

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, NOVEMBER 20, 2024
5:00 p.m.**

AGENDA

Members of the public wishing to attend can do so by attending in person to the Council Chambers in the Administration Centre located at 5786 County Road 21, Utopia.

1. OPENING OF MEETING BY THE MAYOR

The Township of Essa acknowledges that we are situated on land within the area of Treaty 18, also known as the Lake Simcoe-Nottawasaga Treaty, signed on October 17, 1818 between the Government of Upper Canada and the Anishinaabe Indigenous peoples. The Anishinaabe include the Ojibwe, Odawa and Pottawatomi Nations collectively known as the Three Fires Confederacy. We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Metis and Inuit People.

2. DISCLOSURE OF PECUNIARY INTEREST

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

- p. 1 **a. Presentation**
 Re: 2025 OPP Budget

- p. 8 **b. Delegation**
 Doug Hevenor and Sheryl Flannagan
 Re: 2025 NVCA Budget

- p. 29 **c. Public Meeting**
 Re: Proposed Amendment to Zoning By-law 2003-50 - Housekeeping

STAFF REPORTS

4. PLANNING AND DEVELOPMENT / BUILDING

5. PARKS AND RECREATION / COMMUNITY SERVICES

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

8. FINANCE

9. CLERKS / BY-LAW ENFORCEMENT / IT

- p. 51 a. **Staff Report C015-24 submitted by the Manager of Legislative Services, re: Fees and Charges By-law 2023-01 – Proposed Amendments – January 1, 2025.**

Recommendation: **BE IT RESOLVED THAT** Staff Report C015 -24 be received for information; and **THAT** Council approve the proposed amendments as recommended in this Report, and direct Staff to schedule a Public Meeting to allow for public comment on the change in Building Department fees, prior to the passage of a By-law to amend Essa's Fees and Charges By-law.

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

11. OTHER BUSINESS

12. ADJOURNMENT

Recommendation: **BE IT RESOLVED THAT** this meeting of Committee of the Whole of the Township of Essa adjourn at _____pm., to meet again on the 4th day of December, 2024 at 6:00 p.m.



ONTARIO PROVINCIAL POLICE

Essa Township 2025 Annual Billing

Presented by Inspector D. McLagan,
Nottawasaga Detachment Commander
November 20th, 2024

3a



30

2025 Billing Statement

Primary Drivers of YOY Increase

- New OPPA Collective Agreement signed July 18th, 2024. 10.26% increase over salary rates included in 2024 estimate
- 2023 and 2024 estimates were largely based on pandemic level activity which was lower than normal
- Calls for Service have returned to pre-pandemic levels. Currently trending at 30K in 2024 (highest for detachment to date)
- Two (2) significant investigations that impacted overtime (OT) costs in 2023 that are reflected in the Year-End Adjustment

OPP 2025 Annual Billing Statement

Essa Tp

Estimated costs for the period January 1 to December 31, 2025

Please refer to www.opp.ca for 2025 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	7,720		
	Commercial and Industrial	194		
	Total Properties	7,914	189.44	1,499,194
Calls for Service	(see summaries)			
	Total all municipalities	209,489,870	172.69	1,366,706
	Municipal portion	0.6524%		
Overtime	(see notes)		20.44	161,732
Contract Enhancements	(see summary)		42.25	334,377
Prisoner Transportation	(per property cost)		1.67	13,216
Accommodation/Cleaning Services	(per property cost)		5.70	45,110
Total 2025 Estimated Cost			432.19	3,420,335
2023 Year-End Adjustment	(see summary)			201,979
Grand Total Billing for 2025				3,622,314
2025 Monthly Billing Amount				301,860



Annual Billing 2019-2025 Summary

YEAR	Estimate	Reconciled	TOTAL	% Annual Change	Property Count	Per Property Cost
2019	\$2,964,432.00	\$31,053.00	\$2,995,485.00	N/A	7,295	\$409.75
2020	\$2,948,157.00	\$31,881.00	\$2,980,038.00	0.5%	7,556	\$394.39
2021	\$2,956,650.00	\$31,028.00	\$3,004,437.00	1.0%	7,684	\$384.78
2022	\$2,944,219.00	\$43,703.00	\$2,987,922.00	1.5%	7,717	\$387.19
2023	\$2,950,867.00	\$201,979.00	\$3,152,846.00	6.7%	7,819	\$403.23
2024	\$3,003,809.00	N/A	N/A		7,869	\$381.73
2025	\$3,420,335.00	N/A	N/A		7,914	\$432.19

Note: the 2025 total billing of \$3,622,314 includes the 2023 reconciliation costs of \$201,979

Calls for Service Billing Summary

30

OPP 2025 Calls for Service Billing Summary

Essa Tp

Estimated costs for the period January 1 to December 31, 2025

Calls for Service Billing Workgroups	Calls for Service Count					2025 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2025 Estimated Calls for Service Cost
	2020	2021	2022	2023	Four Year Average				
					A	B	C = A * B		
					Note 1			Note 2	Note 3
Drug Possession	14	21	7	12	14	5.9	80	0.0044%	9,162
Drugs	8	8	6	4	7	88.1	573	0.0314%	65,871
Operational	1,245	1,311	1,144	1,234	1,234	3.9	4,811	0.2641%	553,357
Operational 2	304	294	250	316	291	1.7	495	0.0272%	56,904
Other Criminal Code Violations	49	55	51	50	51	7.1	364	0.0200%	41,856
Property Crime Violations	276	277	227	256	259	6.2	1,606	0.0882%	184,711
Statutes & Acts	202	203	236	204	211	3.5	739	0.0406%	85,048
Traffic	308	281	386	302	319	3.8	1,213	0.0666%	139,546
Violent Criminal Code	105	135	147	154	135	14.8	2,002	0.1099%	230,251
Municipal Totals	2,511	2,585	2,454	2,532	2,521		11,882	0.6524%	\$1,366,706



2023 Reconciled Year-End Summary

Primary Drivers of YOY Increase

- New OPPA Collective Agreement signed July 18th, 2024. 10.26% increase over salary rates included in 2024 estimate
- 5 • Two (2) significant investigations that impacted overtime (OT) costs in 2023 that are reflected in the Year-End Adjustment

OPP 2023 Reconciled Year-End Summary
 Essa Tp
 Reconciled cost for the period January 1 to December 31, 2023

		Cost per Property \$	Reconciled Cost \$	Estimated Cost \$
Base Service	Property Counts			
	Household	7,629		
	Commercial and Industrial	190		
	Total Properties	7,819	174.11	1,361,404
Calls for Service	Total all municipalities	187,830,598		
	Municipal portion	0.6587%	158.23	1,237,198
Overtime			22.62	176,903
Contract Enhancements	(see summary)		41.75	326,438
Prisoner Transportation	(per property cost)		1.45	11,338
Accommodation/Cleaning Services	(per property cost)		5.06	39,564
Total 2023 Costs			403.23	3,152,845
2023 Billed Amount				2,950,866
2023 Year-End-Adjustment				201,979

Notes

The Year-End Adjustment above is included as an adjustment on the 2025 Billing Statement. This amount is incorporated into the monthly invoice amount for 2025. The difference between the estimated and billed amount is due to rounding the bills to the nearest dollar throughout the year.



3a

2025 Enhancement Cost Summary

32

Primary Driver of YOY Increase

- New OPPA Collective Agreement signed July 18th, 2024. 10.26% increase over salary rates included in 2024 estimate

Municipality	Property Count	%	Enhancement Cost
Adjala-Tosorontio Tp	4,242	14.19	179,230
Essa Tp	7,914	27.04	334,377
New Tecumseth	17,114	58.47	723,090
Total	29,270	100.00%	1,236,697

OPP 2025 Estimated Contract Enhancement Cost Summary Adjala-Tosorontio/Essa/New Tecumseth Tp Estimated cost for the period January 1 to December 31, 2025

2024 Cost Recovery Formula

Salaries and Benefits

	Positions	\$/FTE	\$ Total
Uniform Members			
Sergeant	2.00	143,480	286,960
Constable	3.00	120,835	362,506
Total Uniform Salaries	5.00		649,466
Statutory Holiday Payout		6,207	31,037
Shift Premiums		1,129	5,645
Uniform Benefits - Full-Time Salaries		36.38%	236,261
Total Uniform Salaries & Benefits			922,410
Detachment Civilian Members			
Detachment Administrative Clerk	1.00	75,342	75,342
Total Detachment Civilian Salaries	1.00		75,342
Civilian Benefits - Full-Time Salaries		36.13%	27,219
Total Detachment Civilian Salaries & Benefits			102,561
Support Costs - Salaries and Benefits			
Communication Operators		6,682	33,410
Prisoner Guards		2,061	10,305
Operational Support		7,119	35,595
RHQ Municipal Support		3,208	16,040
Telephone Support		157	785
Office Automation Support		938	4,690
Mobile and Portable Radio Support		357	1,785
Total Support Staff Salaries and Benefits Costs			102,610
Total Salaries & Benefits			1,127,580
Other Direct Operating Expenses			
Communication Centre		150	750
Operational Support		1,112	5,560
RHQ Municipal Support		360	1,800
Telephone		1,458	7,290
Mobile Radio Equipment Repairs & Maintenance		168	840
Office Automation - Uniform		4,487	22,435
Office Automation - Civilian		1,154	1,154
Vehicle Usage		10,219	51,095
Detachment Supplies & Equipment		1,073	5,365
Uniform & Equipment		2,360	11,800
Additional Municipally Leased Desktop Computer		1,028	1,028
Total Other Direct Operating Expenses			109,117
Total 2025 Estimated Enhancement Cost			\$ 1,236,697
Total OPP-Policed Properties			29,270
Cost Per Property			\$ 42.25





2025 Billing Statement Options to Reduce Increase

1. Cancel two (2) Constable enhancement positions and one (1) Detachment Administrative Clerk (DAC) effective December 31st, 2024. In consultation with the Municipal Policing Bureau, Financial Services Unit and the Service Delivery Model project team, the two (2) School Resource Officer positions can be absorbed into the current detachment staffing model and would then fall under the standard billing model. The DAC position, due to the reduction in workload from online criminal record checks can be eliminated from the detachment staffing. This would result in a savings of **approximately \$139,594** to Essa Township
2. Cancel all Nottawasaga Detachment enhancement positions for a savings of **approximately \$334,377.00** to Essa Township. The elimination of all positions would have an operational impact on the detachment services, in particular community mobilization and traffic services.

Recommendation – Option #1



30



NVCA 2025 Draft Budget Essa Township

Doug Hevenor, CAO | NVCA | November 20, 2024



NVCA in Essa

Creating a healthy environment and communities through innovative watershed management



Nottawasaga Valley Watershed

- Celebrating 64 years of conserving and restoring the Nottawasaga watershed
- Watershed is 3,700 km² in size spanning 18 municipalities
- Significant natural features include Oak Ridges Moraine, Niagara Escarpment, Minesing Wetlands and Georgian Bay
- 18 Board members appointed in 4-year cycle by member municipalities
- One of the fastest growing areas in Ontario

In Essa

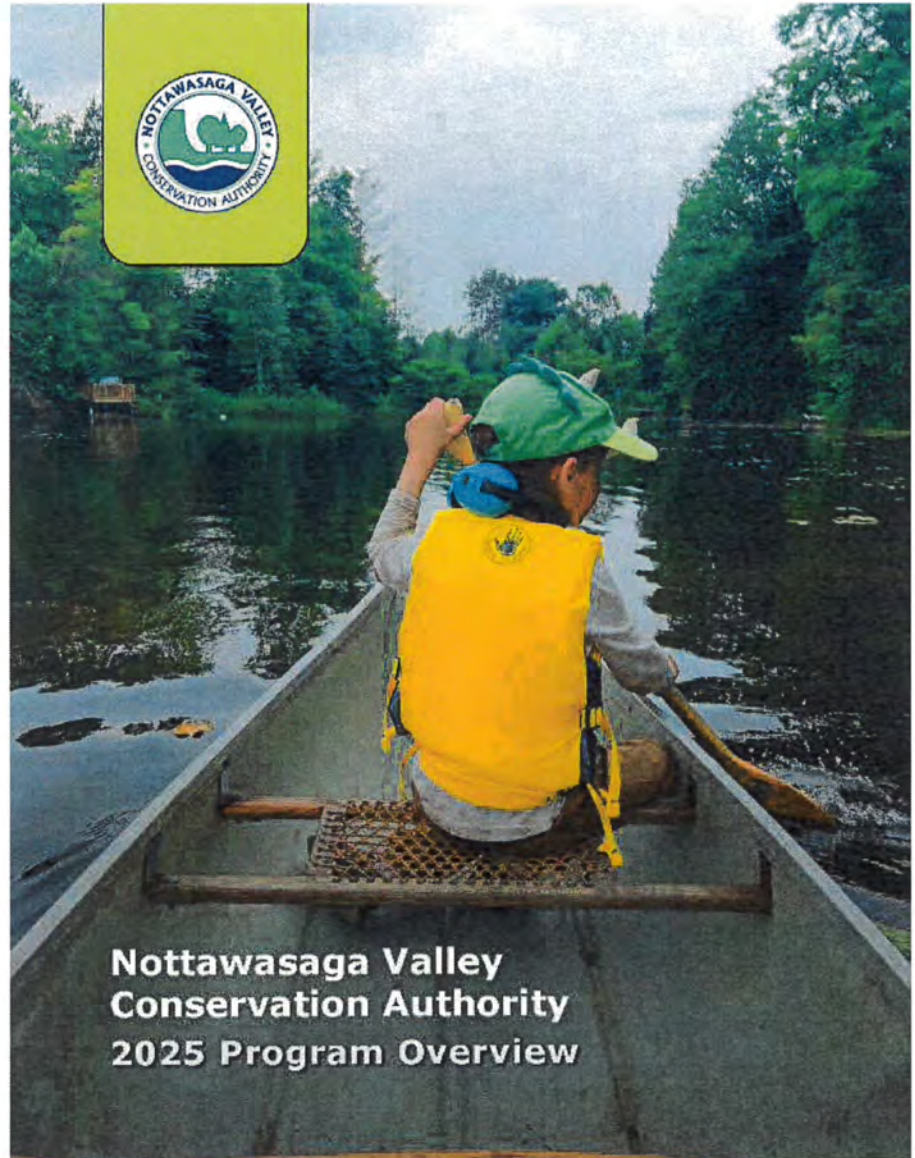
- NVCA jurisdiction covers 254 km² (100%) of the town
- NVCA owns and manages Tiffin and Utopia conservation areas, including the Utopia dam



2025 Draft Budget

2025 Program Overview

Sustaining the watershed is not our work alone. It is what we do together with municipalities, our neighbours, universities and colleges, donors, local and regional agencies, and the many other partners we work with. We need to celebrate our successes, but we also need to increase the scope, scale and intensity of our joint efforts to create a place we can be proud of and celebrate – one we can call home. For life.



**Nottawasaga Valley
Conservation Authority
2025 Program Overview**



2024 Accomplishments

Watershed Science

- Ongoing work to complete of Risk Management Plans for the ten delegated municipalities – Essa being one of them.
- Complete amendments to the Source Protection Plan as required by the *Safe Drinking Water Act*.
- Conducted natural heritage inventories of Petun and Minesing conservation areas
- Implemented the Watershed Monitoring Strategy
- Continued to monitor the Nottawasaga River watershed.
- Conducted performance monitoring or Ecological Net Gains policy projects
- Continued implementing the NVCA Climate Change Strategy through a review of internal programs and development of a monitoring approach.



2024 Accomplishments

Education



- Worked with 11,000 individuals from 2.5 to 90 years old by September 2024 – approximately 4,000 of them from Essa.
- Partnered with Simcoe County District School Board for the new grade 5 Indigenous Education program, seeing 900 students.
- Day camp opportunities expanded from 60 campers a week to 80, as well as offered all PD days. Further, we saw 490 external visiting campers.
- Workshops sponsored by Georgian Bay Forever for microplastics and Enviroscares were reinstated in June seeing 2001 students.
- Launched our new climate change programming, and pursued funding to enhance and expand these opportunities.
- Filed our Notice of Intention to be an uninspected private school.
- Hired more French educators and began developing program resources in French and secured free French tutoring for Tiffin Educators.

2024 Accomplishments

Stewardship & Restoration Services



- Coordinated volunteer tree planting of approximately 8,000 seedlings and seeded native grasslands.
- Implemented a wide range of water quality and habitat improvement projects by working with external partners, private landowners and volunteers.
- Controlled and harvested Phragmites along the Georgian Bay Shoreline.
- Completed a 10-day larval sturgeon assessment project on the Nottawasaga River in Essa Township, with Saugeen Ojibway Nation and Fisheries and Oceans Canada.
- Worked to complete 300 m of stream bank stabilization and aquatic habitat restoration on Sheldon Creek.
- Completed a riverbank stabilization and habitat improvement project on the Mad River at Carruthers Park, working with the Friends of the Mad River and Township of Clearview.
- Worked with the Midhurst Landowners group and Napoleon to complete a bank stabilization project on Willow Creek in the Township of Oro-Medonte.



2024 Accomplishments

Forestry

- Planted 74,800 trees on 24 properties across the watershed, creating 38 hectares of new forest including 1 km of windbreaks, and protected 3 km of streams with permanent tree cover.
- Received financial contributions (outside of levy) from Federal, Provincial and municipal governments, Simcoe County, Forests Ontario, corporations and private landowners totaling \$266,562.
- Managed over 578 hectares of forest.
- Worked with 36 landowners to develop their Managed Forest Plans.



2024 Accomplishments

Flood Management

- Monitored flood and low water and ice conditions throughout the watershed.
- Updated the NVCA's Flood Contingency plan and updated online website version.
- Inspected and operated flood and erosion control structures.
- Ongoing maintenance and improvements to the NVCA stream and weather gauges to improve data quality and reliability.
- Completed vegetation removal in Pretty River Dike, and removed select trees identified for priority removal for the dike.
- Held a NVCA Stormwater Management Technical Work Group meeting.
- Developed an Ice Management Plan for the Nottawasaga Watershed.
- Developed a Natural Hazard Infrastructure Operational Management Plan for the Nottawasaga Watershed.
- Enhanced data management for flood data including snow survey field work.



2024 Accomplishments

Planning & Development

- Continued to process applications and inquiries.
- Continued to look for opportunities to streamline the application review process.
- Updated Planning and Regulation Guidelines and policy documents to reflect new provincial legislation.
- Worked with the Information Management and Engineering teams to update regulation mapping for the NVCA watershed.
- Began updating planning agreements with member municipalities to ensure the agreement reflect new legislation.
- Worked with the Information Management team to develop an e-permitting platform to allow applicants to make digital permit submissions.
- Mid-year reporting indicated that regulations staff met provincial timelines 92% of the time for applications prior to April 1st and 100% of the time for applications after April 1st which is the date of the new regulations.

RIVERINE FLOODING



2024 Accomplishments

Conservation Lands

- Improved infrastructure at multiple conservation areas including Tiffin, Fort Willow, Edenvale and Utopia.
- Ensured continued safe access to NVCA conservation areas.
- Collaborated with community partners to hold two successful public outreach events.
- Installed the initial phase of a self-guided, interactive tour at Fort Willow Conservation Area.
- Continued hazard tree removals resulting from Emerald Ash Borer infestation and major weather events.
- Hosted multiple charity fundraising events at Tiffin and Fort Willow, establishing new community partnerships.
- Assisted in the development of the NVCA's Watershed-based Resource Management Plan.
- Development of the Conservation Areas Strategy and Conservation Lands Inventory.



Municipal Levy Breakdown by Department



Corporate Services & Governance
40.5% of levy



Lands & Operations
11.7% of levy



Planning & Regulations
24.5% of levy



Environmental Stewardship & Restoration
4.6% of levy



Watershed Science
7.0% of levy



Forestry
2.4% of levy



Flood Operations
8.8% of levy

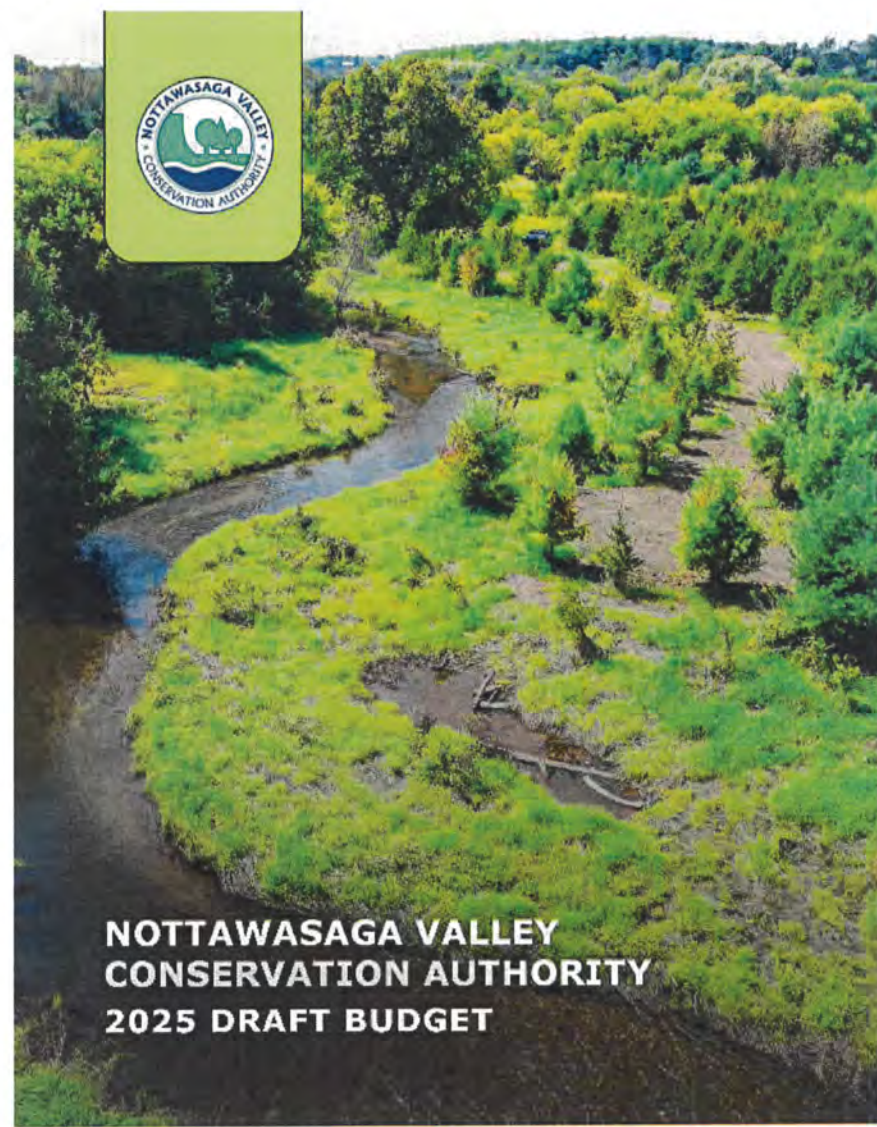


Environmental Education
0.5% of levy



2025 Draft Budget Process

- 2025 budget guideline staff report brought to Board in August 2024.
- Staff requested a \$200,000 operational increase to the levy as well as an additional \$200,000 going to 2 new staff for engineering & flood forecasting/warning.
- Draft budget approved for circulation at September BOD – circulated to Municipalities for mandatory 30-day review period



19

Final Budget Vote – December 2024

2025 Draft Budget

A Quick Reminder



Category 1
Draft
Budget



NVCA
Draft
Budget



Categories
2 & 3 Draft
Budget



2025 Draft Budget

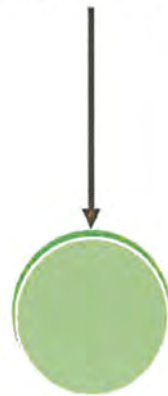
Leveraging your Funds

Municipal Investment:
\$3,585,282

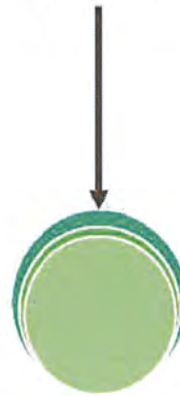
Other Partners Investment
\$3,386,927



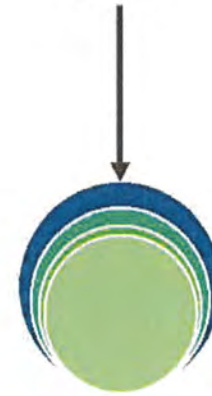
Provincial



Federal



Grants



User Fees



=

Total Investment: \$6,972,209



2025 Draft Budget

NVCA draft 2025 Total Budget Impacts



2025 Draft Budget – Category 1

Category 1 Budget Impacts



2025 Draft Budget – Categories 2&3

Categories 2 & 3 Impact



29



36

2025 NVCA Budget Overview

Essa's Portion of Operating Budget

36

	Operating Levy
2025 Proposed Category 1	\$219,109
2025 Proposed Categories 2&3	\$24,518
Total 2025 Operating Budget Request	\$243,627

25



2025 NVCA Budget

2025 Asset Management

Essa's 2025 asset management contribution:

Category 1 - \$11,970

Categories 2&3 - \$2,065

TOTAL - \$14,035

Scheduled Capital Projects:

- Some major work to be done at the Pretty River Dam in Collingwood, the New Lowell Dam in Clearview and Tottenham Dam in New Tecumseth
- Dam Safety Review for the Utopia Dam as well as the Tiffin ponds
- Parts replacement on lands, flood and monitoring equipment to extend life as well as replacement of some end-of-life equipment
- Computers and server upgrades and network hardware
- Replacement of 1 vehicle, 1 ATV and mounted snowplow for a truck

12



36

35

2025 NVCA Budget Overview

Total for Essa

	Operating Levy	Asset Management	Total Request
2024 Approved Levy	\$218,432	\$10,476	\$228,908
2025 Proposed Levy	\$243,627	\$14,035	\$257,662
Difference			\$28,754

28



Questions?

Doug Hevenor, CAO

705-424-1479 ext. 225

dhevenor@nvca.on.ca

nvca.on.ca

@nottawasagaca



28

36



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

**NOTICE OF PUBLIC MEETING
 CONCERNING PROPOSED ZONING BY-LAW AMENDMENT (No. Z2-24)**
 (Affecting all lands throughout the Township of Essa)

TAKE NOTICE that the Council of the Corporation of the Township of Essa will hold a Public Meeting on the **20th day of November 2024, at approximately 6:00 p.m.** at the Essa Administration Centre, 5786 County Road No. 21, located two (2) kilometres east of Baxter, just west of County Road No. 56 (7th Line), to consider proposed Zoning By-law Amendments under the *Planning Act*.

THE PURPOSE of this Public Meeting is to introduce proposed Amendments to the Zoning By-law in accordance with Section 34 of the *Planning Act*, R.S.O., c.P.13, and to hear comments and review written submissions from the public and other plan review agencies.

THE PROPOSED ZONING BY-LAW AMENDMENT would affect all lands throughout the Township.

- 1) **List of proposed changes to Zoning By-law (2003-50) listed in Table below:**

Item Description	Proposed Changes
Section 3: Definitions	a) To add a definition for Self-Storage or Mini-Storage. b) To amend the definition of Lot Coverage to include "hardscaped surfaces"
Section 8.1 – Accessory Buildings (Residential)	c) To add a Section to Section 8.1 to include Regulations for Unenclosed Decks (8.1.1) d) Adding a Section to Section 8.1 to include Regulations for Enclosed Decks (8.1.2)
Section 21.2: Permitted Uses (Highway Commercial C3 Zone)	To amend Section 21.2: Highway Commercial (C3) to allow for Self-Storage Units as a

	permitted use.
Section 35: By-law Administration, Enforcement and Validity	To Amend Section 35: By-law Administration, Enforcement and Validity and change it to Section 36: By-law Administration, Enforcement and Validity. Subsequently, replacing it with Section 35: Holding Provisions (H)
Section 4.35f) (General Provisions)	Remove provision f) from Section 4.35; it conflicts with our parking standards in Section 4.28.4
Section 29: Permitted Uses for Industrial Zones	To amend the permitted uses in all Industrial Zones to allow shipping containers.
Section 33.2: Permitted Uses (Institutional)	To amend the permitted uses in the Institutional (I) Zone to allow for Shipping Containers.
Section 4.28.4 – Minimum Parking Requirements for Certain Uses	To avoid confusion regarding parking standards for dwellings, townhouses, and multi-unit dwellings in the R5 Zone.

ANY PERSON may attend the public meeting and/or make written or verbal representation either in support of, or in opposition to, the proposed Amendment. If you wish to be notified of the adoption of the proposed Amendment, you must make a written request to the Clerk of the Township of Essa.

If a person or a public body that files a Notice of Appeal of a decision of the Township of Essa, in respect of the proposed Zoning By-law Amendment, does not make oral submission at a public meeting or make written submissions to the Township of Essa before the proposed Amendment is adopted, the Ontario Land Tribunal (OLT) may dismiss all or part of the appeal.

ADDITIONAL INFORMATION related to the proposed Amendment can be

DATED this 24th day of October 2024.



Owen Curnew
Development Planner

31

Housekeeping By-law November 20, 2024

Respectfully submitted by:
Essa Township's Planning Department

32

House Keeping Items:

Item	By-law Section	Description
5	Section 4.35 f) (General Provisions)	a) To remove provision f) from Section 4.35 due to conflicting provisions in parking standards in Section 4.28.4
6	Section 29: Permitted Uses for Industrial Zones	a) To amend the permitted uses in all Industrial Zones to allow shipping containers
7	Section 33.2: Permitted Uses for Institutional Zones	a) To amend the permitted uses in all Institutional (I) Zones to allow shipping containers
8	Section 4.28.4	a) To amend the parking requirements to provide clarity regarding standards for dwellings, townhouses and multi-unit dwellings in the R5 zone
9	Section 4.39 and 4.39.1	a) To add a new section (Section 4.39 and 4.39.1) to the Zoning By-law to outline the regulatory provisions for Shipping Containers in the Township.
		PROVISIONS (H)

House Keeping Items:

Item	By-law Section	Description
5	Section 4.35 f) (General Provisions)	a) To remove provision f) from Section 4.35 due to conflicting provisions in parking standards in Section 4.28.4
6	Section 29: Permitted Uses for Industrial Zones	a) To amend the permitted uses in all Industrial Zones to allow shipping containers
7	Section 33.2: Permitted Uses for Institutional Zones	a) To amend the permitted uses in all Institutional (I) Zones to allow shipping containers
8	Section 4.28.4	a) To amend the parking requirements to provide clarity regarding standards for dwellings, townhouses and multi-unit dwellings in the R5 zone
9	Section 4.39 and 4.39.1	a) To add a new section (Section 4.39 and 4.39.1) to the Zoning By-law to outline the regulatory provisions for Shipping Containers in the Township.

33

36

3c

Item 1: Section 3 – Definitions Part I

Existing

Proposed

No existing Definition for Self-Storage

“Self-Storage”

means a building consisting of individual, small, self-contained units that are leased or owned for the storage of business and household goods.

“Lot Coverage”

“means the percentage of the lot area covered by buildings, structures, or any hardscaped surface above ground level except not to include any swimming pool or an open or unenclosed deck which is not covered by or surrounded with a wind block on more than two sides or with a roof.”

34

Lot Coverage”

means the percentage of the lot area covered by buildings or structures above ground level except not to include any swimming pool or an open or unenclosed deck which is not covered or surrounded with a wind block on more than two sides or with a roof.

Purpose: To add a new definition for ‘Self-Storage’ and to amend ‘Lot Coverage’.

Item 1: Section 3 – Definitions

Part II

Existing

Proposed

No existing Definition for Shipping Containers

“Shipping Container” or “Sea Can”

means any new or used structure/container originally designed for the shipping of goods by means of rail, truck or by sea and includes intermodal shipping containers.

35

“Accessory Building or Structure”

means any subordinate building or structure which is separate from or attached to the main building on the same lot and secondary to a principle permitted use of a building or structure; is not used for human habitation; and may include, a private garage, private greenhouse, swimming pool, patio shelter, carport, sewage disposal system, boat house, workshop, and implement shed.

“Accessory Building or Structure”

means any subordinate building or structure which is separate from or attached to the main building on the same lot and secondary to a principle permitted use of a building or structure; is not used for human habitation; and may include, a private garage, private greenhouse, swimming pool, patio shelter, carport, sewage disposal system, boat house, workshop, and implement shed, **but shall not include a shipping container.**

Purpose: To add a new definition for ‘Shipping Container’ and to amend ‘Accessory Building or Structure’.

3c

Item 2: Section 8.1 – Accessory Buildings (Residential)

Existing

Proposed

SECTION 8: GENERAL PROVISIONS FOR RESIDENTIAL ZONES

- 8.1 Accessory Buildings**
- a) No accessory building shall be erected prior to the commencement of construction of the permitted dwelling on the same lot.
 - b) The regulations governing the location of any accessory building in relation to a lot line shall not apply to prevent the erection or use of a jointly-owned double garage which services two dwellings whose common lot line shall be the dividing line of such garage.
 - c) The minimum distance from a main building shall be 3.0 m.
 - d) No accessory use, building or structure shall occupy more than 93.0 m² of floor area, nor exceed 4.5 m in height on any lot which is less than 1.0 ha in size; and
No accessory use, building or structure shall occupy more than 139.0 m² of floor area, nor exceed 6.0 m in height on any lot from 1.0 to 4.0 ha in size.
 - e) The maximum lot coverage shall be 8% provided that the lot coverage of all buildings on the lot does not exceed the maximum lot coverage for the primary permitted use.
 - f) An accessory building can be located in any front yard of a residential zone provided such building is not located closer to any lot line or street line than the minimum distance required for the principal building located on such lot or as stipulated in Section 4 of this By-law.
- 8.2 Parking Regulations**
- a) No part of the required front yard of any lot, or the required side yard of a corner lot abutting the flanking street shall be used for the temporary parking or storage of any trailer or the body of any truck, bus, coach, or streetcar.
 - b) Not more than 50% of the aggregate area of the side yards and rear yard of any lot shall be occupied by parking spaces.

8.1.1 Regulations for Unenclosed Decks

- a) Unenclosed decks in the specified zones have a minimum interior side yard setback of 1.5 metres, and a minimum rear yard setback of 5.0 metres. In the instance an unenclosed deck is attached to a primary dwelling that is located closer to the interior side yard lot line than 1.5 metres, the deck may be built in-line with the existing setback of the primary dwelling.
- b) Detached Decks may be built in the instance they are attached to an above-ground pool in accordance with Section 8.1.1.

8.1.2 Regulations for Enclosed Decks

- a) An enclosed deck shall be considered an addition to the primary residence and shall conform to all relevant provisions of the primary residence such as but not exclusive to lot coverage, setbacks, and maximum building height.

Purpose: To add new subsections to Section 8.1 related to Enclosed and Unenclosed Decks

Item 3: Section 21.2 – Permitted Uses

Existing

Proposed

SECTION 21: HIGHWAY COMMERCIAL (C3) ZONE

- 21.1 Within a Highway Commercial (C3) Zone no person shall use any land, erect, alter, enlarge, use or maintain any building or structure for any use other than as permitted in Subsection 2 of this Section and also in accordance with the regulations contained in Subsection 3 of this Section.
- 21.2 **Permitted Uses**
- a) Restaurants
 - b) Hotels/motels
 - c) Antique dealers
 - d) Artist studios
 - e) Automotive service stations with accessory uses, including a car wash
 - f) A dwelling unit in accordance with Section 4.35
 - g) Accessory buildings or structures subsidiary to any of the above.
- 21.3 **Zone Regulations**
- a) Refer to Sections 4, 18 and 30.
 - b) For an automatic car wash, a minimum of 10 waiting spaces shall be provided on a lot; and
 - c) For a coin-operated car wash, a minimum of 2 waiting spaces and 1 drying space shall be provided for each unit or bay.
- 21.4 **Special Provisions**
- Pt. Lot 15, Conc. 3, 6802 County Road #10 (2012-14)**
In addition to the permitted uses and regulations of this Section, on those lands zoned as "C3-H" and located in Part of Lot 15, Concession 3 on Schedule "B", the following land use shall also be permitted: to permit a second additional apartment above the existing Highway Commercial building.

21.2 Permitted Uses

- a) Restaurants
- b) Hotels/motels
- c) Antique dealers
- d) Artist studios
- e) Automotive service stations with accessory uses, including a car wash
- f) A dwelling unit in accordance with Section 4.35
- g) Self-Storage
- h) Accessory buildings or structures subsidiary to any of the above

Purpose: To add 'Self-Storage' as a permitted use in the Highway Commercial (C3) Zone

37

36

3c

Item 4: Section 35 – By-law Administration, Enforcement and Validity (Part I)

Existing Proposed

SECTION 35: BY-LAW ADMINISTRATION, ENFORCEMENT AND VALIDITY

- 35.1 **Zoning Administration**
This By-law shall be administered by a person appointed by the Council of the Township of Essa as the Zoning Administrator.
- 35.2 **Inspection of Land or Buildings**
Where the Zoning Administrator has reason to believe that any person has used land, or used a building or structure contrary to this By-law, he, or an employee of the Township, authorized by him, may at any reasonable hour, enter and inspect the land, building or structure in accordance with provisions of the Planning Act.
- 35.3 **Issuance of Permits**
Where land is proposed to be used or a building or structure is proposed to be erected or used

Section 36: BY-LAW ADMINISTRATION, ENFORCEMENT AND VALIDITY

3c

Purpose: To renumber Section 35 as Section 36

Item 4: Section 35 – By-law Administration, Enforcement and Validity (Part II)

Existing

Proposed

39

SECTION 35: BY-LAW ADMINISTRATION, ENFORCEMENT AND VALIDITY

- 35.1 **Zoning Administration**
This By-law shall be administered by a person appointed by the Council of the Township of Essa as the Zoning Administrator.
- 35.2 **Inspection of Land or Buildings**
Where the Zoning Administrator has reason to believe that any person has used land, or used a building or structure contrary to this By-law, he, or an employee of the Township, authorized by him, may at any reasonable hour, enter and inspect the land, building or structure in accordance with provisions of the Planning Act.
- 35.3 **Issuance of Permits**
Where land is proposed to be used or a building or structure is proposed to be erected or used

SECTION 34: HOLDING PROVISIONS (H)

- 34.1 Notwithstanding any other provisions in this By-law, where a zone symbol is followed by the letter (H), no person shall use the land to which the letter (H) applies for any use other than the use which existed on the date this By-law was passed or which is specifically established as a permitted use in conjunction with the (H) symbol in this By-law; until the (H) symbol is removed in accordance with the policies of the Township of Essa's Official Plan (2001) and the Planning Act, and in accordance with conditions established for the removal of the (H) symbol in this By-law or any amendment thereto. Conditions for removal are set out in Table 34.2.
- 34.2 The Municipality may pass an amendment to this By-law to utilize the Holding Zone on lands where development is premature and may establish, as a condition for removal of the (H) symbol, that one or more of the following requirements set out in the Table in Section 34.3:
- 34.3 **Holding Provision (H) Conditions Table**

Symbol No.	Conditions for Removal
H1	The Holding Provision (H1) may be lifted once an Official Plan Amendment, Site Plan Control, Plan of Subdivision and/or Condominium approval have been obtained and any required development agreements entered into with the municipality, and any specific studies required by the municipality have been submitted to and approved by the municipality.
H2	The Holding Provision (H2) may be lifted once the Township's Engineering Design Standards have been met, and adequate sanitary, water, storm, and/or transportation services and facilities are available and can be allocated to serve the development.
H3	The Holding Provision (H3) may be lifted once an Official Plan Amendment, a Site Plan Control, a Plan of Subdivision and/or Condominium approval have been obtained and any required development agreements entered into with the municipality, and any specific studies required by the municipality have been submitted to and approved by the municipality; and once the Township's Engineering Design Standards have been met, and adequate sanitary, water, storm, and/or transportation services and facilities are available and can be allocated to serve the development.
H4	The Holding Provision (H4) may be lifted once any adverse or potentially adverse environmental effects or constraints have been resolved.
H5	The Holding Provision (H5) may be lifted once all concerns from identified regulatory agencies have been addressed.
H6	The Holding Provision (H6) may be lifted once any other lawful requirement that Council or Staff, as authorized, may impose for the proper orderly development of the lands has been satisfactorily met.

Purpose: To introduce Holding Provisions as the new Section 35

39

3c

Item 4: Se Enfor

Exist

34.3

Holding Provision (H) Conditions Table

Symbol No.	Conditions for Removal
H1	The Holding Provision (H1) may be lifted once an Official Plan Amendment, Site Plan Control, Plan of Subdivision and/or Condominium approval have/has been obtained and any required development agreements entered into with the municipality, and any specific studies required by the municipality have been submitted to and approved by the municipality.
H2	The Holding Provision (H2) may be lifted once the Township's Engineering Design Standards have been met, and adequate sanitary, water, storm, and/or transportation services and facilities are available and can be allocated to serve the development.
H3	The Holding Provision (H3) may be lifted once an Official Plan Amendment, a Site Plan Control, a Plan of Subdivision and/or Condominium approval have/has been obtained and any required development agreements entered into with the municipality, and any specific studies required by the municipality have been submitted to and approved by the municipality; and once the Township's Engineering Design Standards have been met, and adequate sanitary, water, storm, and/or transportation services and facilities are available and can be allocated to serve the development.
H4	The Holding Provision (H4) may be lifted once any adverse or potentially adverse environmental effects or constraints have been resolved.
H5	The Holding Provision (H5) may be lifted once all concerns from identified regulatory agencies have been addressed.
H6	The Holding Provision (H6) may be lifted once any other lawful requirement that Council or Staff, as authorized, may impose for the proper orderly development of the lands has been satisfactorily met.



SECTION 35: BY-LAW ADMINISTRATION, ENFOR

- 35.1 **Zoning Administration**
This By-law shall be administered by a person as the Zoning Administrator.
- 35.2 **Inspection of Land or Buildings**
Where the Zoning Administrator has reason to believe that a building or structure contrary to this By-law, he/she, may at any reasonable hour, enter and inspect the same with provisions of the Planning Act.
- 35.3 **Issuance of Permits**
Where land is proposed to be used or a building is proposed to be constructed on land

oh

Purpose: To introduce Holding Provisions as the new Section 35

Item 5: Section 4.35f) – General Provisions

Existing

Proposed

4.35

Dwelling Unit in Non-Residential Building or Lot

No person shall use any lot, or erect, alter or use any building or structure for the purpose of a dwelling unit on a lot zoned other than for a residential use or within a portion of a non-residential building except in accordance with the following regulations:

- a) The dwelling unit shall have a minimum floor area of 56.0 m²;
- b) The dwelling unit shall have a separate washroom and kitchen facilities from those of the non-residential use;
- c) The dwelling unit shall have a separate building entrance than that provided for the non-residential use;
- d) The gross floor area of the residential portion of a non-residential building shall not exceed 50%.
- e) In the case where the permitted dwelling unit is within a separate building on a non-residential lot, the requirements of the R1 Zone shall apply to that portion of the lot to be used for residential purposes, if the lot lies in a settlement area; or the requirements of the A Zone shall apply to that portion of the lot to be used for residential purposes, if the lot lies outside of a settlement area.

f) In addition to the minimum number of parking spaces required for the principal use of the lot, a minimum of one parking space per dwelling unit shall be provided on the same lot.

4.35

Dwelling Unit in Non-Residential Building or Lot

No person shall use any lot, or erect, alter or use any building or structure for the purpose of a dwelling unit on a lot zoned other than for a residential use or within a portion of a non-residential building except in accordance with the following regulations:

- a) The dwelling unit shall have a minimum floor area of 56.0 m²;
- b) The dwelling unit shall have a separate washroom and kitchen facilities from those of the non-residential use;
- c) The dwelling unit shall have a separate building entrance than that provided for the non-residential use;
- d) The gross floor area of the residential portion of a non-residential building shall not exceed 50%.
- e) In the case where the permitted dwelling unit is within a separate building on a non-residential lot, the requirements of the R1 Zone shall apply to that portion of the lot to be used for residential purposes, if the lot lies in a settlement area; or the requirements of the A Zone shall apply to that portion of the lot to be used for residential purposes, if the lot lies outside of a settlement area.

Purpose: to remove a conflicting provision from General Provisions

41

3c

3

Item 6: Section 29– Permitted Uses for All Industrial Zones

Existing Proposed

SECTION 29: PERMITTED USES FOR INDUSTRIAL ZONES

Permitted Use	M1	M2	M3	M4
Any manufacturing, industrial, or warehousing undertakings that are conducted within an enclosed building or structure including warehouses and research establishments	✓			
Any shops for the repair, processing or treatment of goods and wares and any other service industries if conducted wholly within an enclosed building or structure	✓			
Any shops for the repair of motor vehicles and equipment including body repairs within an enclosed building	✓			
Any cartage, express, or truck terminals	✓			
Any yard for storage of building supplies, heavy equipment, and other goods or materials in the open but not including scrap metal storage, automobile wrecking yards, or salvage yards	✓			
A commercial undertaking or wholesale business incidental to a manufacturing or warehouse operation	✓			
Any business or licenced tradesman's office accessory to any of the above industrial uses listed	✓			
Agricultural uses and accessory buildings and structures		✓		
Quarry excavation and the crushing, screening, and washing of sand, gravel, ballast or any other surface or sub-surface material or mineral			✓	
A transfer station or waste sorting facility				✓
A sanitary landfill site				✓
A sewage disposal plant				✓
A compost facility				✓
A caretaker's residence constructed in accordance with the provisions of Section 4.35	✓		✓	
Wayside Pits & Quarries	✓	✓	✓	✓
Portable asphalt plants	✓	✓	✓	✓

42

SECTION 29: PERMITTED USES FOR INDUSTRIAL ZONES

Permitted Use	M1	M2	M3	M4
Any manufacturing, industrial, or warehousing undertakings that are conducted within an enclosed building or structure including warehouses and research establishments	✓			
Any shops for the repair, processing or treatment of goods and wares and any other service industries if conducted wholly within an enclosed building or structure	✓			
Any shops for the repair of motor vehicles and equipment including body repairs within an enclosed building	✓			
Any cartage, express, or truck terminals	✓			
Any yard for storage of building supplies, heavy equipment, and other goods or materials in the open but not including scrap metal storage, automobile wrecking yards, or salvage yards	✓			
A commercial undertaking or wholesale business incidental to a manufacturing or warehouse operation	✓			
Any business or licenced tradesman's office accessory to any of the above industrial uses listed	✓			
Agricultural uses and accessory buildings and structures		✓		
Quarry excavation and the crushing, screening, and washing of sand, gravel, ballast or any other surface or sub-surface material or mineral			✓	
A transfer station or waste sorting facility				✓
A sanitary landfill site				✓
A sewage disposal plant				✓
A compost facility				✓
A caretaker's residence constructed in accordance with the provisions of Section 4.35	✓		✓	
Wayside Pits & Quarries	✓	✓	✓	✓
Portable asphalt plants	✓	✓	✓	✓
Shipping Containers				

Purpose: To introduce Shipping Containers as a Permitted Use in Industrial Zones

Item 7: Section 33.2 – Permitted Uses for Institutional (I) Zone

Existing

Proposed

SECTION 33: INSTITUTIONAL (I) ZONE

33.1 Within any Institutional (I) Zone no person shall use any land, erect, alter, enlarge, use or maintain any building or structure for any use other than as permitted in Subsection 2 of this Section and also in accordance with the regulations contained in Subsection 3 of this Section.

33.2 **Permitted Uses**

- a) Any undertaking established or maintained by a governmental authority, agency, board or commission
- b) Churches and cemeteries
- c) Clubs for non-profit service groups
- d) Public or separate schools
- e) Public or private hospitals
- f) Community halls
- g) Libraries
- h) Other public uses
- i) Accessory uses, buildings and structures to the above.

SECTION 33: INSTITUTIONAL (I) ZONE

33.1 Within any Institutional (I) Zone no person shall use any land, erect, alter, enlarge, use or maintain any building or structure for any use other than as permitted in Subsection 2 of this Section and also in accordance with the regulations contained in Subsection 3 of this Section.

33.2 **Permitted Uses**

- a) Any undertaking established or maintained by a governmental authority, agency, board or commission
- b) Churches and cemeteries
- c) Clubs for non-profit service groups
- d) Public or separate schools
- e) Public or private hospitals
- f) Community halls
- g) Libraries
- h) Other public uses
- i) Shipping Containers
- j) Accessory uses, buildings and structures to the above.

Purpose: To introduce Shipping Containers as a Permitted Use in Institutional Zone

3c

Item 8: Section 4.28.4 – Minimum Parking Requirements for Certain Uses

Existing

4.28.4 Minimum Parking Requirements for Certain Uses

Use	Minimum Parking Facilities Required
Bank, business and professional offices and medical centers	One space for each 28.0 m ² or fraction thereof of ground floor area plus one space for each 20.0 m ² or fraction thereof of remaining gross floor area.
Blind pedicurs and beauty salons	One space for each 2.0 m ² of design capacity, plus a minimum of 6 persons per working area and 2 persons per toilet stall.
Boarding houses and board homes	One space for each bed-room.
Churches	One space for each 3 persons who can be accommodated in the main place of assembly.
Diner or Restaurant or Take-out Restaurant	One space for each 20.0 m ² of gross floor area.
Mini storage warehouses	One space per 100.0 m ² of gross floor area.
Multiple residential units in R5 Zones	1.35 spaces for each dwelling unit.
Places of assembly such as halls, lodges, lecture halls, community centers and other places of public assembly	One space for each 4 persons maximum design capacity.
Private or commercial clubs, athletic and recreational establishments	One space for each 6 persons maximum design capacity.
Professional Office as a secondary use in a private residence	One space for every 18.5 m ² of floor space occupied by the professional office.
Public or private hospitals and nursing homes	The grade of one space for each 93.0 m ² or fraction thereof of gross floor area, or one space per 4 beds plus one space per 4 employees.
Residential (including any parking in any zone except for R5 Zones)	Two exterior spaces for all residential units excepting high density apartments and senior citizen apartments.
Restaurants, taverns, and eating establishments	One space for each 4.6 m ² or fraction thereof of public floor area with a minimum of 10 spaces.
Retail lumber and building supply outlets	One space for each 28.0 m ² or fraction thereof of retail floor area with a minimum of 6 spaces.
Retail outlet as a secondary use in a manufacturing	One space for each 28.0 m ² or fraction thereof of gross floor area for 10 people, for the maximum design capacity of Assembly Hall or Auditorium.
Schools	One space for each unit.
Senior Citizens Apartments	One space for each 18.5 m ² of gross floor area.
Shopping Centers	One space for each 6 enclosed seating spaces or fraction thereof with a minimum of 10 spaces.
Underwriting Establishment	One space per 100.0 m ² of gross floor area.
All other individual uses	One space for each 28.0 m ² or fraction thereof of gross floor area.
All new buildings and structures not specified above	One space for each 28.0 m ² or fraction thereof of gross floor area.

Proposed

4.28.4 Minimum Parking Requirements for Certain Uses

Use	Minimum Parking Facilities Required
Bank, business and professional offices and medical centers	One space for each 28.0 m ² or fraction thereof of ground floor area plus one space for each 20.0 m ² or fraction thereof of remaining gross floor area.
Blind pedicurs and beauty salons	One space for each 2.0 m ² of design capacity, plus a minimum of 6 persons per working area and 2 persons per toilet stall.
Boarding houses and board homes	One space for each bed-room.
Churches	One space for each 3 persons who can be accommodated in the main place of assembly.
Diner or Restaurant or Take-out Restaurant	One space for each 20.0 m ² of gross floor area.
Mini storage warehouse	One space per 100.0 m ² of gross floor area.
Multiple residential units in R5 Zones	1.35 spaces for each dwelling unit.
Places of assembly such as halls, lodges, lecture halls, community centers and other places of public assembly	One space for each 4 persons maximum design capacity.
Private or commercial clubs, athletic and recreational establishments	One space for each 6 persons maximum design capacity.
Professional Office as a secondary use in a private residence	One space for every 18.5 m ² of floor space occupied by the professional office.
Public or private hospitals and nursing homes	The grade of one space for each 93.0 m ² or fraction thereof of gross floor area, or one space per 4 beds plus one space per 4 employees.
Residential (including any dwelling in any zone)	Two exterior spaces for all residential units excepting high density apartments and senior citizen apartments.
Restaurants, taverns, and eating establishments	One space for each 4.6 m ² or fraction thereof of public floor area with a minimum of 10 spaces.
Retail lumber and building supply outlets	One space for each 28.0 m ² or fraction thereof of retail floor area with a minimum of 6 spaces.
Retail outlet as a secondary use in a manufacturing	One space for each 28.0 m ² or fraction thereof of gross floor area for 10 people, for the maximum design capacity of Assembly Hall or Auditorium.
Schools	One space for each unit.
Senior Citizens Apartments	One space for each 18.5 m ² of gross floor area.
Shopping Centers	One space for each 6 enclosed seating spaces or fraction thereof with a minimum of 10 spaces.
Underwriting Establishment	One space per 100.0 m ² of gross floor area.
All other individual uses	One space for each 28.0 m ² or fraction thereof of gross floor area.
All new buildings and structures not specified above	One space for each 28.0 m ² or fraction thereof of gross floor area.

Purpose: To clarify parking provisions in the R5 Zone

Item 8: Section Requirements

Existing

4.28.4 Minimum Parking Requirements for Certain Uses

Use	Minimum Parking Facilities Required
Bank, business and professional offices and medical centres	One space for each 28.0 m ² or fraction thereof plus one space for each 37.0 m ² or remaining gross floor area.
Billiard parlours and bowling lanes	One space for each 2 persons of design capacity per seating area and 2 persons per
Boarding house and tourist home	One space for each bedroom.
Churches	One space for each 3 persons who can be the main place of assembly.
Drive-in Restaurant or Take-out Restaurant	One space for each 20.0 m ² of gross floor area.
Mini storage warehouse	One space per 300.0 m ² of gross floor area.
Multiple Residential units in R5 Zones	1.35 spaces for each dwelling unit.
Post offices, museums, art galleries and libraries	One space for each 50.0 m ² or fraction thereof of public floor area.
Places of assembly such as halls, lodges, labour union halls, community centres and other places of public assembly	One space for each 4 persons maximum design capacity.
Private or commercial clubs, athletic and recreational establishments	One space for each 6 persons maximum design capacity.
Professional Office as a secondary use to a private residence	One space for every 18.5 m ² of floor space occupied by the professional office.
Public or private hospitals and nursing homes	The greater of one space for each 93.0 m ² or fraction thereof of gross floor area, or one space per 4 beds plus one space per 4 employees.
Residential (including any dwelling in any zone)	Two exterior spaces for all residential uses excepting high density apartments and senior citizen apartments.
Restaurants, taverns, and eating establishments	One space for each 4.5 m ² or fraction thereof of public floor area with a minimum of 10 spaces.
Retail lumber and building supply outlets	One space for each 28.0 m ² or fraction thereof of retail floor area with a minimum of 6 spaces.
Retail outlet as a secondary use to a manufacturing	One space for each 28.0 m ² or fraction thereof of gross floor area.
Schools	The greater of one space per classroom, or one space for each 10 people, for the maximum design capacity of Assembly Hall or Auditorium.
Senior Citizens Apartments	One space for each unit.
Shopping Centre	One space for each 18.5 m ² of gross floor area.
Undertaking Establishment	One space for each 5 chapel seating spaces or fraction thereof with a minimum of 10 spaces.
All other industrial uses	One space per 100.0 m ² of gross floor area.
All uses, buildings and structures not specified above	One space for each 28.0 m ² or fraction thereof of gross floor area.

Drive-in Restaurant or Take-out Restaurant.	One space for each 20.0 m ² of gross floor area.
Mini storage warehouse.	One space per 300.0 m ² of gross floor area.
Apartments in R5 Zones	1.35 spaces for each dwelling unit.
Post offices, museums, art galleries and libraries.	One space for each 50.0 m ² or fraction thereof of public floor area.
Places of assembly such as halls, lodges, labour union halls, community centres and other places of public assembly.	One space for each 4 persons maximum design capacity.
Private or commercial clubs, athletic and recreational establishments.	One space for each 6 persons maximum design capacity.
Professional Office as a secondary use to a private residence.	One space for every 18.5 m ² of floor space occupied by the professional office.
Public or private hospitals and nursing homes.	The greater of one space for each 93.0 m ² or fraction thereof of gross floor area, or one space per 4 beds plus one space per 4 employees.
Residential (including any dwelling in any zone)	Two exterior spaces for all residential uses excepting high density apartments and senior citizen apartments.
Restaurants, taverns, and eating establishments.	One space for each 4.5 m ² or fraction thereof of public floor area with a minimum of 10 spaces.
Retail lumber and building supply outlets.	One space for each 28.0 m ² or fraction thereof of retail floor area with a minimum of 6 spaces.
Retail outlet as a secondary use to a manufacturing	One space for each 28.0 m ² or fraction thereof of gross floor area.
Schools.	The greater of one space per classroom, or one space for each 10 people, for the maximum design capacity of Assembly Hall or Auditorium.
Senior Citizens Apartments.	One space for each unit.
Shopping Centre.	One space for each 18.5 m ² of gross floor area.
Undertaking Establishment.	One space for each 5 chapel seating spaces or fraction thereof with a minimum of 10 spaces.
All other industrial uses.	One space per 100.0 m ² of gross floor area.
All uses, buildings and structures not specified above.	One space for each 28.0 m ² or fraction thereof of gross floor area.

Purpose: To clarify parking provisions in the R5 Zone

88

45

32

36

Item 9: Section 4.38 – Shipping Containers Part 1

Existing Proposed

46

No existing provisions, Section 4 concluded at 4.38

4.39 Shipping Containers"
 "A shipping container shall be erected, on a property where it is explicitly permitted, in accordance with the following provisions:

- a) Shall only be used or erected as an accessory use to a main building;
- b) Shall not be located in a front yard;
- c) Shall not be located in a required parking area or encroach into a required landscaped area;
- d) A distance of no less than three (3) metres shall separate any shipping container from any other building or structure on the property;
- e) Notwithstanding the other provisions of this section (4.39), the applicable setback provisions for an accessory structure/building within the applicable zone shall apply to a shipping container;
- f) A maximum of one (1) shipping container shall be permitted accessory to a principle use on properties which are within the Institutional (I) Zones;
- g) Shall be included in the calculation of lot coverage for all zones and are not to contribute to exceeding a zone's maximum lot coverage;
- h) Shall be no greater than 32 square metres in gross floor area nor 3.0 metres in height;
- i) Shall be used for storage purposes and not for display, advertising, screening or fencing;
- j) Shall be maintained in good condition and free of rust;
- k) Stacking shall not be permitted;
- l) No shipping container shall be used for human habitation; and
- m) Notwithstanding the above, all other provisions of the respective zones shall be complied with.

Purpose: To introduce Shipping Containers to General Provisions

Item 9: Se

4.39

Shipping Containers"

"A shipping container shall be erected, on a property where it is explicitly permitted, in accordance with the following provisions:

- a) Shall only be used or erected as an accessory use to a main building;
- b) Shall not be located in a front yard;
- c) Shall not be located in a required parking area or encroach into a required landscaped area;
- d) A distance of no less than three (3) metres shall separate any shipping container from any other building or structure on the property;
- e) Notwithstanding the other provisions of this section (4.39), the applicable setback provisions for an accessory structure/building within the applicable zone shall apply to a shipping container;
- f) A maximum of one (1) shipping container shall be permitted accessory to a principle use on properties which are within the Institutional (I) Zones;
- g) Shall be included in the calculation of lot coverage for all zones and are not to contribute to exceeding a zone's maximum lot coverage;
- h) Shall be no greater than 32 square metres in gross floor area nor 3.0 metres in height;
- i) Shall be used for storage purposes and not for display, advertising, screening or fencing;
- j) Shall be maintained in good condition and free of rust;
- k) Stacking shall not be permitted;
- l) No shipping container shall be used for human habitation; and
- m) Notwithstanding the above, all other provisions of the respective zones shall be complied with.

Exis

No existing provisions, Se

LH
47

Purpose: To introduce Shipping Containers to General Provisions

3c

3c

Item 9: Section 4.38 – Shipping Containers Part 2

Existing	Proposed
----------	----------

No existing provisions, Section 4 concluded at 4.38

4.39.1

The temporary erection and use of a shipping container may be permitted in any zone as an accessory use to active construction which is permitted through a Building Permit. This use shall be permitted during the progress of permitted works to a limit of no greater than 12 consecutive months and may be revoked at any time if construction is deemed not to be in compliance with the Ontario Building Code or Township Zoning By-law. Shipping containers approved under this provision shall comply with the most restrictive setback requirements of the respective lot's zone.

8h

Purpose: To introduce Shipping Containers to General Provisions

Item 9: Section 4.38 – Shipping Containers Part 2

4.39.1



No existing prc

The temporary erection and use of a shipping container may be permitted in any zone as an accessory use to active construction which is permitted through a Building Permit. This use shall be permitted during the progress of permitted works to a limit of no greater than 12 consecutive months and may be revoked at any time if construction is deemed not to be in compliance with the Ontario Building Code or Township Zoning By-law. Shipping containers approved under this provision shall comply with the most restrictive setback requirements of the respective lot's zone.

49

Purpose: To introduce Shipping Containers to General Provisions

3c



Thank You

Questions or Comments?





TOWNSHIP OF ESSA STAFF REPORT

STAFF REPORT NO.: C015-24

DATE: November 20, 2024

TO: Committee of the Whole

FROM: Lisa Lehr, Manager of Legislative Services / Clerk

SUBJECT: Fees and Charges By-law 2023-01 – Proposed Amendments – January 1, 2025

RECOMMENDATION

That Staff Report C015-24 be received, and

That Council approve the proposed amendments as recommended in this Report, and direct Staff to schedule a Public Meeting to allow for public comment on the change in Building Department fees, prior to the passage of a By-law to amend Essa's Fees and Charges By-law.

BACKGROUND

Section 391 of the *Municipal Act*, S.O.2001, c.25, as amended, permits municipalities to pass By-laws imposing fees or charges for:

- Services or activities provided by or carried out on behalf of it,
- Costs payable for services or activities provided by or done on behalf of it or any local board, and
- The use of its property including property under its control.

A fee or charge imposed for municipal services may include costs incurred by the municipality or local board related to:

- administration,
- enforcement, and
- the establishment, acquisition and replacement of capital assets.

The *Building Code Act*, S.O. 1992, c.23 as amended, permits municipalities to impose fees specific to construction and enforcement of the *Building Code Act*, stipulating that the fees imposed not exceed the anticipated reasonable costs to administer and enforce the Act. Further, subsection 7(6)(a) of the *Building Code Act* provides that proposed changes to these fees requires a public meeting to be held.

9a

COMMENTS AND CONSIDERATIONS

Municipalities face increasing costs to deliver essential services that residents and ratepayers require daily while maintaining reasonable and affordable tax rates. Fees and charges help to recover all or a portion of the cost of delivering specific services so that ratepayers are not adversely impacted financially for the delivery of the item or service. Although full cost recovery is not always achieved, all budgeted user fee revenue is applied against the total cost for the service. Fees and charges traditionally have been developed using a combination of actual direct costs to deliver the service, including in some instances the overhead and administrative costs, as well as market comparison with neighbouring municipalities.

Township of Essa staff have historically reviewed department fees on an annual basis and presented a report to Essa Council in the fall prior to budget deliberations. As such, Department Heads have conducted department-specific fee reviews, and have provided their summary of recommendations as follows:

Recommended Amendments:				
Administration Fees - Schedule "A" of By-law 2023-01				
Name of Existing Fee or Proposed New Fee:	Current Fee (N/A for new fee)	Proposed Fee:	Detailed justification or rationale for the proposed New or Amended Fee:	Public Meeting Required: Y/N
NSF Cheque	\$30.00	\$40.00	Increase to keep in line with other municipalities within Simcoe County	N
Duplicate Tax Bill/Receipt	\$5	\$15	Increase to keep in line with other municipalities within Simcoe County	N
Transfer of Arrears	\$25	\$30	Increase to keep in line with other municipalities within Simcoe County	N
Search of Property Tax Records	\$25	\$30 per hour, minimum 1 hour charge plus associated costs	Cost Recovery	N
Hard Copy of Tax Account	\$5	\$15	Increase to keep in line with other municipalities within Simcoe County	N
EDI Processing Fee- Mortgage Company	\$10	\$25 per tax roll	Increase to keep in line with other municipalities within Simcoe County	N
EDI Processing Fee-Payments to wrong account after 1 st Notification	N/A	\$30	New Fee – Cost Recovery	N
New Tax Roll/Change of Tax Roll Ownership	N/A	\$30	New Fee – Cost Recovery	N

9a

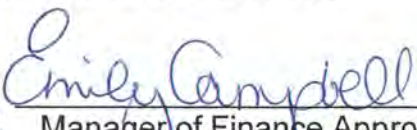
Building Fees - Schedule "D" of By-law 2023-01					
Name of Existing Fee or Proposed New Fee:	Current Fee (N/A for new fee)	Proposed Fee:	Detailed justification or rationale for the proposed New or Amended Fee:	Public Meeting Required: Y/N	
1.	Minimum Permit Fee (unless otherwise designated by Flat rates)				
1.1	Minimum Building Permit Fee	\$125.00	\$150.00	Revised due to inflation	Y
1.2	Group C – Residential, Housing Etc.	\$150.00	\$175.00	Revised due to inflation	Y
2.	Tents and Temporary Structures (Not including Fire Department Inspection Fees)				
2.1	Tents (each)	\$125.00	\$175.00	Revised due to inflation	Y
2.6	Portable Classrooms	\$150.00	\$175.00	Revised due to inflation	Y
3.	Group A, Assembly Uses				
3.1	New, Additions	\$1.35/sq ft	\$1.50/sq ft	Revised due to inflation	Y
4.	Group B, Institutional Uses				
4.1	New, Additions	\$1.35/sq ft	\$1.50/sq ft	Revised due to inflation	Y
6.	Group D, Business and Personal Services				
6.1	New, Additions	\$1.35/sq ft	\$1.40/sq ft	Revised due to inflation	Y
6.2	Alterations/Repairs etc.	\$.50	\$1.00	Revised due to inflation	Y
7.	Group E, Mercantile Uses				
7.1	New, Additions	\$1.35/sq ft	\$1.40/sq ft	Revised due to inflation	Y
7.2	Alterations/Repairs etc.	\$.50	\$1.00	Revised due to inflation	Y
8	Group F – Industrial Uses				
8.1	New, Additions	\$1.00/sq ft	\$1.25/sq ft	Revised due to inflation	Y



8.2	Alterations/Repairs etc.	\$.50	\$1.00	Revised due to inflation	Y
8.3	Gas Stations	\$.80	\$1.00	Revised due to inflation	Y
8.4	Repair Garage	\$.80	\$1.00	Revised due to inflation	Y
8.5	Accessory Structures	\$.80	\$1.00	Revised due to inflation	Y
11.	Additional Fees for Private Sewage Systems				
11.1	Septic System Installation	\$650.00	\$700.00	Revised due to inflation	Y
11.2	Septic Tank Replacement Only	\$250.00	\$300.00	Revised due to inflation	Y
11.5	Verification of Compliance by Qualified 3 rd Party	\$150.00	\$150.00	Name Change Only	N
12.	Stand Alone Works				
12.19	New Addition Fire Suppression Tank	N/A	\$200.00	New Fee	Y
13.	Plumbing				
13.5	Lot Grading Review	N/A	\$300.00	New Fee	Y
13.7	Backwater /Backflow	N/A	\$100-1000	New Fee – To be assessed per submission	Y
15	Special Services				
15.5	Building Compliance Letter	\$100.00	\$150.00	Revised due to inflation	Y
15.6	Building Compliance Letter – Rush	\$150.00	\$180.00	Revised due to inflation	Y

FINANCIAL IMPACT

Should the proposed amendments be passed, there will be increased revenue to be realized by the municipality. It is unknown at this time what the impact would be.

per: 
 Manager of Finance Approval

SUMMARY/OPTIONS

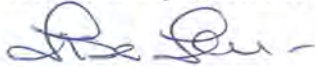
Council may:

1. Take no further action.
2. **Approve the proposed amendments as recommended in this Report and authorize staff to schedule a Public Meeting to allow for public comment on proposed amendments to Essa's Fees and Charges By-law, prior to the passage of a By-law to amend Essa's Fees and Charges By-law.**
3. Some other action as deemed appropriate by Council.

CONCLUSION

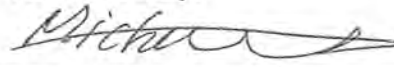
Staff recommends that Council approve **Option No. 2.**

Respectfully submitted:



Lisa Lehr
Manager of Legislative Services / Clerk

Reviewed by:



Michael Mikael
Chief Administrative Officer