

**THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING
WEDNESDAY, MARCH 20, 2019**

AGENDA

1. OPENING OF MEETING BY THE MAYOR

2. DISCLOSURE OF PECUNIARY INTEREST

3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS

- p. 1 Recommendation: *Be it resolved that the motions duly passed and approved at the Committee of the Whole meeting of this date be approved; and That the minutes of the Special meeting held on the 5th day of March, 2019 be adopted as circulated; and That the minutes of the Public, Committee of the Whole and Regular Council meetings held on the 6th day of March, 2019 be adopted as circulated.*

4. CONSENT AGENDA

Recommendation: *Be it resolved that the items listed in the Consent Agenda dated March 20th, 2019 be approved as presented, and that the necessary action be taken.*

5. COMMITTEE REPORTS

p. 16 a. **Essa Public Library Board**

Recommendation: *Be it resolved that the minutes of the Essa Public Library Board from their meeting of February 4, 2019 be received.*

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

a. Proclamation – World Autism Awareness Day April 2, 2019

Recommendation: *WHEREAS World Autism Awareness Day will be recognized on April 2, 2019 in Canada, thanks to Liberal Senator Jim Munson's Bill S-206, An Act Respecting World Autism Awareness Day; and WHEREAS Autism Spectrum Disorder (ASD) affects more than 135,000 Ontarians, and is now recognized as the most common neurological disorder affecting 1 in every 94 children, as well as their friends, family and community; and WHEREAS ASD not only manifests itself differently in every individual in whom it appears, but its characteristics will change over the life of each individual as well. A child with ASD will become an adult with ASD; and WHEREAS Autism Ontario (formerly Autism Society Ontario) is the leading source of information and referral on autism and one of the largest collective voices representing the autism community, and has been providing support, information and opportunities for thousands of families across the Province since 1973; and WHEREAS Autism Ontario is dedicated to increasing public awareness about autism and the day-to-day issues faced by individuals with autism, their families, and the professionals with whom they interact, as well as sharing between the Association and its Chapters, the common goals of providing information and education, supporting research, and advocating for programs and services for the autism community*
NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby proclaims April 2, 2019 as World Autism Awareness Day.

8. UNFINISHED BUSINESS

9. BY-LAWS

p. 25 **a. By-law 2019-20**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2019-20, that being a By-law to appoint Colleen Healey-Dowdall as Chief Administrative Officer for the Township of Essa; and, that said By-law be read a first, and taken as read a second and third time and finally passed.*

p. 33 **b. By-law 2019-21**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2019-21, that being a By-law to expand the Boundaries of the Angus Business Improvement Area (BIA) established by By-law 2007-30; and, that said By-law be read a first, and taken as read a second and third time and finally passed.*

p. 36 c. **By-law 2019-22**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2019-22, that being a By-law to provide for the establishment and imposition of Fees and Charges for services provided by the Township of Essa; and, that said By-law be read a first, and taken as read a second and third time and finally passed.*

p. 39 d. **By-law 2019-23**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2019-23, that being a By-law to amend the Township's Zoning By-law No. 2003-50, effecting property at East Part Lot 31, Concession 4 (Briarwood); and, that said By-law be read a first, and taken as read a second and third time and finally passed.*

p. 42 e. **By-law 2019-24**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2019-24, that being a By-law to authorize the Mayor and Clerk to enter into an Agreement with the Town of Innisfil, to provide fire protection services to an area of land in the Town of Innisfil; and, that said By-law be read a first, and taken as read a second and third time and finally passed.*

10. **QUESTIONS**

11. **CLOSED SESSION**

Recommendation: *Be it resolved that Council proceed to a Closed Session in order to address matters pertaining to:*

- the security of the property of the Municipality or local board;*
- personal matters about an identifiable individual, including Municipal or local board employees;*
- a proposed or pending acquisition or disposition of land for Municipal or local board purposes;*
- labour relations or employee negotiations;*
- litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board;*
- advice that is subject to solicitor/client privilege, including communications necessary for that purpose;*
- a matter in respect of which a Council, Board, Committee or other body has authorized a meeting to be closed under another Act;*
- Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown Agency of any of them;*
- a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;*

- a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
- a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;
- the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act;
- an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) or the investigator referred to in subsection 239.2 (1) of the Municipal Act 2001, as amended;
- If the meeting is held for the purpose of educating or training the members.

a. **Motion to Rise and Report from Closed Session Meeting of March 20, 2019.**

Recommendation: Be it resolved that Council rise and report from the Closed Session Meeting at _____ p.m.

12. CONFIRMATION BY-LAW

p. 47 **By-law 2019-25**

Recommendation: Be it resolved that leave be granted to introduce By-law 2019-25 that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 20th day of March, 2019; and that said By-law be read a first, and taken as read a second and third time and finally passed.

13. ADJOURNMENT

Recommendation: Be it resolved that this meeting of the Council of the Township of Essa adjourn at _____ p.m. to meet again on the 3rd day of April, 2019 following Committee of the Whole.

**THE CORPORATION OF THE TOWNSHIP OF ESSA
SPECIAL MEETING MINUTES**

TUESDAY, MARCH 5, 2019

A Special Meeting of Council was held on Tuesday, March 5, 2019 in the Council Chambers of the Administration Centre. The purpose of the meeting was for consideration of the following:

- a matter pertaining to personal matters about an identifiable individual, including Municipal or local board employees; and
- Labour Relations / Employee Negotiations

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

Staff in attendance: G. Murphy, Chief Administrative Officer
L. Lehr, Clerk (left meeting at 8:57 a.m.)

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the meeting at 8:53 a.m.

2. DISCLOSURE OF PECUNIARY INTEREST

CONSIDERATION OF ITEMS REQUIRING DISCUSSION AND GENERAL NATURE THEREOF:

The Clerk advised the public and members of Council that she had delegated, in writing, authority to the Chief Administrative Officer to perform the statutory duties of the Clerk for the Closed Session portion of the meeting and the remainder of the meeting thereafter, pursuant to Section 228 (4) of the *Municipal Act*.

3. CLOSED SESSION

Resolution No: SCW013-2019 Moved by: White Seconded by: Smith

Be it resolved that Council proceed to a Closed Session in order to address matters pertaining to personal matters about an identifiable individual, including Municipal or local board employees; and, labour relations or employee negotiations.

----Carried----

- a. **Motion to Rise and Report from Closed Session Meeting of March 5, 2019.**

Resolution No: SCW014-2019 Moved by: Henderson Seconded by: Smith

Be it resolved that Council rise and report from the Closed Meeting session of March 5, 2019.

----Carried----

- b. **IDENTIFIABLE INDIVIDUAL
LABOUR RELATIONS / EMPLOYEE NEGOTIATIONS
Re: Personnel Matter - Recruitment of Chief Administrative Officer.**

Resolution No: SCW015-2019 Moved by: White Seconded by: Henderson

Be it resolved that Greg Murphy, Chief Administrative Officer, be authorized to offer the position of Chief Administrative Officer to Candidate No. 5 as per the direction of Council.

----Carried----

4. CONFIRMATION BY-LAW

By-law 2019-17

Resolution No: SCW016-2019 Moved by: Smith Seconded by: Henderson

Be it resolved that leave be granted to introduce By-law 2019-17, that being a By-law to confirm the proceedings of the Special Meeting of Council held on this 5th day of March, 2019; and that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried----

5. ADJOURNMENT

Resolution No: SCW017-2019 Moved by: Henderson Seconded by: White

Be it resolved that this Special Meeting of Council of the Township of Essa adjourn at 5:19 p.m.

----Carried----

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

**THE CORPORATION OF THE TOWNSHIP OF ESSA
PUBLIC MEETING MINUTES
March 6, 2019**

**PROPOSED ZONING BY-LAW AMENDMENT (Z1/19)
Briarwood Homes, Centre St, Angus**

A Public Meeting was held on Wednesday, March 6, 2019 in the Council Chambers of the Administration Centre, Township of Essa.

In attendance: Mayor Sandie Macdonald
Deputy Mayor Michael Smith
Councillor Keith White
Councillor Henry Sander (arrived at 6:05 p.m.)
Councillor Ron Henderson

Staff in attendance: G. Murphy, Chief Administrative Officer
C. Healey, Manager of Planning and Development
D. Perreault, Manager of Public Works
L. Lehr, Clerk

The Mayor opened the meeting by stating the purpose of the Public Meeting is to review an application for a Zoning By-law Amendment relating to Part of Lot 31, Concession 4, Centre Street, Angus, in accordance with Section 34 the Planning Act. As well, to hear comments and review written submissions from the public and other agencies.

The Planner, Colleen Healey-Dowdall, described the application as follows:

The purpose of the application submitted by Briarwood Homes is to zone lands to construct homes on lots which were draft approved in 1997. The subdivision's engineering design was close to approval in 2008 but the development did not proceed for various reasons. A tree inventory was carried out in 2017 and the presence of endangered Butternut species was discovered. A year ago, due to the Butternut trees, adjustments to the draft plan were made to facilitate the survival of as many trees as possible.

At this time, the developer and his builder are asking the Township to approve:

Unenclosed decks at the rear of homes, unenclosed deck steps at the rear of homes and steps into the basement and allowing decks for walkout basements at the rear of homes – all to project into the required rear yard setbacks, on ALL LOTS EXCEPT THOSE BACKING ONTO EXISTING HOMES – therefore, these changes will NOT apply to those lots backing onto existing homes. Plus, an increased lot coverage on some lots to be dispersed throughout the plan for variety. These features will, according to the builder, add great value to the homeowners.

Colleen Healey-Dowdall then asked the applicant's Planner, Helen Lepek, to explain the details of the plan.

Helen Lepek, Planner for Briarwood, made a PowerPoint presentation with an overview/description of the proposal:

- Site is located on 5th Line/Centre Street
- Worked on this since 2004
- Endangered Butternut trees found so adjustments had to be made to suit the MNR
- Lots of environmental areas, all around the homes, provides lots of green space buffering

- Grading is challenging – fall off to Creeks
- Developer knows market – went through market conditions and building in Tottenham now
- Encroachments into rear yard only and not backing onto existing homes
- None of proposed provisions to be given next to existing homes on the 5th Line
- Certain models need basement steps, not all – depends on sales

Helen Lepak also showed what 5% means and showed sketches and photos of built bungalows alike.

It was then confirmed that public meeting notice concerning the proposed Amendment was circulated in accordance with the Planning Act since the application was considered to be complete. The meeting is about zoning provisions only.

Agency comments were summed up as follows: SCDSB has no objections and the NVCA has no objections.

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.

Norman Hanus, 8986 5th Line:

- Requested a “buffer” of trees at rear where this area cannot be touched
- Wants engineering/buffered area in rear yards
- The creek is high at times and could be dangerous
- Fence around public land would stop children from drowning
- 5th Line speed limit – request for reduction
- 5th Line road pavement – bridge over Bear Creek is too narrow

Katherine Berry, 8896 5th Line:

- Traffic/speeding on 5th Line a concern
- More people and more cars will make traffic worse

The Mayor then confirmed that if there are no further questions or submissions, Council wishes to thank all those in attendance for their participation. The planning office will be preparing a report to be presented to Council concerning this matter. Council will then consider all matters and render a decision. A decision has not yet been made and again, please inform the Clerk or Planner should you wish further notice on this matter if you have not written to us or spoken. The sign-in list outside of the Council Chambers will help to notify us that you wish to be kept informed of this matter and email addresses are appreciated. Again, thank you for your participation in this community matter and your comments will be considered along with all others.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

**THE CORPORATION OF THE TOWNSHIP OF ESSA
PUBLIC MEETING MINUTES
WEDNESDAY MARCH 6, 2019**

Re: Proposed Increase to Planning and Building Fees (Amendment to By-law 2013-28)

A Public Meeting was held on Wednesday, March 6, 2019 in the Council Chambers of the Administration Centre, Township of Essa.

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

Staff in attendance: G. Murphy, Chief Administrative Officer
C. Healey, Manager of Planning and Development
D. Perreault, Manager of Public Works
L. Lehr, Clerk

Mayor Macdonald advised members of the public that the purpose of the Public Meeting is to discuss proposed amendments to the Township's Fees and Charges By-law 2013-28 specifically in relation to recommended increases outlined in Staff Report PD005-19, and to hear comments from the public in regards to this matter.

Colleen Healey-Dowdall, Manager of Planning and Development, stated that in accordance with section 391 of the *Municipal Act*, 2001, as amended, a municipality is permitted to impose fees or charges on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided; and
- (c) for the use of its property including property under its control".

Additionally, Section 69(1) the *Planning Act* allows a municipality to pass a by-law to establish fees for the processing of applications made in respect of planning matters, in which, the fee shall be designed to meet only the anticipated cost to the municipality.

The Manager of Planning and Development stated that at its meeting of February 6, 2019, Council had received staff report PD005-19 which provided an overview of the recommended increases to the fees for the Planning and Building Departments.

The following is a summary of the recommended increases proposed for consideration.

PLANNING DEPARTMENT			
Description of Item	Current Fee	Proposed Fee	Comments
Zoning Compliance	\$25.00	\$50.00	Requested by lawyers on sale of property(ies).
Zoning By-law Amendment	\$1,500.00	\$3,000.00	Recommended Increase for staff report and circulation; often complex, although could be minor if few issues are raised. Would be minor if no supporting studies are required. Recommended to raise ZBA fee to Springwater rate.
Minor Zoning By-law Amendment	\$1,500.00	\$1,500.00	Same-to be maintained as current.
Official Plan Amendment (OPA)	\$1,500.00	\$3,000.00	Recommended increase for staff report and circulation; often complex although could be minor if few issues raised. Would be minor if no supporting studies are required. Recommended to raise OPA fee to Springwater rate.

Minor Official Plan Amendment	\$1,500.00	\$1,500.00	Same-to be maintained as current.
Subdivision / Condo	\$2,500.00	\$5,000.00	Recommended increase for staff report and circulation.
Redline Revision	\$1,000.00	\$2,000.00	Recommended increase for staff report and circulation.
Site Plan Amendment	\$200.00	\$1,000.00	Adjust for minor amendments as our current fee of \$200.00 does not cover staff time to retrieve old file and assess the scenario
Minor Variance	\$350.00	\$750.00	Recommended increase to help ensure wages associated with Committee of Adjustment are covered.
Consent	\$1,000.00	\$2,000.00	
BUILDING DEPARTMENT			
RESIDENTIAL			
Description of Item	Current Fee	Proposed Fee	Comments
New	\$0.85/sf	\$1.10/sf	These proposed increases align Essa with surrounding municipalities.
Attached Garage	\$0.25/sf	\$0.40/sf	
Accessory Structures	\$0.38/sf	\$0.40/sf	
COMMERCIAL			
New	\$0.60/sf	\$0.80/sf	These proposed increases align Essa with surrounding municipalities.
INDUSTRIAL			
New	\$0.40/sf	\$0.60/sf	These proposed increases align Essa with surrounding municipalities.
Septic	\$400.00	\$500.00	
Demolition	\$40.00	\$100.00	
Solar Panels	\$50.00	\$300.00	
Flat Fee	\$70.00	\$100.00	
Maintenance Fee	\$50.00	\$100.00	

Mayor Macdonald asked if anyone in the audience would like to speak, stating that speakers must state their name and address in full so that proper records can be kept and that notice of future decisions can be sent to those persons. Comments are to be orderly, respectful and not repetitious.

There were no questions from members of Council.

Mayor Macdonald thanked all in attendance for their participation and advised that the Manager of Planning and Development will be preparing a staff report and by-law to be presented to Council at their meeting scheduled on March 20, 2019.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE**

WEDNESDAY, MARCH 6, 2019

MINUTES

A Committee of the Whole meeting was held on Wednesday, March 6, 2019 in the Council Chambers of the Administration Centre, Township of Essa.

In attendance: Mayor Sandie Macdonald
Deputy Mayor Michael Smith
Councillor Keith White
Councillor Henry Sander (arrived at 6:05 p.m.)
Councillor Ron Henderson

Staff in attendance: G. Murphy, Chief Administrative Officer
C. Healey, Manager of Planning and Development
D. Perreault, Manager of Public Works
L. Lehr, Clerk

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the meeting at 6:00 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None declared.

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

a. Council Presentation

In recognition of the upcoming retirement of Greg Murphy, Chief Administrative Officer, Council presented a certificate on behalf of the Honourable Steve Clark, Minister of Municipal Affairs and Housing, which recognized the dedicated 41 years of service that Mr. Murphy provided to the public sector.

Council also presented a Certificate of Appreciation to Mr. Murphy on behalf of Council and Staff. They thanked Mr. Murphy for his continued dedication to the residents of the municipality, his guidance to all current and previous members of Council and staff, and wished him congratulations in his upcoming retirement.

Greg Murphy, Chief Administrative Officer extended thanks to Council, staff and residents.

b. 6:10 p.m. Public Meeting
Re: Proposed Zoning By-law Amendment (Z1-19)
365 Centre Street, Angus

See separate set of minutes.

c. 6:20 p.m. Public Meeting
Re: Proposed Amendment to Fees and Charges By-law 2013-28
Increase to Building Permit and Planning Application Fees

See separate set of minutes.

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

- a. Staff Report PD018-19 submitted by the Manager of Planning and Development, re: Tree Planting.**

Council requested that the Manager of Planning and Development investigate funding opportunities of which would assist this municipality in obtaining monies to aid with tree planting initiatives

Resolution No: CW040-2019 Moved by: Smith Seconded by: White

*Be it resolved that Staff Report PD018-19 be received; and
That Council does authorize the South Simcoe Streams Network (SSSN) to plant trees in Essa in 2019 as follows:*

- a) The park/open space lands adjacent to the Nottawasaga River in the Nottawasaga Village subdivision, off the street named Gold Park Gate; and*
- b) The park/open space lands adjacent to Thornton Creek behind the toboggan hill in Thornton; and*

That staff be directed to advise SSSN that there are no funds in the 2019 Budget to support their plantings; and

That staff confirm to SSSN and the Township Insurer that SSSN be covered under the Township's Insurance Policy for this event.

----Carried----

5. PARKS AND RECREATION/ COMMUNITY SERVICES

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

- a. Staff Report PW007-19 submitted by the Manager of Public Works, re: Award of Tender – Reconstruction of King Street from Auburn Street to Mill Street, Angus.**

Resolution No: CW041-2019 Moved by: Smith Seconded by: Henderson

*Be it resolved that Staff Report PW007-19 be received; and
That Council does approve the tender from Ultimate Construction for the reconstruction of King Street from Auburn Street to Mill Street be accepted in the amount of \$1,334,901.00 (plus H.S.T.); and*

That Ainley & Associates Limited be authorized to arrange for the necessary work to be completed; and

That Ainley and Associates Limited be authorized to carry out inspection and contract administration for this project at a cost of \$81, 665.00.

----Carried----

8. FINANCE

- a. Security Reduction No. 2 – Brownley Meadows Phase 2 (Brookvalley Angus South) Subdivision

Resolution No: CW042-2019 Moved by: White Seconded by: Smith

Be it resolved that Council approve Security Reduction No. 2 relating to Brownley Meadows Subdivision (Brookvalley Angus South) - Phase 2, as recommended by the Township Engineer, as follows:

<i>Current Securities Held by Township</i>	<i>\$ 1,630,881.44</i>
<i>LESS AECOM's Recommended Reduction</i>	<i>(\$ 875,350.62)</i>
<i>Securities to be Retained</i>	<i>\$ 755,530.82</i>

and,

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

----Carried----

9. CLERKS / BY-LAW ENFORCEMENT / IT

- a. Correspondence – Resignation of the Administrative Assistant, Clerks Department.

Resolution No: CW043-2019 Moved by: Henderson Seconded by: Sander

*Be it resolved that the correspondence dated February 25, 2019 from Robin Reid, Administrative Assistant, Clerks Department, with regard to her resignation effective March 8, 2019 be received with regret; and
That the Clerk be authorized to commence recruitment.*

----Carried----

- b. Staff Report C012-19 submitted by the Deputy Clerk, re: Request for the Angus Men's Slo Pitch League to Host a Beer Garden at Angus Community Park.

Resolution No: CW044-2019 Moved by: Henderson Seconded by: White

*Be it resolved that Staff Report C012-19 be received; and
That Council does approve the request from the Angus Men's Slo Pitch League to host a Beer Garden on Friday June 7, 2019 between the hours of 6:00 p.m. to 11:00 p.m., Saturday June 8, 2019 between the hours of 11:00 a.m. to 11:00 p.m., and on Sunday June 9, 2019 between the hours of 11:00 a.m. to 4:00 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, as well as the necessary approvals being obtained from the Chief Building Official, the Fire Department, the Health Unit and the OPP.*

----Carried----

- c. **Staff Report C013-19 submitted by the Deputy Clerk, re: Grant Guidelines.**

Resolution No: CW045-2019 Moved by: Smith Seconded by: Sander

Be it resolved that Staff Report C013-19 be received; and That Council does approve Draft Policy A01-19 "Community Assistance Grants", as attached.

----Carried----

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

- a. **Staff Report CAO005-19 submitted by the Chief Administrative Officer, re: Proposed Schedule "C" Amendment to the Joint Use Agreement between the Simcoe County District School Board and the Township of Essa.**

Resolution No: CW046-2019 Moved by: Smith Seconded by: Henderson

Be it resolved that Staff Report CAO005-19 be received; and That Council does approve the proposed updates to the Schedule "C" Amendment of the Amending Joint Use Agreement with the Simcoe County District School Board.

----Carried----

- b. **Staff Report CAO006-19 submitted by the Chief Administrative Officer, re: Resident's Request for Signage to be Posted in Advance of All Railway Crossings in the Township.**

Council requested that an additional report be brought forward at a future meeting of Council to further clarify actual costs and the opportunity of cost-sharing for undertaking this initiative. Additionally, Council requested that the future report include signage for the Thornton-Cookstown Crossings.

Resolution No: CW047-2019 Moved by: White Seconded by: Henderson

Be it resolved that Staff Report CAO006-19 be received; and That a report be brought forward at a future meeting of Council.

----Carried----

11. **OTHER BUSINESS**

- a. **Request to Waive Room Rental Fee (Thornton Arena Meeting Room) - Good Friday Pancake Breakfast**

Council approved the request of the Thornton Lion's to waive the room rental fee for utilisation of the Thornton Arena Meeting Room for their Annual Good Friday Pancake Breakfast.

- b. **Request of Residents – John Prince Commemorative Plaque (Angus Arena)**

Council supported the request for a commemorative plaque "In Memory of John Prince" to be purchased and displayed in the access area of the Pro-Shop located at the Angus Arena.

c. **Media Release – Essa’s New Chief Administrative Officer, Colleen Healey-Dowdall.**

Council announced that Colleen Healey-Dowdall had been selected to fill the position of Chief Administrative Officer. They congratulated and wished her well in her new role with the Township of Essa.

12. ADJOURNMENT

Resolution No: CW048-2019 Moved by: Smith Seconded by: White

Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 7:26 p.m. to meet again on the 20th day of March, 2019 at 6:00 p.m.

----Carried----

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

**THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING
WEDNESDAY, MARCH 6, 2019**

MINUTES

A Regular Council meeting was held on Wednesday, March 6, 2019 in the Council Chambers of the Administration Centre, Township of Essa.

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

Staff in attendance: G. Murphy, Chief Administrative Officer
C. Healey, Manager of Planning and Development
D. Perreault, Manager of Public Works
L. Lehr, Clerk

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the meeting at 7:23 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None declared.

3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS

Resolution No: CR041-2019 Moved by: White Seconded by: Smith

*Be it resolved that the motions duly passed and approved at the Committee of the Whole meeting of this date be approved; and
That the minutes of the Special, Public, Committee of the Whole and Regular Council meetings held on the 20th day of February, 2019 be adopted as circulated.*

----Carried----

4. CONSENT AGENDA

Resolution No: CR042-2019 Moved by: Smith Seconded by: White

Be it resolved that the items listed in the Consent Agenda dated March 6th, 2019 be approved as presented, and that the necessary action be taken.

----Carried----

5. COMMITTEE REPORTS

a. Nottawasaga Police Services Board

Resolution No: CR043-2019 Moved by: Smith Seconded by: White

Be it resolved that the minutes of the Nottawasaga Police Services Board from their meeting of January 30, 2019 be received.

----Carried----

b. Accessibility Advisory Committee

Resolution No: CR044-2019 Moved by: White Seconded by: Sander

Be it resolved that the minutes of the Accessibility Advisory Committee from their meeting of February 4, 2019 be received.

----Carried----

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

a. Proclamation – Compassionate Communities Awareness Week (Flag Raising Ceremony to be held at the Administration Centre on Tuesday May 7, 2019 – 9:30 a.m.)

Resolution No: CR045-2019 Moved by: Sander Seconded by: Henderson

WHEREAS May 6-12, 2019 has been designated as National Hospice Palliative Care Awareness Week and is supported by Matthews House Hospice; and WHEREAS the week of May 6-12, 2019 focuses on living your life and living it well, right to the end. People are encouraged to learn more about Hospice Palliative Care and Advance Care Planning; and WHEREAS the Township of Essa recognizes the importance of awareness and education about the network of palliative care service within the community; NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby proclaims the week of May 6-12, 2019 as "Compassionate Communities Awareness Week," and encourages all citizens to participate by learning more about hospice palliative care and support in our area.

----Carried----

8. UNFINISHED BUSINESS

9. **BY-LAWS**

a. **By-law 2019-18**

Resolution No: CR046-2019 Moved by: Smith Seconded by: Henderson

Be it resolved that leave be granted to introduce By-law 2019-18, that being a By-law for the imposition of fees for Water and Sewer Service; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried----

10. **QUESTIONS**

11. **CLOSED SESSION**

Resolution No: CR047-2019 Moved by: Smith Seconded by: Henderson

Be it resolved that Council proceed to a Closed Session in order to address matters pertaining to litigation.

----Carried----

a. **Motion to Rise and Report from Closed Session Meeting of March 6, 2019.**

Resolution No: CR048-2019 Moved by: Sander Seconded by: White

Be it resolved that Council rise and report from the Closed Session Meeting at 7:30 p.m.

----Carried----

b. **LITIGATION**

Confidential Staff Report CAO007-19 submitted by the Chief Administrative Officer, re: Hadi Shahiriary; Fire Marque Inc. and the Township of Essa Litigation; Court File NO. CV-18-00138552.

Resolution No: CR049-2019 Moved by: Smith Seconded by: Henderson

Be it resolved that Confidential Staff Report CAO007-19 be received; and That the Chief Administrative Officer be authorized to proceed with Option No. 2 as identified in this Confidential Report.

----Carried----

12. CONFIRMATION BY-LAW

By-law 2019-19

Resolution No: CR050-2019 Moved by: Sander Seconded by: White

Be it resolved that leave be granted to introduce By-law 2019-19 that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 6th day of March, 2019; and that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried----

13. ADJOURNMENT

Resolution No: CR051-2019 Moved by: Smith Seconded by: Sander

Be it resolved that this meeting of the Council of the Township of Essa adjourn at 7:35 p.m. to meet again on the 20th day of March, 2019 following Committee of the Whole.

----Carried----

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

3. Minutes of the Preceding Regular Meeting: December 10, 2018

2019: 002 Moved: SM Seconded: JB Carried
THAT the Minutes of the December 10, 2018 Regular Meeting be approved as printed and circulated.

4. Business Arising from the December 10th Minutes.
Re. Item 9h Schedule C Amendment of the Amending Joint Use Agreement.

2019: 003 Moved: JH Seconded: CC Carried
THAT the Library Board approves updates to the Schedule C Amendment of the Amending Joint Use Agreement with Simcoe County District School Board as circulated and attached.

5. Communications:
Thank you note from Angus Farmers Market

6. Treasurer’s Report:
6.1 Reserve Funds for Thornton Branch upgrade: \$7,485.00.
6.2 2019 Draft Budget received by Essa Council on Jan 16th.
6.3 Budget Comparison to December 19, 2018.

2019: 004 Moved: SM Seconded: AM Carried
THAT the Treasurer’s Report be received as printed and circulated.

7. CEO’s Report, January 2019.

a. Libraries Unshushed: New Library Board members!
Best Training Resource: SOLS Governance Hub.

b. Strategic Plan:

Community Focal Point:

Variety of Holiday activities at each branch

Year-End Donation opportunity for Thornton Branch shelf upgrades

Destination to Imagine/Discover/Connect:

More book clubs for adults emerge

Community One Read for 2019 being planned for 2019 Essalicious

Art workshops roll out at Thornton Branch

Summer Art Event at Thornton Branch being planned

Successful Children & Youth:

Story Dogs fully booked

Thornton Page Turners: Youth Book Club continues

Homeschool support; Special Needs support; French programs

RBC Future Launch: Unleash your Future Grant for teens Kick off
Event on Wednesday, February 13th at 1pm.

Meaningful Customer Service:

Customer Needs – Space assessment at Thornton Branch
 Space for Senior's to learn and connect
 Thornton Branch Interac pending 2019 budget approval

b. Library Report (A. Wishart): December 2018

c. Facility & Furnishings

Thornton Branch: Donation campaign to update shelving extends to 2020.
 Fire Services to resurface parking area in the spring.
 Angus Branch: Bike racks expected in the spring. Some furniture will need updating in 2019 due to wear and tear.

d. Personnel, Meetings & Training:

- COMPASS meetings (MLS, CCFE)
- Public Service Representative Contract for 14 hours filled
- Three staff members attend the OLA Conference, Jan 30-Feb 1.

e. Grants & Donations:

- Service Ontario Grant: to Apply (CEO)
- 2019 Adjala-Tosorontio Contract Grant & Invoice submitted.
- RBC Youth Futures: \$45,000.00 (MLS)
- New Horizons for Seniors: Applied (MLS)
- Canada Summer Jobs: Applied (CEO)
- Registered Charity Status to be renewed for 2019 (CEO)

f. Technology:

- Mobile Circulation to improve through Hub activation
- Interac planning for Thornton Branch
- Computer replacements for 2019 being identified. One staff laptop acquired in January.

g. Joint-Use Agreement:

Appendix C of the Joint Use Amendment received for approvals.
 Working Committee Meeting minutes of November 21, 2018 attached (i)
 Working Committee Meeting minutes of December 19, 2018 circulated (ii)
 Next meeting scheduled for March.

h. Community @ Thornton:

Essa Historical Society, Taking Off Pounds Sensibly, Thornton Women's Institute,
 Community @ Angus:

Accessibility Committee, Angus & Area Chamber of Commerce, Multicultural support, Next Step Literacy, South Simcoe Arts Displays, private tutoring & homeschool destinations.

i. Outreach & Marketing:

EarlyOn programs on campus (CCFE), RBC Future Launch Grant execution including FOCUS and NPSS (MLS). Base Borden newspaper Community Events.

2019: 005 Moved: AM Seconded: JH Carried
THAT the CEO's Report be received as printed and circulated.

7. SOLS Liaison Report (C. Cryer):
 There is great online training for Trustees on the Southern Ontario Library Services website within the Governance Hub.

9. Committee Items & EPL Policy Summary sheet.

9.1 Finance Committee (Chairperson: S. Malick):
 Waiting for Budget Approvals.

9.2 Planning and Policy Committee (Chairperson: C. Cryer)

9.2.1 Health and Safety Policy update for H&S007 Working Alone Policy

2019: 006 Moved: JH Seconded: JB Carried
THAT the Library Board approves updates to EPL H&S007 Working Alone Policy as circulated and attached.

9.2.2 Health and Safety Policy update for H&S014 Employee Incident Reporting and Investigation Policy.

2019: 007 Moved: JH Seconded: JB Carried
THAT the Library Board approves updates to EPL H&S014 Employee Incident Reporting and Investigation Policy as circulated and attached.

9.3 Personnel Committee (Chairperson: J. Hunter)

9.3.1 Human Resource update for HR008 Organizational Chart.

2019: 008 Moved: JH Seconded: SM Carried
THAT the Library Board approves updates to EPL HR008 Organizational Chart with updated job titles as circulated and attached.

9.3.2 Human Resource update for Organizational Chart Detail.

2019: 009 Moved: JH Seconded: SM Carried
THAT the Library Board receives the detailed Organizational Chart including employee names and workflows as circulated and attached.

10. Other Business:

Thornton Public Library historical documents from 1937 – 1967 to be shared with Essa Historical Society and transferred to Simcoe County Archives for preservation.


11. Next Meeting: Monday, February 25, 2019, 7:00 pm, Angus Branch.

12. Adjournment

2019: 010 Moved: JH
THAT the Meeting be adjourned at 8pm.

Carried

APPROVED: March 4th, 2019



Derek McKeever, Chairperson



Laura Wark, CEO/Secretary-Treasurer

Essa Public Library Report: January 2019

IMAGINE DISCOVER CONNECT

Outcome Measurements

We presented the Adult Movie Night showing of "Mama Mia: Here we go again" with an amazing ice-cream cake, courtesy of Angus Dairy Queen.

The movie with all its sing-a-long ABBA songs was enjoyed by all.



Book club members at Angus Branch commented on the great selection and that they love walking up and down the aisles of books. One remarked, *"All the books look like candy."*

An Interlibrary Loan requester was pleased we were able to find a specific sports game for a PS3 system. His mom said, *"Thank you so much. You made a young man very happy!"*

A patron who attended the Winter Break movie, Hotel Transylvania 3 shared her thoughts with staff. She said she was seriously impressed with the movie set-up, the popcorn, ice-cream cake, the audience and the entire organization of the event. She and her family really enjoyed the event, saying it was *"just awesome"*.

More movie love...

"This is great for kids. Wish they were shown every week."

Tweet from a patron:

"EssaLibrary has a great 'New Books' shelf - I found a few gems I never would have thought to search for!"

Adults

Angus -Book Clubs: 7

Thornton -Book Clubs:
14

Angus - Artists'
Displays: 1

Angus - Tech Tutor: 1

Thornton - Tech Tutor:
1

Angus - Language
Conversation Circle: 15

Angus - Hobby Circle: 5

Angus - Adult Movie
Night (Mamma Mia 2):
7



Angus - Language
Conversation Circle: 6

Angus - Hobby Circle:
11

Teens & 'tweens

Angus - Tween Area:
18

Angus - Teen Central
after school groups:
30

Other

Angus & Thornton-
Homebound delivery:
offered

Exams: 4

Angus - MakerSpace:
7

Thornton - Maker
Space: offered

Library Branches
closed: January 1,
New Year's Day

Kids

Angus - JUMP Club: 27

Angus - Wiggles & Giggles
Storytime: 70

Angus - Storytime: 53

Thornton - Stay, Play &
Learn: 38

Angus - French Storytime
L'heure du Conte: 2

Angus - Storydogs'
sessions: 27

Thornton - Storydogs'
sessions: 9

Angus - Build with Lego: 9

Angus - Winter Break
Programs:
Movie-Hotel Transylvania III
(English): 46

Movie-Hotel Transylvania III
(French): 18

Board Games: 13

Thornton - Winter Break
Program:

Builder Challenge: 5

Angus - PA Day program:

Movie-Minions (English): 23

Movie-Minions (French): 2

Circulation Totals and Analysis

CIRCULATION	Jan. 2018	Jan. 2019	YTD 2019
Angus Branch	10,445	9,258	9,258
Thornton Branch	1,829	1,366	1,366
Angus Branch Computer Use	532	587	587
Thornton Branch Computer Use	55	44	44
Angus Branch Wireless Use	745	1,364	1,364
Thornton Branch Wireless Use	249	349	349
eAudio & eBooks	797	691	691
TOTALS:	14,652	13,659	13,659

Circulation Analysis	Jan. 2018	Jan. 2019	YTD 2019
Print	5,389	4,738	4,738
Non-Print	6,658	5,736	5,736
Computer Use/Internet/Wireless	1,581	2,344	2,344
eAudio Books	173	238	238
eBooks	624	453	453
Interlibrary Loan: Borrowed	135	121	121
Interlibrary Loan: Lent	92	29	29

Materials Used In-Library	Jan. 2019	YTD 2019
Angus Branch	265	265
Thornton Branch	88	88

Online Resources & New Members

Online Resources	Jan. 2018	Jan. 2019	YTD 2019
Library Website	3,204	3,763	3,763
Britannica Online	3	27	27

New e-resources to be featured in the February 2019 Library Report

New Members	Jan. 2018	Jan. 2019	YTD 2019
Angus Branch	78	76	76
Thornton Branch	2	6	6

Library Highlights



New emerging reader system

Our level readers collection is changing to a unique classification system for emerging readers. Karly created the "Seed to Acorn" system, soon available in six levels.

These books are classified with a "Read, grow, know" sticker and progress through
 "Seed>Sprout>Seedling>Branch>
 Tree>Acorn"

This will give our young readers a sense of accomplishment as they grow through the levels.

Library Report by
 Angie Wishart, 2019

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THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW NO. 2019 – 20

Being a By-law to appoint Colleen Healey-Dowdall as Chief Administrative Officer for the Township of Essa.

WHEREAS Section 229 of the *Municipal Act*, 2001, S.O. 2001, c. M25, provides that the Council of a Municipality may appoint a Chief Administrative Officer; and

WHEREAS Council of the Corporation of the Township of Essa deems it expedient to appoint a Chief Administrative Officer due to the impending retirement of Greg Murphy, effective March 31, 2019;

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

1. That Colleen Healey-Dowdall be and is hereby appointed Chief Administrative Officer, and hereinafter is referred to as the "C.A.O.", until such time that she is no longer employed by the Corporation of the Township of Essa.
2. That, in addition to the statutory duties to be carried out, the CAO, subject to procedural, organizational and other requirements of Council, shall:
 - a) Advise Council on all matters and questions affecting the Corporation;
 - b) Be responsible to Council for administering the business affairs of the Corporation in accordance with the policies and plan established and approved by Council; and
 - c) Perform such duties as outlined in the Job Description attached as Schedule "A", in addition to such duties that are lawfully assigned pursuant to Schedule "B" as attached, and other duties which may be assigned by Council from time to time.
3. That Colleen Healey-Dowdall shall be paid such salary or other remuneration as Council shall from time to time determine.
4. That By-law 2003-37 be and is hereby repealed effective March 31, 2019.
5. That this By-law shall come into force and effect immediately upon the passing thereof.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 20th day of March, 2019.

Sandie Macdonald, Mayor

25 Lisa Lehr, Clerk

THE CORPORATION OF THE TOWNSHIP OF ESSA



POSITION DESCRIPTION

CHIEF ADMINISTRATIVE OFFICER (CAO)

POSITION: Chief Administrative Officer

DEPARTMENTS: Lead, coordinate, manage and oversee the work of all municipal departments

REPORTS TO: Council

POSITION DETAILS:

Position Status: Full Time
Pay Method: Salary
Normal Work Week: 35 hours
Overtime Status: unpaid, 5 days off in lieu of overtime; plus 2 floater days if attends at least 75% of Council meetings

PURPOSE and SCOPE:

The CAO, as the most senior staff position, reports directly to Council and is responsible for managing all aspects of the municipal business, including effective planning, administration and operation and ensuring all legal requirements are met.

The CAO is responsible for leadership and general management of the Corporation, acting as key advisor and liaison to Council. As the senior appointed official, the major responsibilities include overseeing and coordinating the day-to-day administration of the Township, attending Council/Committee meetings and making policy, service level, and long-range/strategic/business planning recommendations; communicating and facilitating the implementation of Council decisions. Directly administers the Human Resources service area. Represents the Township with external agencies and on behalf of Council as required; monitors the activities of local Boards/Agencies, the County, and service partners of the Corporation. Oversees and monitors legislative compliance and sound fiscal management of the Corporation; fosters an environment of positive public relations, both internally and externally such that the public respects and has confidence in the administration of the business of the Township of Essa; acting as an ambassador within the local and larger municipal community and championing the programs/policies of Council.

SPECIFIC DUTIES:

1. Coordinates and directs the Management Team and Department Heads in the efficient administration of the municipality in accordance with the policies and plans approved and established by the Council.
2. Provides advice and opinion to Council on policy/program plans, service levels, legislative, corporate and general governance matters, and sensitive/controversial issues; makes recommendations to Council attends Council/Committee and other/related meetings; communicates, champions and coordinates/directs the implementation of Council

TOWNSHIP OF ESSA – POSITION DESCRIPTION
Chief Administrative Officer
Page 2

decisions/directives; provides day-to-day advice/support to the Mayor and Members of Council in their governance roles.

3. Develops a process for maintaining long term corporate development plans, including financial implications and ensures that such plans are developed, approved, implemented and reviewed on a regular basis.
4. Establishes and is the Chair of Senior Management Team of Department Heads for corporate purposes, including strategic and operational planning meetings.
5. Coordinates and directs the implementation of the approved policies and programs of Council and deals with any matter, including complaints from citizens arising there from, in accordance with the policies of Council, without further reference to Council subject to regularly reporting to Council upon actions taken.
6. Reviews regularly the municipality's organization and departmental structure, in conjunction with Department Heads and recommends any changes that would improve the effectiveness, efficiency or economy of the structure.
7. Assess future staffing needs, and reviews and recommends complement amendments and organizational structure changes within the authority granted by Council.
8. Directly supervises staff of the Office of the CAO, including all Department Heads. Responsible for all aspects of Human Resources service areas, and oversees the effective supervision of all the other staff within the Corporation including staff development, performance management/review, coaching/mentoring, and health and safety within the parameters established by Council. Approves recruitment for all positions and recommends to Council the appointment of all full time staff. Appoints, promotes, demotes, suspends or dismisses staff, subject to the provisions of any personnel policies adopted by Council applicable to the employees of the Township. Has the authority to make changes to position descriptions within the organization for housekeeping, improved efficiencies, legislative compliance or service delivery purposes.
9. Coordinates, primarily through Department Heads, the compilation, consideration and presentation to Council of recommendations of Department Heads arising from departmental operations, and comments thereon as appropriate and, with the advice and assistance of the Department Heads, proposes by-laws and resolutions to give effect to such recommendations as are adopted by Council.
10. Directs the codification of the policies and procedures of Council and its Committees and Departments.
11. Ensures the implementation of and oversees and monitors programs//practices that assure the integrity, security and on-going maintenance/rehabilitation of Township assets, infrastructure/buildings and other physical/financial resources; and regularly reports to Council on same; oversees the development of long-range infrastructure planning.
12. Ensures that information and reports requested by Council or that could be of assistance to Council are obtained and submitted to Council in a timely fashion.
13. Directs and controls all employees of the Corporation including such officials as are appointed by statute in respect to their duties and responsibilities and, in particular:

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TOWNSHIP OF ESSA – POSITION DESCRIPTION

Chief Administrative Officer

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- a) Recommends to Council the appointment, employment, suspension or dismissal of Department Heads; and,
 - b) Directly appoints, employs, suspends or dismisses all other employees within the Corporation in conjunction with Department Heads in accordance with the procedures approved by Council.
 - c) Ensures that Health and Safety is a priority within the municipality and that all requirements under the Occupational Health and Safety Act are met. Ensures that all senior management staff are evaluated on safety issues. Reviews minutes of safety meetings and ensures that issues are dealt with in an appropriate manner.
14. Recommends to Council with respect to the pay, fringe benefits and working conditions of all employees and coordinates and directs Department Heads in the efficient administration of the approved Council agreements and policies relating to same.
 15. Directs and oversees the exercise of budget preparation and a general financial control of all departments with the assistance of the Treasurer.
 16. Represents the municipality in assigned matters involving the Federal and Provincial Governments, issues respecting the County of Simcoe, and other intergovernmental affairs.
 17. Responds to inquiries from and/or liaises with elected officials, internal departments, the development and business communities, other governments/agencies, residents, citizens' and special interest groups, the media, etc. on corporate initiatives, business/development proposals, Council activities/decisions, and other business of the Corporation; monitors and follows-up on complaints received, directing/taking remedial action where necessary.
 18. Monitors activities and agreements with Local Boards/Agencies, Simcoe County and service partners affiliated with the Township to promote and protect the Township's financial and other interests in these organizations; undertakes representative and/or inter-board/agency relations activities to foster cooperative working relationships; apprises Council of pertinent issues and strategies to address.
 19. Ensures the Township's compliance with applicable Provincial legislation/regulations and Township by-laws and policies. Oversees, monitors and provides direction in the preparation of the Township's position on major or sensitive/controversial litigation, arbitrations, mediations, Ontario Municipal Board, Provincial Court and other tribunals/hearings; consults with appropriate internal/external resources; keeps Council apprised of status and progress.
 20. Attends all meetings of Council. Attends meetings of Committees of the Corporation and other events as required.
 21. Makes recommendations on the hiring of consultants to assist with/undertake major corporate projects/studies, as required; monitors their work and administers/oversees the administration of the agreements in accordance with Township policies/procedures.
 22. Undertakes special projects and performs other duties as assigned, in accordance with corporate objectives and Council direction.
 23. Oversees the development of Key Performance Indicators (KPI) across the organization and communicating KPI to Council, staff and the public.
 24. Initiates and assists in the development and implementation of Council's strategic plan, to be used as the guiding document for municipal operations.

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TOWNSHIP OF ESSA – POSITION DESCRIPTION
Chief Administrative Officer
Page 4

- 25. Collaborating with the Manager of Planning and Development and/or other Leaders, the CAO shall promote economic growth opportunities in the Municipality.
- 26. Carries out and performs such other duties and responsibilities assigned by Council or exercises any power from time to time lawfully granted by Council, or as set out in the Municipal Act, as may be amended from time to time.

HEALTH AND SAFETY:

Health and safety responsibilities include the following:

- Complies with all responsibilities as outlined in the Corporate Health and Safety Policy, and the Occupational Health and Safety Act (OHSA);
- Ensures accountability and compliance with Corporate Health and Safety Policy and the OHSA for all Department Heads, Managers, Supervisors, Assistant Supervisors and staff;
- Takes corrective actions as necessary to ensure compliance with the Health and Safety rules.

HUMAN RESOURCES:

- Responsible for all full time and part time employees and all aspects of Human Resources. Provides leadership and motivation for work performance – develops policies re: all aspects.
- Directly supervises all Department Heads, Managers and Parks and Recreation Supervisors, plus the Executive Assistant.
- Conducts annual performance reviews for Senior Management in accordance with the methodology approved by Council and the CAO shall be subject to an annual performance review by Council or a Committee appointed by Council.

FINANCIAL RESOURCES

- Ultimate responsibility for all aspects of municipality including financial business (Treasurer performs function – reports to CAO); responsible for ensuring that the Treasurer has the tools to perform the function.
- Oversees the preparation of and recommends, in collaboration with the Treasurer, annual operating and capital budgets and longer-range financial forecasts for the Corporation; monitors the administration of the approved budget including authorization of expenditures in accordance with Township policy.
- Oversees the Township's Asset Management and Five (5) Year Capital Forecast plans for presentation to Council each year for consideration.

MATERIAL RESOURCES

- All types of information, business tools – computer, phones; confidentiality critical to position – provides and receives closed session information.

SKILL & EFFORT - Knowledge

- University degree in a relevant professional discipline accompanied by post-graduate studies in Business and/or Public Administration and Management studies is preferred.
- Significant executive experience (minimum 5 to 10 years) in a corporate portfolio including municipal experience in a high-growth environment, extensive experience working with elected officials and

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TOWNSHIP OF ESSA – POSITION DESCRIPTION
Chief Administrative Officer
Page 5

- general management experience is preferred.
- Excellent conceptual, interpersonal, general/project management, analytical, communication, presentation, problem-solving, facilitation, negotiation, and staff leadership and supervisory skills.
 - Ability to think and act strategically and appropriately in a political and community service environment; to build strong and enthusiastic staff teams and external alliances/partnerships; to align departmental programs/services with corporate goals/objectives; and to foster a positive, productive, and healthy/safe work environment that is committed to service excellence.
 - Thorough working knowledge of Municipal and Employer-related legislation/regulations and contemporary issues, municipal government organizations and structures, municipal operations, municipal financial and reporting processes, employee/labour relations principles, contract administration, and contemporary leadership and management practices.
 - Computer literacy and knowledge of technology and its uses/opportunities in a municipal environment.
 - Class G Driver's License, in good standing and reliable vehicle to use on corporate business.
 - Availability to attend evening and/or weekend meetings or other events as required.
 - Managerial and administrative skills to plan, direct, supervise and coordinate the functions of the CAO's office.
 - Analytical skills to initiate and execute programs, to identify and resolve problems and to formulate policies and procedures relevant to same.
 - Negotiating skills to resolve organizational and inter-departmental conflicts.
 - Excellent verbal and written communication skills to prepare reports, make presentations to Council and Committees, and to coordinate policy advice to present sound, practical recommendations to Council.
 - Strong supervisory and administrative skills.
 - Good understanding of and ability to interpret policies, regulations, acts and guidelines.

SKILL & EFFORT - Physical

- Leadership, business management, people skills, facilitation/coordination/communication.
- Large volume of work, sensory requirements – listening skills, attends all meetings of Council, Committees, staff – busy schedule creates physical fatigue.
- Good physical condition required to conduct inspections.

DECISION MAKING AND JUDGEMENT:

- Work is performed under the direction of Council
- Responsible for all high level decision making – responsible for unusual problems, high degree of independent action available, full authority for resolving problems.

Judgement is Exercised In:

- Monitoring Township projects when required to ensure that acceptable standards of quality and efficiency are being met.
- Supervising direct reporting employees, implementing appropriate training and development programs and evaluating performance of subordinates.
- To resolve staffing and operational conflicts.
- Deciding actions necessary to deal with complaints, requests from Departments and any other situation which may arise.

INTERPERSONAL SKILLS

Internal

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TOWNSHIP OF ESSA – POSITION DESCRIPTION
Chief Administrative Officer
Page 6

- All levels of staff, Council, consultants.
- Interpersonal skills required to clarify facts, give information, respond to issues and to monitor and motivate subordinates.

External

- Public (re inquiries, complaints, comments), press, consultants, government agencies. Will deal with various levels and groups of people and government officials.

WORKING CONDITIONS

Physical Environment (nature of physical environment, exposure to hazards/risk of injury):

- Works in an office environment approximately 95% of regular work week.
- May be required to travel to work sites in order to monitor the progress of projects, and may be exposed to inclement weather conditions.
- Out of office meetings, driving, after hours social functions.

Mental Environment (frequency of interruptions, contact with public, deadlines, control of work schedule):

- Mental effort required to analyze information to interpret trends of results. A high degree of accuracy and concentration is required.
- Many interruptions, constant contact with public, constant deadlines.
- Contact with the public can include conflict and verbal abuse.
- Occasionally deals with evening and weekend emergencies.
- Attends all meetings of Council and Committees which convene outside of normal working hours.

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Township of Essa reserves the right to amend this position description at any time provided that such changes do not represent a substantial change in the purpose or nature of the position.

Revised: January 2019

ACKNOWLEDGEMENT:

I hereby acknowledge and confirm that the above duties and responsibilities are generally the main duties and responsibilities that are performed in this position and that I shall comply with these requirements.

Signature:

Print name

Date: _____

APPROVED by Council Resolution # _____

Mayor

BY-LAW 2019-20**SCHEDULE "B"**

The duties and responsibilities of the Chief Administrative Officer (hereinafter referred to as the CAO) shall be as follows:

1. To administer the business affairs of the corporation in accordance with the policies established and approved by Council.
2. To coordinate and direct the preparation of plans and programmes to be submitted with suitable alternatives to the Council for the improvement of civic properties, facilities and services.
3. to coordinate and direct the implementation of the policies approved by Council;
4. To direct the codification of the policies of the Council and to ensure that information and reports that are requested by the Council, or that in the CAO's opinion, could be of assistance to the Council, are obtained or prepared and submitted to the Council;
5. To review the Municipality's organization and departmental structure regularly and recommend any changes that would, in his or her opinion, improve the effectiveness or the efficiency of the structure.
6. To coordinate the compilation, consideration, preparation and presentation to the Council for adoption of recommendations of the Department Heads, arising from departmental operations and to comment thereon as appropriate and, with the advice and assistance of the department Heads, propose by-laws and resolutions to give effect to such recommendations as are adopted by Council.

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2019 – 21

A By-law to expand the Boundaries of the Angus Business Improvement Area (BIA) established by By-law 2007-30.

WHEREAS Section 209 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, authorizes a municipality to alter the boundaries of an improvement area and the Board of Management for that improvement area is continued as the Board of Management for the altered area; and

WHEREAS Council of the Township enacted By-law 2007-30 on the 16th day of May, 2007 for the purposes of establishing the boundaries of the Angus Business Improvement Area; and

WHEREAS the growth of the commercial sector in Angus has increased beyond the boundaries established by the above mentioned By-law so that Council has determined that the BIA should be expanded to include a larger commercial area for the betterment of the community; and

WHEREAS Notice was mailed on January 9, 2019 to the Angus BIA Board of Management, the current BIA membership, and the owners of the properties proposed to be included in the boundary expansion, in accordance with the *Municipal Act, 2001*, which Notice outlined the intention of Council to pass this By-law specific to the expansion of the boundary of the Angus Business Improvement Area and was sent by prepaid mail to every person owning land for the purpose of or in connection with any business in the designated area who was shown on the last revised assessment roll of the Township as being assessed for business assessment within the meaning of the *Assessment Act*; and

WHEREAS a Public Meeting was held on March 6, 2019, allowing an opportunity for objections to be received relating to the expansion of the Angus BIA boundary; and

WHEREAS no sufficiently signed petition objecting to the passing of the By-law has been received within the time limit to prohibit the passing of the By-law;

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

1. That Schedule "A" to By-law 2007-30 be deleted and replaced with Schedule "A" attached hereto, that being the area of lands designated as an improvement area within the meaning of Section 204 of the *Municipal Act*, as amended, of which includes the expanded area.

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2. That a Board of Management entrusted with the improvement, beautification and maintenance of public lands, buildings and structures in the improvement area, and for the promotion of the area as a business area be continued as the Board of Management for the altered area;
3. That the provisions contained in Sections 1, 2, above shall come into force and effect upon passing of this By-law.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 20th day of March, 2019.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

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THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2019 – 22

A By-law to provide for the establishment and imposition of Fees and Charges for services provided by the Township of Essa (Amends Schedule “A” By-law 2013 – 28).

WHEREAS Section 11 (1) of the *Municipal Act*, 2001, S.O. 2001, c.M.25, as amended, provides that municipalities may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4); and

WHEREAS Section 391(1) of the *Municipal Act 2001*, S.O. 2001, c.M.25, as amended, provides that municipalities may pass By-laws imposing fees or charges on any class of persons:

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- c) for the use of its property including property under its control; and,

WHEREAS Section 69(1) the *Planning Act* allows a municipality to pass a by-law to establish fees for the processing of applications made in respect of planning matters, in which, the fee shall be designed to meet only the anticipated cost to the municipality; and

WHEREAS a Public Meeting was held on March 6, 2019 to allow the public the opportunity to address Council and provide comments regarding the proposed changes to By-law 2013-28; and

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

1. That Schedule “A” of By-law 2013-28 be and is hereby amended to reflect the fees contained in Schedule “1” of this By-law.
2. That this By-law shall come into full force and effect upon the final passing thereof.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 20th day of March, 2019.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

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By-law 2019-22 – Schedule “1”

A By-law to amend Schedule “A” of By-law 2013-28

PLANNING FEES			
	Application Fee	Legal/Engineering Deposit	Total
Committee of Adjustment			
Consent			\$2,000.00
Minor variance			\$750.00
Letters			
compliance form - standard			\$50.00
compliance form - rush, 1 day			\$80.00
compliance with Subdivision Agreement or Site Plan			\$50.00
Commercial License Compliance Letter	\$50.00		\$50.00
Zoning Information Letters	\$50.00		\$50.00
Official Plan, Zoning, Subdivision Agreement & Site Plan			
Official Plan Amendment (Minor)	\$1,500.00		\$1,500.00
Official Plan Amendment (Major)	\$3,000.00		\$3,000.00
Site Plan Amendments (Minor)	\$200.00		\$200.00
Site Plan Amendments (Major)	\$2,000.00	\$2,000.00	\$4,000.00
Subdivision/Condominium Applications	\$5,000.00	\$10,000.00	\$15,000.00
Subdivision Redline Revisions / Extensions	\$2,000.00	\$2,000.00	\$4,000.00
Official Plan, Zoning, Subdivision Agreement & Site Plan - Continued			
Zoning By-law Amendment - Minor	\$1,500.00		\$1,500.00
Zoning By-Law Amendment/Temporary Use By-law Same requirements for either a Temporary Use By-law and/or a Zoning (major) change	\$3,000.00		\$3,000.00

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By-law 2019-17 – Schedule “A”

A By-law to amend Schedule “1” of By-law 2013-28

BUILDING FEES			
1. Minimum Permit Fee (Unless otherwise designated by Flat Rates)			
	1.1	Group C – Residential, Housing, etc.	\$100.00
	1.2	All Other Projects	\$100.00
5. Group C, Residential Uses			
	5.1	New, Additions, Houses	1.10 ft ²
	5.2	Attached Garage	.40 ft ²
	5.5	Accessory Structures < 600 ft ²	.40 ft ²
	5.6	Accessory Structures >600 ft ²	.40 ft ²
6. Group D, Business and Personal Service Uses			
	6.1	New, Additions	.80 ft ²
7. Group E, Mercantile Uses			
	7.1	New, Additions	.80 ft ²
8. Group F, Industrial Uses			
	8.1	New, Additions	.60 ft ²
11. Additional Fees for Private Sewage Systems			
	11.1	Septic System Installation	\$500.00 flat rate
14. Enforcement Services			
	14.2	Re-inspection of Defective or Incomplete Work (Maintenance)	\$100.00 flat rate
15. Special Services			
	15.8	Demolition-Not Requiring Engineer	\$100.00
	15.9	Demolition-Requiring Engineer Review	\$100.00
16. Designated Structures – 1% less value unless otherwise stated			
	16.5	Solar Collector	\$300.00 flat fee

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2019 - 23

Being a By-law to amend the Township's Zoning By-Law, By-law No. 2003-50, as amended, affecting property at East Part Lot 31, Concession 4 (Briarwood).

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 which are consistent with planning policy of the day and the Township's Official Plan; and

WHEREAS the Council of the Corporation of the Township of Essa has considered all comments and deems it appropriate to further amend By-law No. 2003-50 of the Township of Essa, as it relates to East Part of Lot 31, Concession 4, to reduce rear yard setbacks and increase lot coverage on certain lots.

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

- 1. That Schedule "B" to By-law 2003-50 is hereby amended by zoning lands shown on Schedule "1" attached hereto, from Residential, Low Density, Detached (R1-28) Zone to Residential, Low Density, Detached (R1-39) Zone to increase lot coverage to 45%; and to rezone lands from Residential, Low Density, Detached (R1-28) Zone to Residential, Low Density, Detached (R1-40) Zone to permit for unenclosed decks, deck steps and stair projections into rear yards.
- 2. That Section 9.4, Special Provisions of the Residential, Low Density, Detached (R1) Zone, be amended as follows:

9.4.39 R1-39: Part Lot 31, Concession 4 (Briarwood)

Notwithstanding any provisions of By-law 2003-50 as amended, to the contrary, on those lands zoned "R1-39", as shown on Schedule "1" of this By-law, the following provisions shall apply:

Dimension Type		Standard
Minimum Lot Frontage		
	Interior Lot/ Corner	12 m / 15 m
Minimum Lot Area		
	Interior Lot/ Corner	400 m ² / 500 m ²
Minimum Rear Yard		7 m
Minimum Interior Side Yard		1.2 m may be reduced to 0.6 m where the abutting lot contains a setback of 1.2 m provided that there is no fencing constructed between the lots
Minimum Exterior Side Yard		4.5 m

Maximum Lot Coverage	45%
Unenclosed Rear Decks Projection – Rear Yard	3.5 m excluded from lot coverage
Rear Deck Steps Projection – Rear Yard	1 m excluded from lot coverage
Exterior Stair Projection – Rear Yard (Walk-up Bsmt)	1.8 m

3. That Section 9.4, Special Provisions of the Residential, Low Density, Detached (R1) Zone, be amended as follows:

9.4.40 R1-40: Part Lot 31, Concession 4 (Briarwood)

Notwithstanding any provisions of By-law 2003-50 as amended, to the contrary, on those lands zoned "R1-40", as shown on Schedule "1" of this By-law, the following provisions shall apply:

Dimension Type		Standard
Minimum Lot Frontage		
	Interior Lot/ Corner	12 m / 15 m
Minimum Lot Area		
	Interior Lot/ Corner	400 m ² / 500 m ²
Minimum Rear Yard		7 m
Minimum Interior Side Yard		1.2 m may be reduced to 0.6 m where the abutting lot contains a setback of 1.2 m provided that there is no fencing constructed between the lots
Minimum Exterior Side Yard		4.5 m
Maximum Lot Coverage		40%
Unenclosed Rear Decks Projection – Rear Yard		3.5 m excluded from lot coverage
Rear Deck Steps Projection – Rear Yard		1 m excluded from lot coverage
Exterior Stair Projection – Rear Yard (Walk-up Bsmt)		1.8 m

4. That this By-law shall come into force and take effect on the date of passing thereof and subject to the provisions of the Planning Act, R.S.O., 1990, as amended.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this 20th day of March, 2019.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

ad

SCHEDULE 1

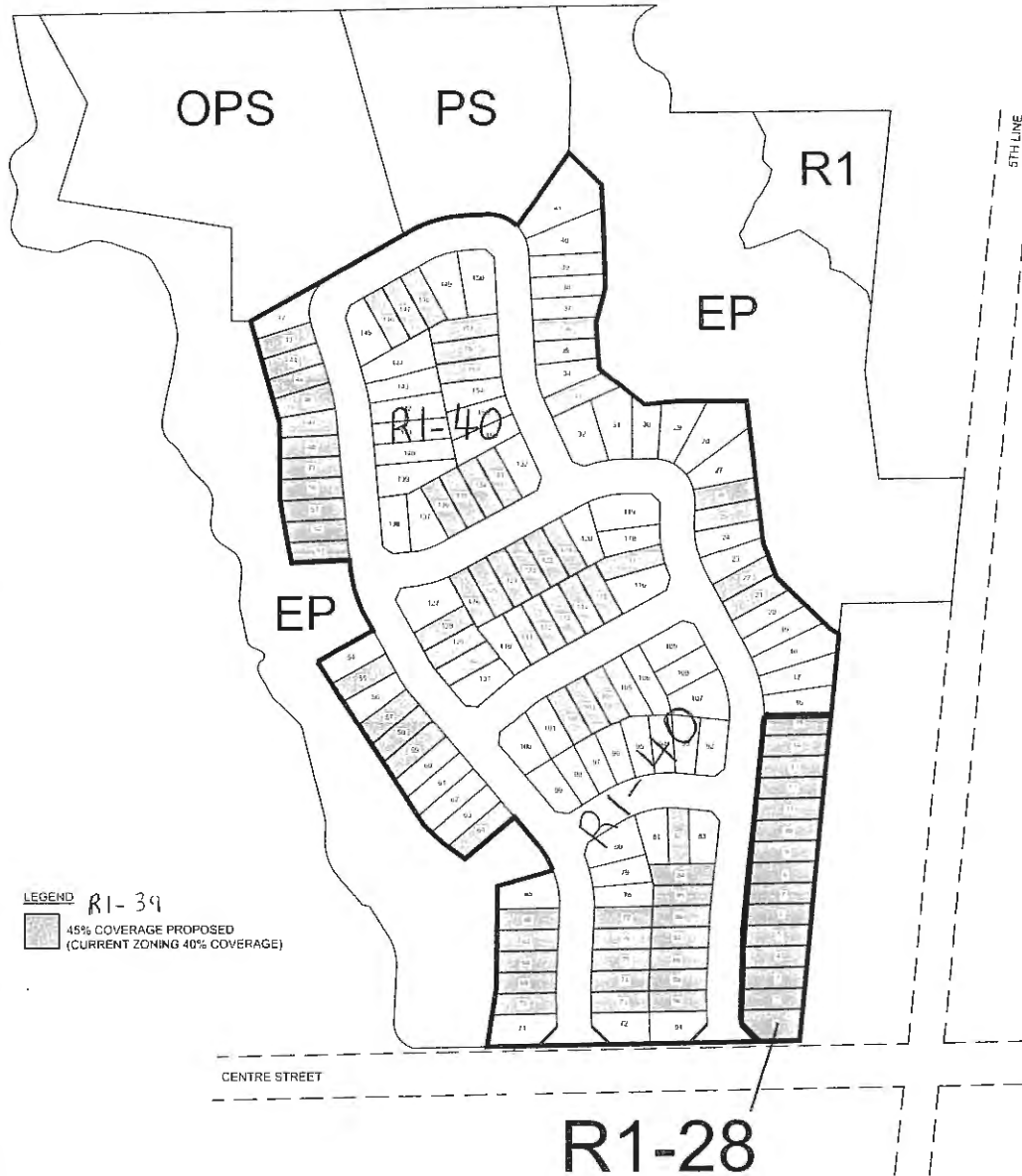


TABLE 1-A

PERMISSIBLE ENCROACHMENTS	CURRENT ZONING	PROPOSED ZONING	REF. NO.	NOTE:
Unenclosed Deck	3.5 M*	3.5 M*	1	IN ADDITION TO THE PROPOSED SCHEDULE ABOVE, TABLE 1-A OUTLINES THE ZONING RELIEF REQUIRED FOR ALL LOTS.
Unenclosed Deck Step Projection into Rear Yard (Beyond Deck)	N/A	1.0 M*	2	
Exterior Stair Projection into Rear Yard (Walk-Up Basement)	N/A	1.8 M	3	

SCHEDULE 1 & TABLE 1-A
NTS

FOR DISCUSSION ONLY

CLIENT: BRIARWOOD HOMES		
PROJECT #: 2018-09	DATE ISSUED: DEC. 14, 2018	JURISDICTION: TOWN OF ESSA (ANGUS)

Cassidy + Company
Residential Design Consultants

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THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2019 – 24

A By-law of the Corporation of the Township of Essa to authorize the Mayor and Clerk to enter into an Agreement with the Town of Innisfil, to provide fire protection services to an area of land in the Town of Innisfil.

WHEREAS Section 20 of the *Municipal Act*, S.O. 2001, c. 25, as amended, authorizes a municipality to enter into an agreement with one or more municipalities to jointly provide for their joint benefit any matter which all of them have the power to provide within their own boundaries; and

WHEREAS the Corporation of the Township of Essa and the Corporation of the Town of Innisfil intend to enter into an Agreement whereby the Township of Essa will provide fire protection services to an area of land within the Town of Innisfil; and

WHEREAS the term of previous Agreement expired on November 30, 2018; and

WHEREAS Council of the Corporation of the Township of Essa deems it expedient to renew the terms of the Agreement, of which will expire on November 30, 2019;

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

1. That the Mayor and the Clerk are hereby authorized and directed to execute the Agreement between the Corporation of the Township of Essa and the Corporation of the Town of Innisfil for providing firefighting services to an area of land within the Town of Innisfil.
2. That Schedule "A" attached hereto, being the Agreement, forms part of this By-law.
3. That this By-law shall come into force and take effect immediately upon passage thereof.

READ A FIRST AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED this 20th day of March, 2019.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

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SCHEDULE "A" TO BY-LAW NO 2019-24

THIS AGREEMENT, MADE THE 1ST DAY OF JANUARY, 2019.

BETWEEN:

**THE CORPORATION OF THE TOWN OF INNISFIL
("Innisfil")**

and

**THE CORPORATION OF THE TOWNSHIP OF ESSA
("Essa")**

WHEREAS every local municipality shall provide such fire protection services as it determines may be necessary in accordance with its needs and circumstances, pursuant to Subsection 2(1) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4 ("*FPPA*");

AND WHEREAS a municipality may enter into an agreement to provide such fire protection services to lands situated outside the territorial limits of the municipality and a municipality may receive such services from fire departments outside the municipality, pursuant to Subsection 2(5) of the *FPPA*;

AND WHEREAS a municipality may enter into an agreement with one or more municipalities to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their own boundaries, pursuant to Section 20 of the *Municipal Act, 2001*, S.O. 2001, c. 25;

AND WHEREAS by-laws have been duly enacted by Innisfil and Essa to authorize an agreement between them relative to the use of certain Essa firefighting services within the described Fire Area of Innisfil.

NOW THEREFORE the parties agree, in consideration of the mutual covenants contained in this Agreement, to the following:

DEFINITIONS

1. The following terms in this Agreement have the meanings prescribed below:

"Call" means request for firefighting services provided by Essa to Innisfil which may include fire suppression; response to motor vehicle collisions and medical assistance; but such services shall not include fire prevention inspections;

"Equipment" means firefighting and extrication equipment owned by Essa and equipment owned by a private company for specialized needs at a Call;

"Fire Area" means the land in Innisfil applicable to this Agreement as described and shown graphically in Appendix "A";

"Initial Response" means one (1) Pumper, one (1) Tanker, one (1) Rescue as determined by the Response Matrix. Essa Fire will be released from the scene once sufficient Innisfil Fire & Rescue resources are on location. This will be determined by the Chief of Innisfil Fire & Rescue or his/her designate.

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AREA TO BE PROTECTED

- 2. The Essa Fire Department ("Essa Fire") shall make all reasonable efforts to provide initial response to Innisfil Calls that Essa Fire has been notified of within the Fire Area.
- 3. Both Innisfil Fire & Rescue and Essa Fire are to be notified simultaneously to all calls involving fire suppression, and motor vehicle collisions involving extrication.
- 4. When two or more fire services are involved in a response to a Call, the primary dispatch will be provided by Barrie Fire Control and the radio frequency used will be Innisfil Fire's.
- 5. It is understood that the preference is to utilize Innisfil Fire and Rescue resources first; however, should additional apparatus and firefighters be deemed necessary at a Call by the Essa Fire Chief or his or her designate, these resources may be initially provided by the closest available resource.
- 6. When a responding fire department arrives at the location of a call and discover that the location of the call is outside of the responding fire department's jurisdiction and Response Area, the responding fire department will notify the other fire department and continue to service the Call until such time as the other fire department arrives at the location of the fire.
- 7. When assistance by way of personnel, apparatus, or equipment is required beyond that which can be readily provided by Innisfil Fire and Essa Fire, the Essa Fire Chief or such other person as may be in charge may implement the mutual aid system for assistance.
- 8. The Essa Fire Chief or other such person as may be in charge of a call may request the use of the Innisfil Public Works equipment to assist with a call. Any request shall be made through Barrie Fire Dispatch.
- 9. When additional equipment operated by a private or independent company is required to assist at a Call, Innisfil agrees to reimburse Essa for the cost of such equipment use. The request for additional equipment shall be made by the Essa Fire Chief or other such person as may be in charge of a Call to the Innisfil Fire Chief or his or her designate.

INDEMNIFICATION

- 10. Notwithstanding the provisions of this Agreement, no liability shall accrue to Essa and it shall not in any way be held responsible for failing to supply fire protection services or Equipment in answer to a Call.
- 11. Innisfil shall at all times indemnify and save harmless Innisfil and the members of Essa Fire for any and all claims, actions, suits, or demands for damage or otherwise for any action, omission or negligence on the part of Essa and members of Essa Fire while performing any of the services or providing Equipment under this Agreement.

REMUNERATION AND PAYMENT

- 12. By March 1 of each year of the term of this Agreement, Innisfil shall provide Essa with payment of an annual stand by fee equal to:
 - (a) \$15,980.97 for 2019;
- 13. In addition to the stand by fee, Essa shall provide invoices to Innisfil and Innisfil shall provide payment to Essa within thirty (30) days of receipt of the invoices for the cost of the services and the use of Equipment for each Call for which Essa Fire responds. For greater clarity but not to limit the foregoing, those costs include volunteer firefighter hourly pay. Interest shall accrue and be payable by Essa on past due accounts at the rate of 1.25% per month.

TERM

- 14. The Agreement shall take effect on January 1, 2019 and remain in full force and effect until November 30, 2019.
- 15. The Agreement may be terminated by either party by giving not less than six (6) months written notice to the other party. In the case of termination under this section, the stand by fee will be paid or refunded, as the case may be, on a pro-rated basis.

IN WITNESS WHEREOF the parties attach their Corporate Seals under the hands of its Officers duly authorized in that behalf.

DATED this 20TH day of March, 2019.

THE CORPORATION OF THE TOWNSHIP OF ESSA

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

THE CORPORATION OF THE TOWN OF INNISFIL

Lynn Dollin, Mayor

Lee Parkin, Clerk

APPENDIX "A" – FIRE AREA

The following describes the Fire Area of Innisfil for the purposes of the fire protection services provided by Essa:

- on the East by Hwy 400; with the exception of the ONroute facility located at 6400 Hwy 400 (legal address of INNISFIL CON 4 PT LOT 6 RP)
- on the South by the boundary line between the North and South Halves of Lots 1, 2, 3, 4, 5, and 6, Concession 4;
- on the West by the boundary line between Essa and Innisfil, more particularly described as the Westerly boundary of Lot 1, Concession 4, 5, 6, 8 and 9, and Lot 2, Concession 7; and,
- on the North by the boundary line between the North and South Halves of Lots 1, 2, 3, 4, 5, and 6, Concession 9.

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2019-25

Being a By-law to confirm the proceedings of the Council meeting held on the 20th day of March, 2019.

THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ESSA
HEREBY ENACTS AS FOLLOWS:

THAT the action of the Council at its meeting held on the 20th day of March, 2019 and, in respect of each recommendation contained in the Minutes of the Regular Council meeting held on the 6th day of March, 2019, and Committee of the Whole meeting held on the 6th day of March, 2019, and the Special Meeting of Council held on the 5th day of March, 2019; and, in respect of each motion, resolution and other action passed and taken by Council at the said meetings, is, except where prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.

THAT the Mayor and the proper officials of the Township of Essa are hereby authorized and directed to do all things necessary to give effect to the said actions or to obtain approvals where required, and to execute all documents as may be necessary in that behalf and the Clerk is hereby authorized and directed to affix the Corporate Seal to all such documents.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 20th day of March, 2019.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk