

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, JUNE 19, 2024  
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 honouring 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. **Public Meeting**  
Re: 68 Gold Park Gate Proposed Zoning By-law Amendment (Z4-19)

**STAFF REPORTS**

**4. PLANNING AND DEVELOPMENT / BUILDING**

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

- p. 13 a. **Staff Report PR009-24 submitted by the Manager of Parks and Recreation, re: Concession Stand & Pro Shop Reinstatement in Thornton Arena.**

Recommendation: ***BE IT RESOLVED THAT*** Staff Report PR009-24 be received; and ***THAT*** Council authorize the Manager of Parks & Recreation to enter into a 3-year rental contract with Craft Co., at a rate of \$550 per month for the first year, \$575 per month for the second year, and \$600 per month for the third year; and ***THAT*** Council authorize a one-year extension upon satisfactory performance at a rate of \$600 per month for that optional fourth year.

**6. FIRE AND EMERGENCY SERVICES**

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**7. PUBLIC WORKS**

- p. 15.1 a. **Staff Report PW011-24 submitted by the Manager of Public Works, Re: 5<sup>th</sup> Line Slope Failure and Culvert Damage Remedial Work.**

Recommendation: **BE IT RESOLVED THAT** Staff Report PW011-24 be received for information.

**8. FINANCE**

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

- p. 16 a. **Staff Report C010-24 submitted by the Deputy Clerk, re: Special Occasion Permit – 1985604 Canada Inc. – Renaissance Faire-Essa Agriplex.**

Recommendation: **BE IT RESOLVED THAT** Staff Report C010-24 be received; and **THAT** Council approves the Essa North Renaissance Faire being held at the Essa Agriplex as a Municipally Significant Event so that they may host an alcohol consumption area on Saturday July 6, 2024, between the hours of 10:30 a.m. to 11:30 p.m. and Sunday July 7, 2024, between the hours of 10:30 a.m. and 7:00 p.m.; and **THAT** this approval is conditional upon a copy of the certificate of insurance in the amount of \$5,000,000.00 being provided to this municipality, listing the Township of Essa as additional insured.

**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 \_\_\_\_\_pm., to meet again on the 3<sup>rd</sup> day of July, 2024 at 6:00 p.m.

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

**NOTICE OF A PUBLIC MEETING pursuant to the PLANNING ACT  
concerning  
A PROPOSED ZONING BY-LAW AMENDMENT (Z4-19)**

(affecting land known municipally as 68 Gold Park Gate; Plan 51M784 BLK 13)

**TAKE NOTICE** that the Council of the Corporation of the Township of Essa will hold a **Public Meeting on Wednesday the 19<sup>th</sup> Day of June 2024 at 6:00 p.m.** at the Township of Essa Administration Centre, 5786 County Road No. 21, located three (3) kilometres east of Baxter, to consider a proposed Zoning By-law Amendment under the Planning Act, R.S.O. 1990, c.P.13.

**THE PURPOSE OF THE MEETING** is to review an application for a Zoning By-law Amendment for property known legally as Plan 51M784, BLK 13, known municipally as 68 Gold Park Gate. A public meeting was previously held on March 9<sup>th</sup>, 2022, for the collection of comments from neighbours and relevant stakeholders. The applicant has gone through several revisions to address comments and concerns, and the Public Meeting on June 19<sup>th</sup>, 2024, is intended to update and obtain feedback from neighbours and stakeholders of the changes to the proposed development.

**THE PROPOSED AMENDMENT** is to change the zoning on the subject property from Community Commercial (C1) to Residential, Medium Density, Townhome (R3-X) with special provisions to permit a proposed residential townhouse development. The special provisions would be to permit reductions to various setbacks and increase the maximum height from 10.5 metres to 11.5 metres.

**THE EFFECT** of the proposed zoning is to permit the proposed townhouse development consisting of 5 blocks for 27 residential units, on a private condo road, and for an additional parking area.

**ANY PERSON** may attend the meeting and make representation or present submissions respecting these matters. If a person or public body that files an appeal of a decision of the Township of Essa in respect of the proposed Amendment(s) does not make oral submissions at the public meeting or make written submissions to the Township of Essa before the proposal is approved or refused, the Ontario Land Tribunal may dismiss all or part of the appeal.

If you wish to be notified of the decision of the Township of Essa in respect of the proposed Amendment(s), you must make a written request to the Clerk, Township of Essa, Administration Centre, 5786 County Road #21, Utopia, ON, L0M 1T0 ([llehr@essatownship.on.ca](mailto:llehr@essatownship.on.ca)).

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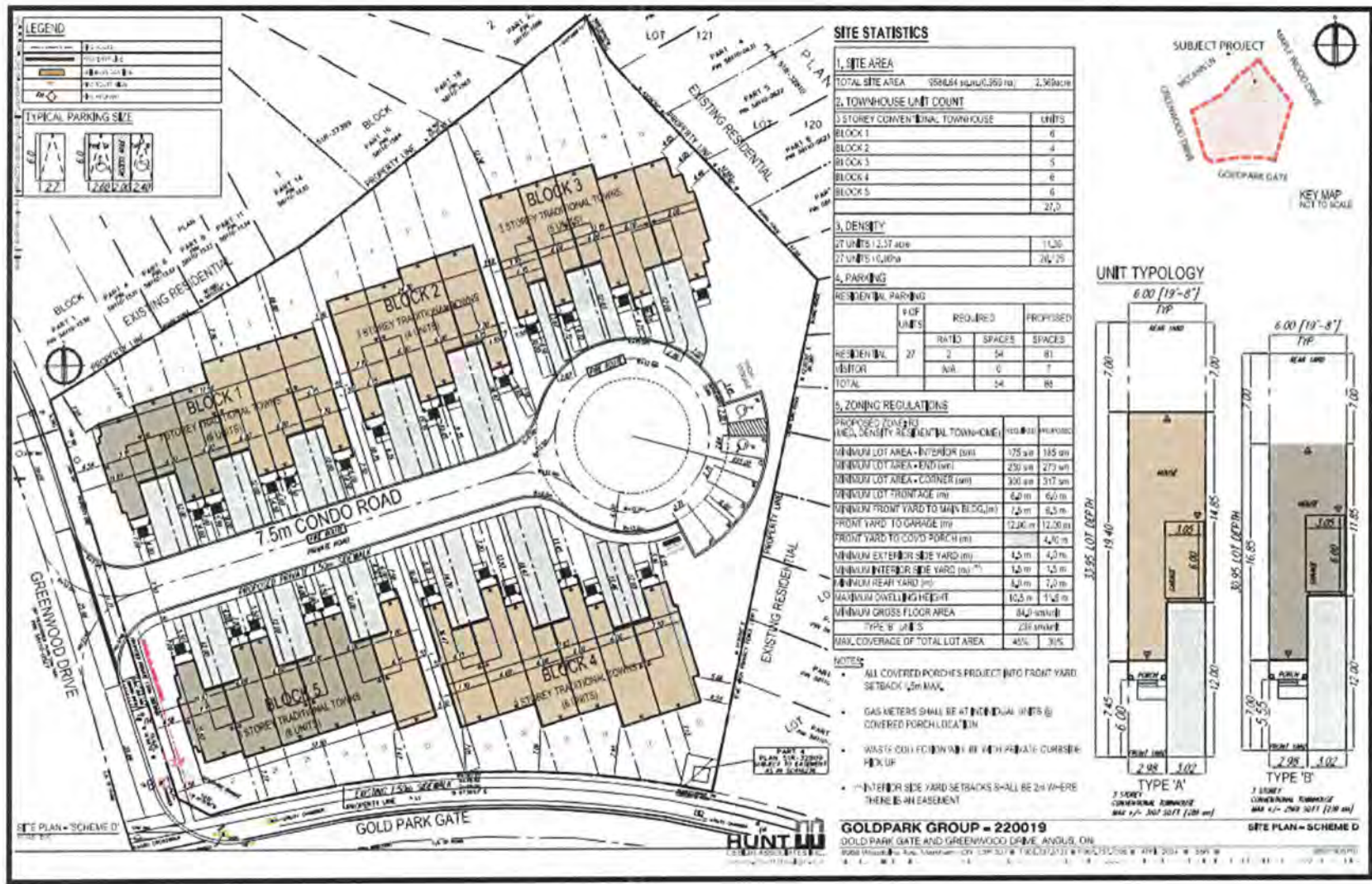
DATED at the Township of Essa this 23<sup>rd</sup> Day of May 2024.

Yours truly,  
Owen Curnew  
Development Planner  
Email : [ocurnew@essatownship.on.ca](mailto:ocurnew@essatownship.on.ca)  
Phone : 705 424 9917 ext.104

**Key Map showing the location of the subject property:**



Applicant's Site Plan illustrating the proposed development:



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**Council and Committee of the Whole  
Public Meeting**

**68 Goldpark Gate (Block 13), Angus**

Application File #. Z4/19

**June 19<sup>th</sup>, 2024**

*Brutto Consulting*

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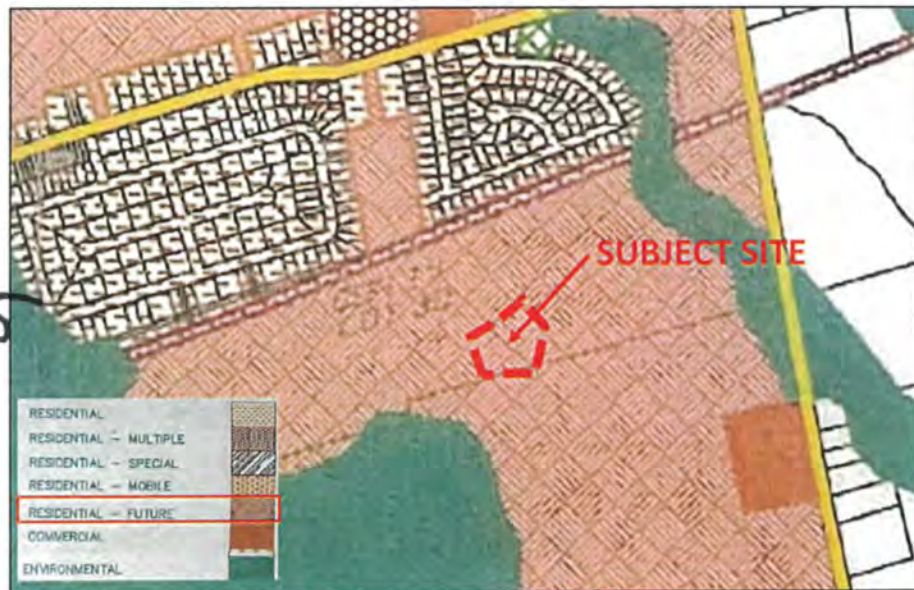
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*Brutto Consulting*

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# LAND USE – TOWNSHIP OF ESSA OFFICIAL PLAN



SCHEDULE B: TOWNSHIP OF ESSA OFFICIAL PLAN – ANGUS (SOURCE: TOWNSHIP OF ESSA OFFICIAL PLAN, 2000)

The subject property is situated within the “**Future Residential Area**” designation under the Township of Essa Official Plan. The “**Future Residential**” designation applies to those lands within the Community of Angus which have received municipal commitment or draft approval for a Plan of Subdivision. These lands, however, are restricted from development due to a lack of servicing capacity. Once municipal services are available to these lands, development can proceed in accordance with the approved conditions of Draft Plan Approval for the subdivision.

The “**Future Residential Area**” designation may permit open space and parkland, institutional uses, and low density and medium density residential uses. Development within this designation is intended to maintain the low-density residential character of the settlement areas with the provision for medium density development, such as townhouses, being located in accordance with the policies of this Plan and being fully serviced.

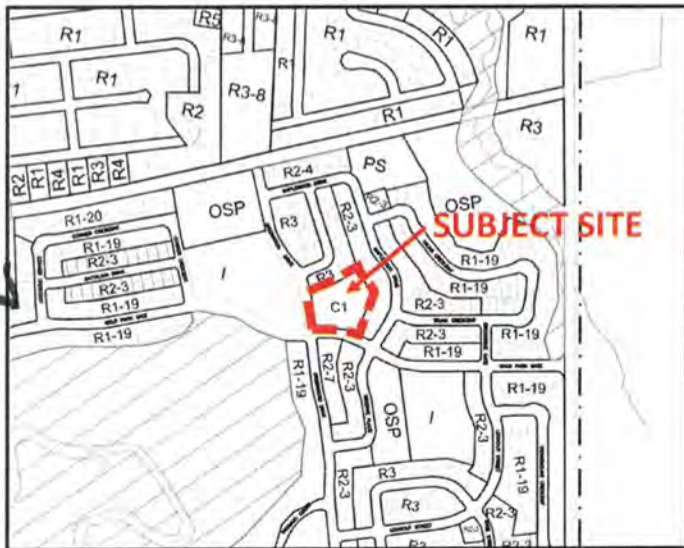
By re-zoning the Subject Site to a townhouse residential use, the Site will be better aligned with the intent of the Official Plan and will make efficient use of the lands.

As such, the proposed development meets the general intent of the Township of Essa Official Plan and an amendment is not required.



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# TOWNSHIP OF ESSA ZONING BY-LAW 2003-50



ZONING BY-LAW 2003-50 ZONING MAP  
(SOURCE: TOWNSHIP OF ESSA ZONING BY-LAW 2003-50)

The Subject Property is regulated by the provisions of the Township of Essa Zoning By-law 2003-50. The Subject Lands are currently zoned “Community Commercial (C1)”, which is intended to house commercial uses that service the local community. However, due to the Site’s location, configuration, and the overall demand of the surrounding area, any type of commercial development is not viable. As such, an amendment to the Zoning By-law is required to permit the proposed type of development.

We are seeking relief from the Zoning By-law in order to permit a five (5) block, 27-unit, townhouse development with a private condominium road. Additionally, some slight changes to the general provisions are being sought in order to better suite the unique shape of the Subject Site.

The minor changes being sought will permit a highly functional use that make the most efficient use of the site and introduce a different, more attainable housing typology to the neighbourhood.



SITE PLAN

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SITE PLAN - SCHEME D

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# RETAIL DEMAND STUDY

A Commercial Demand Study was undertaken on January 5, 2020 by UrbanMetrics Inc. to determine if Commercial development was viable on site. The conclusion was that **the site is very poorly located and not suitable for retail uses, either as a stand alone local commercial development or as commercial units at the base of a medium density mixed-use development.**

The following findings support this conclusion:

- The site is poorly located for commercial uses
- The site does not have the characteristics to support at-grade retail uses as part of a mixed-use development
- There are sufficient commercial sites in Angus to support future retail needs even if the subject site was developed as a residential project
- The neighbourhoods in the vicinity of the site are already located a short distance from a broad array of commercial uses

As such, it is evident that residential development is the only viable redevelopment of the Subject Site.



## ANGUS BLOCK 13

### Retail Demand Study

Division of Use, Ontario

Prepared by UrbanMetrics Inc.

January 5, 2020

## RETAIL DEMAND STUDY CONT.

- **The site is poorly located for commercial uses:**

- The internal site lacks exposure to major roads and suffers from limited access due to its location within a subdivision and near the urban boundary, compounded by disjointed local roadways and low residential densities, making it challenging to attract customers or pedestrian traffic.

- **The site does not have the characteristics to support at-grade retail uses as part of a mixed-use development:**

- Due to narrow intersecting roads and low surrounding densities, the site's capacity for on-street parking is constrained, compounded by limited street frontage and poor internal road connectivity within the subdivision, further hindered by the absence of major road exposure nearby and a lack of significant demand generators to boost traffic.

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## RETAIL DEMAND STUDY CONT.

- **There are sufficient commercial sites in Angus to support future retail needs even if the subject site was developed as a residential project:**
  - The projected community growth by 2031 could sustain around 100,000 square feet of additional local retail space, with several existing vacant commercial sites and new commercial developments within 1km of the Site approved, suggests an ample supply of commercial opportunities to meet future demands well beyond 2031.
- **The neighbourhoods in the vicinity of the site are already located a short distance from a broad array of commercial uses:**
  - Angus supports more retail space due to its service role to the greater area.
  - The Subject Site is already within a short drive/bike ride to the commercial core.
  - There is a proposed commercial development **1km** to the south (495 Greenwood Drive) and many other options on the commercial strip to the west (**3-4 km away**) including NoFrills, Sobeys, Circle K, Dollarama, Starbucks, and more only a **7-minute** drive away.
  - Low residential densities make pedestrian shopping impractical, but the neighborhood's proximity to existing amenities suggests additional uses are not needed for accessibility.

## In Conclusion:

- The requested zoning amendment meets the general intent and purpose of the Essa Township Official Plan as it will facilitate a permitted use that introduces a more efficient and attainable housing typology to the neighbourhood and respects the principles of good land use planning.
- The proposed exceptions to the site specific R3 zone meet the general intent and purpose of Zoning By-law 2003-50, as they will not compromise the surrounding context and will help to make efficient use of the irregularly shaped Site without causing any negative impacts.
- The proposed amendments are desirable for the appropriate development of the Subject Property. They will assist to maximize and efficiently use the lands and facilitate a compatible built form with the existing residential area and will help create an attractive streetscape by providing enhanced landscaping and high-quality architectural design .
- The amendments will allow the site to be developed with a use that is compatible with the location and context of the Subject Site.
- In our professional planning opinion, the application represents good planning, and should be supported by the Township of Essa.

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## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PR009-24

**DATE:** June 19, 2024

**TO:** Committee of the Whole

**FROM:** Chris Rankin, Manager of Parks & Recreation

**SUBJECT:** Concession Stand & Pro Shop Reinstatement in Thornton Arena

### RECOMMENDATION

That Staff Report PR009-24 be received; and

That Council consider authorizing the Manager, Parks & Recreation to issue Craft Co. a three (3) year rental contract at the rate of \$550 per month for the First year (6 months) with the rental contract monthly rate increase for the Second year to \$575, Third Year \$600 per month and \$600 per month for the optional Fourth Year extension.

### BACKGROUND

There was interest from three businesses after a long break in the Concessions and Pro Shop tender. Mr. Birch of Craft Co. was the only person to put forth a proposal that shows his interest in running both the Concessions Stand and the Pro Shop in the Thornton Arena and because of this, staff recommends that Council consider a contract for three years, plus an option for a fourth-year extension. Mr. Birch of Craft Co.'s interest in running both areas between October 1<sup>st</sup> and March 31 will generate a rental rate of \$550/month for a revenue of \$3300/year, adding \$25 to the monthly fee each year until the end of the three (3) years contract.

The following chart outlines the proposal.

Thornton Concession Lease Revenue	Revenue/yr
Martin Birch Craft Co.	
<b>1st year lease revenue</b>	
\$550month - 6 months - \$ 3300 yr	\$3300
<b>2nd year lease revenue</b>	
\$575 month - 6 months- \$ 3450 yr	\$3450
<b>3rd year lease revenue</b>	
\$600 month - 6 months- \$ 3600 yr	\$3600
<b>4th year lease revenue (optional)</b>	
\$600 month - 6 months- \$3600 yr	\$3600
<b>Projected Total Revenue</b>	<b>\$13,950</b>

## COMMENTS AND CONSIDERATIONS

Opening the concession stand and pro shop once again in Thornton from October to March each year, will provide a convenience to the people that frequent the facility also adding revenue to the municipality.

## FINANCIAL IMPACT

The above recommendation will contribute to the overall service provided at the Thornton Arena at no cost to the Township and provide a slight increase in revenue of approximately \$13,950 over the term of the proposed 4 years contract. Funds will be added to the Thornton Arena Budget (revenue) on an annual basis.

Manager of Finance:





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**SUMMARY/OPTIONS**

Council may:


1. Take no further action.
2. **Authorize the Manager, Parks & Recreation to issue Craft Co. a three (3) year rental contract at the rate of \$550 per month for the First year (6 months) with the rental contract monthly rate increase for the Second year to \$575, Third Year \$600 per month and \$600 per month for the optional Fourth Year extension.**
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,

Reviewed by,



\_\_\_\_\_  
Chris Rankin  
Manager of Parks & Recreation

\_\_\_\_\_  
Michael Mikael, P.Eng  
Chief Administrative Officer



TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** PW011-24

**DATE:** June 19<sup>th</sup>, 2024

**TO:** Committee of the Whole

**FROM:** John Kolb – Manager of Public Works

**SUBJECT:** 5<sup>th</sup> Line Slope Failure and Culvert Damage Remedial Work

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**RECOMMENDATION**

That Staff Report PW011-24 be received; and

That Council authorize Staff to proceed with Option no.1 as contained in this report, utilizing the Township own Manpower for all earth work for cost saving purposes.

**BACKGROUND**

On April 12, 2024, a slope failure occurred on the 5<sup>th</sup> Line embankment just south of Angus, after a heavy rainfall fall lasted for almost 24 hrs. The initial failure is approximately 50 meters in length (followed by land slides to an extend of additional 20 linear meters), undermined a section of the road over 10 meters while also effecting the west embankment slope (8-10 meters in vertical height). The underlying culvert was constructed 12-15 years ago (approximately), conveying a small creek below the roadway was also damaged at both ends (east/west sides). The culvert is approximately 90 m in length and approximately 1600 mm in diameter / 2.8 mm in thickness.

Road staff worked on April 12/13 to temporary stabilize the failure occurred including placement of filter fabric and river rock during the storm event. Following that; a preliminary assessment and site visit were conducted by a consulting firm (GEI) representative on April 15, 2024.

**Remedial work started on April 15<sup>th</sup>, 2024, by roads including the removal of the failed sections of the embankment and to expose the buried culvert ends. Over 22,000 cubic meters of material were removed and/or placed on the site to create two access road parallel to the 5<sup>th</sup> line corridor to provide access to the 10-12 meters deep buried culvert between April 15<sup>th</sup> and June 5<sup>th</sup>, 2024. These operations utilized the entire roads department manpower in order to save on the overall cost (equivalent to \$200,000 - \$300,000 if a 3<sup>rd</sup> party contract was utilized to undertake the work completed so far).**

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**On May 30<sup>th</sup>, 2024** a culvert inspection was completed by a consulting firm (GEI) to inspect the structure integrity and evaluate the available options, repair methodology, vertical/ horizontal deflection (Culvert deformation tolerance) in consultation with the manufacturer (Armtec).

## COMMENTS AND CONSIDERATIONS

**On June 14<sup>th</sup>, 2024**, staff received the inspection report. 3 options were provided and evaluated;

### Option No.1 (Culvert Rehabilitation):

Rehabilitation of the Culvert would consist of replacing both ends and repairing the broken seam near the east end. Replacing the ends requires both ends to be removed to at least where more severe damage was noted. Worth to mention that according to the inspection report that the current deformation is 12.5% which is less than the limit of acceptable vertical deflection (20%) therefore the culvert is not structurally compromised except for the specific defects noted (both ends).

**This option was also recommended by GEI noting that the overall service life of the existing culvert will be close to a full replacement since the culvert is 12-15 years old and will result in cost savings and less environmental impact.**

**The estimated cost for this option (preferred option) \$330,000 - \$450,000 (excluding applicable tax – 3<sup>rd</sup> party contractor if the Township decide not to utilize its manpower):**

1. Temporary Protection system, Diversion and Dewatering
2. Fish Rescue services
3. Clean out Culvert
4. Lean Mix Concrete
5. Granular Material
6. Steel repair/Interior Coupler
7. Exterior Coupler
8. Armtec CSP (1600 mm Diameter, 2.8 mm thick) to replace both 10 meters damaged sections
9. Cutoff Walls
10. Engineered earth fill Material
11. Road alignment review to explore options to reduce the vertical alignment in order to reduce the embankment over all slopes
12. Pavement of the 5<sup>th</sup> Line after all earth work is completed (GIPI will complete the work, utilizing the unit prices of the awarded tender)

**Worth to mention that the provided cost range will be doubled (additional \$300,000) if we choose to hire a 3<sup>rd</sup> party contractor to complete all earth work stated above instead of the roads staff.**

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**Option No.2 (Steel Culvert Replacement):**

Replacement of the entire 90-100 meters steel culvert could be completed at **a cost range \$850,000 -1,000,000 (excluding applicable taxes). For a CSP culvert (similar to what is there now) and assuming that all earth work will be completed by roads staff.**

**Option No.3 (Precast Concrete Culvert Replacement):**

Full replacement with a precast concrete culvert could be completed at **a cost range \$1,100,000 to \$1,250,000 (excluding applicable tax) and assuming that all earth work will be completed by roads staff.**

*GEI and Staff support proceeding with option no.1 (Culvert Rehabilitation) recognizing the remaining useful life is almost equivalent to a new CSP culvert, cost savings and less environmental impact.*

*Staff would like to note that; **the second preferred alternative is option no.3 utilizing precast Concrete Culvert Replacement to avoid any future deformation.***

**FINANCIAL IMPACT**

Option 1 is the preferred option at a cost range **\$350,000 - \$475,000 (including 1.76% applicable HST)** to be funded from the 2024 Roads Capital work surplus (PW008-24) non regulatory fund envelope related to 8<sup>th</sup> Line (GL: 40-44-811-901-8110) , 9<sup>th</sup> Line (40-44-811-901-8110) and 10<sup>th</sup> Line (40-44-811-903-8110).



Manager of Finance

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### SUMMARY/OPTIONS

Council may:

1. Authorize Staff to proceed with **Option no.1 – Culvert Rehabilitation** as contained in this report, utilizing the Township own Manpower for all earth work for cost saving purposes.
2. Direct Staff in another course of action to follow up in the current plan.

### CONCLUSION

Staff recommends that **Option 1** be approved, given that this option will result in cost savings, less environmental impact, life service duration, and it was also recommended by the Engineering Consultant (GEI).

Respectfully submitted:

Reviewed by:

*John Kolb*

*Michael Mikael*

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John Kolb  
Manager of Public Works (Interim)

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Michael Mikael, P. Eng  
CAO

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## TOWNSHIP OF ESSA STAFF REPORT

**STAFF REPORT NO.:** C010-24  
**DATE:** June 19, 2024  
**TO:** Committee of the Whole  
**FROM:** Sarah Corbett, Deputy Clerk  
**SUBJECT:** Municipally Significant Event– Renaissance Faire – Essa Agriplex

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### RECOMMENDATION

That Staff Report C010-24 be received; and

That Council approves the Essa North Renaissance Faire being held at the Essa Agriplex as a Municipally Significant Event so that they may host an alcohol consumption area on Saturday July 6, 2024, between the hours of 10:30 a.m. to 11:30 p.m. and Sunday July 7, 2024, between the hours of 10:30 a.m. and 7:00 p.m.; and

That this approval is conditional upon a copy of the certificate of insurance in the amount of \$5,000,000.00 being provided to this municipality, listing the Township of Essa as additional insured.

### BACKGROUND

This is the first request received from 1985604 Canada Inc. to host a Renaissance Faire at the Agriplex located in Essa Township. This organizer has or is scheduled to host a number of Renaissance Faires in Ontario for 2024, including:

- Essa North Renaissance Faire – Thornton, Ontario
- Wentworth Medieval Faire - Ancaster, Ontario
- Glengarry Renaissance Festival – Maxville, Ontario
- Oxford Renaissance Festival – Thorndale, Ontario

The organizer of the Essa North Renaissance Faire has been working with the AGCO to successfully licence their events for the past 10 years. This is a public event in which tickets/entry fees are collected. 1985604 Canada Inc. employs security in addition to event staff and Smart Serve Certified servers.

It should be noted that while this is the first time that the organizer has hosted a Renaissance Faire within the Township of Essa, it is the hope that this will become an annual event.

More information about the Essa North Renaissance Faire can be found at: [fares.ca](https://fares.ca)

### COMMENTS AND CONSIDERATIONS

In accordance with Policy A07-06 (Attachment No. 2), Special Occasion Permit Approvals for Alcohol Related Events require that the requester provide copies of the \$5,000,000.00 Liability Insurance Certificate to the Township naming the Township of Essa as the additional insured.

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As well, the Policy states that certain information (as outlined in the following chart) is required to be provided to the Clerk’s Office prior to any approval of Council being granted.

<b>Name and Contact Information:</b>	1985604 Canada Inc. 100 Huron Street Embros, ON, N0J 1J0
<b>Description of the Event:</b>	Essa North Renaissance Faire
<b>Date and Time of the Event:</b>	Saturday July 6, 2024 - 10:30 a.m. to 11:30 p.m. Sunday July 7, 2024 - 10:30 a.m. and 7:00 p.m.
<b>Logistics of the Event:</b>	The Essa North Renaissance Faire will feature a jousting event, fighting re-enactments, comedy acts and story telling, musical acts, and a birds of prey demonstration and educational session.  Tickets are \$30, seniors/students are \$25 and children are free. There are discounts available for early bird on-line ticket purchasing.
<b>Purpose of the Event:</b>	The Essa North Renaissance Faire is an outdoor festival or gathering open to the public that aims to entertain its guests by recreating a historical setting, the English Renaissance. It aims to be entertaining and educational in nature.
<b>Number of people attending:</b>	Anticipated attendance is approximately 2500 people over the two-day event.
<b>Proof of Insurance:</b>	Insurance Certificate, naming the Corporation of the Township of Essa, in the amount of \$5,000,000.00 will be provided prior to the Event.

Should Council grant permission, the applicant will submit the necessary application (with a copy of Council’s resolution) to the AGCO, and as well, will provide a copy of the municipality’s approval to the Nottawasaga O.P.P., and the Simcoe-Muskoka District Health Unit.

Staff has also reached out to the following departments for their comment:

- Fire – No concern
- Parks and Recreation – No concern
- Building Department – No concern
- Planning Department - No concern

**FINANCIAL IMPACT**

There is no financial impact.

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### SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Receive the report and approve the request of 1985604 Canada Inc., Essa North Renaissance Faire.**
3. Council directs Staff in a different manner.

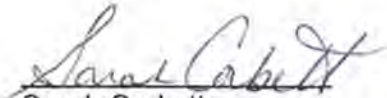
### CONCLUSION

It is recommended that Council approve Option 2.

Respectfully submitted:

Reviewed by:

Reviewed by:



Sarah Corbett  
Deputy Clerk



Lisa Lehr  
Clerk



Michael Mikael  
Chief Administrative Officer

Attachments:

- 1 – Email of Request and Alcohol Consumption Area Map
- 2 – Policy A07-06



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Attachment #1

**Sarah Corbett**

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**Subject:** FW: Renaissance Fair Letter of Municipal Significance

**From:** Greg S <fortitudebookings1@gmail.com>  
**Sent:** Monday, June 10, 2024 8:40 AM  
**To:** Sarah Corbett <scorbett@essatownship.on.ca>  
**Subject:** Re: Renaissance Fair Letter of Municipal Significance

Thanks for all your hard work.

We plan on it being a yearly event.

On Wed, Jun 5, 2024 at 3:59 PM Greg S <fortitudebookings1@gmail.com> wrote:

Nothing just chairs and tables inside

On Wed, Jun 5, 2024, 3:31 p.m. Sarah Corbett <scorbett@essatownship.on.ca> wrote:

Hi Greg,

That's great!

I do have to provide Council with a Staff Report regarding your request, as the letter is provided under their direction. Our next Council Meeting is on Wednesday June 19, 2024 and I can have your letter emailed to you on June 20<sup>th</sup>. I understand that the AGCO is typically quick in their processing but did want to ensure that you were aware of the timeline.

One more thing, can you confirm whether you will be having a tent, tiered seating or a stage being constructed?

Regards,

**Sarah Corbett, Dipl.M.A**

Deputy Clerk

Township of Essa

Phone: 705-424-9917 ext. 116

Fax: 705-424-2367

Email: [scorbett@essatownship.on.ca](mailto:scorbett@essatownship.on.ca)

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

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**From:** Greg S <[fortitudebookings1@gmail.com](mailto:fortitudebookings1@gmail.com)>  
**Sent:** Wednesday, June 5, 2024 3:20 PM  
**To:** Sarah Corbett <[scorbett@essatownship.on.ca](mailto:scorbett@essatownship.on.ca)>  
**Subject:** Re: Renaissance Fair Letter of Municipal Significance

On Wed, Jun 5, 2024, 12:58 p.m. Greg S <[fortitudebookings1@gmail.com](mailto:fortitudebookings1@gmail.com)> wrote:

Oh right sorry 10:30am-11:30pm Saturday July 6th, 10:30-7PM Sunday July 7th

On Wed, Jun 5, 2024 at 12:54 PM Sarah Corbett <[scorbett@essatownship.on.ca](mailto:scorbett@essatownship.on.ca)> wrote:

Ok great. What are the times that alcohol will be served?

Regards,

**Sarah Corbett, Dipl.M.A**

Deputy Clerk

Township of Essa

Phone: 705-424-9917 ext. 116

Fax: 705-424-2367

Email: [scorbett@essatownship.on.ca](mailto:scorbett@essatownship.on.ca)

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

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**From:** Greg S <[fortitudebookings1@gmail.com](mailto:fortitudebookings1@gmail.com)>  
**Sent:** Wednesday, June 5, 2024 12:43 PM  
**To:** Sarah Corbett <[scorbett@essatownship.on.ca](mailto:scorbett@essatownship.on.ca)>  
**Subject:** Re: Renaissance Fair Letter of Municipal Significance

Hey Sarah thanks for getting back to me. I am requesting a letter of Municipal Significance from the township of Essa. Though this is our first time in Thornton we have worked well with the AGCO for 10 years, so rest assured. We are incorporated 1985604 ON Inc, 100 Huron Street, Embro, ON, N0J 1J0

The location is the Essa Fairgrounds 7505 10th Line, Barrie, ON L0L 2N0, The dates are July 6 and 7th, I will get the map over asap. This is a public event with security, staff, and Smart serve servers. It is in the first barn/building. And alcohol will be sold under our SOP from the AGCO

On Wed, Jun 5, 2024 at 9:50 AM Sarah Corbett <[scorbett@essatownship.on.ca](mailto:scorbett@essatownship.on.ca)> wrote:

Good morning Greg,

I understand that you are looking for a letter of municipal significance for your Essa Renaissance Festival, July 6-7.

I would need a letter from you asking for this request. Further, I need to know location, dates, times of alcohol availability, approximate number of people attending, a map of the area in which alcohol will be available, and whether this is a public or private event or if alcohol will be sold or free.

Regards,

**Sarah Corbett, Dipl.M.A**

Deputy Clerk

Township of Essa

Phone: 705-424-9917 ext. 116

Fax: 705-424-2367

Email: [scorbett@essatownship.on.ca](mailto:scorbett@essatownship.on.ca)

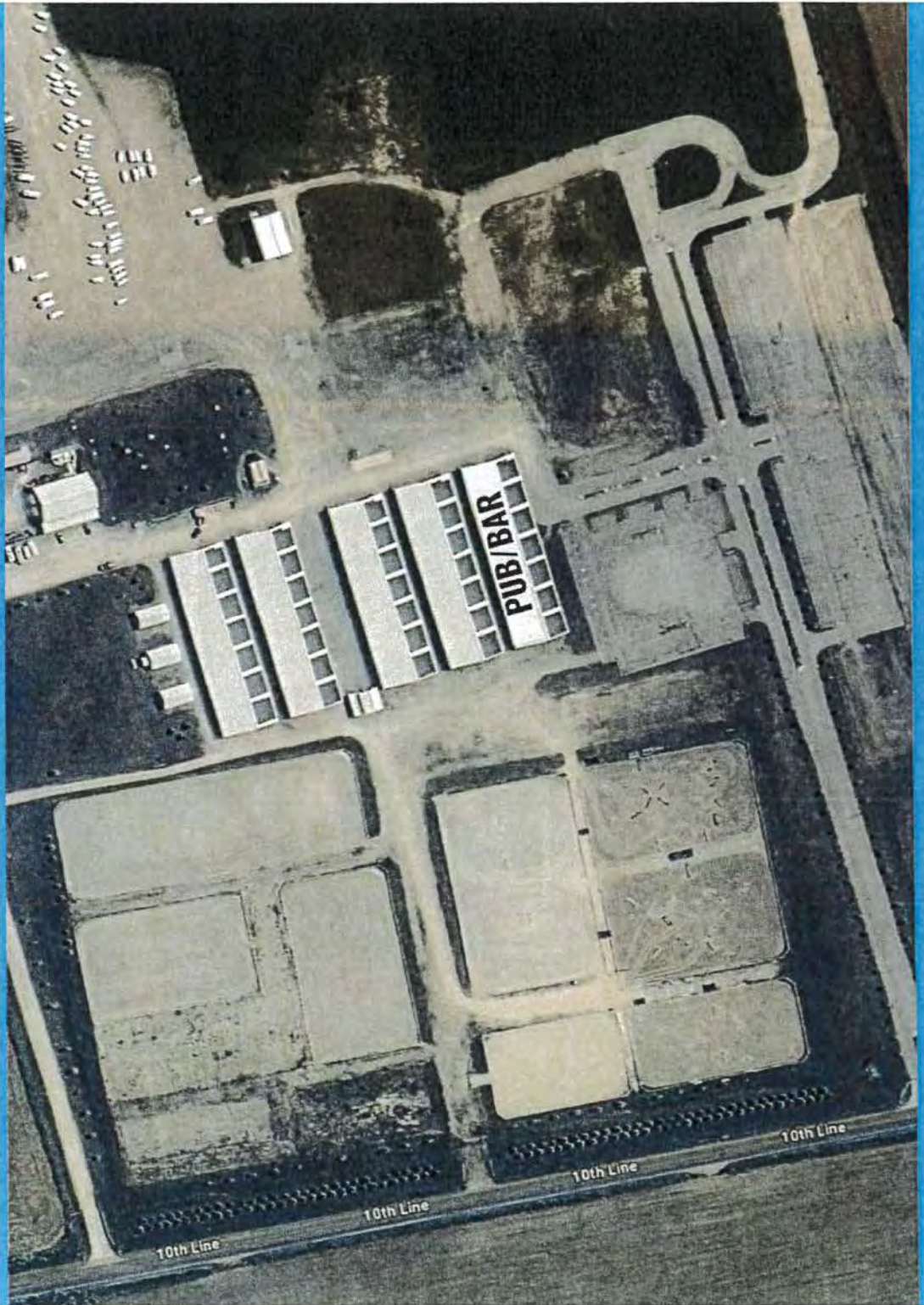
Website: [www.essatownship.on.ca](http://www.essatownship.on.ca)

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# Essa Agriplex



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Attachment #2

TOWNSHIP OF ESSA  
POLICY AND PROCEDURE MANUAL

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Department:	Clerks/Administration	Date:	November 7, 2012
Subject/Title:	Special Occasion Permit Approvals (for Alcohol Related Events)		
Policy Number:	A07-06	Date Approved:	June 15, 2013
		Resolution No.:	CW117-2013
Supersedes	A07-06 September 2007	Effective:	June 16, 2013

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1. AUTHORITY

*Liquor Licence Act*, R.S.O 1990, Regulation 389/91

2. POLICY STATEMENT AND RATIONALE

A Special Occasion Permit (SOP) is required any time alcohol is offered for sale or served anywhere other than in a licensed establishment or a private place (for example, a corporate boardroom). SOPs are issued for *occasional special events only*, and not to operate an ongoing business.

The Corporation of the Township of Essa and its Management recognize the importance of public and community events that are provided in a safe environment having regard for Provincial regulations pertaining to the inclusion of liquor related activities. As such this policy has been implemented to streamline the approval process between departments dealing with such approvals.

3. SCOPE

Individuals (or groups) wishing to hold an event where liquor will be served must apply for a Special Occasion Permit (SOP) through the Liquor Control Board of Ontario. As part of the approval process for such permit(s), approvals must be granted from the municipality in the form of a letter of non-objection (with approvals from each department and/or specific conditions as indicated by each particular department), and sometimes will require a resolution of Council declaring the event to be a *Municipally Significant Event*. (For events falling within the classification of "municipally significant", a resolution from Council is required.)

Application

This policy applies to municipal staff charged with the designation of signing authority for the issuance of approvals for such types of public and/or private events, whereby alcohol is offered for sale or served anywhere other than in a licensed establishment or a private place (by invitation only).

In accordance with Regulation 389/91 of the *Provincial Liquor Licence Act (Special Occasion Permits)*, all public events falling within the classification of "*Municipally Significant Events*", the applicant must give written notification before the event is to take place to the Clerk, a **minimum** of 30 days before the event is to take place (if it is

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expected that fewer than 5,000 people will attend the event); or 60 days before the event is to take place (if it is expected that more than 5,000 people will attend the event).

**Definitions**

**Private Event SOP's** are typically issued for events such as weddings, birthdays, funerals, bridal showers, etc. **Private events are for invited guests only** and the event must not be advertised to the public, including by way of flyers, newspaper, internet or radio. The event cannot be open to the general public, and there can be no intention to profit from the sale of alcohol at the event.

**Public Event SOP's** are issued for events that are open to the general public, such as charity fundraisers, outdoor street festivals, community festivals, etc. A Public Event permit holder may advertise the event and can fundraise or profit from the sale of alcohol.

A SOP for a Public Event can be issued to:

- a charity registered under the *Income Tax Act* (Canada); or
- a non-profit organization or association, with its own constitution and by-laws, and organized to promote charitable, educational, religious or community objects.

An individual or business may also apply for a Public Event SOP if organizing or conducting an event of:

- “provincial, national or international significance”, as agreed to by the Registrar of Alcohol and Gaming (the Registrar); or
- “municipal significance”\*\* for which a **municipal resolution** or letter from the municipal clerk or designated authority which designates the event as one of municipal significance is required.

**\*\*Municipally Significant Events** are defined as *public events that are held within the Township of Essa that are made available to the public at large that:*

- i. *Enhance or promote community assets (ie: parks, trails);*
- ii. *Encourage, attract and promote community involvement and/or participation at little or no cost;*
- iii. *Partner with and/or provide a venue for local businesses, organizations and residents to form part of the activities (ie: vendors, facilitate an event activity).*

Examples of municipally significant events would be the shutting down of the main street for a “midnight madness” type of event whereby alcohol would be permitted to be carried by patrons of legal age from one area to another.

**Industry Promotional SOP** is intended to promote a manufacturer’s product(s). These events may be open to the general public or for invited guests only. They can be either “Sale” or “No Sale” liquor events. There can be no intent to profit from the sale of alcohol at the event. Samples for tasting at the event may be provided to those attending the event, and orders for alcohol may be taken. Samples at these events must be provided by a manufacturer or AGCO licensed representative of a manufacturer or an

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event organizer acting on behalf of either. All orders must be processed through authorized government retail stores.

An Industry Promotional event can also be for the purposes of conducting market research on a product. Market research events must be held by a manufacturer, or by an AGCO licensed representative of a manufacturer, or on behalf of a manufacturer by another party authorized by the manufacturer to represent them. If an event organizer or an AGCO licensed representative is conducting the market research or providing samples on behalf of a manufacturer, the event organizer must make available upon request a letter from the manufacturer authorizing them as their representative to conduct market research.

#### 4. PROCEDURE AND IMPLEMENTATION

- a. The Clerk's Office is the intake agent for all special occasion permit requests. Applicants are required to submit a letter to the municipality indicating the following:
  - Name and contact information of the event organizer, association, organization;
  - Description of the Event (Private, Public, Industry Promotional Event) including target audience, entrance fees and activities;
  - Date and Time of Event (including times when alcohol will be served);
  - Logistics of the Event - Indoor/Outdoor, location, written property owner consent if public event held on private property, security measures for event, number of servers, etc);
  - Purpose of the event and how it benefits the Township of Essa;
  - Number of people attending (or approximation);
  - Proof of insurance in the amount of \$ 2 million naming the Township of Essa as an additional insured.
- b. The **applicant is responsible for submitting a sketch/drawing** that clearly shows buildings, access, fire routes, fencing, parking, location of tent (if applicable), location of washrooms (if outdoors), etc.
- c. The applicant is responsible for paying the appropriate fee(s) associated with the issuance of such permits (ie: Special Occasion Permit Fee, Building Permit Application Fee, Fire Department Inspection Fee, etc.). Please refer to the Township of Essa's Schedule of Fees.
- d. The Clerk's Office is responsible for sending/emailing a copy of the letter/application as well as the proposed site plan to the following departments for their review and/or approval of the event:
  - Council (if declaration of event as "municipally significant" is required)
  - Fire Department
  - Building Department
  - Planning and Development Department
  - By-law Enforcement Department
  - Public Works Department
  - County of Simcoe (if applicable)

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- OPP (contact via email)
  - Health Unit
- e. Where necessary, each Department Head shall provide the applicant with a listing of conditions to be met that are necessary for approval of the event. Each department shall provide the same listing to the Clerk (or Clerk's designate) for information.
- f. Upon successful inspections and/or conditions being met, all approvals are to be provided to the Clerk's Department, whereby the Clerk (or designate) shall communicate the approval/decline to the applicant providing the applicant with a letter stating such approval/decline. In the event that the municipality declines the approval, the letter to the applicant will outline reasons for the decline based on the comments provided from the various departments.
- g. Upon receipt of municipal approval from the respective departments, the applicant is to provide a copy of the municipality's approval to the OPP and the Simcoe Muskoka District Health Unit separately. Should the applicant's request be declined by the municipality, the Clerk's Department will forward a copy of the decline to the OPP via email.

## 5. SUMMARY

Effective July 1, 2012, amendments in the form of Ontario Regulation 389/91 make it necessary for this municipality to have a policy in place defining *Events of Municipal Significance*. As such, this policy has been updated to reflect necessary changes. The use of such a policy will help in streamlining the process for approvals/declines of such applications based on the amendments to the *Liquor Licence Act*.