

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

**WEDNESDAY, APRIL 3, 2019  
6:00 p.m.**

**MINUTES**

A Committee of the Whole meeting was held on Wednesday, April 3, 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  
C. Traynor-Richter, Manager of Finance  
D. Perreault, Manager of Public Works  
D. Brooks, Chief Building Official  
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**

None declared.

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

**a. Presentation**

Re: Essa Eagles – Atom Division OMHA Champions

Council extended congratulations to the Essa Eagles Atom Division for winning their third consecutive OMHA Championship in the Atom Division and presented the team with a plaque in recognition of their achievement. Additionally, Council extended sincere thanks to the coaches and volunteers that have provided ongoing assistance to the team.

**b. Delegation – Ted Konewka**

Re: Protecting our Bridge at the 5<sup>th</sup> Line of Essa Township

Ted Konewka provided Council with a brief description of damage being caused to the 5<sup>th</sup> Line Bridge as a result of logs/trees floating down the river into the bridge. Mr. Konewka proposed that he could remove the logs and prevent further damage to the bridge.

Council thanked Mr. Konewka for his presentation and requested that the Chief Administrative Officer and the Manager of Public Works investigate the concept.

**c. Presentation – Delanie Wilson**

Re: Successful Completion – Large Buildings Qualification Exam

Council and the Chief Administrative Officer extended congratulations to Delanie Wilson, Building Inspector, on the successful completion of her Large Buildings Qualification.

**d. Public Meeting**

Re: Proposed Zoning By-law Amendment (No. Z8/18) - 7546 County Road 27, Thornton

See separate set of minutes.

**STAFF REPORT**

**4. PLANNING AND DEVELOPMENT**

**a. Staff Report PD023-19 submitted by the CAO/Manager of Planning and Development, re: Former Tree Seed Plant, Angus.**

**Resolution No: CW063-2019 Moved by: Henderson Seconded by: White**

*Be it resolved that Staff Report PD023-19 be received; and  
That Council does approve adding the Tree Seed Plant facility in Angus to its cultural heritage registry contained in the Official Plan for the Municipality, and, in particular, list and map those areas which contain the most significant of resources; and  
That Council does authorize staff to request that the Province dispose of the Tree Seed Plant lands in a manner not involving a transfer based on current market value; and  
That Council does approve supporting bids for the lands from other public agencies or organizations as more information becomes available.*

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

**b. Staff Report PD024-19 submitted by the Manager of Planning and Development, re: Roth (B8/18) – Part Lot 31, Concession 3.**

**Resolution No: CW064-2019 Moved by: White Seconded by: Smith**

*Be it resolved that Staff Report PD024-19 be received; and  
That Council does approve the following:*

- (a) Providing notice concerning the sale of surplus land known as Block 66, 51M-1129 as per its direction of July 4, 2018 and adopting the appropriate By-law; and*
- (b) Adopting a By-law to lift a 0.3 m reserve along Bank Street in Angus to allow access to lands at Part Lot 31, Concession 3, 35 Centre Street; and*
- (c) Adopting a By-law to authorize the Mayor and Clerk to enter into a Development Agreement to guide the creation of 3 lots.*

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

- c. **Staff Report PD025-19 submitted by the Manager of Planning and Development, re: Schwartz ZBA Z6/18 – 5616 County Road 27.**

**Resolution No: CW065-2019 Moved by: Sander Seconded by: Smith**

*Be it resolved that Staff Report PD025-19 be received; and  
That Council does approve adopting a Temporary Use Zoning By-law Amendment to authorize a garden suite on Part Lot 6, Concession 11, 5616 County Road 27 for a period of 20 years or as authorized under the Planning Act and authorize the Mayor and Clerk to enter into a Development Agreement concerning the terms of their permission.*

----Carried----

- d. **Staff Report PD026-19 submitted by the Manager of Planning and Development, re: Emms ZBA Z3/19 – 7994 9<sup>th</sup> Line.**

**Resolution No: CW066-2019 Moved by: Sander Seconded by: Henderson**

*Be it resolved that Staff Report PD026-19 be received; and  
That Council does approve adopting a Temporary Use Zoning By-law Amendment to authorize a second dwelling on Part Lot 25, Concession 8, 7994 9<sup>th</sup> Line for a period of 20 years or as authorized under the Planning Act and authorize the Mayor and Clerk to enter into a Development Agreement concerning the terms of their permission.*

----Carried----

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

**6. FIRE AND EMERGENCY SERVICES**

- a. **Staff Report FD001-19 submitted by the Fire Chief, re: Recommended Changes to Burn Permit Fees.**

**Resolution No: CW067-2019 Moved by: Smith Seconded by: White**

*Be it resolved that Staff Report FD001-19 be received; and  
That Council does support the fee increase as outlined in the Staff Report; and  
That Staff be authorized to schedule a Public Meeting.*

----Carried----

**7. PUBLIC WORKS**

- a. **Summary of Results – Q-19-02 Dust Suppressant.**

**Resolution No: CW068-2019 Moved by: Henderson Seconded by: White**

*Be it resolved that the summary of results for Dust Suppressant Tender Q-19-02 be received; and*

*That the tender as submitted by Den-Mar Brines for the supply and application of 300,000 litres by weight of Liquid Calcium Chloride 18%, at a unit cost of \$.095 per litre, and a total price excluding taxes of \$28,500.00, be accepted as per Township specifications, contingent upon satisfactory confirmation of liability insurance and W.S.I.B. coverage; and*

*That the Manager of Public Works be authorized to arrange for the necessary work to be completed.*

----Carried----

**b. Summary of Results – 2019 Street Sweeping.**

**Resolution No: CW069-2019 Moved by: Smith Seconded by: Sander**

*Be it resolved that the summary of results for the 2019 Street Sweeping Tender be received; and*

*That the quotation as submitted by Glen's Sweeping Ltd. in the amount of \$33,100.00 (plus H.S.T.), be accepted as per Township specifications, contingent upon satisfactory confirmation of liability insurance and W.S.I.B. coverage; and  
That the Manager of Public Works be authorized to arrange for the necessary works to be completed.*

----Carried----

**8. FINANCE**

**a. Staff Report TR008-19 submitted by the Tax Collector, re: Request to Write-Off/Adjust 2018 Taxes.**

**Resolution No: CW070-2019 Moved by: Smith Seconded by: Henderson**

*Be it resolved that Staff Report TR008-19 be received; and*

*That the Tax Collector be authorized to adjust taxes on the accounts listed on Schedule "A" of this Report.*

----Carried----

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

**a. Staff Report C016-19 submitted by the Clerk, re: Proposed Amendments to Canine Control By-law 2006-18.**

**Resolution No: CW071-2019 Moved by: White Seconded by: Sander**

*Be it resolved that Staff Report C016-19 be received; and*

*That Council does not approve an amendment to the Township's Canine Control By-law 2006-18.*

----Carried----

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

**a. Summary of Results – Portable Toilet Tender 2019.**

Council requested that the Chief Administrative Officer implement the following in future tenders for Portable Toilets:

- To be installed May 1<sup>st</sup> each calendar year
- A minimum of one accessible unit should be considered for each location

**Resolution No: CW072-2019 Moved by: Henderson Seconded by: Smith**

*Be it resolved that the summary of results for the Portable Toilet Tender 2019 be received; and*

*That the tender as submitted by Jenco Equipment Inc. be accepted as per Township specifications, at a cost of \$90.00 per unit/month, \$80.00 per unit for Special Events, and \$20.00 per unit for extra service on weekdays only; and*

*That the Working Facilities Manager/Parks Supervisor be authorized to hire Jenco Equipment Inc. to provide portable toilets and monthly service for the units at parks in Essa Township, contingent upon Jenco staking the units down in order to eliminate tipping of the units, satisfactory weekly maintenance and extra services as required of the units.*

----Carried----

**b. Summary of Results – 2019-2022 Grass Cutting and Trimming Tender.**

Council requested that a report be brought forward at a future meeting to examine the cost-effectiveness of this service being performed internally.

**Resolution No: CW073-2019 Moved by: Smith Seconded by: Henderson**

*Be it resolved that the summary of results for the 2019-2022 Grass Cutting and Trimming Tender be received; and*

*That the tender as submitted by The Ground Guys, at a cost of \$59,955.54 (excluding H.S.T.) for the 2019-2022 term be accepted as per Township specifications, contingent upon satisfactory confirmation of liability insurance and W.S.I.B. coverage being provided to the municipality; and*

*That the Working Facilities Manager/Parks Supervisor be authorized to hire the Grounds Guys to provide grass cutting and trimming for the parks in Essa Township.*

----Carried----

**c. Summary of Results – 2019 Storage Building Baxter Quotes.**

**Resolution No: CW074-2019 Moved by: Sander Seconded by: Smith**

*Be it resolved that the summary of results for quotations on the 2019 Baxter Storage Building be received; and*

*That the quote as submitted by Dave Doucette Construction in the amount of \$7,887.40 (including H.S.T.) be accepted as per Township specifications, contingent upon satisfactory confirmation of liability insurance and W.S.I.B. coverage being provided to the municipality; and*

*That the Working Facilities Manager/Parks Supervisor be authorized to hire Dave Doucette Construction to provide a storage building for the park in Baxter, in accordance with the specifications required and all applicable Township By-laws and Provincial legislation.*

----Carried----

## 11. OTHER BUSINESS

### **Museum on the Boyne – Request from Town of New Tecumseth**

Councillor Henderson informed Council that Joan Truax had expressed interest in sitting on this Committee. The Clerk's Department was requested to bring a recommendation forward at the next meeting of Council.

### **Resident's Request for Signalized Crosswalk on County Road 21 in Thornton**

Council requested that the Chief Administrative Officer provide a report to Council for their consideration at a future meeting respecting the options for, and costs associated with, a Signalized Crosswalk on County Road 21 in Thornton, specifically in front of the trail entrances.

### **Organizational Review**

Council requested that the Chief Administration Officer bring a report forward at a future meeting outlining options available for an organizational review.

## 12. ADJOURNMENT

**Resolution No: CW075-2019 Moved by: Smith      Seconded by: Sander**

*Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 7:30 p.m. to meet again on the 17<sup>th</sup> day of April, 2019 at 6:00 p.m.*

----Carried----



Sandie Macdonald, Mayor



Lisa Lehr, Clerk