

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

**WEDNESDAY, OCTOBER 16, 2019  
6:00 p.m.**

**MINUTES**

A Committee of the Whole meeting was held on Wednesday, October 16, 2019 in the Council Chambers of the Administration Centre, Township of Essa.

In attendance: Mayor Sandie Macdonald  
Councillor Keith White  
Councillor Henry Sander  
Deputy Mayor Michael Smith

Regrets: Councillor Ron Henderson

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer  
A. Powell, Manager of Planning and Development  
B. Morrison, Manager of Public Works  
J. Coleman, Manager of Parks and Recreation  
C. Traynor-Richter, Manager of Finance  
L. Lehr, Clerk

Guests: G. Cowan, Manager of Information Technology, Town of Innisfil

**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. **Public Meeting – Proposed Zoning By-law Amendment**  
Re: Z5/19 - 150 to 156 Mill Street and 9 to 11 River Drive, Angus

See separate set of minutes.

- b. **Public Meeting – Proposed By-law Amendment to By-law 2013-28**  
Re: Fees and Charges By-law

See separate set of minutes.

**STAFF REPORTS**

Item Nos. 9 (b) and (c) were brought forward out of sequence by Council in order to accommodate the attendance of Grant Cowan, Manager of Information Technology, Town of Innisfil.

9. b. **Staff Report C034-19 submitted by the Clerk, re: Administration Centre Phone System Upgrade.**

**Resolution No: CW189-2019 Moved by: Smith Seconded by: Sander**

*Be it resolved that Staff Report C034-19 be received; and  
That Council authorize the Clerk to proceed with the phone system upgrade in 2019 with the one-time up-front and licensing costs to be paid from the Computer Software Maintenance Account in the amounts of \$5,900.00 plus tax and \$631.00 plus tax respectively, both of which together will not exceed the 2019 Approved Budget, and recognizing that Innisfil will not charge to implement the phone system transition in Essa and that going forward monthly savings will be realized.*

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

- c. **Staff Report C035-19 submitted by the Clerk, re: IT Strategic Plan – 2020 Budget Deliberations.**

**Resolution No: CW190-2019 Moved by: White Seconded by: Smith**

*Be it resolved that Staff Report C035-19 be received for information; and  
That Council authorize the Clerk to obtain a quote for the development of an IT Strategic Plan for Council's consideration in the 2020 Budget Deliberations.*

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

**4. PLANNING AND DEVELOPMENT**

- a. **Staff Report PD049-19 submitted by the Manager of Planning and Development, re: 2019 Update on the Provincial Policy Statement (PPS).**

**Resolution No: CW191-2019 Moved by: Smith Seconded by: Sander**

*Be it resolved that Staff Report PD049-19 be received for information.*

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

- b. **Staff Report PD050-19 submitted by the Manager of Planning and Development, re: Simcoe County 2019 Economic Development Funding Program.**

**Resolution No: CW192-2019 Moved by: Smith Seconded by: White**

*Be it resolved that Staff Report PD050-19 be received; and  
That Council support the proposed grant application for the Economic Development Funding Program as described in this Report; and  
That Council authorize Staff to apply for the 2019 Economic Development Funding Program grant offered by Simcoe County for the sum of \$50,000.00.*

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

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

**6. FIRE AND EMERGENCY SERVICES**

**7. PUBLIC WORKS**

**8. FINANCE**

- a. Staff Report TR018-19 submitted by the Tax Collector, re: Request to Write Off/Adjust 2018 and 2019 Taxes.**

**Resolution No: CW193-2019 Moved by: Sander Seconded by: White**

*Be it resolved that Staff Report TR018-19 be received; and  
That the Tax Collector be authorized to adjust taxes on the accounts listed on  
Schedules "A" and "B" of this report.*

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

- b. Staff Report TR019-19 submitted by the Manager of Finance, re: Set 2020 Budget Deliberation Meetings.**

**Resolution No: CW194-2019 Moved by: Sander Seconded by: Smith**

*Be it resolved that Staff Report TR019-19 be received; and  
That Council approve the schedule for the Special Meetings of Council for the 2020  
Budget Deliberations on the following dates:*

- *Wednesday November 20<sup>th</sup>, 2019 from 1:00 p.m. – 5:00 p.m.*
- *Wednesday December 4<sup>th</sup>, 2019 from 1:00 p.m. – 5:00 p.m., and*
- *Wednesday December 18<sup>th</sup>, 2019 from 1:00 p.m. – 5:00 p.m.*

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

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

- a. Staff Report C033-19 submitted by the Clerk, re: Temporary Signs on Municipal Property.**

**Resolution No: CW195-2019 Moved by: Smith Seconded by: White**

*Be it resolved that Staff Report C033-19 be received; and  
That Council's consideration on this matter be deferred until such time as the Clerk  
brings a further report forward.*

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

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

- a. **Staff Report CAO048-19 submitted by the Chief Administrative Officer, re: Strategic Plan.**

**Resolution No: CW196-2019 Moved by: Smith Seconded by: Sander**

*Be it resolved that Staff Report CAO048-19 be received; and  
That Council authorize staff to complete the Strategic Plan to be presented to  
Council at a future meeting for further review and adoption.*

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

- b. **Staff Report CAO049-19 submitted by the Chief Administrative Officer, re: Christmas Office Shutdown.**

**Resolution No: CW197-2019 Moved by: Sander Seconded by: Smith**

*Be it resolved that Staff Report CAO049-19 be received; and  
That Council authorize the Chief Administrative Officer to:*

- (a) shut down the Administration Centre between Christmas and New Year's to total 2.5 days; and*
- (b) host a reception for staff and families after a family skate, with an upset budget of \$1,000.00, knowing that there is more than \$1,000.00 in savings to be realized in the 2019 approved Council budget.*

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

**11. OTHER BUSINESS**

- a. **Request for Support of NPSS Students Initiative to Clean Up Environment**

Council requested that a resolution come forward for their consideration at their next meeting on November 6, 2019, to support the initiative of the students at Nottawasaga Pines Secondary School students in putting their best foot forward to clean up the environment. The students are asking for the support of Council to:

- Promote the ban of plastic bags by local stores for the months of January, February and March, 2020; and
- Improve the environment by organizing and participating in a "Clean-Up Walk" in Angus (from Nottawasaga Pines Secondary School to No Frills) in the spring of 2020.

- b. **Santa Claus Parade – November 23, 2019**

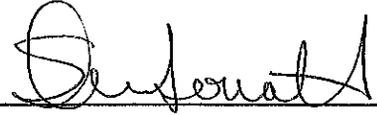
Mayor Macdonald reminded all in attendance that the Santa Claus Parade was taking place on November 23, 2019, in Angus.

**12. ADJOURNMENT**

**Resolution No: CW198-2019 Moved by: Sander      Seconded by: White**

*Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 7:05 p.m. to meet again on the 6<sup>th</sup> day of November, 2019 at 6:00 p.m.*

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



Sandie Macdonald  
Mayor



Lisa Lehr  
Clerk