting training needs.
10. Maintaining training resource library and interactive programs.

9a



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C005-22
DATE: March 23, 2022
TO: Committee of the Whole
FROM: Lisa Lehr, Manager of Legislative Services
SUBJECT: Election Sign By-law Review –Draft No. 2

RECOMMENDATION

That Staff Report C005-22 be received, and
 That Council consider approving the Draft No. 2 of Election Sign By-law; and
 That the By-law as attached be brought forward at a future meeting for passage.

BACKGROUND

First draft of the Election Sign By-law was presented to Council at their meeting of March 9, 2022. Council requested further amendments to Draft No. 1 of the By-law.

COMMENTS AND CONSIDERATIONS

As a result of Council's recommended amendments from their meeting of March 9, 2022, the following further amendments have been made to the Draft By-law:

Section of Draft By-law	Subsection	Proposed Amendment	Reason for Amendment
Sign Deposit & Refund	3.4	Amended to direct reader to ss.6.4	Housekeeping
Sign Deposit & Refund	3.5	Amended to remove reference to specific timeframe for removal of signs; Provision now directs reader(s) to ss. 6.4 which indicates the timeframe for removal of election signs from public/private properties	Housekeeping
General Provisions	4.6	Amended to remove reference to "written"	Council direction
Restrictions & Enforcement	5.9(a)	Amend to remove the requirement to produce proof of written consent to Clerk within 24 hours upon request.	Council direction
Restrictions & Enforcement	5.9(b)	Amended to remove "No signs to be placed within road right-of-way limits" Replaced with " No election signs to be erected closer than 1.524 m (5 feet) from the edge of a roadway. "	Council direction

Restrictions & Enforcement	5.12	Amended to remove reference to signs not permitted on portion of road allowance between roadside and ditch. Replaced with “no election sign shall be erected within 1.524 m (5ft) from edge of roadway” – This allows for signs to be posted on rural roads	Council direction
Removal of Signs	6.4	Amended to read “signs must be removed within five (5) calendar days following election...”	Council direction
Schedule 1	Figure 2	Removed as it referred to “signs not to be placed within road right-of-way”	Housekeeping

Attachment No. 1 provides Council with a DRAFT No. 2 of the Election Sign By-law.

- Bolded sections show revisions as proposed in Draft 1 of the Election Sign By-law, as previously presented to Council at their meeting of March 9, 2022.
- Text boxes show the revisions as proposed in Draft 2 of the Election Sign By-law.

FINANCIAL IMPACT

There is no financial impact on the municipality.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Approve DRAFT No. 2 of the Election Sign By-law as attached, and direct staff to bring the DRAFT By-law forward at a future meeting of Council.**
3. Approve the DRAFT No. 2 of the Election Sign By-law with further amendments as deemed appropriate by Council.

CONCLUSION

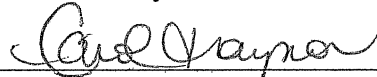
Staff recommends that Council approve Option No. 2.

Respectfully Submitted by:



 Lisa Lehr
 Manager of Legislative Services

Reviewed by:



 for Colleen Healey Dowdall
 Chief Administrative Officer

Attachments:

1. Draft No. 2 of Election Sign By-law

09

Attachment #1

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW NO. 2022 – xx

Being a By-law to repeal By-law 2018-34 and to regulate the number, location and size of Election Campaign Signs within the Township of Essa.

WHEREAS section 8 of the Municipal Act, 2001, S.O., c.25 (the "Act") provides that the Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

WHEREAS section 9 of the Act provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising authority under this or any other Act; and

WHEREAS section 11 of the Act provides that a lower tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4); and

WHEREAS subsection 11(93) of the Act provides that a lower-tier municipality may pass by-laws, subject to the rules set out in subsection (4) respecting matters of structures, including signs; and

WHEREAS Council of the Township of Essa deems it advisable to have a By-law to regulate the number, location and erection of election signs;

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

1. DEFINITIONS

1.1 "Boulevard" means that part of a road from the edge of the road to the nearest lateral property line of the road.

1.2 "Candidate" means a person who has been nominated under the *Canada Elections Act*, the *Election Act*, or the *Municipal Elections Act*.

~~1.3 "Certified Candidate" means, in relation to an election in a municipality or school board, a candidate whose nomination has been certified under Section 35 of the *Municipal Elections Act, 1996* and the *Education Act, 1990*.~~

~~1.3 "Election Campaign Sign" means any sign, poster or other advertising device that advertises or promotes a candidate in a federal, provincial or municipal election, including an election of a local board or commission; or, is intended to influence persons to vote for or against any candidate or any question or by-law submitted to the electors under Section 8 of the *Municipal Elections Act, 1996*.~~

1.3 "Election Sign" includes any surface or structure, and their component parts, which are used or are capable of being used as a visual medium to attract attention to a specific subject matter, or to create a design or convey a message:

a) To advertise or promote a candidate in a federal, provincial or municipal election, including an election of local board or

79

commission; or

- b) **Intended to influence persons to vote for or against any candidate or any question, law or by-law submitted to electors.**

1.4 **“Highway” means a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct, trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property line thereof**

1.5 **“Recurring Offenders” means any candidate or registered third party advertiser who has had an election sign removed on three or more separate occasions by the Township of Essa as a result of violations of this By-law.**

1.6 **“Registered Third Party Advertiser” means one of the following and whose notice of registration has been certified by the Clerk of the Township of Essa pursuant to section 88.6 of the Municipal Elections Act:**

- a) **An individual who is normally a resident in Ontario;**
- b) **A corporation that carries on business in Ontario; or**
- c) **A trade union that holds bargaining rights for employees in Ontario.**

1.7 **“Roadway” means that part of the highway that is improved, designed or ordinarily used for vehicular traffic.**

- a) **In an urban area, a roadway is the portion of the street between the curbs.**
- b) **In a rural area, the roadway is situated from the top edge of the shoulder on one side of the road to the top edge of the shoulder on the opposite side of the roadway.**

1.8 **“Road right-of-way” means a type of easement granted or reserved by the municipality on all roads within the municipality including the driving surface (paved or gravel) and beyond the driving surface over the land for transportation purposes.**

1.9 **“Sidewalk / Pathway” means that portion of the highway as is set aside by the Township of Essa for the use of pedestrians.**

1.10 **“Voting Location” means a location where voters cast their ballots in accordance with the Municipal Elections Act, the Election Act, or the Canada Elections Act, and shall include the entire property and all boundaries associated with it when such voting location is within a public premises and shall mean the common elements when the voting place is located on private property.**

- a) **Notwithstanding the above, individual units, and their doors, windows, balconies, etc. shall not be deemed to be common elements on private premises.**

2. ADMINISTRATION

2.1 **This By-law shall be administered by the Clerk or his/her designate.**

2.2 **The Clerk and his/her designate has the delegated authority to review any issue(s) regarding an election sign and decide if any action is needed to**

uphold the general integrity of this By-law. The Clerk's decision shall be final.

3. SIGN DEPOSIT AND REFUND

3.1 Prior to any election sign being affixed, displayed or otherwise erected within the Township of Essa, candidates and registered third party advertisers shall file a deposit fee in the amount of \$100.00- **\$300.00.**

~~3.1.1 The requirement to pay a sign deposit does not apply to federal or provincial election signs.~~

3.2 Deposits shall be submitted to the Clerk and may be paid in the form of cash, debit card or cheque payable to the Township of Essa.

3.3 Election sign deposits are due and payable at the time of the filing of candidate nomination/third party registration papers, and prior to the erection of any election signs for any municipal or school board candidates.

3.4 The ~~\$100.00~~ **election sign** deposit will ~~will~~ **shall** be refunded upon the following conditions having been met:

Housekeeping-direct reader to ss. 6.4

- a) satisfactory removal of all election signs prior to the expiry timeframe outlined in section 3.5 ~~6.4.~~
- b) **satisfactory adherence to the provisions of this By-law throughout the duration of the campaign period.**

All candidates and registered third party advertisers will be advised of this By-law upon the filing of their nomination papers with the Clerk and/or designate.

Direct reader to refer to s. 6.4 for timeframe for removal of signs

3.5 Election signs shall be removed from all public and private properties in accordance with section 6.4 of this By-law ~~within five (5) three (3) calendar days following Election Day.~~ If not removed within this timeframe, the Clerk shall direct that the signs be removed by staff and the deposit shall be retained by the municipality.

3.6 The Clerk's decision to retain the deposit shall be final and not subject to review.

3.7 In the event that the deposit is not retained, the Clerk shall direct the Manager of Finance to refund the deposit paid under this By-law to candidates and registered third party advertisers that have adhered to the conditions outlined in section 3.4.

3.8 Sign deposits shall be retained by the municipality where candidates or registered third party advertisers are deemed to be "recurring offenders" as a result of non-compliance with provisions of this By-law.

4. GENERAL PROVISIONS

4.1 Election signs shall not be affixed, displayed or otherwise erected prior to 45 days from Voting Day in the year of a regular municipal election, or prior to the writ of the election in a federal or provincial election.

4.1.1 In the case of a By-Election, if Nomination Day is less than 45 days prior to Voting Day, no election signs shall be affixed, displayed or otherwise erected prior to Nomination Day.

9a

- 4.2 a) The candidate to whom the sign relates shall be responsible for the erection, maintenance and display of the election sign, and shall ensure that all requirements of this By-law are met.
- b) Registered third party advertisers are required to:
 - i. identify themselves on election signs so that it is clear who is responsible for each election sign;
 - ii. shall comply with all provisions in this By-law; and
 - iii. shall ensure that all election signs contain the mandatory information as outlined in the *Municipal Elections Act*, 1996.

4.3 The number of municipal election signs that may be erected on public property are limited to:

- a) Candidates running for Mayor and Deputy Mayor in the Township of Essa are permitted to erect a maximum of 150 election signs on public property throughout the whole of the Township within its municipal boundaries.
- b) Candidates running for Ward Councillor in the Township of Essa are permitted to erect a maximum of 50 election signs on public property, which shall be placed only within the ward in which the candidate is running.
- c) Registered Third Party Advertisers are permitted to erect:
 - i. a maximum of 25 signs on public property per Ward - if opposing Mayoral or Deputy Mayoral Candidate, or opposing a question on the ballot
 - ii. a maximum of 25 signs on public property only in the Ward of which the candidate is running that the Registered Third Party Advertiser is supporting/opposing. Third Party Advertisers are required to comply with all provisions within the *Municipal Elections Act* and/or *Canada Elections Act* and/or *Election Act*, and shall be placed in accordance with all provisions outlined in this By-law.

4.4 The number of election signs per candidate or registered third party permitted to be placed on private property or in front of private property is limited to the number of street lines abutting the private property.

- 4.5 a) In a municipal election, no person shall display, affix or erect, or cause to display, affix or erect an election sign except within the ward boundary for which the candidate is running.
- b) In a provincial or federal election, no person shall display, affix or erect, or cause to display, affix or erect a provincial or federal election sign except within the candidate's riding boundary.

4.6 Election signs shall not be affixed, displayed or otherwise erected on private property without the express written consent of the owner and/or occupant.

4.7 No candidate, registered third party or any other person shall affix, erect or otherwise display an election sign except as permitted by this By-law.

5. RESTRICTIONS AND ENFORCEMENT

5.1 No election sign face shall be larger than 1.2m x 1.2m (4ft. x 4ft.).

5.2 The maximum election sign height shall be no higher than 1.524 m (5 feet) above grade and shall not interfere with intersection sightline triangles as per

Remove "written"

Figure 1 (Schedule A).

- 5.3 No candidate, registered third party, or any other person shall affix, erect or display an election sign, or permit an election sign to be affixed, erected or displayed:
 - a) At any Voting location;
 - b) Within 45.72 m (150 ft) of any voting location including the parking lot and road allowance leading into any voting location unless the express consent of the Clerk has been granted.
 - c) **On or within a vehicle or trailer parked within 45.72 m (150 ft) of a Voting location.**

5.4 Illuminated election signs are prohibited.

5.5 Election signs erected on private property shall be placed in a location that is not visible from a voting location.

5.6 No election sign shall be located within 45.72 m (150 ft) in either direction from the driveway across the frontage of the Essa Administration Centre.

5.7 **No election sign shall be erected at any designated voting location, including the property and split island facing the Angus Recreation Centre from the road right-of-way at the Mill Street (County Road 90) and County Road 10 intersection, extending to the boundary limits of the Angus Recreation Centre and Nottawasaga Pines Secondary School.**

5.8 No person shall at any time place an election sign, or cause an election sign to be placed, in any public park or on any property owned or occupied by the Township of Essa or any local board except as permitted by this By-law.

5.9 No election signs shall be displayed, affixed or erected:

Remove the requirement for candidates to produce proof of consent upon request of the Clerk

a) on a boulevard area or road allowance fronting private property without the express consent of the property owner and/or occupant. ~~Certified candidates are be required to produce proof of written consent from the property owner / occupant to the Township Clerk within 24 hours upon request.~~

Amended to remove "No signs to be placed within road right-of-way limits" Replaced with "**No election signs to be erected closer than 1.524 m (5 feet) from the edge of a roadway.**"

~~b) Within the road right-of-way limits, of which includes the driving surface as well as all ditches in rural settings(Figure 2.1 Schedule A), and all boulevards and sidewalks in urban settings (Figure 2.2 Schedule A).~~

b) **closer than 1.524 m (5 ft.) from the edge of a roadway.**

5.10 **Regardless of consent having been received by a property owner for the sign location, sight lines shall always be maintained at intersections for all traffic movement directions.**

5.11 **Where a highway or roadway includes a centre median, no election sign shall be affixed, displayed or erected on the centre median between the highway.**

Amended to allow for election signs to be posted within 5 ft. from edge of road

5.12 Where the road allowance includes a roadside ditch, no election sign shall be erected **within 1.524 m (5 ft.) from the edge of the roadway** on the portion of the road allowance between the roadside and the ditch.

5.13 No more than two (2) election signs per certified candidate shall be permitted at any one intersection, and no more than one (1) election sign per candidate shall be permitted on any one (1) corner of an intersection.

- 5.14 Notwithstanding any other provisions of this By-law, where a road serves as a boundary between wards, no person shall display an election sign except on the side of the road within the boundaries of the Ward/Riding to which the election sign relates.
- 5.15 No election sign shall be placed on any of the following items located on municipal property or road allowances:
 - a) Tree;
 - b) Post;
 - c) Utility pole;
 - d) Fence;
 - e) Attenuation wall; or
 - f) Any other natural or artificial feature that rests on Township property.
- 5.16 No election sign shall:
 - a) Obstruct the visibility of any pedestrian or driver, or obstruct the visibility of any traffic sign or device, or interfere with vehicular traffic in any manner;
 - b) Obstruct openings required for light, ventilation, ingress, egress, or firefighting;
 - c) Constitute a danger or hazard to the general public.
- 5.17 No candidate or registered third party advertiser shall affix or erect election signs where the placement of the sign may cause injury or danger to pedestrians or persons utilizing the municipal road system.

6. REMOVAL OF SIGNS

- 6.1 **The Clerk and/or designate is hereby authorized to remove signs that portray profanity or unlawful activity, as well as signs that may be offensive or discriminatory as defined in the Ontario Human Rights Code.**
- 6.2 Where election signs have been erected or affixed in contravention of this By-law, the Township shall:
 - a) Notify the candidate or registered third party to repair or remove the sign, or take the necessary action to ensure the election sign complies with the provisions of this By-law within 24 hours; or
 - b) If necessary, remove the election sign after 24 hours of non-compliance and notify the candidate or registered third party advertiser, and maintain a record of the compliance enforcement action.
- 6.3 Election signs removed by municipal staff will be available for retrieval by candidates and registered third party advertisers after Voting Day.
- 6.4 ~~In accordance with provision 3.5 of this By-law, Election signs must be removed within ~~three (3)~~ **five (5)** calendar days following the election. If they are not removed within this timeframe, Township staff will remove the sign(s) and the deposit will be retained by the municipality.~~
- 6.5 **The Township of Essa shall not be liable for any damage or loss of an election sign that was displayed in accordance with this By-law, or that was removed by municipal staff.**

Removal of signs changed to five calendar days following election

7. NOTIFICATION

The Township may notify candidates and registered third party advertisers of infractions and compliance enforcement actions by email.

8. ENFORCEMENT

8.1 The provisions of this By-law shall be enforceable by a Municipal Law Enforcement Officer or other such persons appointed by the municipality.

8.2 No person shall hinder or obstruct or attempt to hinder or obstruct any person who is exercising a power or performing a duty under this By-law.

8.3 Every person who contravenes this By-law is, upon conviction in a court of competent jurisdiction, therefore guilty of an offence and shall be liable to a fine as provided under the Municipal Act, 2001, as amended.

9. SEVERABILITY

If a court or tribunal of competent jurisdiction declares any portion of this By-law to be illegal or unenforceable, that portion of this By-law shall be considered to be severed from the balance of the By-law, which shall continue to operate in full force and effect.

10. FORCE AND EFFECT

10.1 By-law 2018-34 be and is hereby repealed.

10.2 That this By-law shall be cited as the "Election Sign By-law".

10.3 That this By-law shall come into force and take effect on the date of passing thereof.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the xx day of March, 2022.

DRAFT NO. 2

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

Qa

TOWNSHIP OF ESSA
By-law 2022-xx
ELECTION SIGN BY-LAW
Schedule 1

A. Intersection Sightlines

Figure 1

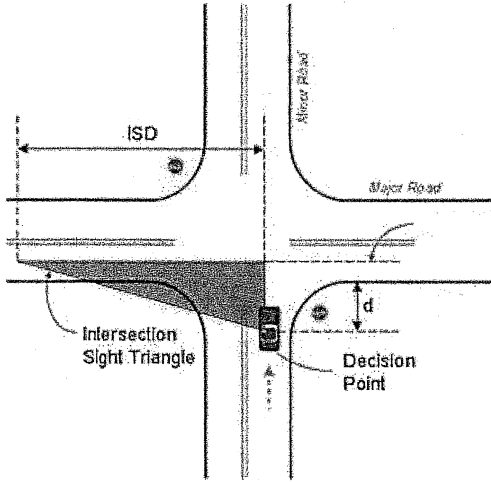


Figure 1: Left turners looking left

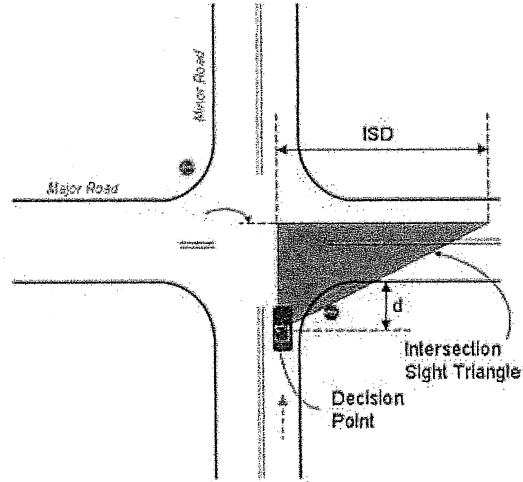


Figure 2: Left turners looking right

DRAFT

96

96



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C006-22

DATE: March 23, 2022

TO: Committee of the Whole

FROM: Lisa Lehr, Manager of Legislative Services

SUBJECT: 2022 County of Simcoe Bursary Program

RECOMMENDATION

That Staff Report C006-22 be received; and

That Council opt-in to participate in the 2022 County of Simcoe Bursary Program with a donation of \$1,000.00, and direct staff to confirm its participation with the County of Simcoe prior to the March 25th deadline.

BACKGROUND

The County of Simcoe is committed to supporting the pursuit of higher education through offering bursaries to eligible students in the County of Simcoe through its Bursary Program.

The County has recently reached out to its member municipalities seeking commitment for participation in its 2022 Bursary Program (see Attachment No. 1). They have requested municipalities respond to their request prior to March 25, 2022.

COMMENTS AND CONSIDERATIONS

The County of Simcoe has recently worked with member municipalities to bring about changes to its Bursary Program that allows for equal disbursement to eligible students of participating municipalities. One such change to the terms of the Program is that it now guarantees one deserving student from each participating municipality will be selected as a recipient of a bursary.

The terms of the County's Bursary Program provides that where participating municipalities contribute \$1,000.00 to the Program, the County of Simcoe supplements the contribution with an additional \$2,000.00 contribution. The Program guarantees that an applicant from each participating municipality will receive one of the available bursaries.

[To Note: These bursaries are presented in addition to the five \$3,000.00 bursaries that are fully funded by the County of Simcoe. (see Attachment No. 1)]

9b

As per the terms of the County of Simcoe's Bursary Program, one Essa student is guaranteed to be awarded one bursary under the Program only if the following occurs:

- The Township of Essa opts-in to participate in the County of Simcoe's Bursary Program by contributing \$1,000.00 towards the County of Simcoe's Bursary Program.
- Eligible Essa students apply to the County's Bursary Program by submitting an application with the supporting documentation to the County's Bursary Program.

[Please Note: Per the Legislative Coordinator at the County of Simcoe, it has been confirmed that the Township of Essa will only be invoiced by the County once they have confirmed that there is at least one eligible applicant from the Township of Essa.]

For Essa students to be considered for the bursary, they are required to meet the following eligibility criteria:

- Be a resident in Simcoe County and a Canadian Citizen or permanent resident
- Have graduated, or be eligible for graduation in the year of application, from a secondary school in Simcoe County
- In the year of application, be enrolled and commencing studies in the first or second year of an undergraduate program at an Ontario University or College as a full-time student
- Demonstrate interest in, and contribution to, their community through active participation in extracurricular activities at their school and/or in community organizations.

Having met the eligibility requirements listed above, eligible students are also required to provide supporting documentation as part of the application process as follows:

- 500 word essay (Topic: Who has had the greatest impact on your life and why? How has this influenced your choice of post-secondary studies/career?)
- 250 word explanation as to why the student should be awarded the bursary
- Copy of grade 12 or first year post-secondary transcript
- Proof of enrollment at an Ontario University or College in an undergraduate program as a full time student
- Resume and reference letters (optional documents)

FINANCIAL IMPACT

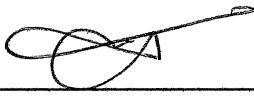
The 2022 Operating Assistance Budget (G/L 02-03-030-514-6300) was approved as follows:

- \$9,000.00. – to be allocated to the Township's Community Grants Program
 - *To date \$8,550.00 has been disbursed, leaving \$450.00 available.*
- \$12,000.00 – to be allocated to charities in lieu of the municipality's golf tournament as follows:
 - \$1,000.00 to the Alliston and Area Physician Recruitment Committee
 - \$11,000.00 be distributed evenly to Stevenson Memorial Hospital Foundation, Royal Victoria Hospital Foundation, and Matthews' House Hospice.

88

The \$1,000.00 expenditure for the County of Simcoe's Bursary Program has not been included in the 2022 Budget.

It is recommended that should Council choose to opt-in to the County's Bursary Program, the \$1,000.00 be allocated to G/L 02-03-030-514-6300, Operating Assistance – Community Grants/Donations.

Manager of Finance Approval:  _____

SUMMARY/OPTIONS

Council may:


1. Take no further action.
2. Opt-in to participate in the 2022 County of Simcoe Bursary Program with a donation of \$1,000.00, and direct staff to confirm its participation with the County of Simcoe prior to the March 25th deadline.
3. Opt-out of the 2022 County of Simcoe Bursary Program.
4. Direct staff to include funds in the 2023 Budget Deliberations to allow for Essa's participation in the County's Bursary Program.

CONCLUSION


Option #2 is recommended.

Respectfully submitted:

Reviewed by:



Lisa Lehr
Clerk



for Colleen Healey-Dowdall
CAO

Attachments:

- 1 – Email from County of Simcoe dated February 25, 2022
- 2 - Copy of Media Release dated March 19, 2021 "County Relaunches Bursary Program to Support Local Students and Families"
- 3 – County of Simcoe Bursary Program Requirements

9b

Attachment #1

From: Johns, Katelyn

Sent: Friday, February 25, 2022 2:03 PM

To: Tracie Howell <thowell@adjtos.ca>; Karen Gill <kgill@townofbweg.com>; Jennifer Cain-Percy <jcainpercy@clearview.ca>; Jenny Haines <jhaines@collingwood.ca>; apiskopos@essatownship.on.ca; Karen Shea <kshea@innisfil.ca>; lyourkin@midland.ca; bkane@newtecumseth.ca; Cooper, Vanessa <vcooper@oro-medonte.ca>; Jennifer Ballantyne <jballantyne@penetanguishene.ca>; Brittany Wilson <BWilson@ramara.ca>; Alison Gray <agray@severn.ca>; bandreychuk@tay.ca; Russell, Laura <lrussell@tiny.ca>; Pamela Kenwell <eamc@wasagabeach.com>; Nina Brancaccio <Nina.Brancaccio@barrie.ca>; Ashley Stafford <ASTafford@orillia.ca>; Jennifer.Marshall@springwater.ca

Cc: Clerks <Clerks@simcoe.ca>

Subject: 2022 Bursary Program Participation

Good Afternoon,

Each year, every lower tier municipality, as well as the Cities of Barrie and Orillia, have the opportunity to participate in the County's Bursary Program by contributing \$1,000 to the existing funding program. The County of Simcoe will then supplement this contribution by \$2000, which would guarantee an applicant from the participating municipality to receive one of the available bursaries. These bursaries are presented in addition to the existing five \$3,000 bursaries fully funded by the County. ✕

We are currently in the process of updating our application and promotional materials for 2022, which will be posted on our website as soon as they become available (<https://www.simcoe.ca/studentbursary>). Attached is the 2021 Poster for your reference, which will be updated for 2022, however, the contents will remain much the same.

Please confirm whether or not your municipality will be participating in the 2022 Bursary Program no later than **March 25, 2022**.

If you require any further information, please don't hesitate to ask!

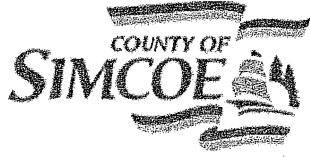
Thank you,

Katie

**Katelyn Johns, Hon. B.A., MPPA
Legislative Coordinator**

County of Simcoe, Clerk's Department
1110 Highway 26, Midhurst, ON L9X 1N6
Phone: 705-726-9300 Ext. 1305 Fax: 705-725-1285
E-mail: katelyn.johns@simcoe.ca
simcoe.ca

9b



County relaunches Bursary Program to support local students and families

Midhurst/March 19, 2021 – The County of Simcoe is committed to working with member municipalities to support the pursuit of higher education. Through the County's long-standing Education Bursary Program, up to 21 \$3,000 bursaries are available to County of Simcoe students attending a post-secondary institution in Ontario. One bursary is guaranteed for a resident of each participating member municipality.

"Through investments such as our Bursary Program, the County supports higher education institutions and students, understanding the value in equipping the next generation with the skills they need to be competitive in today's advancing society," said Warden George Cornell. "As we grow our economy, it is essential that we assist those students moving on to post-secondary education to help maximize their potential and ensure the continuity of a reliable workforce. Through our bursary program, as well as our funding to area post-secondary schools, we are helping train and support our future workforce."

The Bursary Program provides those residents accepted into the program with financial assistance to access post-secondary education and training. This program is consistent with the County of Simcoe's commitment to education, as well as encouraging community involvement and civic responsibility.

Eligible applicants must reside in Simcoe County, and:

- Be a Canadian citizen or permanent resident;
- Have graduated or be eligible for graduation in the year of application, from a secondary school in Simcoe County;
- In the year of application, be enrolled and commencing studies in the first or second year of an undergraduate program at an Ontario university or college as a full-time student;
- Demonstrate interest in, and contribution to, their community through active participation in extracurricular activities at their school and/or in community organizations

Eligible applicants are invited to complete an online application, which includes the submission of a 500-word essay on a pre-determined topic, as well as an explanation as to why they should be awarded a bursary. Applicants must also provide a copy of their Grade 12 or first year post-secondary transcript and proof of enrollment at an Ontario University or College in an undergraduate program as a full-time student. Applicants must submit their online application **by July 30, 2021**.

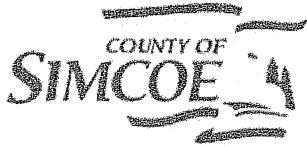
For more information about the program, visit simcoe.ca/studentbursary.

County of Simcoe is composed of sixteen member municipalities and provides crucial public services to County residents in addition to providing paramedic and social services to the separated cities of Barrie and Orillia. Visit our website at simcoe.ca.

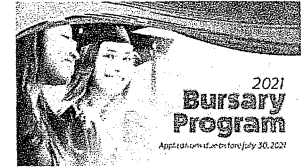
CONTACTS

Chris Hedley
 Public Relations Consultant
 County of Simcoe, Service Simcoe Branch
 705-715-7654 (mobile)
Chris.Hedley@simcoe.ca

Collin Matanowitsch
 Manager, Public Relations
 County of Simcoe, Service Simcoe Branch
 705-734-8386 (mobile)
Collin.Matanowitsch@simcoe.ca



Bursary Program



The County of Simcoe and its member municipalities are committed to the pursuit of a higher education. Through the Bursary Program, the County will award up to 21 \$3,000 bursaries to County of Simcoe residents attending a post-secondary institution in Ontario (one bursary is guaranteed for a resident of each participating member municipality).

The Bursary Program provides those residents accepted into the program access to post-secondary education and training.

The program is consistent with the County of Simcoe's commitment to education and also encourages community involvement and civic responsibility amongst residents.

Eligibility

Eligible Applicants must:

- Be a resident of Simcoe County and a Canadian citizen or permanent resident
- Have graduated, or be eligible for graduation in the year of application, from a secondary school in Simcoe County
- In the year of application, be enrolled and commencing studies in the first or second year of an undergraduate program at an Ontario university or college as a full-time student
- Demonstrate interest in, and contribution to, their community through active participation in extracurricular activities at their school and/or in community organizations

Entry Requirements

- Applicants must submit an online application by TBD
- As part of the application, the County of Simcoe requires the applicant to submit a 500-word essay on a pre-determined topic, as well as an explanation as to why they should be awarded a bursary
- Applicants must also provide a copy of their Grade 12 or first year post-secondary transcript and proof of enrollment at an Ontario University or College in an undergraduate program as a full-time student (tuition receipt, proof of enrollment letter etc.)

*This award is open to all residents of the County of Simcoe, including employees of the County and children and/or dependants of employees. The bursaries are non-renewable and non-transferrable.

Supporting Documents

As part of your application, you will be required to submit supporting documents to bursary@simcoe.ca no later than the deadline date (usually end of July).

Essay Questions:

Answers to the following Essay Questions must be submitted as part of your application:

1. In 500 words or less, explain who has had the greatest impact on your life and why. How has this influenced your choice of post-secondary studies/career?
2. In 250 words or less, explain why you think you should be awarded a Simcoe County Bursary.

Required Supporting Documents:

- Grade 12 or First Year Post-Secondary Transcript
- Proof of enrollment at an Ontario University or College in an undergraduate program as a full-time student (tuition receipt, proof of enrollment letter etc.) *Note: A letter of acceptance is not considered proof of enrollment.
- Essay Question Responses

Optional Supporting Documents:

- Resume
- Reference Letters

How to Apply

1. Complete an online application [here](#).
2. Email your Supporting Documents to bursary@simcoe.ca by the deadline date.

For questions and information, or if you require the application in an accessible format, please contact bursary@simcoe.ca



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO10-22

DATE: March 23, 2022

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: 2022 Essa Challenge Golf Tournament
"Swing for Healthcare"

RECOMMENDATION

That Staff Report CAO10-22 be received; and

That Council consider hiring 3 temporary part-time employees for an average 10 hours/week between April 1 and June 21, 2022, for the purpose of helping to organise the Township's golf tournament with the expense to be paid from the proceeds of the golf tournament at an approximate cost of \$5,760.

BACKGROUND

The municipality has grown such that staff is tasked with no available time to spare, and as such, it is proposed that 3 additional persons be hired to assist with the 2022 golf tournament.

Essa Township has a history of organizing and hosting a golf tournament each year with proceeds to be donated to healthcare. 120 golfers is typical attendance, with revenue bolstered by hole and cart sponsorship; games – i.e., a hole in one challenge; and a raffle and silent auction.

COMMENTS AND CONSIDERATIONS

Hiring 3 temporary part-time staff from April 1 to June 21 (the proposed date of the tournament) would cost \$5,760 if these 3 persons worked 10 hours/week.

2 temporary part-time staff from April 1 to June 21 would cost \$3,840 (the wage proposed is \$16/hr). The duties of the golf tournament for staff would include the following:

- Send out letters of invitation
- Send out letters of sponsorship

- Create and maintain a database of names and contact information and follow up information
- Track status of follow up
- Prepare posters, ads, signage and hole/cart signs
- Solicit and pick up gifts/prizes for golfers
- Assist on the day of the tournament with set up and clean up

It is expected that it will cost each golfer \$150 to golf. Dignitaries from surrounding municipalities will be invited, as will Essa businesspeople and consultants and community members.

In the past, a \$25 gift has been given to each golfer in a gift bag and proceeds from the tournament put towards healthcare.

FINANCIAL IMPACT

Essa's last golf tournament, pre-pandemic, was in 2019, which "Challenge" made \$26,471.55. 3 charities each received \$8,823.85.

Manager of Finance Approval:  _____

SUMMARY/OPTIONS

Council may:

1. Take no further action and determine not to hold a golf tournament in 2022.
2. Allow staff to hire 3 temporary, part-time staff to help organize Essa's 2022 Golf Challenge at a cost of \$5,760 to be taken from the proceeds.
3. Allow staff to hire 2 temporary, part-time staff to help to organize Essa's 2022 Golf Challenge at a cost of \$3,840.
4. Direct staff to organize Essa's 2022 Golf Challenge with no additional staff assistance.

CONCLUSION

Option #2 is recommended.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments: None.