

**THE CORPORATION OF THE TOWNSHIP OF ESSA
VIRTUAL COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, FEBRUARY 16, 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**

a. Delegation – Martin Myler
re: Parking Concerns

- p. 1 **b. Public Meeting – Tyler Kawall – Innovative Planning Solutions (IPS Consulting Inc.)**
re: Zoning By-law Amendment No. Z2/21 - 28 Brentwood Road, Angus.

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

5. PARKS AND RECREATION / COMMUNITY SERVICES

- p. 15 **a. Staff Report PR003-22 submitted by the Manager of Parks and Recreation, re: Revenue Generating, Cost-Free Public Space Recycling Program.**

Recommendation: *Be it resolved that Staff Report PR003-22 be received: and That Council direct staff to proceed with entering into an agreement with Creative Outdoor Advertising for a no-cost public space garbage and recycling program.*

- p. 18 **b. Staff Report PR004-22 submitted by the Manager of Parks and Recreation, re: Parks Operations Storage Building Wind Damage.**

Recommendation: *Be it resolved that Staff Report PR004-22 be received for information: and That Council direct staff to have the necessary repairs to the Parks Operations Storage Building carried out.*

- p. 24 c. **Staff Report PR005-22 submitted by the Manager of Parks and Recreation, re: Michael Street Play Structure.**

Recommendation: *Be it resolved that Staff Report PR005-22 be received: and That Council direct the Manager of Parks and Recreation to proceed the required scope of work to purchase, install and replace the existing Michael Street park equipment.*

- p. 26 d. **Staff Report PR006-22 submitted by the Manager of Parks and Recreation, re: Tourism, Culture and Sport Enhancement Fund Simcoe County.**

Recommendation: *Be it resolved that Staff Report PR006-22 be received for information: and That Council direct staff to apply to the County for funding for the Parks Trails Master Plan, in the amount of \$20,000.00.*

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

8. FINANCE

9. CLERKS / BY-LAW ENFORCEMENT / IT

- p. 28 a. **Staff Report C001-22 submitted by the Deputy Clerk, re: 2022 General Assistance Grants.**

Recommendation: *Be it resolved that Staff Report C001-22 be received: and That Council approve the recommended tax exemptions and donation amounts as presented in this report.*

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 9th day of March, 2022 at 6:00 p.m.*



**PUBLIC MEETING OUTLINE
PROPOSED ZONING BY-LAW AMENDMENT**

**RE: 28 BRENTWOOD ROAD, ANGUS
NOTICE TO RE-ZONE THE LANDS FROM RESIDENTIAL LOW DENSITY DETACHED, TO
RESIDENTIAL MEDIUM DENSITY TOWNHOUSE WITH SITE SPECIFIC ZONING TO
PERMIT THE DEVELOPMENT OF 4 NEW SEMI-DETACHED RESIDENTIAL UNITS.**

February 16th, 2022

INTRODUCTION BY MAYOR:

The purpose of this Public Meeting is to discuss proposed Amendments to the Township's Zoning By-law 2003-50 in accordance with Sections 34 of the Planning Act, R.S.O., c.p. 13, to hear a presentation from Tyler Kawall from Innovative Planning Solutions (IPS Consulting Inc.) introduced by the Manager of Planning and Development, Aimee Powell, and to hear all comments from residents of the Township of Essa.

DESCRIPTION OF THE PROPOSAL – MANAGER OF PLANNING AND DEVELOPMENT

The Township is in receipt of a resubmission for a proposed development at 28 Brentwood Road, in Angus. The submission, originally in taken by the Township in April 2021, includes an application for a Zoning By-law Amendment.

The subject property is 0.12 hectares in size, is designated 'Residential' in the Township's Official Plan and is zoned 'Residential Low-Density Detached (R1)' in the Township's Zoning By-law, 2003-50. There are currently no buildings or structures on the subject lands.

The Zoning By-law Amendment is to further zone the lands to 'Residential, Medium Density, Townhome Exception (R3-X)' to provide site specific zoning seeing relief of the minimum lot area, minimum lot frontage, minimum front yard setback, minimum exterior side-yard setback, maximum lot coverage and reduced parking standards.

Three Consent Applications will also be required for the creation of the proposed development.

A full comment set concerning this application's circulation is pending Staff's review and will inform the forthcoming recommendation Report that will be provided to Council for their decision at a future meeting of the Committee of the Whole. Staff will be intaking comments on this matter until March 9th, 2022.

Staff welcomes Tyler Kawall from Innovative Planning Solutions to deliver his presentation on the subject application.

COMMENTS FROM THE PUBLIC – MANAGER OF PLANNING AND DEVELOPMENT

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Those wishing to ask questions or provide comments must type their name and address into the 'Chat Function' on Zoom so that proper records may be kept, and Notice of future decisions can be sent to those persons involved in the review process.

REPLY – MAYOR

Council may ask questions for clarification.

FINAL STATEMENT – MAYOR

If there are no further questions, Council wishes to thank all those in attendance for their participation. The Planning and Development Department will be preparing a Staff Report to be presented to Council at a future meeting of the Committee of the Whole.

APPLICATION FOR ZONING BY-LAW
AMENDMENT
28 BRENTWOOD ROAD
ANGUS

February 2022

PRESENTATION BY:



INNOVATIVE PLANNING SOLUTIONS

PLANNERS • PROJECT MANAGERS • LAND DEVELOPERS

SITE DESCRIPTION



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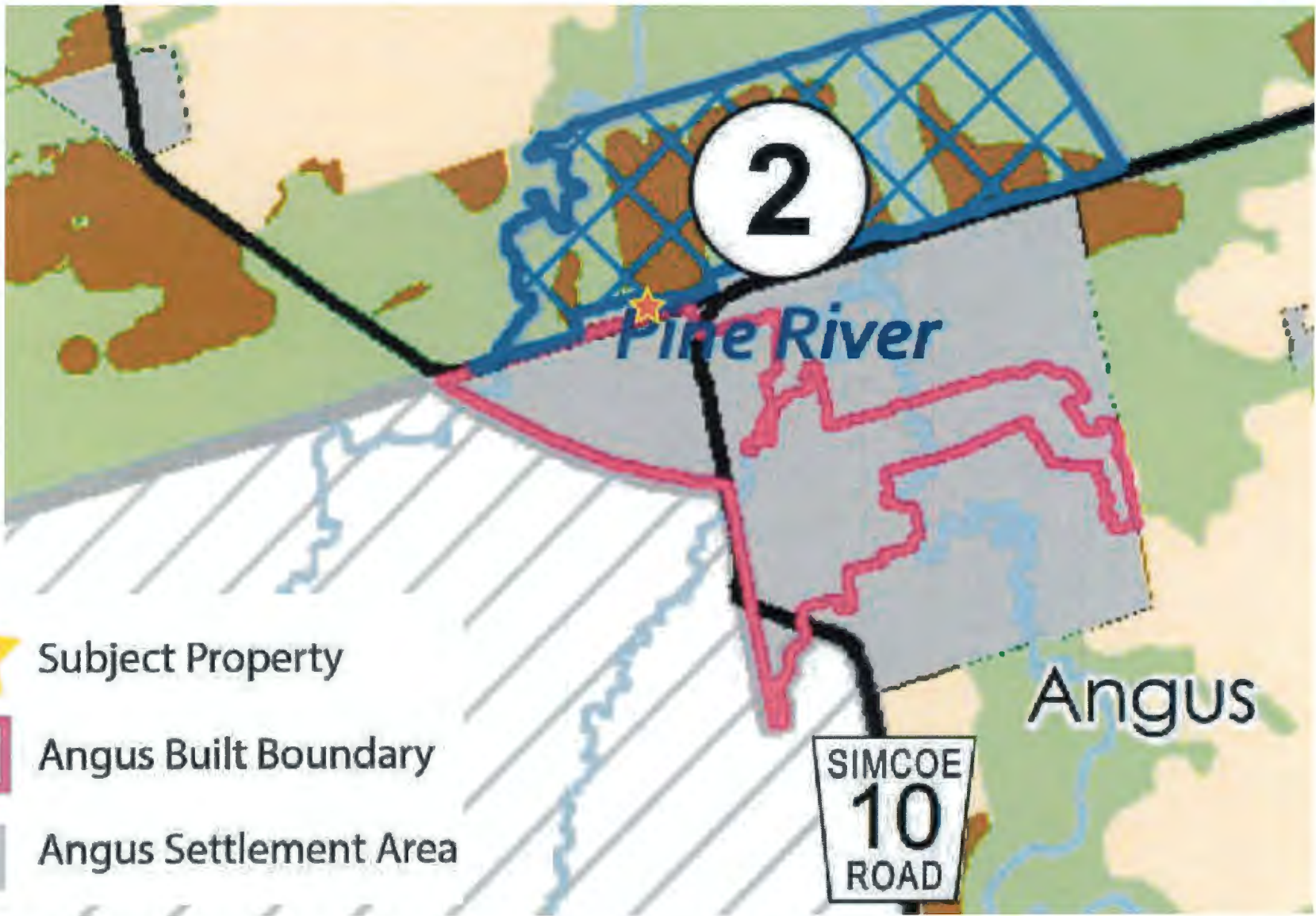
SURROUNDING LAND USES






-  Subject Property
-  Park
-  School
-  Grocery Store
-  Recreation Centre
-  Public Library

COUNTY OF SIMCOE OFFICIAL PLAN

IPS
CONSULTING



-  Subject Property
-  Angus Built Boundary
-  Angus Settlement Area

TOWNSHIP OF ESSA OFFICIAL PLAN

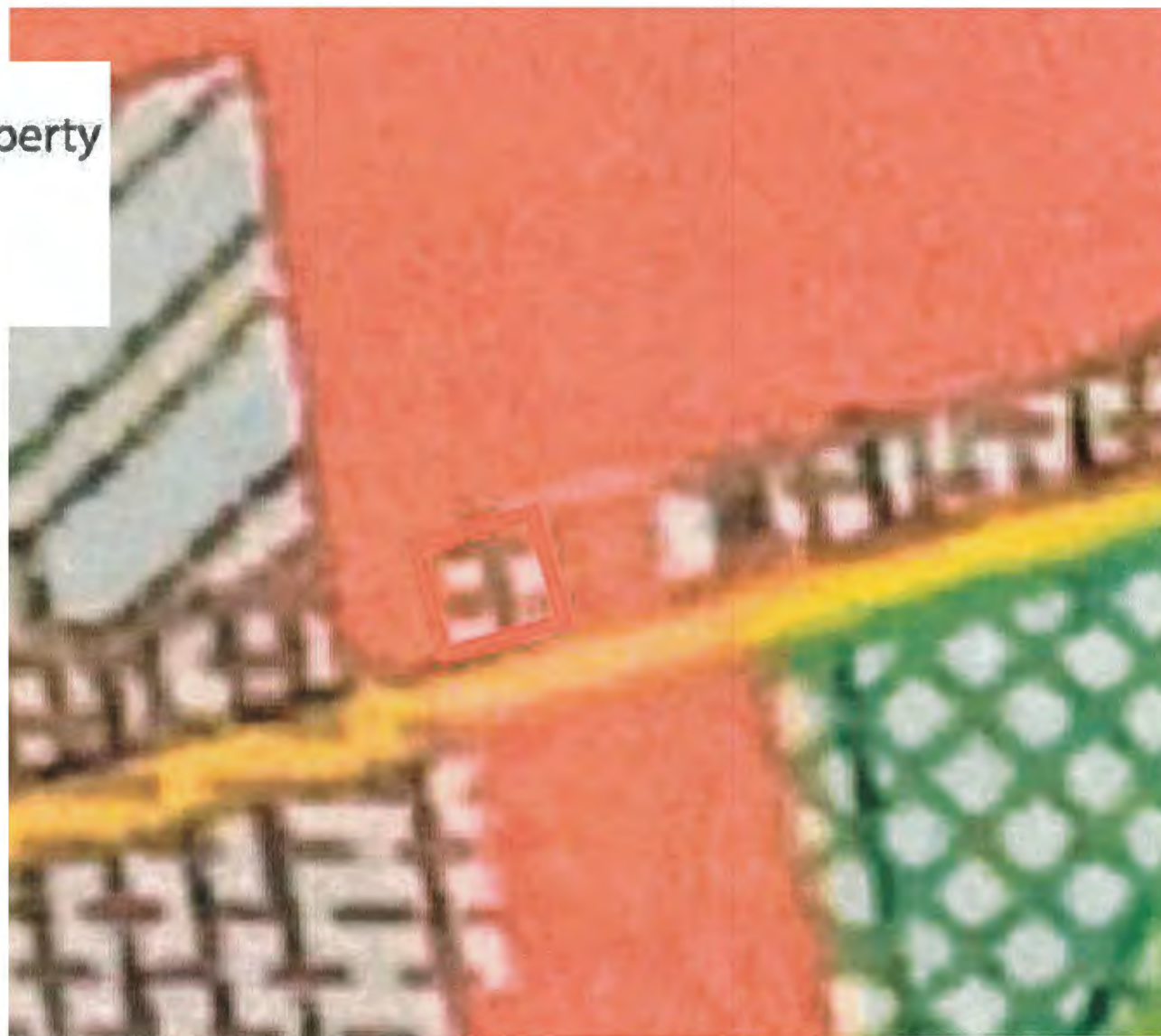
IPS
CONSULTING



Subject Property

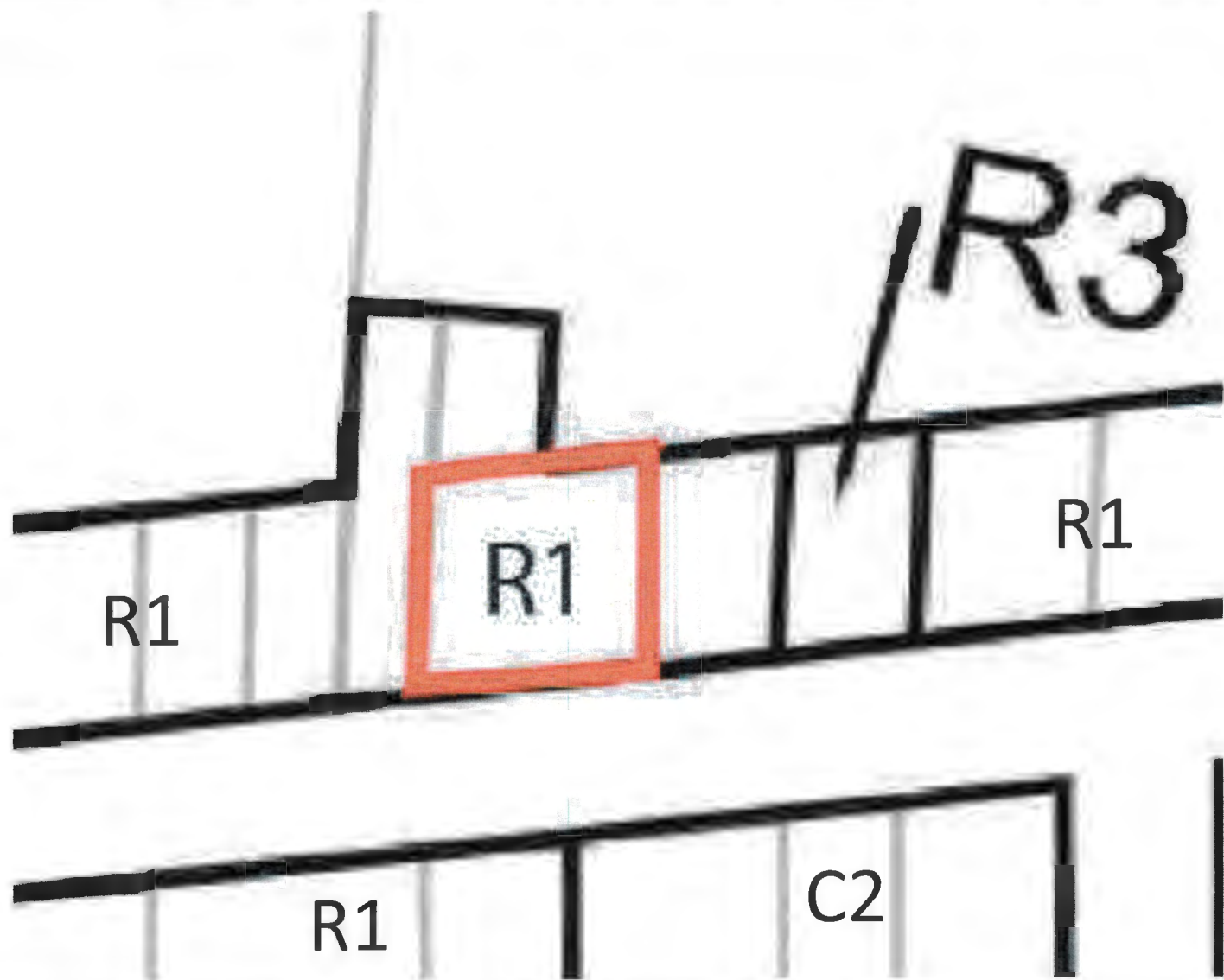


Residential



CURRENT ZONING

8



DEVELOPMENT CONCEPT

-  Subject Site
(Area: 1,233.7m² - incl. road widening)
-  Semi-Detached Dwellings
-  Landscaped Area
-  Driveway
-  7.5m Road Widening
(Area: 265.7m²)



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ZONING TABLE - R3 ZONE (Excluding Road Widening Area)		
PROVISION	REQUIRED	PROVIDED
Min. Lot Area (m ²) (with full municipal services)	300.0m ² (corner)	252.4m ² (lot 1)
	175.0m ² (internal)	232.4m ² (lots 2 - 4)
Min. Lot Frontage (m) (with full municipal services)	10.0m (corner)	9.7m (lot 1)
	6.0m (internal)	8.5m (lots 2 - 4)
Min. Front Yard Setback (m)	7.5m	6.6
Min. Interior Side Yard Setback (m)	1.5m	1.5m
Exterior Side Yard Setback (m)	4.5m	1.7m
Min. Rear Yard Setback (m)	8.0m	8.0m
Min. GFA (m ²)	84.0m ² / unit	159.8m ² / unit (2 storeys)
Max. Bldg Hight (m)	10.5m	<10.5m
Max. Lot Coverage (m ²)	35.0% (corner)	35.2% (lot 1)
	45% (internal)	38.2% (lots 2 - 4)
Parking	2 Exterior Parking Spaces	1 Interior, 1 Exterior

ZONING BY-LAW AMENDMENT

ZONING TABLE - R3 ZONE (Excluding Road Widening Area)		
PROVISION	REQUIRED	PROVIDED
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Min. Rear Yard Setback (m)	8.0m	8.0m
Min. GFA (m ²)	84.0m ² / unit	159.8m ² / unit (2 storeys)
Max. Bldg Hight (m)	10.5m	<10.5m
Max. Lot Coverage (m ²)	35.0% (corner)	35.2% (lot 1)
	45% (internal)	38.2% (lots 2 - 4)
Parking	2 Exterior Parking Spaces	1 Interior, 1 Exterior

a

SUPPORTING MATERIALS

The following materials have been submitted in support of the application:

- Conceptual Site Plan
- Planning Justification Report
- Functional Servicing and Stormwater Management Report
- Groundwater Level Assessment and Test Pit Investigation
- Flood Study
- D-6 Compatibility Study
- Access/Egress Memorandum
- Landscape Package

POLICY CONTEXT

- Simcoe County to reach a population of 555,000 residents by 2051
- Growth Plan applies a **minimum** greenfield density target of 40 residents / ha across Simcoe County
- County Official Plan applies a **minimum** greenfield density target of 32 residents / ha across the Township of Essa
- Assuming 3 persons / household, the development proposal provides a density of 124 residents / ha, bolstering density targets
- All levels of planning policy encourage a diverse mix of housing types and densities to support a diverse range of household sizes, ages, lifestyles and incomes
- New housing to be focused within urban settlement areas with full municipal services
- The development provides much needed housing stock at a time when supply is limited and cost of homeownership is increasing at a fast pace

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SUMMARY AND CONCLUSION

- Four semi-detached dwelling units proposed on a vacant urban parcel designated for residential use
- Applicant seeks to rezone the property from R1 to R3-SP__ to permit the housing type
- Provide for compact efficient development which optimizes existing land and services
- Provides additional housing unit diversity for the market area, with lower costs of entry relative to single detached dwellings
- Application and proposed development comply with all levels of planning policy, bolster growth and density targets, and represent good planning
- Should the rezoning be approved, the applicant would submit severance applications to create the individual lots

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QUESTIONS & FEEDBACK

IPS
CONSULTING

THANK YOU

Questions and Comments Welcome

Email: info@ipsconsultinginc.com

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TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR003-22

DATE: February 16, 2022

TO: Committee of the Whole

FROM: Jason Coleman – Manager of Parks and Recreation

SUBJECT: Revenue Generating, Cost-Free Public Space Recycling Program

RECOMMENDATION

That Staff Report PR003-22 be received; and that Staff be directed to proceed with entering into an agreement with Creative Outdoor Advertising for a no-cost public space garbage and recycling program.

BACKGROUND

Creative Outdoor Advertising (COA) has initiated contact with the Township of Essa regarding increasing the recycling efforts and public awareness in our municipality. Currently the Township has only garbage receptacles disbursed around the Township which a majority are old 45-gallon drums. The current waste receptacles collect a combination of litter, recycling and green materials with no separation dividers. The proposal by COA would provide units that have sperate compartments for waste, recycling and green materials at no cost to the Township.

COMMENTS AND CONSIDERATIONS

COA is the largest provider of such programs in North America and operates in over 300 cities across North America with over 16,000 units in place. They have the widest product offerings and the most capable maintenance program. Their programs are “turnkey” and offer the capital investment and capital maintenance inclusively.

The (COA) program allows the Township to improve the appearance and functionality over the current amenities provided by the Township and maximizes the capital and revenue benefits to the Township.

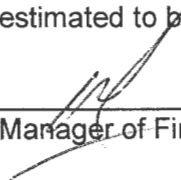
Below is an overview of the program highlights.

1. COA will provide the Township of Essa with a no-cost public space recycling program and are proposing the Terrace style receptacle. (Brochures included)
2. COA will audit locations throughout Essa and recommend the best sites and the best unit for each site. The final decision on locations will be made by the Township of Essa.
3. Local small businesses will have the opportunity to sponsor each site by paying a monthly fee to COA if they desire to advertise on the units.

4. COA will agree to make inspections of each recycling station to clean, repair and maintain the units and the immediate area around them.
5. The Township will be responsible for the collection of all waste and recyclable materials. Currently Operations Staff perform this task within the municipality already.
6. The Township of Essa will receive approximately 24% of the revenue received by the small business sponsors. (To be determined following audit, however it is estimated to be approximately \$4500 per year).
7. COA will fund all the required capital investments as is included within a contract which is for a term of 10 years.
8. The turnaround from executed agreement to having units in place is expected to be in the range of 8 to 12 weeks.

FINANCIAL IMPACT

The Township of Essa will receive approximately 24% of the revenue received by the business sponsors. (to be determined following audit, however it is estimated to be approximately \$4,500 per year) for a duration of 10 years.



 Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. **Proceed to direct Staff to enter into an agreement with COA for a no-cost public space recycling program.**
3. Direct Staff in another course of action


CONCLUSION

Staff recommends that option 2 be approved.

Respectfully submitted,

Reviewed by,

Jason Coleman

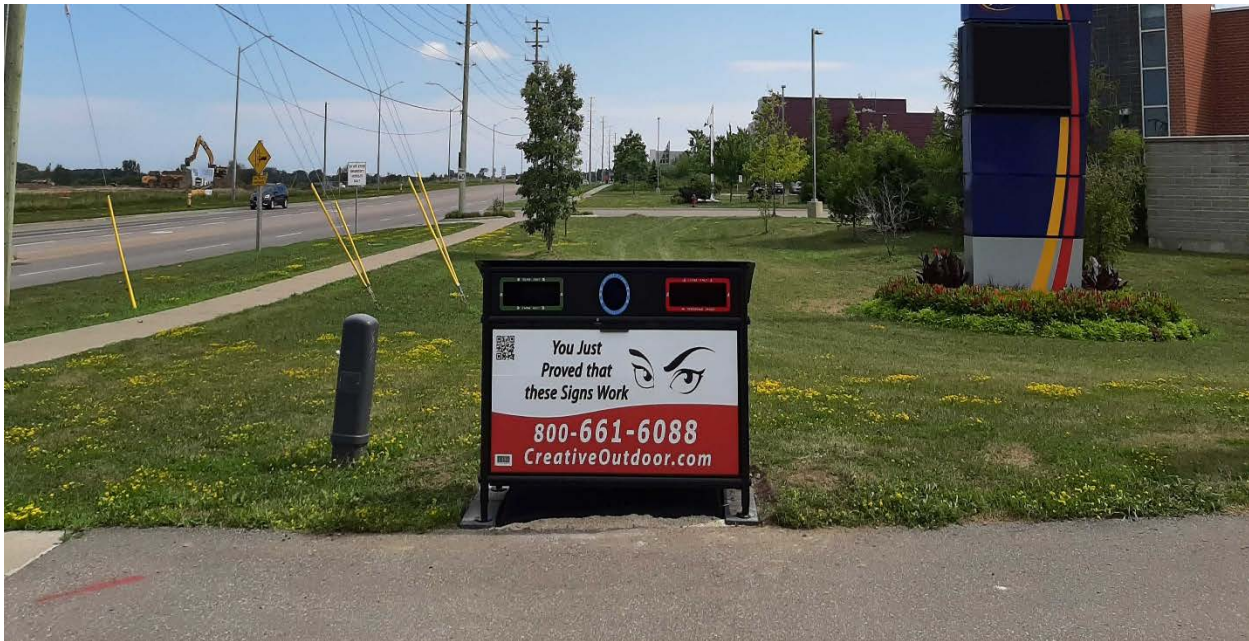


Jason Coleman
Manager of Parks and Recreation

for

Colleen Healey-Dowdall,
Chief Administrative Officer

Examples of Terrace bin unit





TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR004-22

DATE: February 16, 2022

TO: Committee of the Whole

FROM: Jason Coleman – Manager of Parks and Recreation

SUBJECT: Parks Operations Storage Building Wind Damage

RECOMMENDATION

That Staff Report PR004-22 be received for information; and that staff be authorized to have the necessary repairs to the Parks Operations Storage Building carried out.

BACKGROUND

Due to strong winds on December 16th, 2021, a portion of the south front wall of the Parks Operations Building, adjacent to the roll up garage door shifted off the current foundation. An Engineer was contacted and completed a structural inspection of the storm damage. Immediate temporary repairs were performed to secure the building to the foundation to avoid any further damage or liability concerns. No staff or persons were injured during this event nor was there any damage to any vehicle or piece of machinery. The Parks Operations Building has been cautioned off with barricades along with caution tape until the Engineers Report has been finalized and a contractor is able to perform the required repairs. The building is currently not in use due to safety concerns.

COMMENTS AND CONSIDERATIONS

A summary of the required scope of work is listed below for reference. The Parks Operations Building shares portions of this building with Public Works for snow removal equipment and By-Law for vehicles.

Required Repairs to Parks Operations Building

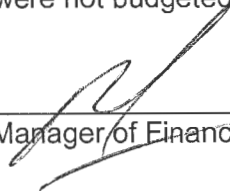
- Remove and replace the damaged sill plate at the wall that detached from the foundation. Reattach the studs to the new bottom plate.
- Reinforce the damaged roof trusses by adding plywood plates/shims to the truss joints at the bottom chords
- Add sill plate anchorage to the stud walls such that all walls are anchored.
- Detach the garage door tracks from the roof trusses and re-anchor the tracks.

It is estimated that the required work will be completed by approximately the end of February.

FINANCIAL IMPACT

The engineering services report and assessment fee is \$3,800 + HST.
The cost of the repair quote is \$4,853 + HST.
A total of \$8,653 + HST at this point plus a final inspection is required (an estimated additional \$900).

These funds to come from the building repairs fund – they were not budgeted.



Manager of Finance

SUMMARY/OPTIONS

Council may:

1. **Receive the report for information and authorize staff to have the necessary repairs to the Parks Operations Storage Building carried out.**
2. Direct Staff in another course of action

CONCLUSION

Staff recommends that option 1 be approved.

Respectfully submitted,

Jason Coleman

Jason Coleman
Manager of Parks and Recreation

Reviewed by,



for _____
Colleen Healey-Dowdall,
Chief Administrative Officer



Photograph 1: Parks and Recreation Operations Garage



Photograph 2 - Wood Stud Wall Detached from Foundation

5b



Photograph 3 - Reinstated damaged sill plate



Photograph 4 - Damaged truss bottom chord at 5th truss from south end



Photograph 5 - Damaged truss bottom chord at 10th truss from south end



Photograph 6 - Example of narrow checking

5b



Photograph 7 - Inadequate king studs at each side of the garage door



Photograph 8 - Missing sill plate anchorage



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR005-22

DATE: February 16, 2022

TO: Committee of the Whole

FROM: Jason Coleman – Manager of Parks and Recreation

SUBJECT: Michael Street Play Structure

RECOMMENDATION

That Staff Report PR005-22 be received; and that Council direct the Manager of Parks and Recreation to proceed with the required scope of work to purchase, install and replace the existing Michael Street park equipment.

BACKGROUND

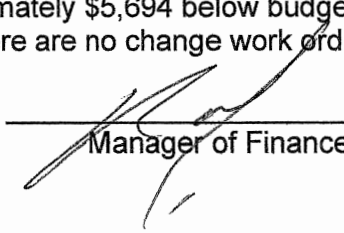
Residents have been very vocal in the neighborhood about the existing, outdated park. Residents have requested a newer, updated park for children in the community to use and enjoy on a continual basis over the past few years. The existing park is old, outdated and requires a more modern design and safety standard for children in the community to utilize.

COMMENTS AND CONSIDERATIONS

Council approved \$55,600 in the 2022 Capital Budget for a new play structure to be purchased and installed at the Michael Street Park. The quotation for a new playground from ABC Recreation has been received for \$48,927 which is the most ideal suitable playground for this location and regarding play value.

FINANCIAL IMPACT

It is expected that the play structure will be approximately \$5,694 below budget; the Capital Budget approved being \$55,600 (assuming that there are no change work orders).



 Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. **Direct the Manager of Parks and Recreation to proceed with the purchase and required scope of work for Michael Street Park, play equipment replacement.**
3. Direct Staff in another course of action.

5c

CONCLUSION

Staff recommends that option 2 be approved.

Respectfully submitted,

Reviewed by,

Jason Coleman

Colleen Healey-Dowdall

Jason Coleman
Manager of Parks and Recreation

for Colleen Healey-Dowdall,
Chief Administrative Officer



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: PR006-22

DATE: February 16, 2022

TO: Committee of the Whole

FROM: Jason Coleman – Manager of Parks and Recreation

SUBJECT: **Tourism, Culture and Sport Enhancement Fund Simcoe County**

RECOMMENDATION

That Staff Report PR006-22 be received for information; and that staff be directed to apply to the County for funding for the Parks Trails Master Plan, in the amount of \$20,000.

BACKGROUND

The Tourism, Culture and Sport Enhancement Fund (previously known as the Tourism, Culture and Sport Grant) is the result of a merger between the Simcoe County Tourism Development Fund (SCTDF) and the Arts, Culture and Heritage Grant. In 2021, the County of Simcoe received 104 applications requesting a total of \$628,256.64 in financial support from municipalities and organizations within the County. Simcoe County Council approved 89 applications, totaling \$471,396.93 in funding issued.

Each year, the County of Simcoe Tourism Department offers invitations and accepts applications for grant funding opportunities in partnership with local municipalities and organizations. The objective and funding available from the County vary based on different criteria, themes and trends. In 2021, the Township of Essa was successful in receiving grant funding from the County of Simcoe for a Wayfinding Signage Project that consisted of 4 Rural Pedestrian Map directories. These directories were installed at different trail entry points around the Township.

COMMENTS AND CONSIDERATIONS

In 2021 and early 2022, the Manager of Parks and Recreation joined and participated in multiple information, overview and dialogue sessions with the County of Simcoe pertaining to eligibility and criteria requirements for the 2022 Tourism, Culture and Sport Enhancement Fund. Several discussions indicated that 2022 funding was primarily focusing on enhancement of festivals, events, marketing, product and experience development.

Upon additional research and further consultation, a request was submitted for clarification to Simcoe County to determine if a Parks Trails Master Plan would be eligible for funding. It has since been confirmed that a municipal Parks Trails Master Plan would be eligible under the Capacity-Building stream as it meets certain criteria to support the Township's internal development needs.

5d

Essa Township can request up to \$20,000 under this year's program (whether one or multiple applications), with no matched funds required on Capacity-Building initiatives.

FINANCIAL IMPACT

The 2022 Capital Budget allocated \$40,000 for the Parks Trails Master Plan. The grant application applied for will be in the amount of \$20,000 and if successful, will assist in offsetting the 2022 Capital Budget amount.



Manager of Finance

SUMMARY/OPTIONS

Council may:

1. Take no action.
2. **Receive the report for information and direct staff to apply to the County for funding for the Parks Trails Master Plan.**
3. Direct Staff in another course of action, to apply for funding for a different project.

CONCLUSION

Staff recommends that option 2 be approved.

Respectfully submitted,

Reviewed by,

Jason Coleman



Jason Coleman
Manager of Parks and Recreation

for _____
Colleen Healey-Dowdall,
Chief Administrative Officer



TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C001-22
DATE: February 16, 2022
TO: Committee of the Whole
FROM: Krista Pascoe, Deputy Clerk
SUBJECT: 2022 General Assistance Grants

RECOMMENDATION

That Staff Report C001-22 be received; and

That Council approve the recommended tax exemption and donation amounts as presented in Attachment No. 2 of this Report.

BACKGROUND

Each year the Township collects grant applications from organizations requiring financial assistance for a variety of reasons. In order to be eligible for consideration as a recipient, the applicant must be:

- A not-for-profit, or registered charitable organization; and
- Operated by a volunteer base; and
- Provide accessible, needed, and worthwhile service proven to benefit the Township of Essa residents.

In accordance with Policy A01-19 "Community Assistance Grants" (Attachment No. 1), the deadline for submission is January 31st each calendar year.

COMMENTS AND CONSIDERATIONS

Letters and applications were mailed out to previous recipients in November of 2021, requesting submission of their completed application with their supplementary documentation prior to the deadline of January 31, 2022. Additionally, a notice was placed on the Township's website (image slider with link to the Municipal Grants/Donations page), Facebook Page and Twitter account to encourage organizations to submit their funding requests to the Clerk's Department prior to the deadline.

The Clerk's Department has received 15 applications of which are summarized for Council's consideration (Attachment No. 2) and approval.

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FINANCIAL IMPACT

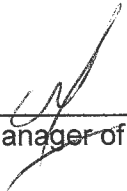
\$9,000.00 was approved in the 2022 Operating Assistance Budget for the Municipal Grants/Donations Program.

Should Council approve the recommended amounts contained in Attachment No. 2, the total to be awarded to recipients is \$8,550.00.

Should Council wish, they could increase the recommended amounts as they see fit or leave the remaining \$450.00 in the Operating Assistance G/L to be awarded to applicants at a later date (in the event that applications are received in the future.)

It should also be noted that Council also approved \$12,000.00 in the 2022 Operating Assistance Budget for donations to be made in lieu of Essa's Golf Tournament to the following:

- Stevenson Memorial Hospital
- Royal Victoria Hospital, and
- Matthew's House Hospice



 Manager of Finance

SUMMARY/OPTIONS

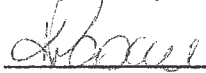
Council may:

1. Take no further action, thereby receiving the Report and not approving any municipal grants in 2022.
2. **Approve the recommended tax exemption and donation amounts as presented in Attachment No. 2 of this Report.**
3. Approve the tax exemption and donation amounts with adjustments as deemed appropriate by Council.

CONCLUSION


It is recommended that Council approve Option No. 2.

Respectfully submitted:




 Krista Pascoe
 Deputy Clerk

Reviewed by:



 Lisa Lehr
 Manager of Legislative Services


Reviewed by:



 Colleen Healey-Dowdall
 Chief Administrative Officer

Attachments:

1. Policy A01-19 "Community Assistance Grants"
2. 2022 Community Assistance Grant Allocations

 <p style="text-align: center;">Township of Essa Policy # A01-19 "Community Assistance Grants"</p>			
SUBJECT: Community Assistance Grants	Date issued: February 28, 2019	Effective Date: March 6, 2019	Resolution No: CW045-19
SCOPE: STAFF, COUNCIL AND APPLICANTS		Revised: n/a	Page 1 of 2

A. PURPOSE:

The Township of Essa's Community Assistance Grants Policy establishes eligibility requirements and outlines application requirements. The Community Assistance Grant Program is available to help support not-for-profit organizations, whose initiatives add to the quality of life for the residents of Essa Township as a whole.

B. GRANT APPLICATION PROCESS:

All completed applications must be submitted to the Clerk's Department, no later than January 31st of each calendar year, with all supporting documentation attached as follows;

1. Brief description of the organization, including its constitution, mission statement, or statement of purpose.
2. Purpose for which the Grant will be used.
3. Previous Years financial statement.
4. Proposed Budget for the current operating year.
5. Reporting on how previous years Grants were used.
6. List of volunteer Board of Directors/Executive (name, address and telephone number).
7. Other sources of funding the applicant has applied for or obtained.
8. Signature of signing authority (ies).

C. ELIGIBILITY CRITERIA

In order to be eligible for a Community Grant, applicants must meet all of the following criteria:

1. Must be a not-for-profit, or registered charitable organization; and
2. Must be operated by a volunteer base; and
3. Provide an accessible, needed and worthwhile service proven to benefit the Township of Essa residents.

D. APPLICATION APPROVAL PROCESS:

Upon commencement of the annual budget process each fall, the Township will provide notification to the public through its electronic media (website and twitter) as well as mailing the notice to past recipients.

1. Applications must be submitted using the prescribed form.
2. Only complete applications received on or before the deadline will be reviewed.
3. Applications will be reviewed by members of staff and recommendations for assistance will be prepared and submitted for Council approval.
4. The application process is a competitive process and there is no guarantee that any award will be granted, or that the amount requested will be awarded in full.
5. Only successful applicants will be contacted, and a cheque will be forwarded.

9a



Township of Essa
Policy # A01-19 "Community Assistance Grants"

SUBJECT: Community Assistance Grants	Date issued: February 28, 2019	Effective Date: March 6, 2019	Resolution No: CW045-19
SCOPE: STAFF, COUNCIL AND APPLICANTS		Revised: n/a	Page 2 of 2

Notwithstanding the eligibility and criteria above, Council may approve application requests that do not meet all criteria or are inconsistent with the requirements in this Policy, at their discretion, provided that the requested amount in the application does not exceed the annual approved Community Assistance Grant Program budget.

Appendices:

1. Township of Essa Grant Application.

9a



Appendix 1
TOWNSHIP OF ESSA

GRANT APPLICATION

Applications for grants and donations are not automatically renewed each year; each application is reviewed based on merit each budget year.

Organizations requesting donations may be required to submit recent bank statements and/or financial statements.

Please attach a separate sheet if additional space is required to complete your application.

REQUESTING: Financial Donation in the amount of \$ _____

OR Township Tax Grant – Property Roll Number: _____

Organization Name and Address Information

Organization Name _____

Address _____

Town _____ Postal Code _____

Contact Name _____ Telephone _____

e-mail _____ Fax _____

Organization Information

Number of Members _____ Essa Residents _____ Membership Fee If Applicable _____

Geographic Area Served: _____ Date Formed _____

Outline the mission, purpose and objectives of your organization.

Purpose for which the current grant/donation would be used, if approved. Give complete details, i.e. project or event description, time frame, and community benefits relative to The Township of Essa.

Type of Organization (i.e. Registered Charity, Non-Profit Organization, etc.) and registration number.

9a

Other Sources of Revenue (include all amounts that have been or will be received – other donations, grants/subsidies, private funding, etc.).

Do you currently receive other gratuities from the Township, i.e. facility subsidization, tax reductions, fee waiver or reduction, photocopying, administrative support, etc.?

Have you received grants/donations from the Township of Essa in the past?

Amount Requested _____ Amount Approved _____ Year(s) _____

A FINANCIAL STATEMENT FOR THE PREVIOUS YEAR IS TO BE ATTACHED.

Signature of Authorized Official(s)

Name and Position

Date

Name and Position

Date

For Office Use Only

Approved _____

Denied _____

Amount \$ _____

Date _____

Additional Comments:

Note: Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, and will be used for the purpose of determining eligibility for grants. Questions about this collection should be directed to the Clerk/Freedom of Information Coordinator, The Corporation of the Township of Essa, 5786 County Road 21, Utopia, Ontario, L0M 1T0.

**Attachment 2
Grant Applications 2022**

Organization	Purpose/Event	T/E / Grant	2021 Amounts Approved	2022 Amount Requested	2022 Amount Recommended	2022 Amount Approved By Council	Notes
Essa and District Agriculture Society	To educate, promote and display agriculture to the residents of Essa and surrounding municipalities.	Grant	\$300.00	\$6,500.00	\$300.00		
Friends of the Utopia Mill & Park	Continue to revitalize and preserve the Utopia Gristmill for future generations.	Grant	\$1,000.00	\$1,000.00	\$1,000.00		
Next Step: Literacy Council of South Simcoe	The donation would be used to help cover the costs of the recent accessibility upgrades done to the interior and exterior of the facility.	Grant	\$400.00	\$500.00	\$400.00		
Simcoe County Plowmen's Association	The donation will be used for advertising our event and any other costs associated for the event.	Grant	\$300.00	\$300.00	\$300.00		
South Simcoe 4-H Association	We want to make joining 4-H affordable to all families. We offer a \$20 subsidy for those who register before middle of March.	Grant	\$250.00	\$250.00	\$250.00		
Thornton Area Action Committee	The Thornton Area Action Committee brings the Community of Thornton together by providing special events for residents and to beautify the Village with flowers, seasonal banners and Christmas Lights	Grant	\$1,500.00	\$3,000.00	\$1,500.00		
Thornton Horticultural Society	To be used towards additional trees and flowers at the libraries, admin centre, splash pads and at the Gazebo in Thornton	Grant	\$350.00	\$350.00	\$350.00		
Angus Santa Claus Parade Committee	Funds would be used towards the cost of prizes for floats, bands etc.	Grant	\$350.00	\$500.00	\$500.00		
Alliston and Area Physician Recruitment	All and Various Recruitment and Retention of Medical Doctors in Community and Stevenson Memorial Hospital.	Grant	\$1,000.00	\$1,000.00	\$0.00		Look to see if this request could come from the funds set aside for the Golf Tournament.
Angus & District Lions Club	To help defray the cost of the day and evening (Canada Day), parade of flags, local talent, music/dance, karaoke etc.	Grant	\$1,000.00	\$1,000.00	\$1,000.00		
Angus Royal Legion Branch 499	To assist with the costs of replacing the south entrance door and install a ramp to provide an accessible facility.	Grant	\$0.00	\$15,000.00	\$1,000.00		
Pinewoods Chapel	To assist cover the costs of "Free Food Fridays" (help offset heat and hydro, new food shelving, refrigerators, freezers, cleaning and sanitizing projects etc.	Grant	\$0.00	\$12,000.00	\$300.00		
Camp Hill Communities Ontario	To purchase and install a Defibrillator.	Grant	\$0.00	\$2,500.00	\$300.00		
Museum on the Boyne	We are currently working on an interpretive plan for our newly restored log cabin which will tell the story of several families associated with the cabin (originally-located in Essa). An interpretive panel will be installed outside in the Spring.	Grant	\$300.00	\$1,000.00	\$300.00		
South Simcoe Arts Council	Youth Arts Program - Hybrid version of our annual music festival and bring back the Youth Arts on Main Program.	Grant	\$350.00	\$1,000.00	\$300.00		
Nottawasaga Pines Secondary School		Award	\$100.00	\$100.00	\$200.00		2 Awards of \$100.00
Friends of the Utopia Mill & Park	Assist our Community Organization to continue to revitalize the Utopia Conservation Area, our Local 50-acre naturalized Public Greenspace.	T/E	\$550.00	\$1,000.00	\$550.00		
Angus & District Lions Club	The tax exemption would help offset costs to run Lions that will allow us more money to return to residents	T/E	\$550.00	\$550.00	\$0.00		
Affordable Housing - 40 Margaret Street		T/E	N/A	\$4,500.00	N/A	N/A	No tax rebate is required to be applied in 2022 to 40 Margaret Street (Angus) as it has been confirmed with the Tax Collector that the Residential and Multi-Residential Tax Rates are the same.
Royal Canadian Legion - Edward Macdonald Branch 499		T/E	N/A	N/A	N/A	N/A	Legion is now exempt from taxes so no tax rebate is required in 2022.
TOTAL:			\$8,300.00		\$8,550.00		
Total T/E and Grants Allocated Based on Recommendations					\$8,550.00	\$0.00	\$0.00
Total Budget - General Assistance Grant Account					\$9,000.00		
Total T/E and Grants Allocated (based on recommended amounts)					\$8,550.00		
Amount remaining in General Assistance Grant Account					\$450.00	Keep in account for any requests that come in 2022	

Attachment #2

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