

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

**WEDNESDAY, JUNE 5, 2019  
6:00 p.m.**

**MINUTES**

A Committee of the Whole meeting was held on Wednesday June 5, 2019 in the Council Chambers of the Administration Centre, Township of Essa.

In attendance: Mayor Sandie Macdonald  
Deputy Mayor Michael Smith  
Councillor Keith White  
Councillor Henry Sander  
Councillor Ron Henderson

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer  
A. Powell, Manager of Planning and Development  
B. Morrison, Manager of Public Works  
C. Traynor-Richter, Manager of Finance  
C. Ross Tustin, Fire Chief  
D. Burgin, Deputy Fire Chief  
L. Lehr, Clerk

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

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

**2. DISCLOSURE OF PECUNIARY INTEREST**

Deputy Mayor Smith declared an indirect interest on Item 11 (d) as he has an active fill permit.

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

a. **Delegation**  
**Re: Fill at 6651 3<sup>rd</sup> Line**  
Peter McBride

Mr. McBride provided Council with a detailed overview of concerns that he had regarding the 2017 Fill Permit that was issued to the owners of 6651 3<sup>rd</sup> Line by the Nottawasaga Valley Conservation Authority (NVCA). Concerns are summarized as those relating to noise, vibrations, traffic, road damage, quantity and quality of fill, lack of sediment and rubble management, erosion sloping and sediment issues, placement of fill on provincially significant wetlands and in natural heritage areas, and removal of trees.

Mr. McBride stated that he also has concerns about the property owner's compliance with conditions contained in the Township's Development Agreement and asked that Council consider having all works cease until such time that staff can verify the applicant's compliance.

Additionally, Mr. McBride requested that the neighbouring residents be informed of a timeline for completion of operations.

Mayor Macdonald thanked Mr. McBride for his presentation.

The Mayor stated that the Township's Procedural By-law allows the Chair to bring forward any agenda item where the topic is also the subject of a delegation.

As such, Agenda Item Number 10 (d) was brought forward out of sequence for the consideration of Council.

**10. d            Staff Report CAO026-19 submitted by the Chief Administrative Officer, re: 6651 3<sup>rd</sup> Line Fill Operations.**

The Chief Administrative Officer provided Council and members of the public with a brief history of the fill permit issued by the NVCA to the owners of 6651 3<sup>rd</sup> Line, as well as an overview of steps taken to date by the municipality to investigate the fill operations at the property located at 6651 3<sup>rd</sup> Line.

Council directed the Chief Administrative Officer to obtain further securities from the developer in the amount of \$100,000.00, and that the Chief Administrative Officer issue an Order to have all work and fill activity cease until all aspects of approvals have been met.

**Resolution No: CW109-2019 Moved by: Henderson Seconded by: Smith**

*Be it resolved that Staff Report CAO026-19 be received; and  
That Council authorize staff to investigate, following up in several areas including investigating if the fill brought in to 6651 3<sup>rd</sup> Line is in keeping with the development agreement authorized by the Municipality in December, 2017, by hiring an Ontario Land Surveyor and an Engineer to assist.*

----Carried----

**b.        Delegation  
Re: Overview of 2018 Essa Public Library Annual Report  
Laura Wark, CEO – Essa Public Library**

Laura Wark, CEO Essa Public Library, provided Council with a brief overview of the 2018 Essa Public Library Annual Report.

Council commended the Chief Executive Officer on her commitment to the community.

Council inquired as to the status of the provincial funding to the Ontario Library Service (North and South). Laura informed Council and members of the public that some of the provincial funding had been restored to allow for the restoration of the inter-library software, however the Essa Public Library was still working on a solution for the delivery service of the program itself.

Council thanked Laura for her presentation.

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**STAFF REPORTS**

**4. PLANNING AND DEVELOPMENT**

- a. **Staff Report PD031-19 submitted by the Manager of Planning and Development, re: Birchwood Estates Draft Plan Approval Request for Draft Plan Conditions Extension.**

**Resolution No: CW110-2019 Moved by: Henderson Seconded by: Smith**

*Be it resolved that Staff Report PD031-19 be received; and  
That Council authorize granting an extension of the Birchwood Estates Draft Plan Approval for an additional year, for the 18 lot residential development lying between Baxter and Angus, to July 29<sup>th</sup>, 2020.*

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

- b. **Staff Report PD032-19 submitted by the Planning Technician, re: Site Plan Amendment – 305 Mill Street, Angus.**

Staff confirmed that soil testing will be conducted.

**Resolution No: CW111-2019 Moved by: White Seconded by: Henderson**

*Be it resolved that Staff Report PD032-19 be received; and  
That Council authorize Planning and Development staff to continue to review and process the site plan application in due course.*

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

- c. **Staff Report PD034-19 submitted by the Manager of Planning and Development, re: Request to Enter into Earthworks Agreement with Brookfield Residential – 103 Denney Drive, Baxter.**

**Resolution No: CW112-2019 Moved by: Henderson Seconded by: Smith**

*Be it resolved that Staff Report PD034-19 be received; and  
That Council authorize the Mayor and Clerk to enter into an Earthwork's Agreement with Brookfield Residential which will encompass both Phase 1 and 2 of the development located at 103 Denney Drive, Baxter; and  
That the appropriate By-law be brought forward at the next meeting of Council.*

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

- d. **Staff Report PD035-19 submitted by the Planning Technician, re: Site Plan Application – 7511 9<sup>th</sup> Line.**

**Resolution No: CW113-2019 Moved by: Henderson Seconded by: Sander**

*Be it resolved that Staff Report PD035-19 be received; and  
That Council authorize Planning and Development staff to continue to review and process the site plan application in due course.*

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

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

**6. FIRE AND EMERGENCY SERVICES**

- a. **Staff Report FD004-19 submitted by the Fire Chief, re: Capital Fleet Budget.**

**MOTION AS AMENDED**

**Resolution No: CW114-2019 Moved by: Smith      Seconded by: Sander**

*Be it resolved that Staff Report FD004-19 be received; and  
That Council approve the reappropriation of the Fire Department's Capital Fleet budget as outlined; and  
That Council authorize the Fire Chief to purchase the Tanker from Dependable Emergency Vehicles; and  
That Council authorize the Fire Chief to purchase the heavy duty pick-up truck from Hanna Ford; and  
That Council authorize the Fire Chief to purchase the rescue squad from Dependable Emergency Vehicles; and  
That Council authorize the Fire Chief to utilize capital funds towards operational efficiencies for Rescue #2 to a maximum of \$20,000.00; and  
That Council approve placing the remaining funds in reserve for the 2021 replacement of Pump #2; and  
That Council authorize the Fire Chief to purchase the command vehicle from BKC in Barrie, provided that the purchase of Car 1 is within the allowable terms of the Township's Procurement Policy.*

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

**7. PUBLIC WORKS**

- a. **Staff Report PW022-19 submitted by the Manager of Public Works, re: Award of Quotation RFQ# Q-19-05 – Sidewalk/Curb Replacement Tender 2019 (Various Locations).**

**Resolution No: CW115-2019 Moved by: White      Seconded by: Smith**

*Be it resolved that Staff Report PW022-19 be received; and  
That the quotation as received from ALOIA Brothers Concrete Construction for the 2019 Sidewalk Curb Replacement Tender for various locations in the Municipality be accepted in the amount of \$64,869.00 (excluding H.S.T.) as per Township specifications, contingent upon the WSIB Clearance Certificate and a copy of Insurance being provide to the Municipality; and  
That the Manager of Public Works be authorized to arrange for the necessary works to be completed.*

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

- b. Staff Report PW023-19 submitted by the Manager of Public Works, re: Award of Quotation RFQ#19-04 – 2019 Slurry Seal.**

**Resolution No: CW116-2019 Moved by: Smith Seconded by: Sander**

*Be it resolved that Staff Report PW023-19 be received; and  
That the quotation as received from Duncor Enterprises Inc. for the 2019 "Slurry Seal" RFQ# 19-04 be accepted in the amount of \$256,900.00 (excluding H.S.T.) as per Township specifications, contingent upon the WSIB Clearance Certificate and a copy of Insurance being provide to the Municipality; and  
That the Manager of Public Works be authorized to arrange for the necessary works to be completed.*

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

- c. Staff Report PW024-19 submitted by the Manager of Public Works, re: Award of Quotation RFQ#19-06 – 2019 Stop Block and Line Painting.**

**Resolution No: CW117-2019 Moved by: Sander Seconded by: White**

*Be it resolved that Staff Report PW024-19 be received; and  
That Council reject the quotation as received from Precision Markings Inc. for the 2019 Line Painting RFQ#19-06 in the amount of \$12,660.00 (excluding H.S.T.);  
and  
That staff be directed to change the completion date specified in the RFQ and  
retender the document.*

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

- d. Staff Report PW025-19 submitted by the Manager of Public Works, re: Repair of the Reynolds Floodable Crossing – Innisfil Creek and Nottawasaga River Drainage Works.**

**Resolution No: CW118-2019 Moved by: Henderson Seconded by: White**

*Be it resolved that Staff Report PW025-19 be received for information.*

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

**8. FINANCE**

- a. Staff Report TR011-19 submitted by the Tax Collector, re: Request to Write Off/Adjust 2016 and 2018 Taxes.**

**Resolution No: CW119-2019 Moved by: White Seconded by: Henderson**

*Be it resolved that Staff Report TR011-19 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 TR012-19 submitted by the Tax Collector, re: Request to Write Off/Adjust 2018 and 2019 Taxes.**

**Resolution No: CW120-2019 Moved by: Sander Seconded by: Smith**

*Be it resolved that Staff Report TR012-19 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----**

- c. Staff Report TR013-19 submitted by the Tax Collector, re: Request to Write Off/Adjust 2018 and 2019 Taxes.**

**Resolution No: CW121-2019 Moved by: Sander Seconded by: White**

*Be it resolved that Staff Report TR013-19 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----**

- d. Staff Report TR014-19 submitted by the Tax Collector, re: Request to Write Off/Adjust 2019 Taxes.**

**Resolution No: CW122-2019 Moved by: White Seconded by: Smith**

*Be it resolved that Staff Report TR014-19 be received; and  
That the Tax Collector be authorized to adjust taxes on the accounts listed on  
Schedule "A" of this report.*

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

- e. Staff Report TR015-19 submitted by the Manager of Finance, re: Farmland Tax Ratio.**

**Resolution No: CW123-2019 Moved by: Sander Seconded by: White**

*Be it resolved that Staff Report TR015-19 be received for information.*

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

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

- a. Staff Report C022-19 submitted by the Clerk, re: Essa Challenge Golf Tournament – Recipients for Proceeds.**

**Resolution No: CW124-2019 Moved by: White Seconded by: Smith**

*Be it resolved that Staff Report C022-19 be received; and  
That Council authorize proceeds raised from the 2019 Essa Challenge being  
distributed equally to the Royal Victoria Hospital Foundation, the Stevenson  
Memorial Hospital Foundation, and the Matthews House Hospice.*

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

- b. Staff Report C023-19 submitted by the Deputy Clerk, re: Custom Flag for the National Access Awareness Week.**

**Resolution No: CW125-2019 Moved by: White Seconded by: Henderson**

*Be it resolved that Staff Report C023-19 be received; and  
That Council approve Option No. 2 as the winning design for the custom flag to  
represent National Access Awareness Week in the Township on an annual basis.*

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

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

- a. Staff Report CAO021-19 submitted by the Chief Administrative Officer, re: HR Downloads Computer Software to Assist with Human Resource Functions.**

Council deferred their consideration on this Item while staff investigate additional components of the software program.

- b. Staff Report CAO022-19 submitted by the Chief Administrative Officer, re: Student Grants.**

**Resolution No: CW126-2019 Moved by: Smith Seconded by: Sander**

*Be it resolved that Staff Report CAO022-19 be received for information.*

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

- c. Staff Report CAO024-19 submitted by the Chief Administrative Officer, re: Status of Thornton Arena Expenditures, 2019.**

**Resolution No: CW127-2019 Moved by: Henderson Seconded by: Smith**

*Be it resolved that Staff Report CAO024-19 be received; and  
That Council authorize amending provision (a) of Motion CW081-2019 as was  
previously voted on at its meeting of April 17, 2019, to allow for staff to purchase  
the planned floor scrubber at a cost of approximately \$8,500.00 (plus H.S.T.),  
recognizing that the expenditure is over the approved budgeted amount by  
approximately \$1,500.00.*

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

- d. Staff Report CAO026-19 submitted by the Chief Administrative Officer, re: 6651 3<sup>rd</sup> Line Fill Operations.**

This Item was disposed of earlier in meeting in accordance with Section 11.2 of Essa's Procedural By-law.

**e. Staff Report CAO027-19 submitted by the Chief Administrative Officer,  
re: Parks Capital, Playground Equipment.**

Council requested that a report be brought forward at a future meeting outlining purchasing/installation costs for equipment to be installed at Bob Geddes Park (Angus).

**Resolution No: CW128-2019 Moved by: Smith Seconded by: White**

*Be it resolved that Staff Report CAO027-19 be received; and  
That Council authorize the Working Recreation Centre Manager/Parks Supervisor to purchase new play equipment for the "Dellbrook" Park leading in from Nottawasaga Drive and Osborne Street in Angus, at a cost of \$49,804.58 plus H.S.T. in accordance with the 2019 Council approval of Recreation/Parks spending – Capital items (\$50,000.00); and  
That Council authorize the hedges alongside the walkway leading into the Dellbrook park being trimmed and removed in parts where dead to facilitate entry into the park; and  
That Council authorize the Working Recreation Centre Manager/Parks Supervisor to purchase a second set of the same play equipment being purchased for the Dellbrook Park, for the Utopia Park, with funding sourced as follows: 90% using development charges and 10% park reserves, in accordance with verbal direction to staff previously provided.*

----Carried----

**f. Staff Report CAO028-19 submitted by the Chief Administrative Officer,  
re: Regional Governance Review.**

Council requested that the letter contain information on efficiencies that Essa is working on.

**Resolution No: CW129-2019 Moved by: Smith Seconded by: White**

*Be it resolved that Staff Report CAO028-19 be received for information; and  
That Council approve a further letter being sent to provide additional feedback on Regional Government Review.*

----Carried----

**g. Staff Report CAO029-19 submitted by the Chief Administrative Officer,  
re: Parks and Recreation Programs – Cost/Rates.**

Motion as Amended:

**Resolution No: CW130-2019 Moved by: Smith Seconded by: Sander**

*Be it resolved that Staff Report CAO029-19 be received for information; and  
That Council's consideration on this matter be deferred.*

----Carried----

**11. OTHER BUSINESS**

**a. Portable Pitching Mound**

Council requested that the Parks and Recreation Department investigate the use of Portable Pitching Mounds, as a means to offer more diamond time to the various baseball leagues and age divisions.

**b. Line Painting**

The Manager of Public Works advised that he had contacted the County of Simcoe in regards to the line painting that had been recently washed away from the rain.

**c. Request for Report – Licensing of Cats**

Council requested that the Clerk's Department bring a report forward in regards to licensing cats in Essa Township.

**d. Request for Report – Site Alteration and Fill By-law**

Deputy Mayor Smith declared an indirect interest on this Item as he has an active fill permit. He vacated his seat for this portion for the meeting and did not vote or participate in any discussion on the Item.

Council requested that a report be brought forward in regards to a new Site Alteration and Fill By-law/Policy. They requested that the report look at implications that are faced by municipalities. Council also supported that the municipality look at collecting more in fees and/or deposit securities for each application.

Deputy Mayor Smith resumed his seat for the remainder of the meeting.

**e. 5<sup>th</sup> Line Bridge Inspection – Ainley Group**

Council authorized the Chief Administrative Officer to arrange for Ainley Group to perform a bridge inspection on the 5<sup>th</sup> Line Bridge.

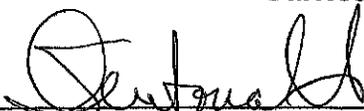
**12. ADJOURNMENT**

**Resolution No: CW131-2019 Moved by: Smith**

**Seconded by: Henderson**

*Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 7:59 p.m. to meet again on the 19<sup>th</sup> day of June, 2019 at 6:00 p.m.*

----Carried----

  
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Sandie Macdonald, Mayor

  
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Lisa Lehr, Clerk