

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

**WEDNESDAY, OCTOBER 2, 2019  
6:00 p.m.**

**MINUTES**

A Committee of the Whole meeting was held on Wednesday, October 2, 2019 in the Council Chambers of the Administration Centre, Township of Essa.

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

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer  
B. Morrison, Manager of Public Works  
J. Coleman, Manager of Parks and Recreation  
C. Traynor-Richter, Manager of Finance  
R. Rosilius, Deputy Treasurer  
L. Lehr, Clerk

**1. OPENING OF MEETING BY THE MAYOR**

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

**2. DISCLOSURE OF PECUNIARY INTEREST**

None.

**3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS**

- a. Delegation – Richard Steinginga – Baker Tilly KDN LLP**  
Re: Presentation of the 2018 Draft Consolidated Financial Statements

Township Auditors Richard Steinginga and Collin Heffernan were in attendance to present Council with an overview of the 2018 Draft Consolidated Financial Statements.

**Resolution No: CW181-2019 Moved by: White Seconded by: Smith**

*Be it resolved that the 2018 Draft Consolidated Financial Statements, as presented by Baker Tilly KDN LLP, be approved.*

----Carried----

**STAFF REPORTS**

**4. PLANNING AND DEVELOPMENT**

- a. Staff Report PD047-19 submitted by the Manager of Planning and Development, re: Fee Schedule Update – Sign Inspections.**

**Resolution No: CW182-2019 Moved by: Henderson Seconded by: Sander**

*Be it resolved that Staff Report PD047-19 be received; and  
That Council authorize staff to proceed with a public meeting on the recommended Fee  
Schedule amendments.*

**----Carried----**

- b. Staff Report PD048-19 submitted by the Manager of Planning and Development, re: Proposed Site Plan Application – 5585 County Road 90.**

**Resolution No: CW183-2019 Moved by: Henderson Seconded by: Sander**

*Be it resolved that Staff Report PD048-19 be received; and  
That Council authorize Planning and Development staff to continue to review and  
process the Site Plan Application submitted for 5585 County Road 90 in due course.*

**----Carried----**

**5. PARKS AND RECREATION/ COMMUNITY SERVICES**

**6. FIRE AND EMERGENCY SERVICES**

**7. PUBLIC WORKS**

- a. Staff Report PW036-19 submitted by the Manager of Public Works, re:  
LED Street Light Retrofit.**

**Resolution No: CW184-2019 Moved by: Sander Seconded by: Smith**

*Be it resolved that Staff Report PW036-19 be received; and  
That Council authorize Realterm Energy to complete the first stage of the proposed  
LED Streetlight Conversion at a cost of \$493,129.70 plus H.S.T., and continue with  
an Investment Grade Audit for Stage 2 to determine the final cost for the full project  
completion.*

**----Carried----**

**8. FINANCE**

**9. CLERKS / BY-LAW ENFORCEMENT / IT**

- a. **Staff Report C032-19 submitted by the Clerk, re: Proposed Language Modifications and Increases to Fees and Charges – Clerk's Department.**

**Resolution No: CW185-2019 Moved by: White Seconded by: Henderson**

*Be it resolved that Staff Report C032-19 be received; and  
That Council approve the proposed language modifications and increases to the  
Fees and Charges By-law specific to the Clerk's Department; and  
That staff be authorized to proceed with a public meeting.*

**----Carried----**

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

- a. **Staff Report CAO043-19 submitted by the Chief Administrative Officer, re: Update on Transit.**

**MOTION AS AMENDED**

**Resolution No: CW186-2019 Moved by: Henderson Seconded by: White**

*Be it resolved that Staff Report CAO043-19 be received; and  
That the Chief Administrative Officer be directed to contact the County of Simcoe in  
regards to changing the bus route in Angus to better accommodate users and report  
the findings back to Council.*

**----Carried----**

- b. **Staff Report CAO045-19 submitted by the Chief Administrative Officer, re: Meal Allowance Policy – For Staff Attending Meetings, Workshops, Seminars and Conferences.**

This item was deferred to a future meeting of Council at the request of the Chief Administrative Officer.

- c. **Staff Report CAO046-19 submitted by the Chief Administrative Officer, re: IT Services.**

**Resolution No: CW187-2019 Moved by: White Seconded by: Smith**

*Be it resolved that Staff Report CAO046-19 be received for information purposes.*

**----Carried----**

**11. OTHER BUSINESS**

- a. **Singing Soldiers – Saturday October 5, 2019**

Mayor Macdonald advised that the Singing Soldiers will be in Essa Township on Saturday October 5, 2019 at Peacekeepers Park in Angus at 11:00 a.m. and at the Utopia Hall at 7:00 p.m. She encouraged staff and members of the public to attend.

**b. South Simcoe Palette Club 60<sup>th</sup> Anniversary – November 2, 2019**

Mayor Macdonald encouraged Council to attend the opening reception of the Showing for the Innisfil Art Tour on November 2, 2019.

**c. 2020 Budget Deliberations - Request for Canoe/Kayak Launching Area**

Council supported the request of Councillor White to include costs associated with Canoe/Kayak Launching Areas in Essa for their consideration in the 2020 Budget Deliberations.

**12. ADJOURNMENT**

**Resolution No: CW188-2019 Moved by: Smith Seconded by: Henderson**

*Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 7:07 p.m. to meet again on the 16<sup>th</sup> day of October, 2019 at 6:00 p.m.*

----Carried----



Sandie Macdonald  
Mayor



Lisa Lehr  
Clerk