

**THE CORPORATION OF THE TOWNSHIP OF ESSA
VIRTUAL REGULAR COUNCIL MEETING**

**WEDNESDAY, FEBRUARY 17, 2021
(To follow Committee of the Whole)**

To view our live stream visit the Township of [Essa's YouTube Channel](#)

AGENDA

- 1. OPENING OF MEETING BY THE MAYOR**
- 2. DISCLOSURE OF PECUNIARY INTEREST**
- 3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS**

p. 1 Recommendation: *Be it resolved that the motions duly passed and approved at the Committee of the Whole meeting of this date be approved; and That the minutes of the Committee of the Whole and Regular Council meetings held on the 3rd day of February, 2021 be adopted as circulated.*

- 4. CONSENT AGENDA**

Recommendation: *Be it resolved that the items listed in the Consent Agenda dated February 17, 2021 be received for information.*

- 5. COMMITTEE REPORTS**
- 6. PETITIONS**
- 7. MOTIONS AND NOTICES OF MOTIONS**
- 8. UNFINISHED BUSINESS**
- 9. BY-LAWS**

- p. 10 a. **By-law 2021-07**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2021-07, that being a By-law for the imposition of fees for Water and Sewer Service, and to repeal By-law 2019-18; and, that said By-law be read a first, and taken as read a second and third time and finally passed.*

- 10. QUESTIONS**

11. CLOSED SESSION

Recommendation: *Be it resolved that Council proceed to a Closed Session in order to address matters pertaining to:*

- *Personal Matters about Identifiable Individuals [Municipal Act 2001, s.239(2)(b)]*

[Note: Livestream does not run during Closed Session Deliberations.]

Motion to Rise and Report from Closed Session Meeting of February 3, 2021.

Recommendation: *Be it resolved that Council rise and report from the Closed Session Meeting at _____ p.m.*

12. CONFIRMATION BY-LAW

p. 15 **By-law 2021-08**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2021-08, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 17th day of February, 2021; and that said By-law be read a first, and taken as read a second and third time and finally passed.*

13. ADJOURNMENT

Recommendation: *Be it resolved that this regular meeting of the Council of the Township of Essa adjourn at _____ p.m. to meet again on the 3rd day of March, 2021 following Committee of the Whole.*

**THE CORPORATION OF THE TOWNSHIP OF ESSA
VIRTUAL COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, FEBRUARY 3, 2021**

MINUTES

A Committee of the Whole meeting was held virtually on Wednesday, February 3, 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 Keith White (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)
M. Mikael, Manager of Public Works (electronic)
A. Powell, Manager of Planning and Development (electronic)
J. Coleman, Manager of Parks and Recreation (electronic)
K. Pascoe, Deputy Clerk (electronic)
L. Lehr, Clerk (electronic)

1. OPENING OF MEETING BY THE MAYOR

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

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

a. **Staff Report PD001-21 submitted by the Manager of Planning and Development, re: 2020 Year End Building Branch Statistics.**

Resolution No: CW008-2021 Moved by: Smith Seconded by: Sander

Be it resolved that Staff Report PD001-21 be received for information.

----Carried----

- b. Staff Report PD002-21 submitted by the Manager of Planning and Development, re: Brookfield Residential (Ontario) Limited Draft Plan Approval Request for Extension.**

Resolution No: CW009-2021 Moved by: Henderson Seconded by: White

*Be it resolved that Staff Report PD002-21 be received; and
That Council approve the requested extension of the Brookfield Residential (Ontario) Limited Draft Plan for an additional three years, for the 253-lot residential development at 103 Denney Drive in Baxter, to March 15, 2024.*

----Carried----

- c. Staff Report PD003-21 submitted by the Manager of Planning and Development, re: 6275 County Road 90 (Green Acres) – Draft Plan of Subdivision, Official Plan Amendment and Zoning By-law Amendment Applications Re-Submission.**

Resolution No: CW010-2021 Moved by: White Seconded by: Sander

Be it resolved that Staff Report PD003-21 be received for information.

----Carried----

5. PARKS AND RECREATION / COMMUNITY SERVICES

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

8. FINANCE

9. CLERKS / BY-LAW ENFORCEMENT / IT

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

11. OTHER BUSINESS

- a. Hydro Account Update – Thornton Arena**

The Manager of Parks and Recreation provided Council with an update on the hydro account at the Thornton Arena, advising that a live meter read was recently performed due to inaccurate meter estimates. The live meter read resulted in a credit of approximately \$18,000.00.

b. Official Plan Review Progress Update – Virtual Open House February 23, 2021

The Manager of Planning and Development informed Council and members of the public that a Virtual Open House was scheduled to take place on February 23, 2021. The intent of the Open House is to review Draft Discussion Paper No. 1 which will assist with summarizing comments received by the municipality and identify areas of priority for the Official Plan Review.

c. 2021 Water and Sewer Fees

The Manager of Public Works informed Council that staff is planning to proceed with new 2021 Water and Sewer Fees based on the recommendation contained in the Water Financial Plan submitted by Sharratt Water Management Ltd. which was accepted by Council on December 16, 2020. A By-law will be presented to Council to amend By-law 2019-18.

d. Water / Wastewater Expenditures (2020)

The Manager of Public Works informed Council that an overage in expenditures occurred in 2020 as a result of emergency repairs that were required at the Wastewater Treatment Plant. He advised that he will be evaluating the priority items contained in the approved 2021 Water / Wastewater Budget in an effort to bridge the gap. Invoicing was only just received from OCWA which brought this to our attention but going forward they will be invoicing more regularly.

d. Angus Arena Ice

The Manager of Parks and Recreation advised that he will be bringing a report forward at the next meeting in respect of ice rentals at the Angus Arena once the Province has provided direction to municipalities and user groups in respect of the COVID-19 Orders. As of right now, the cost to maintain the ice is minimal.

e. Correspondence from Jim Wilson, MPP Simcoe-Grey, re: Small Business Community

Mayor Macdonald informed Council that she was in receipt of a letter from the office of Jim Wilson, which supports the business community in Essa Township. The letter will be provided to the Clerk and placed on the upcoming Consent Agenda for Council's meeting of February 17, 2021.

f. Gardening Challenge

Council supported a Gardening Challenge Initiative being undertaken by Essa residents. Mayor Macdonald advised that more information would be brought forward at a later date.

12. ADJOURNMENT

Resolution No: CW011-2021 Moved by: Smith Seconded by: Henderson

Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 6:11 p.m. to meet again on the 17th day of February, 2021 at 6:00 p.m.

----Carried-----

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

**THE CORPORATION OF THE TOWNSHIP OF ESSA
VIRTUAL REGULAR COUNCIL MEETING
WEDNESDAY, FEBRUARY 3, 2021**

MINUTES

A Meeting of Council was held virtually on Wednesday, February 3, 2021 following Committee of the Whole and was livestreamed for viewing to the public on the Township of Essa's YouTube Channel.

In attendance: Mayor Sandie Macdonald (electronic)
Deputy Mayor, Michael Smith (electronic)
Councillor Keith White (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)
M. Mikael, Manager of Public Works (electronic)
A. Powell, Manager of Planning and Development (electronic)
J. Coleman, Manager of Parks and Recreation (electronic)
K. Pascoe, Deputy Clerk (electronic)
L. Lehr, Clerk (electronic)

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the meeting at 6:11 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS

Resolution No: CR019-2021 Moved by: Sander Seconded by: Smith

*Be it resolved that the motions duly passed and approved at the Committee of the Whole meeting of this date be approved; and
That the minutes of the Special Budget, Committee of the Whole and Regular Council meetings held on the 20th day of January, 2021 be adopted as circulated.*

----Carried-----

4. CONSENT AGENDA

Resolution No: CR020-2021 Moved by: White Seconded by: Sander

*Be it resolved that the items listed in the Consent Agenda dated February 3, 2021 be received for information; and
That Items A5 and A7 be moved to section B of the Consent Agenda, for letters of support to be drafted; and*

That Item A11 be referred to Section C of the Consent Agenda, for a Staff Report to be brought forward by the Manager of Public Works at a future meeting of Council.

----Carried-----

5. COMMITTEE REPORTS

a. Essa Public Library Board

Resolution No: CR021-2021 Moved by: Henderson Seconded by: White

Be it resolved that the minutes of the Essa Public Library Board from their meetings of December 14, 2020 and January 11, 2021 be received.

----Carried-----

b. Healthy Community Committee

Resolution No: CR022-2021 Moved by: Smith Seconded by: Sander

Be it resolved that the minutes of the Healthy Community Committee from their meeting of January 21, 2021 be received.

----Carried-----

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

a. Proclamation – Purple Day for Epilepsy Awareness

Resolution No: CR023-2021 Moved by: Smith Seconded by: White

WHEREAS on June 28, 2012, the Purple Day Act (Bill C-278) received a Royal Assent in Canada; and

WHEREAS Epilepsy is a common neurological disease that is not well understood, and affects approximately 1 in every 100 persons in Simcoe County; and

WHEREAS Epilepsy is a chronic neurological disease which affects each person differently, with the effects ranging from mild and relatively minor to extremely serious (which includes death); and

WHEREAS Epilepsy Simcoe County was established in 1978 to assist individuals, families, caregivers, and professionals in our area with education, support, and advocacy in relation to epilepsy awareness;

NOW THEREFORE BE IT RESOLVED THAT Council hereby proclaims March 26, 2021 as "Purple Day for Epilepsy Awareness" in the Township of Essa.

----Carried-----

8. UNFINISHED BUSINESS

9. **BY-LAWS**

a. **By-law 2021-04**

Resolution No: CR024-2021 Moved by: White Seconded by: Sander

Be it resolved that leave be granted to introduce By-law 2021-04, that being a By-law to authorize participation in OMERS Primary Pension Plan ("Primary Plan"), and the Retirement Compensation Arrangement that provides benefits for members and former members of the Primary Plan ("RCA"), in respect of the Councillors of the Corporation of the Township of Essa identified herein; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried----

b. **By-law 2021-05**

Council deferred this Item to follow Closed Session Deliberations at the meeting of this date.

10. **QUESTIONS**

11. **CLOSED SESSION**

Resolution No: CR025-2021 Moved by: Smith Seconded by: Sander

Be it resolved that Council proceed to a Closed Session in order to address matters pertaining to:

- *Personal Matters about Identifiable Individuals [Municipal Act 2001, s.239(2)(b)]*
- *Advice subject to Solicitor-Client Privilege [Municipal Act 2001, s.239(2)(f)]; and*
- *Plans and Instructions for Negotiations [Municipal Act 2001, s.239(2)(k)].*

----Carried----

Council proceeded into Closed Session Deliberations at 6:22 p.m. This portion of the meeting was not open to the public and was not livestreamed.

Council rose from Closed Session Deliberations and livestreaming resumed. Council passed the following in the public forum.

Resolution No: CR026-2021 Moved by: Smith Seconded by: Henderson

Be it resolved that Council rise and report from the Closed Session Meeting at 7:18 p.m.

----Carried----

- a. **PLANS AND INSTRUCTIONS FOR NEGOTIATIONS [Municipal Act s.239(2)(k)]
Confidential Staff Report PW001-21 submitted by the Manager of Public Works, re: County Road 21 (Murphy Road) and Denney Drive Intersection Upgrades.**

Resolution No: CR027-2021 Moved by: Sander Seconded by: White

*Be it resolved that Confidential Staff Report PW001-21 be received; and
That Council authorize Staff to proceed with Option No. 2 as outlined in this Confidential Report; and
That Council authorize Staff to proceed with Option No. 3 as outlined in this Confidential Report.*

----Carried----

- b. **PLANS AND INSTRUCTIONS FOR NEGOTIATIONS [Municipal Act s.239(2)(k)]
Confidential Staff Report CAO005-21 submitted by the Chief Administrative Officer, re: Brookfield and a Water Supply Amending Agreement with the Town of New Tecumseth.**

Resolution No: CR028-2021 Moved by: White Seconded by: Henderson

*Be it resolved that Confidential Staff Report CAO005-21 be received; and
That Council authorize Staff to proceed with Option No. 2 as outlined in this Confidential Report.*

----Carried----

- c. **IDENTIFIABLE INDIVIDUALS [s. 239(2)(b)]
ADVICE SUBJECT TO SOLICITOR-CLIENT PRIVILEGE [s.239(2)(f)]
Confidential Staff Report CAO007-21 submitted by the Chief Administrative Officer, re: Thornton Union Cemetery.**

Resolution No: CR029-2021 Moved by: Sander Seconded by: Henderson

*Be it resolved that Confidential Staff Report CAO007-21 be received; and
That Council authorize Staff to proceed with Option No. 3 as amended in this Confidential Report.*

----Carried----

- 9. b. **By-law 2020-05**

Resolution No: CR030-2021 Moved by: Henderson Seconded by: White

Be it resolved that leave be granted to introduce By-law 2021-05, that being a By-law to authorize the Mayor and the Clerk to enter into an amending Agreement with the Corporation of the Town of New Tecumseth for Connection to the Collingwood to Alliston Pipeline; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried----

12. **CONFIRMATION BY-LAW**

By-law 2021-06

Resolution No: CR031-2021 Moved by: Henderson Seconded by: Sander

Be it resolved that leave be granted to introduce By-law 2021-06, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 3rd day of February, 2021; and that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried-----

13. **ADJOURNMENT**

Resolution No: CR032-2021 Moved by: Smith Seconded by: Henderson

Be it resolved that this regular meeting of the Council of the Township of Essa adjourn at 7:22 p.m. to meet again on the 17th day of February, 2021 following Committee of the Whole.

----Carried-----

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2021-07

A By-law for the imposition of fees for Water and Sewer Service [Repeals By-law 2019-18].

WHEREAS Parts II and XII of the *Municipal Act, 2001*, S.O. 2001, c. 25, permit municipalities to enact by-laws imposing fees for various services or matters; and

WHEREAS Council deems it advisable to establish fees for water and sewer services; and

WHEREAS at its meeting of December 16, 2020, Council of the Corporation of the Township of Essa passed resolution CW164-2019 to approve the Drinking Water and Wastewater System Rate Report as prepared by Sharratt Water Management Ltd and in effect authorized a rate increase effective January 1, 2021 for 2021, January 1, 2022 for 2022, January 1, 2023 for 2023, January 1, 2024 for 2024, January 1, 2025 for 2025;

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby enacts as follows:

1. That Schedule "A" attached hereto sets out the fees for 2021, 2022, 2023, 2024 and 2025 for water and sewer services and forms part of this By-law.
2. That By-law 2019-18 be and is hereby repealed.
3. That this By-law shall come into force and take effect on the 17th day of February, 2021.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 17th day of February, 2021.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

**BY-LAW 2021 – 07
SCHEDULE “A”**

WATER AND SEWER FEES

WATER FEES

WATER SERVICE RATES

		2021	2022	2023	2024	2025
Fixed Part – Per Annum						
• 5/8"	\$65.21	\$65.41	\$65.60	\$66.15	\$67.66	
• 1"	\$91.29	\$91.57	\$91.84	\$92.62	\$94.72	
• 1.5"	\$117.37	\$117.73	\$118.09	\$119.08	\$121.78	
• 2"	\$189.10	\$189.68	\$190.25	\$191.85	\$196.20	
• 3"	\$717.26	\$719.45	\$721.63	\$727.69	\$744.21	
Volumetric						
• per m ³	\$1.47	\$1.48	\$1.51	\$1.53	\$1.58	
Minimum Monthly Consumption – used for billing purposes where there is no meter read, no historical consumption or an inaccurate meter read is reported.		Residential = 20 m ³ Commercial (small user) ¹ = 100 m ³ Commercial (large user) ² = 400 m ³				
Flat rate <u>monthly</u> charge for all unmetered accounts will be a minimum of:		per Month				
• residential		\$ 50.00				
• commercial		\$100.00				
• industrial		\$100.00				
• institutional		\$100.00				
Service Rates for water used from hydrants	2021	2022	2023	2024	2025	
• Fire Department	No charge	No charge	No charge	No charge	No Charge	
• Other Municipal Departments	No charge	No charge	No charge	No charge	No Charge	
• Other users per m ³	\$1.47	\$1.48	\$1.51	\$1.53	\$1.58	
Service Rates for Construction Water Effective July 1, 2002, the following monthly rates will apply using approximate average day consumption figures of 15 m ³ /month:						
• Single Family Dwelling (detached or semi-detached) in a subdivision		\$50.00 per dwelling				
• Single Family Dwelling outside of subdivision		\$50.00 per dwelling				
• Duplex, Triplex, Fourplex, Sixplex and Townhouses		\$40.00 per unit				
• Apartment Buildings		\$30.00 per suite				
• Office Buildings		\$50.00 per 100m ² floor area				
Schools, Commercial, Industrial and Institutional Buildings		\$50.00 per 100m ² floor area				
Water and Sewer Confirmation Letter		\$30.00				

Note 1 – Commercial (small user) is a restaurant, school, retail sales outlet, garage, etc.

Note 2 – Commercial (large user) is a laundromat, motel, car wash, beauty salon, etc.

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WATER FEES	
Change of record of Occupancy	\$25.00
Disconnect (maximum 6 months)	\$40.00
Reconnect	\$40.00
Fire Sprinkler	\$330.00 per annum
Water Meter (where the Township provides meter) 5/8" x 3/4" meter (complete with tail pieces and remote reads)	\$150.00
Water Meter removed and reinstallation charges (where owner requests) <ul style="list-style-type: none"> temporary removal charge shall be applied after reinstallation. 	\$75.00
Water Meter testing charge <ul style="list-style-type: none"> deposit required for testing of meter (if meter is found to be defective at no fault to the owner, deposit will be refunded) 	\$75.00
Collection Charge (non-payment of account) <ul style="list-style-type: none"> hand delivery of notice 	\$40.00 per delivery
PENALTY CHARGE	
Penalty charge after due date on all water service rates	5%
CONNECTION FEES	
Water Connection Permits [see By-Laws for other water connection information]	per connection \$75.00

**BY-LAW 2019-18
SCHEDULE "A" Continued**

SEWER FEES	
SEWER SERVICE RATES – SURCHARGE BASED ON WATER CHARGE	
Sewer Service Rate for all properties connected to water, or where a water connection is available.	2021 – 101.0% of the water fixed and volumetric charge
	2022 – 111.0%
	2023 – 118.9%
	2024 – 127.3%
	2025 – 136.3%
SEWER SERVICE RATES – WHERE NO WATER SERVICE IS AVAILABLE	
NOTE: If a water service is available, the sewer service rate as a surcharge of the water charge will apply – see rate above.	
Residential Dwelling units	per unit \$223.00
Schools	
• with gymnasium and showers	per classroom \$264.55
• without gymnasium and showers or with gym no showers	per classroom \$126.58
Restaurants	per seat \$17.16
Taverns, Bars, Cocktail Lounges with limited food	per seat \$17.16
Legion	
• Bar (60 seats)	per seat \$8.40
• Banquet Room (240 seats)	per seat \$2.68
Lions Hall (250 seats)	per seat \$2.68
Motel	
• units without housekeeping facilities	per unit \$118.50
• units with housekeeping facilities	per unit \$176.76
Laundromats	per washer \$270.38
Car Washes	per bay \$113.41
Retail Sales Outlets	each \$223.00
Churches & Meeting Halls	each \$223.00
Garages & Service Stations	each \$223.00
Beauty Salons	per station \$84.38
Other	each \$223.00
PENALTY CHARGE	

9a

SEWER FEES	
Penalty charge after due date on all sewer service rates	5%
CONNECTION FEES	
Sewer Connection Permits	per connection \$75.00

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2021 – 08

Being a By-law to confirm the proceedings of the Council meeting held on the 17th day of February, 2021.

THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ESSA
HEREBY ENACTS AS FOLLOWS:

THAT the action of the Council at its meeting held on the 17th day of February, 2021 and, in respect of each recommendation contained in the Minutes of the Regular Council meeting held on the 3rd day of February, 2021 and the Committee of the Whole meeting held on the 3rd day of February, 2021; and, in respect of each motion, resolution and other action passed and taken by Council at the said meetings, is, except where prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.

THAT the Mayor and the proper officials of the Township of Essa are hereby authorized and directed to do all things necessary to give effect to the said actions or to obtain approvals where required, and to execute all documents as may be necessary in that behalf and the Clerk is hereby authorized and directed to affix the Corporate Seal to all such documents.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 17th day of February, 2021.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk