

THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE

WEDNESDAY, MARCH 25, 2020  
6:00 p.m.

MINUTES

A Committee of the Whole meeting was held on Wednesday, March 25, 2020 in the Council Chambers of the Administration Centre, Township of Essa.

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

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer  
C. Ross Tustin, Fire Chief  
L. Lehr, Clerk

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

Mayor Macdonald opened the meeting at 6:01 p.m.

2. **DISCLOSURE OF PECUNIARY INTEREST**

Deputy Mayor Smith declared an indirect interest on Item 9(b) as he has an active fill permit.

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

**STAFF REPORTS**

4. **PLANNING AND DEVELOPMENT**

- a. **Staff Report PD009-20 submitted by the Manager of Planning and Development, re: Proposed Housekeeping Amendments to Township of Essa's Zoning By-law.**

**Resolution No: CW037-2020 Moved by: Henderson Seconded by: Sander**

*Be it resolved that Staff Report PD009-20 be received; and  
That Council consider adopting a Zoning By-law Amendment to authorize updates to the Township's Zoning By-law affecting lands as detailed in and attached to this Report, following the Township's Public Meeting of March 4, 2020; and  
That the appropriate By-law be brought forward for Council's consideration in its Regular Meeting of this date.*

---Carried---

- b. Staff Report PD010-20 submitted by the Manager of Planning and Development, re: SanDiego Homes Inc. Subdivision Agreement Amendment No. 1.**

**Resolution No: CW038-2020 Moved by: Smith Seconded by: Henderson**

*Be it resolved that Staff Report PD010-20 be received; and  
That Council consider entering into an Amending Agreement, "Subdivision Agreement Amendment No. 1", to the October 16, 2017 SanDiego Homes Inc. Subdivision Agreement; and  
That the appropriate By-law for execution of said Amendment No. 1 be presented to Council for its consideration at a future meeting.*

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

- c. Staff Report PD011-20 submitted by the Manager of Planning and Development, re: Request for Council Endorsement to the Healthy Community Committee's Request of the NVCA to Support the EcoPark located in LeClair Park.**

**Resolution No: CW039-2020 Moved by: Smith Seconded by: Henderson**

*Be it resolved that Staff Report PD011-20 be received; and  
That Council endorse the Healthy Community Committee's request to the NVCA, to support the EcoPark located in the Township's LeClair Park.*

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

- d. Staff Report PD012-20 submitted by the Manager of Planning and Development, re: Site Plan Approval – 7511 9<sup>th</sup> Line, Essa, to Allow an "Event Facility".**

**Resolution No: CW040-2020 Moved by: Sander Seconded by: Henderson**

*Be it resolved that Staff Report PD012-20 be received; and  
That Council consider entering into a Site Plan Control Agreement, for the property at 7511 9<sup>th</sup> Line, Essa, with David Langford and Michelle Langford, to allow for an "Event Facility" to be located on this property; and  
That a By-law be presented to Council for its consideration in its Regular Meeting of this date.*

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

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

- a. **Staff Report PR005-20 submitted by the Manager of Parks and Recreation, re: Nottawasaga Pines Secondary School Graduation.**

**MOTION AS AMENDED:**

**Resolution No: CW041-2020 Moved by: Sander Seconded by: Henderson**

*Be it resolved that Staff Report PR005-20 be received; and  
That Nottawasaga Pines Secondary School be directed to pay \$929.04 for the rental  
for Commencement.*

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

- b. **Staff Report PR006-20 submitted by the Manager of Parks and Recreation, re: Fundraiser Event – Angus Arena.**

**MOTION AS AMENDED:**

**Resolution No: CW042-2020 Moved by: Smith Seconded by: Henderson**

*Be it resolved that Staff Report PR006-20 be received; and  
That Council authorize staff to waive all fees associated with this rental, at a cost to  
the municipality.*

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

**6. FIRE AND EMERGENCY SERVICES**

**7. PUBLIC WORKS**

- a. **Correspondence submitted by Ontario Clean Water Agency (OCWA), re: Schedule 22 Summary Reports (2019) and Section 11 Annual Reports (2019) for the Angus, Baxter and Thornton Drinking Water Systems.**

**Resolution No: CW043-2020 Moved by: Sander Seconded by: Smith**

*Be it resolved that the 2019 Schedule 22 Summary Reports and the 2019 Section 11 Annual Reports from the Ontario Clean Water Agency for the Angus, Baxter and Thornton Drinking Water Systems be received; and  
That a notice be posted on the Township's website stating that the 2019 Summary Reports are available for inspection at the Administration Centre or on the Township website by any member of the public during normal business hours, at no charge.*

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

**8. FINANCE**

**a. Reduction in Securities – Nottawasaga Village (Stonemount) Subdivision Phase 3.**

**Resolution No: CW044-2020 Moved by: Henderson Seconded by: Sander**

*Be it resolved that Council approve the reduction in securities relating to Nottawasaga Village (Stonemount) Subdivision for Phase 3, as recommended by the Township Engineer as follows:*

<i>Current Securities Held by Township of Essa:</i>	<i>\$316,844.80</i>
<i>LESS AECOM's Recommended Reduction:</i>	<i>\$220,377.62</i>
<i>Securities to be Retained by Township of Essa:</i>	<i>\$96,467.18</i>

*And,*

*That this approval is conditional upon the Developer providing the Municipality with a Statutory Declaration indicating that all accounts have been paid in full, including all of the Township's legal and engineering costs.*

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

**b. Reduction in Securities – Nottawasaga Village (Stonemount) Subdivision Block 12.**

**Resolution No: CW045-2020 Moved by: Henderson Seconded by: Smith**

*Be it resolved that Council approve the reduction in securities relating to Nottawasaga Village (Stonemount) Subdivision for Block 12, as recommended by the Township Engineer as follows:*

<i>Current Securities Held by Township of Essa:</i>	<i>\$73,459.23</i>
<i>LESS AECOM's Recommended Reduction:</i>	<i>\$50,894.79</i>
<i>Securities to be Retained by Township of Essa:</i>	<i>\$22,564.44</i>

*And,*

*That this approval is conditional upon the Developer providing the Municipality with a Statutory Declaration indicating that all accounts have been paid in full, including all of the Township's legal and engineering costs.*

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

**c. Reduction in Securities – Nottawasaga Village (Stonemount) Subdivision Block 124/125.**

**Resolution No: CW046-2020 Moved by: Sander Seconded by: Henderson**

*Be it resolved that Council approve the reduction in securities relating to Nottawasaga Village (Stonemount) Subdivision Block 124/125, as recommended by the Township Engineer as follows:*

<i>Current Securities Held by Township of Essa:</i>	<i>\$719,032.43</i>
<i>LESS AECOM's Recommended Reduction:</i>	<i>\$616,964.90</i>
<i>Securities to be Retained by Township of Essa:</i>	<i>\$102,067.53</i>

And,

*That this approval is conditional upon the Developer providing the Municipality with a Statutory Declaration indicating that all accounts have been paid in full, including all of the Township's legal and engineering costs.*

----Carried----

**d. Reduction in Securities – Sapphire Hills Homes (Greenwood Drive) Subdivision.**

**Resolution No: CW047-2020 Moved by: Smith Seconded by: Henderson**

*Be it resolved that Council approve the reduction in securities relating to Sapphire Hills Homes (Greenwood Drive) Subdivision, as recommended by the Township Engineer as follows:*

<i>Current Securities Held by Township of Essa:</i>	<i>\$1,840,664.43</i>
<i>LESS AECOM's Recommended Reduction:</i>	<i>\$1,633,978.37</i>
<i>Securities to be Retained by Township of Essa:</i>	<i>\$206,686.06</i>

And,

*That this approval is conditional upon the Developer providing the Municipality with a Statutory Declaration indicating that all accounts have been paid in full, including all of the Township's legal and engineering costs.*

----Carried----

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

**a. Staff Report C009-20 submitted by the Clerk, re: Pregnancy and Parental Leave – Council Policy.**

**Resolution No: CW048-2020 Moved by: White Seconded by: Sander**

*Be it resolved that Staff Report C009-20 be received; and That Council approve the Draft "Pregnancy and Parental Leave – Council Policy", as attached.*

----Carried----

Deputy Mayor Smith declared an indirect interest on Item 9(b) as he has an active fill permit. He vacated Council Chambers for this portion of the meeting, and did not participate in any discussion or vote on the Item.

**b. Staff Report C010-20 submitted by the Clerk, re: Fees and Charges By-law 2013-28 – Proposed Amendments.**

**Resolution No: CW049-2020 Moved by: White Seconded by: Sander**

*Be it resolved that Staff Report C010-20 be received; and*

*That Council approve the proposed amendments to the Fees and Charges By-law 2013-28; and  
That the appropriate amending By-law be brought forward for Council's consideration in its Regular Meeting of this date.*

-----Carried-----

Deputy Mayor Smith resumed his seat.

- c. Staff Report C011-20 submitted by the Deputy Clerk, re: Matthews House Hospice Request – Polo for Hospice.**

**Resolution No: CW050-2020 Moved by: Henderson Seconded by: Smith**

*Be it resolved that Staff Report C011-20 be received; and  
That Council approve the request of Matthews Hospice House by naming their event "Polo for Hospice" as a municipally significant event; and  
That the Clerk be authorized to send a letter designating the event as municipally significant.*

-----Carried-----

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

**11. OTHER BUSINESS**

- a. Tri Municipal Policing Agreement - Nottawasaga OPP Contract**

The Chief Administrative Officer informed Council that the Nottawasaga OPP Contract is set to expire on June 30, 2020. Council unanimously agreed to a six month extension on this Contract. The Chief Administrative Officer will bring a report forward at the next meeting of Council.

- b. State of Emergency – Process for Declaring**

The Fire Chief was in attendance to provide Council with information in respect of declaring an emergency in the Township of Essa and outlined the process required when declaring. She outlined the pros and cons associated with declaring a State of Emergency.

- c. COVID-19 Financial Relief to Residents, re: Unpaid 2020 Property Tax Water/Sewer Bills**

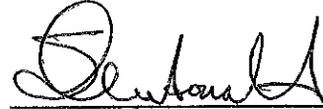
Council directed the Clerk to bring a Resolution forward in its Regular Council meeting of this date, to provide financial relief to Essa residents for penalty/interest charges on unpaid 2020 property taxes and water/sewer bills from April 1, 2020 to June 30, 2020. This relief does not apply to outstanding arrears from prior years. Council requested that the Manager of Finance report back to them prior to the June instalment date.

12. ADJOURNMENT

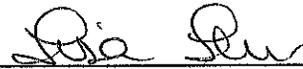
Resolution No: CW051-2020 Moved by: Smith      Seconded by: White

*Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 7:46 p.m. to meet again on the 1<sup>st</sup> day of April, 2020 at 6:00 p.m.*

----Carried-----



Sandie Macdonald, Mayor



Lisa Lehr, Clerk