

**THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING
WEDNESDAY, SEPTEMBER 21, 2022
(To follow Committee of the Whole)**

AGENDA

Members of the public wishing to attend can do so by attending in person to the Council Chambers located in the Administration Centre at 5786 County Road 21, Utopia.

- 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 7th day of September, 2022 be adopted as circulated.*

- 4. CONSENT AGENDA**

Recommendation: *Be it resolved that the items listed in the Consent Agenda dated September 21, 2022 be received for information, and that the necessary actions be taken; and That the correspondence listed under Item B (1) be received and that a letter of support be drafted.*

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

- p. 12 a. **By-law 2022-51 Appointment By-law**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2022-51, that being a By-law to appoint a Secretary-Treasurer to the Committee of Adjustment and to appoint a Zoning Administrator; 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**

12. CONFIRMATION BY-LAW

p. 13 **By-law 2022-52**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2022-52, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 21st day of September, 2022; 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 meeting of Committee of the Whole of the Township of Essa adjourn at _____ p.m. to meet again on the 5th day of October, 2022 at 6:00 p.m.*

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, SEPTEMBER 7, 2022**

MINUTES

A Committee of the Whole meeting was held in-person on Wednesday, September 7, 2022 in the Council Chambers of the Administration Centre, Township of Essa.

In attendance: Mayor Sandie Macdonald
Deputy Mayor, Michael Smith
Councillor Pieter Kiezebrink
Councillor Henry Sander

Regrets: Councillor Ron Henderson

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer
S. Haniff, Senior Planner
M. Mikael, Manager of Public Works
L. Lehr, Manager of Legislative Services

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

a. Presentation – 2020 Asset Management Plan

Michael Mikael, Manager of Public Works
Colleen Healey-Dowdall, Chief Administrative Officer

Colleen Healey-Dowdall, Chief Administrative Officer, opened the presentation by informing all in attendance that municipalities are legislatively required to prepare an Asset Management Plan (AMP) in accordance with provincial regulations. She advised that Essa's AMP was prepared by PSD Citywide using grant money received by the municipality.

The Manager of Public Works provided a brief presentation on Essa's 2020 AMP. He explained that the Plan contains the full financial model for core assets in 2022, and that it meets with the provincial regulations outlined in O. Reg. 588/17.

As future grant funds are not guaranteed to be distributed to municipalities to assist with the on-going and replacement costs of aging infrastructure, and in an effort to avoid large deficits and deteriorating core and non-core assets, the municipality needs to manage its assets in a financially fiscal manner through the implementation of its Asset Management Plan. The Asset Management Plan will allow for the Township of Essa to be sustainable.

Council requested that the recommendations contained in the 2020 AMP be considered by Council in the 2023 Budget Deliberations.

Resolution No: CW087-2022 Moved by: Sander Seconded by: Smith

*Be it resolved that Council accept the 2020 Asset Management Plan as presented by staff; and
That Council defer the recommendations contained within the 2020 Asset Management Plan to the 2023 Budget Deliberations.*

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

- a. **Staff Report PD018-22 submitted by MHBC Planning, re: More Homes for Everyone Act, 2022 Summary Report and Delegation of Site Plan Approval – Bill 109.**

Council supported the chargeback of costs to be billed directly to the applicant for any costs incurred by the Township in utilizing its planning consultants.

Resolution No: CW088-2022 Moved by: Kiezebrink Seconded by: Smith

*Be it resolved that Staff Report PD018-22 be received; and
That Council approve an amendment to By-law 2022-11 to update the Township’s Delegation of Powers and Duties by the Municipality, in order to further delegate site plan approval authority to the Chief Administrative Officer (CAO), or in the CAO’s absence the Manager of Planning and Development, in accordance with section 41 of the Planning Act; and
That the amending By-law as attached be presented to Council during its regular meeting of this date for passage.*

----Carried----

5. PARKS AND RECREATION / COMMUNITY SERVICES

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

- a. **Environmental Compliance Approval from the Ministry of Environment, Conservation and Parks, re: Consolidated Linear Infrastructure Stormwater Management System (Angus).**

Resolution No: CW089-2022 Moved by: Sander Seconded by: Smith

Be it resolved that the Environmental Compliance Approval dated August 31, 2022 from the Ministry of Environment, Conservation and Parks for the Consolidated Linear Infrastructure Stormwater Management System for Angus be received.

----Carried----

8. **FINANCE**

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

- a. **Staff Report C013-22 submitted by the Manager of Legislative Services, re: Draft Terms of Reference and By-law to Establish and Appoint Members to the Joint Compliance Audit Committee.**

Resolution No: CW090-2022 Moved by: Sander Seconded by: Kiezebrink

*Be it resolved that Staff Report C013-22 be received; and
That the draft Terms of Reference and By-law to establish and appoint members to the Joint Compliance Audit Committee be approved as attached; and
That the By-law as attached be presented to Council during its regular meeting of this date for passage.*

----Carried----

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

- a. **Staff Report CAO022- 22 submitted by the Chief Administrative Officer, re: 152 Greenwood Drive – Rezoning of Land to Allow for a School.**

MOTION AS AMENDED

Resolution No: CW091-2022 Moved by: Sander Seconded by: Smith

*Be it resolved that Staff Report CAO22-22 be received; and
That Council approve rezoning 152 Greenwood Drive from Open Space Park (OSP) Zone to Open Space Park Exception Zone to allow for a school use; and
That Council direct the Manager of Parks and Recreation to begin a Public Consultation Program to collect ideas for parks and for consideration / construction beginning in 2023.*

----Carried----

11. **OTHER BUSINESS**

- a. **Extension of Term – Honorary Mayors**

Council unanimously supported an extension of the term for the Honorary Mayors of Essa to August 31, 2023.

- b. **Referral of Item to Police Services Board and Traffic Advisory Committee**

Council supported the request of Deputy Mayor Smith for a referral to the Police Services Board and the Traffic Advisory Committee, in respect of mandating a reduction in speed limits to 50 km/hr where emergency vehicles are on scene. Deputy Mayor Smith will provide Mayor Macdonald with an outline of the request.

c. Garbage Clean-up in Thornton

Councillor Sander advised that the garbage clean-up was a success in Thornton this year. He stated that volunteers noticed a significant decrease in garbage on/around the roads, and attributed this to the new garbage/recycling bins distributed by the County of Simcoe.

12. ADJOURNMENT

Resolution No: CW091-2022 Moved by: Kiezebrink Seconded by: Smith

Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 6:40 p.m., to meet again on the 21st day of September, 2022 at 6:00 p.m.

----Carried-----

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING
WEDNESDAY, SEPTEMBER 7, 2022

MINUTES

The Regular Meeting of Council was held in-person on Wednesday, September 7, 2022 following the Committee of the Whole in the Council Chambers of the Administration Centre, Township of Essa.

In attendance: Mayor Sandie Macdonald
Deputy Mayor, Michael Smith
Councillor Pieter Kiezebrink
Councillor Henry Sander

Regrets: Councillor Ron Henderson

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer
S. Heniff, Senior Planner
M. Mikael, Manager of Public Works
L. Lehr, Manager of Legislative Services

1. OPENING OF MEETING BY THE MAYOR

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

The Clerk informed Council and those in attendance that she had delegated the powers and duties of the Clerk as assigned under s. 228(4) of the Municipal Act, 2001, to the Chief Administrative Officer for the following portion of the meeting:

- A portion of Closed Session Item 11(a);
- Closed Session Item 11(b);
- Closed Session Item 11(c); and,
- The portion of the Regular Council meeting held thereafter.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS

Resolution No: CR144-2022 Moved by: Sander Seconded by: Kiezebrink

*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 29th day of June, 2022 be adopted as circulated; and
That the minutes of the Special meeting held on the 13th day of July, 2022 be adopted as circulated.*

----Carried-----

4. CONSENT AGENDA

Resolution No: CR145-2022 Moved by: Smith Seconded by: Sander

*Be it resolved that the items listed in the Consent Agenda dated September 7, 2022 be received for information; and
That Item A5 be referred to section C of the Consent Agenda for a letter of support to be drafted; and
That Item A20 be referred to section C of the Consent Agenda for a staff report to be brought forward at a future meeting; and
That Item A14 be referred to section C of the Consent Agenda for a staff report to be brought forward of which would outline outstanding items in the development; and
That Item A10 be referred to section C of the Consent Agenda for a staff report to be brought forward of which would provide Council with areas that the Township's Policy may be lacking.*

----Carried-----

5. COMMITTEE REPORTS

a. Essa Public Library Board

Resolution No: CR146-2022 Moved by: Sander Seconded by: Smith

Be it resolved that the minutes of the Essa Public Library Board from their meeting of May 30, 2022 be received.

----Carried-----

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

a. Request to County of Simcoe – Roundabout County Road 56 and 25th Sideroad

Resolution No: CR147-2022 Moved by: Smith Seconded by: Kiezebrink

*WHEREAS the 25th Sideroad is one of the busiest roads in Essa and this local road intersects with a County (regional) Road, County Road 56; and
WHEREAS high volumes of traffic move along both Essa's 25th Sideroad and County Road 56 daily at high speeds; and
WHEREAS many traffic accidents and incidents occur at the intersection of the 25th Sideroad and County Road 56; and
WHEREAS safety is of the utmost concern to the Township, Council and its officials;
NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby moves to request that the County of Simcoe investigate the feasibility and potential of a roundabout at Essa's 25th Sideroad and County Road 56 in an attempt to improve upon safety at this intersection.*

----Carried-----

b. Seniors Housing

Resolution No: CR148-2022 Moved by: Sander Seconded by: Smith

WHEREAS trends show that the percentage of seniors could climb as the population overall ages; and

WHEREAS Council for the Township of Essa recognizes that it is important to ensure that seniors have the services and supports needed to live a good quality of life; and

WHEREAS it is recognized that there is a housing shortage in Ontario, in and around the GTA;

NOW THEREFORE BE IT RESOLVED that Council of the Corporation of the Township of Essa requests that all staff and agencies explore options with the aim to provide affordable housing choices to seniors to bring new homes or units to market as soon as possible.

----Carried-----

c. Notice of Dissolution – Angus Union Cemetery Board

Resolution No: CR149-2022 Moved by: Kiezebrink Seconded by: Sander

WHEREAS the Angus Union Cemetery Board has provided the municipality with correspondence informing Essa Council and staff of their intent to dissolve the board of volunteers on December 31, 2022; and

WHEREAS the Angus Union Cemetery Board passed a motion to dissolve the Board of volunteers at its meeting in October 2021; and

WHEREAS the Angus Union Cemetery Board has informed the Bereavement Authority of Ontario (BAO) of their intention to dissolve and has stated that all maps and files pertaining to the Angus Union Cemetery, including banking information for the Care and Maintenance Trust Fund, would be handed over to the municipality; and

WHEREAS the Angus Union Cemetery Board has informed the municipality that the Care and Maintenance Trust Fund will be paid up to and including December 31, 2022, and numbers totalled for the licensing of the cemetery due in March 2023;

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby receive the correspondence from the Angus Union Cemetery Board dated July 15, 2022, and hereby directs the Manager of Parks and Recreation to provide Council with a report of which is to include information on the transition of ownership of the Angus Union Cemetery to the municipality.

----Carried-----

8. UNFINISHED BUSINESS

9. BY-LAWS

a. By-law 2022-42 Joint Compliance Audit Committee

Resolution No: CR150-2022 Moved by: Smith Seconded by: Sander

Be it resolved that leave be granted to introduce By-law 2022-42, that being a By-law to establish and appoint a joint compliance audit committee; 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 2022-43 Remove Blocks 1, 6 and 7 Plan 51M-1125

Resolution No: CR151-2022 Moved by: Kiezebrink Seconded by: Smith

Be it resolved that leave be granted to introduce By-law 2022-43, that being a By-law to remove Blocks 1, 6 and 7 Plan 51M-1125 from the Part Lot Control Provisions of the Planning Act; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.

----Carried-----

c. By-law 2022-44 Secretary Treasurer and Zoning Administrators

Resolution No: CR152-2022 Moved by: Sander Seconded by: Smith

Be it resolved that leave be granted to introduce By-law 2022-44, that being a By-law to appoint a Secretary-Treasurer to the Committee of Adjustment and to appoint Zoning Administrators; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.

----Carried-----

d. By-law 2022-45 Asset Management Policy

Resolution No: CR153-2022 Moved by: Kiezebrink Seconded by: Sander

Be it resolved that leave be granted to introduce By-law 2022-45, that being a By-law to adopt an asset management policy for the Township of Essa; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.

----Carried-----

e. By-law 2022-46 Certificate of Substantial Completion

Resolution No: CR154-2022 Moved by: Sander Seconded by: Kiezebrink

Be it resolved that leave be granted to introduce By-law 2022-46, that being a By-law to authorize the Issuance of the Certificate of Substantial Completion and Acceptance (Underground Works) Briarwood Angus Subdivision (Woodland Creeks), Registered Plan 51M-1220; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.

----Carried-----

f. By-law 2022-47 Certificate of Maintenance and Final Acceptance

Resolution No: CR155-2022 Moved by: Sander Seconded by: Smith

Be it resolved that leave be granted to introduce By-law 2022-47, that being a By-law to authorize the Issuance of the Certificate of Maintenance and Final Acceptance (Aboveground Works) Greenwood Drive Subdivision (Sapphire Hills Homes Inc.), Registered Plan 51M-1112; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.

----Carried-----

g. By-law 2022-48 Delegate Site Plan Approval Authority

Resolution No: CR156-2022 Moved by: Sander Seconded by: Smith

Be it resolved that leave be granted to introduce By-law 2022-48, that being a By-law to amend By-law 2022-11 to delegate site plan approval authority; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.

----Carried-----

h. By-law 2022-49 Amend Zoning By-law – 152 Greenwood Dr, Angus

Resolution No: CR157-2022 Moved by: Smith Seconded by: Kiezebrink

Be it resolved that leave be granted to introduce By-law 2022-49 as amended, that being a By-law to amend the Township's Zoning By-law 2003-50, as amended, affecting property at 152 Greenwood Drive, East Part Lot 29, Concession 4, Angus; and, that said By-law be read a first, and taken as read a second and third time, and finally passed.

----Carried-----

10. QUESTIONS

a. Procedural Inquiry

Councillor Sander inquired if the Clerk could look into consolidating all By-laws into one motion (similar to the County of Simcoe).

The Clerk responded that she would investigate this procedural request and bring forward a report following the 2022 Election.

11. CLOSED SESSION

The Clerk delegated powers and duties assigned under s.228(4) of the Municipal Act, 2001, to the Chief Administrative Officer. She was only in attendance for apportion of Closed Session Item 11(a).

Resolution No: CR158-2022 Moved by: Sander Seconded by: Smith

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

- *Personal Matters about an Identifiable Individual [Municipal Act, s.239(2)(b)]*
- *Labour Relations or Employee Negotiations [Municipal Act, s.239(2)(d)]*
- *Advice Subject to Solicitor-Client Privilege [Municipal Act, s.239(2)(f)]*

----Carried-----

Council proceeded into Closed Session Deliberations at 7:16 pm.

Motion to Rise and Report from Closed Session Meeting of September 7, 2022.

Resolution No: CR159-2022 Moved by: Sander Seconded by: Kiezebrink

Be it resolved that Council rise and report from the Closed Session Meeting at 8:38 p.m.
----Carried-----

- a. **PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL [s.239(2)(b)]
LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS [s.239(2)(d)]
Verbal Report from the Chief Administrative Officer, re: Staffing Issues.**

Resolution No: CR160-2022 Moved by: Kiezebrink Seconded by: Smith

*Be it resolved that the verbal report from the Chief Administrative Officer be received; and
That the Chief Administrative Officer proceed as directed by Council.*
----Carried-----

- b. **PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL [s.239(2)(b)]
LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS [s.239(2)(d)]
ADVICE SUBJECT TO SOLICITOR-CLIENT PRIVILEGE [s.239(2)(f)]
Confidential Staff Report CAO024-22, re: Staffing.**

Resolution No: CR161-2022 Moved by: Smith Seconded by: Kiezebrink

*Be it resolved that Confidential Staff Report CAO024-22 be received; and
That Council authorize the Chief Administrative Officer to proceed with Option No. 3 as contained in this Report and as amended.*
----Carried-----

- c. **LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS [s.239(2)(d)]
Confidential Staff Report CAO023-22, re: Staffing.**

Resolution No: CR162-2022 Moved by: Smith Seconded by: Sander

*Be it resolved that Confidential Staff Report CAO023-22 be received; and
That Council authorize the Chief Administrative Officer to proceed with Option Nos 1 b), 2, 3, and 5 as contained in this Report and as directed by Council.*
----Carried-----

12. CONFIRMATION BY-LAW

By-law 2022-50

Resolution No: CR163-2022 Moved by: Kiezebrink Seconded by: Smith

Be it resolved that leave be granted to introduce By-law 2022-50, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 7th day of September, 2022; 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: CR164-2022 Moved by: Smith Seconded by: Kiezebrink

Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 8:42 p.m. to meet again on the 21st day of September, 2022 at 6:00 p.m.

----Carried-----

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

THE CORPORATION OF THE TOWNSHIP OF ESSA

9a

BY-LAW 2022 - 51

Being a By-law to appoint a Secretary-Treasurer to the Committee of Adjustment and to appoint a Zoning Administrator.

WHEREAS Section 44(8) of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, states that the Council of each municipality may appoint a Secretary-Treasurer in the conduct of Committee of Adjustment matters in following out functions outlined within Section 44(11)(10); and

WHEREAS Section 34(1) of the *Planning Act*, R.S.O. 1990, C. P.13, as amended, states that the Council of each municipality may pass a zoning by-law to restrict the use of land or to prohibit the use of land except for such purposes as may be set out in the by-law; and

WHEREAS Council of the Township of Essa deems it advisable to appoint a Secretary-Treasurer to the Committee of Adjustment as is necessary for the purposes of the said Act; and

WHEREAS the Council of The Township of Essa deems it advisable to appoint a zoning administrator as is necessary for the purposes of the enforcement of said Act;

NOW THEREFORE the Council of the Corporation of the Township of Essa enacts as follows:

1. That Oliver Ward be and is hereby appointed as Secretary-Treasurer to the Township of Essa's Committee of Adjustment, for the period during which he is an employee of the municipality.
2. That Oliver Ward be and is hereby appointed to the position of zoning administrator of the Corporation of the Township of Essa for the period during which he is an employee of the municipality.
3. That the said appointment shall become effective immediately.
4. That this By-law shall come into force and effect on the day it is finally passed.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 21st day of September, 2022.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

12

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2022 – 52

Being a By-law to confirm the proceedings of the Council meeting held on the 21st day of September, 2022.

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 21st day of September, 2022 and, in respect of each recommendation contained in the Minutes of the Regular Council meeting held on the 7th day of September, 2022 and the Committee of the Whole meeting held on the 7th day of September, 2022; 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 21st day of September, 2022.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services