

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, DECEMBER 6, 2023
6:00 p.m.**

AGENDA

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

1. OPENING OF MEETING BY THE MAYOR

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

2. DISCLOSURE OF PECUNIARY INTEREST

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

- p. 1 **a. Delegation**
 Sir Frederick Banting Legacy Foundation

- p. 4 **b. Public Meeting**
 Housekeeping Zoning By-law Amendment (Z14-23)

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

- p.18 **a. Staff Report PD030-23 submitted by the Development Planner, re: Zoning By-law Amendment, 14 & 18 Margaret Street – Official Plan Amendment & Zoning By-law Amendment OPA36/Z4-20 to Permit Residential Units.**

Recommendation: ***BE IT RESOLVED THAT*** Staff Report PD030-23 be received; and ***THAT*** Council consider approving an amendment to the Official Plan which would redesignate the properties municipally known as 14 and 18 Margaret Street from 'Institutional' to 'Residential-Multiple'; and ***THAT*** Council consider approving an amendment to the Township's Zoning By-law to rezone the subject properties to the 'Residential, Medium Density, Townhouses with Special Provisions' zone.

- p. 40 **b. Staff Report PD031-23 submitted by the Manager of Planning, re: Official Plan Review.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PD031-23 be received; and **THAT** Council direct Staff to prepare a Request for Proposal (RFP) for Planning Consultants to prepare a new Official Plan for the Township of Essa; and **THAT** Council direct Staff to establish an Official Plan Review Steering Committee with representation from Council.

- p. 42 **c. Staff Report PD032-23 submitted by the Development Planner, re: 6030 County Road 10 - Proposed Zoning By-law Amendment (Z10-22).**

Recommendation: **BE IT RESOLVED THAT** Staff Report PD032-23 be received; and **THAT** Council approve an amendment to the Township's Zoning By-law (2023-50), for lands municipality known as 6030 County Road 10 to be rezoned from the 'Agricultural (A) Zone' to the 'Agricultural with Special Provisions (SP) Zone (A-1)' and 'Commercial Agricultural with Special Provisions (C5-4)' on the retained lot following a recent Consent (severance).

- p. 51 **d. Staff Report PD033-23 submitted by the Development Planner, re: 7281 9th Line – Proposed Zoning By-law Amendment (Z6-23).**

Recommendation: **BE IT RESOLVED THAT** Staff Report PD033-23 be received; and **THAT** Council approve an amendment to the Township's Zoning By-law (2023-50), for lands municipality known as 7281 9th Line to be rezoned from the 'Agricultural (A) Zone' to the 'Agricultural with Special Provisions (A-1) Zone' on the retained lot following a recent Consent (severance) in order to restrict further residential development.

5. PARKS AND RECREATION / COMMUNITY SERVICES

- p. 57 **a. Staff Report PR020-23 submitted by the Manager of Parks and Recreation, re: Concession Stand Start up in Angus Arena.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PR020-23 be received; and **THAT** Council consider authorizing the Manager of Parks and Recreation to issue Pamela Venne of Mom's Fry's a three (3) year rental contract at increasing yearly rates with an additional one year extension if approved.

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

8. FINANCE

- p. 60 **a. Staff Report TR024-23 submitted by the Tax Collector, re: Request to Write Off/Adjust 2020 and 2021 Taxes.**

Recommendation: **BE IT RESOLVED THAT** Staff Report TR024-23 be received; and **THAT** the Tax Collector be authorized to adjust taxes on the accounts listed on Schedule "A" of this Report.

9. CLERKS / BY-LAW ENFORCEMENT / IT

- p. 66 a. **Staff Report C024-23 submitted by the Deputy Clerk, re: Closed Meeting Investigator Program Agreement Amendment.**

Recommendation: **BE IT RESOLVED THAT** Staff Report C024-23 be received; and **THAT** Council accepts the amendment to the Closed Meeting Investigator Program Agreement.

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

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 20th day of December 2023 at 6:00 p.m.



The Banting Legacy

FIGHTING DIABETES and PRESERVING A LEGACY



5116 Sir Frederick Banting Road
Alliston, ON L9R 1V2

2 October 2023

Sandie MacDonald
Mayor
Township of Essa
5786 Simcoe Country Road 21
Utopia, ON L0M 1T0

Dear Sandie:

Re: Supporting the Birthplace of Banting as a Tourist Destination

I'm writing to you on the suggestion of Gary Banting, our newest Board member.

The Sir Frederick Banting Legacy Foundation (SFBLF) has exciting plans for the future of the Birthplace of Banting to make it the attractive tourist destination it deserves to be for the region. Like Norman Bethune in Gravenhurst, Gordon Lightfoot in Orillia, Bobby Orr in Parry Sound and Wayne Gretzky in Brantford, their home towns celebrate their fame in ways that draw international as well as local attention.

Having saved literally tens of millions of lives over the past century with his discovery, Sir Frederick Banting deserves the same recognition. Yet his Homestead is underdeveloped and devitalized.

This year, the SFBLF Board of Directors has been rejuvenated with several new members and a new focus for the Birthplace of Banting. Our mission remains two-fold: celebrate the legacy of Frederick Banting and provide information and preventative education on diabetes. Our strategy entails the following: build awareness in the community; reinforce and rebuild former and new corporate and not-for-profit partnerships; develop and broaden the donor base; recruit a team of volunteers; and develop a more consistent tourism attraction. All these objectives will take time to accomplish. The burning question is, "Do we have enough time before the money runs out?"

We have recently been successful in attracting a pair of modest grants but they are tied to specific deliverables – a new social media presence and a revamped website. Both will help achieve the larger objective of raising awareness for the Birthplace of Banting. But our funding for operations and staffing has diminished significantly.

The SFBLF's revenue stream took a downward turn just prior to and during the pandemic. The largest portion of the overall budget is for staff to provide tours, facilitate educational webinars and oversee the site buildings. The Town of New Tecumseth makes an annual operating contribution that keeps the lights on but falls well short of covering the bulk of our operating needs. In addition to staffing costs, we have costs for marketing, communications, events, scholarships, administration, professional fees and other expenses that must be covered by fundraising. In all, we have a \$120,000 funding requirement for the next 12 months.

3a

In the past year, we have minimized certain activities to conserve our cash. The downside of this strategy is reduced traffic and donations. The SFBLF Board has built an aggressive fundraising plan for 2024 to meet our growth objectives but, as a volunteer Board, we cannot raise all the funds required to preserve the Homestead site, our programs and the legacy of Sir Frederick Banting. We need assistance.

Hence, we respectfully submit this Call to Action for financial support for consideration by the Township of Essa. The additional funds could be used to improve our marketing and increase our fundraising efforts and allow us to keep our sole staff member, Kait Diaz, in place for the year ahead. Kait, who has served as our onsite representative for seven years, has the historical knowledge, established skill set and outstanding people skills necessary to execute the educational portion of the mission statement as well as help build the Birthplace of Banting into a must-see tourist attraction.

Additional funding would allow Kait to move from part-time to full-time and establish consistent opening hours onsite, as well as facilitate more diabetes education in the community and assist with administration for the property.

We believe our goal of making the Birthplace of Banting a desirable tourist destination for the region is achievable. But, as a volunteer Board of Directors trying to raise funds on a best-efforts basis, we can't do it alone. At present, we have enough savings to get us through 2023 but, without help, 2024 will look very different.

At your convenience, we would be pleased to discuss our challenging financial situation and answer any questions you have about this request for support.

Sincerely,
SIR FREDERICK BANTING LEGACY FOUNDATION

George Scott
Vice President

Thank you for the opportunity to follow up on the Call to Action forwarded on October 2, 2023.

Quick recap from the Call to Action

Vision for the Foundation under the governance of the new Board

- The Birthplace of Banting needs to be elevated in many respects from marketing to tours, events to partnerships covering connections of all aspects of Fred's short life – doctor, war hero, artist, church goer, indigenous supporter, co-discoverer of Insulin, Nobel prize winner...
- There is a need for additional funding to facilitate the elevation in all the areas required.
- This volunteer Board is responsible for raising a minimum of 80% of the budget to keep this Birthplace open for tourists, preserving and highlighting the Banting Legacy, as well as helping to provide awareness and education on diabetes to those who have either type and build awareness to assist in the prevention of Type 2, especially with our youth.

Outlook for 2024

- Have open hours from May to mid-October – Thursday, Friday, Saturday – 10-3
- Develop a core group of adult volunteers
- Attract summer students to assist with staffing and project and program development.
- Launch a new logo and website
- Continue to build the Social Media profile
- Source out interactive display ideas to engage the youth
- Re-establish old relationships and develop new ones in the corporate and foundation world and with individual & donors
- Work on outreach to those who are enjoying life because of Insulin and show them how to give back
- Develop a stronger community and regional presence
- Utilize the Drive Shed for third-party activities
- Add fundraising events

What is necessary to get to the end of 2024 – Options for consideration by Essa Township -Option #1 -

Provide a one-time assist of \$20,000 amount to cover the facility management portion of the contract staff person, thus providing relief for the Foundation to work on rebuilding awareness, establishing positive community partner relations, updating and engaging in Social Media, improving the website's utility, continuing with the Diabetes Awareness programs, adding interactivity to displays, and sourcing funders on all levels. At the end of 2024, revisit the arrangement and see if enough has been achieved to maintain the Birthplace of Banting as a viable tourist attraction, diabetes awareness provider and preserver of the Banting Legacy.

Option #2 – As of December 2023, if significant cash flow is not generated, the Foundation's plan to provide staff and open hours for the Birthplace of Banting in the Spring of 2024 will not be viable. If we are unable to attract a fresh infusion of funds for the Birthplace of Banting, the Foundation will run out of money and will have no choice but to cease operation by the Spring of 2024.



Corporation of the Township of Essa
 5786 Simcoe County Road #21
 Utopia, Essa Township, Ontario
 L0M 1T0

**NOTICE OF PUBLIC MEETING
 CONCERNING PROPOSED ZONING BY-LAW AMENDMENT (No. Z14/23)
 (Affecting Properties throughout the Township of Essa)**

TAKE NOTICE that the Council of the Corporation of the Township of Essa will hold a Public Meeting on the **6th day of December 2023, at approximately 6:00 p.m.** at the Essa Administration Centre, 5786 County Road No. 21, located two (2) kilometres east of Baxter, just west of County Road No. 56 (7th Line), to consider proposed Zoning By-law Amendments under the *Planning Act*.

THE PURPOSE of this Public Meeting is to introduce proposed Amendments to the Zoning By-law in accordance with Section 34 of the *Planning Act*, R.S.O., c.P.13, and to hear comments and review written submissions from the public and other plan review agencies.

THE PROPOSED ZONING BY-LAW AMENDMENT would affect those lands described as listed below, being 1) and 2):

- 1) **5901 County Road 56**
 Currently zoned 'Agricultural (A)'. The proposed amendment would change the zoning to 'Agricultural (A-1)' to restrict future residential development on the retained lands of a recent Consent. Please see **Figure 1** below which highlights the site's location.

- 2) **8616 & 8630 10th Line**
 Currently zoned 'Rural (RL)'. The proposed amendment would change a portion of the property to 'Environmental Protection (EP)', and a portion would remain Rural (RL) as a condition of a recent Validation Certificate. Please see Figure 2 which highlights the site's location.

- 3) **List of proposed changes to Zoning By-law (2003-50) listed in Table 1.**

Table 1.

| Item Description | Proposed Changes |
|--------------------------------|--|
| SECTION 6.3 – ZONE REGULATIONS | Add a footnote to the Zoning Table in Section 6.3 stating: "The maximum building height of |

| | |
|---|---|
| | a primary residence in an Agricultural (A) zone shall be the same as a primary residence in a R1 Zone” mentioned in Section 17 of this By-law. |
| SECTION 3 - DEFINITIONS | Add “Rowhouse” to the definition of “Townhouse” (i.e., “Rowhouse/Townhouse”). Add the definition: “Multi-Unit Dwelling”. |
| SECTION 14 – PERMITTED USES FOR ALL RESIDENTIAL ZONES | Several changes to the permitted uses for all Residential zones. |
| SECTION 12 – RESIDENTIAL, MEDIUM DENSITY, GROUP HOMES (R4) ZONE | To change the name of the R4 zone from “Residential, Medium Density, Group Homes (R4) Zone” to “Residential, Medium Density, Multi-Unit (R4) Zone” |
| SECTION 11.4 – SPECIAL PROVISIONS | The purpose is to change the Special Provisions number for special provision R2-11 and R2-12 which were assigned existing Special Provisions numbers as a result of a clerical error. The previously named R2-11 and R2-12 will be changed to R2-12 and R2-14 respectively. |
| Section 4.36.3 | To remove the Section entirely. |

ANY PERSON may attend the public meeting and/or make written or verbal representation either in support of, or in opposition to, the proposed Amendment. If you wish to be notified of the adoption of the proposed Amendment, you must make a written request to the Clerk of the Township of Essa.

If a person or a public body that files a Notice of Appeal of a decision of the Township of Essa, in respect of the proposed Zoning By-law Amendment, does not make oral submission at a public meeting or make written submissions to the Township of Essa before the proposed Amendment is adopted, the Ontario Land Tribunal (OLT) may dismiss all or part of the appeal.

ADDITIONAL INFORMATION related to the proposed Amendment is available through the Planning Department during regular business hours at (705) 424-9770 ext. 104 or email at ocurnew@essatownship.on.ca

DATED this 16th day of November 2023

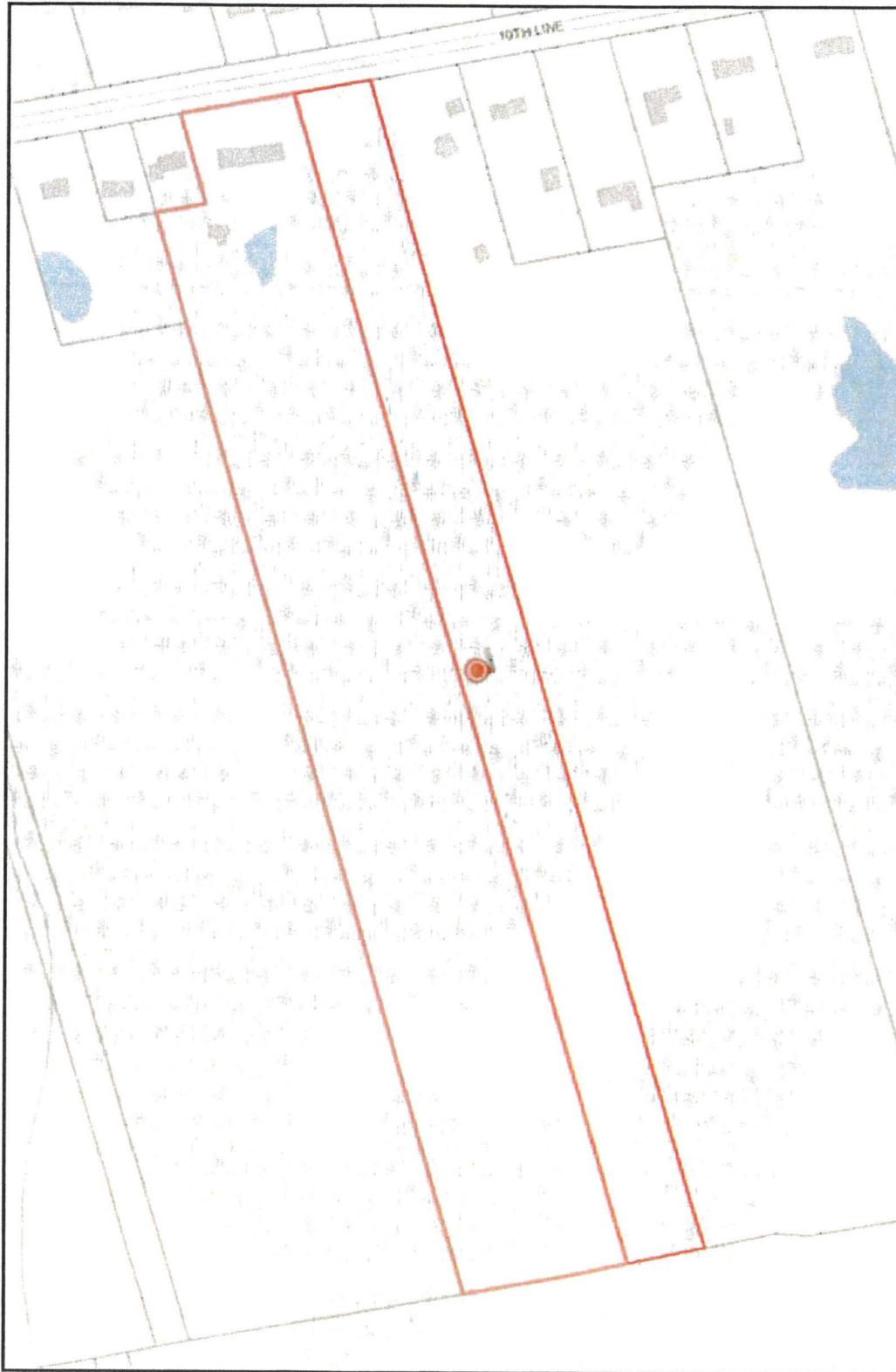


Owen Curnew
Development Planner

Figure 1 – 5901 County Road 56



Figure 2 – 8616 & 8630 10th Line





Housekeeping By-law (2023)

Respectfully submitted by:
Essa Township's Planning Department

House Keeping Items:

| ITEM # | BY-LAW SECTION | DESCRIPTION |
|--------|----------------------------|---|
| 1 | Section 3 | "Townhouse" to be added to "Rowhouse" and in Definitions |
| 2 | Section 6.3 | Residential building height on Agricultural lots to use the R1 Zoning regulations |
| 3 | Section 6.4.1 | Rezoning of 5903 County Road 56 from A to A-1 |
| 4 | Section 10.4 | 96 King Street to change from R2-11 and R2-12 to R2-12 and R2-14 respectively |
| 5 | Section 12 | R4 Zone to be renamed to "Residential, Medium Density, Multi-Unit" |
| 6 | Section 14 | Multiple Changes |
| 7 | Schedule 'A' ZBL (2003-50) | Rezoning 8616 & 8630 10 th Line from RL to EP |

9

Item 1: Section 3

Existing

Proposed

“Rowhouse”

10

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

“Rowhouse” or “Townhouse”

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

“Dwelling, Multi-Unit”

means a residential building, containing 3 or more dwelling units but shall not include an apartment building or a converted dwelling.

Item 2: Section 6.3

Existing Proposed

6.3 Zone Regulations

| ZONE | USE OF LOT | MINIMUM LOT PROVISIONS | | | MINIMUM YARD SETBACK PRIMARY PERMITTED USE | | | | MINIMUM BLDG. GROUND FLOOR AREA | |
|------|--------------|------------------------|-----------------------|------------------|---|-------------------------|-------------------------|-------------|---------------------------------------|---------------------|
| | | Frontage (m) | Area | Max. Coverage | Front (m) | Interior Side (m) | Exterior Side (m) | Rear (m) | 1 Storey | 2 Storey |
| A | Agricultural | 45.0 | 36 ha | 10% | 30.0 | 7.5 | 30.0 | 30.0 | N/A | |
| | Residential | 45.0 | 2782.0 m ² | 35% | 18.0 | 3.0 | 18.0 | 7.5 | 93.0 m ² | 55.0 m ² |

6.3 Zone Regulations

| ZONE | USE OF LOT | MINIMUM LOT PROVISIONS | | | MINIMUM YARD SETBACK PRIMARY PERMITTED USE | | | | MINIMUM BLDG. GROUND FLOOR AREA | |
|------|--------------|------------------------|-----------------------|------------------|---|-------------------------|-------------------------|-------------|---------------------------------------|---------------------|
| | | Frontage (m) | Area | Max. Coverage | Front (m) | Interior Side (m) | Exterior Side (m) | Rear (m) | 1 Storey | 2 Storey |
| A | Agricultural | 45.0 | 36 ha | 10% | 30.0 | 7.5 | 30.0 | 30.0 | N/A | |
| | Residential | 45.0 | 2782.0 m ² | 35% | 18.0 | 3.0 | 18.0 | 7.5 | 93.0 m ² | 55.0 m ² |

Footnotes:
a) The maximum building height of a primary residence shall be the same as a primary residence in a R1 Zone mentioned in Section 17 of this Bylaw.

Item 3: Section 6.4

Existing

Proposed

12

6.4.1 A-1: Pt. Lot 30, Concession 6 and Pt. Lot 6, Concession 4 (98-35) and Pt. Lot 17, Concession 7 (2000-3)
Concession 10, East Part Lot 17, 4580 County Road 21
Concession 10, West Part Lot 8, 5901 10th Line
Concession 10, East Part Lot 24, 7930 11th Line
Concession 10, West Part Lot 20, 4715 20th Sideroad
Concession 10, East Part Lot 22, 7634 11th Line
Concession 10, West Part Lot 17, Address not assigned
Concession 3, East Part Lot 10, 6567 10th Sideroad
Concession 8, West Part Lot 31, 5276 30th Sideroad (2013-83)
Concession 3, East Part Lot 4 (2017-36)
Concession 3, East Part Lot 5 (2017-36)
Concession 10, West Part lot 18 (2017-36)
Concession 8, East Part Lot 3 (2017-36)
Concession 7, East Part Lot 16 (2017-36)
Concession 2, Part Lot 11 (2018-75)
Concession 2, East Part Lot 5 (2018-75)
Concession 4, West Part Lot 11 (2018-75)
Concession 1, West Part Lot 16 (2018-75)
Concession 4, West Part Lot 3 (2018-75)
Concession 6, East Part Lot 28 (2019-13)
Concession 6, Part Lot 3 (2019-43)
Concession 7, Part Lot 9 (2019-43)
Concession 8, Part Lot 14 (2019-43)
Concession 10, Part Lot 22 (2019-43)
Concession 10, Part Lot 23 (2019-43)
Concession 4, Pt ½ Lot 5 (2020-23)

6.4.1 A-1: Pt. Lot 30, Concession 6 and Pt. Lot 6, Concession 4 (98-35) and Pt. Lot 17, Concession 7 (2000-3)
Concession 10, East Part Lot 17, 4580 County Road 21
Concession 10, West Part Lot 8, 5901 10th Line
Concession 10, East Part Lot 24, 7930 11th Line
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Concession 8, West Part Lot 31, 5276 30th Sideroad (2013-83)
Concession 3, East Part Lot 4 (2017-36)
Concession 3, East Part Lot 5 (2017-36)
Concession 10, West Part lot 18 (2017-36)
Concession 8, East Part Lot 3 (2017-36)
Concession 7, East Part Lot 16 (2017-36)
Concession 2, Part Lot 11 (2018-75)
Concession 2, East Part Lot 5 (2018-75)
Concession 4, West Part Lot 11 (2018-75)
Concession 1, West Part Lot 16 (2018-75)
Concession 4, West Part Lot 3 (2018-75)
Concession 6, East Part Lot 28 (2019-13)
Concession 6, Part Lot 3 (2019-43)
Concession 7, Part Lot 9 (2019-43)
Concession 8, Part Lot 14 (2019-43)
Concession 10, Part Lot 22 (2019-43)
Concession 10, Part Lot 23 (2019-43)
Concession 4, Pt ½ Lot 5 (2020-23)
Concession 7, Pt Lot 7, 5903 County Road 56 (2023-060)

Item 4: Section 10.4

Existing

Proposed

15

- 10.4.12 **R2-11: PT LT 30 CON 3 ESSA AS IN RO394415, 96 King Street (2023-36)**
Notwithstanding any provisions as set out in Zoning By-Law No. 2003-50, residential uses on lands zoned "Residential, Low Density, Semi-Detached Exception (R2-11)" shall be permitted subject to the following provisions:
- Minimum Exterior Side Yard – 0 m
 - Minimum Rear Yard – 0.5 m
- All other provisions of Zoning By-law 2003-50, as amended, shall apply.
- 10.4.13 **R2-12: PT LT 30 CON 3 ESSA AS IN RO394415, 96 King Street (2023-36)**
Notwithstanding any provisions as set out in Zoning By-Law No. 2003-50, residential uses on lands zoned "Residential, Low Density, Semi-Detached Exception (R2-12)" shall be permitted subject to the following provisions:
- Minimum Gross Floor Area – 75 m²
 - Minimum Rear Yard – 7 m
- All other provisions of Zoning By-law 2003-50, as amended, shall apply.
- 10.4.14 **R2-13 s PLAN 160A LOT 232, 125 Sydenham Street (2023-35)**
Notwithstanding the provisions as set out in the Zoning By-law 2003-50, Section 10: Residential, Low Density, Semi-Detached (R2) Zone, the following provisions shall be permitted on lands zoned as R2-13:
- Minimum Lot Frontage - 1 0.0m.
- All other provisions of Zoning By-law 2003-50, as amended, shall apply.

- 10.4.12 **R2-12: PT LT 30 CON 3 ESSA AS IN RO394415, 96 King Street (2023-36)**
Notwithstanding any provisions as set out in Zoning By-Law No. 2003-50, residential uses on lands zoned "Residential, Low Density, Semi-Detached Exception (R2-11)" shall be permitted subject to the following provisions:
- Minimum Exterior Side Yard – 0 m
 - Minimum Rear Yard – 0.5 m
- All other provisions of Zoning By-law 2003-50, as amended, shall apply.
- 10.4.13 **R2-13: PLAN 160A LOT 232, 125 Sydenham Street (2023-35)**
Notwithstanding the provisions as set out in the Zoning By-law 2003-50, Section 10: Residential, Low Density, Semi-Detached (R2) Zone, the following provisions shall be permitted on lands zoned as R2-13:
- Minimum Lot Frontage - 1 0.0m.
- All other provisions of Zoning By-law 2003-50, as amended, shall apply.
- 10.4.14 **R2-14: PT LT 30 CON 3 ESSA AS IN RO394415, 96 King Street (2023-36)**
Notwithstanding any provisions as set out in Zoning By-Law No. 2003-50, residential uses on lands zoned "Residential, Low Density, Semi-Detached Exception (R2-12)" shall be permitted subject to the following provisions:
- Minimum Gross Floor Area – 75 m²
 - Minimum Rear Yard – 7 m
- All other provisions of Zoning By-law 2003-50, as amended, shall apply.

Item 5: Section 12

Existing

Proposed

SECTION 12: RESIDENTIAL, MEDIUM DENSITY, GROUP HOMES (R4) ZONE

12.1 Within a Residential, Medium Density, Group Homes (R4) Zone no person shall use any land, erect, alter, enlarge, use or maintain any building or structure for any use other than as permitted in Subsection 2 of this Section and also in accordance with the regulations contained in Subsection 3 of this Section.

SECTION 12: RESIDENTIAL, MEDIUM DENSITY, MULTI-UNIT (R4) ZONE

12.1 Within a Residential, Medium Density, Multi-Unit (R4) Zone no person shall use any land, erect, alter, enlarge, use or maintain any building or structure for any use other than as permitted in Subsection 2 of this Section and also in accordance with the regulations contained in Subsection 3 of this Section.

11

30

Item 6: Section 14

Existing

Proposed

SECTION 14: PERMITTED USES FOR RESIDENTIAL ZONES

| Permitted Uses | R1 Zone | R2 Zone | R3 Zone | R4 Zone | R5 Zone |
|--|---------|---------|---------|---------|---------|
| Detached Dwelling | ✓ | ✓ | ✓ | | ✓ |
| Semi-Detached Dwelling | | ✓ | ✓ | | ✓ |
| Link Housing | | ✓ | ✓ | | ✓ |
| Duplex | | ✓ | ✓ | | ✓ |
| Townhouses | | | ✓ | | ✓ |
| Fourplex | | | ✓ | | ✓ |
| Sixplex | | | | | ✓ |
| Apartment | | | | | ✓ |
| Group Homes | | | | ✓ | |
| Nursing Home or home for the aged | | | | ✓ | |
| Accessory buildings or structures subsidiary to any of the above | ✓ | ✓ | ✓ | ✓ | ✓ |
| Home Occupations | ✓ | ✓ | ✓ | ✓ | ✓ |
| Additional Residential Unit(s) in accordance with Section 4.38 | ✓ | ✓ | ✓ | | |

SECTION 14: PERMITTED USES FOR RESIDENTIAL ZONES

| Permitted Uses | R1 Zone | R2 Zone | R3 Zone | R4 Zone | R5 Zone |
|--|---------|---------|---------|---------|---------|
| Detached Dwelling | ✓ | ✓ | ✓ | | |
| Semi-Detached Dwelling | | ✓ | ✓ | | |
| Link Housing | | ✓ | ✓ | | |
| Duplex | | ✓ | ✓ | | |
| Multi-Unit Dwelling | | | ✓(a) | ✓(b) | ✓(c) |
| Townhouses | | | ✓ | ✓(b) | ✓(c) |
| Apartment | | | | | ✓ |
| Group Homes | | | | ✓ | |
| Nursing Home or home for the aged | | | | ✓ | |
| Accessory buildings or structures subsidiary to any of the above | ✓ | ✓ | ✓ | ✓ | ✓ |
| Home Occupations | ✓ | ✓ | ✓ | ✓ | ✓ |
| Additional Residential Unit(s) in accordance with Section 4.38 | ✓ | ✓ | ✓ | ✓ | (d) |

Footnotes:

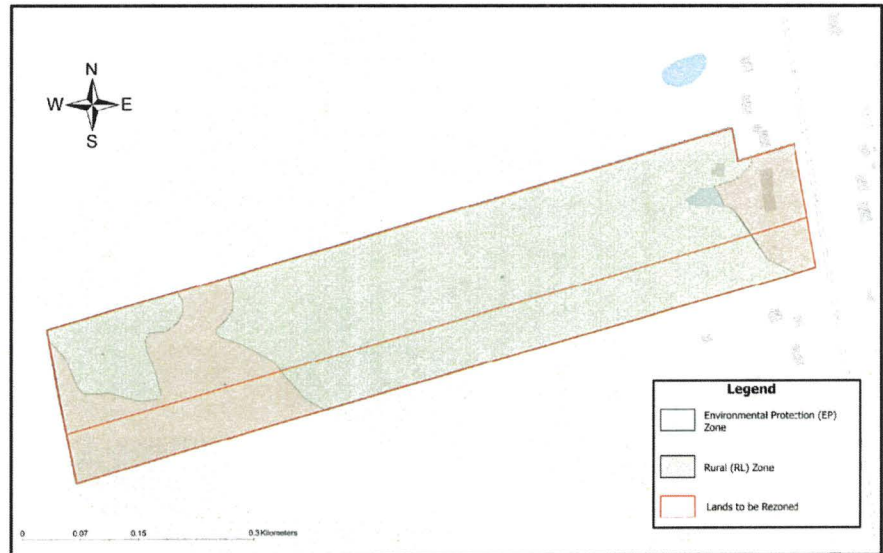
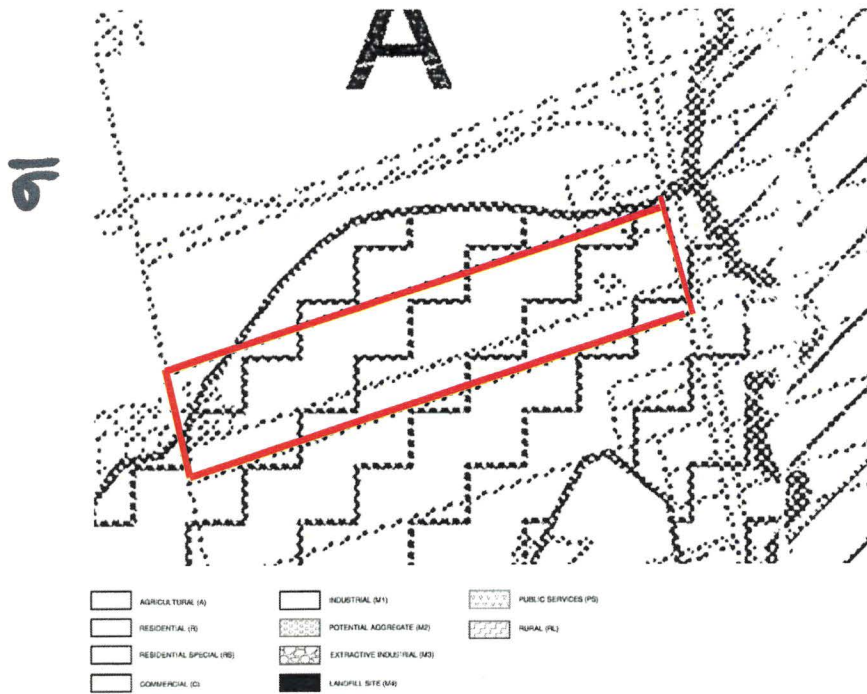
- (a) A Multi-Unit Dwelling in the R3 zone shall have a maximum of three (3) units, not including Additional Residential Units.
- (b) A Multi-Unit Dwelling or Townhouse in the R4 zone shall have a minimum of four (4) units.
- (c) A Multi-Unit Dwelling or Townhouse in the R5 zone shall have a minimum of five (5) units.
- (d) An Additional Residential Unit may be permitted in the R5 zone where a Townhouse/Rowhouse exists.

15

Item 7: Schedule 'A' ZBL (2003-50)

Existing

Proposed



Schedule 'A' to Zoning By-law Amendment No.

End of Presentation

Questions?



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD030-23

DATE: December 6th, 2023

TO: Committee of the Whole

FROM: Owen Curnew
Development Planner

SUBJECT: 14 & 18 Margaret Street – Official Plan Amendment & Zoning By-law Amendment OPA36/Z4-20 to permit residential units

RECOMMENDATION

That Staff Report PD030-23 be received; and

That Council consider an Amendment to the Official Plan which would redesignate the properties municipally known as 14 & 18 Margaret Street from 'Institutional' to 'Residential - Multiple'; and as well, an amendment to the Township's Zoning By-law to the 'Residential, Medium Density, Townhouses with Special Provisions Zones.

BACKGROUND

On behalf of Wynstar Developments Inc., Innovative Planning Solutions (IPS) has applied for an Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA) on the subject property legally described as PLAN 160A LOT 2 TO 4 & PLAN 160A LOT 5, municipally known as 14 & 18 Margaret, respectively (refer to Attachment 1: Location of Lands).

The subject lands are in the 'Settlement Area' of Angus in both the Township of Essa's and the County of Simcoe's Official Plans (OP). Land Use Schedule "B" in the Township of Essa's Official Plan designates 14 Margaret Street (containing a former Church) as 'Institutional' and 18 Margaret Street as 'Residential'.

The applicant proposes to change:

- the zoning of 14 Margaret Street:
 - from the 'Institutional (I)' to the 'Residential, Medium Density, Townhouses with Special Provisions (R3-11)'; and

43

- the zoning of 18 Margaret Street:

from 'Residential, Low Density, Detached (R1) to 'Residential, Medium Density, Townhouses with Special Provisions (R3-12)' and 'Residential, Medium Density, Townhouses with Special Provisions (R3-13)'.

In general, the proposed ZBA will allow for the development of 30 back-to-back residential units on 14 Margaret Street. Plus, the former Church is to be converted to multi-residential, with 3 residential units; and two separate stacked townhouse units (a total of 4 residential units) would be developed on 2 new lots with reduced rear yards.

The proposed amendments would allow for the applicant to construct a total of 37 residential units between 14 & 18 Margaret Street – refer to Attachment 2. The special provisions would allow for reduced rear yards and some front yards.

The ZBA application has been submitted concurrently with an OPA that proposes to redesignate 14 Margaret Street from 'Institutional' to 'Residential-Multiple'.

COMMENTS AND CONSIDERATIONS

The applicant had provided a proposal in September of 2020. Since that time, there have been significant changes to the conceptual site plan of the proposal.

Previous Proposal:

The previous OPA was to allow for the Church and lands to be redesignated from 'Institutional' and 'Residential' to 'Residential – Multiple'. The applicant had proposed 26 residential units consisting of back-to-back townhouse units and block townhomes on 14 Margaret Street with the rear-facing units stretching along a private laneway. The applicant originally proposed to merge 14 & 18 Margaret Street into one lot containing the residential units.

It was determined after the Public Meeting in December of 2020, that the applicant would need to revise the concept to consider the Church building amongst other items, resulting in some significant changes regarding the Conceptual Site Plan: new configuration of lot lines, changes to number and types of building, changes to parking requirements, as well as slight changes to the proposed OPA and ZBA. The applicant resubmitted an updated proposal in September of 2023.

Updated Proposal:

The proposed OPA will allow for the former Church lands to be redesignated from 'Institutional' to 'Residential'. 14 Margaret Street currently houses the former Zion Presbyterian Church building, while 18 Margaret Street contains a small storage shed. There is a wrap-around driveway that straddles both 14 & 18 Margaret Street. While the

A

two properties are legally separate lots, they have functioned as one. The applicant is proposing to change the lot line configuration of the two lots, as well as create 2 new parcels on 18 Margaret Street. The applicant’s Planner has provided a letter describing the proposed development which has been included as a part of Attachment 2 depicting the new Concept Site Plan.

Planning Staff is of the opinion that the current submission has satisfied the concerns of all Agencies and the Township. Typical planning concerns include water and wastewater servicing, stormwater management, traffic, parking, snow storage, access to community services and compatibility with the neighbourhood. It may be noted that the Township has been moving forward with its own traffic review and calming initiatives.

Partnership Details

The property known as 18 Margaret Street is intended to be redeveloped in partnership with Habitat for Humanity to provide 7 affordable housing units for socio-economically challenged families (refer to the attached letter from HH). Habitat for Humanity has also provided Wynstar developments with a Letter of Intent, stating that once the OPA, ZBA, and Consents have been passed and take effect, Habit for Humanity will purchase the properties and develop the lots themselves by ‘repurposing and revitalizing’ the former Church. The owner of Lots 1-3 will be responsible for the registration of a Temporary Protection Plan (TTP) and other recommendations of the 2022 Cultural Heritage Impact Assessment.

Consent Application Details

The applicant is proposing an overall total of 4 parcels/lots and will be required to submit for three consent applications in the future, for a lot line adjustment and the creation of 2 new lots. These 4 lots will consist of the following:

1. 14 Margaret Street: The applicant has proposed 30 back-to-back stacked townhouse units with 66 parking spaces. The minimum required parking spaces for the proposed development at 14 Margaret Street is 60. 14 Margaret Street will be subject to a lot line adjustment to transfer the portion containing the former Church to what is currently known as 18 Margaret Street.
2. Lot 1 - 18 Margaret Street: The applicant has proposed to convert the Church building into a multi-family dwelling unit containing 3 residential units. The applicant has proposed 6 external parking spaces to meet with the minimum parking requirement for this proposed development.

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3. Lot 2 – 18 Margaret Street: The applicant is proposing the development of two stacked townhouses with 4 external parking spaces. The minimum required for this proposed development is 4 external parking spaces.
4. Lot 3 – 18 Margaret Street: The applicant is proposing the development of two stacked townhouses with 4 external parking spaces. The minimum required for this proposed development is 4 external parking spaces.

Evolution of the Proposed Development

There have been four submissions between 2020 and 2023, and the following comments have been considered.

The applicant has been made aware that servicing allocation is currently limited and will be subject to the Township's Policy adopted this past September.

On December 16th, 2020, a Public Meeting was held for OPA36/Z4-20 where the public was given a chance to comment on the proposed redevelopment (Attachment 4: Meeting Minutes). Please see a summary of the comments below:

- Members of the public stated that the Church building is an important part of Angus and is a historically and culturally significant building within the community. A petition was presented to say that the building should not be torn down and an effort to preserve it should be prioritized.

The Zion Presbyterian Church and landholding was sold to Wynstar Developments on December 12th of 2018. In response to comments received from the public, the applicant is resubmitting a proposal to preserve the church building by converting the structure into a multi-residential building that will contain 3 residential units. Included in the resubmission is a Cultural Heritage Impact Assessment which recommends that a Temporary Protection Plan (TPP) be prepared as part of the construction plan. This property is intended to be redeveloped in partnership with Habitat for Humanity. As stated previously, the owner of Lots 1-3 will be responsible for the registration of the Temporary Protection Plan (TTP) and any other recommendations of the 2022 Cultural Heritage Impact Assessment.

The applicant has provided an updated Conceptual Site Plan (Attachment 2) and updated Draft Official Plan & Zoning By-law Schedules with updates that reflect the effort to preserve the church as well as an increase to the proposed parking.

It is the opinion of Planning Staff that the applicant has addressed all relevant concerns at this stage in the development, and that the approval of the OPA/ZBA would allow the project to move. The remaining comments and concerns that pertain to technical aspects of the development will be handled through Site Plan Control and Plan of Condominium.

FINANCIAL IMPACT:

The application will result in the expansion of the residential tax base because of the new lots and residential units being created.

Mgr of Finance: 

SUMMARY/OPTIONS

Council may:

1. Receive this report for information and/or deny the applications with reasons.
2.
 - a. Consider a by-law to allow the Mayor and Clerk to execute an OPA, which would redesignate the properties municipally known as 14 & 18 Margaret Street from 'Institutional' to 'Residential'; and
 - b. Consider an amendment to the Township's Zoning By-law (2003-50), for lands municipally known as 14 & 18 Margaret Street from 'Institutional (I)' to the 'Residential, Medium Density, Townhouses with Special Provisions (R3-11)', 'Residential, Medium Density, Townhouses with Special Provisions (R3-12)', and 'Residential, Medium Density, Townhouses with Special Provisions (R3-13)'.
3. Direct staff to arrange for a public meeting since the previous public meeting was three years ago.
4. Direct Staff in another manner Council deems appropriate.

CONCLUSION

Planning Staff believes that all comments and concerns have been addressed for approval of a ZBA and OPA. The applicant is required to submit future Planning applications in the form of Consent applications and a Site Plan Control application. Appropriate conditions will be imposed as the proposed development progresses to building permits and construction.

Option #2 is recommended as Staff believes through public consultation and circulation, as well as considering all relevant policies and procedures that the approval of OPA36 and Z4-20 make for good planning, meeting all provisions of the Planning Act.

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Prepared by:



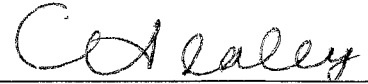
Owen Curnew
Development Planner

Respectfully submitted by:



Samuel Haniff, MCIP, RPP
Manager of Planning

Reviewed by:

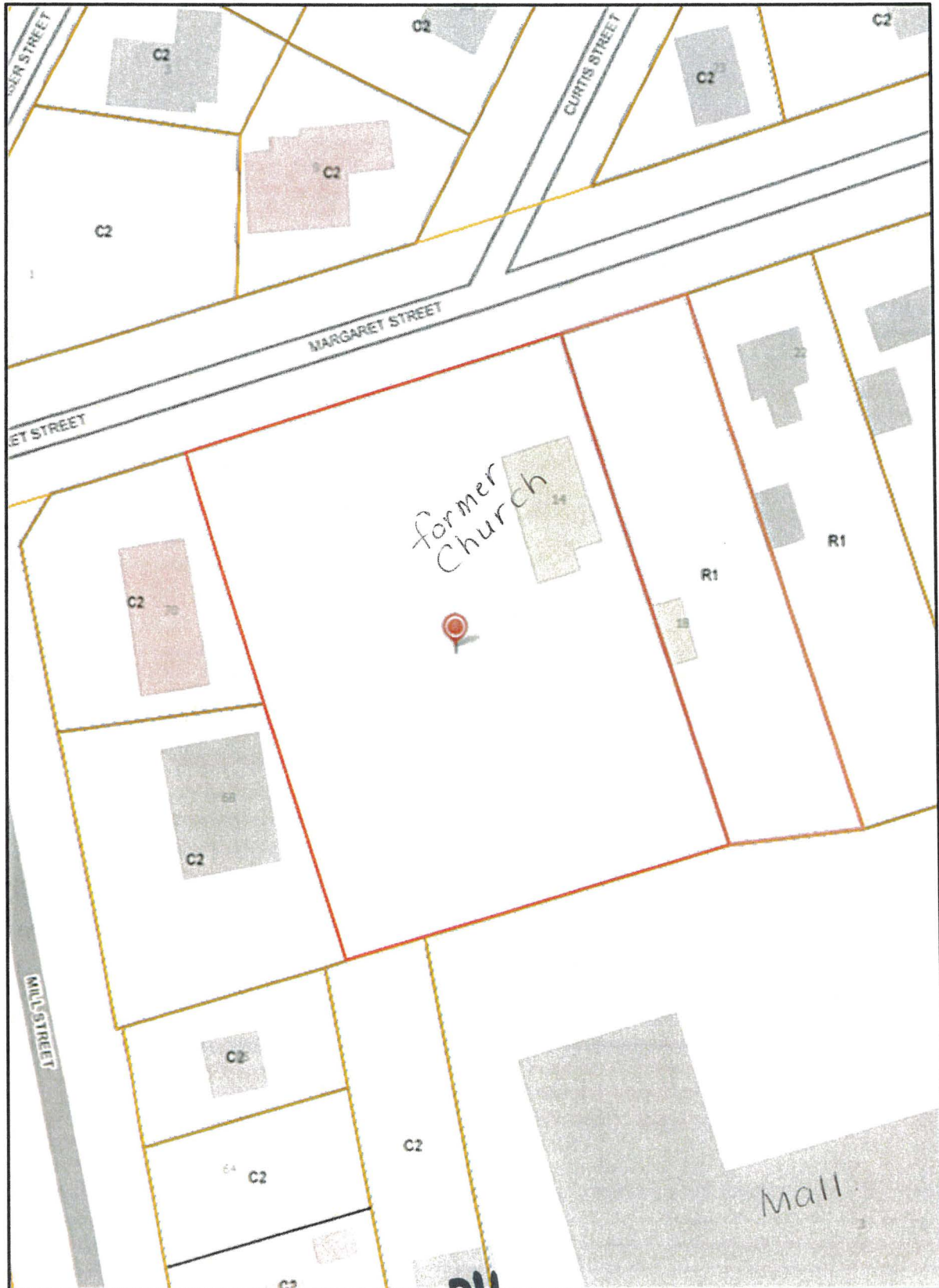


Colleen Healey-Dowdall, RPP
Chief Administrative Officer

ATTACHMENTS:

1. Context Map
2. Concept Layout along with a letter from IPS Consulting
3. Habitat for Humanity Letter
4. Public Meeting – December 16th, 2020 – Meeting Minutes

Attachment 1: Context Map



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Attachment 2



INNOVATIVE PLANNING SOLUTIONS

planners • project managers • land development

Township of Essa
Planning & Development
5786 Simcoe County Road 21
Utopia, ON L0M1B2

November 17, 2023

Attention: Planning & Development

Re: Official Plan Amendment & Zoning By-law Amendment Applications
14 and 18 Margaret Street
Township of Essa

On behalf of Wynstar Developments Inc., Innovative Planning Solutions is pleased to submit the following 5th and final Submission for Official Plan Amendment and Zoning By-law Amendment applications on lands municipally known as 14 and 18 Margaret Street.

The following is a brief description of the site plan revisions made as part of this 5th submission following the recent 4th Submission:

- For Lots 1, 2 and 3, additional parking spaces have been provided.
 - For Lot 1, 2 additional tandem spaces have been proposed to ensure each unit has 2 parking spaces per unit, in accordance with the Zoning Bylaw.
 - For Lots 2 and 3, 4 additional parking spaces have been provided to ensure that each unit has 2 parking spaces per unit, in accordance with the Zoning Bylaw. This has been accommodated by moving the proposed buildings south (to the rear) and reducing the rear yard setback to 6m where 8m is required.
- For the larger, 30 unit site, additional revisions to the concept plan have resulted in a revised layout, which now offers a total of 67 parking spaces, plus three barrier free spaces. This represents an increase of 5 additional parking spaces from the previous concept plan. These spaces have been accommodated by moving the proposed front block of units north (towards Margaret Street) and reducing the front yard setback to 5m where 7.5m is required. Through discussion with Township staff, it is understood that parking within Essa,

particularly Angus is often constrained; accordingly, the applicant proposes to maximize the amount of parking on site, within reason and in excess of the requirements of the zoning bylaw to mitigate potential future concerns. In order to achieve this, the concept plan proposes a front yard setback of 5m whereas 7.5m is required by the Zoning Bylaw. The reduced setback to 5m still offers considerable space between the building and front lot line, ensuring a suitable and appropriately scaled, pedestrian friendly streetscape is provided. The proposed setbacks provides sufficient space in the front yard to accommodate landscape plantings while also supporting a more efficient and functional use of the property overall, without resulting in any negative impacts to surrounding/adjacent lands. The proposed setback is appropriate for urban environments which this development proposes and facilitates housing and additional off street parking in an appropriate location. It is noted that this special provision is required only to accommodate 2 additional parking spaces which are in excess of the requirements of the zoning bylaw.

- The proposed draft bylaw has been revised to reflect the revised concept plans for consideration.

In addition to above, the applicant would like to re-iterate its intention to retain the existing building on site, the former Zion Presbyterian Church. The applicant previously submitted a Cultural Heritage Impact Assessment (CHIA) in support of the proposed development which seeks to retain the existing building and re-purpose for housing. This approach, adaptive re-use is supported by the CHIA and further, the applicant has partnered with Habitat for Humanity for these three units, plus the four units within Lots 2 and 3, representing an opportunity to provide seven (7) truly affordable housing units to the community. While the CHIA was initially prepared in October 2022 and based on a previous concept plan (including 2 units within the existing building) the strategy to retain the building and provide 3 units remains consistent with the findings and represents a more efficient use of the building. Correspondence from Habitat for Humanity on this development has been provided to the Township and included in this submission for reference.

Comments received from the public on this development have previously been addressed in prior submissions, more specifically, the August 2021 re-submission which included a comprehensive response matrix. The responses provided within that

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matrix remain valid, and further, the proposal has been revised to retain the existing building for affordable housing units through partnership with Habitat for Humanity; this will include some restorative work to ensure OBC requirements are met while also preserving the character of the building. One comment from the public in particular made reference to a petition including over 1300 signatures with a desire to not demolish the church and specifically suggested adaptive reuse of the building as housing; the proposal retains the building and proposes adaptive reuse for affordable housing units, if approved, which directly addresses this comment and concerns within the petition. The applicant has addressed all concerns of the public through the revised applications and concept plan to the extent feasible.

The attached Requirements Table outlines the supporting documents, which have been updated to reflect the site plan revisions. Trusting the above is satisfactory, we look forward to further discussion with you and other staff on this development. Should you have any further questions or comments please do not hesitate to contact the undersigned.

Respectfully submitted,
Innovative Planning Solutions



Greg Barker, B.A.A.
Partner

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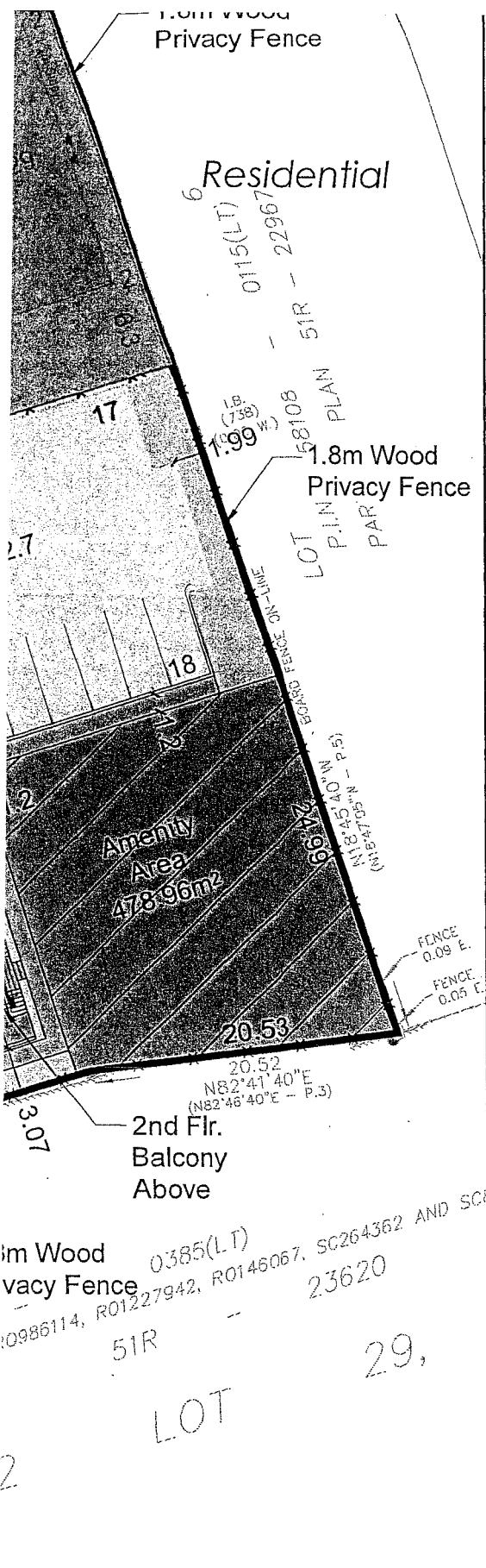
14 and 18 Margaret Street, Township of Essa
Official Plan Amendment and Zoning By-law Amendment Applications

November 2023








IPS File No. 19-817

| Plans | | |
|-------|---|---------|
| 1 | Conceptual Site Plan - 1 (11"x17") – IPS | Digital |
| 2 | Conceptual Site Plan - 1A (11"x17") – IPS | Digital |
| 3 | Conceptual Site Plan - 2 (11"x17") – IPS | Digital |
| 4 | Draft Zoning Bylaw, including Schedule A | Digital |
| 5 | Correspondence from Habitat for Humanity, dated November 16, 2023 | Digital |

14 MARGARET STREET,
TOWNSHIP OF ESSA



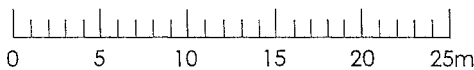
LEGEND

-  Subject Site:
 - Area: 6,540.11m²
-  Developable Area:
 - Area: 5,133.25m²
 - No. of Units: 30
 - Density: 58.82 u/ha
-  Back-to-Back Townhomes
-  Amenity Area (478.96m²)
-  Molok Bins
-  Servicing Easement
-  Snow Storage (158.48m²)

ZONING TABLE - R3 ZONE

| | Required | Provided |
|-----------------------|--|--|
| Lot Area (min.) | 175.0m ² (interior) | 5,133.25m ² |
| Lot Frontage (min.) | 6.0m (interior) | 43.64m |
| Setbacks (min) | | |
| Front Yard | 7.5m | 5.00m |
| Interior Side Yard | 1.5m | 5.23m |
| Exterior Side Yard | 4.5m | N.A. |
| Rear Yard | 8.0m | 2.79m |
| G.F.A. (min.) | 84.0m ² / unit | > 84.0m ² |
| Building Height (max) | 10.5 (max) | 14.30m |
| Lot Coverage (max.) | 45% (interior) | 27.32% (1,402.72m ²) |
| Parking Spaces | 60 (2 / unit) | 66 spaces + 3 B.F. |
| Barrier Free Parking | 3 B.F Spaces <small>(2 Type 'A' & 1 Type 'B')</small> | 3 B.F Spaces <small>(2 Type 'A' & 1 Type 'B')</small> |

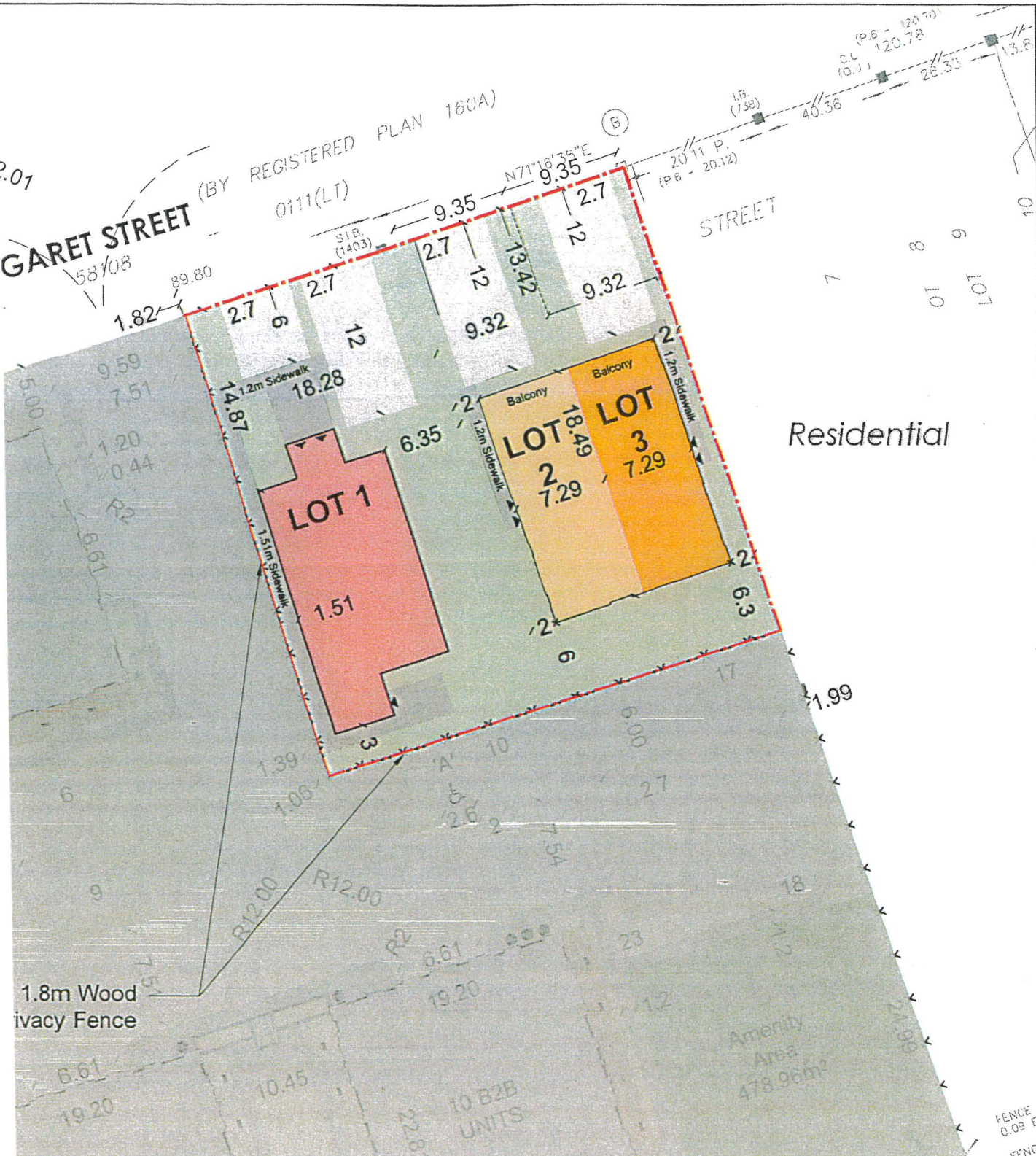
Source: 2016 Air Photo from the County of Simcoe Interactive Map.
 Note: This drawing is for discussion purposes only.
 The information shown is approximate and subject to change.



Date: Nov. 14, 2023 Drawn By: A.S.
 File: 19-817 Checked By: G.B.

IPS INNOVATIVE PLANNING SOLUTIONS
 PLANNERS • PROJECT MANAGERS • LAND DEVELOPERS
 647 WELHAM RD., UNIT 9, BARRIE, ONTARIO, L4N 0S7
 tel: 705 • 812 • 3281 fax: 705 • 812 • 3438 e: info@ipsconsultinginc.com www.ipsconsultinginc.com

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Key



14 M/
TOWN

Residential

MEDIUM DENSITY, TOWNHOMES (R3) ZONE







| Provisions | Required | Provided - Lot 1 | Provided - Lot 2 | Provided - Lot 3 |
|---------------------------------|--------------------------|---------------------|---------------------|---------------------|
| Min. Lot Area | 230.m ² (end) | 698.3m ² | 353.5m ² | 355.2m ² |
| Min. Lot Frontage | 7.5m (end) | 18.28m 31 | 9.32m | 9.32m |
| Min. Front Yard Setback | 7.5m | 12.07m | 13.42m | 13.42m |
| Min. Interior Side Yard Setback | 1.5m | 1.51m | 2.00m | 2.00m |
| Min. Exterior Side Yard Setback | 4.5m | N.A. | N.A. | N.A. |

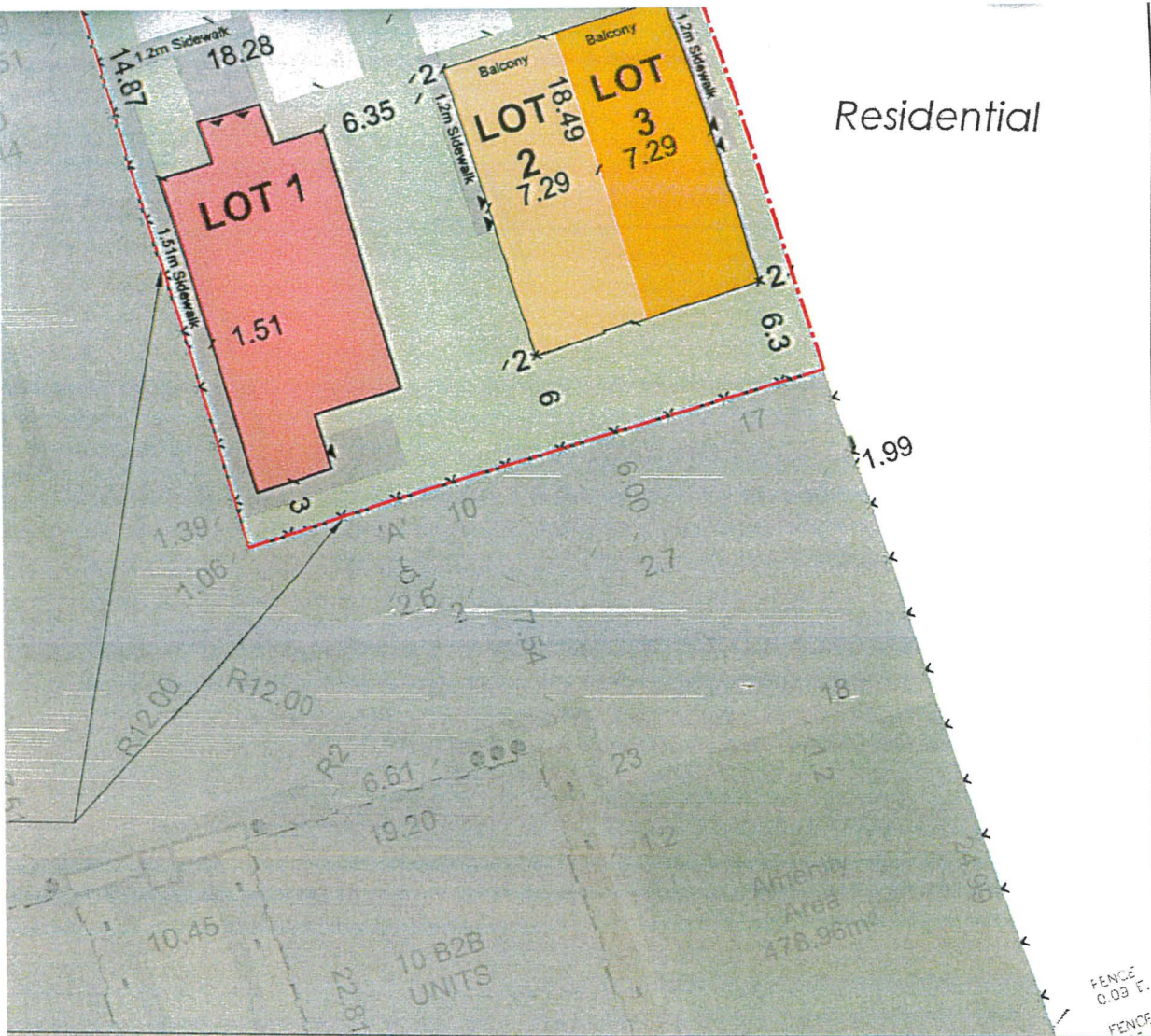
Source:
Note:

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Residential

LEGEND

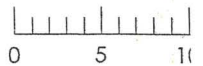
-  Subject
-  Development
-  Lot 1
-  Lot 2:
-  Lot 3:
-  Unit E



MEDIUM DENSITY, TOWNHOMES (R3) ZONE

| Provisions | Required | Provided - Lot 1 | Provided - Lot 2 | Provided - Lot 3 |
|--------------------------|--|--------------------------------|--|--|
| Area | 230.m ² (end) | 698.3m ² | 353.5m ² | 355.2m ² |
| Frontage | 7.5m (end) | 18.28m | 9.32m | 9.32m |
| Front Yard Setback | 7.5m | 12.07m | 13.42m | 13.42m |
| Rear Side Yard | 1.5m | 1.51m | 2.00m | 2.00m |
| Front Side Yard | 4.5m | N.A. | N.A. | N.A. |
| Rear Yard Setback | 8.0m | 3.00m | 6.00m | 6.30m |
| Min. Area | 84.0m ² / unit | > 84.00m ² / unit | > 84.00m ² / unit | > 84.00m ² / unit |
| Max. Height | 10.5m | < 10.50m | < 10.50m | < 10.50m |
| Coverage | 35% (end) | 29.61% (202.07m ²) | 33.3% (117.74m ² - excl. balcony) | 33.1% (117.74m ² - excl. balcony) |
| Open Spaces: Residential | 2 exterior spaces / unit Lot 1 - 6 spaces Lot 2 - 4 spaces Lot 3 - 4 spaces | 6 spaces | 4 spaces | 4 spaces |

Source: 2016 Air Photo
Note: This drawing is for informational purposes only.



Date: November 14, 2016
File: 19-817

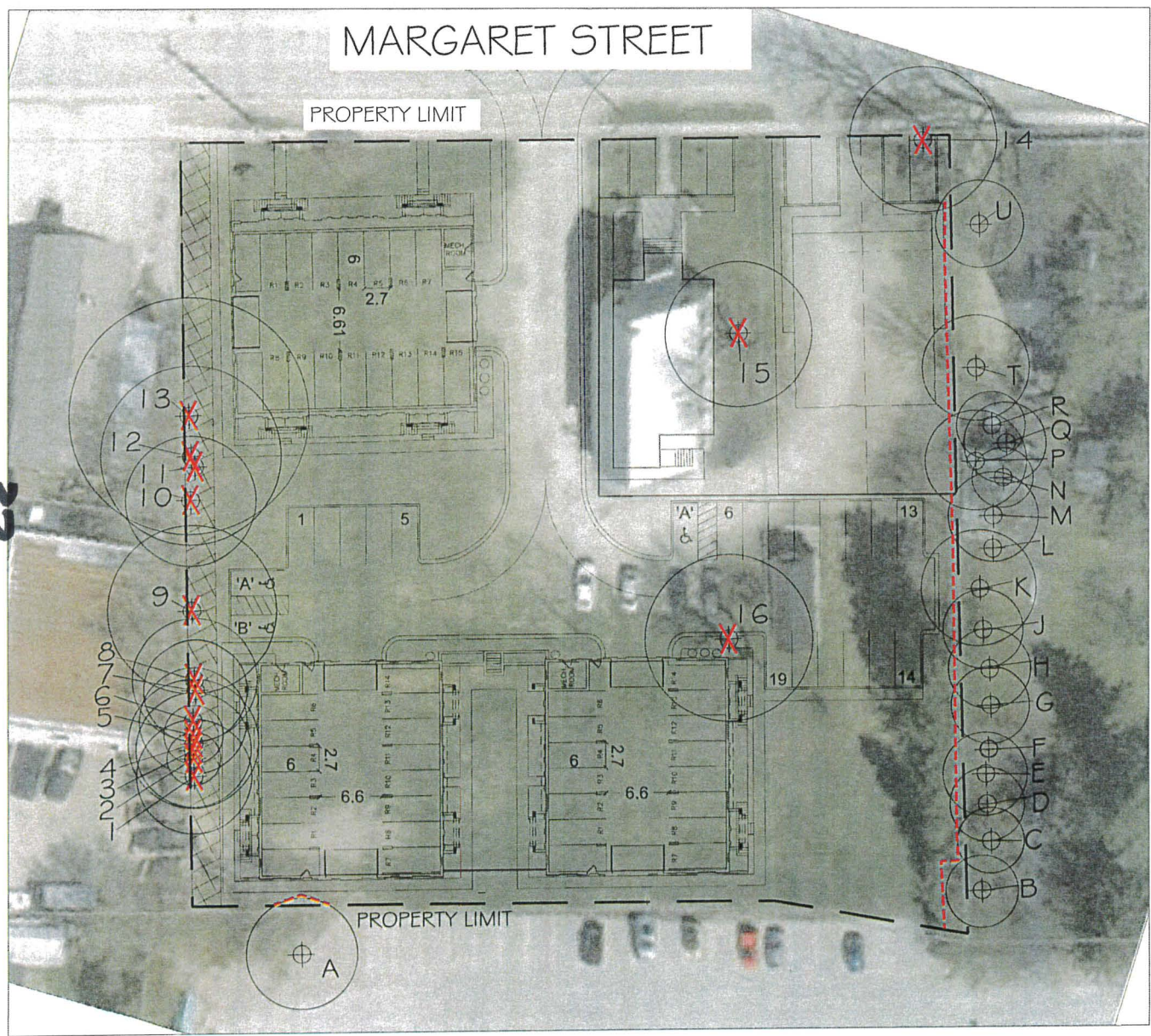
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tel: 705 • 812 • 3281

58

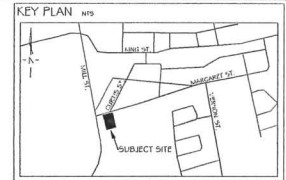


MARGARET STREET

PROPERTY LIMIT



PROPERTY LIMIT



GENERAL NOTES

The Contractor and its contractors are responsible for all utility, locates and confirming all methods, elevations, grades, etc. prior to construction of the construction works.

The Contractor is to report any obstructions or utilities to the Landscape Architect prior to proceeding with the works to determine the impact and liability of the particular work. The Landscape Architect will not be responsible for any unexpected adjustments on site.

Construction of the work must conform to Authority requirements and applicable codes where they have jurisdiction.

All specifications and drawings are the property of the firm and are the property of the Landscape Architectural Group Ltd. No part of the drawings shall be reprinted or reproduced without the express written consent of Landscape Architectural Group Ltd, or they will be considered void. The seal drawings are for Site Plan approval only and may require additional detailing prior to tender and construction.

The Landscape Architectural Group Ltd. is not liable for errors or omissions from the end of these drawings prior to approval, field, inspection and other, and will be considered void.

It is advised that the Contractor contact the Landscape Architect prior to commencement of the construction works to ensure that the Contractor has the latest approved drawings.

The Landscape Architectural Group Ltd. is not responsible for the accuracy of the base drawing information (eg. Survey, Avistar, etc.). If there are any discrepancies, the Contractor is to refer to the appropriate base drawing information and report discrepancies on the Landscape Architectural Group Ltd. drawings and a professional seal is required.

- LEGEND**
- PROPERTY BOUNDARY
 - - - TREE PRESERVATION FENCE
 - [Hatched Box] 3 METERS WIDE SERVICING EASEMENT
 - (⊕) TREE LOCATION WITH CANOPY
 - (⊕) OFF-SITE TREE LOCATION WITH CANOPY
 - (X) TREE TO BE REMOVED

| NO. | DATE | BY | REVISIONS |
|-----|-------------|------|---|
| 1 | SEPT 10 20 | R.T. | AS PER PRELIMINARY PLANNING SUBMISSION COMMENTS |
| 2 | SEPT 16 20 | R.T. | AS PER NEW SITE PLAN |
| 3 | MAY 10 20 | R.T. | AS PER NEW SITE PLAN |
| 4 | APRIL 23 20 | R.T. | AS PER NEW SITE PLAN |
| 5 | NOV 07 20 | R.T. | AS PER NEW SITE PLAN |
| 6 | MAY 11 2022 | J.S. | AS PER NEW CONCEPT PLAN |

STAMP

APPROVAL
TOWNSHIP OF ESSA

NAME: _____
DATE: _____
SIGNATURE: _____

SITE PLAN BY: INCH 401 & BARRING SCHEMATIC - 1:12.5 DATED SEPTEMBER 5, 2023
AERIAL PHOTO BY: BRUCE COUNTY GIS

LANDMARK
LANDSCAPE ARCHITECTS & CONSULTING ARBORISTS

1100 SHEPPARD AVENUE EAST, SUITE 100, SCARBOROUGH, ONTARIO M1S 1T6
OFFICE: 705-796-1122
info@LGroupLtd.com
www.LGroupLtd.com

CLIENT: WYNSTAR DEVELOPMENTS
820-100 NEW PARK PLACE,
VAUGHAN, ON

PROJECT: 14 & 18 MARGARET STREET,
ANGUS, ON

DRAWING: ARBORIST PLAN 2

SCALE BAR: 0 4 8 12
Scale = 1:200

| | |
|------------------------|--------------------|
| PROJECT NO.: LA 435-19 | SCALE: 1:200 |
| MUNICIPAL FILE NO.: | DATE: MAY 04, 2020 |
| DRAWN BY: K.S / R.T. | CHECKED BY: J.H. |
| | DRAWING No.: ARB-2 |



4a

Attachment 3



We build strength, stability and self-reliance.

November 15, 2023

Dear Samuel Haniff – Planning Department

As the Chief Operating Officer of Habitat for Humanity, I would like to begin by thanking Wynstar for its generous and courageous efforts to help fight the affordable housing crisis we are all facing at this time. Wynstar has submitted applications for Township consideration to re-develop their lands at 14 & 18 Margaret Street, in Angus and although not called upon to, reached out to see if there was an opportunity to partner with our organization. In their plan they have allocated seven (7) units to partner with us, providing many new families with homeownership opportunities. The partnership included the revitalization and repurposing of the former church building that will, with Township approval be converted into family units.

Truly innovative and forward thinking is what it takes to achieve goals as lofty as combatting affordable housing and Wynstar has provided that in this project. We here at Habitat are so excited to return to Angus, (3 previous builds) but could not have accomplished it without the partnership of Wynstar and the Township of Essa.

Through our ongoing Partnership with Wynstar on this project, it is understood that there is limited servicing allocation remaining with Angus. We, Habitat for Humanity, are excited for the opportunity to provide affordable housing units to this Community and it is our hope that Wynstar is able to secure enough of the remaining available allocation for their entire development as soon as possible in order for us to initiate the process to ultimately house those who are most in need.

I would like to take this opportunity to thank the Township of Essa for its continued efforts in bettering the lives of its community through forward thinking with this innovative collaboration between our three entities.

Robert Cikoja
Chief Operating Officer
Habitat for Humanity Huronia

Habitat for Humanity Huronia | 128 Brock Street, Barrie, ON, Canada L4N 2M2 |
habitathuronia.com
tel (705) 727-0802 | toll-free 1 (877) 835-2001 | fax (705) 727-0214 |
info@habitathuronia.com

35

PUBLIC MEETING MINUTES

December 16, 2020

**PROPOSED OFFICIAL PLAN AMENDMENT AND ZONING BY-LAW AMENDMENT RE: 14 AND 18 MARGARET STREET, ANGUS
(Z4/20 and OPA 36 – 14 Margaret Street and 18 Margaret Street)**

The Mayor opened the meeting by stating the purpose of this Public Meeting is to discuss proposed amendments to the Township's Zoning By-law and Official Plan, in accordance with the provisions of the Planning Act. As well, to hear comments and review written submissions from the public and public agencies.

The Manager of Planning and Development described the application as follows:

The Township is in receipt of a complete application submission for 14 and 18 Margaret Street, Angus. The submission includes applications for a Zoning By-law Amendment (ZBA) and Official Plan Amendment (OPA) to rezone and redesignate the subject lands to permit a 26-unit townhouse development.

14 Margaret Street is less than 1 hectare in size, is zoned and designated for Institutional uses including but not limited to schools, libraries, churches, and long-term care homes. This property currently contains a one-storey church and supporting parking area. 18 Margaret Street is also less than 1 hectare in size, zoned and designated for low-density residential use, predominantly used as an access point to 14 Margaret Street and appears to contain a shed on the property.

The ZBA is being requested by the applicant to rezone the subject lots to permit high-density residential uses on both 14 and 18 Margaret Street. 14 Margaret Street is zoned Institutional (I) and 18 Margaret Street is zoned Residential, Low Density, Detached (R1). The applicant is seeking to rezone the lands to Residential, High Density, Apartments with Special Provisions (R5-X). Special provisions are requested to allow for relief of 2.5 m from the front yard setback requirements and relief of 2 m from the rear yard setback requirements. Staff note that the (R5-X) zone would also allow for a maximum building height of 21m on the subject lands.

The OPA is being requested as current policy does not permit residential development to occur at 14 Margaret Street due to its' Institutional designation. The OPA requests for the 'Residential-Multiple' designation to apply to the subject lands to facilitate the proposed development.

A full comment set concerning this application's circulation is pending Staff's review and will inform the forthcoming recommendation Report that will be provided to Council for their decision at a future meeting of the Committee of the Whole.

Staff note that there is still an opportunity for comments from the public to be provided to the Township on or before January 29th, 2021 at 4:30 PM.

Greg Barker, Planning Consultant from Innovative Planning Solutions, then presented the following:

- His Planning Consulting firm will provide a comprehensive response package to Staff/Council related to comments and the petition they are in receipt of.
- Lands purchased in April of 2019 by Wynstar, the Developer.
- The original stone foundation, siding, and windows have been removed from the structure over the years.
- Existing shrubbery is from the Rainbow Mall. **3b**
- Described site context and explained that the subject lands are in the Settlement Area and lists designations

4a

and zoning.

- Noted the presence of a variety of surrounding uses including Institutional, Residential and Commercial designations.
- Introduced the concept plan – proposed plan of condominium.
- Described internal road connection.
- Described type of homes (2 storey townhomes and back-to-back 3 storey townhomes) and proposed number of bedrooms in each unit.
- Described proposed amendments for Zoning By-Law emphasizing that 21.0m is permitted height for the proposed zone but that the application only proposes 12.0m for the building height
- Explained that the definition of Back-to-Back Townhome is new to the County overall. Due to the age of the Townships Zoning By-law they are proposing the Back-to-Back Townhome zone definition to further define the development
- Presented the conceptual floor plan and how elements and amenities are distributed throughout townhomes.
- Provided planning rationale in relation to Settlement Area, policy perspective and shared opinion that multiple residential is proposed in the appropriate area.
- There is a section of Township OP that discourages multiple residential development in a low-density area and shared opinion that he would not consider the subject lands and surrounding area as low density.
- Addressed public comments relating to heritage significance of the property and cited Section 13 of the Townships Official Plan and read it aloud.
- Noted that neither the building or the property is officially designated as a cultural heritage resource by the Township or Province and further cited that the original structure has undergone renovations in the past.

The Mayor then asked if anyone in the audience would like to speak, that speakers must state their name and address so that proper records may be kept and notice of future decisions be sent to those persons involved in the review process.

The Manager of Planning shared the intent of the meeting, which is to discuss merits of the OPA and ZBA Applications. Acknowledged receipt of the petition.

There were six members of the public in attendance.

Jessie Milan (Requested that address remain confidential)

- Born and raised in Utopia
- A lot of residents are against this happening citing an active petition against this development.
- The church dates to 1800 and the church is well maintained and viable to be maintained.
- The developer bought the lands knowing the designation was Institutional.
- Noted that petition has close to 800 signatures.
- Reads from petition and noted the significance of White Pines in Essa as a valuable tree that is found in Essa and that the wood floors in the Church are made from White Pines.
- Read aloud from Township OP Section 13 which describes the Township's policies regarding Cultural Resources in the Township.
- The church is the site of various community events such as weddings, funerals, plays and further noted that the church can be rented out for family events, farmers market, etc.
- Asked that the zoning designation not be changed and that the building be preserved.
- Made a request for signatures from the petition to be received and that Council ensure a recorded vote once the Staff Report goes forward.

David Guergis (56 Brain Ave) directs questions to Greg. Refers to studies completed for the proposal including the Employment Study and asked what that Study entailed.

Greg Barker explained that planning staff asked for an Employment Study. This study concluded temporary jobs would be available on site through construction however since the Church is currently vacant, no jobs were thought to be lost.

David Guergis asked if there is a need for more Townhouses in lieu of spaces for employment, given that there is an immediate demand for more jobs in the Township.

Greg responded that anyone could live in the Townhomes given the housing type and bedrooms, and that the price that is anticipated for the homes would be attractive to a wide market.

Guergis asked the Consultant to clarify the dimensions of the driveways.

Barker responded that the smallest was 11.5 m in length and 2.5m in width which would provide two surface parking spaces per unit.

Guergis followed up citing the 7 visitor parking spots proposed would not assist enough given the existing parking challenges within subdivisions across the community. Concerned that there is not enough parking in relation to size of units.

Barker stated that the intent of the development would be condominium corporation. Everyone would pay condominium fees and there would be a level of self-regulation by the condo board. Stated further that the size of the units are spread over three floors and that a large part of the square footage of the homes would be for the garage and mechanical storage. Emphasized pedestrian connections as rationale for why there would be two surface parking areas.

Guergis asked if he could proceed with a presentation he had prepared based on the heritage significance of the subject property.

Aimee Powell, Manager of Planning and Development, noted she was not aware that David Guergis wanted to make a presentation, and informed David of the process to do so, while denying David's request to deliver his presentation that evening. Powell requested for David to forward the prepared presentation to Staff for their review and consideration, following the meeting.

Powell clarified the intent of the Employment Study and explained that it should explore how a potential development can add to, or take away from, employment opportunities. Explained that the larger question is: Should the lands remain institutional, how can diversified institutional uses be accommodated on the site to ensure employment uses can continue? Powell noted that land use planning is not just for today, but for generations to come and that the removal of employment opportunities would impact the Community.

Guergis noted appreciation for further clarification on intent of Employment Study. Shared concern about lack of employment growth in Essa and that Angus is becoming a commuter community.

Michelle Johnson (22 Margaret Street)

- Directly connected to the lot.
- Lived in home for 9 years and has lived beside the church for that time.
- Has seen how people have come together for the soup kitchen and sewing events. Can see that

40

the Church is an important part of Angus.

- Knows that people use the lot as a throughfare, especially students at the nearby school. The development will cut that path off and puts a lot of young people on the main street (referring to Mill Street) where there is a lot of traffic.
- Noted that traffic on Margaret Street is already busy and very fast.
- Noted the location of the proposed building and that it will be attached to her lot. Asked if there would be a fence at the edge of the property for lot 14 (14 Margaret Street).

Barker responded stating that there would be a 2.5m interior yard setback. Should application go through, would anticipate that fencing requirements would be addressed.

Powell further clarified that the Plan of Condominium stage would provide further design details.

Johnson stated that when she looks at the proposed concept, it looks like they would like to extend the townhome development further down Margaret Street.

Barker clarified that the developer is not the landowner of the neighbouring lands and that they cannot make any application for those lands. The proposal intends to be as far west from the neighbouring lot.

Johnson is concerned about vehicles driving right into and close to her property. Asks about an estimated construction period.

Barker reiterated that applications are the first step. Should necessary approvals be obtained, 2022 would be the earliest, barring the rigorous site plan/plan of condominium process.

Johnson thanked the consultant and stated that she would like the lands to continue to be institutionally zoned.

Powell then offered those members of the public who had not spoken an opportunity to speak.

Johnson stated that some neighbors never received the letter, and some neighbors missed the deadline.

Powell re-clarified how all residents they can provide comments and reiterated the deadline to do so (January 29th, 2021).

The Mayor then questioned if there were any further questions or submissions. The Mayor then advised of other opportunities for comments and deputations to be made. The Mayor then stated Council wished to thank all those in attendance for their participation. The planning office would be preparing a report and by-law to be presented to Council concerning this matter.

Meeting Adjourned



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD031-23

DATE: December 6th, 2023

TO: Committee of the Whole

FROM: Samuel Haniff
Manager of Planning

RELATED APPLICATION: PD001-23
PD015-23

SUBJECT: Official Plan Review

RECOMMENDATION

Staff Report PD031-23 be received; and

That Council direct Staff to

- a. Prepare a Request for Proposal (RFP) for Planning Consultants to prepare a new Official Plan for the Township of Essa; and
- b. Establish an Official Plan Review Steering Committee with representation from Council.

BACKGROUND

The Official Plan of the Township of Essa was adopted by Council on April 19, 2000, under By-law No. 2000-29; approved by the County of Simcoe on November 28, 2000; and put into effect by the Ontario Municipal Board on July 6, 2001.

Under Section 26(1) of the Planning Act, municipal Official Plans must be updated every five years to conform to provincial plans, matters of provincial interest, and policy statements. Several attempts have been made over the years to update the Official Plan. However, changes in provincial legislation never allowed for an update. As such, the Township of Essa is at least 17 years overdue for an Official Plan review.

The most recent Request for Proposal was prepared by the Township for a new Official Plan in the first quarter of 2020. Three consultant submissions were received, and MHBC Planning Limited was selected as a the preferred consultant.

While preliminary work has been done by MHBC on the new Official Plan, a “pause” to the project was recommended due to uncertainty surrounding the planning system for the County of Simcoe. The recommendation was made by MHBC in their January 2023 report to Council (Staff Report PD001-23) in response to changes by the Province to planning legislation.

In March 2023, following a meeting with Staff, MHBC recommended that the Official Plan review remain on "pause" at least until Fall 2023, when some legislative changes were expected to come into effect. Additionally, it was felt that the status of a reduced role of the County of Simcoe (proposed in Bill 23) may also become clearer at that time (the County of Simcoe is the approval authority for the Essa Township Official Plan).

COMMENTS AND CONSIDERATIONS

While a number of significant legislative changes affecting the Planning Act were introduced in the past year (e.g. Bill 97, Bill 109, Bill 23), there has been a significant reduction in the third quarter of 2023. Additionally, while a review of upper-tier municipal planning responsibilities remains in place by the Province, an Official Plan Consultant would make potential recommendations or changes as needed. As such, Staff feels that moving forward with the Official Plan Review at this time is the best approach.

FINANCIAL IMPACT

Interested parties will be required to submit a proposed pricing schedule based on deliverables outlined in the subject Request for Proposal.



Manager of Finance Approval

SUMMARY/OPTIONS

Council may:

1. Direct Staff to
 - a. Prepare a Request for Proposal (RFP) for Planning Consultants to prepare a new Official Plan for the Township of Essa; and
 - b. Establish a New Official Plan Steering Committee with representation from Council.
2. Direct Staff in another manner Council deems appropriate.

CONCLUSION


Option #1 is recommended, as the Township is in need of a new Official Plan (OP). Additionally, a Steering Committee is useful to help guide the selected Consultant in comparison to pre-established criteria.

Prepared and Submitted by:



Samuel Haniff, BURPI., MCIP, RPP
 Manager of Planning

Reviewed by:



Colleen Healey-Dowdall, RPP
 Chief Administrative Officer



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD032-23

DATE: December 6th, 2023

TO: Committee of the Whole

FROM: Owen Curnew
Development Planner

RELATED: PD029-23

SUBJECT: 6030 County Road 10 – Proposed Zoning By-law Amendment (Z10-22)

RECOMMENDATION

That Staff Report PD032-23 be received; and

That Council approve an amendment to the Township's Zoning By-law (2003-50), for lands municipally known as 6030 County Road 10 to be rezoned from the 'Agricultural (A) Zone' to the 'Agricultural with Special Provisions (SP) Zone (A-1)' and 'Commercial Agricultural with Special Provisions (C5-4)' on the retained lot following a recent Consent (severance).

BACKGROUND

On behalf of Jamie English, Morgan Planning & Development Inc., has applied for a Zoning By-law Amendment (ZBA) on the subject property municipally known as 6030 County Road 10. The applicant is applying for the ZBA subsequently after receiving a Consent to sever a new lot off of the above-mentioned property. The Consent application went before the Committee of Adjustment on January 22nd, 2022, and was granted Provisional Consent (Attachment 1) with the ZBA as a condition.

The applicant proposes to change the zoning of the retained lot from the 'Agricultural (A)' to the 'Agricultural with Special Provisions (SP) Zone (A-1)' and 'Commercial Agricultural with Special Provisions (C5-4)' (attachments 2 & 3). The applicant is attempting to rezone the retained parcel to prevent residential development, and to allow for Commercial Agricultural uses such as the distribution, repair and sale of farm related equipment, outdoor advertising and storage of farm related equipment and implements, and parking

42

for Truck and Trailer vehicles directly related to the farm implement dealership and distributor.

A staff report was provided to Council on October 18th, 2023 (PD029-23), and staff received comments and concerns from Council regarding the proposal. Council outlined concerns regarding the definition of “Outdoor Storage and Transportation Services”, and the scope and purpose of “Truck and Trailer Parking Services”. The applicant provided a revised Zoning By-law Amendment (attachments 4 & 5), clarifying the definitions that Council had concerns with, and spoke to the purpose and extent that Truck and Trailer Parking will take place on the proposed site.

COMMENTS AND CONSIDERATIONS

Staff provided a report to Council on October 18th, 2023 (PD029-23), outlining comments and concerns made by departments, agencies, and stakeholders. Planning Staff believes all comments and considerations have been addressed or will be addressed through Site Plan Control. It is the opinion of staff that approval of the proposed ZBA (Z10-22) makes for good planning, meeting all provisions of the Planning Act.

FINANCIAL IMPACT

In total, the Township received \$5,000 in fees and \$2,000 in deposits related to this application. The applicant will be required to apply for Site Plan Control and upon completion of the project, the Legal Engineering Deposit will be returned to the applicant if it has not been used for review services.

- Severance (1PSEV) = \$2,500
- Legal Engineering Deposit (1PSPAD) = \$2,000
- Zoning Amendment (1PZONA) = \$2,500


Manager of Finance Approval

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SUMMARY/OPTIONS

Council may:

1. Approve an amendment to the Township's Zoning By-law (2003-50), for lands municipally known as 6030 County Road 10 to be rezoned from the 'Agricultural (A) Zone' to the 'Agricultural with Special Provisions (A-1) Zone' and 'Commercial Agricultural with Special Provisions (C5-4) Zone' on the retained lot following a recent Consent (Severance).
2. Direct Staff in another manner Council deems appropriate.
3. Deny an amendment with reasons to be provided to the applicant.

CONCLUSION

Option #1 is recommended as Staff believes through public consultation and agency circulation, as well as considering all relevant policies and procedures that the approval of Z10-22 makes for good planning, meeting all provisions of the Planning Act.

Prepared by:




Owen Curnew
Development Planner

Respectfully submitted by:



Samuel Haniff, MCIP, RPP
Manager of Planning

Reviewed by:



Colleen Healey-Dowdall, RPP
Chief Administrative Officer

ATTACHMENTS:

- Attachment 1: Notice of Decision
- Attachment 2: Context Map
- Attachment 3: Conceptual Site Plan
- Attachment 4: Draft Zoning By-law Amendment Text & Schedule

44

Attachment 1: Notice of Decision – B2/22 – 6030 County Road 10



THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF ADJUSTMENT
NOTICE OF DECISION

File No. B2 / 22 Roll No: 432101000109301
 Owner: Jamie English
 Location: 6030 County Road 10
 Date of Decision: Friday January 28, 2022
 Purpose: Consent to sever a dwelling excess to a farming operation.

Upon application for consent for the lands described in the above noted file, the decision of the Committee of Adjustment for the Township of Essa is that **PROVISIONAL CONSENT BE GRANTED** subject to the following *Conditions of Approval*: Note: Provisional Consent expires one (1) year from the date of the Decision of the Committee of Adjustment.

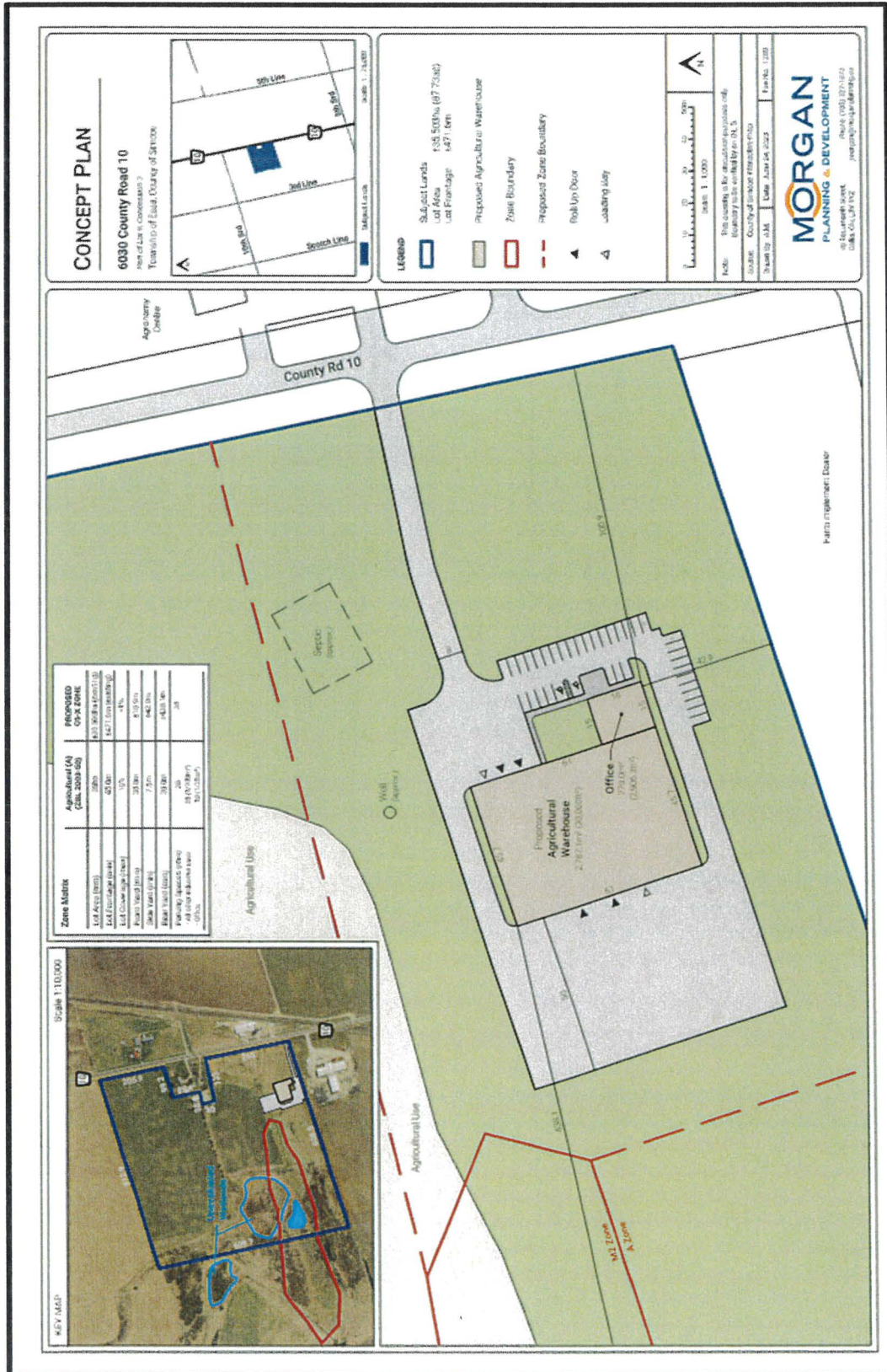
- [X] The property be rezoned to prevent further building on the retained lands.
- [X] That the applicant provide to the Secretary-Treasurer of the Committee of Adjustment copies of transfer documentation associated with the lands.
- [X] That all municipal taxes be paid up-to-date.
- [X] That Planning Act Sections 50(3) and (5) will continue to apply to the lot to be created (for both parcels).
- [X] The applicant shall transfer to the Corporation of the County of Simcoe ("County"), at no cost, a fee simple, unencumbered interest in the following:
 - A road allowance widening along the entire frontage of the severed lot adjacent to County Road 10 to provide a 20.0 metre right-of-way from the centre line of County Road 10.
- [X] The applicant shall enter into a Development Agreement with the County, to be registered on title, which prohibits the planting of trees or construction of buildings or structures (as such terms are defined in the County's Set-Back By-Law 5604) within 20.0 metres of the current right-of-way of County Road 10 along the entire frontage of the retained portion abutting the County Road.
- [X] The County of Simcoe Entrance By-law No. 5544 regulates the construction, alteration or change in the use of any private or public entranceway, gate or other structure or facility that permits access to a County Road. The applicant must apply for an entrance permit for the newly created lot as a condition of the County's approval.

Attachment 2: Context Map – 6030 County Road 10 – ZBA



47

Attachment 3: Conceptual Site Plan



47

Attachment 4: Draft Zoning By-law Amendment – 6030 County Road 10 – ZBA Text & Schedule

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2023 – ____

A By-law of the Township of Essa to amend Zoning By-law 2003-50 by rezoning the lands legally described as Part of Lot 9, Concession 3 in the Township of Essa, municipally known as 6030 County Road 10, from 'Agricultural (A) Zone' to 'Agricultural Exception (A-1) Zone' and 'Commercial Agricultural Exception (C5-4) Zone'.

WHEREAS the *Planning Act*, R.S.O 1990, Chapter P.13, as amended, Section 34, provides for adoption of Zoning By-laws and amendments thereto; and

WHEREAS the Council of the Corporation of the Township of Essa has determined a need to rezone the lands described above; and

WHEREAS the Council of the Corporation of the Township of Essa deems the said application to be in conformity with the Official Plan of the Township of Essa, as amended, and deems it advisable to amend By-law 2003-50;

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

1. THAT the Zoning By-Law Map, known as Schedule 'A', is hereby further amended by rezoning those lands described as Part of Lot 9, Concession 3 in the Township of Essa, municipally known as 6030 County Road 10, from 'Agricultural (A) Zone' to 'Agricultural Exception (A-1) Zone' and 'Commercial Agricultural Exception (C5-4) Zone', as shown in Schedule "1" attached hereto, and Schedule "1" attached hereto forms part of By-Law 2003-50 as amended;
2. *Notwithstanding ZBL Section 3: Definitions, the following site-specific definitions related to the above noted permitted uses shall be added to Section 3.*
 - a. **"Farm Implement Dealership & Distributor"** means an establishment for the distribution, repair, lease or sale of agricultural implements, including the sale of lubricants for agricultural equipment on the same premises, as an accessory use. This establishment further includes an associated office and accessory transportation operations to provide delivery of implement machinery to and from the public as required.
 - b. **"Accessory Outdoor Farm Implement Storage"** means the outdoor storage and advertising of farm implements for distribution, lease or sale to the public. Only implement equipment for agricultural use shall be permitted.

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c. **“Accessory Truck and Trailer Parking”** means a portion of land that is provided on the same lot which the principal Farm Implement Dealership & Distributor is located, which comprises of parking spaces for truck and trailer motor vehicles. Only truck and trailer motor vehicles associated with the Farm Implement Dealership & Distributor shall be permitted.

3. Notwithstanding the provisions as set out in the Zoning By-law 2003-50, Section 6: Agricultural Zone, the following provisions shall be permitted on lands zoned as A-1:
 - Notwithstanding the permitted uses, no residential dwelling units (single family dwelling, accessory apartment dwelling, additional residential unit(s)) are permitted; and,
 - Notwithstanding Section 6.3, a minimum lot area for an agricultural parcel of 35 hectares is permitted.

The above site-specific standards shall be added to Section 6.4, Special Provisions.

4. Notwithstanding the provisions as set out in the Zoning By-law 2003-50, Section 23: Commercial Agricultural Zone, the following provisions shall be permitted on lands zoned as C5-4:
 - Notwithstanding ZBL Section 23, the following uses shall be permitted:
 - Farm Implement Dealership & Distributor
 - Farm Implement Dealership & Distributor – Accessory Outdoor Farm Implement Storage;
 - Farm Implement Dealership & Distributor – Accessory Truck and Trailer Parking;

The above site-specific standards shall be added to Section 23.4, Special Provisions.

5. THAT all other provisions of Zoning By-law 2003-50, as amended, shall apply.
6. THAT Schedule “1”, attached, does, and shall form part of this By-law.
7. THAT this By-law shall take effect as of the date of passing, subject to the provisions of the *Planning Act*, R.S.O. 1990, Chap. P.13 as amended.

READ A FIRST AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 6th day of December 2023.

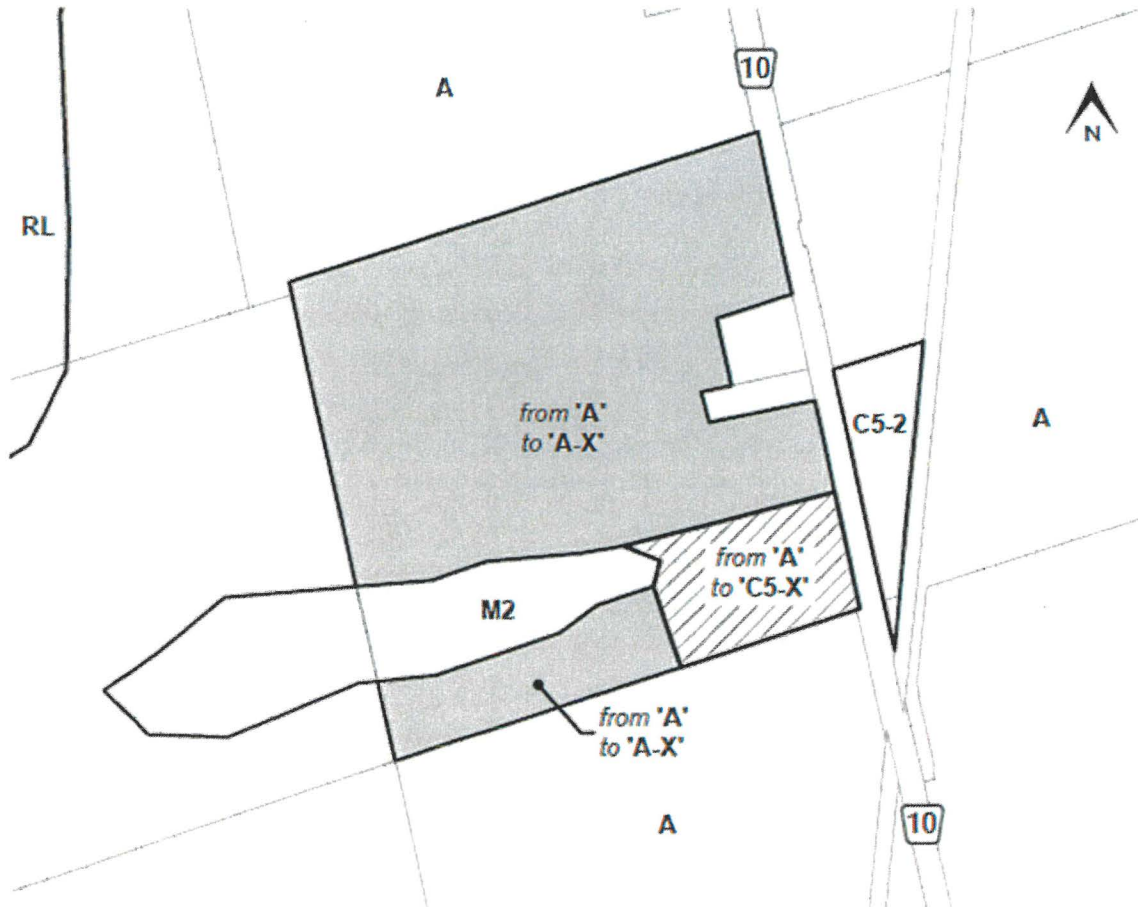
Sandie Macdonald, Mayor



Lisa Lehr, Manager of Legislative Services

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SCHEDULE 1 TO Z.B.A. NO. _____
THE CORPORATION OF THE TOWNSHIP OF ESSA
ZONING BY-LAW 2003-50 - SCHEDULE A - TOWNSHIP MAP



-  LANDS TO BE REZONED FROM THE 'AGRICULTURAL (A)' ZONE TO AN 'AGRICULTURAL EXCEPTION X (A-X)' ZONE.
-  LANDS TO BE REZONED FROM THE 'AGRICULTURAL (A)' ZONE TO AN 'COMMERCIAL AGRICULTURE EXCEPTION X (C5-X)' ZONE.

DRAFT

_____ DATE

_____ DATE

_____ CLERK

_____ MAYOR



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD033-23

DATE: December 6th, 2023

TO: Committee of the Whole

FROM: Owen Curnew
Development Planner

SUBJECT: 7281 9th Line – Proposed Zoning By-law Amendment (Z6-23)

RECOMMENDATION

That Staff Report PD033-23 be received; and

That Council approve an amendment to the Township’s Zoning By-law (2003-50), for lands municipally known as 7281 9th Line to be rezoned from the ‘Agricultural (A) Zone’ to the ‘Agricultural with Special Provisions (A-1) Zone’ on the retained lot following a recent Consent (severance) in order to restrict further residential development.

BACKGROUND

The applicant submitted a Consent application in February of 2022, prior to the submission of a Zoning By-law Amendment, and was granted Provisional Consent on April 22nd, 2022 (Attachment 1). A condition of the severance (Consent File No. B7/22) was to rezone the retained lot to prevent further residential development on the subject lands.

On behalf of Lisa Kell, Celeste Phillips of Celeste Phillips Planning Inc., has applied for a Zoning By-law Amendment on the subject property legally described as PT E 1/2 LT 2 CON 9, municipally known as 7281 9th Line (Attachment 2). The applicant proposes to change the zoning of the subject property from the ‘Agricultural (A) Zone’ to the ‘Agricultural with Special Provisions Zone (A-1)’ on the retained parcel.

COMMENTS AND CONSIDERATIONS

The applicant submitted the application for a Zoning By-law Amendment on September 6th, 2023. The application and submission materials were deemed complete on September 8th, 2023. Subsequently, the application and submission materials consisting of the ZBA application, Planning Justification Report (PJR), and Zoning By-law Schedule

were reviewed and circulated to relevant departments and agencies. No comments were received. See Attachment 3 for the Draft Zoning By-law Schedule.

The PJR submitted was reviewed by Planning Staff and provides justification for the rezoning, referencing all relevant Planning Policy and provisions. Staff deems the PJR adequate in justifying the rezoning and in its analysis of relevant planning policy documents.

On October 17th, 2023, comments made/received by Staff were compiled and submitted to the applicant. On October 20th, 2023, a Notice of Public Meeting was sent to the public and stakeholders.

On November 15th, 2023, a Public Meeting was held for Z6-23 where the public was given a chance to comment on the proposed rezoning. No objections were heard.

Thus, based on all comments and considerations from members of the public, Departments, Agencies and external stakeholders, Staff recommends approval of Z6-23, as it makes for good planning, meeting all provisions of the Planning Act.

FINANCIAL IMPACT

Staff received payment for the Consent application on February 18th, 2022.

Staff also received payment for the Zoning By-law Amendment on April 19th, 2023. The applicant was charged the following fee(s) and deposit(s).

- Severance & Consent (1PSEV) = \$2,500
- Legal Engineering Deposit (1PSPAD) = \$2,000
- Zoning Amendment (1PZONM) = \$2,000

In total, staff received \$4,500 in fees and a \$2,000 deposit which will be returned to the applicant upon completion of the ZBA process, if no longer required by the municipality.


Manager of Finance Approval

SUMMARY/OPTIONS

Council may:

1. Approve an amendment to the Township’s Zoning By-law (2003-50), for lands municipally known as 7281 9th Line to be rezoned from the ‘Agricultural (A) Zone’ to the ‘Agricultural with Special Provisions (SP) Zone (A-1)’ on the retained lot following a recent Consent (Severance) in order to restrict further residential development.
2. Direct Staff in another manner Council deems appropriate.

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3. Deny an amendment with reasons to be provided to the applicant.

CONCLUSION

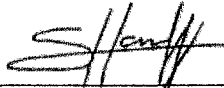
Option #1 is recommended as Staff believes through public consultation and circulation, as well as considering all relevant policies and procedures that the approval of Z6-23 makes for good planning, meeting all provisions of the Planning Act.

Prepared by:



Owen Curnew
Development Planner

Respectfully submitted by:



Samuel Haniff, MCIP, RPP
Manager of Planning

Reviewed by:



Colleen Healey-Dowdall, RPP
Chief Administrative Officer

ATTACHMENTS:

Attachment 1: Notice of Decision

Attachment 2: Context Map

Attachment 3: Draft Zoning By-law Amendment (Schedule)

4d

Attachment 1: Notice of Decision – B7/22



THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF ADJUSTMENT
NOTICE OF DECISION

File No. B7 / 22 Roll No: 432101000313100
Owner: 1711036 Ontario Inc.
Location: 7281 9th Line
Date of Decision: Friday April 22, 2022
Purpose: Consent to sever a dwelling excess to a farming operation.

Upon application for consent for the lands described in the above noted file, the decision of the Committee of Adjustment for the Township of Essa is that PROVISIONAL CONSENT BE GRANTED subject to the following *Conditions of Approval*: Note: Provisional Consent expires one (1) year from the date of the Decision of the Committee of Adjustment.

- That a reference plan of the severed parcel(s) be prepared by an Ontario Land Surveyor and copies provided to the Secretary-Treasurer. The plan should be approved by Township Staff prior to depositing in the Land Titles Office.
- That the applicant provide to the Secretary-Treasurer of the Committee of Adjustment copies of transfer documentation associated with the lands.
- That all municipal taxes be paid up-to-date.
- That Planning Act Sections 50(3) and (5) will continue to apply to the lot to be created (for both parcels).
- The property be rezoned to prevent further building on the retained lands.

For the following reasons:

- In keeping with the Official Plan and Provincial Policy Statement
- The Committee has considered all public comments received and believes their decision is based on the best evidence available.

NOTICE OF DECISION

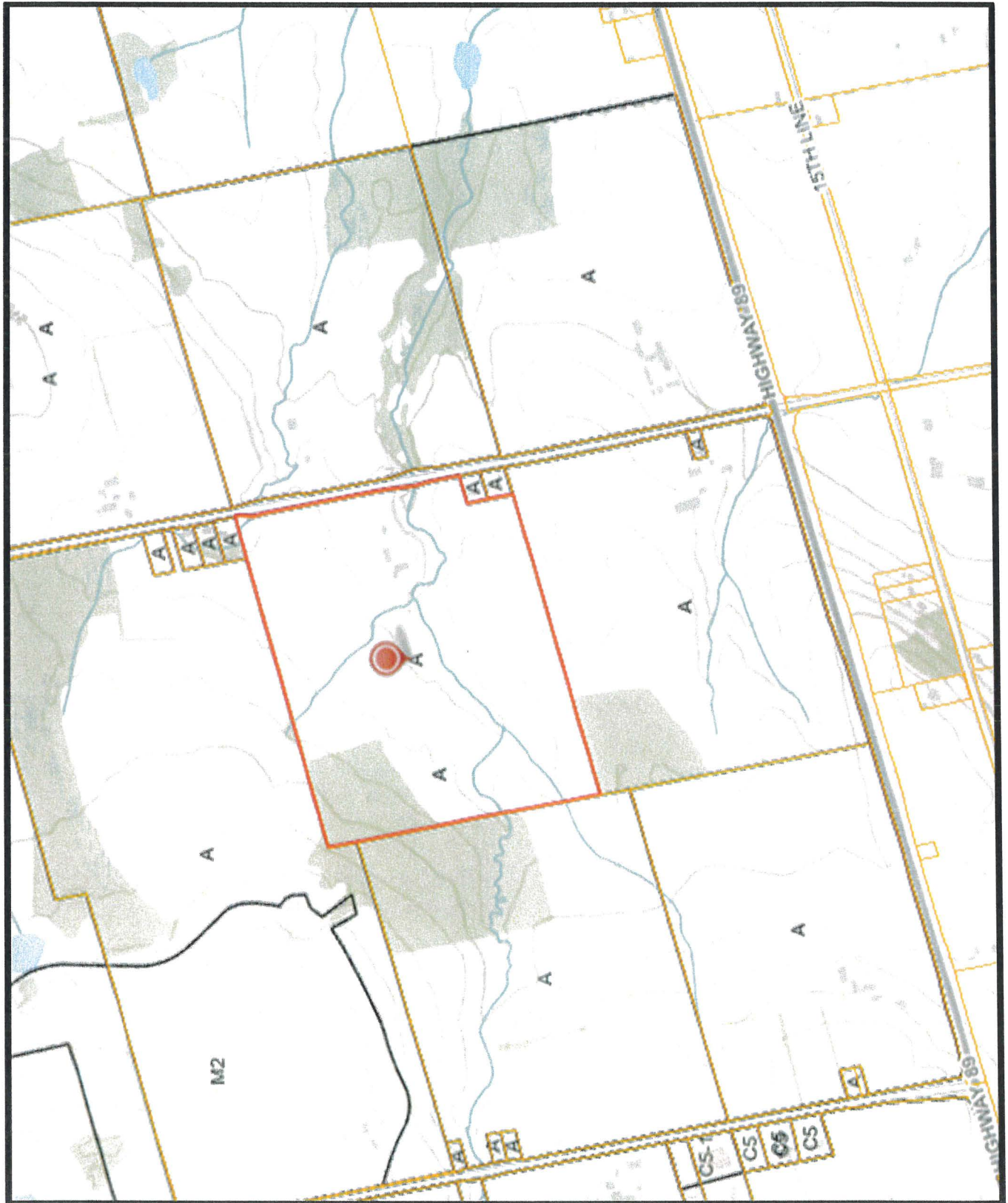
Pursuant to Subsection 41 of Section 53 of the Planning Act, (R.S.O. 1990, Chapter P.13, as amended), all conditions imposed must be fulfilled within one (1) year from the date of the sending of the Notice of Decision or the application is deemed refused.

It is a requirement that all conditions imposed be fulfilled prior to the granting of the consent and the giving by the Secretary-Treasurer of the certificate provided for in Subsection 42 of Section 53 of the Planning Act, (R.S.O. 1990, Chapter P.13, as amended).

51

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Attachment 2: Context Map – 7281 9th Line - ZBA



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Attachment 3: Draft Zoning By-law Amendment – 7281 9th Line – ZBA Schedule

SCHEDULE 1 TO Z.B.A. NO. _____
THE CORPORATION OF THE TOWNSHIP OF ESSA
 ZONING BY-LAW 2003-50 - Schedule A - Township Map

The map displays a large parcel with diagonal hatching, indicating rezoning from Agricultural (A) to Agricultural Exception-XX (A-XX). A smaller, shaded parcel is also shown, indicating rezoning from Rural (RL) to Agricultural Exception-XX (A-XX). The map is bounded by 9th Line on the left and 5th Line on the right. Surrounding areas are labeled 'A'.

LEGEND:

- LANDS TO BE REZONED FROM THE RURAL (RL) ZONE TO AN AGRICULTURAL EXCEPTION-XX (A-XX) ZONE
- LANDS TO BE REZONED FROM THE AGRICULTURAL (A) ZONE TO AN AGRICULTURAL EXCEPTION-XX (A-XX) ZONE

DATE

CLERK

DATE

MAYOR

DRAFT

36



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR020-23

DATE: November 09, 2023

TO: Committee of the Whole

FROM: Chris Rankin, Manager of Parks & Recreation

SUBJECT: Concession Stand Start up in Angus Arena

RECOMMENDATION

That Staff Report PR019-24 be received; and

That Council consider *authorizing the Manager of Parks & Recreation to issue Pamela Venne of Mom's Fry's a three (3) year rental contract at increasing yearly rates with an additional one year extension if approved.*

BACKGROUND

There is interest from two businesses after a long break in concessions tender with very little interest. Mr. Meneses provides the current concession services at the Tottenham Arena in New Tecumseth. He is interested in branching out services to our community. Mrs. Venne is currently running a restaurant in Coldwater and would like to provide a service to her community. Mr. Meneses and Mrs. Venne are both requesting that Council consider a contract for three years with minimal increase for the following two years after the first, plus also an option for a fourth year with acceptable service.

The following chart outlines the differences in proposals.

| Angus Concession Lease Revenues | |
|-------------------------------------|---------------------------------------|
| Pamela Venne Mom's Fry's | Phillip Meneses Primo Booster 1 Inc |
| 1st year lease revenue | 1st year lease revenue |
| \$400 month - 6 months - \$ 2400 yr | \$333.33 month - 6 months - \$2000 yr |
| 2nd year lease revenue | 2nd year lease revenue |
| \$425 month - 6 months- \$ 2550 yr | \$375 month - 6 months - \$2250 yr |
| 3rd year lease revenue | 3rd year lease revenue |
| \$450 month - 6 months- \$2700 yr | \$416.67 month - 6 months - \$2500 yr |
| 4th year lease revenue | 4th year lease revenue |
| \$475 month - 6 months- \$2850 yr | \$458.33 month - 6 months - \$2750 yr |
| Total Revenue | Total Revenue |
| \$10,500 | \$9,500 |

COMMENTS AND CONSIDERATIONS

Opening up the concession stand once again from October to March each year, will provide a convenience to the people that frequent the facility, additional revenue to the municipality and will facilitate the arena becoming a hub.

FINANCIAL IMPACT

The above recommendation will contribute to the overall service provided at the Angus Arena at no cost to the Township and provide a slight increase in revenue of approximately \$10,500 over the term of the proposed four year contract. Funds will be added to the Angus Arena Budget (revenue) on an annual basis.

Manager of Finance: 

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. *Authorize the Manager, Parks & Recreation to issue Pamela Venne of Moms Fry's a four (4) year rental contract at the rate of \$400 per month for the First year (6 months) with the rental contract monthly rate increase for the Second of \$425, Third Year being \$450 per month (6months) and \$475 per month (6 months) for the Fourth Year.*
3. Direct staff in another manner as they may so wish.

CONCLUSION

Option 2 is recommended to add much needed revenue to the Township and provide a service to the patrons of the facility.

Respectfully submitted,



Chris Rankin
Manager of Parks & Recreation

Reviewed by,



Colleen Healey-Dowdall, RPP
Chief Administrative Officer

Attachments:



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR024-2023
DATE: December 6, 2023
TO: Committee of the Whole
FROM: Jacquelyn Lamers, Tax Collector
SUBJECT: Request to Write Off/Adjust 2020 & 2021 Taxes

RECOMMENDATION

That Staff Report TR024-23 be received; and
 THAT the Tax Collector be authorized to adjust taxes on the accounts listed on Schedule "A" 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 | \$ 173.38 |
| County Taxes | \$ 187.86 |
| English Public Education Taxes | \$ 105.06 |
| TOTAL | \$ 466.29 |

60


 Manager of Finance

82

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. Direct the Tax Collector to adjust the taxes as per Schedules "A" 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"

61

Schedule "A"

88

Run #1 66 Centre St.

| 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 |
| 2020 | 4321-010-010-07400-0000 | RTEP | 03-Jul-20 | 104,000 | 182 | 430.06 | 430.06 | 129.51 | 141.87 | | | 79.34 | 350.72 | 79.34 | | | | 79.34 | 0.00249748 | 0.00273571 | 0.00153000 | 0.00829319 |
| 2021 | 4321-010-010-07400-0000 | rtep | 01-Jan-21 | 104,000 | 59 | 115.57 | 115.57 | 43.86 | 45.99 | | | 25.72 | 115.57 | 25.72 | | | | 79.34 | 0.00260916 | 0.00273563 | 0.00153000 | 0.00687479 |
| | | | | | | | | 173.38 | 187.86 | | | 105.06 | 466.29 | 105.06 | | | | 79.34 | | | | |

53



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

MPAC's RESPONSE

Owner name(s)

Roll number 4321-010-010-07400-0000
Property location 66 CENTRE ST
Property description PLAN 160A LOT 247
Municipality/Local taxing authority ESSA TOWNSHIP

Application number
Application reason Damaged by Fire
Received date November 15, 2023
Claim relief period From: July 03, 2020 - To: December 31, 2020
Taxation year 2020

Current Property Assessment

Table with 7 columns: Property Classification, 2012 Assessed Value, 2016 Assessed Value, Phase-In Assessment for Taxation Years (2017, 2018, 2019, 2020-2024). Rows include OWNR RU R T and Total.

Change to the Property Assessment

\$104,000

Table with 7 columns: Property Classification, 2012 Assessed Value, 2016 Assessed Value, Phase-In Assessment for Taxation Years (2017, 2018, 2019, 2020-2024). Rows include OWNR RU R T and Total.

MPAC Remarks

Fire damage. Unusable for 10 months.

MPAC Representative: Trish Thompson
Date: November 20, 2023

8a

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

MPAC's RESPONSE

Owner name(s)

Roll number 4321-010-010-07400-0000
Property location 66 CENTRE ST
Property description PLAN 160A LOT 247
Municipality/Local taxing authority ESSA TOWNSHIP

Application number

Application reason Damaged by Fire
Received date November 15, 2023
Claim relief period From: January 01, 2021 - To: March 01, 2021
Taxation year 2021

Current Property Assessment

Table with 7 columns: Property Classification, 2012 Assessed Value, 2016 Assessed Value, Phase-In Assessment for Taxation Years (2017, 2018, 2019, 2020-2024). Rows include OWNR RU RT and Total.

Change to the Property Assessment

\$104,000

Table with 7 columns: Property Classification, 2012 Assessed Value, 2016 Assessed Value, Phase-In Assessment for Taxation Years (2017, 2018, 2019, 2020-2024). Rows include OWNR RU RT and Total.

MPAC Remarks

Fire damage. Unusable for 10 months.

MPAC Representative:

Trish Thompson

Date:

November 20, 2023

99



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C024-23

DATE: Date of Meeting

TO: Committee of the Whole

FROM: Sarah Corbett, Deputy Clerk

SUBJECT: Closed Meeting Investigator Program Amendment to Agreement

RECOMMENDATION

That Staff Report C024-23 be received; and
 That Council accept the addendum to the Closed Meeting Investigator Agreement, thereby approving the amended fees.

BACKGROUND

The appointment of a Closed Meeting Investigator has been mandated under the Municipal Act, 2001, since 2008. Subsequently, municipalities are required to appoint an investigator who is able to "investigate in an independent manner on a complaint made, whether the municipality or a local board has complied with section 239 of the Municipal Act or a Procedure By-law under subsection 239(2), in respect of a meeting or part of a meeting that was closed to the public and to report on the investigation". Additionally, Section 239.2 of the Act states that in the carrying out of their duties, investigators shall be independent and impartial, confidential with respect to the investigator's activities, and be credible in their investigative process(es).

The Township of Essa has been an active participant in the Joint Closed Meeting Investigator arrangement with the County of Simcoe and its lower tier municipalities since 2008. This arrangement has allowed the County of Simcoe to tender out the contract in a competitive bidding process to collect bids from prospective proponents. Upon completion of this process, the County notifies each participating municipality of the successful bidder, and a Resolution is required to be passed by the participating municipalities.

At its meeting of January 15, 2020, Council passed Resolution CW007-2020 to continue this relationship, which allowed the County of Simcoe to utilize the tendering process through LAS (Local Authority Services) for Closed Meeting Investigator Services. In accordance with ss. 239.2(6), "*an investigator may delegate in writing to any person, other than a member of Council, any of the investigator's power and duties*". As such LAS, in turn, completed a complete bid process and retained the services of Aird and Berlis LLP

ldo

in accordance with the *Municipal Act*, 2001, to provide for a panel of review officers for conducting Closed meeting investigation services. The term of the Agreement was set at five years, commencing January 1, 2020.

On November 7, 2023 the Township received communication (attached) from the County of Simcoe outlining an addendum to the current LAS Closed Meeting Investigator Program for the 2024 term with Aird and Berlis LLP. The addendum to the Agreement outlines the following:

- the administration fee (retainer) will increase from \$200 per year to \$250 per year (an increase of \$50 per year). This fee (retainer) is paid for by the County of Simcoe, and has been unchanged since 2020.
- Increase in hourly investigation fees from a minimum of \$325.00 per hour to \$495.00 per hour (junior lawyer), and the maximum increasing from \$725.00 per hour to \$875.00 per hour (senior lawyer). The Township of Essa is responsible for payment of investigation fees association with a closed meeting investigation. The Township has not had to pay for Closed Meeting Investigation since the commencement of the program.

These above-noted changes are scheduled to take effect on January 1, 2024.

COMMENTS AND CONSIDERATIONS

LAS was created in 1992 by the Association of Municipalities of Ontario (AMO). One of its functions is to support municipalities by delivering programs/services that leverage economies of scale and co-operative procurement efforts.

By continuing in the joint venture with LAS, the County of Simcoe and its member municipalities, the Township of Essa demonstrates that it is a mature and accountable government capable of managing its own affairs, and it capitalizes on the competitive bid submitted to LAS for the service. If there was ever an investigation into a Closed Meeting, the Township would have the ability to utilize the review officers of Aird & Berlis LLP, whom have extensive experience with municipal government and municipal processes.

Should Council choose to not continue with participation in this joint service (thereby exiting out of the contract with LAS) it could direct staff to:

- Release an RFP seeking submissions from qualified parties (Township would be required to pay annual retainer and may end up paying more with respect to fees than that outlined below);
- Exit the current Agreement with the required 90 days' notice, thereby reverting Closed Meeting Investigator Services to the Ontario Ombudsman's Office (there would be no retainer fee to be paid by the municipality, nor would there be any investigation fees borne to the municipality following a Closed Meeting Investigation); or,
- Appoint the Township's Integrity Commissioner to investigate Closed Meeting Complaints. [Please Note – the current Integrity Commissioner Agreement with Principles Integrity is set to expire on January 1, 2024. The County of Simcoe has completed the bid process and has once again selected Principles Integrity as their

Integrity Commissioner. At the time of writing this report, costs are unknown surrounding the utilization of Principles Integrity for Closed Meeting Investigations.]

It should be noted that the Agreement with LAS and Aird & Berlis LLP is entering into its final year of the 5-year term. The Agreement includes a provision that fees may increase on an annual basis and as well, it provides for automatic renewal beyond the scope of the five year term should the participating municipalities wish to renew.

Council can always exit from the arrangement by providing 90 days' notice to the County of Simcoe and LAS.

Since 2007, there have been no Closed Meeting Investigations commenced in respect of the Township of Essa.

FINANCIAL IMPACT

Should Council approve the addendum to the Closed Meeting Investigator Agreement, the County of Simcoe will pay the annual retainer fee in the amount of \$250.00 (up \$50) for the remainder of the term of the contract.

The Township of Essa will be responsible to pay all costs associated only if an investigation were commenced specific to a purported contravention (filing of complaint by public) of a Closed Session Meeting. Investigation fees could range from \$495 to \$875 per hour, dependent on the length of the investigation and whether a junior or a senior lawyer is used. It is typical that a junior lawyer is used up until the onset of the final review stages during an investigation.



Manager of Finance

SUMMARY/OPTIONS


Council may:

1. Take no further action.
2. **Accept the addendum to the Closed Meeting Investigator Agreement, thereby approving the amended fees.**
3. Direct staff in another manner.

CONCLUSION


Option #2 is recommended.

Respectfully submitted by:



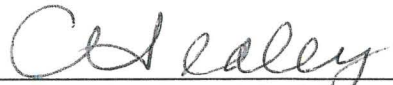
Sarah Corbett, Deputy Clerk

Reviewed by:



Lisa Lehr, Clerk

Reviewed by:



Colleen Healey-Dowdall, CAO

Attachments:

Correspondence from LAS to the County of Simcoe re: LAS Closed Meeting Investigator Program and Amendments to Agreement

qa



November 7, 2023

Jonathan Magill
Acting County Clerk
County of Simcoe
Administration Centre, 1110 Hwy 26 Midhurst, ON L9X 1N6

Dear Mr. Magill,

RE: 2024 Term - LAS Closed Meeting Investigator Program and Amendments to Agreement

The purpose of this addendum is to reflect changes effective for the 2024 term related to the LAS Closed Meeting Investigator Program, and to provide your Program Administrative Fee invoice for the term.

The following amendments are for your records and reflect changes to the current LAS Investigator Services Agreement (the "Agreement"). These changes take effect at the beginning of the next program term, commencing January 1, 2024. The changes listed in the attached are in reference to investigation fees as outlined in Schedule B of the Agreement.

As outlined in the Services Agreement between your municipality and Local Authority Services (LAS) related to Closed Meeting Investigator Services, the agreement provides for automatic renewal.

Attached is the invoice for the Program Administrative fee (\$250) which reflects a \$50 fee increase from the current Term. This increase reflects rising business costs to support this LAS program, and a plan for one or more education webinars for program members during the term. The current administrative fee has been unchanged since 2020.

Should you have any questions related to this notice contact Jason Hagan, Program Manager at jhagan@amo.on.ca or 416-971-9856 ext. 320.

Yours sincerely,

A handwritten signature in black ink that reads "Judy Dezell".

Judy Dezell
Director Enterprise Centre,
Business Partnerships & LAS

Attachments (2)

69

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9a

Invoice



Page 1/1
 Invoice IP001329
 Date 11/3/2023

Local Authority Services

200 University Avenue
 Suite 801
 Toronto ON M5H 3C6
 (416) 971-9856 Ext. 344

Bill To: Simcoe, County of
 Administration Centre
 1110 Highway 26
 Midhurst ON L9X 1N6

| Purchase Order No. | | Customer ID | Payment Terms | | |
|--------------------|---|-------------|---------------|------------|--|
| | | 10454 | Net 30 | | |
| Quantity | Description | Unit Price | Discount | Ext. Price | |
| 3 | LAS Closed Meeting Investigator Retainer Fee-2024 County of Simcoe Township of Essa Town of Innisfil | \$250.00 | \$0.00 | \$750.00 | |
| 2 | LAS Closed Meeting Investigator Retainer Fee-2024 Town of Bradford West Gwillimbury Township of Severn | \$250.00 | \$0.00 | \$500.00 | |

| | |
|--------------------------|-------------------|
| Subtotal | \$1,250.00 |
| HST - Federal Portion | \$62.50 |
| HST - Provincial Portion | \$100.00 |
| Total HST | \$162.50 |
| Total Invoice | \$1,412.50 |
| Payment Received | \$0.00 |
| Total Due | \$1,412.50 |

HST Number: 13394 6921 RT0001

Closed Meeting Retainer 2024 Invoices