

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

**WEDNESDAY, SEPTEMBER 2, 2020  
6:00 p.m.**

**MINUTES**

A Committee of the Whole meeting was held on Wednesday, September 2, 2020 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  
A. Powell, Manager of Planning and Development (electronic)  
M. Mikael, Manager of Public Works (electronic)  
J. Coleman, Manager of Parks and Recreation (electronic)  
R. Rosilius, Deputy Treasurer (electronic)  
K. Pascoe, Deputy Clerk

**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**

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

- a. **Staff Report PR011-20 submitted by the Manager of Parks and Recreation, re: Thornton Arena Refrigeration Plant.**

**Resolution No: CW112-2020 Moved by: Smith      Seconded by: Sander**

*Be it resolved that Staff Report PR011-20 be received; and  
That Council authorize the Manager of Parks and Recreation to immediately proceed with the removal of the failed shell and tube chiller at the Thornton Arena, and replace it with an efficient, low charge plate and frame chiller from Berg Chilling Systems at a cost of \$89,500.00 plus H.S.T to the Township to come from special project reserves; and to seek out all possible avenues for funding.*

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

**6. FIRE AND EMERGENCY SERVICES**

**7. PUBLIC WORKS**

- a. **Staff Report PW013-20 submitted by the Manager of Public Works, re: Suggested amendments to By-law 98-81, being a By-law for erection of stop signs.**

**MOTION AS AMENDED:**

**Resolution No: CW113-2020 Moved by: White Seconded by: Smith**

*Be it resolved that Staff Report PW013-20 be received; and  
That Council approve that Schedule "A" to By-law 98-81, concerning stop signs be amended to include stop signs as set out in this Report with respect to the Transport Canada Rail Safety – Crossing Inspection Report (Ref#:7039650); and that new stop signs be placed where required by Transport Canada in order to comply with their standards; and  
That the MP be consulted to inquire as to if an exception could be made along this railway where trains are infrequent.*

**---Carried---**

- b. **Staff Report PW014-20 submitted by the Manager of Public Works, re: Winter Sand Tender.**

**Resolution No: CW114-2020 Moved by: White Seconded by: Sander**

*Be it resolved that Staff Report PW014-20 be received; and  
That Council approve the tender received from JOHN EEK & SON LTD. for the purchase, mixing and stacking of winter sand in the amount of \$153,790.00 plus H.S.T as per the Township specifications.*

**---Carried---**

- c. **Staff Report PW015-20 submitted by the Manager of Public Works, re: Water Meters System Upgrades.**

**Resolution No: CW115-2020 Moved by: White Seconded by: Smith**

*Be it resolved that Staff Report PW015-20 be received; and  
That Council approve entering into agreement with Signum Wireless Corporation located at the Angus Fire Hall (135 King Street) and Cherwyn Farm Inc. located at 7284 9<sup>th</sup> line to make use of the tower facility at both locations for the tower - based meter reading system at a total combined rent of \$800 per month.*

**---Carried---**

**8. FINANCE**

- a. **Release of Securities – 285 Mill St., Angus**

**Resolution No: CW116-2020 Moved by: Henderson Seconded by: White**

*Be it resolved that Council approve a **Release of Securities** relating to 285 Mill St., Angus, as recommended as follows:*

<b>Current Securities Held by Township</b>	<b>\$ 232,743.00</b>
<b>Recommended Reduction</b>	<b>(\$ 232,743.00)</b>
<b>Securities to be Retained</b>	<b>\$ 0</b>

*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. Staff Report TR011-20 submitted by the Manager of Finance, re: 2020 Council participation in OMERS.**

**Resolution No: CW117-2020 Moved by: Smith Seconded by: Henderson**

*Be it resolved that Staff Report TR011-20 be received; and  
That Council approve enrolling in the Ontario Municipal Employees Retirement Savings Plan (OMERS).*

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

- c. Staff Report TR012-20 submitted by the Deputy Treasurer, re: Asset Management Plan and Software Implementation Funding.**

**Resolution No: CW118-2020 Moved by: Sander Seconded by: White**

*Be it resolved that Staff Report TR012-20 be received; and  
That Council approve allocating \$36,400.00 from the Special Projects Reserve for the Asset Management Plan and Software Implementation project identified in the 2020 Treasury Budget.*

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

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

- a. Staff Report C026-20 submitted by the Clerk, re: Fireworks.**

**Resolution No: CW119-2020 Moved by: White Seconded by: Smith**

*Be it resolved that Staff Report C026-20 be received; and  
That Council direct Staff to proceed with drafting a Fireworks By-law for Council's consideration at a future meeting, to include set fines but with no obligation to seek a permit for consumer fireworks, and to restrict from the discharge of consumer fireworks to Victoria Day and Canada Day and the two days before and after.*

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

- b. Staff Report C027-20 submitted by the Clerk, re: Off Road Vehicles (ORVs).**

**Resolution No: CW120-2020 Moved by: White Seconded by: Henderson**

*Be it resolved that Staff Report C027-20 be received; and That Council direct Staff to work with the Central Ontario ATV Club and the County of Simcoe to propose a potential on-road route for ATVs / ORVs to utilize in accessing trails designated for such recreational vehicles, and provide a report back to Council for their consideration at a later date.*

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

- c. Staff Report C028-20 submitted by the Deputy Clerk, re: Proposed Amendments to Fees and Charges By-law 2013-28**

**Resolution No: CW121-2020 Moved by: White Seconded by: Henderson**

*Be it resolved that Staff Report C028-20 be received; and That Council authorize staff to proceed with a public meeting to consider new or amended fees.*

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

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

- a. Staff Report CAO043-20 submitted by the Chief Administrative Officer, re: Job Description for the Manager of Public Works.**

**Resolution No: CW122-2020 Moved by: White Seconded by: Sander**

*Be it resolved that Staff Report CAO043-20 be received; and That Council approve amending the job description for the Manager of Public Works position to reflect that the position should be held by a Professional (Civil) Engineer.*

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

- b. Staff Report CAO045-20 submitted by the Chief Administrative Officer, re: Topsoil Placement on Finished Fill Sites.**

This item was deferred to a future meeting of Council at the request of the Chief Administrative Officer.

**11. OTHER BUSINESS**

- a. Additional COVID-19 Measures**

Councillor White requested Department Heads look into any additional items/equipment or increase in staff that may be needed to assist with COVID-19. Council supported Councillor White's request.

**b. Flag Raising Ceremony – Traffic Advisory Committee**

Mayor Macdonald reminded Council and Staff that the Flag Raising ceremony to roll out the Traffic Calming Campaign will take place on September 9<sup>th</sup>, 2020 at 9:00am at the Township of Essa Administration Centre.

**c. On Street Parking**

Mayor Macdonald requested Council’s support on possibly prohibiting on-street parking (on one or both sides of the road) in the 5<sup>th</sup> Line subdivision, as on-street parking is a concern in this area.

**d. OPA Review Update**

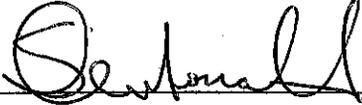
The Manager of Planning and Development provided a brief update on the OPA Review and notified Council of the virtual delegation taking place at the next Council meeting of September 16, 2020.

**12. ADJOURNMENT**

**Resolution No: CW123-2020 Moved by: Smith Seconded by: White**

*Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 6:45 p.m. to meet again on the 16<sup>th</sup> day of September, 2020 at 6:00 p.m.*

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

  
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Sandie Macdonald, Mayor

  
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Krista Pascoe, Deputy Clerk