

**TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE
WEDNESDAY, APRIL 4, 2012**

A Committee of the Whole meeting was held on Wednesday, April 4, 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
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

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

- a. **Staff Report PD016-12 submitted by the Manager of Planning and Development, re: Have Your Say Essa Survey Results.**

Resolution No: CW050-2012 Moved by: Macdonald Seconded by: White

*Be it resolved that Staff Report PD016-12 be received; and
That Staff be directed to propose future draft policy and programs in accordance with the results collected from the Have Your Say Essa Survey and in consultation with Township Committees in place.*

----carried----

The Manager of Planning and Development introduced Maria Benjamins, Simcoe Muskoka District Health Unit, and reviewed the survey results.

- b. **Staff Report PD017-12 submitted by the Planning Technician, re: Status of Site Plan Files.**

Resolution No: CW051-2012 Moved by: Macdonald Seconded by: White

Be it resolved that Staff Report PD017-12 be received for information purposes.

----carried----

- c. **Staff Report PD020-12 submitted by the Planning Technician, re: Zoning By-law Amendment # Z2-12, Parts 1 & 2, Plan 51R-38209, Lot 31, Conc. 6, Essa, 8814 & 8808 County Road #56.**

Resolution No: CW052-2012 Moved by: Macdonald Seconded by: Smith

Be it resolved that Staff Report PD020-12 be received for information purposes; and That Staff be instructed to organize a public meeting for May 2nd to consider a Zoning By-law Amendment to permit the purchase and sale of complete used heavy trucks and equipment as well as the sale of disassembled parts for domestic and export purposes.

----carried----

The Manager of Planning and Development reiterated that this property will be used as a salvage yard type of business.

- d. **Staff Report PD022-12 submitted by the Manager of Planning and Development, re: Official Plan Amendment No. 14 Talava and Saulaine Official Plan Policy.**

Resolution No: CW053-2012 Moved by: Macdonald Seconded by: White

Be it resolved that Staff Report PD022-12 be received; and That Council consider an Official Plan Amendment to establish studies required and policy to be met for future lot creation at both the Talava and Saulaine properties.

----carried----

5. PARKS AND RECREATION / COMMUNITY SERVICES

- a. **Staff Report PR008-12 submitted by the Recreation Coordinator/Programmer, re: Angus Lions Club – waiving fees for Angus Concession Booth on Wednesday nights during the summer months.**

Resolution No: CW054-2012 Moved by: Macdonald Seconded by: White

Be it resolved that Staff Report PR008 -12 be received; and That the request from the Angus Lions Club to waive rental fees for the off season Concession Booth rental to facilitate Lacrosse on Wednesday nights be waived with the understanding that they are required to provide the Township with a copy of their Liability Insurance.

----carried----

- b. **Staff Report PR009-12 submitted by the Recreation Coordinator/Programmer, re: BBQ request in conjunction with renting the Angus Banquet Hall.**

Resolution No: CW055-2012 Moved by: Macdonald Seconded by: Henderson

Be it resolved that Staff Report PR009-12 be received; and That the request from Essa Residents to host a BBQ outside of the Angus Arena along with the rental of the Banquet room be approved.

----carried----

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

- a. **Staff Report CAO011-12 submitted by the Chief Administrative Officer, re: Township of Essa Health and Safety Policy and Procedure Manual – Proposed Non-Routine Work Policy.**

Resolution No: CW056-2012 Moved by: Macdonald Seconded by: Smith

*Be it resolved that Staff Report CAO011-12 be received; and
That the draft Proposed Non-Routine Work Policy #EHS-2.14 be approved and added to
the Township of Essa Health and Safety Policy and Procedure Manual.*

----carried----

- b. **Staff Report CAO012-12 submitted by the Chief Administrative Officer, re: Township of Essa Health and Safety Policy and Procedure Manual – Proposed Violent Persons and Robbery Policy.**

Resolution No: CW057-2012 Moved by: Macdonald Seconded by: Smith

*Be it resolved that Staff Report CAO012-12 be received; and
That the draft Proposed Violent Persons and Robbery Policy #EHS-2.15 be approved and
added to the Township of Essa Health and Safety Policy and Procedure Manual.*

----carried----

- c. **Staff Report CAO013-12 submitted by the Chief Administrative Officer, re: Township of Essa Health and Safety Policy and Procedure Manual – Proposed Heat Stress and Cold Stress Policy.**

Resolution No: CW058-2012 Moved by: Macdonald Seconded by: White

*Be it resolved that Staff Report CAO013-12 be received; and
That the draft Proposed Heat Stress and Cold Stress Policy #EHS-2.16 be approved and
added to the Township of Essa Health and Safety Policy and Procedure Manual.*

----carried----

8. FINANCE

- a. **Staff Report TR005-12 submitted by the Tax Collector, re: Request to Write Off/Adjust 2010 & 2011 Taxes.**

Resolution No: CW059-2012 Moved by: Macdonald Seconded by: Smith

*Be it resolved that Staff Report TR005-12 be received; and
That the Tax Collector be authorized to adjust taxes on the accounts listed on Schedules "A"
and "B" of this report.*

----carried----

- b. **Staff Report TR007-12 submitted by the Tax Collector, re: Request to Write Off/Adjust 2011 Taxes.**

Resolution No: CW060-2012 Moved by: Macdonald Seconded by: White

*Be it resolved that Staff Report TR007-12 be received; and
That the Tax Collector be authorized to adjust taxes on the accounts listed on Schedule
"A" of this report.*

----carried----

- c. **Staff Report TR008-12 submitted by the Treasurer, re: Transfer of Reserve, Reserve Funds and Development Charges for 2011 Expenditures.**

Resolution No: CW061-2012 Moved by: Macdonald Seconded by: Smith

*Be it resolved that Staff Report TR008-12 be received;
and*

That funds be transferred from General Revenues to a Reserve as follows:

<i>Reserve for Sale of Thornton Hydro</i>	\$ 1,020.81
<i>Reserve for Riverbank Restoration</i>	\$ 4,963.30
<i>Reserve for Fire Department Training & Equipment</i>	\$ 4,067.00
<i>Reserve Fund for the Business Improvement Area of Angus</i>	\$3,515.84;

and

That funds be transferred from Water & Sewer User Fees to a Reserve as follows:

<i>Reserve for Water Infrastructure</i>	\$ 313,850.00
<i>Reserve for Sewer Infrastructure</i>	\$ 205,000.00;

and

That funds be transferred from the Municipal Surplus Position for a total of \$8,767,407.47 as follows:

<i>Protection Development Charge</i>	\$ 9,723.17
<i>Police Development Charge</i>	\$ 9,836.00
<i>Road & Related Development Charge</i>	\$ 1,029,612.10
<i>Library Development Charge</i>	\$ 158,520.00
<i>Park Development & Recreation Facilities Development Charge</i>	\$ 228,021.39
<i>Angus Water Development Charge</i>	\$ 2,551,605.70
<i>Angus Sewer Development Charge</i>	\$ 1,336,880.23
<i>Reserve for Parks & Recreation</i>	\$ 12,927.05
<i>Reserve for Special Projects</i>	\$ 1,128,321.87
<i>Reserve for Fire Department</i>	\$ 15,000.00
<i>Reserve for Capital Equipment</i>	\$ 6,958.35
<i>Reserve for Thornton Hydro</i>	\$ 3,000.00
<i>Willoughby Road Reserve Fund</i>	\$ 1,687,954.40
<i>Gas Tax Reserve Fund</i>	\$ 499,627.50
<i>Reserve for Water Infrastructure</i>	\$ 67,931.71
<i>Reserve for Sewer Infrastructure</i>	\$ 21,488.00;

and

That all transfers be dated December 30, 2011.

----carried----

- d. **Staff Report TR009-12 submitted by the Treasurer, re: Schedule of Reserves, Reserve Funds and Development Charges updated after 2011 Spending Allocations.**

Resolution No: CW062-2012 Moved by: Macdonald Seconded by: White

Be it resolved that Staff Report TR009-12 be received for information.

----carried----

9. CLERKS / BY-LAW ENFORCEMENT/ IT

- a. Staff Report C007-12 submitted by the Clerk, re: Request for Exemption from Development Securities – Simcoe County District School Board.

Resolution No: CW063-2012 Moved by: Macdonald Seconded by: Smith

*Be it resolved that Staff Report C007-12 be received; and
That the Township of Essa continue with their practice of not collecting a deposit for Site Plan Agreements as they relate to Simcoe County District School Board Developments.*

----carried----

10. OTHER BUSINESS

- a. Licensing Tow Trucks

Council asked Staff to investigate the licensing of tow trucks and report back at a future meeting.

- b. Earth Hour – Thornton

The Mayor reported that the village of Thornton placed first by reducing their energy consumption by 28% on March 31, 2012, as reported by Power Stream.

11. ADJOURNMENT

Resolution No: CW064-2012 Moved by: Macdonald Seconded by: Smith

Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 6:14 p.m. to meet again on the 18th day of April, 2012 at 6:00 p.m.

----carried----

Original signed by:

Terry Dowdall

Terry Dowdall, Mayor

Bonnie Sander

Bonnie Sander, Clerk