



**TOWNSHIP OF ESSA
HEALTHY, ACCESSIBLE COMMUNITY AND PARKS COMMITTEE
AGENDA**

THURSDAY April 17, 2025 – 3:00 p.m. - ZOOM

1. OPENING OF THE MEETING

2. APPROVAL OF AGENDA

Recommendation: *Be it resolved that the agenda as presented be approved.*

3. DISCLOSURE OF PECUNIARY INTEREST

4. ADOPTION OF MINUTES OF PREVIOUS MEETING

Recommendation: *Be it resolved that the minutes of the Healthy, Accessible Community and Parks Committee from their meeting of February 3, 2025 be approved as circulated.*

5. BUSINESS ARISING FROM PREVIOUS MEETING / OUTSTANDING ITEMS

5.1 Workplan Update

- Accessibility Survey Update
- 2025-2030 Accessibility Multi-Year Plan Update

6. NEW BUSINESS

- 6.1
- Anmol Burmy
 - Aging In Place: Additional Residential Units (ARUs) Guide

7. CORRESPONDENCE / INFORMATION ITEMS

8. OTHER BUSINESS/ ROUND TABLE

8.1 Essa Public Library Update

8.2 Parks and Recreation Update

9. ESTABLISH DATE AND TIME OF NEXT MEETING

- 9.1 Set date for next quarterly meeting.
- April 17, 2025 @ 3:00 p.m.

10. ADJOURNMENT

Recommendation: *Be it resolved that this meeting of the Healthy, Accessible Community and Parks Committee of the Township of Essa adjourn at _____p.m.*



TOWNSHIP OF ESSA
HEALTHY, ACCESSIBLE COMMUNITY AND PARKS COMMITTEE
MINUTES
THURSDAY February 3, 2025
Meeting Conducted via Zoom

In Attendance:

Cheryl Jackson, Chair
Stephanie McCann, Member
Patricia Foster, Member
Deputy Mayor Michael Smith
Chantèle Mayer, SMDHU Representative

Staff:

Sarah Corbett, Deputy Clerk, Secretary
Glenda Newbatt, Essa Public Library (Regrets)
Abbey McClinton, Parks and Recreation-Booking

1. OPENING OF THE MEETING

The Committee Chair, Cheryl Jackson, opened the meeting at 3:02 p.m.

2. APPROVAL OF AGENDA

Resolution No: HACPC01-2025 Moved by: Foster Seconded by: McCann

Be it resolved that the agenda as presented be approved.

----Carried-----

3. DISCLOSURE OF PECUNIARY INTEREST

None.

4. ADOPTION OF MINUTES OF PREVIOUS MEETING

Resolution No: HACPC02-2025 Moved by: Smith Seconded by: McCann

Be it resolved that the minutes of the Healthy Community Committee dated October 17, 2024, be received.

----Carried-----

5. BUSINESS ARISING FROM PREVIOUS MEETING / OUTSTANDING ITEMS

5.1 Workplan Update – Cheryl

**To be updated
and distributed
with agenda**

6. NEW BUSINESS

- 6.1
- Chantèle Mayer SMDHU
Chantèle provided an update on Nutritious Food Basket Survey and Household Food Insecurity in Essa.

7. CORRESPONDENCE / INFORMATION ITEMS

8. OTHER BUSINESS/ ROUND TABLE

8.1 **Essa Public Library** No Action
N/A Required

8.2 **Parks and Recreation** No Action
Abbey McClinton - Parks and Recreation Department, provided Required
an update to the Committee on the Parks and Recreation
department including an update of the new park/parkette
installations, inclusive drop in programming, and the grant
application for the relocation and update on the skatepark.

9. ESTABLISH DATE AND TIME OF NEXT MEETING

9.1 The next committee meeting is scheduled for Thursday July 17,
2025 at 3:00 p.m. via Zoom. **SC to
schedule.**

10. ADJOURNMENT

Resolution No: HACPC03-2025 Moved by: Smith Seconded by: Foster

*Be it resolved that this meeting of the Healthy, Accessible Community and Parks
Committee of the Township of Essa adjourn at 4:03 p.m.*

----Carried----

Cheryl Jackson, Chair

Sarah Corbett, Deputy Clerk

**Essa Township
Healthy, Accessible Communities and Parks Committee
Work Plan 2022-2026
Internal Document**

Activity	Task	Timeline Start - End	Lead (L) & Others (O) Involved	Budget	Status O-Completed Δ-In progress X- Hold	Additional Information
MANDATE : The Healthy, Accessible Community and Parks Committee is dedicated to advise and assist the Township in promoting and facilitating a barrier-free healthy community while improving the quality of life for all persons and promoting equal opportunity for citizens of all abilities.						
1.Promote healthy living and access to eating local food	Create a Healthy, Accessible Communities and Parks brochure outlining the committee’s goal, objective, and community activities available	Q3 2023 – Q1 2024	(L)-Essa Township	N/A	O	2024.07.18 printed and distributed, found at Arenas and Township Building.
	Accessibility of community gardens – goal to have one raised bed that is wheelchair accessible at each Essa library.	Q2 – Q3 2024	(L)-Essa Township	Unkno wn	O	2024.05.25 confirmed there is a garden that is raised at Thorton Library and is wheelchair accessible, there is a raised garden at the Food Bank (Angus Library) also accessible.
	Expansion and more accessibility of community gardens at each Essa library		(L)-Essa Township	N/A	X	2024.07.18 found that both Libraries were struggling with finding volunteers for the community gardens, the library staff were doing most of the planting, weeding, watering and maintaining.

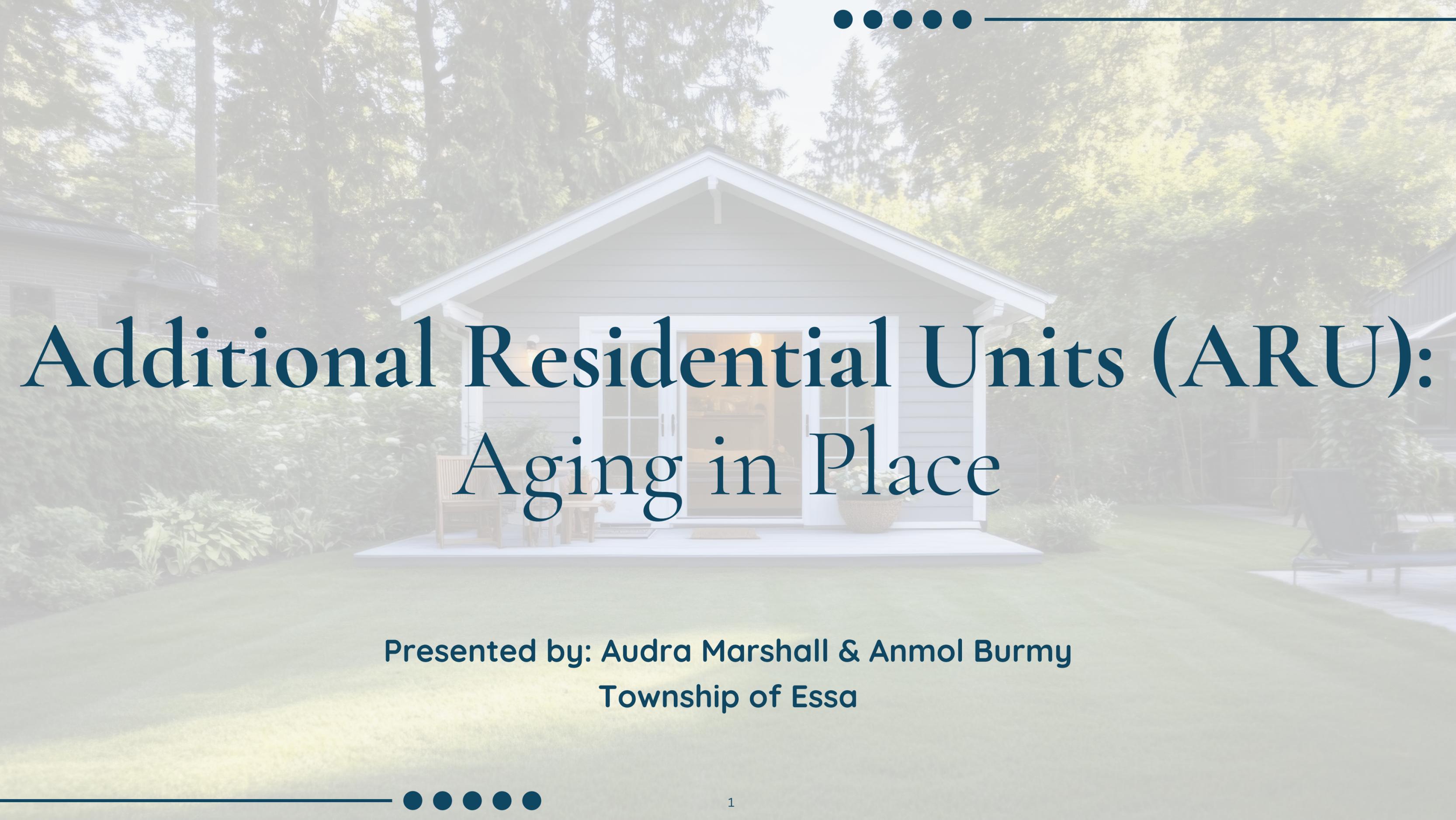
Activity	Task	Timeline Start - End	Lead (L) & Others (O) Involved	Budget	Status O-Completed Δ-In progress X- Hold	Additional Information
2. Promote Healthy Living and active lifestyles for all residents and assist in planning future trails, sidewalks, canoeing and kayaking launches, as well as parks, and public spaces	Promote active school travel through communications assets (e.g. social media)	Q1 2024 - Ongoing	(L)-Essa Township	N/A	0	2024.02.07 – Promotion of Winter Walk Day completed through social media.
	Continue to promote winter walk day	Q1 2025	(L)-Essa Township	N/A	Δ	2025.02.07 - ask community to also participate
	Promote new parks and features of existing parks (healthy and barrier-free)	Q3 2024 - Ongoing	(L)-Essa Township	N/A	Δ	2024.07.18 feedback on new park development 2024.09.25 open house Plans review
	Attend Transportation and Trails Master Plan Open Houses in order to bring back information to the committee for discussion and potential input on behalf of the HACP Committee	Q2-Q3 2024	(L)-Essa Township	N/A		Need to confirm Essa or Simcoe County
3. Promote safe roads, reduction in personal vehicle use and energy conservation	Promote active transportation through social media posts		(L)-Essa Township	N/A	Δ	Essa Township Website added links
	Work with Simcoe County to feedback community concerns		(L)-Essa Township	N/A	Δ	Request for letter to Simcoe County to feedback concerns
	Review and provide input on the Township of Essa Official Plan on behalf of of the committee		Others (O)	N/A	Δ	2024.09.25 open house Plans review attended

Activity	Task	Timeline Start - End	Lead (L) & Others (O) Involved	Budget	Status O-Completed Δ-In progress X- Hold	Additional Information
	Promotion of Charged for Change Stations through communication assets.	Q2 2024-2026	(L)-Essa Township	N/AO	O	Essa Township Website added information
	With the current political climate more local travel this summer Winter Damage on trails					
4. Advocate on behalf of persons with disabilities through the promotion of public awareness and understanding the needs of disabled persons	Attend flag raising at Essa Township Building	Q3 2024	(L)Essa Township	N/A	O	2024.05.27 attend flag raising
	Attend flag raising at Essa Township for Autism Flag Raising	2025	Others (O)	N/A	Δ	
	Asking people most affected by barriers their struggles	2025	Others (O)	N/A	Δ	2025.04.14 Meeting discussion survey
	Add Simcoe County invite to celebrate accessibility week	2025	Others (O)	N/A	Δ	2025.05.27
Advocate on behalf of persons with disabilities through change	Work with Essa Parks and Rec to create a safe walkway link from new park on Kevin Crescent and Olive Lee Park in Thornton	Q3 2024	Others (O)	N/A	O	2024.07.18 Parks and Rec smoothed out area added crushed limestone which they already had for the park, just ensured this area was safe for all.

Activity	Task	Timeline Start - End	Lead (L) & Others (O) Involved	Budget	Status O-Completed Δ-In progress X- Hold	Additional Information
5. Monitor the status of municipality owned and/or operated buildings, facilities and public areas to ensure that they meet the needs of disabled people	Possible future audit					
6. Identify any potential funding opportunities to assist Essa in becoming healthy and barrier free	Provide information on funding opportunity from Tree Canada.	Q4 2023	SMDHU	N/A	O	2023.10.19. Funding opportunity shared with municipal staff
7. Respond to relevant accessibility issues as raised by individuals or community groups	Encourage residents of the Township of Essa through social media messages and other communication assets to reach out to the committee to raise accessibility issues.					Pamphlet lists contact information
8. Provide a forum for discussion and coordination of recreational and healthy community	Bring awareness to the community through communications assets of pollinators and gardens in the Spring.	Q2 2024	(L)-Essa Public Library	N/A	Δ	2024.04.25 - Can use messaging already created by <i>Conseil Canadien du COMPOST Council of Canada</i>

Activity	Task	Timeline Start - End	Lead (L) & Others (O) Involved	Budget	Status O-Completed Δ-In progress X- Hold	Additional Information
initiatives and programs with other community groups and agencies			(O)-Committee			
	Essa Family Fun Night		committee			2024.08.15 use forum to explain the work we do and ask for feedback
9. Work with Township staff in the maintenance of the Essa Accessibility Plan in accordance with the Ontarians with Disabilities Act	Provide verbal feedback of having accessible seating in new parks.	2024	(L)-Essa Township		Δ	2024.01.18 – awaiting assessment of having a wheelchair accessible picnic table at new parks. 2024.10.17- library reported government grant approved for assessable picnic table
	Assess trail accessibility and mark which trails are accessible for all ages and abilities	2025				
10. Support the development and implementation of program, policies and by-laws which promote and create a barrier-free healthy community	Develop a policy for winter maintenance of sidewalks, paths and trails <i>*Leclair park shutdown spring flooding - item for discussion with members for safe community</i>	2025				2025
11. Provide advice to Staff and Council on policy matters relating	Accessibility Flag Raising Accessibility awareness about the	2024 to 2026	Essa Township	N/A	Δ	2024.05.27 HACP Chair Attended the Flag raising

Activity	Task	Timeline Start - End	Lead (L) & Others (O) Involved	Budget	Status O-Completed Δ-In progress X- Hold	Additional Information
to the provision of recreational, cultural and related services, events for residents and visitors.	importance of inclusivity and accessibility in our community. *attend Simcoe County Accessibility meeting		Community members			
12. Make recommendation to Council on strategies and policies to ensure that existing barriers are eliminated, and that no new barriers will be created especially at parks and in public spaces	Bring forward the recommendation that Council write a letter of recommendation to Simcoe County Council on eliminating accessibility barriers at Simcoe Links bus stops and recommending the installation of audible crosswalks in Angus.	Q2 2024	(L)- Committee	0	Δ	
13. Make recommendations to council on amenities to be contained in parks, park and facility planning and policies for park and facility use.	Make Accessibility Check List for new Parks. Do a Parks, trails and Township facility Audit for accessibility • Survey	2024-2026				



Additional Residential Units (ARU): Aging in Place

**Presented by: Audra Marshall & Anmol Burmy
Township of Essa**



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1. Introduction to Additional Residential Units (ARUs)

2. Who can have ARUs?

- a. Standard Provisions: Zoning
- b. Standard Provisions: Site Plan
- c. Standard Provisions: Building Department
- d. Three Main Checklists

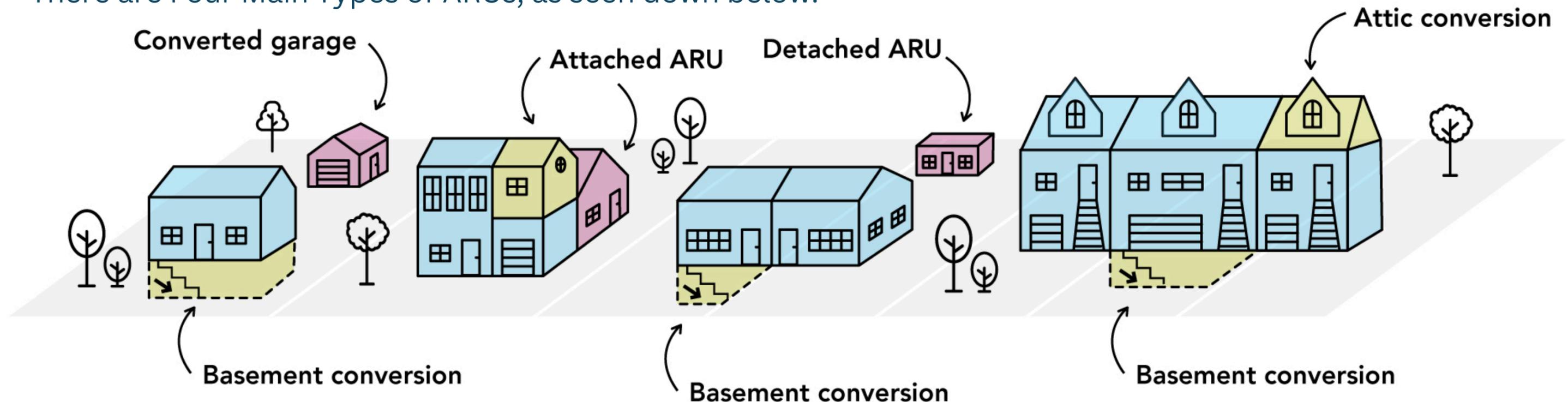
3. Design Considerations

4. FAQs



Introduction: What are ARUs?

- **Definition:** An Additional Residential Unit (ARU) is a self-contained dwelling unit located within the same building, or on the same lot, as an existing residential unit. Self-contained means that it has its own kitchen and washroom facilities, and a separate entrance.
- They can be located within the interior of the existing house, in an existing garage, or by constructing a detached tiny home on the property or as an addition to a primary dwelling.
- It is important to note that an ARU is **SECONDARY** to the primary dwelling, meaning it is a second unit on the property.
- There are Four Main Types of ARUs, as seen down below:



Introduction: Policy Rationale



As a Township we focus on the following:

1. Ensuring Safety

- Registered with the Township
- Compliant with the Ontario Building Code and Ontario Fire Code



2. Complying with Regulations

- Ontario Building Code
- Ontario Fire code
- Zoning Regulations



3. Encouraging Accessibility

- Focus on interior and exterior design features (i.e., accessibility ramps, lighting, etc.)

Who can have an ARU?

- **Zones:**

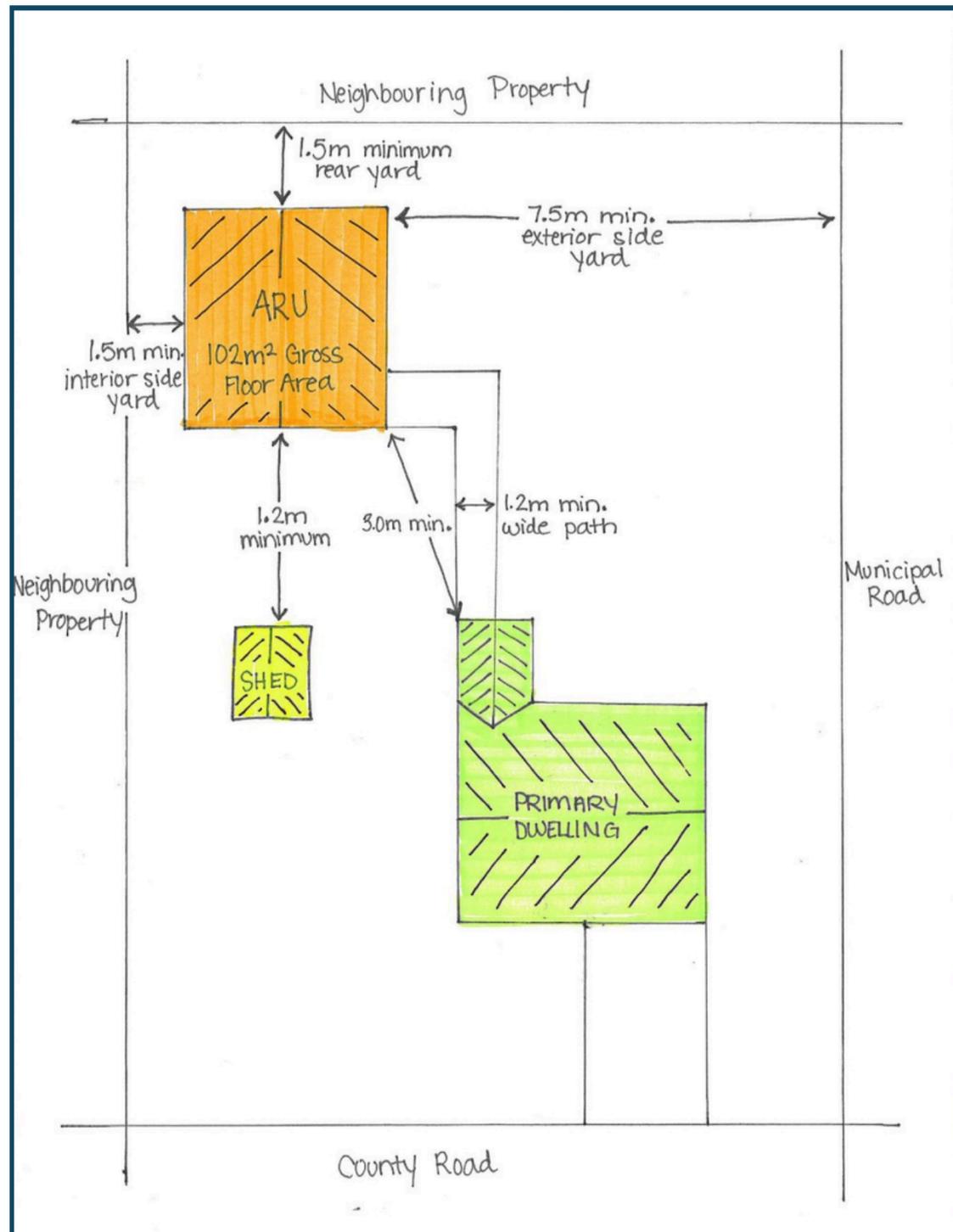
- All Residential Zones (R1, R2, R3, R4, R5, RS1 & RS2)
- Agricultural (A)
- Rural (RL)

- **Planning Department Review (require a site plan):**

- NVCA jurisdiction
- Setbacks
- Height
- County Road considerations
- Railway Setbacks
- Compliance Issues
- Livestock Facility



Standard Provisions: Zoning

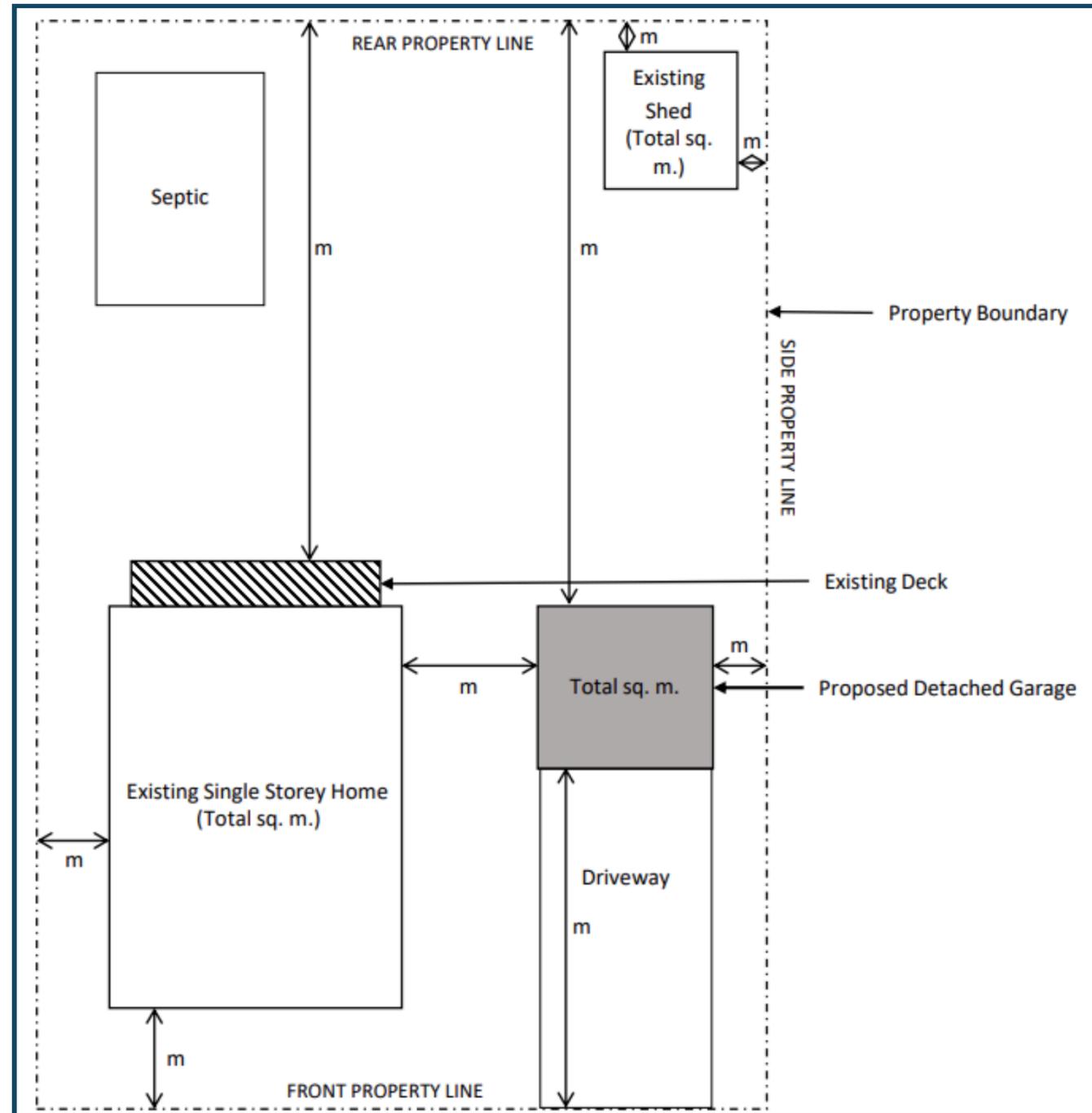


Standard ARU Zoning Provisions:

- **Maximum Gross Floor Area:** less than 102 m² or 50% of the gross floor area of the primary dwelling
- **Maximum Height:** 1 Storey (4.5 m)
- **Distance between ARU and other Structures:** 1.5 m
- **Distance between ARU and Primary Dwelling:** 3.0 m
- **Walkway:** 1.2 m wide walkway from ARU to primary Dwelling
- No Basements allowed.
- Shall not be located more than 30 m from primary dwelling.
- **Setbacks from Property Lines:**

Setbacks	Front Yard	Side Yard	Exterior side yard	Rear Yard
Residential Zones	7.5 m	1.5 m	7.5 m	1.5 m
Agricultural (A) & Rural (RL)	18.0 m	3.0 m	18.0 m	3.0 m

Standard Provisions: Site Plan



With the building permit application, the site plan of the property will be required, that clearly shows and notes the following:

- Location of existing/proposed buildings
- All setbacks of new buildings or additions
- Lot coverage (if new buildings or additions are added)
- Landscape open space coverage (if new buildings or additions are added)
- Parking area location
- Parking area coverage (if parking area is expanded)

Checklist:



**Municipal Zoning & Other
applicable By-Laws**



Building Permit



**Building Code
Requirements**



Design Considerations



Design Considerations

1

Hiring a Professional Designer, an architect or Engineer to design your space.

2

Building Department can guide you through the permit process.

3

A professional will help with all the Building and Fire Code requirements.



Exterior Design Considerations



1. Ground-level Accessibility

- a. Continuous (free of steps) paths
- b. Steep slope with handrails for wheelchair accessibility

2. Accessible Parking Spaces

- a. Van: width of 2.6 m and 2 m aisle width
- b. Car: 2.4 m width and 1.5 m aisle width

3. External Lighting

- a. Adequate lighting to identify any hazards

4. Accessible Entrance Features

- a. Providing unobstructed space for mobility devices

Interior Design Considerations: Room Sizes

The Ontario Building Code sets the minimum size for an ARU at **17.5 metres squared (188 square feet)**.

Minimum Room Sizes:

Kitchen	4.2 m ² (45.2 sqft)
Living Area	13.5 m ² (145 sqft)
Primary bedroom	9.8 m ² (95 sqft)
Other bedrooms	7 m ² (75sqft)
Bathroom must have sufficient space for sink, toilet, shower stall or tub	3.0 m ² (32 sqft)

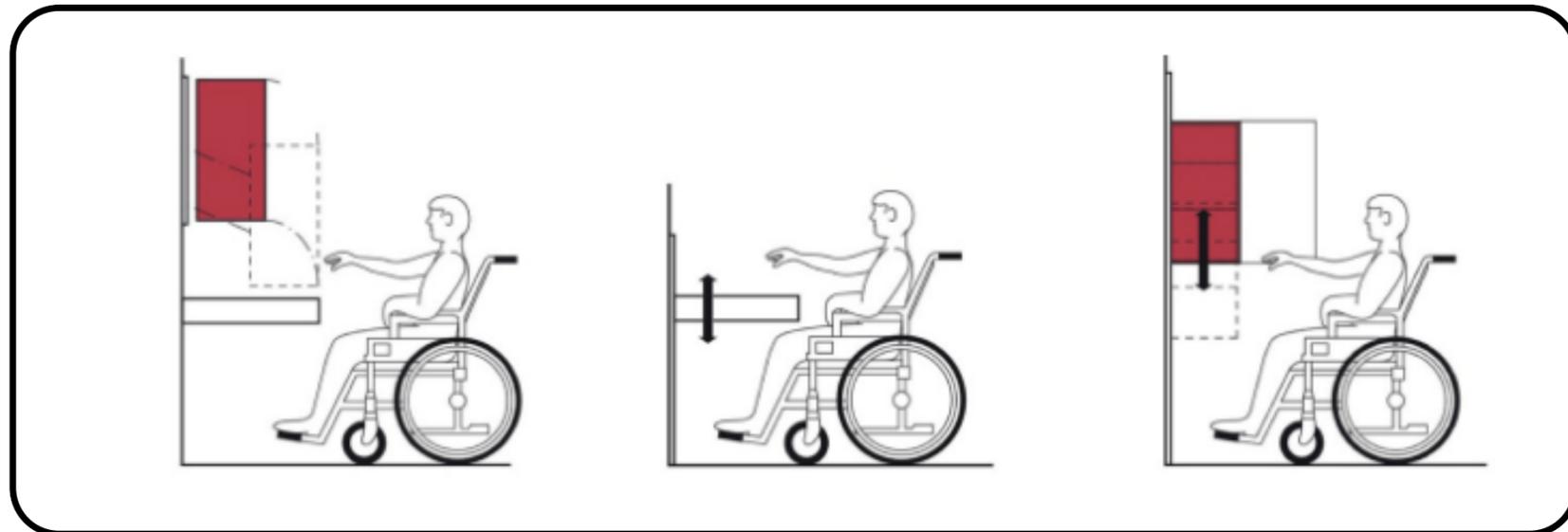
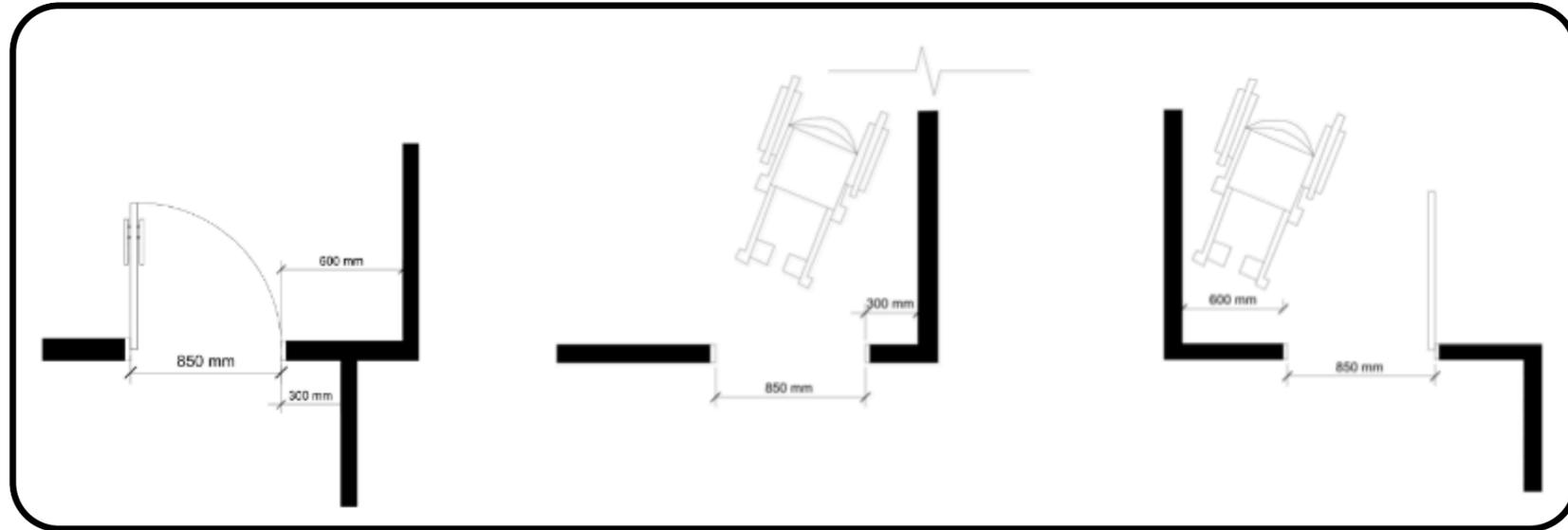


Design Considerations: Life Safety



- Fire separations are required between units.
- Smoke and Carbon Monoxide alarms equipped with both audio and visual signages are required.
- Best practice is to provide a second exit, at minimum an escape window is required.

Interior Design Considerations



1. Entrance/Railways/Lifts

- a. Continuous (free of steps) paths
- b. Unobstructed entrance for easy mobility devices

2. Doorways

- a. Designed in accordance with the 2024 Ontario Building Code (OBC)

3. Exits

- a. Avoid exits that require climbing

4. Kitchen and Laundry

- a. Lower counter and sink heights
- b. Sufficient turning radius for wheelchairs

5. Bathroom

- a. Grab bars
- b. shower with bench seating
- c. Lower counters and sinks

6. Bedroom

- a. Sufficient turning radius for wheelchairs
- b. Proximity to bathroom or ensuite is recommended

Frequently Asked Questions (FAQs):

Will an ARU result in higher taxes?

Increase in taxes will be based on the property's assessment which is done by the Municipal Property Assessment Corporation (MPAC).

Does an ARU require a new mailing address?

Yes, it would require a new address which must be applied for through the municipality.

Can an ARU be a Air BnB?

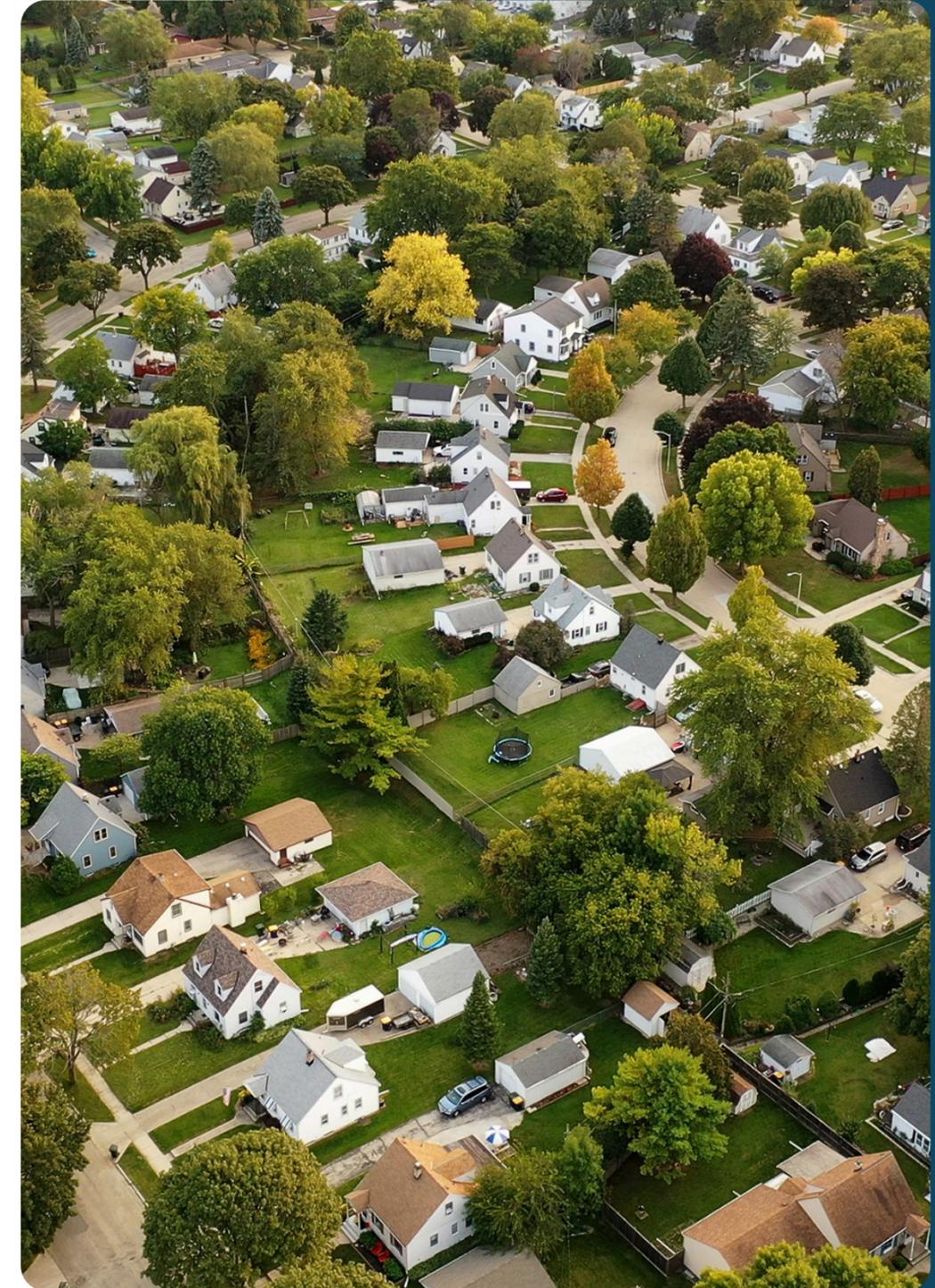
No, they are not but they can be used for long term rentals.

Can the ARU have a basement?

No, they CANNOT have a basement.

What are the parking requirements for an ARU?

The Planning Act allows for up to one (1) space and the township asks for the maximum number of parking spaces.



Frequently Asked Questions (FAQs):

Can I have two (2) ARUs on my property?

Yes, up to two ARUs are allowed if all zoning provisions are being met but only 1 is allowed to be detached.

Is there any financial assistance for ARUs?

1. Age-Friendly Seniors Grant

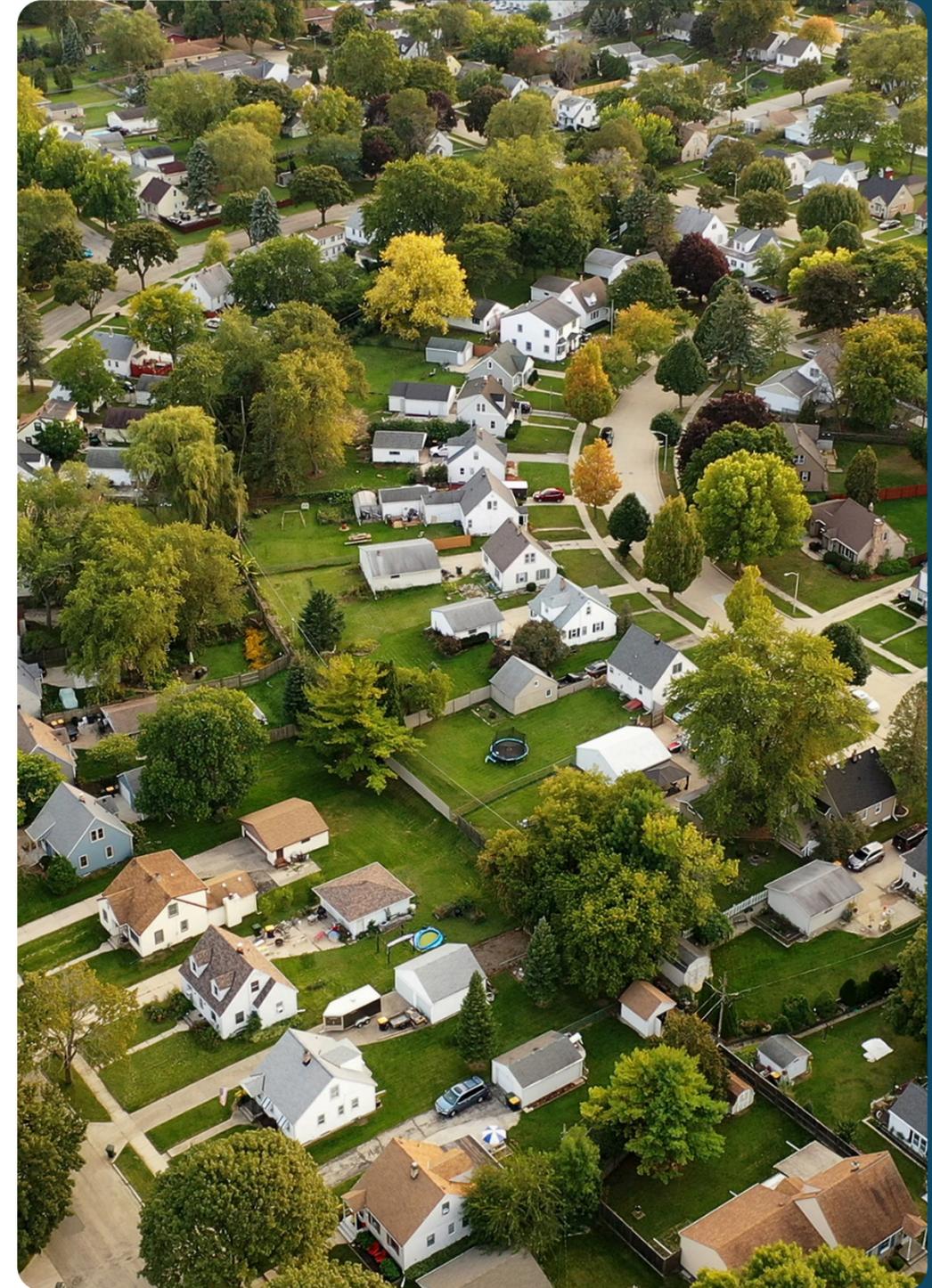
- Simcoe County grant which supports projects that help seniors live independently

2. Secondary Suites Program

- Offers up to \$30,000 per unit to help increase affordable housing

3. Affordable Homeownership Program

- Assists low-moderate income renters in Simcoe County to purchase a home by offering a 10% down payment





Thank you

Please feel free to ask any questions now!

