

**THE CORPORATION OF THE TOWNSHIP OF ESSA
VIRTUAL COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, NOVEMBER 17, 2021
6:00 p.m.**

To view our live stream 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 PD022-21 submitted by the Manager of Planning and Development, re: Building Permit Revenue Update.**

Recommendation: *Be it resolved that Staff Report PD022-21 be received for information.*

- p. 3 b. **Staff Report PD023-21 submitted by the Manager of Planning and Development, re: Official Plan Amendment – Additional Residential Units.**

Recommendation: *Be it resolved that Staff Report PD023-21 be received: and That Council approve a By-law being presented at the next meeting of Council to adopt an Official Plan Amendment (OPA38) for Additional Residential Units; and That the Official Plan Amendment be submitted to the County of Simcoe for approval; and,
That the Planning Department and MHBC Planning, as required, immediately commence preparing the required implementing Zoning By-law and all other required components of the Additional Residential Units Program (i.e. Registry By-law, Fee By-law changes, application forms, FAQs, etc.) taking into consideration public, staff and Council comments, to be submitted to Council for approval subject to the County's approval of the Official Plan Amendment.*

- 5. PARKS AND RECREATION / COMMUNITY SERVICES**
- 6. FIRE AND EMERGENCY SERVICES**

7. PUBLIC WORKS

- p. 22 a. **Staff Report PW028-21 submitted by the Manager of Public Works,
re: Suggested Amendments to By-law 2019-40 - Erection of Stop Signs.**

Recommendation: *Be it resolved that Staff Report PW028-21 be received; and That Council approve the installation of proper signage and Zebra line painting for a controlled 4-way stop intersection as a pedestrian crossing treatment at Simcoe Street and Elizabeth Street in Angus; and That the amending By-law be presented to Council for passage in its Regular Meeting of this date.*

8. FINANCE

9. CLERKS / BY-LAW ENFORCEMENT / IT

- p. 25 a. **Staff Report C033-21 submitted by the Manager of Legislative Services,
re: Proposed 2022 Council and Committee of the Whole Meeting Schedule.**

Recommendation: *Be it resolved that Staff Report C033-21 be received; and That Council consider approving the 2022 Council and Committee of the Whole Meeting Schedule as attached.*

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

- p. 29 a. **Staff Report CAO054-21 submitted by the Chief Administrative Officer,
re: Policy No. A01-2021 COVID-19 Vaccination Policy.**

Recommendation: *Be it resolved that Staff Report CAO054-21 be received; and That Council endorse Policy No. A01-2021 COVID-19 Vaccination Policy which would apply to staff, volunteers, Members of Council and all Council-appointed Committee Members.*

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 1st day of December, 2021 at 6:00 p.m.*



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD022-21

DATE: November 17th, 2021

TO: Committee of the Whole

FROM: Aimee Powell, BURPI., MPA, MCIP, RPP
Manager of Planning and Development

SUBJECT: Building Permit Revenue Update

RECOMMENDATION

That Staff Report PD022-21 be received for information.

BACKGROUND

Over the past four weeks, the Township's Building Staff have taken a pro-active approach to collecting Building Permit fees owed for Building Permits dating back to 2018 that have been processed and not picked up or paid for.

Through Staff's efforts, the Planning and Development Department has collected \$5,701.80 in owed revenue, as of the date that this Report was authored. Staff will continue to work towards collecting monies owed in this regard on all historically processed Building Permits, that have not yet been picked up or paid for.

COMMENTS AND CONSIDERATIONS

Through Staff's request of Council, as presented in Report PD021-21, to collect a minimum Building Permit fee at the intake of a Building Permit, Staff initiated a review of current Building Permits that have been processed and not yet picked up or paid for. That inventory review identified that there were 68 Building Permits that have been processed, not picked up and not paid for. Staff have since been working towards contacting Applicants and conducting site inspections to ascertain project status. Overall, Applicants have been quite cooperative with our request to finalize the Building Permit application process, pick-up their Building Permits and provide the outstanding payment.

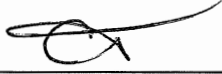
In this regard, Staff have collected a total of \$5,701.80 in outstanding Building Permit fees owed, as per the breakdown below, by year:

42

Year	Total
2018	\$200.00
2019	\$1,290.80
2020	\$900.00
2021	\$3,311.00
Total	\$5,701.80

FINANCIAL IMPACT

This Report presents revenue recovery in the amount of \$5,701.80 as a result of Staff initiating follow-up on Building Permits that have been processed and not yet picked up or paid for, dating back to 2018.



Reviewed by the Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Receive this Report for information.

CONCLUSION

Option #2 is recommended.

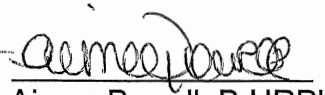
Prepared by:

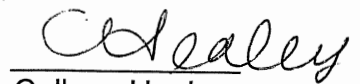
Respectfully Submitted by:

Reviewed by:


Audra Marshall
Building and Planning
Administrator


Pedro Granes
Chief Building Official


Aimee Powell, B.URPI
MPA, MCIP, RPP
Manager of Planning
and Development


Colleen Healey-
Dowdall
Chief
Administrative
Officer



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PD023-21

DATE: November 9th, 2021

TO: Committee of the Whole

FROM: Aimee Powell, B.URPl., MPA, MCIP, RPP
Manager of the Planning and Development Department

SUBJECT: Official Plan Amendment - Additional Residential Units

RECOMMENDATION

That Staff Report PD023-21 be received; and

That Council approve a By-law being presented at the next meeting of Council to adopt Official Plan Amendment (OPA38) Additional Residential Units; and

That the Official Plan Amendment be submitted to the County of Simcoe for approval; and,

That the Planning Department and MHBC Planning, as required, immediately commence preparing the required implementing Zoning By-law and all other required components of the Additional Residential Units program (i.e. Registry By-law, Fee By-law changes, application forms, FAQs, etc.) taking into consideration public, staff and Council comments, to be submitted to Council for approval subject to the County's approval of the Official Plan Amendment.

BACKGROUND

In response to the staff shortages in the Planning Department, MHBC Planning was retained in the fall of 2021 to provide a range of services to the Township including the review of the progress made by the municipality to bring its Official Plan and Zoning By-law into compliance with the requirements of the *Planning Act* for Additional Residential Units (ARUs). The purpose of this report is to confirm the work to date, review and revise (if necessary) the draft amendments to the Official Plan and Zoning By-law regarding ARUs, and recommend the next steps in the program.

Work-to-Date

Council provided direction to Staff initially in January 2020 to launch a project to bring the Township into full compliance with the changes to the *Planning Act* respecting Additional Residential Units (ARUs), respond to the increasing public interest in ARUs

Additional Residential Units (ARUs), respond to the increasing public interest in ARUs as a housing choice, and create a Township program whereby interested residents could access the County funding program for ARUs.

Following the direction and instructions from Council, Staff undertook a jurisdictional scan, best practices review and prepared a Draft Official Plan Amendment (OPA) and a draft Zoning By-law Amendment (ZBA).

In March 2021, Staff presented a report to Council to seek authorization to proceed to a Public Meeting to present the first Draft OPA and ZBA to implement an ARUs process. On April 21, 2021, Council held the Statutory Public Meeting to present the draft Official Plan policies and Zoning By-law standards to the public and receive comments on the proposed Amendments (Attachment 'A' – Public Meeting Minutes).

Beginning in early April 2021 and prior to the Public Meeting, Staff undertook an extensive advertising campaign within the community in efforts of achieve broad outreach and engage residents, landowners, and community stakeholders. Outreach undertaken by Staff included:

- Planning Notice posted under 'Notices' in the Barrie Today Classified Section (7 days)
- Notice of a quarter-page Ad in the Newspaper for The Alliston Herald and Simcoe.com (7 days)
- Notice of a Big Box Ad and Notice in the Newsletter for The Borden Citizen (21 days)
- A Notice sent to all Committees of Essa Township Council
- Social Media Posts on the Township of Essa's Twitter and Facebook Accounts; and
- Emails sent to all residents/landowners who expressed interest in receiving updates

Public Meeting Comments

A Statutory Public Meeting was held on April 21, 2021, to provide the public and Council with an opportunity to comment on the proposed policies and standards. Comments resulting from the meeting and circulation of the amendments were generally supportive of the proposed policies and standards, with minor clarifications and amendments required.

A summary of comments from the public, Council, and Staff, and responses to said comments, are included in Attachment 'B'.

Draft Amendments

MHBC has reviewed the draft amendments prepared by Staff and have found them to be comprehensive and complete and in full conformity with the relevant Provincial legislation, plans and policies and within the scope of the best practices and jurisdictional scan.

Attachment 'C' is the revised Official Plan Amendment. The draft Amendment has been reorganized to provide a better fit within the Township Official Plan, provide a single policy framework for multiple designations for Additional Residential Units, and to help guide the future implementation work.

COMMENTS AND CONSIDERATIONS

The following information provides a review of applicable Provincial Policy and direction regarding ARUs as identified in the *Planning Act*, the Growth Plan for the Greater Golden Horseshoe (2020) and the Provincial Policy Statement (2020).

The *Planning Act*

The Province of Ontario enacted *Bill 108, More Homes, More Choice Act, 2019*, which came into force on September 3, 2019, permitting two residential units in a residential structure and another residential unit in an accessory structure/building, whereas the Act previously only permitted one additional residential unit.

Section 16 (3) *Planning Act* provides the following provisions regarding Additional Residential Units:

An Official Plan shall contain policies that authorize the use of additional residential units by authorizing,

(a) the use of two residential units in a detached house, semi-detached house or rowhouse; and

(b) the use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse. 2019, c. 9, Sched. 12, s. 2 (1).

Further, the *Planning Act* was revised to include the following provisions and standards:

- One parking space per unit is required, which may be a tandem parking space, unless a municipal By-law is passed which removes the requirement of a parking space;
- A residential unit may be occupied by any person regardless of whether they are related to the occupant of the primary dwelling;
- Requirements for property owners to live on the property; and,
- ARUS(s) are permitted regardless of the date of construction of the primary dwelling unit.

The Growth Plan for the Greater Golden Horseshoe (2020) and the Provincial Policy Statement (2020)

Currently, the Provincial land-use planning policy documents, *A Place to Grow: The Growth Plan for the Greater Golden Horseshoe (2020)* and the *Provincial Policy*

Statement (2020) offer the complimentary policy support and framework to authorize and require municipalities to permit ARUs in local Official Plans and Zoning By-laws.

For the reasons provided above, it is our opinion that the proposed amendment to the Official Plan for Additional Residential Units conforms to relevant Provincial plans and policies.

County of Simcoe Policy Planning Framework

In 2014, the County of Simcoe, as required by the Province, developed a '10-Year Affordable Housing and Homelessness Prevention Strategy' that aims to ensure that the housing and support needs of all residents are met and that all communities are poised to succeed socially and economically. The strategy encourages access to housing options, diversifying the housing stock, and ensuring a variety of housing tenure, style, and proximity to amenities.

Second Units are recognized as one of the components of the County of Simcoe's Strategy as one of the most cost-effective ways to increase housing stock. The County's housing strategy has made a commitment to achieve a minimum of 2,685 new affordable housing units throughout the region by 2024 to address the needs across the entire County. The strategy sets a target of 86 affordable dwelling units for the Township of Essa to contribute to the overall housing target set within the County's strategy. The Township of Essa has achieved 21% of this target in the last 7 years (stats from 2019), with the proposed ARUs policies the Township will be able to increase the affordable and rental housing stock and align closely with the County of Simcoe's targets.

The County of Simcoe promotes and financially supports the creation of ARUs through the Secondary Suites Program. The program aims to increase the affordable housing supply in the County, through funding up to \$30,000 for the creation of a secondary unit. The program is delivered with funding from the County of Simcoe and Federal/Provincial governments. This program provides financial assistance in the form of a forgivable loan of up to a maximum of \$30,000 to create a secondary unit subject to the program's criteria. Rent levels are set at or below the average market rent as established by Canada Mortgage and Housing Corporation and fixed through agreement for 15 years to ensure the funding supports the creation of affordable units. The County of Simcoe Official Plan offers provisions for second units to be created and urges local municipalities to permit them, when possible, subject to meeting provincial Codes and health and safety standards.

The County Official Plan, in Section 4.3, encourages local municipalities to permit intensification including secondary suites in residential buildings and to revise their Zoning By-laws to ensure that minimum zoning provisions do not impede the appropriate provisions of affordable housing in any residential location.

It is our opinion that the proposed amendment to the Township of Essa Official Plan conforms to the County of Simcoe's Official Plan and policy framework for meeting affordable housing targets.

The Township of Essa Official Plan, 2001 and Zoning By-law No. 2003-50

The Township of Essa Official Plan and Zoning By-law have not been updated to allow for ARUs. Section 4 of the Official Plan highlights the development goals for the Township, and it states that the objective is to provide adequate supply and diversity of housing types to meet the needs of the Township. The ARUs policies and provisions proposed align with this housing goal.

The proposed Official Plan Amendment provide for the necessary and appropriate policies to permit ARUs in various land use designations, dwelling types and accessory structures/buildings throughout the municipality. The proposed ARUs policies within the draft Official Plan Amendment will also provide the necessary policy direction to prepare and finalize the detailed amendment to the Zoning By-law to establish the zoning standards (setbacks, height, parking, unit size, servicing) and provisions (home occupation restrictions, streetscape, and design considerations) to regulate the ARU.

General Comments

A comprehensive ARUs program includes a full range of policy and regulatory tools that impact most departments in the Township including Planning, Building, Fire, Public Works and Enforcement. A comprehensive program will also require the preparation of application guides, program information and FAQs to assist residents through the application and registration processes. It is also important that all program materials be finalized as soon as possible after the County approval of the Official Plan Amendment to meet the public interest and support for this new housing option.

As noted above, the Township's planning program has not been updated to permit and regulate ARUs. Like all municipalities without an ARUs program, the Township has illegal units created without zoning permission and/or building permits within the Township's existing housing stock. Alongside the requirement to implement provincial direction for ARUs, implementing the program will permit the legalization of these existing units and to permit them to be brought into full compliance with the life safety standards of the Ontario Building Code and to help ensure safer residential occupancy. Provisions within the Amendment have been provided to assist with compliance in this regard.

Planning Staff understands there is some uncertainty surrounding the municipal servicing of new developments. In this regard, passing the Official Plan Amendment as step 1 in establishing a comprehensive ARUs program will permit further coordination to occur between the various departments in order to ensure the program, when finalized, addresses the full and complete range of departmental responsibilities and issues in the delivery of this important housing program.

It is important to note that *Bill 108, More Homes, More Choice, 2019*, as discussed previously, also amended the *Development Charges Act, 1997*. To encourage the development of ARUs, new provisions were introduced which exempt development charges for ARUs in residential homes or accessory structures/buildings to the prescribed classes of residential buildings.

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. Adopt the proposed Amendment to the Official Plan to establish the supportive and permissive policy framework for ARUs and direct staff to submit the Amendment to the County for approval. Once the Official Plan Amendment is approved by the County, Staff be directed to bring forward the required by-law amendments (i.e. Zoning By-law, fees, etc.) and program materials to fully implement the ARUs program in the Township as servicing and staffing allow.
3. Adopt the Proposed Amendment to the Township’s Official Plan to establish the supportive and permissive policy framework for ARUSs and pass concurrently the amendment to Zoning By-law No. 2003-50 to establish the regulatory framework to permit ARUs and direct staff to submit the adopted Amendment to the County of Simcoe for approval. The balance of the program materials would be provided to Council at the time of approval of the Amendment by the County.
4. Direct staff in another manner.

CONCLUSION

Option #2 is recommended. This will provide the necessary additional time, during the County review and approval process, to consult further with staff and relevant agencies to refine the proposed Zoning By-law Amendment and prepare the balance of the ARUS program materials.

Prepared by:

W.R. Crown

Wes Crown, BES, MCIP,
RPP, Associate
MHBC Planning

Respectfully submitted by:

Aimee Powell

Aimee Powell B.URPI, MPA,
MCIP, RPP
Manager of Planning &
Development

Reviewed by:

Colleen Healey-Dowdall

Colleen Healey-Dowdall
CAO

Attachments:

- A. Public Meeting Minutes
- B. Comment Matrix (Public, Council, Internal/External Departments)
- C. Revised Draft OPA

**THE CORPORATION OF THE TOWNSHIP OF ESSA
PUBLIC MEETING MINUTES
WEDNESDAY, APRIL 21, 2021**

**RE: PROPOSED OFFICIAL PLAN AMENDMENT (OPA 38) / ZONING BY-LAW
AMENDMENT (Z2/21)**

A Public Meeting was held virtually on Wednesday, April 21, 2021 and was livestreamed to the public on the Township of Essa's YouTube Channel.

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

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer (electronic)
C. Traynor, Manager of Finance (electronic)
R. Rosilius, Deputy Treasurer (electronic)
M. Mikael, Manager of Public Works (electronic)
A. Powell, Manager of Planning and Development (electronic)
J. Sidhu, Planner (electronic)
J. Coleman, Manager of Parks and Recreation (electronic)
K. Pascoe, Deputy Clerk (electronic)
L. Lehr, Manager of Legislative Services (electronic)

Mayor Macdonald opened the meeting at 6:04 p.m. She explained that the purpose of this Public Meeting is to review proposed Amendments for Additional Residential Units to the Township of Essa's Official Plan 2001 and Zoning By-law 2003-50 in accordance with Section 22 and 34 of the Planning Act, and to hear comments and review written submissions from the public and other agencies concerning these proposed Amendments.

The Manager of Planning and Development provided a description of the proposal, stating that in keeping in line with the Provincial directives around affordable and accessible housing, Township Staff have undertaken a comprehensive review of planning policies and have drafted Official Plan and Zoning By-law Amendments regarding Additional Residential Units. The proposed amendments work to align the Township's Official Plan policies and Zoning By-law standards with provincial policy regarding Additional Residential Units (ARUs).

These Amendments will authorize the use of Additional Residential Units by permitting:

- the use of two residential units in a detached house, semi-detached house or rowhouse; and
- the use of a residential unit in a building or structure accessory to a detached house, semi-detached house or rowhouse

The properties subject to these Additional Residential Unit Amendments and general Amendment details were further explained in Staff's presentation. She advised that ARUs are being recommended Township-wide, where appropriate. If the proposed amendments are approved, they would apply to all lands in the Township with the appropriate zoning, and will permit ARUs on properties that are zoned to permit single detached, semi-detached or rowhouse dwellings.

The Manager of Planning and Development advised that the municipality will continue to gather feedback and comments from the public and departments, and will write a report for Council's consideration in the future, of which will address comments received from the public.

COMMENTS FROM THE PUBLIC – Mayor:

Speakers must state their name and address so that proper records may be kept, and notice of future decisions be sent to those persons involved in their review process.

Comments and Questions:

Question 1 - Virginia Foster (7168 10th line)

- As the average size of a house in Ontario is 1,520 square feet, at 50% the ARU would be only 760 square feet. Would there be any consideration for increasing the size to 75% which would increase the size to 1,520 square feet. This would be more suitable to support family households.

Answer – Manager of Planning and Development

- Staff have created this program through a scan of other municipal programs that have consideration of such issues, we will absolutely consider that ratio, the purpose of this meeting is to gather questions you provide, we will for sure intake the question, please keep in mind there must be a clear distinction to what the primary unit is and what is secondary use.

Question 2 - Andrea Dragicevic (7889 County Rd. 56)

- Request for clarification - If a property is located with a flood plain, can you still apply for an accessory?

Answer – Manager of Planning and Development

- We have these policies before the NVCA for their consideration, but they are of the opinion that when there is a hazard limit existing it will be quite challenging as they do not want to add dangerous uses to this land, at this time NVCA is being mindful of where these units will be provided.

Question 3 - Rachel Beaulieu (8 McCarthy Cres)

- The earliest date that the bylaw will be adopted is Fall 2021. Will the Town accept submissions for permit applications for projects pending this approval to be held in queue until adoption?

Answer - Manager of Planning and Development

- We will not be barring application submission, but approval will be left with the County.

Question 4 - Claudine Johns (5223 6th Line)

- We are rural property. if we consider a secondary building that would be too far from our existing septic system, will this allow a secondary septic system specific to the new unit?

Answer – Manager of Planning and Development

- Yes, we will have to review on a case-by-case basis to ensure the unit was adequately serviced. Servicing has to be provided to the satisfaction of the municipality.

Question 5 - Casey Heppleston (139 Gold Park Gate)

- Question 1 - Is there a minimum property size for an ARU?
- Question 2 - Is there consideration for Grandfathering of existing non-compliant second suites?

- Question 3 - My request would be for the township / Council to consider a breezeway of 10ft or greater to "connect" the accessory building to the house to suit the requirements of mortgage companies. But at the same time, the breezeway keeps the dwellings separate. Reason being that mortgage companies don't typically place any value to accessory buildings which creates an issue when selling a property or remortgaging when spending a significant amount of money to create an accessory unit. Thank you in advance.

Answer – Manager of Planning and Development

- The existing ZBL standards will apply. As long as you meet the existing zoning by-laws applicable for your lot, we would advise where the unit could be located on the property, depending on setbacks
- Yes absolutely, we understand these units are out there and a primary objective is to bring them online for health and safety compliance, for people who have these units existing for whatever the reason, that is not our concern, we want the units registered and to have them comply to building code and fire code, we are not here to explore the reasons to why they exist, we just want compliance
- We would consider on a case-by-case basis, we recognize the drawings shown are of attached or separate units, but we would entertain a possible breezeway, thank you bring this to the Township's attention

Question 6 - Gary Lee (7887 8th Line)

- Please clarify the comment in the presentation "Garden Suite and Additional Residential Unit cannot be on the same lot".

Answer – Manager of Planning and Development

- With garden suites there are certain criteria/parameters set out, the criteria/parameters of an ARU are different. 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.

Question 7 - Rhonda Crocco 1147 Stoney Point Road, Lefroy, ON.

- I am interested in building in the area for use by me, and my extended family. I am interested in purchasing a lot, whereby I can build a semi-detached home with two addresses. Within each of these units, I would like to add rental units. The goal is to have my daughter own the house next door (attached to mine) and add the rental units to each home. Is this something that can take place?

Answer– Manager of Planning and Development

- The idea is if you have one parcel of land there has to be a primary residence and may also have a additional unit, visually speaking there can be a basement unit or a loft on the top that can be additional unit, there has to be a clear distinction between this

Question 9 - Pieter Kiezebrink (18 Ashburton Cres)

- In the original Staff report PD006-21 as presented 24/3/2021 it would notice that ARU's would be limited to Residential, Rural and Agricultural Zones, however, in the presentation this evening it was stated that all locations that have a single unit residential dwelling in the urban and rural zones. We have a large chunk of properties within the Angus settlement area that are currently zoned C2 but have single dwelling residential homes on them along with grandfathered residential use and property taxation. Will ARU's be allowed on these residential grandfathered C2 zoned properties?

Answer – Manager of Planning and Development

- We have given consideration to allowing for commercial properties to be considered since the research and review of all the ARU programs in surrounding vicinity, we are seeking compliance for those lands that are incorrectly zoned, we would be open to exploring this as a site-by-site basis, we will be focusing on residential uses, but we can consider the use of commercial lands

Question 10 - Casey Heppleston (139 Gold Park Gate)

- What are the property tax implications of an ARU as well as a second suite in the basement per say?

Answer Manager of Planning and Development:

- Apart of this process is to do an internal circulation to receive comments from other agencies/department, at this point we do not have these comments, but they will all be apart of the final report that will be addressed in the future. Everyone involved will be added to all future updates, we can only be successful if we can provide people with what they want to achieve compliance.

Mayor Macdonald provided Council the opportunity to comment or make inquiry into the proposed amendments.

- Councillor Sander voiced concerns about parking being an issue.

Answer – Manager of Planning and Development:

- A 1:1 parking ratio might not be adequate, we did incorporate the recommendation so that a minimum of one parking space must be provided, we understand the parking issues that exist, and as we foresee bringing as many units online to have a minimum of one unit, we will require only a minimum of one parking space. To increase the standard of parking we would require a strong justification. The intent of this policy is not to stress the existing infrastructure for parking, this is the forum to ask the questions and recommendation, we hear your recommendation and will review the policy with that lens as well

Mayor Macdonald advised that if there are no further questions or submissions, Council wishes to thank all those in attendance for their participation. The Planning office will be preparing a report and By-law to be presented to Council at a future meeting regarding these Official Plan and Zoning By-law Amendments.

The Public Meeting adjourned at 6:49 p.m.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

Attachment 'B' – Comment Matrix (Public, Council, Internal/External Departments)

Public Meeting Comments

A summary of the public, Council's comments, and Staff's response are included below:

Comments	Staff Response
Maximum Size of Detached Additional residential Units	The maximum permitted size of an ARUs contained within the Primary Residence and in a detached accessory Building/Structure shall not exceed 50% of the Total Gross Floor Area of the Primary Residence to a maximum of the permitted accessory building floor area for the applicable zone. An ARUs is to be secondary in nature to the Principal Residence, we do not want to see ARUs larger than the Primary Residence. There is always the option of a Minor Variance Application on a case-by-case basis to increase the floor area.
Located within a Floodplain	Any application to register an ARUs located within the Nottawasaga Valley Conservation Authority's (NVCA) regulated area, the NVCA will be circulated to the CA and if a permit is deemed applicable by the CA, the permit will be required before registration is received. Additionally, the OPA has language to restrict the construction of ARUs in flood-prone areas.
Submitting applications before By-law is enacted	The Township can intake applications for ARUs to be held in a queue, but they will not be processed or reviewed until the By-law is enacted.
Septic System	The Registration By-law will have language to address septic systems. If the ARUs is not on municipal water, proof of an adequate septic system shall be provided to the satisfaction of the Inspector.
Minimum Property Size	The minimum property size for an ARUs will be based on the minimum property size for the applicable Zone of the detached, semi-detached or rowhouse.

Comments	Staff Response
Existing Non-Compliant Second Suites	The Township will not be penalizing the existing non-compliant second suites that exist, the Township encourages these units to register under the Registration by-law to ensure the units are in compliance with all health and safety requirements and standards.
Breezeway	The addition of a breezeway can be reviewed on a case-by-case basis through the registration process.
Garden Suites	The OPA and ZBA include language to restrict an ARUs where a Garden Suite currently exists. Through the registration process, a Garden Suite can be converted into an ARUs so long it meets all applicable requirements/standards.
Legal Non-Conforming Residential Uses	Lots that are legal non-conforming with a detached, semi-detached, or rowhouse will be reviewed on a case-by-case basis.
Tax Implications	There will be limited tax implications to adding an ARUs. – pending comments from Finance
Increase Parking	The ZBA includes language to allow more than one parking spot. Overall, the purpose of adding ARUs policies is not to stress the existing infrastructure, adding additional parking spots will be reviewed by staff on a case-by-case basis.

Agency / Department Comments

In addition to comments received from Council and members of the public, the circulated agencies have provided the following comments:

Chief Administrative Officer – Should we Provide Flexibility to the Maximum Size of Detached Additional Residential Units.	An ARU is to be secondary in nature to the principal residence, we do not want to see ARUs larger than the Primary Residence, providing flexibility may lead to this. There is always the option of a
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	<p>Minor Variance Application for those few cases where an increase in floor area is requested.</p>
<p>Chief Administrative Officer – Should the separation distance between buildings stay the standard of 5 feet or decrease to 4 feet as previously seen in our By-law Amendments.</p>	<p>After review by the Fire Department, they provided the following comment:</p> <p>We would suggest sticking with the 5 feet distances especially as we envision a lot of the stand-alone and separate “rental” type units as likely being outside of the settlement area and therefore outside of our municipal water supply areas thus requiring us to shuttle water in the event of a fire. Every little bit will help us.</p> <p>Language added to the Zoning By-law.</p>
<p>Chief Administrative Officer – Do we need to require an upgrade to septic if in a rural area or does this go without saying?</p>	<p>After review by the Building Department, they provided the following comments:</p> <p>We should include language in the policies on septic systems, with adding ARUs the capacity will increase within the same parcel which leads to greater pressure on existing septic, we will require an upgrade and the requirement built into the By-law provides the department with something to fall back on if ever contested.</p> <p>Language added to the Registration By-law.</p>
<p>Nottawasaga Valley Conversation Authority - NVCA staff are supportive of this provision within the proposed zoning by-law amendment and offer “no objection” to the approval of the application Z2/21 regarding additional residential units.</p>	<p>Acknowledged</p>

Nottawasaga Valley Conversation Authority - NVCA staff are supportive of these provisions within the proposed OPA and offer "no objection" to the approval of OPA 38 regarding additional residential units.	Acknowledged
Public Works Department	No Comment(s) Provided
Buildings Department	Agree and support the drafted policies and provisions
Finance Department	No Comment(s) Provided

**Amendment OPA38
To the Township of Essa Official Plan**

Introduction

Part A – The Preamble does NOT constitute a part of this Amendment

Part B – The Amendment consisting of the following text constitutes Amendment No. 38 to the Township of Essa Official Plan.

Part C – The Appendices attached hereto do NOT constitute part of this Amendment.

DRAFT

Part A – The Preamble

Purpose

The proposed amendments seek to align the Township of Essa Official Plan policies with the Provincial Policies in effect currently. In 2019, the Province amended the Planning Act to require that municipalities have provisions that authorize the use of Additional Residential Units. The amendments have the effect of replacing the legislation authorizing Second Units to instead allow up to three units on properties which contain a detached house, semi-detached house or rowhouse. Of the three units, one Additional Residential Unit may be in the same building as the primary residential unit and one Additional Residential Unit may be in the accessory building/structure on the same lot. The proposed amendments are intended to remove the barriers that residents may currently face with the limited options for affordable and attainable rental housing in the Township.

Location

This Amendment applies to lands within the entire geographic area of the Township of Essa.

Basis

The provisions of Subsections 16(3), of the Planning Act, R.S.O., 1990, c.P. 13, as amended, provides that an Official Plan shall include a framework through polices that authorize the use of Additional Residential Units by permitting, (a) the use of two residential units in a detached house, semi-detached house or rowhouse; and (b) the use of a residential unit in a building or structure accessory to a detached house, semi-detached house or rowhouse.

Implementation and Interpretation

The implementation and interpretation of his Amendment shall be in accordance with the relevant policies of the Township of Essa Official Plan.

Part B – The Amendment

Introductory Statement

All of this part of the document entitled “Part B – The Amendment” consisting of the following text constitutes Amendment No. 38 to the Official Plan of the Township of Essa.

Details of the Amendment

The Official Plan of the Township of Essa is hereby amended as follows:

1. That SECTION 4 GOALS AND OBJECTIVES is hereby amended by adding the following text to objective 5 under “DEVELOPMENT” at the end of the sentence and before the period:

“Including policies permitting additional residential dwelling units”

2. That SECTION 27 – GENERAL DEVELOPMENT POLICIES is hereby amended by inserting the following new Subsection 27.6 ADDITIONAL RESIDENTIAL UNITS immediately following Subsection 27.5:

“27.6 ADDITIONAL RESIDENTIAL UNITS

a) Additional Residential Units, also known as accessory or basement apartments, second units, secondary suites, or in-law suites are self-contained dwelling units with separate kitchens, bathrooms, and sleeping accommodations and shall be permitted within or attached to a single detached, semi-detached, or townhouse (row) dwelling or within a detached structure on the same lot within the RESIDENTIAL, ESTATE RESIDENTIAL, RESIDENTIAL RECREATIONAL, RURAL AND AGRICULTURAL designations.

b) It is the policy of this Plan to permit and regulate Additional Residential Units as follows:

- i. The use of two residential units in a single detached dwelling, semi-detached dwelling, or rowhouse dwelling;
- ii. The use of a residential unit in a building or structure accessory to a single detached dwelling, semi-detached dwelling, or rowhouse

- dwelling.
- iii. For further clarity, the intent of this policy is to permit up to a total of three residential units, which includes the primary dwelling, on eligible properties and in accordance with the relevant zoning provisions.
 - iv. An Additional Residential Unit will not be permitted within hazardous lands as defined and regulated by the local Conservation Authority within the basement of a primary residence or within an accessory building or structure.
 - v. An Additional Residential Unit will be required to be serviced by appropriate water, wastewater, and stormwater services in a manner that is acceptable to the Township.
 - vi. Additional Residential Units shall not be permitted within the r Environmental – Significant Areas, Environmental – Wetlands, and Environmental – Flood Prone Areas designations.
 - vii. The severance of an Additional Residential Unit located within the primary dwelling unit or within a building accessory to the primary dwelling unit through consent, subdivision, or condominium, is prohibited. Additionally, surplus farm dwelling severance policies shall not be used to create a separate lot for Additional Residential Units.
 - viii. Garden suites are temporary dwellings and are not considered Additional Residential Unit(s) under this Plan.
- c. An Additional Residential Unit shall be permitted within a primary residence as noted above and in accordance with the relevant zoning provisions dealing with the following:
- i. That access shall be provided off a road that is up to municipal standards;
 - ii. That establishment of an Additional Residential Unit shall not require the construction of an additional driveway access;
 - iii. That the Additional Residential Unit is situated within the primary residence on the property;
 - iv. That any exterior alterations to the dwelling necessary to accommodate the Additional Residential Unit shall maintain the residential character of the building;
 - v. That sufficient amenity area shall be provided for the primary residence and Additional Residential Unit;
 - vi. That a Garden Suite and Additional Residential Unit shall not be permitted on the same lot;
 - vii. That the Additional Residential Unit will be established in accordance with the Minimum Distance Separation Formulae;

- viii. That all applicable permits and or approvals are required to be obtained from the Nottawasaga Valley Conservation Authority and any other agencies;
- ix. That the Additional Residential Unit in the primary residence shall not be subject to Site Plan Control approval.

d. Additional Residential Unit in an accessory building or structure shall be permitted e as noted above and in accordance with the relevant zoning provisions and performance standards dealing with the following:

- i. That the Additional Residential Unit shall be secondary in scale and function to the primary residence on the property; and
- ii. That the Additional Residential Unit shall be within the existing housing cluster on any Rural or Agricultural lot;
- iii. That the Additional Residential Unit shall be integrated into its surroundings while maintaining or improving the visual impact on the streetscape;
- iv. That the Additional Residential Unit is compatible in design and scale with the built form of the primary residence;
- v. That the Township of Essa may apply Site Plan Control to Additional Residential Units in accessory buildings or structures.”

3. THAT “Section 27.4 DEFINITIONS is hereby amended to insert the following definitions in alphabetical order:

“PRIMARY RESIDENCE
means a single detached dwelling, semi-detached dwelling, or rowhouse.

PRIMARY DWELLING
means the main dwelling unit to which additional residential units shall secondary and subordinate.”



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PW028-21

DATE: November 17, 2021

TO: Committee of the Whole

FROM: Michael Mikael, Manager of Public Works

SUBJECT: Suggested Amendments to By-law 2019-40
Being a By-law for Erection of Stop Signs

RECOMMENDATION

That Staff Report PW028-21 be received; and

That Council approve the installation of proper signage and Zebra line painting for a controlled 4-way stop intersection as a pedestrian crossing treatment at Simcoe Street and Elizabeth Street in Angus and amend the By-law for the Erection of Stop Signs accordingly.

BACKGROUND

The culvert bridge at the Elizabeth Street and Simcoe Street intersection was replaced (end of life cycle) as a part of the 2021 Capital budget program. The intersection geometry was reviewed by Essa's Engineering Consultants during the design stage. The outcome required the installation of stop signs on Elizabeth Street (for vehicles travelling northbound and southbound on Elizabeth Street) which will result in modification to the traffic controls at the intersection in a controlled 4-way stop (stop signs already existed on Simcoe Street for vehicles travelling eastbound and westbound on Simcoe).

The intent of installing 4-way stop signs at this intersection is to provide a controlled intersection that will allow for pedestrian circulation and connectivity, and to enhance the overall intersection safety after placing Zebra pavement marking crosswalk at the intersection.

COMMENTS AND CONSIDERATIONS

Dramatic collision(s) at this intersection have previously occurred and resulted in major injuries. The change in traffic control requires an update to the municipal by-law applying to stop signs.

FINANCIAL IMPACT

No financial impact as the installation of the additional stop signs was included and implemented in the replacement capital project contract.



Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no further action.
2. **Confirm the acceptance of the installed signage on Elizabeth Street (North-South) and to present an amending By-law to Council for adoption.**
3. Direct Staff in another course of action to follow up in the current plan

CONCLUSION

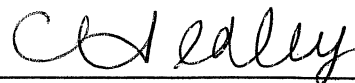
Staff recommends Option # 2 be approved.

Respectfully submitted,



Michael Mikael
Manager of Public Works

Reviewed by,



Colleen Healey-Dowdall
Chief Administrative Officer

Attachment: Draft By-law to amend By-law 2019-40

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW NO. 2021 – xx

A By-law to provide for the erection of stop signs at intersections in the Township of Essa, and to amend By-law 2019-40.

WHEREAS section 27(1) of the *Municipal Act*, 2001, S.O. 2001, Chapter 25, provides that a municipality may pass By-laws in respect of a highway only if it has jurisdiction over the highway; and

WHEREAS section 137 of the *Highway Traffic Act*, R.S.O. 1990, Chapter H.8, as amended, provides that in addition to stop signs required at intersection on through highways, the Council of a municipality may by By-law provide for the erection of Stop Signs at intersections on highways under its jurisdiction, and that every sign so erected shall comply with the Regulations of the Ministry of Transportation; and

WHEREAS Council of the Township of Essa deems it desirable to repeal By-law 98-81 and any previous By-laws adopted for the erection of Stop Signs, for housekeeping purposes;

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

1. That Schedule "A" to By-law 2019-40 be amended to include the following:

Column 1 – Intersection	Column 2 – Facing Traffic
Elizabeth Street and Simcoe Street	North and Southbound on Elizabeth Street

2. That Stop Signs be erected in compliance with the Regulations made under the *Highway Traffic Act* at the locations designated in Schedule "A".

3. That the penalties provided in the *Highway Traffic Act*, as amended, shall apply to offences against this By-law.

4. That the designation made in paragraph 1 above shall not become effective until stop signs have been erected in accordance with the Regulations of the *Highway Traffic Act*.

5. That By-law 2019-40 be and is amended.

6. This By-law shall come into force and take effect on the final day of passing thereof.

READ A FIRST AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 17th day of November, 2021.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services



9a

TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C033-21

DATE: November 17, 2021

TO: Committee of the Whole

FROM: Lisa Lehr, Manager of Legislative Services

SUBJECT: Proposed 2022 Council and Committee of the Whole Meeting Schedule

RECOMMENDATION

That Staff Report C028-21 be received; and
 That Council consider approving the 2022 Council and Committee of the Whole Meeting Schedule as attached.

BACKGROUND

The *Municipal Act, 2001*, as amended requires that every municipality pass a Procedure By-law for governing the calling, place and proceedings of meetings.

Section 3.1.1 of the Township's Procedural By-law 2017-77 states that Council shall establish a schedule of all regular Council meeting dates for the upcoming calendar year, prior to the first meeting in each calendar year.

As such, this Report is being presented to Council for consideration and approval in setting the dates for Committee of the Whole and Regular Council meetings for the upcoming 2022 calendar year.

COMMENTS AND CONSIDERATIONS

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

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

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

No Meetings – Summer Recess
July 20, 2022
August 3, 2022
August 17, 2022

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Additionally, the following meeting dates are proposed to be cancelled and/or rescheduled:

	Date of Meetings Proposed to be Cancelled or Rescheduled	Reason for Cancellation or Rescheduling
*	January 5, 2022 – Recommend to cancel meeting	This date follows the Christmas Office Closure. Not enough time to prepare agendas.
**	March 16, 2022 – Recommend to reschedule March 16, 2022 meeting to March 23, 2022	This meeting date follows March Break which falls the week of March 14 – March 18, 2022.
***	October 20, 2022 – recommend to cancel	Traditionally meetings held in October in the year of a regular election have been cancelled to allow the Clerk to focus on the Municipal Election.
***	November 3, 2022 – recommend to cancel	The new term of Council begins November 15, 2022, in accordance with section 6(1) of <i>the Municipal Elections Act</i> . Clerk’s Department will be busy preparing for the Inaugural Meeting on November 16, 2022.

Additional details to above:

***Staff is seeking Council’s direction on the meeting date held in January 2022** as the Administration Centre will be closed for Christmas Holidays starting at noon on December 24th, 2021 and will re-open January 4, 2022. Staff recommends cancelling the meeting on January 5, 2022 as time does not allow for the preparation of staff reports or the printing of agendas prior to this meeting. Council could choose to re-schedule this meeting to January 12, 2022, however it is staff’s recommendation to cancel the meeting of January 5th for reasons stated above.

****In previous years, Council has rescheduled the meeting which falls during the March Break in order to accommodate Council and staff absences. Staff has proposed to reschedule the meeting which would fall on March 16, 2022 to March 23, 2022 instead.**

*****It is recommended that Council cancel the meetings scheduled to take place on October 20 and November 3, 2022 for reasons outlined above.**

2022 Inaugural Meeting

In accordance with Motion CW136-2021 as passed by Council at its meeting of November 3, 2021, the Township’s Procedural By-law is being amended to include the following provision in respect of the date for the Inaugural Meeting:

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

9a

As such, the Inaugural Meeting following the 2022 Election is slated to take place on Wednesday November 16, 2022. The first regular meeting of Council and Committee of the Whole will be held on Wednesday December 7, 2022.

FINANCIAL IMPACT

No financial impact.



Manager of Finance

SUMMARY/OPTIONS

Council may:


1. Take no further action.
2. **Approve the Proposed 2022 Council & Committee of the Whole Meeting Schedule as presented.**
3. Further amend the Proposed 2022 Council & CW Meeting Schedule as recommended by Council.

CONCLUSION


It is recommended that the attached schedule of Regular 2022 Council and Committee of the Whole Meetings be approved as presented.

Respectfully submitted:

Reviewed by:



Lisa Lehr
Manager of Legislative Services



Colleen Healey-Dowdall
Chief Administrative Officer

Attachments:
1 – Proposed 2022 Council & CW Meeting Schedule

De

DRAFT - 2022 Essa Township Council Meeting Schedule

January '22

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

February '22

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

March '22

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

April '22

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

May '22

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

June '22

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

July '22

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

August '22

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

September '22

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

October '22

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

November '22

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

December '22

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

COUNCIL MEETINGS

INAUGURAL MEETING

MEETINGS CANCELLED
 January 5, 2022
 October 19, 2022
 November 3, 2022

RESCHEDULED MEETING

March 16, 2022 Rescheduled for March 23, 2022

Summer Recess (No Meetings)

July 20, 2022
 August 3, 2022
 August 17, 2022

DESIGNATED & STATUTORY HOLIDAYS

(Office Closed)
 January 3, 2022 - New Years Day
 February 21, 2022 - Family Day
 April 15, 2022 - Good Friday
 April 18, 2022 - Easter Monday
 May 23, 2022 - Victoria Day
 July 1, 2022 - Canada Day
 August 1, 2022 - Civic Holiday
 September 5, 2022 - Labour Day
 October 10, 2022 - Thanksgiving Day
 December 27, 2022 - Christmas Day
 December 26, 2022 - Boxing Day

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Attachment #1



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: CAO054-21

DATE: November 17, 2021

TO: Committee of the Whole

FROM: Colleen Healey-Dowdall, Chief Administrative Officer

SUBJECT: Policy No. A01-2021 COVID-19 Vaccination Policy

RECOMMENDATION

That Staff Report CAO054-21 be received; and

That Council endorse Policy No. A01-2021 COVID-19 Vaccination Policy which would apply to staff, volunteers, Members of Council and all Council-appointed Committee Members.

BACKGROUND

Council directed that a mandatory vaccination policy be put in place which would apply to staff, volunteers, Members of Council and all Council-appointed Committee Members.

COMMENTS AND CONSIDERATIONS

The attached policy, in general, was provided to the municipality by the County of Simcoe and has already been approved by the Emergency Community Control Group (CCG) to apply to staff. Council has further expressed the request for the policy to apply to themselves and Council-appointed Committee Members.

FINANCIAL IMPACT

None

Manager of Finance Approval: 

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SUMMARY/OPTIONS

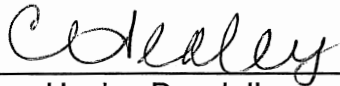
Council may:

1. Take no further action.
2. Amend Policy No. A01-2021 COVID-19 Vaccination Policy to apply to volunteers (stated for clarity), Members of Council and all appointed Committee Members.
3. Amend Policy No. A01-2021 COVID-19 Vaccination Policy as desired by Council.

CONCLUSION

Option #2 is recommended.

Respectfully submitted:



Colleen Healey-Dowdall
CAO

Attachments:

Policy No. A01-2021 COVID-19 Vaccination Policy

THE CORPORATION OF THE TOWNSHIP OF ESSA CORPORATE POLICY AND PROCEDURE MANUAL

Subject: COVID-19 Vaccination Policy

Approved by CCG: September 15, 2021

Policy Number: A01-2021

Department: Administration – All Departments

Effective Date: September 16, 2021

Date of Amendment: n/a November 17, 2021

Approval:

Application

This policy applies to all employees in all classifications of employment and at all locations of the Corporation plus volunteers, Council members and Council-appointed Committee members.

New employees will be subject to this policy as a condition of their employment with the Township of Essa.

Policy Statement

The Township of Essa is firmly committed to providing a safe working environment for our employees, and members of the public with whom we interact regularly. The Township recognizes the importance of full vaccination in providing a high level of protection against COVID-19 and the COVID-19 variants. Full COVID-19 vaccination is the best defence against the virus.

As part of the commitment in providing a safe workplace and to help reduce the risk of COVID-19 transmission, this mandatory vaccination verification policy is important in providing direction to employees on the requirement to receive the COVID-19 vaccination, proof of vaccination or a bona fide exemption and conditions for attending work without vaccination. This policy is in alignment with provincial directives and within the limits of the Human Rights Code(Ontario).

The Township reserves the right to amend the scope of this policy as needed, with minimal notice, to meet changing provincial or federal requirements.

Purpose

The purpose of the COVID-19 Vaccination Policy is to provide guidelines pertaining to the expectations and requirements of employees, contract employees, students, and volunteers with respect to COVID-19 and vaccination. For the purpose of this policy only, reference to "employees" shall also be read to include contract employees, students, and volunteers.

Definitions

COVID-19 - A virus belonging to a large family called coronavirus, which includes the virus that causes the common cold and more severe disease such as Severe Acute Respiratory

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Policy Title: COVID-19 Vaccination Policy
Department: Administration – All Departments

Policy Number: A01-2021
Approved by Council: September 15, 2021
Date of Revision: n/a

Syndrome (SARs) and Middle East Respiratory Syndrome (MERS-COV). The virus that causes COVID-19 is a novel coronavirus, named SARS-CoV-2.

Fully Vaccinated - Having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the World Health Organization; and having received the final dose of the COVID-19 vaccine at least 14 days ago.

Rapid Antigen Testing - Antigen-based tests detect specific proteins on the surface of the virus. They are often referred to as rapid tests and typically provide results in less than an hour.

For purposes of this policy, the term “employee” is interchangeable with “volunteer”, “Council member” and/or “Committee member”.

Guidelines

All Township employees are required to receive full COVID-19 vaccination, to access Township facilities for the purpose of conducting work. Employees who are unvaccinated must provide proof of a negative rapid antigen test before accessing Township facilities at the beginning of each week during a pay period, or as otherwise directed by the Fire Chief in the case of firefighters.

Vaccination Requirement

All Township employees who do not provide a valid medical or human rights exemption, are required to be fully vaccinated with a COVID-19 vaccine series by November 1, 2021. For a two dose vaccine series, employees must receive one dose of vaccine by October 1, 2021 and two doses of vaccine by November 1, 2021.

Proof of Vaccination

The Township requires proof of vaccination from all employees, which will include documentation verifying receipt of a vaccination series approved by the Ministry of Health/ Public Health.

COVID-19 Vaccination Exemptions

Vaccination exemptions will be made for grounds protected by the Ontario Human Rights Code and confirmed medical reasons. Written documentation is required for both circumstances and will be submitted to supervisors for approval. The CAO will assist with accommodation questions, concerns, and requests.

Employees with medical exemptions are required to provide written documentation, from either a physician or nurse practitioner, that the individual cannot be vaccinated against COVID-19, and the effective time period for the medical reason (i.e., permanent or time limited).

Employees who disclose that they have not received two doses of -vaccine (or a single dose in the case of a single dose vaccine series), or who have not disclosed their vaccination status

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Policy Title: COVID-19 Vaccination Policy
Department: Administration – All Departments

Policy Number: A01-2021
Approved by Council: September 15, 2021
Date of Revision: n/a

as required, shall attend mandatory education on the benefits of vaccination.

Employees must disclose their vaccination status to their supervisor in accordance with the established process by no later than October 1, 2021.

COVID-19 Rapid Antigen Testing

All unvaccinated employees who wish to access a Township facility will be required to undertake regular rapid antigen testing at their own cost, at the beginning of each week during a pay period, or as otherwise directed by the Fire Chief in the case of firefighters.

Any isolation periods required as a result of a positive test will be considered on a case-by-case basis.

Mandatory COVID-19 Vaccination Education

Employees who are unvaccinated for reasons not related to medical exemptions or for grounds protected by the Ontario Human Rights Code, will be required to attend mandatory education on the benefits of the COVID-19 vaccination and the risks of not being vaccinated in the workplace. These employees will need to provide proof they have completed the educational program to their supervisor/manager.

Support for Vaccinations

The Township of Essa will work to support employees in obtaining their COVID-19 vaccination. If operationally-feasible and with the permission of their immediate supervisor, Township employees can be released on work time to be vaccinated while on-duty, either in the work location or at a designated vaccination site, without loss of compensation.

Confidentiality

The Township will maintain vaccination disclosure information in accordance with privacy legislation. This information will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and infection and prevention control measures in the workplace.

Responsibilities

All levels of management are responsible for the administration of this Policy.

Supervisor/ Management Duties

- Lead by example;
- Ensure employees complete any required education or training about COVID-19, including safety protocols.

Employee Duties

- Follow all health and safety policies and protocols;
- Complete any required education or training about COVID-19, including safety protocols;
- Wear appropriate PPE when required;

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Policy Title: COVID-19 Vaccination Policy
Department: Administration – All Departments

Policy Number: A01-2021
Approved by Council: September 15, 2021
Date of Revision: n/a

- Complete screening before entering a Township facility.

Compliance

In accordance with Township of Essa policies and applicable legislation, and provincial directives, any continued non-compliance with the COVID-19 Vaccination Policy will result in a meeting with the employee. Non-compliance is subject to possible discipline up to and including termination.

Resources

Ontario Human Rights Code - <http://www.ohrc.on.ca/en/guide-your-rights-and-responsibilities-under-human-rights-code/part-i-%E2%80%93-freedom-discrimination>

Ontario Health - <https://covid19.ontariohealth.ca/>