

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
VIRTUAL COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, MAY 19, 2021**

**MINUTES**

A Committee of the Whole meeting was held virtually on Wednesday, May 19, 2021 and was livestreamed to the public on the Township of Essa's YouTube Channel.

In attendance: Mayor Sandie Macdonald (electronic)  
Deputy Mayor, Michael Smith (electronic)  
Councillor Henry Sander (electronic)  
Councillor Ron Henderson (electronic)

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer (electronic)  
C. Traynor, Manager of Finance (electronic)  
R. Rosilius, Deputy Treasurer (electronic)  
M. Mikael, Manager of Public Works (electronic)  
A. Powell, Manager of Planning and Development (electronic)  
J. Sidhu, Planner (electronic)  
J. Coleman, Manager of Parks and Recreation (electronic)  
K. Pascoe, Deputy Clerk (electronic)  
L. Lehr, Manager of Legislative Services (electronic)

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

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

Mayor Macdonald informed those in attendance of the new mass notification system "Alertable" that is now available to residents of the municipality. Alertable works to reach residents with important messages from the municipality. She encouraged residents to visit the Township's website for more details.

**2. DISCLOSURE OF PECUNIARY INTEREST**

None.

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

**a. Council Presentation – Resignation of Keith White**

Members of Council recognized Keith White for his tenure on Council over the past 10+ years. They individually thanked him for his commitment and dedication in moving the municipality forward, and commended him for his representation of the constituents in Ward 1.

**b. Delegation – Karie Warnar, Avail Consulting Inc.  
re: Nottawasaga Community Safety Plan**

Karie Warnar provided Council and those in attendance with a very brief overview of the mandated requirements for a Community Safety Plan, and advised on the steps taken to draft the Nottawasaga Community Safety Plan. She briefly reviewed the key areas of

focus contained in the Plan and advised on next steps to be taken for implementation prior to July 1, 2021.

- c. **Public Meeting – Temporary Use, Zoning By-law Amendment Z1/21**  
re: 7634 10<sup>th</sup> Line, Thornton

See separate set of minutes.

## STAFF REPORTS

### 4. PLANNING AND DEVELOPMENT

- a. **Staff Report PD012-21 submitted by the Manager of Planning and Development, re: 305 Mill Street – Official Plan and Zoning By-law Amendment File Update.**

**Resolution No: CW067-2021 Moved by: Smith          Seconded by: Henderson**

*Be it resolved that Staff Report PD012-21 be received; and  
That Council direct Staff to continue processing the Zoning By-law Amendment and  
Official Plan Amendment Application in accordance with the provisions of the Planning  
Act.*

----Carried----

### 5. PARKS AND RECREATION / COMMUNITY SERVICES

### 6. FIRE AND EMERGENCY SERVICES

### 7. PUBLIC WORKS

- a. **Staff Report PW016-21 submitted by the Manager of Public Works and the  
Manager of Parks and Recreation, re: Award of Quotation – Public Works –  
Asphalt Patching and Parks and Recreation – Asphalt Basketball Court.**

**Resolution No: CW068-2021 Moved by: Smith          Seconded by: Sander**

*Be it resolved that Staff Report PW016-21 be received; and  
That the quotation as received from Positano Paving for the Public Works – Asphalt  
Patching, and Parks & Recreation – Asphalt Basketball Court be accepted as follows:*

*\$10,185.00 (excluding HST) for Asphalt Patching  
\$9,310.00 (excluding HST) for the Basketball Court,*

*contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided as  
per Township specifications; and  
That Council authorize the Manager of Parks and Recreation to purchase two  
Gooseneck basketball nets and posts at a cost of \$3,906.00 (excluding HST) for Mike  
Hart Park.*

----Carried----

- b. Staff Report PW017-21 submitted by the Manager of Public Works, re: Award of Quotation – Slurry Seal – Sidewalk Repair and Construction.**

**Resolution No: CW069-2021 Moved by: Sander Seconded by: Henderson**

*Be it resolved that Staff Report PW017-21 be received; and  
That the quotation as received from Duncor Enterprises be accepted in the amount of \$68,533.50 (excluding HST) to supply and place Slurry Seal on the 8<sup>th</sup> Line, from County Road 21 to the 20<sup>th</sup> Sideroad, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided as per Township specifications; and  
That Council authorize the Manager of Public Works to utilize the remaining budget to repair and construct additional sidewalks within the Township; and  
That the quotation as received from Positano Paving be accepted in the amount of \$11,175.00 (excluding HST) to repair and construct sidewalks contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided as per Township specifications.*

----Carried----

- c. Staff Report PW018-21 submitted by the Manager of Public Works, re: Award of RFP – Angus Infrastructure Master Plan.**

**Resolution No: CW070-2021 Moved by: Sander Seconded by: Smith**

*Be it resolved that Staff Report PW018-21 be received; and  
That the RFP as received from Greenland International Consulting Ltd. be accepted in the amount of \$176,865.00 (excluding applicable tax and model calibration) to create and supply the Township of Essa with an Angus – Infrastructure Master Plan.*

----Carried----

## **8. FINANCE**

- a. Staff Report TR008-21 submitted by the Deputy Treasurer, re: Explanation of the 2021 Carry Forward Reserve.**

**Resolution No: CW071-2021 Moved by: Sander Seconded by: Henderson**

*Be it resolved that Staff Report TR008-21 be received.*

----Carried----

- b. Staff Report TR009-21 submitted by the Deputy Treasurer, re: Budget to Actuals Update as of April 30<sup>th</sup>, 2021.**

**Resolution No: CW072-2021 Moved by: Henderson Seconded by: Sander**

*Be it resolved that Staff Report TR009-21 be received.*

----Carried----

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

- a. Written Notice submitted by Keith White, Councillor Ward 1, dated May 12, 2021, re: Resignation from Municipal Council.**

**Resolution No: CW073-2021 Moved by: Henderson Seconded by: Smith**

*Be it resolved that the written notice dated May 12, 2021 from Keith White, Councillor Ward 1, regarding his resignation from municipal council be received with regret; and That effective May 19, 2021, the seat for Ward 1 Councillor be declared to be vacant in accordance with section 262 of the Municipal Act; and That staff be directed to bring a Staff Report forward at the next meeting of Council outlining options available to fill the vacancy.*

----Carried----

- b. Staff Report C012-21 submitted by the Manager of Legislative Services, re: By-Law Enforcement Activity Summary (January 1 – April 30, 2021)**

**Resolution No: CW074-2021 Moved by: Smith Seconded by: Sander**

*Be it resolved that Staff Report C012-21 be received for information.*

----Carried----

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

- a. Staff Report CAO019-21 submitted by the Chief Administrative Officer, re: Simcoe County Economic Development Grant for Lower-tier Municipalities.**

**Resolution No: CW075-2021 Moved by: Henderson Seconded by: Smith**

*Be it resolved that Staff Report CAO019-21 be received; and That Council authorize Staff to pursue the \$50,000.00 Economic Development Grant from the County of Simcoe for 2021, to be used to purchase and have installed a digital sign for the Township Administration Centre, with an electrical LED display which is connected to Wi-Fi for ease of messaging, and direct staff to report back on quotes for a digital sign; with the overall intent to promote the brand and marketing of the municipality and to assist with business retention and expansion.*

----Carried----

- b. Staff Report CAO020-21 submitted by the Chief Administrative Officer, re: Replacement of Fire Chief.**

**Resolution No: CW076-2021 Moved by: Sander Seconded by: Henderson**

*Be it resolved that Staff Report CAO020-21 be received; and That a recruitment committee be formed to include the Mayor, Deputy Mayor, CAO and one or more Fire Chiefs to meet and make recommendations to Council on the matter of a new Fire Chief for Essa.*

----Carried----

---

**11. OTHER BUSINESS**

**a. COVID Vaccination Clinic**

Council commended staff for assisting with the Pop-Up COVID Vaccination Clinic that was held at the Angus Arena on May 11, 2021.

**b. Council Update, re: MMAH Consultation Session “Strengthening Accountability Mechanisms for Municipal Council Members”**

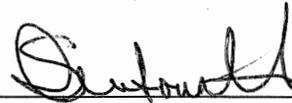
Councillor Sander provided an update to Council on the consultation session that he had attended with the Ministry of Municipal Affairs and Housing. He briefly reviewed the proposed recommendations (policies, penalties, training) that may come forward in the future.

**12. ADJOURNMENT**

**Resolution No: CW077-2021 Moved by: Smith                      Seconded by: Henderson**

*Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 6:35 p.m., to meet again on the 2<sup>nd</sup> day of June, 2021 at 6:00 p.m.*

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



\_\_\_\_\_  
Sandie Macdonald, Mayor



\_\_\_\_\_  
Lisa Lehr, Manager of Legislative Services