

**THE CORPORATION OF THE TOWNSHIP OF ESSA
VIRTUAL COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, APRIL 20, 2022
6:00 p.m.**

To view our live stream, please visit the Township of [Essa's YouTube Channel](#)

AGENDA

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

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

- p. 1 a. **Staff Report PD012-22 submitted by MHBC Planning, re: Zoning By-law Amendment – Additional Residential Units.**

Recommendation: *Be it resolved that Staff Report PD012-22 be received: and That Council direct staff to prepare and bring forward to the May 4th, 2022 Council meeting, the final proposed Zoning By-law Amendment for Additional Residential Units in accordance with Resolution No. CW041-2022.*

5. PARKS AND RECREATION / COMMUNITY SERVICES

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

8. FINANCE

- p. 38 a. **Staff Report TR004-22 submitted by the Deputy Treasurer, re: Budget to Actuals Update as of March 31, 2022.**

Recommendation: *Be it resolved that Staff Report TR004-22 be received.*

9. CLERKS / BY-LAW ENFORCEMENT / IT

- p. 69 a. **Staff Report C008-22 submitted by the Manager of Legislative Services, re: Restricted Acts (“Lame Duck” Provisions) and Delegation of Authority.**

Recommendation: *Be it resolved that Staff Report C008-22 be received: and That Council direct the Clerk to prepare the necessary By-law for Council’s passage prior to Nomination Day delegating authority to the Chief Administrative Officer to make decisions related to the restricted acts of Council during a Lame Duck Period; and That the By-law shall come into force and effect when it has been determined by the Clerk, with certainty, that less than seventy-five percent of the current members of Council will be returning to sit on the new Council after Nomination Day of the 2022 Municipal Elections.*

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

11. OTHER BUSINESS

12. ADJOURNMENT

Recommendation: *Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at _____ p.m., to meet again on the 4th day of May, 2022 at 6:00 p.m.*



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD012-22

DATE: April 20th, 2022

TO: Committee of the Whole

FROM: Wes Crown, BES, RPP, MCIP
Associate | MHBC Planning

SUBJECT: Zoning By-Law Amendment - Additional Residential Units

RECOMMENDATION

That Staff Report PD012-22 be received for information; and

That Staff be directed to prepare and bring forward to the May 4th, 2022 Council meeting, the final proposed Zoning By-law Amendment for Additional Residential Units in accordance with Resolution No. CW041-2022.

BACKGROUND

Committee of the Whole considered Staff Report PD010-22 at its April 6th, 2022 meeting with respect to the proposed Zoning By-law Amendment for Additional Residential Units (ARU). Following the review and consideration of Report PD010-22, Committee passed the following motion:

Resolution No: CW050-2022 Moved by: Sander Seconded by: Smith

Be it resolved that Staff Report PD010-22 be received: and

That Council direct staff to bring a further Report forward on Additional Residential Units of which summarizes public comments; and

That Council's consideration of a proposed Zoning By-law Amendment be deferred to a future meeting of Council.

As noted in Report PD10-22, Committee advised that public comments were to be accepted until 4:30 p.m. on April 1, 2022.

This report provides a review and response to the public comments received by the Township as requested by Committee concerning Additional Residential Units in the Township.

GENERAL COMMENTS

Attachment A to this report is a Comment Response Matrix that records the comments submitted to the Township and the Staff/MHBC Planning responses to those comments.

Committee, at its April 6th, 2022 meeting had a number of questions with respect to the requirements of the *Planning Act* regarding Additional Residential Units (ARU). The following is a summary of those questions and MHBC Planning's responses.

1. *Is the ARU legislation mandatory and if so, by who and is there a timeline to implement?*

ARU legislation is part of the obligations on the Township included in the *Planning Act* as has been updated from time to time. The original requirement for all municipalities to amend their Official Plans and Zoning By-laws to permit a "second unit" in all single/semi/townhouse units came into effect in 2012. The *Planning Act* was changed again in 2019 to require municipalities to amend their Official Plans and Zoning By-laws to permit Additional Dwelling Units. There is no deadline for implementation in the legislation.

2. *If Essa does not pass ARU's will we be out of compliance?*

Council have already passed the amendment to the Official Plan and it was also approved by County Council. The County Clerk has advised that OPA38 has come into full force and effect. In respect of the Township's obligation to update and amend the Official Plan, the Township is in compliance with the *Planning Act*. The next step is to update and amend the Township Zoning By-law in conformity with the updated Official Plan. The Township is not in compliance with the requirements of the Act which requires that it update its Zoning By-law to permit ARU's. Again, there is no deadline for implementation.

3. *At what cost will it be to taxpayers, the cost of a challenge taken to the Ontario land tribunal would be approx. \$25,000 per challenge at a direct cost to all taxpayers?*

As was indicated at the meeting, there is no appeal of Council decisions regarding ARUs to the OLT. Section 34 (19.1) of the *Planning Act* states as follows:

No appeal re additional residential unit policies

(19.1) Despite subsection (19), there is no appeal in respect of the parts of a by-law that give effect to policies described in subsection 16 (3), including, for greater certainty, no appeal in respect of any requirement or standard relating to such policies. 2016, c. 25, Sched. 4, s. 3 (3).

4. *Who can appeal the decision of Council when the ARU's are mandated by the province?*

As noted above, there are no appeals to an ARU By-law pursuant to Section 34 (19.1) of the Act.

5. *Is the Province by making ARU's mandatory taking the local level planning decision away from Staff and Council?*

Apartments in Houses, Second Units and now ARU's are all part of the Province's support for increasing housing choice and accessibility. The *Planning Act* and Regulations provide clear guidance to municipalities regarding the Provincial requirements for ARU's; but at the same time the County and Province has allowed municipalities some flexibility in the implementation of ARU requirements. Generally, where there are sound planning grounds and justification for a deviation from the Provincial requirement, municipalities have approved ARU programs that are tailored to their unique circumstances. For example, many cottage country municipalities do not permit ARUs in shoreline areas in response to concerns regarding lake water quality issues.

6. *ARU's can only be passed when all applicable laws are satisfied. Examples include building codes, fire code, NVCA regulated areas, and zoning bylaw conformity.*

This is correct and the same for all other building permits. Importantly, once an ARU program is established and permitted in the Zoning By-law, even a phased ARU implementation, the Township would create a clear path for illegal ARU's to bring the units into compliance and up to the appropriate Ontario Building Code and Ontario Fire Code standards and improve housing safety throughout the municipality.

7. *If there is only room for 1 parking spot can we ask that it be only a one bedroom apt and still be in compliance?*

The Township does not currently regulate the number of parking spaces by the number of bedrooms in a dwelling unit. We have not found residential or ARU regulations that regulate the number of parking spaces by the number of bedrooms. It is our opinion that the 2 spaces required per dwelling unit plus the 1 space per ARU required by O.Reg 199/19 would provide more than sufficient on-site parking for the residential units.

8. *Are we (Township) in our rights regarding an ARU in a detached structure to prohibit basements, set a maximum height of 4.5 metres high, and require a 1.2 metres Emergency access from front to back? Do they comply with the requirements of the Act?*

These standards are typical zoning provisions, are not addressed by the Act or its regulations, and appear to be within the flexibility of implementation allowed by the Act and the Province.

9. *Do Development Charges apply to ARU's?*

Subsection 2 (3) (b) of the *Development Charges Act* and subsections 2. (1) and (2) of O. Reg. 82/98 act to exempt ARUs from the requirement to pay development charges at the time of building permit issuance.

At the March 23rd, 2022 Committee of the Whole meeting Committee passed the following motion as direction and instructions to Staff with respect to the changes to the draft By-law:

Resolution No: CW041-2022

Be it resolved that Staff Report PD009-22 be received: and

That Council consider adopting a Zoning By-law Amendment to amend the Township's Zoning By-law to permit Additional Residential Units; and

That the Planning Department and MHBC Planning, as required, immediately finalize the required implementing components of the Additional Residential Units Program, taking into consideration comments received from the public, staff and Council, subject to Council's approval of the Zoning By-law Amendment.

Please be advised that Council instructed Staff to include the following in the final By-law:

- **No detached ARU units are permitted in urban centres/settings.**
- **Detached ARU units are only permitted in agricultural and rural areas as long as they meet the criteria**
 - **Detached ARU units are not permitted to be built in front of a primary house or on front yards**
 - **Detached ARU units shall be limited to the following:**
 - **One storey high only**
 - **4.5 metres in height,**
 - **a 1.2 metre walkway (to allow for emergency purposes)**
 - **No basements**
- **Secondary suites in primary dwellings are permitted**
- **Third suites are not permitted at this time**
- **All ARU units and secondary suites require a minimum of 2 outdoor parking spots per unit**
 - ***Tandem parking should accommodate for larger vehicles***

Subject to direction from Council, MHBC Planning will prepare the final ARU By-law in accordance with the directions provided by the Committee for Council consideration and adoption.

FINANCIAL IMPACT

This report has no direct financial or budget impact.



SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Receive this Report for information, and direct Staff to prepare and bring forward to the May 4th, 2022 Council meeting the final proposed Zoning By-law Amendment for Additional Residential Units in accordance with the draft by-law attached to Staff Report No. PD012-22.
3. Other directions as determined by Council.

CONCLUSION

Option #2 is recommended. The pending proposed By-law would represent a phased implementation of an ARU program, would create Zoning By-law provisions that will achieve the following housing objectives:

- One (1) Additional Residential Unit will be permitted as-of-right within all residential zones that permit a detached, semi-detached and rowhouse units subject to meeting the appropriate regulations.
- One (1) Additional Residential Unit will be permitted as-of-right in either the principle dwelling or in a detached structure within the Rural (RL) and Agricultural (A) zones.
- Performance standards will be created to regulate the development of Additional Residential Units, where permitted, through the building permit application process.
- Create a pathway for the legalization of existing non-conforming ARUs and improve the life safety standards of these existing residential units.

Prepared by:

Reviewed by:

Wesley R. Crown, MCIP,
RPP, Associate
MHBC Planning


Colleen Healey-Dowdall
CAO

4a

	Shawn Bubel	
#	Comment	Comment Response
March 25, 2022		
1.	<p>In response to the notice posted to the Townships website (Notice of Proposed Zoning By-law Amendment - Additional Residential Units - Essa Township), I am writing today to formally request a new public consultation(s) be held regarding Additional Residential Units prior to any policy being adopted by the Township of Essa.</p> <p>I do so for the following reasons:</p>	<p>There have been several public engagement/consultation opportunities as part of the Township's ARU program development, including a statutory public meeting, extensive advertising campaign and Council meetings. Public comments have been accepted and considered throughout the process since April 2021 and comments were accepted until April 1, 2022.</p>
2.	<p>According to the minutes of the April 21, 2021 "consultation", question 6 posed by Gary Lee asked for clarification on a statement from the shown presentation (may I have a copy of same please) stating "a Garden Suite and ARU cannot be on the same lot". The answer you gave him in your capacity as the Manager of Planning reinforced the statement. Since a "Garden Suite" IS an ARU, the stated position is nonsensical, and your answer to Mr. Lee represents misinformation presented to the public. Contrary to the information given by the Township, the province's Bill 108, in summary, defines Additional Residential Units (plural) as inclusive of BOTH a garden suite/coach house/granny flat AND a "Second Suite" (i.e. self-contained basement/loft unit within the principal home). The Township has not only failed to properly define to the public what an ARU is, they have misrepresented same.</p>	<p>The proposed Zoning By-law Amendment would not permit ARUs where a Garden Suite exists.</p> <p>Under the Township Official Plan, a "Garden Suite" is permitted in certain designations as a temporary secondary residence. The Township Zoning By-law identifies that a "Garden Suite/Granny Flat" is required to be occupied on a temporary basis and normally by someone related to the owner of the primary residence. ARUs are not temporary in nature and are not proposed to have restrictions on who may occupy them and are therefore differentiated from a "Garden Suite/Granny Flat".</p>
3.	<p>Council itself appears confused over what they can or cannot do regards policy adoption. During the March 23, 2022, virtual Council Meeting (via the Township's YouTube channel) Councillor Henderson stated he was not in support of detached ARUs and there was talk of who would be allowed to occupy these units (i.e. family members only). Unfortunately, the Township removes the Zoom sessions once they conclude so I am unable to reference the specific points of the video where statements were made. Notwithstanding, I believe further public consultations</p>	<p>There have been several public engagement/consultation opportunities as part of the Township's ARU program development, including a statutory public meeting, extensive advertising campaign and council meetings.</p> <p>Public comments have been accepted and considered throughout the process</p>

	Shawn Bubel	
#	Comment	Comment Response
	would not only benefit the public, but Council itself to better understand the basic concepts of ARUs.	since April 2021 and comments were accepted until April 1, 2022.
4.	The April 21, 2021, the consultation session was inadequate in length. According to the minutes, the entire session was 45 minutes in length including a preamble, an introduction by the mayor, comments by staff, a showing of a presentation and public comments. Again, unfortunately the Township does not retain the stream on their YouTube channel, but it appears eight individuals asked questions. Can you confirm how many members of the public were in attendance for what Mayor MacDonald described during the March 23, 2022, virtual Council Meeting as a "very important issue for the community"?	Minutes of the Public meeting are available on request.
5.	The notice given to the public via social media to attend the April 21, 2021, virtual session on ARUs was inadequate and not in compliance with accessibility standards (Accessibility for Ontarians with Disabilities Act - AODA). On page 26 of the Townships submission found here: 2022-03-23-cw-agenda.pdf (essatownship.on.ca) it is noted "Social Media Posts on the Township of Essa's Twitter and Facebook Accounts; and a Notice on the Township of Essa's website;". There was one post by the Township on each social media platform on April, 8, 2021 advising of the meeting. There was no link provided to the meeting and only a fuzzy jpeg image of the notice with an email address at the bottom to "receive details on how to participate". For those with visual impairments, this was woefully inadequate. Further, despite the Township's claims that "Staff undertook an extensive advertising campaign within the community in efforts of achieve broad outreach" it appears the Township approached this "public meeting" as "invite only" and was "screening" who could participate. On the same document under the section "Work-to-date" the Township advises "Emails sent to all residents/landowners who expressed interest in receiving updates". May you kindly disclose how many emails were sent?	<p>A full suite of notice venues and formats were utilized. Council and Committee meetings are held virtually in accordance with the latest Covid-19 advice and in accordance with Township Procedural By-law and guidelines in response to the Pandemic.</p> <p>the following is in place to meet requirements under the AODA</p> <ul style="list-style-type: none"> • Residents were encouraged to send written comments to the Planning Department (either by letter or email) • Residents were also encouraged to contact the Planning Department to verbalize their comments on the phone • For those wishing to participate, pre-registration is requested so that we can send out the invitation (to a specified email account of the resident's choosing). • Electronic participation allowed for the following:

Shawn Bubl		
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		<ul style="list-style-type: none"> • by telephone (the meeting phone number was provided in the invitation); • by attending virtually on their computer (clicking the meeting link) • Our website indicates that the municipality would provide alternate formats, <u>upon request</u> (ie: transcript for hearing impairment)
6.	<p>During the March 23, 2022, discussion on ARUs at the virtual Council Meeting, the appointed Councillor for Ward 1 Angus, Pieter Kiezebrink, excused himself from the discussion due to a "pecuniary interest". While I do not expect the Township to disclose the nature of the "interest", for the record, his lack of participation is troubling. The population of Angus represents more than half the population of the Township. It is reasonable to assume that any policy adopted regards ARUs will have a far greater impact on the residents of Angus than any other area of Essa. His lack of participation leaves more than half the population of Essa without their "voice" regards this "very important issue for the community". Since he is not able to discuss the matter in the "public forum", it is important that Angus residents are afforded the opportunity to receive more information and clarity.</p>	<p>Councillor Kiezebrink declared a conflict and excused himself from the meeting in accordance with his determination under the Municipal Conflict of Interest Act.</p>
7.	<p>In closing, and in addition to my request for further public consultation, I ask in the spirit of transparency, that moving forward the Township cease from the practice of removing Council meetings from their YouTube channel and allow these sessions to be viewed by the public at times other than the "live" 6pm broadcasts.</p>	<p>In respect of removing Council meetings from YouTube, the meetings are livestreamed as they are occurring; they are not recorded.</p> <ul style="list-style-type: none"> • If the meeting was recorded, the public would be able to watch the whole meeting at any time that they wish. • As the meetings are not recorded but rather are live-streamed, YouTube only holds

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#	Comment	Comment Response
		<p>about 30-60 seconds in its memory. Live-stream only allows for people tuning in to watch the meeting as it is occurring in real-life. This is similar to if a person attends a live in-person Council meeting in Council Chambers; they cannot rewind an in-person meeting.</p> <ul style="list-style-type: none"> • The live-stream is deleted from YouTube once the meeting has concluded – if we don't delete the live-stream, then people will only see the previous 60 seconds on loop (ie: continuous) because the meeting(s) are not recorded. • I will leave the decision to Council as to whether they wish to continue with live-streaming of their meetings, or if they would like the meetings recorded. (If Council chooses to record the livestreams, we will have to amend our Records Retention Policy, as well as look into having the livestream recordings closed captioned to meet the AODA's requirements.)
8.	<p>I also ask that the letters the Township receives in response to your aforementioned notice, be available for the public to see on your webpage: Notice of Proposed Zoning By-law Amendment - Additional Residential Units - Essa Township.</p> <p>Summary of my questions:</p> <ul style="list-style-type: none"> • May I have a copy of the presentation shown to the public during the April 21, 2021, consultation? • How many members of the public were in attendance for the April 21, 2021, consultation? 	<p>Notice of the Public Meeting was provided in accordance with the requirements of the Planning Act. Notice on Township social media platforms was provided in addition the requirements under the Act.</p> <p>Please be advised that the Public Meeting Presentation is contained in the Committee of the Whole Agenda from the meeting of 2021-04-21 (refer to page 5 of the agenda package).</p>

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#	Comment	Comment Response
	<ul style="list-style-type: none"> • How many notification emails were sent to "residents/landowners" in advance of the April 21, 2021, consultation session? • What is the Townships position on the social media posts on April, 8, 2021 advising of the meeting? Do you feel it met standards required under the AODA? What is the Township's position on wider public 'accessibility' to attend the meeting only by providing an email for residents to "receive details on how to participate"? 	<p>I have just posted the ARU presentation from the Public Meeting on the 2021 Minutes page as well, for ease of reference to requestors (https://www.essatownship.on.ca/council-administration/council/agendas-and-minutes/minutes/). Please reference 2021-04-21 ARU Presentation.</p>
March 25, 2022		
9.	<p>Firstly, it was not my intention to insult you. I appreciate what you told Council Wednesday night regarding staff performing the 'will of Council' versus adhering to what constitutes 'good planning'. I sympathize with your situation and hope it did fall on deaf ears.</p> <p>I also appreciate your offering an explanation and suppose in hindsight the answer may have been clearer and more accurate had you said, "the criteria/parameters of a Second Unit are different" (from a Garden Suite). As opposed to "the criteria/parameters of an ARU are different". I think that is what the resident was asking for clarification on (in the context of a pending ARU policy and not current policy).</p> <p>However, since you bring it up, the second part of your answer "Through Staff's research, we do not deem it beneficial to have both types of units on the same lot, but staff are willing to work with you to see why consideration should be given to garden suites and ARU on the same lot.", just adds to the confusion. What is meant by "both types"? Garden Suite and Second Unit? As you confirm, a Garden Suite is an ARU so I'm sure you can appreciate how this answer may confuse folks.</p> <p>I'm also not following why Staff's "research" on whether it is beneficial to have "both types" of units (I'll assume Garden Suite and Second Unit) on the same lot is relevant or even helpful. Staff may wish to debate the benefits of having a Second Unit and Garden Suite on the same lot, but their opinion, and that of Council, is inconsequential. Under the</p>	<p>Acknowledged.</p> <p>Under the Township Official Plan, a "Garden Suite" is permitted in certain designations as a temporary secondary residence. The Township Zoning By-law identifies that a "Garden Suite/Granny Flat" is required to be occupied on a temporary basis. ARUs are not temporary in nature and are not proposed to have restrictions on who may occupy them and are therefore differentiated from a "Garden Suite/Granny Flat". Since both ARUs and Garden Suite/Granny Flat will be defined and listed as permitted uses within the Zoning By-law, introducing a provision which prohibits the establishment of ARUs on lots which already have a Garden Suite/Granny Flat effectively ensures that more than three (3) accessory residential units are not being developed on a single lot.</p> <p>It may be possible to "covert" a garden suite into an ARU. This would have to be explored on a property by property basis to determine what additional planning approvals, if any, may be required. Property owners with a Garden Suite who wish to explore this option should arrange</p>

	Shawn Bubel	
#	Comment	Comment Response
	<p>provincial legislation, a Second Unit and a Garden Suite can be on the same lot. Feel free to correct me if I am wrong.</p> <p>That said, supposition and semantics aside, I believe a request for further public engagement is warranted. I'll await the response.</p>	<p>a consultation meeting with the Township Planning Department</p>
March 25, 2022		
10.	<p>I did some digging and think I may have answered some of my own questions. I think the Township is using the term ARU in the context of the current policy (temporary habitable structure that is portable and occupied by a family member). One that needs to be removed after it becomes unoccupied and is for a set period of time. I think 2 years?</p> <p>Further, I'll assume what is being said is that once the new policy comes in if someone already has an existing detached unit (ARU) they can only "add" a second unit within the principal home and not a 2nd detached. Is that accurate? If so, what happens to the existing "temporary" unit? Does it have to be removed or would it be considered the "garden suite" and part of an ARU? Or would that be on a case-by-case basis (i.e. need to see if it is up to standards)?</p> <p>Has the Township adopted the OPA that enables ARUs in Dec 2021, with County approval in Mar 2022? If so, what does Council need to "pass" at this point, and I suppose if that's the case, "consultation" may be the wrong term for what I would like to see happen. Perhaps "information session" is more appropriate.</p> <p>As far as parking goes, I believe the Township's ZBLA states that 1 parking space is required per ARU, therefore a total of 2 spaces is required if the lot contains both a second unit and garden suite. Is that factual or is Council asking for 2 parking spots per unit for the 'new' policy (i.e. 4 spaces for properties with both types of units)?</p> <p>Regards the size limit of the detached unit, I think the province has indicated that it must not exceed the size of</p>	<p>Under the Township Official Plan, a "Garden Suite" is permitted in certain designations as a temporary secondary residence. ARUs are not temporary in nature and are therefore differentiated from a "Garden Suite/Granny Flat" currently permitted in certain designations/zones in the Township.</p> <p>Township Council adopted the OPA for ARUs on December 1, 2021. The OPA was subsequently approved by the County on March 8, 2022. The next item for Township Council to consider related to the ARU program is the implementing Zoning By-law Amendment (ZBA). This ZBA will establish what zones ARUs are permitted in as well as provide development standards.</p> <p>Township Council has instructed Staff to include a requirement for a minimum of two (2) outdoor parking spots per ARU unit in the final ZBA.</p> <p>Yes. The draft ZBA proposes a maximum floor area of an ARU within or attached to the primary residence to be 50% of the gross floor area of the primary residence.</p>

Shawn Bubel		
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	<p>the principal dwelling. Is Essa's proposing a limit 50% of the GFA of the principal dwelling?</p> <p>I thank you in advance for your patience. I would just like to fully understand the issue.</p>	
March 29, 2022		
11.	<p>I recently submitted a request to the Manager of Planning for Council to consider allowing newly constructed detached ARUs on lots of one acre or more to be "up to 100% of the GFA of the principal dwelling" which I believe is the standard the province has set. I'd like to elaborate on my rationale and ask for a clarification on a GFA calculation.</p> <p>There are plenty of smallish homes throughout the Township on large, (mostly rural) lots. If you looked at an existing principal dwelling of, say 1100 sq. feet (**above grade**), am I to understand the maximum size of a permanent, detached ARU would be 550 sq. feet (50% of GFA of the principal)? If so, this would be prohibitive as the costs involved in bringing in services (hydro, water, and septic) and any new laneway & parking to a new build are largely 'fixed' in nature regardless of the size dwelling. Moreover, going to significant costs to create what amounts to a unit for a 'single' does not fulfill the province's direction or intent to increase needed housing stock (especially for families). In short, no one is going to spend tens of thousands of dollars (even upwards of \$100,000) just to bring services to a glorified "Bunkie" for one or two people.</p> <p>Regards Council's stipulation that detached ARUs be restricted to 'Residential', 'Estate Residential', 'Residential Recreational', 'Rural' and 'Agricultural' designations and not allowed in "Urban areas", is interesting. In my opinion, the spirit of Bill 108 is to create these new units where services currently exist (in large part for reasons I just stated - i.e. costs for new services). Not allowing ARUs in "urban areas" would likely result in a successful challenge to the policy and put you 'back to the drawing board'. That said, I understand the concern of Council, and the public at large, of new 'monster homes' popping up in the backyards of</p>	<p>Thank you for providing comments. Council's direction is that the ARU must remain secondary in nature and has proposed floor area regulations that reflect this direction.</p> <p>The intent of establishing a maximum GFA for ARUs is to ensure that they remain secondary in nature to the primary dwelling on the lot. Larger ARUs are permitted on lots where larger primary dwellings exist. ARUs are in part intended to contribute towards diversifying the housing stock within the Township through the provision of alternative unit types.</p> <p>ARUs are proposed to be permitted within the primary dwelling within urban areas.</p> <p>Acknowledged.</p>

Shawn Bubel		
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	<p>subdivisions. I think a '50% GFA rule' may address this for lots under an acre, albeit with setback and side yards limits in place, the 50% rule may be largely moot.</p> <p>For the record, I do not have a 'horse in this race' as I do not plan on building an ARU. Like many, I place a ton of value on my privacy! I am simply thinking about those who are looking for alternatives to the housing crisis (namely three groups: young families with aging parents, older people trying to help their children realize the fast fading, if not completely unreachable dream, of home 'ownership' and people looking to stay in/afford their homes longer by supplementing their income). These folks may not have the existing 'space' within their current dwelling, and/or necessarily want more people 'living under the same roof'. A permanent, detached, properly constructed, and cost-effective ARU may be the only solution for them.</p>	
12.	<p>I understand one of the parameters for future detached ARUs is that basements would not be allowed. *Does the proposed GFA calculation for existing dwellings include areas below grade (i.e. basements) or just GFA above grade?</p>	<p>Township Council has directed Staff to include a provision in the implementing ZBA which would not allow basements within a detached ARU. The definition of GFA in the Township Zoning By-law is inclusive of basements and therefore the basement area of the primary dwelling would be considered when determining the maximum permitted GFA for an ARU.</p>
March 30, 2022		
13.	<p>I would just ask for further clarification on points 2, 3 & 9:</p> <p>2. Detached ARU units are only permitted in agricultural and rural areas as long as they meet the criteria. – Are the 'criteria' available or is it yet to be determined?</p> <p>3. No third dwelling in Essa – The Township's definition <u>TOWNSHIP OF ESSA (essatownship.on.ca)</u> notes a "Dwelling" as "a building or portion thereof occupied or capable of being occupied as a residence". If a 'primary dwelling' has 2 units (i.e. includes a 'Secondary suite' within the primary dwelling) does this mean a "third dwelling" (i.e. detached ARU) would not be permitted? Conversely, if a property with a primary dwelling (with no other self-</p>	<p>The "criteria" refers to the applicable Official Plan policies and the standards within the Zoning By-law. The Official Plan policies for ARUs were approved by the County in March 2021 and the Zoning By-law standards are currently in draft for Council consideration.</p> <p>ARUs are differentiated from a primary dwelling in that they are secondary in nature. The proposed implementing ZBA would permit up to two (2) residential units on a lot, either within a residential structure or an accessory</p>

	Shawn Bubel	
#	Comment	Comment Response
	<p>contained units within the residence) has a detached ARU would that mean a 'Secondary suite' (within the primary dwelling) would not be allowed?</p> <p>9. Secondary suites in primary dwellings are permitted. Third suites are not to be permitted at this time – The first part is crystal clear. What is meant by a "third suite"? A self-contained residence within the primary dwelling? Or a detached ARU? Or both/either?</p>	<p>structure/building in the "RL" and "A" zones.</p> <p>Township Council has directed Staff to revise the implementing ZBA to only permit one (1) ARU on a lot. A second ARU would not be permitted within the primary dwelling or within an accessory building in the urban areas of the Township.</p>

	Eric French February 28, 2022	
#	Comment	Comment Response
14.	<p>I noticed in the latest newsletter that you are the contact for this program. Tammy and I may have an interest in this, as her parents are getting on, and we may need to look after them.</p> <p>What information could you provide me with to possibly get started?</p> <p>Looking forward to hearing from you.</p>	<p>Contact information for the Planning Department is available on the Township website.</p>

	James Drewette March 25, 2022	
#	Comment	Comment Response
15.	<p>Just following up for information regarding the "additional residential units program" written in the Essa Township Spring Newsletter. Your e-mail is specifically mentioned.</p> <p>Please see the below pic for confirmation.</p> <p>Please send me the information regarding this program.</p>	<p>Contact information for the Planning Department is available on the Township website.</p>

	James Drewette March 25, 2022		
#	Comment	Comment Response	
16.	<p>424-9917 x 107 or by email at bwhite@essatownship.on.ca</p> <p>Alertable Notifications We are excited to provide residents with access to a mass notification system called Alertable. By signing up, you will receive notifications directly from the municipality to inform you of important things such as road closures, burn bans, watering restrictions, emergency situations and more! We encourage residents to sign up and use the Alertable Notification System to stay safe, plan ahead, and save time. Visit www.essatownship.on.ca or our Facebook page (@essatownship) to sign up today!</p> <p>Updated Property Assessment Delayed Again The Province has announced a further delay in updating property assessments for 2022 and 2023. Province-wide re-assessments are expected for 2024. Assessments for the 2022 property tax year will remain the same as 2021. The only changes that may occur are a result in physical property changes. For more information, please visit www.mpac.ca.</p> <p>Official Plan Update The Township is progressing its Official Plan Update with a pending draft of the Official Plan for all to review and comment on. Please visit the Township's 'Official Plan Review' page on the Township's website to keep updated on the project's progress or email us at officialplan@essatownship.on.ca with any questions or comments you have.</p> <p>Additional Residential Units Program The Township is excited to work with all residents looking to legalize and create Additional Residential Units (aka Secondary Suites) in a safe and timely manner. Please contact Aimee Powell, Manager of Planning and Development, at apowell@essatownship.on.ca for more details!</p> <p>What's Happening at the Library this Spring? Don't miss the next author talk in the 2022 Simcoe Author Talk Series where you can connect with incredible authors with hosting libraries throughout the County. Library programs are available for all ages. Visit our website essa.library.on.ca, and join us on social media to learn more. Your library card gives you access to our physical and digital collections including books, kitchen items, puzzles, board games, maker kits to keep you learning and entertained. Come in to visit our friendly spaces where you can Imagine, Discover, and Connect.</p>	<p>numbered calendar days ONLY between the hours of 7:00pm and 11:00pm. These measures are necessary to ensure there is an adequate water supply for domestic use, fire protection and emergency services.</p> <p>Dogs Running at Large – With spring around the corner, we would like to remind residents that dogs are not permitted to run at large. By-law 2006-18 regulates the control of dogs and is being strictly enforced. Owners of dogs found running at large are subject to fines. Please purchase your 2022 Dog Tag(s), now available for purchase online.</p> <p>Burn Permits–Recreational burning is permitted as per By-law 2015-92 once a permit has been purchased. Purchase your Burn Permit online, or visit the Administration Centre.</p> <p>Street Lights If you notice a street light out, please contact our Public Works Department at extension 112 or 127.</p> <p>Spring Water Main flushing Municipal water users are advised that flushing of drinking water mains will take place at the following locations and time periods: Angus: Apr 25 – May 6, 2022 Thornton: Apr 18 – Apr 22, 2022 Baxter: Apr 18 – Apr 22, 2022</p>	<p>Contact information for the Planning Department is available on the Township website.</p>

Available in Alternate Format, upon Request

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	James Thiele March 23, 2022	
#	Comment	Comment Response
17.	<p>After listening to the meeting tonight I feel that it is very important that ADUs be allowed within established Townships within Essa to help tackle the current housing shortages that is a major cause of price creep that is affecting everyone.</p> <p>A couple of points that I feel are important</p>	Acknowledged.
18.	<ul style="list-style-type: none"> - ADUs are a cost effective means of providing housing - with an aging population it could easily turn into a favored choice for families looking to care for parents while maintaining independence. 	Acknowledged.
19.	<ul style="list-style-type: none"> - 2 parking spaces should not be mandatory per ADU. The required parking spaces should be tied to the 	Township Council have directed Staff to include a requirement for a minimum of two

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	James Thiele March 23, 2022	
#	Comment	Comment Response
	number of bedrooms (i.e. 1 bedroom = 1 parking spot, 2 bedrooms plus = 2 parking spots.	(2) outdoor parking spots per ARU unit in the final ZBA.
20.	- it was mentioned that no ADU to be in front of the primary dwelling unit. This is too vague and ambiguous. (in the event that the property is wide enough to support existing zoning bylaws for property setbacks. Looking for clarification, does this mean that no part of the ADU may be in front of the primary residence?)	Yes. Typically accessory buildings/structures are not permitted within the front yard of lots. This means that no part of a detached ARU can be sited closer to the front lot line than the primary dwelling.
21.	- the no basement clause seems unnecessary. A basement is an easy way to give occupants additional living space to enhance their quality of life as well as storage space. I would like to thank you for your time. If possible I would appreciate a notification of the upcoming zoom meeting	Township Council has requested that Staff include a provision within the updated implementing ZBA which does not permit basements within detached ARUs.

	Don Stoneman April 1, 2022	
#	Comment	Comment Response
22.	I would like to provide my input on the ARU discussion. I agree with all of the recommendations from Council except the no basement stipulation. I believe adding the option to have a basement would result in a better quality structure, would encourage homeowners to invest more funds to build an appealing building that would last longer and look better for years to come. I feel the most important reason to allow basements would be the increased living area. I assume the reason for allowing ARU's is to provide more affordable rental housing, and banning a basement in those units would be counter productive to increasing livable space. Thank you for the opportunity to have my concerns heard.	Township Council has requested that Staff include a provision within the updated implementing ZBA which does not permit basements within detached ARUs.

	Jay April 1, 2022	
#	Comment	Comment Response
23.	As a resident of Thornton I think ARUs are a great idea. With the way housing prices are, these units might be the only way my kids can have a place to live, and it would make great retirement income down the road for people. Anyway, I am for them.	Acknowledged.

	Amanda Labatte-Dawe March 31, 2022	
#	Comment	Comment Response
24.	I understand that council is set to hear a proposal to allow ARU's up to 3 units/household in Angus. I can't help but feel this will ruin the community and cause more congestion and pollution then we're already beginning to see. Truthfully, I wish the town didn't have all these new businesses and fast food locations. It's so unhealthy to promote these options. The entire reason my family and I moved to this community a decade ago was because it's a small town and was quiet, clean and a nice place for my kids and future kids to grow up in. If this proposal and the ever increasing housing developments continue, we (along with many other families that we know) will be forced to leave. I've had experience living in cities, and the crime rate, lack of respect for the community, and pollution are not nice to live around...particularly with children. I'm all for moving forward with life, but sometimes to keep some semblance of small town/ quaint/ quiet is a more profitable option considering the money that will be required to police and maintain a larger population. PLEASE consider keeping Angus a nice place to live!	Township Council has directed Staff to revise the implementing Zoning By-law to permit only one (1) ARU on certain properties. Within the settlement area of Angus, an ARU would only be permitted within a primary dwelling and not in a detached accessory building.

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	Virginia March 31, 2022	
#	Comment	Comment Response
25.	<p>We virtually attended the last council meeting where some new ARU guidelines were discussed. It was mentioned that second stories and basements would not be considered for an ARU. We are wondering if we could apply for a minor variance and build an ARU with a basement. We are located on 100 acres and having a basement would give us some peace of mind from a safety perspective given the recent tornados we have seen in the area.</p> <p>Thank you for your kind consideration.</p>	<p>Yes. Township Council has requested that Staff include a provision within the updated implementing ZBA which does not permit basements or second storeys for detached ARUs.</p> <p>Minor changes to Zoning By-law standards can be considered by the Township's Committee of Adjustment.</p>

	Casey Heppleston March 30, 2022	
#	Comment	Comment Response
	March 30, 2022	
26.	<p>I have seen where owners are blocked from adding a secondary structure because the neighbors don't want it there. Will this be the case if a property meets the criteria for a secondary Accessory Dwelling Unit?</p>	<p>Provided an ARU is permitted and meets the applicable provisions in the Township Official Plan and Zoning By-law, the structure would be permitted as-of-right and subject to both Zoning and Ontario Building Code requirements. There would be no opportunities for appeal.</p>
27.	<p>I had sent in another question in regards to what building code will be taken into consideration when allowing existing units to be legalized. For example, if the unit has been there for 20 years, is someone expected to bring their apartment up to today's code for it to be legalized? This is an issue as it could result in renovations and increased rent due to the cost of bringing a unit up to today's code.</p> <p>Safety is not a question here as no one wants to see a tenant hurt or worse.</p>	<p>The Township will create a clear path for illegal ARUs to bring the units into compliance and up to the appropriate Ontario Building Code and Ontario Fire Code standards and improve housing safety throughout the municipality. Further details from those Departments should be obtained.</p>
	March 30, 2022	
28.	<p>I have read where permits were issued in Barrie and the neighbors got upset. It's a tough balance of increasing density and</p>	<p>Acknowledged.</p>

	Casey Heppleston March 30, 2022	
#	Comment	Comment Response
	maintaining the charm of an existing neighborhood.	

	Maggie Curran March 23, 2022	
#	Comment	Comment Response
29.	What are the conditions relating to sewage and drinking water systems when putting in additional residential units?	The proposed implementing ZBA includes the requirement for ARUs to be appropriately serviced. This includes the requirement for confirmation of sufficient capacity for municipal water and sanitary systems, or that the requirements of the Ontario Building Code are complied with where private services are provided.
30.	And if the primary owner doesn't have to live in the house where the ARU is being attached, could the house owner turn the house into a house of rooms or units?	No. Under the requirements of the Zoning By-law, the primary dwelling and ARU would be required to function as independent residential units. Rooming and or Boarding Houses are a separate use and matter under the Zoning By-law and Ontario Building Code.
31.	Also, if an ARU cannot be built separately in the backyard of a house, why was permission given to the homeowner in Thornton to build an ARU which is a separate house and is in his backyard which is on Highway 21?	Specifics of individual properties and separate planning approvals cannot be provided at this time. Generally, each application is unique and treated on its merit on the basis of the planning policies and regulation in place at the time.

	Audrey and Gordon McClure March 26, 2022	
#	Comment	Comment Response
32.	Although I understand the need for affordable housing is a very important issue, my husband and I do not feel that ANY Additional Residential Units should be allowed in Angus or the other urban centres in Essa. There should be better ways to address the housing shortage issue rather than	Township Council has directed Staff to revise the implementing Zoning By-law to permit only one (1) ARU on certain properties. Within the settlement area of Angus and other urban centres, an ARU would only be permitted within a primary dwelling and not in a detached accessory building.

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	Audrey and Gordon McClure March 26, 2022	
#	Comment	Comment Response
	cramming in more substandard dwellings into established areas.	ARUs would be required to meet the standards established in the Township Zoning By-law and Ontario Building Code requirements.
33.	Having lived here for 30 years and seeing the changes over these years we know that Essa has not been able to keep up with the immense growth and by-law enforcement has been seriously lacking for decades. We have enough problems right now with people not maintaining their properties. Junk gets piled up outside, dogs are left outside chained up and left to die, we have people parking on front lawns on Margaret Street now so I can imagine if ARU's are approved that will just exacerbate the situation in our area.	Acknowledged. ARUs will be required to comply with the Township Zoning By-law and all other applicable Township By-laws.
34.	Those of us who have lived here a long time also know that "slum" landlords already own many properties in the older parts of Angus and nothing has been done to address the issues that these people have caused. Some of these are larger properties and these landlords will see ARU's as just another way to profit while not having any accountability for maintaining their property in good condition. These "landlords" need to be held accountable for affecting the property values of those of us who live around them. ARU's are just another nail in the coffin for the older parts of Angus, and as my husband said, it will just turn into a "shanty town".	ARUs would be required to meet the standards established in the Township Zoning By-law and Ontario Building Code requirements, as well as all other applicable Township By-laws.
35.	As far as the rapid "development" goes, Angus just does not have the infrastructure to deal with the influx of new people, ARU's or not. I am hearing from friends on the 5th line whose kids have to be bussed to Baxter for school because there is no room at the schools here, I don't see this as being sustainable in any way. It's great that we are getting a new fire hall but much more needs to be done. Forward thinking	Acknowledged.

	Audrey and Gordon McClure March 26, 2022	
#	Comment	Comment Response
	about development and proper by-law enforcement would be a great place to start.	
36.	Another concern that I have is the environmental concern... none of that is mentioned in the recommendations by Council. So called "improvements" last year saw the huge healthy trees being cut down indiscriminately on our street and it seems to me developers are given free range to cut down as many trees as possible to cram as many homes in as they can. How many more trees will be cut down to facilitate these Additional Residential Units? They are just going to add insult to injury and should NOT be allowed.	Acknowledged. Tree cutting and removal in respect of ARUs should only occur in accordance with the relevant by-laws.

	Marty Schmitz-Hertzberg April 1, 2022	
#	Comment	Comment Response
37.	I am glad that something positive is being done to help the current housing crisis. I currently have acreage outside of Angus, which is zoned agricultural/residential. I have been considering adding another house to my property for family. I noticed in this CRU proposal that stand alone units are allowed on my type of property, but there seemed to be some strange rules...a house with no basement and 4.5 meters high? I agree with the single story idea, but no basement i.e.: crawl space, doesn't make sense? I would say in this day and age building a house without a basement? I don't see what these restrictions have to do with allowing a second dwelling?	Township Council has requested that Staff include a provision within the updated implementing ZBA which does not permit basements or second storeys for detached ARUs. The intent of including these provisions is to ensure that an ARU is secondary in scale to the primary dwelling on the lot.

	Soraya Martins March 25, 2022	
#	Comment	Comment Response
38.	As a rural resident in Essa I am looking to build an appropriate size home for my growing family which	Acknowledged.

	Soraya Martins March 25, 2022	
#	Comment	Comment Response
	<p>would become the primary residence in my lot. Please note that my lot is strange, it is L shaped and the current house is at the back sharing driveway with my neighbour.</p> <p>After attending the council meeting I'd like to comment on the rural ARU points that were agreed to. In my opinion it should be taken into consideration case by case basis on the size of the secondary home as perhaps the home already on the lot may not be an adequate size for the owner. Limiting a secondary home in a rural lot to be 1 storey with no basement, is basically the same thing I currently have right now. My home was built on a concrete slab which is decaying slowly and making my home not energy efficient during the winter. I also don't have the possibility to add an AC unit into my home as my furnace room is also my laundry room and the way duct work was done it wasn't done properly to accommodate an AC unit. Provided building a bigger, energy efficient and safer home for my family I, it would also mean increasing my property taxes, which would be a benefit to the Township. Should I also rent out or have my mom live in one of the homes, this would bring in revenue to the Township as well. One of the concerns in the meeting was parking - which I can assure you in my property that is not a concern. In my current driveway in front of my house I can park over 5 cars, and in the new house plans with the frontage of 18m, my driveway can fit over 6 cars with a 2 car garage which is already attached. I understand there's the possibility of demolishing the home after the second one is built with a temporary permit for the current house as well - but I am not 100% sure if I'd like to demolish my current house as my mom lives with us and she may want to have her own home instead of sharing with us.</p>	<p>The intent of including these provisions is to ensure that an ARU is secondary in scale to the primary dwelling on the lot.</p>
39.	<p>Note that I have asked many questions to the Township on what I need, etc, and it seems this ARU is the only thing that may work for me to make this new home happen for me at this point, provided the \$6,000 fee for temporary permit for my current house is a bit steep, given building costs have tripled in the past 2 years.</p>	<p>Acknowledged. Township Council will be considering the implementing ZBA at a future Council Meeting.</p>

Soraya Martins March 25, 2022		
#	Comment	Comment Response
	<p>Note that I have everything ready to submit to the Township. I also am ready to submit to NVCA, but not knowing where the ARU bylaw stands impedes on what I put down on the application. Given the council meeting with the direction they are going in regards to the ARU for rural properties, I do feel that it may not work for me, which is why I'd like to voice my concerns as I've spoken to other rural property owners that are in the same situation as me. I'm hoping they also voice their opinion.</p> <p>Sorry for the rather long email, but given I missed last year's public meeting in April as I wasn't yet a resident I just want to input some comments in this matter.</p> <p>I hope you have a wonderful weekend and I look forward to the next council meeting on April 6th for direction in which the council is moving towards with this by-law.</p>	
40.	<p>Thank you for your response to my email. It means a lot to get a reply and also hear that all applications will be reviewed on a case-by-case basis.</p> <p>I look forward to submitting my application soon, and also the next council meetings for this by-law to be approved.</p>	Acknowledged.

Anne Niemi April 2, 2022		
#	Comment	Comment Response
41.	<p>Just a comment on the ARU units. We have recently found out by investigating Golden BC, and looking for an investment property there that they don't allow ARU's if residence owner is not occupying a unit year round. I thought it was a great idea. Prevents people from renting all three units out and maintains a clean look to their home or property. Can you forward this to Aimee Powell as I don't have her email?</p>	<p>It was clarified that Owners do not have to live in the ARU or primary dwelling. This is in Bill 108 mandate from Ontario Provincial Government.</p> <p>Under Ontario's Planning Act, ARUs may be occupied regardless whether the person who occupies the ARU is related to the person who occupies the primary residence and regardless whether the person who occupies either unit is the owner of the lot.</p>

	Maggie Curran March 24, 2022	
#	Comment	Comment Response
42.	<p>I agree with your opinion regarding the primary tenant occupying the dwelling where a permit to add on an ARUs is granted. The Province is wrong if it allows dwelling in rural communities to be occupied by tenants. Investors could purchase houses in rural areas, add on ARUs, and possibly use them as rooming houses or year-round Airbnb's. The rural community would change and the sense of belonging to a community would be lost.</p> <p>Here's hoping you find these sites interesting and useful.</p> <p>https://www.lostrivers.ca/ https://rainscapeto.ca/ https://trca.ca/ https://trca.ca/news/complete-guide-building-maintaining-rain-garden/</p>	<p>Under Ontario's Planning Act, ARUs may be occupied regardless whether the person who occupies the ARU is related to the person who occupies the primary residence and regardless whether the person who occupies either unit is the owner of the lot.</p>

	Josi McAllister March 24, 2022	
#	Comment	Comment Response
43.	<p>I am so glad to hear that Essa Township is considering to allow these units in town.</p> <p>I know that I am not the only one that sees the need for it.</p> <p>A huge % of people who I talk to in Angus have their adult children moving back home or have their parents moving in with them because they plainly cannot survive!</p> <p>My husband and I moved Angus to down size after my adult children left the nest.</p> <p>Unfortunately between the living costs increase of rent and mgts and coupled with covid and job loss I now have all three of my children home with us, Now I have my parents to care for... where will I fit them if need be ?</p>	<p>Acknowledged.</p>

	Josi McAllister March 24, 2022	
#	Comment	Comment Response
	<p><i>This is a problem that allot of people in Angus are dealing with</i> not just us.</p> <p>A granny flat would be the answer for every one involved. Angus has 0 housing available, little to no availability for geared to income housing for seniors and younger people and families. As well as over a 3yr waiting list for the seniors complex!</p> <p>Some thing has to budge! I feel if done right these units can be allowed to be built. Yes the new subdivisions have 0 room to allow for extra parking, I know that is a concern for some people. But this Town does have a substantial amount of homes that have the room their property to do this.</p>	

	Julie Waller March 31, 2022	
#	Comment	Comment Response
44.	<p>I am a resident of Thornton and would like to share my thoughts towards new potential residences to be built in Thornton/Essa.</p> <p>I don't feel our community has proper supply of water available to support more homes. My home is apart of a development in 2006 and water supply has a been an issue and we need more access to water as well as water that does not discolour at times.</p> <p>More homes will only make the current low supply even more insufficient.</p> <p>Lastly, if we are planning to provide more homes, the township needs to plan for more retail for the area such as a grocery store, bank and more restaurants.</p> <p>Growth is inevitable however, providing sustainable services needs to be top priority before moving forward and approving residential planning.</p>	<p>The proposed implementing ZBA includes the requirement for ARUs to be appropriately serviced. This includes the requirement for confirmation of sufficient capacity for municipal water and sanitary systems, or that the requirements of the Ontario Building Code are complied with where private services are provided.</p>

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	Jean A March 28, 2022	
#	Comment	Comment Response
45.	Just received notice of possible changes in our area - McGeorge St - and would appreciate information on what the above PD proposes.	Council and Committee agendas are available on the Township website.


	Keith & Sandi White	
#	Comment	Comment Response
March 23, 2022		
46.	<p>I would like to point out that in settlement areas (urban) of the township there are residential lots of ½ acre (21,300 sq. ft.) and greater (of 80 ft. frontage and more) which may be similar to those in size in rural areas – however you are commenting/directing to staff that all urban areas should not permit an additional 3rd unit in an ancillary building. The existing and proposed bylaws will restrict the coverage by buildings on a building lot, therefore restricting 3rd units on smaller more recent subdivision lots. As well as single vs two storey buildings (height restrictions), and side and rear year setbacks.</p> <p>Parking can easily be provided from existing such larger lots (whether in settlement areas/urban or rural areas), and I do concur that one space per additional ARU is insufficient. Thereby larger lots (in urban or rural areas) will accommodate two independent parking spaces per unit.</p> <p>As an example in Angus, the older area bordered by Mill, Cecil, Pine River, and Lee are all (except some corner lots previously severed) are in the ½ acre (80 ft. to 88 ft. frontage) size. In our case all our neighbors are 200 to 400 feet from the rear of our lot. There are similar areas in Thornton, & Baxter (also settlement areas of Utopia, Cowell, Ivy, et cetera) which would also be appropriate for ARUs in ancillary buildings on such larger lots. Although they are in an “urban” area.</p> <p>I would ask that you consider these circumstances (as opposed to a blanket restriction of 3rd ARUs in all urban/settlement areas) as the Township of Essa finalizes Zoning Bylaws for the permitting and registering or Additional Residential Units under the Province of Ontario direction.</p>	<p>Acknowledged. Township Council has directed Staff to revise the implementing Zoning By-law to permit only one (1) ARU on certain properties. Within the settlement area of Angus and other urban centres, an ARU would only be permitted within a primary dwelling and not in a detached accessory building.</p>
March 28, 2022		

Keith & Sandi White		
#	Comment	Comment Response
47.	As of the Updated Notice March 28, 2022 and further to my email of March 23 rd , I would like to make the following additional points in favour of detached ARUs being permitted in "urban centres" (which might mean "Settlement" areas, as "Urban" is not defined in the Zoning Bylaw).	Acknowledged. Township Council has directed Staff to revise the implementing Zoning By-law to permit only one (1) ARU on certain properties. Within the settlement area of Angus and other urban centres, an ARU would only be permitted within a primary dwelling and not in a detached accessory building.
48.	- For affordable and practical ARUs urban areas are very important in meeting the Provincial objectives. In urban areas shopping, recreation, library, water & sewer, and in some cases public transit (County) & other amenities are present. These are often located within walking distances (walkable communities).	Acknowledged.
49.	- Older residential neighborhoods have significantly larger lots (frontage, depth, and area) which would permit a suitable detached ARU. Along with stringent set backs, lot coverage, height, parking, emergency walkways and similar restrictions in a Zoning Bylaw, these larger lots should have the ability to be used for this purpose. If concerns from residents have come forward to Council and Staff from newer residential neighborhoods (much smaller lots) and that they envision a detached ARU in back yards – <u>then the reality is that they would not be permitted in such neighborhoods by the Zoning Bylaw Amendment.</u> The concerns are then unfounded, and this point should be stated.	Acknowledged.
50.	- In some cases the owner of a larger residential lot would prefer (cost & other reasons) a detached ARU as opposed to an ARU in their Primary Dwelling. To rule this option out, would be to reduce potential additional housing units for the needed rental market.	Acknowledged. Township Council has directed Staff to revise the implementing Zoning By-law to only permit ARUs within a primary dwelling and not in a detached accessory building in settlement areas within the Township. ARUs within detached buildings are proposed to be permitted only within the rural/agricultural area.

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Keith & Sandi White		
#	Comment	Comment Response
51.	- The larger residential lots in some cases could also accommodate both an ARU in a Primary Dwelling and a detached one. However, if the desire is that two ARU's on one lot will not be permitted at this time (reconsidered in the future) then that seems reasonable.	Township Council has directed Staff to revise the implementing Zoning By-law to permit only one (1) ARU on certain properties. Within settlement areas and other urban centres, an ARU would only be permitted within a primary dwelling and not in a detached accessory building.
52.	I feel that to arbitrarily disallow detached ARUs from all "urban" (settlement areas) is inconsistent and unfair when they would otherwise be restricted by the township-wide Zoning Bylaw Amendment which addresses suitability base upon such matters as set backs, lot coverage, parking, emergency access, and more.	Acknowledged.
April 1, 2022		
53.	<p>We had been thinking a further to our emails of March 23 and 28th in regard to the ARU Zoning Bylaw Amendment.</p> <p>There are so many areas that pre-date the more recent subdivisions in "settlement" areas, up to about the 1970s, which offer good opportunities for ARUs (including the need for additional parking, and for Detached ARUs). In Angus alone they would include Cecil Ave to Lee Ave (see attached plan of the area where 95% of the lots are ½ acre and greater), Vernon Street, Brentwood Road, Mill Street (and south of NPSS), County Road 90, McKinnon Road, 5th Line (east side, Cty Rd 90 to Centre Street), 4th Line to and including Browns Line. We are sure there are others.</p> <p>We have attached "A. Brian Ave Area ARUs Sub'd Plan.jpg" which shows the many large lots in the Cecil Ave to Lee Ave area. And I also attach "B. 34 Brian Avenue Lot Plan.jpg" which shows our lot at 34 Brian Avenue with the existing house and workshop. It is a good example of how the large lots easily provide for setbacks, coverage, set backs, height, parking, emergency walkways, a laneway to the rear of the lot, and certainly is walkable to all amenities along Mill Street in Angus.</p> <p>We invite Members of Council & Staff to come to our area and see first hand the possibilities.</p>	Acknowledged. Township Council has directed Staff to revise the implementing Zoning By-law to permit only one (1) ARU on certain properties. Within the settlement area of Angus and other urban centres, an ARU would only be permitted within a primary dwelling and not in a detached accessory building.

	Keith & Sandi White	
#	Comment	Comment Response
	<p>With the goals of the Province and also the County of Simcoe (with \$30,000 forgivable loans to provide market or lower rents), we feel strongly that if the Essa Township Zoning Bylaw significantly restricts ARU's from including Two ARUs and Detached ARUs - many rental units will not come to the market in the areas where services and population growth are suitable.</p> <p>We urge staff and Council to consider the goals and logic behind the way ARUs would best suit Essa Township, and not bend to misinformation which some may submit or is read on social media. It is important to provide education and the facts to all constituents, and uphold the "greater good" through passing a professional and appropriate Zoning Bylaw Amendment.</p>	
54.	 <p>A hand-drawn site plan map showing a residential street grid. The map is oriented with North roughly at the top. Key streets include Simcoe (running diagonally), Mac (running diagonally), and Goldsmith Avenue (running horizontally). Other streets shown include Macmillan Avenue, Macmillan Street, and Macmillan Street. Landmarks and buildings are labeled: 'Cafe' near the top left, 'SCHOOL' in a circle in the center, and 'MACS' at the bottom. A 'LEG' is written at the top. A north arrow is in the top left. The map shows lot numbers and building footprints.</p>	Acknowledged.

	Keith & Sandi White	
#	Comment	Comment Response
55.		Acknowledged.

	Brittany Watson March 23, 2022	
#	Comment	Comment Response
56.	I never requested any of this, can you please take me off the email. I'm new to angus and just bought a house and started to get emails.	Acknowledged.

	Shari Millerson March 23, 2022	
#	Comment	Comment Response
	<p>I would like to respectfully ask that Essa Township Council defer any decision on approving an amendment to our current zoning by-laws, to allow existing homes to add up to 2 additional residential units on existing residential properties, until an in person public meeting can be held.</p> <p>I have many concerns that I would like to see discussed before a permanent amendment is made; i.e. schools, sidewalks, parking, etc. Without some assurances of detailed planning, I worry how proceeding with this proposed change will impact the community health of our neighbourhood, as well as our future taxes.</p>	Acknowledged. Council has deferred a decision on this matter and a proposed Zoning By-law Amendment for ARU's to a future meeting.

	Bernice February 25, 2022	
#	Comment	Comment Response
57.	I certainly agree in town the parking is a problem ,but if they can't provide parking that would be up to Essa to refuse a permit. In my opinion a drive by would be a easy way to determine if there would be a parking issue or interference with existing neighbours properties. In our case and many others in rural areas this will not be a issue. I hope the rural acceptance of new bylaw is not held up by the issues in towns. Perhaps the rural areas can proceed sooner.	Building permits are subject to meeting the applicable requirements of the Township Zoning By-law, including paring.

	Rachel Beaulieu February 26, 2022	
#	Comment	Comment Response
58.	Thanks for reaching out. I feel that 1 parking space is appropriate for each ARU.	Acknowledged. Township Council has directed Staff to include a requirement for a minimum of two (2) outdoor parking spots per ARU unit in the final ZBA.

	John Morrison February 27, 2022	
#	Comment	Comment Response
59.	Thank you for keeping me informed. I am totally opposed to this Additional Residential Unit Proposal. It is very short sighted and lacks vision which most politicians lack. The township has identified one concern and that is parking. It is a huge concern as most developments now allow for just 2 cars, one in the garage and one on the driveway. Looking forward when this family has kids, and they want a car, where does that car park? Now in addition to this, you have an Additional Residential Unit that will, in most cases have an additional 2 cars. Where do they park? The streets are already too narrow. Than you have the problem of snow removal. We do live in a climate that snows. Where do you stack all this extra snow that is on the driveways, and when it melts/ slides off the roof. Which adds another problem and that is the	Acknowledged. Township Council has directed Staff to include a requirement for a minimum of two (2) outdoor parking spots per ARU unit in the final ZBA. This is in addition to the required parking for the primary dwelling. ARUs would be required to meet all applicable yard setbacks and standards. Township Council has directed Staff to revise the implementing Zoning By-law to only permit ARUs within a primary dwelling and not in a detached accessory building in settlement areas.

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	John Morrison February 27, 2022	
#	Comment	Comment Response
	<p>extra water from this snow melt. Where does it go? Onto the neighbors? Because of extra roof lines these additional units bring, where does this water go after a heavy rain? There would have to be drainage consultants hired to deal with this new problem, in order to NOT drain it unto the neighboring properties. More costs. It also leaves less ground to absorb this extra rainfall as these additional units will decrease the land available for the water to infiltrate. In most subdivisions, this is already a problem, for example when the neighbor has a pool, hot tube and he goes to drain it, where does that extra water go?</p> <p>Than you have the problems of neighbors losing their privacy as these additional units would be blocking/ looking down unto the neighbors backyards.</p> <p>If the township really wants to alleviate this housing problem, than make it easier for developers to get building permits, designate more land for development, stand up to the provincial government. That you have to expand your boundaries. Re zone land from agriculture to rural. We will always have enough food. We are short of processing capacity.</p>	

	Maggie March 1, 2022	
#	Comment	Comment Response
60.	<p>There is one thing I am curious about and it is this, is there a map showing all of the wastewater discharge points along the Nottawasaga River, Pine River, Mad River, Bear Creek, and Willow Creek? I think there should be a map detailing all of the wastewater discharge points in Essa Township. Also, did you know there is a severe dieback in the forests in Simcoe County? There is definitely now ample reason to reopen the Ontario Tree Seed Plant. It would help to</p>	<p>Please contact the Public Works Department.</p>

	Maggie March 1, 2022	
#	Comment	Comment Response
	save our forests and restore confidence in the mayor and council running our township.	

	Dave Guergis March 22, 2022	
#	Comment	Comment Response
61.	<p>Please bring this forward before presentation of the report.</p> <p>I would ask that council defer this very important by-law amendment until such time an in person public meeting can be held. This is a lifestyle changing amendment that I do not think residents fully understand. A little more time surely will not hurt.</p>	<p>There have been several public engagement/consultation opportunities as part of the Township's ARU program development, including a statutory public meeting, extensive advertising campaign and council meetings.</p> <p>The COVID-19 pandemic has restricted the Township's ability to host in-person meetings and virtual meetings have been utilized instead.</p>

	Kathleen Gardiner March 28, 2022	
#	Comment	Comment Response
	<p>In response to your Notice of Proposed Zoning By-law Amendment – Additional Residential Units, I wish to voice my concerns as a resident of Essa Township.</p> <p>Amending the current zoning-by-law to allow additional residential units at this time is putting the cart in front of the horse. Our population has increased dramatically in the last 10 years however there has been little to no infrastructure added to accommodate our boom in population. Before the Township considers making decisions which will allow additional residential</p>	<p>The proposed implementing ZBA includes the requirement for ARUs to be appropriately serviced. This includes the requirement for confirmation of sufficient capacity for municipal water and sanitary systems, or that the requirements of the Ontario Building Code are complied with where private services are provided.</p>

4a

	Kathleen Gardiner March 28, 2022	
#	Comment	Comment Response
	<p>units, they should be providing plans on how they will deal with the increase in population.</p> <p>I live in the 5th Line Subdivision and while I understand that these additional residential units will not be permitted in this area due to the lot sizes, I know first-hand that having so many houses on top of each other leads to issues with parking etc... Just this winter there was an issue on Banting Drive where a bus was unable to navigate the street with students on board because of the volume of vehicles parked in the street.</p> <p>Further to the issue of parking, I would raise these concerns:</p> <ul style="list-style-type: none"> • All of our schools are over capacity – although I am aware that Angus is on the list to get a new public school, the reality is that even if the Township gets the go ahead for a new school, it will be years before the school is actually built and students are able to attend; • Our roads are in terrible condition – these should be repaired before inviting additional residents; • Our recreation facility does not meet the current needs of our community and is literally falling apart. In the hallway with skylights, snow falls from the ceiling. Ice forms on the walls of the arena as well. <p>For these reasons I believe that it is quite premature for the township to entertain the idea of amending the bylaw to permit additional residential units. The only lots that will be capable of adding these units are in the older developed part of the township and they don't even have sidewalks!</p>	<p>As per Township Council direction, ARUs will be required to provide a minimum of two (2) outdoor parking spots per ARU. This is in addition to the required parking for the primary dwelling. It is noted that regulations under the Provincial Planning Act require only one (1) parking space per ARU.</p>

Georgina Shelton March 6, 2022		
#	Comment	Comment Response
62.	As I have expressed previously, when it comes to any additional structures in the Township of Essa or any other Township that prefers to retain its primarily rural nature, my concerns focus on preservation of quality of life in the Township of Essa by protection of farmlands, wetlands, parklands, and open spaces for all to appreciate and enjoy.	Acknowledged. The proposed implementing ZBA includes standards which will limit the scale of detached ARUs in the agricultural/rural areas. ARUs are not permitted in Open Space and Environmental Protection zones.
63.	<p>More people means more demands on all types of services and resources! By catering to and condoning exponential population increase as we have done in the past, we are not controlling limitless consumption of non-renewable resources such as farmland, forests, wetlands, and parkland.</p> <p>When one observes the density in many subdivisions within the Township of Essa and other municipalities, one wonders how many more residential units and ARUs should be crammed into such congested areas. It seems inconceivable why anyone would think that adding an ARU to, say, a townhouse lot would make any sense, even if the supposed lofty goal is to create an extra dwelling as an affordable housing unit.</p> <p>It is unfortunate that the current Provincial Government of Ontario is adding this extra burden onto rural Townships or any municipalities, essentially forcing them into inserting provisions for AR Us into their Official Plans. I can only imagine how much time you as Town Planner, your staff, Council for the Township of Essa, and Council for the County of Simcoe have had to expend already and will continue to expend on this issue.</p>	Acknowledged.
64.	We must think of the future and not accede to the notion that we must provide housing to anyone who demands it, with no concern for the dangers of a too great population density on quality of life for all citizens of the Township of Essa.	Acknowledged.

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Georgina Shelton March 6, 2022		
#	Comment	Comment Response
	Of course "it goes without saying that people deserve a place to stay that is safe and affordable and I have serious concerns for those unable to afford or even find housing. With all the anger and angst over the pandemic and multiple conflicts around the globe, thousands or millions of people would like to live in Canada. But what population density can we support or should we support in this Township or elsewhere? Resources such as farmland, forests, wetlands, minerals, aggregates, energy sources, and even our precious commodity of clean water do not exist in endless supply. Perhaps I am narrow-minded, but I see these ARUs as just one more step towards too early depletion of space and a safe living environment.	
65.	We cannot keep covering up farmland with structures, whether they are residential, commercial, or industrial units. Loss of farmland is occurring at an alarming rate - a fact to which most politicians beyond the municipal level in rural areas seem oblivious. As a result, we are losing the capacity to produce food at reasonable prices.	Acknowledged. The proposed implementing ZBA includes standards which will limit the scale of detached ARUs in the agricultural/rural areas.
66.	Some would argue that productive farmland, forests, and wetlands could be saved if we allow developers and those keen on ARUs to stuff more houses and ARUs into smaller spaces with minimal or inadequate allowance for parking spaces or play space for children. This could be a valid argument if it did indeed work, but developers seem to be able to exert much more influence than those who advocate for such valuable quality of life issues as: protecting farmland, forests, wetlands, parkland, and open space in general; preserving habitat for birds, animals, and fish; controlling and seriously regulating the removal or extraction of non-renewable resources such as clean water, minerals, and aggregates.	Acknowledged.

	Georgina Shelton March 6, 2022	
#	Comment	Comment Response
67.	<p>While recognizing that more affordable housing is needed, it is difficult to reconcile which parking provision will do the least damage to both the urban and rural way of life in the Township of Essa - a minimum of one parking space or two parking spaces. My thought is to agree with those who prefer the provision for two parking spaces. This might be one of the few ways open to municipalities to control population density in areas that are already congested, especially if existing by-laws cannot do so.</p> <p>The notion that requiring a minimum of two parking spaces "would result in -a significant amount of existing and future housing stock being excluded from having ARUs because a minimum lot size would be required", seems to be a weak argument that lacks foresight and is probably an exaggeration of the impact of requiring two parking spaces.</p> <p>There may be a few people who have some reason to object to the two parking space requirement for ARUs for genuine reasons such as providing independent living space for a family member who has no reason to be concerned with owning a vehicle and thus not requiring parking, but I suspect that most of those who object to the requirement for two parking spaces see this as restricting their opportunity to stuff in more residential structures for monetary gain with little concern for or interest in providing a partial solution to the lack of affordable housing or homelessness. [I read with some amazement the "proposals" or "what ifs" presented by various individuals in Comments from the Public from the November 17, 2021 Meeting Report. Some of these comments conveyed the impression that this would be a roundabout way to profit from the ARUs as extra rental units.]</p>	<p>As per Township Council direction, ARUs are proposed to be required to provide a minimum of two (2) outdoor parking spots per ARU. This is in addition to the required parking for the primary dwelling.</p>



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: TR004-22

DATE: April 20th, 2021

TO: Committee of the Whole

FROM: Rob Rosilius, Deputy Treasurer

SUBJECT: Budget to Actuals Update as of March 31, 2022

RECOMMENDATION

That Staff Report TR004-22 be received.

BACKGROUND

As part of the regular reporting requested by Council, this report highlights the operational activities for the first financial quarter of 2022.

COMMENTS AND CONSIDERATIONS

Attachment #1 Budget to Actuals summarizes the operating budget of each Department broken down into three major sections:

- **Cost Centre Expenses** – Each department has the expense broken down by cost centres. The expenses for the cost centres are categorized into the groupings which include:
 - Salaries/Wages Expense
 - Benefits Expense
 - Operating Expense – these amounts include current operations funding capital
 - Utilities
 - Repairs and Maintenance
 - Fleet Expense
 - Miscellaneous Expense

- **Cost Centre Revenues** – For the departments that generate revenues, each will have a revenue cost centre. The revenues are categorized into the groupings which include:
 - Grants
 - Fees & Fines Revenue
 - Sale of Utilities
 - License and/Permits
 - Interest Revenue
 - Other/ Miscellaneous Revenue
 - Internal Revenue – these are DC and Reserve amounts to fund capital



- **Net Total** – this is the difference between the expenses and revenues for the department or sub-department. If the amount is positive the expenses are greater than the revenues; whereas if the value is negative, the revenues are greater than the expenses.

The Columns of the Budget to Actuals include;

- **Annual Budget** – the approved budget amount.
- **YTD Actual Cost** – The actuals as of March 31st.
- **Variance Over/Under** – the difference between the Annual budget versus the actual amounts recorded. If the amount is negative, the actuals are less than the budgeted amount. If positive, the actuals are more than what was budgeted.
- **Percentage Variance** – the difference between the annual budgeted amount and the YTD actual amount expressed as a percentage.

Attachment #2 is a listing of the 2022 approved Capital Projects. Included for each capital item is the 2022 approved budget amount, the actual costs incurred as of March 31st and a percentage variance of the difference between budgeted and actual costs.

FINANCIAL IMPACT

For the reporting period, the expected Percentage Variance between the Annual Budget and YTD Actuals should be roughly -75.0%, meaning only 25% of the budget should have been expended or earned (revenues). A review of the performance of the budget by staff has not revealed any concerns. The only item worth noting centres around taxation for the county and school boards. Staff will incorporate the annual amounts into the budget once the expected amounts have been confirmed.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Receive the Budget to Actuals as of March 31st, as circulated.

CONCLUSION

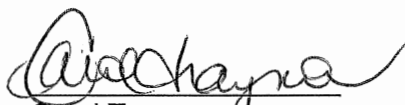
Option #2 is recommended.

Respectfully submitted:

Reviewed by:

Reviewed by:


Rob Rosilius
Deputy Treasurer


Carol Traynor
Manager of Finance


Colleen Healey-Dowdall
Chief Administrative Officer

Attachment #1 – 2022 Budget vs Actual as of March 31, 2022

Attachment #2 – 2022 Capital Actuals as of March 31, 2022



Township of Essa
Summary of Budget Variances by Department
For the Period Ending March 31, 2022

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Summary of Municipal Operations (excl Water & Wastewater)				
Total Operating Expenses:	18,139,730	6,322,462	-11,817,268	-65.15%
Total Revenues:	18,139,730	14,168,657	-3,971,073	-21.89%
Variance:	0	-7,846,195	-7,846,195	-100.00%

Summary of Water and WasteWater

Total Operating Expenses:	3,560,665	389,713	-3,170,952	-89.06%
Total Revenues:	3,560,665	817,002	-2,743,663	-77.05%
Variance:	0	-427,289	-427,289	100.00%

Council

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
010-101 Council Expenses				
60 - Salaries/Wages	129,677	32,420	-97,257	-75.00%
61 - Benefits	33,685	8,685	-25,000	-74.22%
62 - Operating Expense	32,000	4,880	-27,120	-84.75%
Total 010-101 - Council Expenses	195,362	45,985	-149,377	-76.46%

CAO - Administration

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
020-122 CAO - Administration				
60 - Salaries/Wages	192,789	40,703	-152,086	-78.89%
61 - Benefits	56,587	17,423	-39,164	-69.21%
62 - Operating Expense	97,500	13,310	-84,190	-86.35%
Total 020-122 - CAO - Administration	346,876	71,436	-275,440	-79.41%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending March 31, 2022

Clerks

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
030-142 Clerks				
60 - Salaries/Wages	199,438	48,326	-151,112	-75.77%
61 - Benefits	62,730	15,549	-47,181	-75.21%
62 - Operating Expense	22,300	3,727	-18,573	-83.29%
Total 030-142 - Clerks	284,468	67,602	-216,866	-76.24%
030-143 Elections				
62 - Operating Expense	54,088	2,074	-52,014	-96.17%
030-514 Operating Assistance				
67 - Miscellaneous Expense	21,000	8,550	-12,450	-59.29%
Total Expenses - 030 - Clerks	359,556	78,226	-281,330	-78.24%
030-148 Clerks Revenues				
44 - Licenses/Permits	29,750	2,970	-26,780	-90.02%
47 - Other/Misc Revenue	300	0	-300	-100.00%
49 - Internal Revenue	36,000	0	-36,000	-100.00%
Total Revenues - 030 - Clerks	66,050	2,970	-63,080	-95.50%
Net Total - 030 - Clerks	293,506	75,256	-218,250	-74.36%

Information Technology

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
070-151 IT - General				
62 - Operating Expense	370,760	52,973	-317,787	-85.71%
070-152 IT Revenues				
41 - Grants	16,343	0	-16,343	-100.00%
49 - Internal Revenue	19,375	0	-19,375	-100.00%
Total 070-152 - IT Revenues	35,718	0	-35,718	-100.00%
Net Total - 070 - Information Technology	335,042	52,973	-282,069	-84.19%



Township of Essa
Summary of Budget Variances by Department
For the Period Ending March 31, 2022

By-Law

150-290 By-Law Department	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
60 - Salaries/Wages	104,468	20,718	-83,750	-80.17%
61 - Benefits	29,127	5,875	-23,252	-79.83%
62 - Operating Expense	11,762	586	-11,176	-95.02%
Total 150-290 - By-Law Department	145,357	27,179	-118,178	-81.30%
150-294 By-Law Revenues				
42 - Fees & Fines Revenues	7,500	2,640	-4,860	-64.80%
44 - Licenses/Permits	12,000	1,525	-10,475	-87.29%
47 - Other/Misc Revenue	2,000	365	-1,635	-81.75%
Total 150-294 - By-Law Revenues	21,500	4,530	-16,970	-78.93%
Net Total - 150 - By-Law Department	123,857	22,649	-101,208	-81.71%

Animal Control

160-296 Animal Control	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
60 - Salaries/Wages	12,423	0	-12,423	-100.00%
61 - Benefits	3,699	0	-3,699	-100.00%
62 - Operating Expense	12,990	1,464	-11,526	-88.73%
65 - Repairs & Maintenance Expense	2,000	74	-1,926	-96.30%
66 - Fleet Expense	3,500	338	-3,162	-90.34%
67 - Miscellaneous Expense	1,000	0	-1,000	-100.00%
Total 160-296 - Animal Control	35,612	1,876	-33,736	-94.73%
160-295 Animal Control Revenues				
44 - Licenses/Permits	11,900	5,690	-6,210	-52.18%
47 - Other/Misc Revenue	1,100	0	-1,100	-100.00%
Total 160-295 - Animal Control Revenues	13,000	5,690	-7,310	-56.23%
Net Total - 160 - Animal Control	22,612	-3,814	-26,426	-116.87%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending March 31, 2022

Treasury

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
040-164 Treasury				
60 - Salaries/Wages	369,217	88,517	-280,700	-76.03%
61 - Benefits	140,387	28,551	-111,836	-79.66%
62 - Operating Expense	2,183,938	50,241	-2,133,697	-97.70%
63 - Utilities Expense	18,142	3,901	-14,241	-78.50%
65 - Repairs & Maintenance Expense	12,215	2,748	-9,467	-77.50%
67 - Miscellaneous Expense	15,500	6,102	-9,398	-60.63%
Total 040-164 - Treasury	2,739,399	180,060	-2,526,233	-92.22%
040-165 Treasury Revenues				
42 - Fees & Fines Revenue	13,500	2,440	-11,060	-81.93%
46 - Interest Revenue	456,000	113,047	-342,953	-75.21%
47 - Other/Misc Revenue	25,000	18,044	-6,956	-27.82%
49 - Internal Revenue	60,000	0	-60,000	-100.00%
Total 040-165 - Treasury Revenues	554,500	133,531	-360,969	-65.10%
Net Total - 040 - Treasury	2,184,899	46,529	-2,138,370	-97.87%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending March 31, 2022

Taxation & General Revenues

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
040-187 General Revenues	2,984,100	10,314	-2,973,786	-99.65%
Municipal Taxation				
040-186 General Levy Expense	210,479	0	-210,479	-100.00%
040-180 Municipal Tax Levy	8,474,825	4,060,770	-4,414,055	-52.08%
040-185 Municipal PIL	3,574,298	1,684,785	-1,889,513	-52.86%
Total Municipal Taxation Levy	12,049,123	5,745,555	-6,303,568	-52.32%
Net Total -040- Municipal Taxation	-11,838,644	-5,745,555	-6,093,089	-51.47%
County Taxation				
050-189 County Tax Levy Expense	0	2,380,756	2,380,756	0
050-190 County Levy	0	4,787,129	4,787,129	0
Net Total -050- Total County Taxation	0	-2,406,373	-2,406,373	0
School Boards Taxation				
060-191 English Public Tax Levy Expense	0	1,239,924	1,239,924	0
060-193 English Separate Tax Levy Expense	0	230,341	230,341	0
060-195 French Public Tax Levy Expense	0	13,444	13,444	0
060-197 French Separate Tax Levy Expense	0	14,120	14,120	0
Total School Boards Levy Expense	0	1,497,829	1,497,829	0
060-192 English Public Tax Levy	0	2,010,123	2,010,123	0
060-194 English Separate Tax Levy	0	262,713	262,713	0
060-196 French Public Tax Levy	0	12,941	12,941	0
060-198 French Separate Tax Levy	0	16,153	16,153	0
060-199 Non-Directed School Levy	0	685,107	685,107	0
Total School Boards Levy	0	2,987,037	2,987,037	0
Net Total -060- Total School Boards Taxation	0	-1,489,208	1,489,208	0

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending March 31, 2022

Fire	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
110-202 Fire Administration				
60 - Salaries/Wages	248,860	46,356	-202,504	-81.37%
61 - Benefits	53,579	12,005	-41,574	-77.59%
62 - Operating Expense	430,210	5,156	-425,054	-98.80%
Total 110-202 - Fire Administration	732,649	63,517	-669,132	-91.33%
110-205 Fire Training				
60 - Salaries/Wages	145,000	8,745	-136,255	-93.97%
62 - Operating Expense	35,000	8,681	-26,319	-75.20%
Total 110-205 - Fire Training	180,000	17,426	-162,574	-90.32%
110-208 Fire Fighting				
60 - Salaries/Wages	320,000	40,698	-279,302	-87.28%
61 - Benefits	28,500	2,509	-25,991	-91.20%
62 - Operating Expense	189,457	14,742	-174,715	-92.22%
65 - Repairs & Maintenance Expense	54,750	1,078	-53,672	-98.03%
67 - Miscellaneous Expense	8,000	334	-7,666	-95.83%
Total 110-208 - Fire Fighting	600,707	59,361	-541,346	-90.12%
110-209 Angus Fire Hall				
62 - Operating Expense	6,453	1,526	-4,927	-76.35%
63 - Utilities Expense	9,282	2,637	-6,645	-71.59%
65 - Repairs & Maintenance Expense	13,000	1,780	-11,220	-86.31%
Total 110-209 Angus Fire Hall	28,735	5,943	-22,792	-79.32%
110-210 Thornton Fire Hall				
62 - Operating Expense	5,648	1,303	-4,345	-76.93%
63 - Utilities Expense	9,588	2,900	-6,688	-69.75%
65 - Repairs & Maintenance Expense	13,000	1,284	-11,716	-90.12%
Total 110-210 Thornton Fire Hall	28,236	5,487	-22,749	-80.57%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending March 31, 2022

Fire	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
110-220 Fire Fleet				
65 - Repairs & Maintenance Expense	90,000	13,124	-76,876	-85.42%
66 - Fleet Expense	20,000	2,470	-17,530	-87.65%
Total 110-210 Thornton Fire Hall	110,000	15,594	-94,406	-85.82%
Total Expenses - 110 - Fire	1,680,327	167,328	-1,512,999	-90.04%
110-245 Fire Revenues				
42 - Fees & Fines Revenues	110,600	24,677	-85,923	-77.69%
43 - Rental Revenue	12,000	0	-12,000	-100.00%
48 - Other Gov't Revenue	2,000	0	-2,000	-100.00%
49 - Internal Revenue ⁴	113,000	0	-113,000	-100.00%
Total 110-245 Fire Revenues	237,600	24,677	-212,923	-89.61%
Net Total - 110 - Fire	1,442,727	142,651	-1,300,076	-90.11%
125-230 Emergency Measures				
60 - Salaries/Wages	17,298	3,607	-13,691	-79.15%
61 - Benefits	3,905	894	-3,011	-77.11%
62 - Operating Expense	12,000	3,046	-8,954	-74.62%
63 - Utilities Expense	150	0	-150	-100.00%
66 - Fleet Expense	150	0	-150	-100.00%
Total 125-230 Emergency Measures	33,503	7,547	-25,956	-77.47%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending March 31, 2022

Police

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
130-250 Police - Joint Contract				
62 - Operating Expense	2,965,259	480,630	-2,484,629	-83.79%
130-254 Police Administration				
60 - Salaries/Wages	1,000	0	-1,000	-100.00%
62 - Operating Expense	15,800	12,846	-2,954	-18.70%
63 - Utilities Expense	1,632	0	-1,632	-100.00%
130-257 Police - Building				
62 - Operating Expense	7,743	1,180	-6,563	-84.76%
Total Expenses - 130 - Police	2,991,434	494,656	-2,496,778	-83.46%
130-270 Police Revenues				
48 - Other Gov't Revenue	93,000	0	-93,000	-100.00%
Net Total - 130 - Police	-2,898,434	-494,656	2,403,778	-82.93%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending March 31, 2022

Roads

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
210-310 Roads				
60 - Salaries/Wages	966,148	264,664	-701,484	-72.61%
61 - Benefits	288,060	67,467	-220,593	-76.58%
62 - Operating Expense	850,830	22,992	-827,838	-97.30%
65 - Repairs & Maintenance Expense	29,500	5,500	-24,000	-81.36%
67 - Miscellaneous Expense	4,000	674	-3,326	-83.15%
Total 210-310 - Roads	2,138,538	361,297	-1,749,915	-81.83%
210-315 Roads - Building				
62 - Operating Expense	651,300	2,267	-649,033	-99.65%
63 - Utilities Expense	18,768	7,028	-11,740	-62.55%
65 - Repairs & Maintenance Expense	5,000	0	-5,000	-100.00%
Total 210-315 - Roads - Building	675,068	9,295	-665,773	-98.62%
210-370 Roadway Maintenance				
62 - Operating Expense	240,500	74,191	-166,309	-69.15%
65 - Repairs & Maintenance Expense	93,000	1,448	-91,552	-98.44%
Total 210-370 - Roadway Maintenance	333,500	75,639	-257,861	-77.32%
Total Expenses - 210 - Roads	3,147,106	446,231	-2,700,875	-85.82%
210-320 Transportation - Revenues				
44 - Licenses/Permits	70,000	55,506	-14,494	-20.71%
47 - Other/Misc Revenue	30,000	4,099	-25,901	-86.34%
49 - Internal Revenue	766,253	136,618	-629,635	-82.17%
Total 210-320 - Transportation - Revenues	866,253	196,223	-670,030	-77.35%
Net Total - 210 - Roads	2,280,853	250,008	-2,030,845	-89.04%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending March 31, 2022

Roads

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
240-370 Roadside Maintenance				
65 - Repairs & Maintenance Expense	268,500	8,984	-259,516	-96.65%
240-384 Safety Devices, Signs & RR Crossing				
62 - Operating Expense	190,000	33,903	-156,097	-82.16%
65 - Repairs & Maintenance Expense	6,000	0	-6,000	-100.00%
Total 240-384 - Safety Devices, Signs & RR	196,000	33,903	-162,097	-82.70%
270-354 Bridges & Culverts				
65 - Repairs & Maintenance Expense	100,000	0	-100,000	-100.00%
320-445 Storm Sewer				
65 - Repairs & Maintenance Expense	10,000	0	-10,000	-100.00%

Public Works

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
530 - Sidewalk Plows				
530-536 - Sidewalk Plow 1	20,000	7,221	-12,779	-63.90%
530-357 - Sidewalk Plow 2	8,000	792	-7,208	-90.10%
530-358 - Sidewalk Plow 3	9,000	1,758	-7,242	-80.47%
530-359 - Sidewalk Plow 4	4,000	1,459	-2,541	-63.53%
Total 530- Sidewalk Plows	41,000	11,230	-29,770	-72.61%
530-744 Sidewalks				
60 - Salaries/Wages	39,345	582	-38,763	-98.52%
61 - Benefits	4,213	0	-4,213	-100.00%
62 - Operating Expense	27,240	687	-26,553	-97.48%
Total 530-744 - Sidewalks	70,798	1,269	-69,529	-98.21%
530-390 Streetlights				
63 - Utilities Expense	77,000	12,780	-64,220	-83.40%
65 - Repairs & Maintenance	28,000	0	-28,000	-100.00%
Total 530-390 - Streetlights	105,000	12,780	-92,220	-87.83%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending March 31, 2022

Public Works

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
530-740 Public Works				
62 - Operating Expense	23,000	696	-22,304	-96.97%
Total Expenses - 530 - Public Works	239,798	37,205	-202,593	-84.48%
530-748 Public Works Revenues				
47 - Other/Misc Revenue	2,000	1,034	-966	-48.30%
Net Total - 530 - Public Works	237,798	36,171	-201,627	-84.79%

260-310 Public Works Fleet

66 - Fleet Expense	218,000	73,560	-144,440	-66.26%
260 - Repairs & Maintenance Expense				
260-324 - Tag Along Float 2004	2,550	3,988	1,438	56.39%
260-326 - 4 Wheel Drive Tractor	8,500	0	-8,500	-100.00%
260-327 - Pick up 7	2,000	387	-1,613	-80.65%
260-328 - TR19-01	2,000	306	-1,694	-84.70%
260-329 - Pickup 3 2016 Chevy	4,000	159	-3,841	-96.03%
260-330 - Misc Repairs (hotbox, Chipper...)	5,500	648	-4,852	-88.22%
260-331 - Truck 18 2011 GMC	8,000	0	-8,000	-100.00%
260-332 - 96 Ford Van	6,120	0	-6,120	-100.00%
260-333 - Truck 20 2006 Sterling	5,000	1,155	-3,845	-76.90%
260-334 - Truck 21 2004 Sterling	13,252	861	-12,391	-93.50%
260-335 - Truck 26 2016 Western	13,252	605	-12,647	-95.43%
260-336 - Truck 23 2015 Western	14,712	2,832	-11,880	-80.75%
260-337 - Truck 24 2007 Sterling	20,712	2,149	-18,563	-89.62%
260-338 - Truck 25 2008 Sterling	20,712	1,279	-19,433	-93.82%
260-339 - Truck 27 1999 INT	30,000	2,838	-27,162	-90.54%
260-340 - Truck 28 2012 Freightliner	18,752	4,996	-13,756	-73.36%
260-341 - Truck 29 2008 Volvo	27,800	5,006	-22,794	-81.99%
260-342 - Truck 22 2004 Sterling	27,752	2,921	-24,831	-89.47%
260-343 - Truck 8 2003 Dodge 1 Ton	2,000	0	-2,000	-100.00%
260-344 - 31-21 Western Star	5,000	56	-4,944	-98.88%
260-345 - 2018 Gradall Excavator	7,500	193	-7,307	-97.43%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending March 31, 2022

Public Works	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
260-346 - Grader 11 1999	17,800	305	-17,495	-98.29%
260-347 - Grader 9 2001 Volvo	15,000	5,519	-9,481	-63.21%
260-348 - Case Loader 19	10,000	0	-10,000	-100.00%
260-350 - Backhoe 4 2002 JCB	10,000	910	-9,090	-90.90%
260-351 - Tanker 1 1993	1,500	0	-1,500	-100.00%
260-352 - 06-10 2006 Cat Loader	20,000	2,146	-17,854	-89.27%
260-353 - 06-12 2006 Cat Dozer	7,000	0	-7,000	-100.00%
Total -260 - Repairs & Maintenance Expense	544,414	112,819	-431,595	-79.28%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending March 31, 2022

Water

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
310-410 Water Administration				
60 - Salaries/Wages	108,500	7,487	-101,013	-93.10%
61 - Benefits	32,268	2,457	-29,811	-92.39%
62 - Operating Expense	494,378	782	-493,596	-99.84%
65 - Repairs & Maintenance Expense	617,524	158,441	-459,083	-74.34%
Total 310-410 - Water Administration	1,252,670	169,167	-1,083,503	-86.50%
310-411 Water Operations				
62 - Operating Expense	79,000	17,217	-61,783	-78.21%
63 - Utilities Expense	149,840	2,276	-147,564	-98.48%
65 - Repairs & Maintenance Expense	456,000	3,828	-452,172	-99.16%
67 - Miscellaneous Expense	500	829	329	65.80%
Total 310-411 - Water Operations	685,340	24,150	-661,190	-96.48%
Total Expenses - 310 - Water	1,938,010	193,317	-1,744,693	-90.02%
310-440 Water Revenue				
42 - Fees & Fines Revenue	3,000	6,060	3,060	102.00%
44 - Licenses/Permits	3,000	300	-2,700	-90.00%
45 - Sale of Utilities	1,820,000	403,220	-1,416,780	-77.85%
46 - Interest Revenue	17,250	3,633	-13,617	-78.94%
47 - Other/Misc Revenue	24,760	2,200	-22,560	-91.11%
49 - Internal Revenue	70,000	0	-70,000	-100.00%
Total 310-440 - Water Revenue	1,938,010	415,413	-1,522,597	-78.56%
Net Total - 310 - Water	0	-222,096	-222,096	0

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending March 31, 2022

Wastewater

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
330-450 Wastewater Administration				
60 - Salaries/Wages	40,020	7,487	-32,533	-81.29%
61 - Benefits	10,495	2,457	-8,038	-76.59%
62 - Operating Expense	377,407	2,824	-374,583	-99.25%
65 - Repairs & Maintenance Expense	583,203	142,942	-440,261	-75.49%
Total 330-450 Wastewater Administration	1,011,125	155,710	-855,415	-84.60%
330-454 Wastewater Operations				
62 - Operating Expense	33,000	0	-33,000	-100.00%
63 - Utilities Expense	167,280	39,799	-127,481	-76.21%
65 - Repairs & Maintenance Expense	411,000	0	-411,000	-100.00%
67 - Miscellaneous Expense	250	887	637	254.80%
Total 330-454 Wastewater Operations	611,530	40,686	-570,844	-93.35%
Total Expenses - 330 - Wastewater	1,622,655	196,396	-1,426,259	-87.90%
330-458 Wastewater Revenue				
42 - Fees & Fines Revenue	44,100	0	-44,100	-100.00%
44 - Licenses/Permits	5,000	225	-4,775	-95.50%
45 - Sale of Utilities	1,500,000	398,048	-1,101,952	-73.46%
46 - Interest Revenue	17,250	3,316	-13,934	-80.78%
49 - Internal Revenue	56,305	0	-56,305	-100.00%
Total 330-458 - Wastewater Revenue	1,622,655	401,589	-1,221,066	-75.25%
Net Total - 330 - Wastewater	0	-205,193	-205,193	0

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending March 31, 2022

Recreation and Culture

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
380-498 Thornton Union Cemetery				
60 - Salaries/Wages	24,053	5,100	-18,953	-78.80%
61 - Benefits	2,783	1,064	-1,719	-61.77%
62 - Operating Expense	30,000	85	-29,915	-99.72%
65 - Repairs & Maintenance Expense	3,000	0	-3,000	-100.00%
Total 380-498 - Thornton Union Cemetery	59,836	6,249	-53,587	-89.56%
380-499 Thornton Union Cemetery Revenues				
42 - Fees & Fines Revenue	14,000	0	-14,000	-100.00%
47 - Other/Misc Revenue	4,000	0	-4,000	-100.00%
Total 380-499 - Thornton Union Cemetery	18,000	0	-18,000	-100.00%
Net Total - 380 - Thornton Union Cemetery	41,836	6,249	-35,587	-85.06%

Recreation Programming

400-514 Recreation Programming				
60 - Salaries/Wages	57,705	0	-57,705	-100.00%
61 - Benefits	19,488	0	-19,488	-100.00%
62 - Operating Expense	11,000	158	-10,842	-98.56%
Total 400-514 - Recreation Programming	88,193	158	-88,035	-99.82%
400-516 Recreation Programming				
42 - Fees & Fines Revenue	11,000	0	-11,000	-100.00%
Net Total - 400 - Recreation Programming	77,193	158	-77,035	-99.80%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending March 31, 2022

Angus Arena

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
410-510 Angus Arena Administration				
60 - Salaries/Wages	24,910	5,447	-19,463	-78.13%
61 - Benefits	7,165	1,742	-5,423	-75.69%
62 - Operating Expense	300	0	-300	-100.00%
Total 410-510 Angus Arena Administration	32,375	7,189	-25,186	-77.79%
410-522 Angus Arena Operations				
60 - Salaries/Wages	155,296	23,765	-131,531	-84.70%
61 - Benefits	40,669	6,170	-34,499	-84.83%
62 - Operating Expense	113,195	14,275	-98,920	-87.39%
63 - Utilities Expense	96,126	29,637	-66,489	-69.17%
65 - Repairs & Maintenance Expense	18,100	1,865	-16,235	-89.70%
66 - Fleet Expense	100	0	-100	-100.00%
Total 410-522 Angus Arena Operations	423,486	75,712	-347,774	-82.12%
Total Expenses - 410 - Angus Arena	455,861	82,901	-372,960	-81.81%
410-524 Angus Arena Revenues				
42 - Fees & Fines Revenue	6,500	964	-5,536	-85.17%
43 - Rental Revenue	223,480	82,052	-141,428	-63.28%
Total 410-524 Angus Arena Revenues	229,980	83,016	-146,964	-63.90%
Net Total - 410 - Angus Arena	225,881	-115	-225,996	-100.05%



Township of Essa
Summary of Budget Variances by Department
For the Period Ending March 31, 2022

Thornton Arena

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
415-510 Thornton Arena Administration				
60 - Salaries/Wages	24,910	5,447	-19,463	-78.13%
61 - Benefits	7,165	1,742	-5,423	-75.69%
Total 415-510 Thornton Arena Administration	32,075	7,189	-24,886	-77.59%
415-526 Thornton Arena				
60 - Salaries/Wages	166,232	42,502	-123,730	-74.43%
61 - Benefits	36,361	7,682	-28,679	-78.87%
62 - Operating Expense	139,083	9,005	-130,078	-93.53%
63 - Utilities Expense	57,621	14,959	-42,662	-74.04%
65 - Repairs & Maintenance Expense	15,400	1,587	-13,813	-89.69%
66 - Fleet Expense	100	0	-100	-100.00%
Total 415-526 Thornton Arena Operations	414,797	75,735	-339,062	-81.74%
Total Expenses - 415 - Thornton Arena	446,872	82,924	-363,948	-81.44%
415-528 Thornton Arena Revenues				
42 - Fees & Fines Revenue	3,900	775	-3,125	-80.13%
43 - Rental Revenue	140,950	76,278	-64,672	-45.88%
Total 415-528 - Thornton Arena Revenues	144,850	77,053	-67,797	-46.80%
Net Total - 415 - Thornton Arena	302,022	5,871	-296,151	-98.06%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending March 31, 2022

Parks

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
430-510 Parks Administration				
60 - Salaries/Wages	24,910	5,205	-19,705	-79.10%
61 - Benefits	7,169	1,713	-5,456	-76.11%
62 - Operating Expense	263,340	1,526	-261,814	-99.42%
Total 430-510 - Parks Administration	295,419	8,444	-286,975	-97.14%
430-550 Parks Operations				
60 - Salaries/Wages	364,657	50,021	-314,636	-86.28%
61 - Benefits	95,382	12,553	-82,829	-86.84%
62 - Operating Expense	139,330	6,519	-132,811	-95.32%
63 - Utilities Expense	663	111	-552	-83.26%
65 - Repairs & Maintenance Expense	32,000	2,728	-29,272	-91.48%
66 - Fleet Expense	27,000	1,935	-25,065	-92.83%
67 - Miscellaneous Expense	500	0	-500	-100.00%
Total 430-550 - Parks Operations	659,532	73,867	-585,665	-88.80%
430-551 Angus Community Park	10,000	1,630	-8,370	-83.70%
430-552 Ivy Diamond	5,000	0	-5,000	-100.00%
430-553 Lions Park	1,000	24	-976	-97.60%
430-554 Glen Eaton/Wildflower	5,000	1,464	-3,536	-70.72%
430-555 Elmgrove Diamond	1,500	0	-1,500	-100.00%
430-556 McGeorge Park	1,000	0	-1,000	-100.00%
430-557 Thornton Diamond	2,000	0	-2,000	-100.00%
430-558 LeClair Soccer Field	1,000	0	-1,000	-100.00%
430-559 Utopia Soccer Field	1,000	0	-1,000	-100.00%
430-560 Bob Geddes Diamond	2,000	0	-2,000	-100.00%
430-561 Thornton Soccer Field	3,500	0	-3,500	-100.00%
430-563 Dellbrook Park	1,000	0	-1,000	-100.00%
430-567 Stonemount	5,000	1,526	-3,474	-69.48%
430-572 Rails to Trails	6,000	382	-5,618	-93.63%
430-573 Fishing	9,500	24	-9,476	-99.75%
430-574 Skateboard Park	4,500	0	-4,500	-100.00%
Total 430 - Parks	59,000	5,050	-53,950	-91.44%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending March 31, 2022

Parks

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
430-562 Angus Diamond				
63 - Utilities Expense	816	24	-792	-97.06%
65 - Repairs & Maintenance Expense	3,000	11	-2,989	-99.63%
Total 430-562 - Angus Diamond	3,816	35	-3,781	-99.08%
430-564 Baxter Diamond				
62 - Operating Expense	1,020	0	-1,020	-100.00%
63 - Utilities Expense	2,040	45	-1,995	-97.79%
65 - Repairs & Maintenance Expense	6,000	1,750	-4,250	-70.83%
Total 430-564 - Baxter Diamond	9,060	1,795	-7,265	-80.19%
430-576 Outdoor Pads				
63 - Utilities Expense	1,836	297	-1,539	-83.82%
65 - Repairs & Maintenance Expense	10,000	592	-9,408	-94.08%
Total 430-576 - Outdoor Pads	11,836	889	-10,947	-92.49%
Total Expenses - 430 - Parks	1,038,663	90,080	-948,583	-91.33%
430-578 Parks Revenue				
41 - Grants	15,000	0	-15,000	-100.00%
49 - Internal Revenue	36,000	0	-36,000	-100.00%
Total 430-578 - Parks Revenue	51,000	0	-51,000	-100.00%
Net Total - 430 - Parks	987,663	90,080	-897,583	-90.88%

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Township of Essa Summary of Budget Variances by Department For the Period Ending March 31, 2022

Parks

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
435-510 Recreation Activities Administration				
60 - Salaries/Wages	40,924	19,264	-21,660	-52.93%
61 - Benefits	7,861	6,278	-1,583	-20.14%
62 - Operating Expense	2,700	30	-2,670	-98.89%
Total 435-510 - Recreation Activities	51,485	25,572	-25,913	-50.33%
435-585 Parks Other Revenue				
44 - Licenses/Permits	9,000	800	-8,200	-91.11%
50 - Donation	0	1,104	1,104	100.00%
Total 435-585 - Parks Other Revenue	9,000	1,904	-7,096	-78.84%

Recreation Facilities

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
440-530 Angus Banquet Hall				
62 - Operating Expense	2,000	0	-2,000	-100.00%
63 - Utilities Expense	5,100	0	-5,100	-100.00%
Total 440-530 - Angus Banquet Hall	7,100	0	-7,100	-100.00%
440-532 Angus Gym				
62 - Operating Expense	46,320	157	-46,163	-99.66%
63 - Utilities Expense	5,100	0	-5,100	-100.00%
Total 440-532 - Angus Gym	51,420	157	-51,263	-99.69%
440-533 Thornton Hall				
62 - Operating Expense	1,000	0	-1,000	-100.00%
440-534 Angus Community Park				
62 - Operating Expense	3,000	38	-2,962	-98.73%
63 - Utilities Expense	1,683	376	-1,307	-77.66%
Total 440-534 - Angus Community Park	4,683	414	-4,269	-91.16%
440-535 Angus Youth Building				
63 - Utilities Expense	306	38	-268	-87.58%
65 - Repairs & Maintenance	300	0	-300	-100.00%
Total 440-534 - Angus Community Park	606	38	-568	-93.73%

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Summary of Budget Variances by Department
For the Period Ending March 31, 2022

Recreation Facilities

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
440-537 Food Bank				
62 - Operating Expense	500	0	-500	-100.00%
440-539 Angus Storage				
62 - Operating Expense	11,000	10,832	-168	-1.53%
Total Expenses - 440 - Recreation Facilities	76,309	11,441	-64,868	-85.01%
440-548 Community Building Revenue	25,100	19,861	-5,239	-20.87%
440-595 Angus Banquet Hall Revenue	3,500	3	-3,497	-99.91%
Total Revenue - 440 - Recreation Facilities	28,600	19,864	-8,736	-30.55%
Net Total - 440 - Recreation Facilities	47,709	-8,423	-56,132	-117.65%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending March 31, 2022

Library	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
445-610 Library Administration				
60 - Salaries/Wages	535,792	112,480	-423,312	-79.01%
61 - Benefits	126,498	28,732	-97,766	-77.29%
62 - Operating Expense	107,322	3,323	-103,999	-96.90%
Total 445-610 - Library Administration	769,612	144,535	-625,077	-81.22%
445-625 Library - Angus Branch				
62 - Operating Expense	15,900	278	-15,622	-98.25%
63 - Utilities Expense	19,278	0	-19,278	-100.00%
65 - Repairs & Maintenance Expense	20,610	300	-20,310	-98.54%
Total 445-625 - Library - Angus Branch	55,788	578	-55,210	-98.96%
445-630 Library - Thornton Branch				
62 - Operating Expense	31,115	761	-30,354	-97.55%
63 - Utilities Expense	4,845	888	-3,957	-81.67%
65 - Repairs & Maintenance Expense	2,750	240	-2,510	-91.27%
Total 445-630 - Library - Thornton Branch	38,710	1,889	-36,821	-95.12%
445-640 Operations				
62 - Operating Expense	42,376	14,758	-27,618	-65.17%
67 - Miscellaneous Expense	5,845	845	-5,000	-85.54%
Total 445-640 - Operations	48,221	15,603	-32,618	-67.64%
445-650 Subsidized Programs & Board				
60 - Salaries/Wages	15,840	0	-15,840	-100.00%
61 - Benefits	940	0	-940	-100.00%
62 - Operating Expense	100	0	-100	-100.00%
67 - Miscellaneous Expense	1,000	40	-960	-96.00%
Total 445-610 - Library Administration	17,880	40	-17,840	-99.78%
Total Expenses - 445 - Library	930,211	162,645	-767,566	-82.52%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending March 31, 2022

Library

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
445-660 Library Revenue				
41 - Grants	36,570	5,640	-30,930	-84.58%
42 - Fees & Fines Revenues	6,400	658	-5,742	-89.72%
43 - Rental Revenue	500	0	-500	-100.00%
44 - Licenses/Permits	1,200	954	-246	-20.50%
46 - Interest Revenue	300	104	-196	-65.33%
47 - Other/Misc Revenue	10,000	774	-9,226	-92.26%
49 - Internal Revenue	42,582	0	-42,582	-100.00%
50 - Donation	9,500	1,222	-8,278	-87.14%
Total 445-660 - Library Revenue	107,052	9,352	-97,700	-91.26%
Net Total - 445 - Library	-823,159	-153,293	669,866	-81.38%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending March 31, 2022

Planning

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
500-700 Planning				
60 - Salaries/Wages	251,894	48,554	-203,340	-80.72%
61 - Benefits	67,970	13,284	-54,686	-80.46%
62 - Operating Expense	315,113	18,281	-296,832	-94.20%
Total 500-700 - Planning	634,977	80,119	-554,858	-87.38%
500-715 Planning Revenue				
42 - Fees & Fines Revenues	27,500	20,275	-7,225	-26.27%
47 - Other/Misc Revenue	32,800	2,300	-30,500	-92.99%
49 - Internal Revenue	19,393	0	-19,393	-100.00%
Total 500-715 - Planning Revenue	79,693	22,575	-57,118	-71.67%
Net Total - 500 - Planning	-555,284	-57,544	497,740	-89.64%

Committee of Adjustment

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
510-720 Committee of Adjustment				
60 - Salaries/Wages	14,964	2,152	-12,812	-85.62%
61 - Benefits	2,865	701	-2,164	-75.53%
62 - Operating Expense	5,750	0	-5,750	-100.00%
Total 510-720 - Committee of Adjustment	23,579	2,853	-20,726	-87.90%
510-726 Committee of Adjustment				
42 - Fees & Fines Revenues	24,000	15,000	-9,000	-37.50%
Net Total - 510-726 - Community of Adjustment	421	12,147	11,726	2785.27%
515-734 Healthy Community	7,000	0	-7,000	-100.00%
520-734 Economic Development				
62 - Operating Expense	1,800	1,525	-275	-15.28%
Total 520-734 - Economic Development	1,800	1,525	-275	-15.28%

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending March 31, 2022

Building Department

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
140-280 Building Department				
60 - Salaries/Wages	325,827	55,312	-270,515	-83.02%
61 - Benefits	83,537	14,330	-69,207	-82.85%
62 - Operating Expense	57,162	11,488	-45,674	-79.90%
65 - Repairs & Maintenance Expense	5,900	1,168	-4,732	-80.20%
66 - Fleet Expense	3,000	291	-2,709	-90.30%
67 - Miscellaneous Expense	250	0	-250	-100.00%
Total 140-280 - Building Department	475,676	82,589	-393,087	-82.64%
140-285 Building Department				
42 - Fees & Fines Revenues	1,000	425	-575	-57.50%
44 - Licenses/Permits	269,000	40,778	-228,222	-84.84%
49 - Internal Revenue	205,676	0	-205,676	-100.00%
Total 140-285 - Building Department	475,676	41,203	-434,473	-91.34%
Net Total - 140 - Building Department	0	41,386	41,386	0

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Township of Essa
Summary of Budget Variances by Department
For the Period Ending March 31, 2022

Salmon Derby

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
520-731 Salmon Derby				
60 - Salaries/Wages	2,000	0	-2,000	-100.00%
62 - Operating Expense	10,100	0	-10,100	-100.00%
Total 520-731 - Salmon Derby	12,100	0	-12,100	-100.00%
520-732 Salmon Derby Revenues	9,000	0	-9,000	-100.00%
Net Total - 520-732 - Salmon Derby	-3,100	0	3,100	-100.00%

350-480 NVCA

64 - Taxation Expense

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
64 - Taxation Expense	193,650	48,413	-145,237	-75.00%

BIA

650-790 BIA

62 - Operating Expense

	Annual Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
62 - Operating Expense	29,035	0	-29,035	-100.00%

650-794 BIA Revenue

40 - Taxation Levy

40 - Taxation Levy	29,035	0	-29,035	-100.00%
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Net Total - 650 - BIA

Net Total - 650 - BIA	0	0	0	0.00%
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Township of Essa

2022 Capital Summary

March 31st, 2022

	Project Code	Actual To Date	2022 Budget Request	Variance Actuals to Annual Budget
<u>Administration</u>				
Administration Building Digital Sign	43-802-890	\$20,036	\$35,000	57%
Total for Administration:		\$20,036	\$35,000	57%
<u>Information Technology</u>				
Virtual City Hall	43-870-891		\$35,400	0%
Online Parking Ticket Payment System	43-870-892		\$5,250	0%
Fire Records Mgt Replacement	43-870-894		\$20,000	0%
E-commerce Payment Platform	43-870-896		\$14,300	0%
Total for Information Technology:		\$0	\$74,950	0%
<u>Fire Service</u>				
Station 1 LED Lighting Upgrade	44-811-871	\$31,546	\$31,000	102%
RTV and Trailer	44-811-881	\$52,253	\$70,000	75%
Rescue Equipment – Extrication	44-811-894		\$9,000	0%
Hose & Nozzles	44-811-895		\$20,000	0%
Communications Equipment P6	44-811-896	\$17,588	\$20,000	88%
Fire - PPE	44-811-897		\$58,000	0%
Car 2 Replacement	44-812-882		\$95,000	0%
New Fire Hall in Angus Land Purchase & Development	44-811-870		\$100,000	0%
Total for Fire Department:		\$101,387	\$403,000	25%

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Township of Essa 2022 Capital Summary March 31st, 2022

			Variance	
	Project Code	Actual To Date	2022 Budget Request	
			Actuals to Annual Budget	
Roads/Public Works				
Pickup Trucks x 2	67-826-880		\$110,000	0%
Roads Garage Extension	67-853-871		\$620,000	0%
Hydro Seeder, Plate Compactor, Power Washer, Weedeaters	67-853-891	\$19,209	\$64,000	30%
Margaret Street Urbanization	46-821-822	\$53,795	\$739,000	7%
8th Line Double Surface Treatment	46-821-824		\$270,000	0%
6th Line Dead-end Double Surface Treatment	46-821-826		\$265,000	0%
Pine River Road Double Surface Treatment	46-821-827		\$175,000	0%
Vernon Street Urbanization	46-821-828		\$100,000	0%
6th Line Double Surface Treatment	46-821-829		\$297,000	0%
Angus Transportation Master Plan	46-821-891		\$130,000	0%
Total for Roads/Public Works:		\$73,004	\$2,770,000	3%
Water and Wastewater				
Brownley Reservoirs Repairs	48-831-871		\$120,000	0%
Thornton Flow Valve Installation	48-831-873		\$70,000	
Angus Station 1 Bar Screen Upgrade	48-833-891		\$30,000	
Total for Water and Wastewater:		\$0	\$220,000	0%

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Township of Essa
2022 Capital Summary
March 31st, 2022

	Project Code	Actual To Date	2022 Budget Request	Variance Actuals to Annual Budget
<u>Parks and Recreation</u>				
Parks and Rec Vehicle	60-826-881		\$55,000	0%
Thornton Arena LED Lighting	60-842-871	\$29,109	\$31,700	92%
Michael St Play Structure Upgrade	60-843-891		\$55,600	0%
Mike Hart Playground Remediation	60-843-892		\$21,600	0%
Don Ross Guard Rails	60-843-893		\$30,000	0%
Trail Master Plan	60-843-894		\$40,000	
Zero Turn Lawn Mower	60-843-895	\$22,051	\$24,840	
Angus Gym Baffles, Stage Curtain & Stereo	60-844-871	\$11,810	\$40,320	
Total For Parks and Recreation:		\$62,969	\$299,060	21%
<u>Library</u>				
Books Collection Materials	60-846-891	\$19,907	\$76,165	26%
Thornton Branch Refresh	60-846-892		\$25,965	0%
Furniture	60-846-897		\$4,417	0%
Equipment	60-846-898	\$351	\$2,000	18%
Computer Equipment	60-846-899		\$6,200	0%
Total for Library:		\$20,257	\$114,747	44%
Totals:		\$277,654	\$3,916,757	7%

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C008-22

DATE: April 20, 2022

TO: Committee of the Whole

FROM: Lisa Lehr, Manager of Legislative Services

SUBJECT: Restricted Acts ("Lame Duck" Provisions) and Delegation of Authority

RECOMMENDATION

That Staff Report C008-22 be received; and

That Council direct the Clerk to prepare the necessary By-law for Council's passage prior to Nomination Day delegating authority to the Chief Administrative Officer to make decisions related to the restricted acts of Council during a Lame Duck Period; and

That the By-law shall come into force and effect when it has been determined by the Clerk, with certainty, that less than seventy-five percent of the current members of Council will be returning to sit on the new Council after Nomination Day of the 2022 Municipal Elections.

BACKGROUND

Section 275 of the *Municipal Act*, 2001, as amended, provides for "Restricted Acts After Nomination Day" as the period of time in an election year that is commonly referred to as "Lame Duck". The "Lame Duck" period restricts Council in their ability to exercise all of their power as elected officials and occurs twice during the municipal election process.

A municipal council can be in "Lame Duck" during one or both of the following time periods:

- The period between Nomination Day (August 19, 2022) and Voting Day (October 24, 2022)
- The period between Voting Day (October 24, 2022) and the end of the council term (November 14, 2022).

If, from Nomination Day to Voting Day and from Voting Day to the end of the term, it can be determined with certainty that the new council will include less than three-quarters of the outgoing Council Members, then the Lame Duck Period applies and Council is restricted from taking certain actions until the new term of Council begins on November 15, 2022.

COMMENTS AND CONSIDERATIONS

In accordance with Section 275 of the *Municipal Act*, certain restricted acts limiting the authority of a municipal council to make decisions may come into effect during the period leading up to the municipal election, and possibly after the municipal election. These restricted acts, commonly referred to as "Lame Duck" provisions, come into effect if it can be determined that the new Council will include less than three quarters (75%) of the members of the incumbent Council.

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Determination of "Lame Duck"

The first period of "Lame Duck" could potentially fall between the period of August 19, 2022 to October 24, 2022. The determination of "Lame Duck" shall be based on the 2022 candidates' election nominations that have been certified by the Municipal Clerk following the Nomination Period. If less than three quarters (75%) of the existing Council members are not running for municipal Council, then the restrictions set out in Section 275 of the *Municipal Act* will apply.

The second period of "Lame Duck" falls between October 24 to November 14, 2022. The election results are declared by the Municipal Clerk shortly after the completion of the municipal election. If the election results determine that less than 75% of the incumbent Council members will be returning to office, then the restrictions set out in Section 275 of the *Municipal Act* will apply.

The Township of Essa is comprised of a 5 member Council. Thus, seventy-five percent of five members is 4 ($5 \times .75 = 3.75$). As can be seen, "Lame Duck" provisions would be in effect if less than four members of Council ran in the 2022 Municipal Election and/or were re-elected by constituents.

Restrictions During a "Lame Duck" Period

While Council continues to meet and conduct municipal business during a "Lame Duck" period, there are certain acts that it cannot engage in, pursuant to Subsection 275 (3) of the *Municipal Act*. These are as follows:

- (a) the appointment or removal from office any officer of the municipality;
- (b) the hiring or dismissal of any employee of the municipality;
- (c) the disposition of any real or personal property of the municipality which has a value exceeding \$50,000.00 at the time of disposal; and,
- (d) making any expenditures or incurring any other liability which exceeds \$50,000.00.

Exceptions

- (a) Clauses (c) and (d) in the previous section do not apply if the disposition or obligation was included in the most recent budget adopted by Council before Nomination Day of the 2022 Municipal Election.
- (b) None of the restrictions prevent a municipality from taking any action in the event of an emergency.

Land Matters

Pursuant to Section 275(3)(c), a municipality can close a real estate transaction during the "Lame Duck" period only if Council passed a By-law approving the execution of the Agreement of purchase and sale in advance of the "Lame Duck" period.

Expenditures

A contract could be awarded by a "Lame Duck" Council in excess of \$50,000.00, so long as the amount was included in the approved 2022 annual budget. However, the "Lame Duck" Council would not be able to award a contract, if the amount of the tender or bid exceeds the amount included in the budget.

Delegation of Authority

Section 275(6) provides that even if the Restricted Acts section is engaged, it does not affect any delegation of authority which has been properly granted prior to Nomination Day. A By-law to delegate authority to the Chief Administrative Officer for the "restricted acts" or "Lame Duck" period would work to safeguard the municipality against potential gaps by temporarily delegating

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additional authority beyond the authorities that have already been delegated by Council. This delegated authority would only come into effect if the Restricted Acts section of the Municipal Act should apply to Council. The temporary By-law would become null and void upon the commencement of the Inaugural meeting of the new Council, scheduled for November 16, 2022. Further, the By-law could require that the Chief Administrative Officer report to Council in the first quarter of 2023 regarding any exercise of this delegated authority.

Determination of Restricted Act of Council – Lame Duck Position

In order to determine if Council is in a "Lame Duck" position, the Clerk will follow Section 275 of the Municipal Act, 2001, and advise Council at the first Committee of the Whole meeting in September 2022, after Nomination Day.


After Election Day, if the Clerk has determined that Council is in "Lame Duck" position, pursuant to Section 6 of the *Municipal Elections Act*, the term of office shall commence for the newly elected Council on November 16, 2022. The new Council shall be deemed organized when quorum of members have taken their declaration of office pursuant to Section 232 of the *Municipal Act*, 2001. This will be done at the Inaugural Meeting of Council, which will take place on November 16, 2022.

At the Inaugural Council Meeting, the By-law pursuant to Section 23.1 of the *Municipal Act*, which delegates authority to the Chief Administrative Officer in regards to restricted acts will expire, and a newly elected Council will be sworn in for the Township of Essa.

Delegation of Authority to Chief Administrative Officer

In an effort to ensure continuity of municipal services and projects, the *Municipal Act* provides that Council may delegate restricted powers during a potential "Lame Duck" period. Accordingly, it is recommended that Council delegate this authority to the Chief Administrative Officer, in the event of a "Lame Duck" period, to ensure service delivery and operational continuity.

FINANCIAL IMPACT

There is no financial impact as a result of this Report, however the proposed Lame Duck By-law will provide for delegated authority to the Chief Administrative Officer to make decisions related to restricted acts during a Lame Duck Period. 

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Direct the Clerk to prepare the necessary By-law for Council's passage prior to Nomination Day delegating authority to the Chief Administrative Officer to make decisions related to the restricted acts of Council during a Lame Duck Period, with the By-law coming into force and effect only when it has been determined by the Clerk, with certainty, that less than seventy-five percent of the current members of Council will be returning to sit on the new Council after Nomination Day of the 2018 Municipal Elections.**

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CONCLUSION

Staff recommends Option No. 2.

Respectfully Submitted by:



Lisa Lehr
Manager of Legislative Services

Reviewed By:



Colleen Healey Dowdall
Chief Administrative Officer

Attachments:

1. DRAFT Lame Duck By-law

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW NO. 2022 - xx

A By-Law delegating authority to the Chief Administrative Officer to make decisions related to restricted acts, pursuant to Section 275 of the *Municipal Act*, 2001, S.O. 2001, c. 25.

WHEREAS Section 275 of the *Municipal Act*, 2001, S.O. 2001, c. 25 ("*Municipal Act*") limits the authority of a Council to make certain decisions if, following nomination day or alternatively voting day, it can be determined that the new council will include less than three quarters of the members of the outgoing council; and

WHEREAS, pursuant to section 23.1 of the Act, a municipality is authorized to delegate its powers and duties under the Act or any other Act to a person or body, subject to the restrictions set out in Part II of the Act; and

WHEREAS to ensure the efficient and effective management of the Corporation of the Township of Essa during a possible "Lame Duck" period, it is prudent that Council delegates certain authority to the Chief Administrative Officer for that period of time;

WHEREAS, Subsection 275(6) of the *Municipal Act* provides for delegation of such authority prior to Nomination Day for the election of a new council; and

WHEREAS the Council for the Township of Essa deems it prudent and, in the municipality's best interest to exercise its right to delegate such authority in order to reduce the impact of restrictions as may be imposed by Section 275 of the *Municipal Act*; and

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

1. That the Council of the Corporation of the Township of Essa hereby delegates to the Chief Administrative Officer the authority to make decisions where appropriate and permitted on matters which are deemed to be 'restricted acts' pursuant to Section 275 of the *Municipal Act*.
2. That the Chief Administrative Officer shall advise Council in writing as soon as practical regarding any exercise of the authority delegated, following the expiry of the Lame Duck Period.
3. That this delegated authority take effect at such time as it can be determined, as confirmed by the Township Clerk, that the Council for the Corporation of the Township of Essa becomes subject to the "Restricted Act" provisions, as stipulated in Section 275 of the *Municipal Act*, and that such delegated authority will only take effect and be limited to the "Lame Duck Period" of Council and shall expire when the newly elected Council is sworn in for the Township of Essa.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this xx day of xxxxx, 2022.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk