

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

**WEDNESDAY, NOVEMBER 21, 2018
6:00 p.m.**

A Committee of the Whole meeting was held on Wednesday, November 21, 2018 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 and Development
D. Perreault, Manager of Public Works
D. Burgin, Deputy Fire Chief
L. Lehr, Clerk

1. OPENING OF MEETING BY THE MAYOR

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

2. DISCLOSURE OF PECUNIARY INTEREST

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

- a. 6:00 p.m. **Public Meeting**
Re: Official Plan Amendment (OPA 31)
Temporary Garden Suites

See separate set of minutes.

STAFF REPORT

4. PLANNING AND DEVELOPMENT

- a. **Staff Report PD051-18 submitted by the Manager of Planning and Development, re: Birchwood Estates – Restrictive Covenant and Easement.**

Resolution No: CW199-2018 Moved by: Henderson Seconded by: Smith

*Be it resolved that Staff Report PD051-18 be received; and
That Council does authorize the registration of a restrictive covenant on lands not to be developed in the Birchwood subdivision and an easement over the same lands to allow Municipal access for storm water works and maintenance.*

----Carried----

5. PARKS AND RECREATION/ COMMUNITY SERVICES

6. FIRE AND EMERGENCY SERVICES

- a. **Thornton Firefighters Association – 5th Annual Turkey Shoot Fundraiser.**

Resolution No: CW200-2018 Moved by: Macdonald Seconded by: Henderson

Be it resolved that the letter dated November 12, 2018 from the Thornton Firefighters Association regarding their 5th Annual Turkey Shoot Fundraiser be received; and That Council does support the Thornton Firefighters Association with their event and their ongoing fundraising initiatives.

----Carried----

- b. **Staff Report FD005-18 submitted by the Fire Chief, re: Reallocation of Capital Radio Project Funds.**

Resolution No: CW201-2018 Moved by: Henderson Seconded by: White

Be it resolved that Staff Report FD005-18 be received; and That Council does authorize the Fire Chief to reallocate the funds earmarked for digital tower hardware to the purchase of digital radios, to a maximum value of \$11,000.00.

----Carried----

- c. **Staff Report FD006-18 submitted by the Fire Chief, re: Renewal of Fire Dispatch Agreement with Barrie Fire and Emergency Services.**

Resolution No: CW203-2018 Moved by: White Seconded by: Smith

Be it resolved that Staff Report FD006-18 be received; and That Council does authorize the renewal of the dispatch agreement and the use of the SINRJI 911 software.

----Carried----

7. PUBLIC WORKS

- a. **Staff Report PW044-18 submitted by the Manager of Public Works, re: Purchase of New Water Meter MXU's.**

Resolution No: CW204-2018 Moved by: White Seconded by: Macdonald

Be it resolved that Staff Report PW044-18 be received; and That Council does approve the purchase of 550 water meter MXU's from Wamco Municipal Products Inc. in Barrie at a cost of \$81,950.00 plus applicable taxes for placement on homes in Thornton and Baxter and it be funded from the Reserves for Water Infrastructure; and That the Manager of Public Works be authorized to issue a purchase order for this equipment.

----Carried----

- b. **Staff Report PW046-18 submitted by the Manager of Public Works, re: Township of Essa Winter Operations Planning Document.**

Resolution No: CW205-2018 Moved by: White Seconded by: Smith

*Be it resolved that Staff Report PW046-18 be received; and
That Council does approve the Winter Operations Planning Document as presented.*

----Carried----

- c. **Staff Report PW047-18 submitted by the Manager of Public Works, re: Purchase of MESH Mobile Operations Management and Fleet Tracking Software.**

Resolution No: CW206-2018 Moved by: White Seconded by: Macdonald

*Be it resolved that Staff Report PW047-18 be received; and
That Council does authorize the Manager of Public Works to purchase the MESH Mobile Operations Management and Fleet Tracking Software.*

----Carried----

8. FINANCE

- a. **Staff Report TR020-18 submitted by the Manager of Finance, re: 2017 Township Surplus.**

Resolution No: CW207-2018 Moved by: Macdonald Seconded by: White

*Be it resolved that Staff Report TR020-18 be received; and
That Council does authorize the Manager of Finance to make the necessary transfers, as per the auditor's recommendations stated in this report.*

----Carried----

- b. **Staff Report TR021-18 submitted by the Manager of Finance, re: Elimination of One-Third Non-Taxable Allowance.**

Resolution No: CW208-2018 Moved by: White Seconded by: Smith

*Be it resolved that Staff Report TR021-18 be received; and
That Council does approve Option No. 2 as set out in this report, Offset the Loss of the One-Third Tax Exemption.*

----Carried----

9. CLERKS / BY-LAW ENFORCEMENT / IT

- a. **Staff Report C028-18 submitted by the Clerk, re: Prohibition of Smoking or Vaping of Recreational Cannabis in Public Places.**

Resolution No: CW209-2018 Moved by: Macdonald Seconded by: White

*Be it resolved that Staff Report C028-18 be received; and
That Council does approve the draft By-law as presented.*

----Carried----

b. Staff Report C029-18 submitted by the Clerk, re: Parks and Recreation Committee - Proposed Amendment to Terms of Reference.

Resolution No: CW210-2018 Moved by: Macdonald Seconded by: Smith

*Be it resolved that Staff Report C029-18 be received; and
That Council does support the mandate for the Parks and Recreation Committee for the upcoming 2018-2022 term; and
That Council does approve the proposed amendments to the Terms of Reference for the Parks and Recreation Committee for the 2018-2022 term; and
That Council does approve a \$35.00 honorarium being paid to community and staff representatives in attendance at each meeting; and
That the honorarium paid to staff representatives shall only be for meetings held after normal working hours.*

----Carried----

c. Staff Report C030-18 submitted by the Clerk's Assistant / Accessibility Coordinator, re: Accessibility Advisory Committee – Proposed Amendments to Terms of Reference.

Resolution No: CW211-2018 Moved by: White Seconded by: Macdonald

*Be it resolved that Staff Report C030-18 be received; and
That Council does support the mandate for the Accessibility Advisory Committee for the upcoming 2018-2022 term; and
That Council does approve the proposed amendments to the Terms of Reference for the Accessibility Advisory Committee for the 2018-2022 term; and
That Council does approve a reduction in the honorarium to \$35.00 being paid to community and staff representatives in attendance at each meeting; and
That the honorarium paid to staff representatives shall only be for meetings held after normal working hours.*

----Carried----

d. Staff Report C031-18 submitted by the Clerk, re: Healthy Community Committee – Proposed Amendments to Terms of Reference.

Resolution No: CW212-2018 Moved by: Smith Seconded by: Henderson

*Be it resolved that Staff Report C031-18 be received; and
That Council does support the mandate for the Healthy Community Committee for the upcoming 2018-2022 term; and
That Council does approve the proposed amendments to the Terms of Reference for the Healthy Community Committee for the 2018-2022 term; and
That Council does approve a \$35.00 honorarium being paid to community and staff representatives in attendance at each meeting; and
That the honorarium paid to staff representatives shall only be for meetings held after normal working hours.*

----Carried----

e. Staff Report C032-18 submitted by the Clerk, re: Economic Development Committee (EDC) – Proposed Amendments to Terms of Reference.

Council requested that a report be presented for Council's consideration at the next meeting to establish a Fishing Derby Committee along with Draft Terms of Reference.

Resolution No: **Moved by: White Seconded by: Smith**

*Be it resolved that Staff Report C032-18 be received; and
That Council does support the mandate for the Economic Development Committee for the
upcoming 2018-2022 term.*

----DEFEATED----

Council instructed the Manager of Planning and Development to attend County of Simcoe Economic Development meetings and provide reports back to Council.

f. Staff Report C033-18 submitted by the Clerk, re: Angus BIA Board of Management – Proposed Amendments to Terms of Reference.

Resolution No: CW213-2018 Moved by: Macdonald Seconded by: Smith

*Be it resolved that Staff Report C033-18 be received; and
That Council does support the mandate for the Angus BIA Board of Management for the
upcoming 2018-2022 term; and
That Council does approve the proposed amendments to the Terms of Reference for the
2018-2022 term.*

----Carried----

g. Staff Report C034-18 submitted by the Clerk's Assistant / Accessibility Coordinator, re: Terms of Reference – Committee of Adjustment, Fence Viewers, Livestock Valuers and the Essa Public Library Board.

Resolution No: CW214-2018 Moved by: Smith Seconded by: Macdonald

Be it resolved that Staff Report C034-18 be received for information.

----Carried----

h. Staff Report C035-18 submitted by the Clerk's Assistant / Accessibility Coordinator, re: Council Liaison Appointments to Local Boards and Committees.

Council requested that the following Local Boards and Committees be added to the listing:
Essa and District Agricultural Society
Mathews House Hospice
Hospital Board

Resolution No: CW215-2018 Moved by: Smith Seconded by: Macdonald

Be it resolved that Staff Report C035-18 be received for information.

----Carried----

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

- a. Staff Report CAO024-18 submitted by the Chief Administrative Officer, re:
Major Revisions to Employee Incident Investigation Procedure.

Resolution No: CW216-2018 Moved by: Henderson Seconded by: White

*Be it resolved that Staff Report CAO024-18 be received; and
That Council does approve the revised draft Employee Incident Investigation Procedure to
replace the former Employee Accident/Incident Policy #EHS-4 that was approved on
March 21, 2012.*

----Carried----

10. OTHER BUSINESS

Santa Claus Parade

Deputy Mayor Macdonald stated that the Santa Claus Parade was well attended.

Wakefield Carson Associates – Grand Opening (November 30, 2018)

Councillor White stated that a ribbon-cutting ceremony would be taking place on November 30, 2018 for the Grand Opening of Wakefield Carson Associates.

Acting Chief Administrative Officer

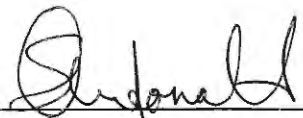
Council supported the request of the Chief Administrative Officer for the rotation of an acting Chief Administrative Officer while he is on holidays.

11. ADJOURNMENT

Resolution No: CW217-2018 Moved by: Henderson Seconded by: White

*Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn
at 6:57 p.m. to meet again on the 19th day of December, 2018 at 6:00 p.m.*

----Carried----

for 
Terry Dowdall, Mayor


Lisa Lehr, Clerk