

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

**WEDNESDAY, FEBRUARY 19, 2020  
6:00 p.m.**

**MINUTES**

A Committee of the Whole meeting was held on Wednesday, February 19, 2020 in the Council Chambers of the Administration Centre, Township of Essa.

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

Regrets: Deputy Mayor Michael Smith

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer  
B. Morrison, Manager of Public Works  
J. Coleman, Manager of Parks and Recreation  
C. Traynor-Richter, Manager of Finance  
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. Delegation – June Little Hamelin and Mark Hill**

RE: Sewage Treatment and Disposal Class EA

June Little Hamelin and Mark Hill were in attendance to provide Council with an overview of concerns collected from the residents of Baxter in respect of Brookfield's Sewage Treatment and Disposal Class EA. The concerns were summarized briefly as historical, aesthetic, environmental, growth, and financial costs. They requested clarification to be provided to the residents in respect of road/shoulder/ditch repairs caused by truck traffic, intersection improvements at Denney Drive and Murphy Road, park relocation, security deposits collected by the municipality, stabilization of site while the EA process advances, and steps to be taken to make the current site safe. They concluded by stating that the residents would prefer the approved solution of a pumping station as was approved in the 2012 EA, and that they supported the recommendation contained in Staff Report CAO006-20.

Mayor Macdonald thanked Mark and June for their presentation.

- b. Delegation – Rayna Thompson and David Murphy - Brookfield  
Mike Jones - Azimuth Environmental Consulting Inc.  
RE: Sewage Treatment and Disposal Class EA**

Rayna Thompson and David Murphy from Brookfield Residential were in attendance to provide Council and members of the public with an overview of the Sewage Treatment and Disposal Class EA for the Marshall Subdivision in Baxter. They stated that Brookfield is currently the sole proponent for the EA. They explained that co-proponents help to steer the process, and that it is commonplace for the developer to bear the costs. The Environmental Assessment will evaluate all concerns that were identified by members of the public. They communicated that the reason for the proposed change from a forcemain to a sewage treatment facility and the need for a new Environmental Assessment to be conducted is to address comments and concerns that were raised by Ainley and OCWA regarding operations and maintenance. The EA process will evaluate all concerns.

Council thanked Brookfield Residential for the presentation.

Mayor Macdonald stated that no decision has been made in respect of this matter, and that Staff will be preparing a report for Council's consideration at a future meeting.

## **STAFF REPORTS**

### **4. PLANNING AND DEVELOPMENT**

- a. Staff Report PD008-20 submitted by the Manager of Planning and Development, re: Rural Economic Development Program.**

**Resolution No: CW023-2020 Moved by: Sander Seconded by: Henderson**

*Be it resolved that Staff Report PD008-20 be received; and  
That Council authorize the Manager of Planning and Development and the Manager of Parks and Recreation to allocate program funding in accordance with the RED Program through the 2021 Budget Process for their respective Department Budgets.*

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

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

### **6. FIRE AND EMERGENCY SERVICES**

### **7. PUBLIC WORKS**

### **8. FINANCE**

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

- a. Staff Report C005-20 submitted by the Deputy Clerk, re: 2020 General Assistance Grants.**

**Resolution No: CW024-2020 Moved by: Sander Seconded by: White**

*Be it resolved that Staff Report C005-20 be received; and  
That Council approve the attached recommendations for the 2020 General Assistance Grants.*

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

- b. Staff Report C006-20 submitted by the Clerk, re: Proposed Amendments to Fees and Charges By-law 2013-28.**

**Resolution No: CW025-2020 Moved by: White Seconded by: Henderson**

*Be it resolved that Staff Report C006-20 be received; and  
That Council authorize staff to proceed with a Public Meeting.*

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

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

- a. Staff Report CAO010-20 submitted by the Chief Administrative Officer, re: Stand-by Policy.**

**Resolution No: CW026-2020 Moved by: Henderson Seconded by: White**

*Be it resolved that Staff Report CAO010-20 be received; and  
That Council approve adopting the new Stand-by Policy as attached, to ensure coverage in parks and roads and concerning public works between April 15<sup>th</sup> and November 15<sup>th</sup>, in an effort to ensure fair and consistent coverage in the event of a minor or major emergency.*

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

- b. Staff Report CAO011-20 submitted by the Chief Administrative Officer, re: Lunch and Learn Program.**

**Resolution No: CW027-2020 Moved by: Sander Seconded by: White**

*Be it resolved that Staff Report CAO011-20 be received; and  
That Council approve the Chief Administrative Officer to create a staff Lunch and Learn Program, with pizza to be brought in at a cost to the Township, for staff who would like to participate, at a cost of \$250.00 per year.*

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

- c. **Staff Report CAO012-20 submitted by the Chief Administrative Officer,  
re: Brookfield Water, Cost of Review and Design.**

Motion as Amended:

**Resolution No: CW028-2020 Moved by: Sander Seconded by: White**

*Be it resolved that Staff Report CAO012-20 be received; and  
That the developer be directed to pay the associated fees for the engineers.*

----Carried-----

- d. **Staff Report CAO014-20 submitted by the Chief Administrative Officer,  
re: Corporate Policies and Procedures.**

Motion as Amended:

**Resolution No: CW029-2020 Moved by: White Seconded by: Sander**

*Be it resolved that Staff Report CAO014-20 be received; and  
That Council's consideration on the matter be deferred until a further report is brought  
forward at a future meeting.*

----Carried-----

## 11. OTHER BUSINESS

- a. **Update of SWIFT Broadband Internet Initiative**

The Clerk and Chief Administrative Officer provided Council with an update on the SWIFT Broadband Internet Initiative advising that SWIFT was currently drafting an RFP for Simcoe County municipalities for submission to the provincial and federal governments for funding. Staff will keep Council updated on the status of this initiative.

- b. **Request for Written Process – Commemorative Benches**

Council supported the request of Mayor Macdonald for a written process to be implemented for requests made in respect of the installation of commemorative benches.

- c. **Curling Bonspiels**

Council was instructed to confirm attendance with the Chief Administrative Officer for attendance at the upcoming Curling Bonspiels (March 4, 2020 and March 27, 2020).

- d. **Resignation of the Manager of Public Works**

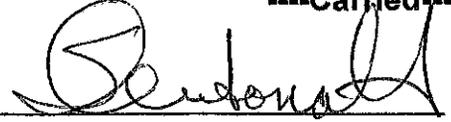
Council thanked Bob Morrison for his 19 years of dedicated service to the municipality.

**12. ADJOURNMENT**

**Resolution No: CW030-2020 Moved by: Sander      Seconded by: Henderson**

*Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 7:32 p.m. to meet again on the 4<sup>th</sup> day of March, 2020 at 6:00 p.m.*

-----Carried-----



Sandie Macdonald, Mayor



Lisa Lehr, Clerk