

**TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE
WEDNESDAY, MARCH 21, 2012**

A Committee of the Whole meeting was held on Wednesday, March 21, 2012 in the Council Chambers of the Administration Centre, Township of Essa.

In attendance: Mayor Terry Dowdall
Deputy Mayor Macdonald
Councillor Keith White
Councillor Michael Smith
Councillor Ron Henderson

Staff in attendance: G. Murphy, CAO/Manager of Public Works
J. Barrett, Deputy CAO/Treasurer
C. Healey, Manager of Planning and Development
P. Macdonald, Fire Chief
B. Sander, Clerk

1. OPENING OF MEETING BY THE MAYOR

Mayor Dowdall called the Committee of the Whole meeting to order at 6:00 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

Mayor Dowdall declared pecuniary interest on 4 (a) as he owns property in the vicinity. He did not vote or participate in discussion on this item.

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

Deputy Mayor Macdonald chaired this portion of the meeting.

- a. **Staff Report PD013-12 submitted by Jim Hosick, Municipal Planner, re: Permission for a Second Dwelling Unit at 6802 County Road #10, Community of Baxter.**

Resolution No: CW040-2012 Moved by: Henderson Seconded by: Smith

*Be it resolved that Staff Report PD013-12 be received; and
That Council approve the proposed Zoning Amendment with Hold (H) provision pending the completion of the Site Plan approval including the septic, building permit and fire/building inspections; and
That Council require a security/letter of credit be deposited to the Township to ensure the remaining works will be completed.*

----carried----

Mayor Dowdall resumed the position of Chair.

- b. **Staff Report PD014-12 submitted by the Manager of Planning and Development, re: Economic Development Committee Motion for Billboard Sign.**

Resolution No: CW041-2012 Moved by: Macdonald Seconded by: Smith

Be it resolved that Staff Report PD014-12 be received; and That Council adopt the recent motion of the Economic Development Committee, and authorize the recommendation which the EDC is making, namely the erection of a billboard sign on Township property at 380 Mill Street, by the Salmon Derby Sponsor Sarjeant's Company, provided that all Township and County by-laws are adhered to, at the sole cost of Sarjeant's, and the buyer of the property consents to this proposed billboard sign being placed on the lands they are purchasing.

----carried----

5. PARKS AND RECREATION / COMMUNITY SERVICES

- a. **Staff Report PR007-12 submitted by the Recreation Coordinator/Programmer, re: Pinewood Chapel, former EDC Office Lease Extension Request.**

Resolution No: CW042-2012 Moved by: Smith Seconded by: Henderson

Be it resolved that Staff Report PR007 -12 be received; and That the Township extend the lease agreement with Pinewoods Chapel to lease the former EDC office for \$12 per square foot per year from May 1, 2012 –May 1, 2013 for a total of \$228 per month on the understanding that should the municipality determine that this building or office should be used for some other purpose, that Pinewoods Chapel shall vacate the building within thirty (30) days of receiving the written termination of lease notification from the municipality.

----carried----

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

- a. **Staff Report CAO005-12 submitted by the CAO, re: Township of Essa Health and Safety Policy and Procedures Manual – Proposed Amendments to Workplace Inspections Policy #EHS-3.**

Resolution No: CW043-2012 Moved by: Macdonald Seconded by: Henderson

Be it resolved that Staff Report CAO005-12 be received; and That the draft amended Workplace Inspections Policy #EHS-3 be approved and inserted in the Township of Essa Health and Safety Policy and Procedures Manual and the February 1, 2003 policy be removed and discarded.

----carried----

- b. **Staff Report CAO006-12 submitted by the CAO, re: Township of Essa Health and Safety Policy and Procedures Manual – Proposed Amendments to Employee Accident/Incident Reporting Policy #EHS-4.**

Resolution No: CW044-2012 Moved by: Macdonald Seconded by: White

*Be it resolved that Staff Report CAO006-12 be received; and
That the draft amended Employee Accident/Incident Reporting Policy #EHS-4 be approved and inserted in the Township of Essa Health and Safety Policy and Procedures Manual and the February 1, 2003 policy be removed and discarded.*

----carried----

- c. **Staff Report CAO007-12 submitted by the CAO, re: Township of Essa Health and Safety Policy and Procedures Manual – Proposed Amendments to Health and Safety Disciplinary Policy #EHS-11.**

Resolution No: CW045-2012 Moved by: Macdonald Seconded by: Smith

*Be it resolved that Staff Report CAO007-12 be received; and
That the draft amended Health and Safety Disciplinary Policy #EHS-11 be approved and inserted in the Township of Essa Health and Safety Policy and Procedures Manual and the February 1, 2003 policy be removed and discarded.*

----carried----

8. FINANCE

- a. **Staff Report TR004-12 submitted by the Treasurer/Deputy CAO, re: Statement of Treasurer – Remuneration 2011.**

Resolution No: CW046-2012 Moved by: Macdonald Seconded by: White

*Be it resolved that Staff Report TR004-12 be received; and
That the Treasurer's Statement of Remuneration and Expenses of Council and Members appointed by Council for the year ending December 31, 2011 be received as circulated.*

----carried----

- b. **Staff Report TR006-12 submitted by the Treasurer/Deputy CAO, re: 2012 Employee Group Extended Health Benefits.**

Resolution No: CW047-2012 Moved by: Macdonald Seconded by: Smith

*Be it resolved that Staff Report TR006-12 be received; and
That the Employee Group Benefit Program be transferred from Manulife Financial to Sun Life, effective June 1, 2012, as presented and recommended by Mosey and Mosey Benefit Plan Consultants.*

----carried----

9. CLERKS / BY-LAW ENFORCEMENT/ IT

10. OTHER BUSINESS

- a. Staff Report PD019-12 submitted by the Manager of Planning and Development, re: Community Revitalization and Active Transportation.

Resolution No: CW048-2012 Moved by: Henderson Seconded by: Macdonald

Be it resolved that Staff Report PD019-12 be received; and That the Township welcome Dan Burden, Executive Director and Co-founder of the Walkable and Livable Communities Institute to walk along Mill Street in Angus and make recommendations to the Township on ensuring a healthy, connected community; and That the already approved \$3,500.00 as set out in the 2012 Approved Budget for revitalization and signage in Angus, be spent on a Walk-about in Angus with Dan Burden, world renowned Community Revitalization and Active Transportation expert who has made suggestions for communities all across North America with produce deliverables to include a Memorandum with visualizations.

----carried----

b. Building Fees

The CAO explained that a report will be brought forward at a future meeting for Council’s review.

c. Transit Study

A Public Meeting will be held in Angus at the end of April. It is hoped that the bus will be in operation at the end of August

11. ADJOURNMENT

Resolution No: CW049-2012 Moved by: Macdonald Seconded by: Henderson

Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 6:17 p.m. to meet again on the 4th day of April, 2012 at 6:00 p.m.

----carried----

Original signed by:

Terry Dowdall
Terry Dowdall, Mayor

Bonnie Sander
Bonnie Sander, Clerk