

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, DECEMBER 7, 2022
6:00 p.m.**

AGENDA

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

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

- p. 1 **a. Presentation – Richard Steinginga, Baker Tilly KDN LLP**
 re: Draft Consolidated Financial Statements

Recommendation: *Be it resolved that the Draft 2021 Consolidated Financial Statements for the Township of Essa, as presented by Baker Tilly KDN LLP, be approved.*

STAFF REPORTS

- 4. PLANNING AND DEVELOPMENT**
- 5. PARKS AND RECREATION / COMMUNITY SERVICES**

- p. 73 **a. Staff Report PR016-22 submitted by the Manager of Parks and Recreation,**
 re: Fee Schedule amendment for Not for Profit/Charity Organizations.

Recommendation: *Be it resolved that Staff Report PR016-22 be received; and That Council direct the Manager of Parks and Recreation to proceed with implementing a fee for Not for Profit and Charity Organizations to the Fee Schedule at a reduced rate of 50% of the full rental request cost.*

- 6. FIRE AND EMERGENCY SERVICES**

- p. 76 **a. Staff Report FD005-22 submitted by the Fire Chief, re: Updating the**
 Emergency Management Program and Emergency Response Plan By-law.

Recommendation: *Be it resolved that Staff Report FD005-22 be received; and That Council authorize the Fire Chief to update the Emergency Management Program and Emergency Response Plan By-Law, and to repeal By-Law No. 2016-82.*

- p. 149 b. **Staff Report FD006-22 submitted by the Fire Chief, re: Approval of the Memorandum of Understanding for the Provisions of Special Operations Services.**

Recommendation: *Be it resolved that Staff Report FD006-22 be received; and That Council authorize the Mayor and Clerk to enter into a Memorandum of Understanding for the Provision of Special Operations Services with the Barrie Fire and Emergency Services.*

7. PUBLIC WORKS

8. FINANCE

- p. 152 a. **Reduction of Securities – Briarwood Angus Subdivision.**

Recommendation: *Be it resolved that Council approve a reduction in securities relating to Briarwood Angus Subdivision, as recommended by AECOM as follows:*

<i>Current Securities Held by Township of Essa:</i>	<i>\$4,325,467.78</i>
<i>Security to be Released:</i>	<i>\$809,346.48</i>
<i>Securities to be Retained by Township of Essa:</i>	<i>\$3,516,121.30</i>

And,

That this approval is conditional upon the Developer providing the municipality with a Statutory Declaration indicating that all accounts have been paid in full, including all of the Township's legal and engineering costs.

- p. 154 b. **Staff Report TR006-2022 submitted by the Manager of Finance, re: Request to Write Off/Adjust 2020, 2021 and 2022 Taxes.**

Recommendation: *Be it resolved that Staff Report TR006-22 be received; and That the Tax Collector be authorized to adjust taxes on the accounts listed on Schedules A, B, C and D of this Report.*

- p. 170 c. **Staff Report TR007-2022 submitted by the Manager of Finance, re: Request to Write Off/Adjust 2022 Taxes.**

Recommendation: *Be it resolved that Staff Report TR007-22 be received; and That the Tax Collector be authorized to adjust taxes on the accounts listed on Schedules A, B, and C of this Report.*

9. CLERKS / BY-LAW ENFORCEMENT / IT

- p. 181 a. **Staff Report C014-22 submitted by the Manager of Legislative Services, re: Municipal Modernization Project C001-2021 – Status Update.**

Recommendation: *Be it resolved that Staff Report C015-22 be received for Council's information.*

- p. 197 **b. Staff Report C015-22 submitted by the Manager of Legislative Services, re: Proposed 2023 Regular Council and Committee of the Whole Meeting Schedule.**

Recommendation: *Be it resolved that Staff Report C015-22 be received; and That Council approve the schedule for the 2023 Council and Committee of the Whole meetings as attached.*

- p. 232 **c. Staff Report C016-22 submitted by the Manager of Legislative Services, re: Fees and Charges By-law 2013-28 – Proposed Amendments.**

Recommendation: *Be it resolved that Staff Report C016-22 be received; and That Council direct staff to schedule a Public Meeting on December 21, 2022 to allow for public comment on proposed amendments, prior to the passage of a By-law to amend Essa's Fees and Charges By-law.*

p. 245

- d. Staff Report C017-22 submitted by the Manager of Legislative Services, re: Appointment of Alternate to County of Simcoe Council.**

Recommendation: *Be it resolved that Staff Report C017-22 be received; and That Council appoint _____ to act as an alternate member of County of Simcoe Council for the 2022-2026 term; and That Council direct the Clerk to present the necessary By-law for passage at the next meeting of Council.*

- p. 247 **e. Staff Report C018-22 submitted by the Manager of Legislative Services, re: Council Appointments – Local Boards and Committees.**

Recommendation: *Be it resolved that Staff Report C018-22 be received; and That members of Council be appointed to Local Boards and Committees for the 2022-2026 term as follows:*

- *Nottawasaga Valley Conservation Authority Board of Directors – Councillor Pieter Kiezebrink*
- *Essa and District Agricultural Society – Deputy Mayor Mike Smith*
- *Alliston and Area Physician Recruitment Committee – Councillor Pieter Kiezebrink*
- *Museum on the Boyne Committee – Councillor Liana Maltby*
- *Angus and Area BIA Board of Directors – Mayor Sandie Macdonald*
- *Thornton and Area Action Committee – Councillor Henry Sander*
- *Stevenson Memorial Redevelopment Committee – Councillor Liana Maltby*
- *South Simcoe Streams Network Nottawasaga Futures – Councillor Liana Maltby*

- p. 253 f. **Staff Report C019-22 submitted by the Deputy Clerk, re: Terms of Reference – Committee of Adjustment, Fence Viewers, Livestock Valuators, Healthy, Accessible Community and Parks Committee and the Essa Public Library Board.**

Recommendation: *Be it resolved that Staff Report C019-22 be received; and That the Board of Governance Policy for the Essa Public Library be received for information; and*

That Council approve the Terms of Reference as attached for the following:

- *Committee of Adjustment*
- *Fence Viewers*
- *Livestock Valuators; and*
- *Healthy, Accessible Community and Parks Committee*

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

- p. 273 a. **Staff Report CAO030-22 submitted by the Chief Administrative Officer, re: Proposed Housekeeping Amendments to the Township of Essa's Zoning By-law, 3rd and 8th Lines.**

Recommendation: *Be it resolved that Staff Report CAO030-22 be received; and That Council adopt a Zoning By-law Amendment (ZBA) to authorize updates to the Township's Zoning By-law (ZBL), affecting lands as detailed in and attached to this report, following the Township's required Public Meeting held on June 15, 2022, and based on the public comments received.*

- p. 279 b. **Staff Report CAO031-22 submitted by the Chief Administrative Officer, re: Request to Lift and Remove the 0.3m Reserve Cunningham Drive/Mckeown Street.**

Recommendation: *Be it resolved that Staff Report CAO031-22 be received; and That Council authorize lifting and removing the 0.3 metre wide Reserve along the east side of Cunningham Drive, and the north side of McKeown Street, described as Part East Half of Lot 14, Concession 11, being Parts 4 and 6 on Plan 51R-41529, subject to the Developer paying for all legal costs to prepare and register the necessary documentation at the Land Titles Office to facilitate such action, and transfer Part 5 of the same Plan back to Giulam Developments Limited in accordance with Section 5.9.3 of the Subdivision Agreement registered on title as Instrument No. SC1512206.*

- p. 285 c. **Staff Report CAO032-22 submitted by the Chief Administrative Officer, re: Proposed Housekeeping Amendments to the Township of Essa's Zoning By-law, 3rd and 8th Lines.**

Recommendation: *Be it resolved that Staff Report CAO032-22 be received; and That Council adopt a deeming by-law which would have the effect of removing Lot 46 S/S Jonas Street, Plan 160A from the provisions of Section 50 (3) and (5) of the Planning Act relating to subdivision control and restricting the transfer of lands.*

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 21st day of December, 2022 at 6:00 p.m.*

Now, for tomorrow



Township of Essa

**Comparative Analysis
December 31, 2021**

**Council Presentation
December 07, 2022**

Independent Auditor's Report

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Township of Essa as at December 31, 2021, and the results of its operations and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

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Audit Procedures

Review of minutes of council

Substantive Testing

- Sampling
- Analytical review
- Management estimates

Systems documentation and related control testing

- Revenues
- Disbursements
- Payroll
- Journal entries

Audit Overview – Matters of Communication

Audit is complete pending:

- Council approval of financial statements
- Receipt of signed representation letter
- Receipt of legal letter

No significant difficulties encountered during the course of our audit procedures:

- No changes to initial audit plan
- No disagreements or difficulties with management
- Excellent cooperation from management and staff
- Note for the uncertainty caused by COVID-19 and adjustments for prior periods for Gas Tax and TCA

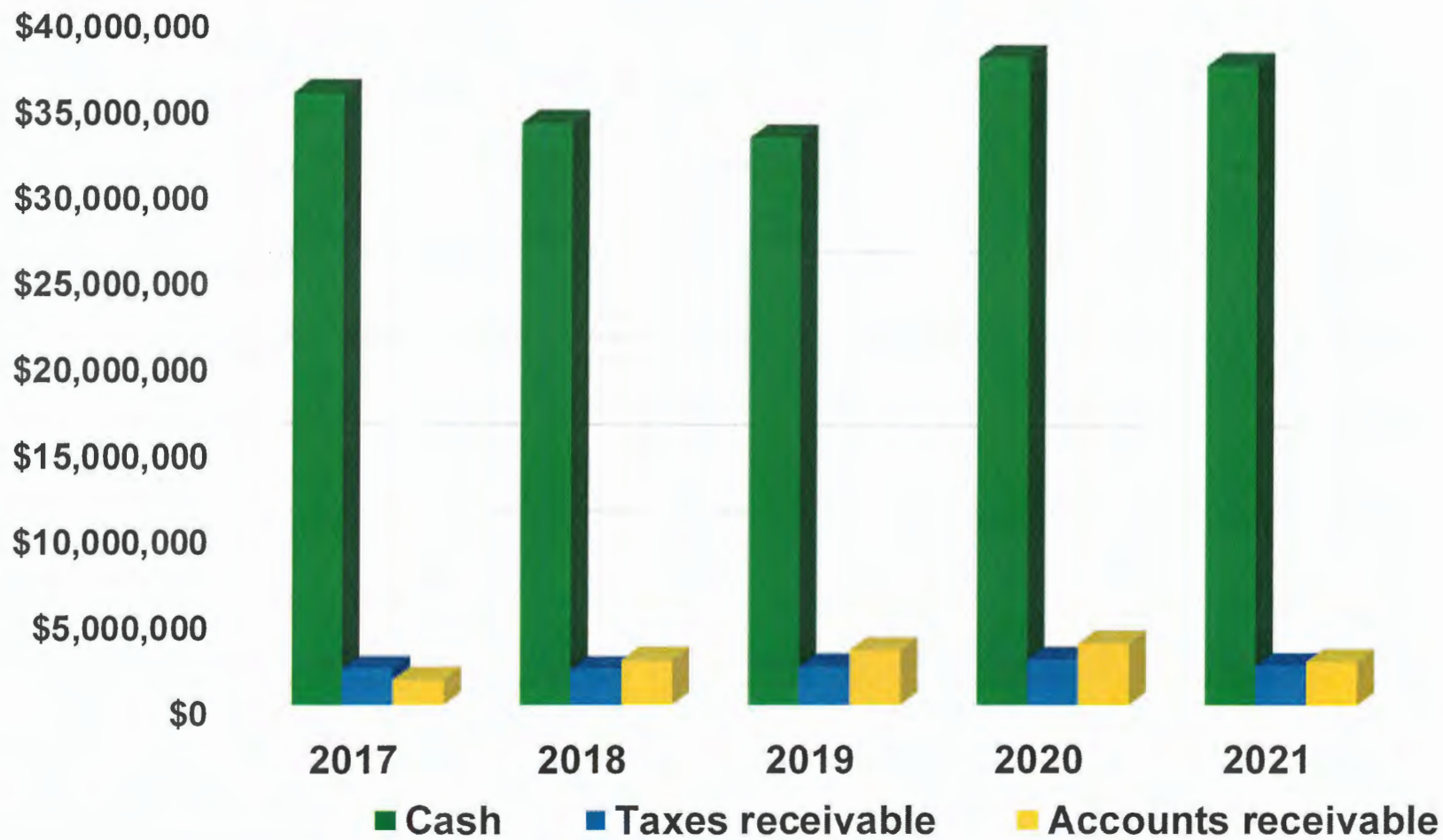
Uncorrected audit difference noted:

- Prepaid portion of insurance not set up: \$146,070 offset by 2020 prepaid insurance not set up of \$84,425 for a net impact of 61,645 on annual surplus

Financial Assets at December 31st

	2021	2020	2019	2018	2017
Cash	\$ 37,269,440	\$ 37,683,784	\$ 33,083,382	\$ 33,892,850	\$ 35,597,449
Taxes receivable	\$ 2,341,510	\$ 2,691,999	\$ 2,278,337	\$ 2,137,569	\$ 2,153,349
Accounts receivable	\$ 2,583,013	\$ 3,634,658	\$ 3,234,010	\$ 2,657,797	\$ 1,506,035
	<u>\$ 42,193,963</u>	<u>\$ 44,010,441</u>	<u>\$ 38,595,729</u>	<u>\$ 38,688,216</u>	<u>\$ 39,256,833</u>

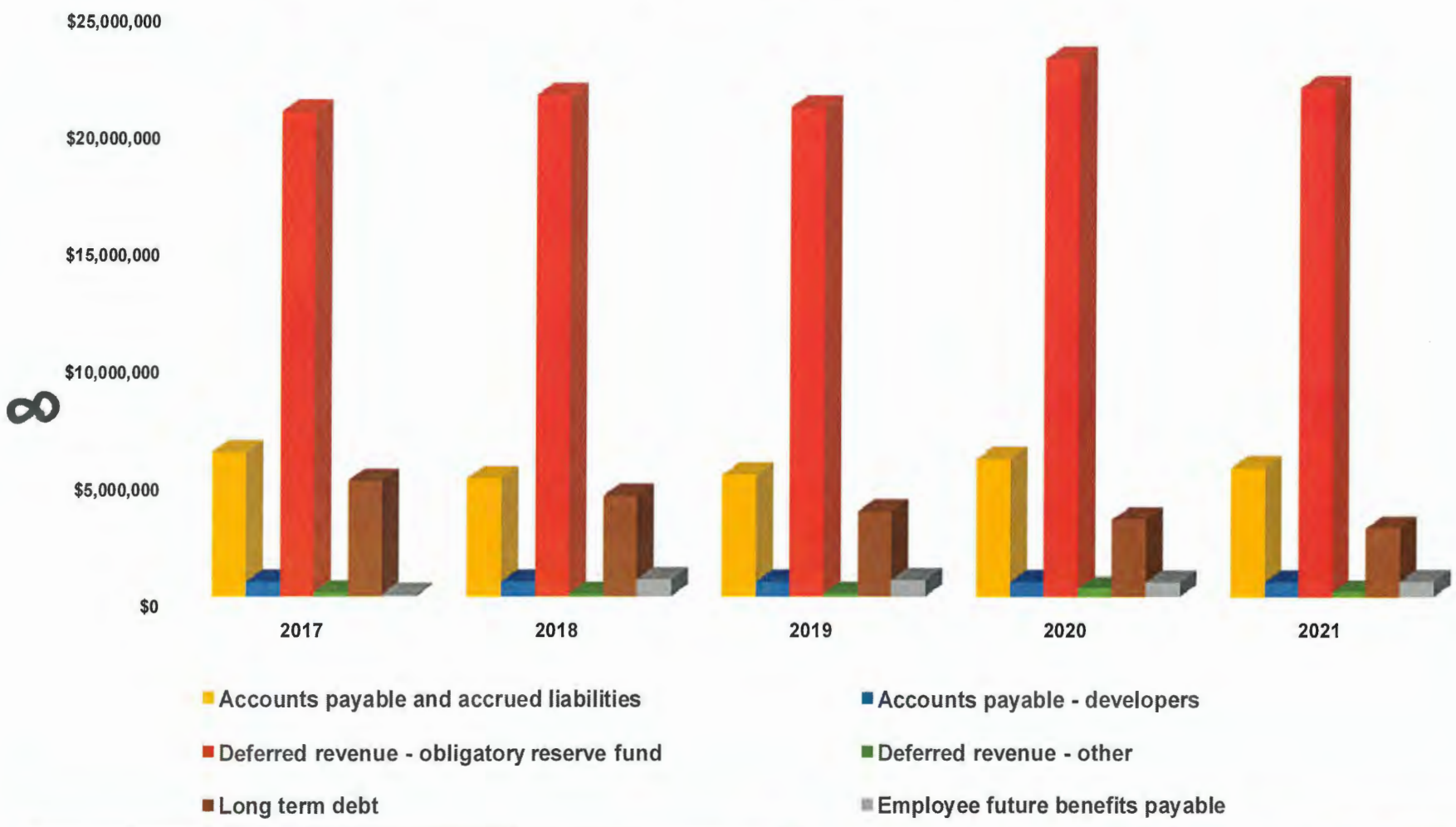
Financial Assets at December 31st



Financial Liabilities as at December 31st

	2021	2020	2019	2018	2017
Accounts payable and accrued liabilities	\$ 5,564,657	\$ 5,919,539	\$ 5,232,535	\$ 5,083,077	\$ 6,179,925
Accounts payable - developers	\$ 645,000	\$ 645,000	\$ 645,000	\$ 645,000	\$ 645,000
Deferred revenue - obligatory reserve fund	\$ 21,918,425	\$ 23,121,621	\$ 20,997,416	\$ 21,481,627	\$ 20,742,200
Deferred revenue - other	\$ 223,624	\$ 357,320	\$ 138,660	\$ 132,102	\$ 182,684
Long term debt	\$ 2,991,730	\$ 3,346,290	\$ 3,687,544	\$ 4,344,078	\$ 4,979,934
Employee future benefits payable	\$ 665,864	\$ 620,142	\$ 720,004	\$ 750,665	\$ 77,420
	<u>\$ 32,009,300</u>	<u>\$ 34,009,912</u>	<u>\$ 31,421,159</u>	<u>\$ 32,436,549</u>	<u>\$ 33,504,163</u>

Financial Liabilities as at December 31st



Non-Financial Assets as at December 31st

	2021	2020
Net Financial Assets	\$ 10,184,663	\$ 10,000,529
Non-Financial Assets		
Tangible capital assets	123,315,962	120,353,322
Prepaid expenses	76,942	46,077
	<u>\$ 133,577,567</u>	<u>\$ 130,399,928</u>

Consolidated Statement of Operations

	2021 Budget	2021 Actual	2020 Actual
Total Revenues	\$ 20,916,616	\$ 22,817,227	\$ 19,220,958
Total Expenses	20,192,532	19,639,588	18,534,264
PSAB Annual surplus	724,084	3,177,639	686,694
Accumulated Surplus - Beginning		<u>130,399,928</u>	<u>129,713,234</u>
Accumulated Surplus - Ending		<u>\$ 133,577,567</u>	<u>\$ 130,399,928</u>
Operating Surplus Reconciliation	\$ 724,084	\$ 3,177,639	\$ 686,694
Amortization of tangible capital assets	4,293,095	4,405,132	4,165,003
Purchase of tangible capital assets	(5,235,884)	(7,367,772)	(2,868,394)
Loss on disposal of tangible capital assets	-	-	262,146
Proceeds on sale of tangible capital assets	-	-	11,541
Change in employee future benefits	-	45,722	(99,862)
Principal repayments of long term debt	(354,559)	(354,560)	(341,254)
Net transfers (to)/from reserves and reserve funds	573,264	948,006	(1,671,028)
Change in surpluses	-	(854,167)	(144,846)
	<u>-</u>	<u>-</u>	<u>-</u>

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Accumulated Surplus and Tangible Capital Assets



Total Revenues, Expenses, and Annual Surplus

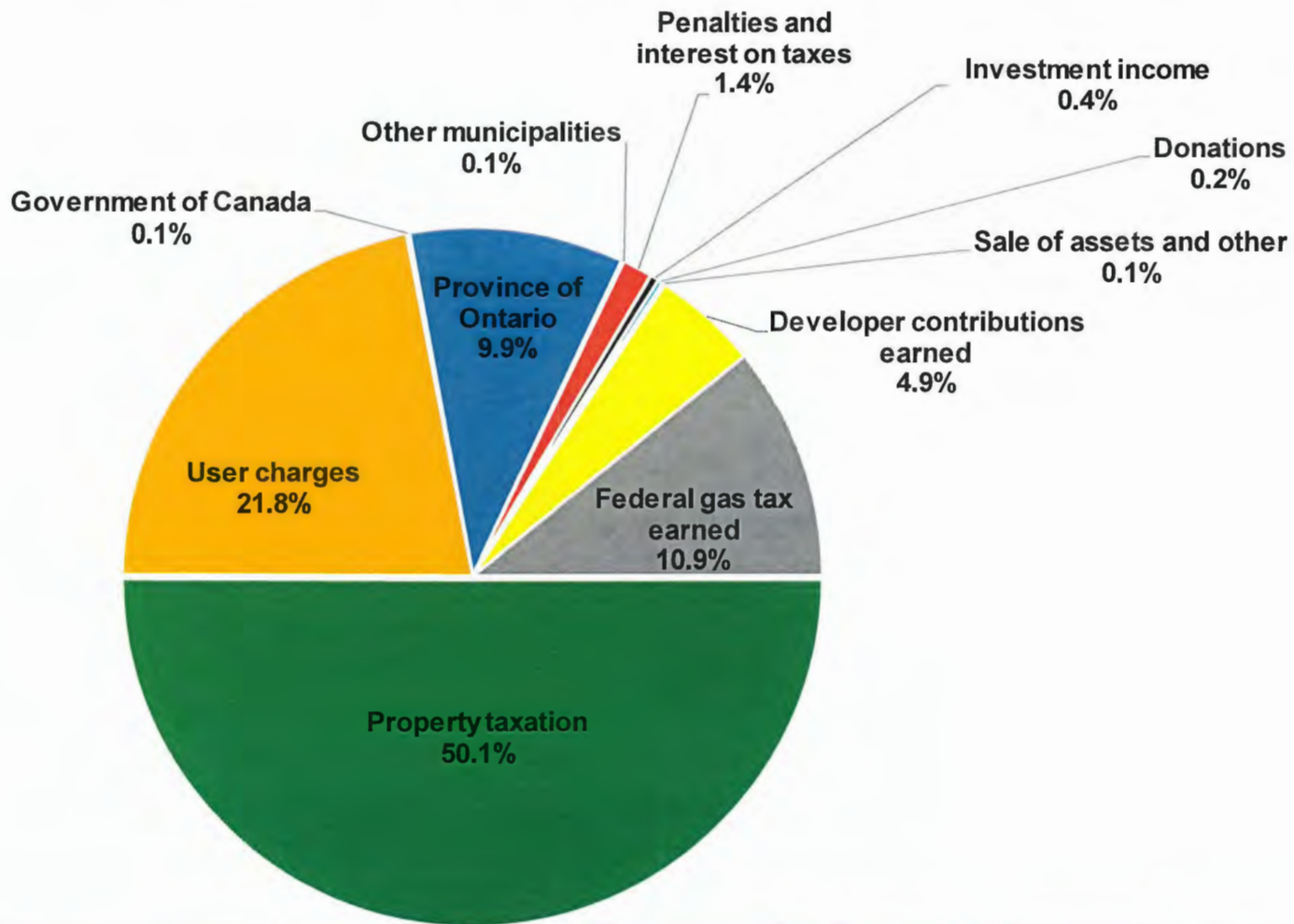
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Financial Activities – Revenues

	2021 Budget	2021 Actual	2020 Actual
Property taxation	\$ 11,423,285	\$ 11,427,565	\$ 11,037,952
User charges	3,888,920	4,983,008	4,833,382
Government of Canada	27,888	31,098	50,720
Province of Ontario	2,627,697	2,262,817	1,896,626
Other municipalities	95,000	24,046	32,163
Penalties and interest on taxes	275,000	317,013	213,478
Investment income	156,000	91,127	167,979
Donations	43,000	51,121	51,089
Sale of assets and other	80,000	29,532	39,545
Developer contributions earned	338,100	1,119,095	757,424
Federal gas tax earned	1,961,726	2,480,805	140,600
Total Revenues	<u>\$ 20,916,616</u>	<u>\$ 22,817,227</u>	<u>\$ 19,220,958</u>

Financial Activities – Revenues



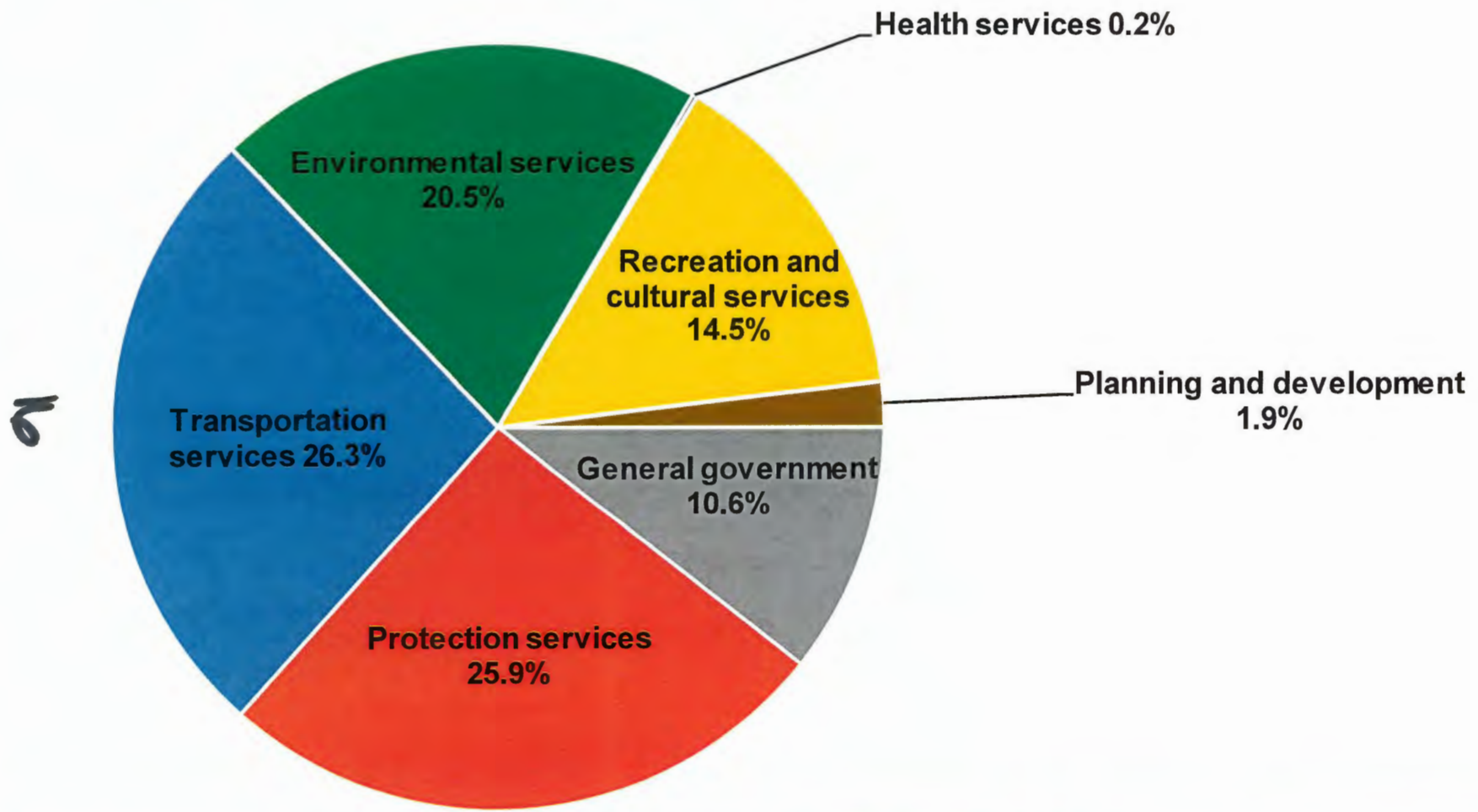
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Financial Activities – Expenses

	2021 Budget	2021 Actual	2020 Actual
General government	\$ 1,832,755	\$ 2,088,266	\$ 1,669,319
Protection services	5,413,440	5,092,273	5,123,360
Transportation services	5,308,612	5,167,685	4,743,773
Environmental services	3,905,468	4,025,217	4,053,701
Health services	500	38,550	-
Recreation and cultural services	3,201,083	2,855,576	2,586,707
Planning and development	530,674	372,021	357,404
Total Expenses	<u>\$ 20,192,532</u>	<u>\$ 19,639,588</u>	<u>\$ 18,534,264</u>

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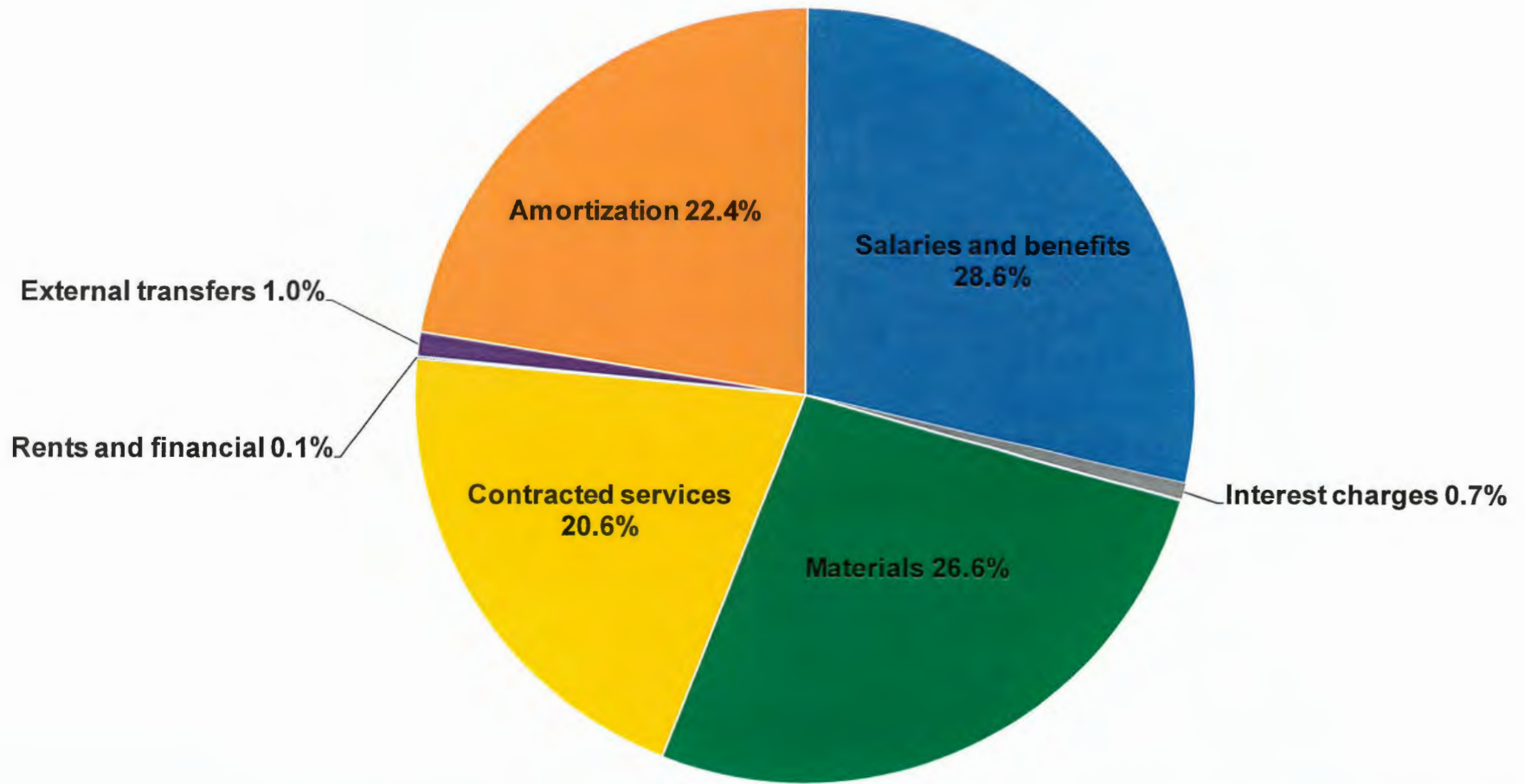
Financial Activities – Expenses



Expenses – Segmented Information

	2021 Budget	2021 Actual	2020 Actual
Salaries and benefits	\$ 6,007,889	\$ 5,617,628	\$ 4,979,271
Interest charges	144,916	144,916	158,220
Materials	5,056,072	5,219,314	4,115,360
Contracted services	4,467,121	4,036,272	4,617,558
⌈ Rents and financial	24,625	17,912	41,270
External transfers	198,814	198,414	195,435
Amortization	4,293,095	4,405,132	4,165,004
Loss (gain) on disposal of tangible capital assets	-	-	262,146
Total Expenses	<u>\$ 20,192,532</u>	<u>\$ 19,639,588</u>	<u>\$ 18,534,264</u>

Expenses – Segmented Information



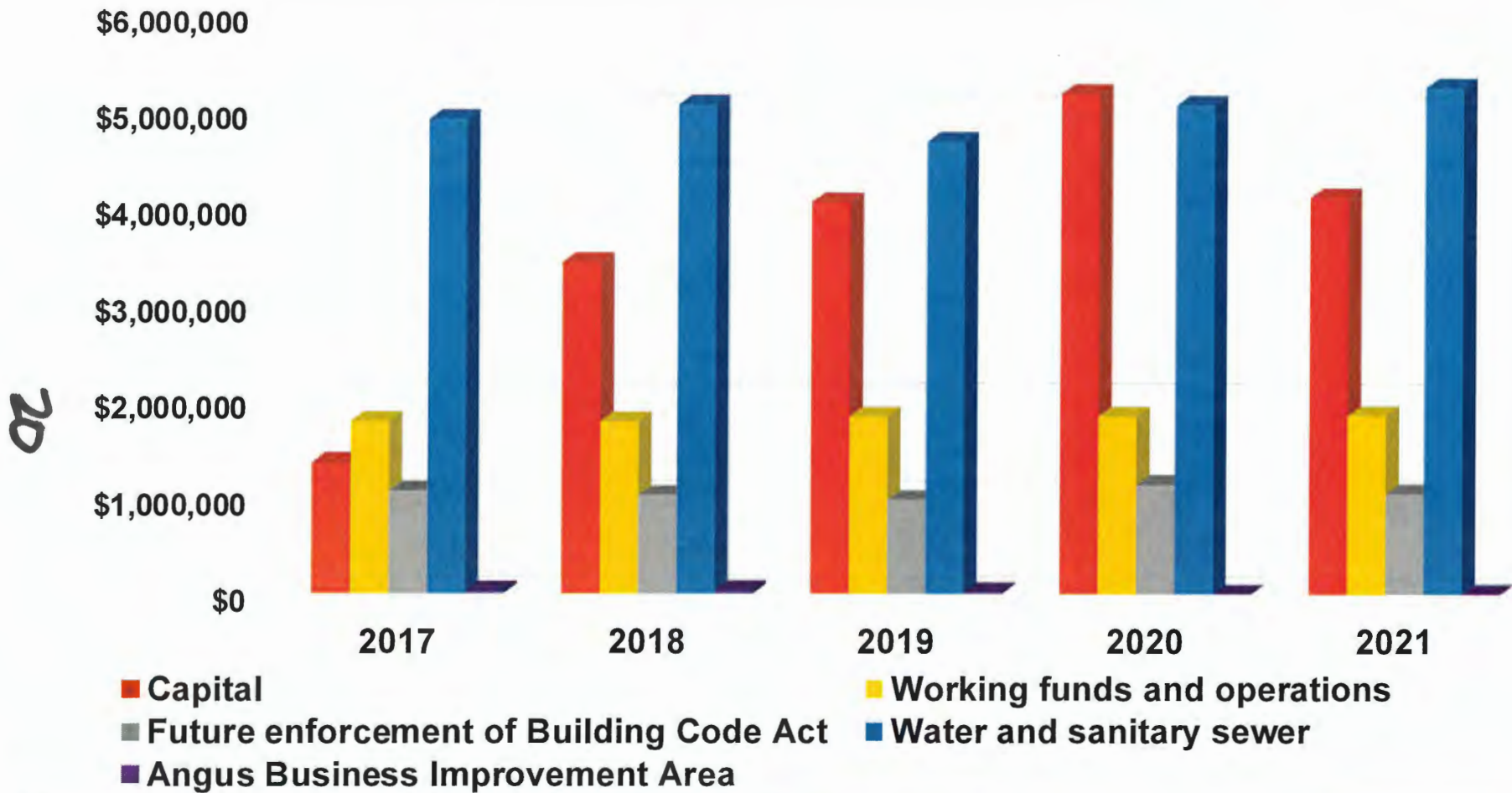
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Accumulated Surplus

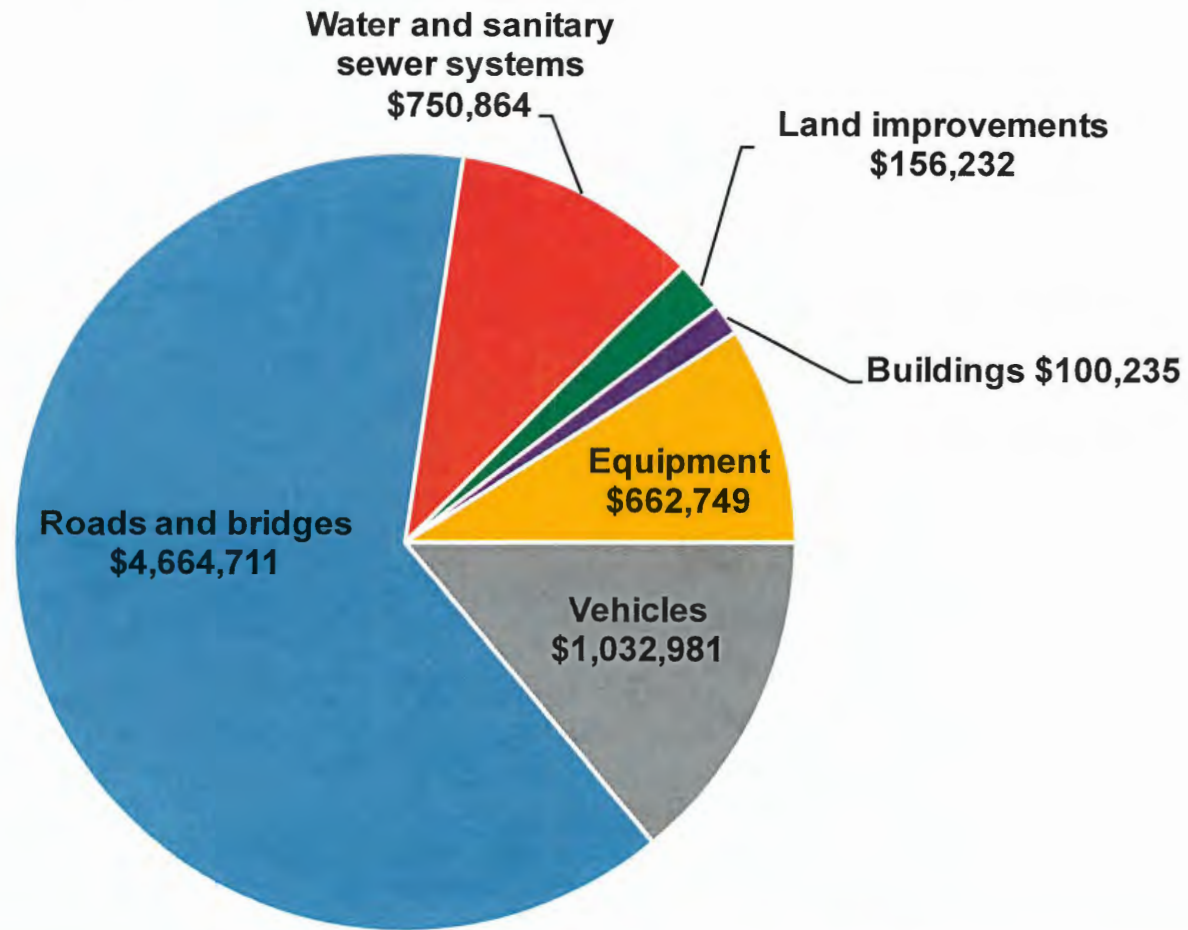
	2021	2020
Surplus (Deficit)		
Invested in capital assets	\$ 120,324,232	\$ 117,007,032
Township	1,597,148	742,981
Unfunded employee future benefits	(665,864)	(620,142)
Surplus	<u>\$ 121,255,516</u>	<u>\$ 117,129,871</u>
Reserves and Reserve Funds		
Capital	4,127,671	5,197,843
Working funds and operations	1,857,512	1,845,790
Future enforcement of Building Code Act	1,052,967	1,143,449
Water and sanitary sewer	5,277,707	5,082,150
Angus business Improvement Area	6,195	825
Reserves and Reserve Funds	<u>\$ 12,322,051</u>	<u>\$ 13,270,057</u>
Accumulated Surplus	<u>\$ 133,577,567</u>	<u>\$ 130,399,928</u>



Reserves and Reserve Funds



Tangible Capital Assets – Additions



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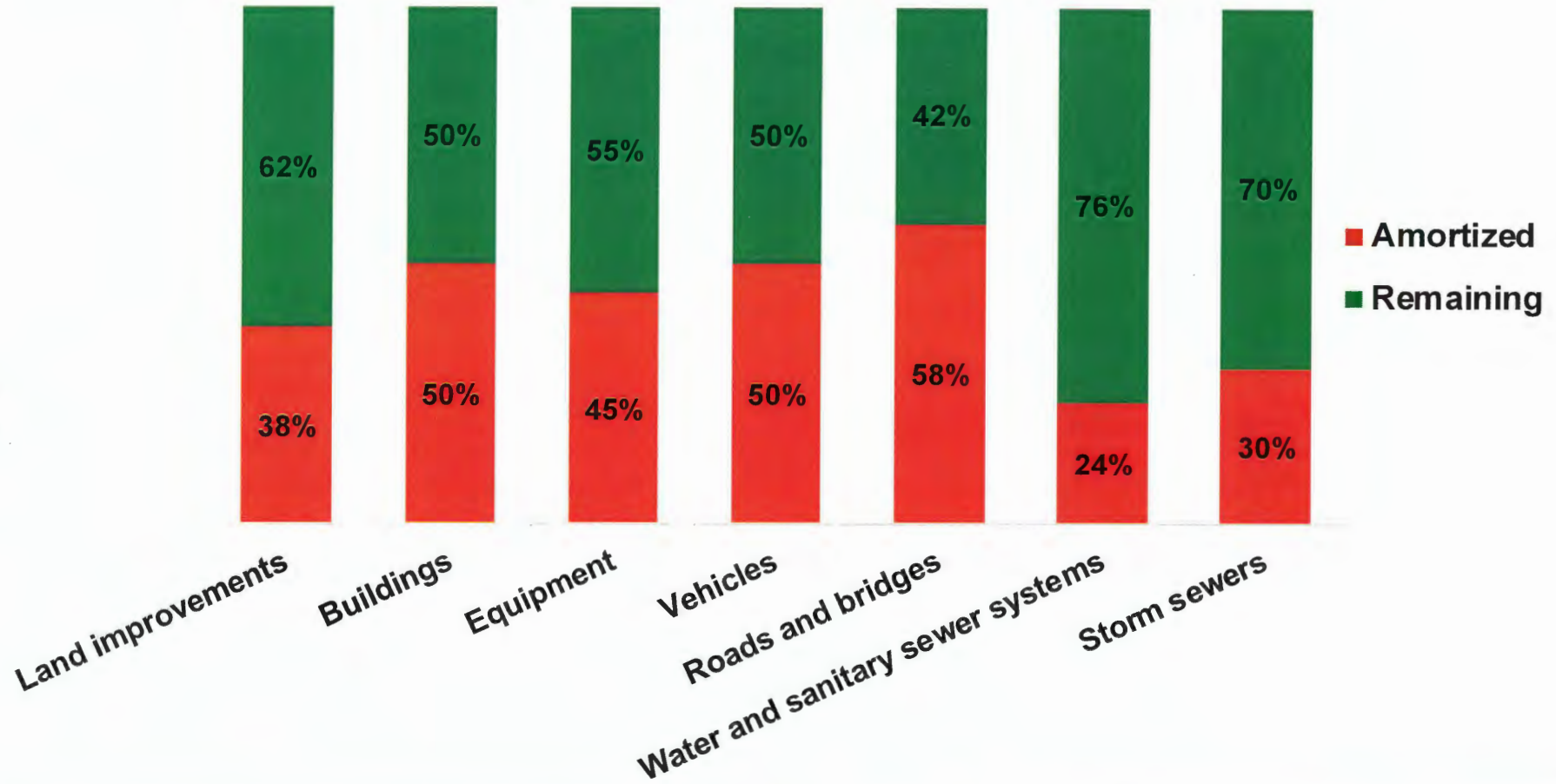
Tangible Capital Asset Additions vs Amortization

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Tangible Capital Assets – Average Useful Life

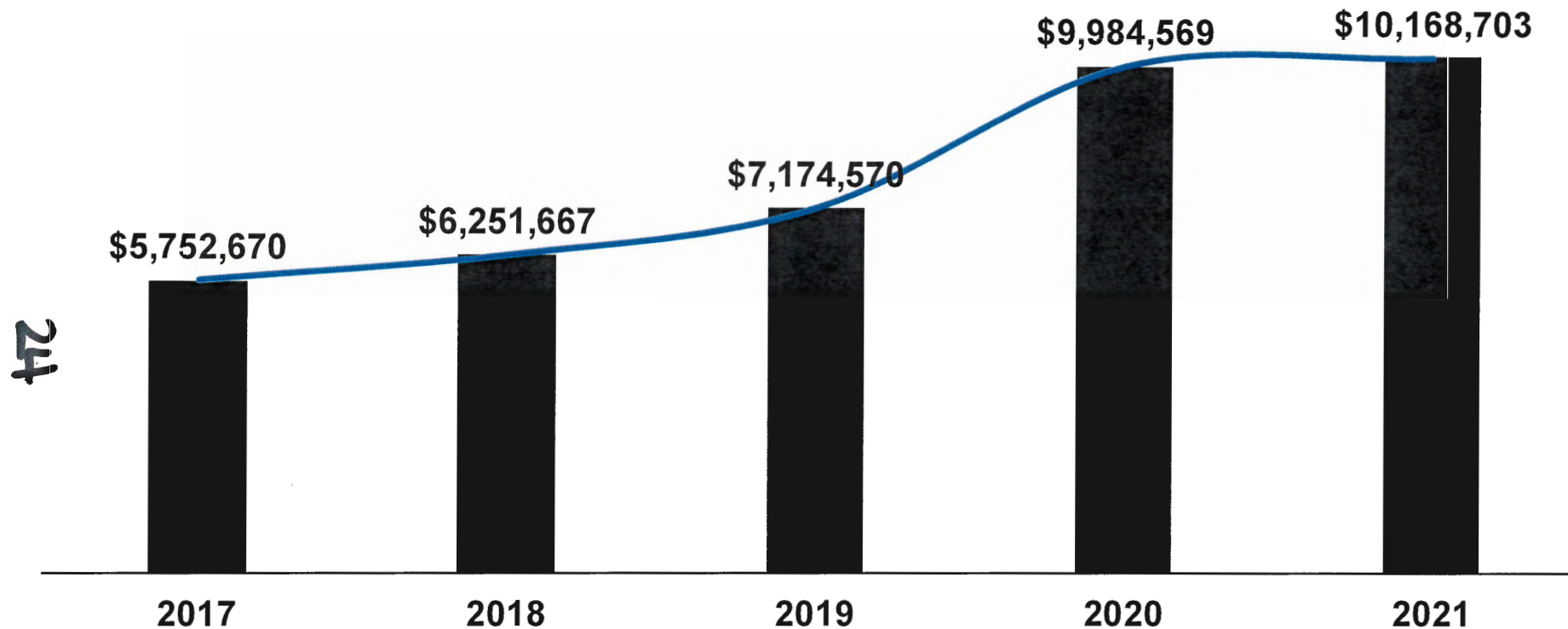
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Net Financial Assets – 5 Year Trend





Now, for tomorrow

CORPORATION OF THE TOWNSHIP OF ESSA
CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2021

Draft November 29, 2022

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CORPORATION OF THE TOWNSHIP OF ESSA
CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2021

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Draft November 29, 2022

CORPORATION OF THE TOWNSHIP OF ESSA

For The Year Ended December 31, 2021

MANAGEMENT REPORT

The accompanying consolidated financial statements of the Corporation of the Township of Essa are the responsibility of management and have been approved by Council.

The consolidated financial statements have been prepared by management in accordance with Canadian Public Sector Accounting Standards. Financial statements are not precise since they include certain amounts based on estimates and judgements. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the financial statements are presented fairly, in all material respects.

The Township maintains systems of internal accounting and administrative controls of high quality, consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and the Township's assets are appropriately accounted for and adequately safeguarded.

The Township's Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving financial statements.

Council reviews and approves the Township's financial statements for issuance to the members of the Corporation of the Township of Essa. Council meets periodically with management, as well as the external auditor, to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, to satisfy themselves that each party is properly discharging their responsibilities and to review the financial statements and the independent auditor's report.

The consolidated financial statements have been audited by Baker Tilly KDN LLP in accordance with Canadian generally accepted auditing standards on behalf of the Township. Baker Tilly KDN LLP has full and free access to Council.

Mayor

Treasurer

December 7, 2022

Draft November 29, 2022

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the Township of Essa

Opinion

We have audited the consolidated financial statements of the Corporation of the Township of Essa and its local boards (the Township), which comprise the consolidated statement of financial position as at December 31, 2021, the consolidated statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Township as at December 31, 2021, and the results of its consolidated operations and its consolidated cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.

Draft November 29, 2022



Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the consolidated financial information of the entities or business activities within the Township to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants
Licensed Public Accountants

Peterborough, Ontario
December 7, 2022

Draft November 29, 2022

CORPORATION OF THE TOWNSHIP OF ESSA

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

At December 31, 2021

	2021 \$	2020 \$ (Restated - Note 2)
FINANCIAL ASSETS		
Cash	37,269,440	37,683,784
Taxes receivable	2,341,510	2,691,999
Accounts receivable	2,583,013	3,634,658
TOTAL FINANCIAL ASSETS	42,193,963	44,010,441
LIABILITIES		
Accounts payable and accrued liabilities	5,564,657	5,919,539
Accounts payable - developers	645,000	645,000
Deferred revenue - obligatory reserve fund (note 6)	21,918,425	23,121,621
Deferred revenue - other	223,624	357,320
Long term debt (note 7)	2,991,730	3,346,290
Employee future benefits payable (note 5)	665,864	620,142
TOTAL LIABILITIES	32,009,300	34,009,912
NET FINANCIAL ASSETS	10,184,663	10,000,529
NON-FINANCIAL ASSETS		
Tangible capital assets (note 8)	123,315,962	120,353,322
Prepaid expenses	76,942	46,077
TOTAL NON-FINANCIAL ASSETS	123,392,904	120,399,399
ACCUMULATED SURPLUS (note 9)	133,577,567	130,399,928

Draft November 29, 2022

The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF ESSA

CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS

For the Year Ended December 31, 2021

	Budget 2021 \$	Actual 2021 \$	Actual 2020 \$ (Restated - Note 2)
	(Unaudited)		
REVENUES			
Property taxation	11,423,285	11,427,565	11,037,952
User charges	3,888,920	4,983,008	4,833,382
Government of Canada	27,888	31,098	50,720
Province of Ontario	2,627,697	2,262,817	1,896,626
Other municipalities	95,000	24,046	32,163
Penalties and interest on taxes	275,000	317,013	213,478
Investment income	156,000	91,127	167,979
Donations	43,000	51,121	51,089
Sale of assets and other	80,000	29,532	39,545
Developer contributions earned (note 6)	338,100	1,119,095	757,424
Federal gas tax earned (note 6)	1,961,726	2,480,805	140,600
TOTAL REVENUES	20,916,616	22,817,227	19,220,958
EXPENSES			
General government	1,832,755	2,088,266	1,669,319
Protection services	5,413,440	5,092,273	5,123,360
Transportation services	5,308,612	5,167,685	4,743,773
Environmental services	3,905,468	4,025,217	4,053,701
Health services	500	38,550	-
Recreation and cultural services	3,201,083	2,855,576	2,586,707
Planning and development	530,674	372,021	357,404
TOTAL EXPENSES	20,192,532	19,639,588	18,534,264
ANNUAL SURPLUS	<u>724,084</u>	3,177,639	686,694
ACCUMULATED SURPLUS - beginning of year		130,399,928	129,713,234
ACCUMULATED SURPLUS - end of year		133,577,567	130,399,928

The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF ESSA

CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
For the Year Ended December 31, 2021

	Budget 2021 \$	Actual 2021 \$	Actual 2020 \$ (Restated - Note 2)
	(Unaudited)		
ANNUAL SURPLUS	724,084	3,177,639	686,694
Amortization of tangible capital assets	4,293,095	4,405,132	4,165,003
Purchase of tangible capital assets	(5,235,884)	(7,367,772)	(2,868,394)
Loss on disposal of tangible capital assets	-	-	262,146
Proceeds on sale of tangible capital assets	-	-	11,541
Change in prepaid expenses	-	(30,865)	(33,412)
INCREASE/(DECREASE) IN NET FINANCIAL ASSETS	(218,705)	184,134	2,223,578
NET FINANCIAL ASSETS - beginning of year	10,000,529	10,000,529	7,776,951
NET FINANCIAL ASSETS - end of year	9,781,824	10,184,663	10,000,529

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The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF ESSA

CONSOLIDATED STATEMENT OF CASH FLOWS
For the Year Ended December 31, 2021

	2021 \$	2020 \$ (Restated - Note 2)
CASH PROVIDED BY (USED IN)		
OPERATING ACTIVITIES		
Annual surplus	3,177,639	686,694
Items not involving cash		
Amortization of tangible capital assets	4,405,132	4,165,003
Loss on disposal of tangible capital assets	-	262,146
Change in employee future benefits payable	45,722	(99,862)
Change in non-cash assets and liabilities		
Taxes receivable	350,489	(413,662)
Accounts receivable	1,051,645	(400,648)
Prepaid expenses	(30,865)	(33,412)
Accounts payable and accrued liabilities	(354,882)	687,004
Deferred revenue - obligatory reserve fund	(1,203,196)	2,726,586
Deferred revenue - other	(133,696)	218,660
Net change in cash from operating activities	7,307,988	7,798,509
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	(7,367,772)	(2,868,394)
Proceeds on disposal of tangible capital assets	-	11,541
Net change in cash from capital activities	(7,367,772)	(2,856,853)
FINANCING ACTIVITIES		
Debt principal repayments	(354,560)	(341,254)
NET CHANGE IN CASH	(414,344)	4,600,402
CASH - beginning of year	37,683,784	33,083,382
CASH - end of year	37,269,440	37,683,784

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The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF ESSA

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2021

The Township of Essa is a lower tier municipality in the Province of Ontario, Canada. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, Municipal Affairs Act and related legislation.

1. SIGNIFICANT ACCOUNTING POLICIES

These consolidated financial statements have been prepared in accordance with the standards in the Chartered Professional Accountants Canada Public Sector Accounting (PSA) Handbook. Significant aspects of the accounting policies are as follows:

(a) Reporting Entity

These consolidated financial statements reflect the assets, liabilities, revenues and expenses and accumulated surplus of the reporting entity.

The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the Township and which are owned and controlled by the Township. These consolidated financial statements include:

- Essa Public Library Board
- Angus Business Improvement Area Board

All interfund assets and liabilities and revenues and expenses are eliminated.

(b) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Initial costs for tangible capital assets that were acquired or developed prior to 2009 were obtained using historical cost information or using current fair market values discounted by a relevant inflation factor to the point of acquisition. The cost, less residual value, if any, of tangible capital assets is amortized on a straight-line basis, over the expected useful life of the asset, as follows:

Land improvements	15 to 30 years
Buildings	25 to 60 years
Equipment	5 to 50 years
Vehicles	10 to 25 years
Roads and bridges	7 to 75 years
Water and sanitary sewer systems	20 to 80 years
Storm sewers	20 to 80 years

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are also recorded as revenue.

Assets under construction are not amortized until they are put into service.

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CORPORATION OF THE TOWNSHIP OF ESSA

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2021

1. SIGNIFICANT ACCOUNTING POLICIES, continued

(c) Recognition of Revenues and Expenses

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues in the period in which the transactions or events occurred that give rise to the revenue; expenses are recognized in the period the goods or services are acquired and a legal liability is incurred or transfers are due.

Taxation

Property tax billings are prepared by the Township based on assessment rolls issued by the Municipal Property Assessment Corporation (MPAC) and in accordance with the provisions of the Municipal Act, 2001. The Township's Council establishes the tax rates annually, incorporating amounts to be raised for local services, and amounts the Township is required to collect on behalf of the County and School Boards. From time to time property assessments are adjusted by MPAC through the reconsideration process or by the Assessment Review Board through the appeal process. Additional assessments, referred to as supplementary and omitted assessment can also be issued by MPAC in accordance with the Assessment Act. These adjustments and additional assessments are reported in the financial statements when amounts can be reasonably determined.

The Township is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period the interest and penalties are levied.

Government Funding

Government funding is recognized in the financial statements as revenues in the period in which events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

Other Revenue

User charges are recognized as revenue in the year the goods and services are provided, with the exception of building permits that are recognized when the permits are issued.

Investment income is recorded when earned.

Development charges and Federal Gas Tax are recognized in the period in which the related expenditures are recorded.

(d) Non-Financial Assets

Tangible capital and other non-financial assets are accounted for as assets by the Township because they can be used to provide services in future periods. These assets do not normally provide resources to discharge the liabilities of the Township unless they are sold.

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CORPORATION OF THE TOWNSHIP OF ESSA

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2021

1. SIGNIFICANT ACCOUNTING POLICIES, continued

(e) Reserves and Reserve Funds

Certain amounts, as approved by Council, are set aside in reserves and reserve funds for future operating and capital purposes. Transfers to and/or from reserves and reserve funds are an adjustment to the respective fund when approved.

(f) Deferred Revenue

Deferred revenue represents grants, user charges and fees which have been collected but for which the related services have yet to be performed. These amounts will be recognized as revenues in the fiscal year the services are performed.

(g) Use of Estimates

Certain items recognized in the consolidated financial statements are subject to measurement uncertainty. The recognized amounts of such items are based on the Township's best information and judgment. By their nature, these estimates are subject to measurement uncertainty and the effect on the consolidated financial statements or changes in such estimates in future periods could be significant. The Township's significant estimates include:

- The amounts recorded for amortization of tangible capital assets are based on estimates of useful life and residual values;
- The values of employee future benefit obligations and the amount of employee future benefits charged to earnings depend on certain actuarial economic assumptions; and
- The amount recorded as allowance for doubtful accounts receivable is based on management's estimate of future payments on receivable account balances.

2. RESTATEMENT FOR PREVIOUS PERIOD

The Township has restated its consolidated financial statements to correct for tangible capital assets not previously recorded, tangible capital assets that should have been recorded as an expense, adjustments to amortization and for Federal gas tax funding that should have been recorded as earned. The effects of these corrections are as follows:

Adjustment to 2020 Tangible Capital Assets

Net book value of tangible capital assets previously reported to December 31, 2020	\$ 120,575,479
Accumulated amortization to December 31, 2020, not previously recorded	(197,775)
Tangible capital asset additions, not previously recorded	6,252
Expenses previously recorded as tangible capital assets	<u>(30,634)</u>
Closing 2020 and opening 2021 net book value of tangible capital assets as restated	<u>\$ 120,353,322</u>

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CORPORATION OF THE TOWNSHIP OF ESSA

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2021

2. RESTATEMENT FOR PREVIOUS PERIOD, continued

Adjustment to Opening 2020 Accumulated Surplus

Accumulated surplus as previously stated	
Current fund	\$ (724,250)
Capital fund	118,570,889
Reserves and reserve funds	<u>11,599,029</u>
	129,445,668
Federal gas tax funding previously not recorded as earned	602,381
Tangible capital additions previously not recorded	6,252
Amortization expense not previously recorded	(325,866)
Expenses previously recorded as tangible capital assets	<u>(15,201)</u>
Opening 2020 accumulated surplus as restated	<u>\$ 129,713,234</u>

Adjustment to 2020 Annual Surplus

2020 annual surplus as previously stated	\$ 433,435
Add: Federal gas tax funding previously not recorded as earned	140,600
Amortization previously overstated	128,092
Expenses previously recorded as tangible capital assets	<u>(15,433)</u>
2020 annual surplus as restated	<u>\$ 686,694</u>

3. BUDGET FIGURES

The budget, approved by the Township, for 2021 is reflected on the Consolidated Statement of Operations and Accumulated Surplus and the Consolidated Statement of Change in Net Financial Assets. The budget established for capital investment in tangible capital assets are on a project-oriented basis, the costs of which may be carried out over one or more years and, therefore, may not be comparable with current year's actual amounts. Budget figures have been reclassified for the purposes of these financial statements to comply with PSA reporting requirements. Budget figures are not subject to audit.

4. CREDIT FACILITY AGREEMENT

The Township has a revolving credit facility agreement with its main financial institution. The amount available at any time is limited to \$2,000,000 via an operating loan. Any balance borrowed will accrue interest at the bank's prime lending rate less 0.75% per annum. Council authorized the temporary borrowing limit by By-law 2021-01. At December 31, 2021 there was no balance outstanding.

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CORPORATION OF THE TOWNSHIP OF ESSA

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2021

5. EMPLOYEE FUTURE BENEFITS PAYABLE

The Township provides certain employee benefits which will require funding in future periods as follows:

	2021	2020
	\$	\$
Extended health care benefits	506,600	473,400
Vacation pay entitlement	159,264	146,742
	<u>665,864</u>	<u>620,142</u>

Township employees can accumulate vacation entitlements that can be carried over to the following year.

The Township sponsors benefit plans to pay costs of extended health, vision benefits and dental for eligible employees after they retire. All benefits are provided upon retirement and continue for a maximum period of 5 years based on years of service, but not beyond the age of 65, at which time the benefits cease. In the event of the death of a former eligible employee, the benefit coverage continues to the surviving spouse to the earlier of 12 months, the spouse reaches age 65 or remarriage. Employees who retire on or after January 1, 2015 with at least 20 years of service are eligible to continue coverage to age 65 once the employer paid benefits have expired, provided the retiree pays 100% of the premium. The plans are not funded by the Township until paid.

The actuarial valuation as at December 31, 2020 was based on a number of assumptions about future events, such as inflation rates, interest rates, medical inflation rates and employee turnover and mortality. Under this method, the benefit costs are recognized over the expected average service life of the employee group. Any actuarial gains and losses related to the past service of employees are amortized over the expected average remaining service life of the employee group, which was 10 years. The assumptions used reflect management's best estimate. The main actuarial assumptions employed for the valuation are as follows:

Expected inflation rate	2.2%
Future health care premiums rates - first year 2020	7.66%
and decreasing each year to ultimate rate in 2041 of	4.0%

	2021	2020
	\$	\$
Liability at January 1	473,400	532,900
Current year benefit cost	58,200	56,900
Interest cost	11,300	10,600
Benefit payments	(36,300)	(40,400)
Transitional adjustment	-	(86,600)
Liability at December 31	<u>506,600</u>	<u>473,400</u>

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CORPORATION OF THE TOWNSHIP OF ESSA

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2021

6. DEFERRED REVENUE - OBLIGATORY RESERVE FUNDS

A requirement of the Chartered Professional Accountants Canada Public Sector Accounting Handbook, is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as legislation and external agreements restrict how these funds may be used and under certain circumstances these funds may possibly be refunded. The balances in the obligatory reserve funds of the Township are summarized below:

	2021	2020 (Restated- Note2)
	\$	\$
Development charges	21,403,451	21,463,035
Parkland	433,401	430,379
Willoughby road and bridge charges	53	52
Federal gas tax	76,560	1,228,155
Ontario Community Infrastructure Fund	4,960	-
	<u>21,918,425</u>	<u>23,121,621</u>

The continuity of deferred revenue - obligatory reserve funds is as follows:

	2021	2020 (Restated- Note2)
	\$	\$
Balance - beginning of year	23,121,621	20,395,035
Add amounts received:		
Development charges received	905,196	2,778,630
Federal gas tax received	1,311,443	639,579
Ontario Community Infrastructure Fund	516,692	-
Interest	180,065	206,401
	<u>2,913,396</u>	<u>3,624,610</u>
Less transfer to operations:		
Development charges earned	1,119,095	757,424
Federal gas tax earned	2,480,805	140,600
Ontario Community Infrastructure Fund	516,692	-
	<u>4,116,592</u>	<u>898,024</u>
Balance - end of year	<u>21,918,425</u>	<u>23,121,621</u>

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CORPORATION OF THE TOWNSHIP OF ESSA

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2021

7. LONG TERM DEBT

- (a) The balance of long term debt reported on the Consolidated Statement of Financial Position is made up of the following:

	2021	2020
	\$	\$
Ontario Strategic Infrastructure Financing Authority Debenture, matures February 2, 2031, repayable in blended semiannual payments of \$173,452, bears interest at 4.78% per annum. Borrowed for sanitary sewer systems.	2,624,151	2,837,929
Ontario Infrastructure Projects Corporation Debenture, matures May 1, 2024, repayable in blended semiannual payments of \$76,284, bears interest at 2.49% per annum. Borrowed for water systems.	367,579	508,361
	<u>2,991,730</u>	<u>3,346,290</u>

- (b) The long term debt in (a) issued in the name of the Township have been approved by by-law. The annual principal and interest payments required to service these liabilities are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs and Housing. The long term debt principal and interest payments for water systems will be recovered from a combination of water user charges and water development charges. The long term debt principal and interest payments for sanitary sewer systems will be recovered from sewer development charges.

- (c) Interest paid during the year on long term debt amounted to \$144,916 (2020 - \$158,220).

- (d) The long term debt reported in (a) of this note is repayable as follows:

	Principal \$	Interest \$	Total \$
2022	368,427	131,048	499,475
2023	382,884	116,591	499,475
2024	321,672	101,520	423,192
2025	258,240	88,667	346,907
2026	270,731	76,175	346,906
	<u>1,601,954</u>	<u>514,001</u>	<u>2,115,955</u>
2027 and subsequent years	1,389,776	171,304	1,561,080
	<u>2,991,730</u>	<u>685,305</u>	<u>3,677,035</u>

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CORPORATION OF THE TOWNSHIP OF ESSA

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2021

8. TANGIBLE CAPITAL ASSETS

The net book value of the Township's tangible capital assets are:

	2021	2020 Restated- (Note 2)
	\$	\$
General		
Land	19,091,791	19,091,791
Land improvements	2,870,915	2,997,344
Buildings	13,922,496	14,591,346
Equipment	13,822,870	14,050,058
Vehicles	4,110,465	3,450,082
Infrastructure		
Roads and bridges	30,157,111	31,037,881
Water and sanitary sewer systems	25,178,551	25,079,544
Storm sewers	8,919,585	9,156,514
	118,073,784	119,454,560
Assets under construction	5,242,178	898,762
	123,315,962	120,353,322

For additional information, see the Consolidated Schedule of Tangible Capital Assets.

During the year there were no write-downs of assets (2020 - \$Nil) and no interest capitalized (2020 - \$Nil).

Land is further broken down between general capital assets \$5,929,977 (2020 - \$5,929,977) and infrastructure (linear) assets \$13,161,814 (2020 - \$13,161,814).

Land improvements is further broken down between general capital assets \$1,753,498 (2020 - \$1,849,320) and infrastructure (linear) assets \$1,117,417 (2020 - \$1,148,024).

	2021	2020 Restated- (Note 2)
	\$	\$
General government	1,351,860	1,384,435
Protection services	3,786,349	3,218,856
Transportation services	49,401,394	46,167,495
Environmental services	55,184,821	55,888,700
Recreation and cultural services	13,556,412	13,654,320
Planning and development	35,126	39,516
	123,315,962	120,353,322

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CORPORATION OF THE TOWNSHIP OF ESSA

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended December 31, 2021

9. ACCUMULATED SURPLUS

(a) Accumulated surplus consists of the following:

	2021	2020 Restated- (Note 2)
	\$	\$
Surplus/(Deficit)		
Township	1,597,147	742,981
Unfunded employee future benefits	(665,864)	(620,142)
	931,283	122,839
Invested In Capital Assets		
Tangible capital assets - net book value	123,315,962	120,353,322
Long term debt	(2,991,730)	(3,346,290)
	120,324,232	117,007,032
Surplus	121,255,515	117,129,871
Reserves		
Working funds	1,692,480	1,673,321
Contingencies	37,372	37,372
Acquisition of capital assets	4,127,671	2,231,386
Operations	109,903	109,903
Water and sewer - see (b) below	5,114,477	4,921,027
Future enforcement of Building Code Act - see (c) below	1,052,967	1,143,449
Special projects	-	2,966,457
Essa Public Library Board	17,757	25,194
Total Reserves	12,152,627	13,108,109
Reserve Funds		
Water and sewer services	163,230	161,123
Angus Business Improvement Area	6,195	825
Total Reserve Funds	169,425	161,948
	133,577,567	130,399,928

- (b) In 2015, the Township approved a transfer of \$2,073,400 from the reserve for water and sewer infrastructure to fund the erosion control on the Nottawasaga River through by-law 2015-34. The by-law provides that this amount will be repaid over 15 years plus interest at the prevailing reserve interest rate which was 1.25% at the time of the by-law, and be funded from taxation. In relation to the reserve loan of \$2,073,400, the Township contributed \$138,227 in loan principal and \$17,278 in interest to the water and sewer reserve in 2021. The balance of the loan owing to the reserve at December 31, 2021 is \$982,341 (2020 - \$1,120,568).

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CORPORATION OF THE TOWNSHIP OF ESSA

**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
For the Year Ended December 31, 2021**

9. ACCUMULATED SURPLUS, continued

(c) This reserve represents the building department accumulated surplus to be used to fund enforcement of the Building Code Act and future inspections relating to building permits issued.

10. OPERATIONS OF SCHOOL BOARDS AND THE COUNTY OF SIMCOE

During 2021, requisitions were made by the County of Simcoe and School Boards requiring the Township to collect property taxes and payments in lieu of property taxes on their behalf. The amounts collected and remitted are as follows:

	School Boards \$	County \$
Property taxes	5,973,353	9,544,174
Taxation from other governments	223,793	1,177,964
	6,197,146	10,722,138
Amounts requisitioned and remitted	6,197,146	10,722,138

These amounts have not been included in the Consolidated Statement of Operations and Accumulated Surplus.

11. PENSION AGREEMENTS

Certain employees of the Township are eligible members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan.

The Actuarial Opinion contained in the 2021 Annual Report disclosed total actuarial liabilities of \$120,796 million in respect of benefits accrued for service with actuarial assets of \$117,665 million indicating an actuarial deficit of \$3,131 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Township does not recognize any share of the OMERS pension surplus or deficit.

The Township's required contributions to OMERS in 2021 were \$307,676 (2020 - \$288,395).

12. COMMITMENT

The Township along with two neighbouring municipalities (Adjala Tosorontio Township and New Tecumseth Township) negotiated a joint policing contract with the Minister of Community Safety and Correctional Services for the provision of police services by the Ontario Provincial Police (OPP), effective July 1, 2015 to June 30, 2020. Upon the expiration of this contract, the municipalities agreed to a 3 year extension with similar terms. The Township's cost for policing is based on a per capita amount plus a per call charge. The 2021 Township OPP costs were \$2,906,903 (2020 - \$2,980,460).

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CORPORATION OF THE TOWNSHIP OF ESSA

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the Year Ended December 31, 2021

13. EXPENSES BY OBJECT

The expenses for the year reported on the Consolidated Statement of Operations and Accumulated Surplus by object are as follows:

	Budget 2021 \$	Actual 2021 \$	Actual 2020 \$ Restated- (Note 2)
	(Unaudited)		
Salaries and benefits	6,007,889	5,617,628	4,979,271
Interest charges	144,916	144,916	158,220
Materials	5,056,072	5,219,314	4,115,360
Contracted services	4,467,121	4,036,272	4,617,558
Rents and financial	24,625	17,912	41,270
External transfers	198,814	198,414	195,435
Amortization	4,293,095	4,405,132	4,165,004
Loss (gain) on disposal of tangible capital assets	-	-	262,146
	20,192,532	19,639,588	18,534,264

14. CONTINGENT LIABILITIES

The Township, in the course of its operations, has been named in several lawsuits, the outcome of which is indeterminable at this time. No amounts in connection with these items have been reflected in these financial statements.

15. UNCERTAINTY CAUSED BY COVID-19

In March 2020, the World Health Organization categorized COVID-19 as a pandemic. The potential economic effects within the Township's environment and in the global markets, possible disruption in supply chains, and measures being introduced at various levels of government to curtail the spread of the virus (such as travel restrictions, closures of non-essential municipal and private operations, imposition of quarantines and social distancing) could have a material impact on the Township's operations. The extent of the impact of this outbreak and related containment measures on the Township's operations cannot be reliably estimated at this time.

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CORPORATION OF THE TOWNSHIP OF ESSA

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS For the Year Ended December 31, 2021

16. SEGMENTED INFORMATION

The Township of Essa is a municipal government organization that provides a range of services to its residents. Township services are reported by function and their activities are separately disclosed in the segmented information.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Certain allocation methodologies are employed in the preparation of segmented financial information. Taxation, payments-in-lieu of taxes and certain unconditional government transfers are apportioned based on each segment's net requirements.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1. For additional information see the Consolidated Schedule of Segment Disclosure.

General Government

General government consists of the activities of Council and general financial and administrative management of the Township and its programs and services.

Protection Services

Protection services include police, fire, conservation authority and protective inspection and control.

Transportation Services

The activities of the transportation function include construction and maintenance of the Township's roads and bridges, winter control and street lighting.

Water and Sanitary Sewer Systems

This function is responsible for providing water and sanitary sewer services to certain areas of the Township.

This function includes storm sewer systems and related facilities; the County of Simcoe provides waste disposal and recycling services.

Health Services

The health services function consists of the activities of the cemetery board.

Recreation and Cultural Services

The recreation and cultural services function provides parks, indoor and outdoor recreational facilities and programs and library services.

Planning and Development

The planning and development services function manages commercial, industrial and residential development within the Township.

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CORPORATION OF THE TOWNSHIP OF ESSA

CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS For the Year Ended December 31, 2021 - Restated Note 2

	General					Infrastructure			Assets Under Construction	Totals
	Land	Land improvements	Buildings	Equipment	Vehicles	Roads and bridges	Water and sanitary sewer systems	Storm sewers		
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
COST										
Balance, beginning of year	19,091,791	4,620,282	28,064,783	24,402,421	7,252,128	71,290,703	32,459,976	12,783,099	898,762	200,863,945
Add: additions during the year	-	27,848	-	662,749	881,155	786,134	-	-	5,009,886	7,367,772
Less: disposals during the year	-	-	-	85,447	-	-	-	-	-	85,447
Internal transfers	-	-	-	-	151,999	-	514,471	-	(666,470)	-
Balance, end of year	19,091,791	4,648,130	28,064,783	24,979,723	8,285,282	72,076,837	32,974,447	12,783,099	5,242,178	208,146,270
ACCUMULATED AMORTIZATION										
Balance, beginning of year	-	1,622,938	13,473,437	10,352,363	3,802,046	40,252,822	7,380,432	3,626,585	-	80,510,623
Add: additions during the year	-	154,277	668,850	889,937	372,771	1,666,904	415,464	236,929	-	4,405,132
Less: disposals during the year	-	-	-	85,447	-	-	-	-	-	85,447
Balance, end of year	-	1,777,215	14,142,287	11,156,853	4,174,817	41,919,726	7,795,896	3,863,514	-	84,830,308
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	19,091,791	2,870,915	13,922,496	13,822,870	4,110,465	30,157,111	25,178,551	8,919,585	5,242,178	123,315,962

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CORPORATION OF THE TOWNSHIP OF ESSA

CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE

For the Year Ended December 31, 2021

	General Government \$	Protection Services \$	Transportation Services \$	Water and Sewer \$	Health Services \$	Recreation and Cultural Services \$	Planning and Development \$	Consolidated \$
Revenues								
Property taxation	736,807	4,758,008	2,541,353	-	-	2,874,339	517,058	11,427,565
User charges	194,028	489,176	119,032	3,667,729	33,878	318,202	160,963	4,983,008
Government transfers - operating	1,704,780	11,762	1,756	-	-	33,600	25,325	1,777,223
Government transfers - capital	-	-	516,692	-	-	-	-	516,692
Other municipalities	-	24,046	-	-	-	-	-	24,046
Penalties and interest on taxes	317,013	-	-	-	-	-	-	317,013
Investment income	89,934	-	-	1,132	-	-	61	91,127
Donations	5,000	-	-	-	-	46,121	-	51,121
Sale of assets and other	29,532	-	-	-	-	-	-	29,532
Developer contributions earned	-	100,235	718,267	-	-	275,086	25,507	1,119,095
Federal gas tax earned	-	-	2,480,805	-	-	-	-	2,480,805
Total revenues	3,077,094	5,383,227	6,377,905	3,668,861	33,878	3,547,348	728,914	22,817,227
Expenses								
Salaries and benefits	1,298,430	1,161,354	1,349,020	96,939	-	1,465,008	246,877	5,617,628
Interest charges	-	-	-	144,916	-	-	-	144,916
Materials	624,834	427,186	1,513,063	1,847,639	31,590	714,154	60,848	5,219,314
Contracted services	110,368	3,018,531	291,205	477,837	6,960	71,466	59,905	4,036,272
Rents and financial	13,459	-	-	3,142	-	1,311	-	17,912
External transfers	8,600	189,814	-	-	-	-	-	198,414
Amortization	32,575	295,388	2,014,397	1,454,744	-	603,637	4,391	4,405,132
Total expenses	2,088,266	5,092,273	5,167,685	4,025,217	38,550	2,855,576	372,021	19,639,588
Net surplus/(deficit)	988,828	290,954	1,210,220	(356,356)	(4,672)	691,772	356,893	3,177,639

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CORPORATION OF THE TOWNSHIP OF ESSA

CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE

For the Year Ended December 31, 2020 - Restated Note 2

	General Government \$	Protection Services \$	Transportation Services \$	Water and Sewer \$	Recreation and Cultural Services \$	Planning and Development \$	Consolidated \$
Revenues							
Property taxation	1,403,183	4,420,637	4,056,468	-	855,867	301,797	11,037,952
User charges	109,376	637,351	47,217	3,499,152	328,326	211,960	4,833,382
Government transfers - operating	1,319,497	-	35,140	-	57,655	18,362	1,430,654
Government transfers - capital	-	-	516,692	-	-	-	516,692
Other municipalities	-	32,163	-	-	-	-	32,163
Penalties and interest on taxes	213,478	-	-	-	-	-	213,478
Investment income	166,265	-	-	1,714	-	-	167,979
Donations	5,000	-	-	-	46,089	-	51,089
Sale of assets and other	13,054	-	-	26,491	-	-	39,545
Developer contributions earned	-	63,800	111,854	401,999	155,806	23,965	757,424
Federal gas tax earned	-	-	140,600	-	-	-	140,600
Total revenues	3,229,853	5,153,951	4,907,971	3,929,356	1,443,743	556,084	19,220,958
Expenses							
Salaries and benefits	973,179	1,126,679	1,187,063	144,012	1,312,263	236,075	4,979,271
Interest charges	-	-	-	158,220	-	-	158,220
Materials	462,582	456,172	1,515,085	1,081,366	532,673	67,482	4,115,360
Contracted services	157,133	3,091,251	55,173	1,136,380	133,126	44,495	4,617,558
Rents and financial	36,826	-	-	3,221	1,223	-	41,270
External transfers	9,112	186,323	-	-	-	-	195,435
Amortization	30,027	262,935	1,864,343	1,434,820	568,488	4,391	4,165,004
Loss (gain) on disposal of tangible capital assets	460	-	122,109	95,682	38,934	4,961	262,146
Total expenses	1,669,319	5,123,360	4,743,773	4,053,701	2,586,707	357,404	18,534,264
Net surplus/(deficit)	1,560,534	30,591	164,198	(124,345)	(1,142,964)	198,680	686,694

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Draft November 29, 2022

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**CORPORATION OF THE TOWNSHIP OF ESSA
ESSA PUBLIC LIBRARY BOARD
FINANCIAL STATEMENTS
DECEMBER 31, 2021**

Draft November 29, 2022

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INDEPENDENT AUDITOR'S REPORT

To the Members of the Essa Public Library Board, the Members of Council, Inhabitants and Ratepayers of the Corporation of the Township of Essa

Qualified Opinion

We have audited the financial statements of the Essa Public Library Board of the Corporation of the Township of Essa (the Board), which comprise the statement of financial position as at December 31, 2021, the statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2021, and the results of its operations and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Qualified Opinion

In common with many Public Library Boards, the Board derives revenue from user fees, fundraising and donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Board. Therefore, we were not able to determine whether any adjustments might be necessary to user fees, fundraising and donations revenue, annual surplus/(deficit), assets and accumulated surplus.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Board in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

Draft November 29, 2022

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants
Licensed Public Accountants

Peterborough, Ontario
December 7, 2022

Draft November 29, 2022

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CORPORATION OF THE TOWNSHIP OF ESSA

**ESSA PUBLIC LIBRARY BOARD
STATEMENT OF FINANCIAL POSITION
At December 31, 2021**

	2021 \$	2020 \$ Restated- (Note 2)
FINANCIAL ASSETS		
Cash	78,169	52,374
LIABILITIES		
Accounts payable	5,000	5,000
Due to Township of Essa (note 6)	60,213	28,061
TOTAL LIABILITIES	65,213	33,061
NET FINANCIAL ASSETS	12,956	19,313
NON-FINANCIAL ASSETS		
Tangible capital assets (note 3)	577,395	610,860
Prepaid expenses	4,801	5,881
TOTAL NON-FINANCIAL ASSETS	582,196	616,741
ACCUMULATED SURPLUS (note 4)	595,152	636,054

Draft November 29, 2022

The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF ESSA

ESSA PUBLIC LIBRARY BOARD STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS For the Year Ended December 31, 2021

	Budget 2021 \$	Actual 2021 \$	Actual 2020 \$ (Restated - Note 2)
	(Unaudited)		
REVENUES			
Contribution from Township of Essa	821,545	743,019	737,922
Province of Ontario	25,297	27,827	25,297
Government of Canada	12,888	5,773	32,358
User fees, fundraising and donations	70,370	61,432	59,902
TOTAL REVENUES	930,100	838,051	855,479
EXPENSES			
Salaries and benefits	662,575	626,820	614,094
Utilities	28,000	25,427	25,473
Subscriptions and periodicals	1,015	1,216	1,552
Insurance and audit	7,625	7,461	6,997
Computer support and supplies	18,950	17,931	14,826
Facility costs	41,995	30,764	31,102
Office	50,900	41,190	43,164
Fundraising costs	2,000	1,975	1,130
Amortization	109,253	112,846	101,545
Other operating costs	17,875	12,819	13,700
Contract services	2,300	504	324
TOTAL EXPENSES	942,488	878,953	853,907
ANNUAL SURPLUS/(DEFICIT)	(12,388)	(40,902)	1,572
ACCUMULATED SURPLUS - beginning of year		636,054	634,482
ACCUMULATED SURPLUS - end of year		595,152	636,054

Draft November 29, 2022

The accompanying notes are an integral part of these financial statements

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CORPORATION OF THE TOWNSHIP OF ESSA

**ESSA PUBLIC LIBRARY BOARD
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
For the Year Ended December 31, 2021**

	Budget 2021 \$	Actual 2021 \$	Actual 2020 \$ (Restated - Note 2)
	(Unaudited)		
ANNUAL SURPLUS/(DEFICIT)	(12,388)	(40,902)	1,572
Amortization of tangible capital assets	109,253	112,846	101,545
Acquisition of tangible capital assets	(96,865)	(79,381)	(85,138)
Change in prepaid expenses	-	1,080	5,813
CHANGE IN NET FINANCIAL ASSETS/(NET DEBT)	-	(6,357)	23,792
NET FINANCIAL ASSETS/(NET DEBT) - beginning of year	19,313	19,313	(4,479)
NET FINANCIAL ASSETS - end of year	19,313	12,956	19,313

Draft November 29, 2022

The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF ESSA

**ESSA PUBLIC LIBRARY BOARD
STATEMENT OF CASH FLOWS
For the Year Ended December 31, 2021**

	2021 \$	2020 \$ (Restated - Note2)
CASH PROVIDED BY (USED IN)		
OPERATING ACTIVITIES		
Annual surplus/(deficit)	(40,902)	1,572
Items not involving cash		
Amortization of tangible capital assets	112,846	101,545
Change in non-cash assets and liabilities		
Prepaid expenses	1,080	5,813
Accounts payable	-	2,500
Due to Township of Essa	32,152	(25,704)
Net change in cash from operating activities	105,176	85,726
CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(79,381)	(85,138)
NET CHANGE IN CASH	25,795	588
CASH - beginning of year	52,374	51,786
CASH - end of year	78,169	52,374

Draft November 29, 2022

The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF ESSA

ESSA PUBLIC LIBRARY BOARD NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2021

1. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with the standards in the Chartered Professional Accountants Canada Public Sector Accounting (PSA) Handbook. Significant aspects of the accounting policies adopted by the Board are as follows:

(a) Recognition of Revenue and Expenses

Revenue and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenue in the period in which the transactions of events occurred that give rise to the revenue; expenses are recognized in the period the goods or services are acquired and a legal liability is incurred or transfers are due.

Government funding is recognized in the financial statements as revenues in the period in which events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

User fees are recognized as revenue in the year the goods and services are provided.

Donations and fundraising revenue are recognized when the amounts are received.

Contributions from the Township of Essa are recognized as approved by the Township.

(b) Use of Estimates

Certain items recognized in the financial statements are subject to measurement uncertainty. The recognized amounts of such items are based on the Board's best information and judgment. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant. The Board's significant estimates include:

- The amounts recorded for amortization of tangible capital assets are based on estimates of useful life and residual values.

(c) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Initial costs for tangible capital assets that were acquired or developed prior to 2009 were obtained using historical cost information or using current fair market values discounted by a relevant inflation factor to the point of acquisition. The cost, less residual value, if any, of tangible capital assets is amortized on a straight-line basis, over the expected useful life of the asset, as follows:

Furniture and equipment	5 to 40 years
Books	7 to 10 years

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are also recorded as revenue.

(d) Non-Financial Assets

Tangible capital assets and other non-financial assets are accounted for as assets by the Board because they can be used to provide services in future periods. These assets do not normally provide resources to discharge the liabilities of the Board unless they are sold.

Draft November 29, 2022

CORPORATION OF THE TOWNSHIP OF ESSA

ESSA PUBLIC LIBRARY BOARD NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2021

1. SIGNIFICANT ACCOUNTING POLICIES, continued

(e) Reserves

Certain amounts, as approved by the Board, are set aside in reserves for future operating and capital purposes. Transfers to and/or from reserves are an adjustment to the respective fund when approved.

(f) Inter-Entity Transactions

The Essa Public Library Board is a Board of the Township of Essa and is consolidated with the Township's financial statements.

Allocated costs and recovery of costs are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

Unallocated costs are measured at the carrying amount, which is the amount recorded in the records of the Township.

2. RESTATEMENT OF TANGIBLE CAPITAL ASSETS

The Board has restated its financial statements to include tangible capital assets that were not previously reported and for adjustments to amortization previously overstated. Adjustments necessary to the prior financial information as a result of this are as follows:

Adjustment to 2020 Tangible Capital Assets

Net book value of tangible capital assets previously recorded to December 31, 2020	\$ 573,186
Cost of assets not previously reported	8,719
Accumulated amortization of assets previously overstated	<u>28,955</u>
Closing 2020 and opening 2021 net book value of tangible capital assets as restated	<u>\$ 610,860</u>

Adjustment to Opening 2020 Accumulated Surplus

Accumulated surplus as previously stated	
Capital fund	586,759
Reserves and reserve funds	<u>17,757</u>
	604,516
Cost of assets not previously reported	8,719
Accumulated amortization of assets previously overstated	<u>21,247</u>
Opening 2020 accumulated surplus, as restated	<u>\$ 634,482</u>

Draft November 29, 2022

CORPORATION OF THE TOWNSHIP OF ESSA

**ESSA PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended December 31, 2021**

2. RESTATEMENT OF TANGIBLE CAPITAL ASSETS, continued

Adjustment to 2020 Annual Surplus

2020 annual deficit as previously stated	\$	(6,136)
Add: Accumulated amortization of assets previously overstated		<u>7,708</u>
2020 annual surplus as restated	\$	<u>1,572</u>

3. TANGIBLE CAPITAL ASSETS

The net book value of the Board's tangible capital assets are:

	Furniture and equipment \$	Books \$	2021 Totals \$	2020 Totals \$
COST				
Balance, beginning of year	338,793	823,259	1,162,052	1,076,913
Add: additions during the year	8,306	71,075	79,381	85,138
Less: disposals during the year	51,404	-	51,404	19,259
Balance, end of year	<u>295,695</u>	<u>894,334</u>	<u>1,190,029</u>	<u>1,142,792</u>
ACCUMULATED AMORTIZATION				
Balance, beginning of year	176,211	374,981	551,192	449,646
Add: additions during the year	21,805	91,041	112,846	101,545
Less: disposals during the year	51,404	-	51,404	19,259
Balance, end of year	<u>146,612</u>	<u>466,022</u>	<u>612,634</u>	<u>531,932</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>149,083</u>	<u>428,312</u>	<u>577,395</u>	<u>610,860</u>

Draft November 29, 2022

CORPORATION OF THE TOWNSHIP OF ESSA

ESSA PUBLIC LIBRARY BOARD NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2021

4. ACCUMULATED SURPLUS

Accumulated surplus consists of the following:

	2021	2020 (Restated - Note2)
	\$	\$
Invested In Capital Assets		
Tangible capital assets - net book value	577,395	610,860
Surplus	577,395	610,860
Reserve		
Future capital costs	17,757	25,194
	595,152	636,054

5. BUDGET FIGURES

The operating budget, approved by the Board, for 2021 is reflected on the Statement of Operations and Accumulated Surplus and the Statement of Change in Net Financial Assets. The budgets established for capital investment in tangible capital assets are on a project-oriented basis, the costs of which may be carried out over one or more years and, therefore, may not be comparable with current year's actual expenditure amounts. Budget figures have been reclassified for the purposes of these financial statements to comply with PSA reporting requirements. Budget figures are not subject to audit.

6. INTER-ENTITY TRANSACTIONS

During the year, the Board entered into transactions with the Township of Essa.

As part of the budgeting process, the Township approves a contribution to the Board which is identified on the Statement of Operations and Accumulated Surplus.

Details of the inter-entity expense transactions are as follows:

	2021	2020
	\$	\$
Allocated costs:		
Accounting	4,426	4,400
Insurance	3,300	3,300
	7,726	7,700

In addition, the Township provides rental of buildings to the Board at no cost.

All balances with the Township of Essa have been identified on the Statement of Financial Position. Due from (to) balances are unsecured, without interest and have no terms of repayment.

Draft November 29, 2022

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CORPORATION OF THE TOWNSHIP OF ESSA

ESSA PUBLIC LIBRARY BOARD
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended December 31, 2021

7. UNCERTAINTY CAUSED BY COVID-19

In March 2020, the World Health Organization categorized COVID-19 as a pandemic. The potential economic effects within the Board's environment and in the global markets, possible disruption in supply chains, and measures being introduced at various levels of government to curtail the spread of the virus (such as travel restrictions, closures of non-essential municipal and private operations, imposition of quarantines and social distancing) could have a material impact on the Board's operations. The extent of the impact of this outbreak and related containment measures on the Board's operations cannot be reliably estimated at this time.

Draft November 29, 2022

CORPORATION OF THE TOWNSHIP OF ESSA
ANGUS BUSINESS IMPROVEMENT AREA BOARD
FINANCIAL STATEMENTS
DECEMBER 31, 2021

Draft November 29, 2022

INDEPENDENT AUDITOR'S REPORT

**To the Members of the Angus Business Improvement Area Board,
the Members of Council, Inhabitants and Ratepayers of the
Corporation of the Township of Essa**

Opinion

We have audited the financial statements of the Angus Business Improvement Area Board of the Corporation of the Township of Essa (the Board), which comprise the statement of financial position as at December 31, 2021, the statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2021, and the results of its operations and cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Board in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

Draft November 29, 2022

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants
Licensed Public Accountants

Peterborough, Ontario
December 7, 2022

Draft November 29, 2022

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CORPORATION OF THE TOWNSHIP OF ESSA

**ANGUS BUSINESS IMPROVEMENT AREA BOARD
STATEMENT OF FINANCIAL POSITION
At December 31, 2021**

	2021	2020
	\$	\$
FINANCIAL ASSETS		
Due from Township of Essa (note 6)	6,195	825
NET FINANCIAL ASSETS	6,195	825
NON-FINANCIAL ASSETS		
Tangible capital assets (note 2)	35,125	39,516
ACCUMULATED SURPLUS (note 3)	41,320	40,341

Draft November 29, 2022

The accompanying notes are an integral part of these financial statements

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CORPORATION OF THE TOWNSHIP OF ESSA

**ANGUS BUSINESS IMPROVEMENT AREA BOARD
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
For the Year Ended December 31, 2021**

	Budget 2021 \$ (Unaudited)	Actual 2021 \$	Actual 2020 \$
REVENUES			
Taxation	27,035	27,285	30,399
Investment income	-	61	-
TOTAL REVENUES	27,035	27,346	30,399
EXPENSES			
Decorations	10,650	8,349	8,943
Landscaping	11,825	11,777	11,304
Amortization	4,391	4,391	4,391
Tax write offs	-	-	1,484
Professional fees	-	1,500	1,500
Memberships and other	1,560	350	56
Loss on disposal of tangible capital assets	-	-	4,961
TOTAL EXPENSES	28,426	26,367	32,639
ANNUAL SURPLUS/(DEFICIT)	<u>(1,391)</u>	979	(2,240)
ACCUMULATED SURPLUS - beginning of year		40,341	42,581
ACCUMULATED SURPLUS - end of year		41,320	40,341

Draft November 29, 2022

The accompanying notes are an integral part of these financial statements

3a

CORPORATION OF THE TOWNSHIP OF ESSA

ANGUS BUSINESS IMPROVEMENT AREA BOARD STATEMENT OF CHANGE IN NET FINANCIAL ASSETS For the Year Ended December 31, 2021

	Budget 2021 \$ (Unaudited)	Actual 2021 \$	Actual 2020 \$
ANNUAL SURPLUS/(DEFICIT)	(1,391)	979	(2,240)
Amortization of tangible capital assets	4,391	4,391	4,391
Acquisition of tangible capital assets	-	-	(25,488)
Loss on disposal of tangible capital assets	-	-	4,961
INCREASE/(DECREASE) IN NET FINANCIAL ASSETS	3,000	5,370	(18,376)
NET FINANCIAL ASSETS - beginning of year	825	825	19,201
NET FINANCIAL ASSETS - end of year	3,825	6,195	825

Draft November 29, 2022

The accompanying notes are an integral part of these financial statements

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CORPORATION OF THE TOWNSHIP OF ESSA

ANGUS BUSINESS IMPROVEMENT AREA BOARD

STATEMENT OF CASH FLOWS

For the Year Ended December 31, 2021

	2021	2020
	\$	\$
CASH PROVIDED BY (USED IN)		
OPERATING ACTIVITIES		
Annual surplus/(deficit)	979	(2,240)
Items not involving cash		
Amortization of tangible capital assets	4,391	4,391
Loss on disposal of tangible capital assets	-	4,961
Change in non-cash assets and liabilities		
Due from Township of Essa	(5,370)	18,376
Net change in cash from operating activities	-	25,488
CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	-	(25,488)
NET CHANGE IN CASH	-	-
CASH - beginning of year	-	-
CASH - end of year	-	-

Draft November 29, 2022

The accompanying notes are an integral part of these financial statements

CORPORATION OF THE TOWNSHIP OF ESSA

ANGUS BUSINESS IMPROVEMENT AREA BOARD NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2021

1. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with the standards in the Chartered Professional Accountants Canada Public Sector Accounting (PSA) Handbook. Significant aspects of the accounting policies adopted by the Board are as follows:

(a) Recognition of Revenue and Expenses

Revenue and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenue in the period in which the transactions of events occurred that give rise to the revenue; expenses are recognized in the period the goods or services are acquired and a legal liability is incurred or transfers are due.

Property tax billings are prepared by the Township based on assessment rolls issued by the Municipal Property Assessment Corporation (MPAC) and in accordance with the provisions of the Municipal Act, 2001. The Township's Council establishes the BIA special area tax rate annually, incorporating amounts to be raised for BIA services. From time to time property assessments are adjusted by MPAC through the reconsideration process or by the Assessment Review Board through the appeal process. Additional assessments, referred to as supplementary and omitted assessment can also be issued by MPAC in accordance with the Assessment Act. These adjustments and additional assessments are reported in the financial statements when amounts can be reasonably determined.

Investment income is recognized as earned.

(b) Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the period and are based on the Board's best information and judgment. Actual results could differ from these estimates.

(c) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Initial costs for tangible capital assets that were acquired or developed prior to 2009 were obtained using historical cost information or using current fair market values discounted by a relevant inflation factor to the point of acquisition. The cost, less residual value, if any, of tangible capital assets is amortized on a straight-line basis, over the expected useful life of the asset, as follows:

Machinery and equipment	10 years
-------------------------	----------

Assets under construction are not amortized until they are put into service.

(d) Reserve Funds

Certain amounts, as approved by the Board, are set aside in reserve funds for future operating and capital purposes. Transfers to and/or from reserve funds are an adjustment to the respective fund when approved.

Draft November 29, 2022

CORPORATION OF THE TOWNSHIP OF ESSA

ANGUS BUSINESS IMPROVEMENT AREA BOARD NOTES TO THE FINANCIAL STATEMENTS For the Year Ended December 31, 2021

1. SIGNIFICANT ACCOUNTING POLICIES, continued

(e) Inter-Entity Transactions

The Angus Business Improvement Area Board is a Board of the Township of Essa and is consolidated with the Township's financial statements.

Allocated costs and recovery of costs are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

Unallocated costs are measured at the carrying amount, which is the amount recorded in the records of the Township.

2. TANGIBLE CAPITAL ASSETS

The net book value of the machinery and equipment tangible capital assets are:

	2021 Totals \$	2020 Totals \$
COST		
Balance, beginning of year	43,907	23,641
Add: additions during the year	-	25,488
Less: disposals during the year	-	5,222
Balance, end of year	43,907	43,907
ACCUMULATED AMORTIZATION		
Balance, beginning of year	4,391	261
Add: additions during the year	4,391	4,391
Less: disposals during the year	-	261
Balance, end of year	8,782	4,391
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	35,125	39,516

Draft November 29, 2022

3a

CORPORATION OF THE TOWNSHIP OF ESSA

**ANGUS BUSINESS IMPROVEMENT AREA BOARD
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended December 31, 2021**

3. ACCUMULATED SURPLUS

Accumulated surplus consists of the following:

	2021	2020
	\$	\$
Invested In Capital Assets		
Tangible capital assets - net book value	35,125	39,516
Surplus	35,125	39,516
Reserve Fund		
Operations	6,195	825
	<u>41,320</u>	<u>40,341</u>

4. INTER-ENTITY TRANSACTIONS

During the year, the Board entered into transactions with the Township of Essa.

As part of the budgeting process, the Township approves a contribution to the Board which is identified on the Statement of Operations and Accumulated Surplus.

Details of the inter-entity expense transactions are as follows:

	2021	2020
	\$	\$
Allocated costs:		
Professional fees	1,500	1,500
	<u>1,500</u>	<u>1,500</u>

In addition, the Township provides accounting and administrative services to the Board at no cost.

All balances with the Township of Essa have been identified on the Statement of Financial Position. Due from (to) balances are unsecured, without interest and have no terms of repayment.

5. BUDGET FIGURES

The operating budget, approved by the Board, for 2021 is reflected on the Statement of Operations and Accumulated Surplus and the Statement of Change in Net Financial Assets. The budgets established for capital investment in tangible capital assets are on a project-oriented basis, the costs of which may be carried out over one or more years and, therefore, may not be comparable with current year's actual expenditure amounts. Budget figures have been reclassified for the purposes of these financial statements to comply with PSA reporting requirements. Budget figures are not subject to audit.

Draft November 29, 2022

CORPORATION OF THE TOWNSHIP OF ESSA

ANGUS BUSINESS IMPROVEMENT AREA BOARD
NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended December 31, 2021

6. UNCERTAINTY CAUSED BY COVID-19

In March 2020, the World Health Organization categorized COVID-19 as a pandemic. The potential economic effects within the Board's environment and in the global markets, possible disruption in supply chains, and measures being introduced at various levels of government to curtail the spread of the virus (such as travel restrictions, closures of non-essential municipal and private operations, imposition of quarantines and social distancing) could have a material impact on the Board's operations. The extent of the impact of this outbreak and related containment measures on the Board's operations cannot be reliably estimated at this time.

Draft November 29, 2022



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR016-22

DATE: December 7, 2022

TO: Committee of the Whole

FROM: Jason Coleman, Manager of Parks, and Recreation

SUBJECT: Fee Schedule amendment for Not for Profit/Charity Organizations

RECOMMENDATION

That Staff Report PR016-22 be received; and

That Council consider directing the Manager of Parks and Recreation to proceed with implementing and adding a fee for Not for Profit and Charity Organizations to the Fee Schedule at a reduced rate of 50% of the full rental request cost.

BACKGROUND

Staff was directed by Council to research and investigate creating a policy on adjusting fees for Not for Profit and Charity Organizations as there is not currently one in place. The objective of such policy is to create and establish a clear, formal, and efficient policy outline for everyone to follow.

As per the Government of Canada, 'Non-profit organizations are associations, clubs, or societies that are not charities and are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit'.

The current process in the Township for waiving/reducing fees for any request received is consideration on a case-by-case basis by Council. User groups and members of the community looking for a reduction of fees approach Staff who then provide a report/request to Council. (Min. 3 + week process). Council determines the outcome. The current process in place is extremely time consuming for Staff, Council and the user group alike with no consistency or other guidelines in effect.

COMMENTS AND CONSIDERATIONS

Staff completed a municipal scan to better understand what other municipalities in the area follow regarding this topic. Approximately 70% of the responses indicated that each request is brought to Council on a case-by-case basis for Council's direction. Approximately 20% of the respondents indicated that a Not for Profit/Charity Fee was added to the Fee Schedule for structure to follow. Approximately 10% of the respondents stated that the Department Head makes the final decision regarding a request.

Staff recommends implementing a Not for Profit/Charity Fee at a reduced rate of 50% of the total rental request. This would help streamline the process for everyone involved. It should be noted that any 50% reduced rate rental pertains directly to meeting rooms, the gymnasium, halls, and sports fields and excludes any ice rentals.

FINANCIAL IMPACT

In years previous, it is estimated that the Township has waived a total between \$3,000 and \$5,000 from user groups annually. Implementing a Not for Profit/Charity fee at a reduced rate will ensure that the department covers its Operating costs moving forward while also better assisting the needs of the request.

SUMMARY/OPTIONS

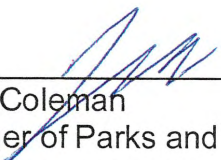
Council may:

1. Take no further action.
2. Direct the Department Head or CAO to determine a discount rate as each request is received based on an example for pre decision.
3. Direct the Manager of Parks and Recreation to implement and add a fee for Not for Profit and Charity Organizations to the fee Schedule at a reduced rate of 50% of the full rental request cost, which excludes ice rentals.
4. Direct staff as they may choose

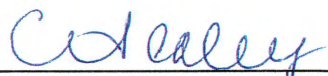
CONCLUSION

Staff recommends option 3 to be carried out.

Respectfully submitted:



Jason Coleman
Manager of Parks and Recreation



Colleen Healey-Dowdall
Chief Administrative Officer



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: FD005-22
DATE: December 7, 2022
TO: Committee of the Whole
FROM: Doug Burgin
SUBJECT: Updating the Emergency Management Program and
Emergency Response Plan By-Law

RECOMMENDATION

That Staff Report FD005-22 be received; and

That Council authorize the Fire Chief to update the Emergency Management Program and Emergency Response Plan By-Law and to repeal By-Law No. 2016 – 82

BACKGROUND

Compliance with the annual Emergency Management Ontario guidelines requires regular review and updating to the Emergency Management Program and Emergency Response Plan By-Law

The current by-law has not been reviewed and/or updated since 2016 and as such it does not accurately reflect the current program and operation for emergency response.

COMMENTS AND CONSIDERATIONS:

The Essa Fire Department has reviewed the 2016 version of the Emergency Management Program and Emergency Response Plan By-Law and recommends some updates to this by-law to reflect current operations.

FINANCIAL IMPACTS:

There are no financial impacts.

Manager of Finance Approval:

SUMMARY/OPTIONS

Council may:

1. Take no action
2. **Authorize the Fire Chief to move forward with the specified changes to the By-Law**
3. Direct Staff in another course of action

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CONCLUSION

Option 2 is recommended by the Fire Chief.

Respectfully submitted:

Doug Burgin

Doug Burgin
Fire Chief

Reviewed by:

Colleen Healey-Dowdall

Colleen Healey-Dowdall
CAO

Attachments:

1. By-Law 2016-82
2. By-Law 2022-60
3. Schedule A Emergency Response Plan

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW NO. 2016 - 82

Being a By-law to adopt an Emergency Management Program for the Township of Essa, pursuant to Section 2.1 (1) of the Emergency Management Act, R.S.O. 1990, Ch. E9, as amended.

WHEREAS the Emergency Management Act, Section 2.1 (1) requires every municipality to develop and implement an emergency management program; and

WHEREAS Section 2.1 (2) of the Emergency Management Act stipulates the content of each municipality's Emergency Management Program; and

WHEREAS Section 14(1) of the Emergency Management Act requires emergency management programs conform with regulatory standards, in accordance with international best practices; and

WHEREAS the Act makes provision for the Head of Council to declare an emergency exists in a community, or any part thereof, and also provides the Head of Council with authority to take such action or make such orders as he/she considers necessary and not contrary to law, to implement the emergency response plan and respond to an emergency; and

WHEREAS the Act, consistent with Section 242 of the Municipal Act, R.S.O., 1990, as amended, provides for the designation of one or more members of Council who may exercise the powers and perform the duties of the Head of Council during his/her absence or his/her inability to act; and

WHEREAS the Act authorizes employees of a community to respond to an emergency in accordance with the emergency response plan where an emergency exists but has not yet been declared to exist;

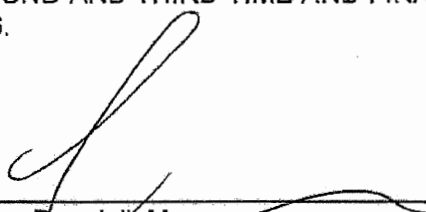
NOW THEREFORE the Council of the Corporation of the Township of Essa enacts as follows:

1. That an Emergency Management Program be developed for the Township of Essa consistent with and in accordance with international best practices as considered by Regulatory Standards established under the Act, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery;
2. That the Emergency Management Program for the Township of Essa shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community;
3. That Schedules "A", "B", "C", and "D" attached hereto, shall form part of this By-law:
 - Schedule A, being the Emergency Plan for the Township of Essa, pursuant to Section 3 of the Emergency Management Act, R.S.O., 1990, Ch. E9, as amended
 - Schedule B, being a Schedule for the designation of a Community Emergency Management Coordinator


ba

- Schedule C, being a Schedule to establish the composition, organization and operational guidelines of the Community Emergency Management Program Committee
 - Schedule D, being a Schedule to designate and identify a community Emergency Information Officer
 - Schedule E, being the Community Profile document
4. That the Township of Essa Emergency Management Program shall be reviewed annually by Council;
 5. That By-law 2004-70 and By-law 2008-76 are hereby repealed; and
 6. That this By-law shall come into full force and effect upon the final passing thereof.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 21st day of December 2016.



Terry Dowdall, Mayor



Bonnie Sander, Clerk



THE CORPORATION OF THE TOWNSHIP OF
ESSA

EMERGENCY RESPONSE PLAN

2016

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ba

INTRODUCTION

The *Emergency Management Act, R.S.O., 1990, Ch. E.9* defines an emergency as:

A situation or impending situation caused by forces of nature, an accident or an intentional act that constitutes a danger of major proportions to life and property [Section 1].

They therefore affect public safety; meaning the health, welfare and property, as well as the environment and economic health of the Township of Essa.

The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such order as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area [Section 4(1)].

The population of the Township of Essa is 18,505 residents (Statistics Canada 2011 census population).

In order to protect residents, businesses and visitors, the Township of Essa requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group. These are distinct arrangement and procedures from the normal, day-to-day operations carried out by emergency services.

The Township of Essa Emergency Management Committee developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Township of Essa important emergency response information related to:

- Arrangements, services and equipment; and
- Roles and responsibilities during an emergency.

In addition, it is important that our residents, businesses, and visitors be aware of its provisions. Copies of the Township of Essa Emergency Response Plan may be viewed at the Township Administration Centre or on the [Township of Essa website](#).

For more information, please contact:

Township of Essa, Community Emergency Management Coordinator
Administration Centre
5786 Simcoe County Road 21
Utopia, Ontario, L0M 1T0
(705) 424-5828 or (705) 424-9770

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AIM AND PURPOSE

The aim of the Township of Essa Emergency Management program is to incorporate the four principals of emergency management; mitigation, preparedness, response and recovery in an effort to create a disaster resilient community.

The aim of this response plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Township of Essa when faced with an emergency.

The plan enables a centralized controlled and coordinated response to emergencies in the Township of Essa, and complies with the legislated requirements of the Emergency Management Act and was adopted by By-Law of the Corporation of the Township of Essa.

AUTHORITY

The *Emergency Management Act (EMA)* is the legal authority for this emergency response plan in Ontario.

The Emergency Management Act, R.S.O., 1990, Ch. E.9, as amended states that:

"Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan." [Section 3 (1)]

"The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area." [Section 4 (1)]

As enabled by the *Emergency Management Act*, this emergency response plan and its' elements have been:

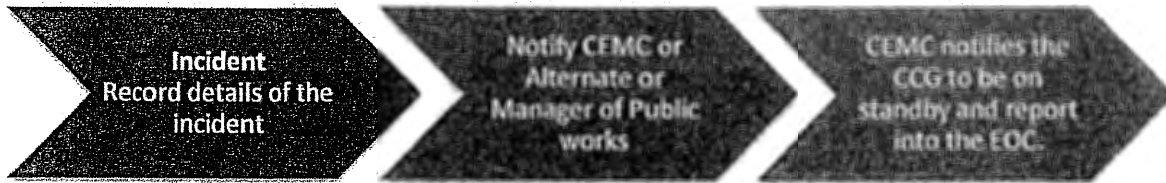
- Issued under the authority of *Township of Essa By-law # 2004-70* (see Appendix x) ; and
- Filed with Office of the Fire Marshal and Emergency Management (OFMEM), Ministry of Community Safety and Correctional Services.

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EMERGENCY NOTIFICATION PROCEDURES

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the Township of Essa Community Emergency Management Coordinator (CEMC) or Alternate CEMC or thirdly the CAO/Manager of Public Works to request that the notification system be activated.

Upon receipt of the warning, the CEMC or alternate will notify members of the Community Control Group (CCG).



The content of the messages transferred during Emergency Notification procedures will be standardized and as a brief as possible, and include the following:

1. Reason for the call: describe (pending or potential) emergency situation
2. Status of notification "SUPPORT", "ALERT" OR "CALL TO ASSEMBLE"
3. Location of the Emergency Operation Centre (EOC) or meeting room
4. Special precautions to take (routes to EOC or meeting room, hazards, health risk, etc.)
5. Reminder and instructions concerning notification status
6. Request to repeat message to ensure information is understood

Where a threat of an impending emergency exists, the CCG will be notified and placed on standby

Upon being notified, it is the responsibility of all CCG officials to report to the Emergency Operations Centre and notify their staff and volunteer organizations.

DECLARATION OF AN EMERGENCY

The Mayor or Acting Mayor of the Township of Essa, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the CCG.

Upon declaring an emergency, the Mayor will notify:

- Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services;
- Township Council;
- County Warden, as appropriate;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

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REQUESTS FOR ASSISTANCE

REGIONAL ASSISTANCE

Assistance may be requested from the County of Simcoe at any time. The request shall not be deemed to be a request that the county assume authority and control of the emergency.

PROVINCIAL ASSISTANCE

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Office of the Fire Marshal and Emergency Management's Provincial Emergency Operations Centre.

TERMINATING AN EMERGENCY

A community emergency may be terminated at any time by:

- Mayor or Acting Mayor; or
- Township Council; or
- Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services;
- Township Council;
- County Warden, as appropriate;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).
- Other agencies, groups and volunteers notified or operational during the emergency.

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EMERGENCY COMMUNITY CONTROL GROUP

The emergency response will be directed and controlled by the Community Control Group (CCG) a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community.

The CCG consists of the following officials:

- Mayor of the Township of Essa, or alternate;
- Chief Administrative Officer
- Manager of Public Works, or alternate;
- Clerk /Emergency Information Coordinator, or alternate;
- Ontario Provincial Police - Nottawasaga Detachment Commander, or alternate;
- Fire Chief / Community Emergency Management Coordinator/CCG Chair, or alternate;
- Manager of Planning & Development, or alternate;
- Treasurer;
- Arena / Parks Manager;
- Chief Administrative Officer Administrative Assistant or alternate;

**Primary CCG members also make up the Emergency Management Program Committee.

- Additional personnel called or added to the CCG may include:
 - County of Simcoe CEMC or alternate
 - Ontario Clean Water Representative;
 - Enbridge Gas Representative;
 - Medical Officer of Health, or alternate;
 - Social Services Representative, or alternate;
 - Emergency Medical Services (EMS), or alternate;
 - Local electrical utility representative, or alternate, if required or available;
 - Office of the Fire Marshal and Emergency Management Representative;
 - Nottawasaga Valley Conservation Authority Representative;
 - Liaison staff from provincial ministries;
 - Any other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

The CCG may function with only a limited number of persons depending upon the emergency. While the CCG may not require the presence of all the people listed as members of the control group, all members of the CCG must be notified.

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COMMUNITY CONTROL GROUP RESPONSIBILITIES

The primary responsibility of Community Control Group is to implement the Emergency Plan during an emergency and to provide advice and assistance to the head of Council in carrying out his/her duties under the Emergency Response Plan.

The CCG will coordinate the acquisition of additional resources. Decisions to ration resources if required will be made by the CCG and will be based on a priority of need. Equipment assigned by the CCG will be under the control of the ESM or ESSM or the EOC.

During Emergency operations the CCG is responsible to cooperate and support other area municipalities by working closely with their Emergency Community Control Group.

During an emergency involving regional or county services the Essa Community Control Group will work closely with the County of Simcoe Emergency Community Control Group and provide support throughout the declared emergency.

The members of the Community Control Group (CCG) are responsible for the following actions or decisions:

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the CCG are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the township as an emergency area;
- Ensuring that an Emergency Site Manager (ESM) is appointed;
- Ensuring support to the ESM by offering equipment, staff and resources, as required;
- Ensuring the evacuation shelter is activated for inhabitants considered to be in danger;
- Assisting in discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator and Citizen Inquiry Supervisor, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;

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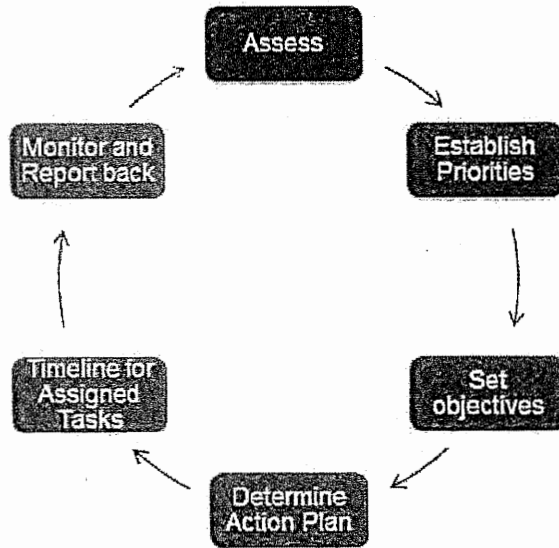
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Chief Administrative Officer within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency;
- Provide updates to the County of Simcoe Community Control Group;
- Request additional assistance from the County of Simcoe Community Control Group as required;
- Liaise and provide assistance to the County of Simcoe Community Control Group for County declared emergencies and disaster.

OPERATING CYCLE

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Chief Administrative Officer (CAO) will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities.

Six components of a CCG meeting:

1. An assessment and prognosis of the situation:
 - i. What is happening?
 - ii. What is required?
2. The establishment of priorities:
 - i. What is important?
 - ii. What can be done in a timely manner?
 - iii. What are the alternatives?
3. The setting of objectives.
4. The determination of an action plan:
 - i. Who does what?
 - ii. What task is required?
 - iii. What is the reasonable timeframe?
5. Timelines for the implementation of assigned tasks.
6. **Monitoring and reporting.** Coordination, briefings and recording of assignments are important strategies in ensuring consistent and effective efforts are being followed in compliance with the group's decisions.

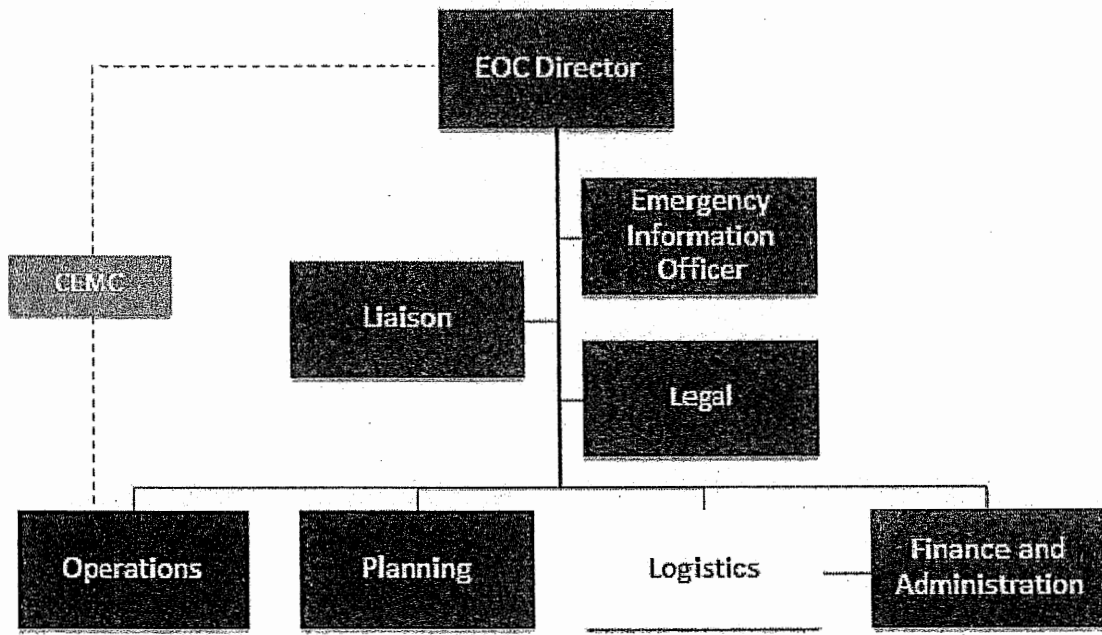


When a meeting ends, each member of the CCG will carry out their assigned task/objective and gather information for the next scheduled meeting.

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EMERGENCY RESPONSE USING INCIDENT MANAGEMENT SYSTEM (IMS)

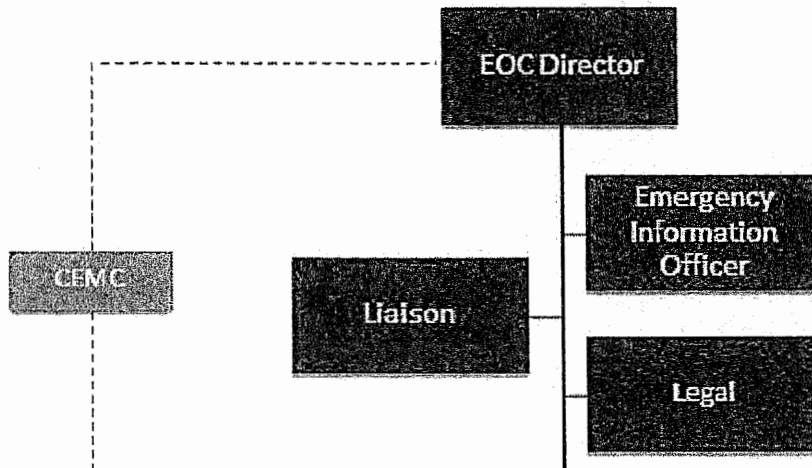
The Township of Essa Emergency Management System is based upon the Provincial Incident Management System. Individual CCG members with the appropriate training and knowledge will assume the following roles and responsibilities during the emergency situation. Roles will be filled as appropriate to the emergency situation. As a result, not all roles may be filled in a small-scale emergency and/or individuals may take on dual functionalities to support the incident. In this situation, responsibilities remain with the EOC Director or Section Chief as appropriate, until delegated. All members of the CCG are to report to the EOC Director.



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COMMAND

The Command Team is responsible for the oversight of managing the Emergency Operations Centre. The EOC director has an EIO, Liaison and Legal chiefs to advise him/her in decision making and leadership.



EOC DIRECTOR – CHIEF ADMINISTRATION OFFICER

The Chief Administrative Officer is responsible for:

- Activating the emergency notification system through the CEMC or Alternate;
- Ensuring liaison with the Nottawasaga OPP detachment regarding security arrangements for the EOC;
- As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling and chairing of regular meetings;
- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the CCG;
- Ensuring that a communication link is established between the CCG and the Emergency Site Manager (ESM);
- Requesting assistance from neighbouring municipalities or the County of Simcoe;
- Appointing persons to perform various support group functions should the Emergency warrant;
- Calling out additional town staff to provide assistance, as required.

LEGAL SERVICES REPRESENTATIVE

The Legal Services Representative is responsible for:

- Providing advice to any member of the Community Control Group on matters of a legal nature as they may apply to the actions of the Township of Essa in its response to the emergency, as requested.

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EMERGENCY INFORMATION OFFICER - CLERK

The Clerk is responsible for:

- Assisting the Chief Administrative Officer, as required;
- Initiating the opening, operation and staffing of switchboard at the township offices, as the situation dictates, and ensuring operators are informed of CCG members' telephone numbers in the EOC;
- Arranging for printing of material, as required;
- Coordinating the provision of clerks staff to assist in the Emergency operations Centre, as required;
- Procuring staff to assist, as required;
- Upon direction by the Mayor, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Mayor, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings.
- Ensuring all important decisions made and actions taken by the CCG are recorded;
- Securing and storing documents of all activities and events of the CCG during the emergency.

The Clerk for the Township of Essa will act as the **Emergency Information Officer** during an emergency. The Emergency Information Officer is responsible for the dissemination of news and information to the media for the public.

TELECOMMUNICATIONS COORDINATOR

The **Telecommunications Coordinator** reports to the CEMC and is responsible for:

- Initiating the necessary action to ensure the telephone system at the community offices functions as effectively as possible, as the situation dictates;
- Ensuring that the emergency communications centre is properly equipped and working;
- Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems;
- Making arrangements to acquire additional communications resources during an emergency.

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COMMUNITY SPOKESPERSON – MAYOR OR ACTING MAYOR

The **Mayor or Acting Mayor** is responsible for:

- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying the Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency;
- Notifying the public of the declaration and termination of an Emergency
- Notifying the County of Simcoe of the declaration and termination of an Emergency;
- Ensuring the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Taking such action or making such orders as are deemed necessary and are not contrary to law to implement the Emergency Plan and to protect property and the health, safety and welfare of the inhabitants and visitors of the Emergency area;
- Will act as the community spokesperson or assign a designate.

LIAISON - ARENA/PARKS MANAGER

The **Arena / Parks Manager** is responsible for:

- Opening of evacuation centres in collaboration with County of Simcoe social services;
- Liaison with County of Simcoe social services, Red Cross, St. John's Ambulance, Salvation Army, Simcoe Muskoka District Health Unit and other organizations regarding the establishment and operation of the evacuation and reception centres;
- Provide staff to evacuation centres for maintenance purposes;
- Assisting in procurement of emergency supplies for the operation of the evacuation centre or reception site;
- Maintaining records and testing of the emergency power system to the primary evacuation/reception area.

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THE COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)

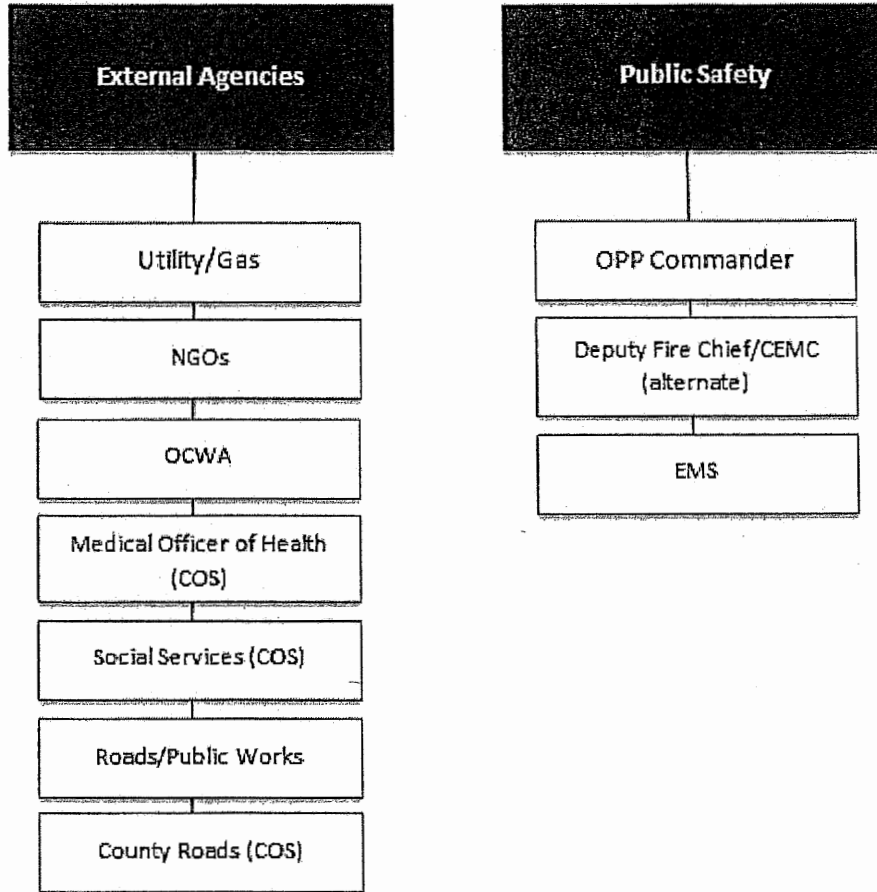
The CEMC is responsible for:

- Activating the emergency notification system and ensuring all members of the CCG are notified;
- Activating and arranging the EOC;
- Ensuring that security is in place for the EOC and registration of CCG members;
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervising the Telecommunications Coordinator;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross and County of Simcoe CEMC);
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keeping CCG informed of implementation needs;
- Providing a process for registering CCG members and maintaining a CCG members list;
- Supervise the maintenance of the records and logs with the assistance of the Clerk and CAO's Administrative Assistant for the purpose of debriefings and post-emergency reporting.

The CEMC also acts an advisor to both the EOC Director and the Operations Section Chief.

OPERATIONS SECTION

The Operations Section has been further divided into two distinct branches: External Agencies and Public Safety in order to maintain a reasonable scope of responsibility for each Branch Chief.



The External Agencies Branch is considered additional staff to support the CCG. Depending on the nature of the incident, External Agency Units will be activated as appropriate by the EOC Director or CEMC.

UTILITY REPRESENTATIVE – HYDRO ONE, POWERSTREAM, INNISFIL HYDRO

The **Utility Representative of Hydro One, PowerStream, Innisfil Hydro** is responsible for:

- Monitoring the status of power outages and customers without services
- Providing updates on power outages, as required;
- Ensuring liaison with the public works / fire department representative;
- Providing other temporary power measures for essential services;
- Providing a representative to the Emergency Operations Centre if required.

ONTARIO CLEAN WATER AGENCY (OCWA)

OCWA is responsible for:

- Ensuring the maintenance of sanitary sewage and water systems;
- Ensuring liaison with the fire chief concerning emergency water supplies for firefighting purposes;
- Discontinuing any public works service, as required, and restoring these services when appropriate;
- Maintaining emergency equipment;
- Arranging alternate potable water supply through private or public means;
- Providing a representative to the Emergency Operations Centre if required.

ENBRIDGE GAS

Enbridge Gas is responsible for:

- Providing expertise regarding natural gas;
- Discontinuing any natural gas service, as required, and restoring these services when appropriate;
- Depending on the nature of the emergency assigning a representative to the emergency site to liaison with the ESM.
- Providing a representative to the Emergency Operations Centre if required.

COUNTY BOARD OF EDUCATION AND SEPARATE SCHOOL BOARD

The **County Board of Education and the Separate School Board** are responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- Ensuring liaison with the municipality as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure.

SENIOR SOCIAL SERVICES REPRESENTATIVE

The **Senior Social Services Representative** responsibilities are outlined in the County of Simcoe Emergency Response Plan.

OTHER AGENCIES

In an emergency, many agencies may be required to work with the Community Control Group. They might include Office of the Fire Marshal and Emergency Management (OFMEM), the Nottawasaga Conservation Authority, the Office of the Fire Marshal, volunteer groups and provincial ministries.

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MEDICAL OFFICER OF HEALTH

The **Medical Officer of Health** is responsible for:

- Activates and terminates the Simcoe Muskoka County District Health Unit Emergency Response Plan and Emergency Notification System;
- MOH has responsibility to chair or delegate chair responsibilities of the Emergency Control Group at the health unit EOC;
- Assigned AMOH or covering MOH, assumes the role of MOH at the health unit EOC in the absence of the MOH;
- Coordinates public health services with municipal EOC's, emergency and support services and other responding agencies;
- Provides an on-site manager if required and attends the site command post as necessary.
- Liaises with Ontario Ministry of Health Public Health Division and Chief medical Officer of Health as required;
- Liaises with appropriate public health agencies as required to augment and coordinate a public health response;
- Provides advice on matters which may adversely affect public health within Simcoe Muskoka;
- Coordinates the response to communicable disease-related emergencies or anticipated epidemics according to ministry of Health and Long Term Care policies;
- Coordinates agency resources to prevent and control the spread of disease during an emergency within Simcoe Muskoka;
- Liaises with Director of Public Utilities or alternate within affected sanitation, maintenance and sanitary facilities;
- Provides for the inspection of evacuation centres, makes recommendations and initiates remedial action in areas of:
 - accommodation standards relating to overcrowding, sewage and waste disposal, monitoring of water supply, air quality, sanitation, and facility layout and operation,
 - food handling, storage, preparation and service,
 - general health and safety involving injury prevention;
- Liaises with local social service agencies on areas of mutual concern regarding evacuation centres including:
 - victim assessment, support and referral,
 - Public health information and community networks;
- Provides inspection and advice in collaboration with municipal representatives within the affected communities regarding the evacuation of residential buildings which pose a public health threat
- Liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance where necessary.
- Provides resource support and consultation to emergency service workers
- Evaluates post-emergency effectiveness and efficiency in the execution of the agency's responsibilities through debriefing sessions and liaison with ECGs from each municipality.

MANAGER OF PUBLIC WORKS

The **Manager of Public Works** is responsible for:

- Providing the CCG with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assigning the Site Manager and informing the CCG;
- Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- Ensuring liaison with the public works representative from the neighbouring municipalities and the County of Simcoe to ensure a coordinated response;
- Ensuring provision of engineering assistance;
- Ensuring construction, maintenance and repair of town roads;
- Procuring equipment for emergency pumping operations.
- Ensuring liaison with Ontario Clean Water Agency concerning municipal water supplies and sanitation services;
- Liaising with Ontario Clean Water Agency and or other municipalities in the provision of emergency potable water supplies;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment as required by any other emergency services;
- Ensuring liaison with the conservation authority (NVCA) regarding flood control, conservation and environmental matters;
- Liaising with the Ministry of Environment (MOE) and Medical Officer of Health.

ONTARIO PROVINCIAL POLICE DETACHMENT COMMANDER

The **Detachment Commander** is responsible for:

- Notifying necessary emergency and community services, as required;
- Establishing a site command post with communications to the EOC;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Establishing the inner perimeter within the emergency area;
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Providing traffic control staff to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Ensuring the protection of life and property and the provision of law and order;
- Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
- Notifying the coroner of fatalities;
- Ensuring liaison with other community, provincial and federal police agencies, as required.

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FIRE CHIEF/COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)

The **Fire Chief** is responsible for:

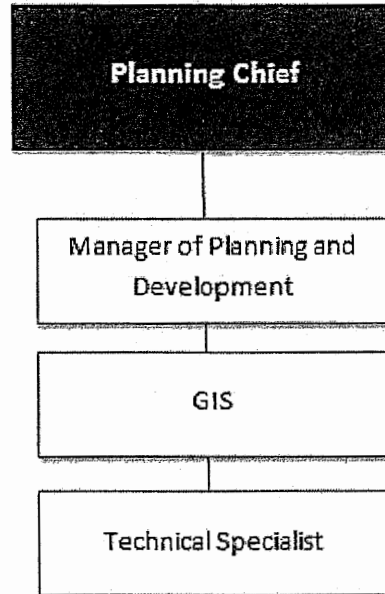
- Activating the emergency notification system through the CEMC or Alternate;
- Providing the CCG with information and advice on firefighting, rescue and matters pertaining to the protection of life and property;
- Assigning the Site Manager and informing the CCG;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Update and provide assistance to the Simcoe County Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determining if additional or special equipment is needed and possible source of supply;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Providing an Emergency Site Manager (ESM) or an (ESSM) as required.

EMERGENCY MEDICAL SERVICES (EMS) REPRESENTATIVE

The **Emergency Medical Services (EMS) Representative** is responsible for:

- Ensuring emergency medical services at the emergency site;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring effective triage at the site and transportation of casualties;
- Advising the CCG if other means of transportation is required for large scale response;
- Liaising with the Ministry of Health and Long Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community
- Ensuring liaison with hospitals;
- Ensuring liaison with the Medical Officer of Health, as required;
- Liaising with the ESM and other agencies.

PLANNING SECTION



The **Planning Chief** has the primary responsibility to collect, collate, seal and retain for secure storage a complete set of incident documentation, including Emergency Operations Centre attendance records, logbook records, logbooks, master event log, incident action plans, documents received from internal/external partners, emails, photos, videos, maps, etc. The Planning Chief is also responsible for the maintenance of the ongoing Incident Action Plan and the chairing of Operational Cycle Meetings.

MANAGER OF PLANNING & DEVELOPING

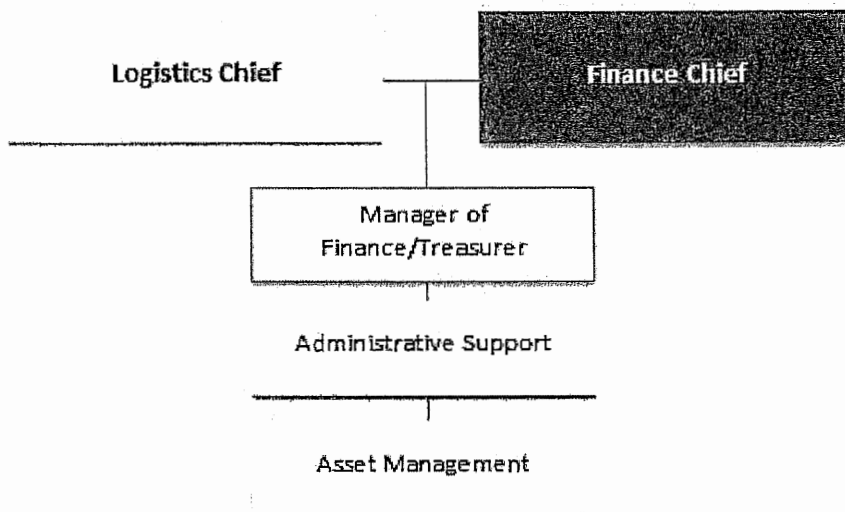
The **Manager of Planning & Development** is responsible for:

- Provide information on municipal map to the CCG;
- Provide zoning or by-law information to the CCG;
- Provide information on terrain and flooding areas to the CCG;
- Provide staff assistance through the Chief Building Official on building infrastructure, site review and structure conditions to the CCG and Emergency Site Manager (ESM).
- Maintain this information for use in the operation centre.
- Ensuring that maps and status boards are kept up to date.

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LOGISTICS & FINANCE

The Township of Essa recognizes that the Logistics and Finance section have similar functionalities, therefore these sections will be categorized together to allow better flow of communication and information sharing.



MANAGER OF FINANCE AND TREASURER

The **Manager of Finance and Treasurer** is responsible for:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighbouring communities;
- Establish a record of expenditures during an emergency
- Ensuring that records of expenses are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all approved invoices and claims incurred during an emergency.
- Ensuring liaison with purchasing agents of the neighbouring communities, if necessary;
- Maintaining a list of all vendors who provide supplies and equipment during the emergency.

CAO'S ADMINISTRATIVE ASSISTANT

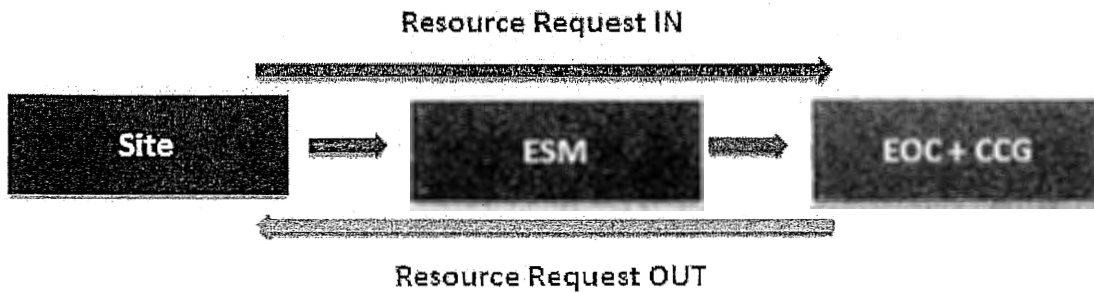
The **CAO's Administrative Assistant** is responsible for:

- Assisting with the recording of important decisions taken by the CCG, as required; and with maps and status boards;
- Providing a process for registering CCG members and maintaining a CCG member list;
- Assisting with the operation and staffing of switchboard at the municipal office or designated building;
- Assuming the responsibilities of the Citizen Inquiry Supervisor if designated as such;
- Assisting with the arranging for printing of material, as required;
- Assisting with the provision of clerical staff to assist in the Emergency Operations Centre, as required;

EMERGENCY SITE MANAGER (ESM)

The selection of the Emergency Site Manager, (ESM) will be made by the municipal Community Control Group, (CCG).

The ESM is designated to coordinate the activities of all agencies within the emergency site. Depending on the nature of the emergency, and once the ESM has been assigned, the CCG relationship with the ESM is to offer support with equipment, staff and other resources, as required.



In some instances, such as a provincially declared emergency, the County of Simcoe Emergency Community Control Group (CSECCG) may appoint an Emergency Site Manager where appropriate. An ESM appointed by the County of Simcoe Emergency Committee Control Group will coordinate and support the activities of the Emergency Site Sector Manager.

Where there are two or more municipalities involved in an emergency, the ESM designated by an area municipal Community Control Group may become the Emergency Site Sector Manager (ESSM) for the area municipality. The ESSM will be responsible for the emergency site of their local municipal jurisdiction. The ESSM appointed by the area municipality Community Control Group will continue to coordinate the Emergency Site within the established perimeter.

Communication from the Emergency Site will primarily flow from the ESSM and the area Emergency Operations Centre EOC. The area Community Control Group may request assistance on behalf of the ESSM through the County of Simcoe Emergency Community Control Group.

RELATIONSHIP BETWEEN ESM & COMMAND AND CONTROL STRUCTURES OF EMERGENCY RESPONDERS

The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the Emergency Site Manager, to coordinate an effective response. Regular briefings will be held at the site and chaired by the Emergency Site Manager. Briefing will review and prioritize the action plan in order to create the most effective and efficient response to the emergency.

EMERGENCY TELECOMMUNICATIONS PLAN

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site(s) and the EOC. Also, communications may be required at various locations such as evacuation centres, or with other agencies.

Emergency Telecommunications consists of telephone, cell phones, fax, intranet, internet, ARES and two-way radio.

Should all telephone communications cease, pre-arranged communications could be obtained from the Police, Fire Stations or alternate municipal buildings maintaining telephone capability.

Communications between the EOC and the other responding agencies may be with the support of a runner. All messages are to be written and logged.

Amateur Radio Emergency Service (ARES) may assist with communication support as required.

Should internet/intranet not be available, ARES can provide data (email) and voice communications.

The primary communication between the EOC, CCG and the Simcoe County EDC, CCG is by internet or intranet.

EMERGENCY INFORMATION PLAN

Upon implementation of this Emergency Response Plan, it will be important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions will be established:

- Emergency Information Officer;
- Community Spokesperson; and
- Citizen Inquiry Supervisor.

An Emergency Information Centre (EIC) will be established under the direction of the Emergency Information Officer. Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the CCG. This area, if established, will be staffed as required by the community spokesperson or emergency information officer.

A Citizen Inquiry Section will be set up as determined by the Community Spokesperson which may be designated under the supervision of the Social Services Representative or other agency and assisted through a Citizen Inquiry Supervisor.

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EMERGENCY INFORMATION OFFICER

The **Emergency Information Officer** reports to the Chief Administrative Officer and is responsible for:

- Establishing a communication link with the Community Spokesperson, the Citizen Inquiry Supervisor and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring that the EIC is set up and staffed, if required;
- Ensuring liaison with the CCG to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
- Ensuring that the following are advised of the telephone number of the media centre:
 - Media;
 - Community Control Group;
 - Community Spokesperson;
 - Police Public Relations Officer;
 - Neighbouring Communities;
 - Citizen Inquiry Supervisor;
 - Any other appropriate persons, agencies or businesses.
- Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
- Ensuring that the media releases are approved by the CAO (in consultation with the mayor) prior to dissemination, and distributing hard copies of the media release to the EIC, the CCG, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;
- Monitoring news coverage, and correcting any erroneous information;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency.

COMMUNITY SPOKESPERSON

The **Community Spokesperson** will be appointed by the Community Control Group and is responsible for:

- Giving interviews on behalf of the Township of Essa's Council;
- Establishing a communication link and regular liaison with the Emergency Information Officer at the EOC;
- Redirecting all inquiries about decisions made by the CCG and about the emergency as a whole, to the Emergency Information Officer;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media.

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CITIZEN INQUIRY SUPERVISOR

The Citizen Inquiry Supervisor is responsible for:

- Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- Informing the Emergency Information Officer of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- Informing the affected emergency services, the CCG and Township switchboards of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- Ensuring liaison with the Emergency Information Officer to obtain current information on the emergency;
- Responding to, and re-directing inquiries and reports from the public based upon information from the Emergency Information Officer. (Such information may be related to school closings, access routes or the location of evacuee centres.);
- Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone number(s);
- Procuring staff to assist, as required.

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Annex A	Locations of Cooling Centres and Emergency Shelters
Annex B1	Emergency Notification Contact Lists <ul style="list-style-type: none">• Community Control Group (CCG)• Office of the Fire Marshal and Emergency Management (OFMEM)• Township Employees• Township Councillors• Surrounding Municipalities• Federal/Provincial Government Representatives
Annex B2	Emergency Notification Contact List, Additional
Annex C	Local Resources List <ul style="list-style-type: none">• Heavy Equipment• Rental Stores• Bus Lines• Building Materials
Annex D	Fire Departments' Inventory
Annex E	Emergency Operations Centre (EOC) Logistics and Inventory
Annex F	Additional Resources and Information <ul style="list-style-type: none">• General Preparedness• Health• Weather• Transportation and Travel
Annex G	Training, Exercises and Public Education Log
Annex H	Hazard Identification Risk Assessment (HIRA)
Annex I	Critical Infrastructure List
Annex J	Township of Essa's By-Laws

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Schedule 'B'

By-law 2016-82

**EMERGENCY PLAN
FOR THE TOWNSHIP OF ESSA,
PURSUANT TO SECTION 3 OF THE EMERGENCY MANAGEMENT ACT,
R.S.O., 1990, Ch. E9, AS AMENDED.**

**TO DESIGNATE A
COMMUNITY EMERGENCY MANAGEMENT CO-ORDINATOR**

WHEREAS the Emergency Management Act, R.S.O. 1990, as amended, requires each municipality to develop, implement and maintain an essential level emergency management program; and

WHEREAS each municipality is required to designate a Community Emergency Management Coordinator;

1. That the Fire Chief be designated as Community Emergency Management Coordinator for the Township of Essa.
2. That the Deputy Fire Chief be designated as Alternate Community Management Coordinator for the Township of Essa.

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Schedule 'C'

By-law 2016-82

**EMERGENCY PLAN
FOR THE TOWNSHIP OF ESSA,
PURSUANT TO SECTION 3 OF THE EMERGENCY MANAGEMENT ACT,
R.S.O., 1990, Ch. E9, AS AMENDED.**

TO ESTABLISH THE COMPOSITION, ORGANIZATION AND OPERATIONAL GUIDELINES
OF THE
COMMUNITY EMERGENCY MANAGEMENT PROGRAM COMMITTEE

The Essa Emergency Management Program Committee is the critical management team that oversees the development, implementation and maintenance of a community's emergency management program.

The committee is comprised of the following members:

- Fire Chief/Community Emergency Management Coordinator or alternate
- Mayor or alternate
- Chief Administrative Officer
- Clerk/Emergency Information Coordinator or alternate
- Ontario Provincial Police – Nottawasaga Detachment Commander or alternate
- Manager of Planning and Development or alternate
- Manager of Public Works or alternate
- Treasurer or alternate
- Manager of Arena/Parks
- Chief Administrative Officer Administrative Assistant or alternate

Additional members may also be called upon from such time as is necessary to provide information or expertise.

The Committee is chaired by the Fire Chief and meets on a quarterly basis or as required. Members of the public may be included in sub-committees that are appointed on an "as needed" basis. These representatives will typically have an in-depth knowledge of a specific hazard or piece of infrastructure.

Agendas are prepared by the Chair.



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Schedule 'D'

By-law 2016-82

**EMERGENCY PLAN
FOR THE TOWNSHIP OF ESSA,
PURSUANT TO SECTION 3 OF THE EMERGENCY MANAGEMENT ACT,
R.S.O., 1990, Ch. E9, AS AMENDED.**

**TO DESIGNATE and IDENTIFY
A COMMUNITY EMERGENCY INFORMATION OFFICER**

WHEREAS the Emergency Management Act, R.S.O. 1990, as amended, requires each municipality to develop, implement and maintain an essential level emergency management program; and

WHEREAS each municipality is required to designate a Community Emergency Information Officer;

1. That the Clerk be designated and identified as Community Emergency Information Officer for the Township of Essa.

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Schedule 'E'

By-law 2016-82

**COMMUNITY PROFILE DOCUMENT
FOR THE TOWNSHIP OF ESSA**

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2022 - xx

A By-law to consolidate the composition, organization and operation of the Emergency Management Program and Emergency Response Plan and to meet other Requirements under the *Emergency Management and Civil Protection Act*.

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 (the "Act") and Ontario Regulation 380/04 (the "Reg") every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer; and

WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery; and

WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community; and

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

Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act, the Reg, and international best practices, including the five components of emergency management, namely: prevention, mitigation, preparedness, response and recovery, and such program shall include:
 - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. public education on risks to public safety and on public preparedness for emergencies; and
 - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and Reg and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the CEMC and the Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, employees and the Emergency Community Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of Township of Essa.
6. **Community Emergency Management Coordinator**
7. The Fire Chief is hereby appointed as the primary community emergency management coordinator (the "CEMC") responsible for the emergency management program for the Town including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
8. The Deputy Fire Chief are hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

Emergency Community Control Group

9. The persons holding the following positions in the municipality shall be members of the Emergency Community Control Group (CCG):
- Mayor of the Township of Essa or alternate.
 - Chief Administrative Officer
 - Manager of Public Works or alternate
 - Manager of Legislative Services/Clerk/Emergency Information Co-ordinator or alternate
 - Ontario Provincial Police – Nottawasaga Detachment Commander, or alternate.
 - Fire Chief /Community Emergency Management Coordinator/CCG Chair or alternate;
 - Manager of Planning & Development or alternate;
 - Treasurer or alternate;
 - Manager of Parks and Recreation or alternate
 - Chief Administrative Officer Administrative Assistant or alternate;

Primary CCG members also make up the Emergency Management Program Committee.

Emergency Operations Centre

10. A primary and an alternate Emergency Operations Centre have been established for use by the CCG in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.

Emergency Information Officer

11. The Township's Manager of Legislative Services/Clerk is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency. A sworn member of Ontario Provincial Police, Nottawasaga Detachment will be appointed by the Detachment Commander to act as the alternate Emergency Information Officer.

Administration

12. The Plan shall be made available to the public for inspection and copying at the Administration Office, 5786 County Road 21 during regular business hours.
13. The Plan, or any amendments to the Plan, shall be submitted to the Office of the Fire Marshal and Emergency Management as identified in the Act.
14. That this By-law repeals By-Law 2016-82 and

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15. That this By-law shall come into full force and effect upon the final passing thereof.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY
PASSED on this the 7th day of December 2022.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

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THE CORPORATION OF THE TOWNSHIP OF
ESSA

EMERGENCY RESPONSE PLAN

2016

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INTRODUCTION

The *Emergency Management Act, R.S.O., 1990, Ch. E.9* defines an emergency as:

A situation or impending situation caused by forces of nature, an accident or an intentional act that constitutes a danger of major proportions to life and property [Section 1].

They therefore affect public safety; meaning the health, welfare and property, as well as the environment and economic health of the Township of Essa.

The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such order as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. [Section 4(1)].

The population of the Township of Essa is 18,505 residents (Statistics Canada 2011 census population).

In order to protect residents, businesses and visitors, the Township of Essa requires a coordinated emergency response by a number of agencies under the direction of the Community Control Group. These are distinct arrangement and procedures from the normal, day-to-day operations carried out by emergency services.

The Township of Essa Emergency Management Committee developed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The response plan has been prepared to provide key officials, agencies and departments of the Township of Essa important emergency response information related to:

- Arrangements, services and equipment; and
- Roles and responsibilities during an emergency.

In addition, it is important that our residents, businesses, and visitors be aware of its provisions. Copies of the Township of Essa Emergency Response Plan may be viewed at the Township Administration Centre or on the [Township of Essa website](#).

For more information, please contact:

Township of Essa, Community Emergency Management Coordinator
Administration Centre
5786 Simcoe County Road 21
Utopia, Ontario, L0M 1T0
(705) 424-5828 or (705) 424-9770

AIM AND PURPOSE

The aim of the Township of Essa Emergency Management program is to incorporate the four principals of emergency management; mitigation, preparedness, response and recovery in an effort to create a disaster resilient community.

The aim of this response plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Township of Essa when faced with an emergency.

The plan enables a centralized controlled and coordinated response to emergencies in the Township of Essa, and complies with the legislated requirements of the Emergency Management Act and was adopted by By-Law of the Corporation of the Township of Essa.

AUTHORITY

The *Emergency Management Act (EMA)* is the legal authority for this emergency response plan in Ontario.

The Emergency Management Act, R.S.O., 1990, Ch. E.9, as amended states that:

“Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan.” [Section 3 (1)]

“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.” [Section 4 (1)]

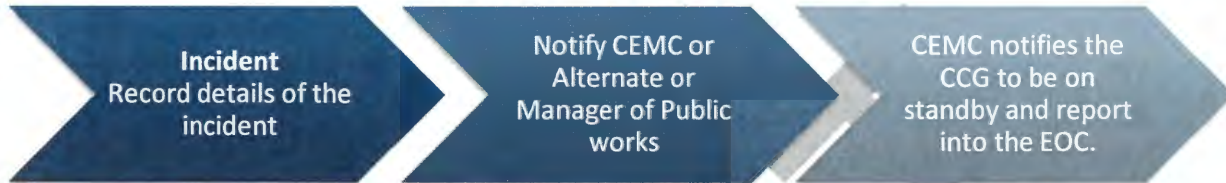
As enabled by the *Emergency Management Act*, this emergency response plan and its’ elements have been:

- Issued under the authority of *Township of Essa By-law # 2016-82* ; and
- Filed with Office of the Fire Marshal and Emergency Management (OFMEM), Ministry of Community Safety and Correctional Services.

EMERGENCY NOTIFICATION PROCEDURES

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the Township of Essa Community Emergency Management Coordinator (CEMC) or Alternate CEMC or thirdly the CAO/Manager of Public Works to request that the notification system be activated.

Upon receipt of the warning, the CEMC or alternate will notify members of the Community Control Group (CCG).



The content of the messages transferred during Emergency Notification procedures will be standardized and as a brief as possible, and include the following:

1. Reason for the call: describe (pending or potential) emergency situation
2. Status of notification "SUPPORT", "ALERT" OR "CALL TO ASSEMBLE"
3. Location of the Emergency Operation Centre (EOC) or meeting room
4. Special precautions to take (routes to EOC or meeting room, hazards, health risk, etc.)
5. Reminder and instructions concerning notification status
6. Request to repeat message to ensure information is understood

Where a threat of an impending emergency exists, the CCG will be notified and placed on standby

Upon being notified, it is the responsibility of all CCG officials to report to the Emergency Operations Centre and notify their staff and volunteer organizations.

DECLARATION OF AN EMERGENCY

The Mayor or Acting Mayor of the Township of Essa, as the Head of Council, is responsible for declaring an emergency. This decision is usually made in consultation with other members of the CCG.

Upon declaring an emergency, the Mayor will notify:

- Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services;
- Township Council;
- County Warden, as appropriate;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

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REQUESTS FOR ASSISTANCE

REGIONAL ASSISTANCE

Assistance may be requested from the County of Simcoe at any time. The request shall not be deemed to be a request that the county assume authority and control of the emergency.

PROVINCIAL ASSISTANCE

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Office of the Fire Marshal and Emergency Management's Provincial Emergency Operations Centre.

TERMINIATING AN EMERGENCY

A community emergency may be terminated at any time by:

- Mayor or Acting Mayor; or
- Township Council; or
- Premier of Ontario.

When terminating an emergency, the Mayor will notify:

- Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services;
- Township Council;
- County Warden, as appropriate;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).
- Other agencies, groups and volunteers notified or operational during the emergency.

EMERGENCY COMMUNITY CONTROL GROUP

The emergency response will be directed and controlled by the Community Control Group (CCG) a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community.

The CCG consists of the following officials:

- Mayor of the Township of Essa, or alternate;
- Chief Administrative Officer
- Manager of Public Works, or alternate;
- Clerk /Emergency Information Coordinator, or alternate;
- Ontario Provincial Police - Nottawasaga Detachment Commander, or alternate;
- Fire Chief / Community Emergency Management Coordinator/CCG Chair, or alternate;
- Manager of Planning & Development, or alternate;
- Treasurer;
- Arena / Parks Manager;
- Chief Administrative Officer Administrative Assistant or alternate;

**Primary CCG members also make up the Emergency Management Program Committee.

- Additional personnel called or consulted to the CCG may include:
 - County of Simcoe CEMC or alternate
 - Ontario Clean Water Representative;
 - Enbridge Gas Representative;
 - Medical Officer of Health, or alternate;
 - Social Services Representative, or alternate;
 - Emergency Medical Services (EMS), or alternate;
 - Local electrical utility representative, or alternate, if required or available;
 - Office of the Fire Marshal and Emergency Management Representative;
 - Nottawasaga Valley Conservation Authority Representative;
 - Liaison staff from provincial ministries;
 - Any other officials, experts or representatives from the public or private sector as deemed necessary by the CCG.

The CCG may function with only a limited number of persons depending upon the emergency. While the CCG may not require the presence of all the people listed as members of the control group, all members of the CCG must be notified.

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COMMUNITY CONTROL GROUP RESPONSIBILITIES

The primary responsibility of Community Control Group is to implement the Emergency Plan during an emergency and to provide advice and assistance to the head of Council in carrying out his/her duties under the Emergency Response Plan.

The CCG will coordinate the acquisition of additional resources. Decisions to ration resources if required will be made by the CCG and will be based on a priority of need. Equipment assigned by the CCG will be under the control of the ESM or ESSM or the EOC.

During Emergency operations the CCG is responsible to cooperate and support other area municipalities by working closely with their Emergency Community Control Group.

During an emergency involving regional or county services the Essa Community Control Group will work closely with the County of Simcoe Emergency Community Control Group and provide support throughout the declared emergency.

The members of the Community Control Group (CCG) are responsible for the following actions or decisions:

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the CCG are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the township as an emergency area;
- Ensuring that an Emergency Site Manager (ESM) is appointed;
- Ensuring support to the ESM by offering equipment, staff and resources, as required;
- Ensuring the evacuation shelter is activated for inhabitants considered to be in danger;
- Assisting in discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Coordinator and Citizen Inquiry Supervisor, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;

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- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Chief Administrative Officer within one week of the termination of the emergency, as required;
- Participating in the debriefing following the emergency;
- Provide updates to the County of Simcoe Community Control Group;
- Request additional assistance from the County of Simcoe Community Control Group as required;
- Liaise and provide assistance to the County of Simcoe Community Control Group for County declared emergencies and disaster.

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OPERATING CYCLE

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The Chief Administrative Officer (CAO) will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities.

Six components of a CCG meeting:

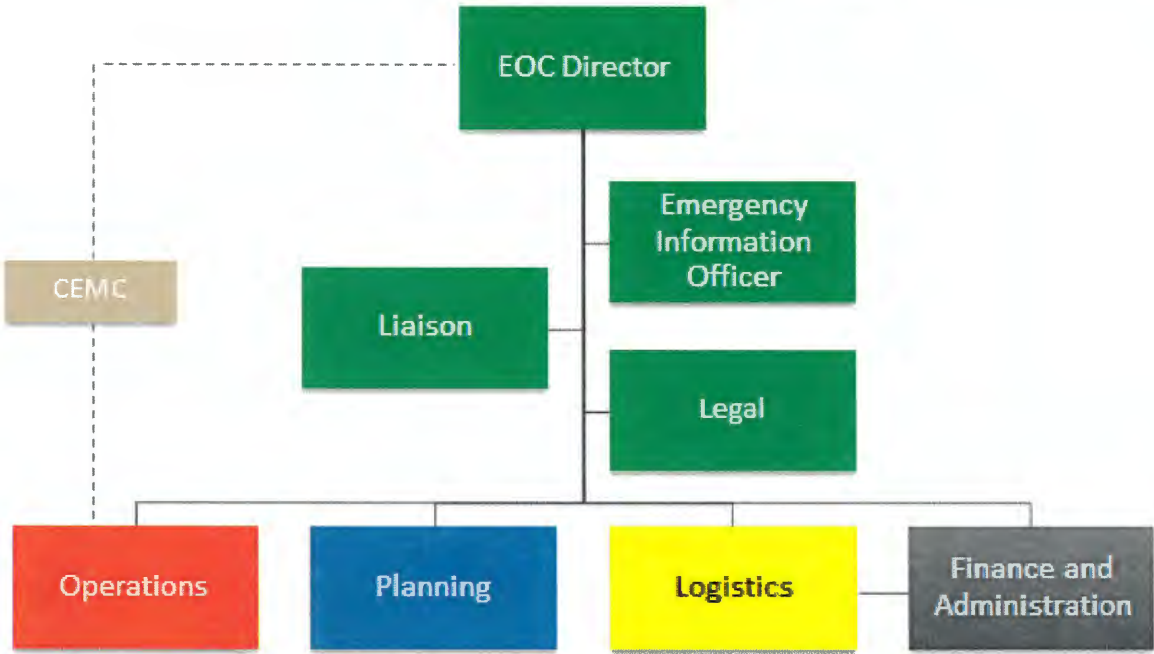
1. **An assessment and prognosis of the situation:**
 - i. What is happening?
 - ii. What is required?
2. **The establishment of priorities:**
 - i. What is important?
 - ii. What can be done in a timely manner?
 - iii. What are the alternatives?
3. **The setting of objectives.**
4. **The determination of an action plan:**
 - i. Who does what?
 - ii. What task is required?
 - iii. What is the reasonable timeframe?
5. **Timelines for the implementation of assigned tasks.**
6. **Monitoring and reporting.** Coordination, briefings and recording of assignments are important strategies in ensuring consistent and effective efforts are being followed in compliance with the group’s decisions.



When a meeting ends, each member of the CCG will carry out their assigned task/objective and gather information for the next scheduled meeting.

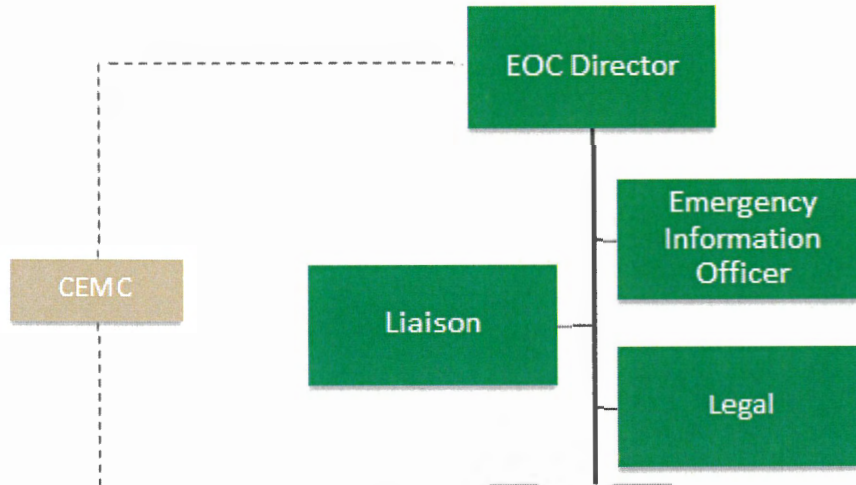
EMERGENCY RESPONSE USING INCIDENT MANAGEMENT SYSTEM (IMS)

The Township of Essa Emergency Management System is based upon the Provincial Incident Management System. Individual CCG members with the appropriate training and knowledge will assume the following roles and responsibilities during the emergency situation. Roles will be filled as appropriate to the emergency situation. As a result, not all roles may be filled in a small-scale emergency and/or individuals may take on dual functionalities to support the incident. In this situation, responsibilities remain with the EOC Director or Section Chief as appropriate, until delegated. All members of the CCG are to report to the EOC Director.



COMMAND

The Command Team is responsible for the oversight of managing the Emergency Operations Centre. The EOC director has an EIO, Liaison and Legal chiefs to advise him/her in decision making and leadership.



EOC DIRECTOR – CHIEF ADMINISTRATION OFFICER

The **Chief Administrative Officer** is responsible for:

- Activating the emergency notification system through the CEMC or Alternate;
- Ensuring liaison with the Nottawasaga OPP detachment regarding security arrangements for the EOC;
- As the Operations Officer, coordinating all operations within the Emergency Operations Centre, including the scheduling and chairing of regular meetings;
- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Coordinator, in consultation with the CCG;
- Ensuring that a communication link is established between the CCG and the Emergency Site Manager (ESM);
- Requesting assistance from neighbouring municipalities or the County of Simcoe;
- Appointing persons to perform various support group functions should the Emergency warrant;
- Calling out additional town staff to provide assistance, as required.

LEGAL SERVICES REPRESENTATIVE

The **Legal Services Representative** is responsible for:

- Providing advice to any member of the Community Control Group on matters of a legal nature as they may apply to the actions of the Township of Essa in its response to the emergency, as requested.

EMERGENCY INFORMATION OFFICER - CLERK

The **Clerk** is responsible for:

- Assisting the Chief Administrative Officer, as required;
- Initiating the opening, operation and staffing of switchboard at the township offices, as the situation dictates, and ensuring operators are informed of CCG members' telephone numbers in the EOC;
- Arranging for printing of material, as required;
- Coordinating the provision of clerks staff to assist in the Emergency operations Centre, as required;
- Procuring staff to assist, as required;
- Upon direction by the Mayor, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Mayor, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings.
- Ensuring all important decisions made and actions taken by the CCG are recorded;
- Securing and storing documents of all activities and events of the CCG during the emergency.

The Clerk for the Township of Essa will act as the **Emergency Information Officer** during an emergency. The Emergency Information Officer is responsible for the dissemination of news and information to the media for the public.

TELECOMMUNICATIONS COORDINATOR

The **Telecommunications Coordinator** reports to the GEMC and is responsible for:

- Initiating the necessary action to ensure the telephone system at the community offices functions as effectively as possible, as the situation dictates;
- Ensuring that the emergency communications centre is properly equipped and working;
- Maintaining an inventory of community and private sector communications equipment and facilities within the community, which could, in an emergency, be used to augment existing communications systems;
- Making arrangements to acquire additional communications resources during an emergency.

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COMMUNITY SPOKESPERSON – MAYOR OR ACTING MAYOR

The **Mayor or Acting Mayor** is responsible for:

- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;
- Declaring that the emergency has terminated (Note: Council may also terminate the emergency);
- Notifying the Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency;
- Notifying the public of the declaration and termination of an Emergency
- Notifying the County of Simcoe of the declaration and termination of an Emergency;
- Ensuring the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation;
- Taking such action or making such orders as are deemed necessary and are not contrary to law to implement the Emergency Plan and to protect property and the health, safety and welfare of the inhabitants and visitors of the Emergency area;
- Will act as the community spokesperson or assign a designate.

LIAISON - ARENA/PARKS MANAGER

The **Arena / Parks Manager** is responsible for:

- Opening of evacuation centres in collaboration with County of Simcoe social services;
- Liaison with County of Simcoe social services, Red Cross, St. John's Ambulance, Salvation Army, Simcoe Muskoka District Health Unit and other organizations regarding the establishment and operation of the evacuation and reception centres;
- Provide staff to evacuation centres for maintenance purposes;
- Assisting in procurement of emergency supplies for the operation of the evacuation centre or reception site;
- Maintaining records and testing of the emergency power system to the primary evacuation/reception area.

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THE COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)

The **CEMC** is responsible for:

- Activating the emergency notification system and ensuring all members of the CCG are notified;
- Activating and arranging the EOC;
- Ensuring that security is in place for the EOC and registration of CCG members;
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervising the Telecommunications Coordinator;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross and County of Simcoe CEMC);
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keeping CCG informed of implementation needs;
- Providing a process for registering CCG members and maintaining a CCG members list;
- Supervise the maintenance of the records and logs with the assistance of the Clerk and CAO's Administrative Assistant for the purpose of debriefings and post-emergency reporting.

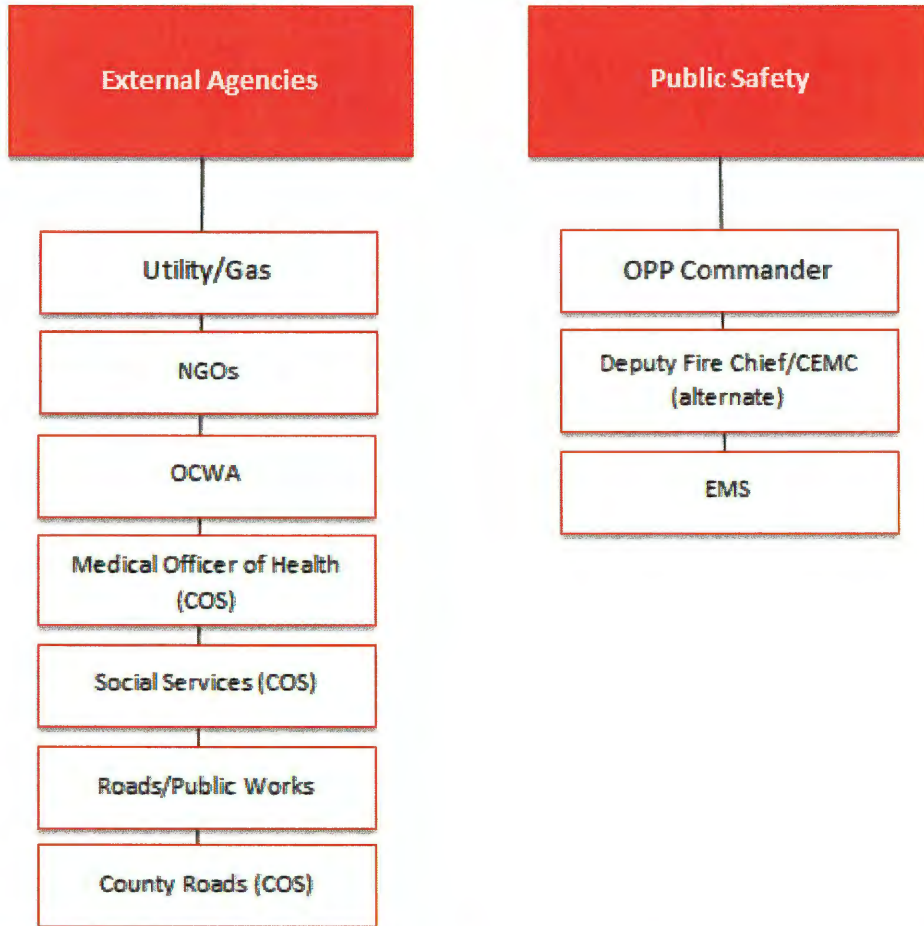
The **CEMC** also acts an advisor to both the EOC Director and the Operations Section Chief.

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OPERATIONS SECTION

The Operations Section has been further divided into two distinct branches: External Agencies and Public Safety in order to maintain a reasonable scope of responsibility for each Branch Chief.



The External Agencies Branch is considered additional staff to support the CCG. Depending on the nature of the incident, External Agency Units will be activated as appropriate by the EOC Director or CEMC.

UTILITY REPRESENTATIVE – HYDRO ONE, POWERSTREAM, INNISFIL HYDRO

The **Utility Representative of Hydro One, PowerStream, Innisfil Hydro** is responsible for:

- Monitoring the status of power outages and customers without services
- Providing updates on power outages, as required;
- Ensuring liaison with the public works / fire department representative;
- Providing other temporary power measures for essential services;
- Providing a representative to the Emergency Operations Centre if required.

ONTARIO CLEAN WATER AGENCY (OCWA)

OCWA is responsible for:

- Ensuring the maintenance of sanitary sewage and water systems;
- Ensuring liaison with the fire chief concerning emergency water supplies for firefighting purposes;
- Discontinuing any public works service, as required, and restoring these services when appropriate;
- Maintaining emergency equipment;
- Arranging alternate potable water supply through private or public means;
- Providing a representative to the Emergency Operations Centre if required.

ENBRIDGE GAS

Enbridge Gas is responsible for:

- Providing expertise regarding natural gas;
- Discontinuing any natural gas service, as required, and restoring these services when appropriate;
- Depending on the nature of the emergency assigning a representative to the emergency site to liaison with the ESM.
- Providing a representative to the Emergency Operations Centre if required.

COUNTY BOARD OF EDUCATION AND SEPARATE SCHOOL BOARD

The **County Board of Education and the Separate School Board** are responsible for:

- Providing any school (as appropriate and available) for use as an evacuation or reception centre and a representative(s) to co-ordinate the maintenance, use and operation of the facilities being utilized as evacuation or reception centres;
- Ensuring liaison with the municipality as to protective actions to the schools (i.e., implementing school stay in place procedure and implementing the school evacuation procedure.

SENIOR SOCIAL SERVICES REPRESENTATIVE

The **Senior Social Services Representative** responsibilities are outlined in the County of Simcoe Emergency Response Plan.

OTHER AGENCIES

In an emergency, many agencies may be required to work with the Community Control Group. They might include Office of the Fire Marshal and Emergency Management (OFMEM), the Nottawasaga Conservation Authority, the Office of the Fire Marshal, volunteer groups and provincial ministries.

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MEDICAL OFFICER OF HEALTH

The **Medical Officer of Health** is responsible for:

- Activates and terminates the Simcoe Muskoka County District Health Unit Emergency Response Plan and Emergency Notification System;
- MOH has responsibility to chair or delegate chair responsibilities of the Emergency Control Group at the health unit EOC;
- Assigned AMOH or covering MOH, assumes the role of MOH at the health unit EOC in the absence of the MOH;
- Coordinates public health services with municipal EOC's, emergency and support services and other responding agencies;
- Provides an on-site manager if required and attends the site command post as necessary.
- Liaises with Ontario Ministry of Health Public Health Division and Chief medical Officer of Health as required;
- Liaises with appropriate public health agencies as required to augment and coordinate a public health response;
- Provides advice on matters which may adversely affect public health within Simcoe Muskoka;
- Coordinates the response to communicable disease-related emergencies or anticipated epidemics according to ministry of Health and Long Term Care policies;
- Coordinates agency resources to prevent and control the spread of disease during an emergency within Simcoe Muskoka;
- Liaises with Director of Public Utilities or alternate within affected sanitation, maintenance and sanitary facilities;
- Provides for the inspection of evacuation centres, makes recommendations and initiates remedial action in areas of:
 - accommodation standards relating to overcrowding, sewage and waste disposal, monitoring of water supply, air quality, sanitation, and facility layout and operation,
 - food handling, storage, preparation and service,
 - general health and safety involving injury prevention;
- Liaises with local social service agencies on areas of mutual concern regarding evacuation centres including:
 - victim assessment, support and referral,
 - Public health information and community networks;
- Provides inspection and advice in collaboration with municipal representatives within the affected communities regarding the evacuation of residential buildings which pose a public health threat
- Liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance where necessary.
- Provides resource support and consultation to emergency service workers
- Evaluates post-emergency effectiveness and efficiency in the execution of the agency's responsibilities through debriefing sessions and liaison with ECGs from each municipality.

MANAGER OF PUBLIC WORKS

The **Manager of Public Works** is responsible for:

- Providing the CCG with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assigning the Site Manager and informing the CCG;
- Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- Ensuring liaison with the public works representative from the neighbouring municipalities and the County of Simcoe to ensure a coordinated response;
- Ensuring provision of engineering assistance;
- Ensuring construction, maintenance and repair of town roads;
- Procuring equipment for emergency pumping operations.
- Ensuring liaison with Ontario Clean Water Agency concerning municipal water supplies and sanitation services;
- Liaising with Ontario Clean Water Agency and other municipalities in the provision of emergency potable water supplies;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment as required by any other emergency services;
- Ensuring liaison with the conservation authority (NVCA) regarding flood control, conservation and environmental matters;
- Liaising with the Ministry of Environment (MOE) and Medical Officer of Health.

ONTARIO PROVINCIAL POLICE DETACHMENT COMMANDER

The **Detachment Commander** is responsible for:

- Notifying necessary emergency and community services, as required;
- Establishing a site command post with communications to the EOC;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- Establishing the inner perimeter within the emergency area;
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Providing traffic control staff to facilitate the movement of emergency vehicles;
- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Ensuring the protection of life and property and the provision of law and order;
- Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
- Notifying the coroner of fatalities;
- Ensuring liaison with other community, provincial and federal police agencies, as required.

FIRE CHIEF/COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (CEMC)

The **Fire Chief** is responsible for:

- Activating the emergency notification system through the CEMC or Alternate;
- Providing the CCG with information and advice on firefighting, rescue and matters pertaining to the protection of life and property;
- Assigning the Site Manager and informing the CCG;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Update and provide assistance to the Simcoe County Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;
- Determining if additional or special equipment is needed and possible source of supply;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-firefighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Providing an Emergency Site Manager (ESM) or an (ESSM) as required.

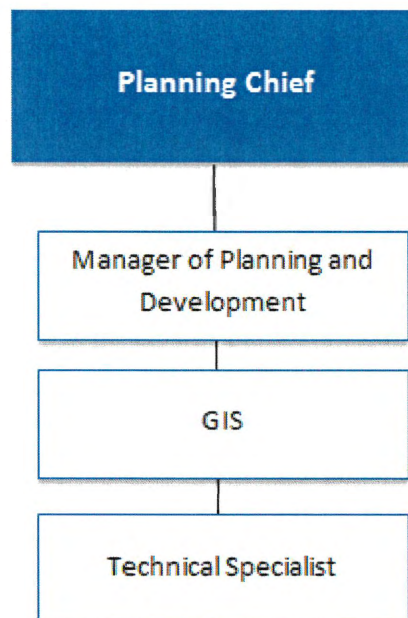
EMERGENCY MEDICAL SERVICES (EMS) REPRESENTATIVE

The **Emergency Medical Services (EMS) Representative** is responsible for:

- Ensuring emergency medical services at the emergency site;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS from other municipalities for support, if required;
- Ensuring effective triage at the site and transportation of casualties;
- Advising the CCG if other means of transportation is required for large scale response;
- Liaising with the Ministry of Health and Long Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community
- Ensuring liaison with hospitals;
- Ensuring liaison with the Medical Officer of Health, as required;
- Liaising with the ESM and other agencies.

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PLANNING SECTION



The **Planning Chief** has the primary responsibility to collect, collate, seal and retain for secure storage a complete set of incident documentation, including Emergency Operations Centre attendance records, logbook records, logbooks, master event log, incident action plans, documents received from internal/external partners, emails, photos, videos, maps, etc. The Planning Chief is also responsible for the maintenance of the ongoing Incident Action Plan and the chairing of Operational Cycle Meetings.

MANAGER OF PLANNING & DEVELOPING

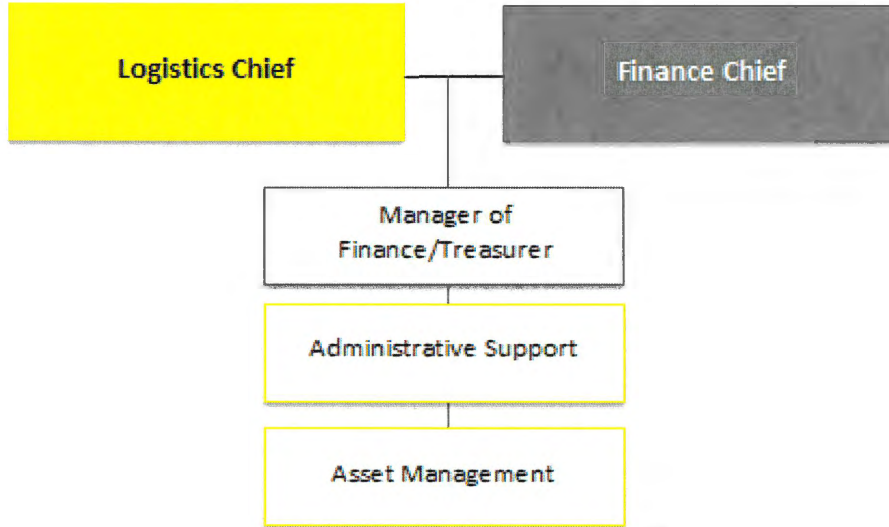
The **Manager of Planning & Development** is responsible for:

- Provide information on municipal map to the CCG;
- Provide zoning or by-law information to the CCG;
- Provide information on terrain and flooding areas to the CCG;
- Provide staff assistance through the Chief Building Official on building infrastructure, site review and structure conditions to the CCG and Emergency Site Manager (ESM).
- Maintain this information for use in the operation centre.
- Ensuring that maps and status boards are kept up to date.

6a

LOGISTICS & FINANCE

The Township of Essa recognizes that the Logistics and Finance section have similar functionalities, therefore these sections will be categorized together to allow better flow of communication and information sharing.



MANAGER OF FINANCE AND TREASURER

The **Manager of Finance and Treasurer** is responsible for:

- Providing information and advice on financial matters as they relate to the emergency;
- Ensuring liaison, if necessary, with the Treasurers/Directors of Finance of neighbouring communities;
- Establish a record of expenditures during an emergency
- Ensuring that records of expenses are maintained for future claim purposes;
- Ensuring the prompt payment and settlement of all approved invoices and claims incurred during an emergency.
- Ensuring liaison with purchasing agents of the neighbouring communities, if necessary;
- Maintaining a list of all vendors who provide supplies and equipment during the emergency.

CAO'S ADMINISTRATIVE ASSISTANT

The **CAO's Administrative Assistant** is responsible for:

- Assisting with the recording of important decisions taken by the CCG, as required; and with maps and status boards;
- Providing a process for registering CCG members and maintaining a CCG member list;
- Assisting with the operation and staffing of switchboard at the municipal office or designated building;
- Assuming the responsibilities of the Citizen Inquiry Supervisor if designated as such;
- Assisting with the arranging for printing of material, as required;
- Assisting with the provision of clerical staff to assist in the Emergency Operations Centre, as required;

EMERGENCY SITE MANAGER (ESM)

The selection of the Emergency Site Manager, (ESM) will be made by the municipal Community Control Group, (CCG).

The ESM is designated to coordinate the activities of all agencies within the emergency site. Depending on the nature of the emergency, and once the ESM has been assigned, the CCG relationship with the ESM is to offer support with equipment, staff and other resources, as required.



In some instances, such as a provincially declared emergency, the County of Simcoe Emergency Community Control Group (CSECCG) may appoint an Emergency Site Manager where appropriate. An ESM appointed by the County of Simcoe Emergency Committee Control Group will coordinate and support the activities of the Emergency Site Sector Manager.

Where there are two or more municipalities involved in an emergency, the ESM designated by an area municipal Community Control Group may become the Emergency Site Sector Manager (ESSM) for the area municipality. The ESSM will be responsible for the emergency site of their local municipal jurisdiction. The ESSM appointed by the area municipality Community Control Group will continue to coordinate the Emergency Site within the established perimeter.

Communication from the Emergency Site will primarily flow from the ESSM and the area Emergency Operations Centre EOC. The area Community Control Group may request assistance on behalf of the ESSM through the County of Simcoe Emergency Community Control Group.

RELATIONSHIP BETWEEN ESM & COMMAND AND CONTROL STRUCTURES OF EMERGENCY RESPONDERS

The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the Emergency Site Manager, to coordinate an effective response. Regular briefings will be held at the site and chaired by the Emergency Site Manager. Briefing will review and prioritize the action plan in order to create the most effective and efficient response to the emergency.

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EMERGENCY TELECOMMUNICATIONS PLAN

Upon implementation of the Emergency Response Plan, it will be important to ensure that communications are established between the emergency site(s) and the EOC. Also, communications may be required at various locations such as evacuation centres, or with other agencies.

Emergency Telecommunications consists of telephone, cell phones, fax, intranet, internet, ARES and two-way radio.

Should all telephone communications cease, pre-arranged communications could be obtained from the Police, Fire Stations or alternate municipal buildings maintaining telephone capability.

Communications between the EOC and the other responding agencies may be with the support of a runner. All messages are to be written and logged.

Amateur Radio Emergency Service (ARES) may assist with communication support as required.

Should internet/intranet not be available, ARES can provide data (email) and voice communications.

The primary communication between the EOC, CCG and the Simcoe County EDC, CCG is by internet or intranet.

EMERGENCY INFORMATION PLAN

Upon implementation of this Emergency Response Plan, it will be important to co-ordinate the release of accurate information to the news media, issue authoritative instructions to the public, and respond to or redirect individual requests for, or reports on, information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions will be established:

- Emergency Information Officer;
- Community Spokesperson; and
- Citizen Inquiry Supervisor.

An Emergency Information Centre (EIC) will be established under the direction of the Emergency Information Officer. Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site, as decided by the CCG. This area, if established, will be staffed as required by the community spokesperson or emergency information officer.

A Citizen Inquiry Section will be set up as determined by the Community Spokesperson which may be designated under the supervision of the Social Services Representative or other agency and assisted through a Citizen Inquiry Supervisor.

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EMERGENCY INFORMATION OFFICER

The **Emergency Information Officer** reports to the Chief Administrative Officer and is responsible for:

- Establishing a communication link with the Community Spokesperson, the Citizen Inquiry Supervisor and any other media coordinator(s) (i.e. provincial, federal, private industry, etc.) involved in the incident, ensuring that all information released to the media and public is timely, full and accurate;
- Ensuring that the EIC is set up and staffed, if required;
- Ensuring liaison with the CCG to obtain up-to-date information for media releases, co-ordinate individual interviews and organize press conferences;
- Ensuring that the following are advised of the telephone number of the media centre:
 - Media;
 - Community Control Group;
 - Community Spokesperson;
 - Police Public Relations Officer;
 - Neighbouring Communities;
 - Citizen Inquiry Supervisor;
 - Any other appropriate persons, agencies or businesses.
- Providing direction and regular updates to the Citizen Inquiry Supervisor to ensure that the most accurate and up-to-date information is disseminated to the public;
- Ensuring that the media releases are approved by the CAO (in consultation with the mayor) prior to dissemination, and distributing hard copies of the media release to the EIC, the CCG, Citizen Inquiry Supervisor and other key persons handling inquiries from the media;
- Monitoring news coverage, and correcting any erroneous information;
- Maintaining copies of media releases and newspaper articles pertaining to the emergency.

COMMUNITY SPOKESPERSON

The **Community Spokesperson** will be appointed by the Community Control Group and is responsible for:

- Giving interviews on behalf of the Township of Essa's Council;
- Establishing a communication link and regular liaison with the Emergency Information Officer at the EOC;
- Redirecting all inquiries about decisions made by the CCG and about the emergency as a whole, to the Emergency Information Officer;
- Coordinating media photograph sessions at the scene when necessary and appropriate;
- Coordinating on-scene interviews between the emergency services personnel and the media.

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CITIZEN INQUIRY SUPERVISOR

The **Citizen Inquiry Supervisor** is responsible for:

- Establishing a Citizen Inquiry Service, including the appointment of personnel and designation of telephone lines;
- Informing the Emergency Information Officer of the establishment of the Citizen Inquiry Service and designated telephone number(s);
- Informing the affected emergency services, the CCG and Township switchboards of the establishment of the Citizen Inquiry Service and designated telephone numbers;
- Ensuring liaison with the Emergency Information Officer to obtain current information on the emergency;
- Responding to, and re-directing inquiries and reports from the public based upon information from the Emergency Information Officer. (Such information may be related to school closings, access routes or the location of evacuee centres.);
- Responding to and redirecting inquiries pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the appropriate emergency service;
- Responding to and redirecting inquiries pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone number(s);
- Procuring staff to assist, as required.

DRAFT

Annex A	Locations of Cooling Centres and Emergency Shelters
Annex B1	Emergency Notification Contact Lists <ul style="list-style-type: none">• Community Control Group (CCG)• Office of the Fire Marshal and Emergency Management (OFMEM)• Township Employees• Township Councillors• Surrounding Municipalities• Federal/Provincial Government Representatives
Annex B2	Emergency Notification Contact List, Additional
Annex C	Local Resources List <ul style="list-style-type: none">• Heavy Equipment• Rental Stores• Bus Lines• Building Materials
Annex D	Fire Departments' Inventory
Annex E	Emergency Operations Centre (EOC) Logistics and Inventory
Annex F	Additional Resources and Information <ul style="list-style-type: none">• General Preparedness• Health• Weather• Transportation and Travel
Annex G	Training, Exercises and Public Education Log
Annex H	Hazard Identification Risk Assessment (HIRA)
Annex I	Critical Infrastructure List
Annex J	Township of Essa's By-Laws



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: FD006-22

DATE: December 7, 2022

TO: Committee of the Whole

FROM: D Burgin, Fire Chief

SUBJECT: Approval of the Memorandum of Understanding for the Provisions of Special Operations Services

RECOMMENDATION

That Staff Report FD001-22 be received; and

That Council authorize the Mayor and Clerk to enter into the Memorandum of Understanding for the Provision of Special Operations Services with the Barrie Fire and Emergency Services

BACKGROUND

The Essa Fire Department and the Township has, for many years, maintained an agreement with the Barrie Fire and Emergency Services to provide technical rescue services that are outside and over and above the normal mutual aid agreements in place within the County of Simcoe.

COMMENTS AND CONSIDERATIONS:

The Simcoe County Mutual Aid Agreement is a reciprocal mutual aid agreement for fundamental fire service delivery on a no cost recovery basis and does not include the provisions of technical rescue services for the purpose of this agreement.

The City of Barrie through the Barrie Fire and Emergency Services has the ability to provide technical rescue services to other County Municipalities on a cost recovery basis. This allows the municipalities in the County, that do not have this capability currently, to call upon Barrie Fire and Emergency Services should the need arise. The five disciplines that Barrie Fire and Emergency Services is prepared to provide assistance with are: High/Low Angle Rescue, Confined Space Rescue, Trench Rescue, Ice/Water Rescue and Hazardous Materials to Technician level.

Essa Fire currently operates at the awareness level for some of these disciplines and/or does not have the currently capability to manage these types of incidents without special assistance, such as provided by the Barrie Fire and Emergency Services.

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FINANCIAL IMPACT:

The Municipality must pay an annual stand-by fee to the City of Barrie for the Provisions of Technical Rescue Services. Payment shall be in accordance with the table below and be payable on January 30th every year during this agreement. The stand-by fee will be included in the fire services annual operating budget as it has been for many years previous.

Year	Stand-By Fee
2022	\$5,000.00
2023	\$5,100.00
2024	\$5,200.00
2025	\$5,300.00
2026	\$5,400.00
2027	\$5,500.00

The Municipality shall further pay to the City of Barrie all costs associated with the deployment of the Barrie Fire and Emergency Services in response to the technical rescues selected within the geographical limits of the Municipality. Costs shall be in accordance with the current City of Barrie Fees By-Law at the time of activation.

The Essa Township Fees By-Law, under Fire Department fees, provides provisions for the Township to recover costs associated with the deployment services provided under the Memorandum of Understanding with the City of Barrie

Manager of Finance Approval:

SUMMARY/OPTIONS

Council may:

1. Take no action
2. **Authorize the Fire Chief to proceed with the Memorandum of Understanding for the Provisions of Special Operations Services**
3. Request other options be explored

CONCLUSION

Option 2 is recommended by the Fire Chief.

Respectfully submitted:

Doug Burgin

Doug Burgin
Fire Chief

Reviewed by:

Colleen Healey-Dowdall
CAO

Attachments: Fees By-law 2013-28

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SCHEDULE OF FEES

Schedule "A" to By-law 2013-28 as amended

FIRE DEPARTMENT FEES	
Use of specialized equipment, heavy equipment or other services for the purpose of fire extinguishment, fire investigation, specialized rescue, CBRNE, HAZMAT and specialized response of emergency services or companies.cost of equipment and services
Indemnification Technology ®	Current MTO Rates per vehicle and personnel/hour plus any costs to the Fire Department or the Township of Essa for each and every call.

POLICE DEPARTMENT FEES	
The following fees are administered by the Nottawasaga Detachment of the Ontario Provincial Police (O.P.P.), under the Nottawasaga Police Services Board False Alarms Policy. All fees are payable to the Nottawasaga Police Services Board.	
False Alarms/Automatic Alarms no charge
First false alarm in any calendar year no charge
Second false alarm in any calendar year no charge
Third false alarm in any calendar year \$100.00
Fourth false alarm in any calendar year \$200.00
Fifth false alarm in any calendar year \$300.00
Sixth false alarm in any calendar year	Notice of suspension of service will be issued for the remainder of the calendar year.

ga

October 6, 2022

By Email & Mail

Mrs. C. Healey-Dowdall
 Chief Administrative Officer
 Township of Essa
 5786 County Road 21
 Utopia ON L0M 1T0

Dear Mrs. Healey-Dowdall:

Project No: 60118255.0000

**Regarding: Township of Essa
 BRIARWOOD ANGUS SUBDIVISION – Briarwood (Angus) Ltd. - Plan 51M-1220
 Security Reduction # 1**

Further to the request of the Developer's Engineer, we herein provide our recommendation for the reduction in Securities for the Briarwood Angus Subdivision.

• **Security Reduction**

The Total Estimated Cost of Work for Briarwood Angus Subdivision is \$7,156,940.37. The current securities posted under Section "F" of the Subdivision Agreement by Briarwood (Angus) Ltd. is in the value of **\$3,998,272.00** as per an email of September 21, 2022 from Rob Rosilius, the Deputy Treasurer. With the passing of BY-LAW No. 2022-46 on September 7, 2022 [Certificate of Substantial Completion and Acceptance (Underground Works)], and based on our review, in accordance with Section 2.8, Reduction of Securities; we herein provide a breakdown of our recommendations for the securities to be released by the Township.

3.7.2.1	Installed works to date	\$4,325,467.78 *
	Less the sum of:	
3.7.2.2.1	5% of total estimated Cost of Underground Works as Maintenance Holdback	\$179,918.22
3.7.2.2.2	10% of total estimated Cost of Aboveground Works as Maintenance Holdback	\$355,857.60
3.7.2.2.3	5% of total installed Underground Works to date as Security Holdback	\$169,531.68
3.7.2.2.4	10% of total installed Aboveground Works to date as Security Holdback	\$93,483.42
3.7.2.2.5	Sum of Previous Reduction in Securities	\$3,681,800.52
3.7.2.2.6	Any Increase in Estimated Cost to Complete Works	\$0.00
	Amount of Discharge from Total Value of Work	<u>\$3,640,819.07</u>
	Security to be Retained	\$3,516,121.30

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We have attached a copy of our summary sheet, which provides a breakdown of the Completed and Uncompleted Works for Briarwood Angus Subdivision.

- **SUMMARY**

In our opinion, the Developer is entitled to a reduction and therefore the Township should retain **\$3,516,121.30**.

Reductions require the receipt of a Statutory Declaration, and that all legal and engineering invoices are paid as per Section 3.8.3. **We have attached the documentation provided by the Developer's Engineer, and the STATUTORY DECLARATION provided by the Developer.**

We trust that you will find the above in order. We would appreciate confirmation of the reduction in securities for our records.

Sincerely,
AECOM Canada Ltd.



A. M. Lees

AML: wh
Encl.

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR-006-22

DATE: December 7, 2022

TO: Committee of the Whole

FROM: Jacquelyn Lamers, Tax Collector

SUBJECT: Request to Write Off/Adjust 2020,2021, and 2022 Taxes

RECOMMENDATION

That Staff Report TR-006-22 be received; and

THAT the Tax Collector be authorized to adjust taxes on the accounts listed on Schedules "A", "B", "C" and, "D" of this report.

BACKGROUND

Under Section 357/358 of the Municipal Act, upon application to the Treasurer, the Municipality may cancel, reduce or refund all or part of taxes levied on land during the taxation year, as a result of a change event. Also, if land has become vacant land or excess land, exempt, a mobile home was removed, or a building was razed by fire, damaged by fire, or demolished so as to render it unusable for the purposes for which it was used immediately prior to the damage during the year or during the preceding year.

COMMENTS AND CONSIDERATIONS

Due to the circumstances under which the applications were made, the properties have met the criteria to qualify for the adjustment of taxes in accordance with Sec 357/358 of the Municipal Act.

The Tax Collector does not conduct site inspections regarding these applications; however, the Tax Collector may use internal resources, such as the Fire Department and Building Department to confirm the write offs are warranted.

FINANCIAL IMPACT

Property taxes to be adjusted equal:

Municipal Taxes	\$ 1,687.63
County Taxes	\$ 1,789.47
English Public Education Taxes	<u>\$ 991.44</u>
TOTAL	<u>\$4,468.54</u>

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SUMMARY/OPTIONS

Council may:

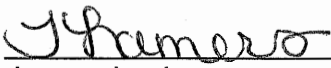
- 1. Take no action
- 2. Direct the Tax Collector to adjust the taxes as per Schedules "A" , "B" "C" and "D" of this report

CONCLUSION

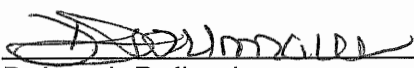
Option no 2 is recommended

Respectfully submitted:

Reviewed by:

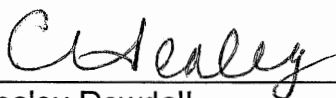


 Jacquelyn Lamers
 Tax Collector



 Deborah Dollmaier
 Manager of Finance

Reviewed by:



 Colleen Healey-Dowdall
 CAO

Attachment:

- Schedule "A"**
- Schedule "B"**
- Schedule "C"**
- Schedule "D"**

Schedule "A"





Run #1 27 Parkside Cres. Angus

Tax Year	Roll #	Assessment			Adjustments			Apportion of Increase				Apportion of School Boards				Tax Rates				
		Class	effective date	Total	Applicable Period (Days)	Gross Tax Amount	Net Increase	Municipal	County	Education	Total	English Public	English Catholic	French Public	French Catholic	Totals	Municipal	County	Education	Total Tax Rate
2022	4321-010-004-52098-0000	RTEP	05-09-2022	139,000	118	312.88	312.88	119.27	125.05	68.57	312.88	68.57				68.57	0.00266134	0.00279034	0.00153000	0.00698168
					367	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	0.00266134	0.00279034	0.00153000	0.00698168
								\$ 119.27	\$ 125.05	\$ 68.57	\$ 312.88	68.57								

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Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s) 

Roll number 4321-010-004-52098-0000
Property location 27 PARKSIDE CRES
Property description PLAN M629 PT BLK 10 RP 51R30114 PARTS 1 & 6
Municipality/Local taxing authority ESSA TOWNSHIP

Application number
Application reason Damaged by Fire
Received date September 13, 2022
Claim relief period **From: September 05, 2022 - To: December 31, 2022**
Taxation year 2022

Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020-2022
OWNR RU RT	199,000	241,000	209,500	220,000	230,500	241,000
Total	199,000	241,000	209,500	220,000	230,500	241,000

Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020-2022
OWNR VL RT	84,224	102,000	88,668	93,112	97,556	102,000
Total	84,224	102,000	88,668	93,112	97,556	102,000

MPAC Remarks

House demolished due to fire.

MPAC Representative: Trish Thompson
Date: October 20, 2022

Schedule "B"

Run #1

Tax Year	Roll #	Assessment		Adjustments			Apportion of Increase						Apportion of School Boards				Tax Rates				
		Class	effective date	Total	Applicable Period (Days)	Gross Tax Amount	Net Increase	Municipal	County	Waste	Education	Capping	Total	English Public	English Catholic	French Public	French Catholic	Totals	Municipal	County	Education
2020	4321-010-001-16103-0000	RTEP	01-01-2020	171,000	366	1,156.51	427.07	467.81		261.63		1,156.51	261.63				261.63	0.00249748	0.00273571	0.00153000	0.00676319
2021	4321-010-001-16103-0000	RTEP	01-Jan-21	171000	365	1,172.38	444.95	466.51		260.92		1,172.38	260.92				260.92	0.0026092	0.0027356	0.00153	0.00687479
2022	4321-010-001-16103-0000	RTEP	01-Jan-22	171000	365	1,190.61	453.85	475.84		260.92		1,190.61	260.92				260.92	0.0026613	0.0027903	0.00153	0.00698168
						3,519.49	1,325.86	1,410.17	0.00	783.46	0.00	3,519.49									

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Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s) [REDACTED]
 Roll number 4321-010-001-16103-0000
 Property location 5321 5TH LINE
 Property description CON 5 W PT LOT 2 RP 51R11960 PART 2
 Municipality/Local taxing authority ESSA TOWNSHIP

Application number
 Application reason Damaged and Substantially Unusable
 Received date September 19, 2022
 Claim relief period **From: January 01, 2020 - To: December 31, 2020**
 Taxation year 2020

Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020-2022
OWNR RU R T	431,000	444,000	434,250	437,500	440,750	444,000
Total	431,000	444,000	434,250	437,500	440,750	444,000

Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020-2022
OWNR RU R T	265,007	273,000	267,005	269,004	271,002	273,000
Total	265,007	273,000	267,005	269,004	271,002	273,000

MPAC Remarks

Condition of property

MPAC Representative:

Trish Thompson


Date:

September 26, 2022

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Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s) 

Roll number 4321-010-001-16103-0000

Property location 5321 5TH LINE

Property description CON 5 W PT LOT 2 RP 51R11960 PART 2

Municipality/Local taxing authority ESSA TOWNSHIP

Application number

Application reason Damaged and Substantially Unusable

Received date September 19, 2022

Claim relief period **From: January 01, 2021 - To: December 31, 2021**

Taxation year 2021

Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020-2022
OWNR RU R T	431,000	444,000	434,250	437,500	440,750	444,000
Total	431,000	444,000	434,250	437,500	440,750	444,000

Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020-2022
OWNR RU R T	265,007	273,000	267,005	269,004	271,002	273,000
Total	265,007	273,000	267,005	269,004	271,002	273,000

MPAC Remarks

Condition of property.

MPAC Representative:

Trish Thompson

Date:

September 26, 2022



Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s) [REDACTED]
 Roll number 4321-010-001-16103-0000
 Property location 5321 5TH LINE
 Property description CON 5 W PT LOT 2 RP 51R11960 PART 2
 Municipality/Local taxing authority ESSA TOWNSHIP

Application number
 Application reason Damaged and Substantially Unusable
 Received date September 19, 2022
 Claim relief period **From: January 01, 2022 - To: December 31, 2022**
 Taxation year 2022

Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020-2022
OWNR RU R T	431,000	444,000	434,250	437,500	440,750	444,000
Total	431,000	444,000	434,250	437,500	440,750	444,000

Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020-2022
OWNR RU R T	265,007	273,000	267,005	269,004	271,002	273,000
Total	265,007	273,000	267,005	269,004	271,002	273,000

MPAC Remarks

Condition of property.

MPAC Representative:

Trish Thompson

Date:

September 26, 2022

163

Schedule "C"

88


Run #1

Tax Year	Roll #	Assessment		Adjustments			Apportion of Increase						Apportion of School Boards				Tax Rates					
		Class	effective date	Total	Applicable Period (Days)	Gross Tax Amount	Net Increase	Municipal	County	Waste	Education	Capping	Total	English Public	English Catholic	French Public	French Catholic	Totals	Municipal	County	Education	Total Tax Rate
2022	4321-010-006-08200-0000	FTEP	07-08-2022	413,000	147	289.53	289.53	110.36	115.71	0.00	63.45	0.00	289.53	63.45				63.45	0.00066534	0.00069759	0.00038250	0.00174543
								110.36	115.71	0.00	63.45	0.00	289.53									

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Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s) 

Roll number 4321-010-006-08200-0000

Property location 7332 COUNTY RD 27

Property description ESSA CON 11 PT LOT 20 RP 51R40183 PART 1

Municipality/Local taxing authority ESSA TOWNSHIP

Application number

Application reason Damaged by Fire

Received date September 14, 2022

Claim relief period **From: August 07, 2022 - To: December 31, 2022**

Taxation year 2022

Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020-2022
OWNR FL FT	997,500	1,537,100	1,132,400	1,267,300	1,402,200	1,537,100
OWNR FRU R T	151,500	218,900	168,350	185,200	202,050	218,900
Total	1,149,000	1,756,000	1,300,750	1,452,500	1,604,250	1,756,000

Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020-2022
OWNR FL FT	729,484	1,124,100	828,138	926,792	1,025,446	1,124,100
OWNR FRU R T	151,500	218,900	168,350	185,200	202,050	218,900
Total	880,984	1,343,000	996,488	1,111,992	1,227,496	1,343,000

MPAC Remarks

Multiple buildings razed by fire.

MPAC Representative: Trish Thompson
 Date: September 26, 2022

80

Schedule "D"

Run #1

Tax Year	Roll #	Assessment		Adjustments			Apportion of Increase				Apportion of School Boards				Tax Rates					
		Class	effective date	Total	Applicable Period (Days)	Gross Tax Amount	Net Increase	Municipal	County	Education	Total	English Public	English Catholic	French Public	French Catholic	Totals	Municipal	County	Education	Total Tax Rate
2022	4321-010-004-52094-0000		05-09-2022	154,000	118	346.64	346.64	132.14	138.54	75.96	346.64	75.96				75.96	0.00266134	0.00279034	0.00153000	0.00698168
					367	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	0.00266134	0.00279034	0.00153000	0.00698168
								\$ 132.14	\$ 138.54	\$ 75.96	\$ 346.64	75.96								


891

98

80

Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s) 

Roll number 4321-010-004-52094-0000

Property location 31 PARKSIDE CRES

Property description PLAN M629 PT BLK 10 RP 51R30114 PARTS 3 & 8

Municipality/Local taxing authority ESSA TOWNSHIP

Application number

Application reason Damaged by Fire

Received date September 08, 2022

Claim relief period **From: September 05, 2022 - To: December 31, 2022**

Taxation year 2022

Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020-2022
OWNR RU RT	210,000	255,000	221,250	232,500	243,750	255,000
Total	210,000	255,000	221,250	232,500	243,750	255,000

Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020-2022
OWNR VL RT	83,176	101,000	87,632	92,088	96,544	101,000
Total	83,176	101,000	87,632	92,088	96,544	101,000

MPAC Remarks

Townhouse demolished due to fire.

- 154,000

MPAC Representative:

Trish Thompson

Date:

October 17, 2022

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8c

TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR-007-22

DATE: December 7, 2022

TO: Committee of the Whole

FROM: Jacquelyn Lamers, Tax Collector

SUBJECT: Request to Write Off/Adjust 2022 Taxes

RECOMMENDATION

That Staff Report TR-007-22 be received; and

THAT the Tax Collector be authorized to adjust taxes on the accounts listed on Schedules "A", "B", and "C" of this report.

BACKGROUND

Under Section 357/358 of the Municipal Act, upon application to the Treasurer, the Municipality may cancel, reduce or refund all or part of taxes levied on land during the taxation year, as a result of a change event. Also, if land has become vacant land or excess land, exempt, a mobile home was removed, or a building was razed by fire, damaged by fire, or demolished so as to render it unusable for the purposes for which it was used immediately prior to the damage during the year or during the preceding year.

COMMENTS AND CONSIDERATIONS

Due to the circumstances under which the applications were made, the properties have met the criteria to qualify for the adjustment of taxes in accordance with Sec 357/358 of the Municipal Act.

The Tax Collector does not conduct site inspections regarding these applications; however, the Tax Collector may use internal resources, such as the Fire Department and Building Department to confirm the write offs are warranted.

FINANCIAL IMPACT

Property taxes to be adjusted equal:

Municipal Taxes	\$ 314.04
County Taxes	\$ 329.26
English Public Education Taxes	<u>\$ 180.54</u>
TOTAL	<u>\$ 823.84</u>

170

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SUMMARY/OPTIONS

Council may:

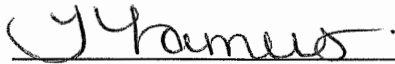
1. Take no action
2. Direct the Tax Collector to adjust the taxes as per Schedules "A" ,"B" and "C" of this report

CONCLUSION

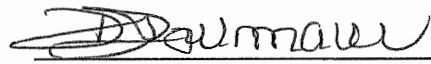
Option no 2 is recommended

Respectfully submitted:

Reviewed by:




Jacquelyn Lamers
Tax Collector



Deborah Dollmaier
Manager of Finance

Reviewed by:



Colleen Healey-Dowdall
CAO

Attachment:

- Schedule "A"**
- Schedule "B"**
- Schedule "C"**

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Schedule "A"



Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s)

Roll number 4321-010-004-52090-0000
Property location 35 PARKSIDE CRES
Property description PLAN M629 PT BLK 10 RP 51R30114 PARTS 5 & 10
Municipality/Local taxing authority ESSA TOWNSHIP

Application number
Application reason Damaged by Fire
Received date September 08, 2022
Claim relief period From: September 05, 2022 - To: December 31, 2022
Taxation year 2022

Current Property Assessment

Table with 7 columns: Property Classification, 2012 Assessed Value, 2016 Assessed Value, Phase-In Assessment for Taxation Years (2017, 2018, 2019, 2020-2023). Rows include OWNR RU RT and Total.

Change to the Property Assessment

Table with 7 columns: Property Classification, 2012 Assessed Value, 2016 Assessed Value, Phase-In Assessment for Taxation Years (2017, 2018, 2019, 2020-2023). Rows include OWNR RU RT and Total.

Handwritten notes: RTEP. -74,000

MPAC Remarks

Buildings at 50%

MPAC Representative: Trish Thompson
Date: November 21, 2022

Run #1 35 Parkside Cres. Angus

Tax Year	Roll #	Assessment		Adjustments			Apportion of Increase				Apportion of School Boards				Tax Rates					
		Class	effective date	Total	Applicable Period (Days)	Gross Tax Amount	Net Increase	Municipal	County	Education	Total	English Public	English Catholic	French Public	French Catholic	Totals	Municipal	County	Education	Total Tax Rate
2022	4321-010-004-52090-0000	RTEP	05-09-2022	74,000	118	166.57	166.57	63.49	66.57	36.50	166.57	36.50				36.50	0.00266134	0.00279034	0.00153000	0.00698168
								\$ 63.49	\$ 66.57	\$ 36.50	\$ 166.57	36.50								

#1

8

2

Schedule "B"

8c

Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s)
 Roll number 4321-010-004-52092-0000
 Property location 33 PARKSIDE CRES
 Property description PLAN M629 PT BLK 10 RP 51R30114 PARTS 4 & 9
 Municipality/Local taxing authority ESSA TOWNSHIP

Application number
 Application reason Damaged by Fire
 Received date November 15, 2022
 Claim relief period **From: September 05, 2022 - To: December 31, 2022**
 Taxation year 2022

Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020-2023
OWNR RU R T	200,000	247,000	211,750	223,500	235,250	247,000
Total	200,000	247,000	211,750	223,500	235,250	247,000

Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020-2023
OWNR VL R T	81,781	101,000	86,586	91,391	96,195	101,000
Total	81,781	101,000	86,586	91,391	96,195	101,000

RTEP
146,000

MPAC Remarks

House razed by fire.

MPAC Representative:

Trish Thompson

Date:

November 15, 2022

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Run #1 33 Parkside Cres. Angus

Tax Year	Roll #	Assessment		Adjustments			Apportion of Increase				Apportion of School Boards				Tax Rates					
		Class	effective date	Total	Applicable Period (Days)	Gross Tax Amount	Net Increase	Municipal	County	Education	Total	English Public	English Catholic	French Public	French Catholic	Totals	Municipal	County	Education	Total Tax Rate
2022	4321-010-004-52092-0000	RTEP	05-09-2022	146,000	118	328.63	328.63	125.27	131.34	72.02	328.63	72.02				72.02	0.00266134	0.00279034	0.00159000	0.00698168
								\$ 125.27	\$ 131.34	\$ 72.02	\$ 328.63	72.02								

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Schedule "C"

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Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s)
 Roll number 4321-010-004-52096-0000
 Property location 29 PARKSIDE CRES
 Property description PLAN M629 PT BLK 10 RP 51R30114 PARTS 2 & 7
 Municipality/Local taxing authority ESSA TOWNSHIP

Application number
 Application reason Damaged by Fire
 Received date November 15, 2022
 Claim relief period **From: September 05, 2022 - To: December 31, 2022**
 Taxation year 2022

Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020-2023
OWNR RU RT	200,000	247,000	211,750	223,500	235,250	247,000
Total	200,000	247,000	211,750	223,500	235,250	247,000

Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020-2023
OWNR RU RT	81,781	101,000	86,586	91,391	96,195	101,000
Total	81,781	101,000	86,586	91,391	96,195	101,000

RTEP
146,000

MPAC Remarks

House razed by fire.

MPAC Representative:

Trish Thompson

Date:

November 15, 2022

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Run #1 29 Parkside Cres. Angus

Tax Year	Roll #	Assessment			Adjustments			Apportion of Increase				Apportion of School Boards				Tax Rates				
		Class	effective date	Total	Applicable Period (Days)	Gross Tax Amount	Net Increase	Municipal	County	Education	Total	English Public	English Catholic	French Public	French Catholic	Totals	Municipal	County	Education	Total Tax Rate
2022	4321-010-004-52096-0000	RTEP	05-09-2022	146,000	118	328.63	328.63	125.27	131.34	72.02	328.63	72.02				72.02	0.00266134	0.00279034	0.00153000	0.00698168
								\$ 125.27	\$ 131.34	\$ 72.02	\$ 328.63	72.02								

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9a

TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C014-22
DATE: December 7, 2022
TO: Committee of the Whole
FROM: Lisa Lehr, Manager of Legislative Services
SUBJECT: Municipal Modernization Project C001-2021 – Status Update

RECOMMENDATION

That Staff Report C014-22 be received for Council's information.

BACKGROUND

An IT and Digital Strategic Plan ("The Plan") for the Township of Essa was developed by Perry Group Consulting in 2020/2021. The IT Plan was approved in principle by Council at its meeting of March 3, 2021 via resolution CW017-2021. Council subsequently directed staff at the same meeting to submit an expression of interest to the province under the Municipal Modernization Funding Program-Implementation Stream for funding.

As Council is aware, staff applied for and was successful in obtaining provincial funding under the Implementation Stream of the Municipal Modernization Funding Program. The objective of the funding approval was to assist the municipality with costs related to enabling digital services to residents, to modernize our IT foundation, and to achieve cost savings and efficiencies. In the Agreement dated November 5, 2021, the municipality was approved for reimbursement of up to 65% of total project costs (up to a maximum of \$162,500.00) incurred between January 26, 2021 to September 30, 2022. Funds were to be utilized specifically for costs associated with implementation of the business solutions outlined and approved by the Province in Essa's Expression of Interest for its Modernization Project C001-2021 (Attachment No. 1).

The intent of this Report is to provide Council with an update on the status of the Project.

COMMENTS AND CONSIDERATIONS

A breakdown of new business processes that were implemented by Clerk's Department Staff, of which were approved by the Province in Essa's Project Proposal C001-2021 "Modernization of IT and Digital Services", is as follows:

- New Recreation Booking Software to replace MaxEnterprise
- New Website
- FormsBuilder
- E-Commerce for online payments

- Parking Ticket Management Module with digital issuance and online payment
- Customer Service Inquiry Management Module with auto-generated delivery to specific department(s)
- Paperless billing for property taxes and utility accounts
- E-billing
- Interactive Plans Review software
- Virtual City Hall
- Online portal for submission of building permits

Implementation of the above-noted customer and internal facing business solutions has assisted the municipality in achieving a more modern method of offering its services to residents and has allowed staff to realize internal efficiencies. The Project has allowed Essa to offer residents access to the following online services:

- Online registration recreation programs (through Perfect Minds)
- Online payments for recreation programs and bookings, including Charity Golf Tournament (through Perfect Minds / Moneris Payment Gateway)
- Online submission of complaints/concerns, which are automatically filtered to the appropriate Department / Staff member depending on the type of complaint filed (ie: Fence complaint automatically filter to the Building Department; Malfunctioning Streetlights are automatically directed to the Public Works Department; etc.)
- Submission of online application forms with the option for online payments:
 - Burn Permits
 - 9-1-1 signs
 - Fence Permits
 - FOI Requests
 - Tax Certificates
 - Road Occupancy Permits
 - Moving / Heavy Load Permits
 - Entrance Permits
 - Fishing Access Passes
 - Dog Tags
 - Garbage Bag Tags
 - Zoning Compliance letters
- Submission of online application forms through the website:
 - Request for Electronic Funds Transfers
 - Request for Pre-Authorized Payment /Cancellation of Pre-Authorized Payment Plan
 - Request to Book Indoor Facilities
 - Request to Book Outdoor Sports Field and Amenities
 - Request for Commemorative Bench
 - Request for Pre-Authorized Payments for Taxes and Utilities
 - Request Final Reads for Water Accounts (Moving Out)
 - Request Set-Up of Water Account (ie: Moving In)
 - Request for Delegation to Council
 - Request for Congratulatory Certificate
 - Request for Solemnization/Civil Service for Weddings
 - Request for Municipal Grant

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- Report an Issue (Building Department, By-law Department, Parks and Recreation Department, Public Works Department, Zoning Department)
- Committee Application / Election Employment Application / Application to Volunteer
- Request for paperless billing
- Online Parking Ticket Payment (through E-Services MOAR module and PayPal)
- Online Building Permit Application and Online Building Permit Payment (through E-Services MOAR module and PayPal) (to go live prior to end of 2022)
- Electronic delivery of Property Tax and Utility Invoices (if residents opts to receive in this manner)
- Virtual City Hall (to go live prior to the end of 2022) will allow residents to look at their tax and/or utility accounts and/or make their payment online

In respect of the usage of online forms, the following can be reported to date:

Online Forms	# of Applications Received Online	# Payments Received Online	Range
Fence Permit	16	n/a	Feb to Oct 2022
Civil Ceremony	11	n/a	Feb to Oct 2022
Congratulatory Certificate	16	n/a	Feb to Oct 2022
Delegation Requests	7	n/a	Feb to Oct 2022
FOI Requests	5		Feb to Oct 2022
Municipal Grant Application	0	n/a	
Commemorative Bench Program	0	n/a	Feb to Oct 2022
Indoor Facility Booking Request	25	n/a	March to Oct 2022
Outdoor Sport Field and Amenities Booking	7	n/a	March to Oct 2022
9-1-1 Sign Permit	5	5	July to Oct 2022
Entrance Permit	26	12	Jan to Oct 2022 (Online Payments as of Sept to Oct 2022)
Moving / Heavy Load Permit	10	2	Jan to Oct 2022 (Online Payments as of Aug to Oct 2022)
Municipal Water/Sewer Move-In/Move-Out	184	n/a	March to Oct 2022
Pre-Authorized Payment Plan Form (Water/Sewer)	28	n/a	March to Oct 2022



Road Occupancy Permit	36	24	March to Oct 2022 (Online Payments as of July to Oct 2022)
Report an Issue-Building Dept	14	n/a	Jan to Oct 2022
Report an Issue-By-law Officer	84	n/a	Jan to Oct 2022
Report an Issue-Parks and Recreation	7	n/a	Feb to Oct 2022
Report an Issue-Roads	57	n/a	Feb to Oct 2022
Report an Issue-Streetlights	5	n/a	Feb to Oct 2022
Report an Issue-Zoning	3	n/a	Jan to Oct 2022
Cancellation of Pre-Authorized Payment Plan	6	n/a	Mar to Oct 2022
Electronic Funds Transfer Form	115	n/a	Jan to Oct 2022
Tax Certificate Request	32	32	Sept to Oct 2022
Burn Permit Application	93	93	June to Oct 2022
Committee Application Form	10	n/a	Oct 2022
Dog License (Tag)	128	43	Jan to Oct 2022 (Online payments as of June 2022)
Election Employment Form	65	n/a	August to Oct 2022
Garbage Bag Tags	4	4	July to Oct 2022
Paperless Billing Sign-up Application	206	n/a	Jan to Oct 2022

(Please Note: a soft-launch has been used until such time as all irregularities have been worked out.)

FINANCIAL IMPACT

Upon submission of the Township’s application for funding from the province, the total estimated Project costs were \$232,000.00 (estimates were provided by Perry Group Consulting). The municipality received confirmation from the province in July 2021 that they would pay for up to 65% of the total Project costs, with the municipality being responsible for the remaining 35%. The province indicated in their letter of approval to the municipality that based on the submitted expression of interest, the maximum

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amount for payment by the province towards total Project costs for Project C001-2021 would be \$162,500.00.

Upon completion of the Modernization Project, the total spent between 2021 to its completion in 2022 was \$86,716.33. In accordance with the approval, the municipality was responsible to pay \$ 30,350.72 (all of which was approved in the 2021 and 2022 Budgets), and the province was responsible to pay the remaining \$56,365.61.

Please note that in an effort to expedite the projects due to aggressive timelines, it was necessary to use a template for the new website and build the webpages in-house. This resulted in the following change(s) in respect of estimated costs vs. real costs:

Estimated Costs	Real Costs
\$70,000.00 - Custom Website	\$20,000.00 – Template Website
\$40,000.00 to \$50,000.00 – Vendor to build and customize webpages on website	\$0.00 – Clerks Department staff to build webpages
\$40,000.00 – Fire Department Records Management Software	\$0.00 – did not get completed; put off until 2023 per direction of Fire Chief; \$40,000.00 will be included in 2023 IT Budget for this Project. <i>Note: As all projects for the Modernization Project were required to be paid by September 30, 2022, grant funds will not carry over for this portion of the project.</i>

Costs for ongoing software licensing will be captured in the 2023 IT Operating Budget.

SUMMARY/OPTIONS


Council may:

1. Do nothing.
2. **Receive the Report for information.**

CONCLUSION

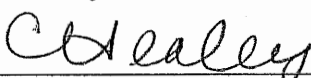
It is recommended that Council receive the Report for information.

Respectfully submitted:



Lisa Lehr
Manager of Legislative Services

Reviewed by:



Colleen Healey-Dowdall
Chief Administrative Officer

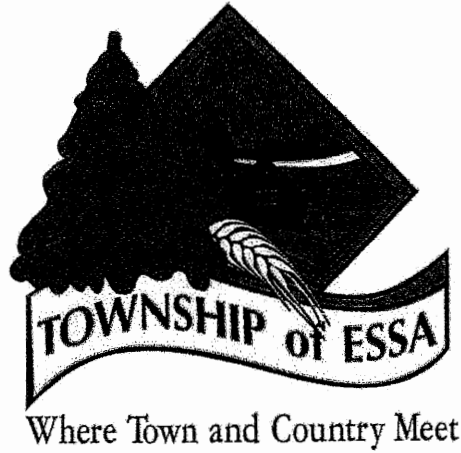
Attachments:

- 1 - Essa's Expression of Interest for its Modernization Project C001-2021

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Attachment #1



TOWNSHIP OF ESSA
PROJECT PROPOSAL C001-2021
"MODERNIZATION OF IT AND DIGITAL SERVICES"

EXPRESSION OF INTEREST
MUNICIPAL MODERNIZATION FUNDING PROGRAM
IMPLEMENTATION STREAM

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Executive Summary

The Township of Essa is a fast-growing rural community whose residents demands for modern and convenient government services has been increasing. In an effort to provide our residents with the services that they require in a more accessible and modern manner, Essa is seeking funding through the Municipal Modernization Program Implementation Stream to assist in sharing initial costs to modernize the way that we do business. The Township of Essa is in critical need of improving its digital platform to front-end users as well as updating back-end processes to allow for automation, as doing so will allow for efficiencies to be attained in business processes as well as cost savings while providing customers with the benefits of an improved functionality in digital services in the manner that they have come to expect from municipal governments.

Background Information

The Township of Essa recently hired an external consultant (Perry Group Consulting) to prepare an IT Digital Strategy. Preparation of the strategy required the consultant to analyze the current state of digital services that are offered to Essa residents as well as IT business processes used by staff, in order to provide the municipality with a road map of how to improve and modernize its IT and Digital services for both customer-facing users and internal business systems.

Perry Group Consulting conducted a comprehensive analysis of the current technological maturity level of IT and digital services using the Municipal Online Services Assessment (section 7.2 of the IT Digital Strategy document) and the Municipal Technology Maturity Model (section 7.3 of the IT Digital Strategy document) tools. The analysis identified many areas requiring improvement as antiquated and outdated business processes are currently being used.

The outcome of the contract with Perry Group Consulting resulted in a comprehensive IT Digital Strategy being prepared by the independent third-party. The Strategy identified key focus areas for the municipality to concentrate its efforts in order to bridge the digital gap. The suggested Work Plan from Perry Group Consulting provided the municipality with the road map to achieve a more effective digital platform for the public that would not only integrate with back-office systems, but would also provide the municipality with cost savings and recognized efficiencies in its business processes as well. Subsequently, the IT Digital Strategy was approved by Township of Essa Council at its meeting of March 3, 2021, and Council supported the submission of an application for funding through the Implementation Stream of the Municipal Modernization Funding Program to assist the municipality with securing partial funding for digital modernization and integration of back-

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end business solutions. The following is the resolution passed by Council at its meeting of March 3, 2021:

Staff Report C007-21 submitted by the Manager of Legislative Services, re: Information Technology and Digital Strategic Plan.

Resolution No: CW017-2021 Moved by: White Seconded by: Smith

Be it resolved that Staff Report C007-21 be received; and

That Council approve the Information Technology and Digital Strategy, in principle; and That Council support an application being submitted for funding through the Implementation Stream of the Municipal Modernization Funding Program, to assist with initial business solution costs associated with modernization and upgrading Essa's IT systems; and

That future operating and capital budget considerations be presented to Council for consideration in forthcoming Budget Deliberations.

----Carried----

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Proposed Project

The proposed project will provide customer-facing users with a new interactive digital platform where there is a reduced need for human interaction and quicker, automated responses.

The modernized platform will be integrated with new back-end business programs which will result in less turn-around time for the customer request (ie: customers will receive their burn permit immediately following the submission of an online application and payment).

The new modernized back-end business programs that have integrated behind the customer-facing platform will communicate with other modernized programs that will result in more efficient internal business processes, as the data is automatically collected upon submission by the customer thus reducing the time and cost per transaction.

Work Plan and Estimated Costs

The following is the Work Plan, which is broken down into 3 Phases:

Phase 1	Will focus on modernizing the foundation of the digitization process. It will allow for better convenience to customers, as well as allowing for the integration of software that will provide new automated internal business processes that will assist in achieving efficiencies.		
	Website	Estimated Timeline 6 months	Estimated Costs \$82,000
	Recreation Booking System		
Phase 2	Will integrate customer facing digital services with back-end solutions as required for online permitting, and to allow for automation which will assist with recognizing internal efficiencies.		
	Customer Facing – online building permits; online service orders; online By-law complaints.	Estimated Timeline 4-6 months	Estimated Costs \$65,000
	Internal Business Process (automation) – parking ticket management; burn permits; road permits; animal licensing; mobile building inspections; By-law Complaints.		
Phase 3	Will further integrate additional customer digital services (ie: e-billing for taxes, utilities, planning applications, licensing)		
	Customer Facing – online tax/utility billing; online planning applications; online payment; conversion of manual forms to electronic.	Estimated Timeline 6 months	Estimated Costs \$85,000
	Internal Business Process (automation) – accounts payable process digitization.		
Total Estimated Costs for Digitization and Modernization IT and Digital Processes			\$232,000

It is anticipated that all 3 phases will be completed prior to the September 30, 2022 deadline.



Expected Efficiency and Effectiveness Outcomes

Expected Efficiencies to Be Realized through Automation

The following is a breakdown of efficiencies to be realized through modernization of IT business systems:

- Reduction in service delivery costs
- Reduction in administrative burden to staff
- Improvement in delivery of services as a result of digital workflows, approvals, etc.
- Reduction in data entry error
- Reduction in process delivery times
- Increased process efficiency as data analytics are enabled through digitization and automation (internal systems would perform repetitive complex functions)
- Increased capacity and reduction in the need for additional staff time to process customer requests
- Evidence-based decisions can be made based on data/trends and the data analytics can be obtained effortlessly

Expected Impact / Benefits

It is anticipated that the modernization of IT and Digital Services will provide many benefits to the municipality and the community in the form of cost savings and efficiencies recognized through digitization and the integration of business solutions, ultimately providing customers with a more effective delivery of services. The following is a breakdown of anticipated impacts to be realized by modernizing Essa's IT and digital services:

Internal-Facing

- Enables excellent customer service
- Improved service delivery timelines (better turn-around times due to automation)
- Decrease in duplication of data entry and data entry errors due to the integration of systems
- Increases transparency (digitization allows municipality to collect and share data with public, Council and staff)
- Reduces reliance on paper and assists with green initiative (helps environment)
- Reduction in complaints and inquiries to Council (digital business processes can provide automated status updates to customers)

Community Facing

- Provides convenience to residents (anywhere, anytime)
- Improve customer engagement

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- Concerns are addressed in a timely manner (automated status updates to applications, concerns, complaints, etc.)
 - Increased accessibility of services (driving to municipal office would no longer be required; out of town residents and transient workers would be better served through automation of municipal services)
 - Services are accessible to all
 - Better for environment (less cars on the road to travel to municipal office)
 - Quicker turn-around on requests for service (ie: licensing, permits, registrations, etc.)

Forecasted Annual Savings (Refer to Appendix 1 for detailed breakdown)

It is anticipated that the municipality will realize costs savings through the digitization and implementation of automated business services. In accordance with the data contained in Appendix 1, the estimated cost savings to the municipality could potentially be **\$281,260.00 annually**. This forecasted cost savings figure assumes that 100% of front-end users would be using the new digital platform, and that all back-end processes have been implemented to provide for automation of services.

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Summary

Municipalities are faced with significant challenges to stretch resources to deliver high quality customer service that meets the expectations of modern citizens, to manage and sustain new and aging assets and effectively engage citizens in decisions related to the building of the community. Additional pressures are experienced by smaller municipalities as they embark on digital and modernization strategies to meet their community's ever-evolving needs and requirements.

The Township of Essa relies heavily on funding opportunities to assist the municipality in moving forward, to provide residents with the services in the manner that they desire and have come to expect, without putting a further substantial financial strain on their tax dollars or the municipality's budget. The comprehensive analysis of the current technological maturity level of IT and digital services as performed by Perry Group Consulting demonstrates the need in Essa Township to offer, and implement, modern IT and digital services. Doing so will not only provide staff with a more efficient method to deliver municipal services, but will also present customers with a digitized method for obtaining services with an improved functionality in a manner that they need in today's day and age.

As a result, the Township of Essa is requesting consideration for approval of their proposed project in an effort to assist with moving the municipality forward to modernize their service delivery through technology.

Statement of Commitment

The Township of Essa commits to providing a final report that forecasts annual savings and other efficiency and effectiveness outcomes for at least three years as a result of project completion.

Additionally, the Township of Essa commits to reporting back one-year post project completion with actual savings over the course of the year and a revised forecast of annual savings and other efficiency and effectiveness outcomes for the following two years.

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Appendix 1 – Forecasted Cost Savings (Annual)

FORECASTED COST SAVINGS / COST AVOIDANCE TO BE ACHIEVED THROUGH AUTOMATION OF DIGITAL SERVICES	\$281,260
**Assumes Digital Services Used 100%	

Parking tickets	Ticket entry	Payments	Notices, Inquiries
Potential Time saved (minutes)	10	10	10
Count	500	400	200
Annual Total	5,000	4,000	2,000
Total Hours	183		
Total Cost Avoidance (@\$40/Hr)	\$7,333		
Building Permits	Permit Entry	Inspections	Circulation, collaboration, notices
Potential Time saved (minutes)	10	15	30
Count	400	1,000	400
Annual Total	4,000	15,000	12,000
Total Hours	517		
Total Cost Avoidance (@\$40/Hr)	\$20,667		
Tax eBilling	Bill printing	Postage	Account Inquiry
Potential Time saved (minutes)	2	\$1	5
Count	16,000	16,000	800
Annual Total	32,000	\$16,000	4,000
Total Hours	600		
Total Cost Avoidance (@\$40/Hr)	\$40,000		
Water eBilling	Bill printing	Postage	Account Inquiry
Potential Time saved (minutes)	2	\$1	5
Count	19,200	19,200	500
Annual Total	38,400	\$19,200	2,500
Total Hours	682		
Total Cost Avoidance (@\$40/Hr)	\$46,467		
Accounts Payable	PO creation	Invoices	
Potential Time saved (minutes)	5	5	
Count	3,000	6,500	
Annual Total	15,000	32,500	
Total Hours	792		
Total Cost Avoidance (@\$40/Hr)	\$31,667		

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	Complaint Entry	Inspections	Notices, collaboration, data entry
Complaints Tracking (By-law only)			
Potential Time Saved (minutes)	10	15	20
Count	790	1200	790
Annual Total (minutes)	7,900	18,000	15800
Total Hours	695		
Total Cost Avoidance (@\$40/Hr)	\$27,800		
	Permit Entry	Payment	Inquiry
Burn Permits			
Potential Time Saved (minutes)	10	15	10
Count	1,200	1,200	500
Annual Total	12,000	\$18,000	5000
Total Hours	283		
Total Cost Avoidance (@\$40/Hr)	\$29,333		
	Permit Entry	Inspections	
Public Works permits			
Potential Time Saved (minutes)	15	15	
Count	100	100	
Annual Total	1,500	\$1,500	
Total Hours	25		
Total Cost Avoidance (@\$40/Hr)	\$2,500		
	Certificate Entry	Postage	Inquiry
Tax Certificates			
Potential Time Saved (minutes)	15	\$1	10
Count	330	330	200
Annual Total	4,950	\$330	2000
Total Hours	116		
Total Cost Avoidance (@\$40/Hr)	\$4,963		
	Permit Entry	Review	Notices, collaboration, circulation
Zoning Permits			
Potential Time Saved (minutes)	15	15	30
Count	350	30	350
Annual Total	5,250	450	10500
Total Hours	270		
Total Cost Avoidance (@\$40/Hr)	\$11,250		



	Certificate		
	Entry	Payment	
Zoning Compliance Certificates			
Potential Time Saved (minutes)	20	15	
Count	30	450	
Annual Total	600	6,750	
Total Hours	123		
Total Cost Avoidance (@\$40/Hr)	\$4,900		
Program Registration	Enrolment	Payment	
Potential Time Saved (minutes)	10	10	
Count	250	2,500	
Annual Total	2,500	25,000	
Total Hours	458		
Total Cost Avoidance (@\$40/Hr)	\$43,333		
Dog Tags	Tag Entry	Postage	Notices, Inquiries
Potential Time Saved (minutes)	10	\$2	15
Count	520	1,040	550
Annual Total	5,200	\$2,080	8250
Total Hours	224		
Total Cost Avoidance (@\$40/Hr)	\$11,047		

Forecasted Cost Savings to be realized through Automation.....\$281,260

****To Note: The \$40.00 hourly rate was provided by Perry Group Consulting.
This cross-functional rate considers all levels within the Corporation (Managers, mid-line and front-line staff)**



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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C015-22
DATE: December 7, 2022
TO: Committee of the Whole
FROM: Lisa Lehr, Manager of Legislative Services
SUBJECT: Proposed 2023 Regular Council and Committee of the Whole Meeting Schedule

RECOMMENDATION

That Staff Report C015-22 be received; and
That Council consider approving the 2023 Council and Committee of the Whole Meeting Schedule as attached.

BACKGROUND

The *Municipal Act*, 2001, as amended, requires that every municipality pass a Procedure By-law for governing the calling, place and proceedings of meetings. Section 3.1.1 of the Township's Procedural By-law, By-law 2017-77, states that Council shall establish a schedule of all regular Council meeting dates for the upcoming calendar year, prior to the first meeting in each calendar year. As such, this Report is being presented to Council for consideration and approval in setting the dates for Committee of the Whole and regular Council meetings for the upcoming 2023 calendar year. This Report relates to regular meetings only.

COMMENTS AND CONSIDERATIONS

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

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

As Council may be in recess following the first meeting in July to the end of August, it is proposed that no meetings be held on the following dates.

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No Meetings – Summer Recess
July 19, 2023
August 2, 2023
August 16, 2023

Additionally, it is proposed that Council consider either cancelling or rescheduling the following meeting dates.

Item No.	Date of Meetings Proposed to be Cancelled or Rescheduled	Recommendation	Justification
1	January 4, 2023 – Recommend cancelling meeting.	CANCEL	This date immediately follows the Holiday Office Closure. Not enough time to prepare agendas/reports.
2	March 15, 2023 – Recommend rescheduling March 15, 2023 meeting to March 22, 2023	RESCHEDULE	This meeting date falls during the week of March Break (March 13-17, 2023).

Additional details to above:

1. Meeting date of January 4, 2023

Staff is seeking Council’s direction on the meeting date held on January 4, 2023.

As the Administration Centre will be closed for Christmas Holidays, it is recommended that Council consider cancelling the regular Committee of the Whole and Council meeting on January 4, 2023 as time does not allow for the preparation of staff reports or the printing of agendas prior to this meeting.

Council could choose to re-schedule this meeting to January 11, 2023, however it should be noted that January 11, 2023 is tentatively booked for a Special Meeting of Council (Budget).

2. Meeting date of March 15, 2023

In previous years, Council has rescheduled the meeting which falls during the March Break in order to accommodate Council and staff absences. **Staff has proposed to reschedule this meeting to March 22, 2023.**

****PLEASE NOTE:** *The proposed meeting schedule attached to this Report does not include dates for Special Meetings of Council (ie: Budget Meetings). In accordance with section 3.7 of the Township’s Procedural By-law 2017-77, the Mayor may, at any time, summon a special meeting of Council, with notice provided in accordance with subsection 3.1.4 (at least 48 hours prior to the Special Meeting).*

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FINANCIAL IMPACT

No financial impact.



Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Approve the Proposed 2023 Regular Council & Committee of the Whole Meeting Schedule as presented.**
3. Amend the Proposed 2023 Regular Council & Committee of the Whole Meeting Schedule as recommended by Council.

CONCLUSION

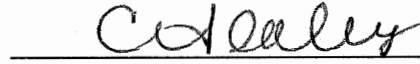
It is recommended that the attached schedule of Regular 2023 Council and Committee of the Whole Meetings be approved as presented.

Respectfully submitted:



Lisa Lehr
Manager of Legislative Services

Reviewed by:



Colleen Healey-Dowdall
Chief Administrative Officer

Attachments:

- 1 – Proposed 2023 Council & CW Meeting Schedule
- 2 – Essa By-law 2017-77 "Procedural By-law"

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2022 Essa Township Regular Committee of the Whole & Council Meeting Schedule

January '23

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

February '23

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

March '23

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

April '23

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

May '23

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

June '23

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

July '23

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

August '23

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

September '23

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

October '23

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

November '23

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

December '23

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

COUNCIL MEETINGS

MEETINGS CANCELLED

January 4, 2023

RESCHEDULED MEETING

March 15, 2023- Rescheduled for March 22, 2023

Summer Recess (No Meetings)

July 19, 2023

August 2, 2022

August 16, 2023

DESIGNATED & STATUTORY HOLIDAYS

(Office Closed)

February 20, 2023 - Family Day

April 7, 2023 - Good Friday

April 08, 2023 - Easter Monday

May 22, 2023 - Victoria Day

July 3, 2023 - Canada Day

August 7, 2023 - Civic Holiday

September 4, 2023 - Labour Day

October 9, 2023 - Thanksgiving Day

December 25, 2023 - Christmas Day

December 26, 2023 - Boxing Day

Attachment 1

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THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2017 – 77

Being a By-law to govern the calling, place and proceedings of meetings of Council and Committees of the Township of Essa, and to repeal By-law 2007-80.

WHEREAS Section 238(2) of the *Municipal Act*, 2001, S.O. 2001, c.25 as amended, states that every municipality and local board shall pass a procedural by-law for governing the calling, place and proceedings of meetings; and

WHEREAS Section 238 (2.1) of the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended, requires that the Procedural By-law shall provide for public notice of meetings; and

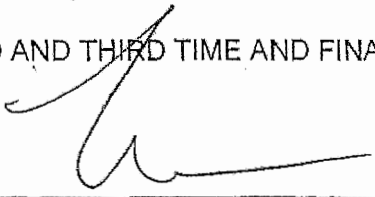
WHEREAS Council of the Township of Essa passed By-law 2007-80, that being a by-law to govern the proceedings of Council and Committees in the Township of Essa, at its meeting of December 19, 2007; and

WHEREAS Council of the Corporation of the Township of Essa deems it expedient to repeal By-law 2007-80 so that Council may reflect the current practices, procedures and statutory requirements of Council and Committees of Council;


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

1. THAT Schedule "A" attached hereto and forming part of this By-law is hereby established as the "Procedural By-law" for the Corporation of the Township of Essa, whereby the conduct of Council and Committees of Council and the calling of meetings shall be governed by the provisions and regulations contained herein.
2. THAT the current edition of "Robert's Rules of Order Newly Revised" shall be the basis of interpretation for questions of procedure or order not provided for in Schedule "A".
3. THAT should any section, subsection, clause, paragraph or provision of this by-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the by-law as a whole or any part thereof, other than the provision so declared to be invalid. Any provincial Statutes imposed contrary to this By-law shall take precedence.
4. THAT this By-law may be cited as the "Procedural By-law".
5. THAT By-law 2007-80 is repealed in its entirety effective January 1, 2018.
6. THAT this By-law shall take effect on the 1st day of January, 2018.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 20th day of December, 2017.



Terry Dowdall, Mayor



Lisa Lehr, Clerk

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THE CORPORATION OF THE TOWNSHIP OF ESSA CONSOLIDATED VERSION OF BY-LAW 2017-77

Township of Essa
AMENDING BY-LAWS
2019-09, 2020-21, 2020-34, 2021-49

Disclaimer: The following consolidation is an electronic reproduction made available for information only. It is not an official version of the By-law. The format may be different, and plans, pictures, other graphics or text may be missing or altered. The Township of Essa does not warrant the accuracy of this electronic version.

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**THE CORPORATION OF THE TOWNSHIP OF ESSA
SCHEDULE "A" TO
BY-LAW 2017 – 77
PROCEDURAL BY-LAW**

The Council of the Corporation of the Township of Essa enacts as follows:

1 DEFINITIONS

- 1.1 "Act" means the Municipal Act, 2001, as amended from time to time.
- 1.2 "Ad Hoc Committee" means a special purpose Committee of limited duration, appointed by Council to consider a specific matter and which is dissolved automatically upon submitting its final report to the Council, unless otherwise directed by the Council.
- 1.3 "Agenda" means a list of all items prepared by the Clerk or Recording Secretary to be considered by Council, Committee or at a local board meeting.
- 1.4 "Adjourn" means to end the meeting. This motion requires a second, is not debatable, is not amendable, requires a majority vote for adoption and cannot be reconsidered.
- 1.5 "Advisory Committee" means a committee established by Council to advise on matters which Council has deemed appropriate for the Committee to consider.
- 1.6 "CAO" refers to the Chief Administrative Officer of the Township of Essa.
- 1.7 "Chair" shall mean the Mayor, Acting/Deputy Mayor, or other person appointed by a Committee or local board to preside over the meetings.
- 1.8 "Clerk" means the Clerk or Deputy Clerk of the Township of Essa or such person designated by the Clerk under Section 228(4) of the *Municipal Act*, or a person appointed by Council to perform the duties of the Clerk.
- 1.9 "Closed Session" shall mean a meeting or part of a meeting which is closed to the public when the subject matter being discussed complies with Section 239 of the *Municipal Act*, 2001.
- 1.10 "Committee" means any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more councils or local boards.
- 1.11 "Confirmatory By-law" means a By-law of the Council that adopts all resolutions passed at a Council meeting.
- 1.12 "Consent Agenda" means a list of items or category of items on the Agenda containing recommendations from the Clerk or Recording Secretary as to their disposition, all of which may be adopted by one motion of the Council, committee

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or board, but any of which may be removed for a separate vote upon the request of a member.

- 1.13 "Council" means the Council of the Corporation of The Township of Essa.
- 1.14 "Councillor" means a person elected or appointed as a Member of Council of the Corporation of the Township of Essa.
- 1.15 "Defer" means to postpone all discussion on the matter until later in the same meeting or to a future date which is established as part of the motion.
- 1.16 "Delegation" means a person or group of persons who address Council on behalf of an individual or a group for the purpose of making a presentation to Council.
- 1.17 "Deputy Mayor" means the member of Council who has been elected by general vote as Deputy Mayor, and who, along with the Head of Council, also represents the Township of Essa at Simcoe County Council, and in the absence of the Head of Council, the Deputy Mayor shall Chair the Council meetings.
- 1.18 "Emergency" means situations or the threat of impending situations caused by forces of nature, accidents or an intentional act that constitutes a danger of major proportions to life and property that affect public safety; meaning health, welfare and property, as well as, the environment and economic health of the Township of Essa, as defined in the municipality's Emergency Response Plan.
- 1.19 "Head of Council" refers to the Mayor, whose role is to act as the Chief Executive Officer of the municipality, and to preside over council meetings.
- 1.20 "Local Board" means any local board as defined in the Municipal Act, 2001, as amended; or any subcommittee approved and appointed by Council, but does not include a Public Library Board or Police Services Board.
- 1.21 "Materially Advance" means to measurably or identifiably advance a matter.
- 1.22 "Mayor" means a member of Council who has been elected by a general vote as Mayor and in accordance with Section 225 of the Municipal Act, 2001 acts as Head of Council and the Chief Executive Officer of the Township of Essa; and, who, along with the Deputy Mayor, represents the Township of Essa at Simcoe County Council.
- 1.23 "Meeting" means any regular, special or other meeting of a council, local board, or of a committee of either of them, where a quorum of members is present; and, members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.
- 1.24 "Member" shall mean a person who is either elected as a member of Council or appointed by Council to act on a Committee or Local Board.
- 1.25 "Minutes" mean a record of the proceedings of Council or Committee that includes the place, date, time, name of Presiding Officer, list of members in

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attendance, evidence of quorum. Minutes will record the actions taken and decisions made by members of Council at the meeting, and shall be recorded without note or comment, in accordance with Section 239(7) of the *Municipal Act*, 2001.

- 1.26 "Motion" shall mean a resolution of Council, Committee or a Local Board.
- 1.27 "Municipal Act" shall mean the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended.
- 1.28 "Pecuniary Interest" includes a direct or indirect financial interest of a member, and the financial interest deemed to be that of a member, in accordance with the *Municipal Conflict of Interest Act*, 1990.
- 1.29 "Presiding Officer" means the person designated to Chair a Council or Committee meeting.
- 1.30 "Quorum" means the minimum number of required members required for the legal conduct of the business of Council or a Committee. In the case of Meetings of Council and Committee of the Whole, quorum is three (3) members physically being present.
- 1.31 "Recorded Vote" means the recording of the name and vote of every member on any matter or question, as requested by a voting member of Council or a Committee.
- 1.32 "Resolution" means a formal state of opinion adopted by the Council in accordance with these rules.
- 1.33 "Secretary" shall refer to the Clerk or Recording Secretary of any Committee other than Council and Committee of the Whole who is designated to prepare the agendas, resolutions and minutes.
- 1.34 "Special Meeting" means a meeting not scheduled in accordance with the approved schedule of meetings.
- 1.35 "Standing Committee" refers to the Finance and Administration, Planning and Development and Public Works Committees of Council which shall sit as Committee of the Whole.
- 1.36 "Subcommittee" means any advisory or other committee, subcommittee or similar entity of which at least 50 percent of the members are also members of one or more Councils, and who are appointed by Council.
- 1.37 "Township" means the Corporation of The Township of Essa.

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2. TOWNSHIP RULES AND REGULATIONS

- 2.1 The rules and regulations contained herein shall be observed in all proceedings of Council and Committee of the Whole, and shall be the rules and regulations for the order and dispatch of business by Council, Committee of the Whole, its subcommittees and its local boards, with the exception of the Essa Public Library Board, the Nottawasaga Police Services Board, local school boards and the Nottawasaga Valley Conservation Authority.
- 2.2 Any procedures contained in this by-law that are discretionary and not mandatory under statute may be suspended with the consent of a majority of the members present at the meeting, with the exception of the procedures set out for Closed Session, Conflict of Interest, or any other provision governed by the Municipal Act
- 2.3 No meeting of Council or Committee of the Whole shall be held in the absence of the Clerk or designate.
- 2.4 Except as provided in Sec. 18 herein, all meetings shall be open to the public.
- 2.5 Procedures contained in this by-law may be suspended by a majority vote of Council, Committee or a local board with the exception of the procedures set out for Closed session, Conflict of Interest, or any other provision governed by the *Municipal Act*.
- 2.6 Where a member has any declaration of pecuniary interest, direct or indirect in any matter, and is present at a meeting of Council at which the matter is the subject of consideration, the member shall act in accordance with the *Municipal Conflict of Interest Act, 1990*, and shall declare a conflict of interest. The member declaring the conflict shall comply with Section 9 of this By-law.
- 2.5 A Confirmation By-law shall be passed at the end of each regular meeting of Council to confirm the proceedings of the Council meeting, including the adoption of the minutes of the previous Council and Committee of the Whole meetings as presented, including their contents, motions and resolutions; and any reports approved by Committee of the Whole of the same date.
- 2.6 No other business of Council shall be dealt with at a meeting after the Confirmation By-law has been passed.
- 2.7 Where a procedure has not been established in this By-law, Council or a Committee or a Local Board shall refer to Roberts Rules of Order for guidance.
- 2.8 There shall be no electronic participation permitted in Council or Committee meetings.

Meetings During a Declared Emergency

- 2.8.1 While every effort shall be made by members of Council, Committees and local boards to attend meetings physically in person, in the event that an emergency has been declared to exist in all or part of the Township of

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Essa, or in accordance with provisions contained in Sections 4 or 7.0.1 of the Emergency Management and Civil Protection Act, a member of Council or a Committee or a local board may participate fully in a meeting by electronic means (via teleconference or video conference). This applies to members of Council, Committees and Local Boards and to their participation.

- 2.8.1.1 Electronic participation shall mean participation by teleconference or video conference.
- 2.8.1.2 Any member of Council participating by electronic means shall notify the Clerk at a minimum four (4) hours in advance of the meeting.
- 2.8.1.3 Where a State of Emergency has been declared as outlined in Section 2.8.1 above, electronic participation shall count towards quorum in accordance with section 238(3.3) of the Municipal Act, 2001, as amended by Bill 187.
- 2.8.1.4 Votes cast by members electronically shall be counted towards the overall decision of Council.
- 2.8.1.5 In the event of technical failure during the meeting, Council/Committee may take a recess of not more than ten (10) minutes to allow staff to reinstate the electronic participation. If a member can no longer participate by electronic means, it will not affect the validity of the meeting or decisions made.

2.9 Where a request has been made to provide a document or information to a person with a disability, the Township will take into consideration the communication needs of the person making the request, and shall endeavor to provide the information to the person in a format that takes into account the person's disability.

3. NOTIFICATION, TIME, LOCATION AND CALLING OF MEETINGS

3.1 Public Notice of Meetings

3.1.1 Prior to the first meeting in each calendar year, Council shall establish a schedule of all regular Council meeting dates for such calendar year. The schedule shall include the date, time and location of the meetings, and shall be posted on the Township of Essa's website (www.essatownship.on.ca) at the beginning of each year. The meeting schedule is subject to change as necessary.

3.1.2 Notice of the Council meeting schedule, including the date, time and location of the meetings may be given in one or more of the following ways as deemed appropriate by the Clerk:

- i. a resolution passed at a meeting open to the public (ie: Staff Report); or
- ii. posting on the Township website (www.essatownship.on.ca); or,
- iii. such other manner as deemed appropriate by the Recording Secretary.

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- 3.1.3 Notice of changes to the meeting schedule, including the revised date, time and location shall be given at least 24 hours prior to the regularly scheduled meeting in at least one of the methods outlined in Sec. 3.1.2, as deemed appropriate by the Clerk.
- 3.1.4 Notice of a Special Meeting, including the date, time, location and in general terms the topic of the meeting shall be given at least 48 hours prior to the Special Meeting in at least one of the methods in Sec. 3.1.2, as deemed appropriate by the Clerk.
- 3.1.5 Notice of a Cancelled Meeting shall be given including the date, time and location of the cancelled meeting and, if applicable, the date, time and location of the re-scheduled meeting prior to the regularly scheduled time of the meeting in at least one of the methods listed in sec. 3.1.2, as deemed appropriate by the Clerk.
- 3.1.6 No Public Notice is required for an Emergency Meeting.

3.2 Time and Date

- 3.2.1 Regular meetings of Council shall be held on the first and third Wednesday of each month following Committee of the Whole, which shall begin at 6:00 p.m. unless otherwise specified by Resolution of Council; and except when Wednesday is a statutory holiday, in which case the Council shall meet at the call of the Chair on a date which is not a public or civic holiday.
- 3.2.2 Every Committee of Council shall attempt to set a schedule of meetings in advance in order to allow and encourage public participation.

3.3 Location

- 3.3.1 All meetings of Council and Committee of the Whole shall be held in Council Chambers at the Essa Administration Centre located at 5786 County Road 21, or other location which may, from time to time, be agreed upon in advance by the majority of Council.
- 3.3.2 Any regular meeting of Council may be rescheduled by a motion passed at a previous meeting.
- 3.3.3 Council may establish a summer or holiday meeting schedule outlining dates and/or times other than the regular meeting schedule by passing a motion to this effect at a meeting preceding the commencement of such schedule.

3.4 Call to Order

- 3.4.1 The Mayor or Presiding Officer shall take the Chair and call the members to order within fifteen (15) minutes after the designated starting time of the meeting, provided that a quorum is present.

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3.4.2 Subject to the provisions of the *Municipal Act*, 2001 where no presiding officer has been appointed under paragraph 4.4 of this By-law, in case the Head of Council does not attend within fifteen (15) minutes after the time appointed for a meeting of Council, the Clerk or Recording Secretary shall call the members to order and an acting Head of Council or Chair shall be appointed from among the members present and he or she shall preside until the arrival of the Head of Council or Chair and, while so presiding, the acting Head of Council or Chair shall have all the powers of the Head of Council or Chair.

3.5 Quorum

3.5.1 Three members of Council or Committee of the Whole being present, that is a simple majority of five, shall constitute a quorum.

3.5.2 A simple majority of the quorum is needed to pass any motion.

3.5.3 If the number of members who, by reason of the *Municipal Conflict of Interest Act*, R.S.O. 1990, Ch. M.50, are prohibited from participating in a meeting so that there is no quorum, despite any other Act, any number that is not less than one third of the total number of members of the Council or Board shall be deemed to constitute a quorum, but the number shall not be less than two.

3.5.6 When the remaining number of members under the paragraph above is two, the concurrent votes of both are necessary to carry any resolution, By-law or other measure.

3.5.7 If a quorum is not present within thirty (30) minutes after the time fixed for a regular meeting or special meeting, the Clerk or Secretary shall record the names of the Members present, and the Council or Committee shall stand adjourned until the next regular meeting, or special meeting, as the case may be.

3.5.8 If the Clerk becomes aware that a quorum of the members will not be available for a scheduled meeting, the Clerk shall notify the Mayor and make arrangements to cancel and/or reschedule the meeting to an alternate time, date and/or location.

3.5.9 The Mayor may cancel any meeting if s/he is of the opinion that weather conditions and/or an emergency situation warrants such cancellation for public safety or other similar reasons.

3.6 Inaugural Meeting

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

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3.6.2 The Mayor-elect and the Clerk shall decide on the date time and location, and shall be responsible for the content of the Agenda and the arrangements for the Inaugural Proceedings.

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

3.7 Special Council Meetings

3.7.1 The Mayor may, at any time, summon a special meeting of the Council and it shall be the Mayor's duty to summon a special meeting whenever so requested in writing by a majority of the members of Council.

3.7.2 Upon receipt of a petition of the majority of the members of Council, the Clerk shall call a special meeting for the purpose and at the time mentioned in the petition.

3.7.3 Notwithstanding the fact that every effort is made to provide a full account of matters to be discussed at a meeting and circulated in advance, the consideration of a matter not set out in the Notice of Special Meeting may be considered by a weighted vote of two-thirds of the whole Council in order to consider a matter of which notice has not been given.

3.7.4 Except in the case of a disaster or emergency, forty-eight (48) hours notice shall be given for all special meetings of Council. The notice calling a special meeting of the Council shall state the business to be considered at the special meeting and no business other than that stated in the notice shall be considered at such meeting.

3.7.5 It shall be the responsibility of the Clerk or designate to forward all notices and agendas for Council, Standing and Committee meetings and to post such Notice on the Township website.

3.7.6 Notwithstanding the above, if either the Mayor or the Clerk is satisfied that circumstances will not enable meetings of the Standing Committee to be duly held at the dates and times determined pursuant to the appropriate section of this By-law, either the Mayor or the Clerk may summon a special meeting of the Council, for which at least forty-eight hours' notice shall be given and which notice shall:

- i. state that the special meeting is being called to enable Council, in Committee of the Whole, to consider and report on current matters which would otherwise have come before the Standing Committee; and
- ii. have attached details of such matters in substantially the same form and content as normally presented to the Standing Committee.

3.8 Adjournment

a. The motion to adjourn a Council meeting shall include the time of adjournment along with the date and time of the next scheduled meeting.

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- b. The hour for adjournment for a day meeting shall be no later than 5:00 p.m., and the hour of adjournment for evening meetings shall be no later than 11:00 p.m. The Council or Committee shall always be adjourned at these hours unless this rule is temporarily suspended by Resolution of the members present.
- c. A Resolution of Council is required to suspend these rules extending a meeting beyond 11:00 p.m.

4. ROLES AND RESPONSIBILITIES

4.1 Role of Council

In accordance with Section 224 of the Municipal Act, 2001, as amended, it is the role of Council to:

- a. Represent the public and to consider the wellbeing and interests of the municipality;
- b. Develop and evaluate the policies and programs of the municipality;
- c. Determine which services the municipality provides;
- d. Ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- e. Maintain the financial integrity of the municipality; and
- f. Carry out the duties of Council under the *Municipal Act*, S.O. 2001 as may be amended from time to time or any other Act.

4.2 Role of Head of Council

4.2.1 In accordance with Section 225 of the Municipal Act, 2001, as amended, it is the role of the Head of Council to:

- a. Act as Chief Executive Officer of the municipality;
- b. Preside over Council meetings so that its business can be carried out efficiently and effectively;
- c. Provide leadership to Council;
- d. Without limiting clause (c), to provide information and recommendations to Council with respect to the role of Council as described in Section 4.1 of this By-law, and Section 224 of the *Municipal Act*, 2001, as amended.
- e. Represent the municipality at official functions;
- f. Carry out the duties of the Head of Council under the *Municipal Act* or any other Act.

4.2.2 Head of Council as Chief Executive Officer

In accordance with Section 226.1 of the Municipal Act, 2001, as amended, it is the role of the Head of Council as the Chief Executive Officer to:

- a. Uphold and promote the purposes of the municipality;
- b. Promote public involvement in the municipality's activities;

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- c. Act as the representative of the municipality both within and outside the Township, and promote the municipality locally, nationally and internationally; and
- d. Participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

4.2.3 Duties of the Head of Council or Committee Chair

- a. To open the meeting of Council or Committee by taking the Chair and calling the members to order at the time specified on the agenda
- b. To announce the business before Council or Committee in the order in which it is to be acted upon.
- c. To receive and submit, in the proper manner, all motions presented by the Members of Council or the Committee.
- d. To put to vote all questions which are regularly moved and seconded or necessarily arise in the course of proceedings, and to announce the results.
- e. To decline to put to vote any motion which infringes on the Rules of Procedure.
- f. To restrain Members, within the Rules of Order, when engaged in debate..
- g. To enforce, on all occasions, the observance of order and decorum among Members.
- h. To call by name any Member persisting in breach of the Rules of Order of Council or the Committee, thereby ordering him/her to vacate the Council Chamber or meeting room.
- i. To maintain order and decorum by any and all persons present during the proceedings.
- j. To receive all messages and other communications and announce them to Council or the Committee.
- k. To authenticate by his/her signature all By-laws, Resolutions and Minutes of Council or the Committee.
- l. To represent and support Council or Committee, declaring its decisions in all things.
- m. To ensure that the decisions or recommendations of Council or Committee are in conformity with the laws and By-laws governing activities of Council or Committee.
- n. To adjourn the meeting without question in the case of grave disorder arising in the Council Chamber or meeting room.
- o. The Head of Council or other presiding officer may expel any person for improper conduct at a meeting.
- p. To wear the Chain of Office, at the Mayor's discretion.

4.3 Duties of the Clerk or Recording Secretary

- 4.3.1 In accordance with Section 228(1) of the *Municipal Act*, 2001, as amended, a municipality shall appoint a Clerk whose duty it is to:
- a. Record, without note or comment, all resolutions, decisions and other proceedings of Council, Committee or Local Board;
 - b. if required by any member present at a vote, to record the name and

- vote of every member voting on any matter or question;
- c. to keep the originals or copies of all By-laws and of all minutes of the proceedings of the Council, Committee or Local Board;
 - d. to perform the other duties required under the *Municipal Act*, S.O.2001, as may be amended from time to time, or under any other Act; and
 - e. to perform other duties as are assigned by the Township or Local Board, including but not limited to:
 - i. preparation of the agenda, including recommendations on any Consent agenda
 - ii. preparation of Resolutions for Council, Committee or Local Board consideration
 - iii. recording of the names of the members, staff, consultants and the public in attendance at the meeting.

4.4 Presiding Officer

- 4.4.1 In accordance with Section 241 (1) of the *Municipal Act*, the Mayor shall preside at all meetings of Council.
- 4.4.2 In the absence of the Mayor, or if the office is vacant, the Deputy Mayor shall take the Chair and preside during the absence or vacancy. In the absence of the Deputy Mayor, or if the office is vacant, the Council may appoint a Chair from among the members present who, during the absence or vacancy, shall have all the powers of the Head of Council.
- 4.4.3 The Chair will preside at Committee meetings and the Acting or Deputy Chair in his or her absence. In the absence of the Acting Chair, the Committee members will appoint a person from among those present, provided there is a quorum.

4.5 Council Vacancies

- 4.5.1 In accordance with Section 259 of the *Municipal Act*, the office of a member of municipal council becomes vacant if the member:
 - a. becomes disqualified from holding the office of a member of Council under Section 256, 257 or 258 of the *Municipal Act*, 2001
 - b. fails to make the declaration of office before the deadline in Section 232
 - c. is absent from the meetings of Council for three successive months without being authorized to do so by a resolution of Council
 - d. resigns from his or her office, and the resignation is effective under Section 260
 - e. is appointed or elected to fill any vacancy in any other office on the same Council
 - f. has his or her office declared vacant in any judicial proceedings
 - g. forfeits his or her office under this or any other Act, or
 - h. dies, whether before or after accepting office and making the prescribed declarations.

- 4.5.2 In accordance with Section 259(1.1) of the *Municipal Act*, clause 4.5.1 (c) above does not apply to vacate the office of a member of council of a municipality who is absent for 20 consecutive weeks or less if the absence is a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.
- 4.5.3 In accordance with Section 260 of the *Municipal Act*, a member of municipal council may resign from office by providing notice in writing, to be filed with the Clerk of the municipality, however, a resignation is not effective if it would reduce the number of members of the council to less than a quorum, and if the member resigning from office is a member of the upper tier council, the resignation is not effective if it would reduce the number of members of either council to less than quorum.

5 DELEGATIONS AND PRESENTATIONS

5.1 Request for Delegation

- a. Delegations and Presentations shall be made in Committee of the Whole, unless otherwise approved by the Head of Council. Except as provided by law, a person who is not a member of Council shall be permitted to make a delegation to Committee of the Whole in accordance with this By-law.
- b. Any person requesting a delegation or presentation shall submit the request in writing to the Clerk no later than 4:00 p.m. on the Wednesday prior to the meeting at which they wish to be heard. The written request shall state the nature of the business to be discussed and the person(s) named to make the delegation. Persons addressing Committee shall confine their remarks to the stated business. The letter of request for delegation shall be circulated with the Committee of the Whole agenda.
- c. No member of the public shall be permitted to address Committee on any subject without the prior approval of the Clerk through the process of a written request, or unless they are directly invited to do so by the Mayor.
- d. No delegation may be scheduled for a closed session, nor shall delegations be permitted regarding any specific personnel matters where an individual may be identified.
- e. All delegations shall take place during Committee of the Whole. Only a delegation which is in opposition to a Committee recommendation shall be permitted in Council. A person wishing to address Committee may speak, with the leave of Committee, for up to ten (10) minutes, and successive extensions of ten minutes may be granted by the Mayor or designate.
- f. The Clerk shall be empowered to refer requests made of Council by deputation to appropriate Committees as deemed necessary.
- g. A delegation of more than five persons shall be limited to two speakers, and each speaker limited to no more than ten minutes each.

- h. When a request to appear is received after the agenda has been printed and distributed, or when the agenda already includes a total of three delegations or presentations, or when a previously scheduled delegation or presentation will take an inordinate amount of time, the Clerk may schedule the delegation for a future meeting. In the event that the matter is of a time sensitive nature, the Clerk shall refer the request to the Mayor and a delegation may be scheduled at a Special Meeting at the discretion of the Mayor.
- i. In the case of an emergency, a person wishing to address Council concerning an item on the agenda may request a delegation through the Clerk before the Council meeting begins. The Clerk will advise the Mayor of the request and the Mayor will call for a vote of the Council to waive the rules for delegations to allow the person to speak and upon a majority vote in the affirmative, the person will be permitted to address Council.
- j. Delegations by any member of the public relating to specific personnel matters shall not be permitted at a meeting open to the public.
- k. No delegation by a member of the public may be scheduled during a closed session.

5.2 Previous Delegations

- a. Requests from persons who have previously addressed Council or Committee at a regular or public meeting within the last six months on a particular item shall not be granted unless there is new information to present, in addition to what they have previously presented. Such proof shall be submitted to the Clerk, in writing, no later than 4:00 pm on the Wednesday preceding the scheduled meeting. If, in the opinion of the Clerk, the written submission does not provide any new information, the request shall be denied.
- b. The Clerk may, at their discretion, forward the request for a second delegation to the Mayor for review to determine whether the delegation may be allowed. If the Mayor does not believe the written submission provides new information, the submission shall be provided to Council as an information item.

5.3 Planning Issues

When a request for delegation pertains to an application under the *Planning Act* that has been or will be recommended to Committee through a staff report, the delegation shall be scheduled for the meeting where Committee will receive the recommendation of the Planner, subject to the limitations indicated above.

5.4 Presentations

- a. A person may appear before Council for the purpose of presenting or receiving a gift or recognition provided that the person or their

representative submits a request in writing to the Clerk describing the nature and purpose of the presentation.

- b. Notwithstanding item 5.4 (a) above, Council may, at its discretion, refuse to permit a presentation.

5.5 Request to Local Boards

Any person wishing to appear as a delegation before a subcommittee or local board must give notice in writing, including the subject matter of the delegation, to the Secretary not later than 12 noon, one week (7 days) prior to the regular local board meeting so that notice of such delegation can be shown on the agenda.

5.6 Conduct during Delegations

- a. No member of Council shall interrupt the person making a delegation while they are addressing Committee, except on a point of order, or if the Mayor deems it necessary to advise them of the time limitation.
- b. Members of Council may ask questions of the person(s) making the delegation following completion of the delegation, but shall not enter into debate with the person(s).
- c. Upon completion of the delegation, Committee shall consider any report for discussion pertaining to the matter and determine, by resolution, an appropriate course of action.
- d. Any individual or group making delegations before Committee or a local board shall conduct themselves with decorum at all times and shall refrain from using any slanderous or abusive statements or behaviour.
- e. If the Mayor determines that decorum has been breached, the delegation will be immediately stopped and the offender provided an opportunity to retract their statements and apologize to Committee.
- f. Any member of the public who repeatedly interrupts Committee or Council proceedings and/or interjects without being invited to do so, who breaches decorum, or refuses to apologize or retract statements found to be offensive, shall be requested by the Mayor to cease and desist. If the person(s) does not comply after being warned, the Mayor shall recess the meeting until the individual(s) leaves the Chambers, or until a peace officer removes the offender from the Council Chambers, after which time the meeting may be reconvened.

6. **COMMITTEE OF THE WHOLE**

- 6.1 Council hereby delegates the duties and responsibilities of the Standing Committees to Committee of the Whole, to be comprised of all the members of Council and Chaired by the Mayor. Committee of the Whole encompasses the duties and responsibilities of the Planning, Finance and Administration, and Public Works Committees.
- 6.2 In delegating the duties of the Planning Committee to Committee of the Whole, Council delegates the authority to approve matters dealt with under the *Planning Act*.

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- 6.3 Notwithstanding the above statement, Council may continue to exercise the delegated powers and duties despite the delegation.
- 6.4 Any motions concerning matters within the delegated powers under this section shall be deemed to be the proceedings of Council and shall take force and effect upon their approval.
- 6.5 Any motions concerning matters not within the delegated powers shall take the form of a recommendation to Council and shall not take force and effect until approved by Council.
- 6.6 Council is not authorized to delegate any of the following powers and duties to any Committee or Local Board, or to any individual or group:
- a. To appoint or remove statutory officers of the municipality from office;
 - b. To pass a by-law and deal with issues regarding taxes;
 - c. To incorporate corporations;
 - d. To adopt an official plan or an amendment to an official plan under the *Planning Act*;
 - e. To pass a zoning by-law under the *Planning Act*;
 - f. To pass a by-law related to small business counseling and municipal capital facilities;
 - g. To adopt a community improvement plan;
 - h. To adopt or amend the municipal budget;
 - i. Any other power that may be prescribed.

The Province restricts the right to revoke any delegated powers at any time.

- 6.7 When it appears that any matter may be more conveniently considered in Committee of the Whole, Council may, by Resolution, dissolve into Committee of the Whole. The proceedings taken in Committee, when adopted by Council, shall be deemed to be proceedings of Council.
- 6.8 The Head of Council shall preside over Committee of the Whole or may designate another member to preside.
- 6.9 All resolutions and decisions approved as presented by Committee of the Whole shall be ratified by the passing of the Confirmation By-law at the end of each Council meeting.

6.10 Standing Committees

The Standing Committees of Finance, Planning and Development and Public Works are hereby established and all members of Council shall be members of the committee. Standing Committees shall meet as Committee of the Whole.

6.11 Advisory Committees

- 6.11.1 Council may, from time to time, establish by by-law an Advisory or Ad Hoc Committee under the *Municipal Act* or any other Act. The Advisory Committee shall advise Council on the specific matters set out in the

appointment by-law and to make recommendations to Council for this purpose.

- 6.11.2 The appointment by-law shall include the names of the members of Council and any members of the public appointed to the Advisory Committee.
- 6.11.3 The term of the Advisory Committee shall coincide with, and shall not exceed, the term of Council.
- 6.11.4 The Chair for each Special Committee shall be as designated by Council. An Ad Hoc Committee may make a written report to Council on their findings, and may make recommendations for Council's approval.
- 6.11.5 Despite the above provisions, the Mayor may, at their discretion, assume the Chair at any meeting of an advisory committee, for the purpose of conducting that particular meeting.
- 6.11.6 When specifically delegated by Council, an Advisory Committee may oversee Township operations or projects within an approved budget and/or Township policy.
- 6.11.7 Advisory Committees shall not have the power to waive Township policy, expend any funds not approved in the budget, establish any fees, or bind Council or the Corporation.

7. APPOINTMENTS

- 7.1 Before December 31 of an election year, the Mayor shall appoint members of Council to the various Standing and Subcommittees, Boards and Special Purpose Bodies after consulting with the members.
- 7.2 The Clerk shall advertise for members of the public to serve on the Committees and Boards appointed by Council. Said advertisement shall take the form of a notice including the name of the Committee or Board, and the number of members of the public to be appointed. This notice shall be advertised in one or more local newspapers, on the Township website, and posted at all Township facilities, or any other means deemed appropriate by the Clerk.
- 7.3 Application to sit on a subcommittee or advisory committee of Council shall be made on the form provided by the Clerk at various locations and on the Township website. Completed forms must be returned to the Clerk by the specified deadline in order to be considered for appointment and to ensure the equity and objectivity of each appointment.
- 7.4 The incoming Council will review the application forms at their first regular meeting and make recommendations and appointments accordingly.

8. RULES OF CONDUCT AND DEBATE

- 8.1 Role of the Chair

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The Chair of a Committee of Board shall, in directing the course of the debate:

- a. Designate the member who has the floor when two or more members wish to speak;
- b. Preserve order and decide questions of order;
- c. Receive all motions presented in writing before permitting debate on the question except when otherwise provided for in this By-law.

8.2 Conduct

Members of Council, Committees or a Local Board shall adhere to the Council Code of Conduct, and shall not:

- a. Speak disrespectfully of the Reigning Sovereign or of any of the Royal Family, or of the Governor General, the Lieutenant-Governor of any Province, or any person administering the Government of Canada or the Province of Ontario;
- b. Use offensive, insulting or indecent words or unparliamentary language in or against the Council or Committee or against any member;
- c. Speak or address the subject in debate without first requesting to speak and then being recognized by the Mayor or Chair and given permission to speak;
- d. Speak on any subject other than the subject in debate without the permission of the Mayor or Chair;
- e. Address another member of Council, a member of Township staff, or a person making a delegation or member of the gallery directly without first being recognized by the Mayor, then addressing that person through the Mayor;
- f. Speak more than once to the same question, except:
 - i. upon consideration of a report from a Committee to which it was referred by Council after being properly introduced and debated, but not determined;
 - ii. in explanation of a material part of his or her speech which may have been interpreted incorrectly; or
 - iii. with leave of Council, after all other members so desiring have spoken; or
 - iv. a reply may be allowed by leave of the Council to the member who presented the motion; in which case s/he shall speak for no longer than a five minutes period without leave of Council;
- g. Ask a question except of the previous speaker and in relation to that speaker's remarks;
- h. Interrupt the Member who has the floor except to raise a point of order
- i. Criticize any decision of the Council except for the purpose of moving in accordance with provisions wherein a question may be reconsidered;
- j. Disobey the Rules of Council, or a decision of the Mayor or of the Council on questions of order or practice or upon the interpretation of the rules of the Council; and in the case where a member persists in any such disobedience after having been called to order by the Mayor, the Mayor shall forthwith put the question, no amendment, adjournment or debate being allowed, "that such member be ordered to leave his/her seat for the duration of the meeting of Council", but if the member apologized he/she may, by vote of the Council, be permitted to retake his/her seat.

- k. Leave their seat or make any noise or disturbance while the presiding officer is putting a question, and shall occupy his/her seat while a vote is being taken and shall remain seated until the results of said vote are declared.
- l. Reveal publicly the substance of any matter dealt with in closed session.

8.3 Any Member of Council:

- a. May request the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking;
- b. May appeal the decision of the Presiding Officer on a point of order to the Council, which shall decide the question without debate upon a majority vote of the Members present;
- c. Shall restrict debate to each proposal in its turn when a question has been divided upon leave of Council.

8.4 Oral Motions

The following matters and motions with respect thereto may be introduced verbally without written notice and without leave, except as otherwise provided by these Rules of Procedure:

- a. a point of order or personal privilege
- b. presentation of petitions
- c. to lay on the table
- d. to postpone indefinitely or to a particular day
- e. to move the previous question.

8.5 Motion to Suspend the Rules

A motion to suspend the Rules of Procedure may be introduced without notice and without leave, but such motions shall be in writing and signed by a mover and seconder.

8.6 Sole Arbiter

The Head of Council or Chair is the sole arbiter of all points of procedure, subject to an appeal to the complete Council or Committee.

9. DISCLOSURE OF PECUNIARY INTEREST

9.1 Compliance with the *Municipal Conflict of Interest Act*

Every member of Council, Committee or a Local Board as defined by the *Municipal Conflict of Interest Act*, as may be amended from time to time, shall comply with the provisions of the *Municipal Conflict of Interest Act* including the declaration of any pecuniary interest as prescribed by the Act.

9.2 Declaration of Pecuniary Interest & General Nature thereof

Where a member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of Council, Committee or a Local Board at which the matter is the subject of consideration, the member shall:

- a. at the beginning of each meeting and prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b. not take part in the discussion of, or vote on any question in respect of the matter; and
- c. not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

9.3 Member may leave Open Meeting

Any member declaring a pecuniary interest may, at his or her discretion, leave the meeting until Council, Committee or the Local Board has dealt with the matter in relation to which the interest has been declared.

9.4 Member required to leave Closed Meeting

Notwithstanding Section 9.3 above, when the meeting is in Closed Session, a member who has declared a Conflict of Interest shall forthwith leave the meeting or part of the meeting during which the matter in relation to which the interest has been declared is under consideration by Council, Committee or the Local Board. The Clerk shall record in the Minutes the time the member left and returned to closed session.

9.5 Declaration by Member absent from Prior Meeting

Where the interest of a member has not been disclosed by reason of the member's absence from the meeting, the member shall disclose the interest at the first meeting of the Council, Committee or the Local Board as the case may be, attended by the member after the meeting at which the matter was considered.

9.6 Recording

In accordance with Section 6 of the *Conflict of Interest Act*, any declarations of pecuniary interest including the general nature thereof, shall be recorded in the minutes by the Clerk or Recording Secretary. In the event that a member declares an interest during closed session, the member shall affirm their declaration of interest immediately after the motion to arise and the Clerk or Recording Secretary shall record the declaration in the minutes.

10. CONDUCT OF ATTENDEES AND GUESTS

- 10.1 No person shall be permitted within the enclosure occupied by the Council except a member of the Council or staff, unless by permission or by invitation of the Mayor.
- 10.2 At meetings of Council and Committee of the Whole, the use of cameras, electric lighting equipment, television cameras and any other device of mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means by accredited and other representatives of any news media is permitted.

- 10.3 Upon the approval of the Head of Council, members of the public may be permitted to use cameras, flash bulbs, recording equipment, cameras and any other device of a mechanical, electronic or similar nature used for transcribing or recording proceedings. Use of such equipment without the express consent of the Head of Council may result in a suspension of the proceedings, or a request for removal from the Chambers.

11. AGENDAS

- 11.1 The Clerk shall prepare and print for the use of members of Committee of the Whole an agenda under the following headings:

1. Opening of the Meeting by the Mayor / Chair
2. Declaration of Pecuniary Interest
3. Delegations / Presentations / Public Meetings - specifying the time of each
Staff Reports shall follow in the following sequence:
4. Planning and Development / Building Department
5. Parks and Recreation / Community Services
6. Fire and Emergency Services
7. Finance
8. Public Works
9. Clerks / By-law Enforcement / IT
10. Chief Administrative Officer
11. Other Business
12. Adjournment

- 11.2 In the event that any agenda item is also the subject of a delegation or presentation, the item may be brought forward to the beginning of the agenda in order that Committee may receive the delegation and discuss the matter immediately following the delegation or presentation, at the discretion of the Chair.

- 11.3 The Clerk shall have prepared and printed for the use of the Members at Regular Council meetings an agenda under the following headings:

1. Opening of the Meeting by the Mayor
2. Disclosure of Pecuniary Interest
3. Adoption of Minutes of Previous Meeting
4. Consent Agenda
5. Committee Reports
6. Petitions
7. Motions and Notices of Motion
8. Unfinished Business
9. By-laws
10. Questions
11. Closed Session
12. Confirmation By-law
13. Adjournment

- 11.4 Addendum

11.4.1 Any item which is not on the agenda as printed, but has been determined by the Clerk to be of a nature which requires Council's attention prior to the next scheduled meeting, may be added by addendum at the discretion of the Clerk.

11.4.2 Any addendum shall be posted on the Township website at the earliest opportunity prior to the meeting in order to provide public notification of items to be discussed.

11.4.3 Any items brought forward by other means shall require a majority vote of the members present to be added to the agenda.

11.5 Order of Business

The order of business as stated above may be taken out of order at the discretion of the Clerk when preparing the Council agenda. Items on the Council agenda may be taken out of order at the meeting at the discretion of the Mayor.

12. CORRESPONDENCE CONSENT AGENDA

12.1 The Clerk shall determine whether items of correspondence addressed to Council received prior to the preparation of the agenda will be included as Information Items or Correspondence on the Agenda.

12.2 The Clerk shall provide a recommendation for the disposition of all correspondence or authorize such action as recommended by staff in the draft response. The Clerk's recommendations for the disposition of the correspondence and/or response shall be received and approved under one motion.

12.3 Upon the presentation of the motion and prior to its approval, any item of correspondence may be the subject of limited discussion. If any member of Council disagrees with the Clerk's recommendation, Council may briefly discuss the matter and if a consensus is reached, may revise the wording of the recommendation. If a consensus of Council does not agree to revise the recommendation, an individual member may request that the correspondence motion be brought forward with the exception of that item in order that a separate vote may be held.

12.4. In the event that a correspondence item is pulled for a separate vote, a motion based on the clerk's recommendation shall come forward immediately following the passage of the correspondence motion. The separate motion may be debated, amended, referred, deferred or recorded in accordance with the provisions set out herein.

12.5 Prior to Council consideration, resolutions for endorsement shall be referred to in the appropriate senior staff member who shall determine whether the matter warrants a report and recommendation to Council. It shall be a policy of the Township not to consider proclamations or resolutions dealing with matters outside the municipal jurisdiction.

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13 MINUTES

- 13.1 The Minutes of Council, Committee or a Local Board shall record:
- a. The place, date and time of meeting;
 - b. The name of the Presiding Officer or officers, and record the attendance of the members and the staff and any invited guests present;
 - c. The reading, if requested, correction and adoption of the minutes of prior meetings; and
 - d. All other proceedings of the meeting without note or comment.

14 PETITIONS AND COMMUNICATIONS

- 14.1 Every communication, including a petition designed to be presented to the Council, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person, including address and telephone number, and filed with the Clerk.
- 14.2 Persons desiring to present information verbally on matters of fact or make a request of Council shall give notice in writing to the Clerk no later than the Wednesday preceding the commencement of the regular meetings of Council/Committee of the Whole, and may be heard by leave of the Presiding Officer of Council or Committee, but shall be limited in speaking to not more than ten (10) minutes; except that a delegation consisting of more than five (5) persons shall be limited to two speakers, each limited to speaking not more than ten (10) minutes each. The Clerk shall be advised in writing as to the topic to be discussed. The Clerk shall be empowered to refer requests made of Council by delegation to appropriate committees as deemed necessary.

15 BY-LAWS

- 15.1 Every By-law shall be introduced upon motion by a Member of the Council specifying the title of the By-law.
- 15.2 Every By-law, when introduced, shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure, or to comply with provisions of any Act, and shall be complete with the exception of the number and date thereof.
- 15.3 Every By-law shall be given three readings prior to being passed, and the following statement affixed to each by-law:

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED this (date) day of (month), (year).

- 15.4 If Council determines that the By-law is to be considered in Committee of the Whole, it shall be so referred to Committee prior to the third and final reading, but shall only be passed in Regular Council.
- 15.5 If Council so determines, a By-law may be taken as read.

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- 15.6 The Clerk shall set out on all By-laws enacted by Council the date of the several readings thereof.
- 15.7 Every By-law enacted by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Mayor or Presiding Officer and the Clerk or Deputy Clerk and shall be deposited by the Clerk in his/her office.
- 15.8 The By-laws as enacted shall be available for public inspection in the clerk's office during regular business hours. The Clerk's office may provide public access to the by-laws in electronic format, including posting on the Township website or such other method as may be determined by the Clerk from time to time for this purpose.
- 15.9 A Confirmation By-law shall be passed at each meeting to confirm the decisions of Council or any decisions of a Committee delegated by Council. A confirmation by-law shall be listed on the Regular Council Agenda as the last item for Council consideration prior to Adjournment.

16. MOTIONS AND RESOLUTIONS

- 16.1 A member may introduce a motion regarding a matter that would not otherwise be considered by Council by delivering a written copy of the draft resolution signed by the Mover and Seconder to the clerk no later than 12:00 noon on the Wednesday preceding a Regular Council meeting, or by presenting the draft Resolution to the Clerk at a Regular Council meeting under the Notice of Motion section.
- 16.2 Upon receipt of a Notice of Motion, the Clerk shall print the draft Resolution in full on the agenda for the next Regular Council meeting.
- 16.3 No motion shall be debated upon or put forward unless it has been written, moved and seconded.
- 16.4 After a resolution has been received and/or read by the Mayor or Presiding Officer, it shall be deemed to be in the possession of the Council but may, with the majority consent of members present, be withdrawn by the mover prior to discussion or amendment or prior to voting.
- 16.5 A motion to amend:
 - a) Shall be presented in writing;
 - b) shall receive disposition of Council before a previous amendment or the question;
 - c) shall be relevant to the question to be received;
 - d) may propose a separate and distinct disposition of a question;
 - e) shall be put in the reverse order to that in which it is moved.
- 16.6 All motions must be moved and seconded with the exception of a motion to adjourn, which does not require a seconder.

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- 16.7 Each member of Council or a committee may address the subject matter of the motion. Any member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt any other member while speaking. Only members may speak during the time between the call for discussion by the Chair, and the conclusion of the vote on the motion. The clerk, CAO or other staff member may address Council or a committee to clarify the issues pertaining to the subject matter of the motion, or to provide additional information pertaining thereto.
- 16.8 After discussion, a motion on the floor may be altered by a Friendly Amendment with the approval of the mover and seconder, and with the agreement of the majority of members. If a majority do not indicate their support of a friendly amendment, a formal motion to amend may be brought forward.
- 16.9 A motion may be withdrawn by the mover with the agreement of the seconder. After a motion is read or stated by the Mayor or Chair, it shall be deemed to be in possession of Council or the committee but may, with the permission of the mover and seconder, be withdrawn at any time before decision or amendment.
- 16.10 In the event that the majority of Council or a committee determine they have inadequate information to be able to vote on a particular issue, the Chair may mark the motion "Tabled" and the said motion shall appear as an item of business on the agenda for the next and each subsequent regular meeting until a decision has been reached.
- 16.11 A motion to Reconsider may be introduced by any member and must duly seconded. A motion to Reconsider is not debatable and is subject to the following:
- a. If a motion to reconsider is brought forward at the same meeting when the original motion was considered, a two-thirds majority of the members is required to pass the motion to reconsider.
 - b. If a motion to reconsider is brought forward at a subsequent Council or Committee meeting, a majority of the members is required to pass the motion to reconsider.
 - c. The original motion cannot be brought forward for reconsideration more than once unless the substance of the motion has been materially changed.
 - d. A motion to reconsider is not subject to debate, amendment or reconsideration and cannot be tabled or referred.
 - e. Where a member of Council or a Committee has been named in any legal action related to a matter for reconsideration, no vote for reconsideration shall be taken until the action has been resolved.
 - f. No motion shall be reconsidered more than once during a period of twelve months following the date on which the question was decided.

- g. A motion to reconsider suspends action on the motion to which it applies until it has been decided.
 - h. If the action approved in the main motion cannot be reversed, the motion cannot be reconsidered.
 - i. The following motions cannot be reconsidered:
 - i. a motion to adjourn
 - ii. a motion to recess
 - iii. a motion to suspend the Rules
 - iv. a motion to reconsider
 - v. a motion to postpone indefinitely which has been lost
- 16.12 Immediately preceding the taking of the vote, the Mayor or Presiding Officer may state the question in the form introduced and shall do so if required by a member, except when a motion for the previous question has been resolved in the affirmative. He shall state the question in the precise form in which it will be recorded in the minutes.
- 16.13 After a question is finally put by the Mayor or Presiding Officer, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
- 16.14 The manner of determining the decision of the Council on a motion shall be at the discretion of the Presiding Officer and may be by voice, show of hands, standing, or otherwise.

17. VOTING

- 17.1 An affirmative vote by the majority of the members present is required to pass a motion.
- 17.2 When the Chair calls the vote, each member present will vote by raising their hand to indicate their agreement or disagreement with the motion on the table.
- 17.3 Except where disqualified to vote by reason of interest or otherwise, the Chair shall vote at the same time as the other members on all questions.
- 17.4 Upon completion of the vote the Chair shall declare whether the motion was carried or defeated.
- 17.5 A refusal to vote shall be taken as a vote in the negative. Abstentions are not permitted.
- 17.6 Any motion on which there is an equality of votes shall be deemed to be defeated.
- 17.7 Recorded Vote
- 17.7.1 When a member present requests a recorded vote immediately prior to or immediately subsequent to the taking of the vote, all Members present at

the Council or Committee meeting must vote in alphabetical order followed by the Deputy Mayor and Mayor unless otherwise prohibited by statute. The names of those who voted for, and who voted against, shall be noted in the minutes. The Clerk shall announce the results.

17.7.2 When a question is tabled and a recorded vote taken, any member who does not vote shall be deemed as voting in the negative, except where s/he is prohibited by statute from voting.

17.8 No Other Voting Methods

No vote shall be taken by ballot or by any other method of secret voting.

17.9 Motions introduced verbally

a. The following matters and motions with respect thereto may be introduced verbally without written notice and without leave, except as otherwise provided by these Rules of Procedure:

- i a point of order or personal privilege;
- ii presentations or petitions;
- iii to lay on the table;
- iv to postpone indefinitely or to a day certain;
- v to move the previous question.

17.10 Motions introduced in Writing

a. The following motions may be introduced without notice and without leave, but such motions shall be in writing and signed:

- i motion to refer
- ii to adjourn
- iii to amend
- iv to suspend the Rules of Procedure

b. Except as provided in Item 4 above, all motions shall be in writing and signed by the mover and seconder.

18. CLOSED SESSION

18.1 Except as provided in this section, all meetings shall be open to the public.

18.2 Council, Committee or a Local Board may go into Closed Session, referred to as In Camera, by the passing of a motion which shall state:

- a. the fact of holding the in camera session
- b. the general nature of the matters to be considered during the Closed Session as provided in the *Municipal Act*.

18.3 Upon passage of a motion as above, all members of the media and the public shall be required to leave the room. The Recording Secretary and any members of staff or consultants required for the purpose of the deliberations may be

requested to attend the closed session.

18.4 Reasons for Closed Session

18.4.1 In accordance with Section 239(2) of the Municipal Act, a meeting or part of a meeting may be closed to the public if the subject matter being considered is:

- a. The security of the property of the Township or Local Board;
- b. Personal matters about an identifiable individual including Township or Local Board employees;
- c. A proposed or pending acquisition or disposition of land for Township or Local Board purposes;
- d. Labour relations or employee negotiations;
- e. Litigation or potential litigation, including matters before administrative tribunals affecting the municipality of local board;
- f. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g. A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- h. information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i. a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j. a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board

18.4.2 Other Criteria

In accordance with Section 239(3) of the Municipal Act, a meeting or part of a meeting shall be closed to the public if the subject matter being considered is:

- a. a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
- b. an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) or the investigator referred to in subsection 239.2 (1) of the Municipal Act 2001, as amended.

In the event that an investigation has determined that a meeting or part of

a meeting that was the subject matter of an investigation appears to have been closed to the public contrary to Section 239 of the Municipal Act, 2001, as amended, or to a Procedure By-law under subsection 238 (2) of the Act, the municipality or the local board, as the case may be, shall pass a resolution stating how it intends to address the report.

18.4.3 Educational or Training Sessions

A meeting of Council, Local Board or Committee or of a Committee of either of them may be closed to the public if the following conditions are both satisfied:

- a. The meeting is held for the purpose of education or training the members; and
- b. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee.

18.5 Recording

No minutes shall be recorded in Closed Session.

18.6 No Closed Vote

18.6.1 A meeting shall not be closed to the public during the taking of a vote.

18.6.2 Despite paragraph 15.6.1, no vote shall be taken in the closed session with the exception of a motion to extend the hour of adjournment, and any such motion passed In Camera shall be recorded in the minutes. Any matters considered during the in camera session, including directions to officer, employees or agents shall be brought forward and voted upon when Council rises from the closed session.

18.6.3 Notwithstanding 15.6.2, Council may vote during the closed session if such a vote is for a procedural matter or for giving direction or instructions to officers, employees or agents of the municipality, or persons retained by or under a contract with the municipality or local board, in accordance with Sec. 239(6) of the *Municipal Act*, 2001.

18.6.4 Subject to the *Municipal Freedom of Information and Protection of Privacy Act*, no member of the current Council, or a former Council, shall disclose any personal information or other information which reveals the substance of deliberations of Council in closed session. Any current or former member who discloses such information may be subject to the penalty provisions under the Act.

18.6.5 Any recommendation or direction arising from the closed session shall be in the form of motions and shall come forward immediately upon rising. Each motion shall identify the general nature of discussion and instructions without revealing any confidential security, personal, personnel or legal matters.

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19. ADMINISTRATIVE AUTHORITY OF THE CLERK

19.1 The Clerk is authorized to amend by-laws, minutes and other Council and Committee documentation for technical, typographical or other administrative errors or omissions for the purpose of ensuring an accurate and complete record of the proceedings. This shall only be done where the intent of the By-law, minutes, and other Council and Committee documentation is not altered by the amendment, and the Clerk shall submit a report to Council to outline the housekeeping amendment.

20. INTERPRETATION

20.1 Words used in the singular shall have corresponding meanings when used in the plural.

20.2 "May" shall be construed as permissive.

20.3 "Shall" shall be construed as imperative.

20.4 Unless the contrary intention appears in this by-law, words importing the masculine gender only shall include females as well as males and the converse.

20.5 Where any expression of time occurs or where any hour or other period of time is stated, the time referred to shall be standard time, provided however, if what is known as "daylight saving time" has been generally adopted in the regional area for any period of the year such time shall be the time referred to during such period in any reference to time in this by-law.

20.6 This By-law shall be cited as the "Procedural By-law".

21. REPEALS

21.1 THAT this By-law shall take force effective January 1, 2018.

21.2 THAT By-law No. 2007-80 be and is hereby repealed effective January 1, 2018.



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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C016-22
DATE: December 7, 2022
TO: Committee of the Whole
FROM: Lisa Lehr, Clerk
SUBJECT: Fees and Charges By-law 2013-28 – Proposed Amendments

RECOMMENDATION

That Staff Report C016-22 be received, and

That Council direct staff to schedule a Public Meeting on December 21, 2022 to allow for public comment on proposed amendments, prior to the passage of a By-law to amend Essa's Fees and Charges By-law.

BACKGROUND

Section 391 of the *Municipal Act*, S.O.2001, c.25, as amended, permits municipalities to pass By-laws imposing fees or charges for:

- Services or activities provided by or carried out on behalf of it,
- Costs payable for services or activities provided by or done on behalf of it or any local board, and
- The use of its property including property under its control.

The costs included in a fee or charge may include costs incurred by the municipality or local board related to administration, enforcement and the establishment, acquisition and replacement of capital assets.

Section 69(1) of the *Planning Act* R.S.O. 1990, Chapter P13, provides that a municipality may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality.

COMMENTS AND CONSIDERATIONS

Municipalities face increasing costs to deliver essential services that residents and ratepayers require daily while maintaining reasonable and affordable tax rates. Fees and charges help to recover all or a portion of the cost of delivering specific services so that ratepayers are not adversely impacted financially for the delivery of the item or service. Although full cost recovery is not always achieved, all budgeted user fee revenue is applied against the total cost for the service.

Fees and charges traditionally have been developed using a combination of actual direct costs to deliver the service, including in some instances the overhead and administrative costs, as well as market comparison with neighbouring municipalities. Township of Essa staff have historically reviewed department fees on an annual basis and presented a report to Essa Council in the fall prior to budget deliberations. Due to COVID and the 2022 Municipal Election, the last review of Essa's Schedule of Fees was conducted in 2020.

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Leading into the 2023 Budget Deliberations, Department Managers have provided proposed amendments to the Fees and Charges By-law as attached to this report:

- Clerks Department (Attachment 1)
- Cemetery Fees (Attachment 2)
- Planning Department (Attachment 3)
- Building Department (Attachment 4)
- Fire Department (Attachment 5)
- Treasury Department (Attachment 6)

FINANCIAL IMPACT

There is no financial impact for authorizing an amendment to the Fees and Charges By-law.

Should the proposed amendments be passed, there will be increased revenue to be realized by the municipality. The realized increased revenue is dependent on residents utilizing the services (ie: renting equipment, ice, purchasing burn permits, etc.).


Manager of Finance Approval

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Authorize staff to schedule a Public Meeting on December 21, 2022 to allow for public comment on proposed amendments, prior to the passage of a By-law to amend Essa's Fees and Charges By-law.**
3. Some other action as deemed appropriate by Council.


CONCLUSION

Staff recommends that Council approve Option No. 2.

Respectfully submitted:


Lisa Lehr
Manager of Legislative Services

Reviewed by:


Colleen Healey-Dowdall
Chief Administrative Officer

Attachments:

- Clerks Department (Attachment 1)
- Thornton Union Cemetery Fees (Attachment 2)
- Planning Department (Attachment 3)
- Building Department (Attachment 4)
- Fire Department (Attachment 5)
- Treasury Department (Attachment 6)

Attachment 4
TOWNSHIP OF ESSA
FEE SCHEDULE - REQUEST FOR AMENDMENT


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

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

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

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


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

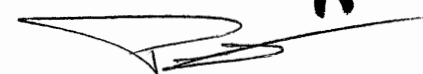
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**TOWNSHIP OF ESSA
FEE SCHEDULE - REQUEST FOR AMENDMENT**

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


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


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

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

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

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C017-22
DATE: December 7, 2022
TO: Committee of the Whole
FROM: Lisa Lehr, Manager of Legislative Services
SUBJECT: Appointment of Alternate to County of Simcoe Council

RECOMMENDATION

That Staff Report C017-22 be received; and

That Council appoint _____ to act as an alternate member of County of Simcoe Council for the 2022-2026 term; and

That Council direct the Clerk to present the necessary By-law for passage at the next meeting of Council.

BACKGROUND

The *Municipal Act, 2001*, as amended, contains provisions in Section 268 (1) which provides for the appointment of an alternate member from a lower-tier Council to act in place of a member of the upper-tier municipality, in the event that a lower-tier member cannot attend a meeting of the upper-tier municipality for any reason:

268 (1) Temporary Replacement, Member of Upper-Tier Municipality

"The Council of a local municipality may appoint one of its members as an alternate member to the upper-tier Council, to act in place of a person who is a member of Council of the local municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier Council for any reason".

This provision was introduced by Bill 68, *The Modernizing of Ontario's Municipal Legislation Act, 2017*, which amended the *Municipal Act, 2001*, effective January 1, 2018, and is permissive in nature meaning that it is not a mandatory legislative requirement.

Council of the Township of Essa previously appointed Ron Henderson as the alternate to the upper-tier Council at its meeting of January 16, 2019, however that appointment lapsed at the end of the term of the last Council.

COMMENTS AND CONSIDERATIONS

Due to the end of the term of the previous Council, the County of Simcoe is inquiring as to which municipalities will be appointing an alternate to represent their municipality in the absence of the Mayor/Deputy Mayor from County Council.

This appointment runs for the current term of Council, concluding on November 14, 2026.

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The *Municipal Act*, 2001, as amended, does not authorize: the appointment of more than one alternate member during the term of Council; the appointment of an alternate member to act in place of an alternate member appointed; or, the appointment of an alternate head of Council of the upper-tier municipality.

The Clerk is seeking direction from Council to advise whether they would like to appoint an alternate member of Council to attend County of Simcoe meetings, in the event that the Mayor and/or Deputy Mayor cannot attend. If Council chooses to appoint an alternate member of Council to attend County of Simcoe Council meetings (only in the absence of the Mayor and/or Deputy Mayor), then a By-law would be required to be passed by Council and forwarded to the County of Simcoe Clerk.

The author of this report feels that it would be in the best interest of the municipality to appoint an alternate member of Council to attend the upper-tier Council meetings in the event that the Mayor and/or Deputy Mayor cannot attend simply because it allows for equal representation and participation of Essa Council in the upper-tier municipality. This would ensure that Essa's voice is heard in the upper-tier Council meeting, as the permissive requirement allows for full participation by the alternate in the upper-tier meeting(s) (ie: discussions, voting, etc.).

FINANCIAL IMPACT

None.

SUMMARY / OPTIONS:

Council may:

1. Take no further action.
2. **Appoint a member of Council to act as an alternate member of the County of Simcoe Council for the current term; and**
3. **Direct the Clerk to present the necessary By-law for passage at the next meeting of Council.**

CONCLUSION

It is recommended that Council authorize the Clerk to proceed with Option Nos. 2 and 3 as outlined in this Report.

Respectfully submitted:



 Lisa Lehr
 Manager of Legislative Services

Reviewed by:



 Colleen Healey-Dowdall
 Chief Administrative Officer



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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C018-22
DATE: December 21, 2022
TO: Committee of the Whole
FROM: Lisa Lehr, Manager of Legislative Services
SUBJECT: Council Appointments - Local Boards and Committees

RECOMMENDATION

*That Staff Report C018-22 be received; and
That members of Council be appointed to Local Boards and Committees for the 2022-2026 term
as follow:*

- *Nottawasaga Valley Conservation Authority Board of Directors – Councillor Pieter Kiezebrink*
- *Essa and District Agricultural Society – Deputy Mayor Mike Smith*
- *Alliston and Area Physician Recruitment Committee – Councillor Pieter Kiezebrink*
- *Museum on the Boyne Committee – Councillor Liana Maltby*
- *Angus and Area BIA Board of Directors – Mayor Sandie Macdonald*
- *Thornton and Area Action Committee – Councillor Henry Sander*
- *Stevenson Memorial Redevelopment Committee – Councillor Liana Maltby*
- *South Simcoe Streams Network Nottawasaga Futures – Councillor Liana Maltby*

BACKGROUND

The Township of Essa receives requests from external local boards and committees inviting Council representation on the board/committee. It is Council's decision as to whether they will appoint a member to sit on the local board/committee, as they deem appropriate.

COMMENTS AND CONSIDERATIONS

Typically following a Municipal Election, the municipality receives requests for Essa Council representation on various local boards and committees. Generally, Council allocates representation to the following local board and committees:

- NVCA Board of Directors
- Alliston and Area Physician Recruitment Committee
- Angus and Area BIA Board of Directors
- Stevenson Memorial Redevelopment Committee
- Essa and District Agricultural Society Board of Directors
- Museum on the Boyne Committee
- Thornton and Area Action Committee

Additionally, correspondence was received by the Clerk's Department requesting a Council appointee to the South Simcoe Streams Network, Nottawasaga Futures (Attachment No. 1).

It is recommended that the following members of Council be appointed to the various local Boards and Committee for the 2022-2026 term as follows:

Local Board / Committee	Council Representative
NVCA Board of Directors	Councillor Pieter Kiezebrink
EDAS Board of Directors	Deputy Mayor Michael Smith
Alliston and Area Physician Recruitment Committee	Councillor Pieter Kiezebrink
Museum on the Boyne Committee	Councillor Liana Maltby
Angus and Area BIA Board of Directors	Mayor Sandie Macdonald
Thornton and Area Action Committee	Councillor Henry Sander
Stevenson Memorial Redevelopment Committee	Deputy Mayor Smith
South Simcoe Streams Network Nottawasaga Futures	Councillor Liana Maltby

Please Note: Separate Reports will be brought forward to appoint a member to the Nottawasaga Police Services Board, in addition to appointing members of Council and community representatives to Committees of Council (Library Board, Traffic Advisory Committee, Committee of Adjustment, Healthy Accessible Community and Parks Committee "HACP", Livestock Evaluators, Fence Viewers, and the Riverbank Fishing Committee).

FINANCIAL IMPACT

Remuneration and Mileage is paid as follows:

Name of Committee / Board	Paid by:	Per Diem	Mileage
NVCA Board of Directors	NVCA	\$82.03 per meeting	\$0.61 per kilometre
EDAS Board of Directors	n/a	n/a	n/a
Alliston & Area Physician Recruitment Committee	n/a	n/a	n/a
Museum on the Boyne Committee	n/a	n/a	n/a
Angus & Area BIA	n/a	n/a	n/a
Thornton & Area Action Committee	n/a	n/a	n/a
Stevenson Memorial Hospital Redevelopment Committee	n/a	n/a	n/a
South Simcoe Streams Network Nottawasaga Futures	n/a	n/a	n/a

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SUMMARY/OPTIONS

1. Take no further action.
2. Appoint members of Council as recommended in this Report to the various local boards and committees.
3. Amend the recommended appointments as Council deems appropriate.

CONCLUSION

It is recommended that Council appoint members to the various local Boards and Committees as Council deems appropriate.

Respectfully submitted:



Lisa Lehr
Manager of Legislative Services

Reviewed by:



Colleen Healey-Dowdall
Chief Administrative Officer

Attachments:

- 1 – Correspondence from the South Simcoe Streams Network dated November 7, 2022.

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Attachment #1



November 7, 2022

Township of Essa
Attn: Krista Pascoe
Clerk's Assistant / Accessibility Coordinator
kpascoe@essatownship.on.ca

Dear Mayor Macdonald & Council,

RE: Appointment to Committee of the South Simcoe Streams Network

The South Simcoe Streams Network (SSSN) would like to congratulate the newly elected Town Council. The SSSN appreciates the support received from Council in the past. We would like to strengthen our partnership connection by asking that a Councillor be appointed to the committee.

The SSSN is committed to involving multiple partners and resident communities in shared actions that improve habitat and water quality along our waterways. We offer extended capacity to restoration undertaken by the Nottawasaga Valley Conservation Authority and other environmental partners in Essa. The SSSN planted over 1600 trees and shrubs on township property during the past four years both with volunteer help and staff (during COVID lockdown). Despite the pandemic, our flagship *Trees for Streams* events attracted 166 volunteers to help with planting and mulching nine species of native seedlings and potted stock. We offer opportunities where local organizations, youth and families benefit from hands-on outdoor physical participation and ecological learning. The community benefits from long term improvements along its stream corridors in both urban and rural-agricultural settings.

A Council appointee to the SSSN committee is important to us and benefits us all. We generally hold 9 meetings per year, either in person or virtually. The SSSN committee is made up of volunteer citizens, municipal, conservation, government and non-government representatives who help with planning and directing project activities in the five southern municipalities of Simcoe County. A council representative would improve communication and awareness of Essa's needs vis-à-vis the Network.

We look forward to working with Council and hope Council appoints a representative to the committee to provide valued input in how we invest in streams together for community and watershed health.

On behalf of the SSSN,

A handwritten signature in cursive script that reads "Silvia Pedrazzi".

Silvia Pedrazzi
Environment Liaison for the
South Simcoe Streams Network
Nottawasaga Futures
705 435-1540 ext. 107
silva@nottawasaga.com

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South Simcoe Streams Network Strategic Plan Brief — 2019 to 2024

The South Simcoe Streams Network administered through Nottawasaga Futures was established in July of 2008. This grass roots not-for-profit program is designed to involve multiple partners and resident communities in shared actions that improve habitat and water quality. The focus is on threatened shorelines and streams in the Lake Simcoe and Nottawasaga River watersheds within the southern municipalities of Simcoe County; namely Adjala-Tosorontio, Bradford West Gwillimbury, Essa, Innisfil, and New Tecumseth.

—Our Purpose—
To Invest in Streams
Together for Community
& Watershed Health

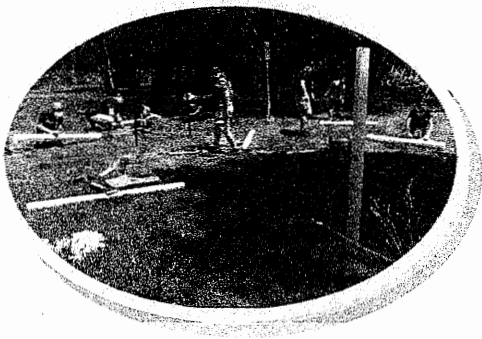
—Our Values—
Involve community and youth today to build healthy streams for tomorrow
Nurture a holistic approach to stream rehabilitation
Embrace and respect partner diversity
Keep informed and informing on ecological practices and threats
Share ideas and collaborate in a non-regulatory setting



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—Our Desired Outcome—

“South Simcoe communities are actively engaged and educated in fostering healthy streams and improving ecological function for the benefit of all generations.”



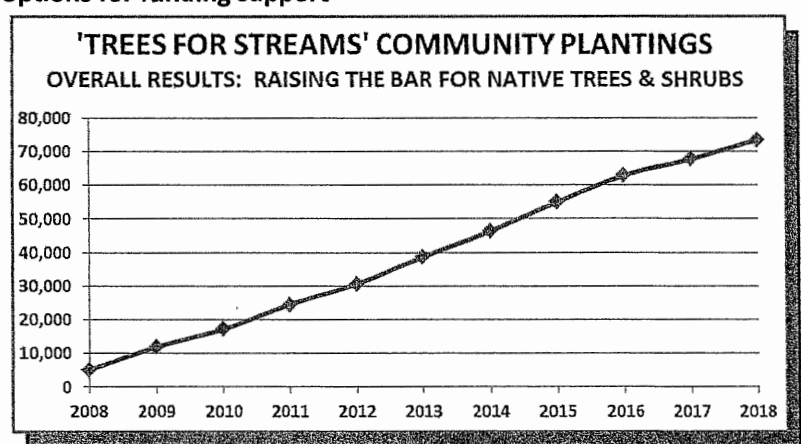
—Our Strategic Directions—

Continue Doing These Activities within Network Capacity

- ◆ Build on organizational links and landowner contacts to support stream projects
- ◆ Conduct outreach and volunteer recruitment to schools, youth, business/industry and community groups
- ◆ Execute at least one major project per year in either the Lake Simcoe or Nottawasaga River Watersheds
- ◆ Execute community ‘Trees for Streams’ buffer planting projects and events within the five municipalities in the southern region of Simcoe County
- ◆ Facilitate collaborative stream improvement projects addressing watershed needs and involving volunteer participation to improve stream habitat and reduce phosphorous and other pollutants
- ◆ Include climate change, species at risk and wetland elements into projects where applicable
- ◆ Integrate youth assistance and mentoring in project delivery through school co-operative partnerships and ‘Stream-Share’ initiatives where feasible
- ◆ Involve volunteers in adaptive management, site maintenance, monitoring and invasive species control
- ◆ Maintain nursery tree plot partnership to provide more native plant species and size diversity
- ◆ Mitigate and convey potential project safety risks to volunteers
- ◆ Promote education and awareness through event orientations, workshop displays, media and signage
- ◆ Pursue a mix of private, public and government options for funding support
- ◆ Add elements of appreciation and fun

Advance These Activities

- ◆ Connect to university/college for educational and scientific links where feasible
- ◆ Engage in social media as outreach tool in most cost and time effective manner
- ◆ Explore and pilot ways to monitor and maintain old project sites in light of invasive species, climate change and other challenges affecting restoration efforts
- ◆ Provide training and networking opportunities for site-leads
- ◆ Seek longer term funding provisions for staff and overhead to improve sustainability





TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C019-22

DATE: December 7, 2022

TO: Committee of the Whole

FROM: Krista Pascoe, Deputy Clerk

SUBJECT: Terms of Reference - Committee of Adjustment, Fence Viewers, Livestock Valuators, Healthy, Accessible Community and Parks Committee and the Essa Public Library Board

RECOMMENDATION

That Staff Report C020-22 be received; and
 That Council approve the Terms of Reference as attached; and
 That the Board of Governance Policy for the Essa Public Library Board be received for information.

BACKGROUND

With each new term of Council, the terms of reference and board by-laws for subcommittees are reviewed by staff and Council in order to confirm that the terms of the mandate, objective, and composition are still relevant to each committee.

COMMENTS AND CONSIDERATIONS

In accordance with a suggestion received, the Committee of Adjustment Terms of Reference contains an amendment to reflect that the Committee be comprised of **four (4) members of the community and one (1) member of Council**. In previous terms the Committee had been comprised of five (5) members of the community and no member of Council. It is believed that Council wishes to be more involved than in the past.

The Terms of Reference for the Fence Viewers and Livestock Valuators have also been reviewed and updated to include a section for the responsibility of the Committee members to ensure consistency with other Terms of Reference formats.

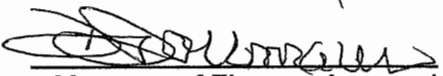
As Council may recall, at its meeting of September 1, 2021, Council approved amalgamating the Accessibility Advisory Committee, Parks and Recreation Committee, Age Friendly Committee and the Healthy Community Committee into one Committee to take effect with the new term of Council. As such, the Terms of Reference from each of the previous committees have been combined and attached for Council's review.

The CEO of the Library has also provided the most current Board Governance Policy for the Essa Public Library Board as information for Council.

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FINANCIAL IMPACT

There are no financial considerations regarding this matter, although Council may wish to note that there is remuneration for some committee positions.


Manager of Finance Approval

SUMMARY/OPTIONS

The purpose of sub-committees is for citizens to become involved in municipal government and their community and to help take some of the burden off of Councils.

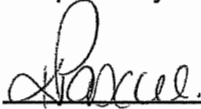
Council may:

1. Take no further action.
2. **Receive report and approve the Terms of Reference for each sub-committee of Council.**
3. Direct Staff as Council deems appropriate.

CONCLUSION

Staff recommends that Council approve option No. 2.

Respectfully submitted:



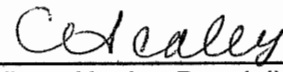
Krista Pascoe
Deputy Clerk

Reviewed by:



Lisa Lehr
Manager of Legislative Services

Reviewed by:



Colleen Healey-Dowdall
Chief Administrative Officer

Attachments:

1. Terms of Reference – Committee of Adjustment
2. Terms of Reference – Fence Viewers
3. Terms of Reference – Livestock Valuators
4. Terms of Reference – Healthy, Accessible Community and Parks Committee
5. Library Boards By-laws – Essa Public Library Board

**COMMITTEE OF ADJUSTMENT FOR THE TOWNSHIP OF ESSA
TERMS OF REFERENCE**

Purpose

This Committee, the Committee of Adjustment ("C of A") for the Township of Essa, is appointed by Council for a four year term to consider the merits of applications for consent and minor variance under the Planning Act in conjunction with Provincial, County and Township policy and to render decisions on such applications. As well, this Committee serves as the Township's Property Standards Committee and makes decisions on requests for exceptions to the Township's Fencing By-law.

Enabling Legislation

The Committee is formed under Sections 44 and 54 of the Planning Act by way of a By-law of Council delegating authority to the C of A to make decisions on matters of consent and minor variance. The scope of the C of A includes powers as listed under Sections 45 and 53 of the Planning Act. Also, the C of A is charged to serve as the Property Standards Committee as referenced in the Township's Property Standards By-law and is delegated to make decisions on behalf of Council concerning the Township's Fencing By-law.

The Manager of Planning and Development, Planning Technician or Planning Administrative Assistant may be appointed as the Secretary-Treasurer for the C of A.

Membership and Responsibility

The Committee shall be comprised of **four (4) members of the public** who reside in Essa Township and who are not employed as real estate agents and **one member of Council**. Knowledge of land use planning matters and municipal operations is considered an asset. The Committee is responsible to consider applications as made for consents, minor variances, property standards relief or Fencing By-law exceptions and must uphold the policies of the Municipality as outlined in the Township's Official Plan.

Remuneration and Meetings

Members are paid \$85.00 per meeting plus \$40.00 for site visits. Members must be available to meet monthly or on the call of the Chair and have access to a vehicle to conduct site inspections. If, in the event a member misses three consecutive meetings without a valid and acceptable reason as determined by Council, then the individual's appointment to the Committee will be rescinded and Council shall appoint another member for the remaining Council term.

At the first meeting of each term, the Committee shall elect a Chair.

FENCE VIEWERS FOR THE TOWNSHIP OF ESSA TERMS OF REFERENCE

Purpose

Fence Viewers are appointed by Council pursuant to the provisions of The Line Fences Act, R.S.O. 1990, c. L.17, a Provincial law to govern the arbitration process when neighbours cannot agree on the construction, reconstruction or maintenance of a Line Fence.

Responsibility

The Line Fence Viewers will be responsible for the following:

- If a dispute arises between owners of adjoining lands respecting the construction of a fence to mark the boundary between those lands, a request can be made to the municipality to have fence-viewers attend. On the date and time appointed, two fence viewers will examine the land in question and hear submissions from the adjoining owners and/or their witnesses. All notices under the Act are sent out by the Clerk's Office.
- The fence viewers then make an award describing what each neighbour must do and/or pay. The award will specify the location of the fence that each owner or specific owner shall construct, reconstruct or repair, the description of the fence and materials to be used, the date the work is to commence and to be completed, the costs of the proceedings and how the work is to be apportioned to each property owner. In making the award, the fence viewers must take into account the suitability of the fence to the needs of each owner/occupant, the benefit received by each property owner and the type of fence in use in the area.
- If any of the parties are not satisfied with an award, they can lodge an appeal to a Provincial Referee. An appeal hearing is held. At the hearing, the Township of Essa's Clerk or designate attends to take the minutes of the meeting and the fence viewers are required to attend the appeal hearing. Any responsibilities not clearly identified within the Terms of Reference shall be in accordance with the Line Fences Act.

Membership

The Committee shall be comprised of three (3) members of the public who reside in Essa Township.

Remuneration and Meetings

The fence viewers will meet as required. Sufficient Notice will be given to all members. Fence viewers receive an honorarium of \$50.00 per occurrence.

LIVESTOCK VALUATORS FOR THE TOWNSHIP OF ESSA TERMS OF REFERENCE

Purpose

Livestock Evaluators respond to the loss of livestock by farmers in the Township to determine the value of claim to be awarded, based on the evidence presented in accordance with the Livestock, Poultry and Honey Bee Protection Act.

Responsibility

1. The Valuer shall have a thorough working knowledge of the Ontario Wildlife Damage Compensation Program (OWDCP).
2. The Valuer shall make a full investigation within two (2) days of receiving the notification from the Clerk.
3. The Valuer shall have access to a digital camera and will record such evidence, including the taking of photographs and/or video, that is reasonably necessary to allow another person to review the evidence and make a conclusion as to whether Wildlife caused the Injury or death.
4. The Valuer will make and serve his/her report in writing within three (3) days (with the exception of statutory holidays) after receiving notification.
5. The Valuers report will include the following information:
 - a. Whether the injury or death was, to the Valuer's best knowledge and belief,
 - i. Caused by Wildlife covered under the Program
 - ii. Caused by a dog owned by or habitually kept on the premises of the owner of Livestock and/or Poultry, or
 - iii. A result of the owner's failure to take reasonable care to prevent the injury or killing of the Livestock and/or Poultry by Wildlife
 - b. The extent and amount of damage to the owner's Livestock and/or Poultry;
 - c. Evidence that the owner of the Livestock and/or Poultry have made reasonable effort (if any) to prevent incidences of Wildlife damage;
 - d. The quantum of compensation (if any) the owner of the Livestock and/or Poultry should receive as determined by the calculation set out in the Program Guideline: Payment is not to exceed fair market

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value. Any insurance payments a Recipient is Eligible to receive as a result of injury or death to Livestock and/or Poultry shall be deducted from any compensation the Recipient may be eligible to receive under this Program.

6. The Valuer will provide a copy of his/her report to:
 - a. The owner of the Livestock and/or Poultry;
 - b. The Clerk of the municipality in which the Livestock and/or Poultry was injured or killed.
7. If the Valuer determines that the damage was caused by a dog that is not habitually kept on the premises of the owner of Livestock and/or Poultry, the owner is not eligible for compensation through this Program. If the damage is caused by dogs, the process set out in the Protection of Livestock and Poultry from Dogs Act shall be followed.

Membership

The Committee shall be comprised of two (2) members of the public who reside in Essa Township.

Remuneration

Livestock valuers receive an honorarium of \$50.00 per evaluation.

**TOWNSHIP OF ESSA
HEALTHY, ACCESSIBLE COMMUNITY AND PARKS COMMITTEE (HACP)
TERMS OF REFERENCE 2022-2026**

1. 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.

2. Scope of Responsibilities

- a) Advocate on behalf of persons with disabilities through the promotion of public awareness and understanding the needs of disabled persons;
- b) Support the development and implementation of programs, policies and by-laws which promote and create a barrier-free healthy community;
- c) Make recommendations 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
- d) Identify any potential funding opportunities to assist Essa in becoming healthy and barrier free;
- e) Monitor the status of municipally-owned and/or operated buildings, facilities and public areas to ensure that they meet the needs of disabled persons;
- f) Work with Township staff in the maintenance of the Essa Accessibility Plan in accordance with the Ontarians with Disabilities Act;
- g) Respond to relevant accessibility issues as raised by individuals or community groups;
- h) Promote healthy and active lifestyles for all residents, assist in planning future trails, sidewalks, canoeing and kayaking launches, as well as parks and public spaces;
- i) Promote healthy living and access to eating local food;
- j) Promote safe roads, reduction in personal vehicle use and energy conservation;
- k) Provide advice to Staff and Council on policy matters relating to the provision of recreational, cultural and related services, including special events for residents and visitors;
- l) Provide a forum for discussion and coordination of recreational, and healthy community initiatives ad programs with other community groups and agencies; and
- m) Make recommendations to Council on amenities to be contained in parks, park and facility planning and policies for park and facility use.

3. Composition

- a) The Committee shall be comprised of 4 residents from the Township of Essa one of who:
 - i) Has a disability; one member shall be representative of gender, ethnicity and different types of visible and invisible disabilities as defined in the applicable legislation, such as persons with physical (visual, speech, hearing, deaf, brain injury, use of a wheelchair); cognitive (intellectual impairments); perceptual (learning disability) and mental health disabilities; or
 - ii) are citizen caregivers or volunteers to persons with disabilities; or
 - iii) members of the community or professional stakeholders; or
 - iv) have knowledge of issues faced by persons with disabilities
- b) One member of the Township staff from the Clerk's Department will be in attendance for all meetings and will act as the recording secretary for the Committee.
- c) One member from the Parks and Recreation Department

- d) At least one member of Council. (Members of Council may not Chair or Vice Chair the meetings)

The following are considered assets in the recruitment of members:

- One youth resident of the Township of Essa under the age of 25;
- Representative from the Simcoe Muskoka District Health Unit;
- Someone who is a sport enthusiast or has been involved with organized sport; or
- Someone with lived or work experience in park or public space planning.

Other staff or experts in a field may be invited to participate as guests with the Committee from time to time.

4. Appointment

All members of the Committee shall be appointed by Council. Appointments shall be approved by Council in accordance with the membership requirements in the Terms of Reference. The advertising of vacancies and appointments to the Committee will be in accordance with the policies adopted by Council and applicable legislation. A Chair and Vice Chair shall be elected by a majority vote of the committee at its first meeting of each new term to preside over meetings and Committee business. The term for the Chair shall be two years, whereby the Vice Chair shall take on the role of Chair thereafter.

5. Term of Service

The term of service will coincide with the term of Council, namely four years, and members will remain in office until their successors are appointed. In the event of a vacancy other than the expiration of the term for which the member was appointed, such vacancy shall be dealt with in accordance with policies adopted by Council and applicable legislation. In the event that a committee member has not attended 3 consecutive meetings, they shall no longer sit on the Committee, and the Committee members will recruit for a replacement as well as inform the Clerk of such.

6. Delegated Authority

The Committee has no authority to direct staff, and any recommendations that need to be carried out (reports or staff actions) must be first considered by Committee of the Whole and/or Council.

7. Meetings

The Committee will meet on a quarterly basis with specific dates and times for meetings to be determined by the Committee at the beginning of each year. Each meeting shall be a minimum of 1 hour in length. The Committee may meet more frequently if necessary as long as appropriate notice is provided to all members of the Committee. The location of meetings will be mutually agreed upon by members of the Committee. The meetings may be conducted through Zoom and the conduct of business at meetings will be governed by the Township's Procedural By-law unless otherwise stipulated.

8. Remuneration

Community members will receive an honorarium of \$50 per meeting attended; the paid meetings being the four meetings scheduled at the beginning of the year.

9. Agenda and Minutes

- a) Secretary assistance for the Committee will be provided by the Office of the Clerk. Staff will prepare the agendas and minutes with input from the Chair and Committee members. The Parks and Recreation staff member may be asked to assist the Clerks Department.
- b) Minutes will be prepared by staff and forwarded to each of the Committee members for review as soon as possible following the meeting. Once approved at the next meeting the minutes will be placed on the regular Council agenda so as to inform Council of the work that the Committee is doing.
- c) An annual report shall be prepared each year summarizing the activities of the committee and will be submitted to Council for review. Records shall be filed with the Clerk and kept in accordance with the Township's records management practices.

Administration EPL_ADMIN:001	Library Board By-Laws	Issue Date: 31 January 2012
Revision: yes	Board Motion: EPL 2020:017	Chair: Derek McKeever
Supersedes: EPL 2020:005	Scope: Governance	Next Review: 2024
Review Dates: June 2003, Oct 2003, Sept 2006, Oct 2006, Feb 2008, March 2013, Sept 2013, 27 Feb 2017, 23 Apr 2018, 27 Jan 2020, 27 April 2020		

Statement of Authority

The Essa Public Library is established in accordance with the ***Public Libraries Act, Revised Statutes of Ontario, 1990, chapter P.44*** and is under the management and control of the Essa Public Library Board which is a corporation operating under the authority of the ***Act***.

The Essa Public Library Board recognizes that the ***Act*** sets out procedures for the appointment of members of the Board, the qualifications of members, term of membership, disqualification of members, and vacancies on the Board.

Purpose of the Board

The Essa Public Library Board shall seek to provide a comprehensive and efficient public Library service that reflects the community's unique needs.

The Essa Public Library Board:

1. Bears legal responsibility for the Essa Public Library
2. Determines and adopts written policies to govern the operation of the Board and Library
3. Understands the Library-related needs of the community
4. Determines the goals and objectives of the Library and secures adequate funds to fulfil these goals
5. Fixes the dates and times for regular meetings of the Board and the mode of calling and conducting them and ensures that full and correct minutes are kept
6. Makes provision for insuring the Board's real and personal property
7. Takes proper security for the Treasurer
8. Appoints a competent and qualified Chief Executive Officer; evaluates and fixes the rate of pay of the CEO and if necessary, dismisses the CEO
9. Works with the CEO to prepare a budget adequate to carry out the Library's goals and objectives and presents this budget to municipal council

10. Ensures that the Library is operated in accordance with the ***Public Libraries Act, Revised Statutes of Ontario, 1990, chapter P.44***
11. Approves and submits all reports required or requested by the Municipal Council or the Government of Ontario.

Orientation of members of the Board

The Chief Executive Officer shall ensure that all new Board members, before their first Board meeting, receive an introduction to the Library, its facilities, Staff and services.

Each Board Member shall receive the current ***Trustee Training Document*** produced by the Library Trustee Development Program. Local information shall be included, including:

1. The Library's by-laws and policy statements
2. Guidelines for the position of Library trustee
3. The Library's current budget
4. The Library's latest audited financial statement
5. The names, addresses and telephone numbers of other members
6. A package of materials from the previous meeting (minutes, reports, etc.)

Meetings of the Board

1. Inaugural Meeting

The Chief Executive Officer shall call the **inaugural meeting** of the Essa Public Library Board in each new term upon receipt of the confirmation of appointments from the Municipal Clerk and a by-law from the Municipal Council.

The **inaugural meeting** of the Essa Public Library Board shall be held at the first meeting of each new term. The Secretary shall preside and conduct the elections for the position of Chairperson in accordance with ***Robert's Rules of Order*** and the ***Municipal Act*** of Ontario. The newly elected Chairperson shall then preside and conduct the elections of the Vice-Chair and Committee Chairs.

2. Regular Meetings

Regular meetings of the Essa Public Library Board shall be held at 7 p.m. on the fourth Monday of each month from January to June and September to November and the second Monday of December to a minimum of 7 (seven) meetings per year in accordance with the ***Public Libraries Act***. If this date is a legal, public or civic holiday, then the Board shall meet at the same hour on a date agreed upon at a preceding meeting of the Board. Regular meetings will be held on an alternating basis in the Angus and Thornton branches of the Essa Public Library.

3. Special Meetings

The Chairperson or any two members of the Board may summon a special meeting of the Board by giving each member reasonable notice in writing, by email, or by

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phone call, specifying the purpose for which the meeting is called and this shall be the sole business transacted at the meeting.

4. Closed Sessions

All Essa Library Board Meetings are open to the public except for CLOSED/IN CAMERA SESSIONS. Board may go into Closed/In camera Session by the passing of a motion that shall state:

- a) The fact of holding the closed/in camera session
- b) The general nature of the matter being considered.

The motion to proceed to Closed/In camera Session should be recorded in the Agenda which is distributed to the Board and posted on the Library website prior to the Board Meeting. Upon passage of a motion as above only Board members and the CEO/Secretary shall remain.

Reasons for closed/in camera sessions shall include: to address matters in accordance with Section 239(2) of the Municipal Act, 2001, pertaining to personal matters about an identifiable individual, including Board employees or volunteers or members of the public.

Reasons for closed/in camera sessions may include:

- matters before administrative tribunals;
- to receive advice that is subject to solicitor/client privilege, including communications necessary for that purpose;
- a proposed or pending acquisition or disposition of land for Board purposes;
- matters pertaining to advice that is subject to litigation or potential litigation;
- labour relations or employee negotiations;
- security of persons or property;
- the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act as the CEO as delegated by the Board is the head of the institution for the purposes of the Act;
- and other matters at the discretion of the Board as are allowed by the Municipal Act, 2001.

Additional matters not contained within the motion shall not be discussed within the Closed/In camera Session. However, urgent matters which cannot wait a month until the next meeting may be added to an amended Closed/In camera Session motion if they meet the above criteria.

Minutes recorded during the Closed/In Camera Session will be immediately filed in an envelope which will be sealed. The signature of the Chair or Acting Chair and one other Board Member shall be written across the seal. The envelope will be filed by the CEO in the locked Personnel Files cabinet.

Closed Sessions and In camera meetings are to be ended by a motion to rise. Upon rising from the Closed/In camera Session, the Board shall either make a report or state that there is nothing to report. A motion may be made to approve this report, without making the report public.

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Any recommendations or direction arising from the closed/in camera session shall be in the form of motions and shall come forward immediately upon rising. Each motion shall identify the general nature of discussion and instructions without revealing any confidential security, personal, personnel or legal matters. Subject to the Municipal Freedom of Information and Protection of Privacy Act, no member of the current Board, or former Board shall disclose any personal information or other information which reveals the substance of deliberations of the Board in closed/in camera session. Any current or former member who discloses such information may be subject to penalty provisions under the Act.

5. Public Attendance at Board Meetings

Residents of the Township of Essa are entitled and welcomed to attend any Board Meeting as a visitor. The schedule of Board Meetings is on the Library's website. Agendas are posted 3 days prior to the scheduled meeting.

Community members may address the Board, solely at the discretion of the Board, on any matter that is the responsibility of the Board. Those addresses relating to items not on the Agenda of a given meeting shall be known as "Presentations" and shall appear at the beginning of the Agenda before any other business items. Those addresses relating to items that are on the Agenda shall be known as "Delegations". Delegations may be heard as the Agenda item comes before the Board and before the Board discusses the Agenda item.

Individuals or groups wishing to make a presentation or delegation must submit a written request to the CEO/Secretary or Chair at least nine (9) days in advance of a Board meeting. The request must include the name of the presenter, topic of the presentation, background details, handout materials (if any), and contact information. Board members will not enter into a debate with a Presenter or Delegate. Public visitors, presenters, and delegations may sit in the audience for the entirety of the meeting, up to but not including any Closed/In camera Sessions. Members of the audience do not have a voice at the Board Meeting unless input is requested by the Meeting Chair.

It is noted here for the information of the public that only duly appointed Board members have a vote on Board matters.

Presentations and delegations shall be limited to five (5) minutes. Further input may be given at that time if requested by the Meeting Chair.

No Presenter or Delegate shall:

- speak disrespectfully of any person;
- use offensive words or unparliamentary language;
- speak on any subject other than the subject for which they have received approval to address the Committee; or
- disobey the rules of procedure or a decision of the Chair or Board.

Cell phones and electronic devices shall be turned off or set to inaudible tones.

Attendance at meetings

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Regular attendance:

Regular attendance of all Board members at Board meetings is vital to the satisfactory conduct of Board business. In the event that a member must be absent from any meeting, that member shall notify the Secretary prior to the day of the meeting. Should a member be absent for three (3) consecutive meetings, the Board shall consider the circumstances of the absence and either:

1. Notify the Municipal Council that the seat is vacant, or
2. Pass a resolution authorizing that person to continue as a Board member until the next meeting.

Remote attendance:

Board members may attend Library Board meetings remotely via teleconference or Internet video conferencing call.

- a) As all Board meetings are open to the public, these meetings must be conducted in such a way that all members participating can hear each other at the same time, and that the public can also hear the deliberations.
- b) A member of the Library Board or a committee may attend, participate and vote at an open or closed meeting remotely, if the member is prevented from physically attending because of: i. personal illness or disability; or ii. employment purposes or the business of the public good; or iii. a family, inclement weather or other emergency.
- c) Members who wish to attend a meeting remotely should give notice forty-eight hours before the commencement of the meeting to the CEO so that the remote connections can be made ready. Those members who attend remotely will have a vote.
- d) Meeting minutes will reflect that a member is participating remotely
- e) Except for Emergency situations/declarations when all members of the Library Board are attending remotely, the Chair may ask the Vice-Chair to chair the meeting if the Chair of the Library Board attends the meeting remotely.
- f) Quorum applies to the members attending in person and remotely.

Chairperson of the Board

The Chairperson of the Essa Public Library Board acts as an official representative of the Library and in a leadership role to the Board, ensures the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure.

In addition, the Chairperson is responsible for:

1. Presiding at regular and special meetings of the Board in accordance with the ***Public Libraries Act, Revised Statutes of Ontario, 1990, chapter P.44*** and other relevant legislation, and with the rules of procedure adopted by the Board.
2. Serving as an ex-officio member of all Board committees.
3. Acting as an authorized signing officer of all documents pertaining to Board business.

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4. Representing the Board, alone or with other members of the Board, at any public or private meetings for the purpose of conducting, promoting, or completing the business of the Board.
5. Determining the responsibility of committees to deal with matters which arise where it is unclear which committee has responsibility, subject to eventual confirmation by the Board.
6. Ensuring that vacancies on Board committees are filled as expeditiously as possible.
7. Advising the Vice-Chairperson, if for any reason, the Chairperson is temporarily unable to perform these functions.

The Chairperson shall not commit the Board to any course of action in the absence of the specific authority of the Board.

The term of office for the Chairperson shall be one year. The election of a Chairperson shall take place at the inaugural meeting of a new Board and at the December Regular Meeting of the Board as the last item of business in subsequent years of the term of office.

Vice-Chairperson of the Board

In the absence of the Chairperson, the Vice-Chairperson of the Essa Public Library Board acts as an official representative of the Library and in a leadership role to the Board, ensures the proper functioning of the Board and the proper conduct of Board business, in accordance with appropriate legislation and prescribed rules of procedure.

In addition, the Vice-Chairperson is responsible for:

1. Exercising all powers and performing all duties of the Chairperson, in the absence of the Chairperson.
2. Exercising such powers and duties as may, from time to time, be assigned by the Board.
3. The term of the Vice-Chairperson shall be for one year with the election to take place at the same time as the election of a Chairperson.

Chief Executive Officer of the Board

The Board shall employ a Chief Librarian who shall be the Chief Executive Officer of the Board but is not a voting member of this Board.

The Chief Executive Officer shall also serve as Secretary-Treasurer of the Board.

The Board shall establish a job description, hours of work, salary and benefits for the position.

The job description shall clearly list the duties assigned to the position and establish the reporting relationship of the Chief Executive Officer.

The Board shall conduct an annual evaluation of the performance of the Chief Executive Officer to aid in setting objectives for the next year.

Order of proceedings

Meetings shall be called to order as soon after the hour fixed for a meeting as a quorum is present.

“The presence of a majority of the Board is necessary for the transaction of business at a meeting.” *Public Libraries Act, Revised Statutes of Ontario, 1990, chapter P.44*

Where a quorum is not present within thirty minutes after the hour fixed for a meeting, the Secretary shall record the names of the Board members present and the meeting shall stand adjourned until the next meeting or until a special meeting is called. If notified by a majority of Board members of their anticipated absence from a meeting, the Secretary shall notify all members of the Board that the meeting is cancelled. In the absence of the Chairperson, the Vice-Chairperson shall preside.

The order of business for all regular meetings of the Board shall be as follows:

1. Call to order
2. Approval of the agenda
3. Declaration of any conflicts of interest
4. Minutes of the preceding meeting
5. Business arising from the minutes
6. Correspondence
7. Chairperson’s remarks
8. Treasurer’s report
9. Chief Executive Officer’s report
10. Committee reports
11. Other business
12. Date of the next meeting
13. Adjournment.

All business shall be dealt with in the order of the agenda unless otherwise decided by the Board.

Conduct of proceedings

It shall be the duty of the Chairperson of the Essa Public Library Board to:

1. Open meetings of the Board by calling the members to order
2. Announce the business before the Board in the order of which it is to be acted upon
3. Receive and submit, in the proper manner, all motions presented by the members of the Board
4. Put to vote all motions which are moved and seconded in the course of proceedings, and to announce the results
5. Decline to put to vote motions which infringe the rules of procedure
6. Restrain the members when engaged in debate, within the rules of order
7. Exclude any person from a meeting for improper conduct
8. Enforce the observance of order and decorum among the members
9. Authenticate, by signing, all by-laws, resolutions and minutes of the Board
10. Inform the Board, when necessary or when referred to for the purpose, in a point of order or usage
11. Represent and support the Board, declaring its will, and implicitly obeying its decisions in all things

- 12. Receive all messages and communications and announce them to the Board
- 13. Appoint members to committees
- 14. Ensure that the decisions of the Board are in conformity with the laws and by-laws governing the activities of the Board.

Rules of debate

In directing the course of debate, the Chairperson shall:

- 1. Preserve order and decide questions of order
- 2. Designate the member who has the floor when two or members wish to speak
- 3. State all motions presented or require the Secretary to read the motion before permitting debate on the question
- 4. Put the question to vote when all members wishing to speak to it have spoken once or when further debate will not serve to advance the business before the Board.

In addressing the Board, no member shall

- 5. Speak beside the question in debate
- 6. Reflect upon any prior determination of the Board except to conclude such remarks with a motion to rescind such determination
- 7. Interrupt the member who has the floor except to raise a point of order
- 8. Speak more than once to the same question except upon the consideration of a report referred by a committee to the Board for a decision, in explanation of a statement which may have been interpreted incorrectly, or with permission of the Board after all other members so desiring have spoken

Any member may require the question or motion under discussion to be read at any time during the debate.

Every member present, when a question is put, shall vote thereon unless a member has declared a conflict of interest. A member who refuses to vote shall be deemed to vote in the affirmative.

Motions

- 1. A motion must be seconded before it can be debated, put to vote or recorded in the minutes.
- 2. After a motion has been properly moved and seconded, it can only be withdrawn by resolution approved by the Board.
- 3. A motion properly before the Board must receive disposition before any other motion to amend, adjourn, extend hour of proceedings, or on a matter of privilege.
- 4. Only one motion to amend the main motion shall be allowed.
- 5. A motion to adjourn is not debatable, cannot be amended, and, if resolved in the negative, cannot be made again until after some immediate proceeding shall have been completed by the Board.
- 6. A motion for reconsideration of a question which has been decided upon but not acted upon may be made at any time by a member who voted on the question with the majority and until the motion for reconsideration has received disposition no further discussion of the question shall be allowed.

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7. A motion containing distant proposals may be divided with agreement of the Board

Voting on motions

1. The Chair or Acting Chair will only vote when his/her vote is required to break a tie vote. If the Chair or Acting Chair decides not to cast a vote, the motion or amendment is defeated because a majority was not obtained. If, however, a Member of the Board call for a recorded vote, then all Members will cast a ballot (or abstain from voting if they so choose) with the Chair casting the last vote. If a tie results, the motion or amendment is defeated and that motion cannot be placed on the table again during that meeting.
2. Only committee members may move and second motions and vote in committee meetings. All Board members may participate in discussions of matters before the committee.
3. A separate vote shall be taken upon each proposal contained in a question divided with the approval of the Board.
4. Voting shall normally be by a show of hands.
5. Upon the request of a member who was present when the question was stated, a recorded vote shall be taken.
6. As the CEO is not a member of the Board, the CEO does not cast a vote.

Committees of the Board and their Terms of Reference

At the first meeting of the new term, the Board shall appoint the following Standing Committees: Planning & Policy, Finance, Personnel.

The Board may appoint Ad Hoc Committees for a short term to address a particular issue or to obtain a defined objective. The Committee is dissolved by the Board once the objectives are satisfied or following the presentation to the Board of a Final Report. The function of Board Committees is to advise and make recommendations to the Board. Recommendations and reports are not implemented until approved by motion at a Board meeting.

The Board shall establish Terms of Reference for each committee which may be amended by a two-thirds majority vote of the Board. The Terms of Reference shall include:

1. Definition / Purpose / Duties / Objectives
 - Standing Committees: state the purpose and duties.
 - Ad Hoc Committee: state the objectives of the Committee.
2. Composition
 - Board Chair
 - Chief Executive Officer
 - Committee Chair: Standing Committee Chair: The election of a Chairperson for Standing Committees shall take place at the inaugural meeting of a new Board and at the December Regular Meeting of the Board as the last item of business in subsequent years of the term of office. Ad Hoc Committee Chair appointed by the Board at a Regular Board Meeting.
 - 1-3 Trustees appointed by the Board
3. Procedures

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- Term: Standing Committees operate for the term of the Board, The term of Ad Hoc committees should be defined in the Terms of Reference.
- Meetings: will be scheduled as required by the Committee Chair or may be called by a majority of the Committee members or the Committee may select a regular meeting date. At least 2 weeks notice should be given for meetings, unless a special need arises. Meetings may be located at either Branch.
- Virtual Meetings: In lieu of a physical meeting, information/documentation may be distributed by the Committee Chair or the CEO under the direction of the Chair. If agreement on a recommendation is obtained from all Committee members outside of a Committee Meeting, then the Committee Chair may present this agreement to the Board, either verbally or by a written report or other document.
- Agenda: may be prepared by the Committee Chair or by the CEO under the direction of the Chair, and distributed by email or by hand. It should normally include:
 - Date, Time, Location
 - Attendance
 - Approval of Agenda
 - Minutes of preceding meeting
 - Business arising from the Minutes which will not otherwise be covered below
 - Reports and updates
 - Preparation of recommendations to the Board
 - Assignment of tasks as required
- Minutes: are taken by the CEO as Secretary to the Board who distributes them to Committee members by email or by hand. In the absence of the CEO, the Committee may appoint a Committee member as Recording Secretary.
- Reports and Recommendations to the Board: The Committee Chair shall report verbally at the Regular Board Meeting following each Committee Meeting or Minutes of the Committee Meeting may be submitted as the report. When a written Report with Committee recommendations is required, this may be prepared by the CEO under the direction of the Committee Chair and should normally be distributed to the Board prior to the Regular Board Meeting, by email or by hand.

Financial year

The Financial year of the Essa Public Library Board shall terminate on the 31st day of December in each year.

Signing officers of the Board

The Board shall appoint Signing Officers of the Board:

For the purposes of entering into agreements with other agencies, applying for grants, submitting reports to government or other agencies, and other duties as may arise the Signing Officers are: the Chief Executive Officer and the Manager of Public Services as her delegate, the Chair of the Library Board, the Vice-Chair of the Library Board.

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For the purposes of approving library expenditures the Signing Officers are: one of the Chief Executive Officer and Manager of Public Services and one of the Library Board Chair and two other Board members as appointed by the Board from time to time. For the purposes of writing cheques for library expenditures, depositing revenues received by the Library, bank reconciliation of the Library Board accounts, and internal bank transfers from the library bank account to the Township bank account for operating costs the Signing Officer is the Township of Essa Treasurer.

Bank accounts

Bank accounts required for the business of the Board shall be opened in the Board's name by the Treasurer in branches of chartered banks, trust companies or credit unions as the Board may from time to time determine by resolution.

Reimbursement of expenses

The Essa Public Library Board shall, upon submission of receipts, reimburse its members for proper travelling and other expenses incurred in carrying out their assigned duties as members of the Board.

Audit

The accounts of the Board shall be audited by auditors appointed by the Municipality at the conclusion of each financial year, upon the death, resignation, dismissal or other termination of the Treasurer of the Board, and at such other time as the Board shall direct.

The Secretary of the Board shall receive annual copies of the Library's audited financial statement from the Municipality, distribute a copy to each Board member and file two copies with the Library's official records.

Amendment of by-laws

A motion to amend or remove a by-law of the Essa Public Library Board shall require a majority vote of at least two thirds of the members in order to be carried, providing that notice shall have been given at the previous meeting of the Board.

Policies will be reviewed annually by the Policy and Planning Committee and reported to the Library Board as needed.

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO030-22

DATE: December 7, 2022

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, CAO

SUBJECT: Proposed Housekeeping Amendments to the Township of Essa's Zoning By-law, 3rd and 8th Lines

RECOMMENDATION

That Staff Report CAO030-22 be received; and

That Council consider adopting a Zoning By-law Amendment (ZBA) to authorize updates to the Township's Zoning By-law (ZBL), affecting lands as detailed in and attached to this Report, following the Township's required Public Meeting held on June 15th, 2022, and based on the public comments received.

BACKGROUND

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

1. **1 ha of land along the 3rd Line north of the 10th Sideroad (address not assigned), in the northeast portion of Lot 11, Conc 2** – to rezone such lands from "Restrictive Agricultural" (A-1) to Agricultural (A) Zone - this matter has evolved from a consent application applied for in 2016, and which the landowners were granted one surplus dwelling severance on the condition of a rezoning to satisfy the County of Simcoe; and
2. **5403 & 5427 8th Line, Part Lot 4 & 5, Conc 8** – to rezone such lands from Potential Aggregate/Extractive Industrial (M2) and (M3) to A Zone to complete the restoration or rehabilitation of agricultural land to return the lands to their original use.

(The above properties represent a scoped list following discussion on all properties and issues.)

The Township held the required Public Meeting on June 15th in accordance with the process outlined in the Planning Act, noting corrections to the Township's ZBL which would remedy errors or return property to the "default status of Essa" – that being the A Zone throughout the "country" or rural areas.

COMMENTS AND CONSIDERATIONS

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

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

As part of the process in reviewing an update to the Township's ZBL, a Public Meeting was held on June 15th where comments on the subject Amendment were shared by the Public, Council and Staff. Through the required agency circulations, comments were received from the following: the County of Simcoe and as well, Allan Riddell, Roy Wright and Paul Chambers.

1 ha of land along the 3rd Line north of the 10th Sideroad, in the northeast portion of Lot 11, Conc 2 – to rezone such lands from "Restrictive Agricultural" (A-1) to Agricultural (A).

The Restrictive Agricultural Zone **prohibits** a dwelling on lands whereas the A Zone **permits** a dwelling. The lands in question are primarily designated Rural by the County of Simcoe and also the Township (both official plans) since the affected lands have been reduced to just 1 ha, lying within the northeast portion of Lot 11 of Concession 2, as a means to satisfy the County and to avoid conflict with neighbours.

More specifically, the County had been concerned with an inconsistency between provincial policy relating to a consent and the intentions of the landowners. The landowners held discussions with the County, and the solution as presented seems to comply with official plan policies. **The lands affected have been scaled back from 93 ac to 2.5 ac (1 ha).** The County states that, "the County has determined that there could be potential for a building envelope to be established on the Rural designated portion of the property..." (July 22, 2022). Furthermore, "Limited residential development is permitted with the Rural designation of the Simcoe County OP and supported by provincial policy". Planning policies of the

10a

day rely on the principle that residential lots should be restricted in size in order to conserve other lands in larger blocks for agricultural uses.

There is no livestock in the area.

Neighbours attended the public meeting to voice concern about the overall number of residential lots "carved" out of the original farm parcel of 100 ac. The current landowner has received 1 severance (now sold to one of the concerned neighbours) and a previous landowner had received 2 severances some years ago. Council at this time is **not** considering a further severance since this is the role of the Committee of Adjustment - OP policies guide these decisions however, again, this is not the forum for consideration of such.

Neighbours were also concerned for water quality and in particular should a new chicken barn be built. Again, the modified Amendment at hand proposes a return to the A Zone on the basis that the County believes that the provincial policy to restrict a dwelling should not have been applied to lands within its Rural designation. There are other processes that administer over the creation of lots and building or development. An Official Plan Amendment and/or Consent application would trigger official plan policies. A building permit for a livestock barn would trigger a minimum separation formula.

5403 & 5427 8th Line, Part Lot 4 & 5, Conc 8 – to rezone such lands from Potential Aggregate/Extractive Industrial (M2) and (M3) to A.

This part of the Amendment would return lands to the A Zone – lands farmed for many years following the extraction of aggregate for previous road construction projects. The Ministry of Natural Resources has corresponded that they have no objection or outstanding issues with the lands. The Amendment would facilitate a farm succession plan and would be conducive to farming.

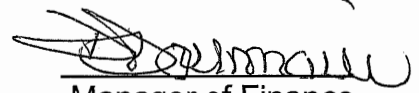
Both "applications" comply with provincial policy and OP policy. The Amendment is therefore in keeping with the OP.

Based on comments received in accordance with the nature of this Amendment, and knowing that there are other processes in place under legislation (specifically, The Planning Act) established to enable public consultation and in-depth review of applications (ie neighbours will again be circulated if a severance is applied for), Township Staff recommend the approval of the subject amendments to the ZBL (BL 2003-50).

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FINANCIAL IMPACT

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


Manager of Finance

SUMMARY/OPTIONS


Council may:

1. Take no further action.
2. Adopt a ZBA to authorize updates to the Township's ZBL, affecting lands as detailed in and attached to this report, following the Township's required Public Meeting held on June 15th, 2022, on the basis that comments have been considered and have been appropriately addressed.
3. Direct Staff in another manner that Council deems appropriate.

CONCLUSION

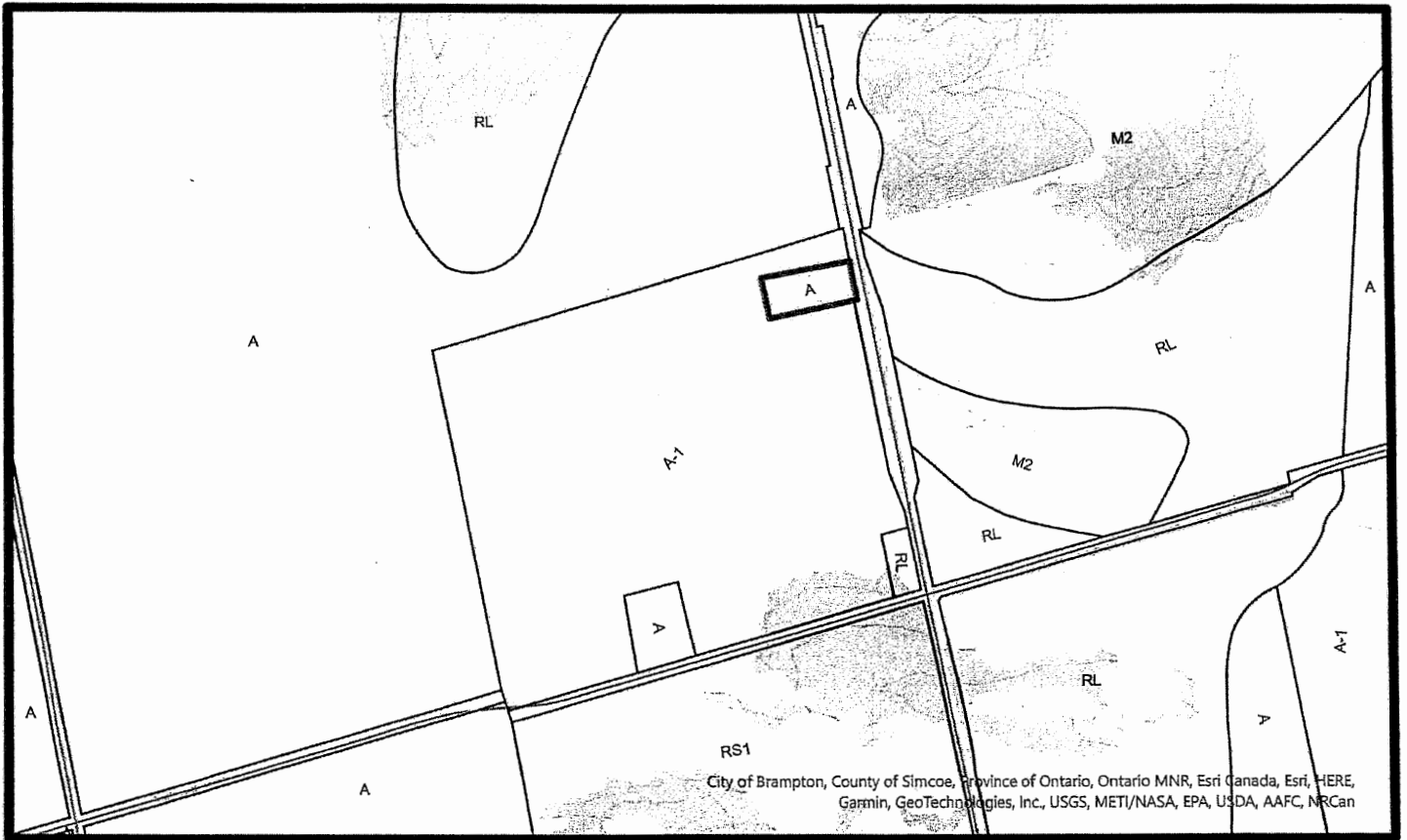
Option #2 is recommended.

Respectfully submitted


Colleen Healey-Dowdall
CAO

Attachments:

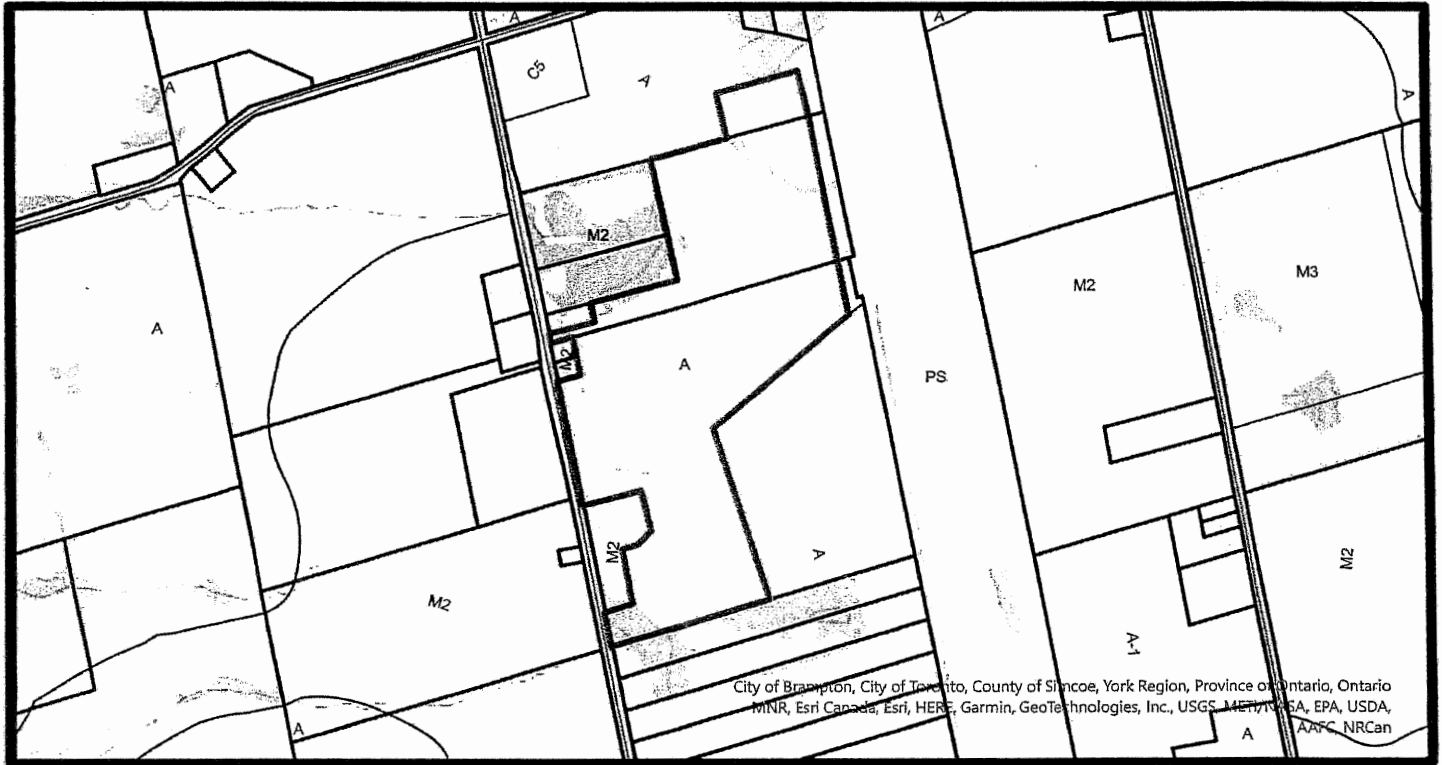
- A. Proposed Mapping



0 0.2 0.4 0.8 Kilometers

Schedule 1 (Lot 11, Concession 2)

10a



0 0.25 0.5 1 Kilometers

Schedule 2
(5403 & 5427 8th Line, Part Lot 4 & 5)

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO031-22

DATE: December 7, 2022

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: Request to Lift and Remove the 0.3m Reserve
Cunningham Dr/McKeown St

RECOMMENDATION

That Staff Report CAO031-22 be received; and

That Council consider lifting and removing the 0.3 metre wide Reserve along the east side of Cunningham Drive, and the north side of McKeown Street, described as Part East Half of Lot 14, Concession 11, being Parts 4 and 6 on Plan 51R-41529, subject to the Developer paying for all legal costs to prepare and register the necessary documentation at the Land Titles Office to facilitate such action, and transfer Part 5 of the same Plan back to Giulam Developments Limited in accordance with Section 5.9.3 of the Subdivision Agreement registered on title as Instrument No. SC1512206.

BACKGROUND

The Giulam subdivision lies in the community of Thornton, in the southwest quadrant. As part of the Giulam Developments Limited development, (Plan 51M-1141), the Developer had previously proposed and made a connection to the existing dead-end cul-de-sac at the south end of Cunningham Drive in Thornton to create a secondary access to the new residential development.

COMMENTS AND CONSIDERATIONS

Staff is now recommending approval from Council to lift and remove the 0.3 metre wide Reserve, which is legally known as Part East Half of Lot 14, Concession 11, being Parts 4 and 6 on Plan 51R-41529, in order to have legal access available.

The Developer is wishing to complete all aspects of the subdivision agreement and fulfill its commitments and proceed to the maintenance period for the plan. The subdivision agreement which specified the terms of the development was approved in 2018. Part 5 was to be transferred with the approval of the County of Simcoe. The County has now cleared their concerns and involvement.

FINANCIAL IMPACT

No cost to the municipality.

Manager of Finance Approval: 

SUMMARY/OPTIONS

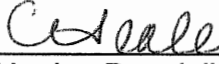
Council may:

1. Take no further action.
2. Lift and remove the 0.3 metre wide Reserve along the east side of Cunningham Drive, and the north side of McKeown Street, described as Part East Half of Lot 14, Concession 11, being Parts 4 and 6 on Plan 51R-41529, subject to the Developer paying for all legal costs to prepare and register the necessary documentation at the Land Titles Office to facilitate such action, and transfer Part 5 of the same Plan back to Giulam Developments Limited in accordance with Section 5.9.3 of the Subdivision Agreement registered on title as Instrument No. SC1512206.
3. Determine other action as deemed appropriate by Council.

CONCLUSION

Option #2 is recommended.

Respectfully submitted:

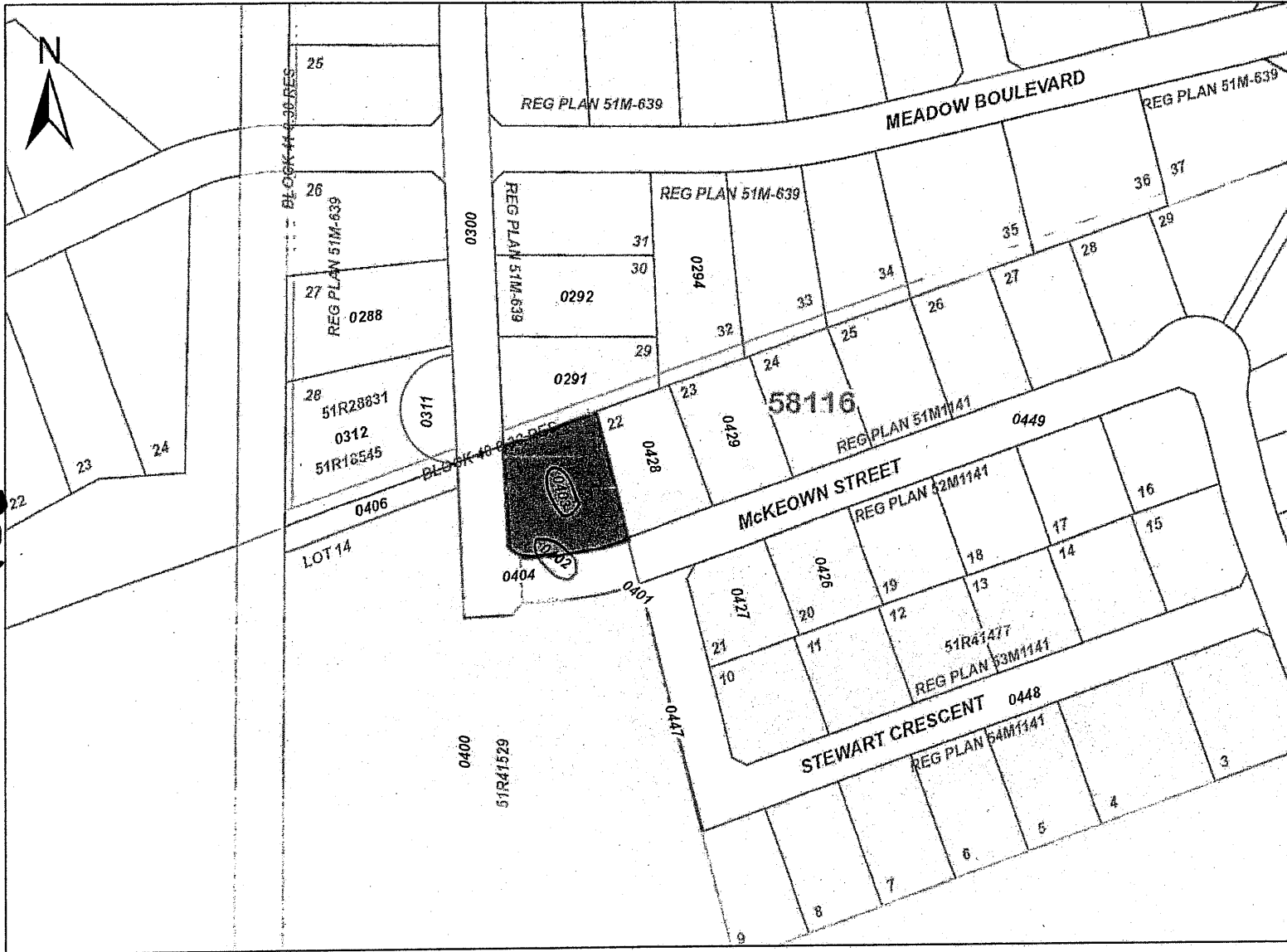


Colleen Healey-Dowdall
CAO

Attachments:

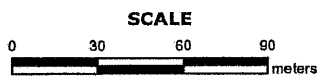
Map(s)
Reference Plan
Excerpt from Subdivision Agreement

187



ServiceOntario

PRINTED ON 24 OCT, 2022 AT 10:07:37
FOR PFOUNTAIN2



PROPERTY INDEX MAP SIMCOE(No. 51)

LEGEND

FREEHOLD PROPERTY	
LEASEHOLD PROPERTY	
LIMITED INTEREST PROPERTY	
CONDOMINIUM PROPERTY	
RETIRED PIN (MAP UPDATE PENDING)	
PROPERTY NUMBER	0449
BLOCK NUMBER	08050
GEOGRAPHIC FABRIC	
EASEMENT	

THIS IS NOT A PLAN OF SURVEY

NOTES

REVIEW THE TITLE RECORDS FOR COMPLETE PROPERTY INFORMATION AS THIS MAP MAY NOT REFLECT RECENT REGISTRATIONS

THIS MAP WAS COMPILED FROM PLANS AND DOCUMENTS RECORDED IN THE LAND REGISTRATION SYSTEM AND HAS BEEN PREPARED FOR PROPERTY INDEXING PURPOSES ONLY

FOR DIMENSIONS OF PROPERTIES BOUNDARIES SEE RECORDED PLANS AND DOCUMENTS

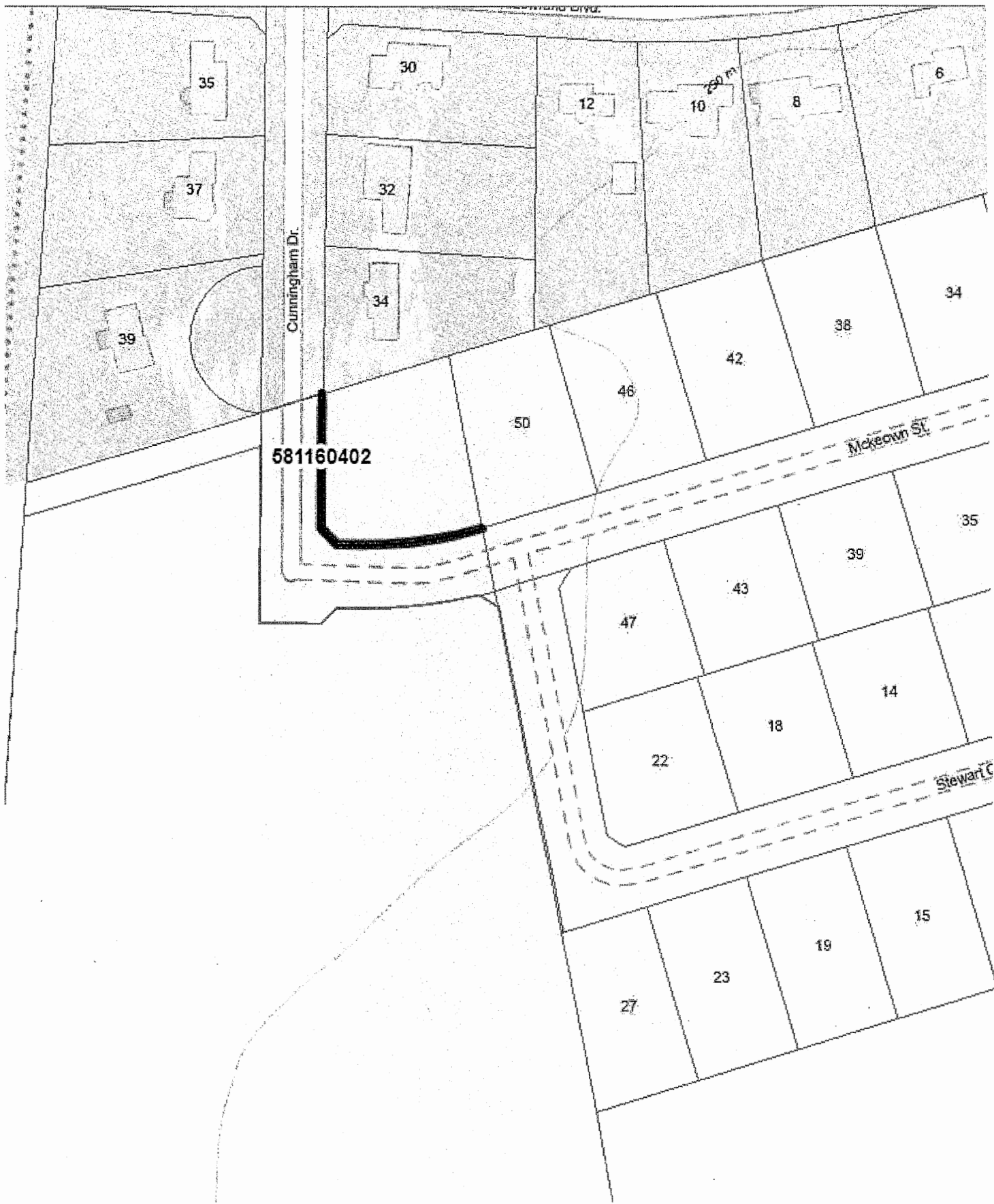
ONLY MAJOR EASEMENTS ARE SHOWN

REFERENCE PLANS UNDERLYING MORE RECENT REFERENCE PLANS ARE NOT ILLUSTRATED



188

100



282

50 m

PART 15
16
EMENT AS SET
NT NO. LT395520

SUBJECT TO THE
OUT IN INSTRUMENT
NO. LT458372

PART 13

0°E P(N73°32'20"E PL,D)

76.98 P)

POST AND WIRE
FENCE

PWF
0.18N

SIB(WT)
(1650)

139.69 (Ms)(139.67 PL,P)(139.62 D)

SIB
(1650)

0.18S
0.13E

N72°35'35"E
(N72°37'50"E PL)

66.41(P&Ms)(66.44 PL)

(B)

PART 14
SUBJECT TO EASEMENT AS SET
OUT IN INSTRUMENT NO. LT395520

PLAN 51R 41529

PART 5 = 58116-0403

PARTS 4+6 = 58116-0402

283

PART 2

PART 3

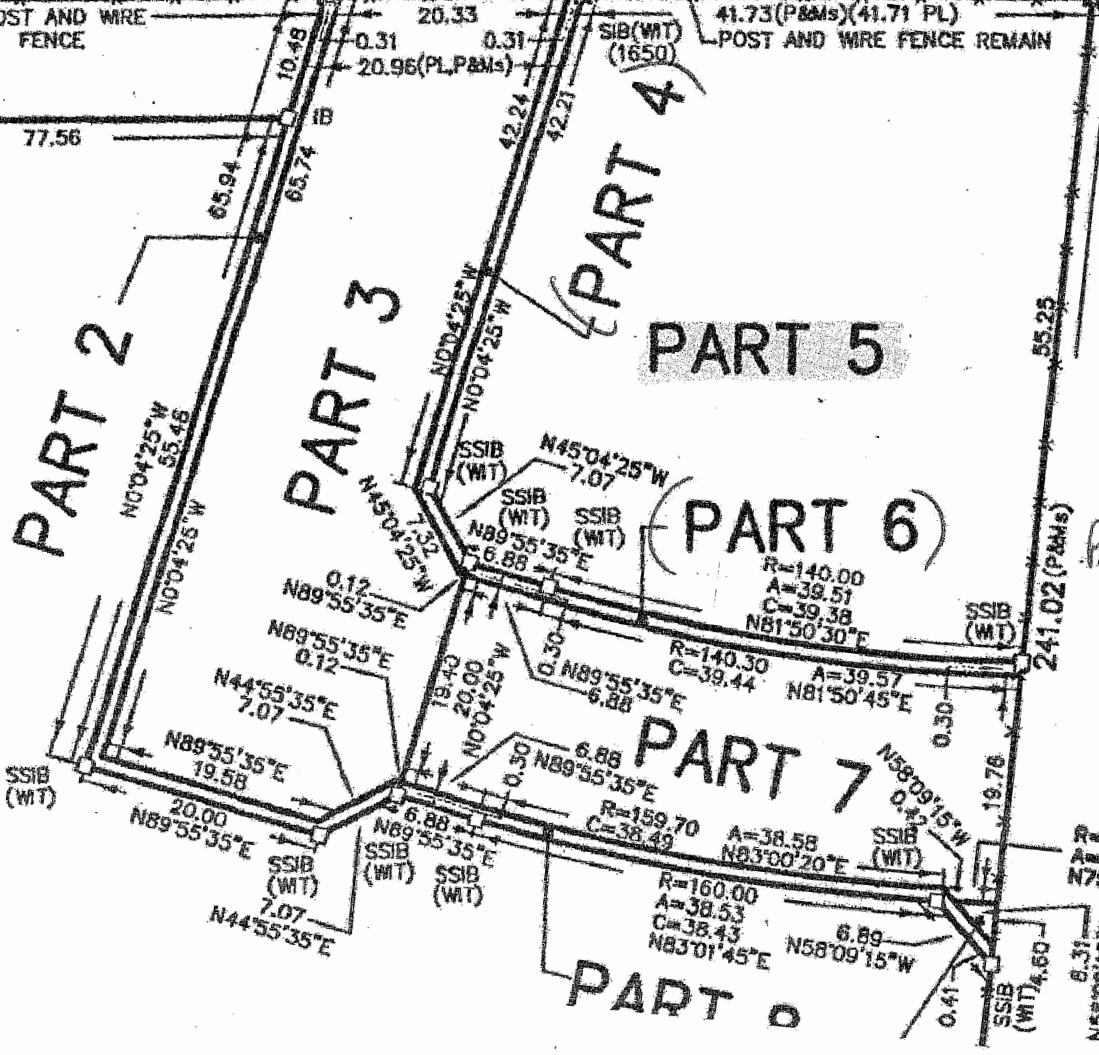
PART 4

PART 5

(PART 6)

PART 7

PART 8



5.5 Temporary Turning Circle Easements

N/A

5.6 Drainage, Storm Sewer and Utility Easements

5.6.1 N/A

5.6.2 N/A

5.6.3 N/A

5.7 Open Space

5.7.1 N/A

5.8 Roads/Walkways

5.8.1 Prior to registration of the Agreement and the Plan, the Township must approve in writing the location and names of all roads to be dedicated on the Plan.

5.8.2 Prior to registration of the Agreement and the Plan, the Township must approve in writing the location of all walkways to be dedicated on the Plan. The Developer agrees to dedicate to the Township on the face the Plan the walkway described as Block(s) _ 36_ on the Plan prepared by Guido Papa Surveying Limited, which is attached as Schedule "A", and set out in Schedule "H".

5.8.3 All roads, walkways and pedestrian paths shall be designed and constructed in accordance with the Township of Essa's Engineering Design Standard Specifications and Drawings.

5.9 Transfers in Fee Simple Outside the Limits of the Plan

5.9.1. The Developer acknowledges and agrees that it owns or will own the lands referred to as the other lands described as Part of East Half of Lot 14 Conc. 11, Essa, Township of Essa County of Simcoe designated as Parts 1 through 10 (inclusive) on 51R-_____, prepared by Guido Papa Surveying Limited, Ontario Land Surveyors, Project No. 15-18-068-00, being part of PIN 58116-0024 (LT) (the Other Lands) .

5.9.2 The Developer agrees to convey to the Township in fee simple, Part of East Half of Lot 14 Conc. 11, Essa, Township of Essa, County of Simcoe, designated as Parts 2 through 4 and 6 through 10 (inclusive) on 51R-_____, prepared by Guido Papa Surveying Limited, Ontario Land Surveyors, Project No. 15-18-068-00, being part of PIN 58116-0224 (LT), being part of the Other Lands, which lands are located outside the limits of the Plan, at the Developer's expense immediately after registration of the Plan, and which are set out in Schedule "I" as attached, for the following purposes: Open Space- Pt 5, Reserves- Pts 2, 4, 6, & 8, Road Widening- Pts 3 & 7, Day Lighting Triangle- Pt 9, Stormwater Management Pond- Pt 10.

5.9.3 The Developer agrees that Part of East half of Lot 14, Conc. 11, Essa, Township of Essa, County of Simcoe, designated as Part 5 on 51R-_____, prepared by Guido Papa Surveying Limited, Ontario Land Surveyors, Project No. 15-18-068-00, being Part of PIN 58116-0224 (LT) being part of the Other Lands, which lands are located outside of the limits of the Plan, will be transferred to the Township to be held by the Township until such time as it is no longer necessary to restrict development of these lands, at which time they will be transferred back to the Developer for nominal consideration, all at no cost to the Township.



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO032-22
DATE: December 7, 2022
TO: Committee of the Whole
FROM: Colleen Healey-Dowdall, Chief Administrative Officer
SUBJECT: Deeming Lot 46, Plan 160A as Not Part of a Plan of Subdivision – Essa Street, Angus

RECOMMENDATION

That Staff Report CAO032-22 be received; and

That Council consider adopting a deeming by-law which would have the effect of removing Lot 46 S/S Jonas Street, Plan 160A from the provisions of Section 50 (3) and (5) of the Planning Act relating to subdivision control and restricting the transfer of lands.

BACKGROUND

Section 50 (4) of the Planning Act allows a local municipality to designate, by by-law, any plan of subdivision, or part thereof, not to be a registered plan of subdivision for purposes of purchase, sale or transfer, etc., which matters are governed by subsections 3 and 5.

Essa Street in Angus was closed by By-law No. 2020-74 and declared surplus lands. The two bordering homeowners of Essa Street were contacted to seek interest in purchasing any portion of the closed roadway. Both landowners (2 Essa Street and 84 Jonas Street) had interest in purchasing portions of the roadway to add to their property.

COMMENTS AND CONSIDERATIONS

In order to finalize the land exchange of the closed Essa Street road allowance, a deeming by-law is to be passed and registered on title to deem the road allowance not to be a part of a registered plan of subdivision.

FINANCIAL IMPACT

Any costs associated with registering the deeming by-law on title will be borne with the neighbouring landowners, with no cost to be placed on the Municipality.

Manager of Finance Approval: _____

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SUMMARY/OPTIONS

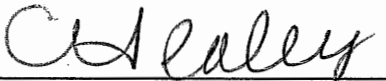
Council may:

1. Take no further action.
2. Adopt a deeming by-law which would have the effect of removing Lot 46 S/S Jonas Street, Plan 160A from the provisions of Section 50 (3) and (5) of the Planning Act relating to subdivision control and restricting the transfer of lands.
3. Direct staff in another manner.

CONCLUSION

Option #2 is recommended.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments:
Map

INTEGRATION DATA		
UTM, ZONE 17, NAD83 CSRS (2010.0)		
THESE COORDINATE VALUES COMPLY WITH THE URBAN ABSOLUTE ACCURACY PER SECTION 14(2) OF O. REG 216/10.		
OBSERVED REFERENCE POINT (ORP)	NORTHING	EASTING
A	4907742.21	589237.01
B	4907767.19	589368.83
THESE COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH THE CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.		

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

DATE FEBRUARY 23, 2021.

MARC G. FOURNIER, OLS

PLAN 51R-42864

RECEIVED AND DEPOSITED

DATE March 9, 2021

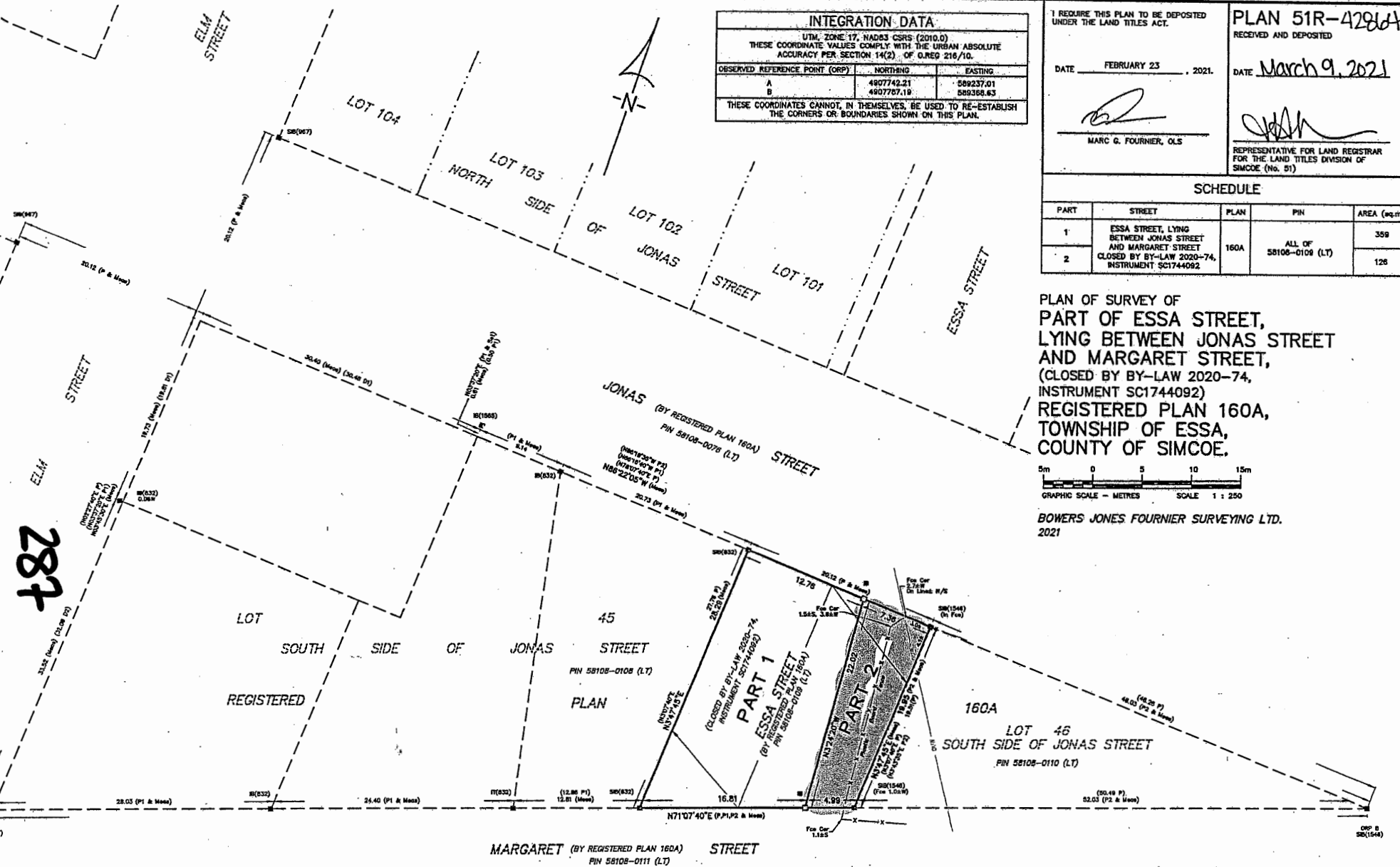
REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF SIMCOE (No. 91)

SCHEDULE				
PART	STREET	PLAN	PIN	AREA (sq.m)
1	ESSA STREET, LYING BETWEEN JONAS STREET AND MARGARET STREET	160A	ALL OF 58108-0109 (LT)	359
2	CLOSED BY BY-LAW 2020-74, INSTRUMENT SC1744092			126

PLAN OF SURVEY OF PART OF ESSA STREET, LYING BETWEEN JONAS STREET AND MARGARET STREET, (CLOSED BY BY-LAW 2020-74, INSTRUMENT SC1744092) REGISTERED PLAN 160A, TOWNSHIP OF ESSA, COUNTY OF SIMCOE.



BOWERS JONES FOURNIER SURVEYING LTD. 2021



287

NOTES:

BEARINGS SHOWN ON THIS PLAN ARE UTM GRID BEARINGS, AND ARE DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK (RTN) AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 17 NAD83 (81°W LONGITUDE).

A COUNTER CLOCKWISE ROTATION OF 432'20" HAS BEEN APPLIED TO BEARINGS SHOWN ON (P) FOR COMPARISON PURPOSES.

A COUNTER CLOCKWISE ROTATION OF 325'20" HAS BEEN APPLIED TO BEARINGS SHOWN ON (P1) FOR COMPARISON PURPOSES.

A COUNTER CLOCKWISE ROTATION OF 058'10" HAS BEEN APPLIED TO BEARINGS SHOWN ON (P2) FOR COMPARISON PURPOSES.

DISTANCES SHOWN ON THIS PLAN ARE ADJUSTED GROUND LEVEL DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY AN AVERAGED COMBINED SCALE FACTOR OF 0.9997.

- | | |
|--|-------------------------------|
| 1) —D— DENOTES SURVEY MONUMENT SET | 17) D1 = INSTRUMENT R0141413 |
| 2) —S— SURVEY MONUMENT FOUND | 18) D2 = INSTRUMENT R01067522 |
| 3) —SB— STANDARD IRON BAR | |
| 4) —SSB— SHORT STANDARD IRON BAR | |
| 5) —IB— IRON BAR | |
| 6) —F— FENCE | |
| 7) —C— CORNER | |
| 8) 1546 = R. MAK, O.L.S. | |
| 9) 832 = R.P. LEEPER, O.L.S. | |
| 10) 1565 = F.N. BOWERS, O.L.S. | |
| 11) 967 = W.N. WILDMAN, O.L.S. | |
| 12) —IT— IRON TUBE | |
| 13) —P— REGISTERED PLAN 160A | |
| 14) —P1— PLAN OF SURVEY BY BOWERS & JONES SURVEYING LTD. DATED APRIL 25, 2003, FILE# 405 | |
| 15) —P2— PLAN OF SURVEY BY EPLETT & WOROBEC SURVEYING LTD. DATED: JULY 14, 2011, FILE# 11-4617 | |
| 16) —OUW— OVERHEAD UTILITY WIRES | |

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT AND THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.

2) THE SURVEY WAS COMPLETED ON THE 1ST DAY OF FEBRUARY, 2021.

DATE FEBRUARY 23, 2021

MARC G. FOURNIER
ONTARIO LAND SURVEYOR

ETRIC:
TANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

PROJECT No. 21-08 \\\PROJETS\2021\21-08\CAD\21-08_PLAN\DWG

BOWERS JONES FOURNIER SURVEYING LTD.
ONTARIO LAND SURVEYORS
bjfsurveying.com

7 BRYNE DRIVE, UNIT N, BARRIE, ON, L4N 9P6 705-726-8201
3 MACKENZIE STREET, ALLISTON, ON, L9R 1A6 705-434-9315

10c