

**CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE
WEDNESDAY, MAY 18, 2016**

A Committee of the Whole meeting was held on Wednesday, May 18, 2016 in the Council Chambers of the Administration Centre, Township of Essa.

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

Staff in attendance: G. Murphy, Chief Administrative Officer
C. Healey, Manager of Planning & Development
C. Mohr, Manager of Finance
C. Ross Tustin, Fire Chief
D. Perreault, Manager of Public Works
B. Sander, Clerk

1. **OPENING OF MEETING BY THE MAYOR**
2. **DISCLOSURE OF PECUNIARY INTEREST**
3. **DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS**

- a. **NVCA**
D. Gayle Wood, CAO and Doug Lougheed, Chair
Re: Update on NVCA Services

Gayle Wood and Doug Lougheed were in attendance to discuss the NVCA's role, mandate and jurisdiction. They also outlined program areas and their value to the Township of Essa. They did an overview of the NVCA's 2016 budget.

They stated that there was a great working relationship between the Township and the NVCA. They thanked the Township's representatives, Councillor White and Councillor Smith for their input and dedication to their roles on the Board.

Mayor Dowdall complimented Ms. Wood and Mr. Lougheed on their work and leadership. He also thanked Councillor White and Councillor Smith for their contribution at the NVCA meetings. Fire Chief Tustin thanked the NVCA representatives for their assistance when emergencies arise.

Councillor White enquired about a recommendation on an efficiency audit and asked Council to support the Memorandum of Understanding to set out what the levy pays for and what application fees pays for.

- b. **Enbridge Gas**
Mark Wilson, Sr. Advisor Municipal Affairs
Re: Franchise Renewal and Regulatory Framework

Mr. Mark Wilson was in attendance to review the Franchise Agreement Renewal and to explain the Regulatory Framework. He stated that he is the point of contact for the Township of Essa.

Mr. Wilson explained what a Franchise Agreement was and that it must be in place or Enbridge Gas cannot provide gas to residents of the Township. Enbridge Gas is regulated by the Ontario Energy Board. The current Franchise Agreement must be renewed on or before February 5, 2017.

Council stated that they would like to see more services to rural homes in the Township. Councillor White enquired about salesman knocking on doors in the community and Mr. Wilson stated that Enbridge Gas does not do door to door solicitation.

Council thanked Mr. Wilson for his presentation.

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

- a. **Staff Report PD027-16 submitted by the Manager of Planning and Development, re: Brookfield Homes Zoning By-law Amendment Marshall Subdivision – 103 Denney Drive, Baxter.**

Resolution No: CW095-2016 Moved by: White Seconded by: Henderson

*Be it resolved that Staff Report PD027-16 be received; and
That Council does authorize staff to schedule a public meeting to consider a rezoning of residential subdivision lands to allow for increased density reflecting a draft plan of subdivision approval, with the developer to consider revisions based on Township comments.*

----Carried----

- b. **Staff Report PD032-16 submitted by the Manager of Planning and Development, re: Proposed Zoning By-law Amendment Z8/16 - 88 Curtis Street, Angus.**

Resolution No: CW096-2016 Moved by: Macdonald Seconded by: White

*Be it resolved that Staff Report PD032-16 be received; and
That Council does authorize Staff to schedule a public meeting to collect comments on a proposal to rezone 88 Curtis Street from Core Commercial (C2) Zone to a zone category to allow for residential apartments.*

----Carried----

- c. **Staff Report PD033-16 submitted by the Manager of Planning and Development, re: Marshall Farms, Baxter Subdivision sale to Brookfield Homes Lands Required for Servicing.**

Resolution No: CW097-2016 Moved by: Henderson Seconded by: Smith

*Be it resolved that Staff Report PD033-16 be received; and
That Council does authorize a request to have the Township take direct ownership of lands required for servicing the Marshalls' Baxter subdivision lands based on a historic draft plan approval dated March 17, 2010, provided that the Township Lawyer is satisfied the conditions and terms governing care, maintenance and assumption of works can be appropriately addressed in legal agreements relating to the development lands.*

----Carried----

- c. **Staff Report PD035-16 submitted by the Manager of Planning and Development, re: Backyard Chickens.**

Resolution No: CW098-2016 Moved by: Smith Seconded by: Macdonald

*Be it resolved that Staff Report PD035-16 be received; and
That Council does direct staff to continue with monitoring other municipalities concerning backyard chickens during the spring and summer of 2016, with a further report to be brought back to Council in the fall of 2016.*

----Carried----

- e. **Staff Report PD036-16 submitted by the Manager of Planning and Development, re: Model Home Fee and Pre-Servicing Agreement.**

Resolution No: CW099-2016 Moved by: White Seconded by: Macdonald

*Be it resolved that Staff Report PD036-16 be received; and
That Council does approve a new administrative fee of \$100.00 for a model home building permit to replace an existing \$2,500.00 deposit which is returned once a model home becomes a regular home which can be sold on registration of a plan of subdivision which is to occur within one year of servicing lands.*

----Carried----

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

- a. **Staff Report PR015-16 submitted by the Recreation Coordinator/Programmer, re: Pinewoods Chapel – Lease Request.**

Resolution No: CW100-2016 Moved by: Macdonald Seconded by: Smith

*Be it resolved that Staff Report PR015-16 be received;
That Council does approve the request of Pinewoods Chapel to extend the Lease Agreement for a six month period for use of the former EDC Office in the Centennial Centre Building for \$228.00 per month from May 1, 2016 to October 31, 2016.*

----Carried----

- b. **Staff Report PR016-16 submitted by the Recreation Coordinator/Programmer, re: ExcelR8 Driving School – Lease Request.**

Resolution No: CW101-2016 Moved by: Macdonald Seconded by: Smith

*Be it resolved that Staff Report PR016-16 be received; and
That Council does approve the request of ExcelR8 Driving School to enter into a Lease Agreement for six months at the Centennial Centre; and
That the lease be accepted as per Township specifications, at a monthly rate of \$600.00 per month from May 1, 2016 to October 31, 2016; and
That the Mayor and Clerk be authorized to sign the Lease Agreement.*

----Carried----

- c. **Staff Report PR017-16 submitted by the Chief Administrative Officer, re: Wheel Rutting Problem at Mini Soccer Pitch in LeClair Park.**

Resolution No: CW102-2016 Moved by: Macdonald Seconded by: Smith

*Be it resolved that Staff Report PR017-16 be received; and
That Council does authorize staff to close/lock the gate at the Roth Street entrance into LeClair Park; and
That consideration be given during 2017 budget deliberations for other options.*

----Carried----

6. FIRE AND EMERGENCY SERVICES

- a. **Summary of Results – RFQ 16-01 Fire Services Pumper Rescue.**

Resolution No: CW103-2016 Moved by: Smith Seconded by: Macdonald

*Be it resolved that the summary of results for the Fire Services Pumper Rescue RFQ 16-01 be received; and
That the quotation as submitted by Dependable Emergency Vehicles for the supply of one demonstrator pumper rescue apparatus be accepted for the price of \$469,600.00 (excluding taxes); and
That the associated equipment necessary to outfit the new apparatus be accepted for the price of \$99,841.00 (excluding taxes); and
That the Fire Chief be authorized to arrange for the purchase of the pumper rescue and the necessary equipment to outfit the apparatus.*

----Carried----

7. PUBLIC WORKS

- a. **Summary of Results – 2016 Slurry Seal Request for Quotations**

Resolution No: CW104-2016 Moved by: Macdonald Seconded by: Henderson

*Be it resolved that the summary of results for the 2016 Slurry Seal Request for Quotations be received; and
That the quotation as submitted by Duncor Enterprises Inc. in the amount of \$268,380.00 plus H.S.T be accepted, as per Township specifications; and
That the Manager of Public Works be authorized to arrange for the necessary work to be completed.*

----Carried----

- b. **Staff Report PW011-16 submitted by the Manager of Public Works,
re: Requested Exemption to By-law 2015-64 for the Placement of Fill at 4730
25th Sideroad.**

Resolution No: CW105-2016 Moved by: Macdonald Seconded by: Henderson

*Be it resolved that Staff Report PW011-16 be received; and
That Council does approve an exemption to By-law 2015-64 for the placement of fill at 4730 25th Sideroad.*

----Carried----

8. FINANCE

9. CLERKS / BY-LAW ENFORCEMENT/ IT

- a. **Staff Report C008-16 submitted by the Clerk, re: Request from Angus Union Cemetery for Inclusion on Township's Website.**

Resolution No: CW106-2016 Moved by: Macdonald Seconded by: White

*Be it resolved that Staff Report C008-16 be received; and
That Council does authorize staff to include contact information for the Cemeteries within the boundaries of the township on the Township's website.*

----Carried----

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

- a. **Staff Report CAO020-16 submitted by the Chief Administrative Officer, re: Township of Essa Draft Employee Privacy Policy.**

Resolution No: CW107-2016 Moved by: White Seconded by: Macdonald

*Be it resolved that Staff Report CAO020-16 be received; and
That Council does approve the attached draft Employee Privacy Policy.*

----Carried----

- b. **Staff Report CAO021-16 submitted by the Chief Administrative Officer, re: Township of Essa draft revised Computer and Technology Acceptable Use Policy.**

Resolution No: CW108-2016 Moved by: Macdonald Seconded by: Smith

*Be it resolved that staff Report CAO021-16 be received; and
That Council does approve the attached draft revised Computer and Technology Acceptable Use Policy.*

----Carried----

11. OTHER BUSINESS

- a. **Grass Cutting and Trimming of Parkland and Township Facilities**

Resolution No: CW109-2016 Moved by: Macdonald Seconded by: Henderson

WHEREAS 9445323 Canada Corporation, operating as GCC Construction, recently requested to assume the Parkland and Municipal Facilities grass cutting contract from the former Graham Landscape Limited, which was approved by Council Resolution No. CR105-2016; and

WHEREAS on May 13, 2016, 9445323 Canada Corporation, operating as GCC Construction, provided written notification that they were terminating the grass cutting contract effective that date; and

WHEREAS Greg Varcoe, who was the second low bidder when this grass cutting service was tendered in 2015, has confirmed that they will carry out this work at the same price they submitted in 2015, being \$38,809.25 per season;

NOW THEREFORE BE IT RESOLVED THAT Greg Varcoe be awarded the three (3) year contract (2016, 2017 and 2018) to cut grass in Township parklands and other municipal facilities at a cost of \$38,809.25 plus H.S.T per season, under the same terms and conditions specified in the contract agreement; and

THAT Resolution No. CR105-2016 be rescinded.

----Carried----

The CAO stated that he had received an invitation to the Nottawasaga Foundation Golf Tournament. Council approved one Township team to be entered into the tournament.

Councillor White stated that he had attended the Physician recruitment appreciation night on May 17, 2016. He also stated that May 30 is Physician Appreciation Day.

Deputy Mayor Macdonald asked the CAO to thank staff who worked at the Angus Arena during the gymnastics competition weekend.

Mayor Dowdall stated that residents are happy with the Roads Department staff for their work during the cleanup of the brush.

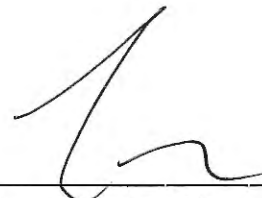
An invitation was received for Council to participate at Tim Hortons Camp day on June 1, 2016. Mayor Dowdall, Deputy Mayor Macdonald and Councillor White will be volunteering their time.

12. ADJOURNMENT

Resolution No: CW110-2016 Moved by: Macdonald Seconded by: Smith

Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 7:14 p.m. to meet again on the 1st day of June, 2016 at 6:00 p.m.

----Carried----



Terry Dowdall, Mayor



Bonnie Sander, Clerk