

**THE CORPORATION OF THE TOWNSHIP OF ESSA
VIRTUAL REGULAR COUNCIL MEETING**

**WEDNESDAY, OCTOBER 20, 2021
(To follow Committee of the Whole)**

To view our live stream visit the Township of [Essa's YouTube Channel](#)

AGENDA

- 1. OPENING OF MEETING BY THE MAYOR**
- 2. DISCLOSURE OF PECUNIARY INTEREST**
- 3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS**

p. 1 Recommendation: *Be it resolved that the motions duly passed and approved at the Committee of the Whole meeting of this date be approved; and That the minutes of the Committee of the Whole and Regular Council meetings held on the 6th day of October, 2021 be adopted as circulated.*

- 4. CONSENT AGENDA**

Recommendation: *Be it resolved that the items listed in the Consent Agenda dated October 6, 2021 be received for information, and that the necessary actions be taken.*

- 5. COMMITTEE REPORTS**

- p. 10 **a. Traffic Advisory Committee**

Recommendation: *Be it resolved that the minutes from the Traffic Advisory Committee for their meeting held on September 21, 2021 be received.*

- p. 13 **b. Healthy Community Committee**

Recommendation: *Be it resolved that the minutes from the Healthy Community Committee for their meeting held on September 16, 2021 be received.*

- 6. PETITIONS**

- 7. MOTIONS AND NOTICES OF MOTIONS**

- a. Council Appointments to Boards and Committees**

Recommendation: *WHEREAS members of Council are appointed to various Boards and Committees with each new term of Council; and WHEREAS a Council vacancy has been filled since members were last appointed; and WHEREAS Council is desirous of dividing Council representation to the Boards and Committees in a more equitable fashion;*

NOW THEREFORE BE IT RESOLVED THAT members of Council are appointed as follows:

- | | |
|------------------------------|---|
| <i>Mayor Macdonald</i> | <ul style="list-style-type: none">- <i>Parks and Recreation Committee</i>- <i>Angus BIA Board of Directors</i>- <i>Fishing Derby Committee</i>- <i>Traffic Advisory Committee</i>- <i>Nottawasaga Police Services Board</i> |
| <i>Deputy Mayor Smith</i> | <ul style="list-style-type: none">- <i>NVCA Board of Directors</i>- <i>Healthy Community Committees</i>- <i>Stevenson Memorial Hospital Foundation</i>- <i>Redevelopment and Community Engagement Committee</i> |
| <i>Councillor Kiezebrink</i> | <ul style="list-style-type: none">- <i>Essa Public Library Board (Angus Branch)</i>- <i>Accessibility Advisory Committee</i>- <i>Sir Frederick Banting Legacy Foundation</i> |
| <i>Councillor Sander</i> | <ul style="list-style-type: none">- <i>Thornton Area Action Committee</i>- <i>Traffic Advisory Committee</i>- <i>Essa and District Agricultural Society Board of Directors</i>- <i>Essa Public Library Board (Thornton Branch)</i> |
| <i>Councillor Henderson</i> | <ul style="list-style-type: none">- <i>Parks and Recreation Committee</i>- <i>Museum on the Boyne Committee</i> |

b. Traffic Advisory Committee (TAC) Appointment

Recommendation: *WHEREAS the TAC Committee aims to enhance community participation and cooperation in respect of improving road safety for pedestrians, cyclists and motorists in the Township of Essa; and WHEREAS equal representation from each ward is encouraged, with the Terms of Reference stipulating that the committee shall be comprised of one resident from each ward, among other things; and WHEREAS there is a vacancy on the TAC Committee for a Ward 1 community representative;*
NOW THEREFORE BE IT RESOLVED THAT Council hereby appoints Mike Owens to the TAC Committee, effective immediately.

8. UNFINISHED BUSINESS

9. BY-LAWS

10. QUESTIONS

11. CLOSED SESSION

Recommendation: *Be it resolved that Council proceed to a Closed Session in order to address matters pertaining to:*

- *Personal Matters About an Identifiable Individual [Municipal Act 2001, s.239(2)(b)]*
- *Labour Relations [Municipal Act 2001, s.239(2)(d)]*
- *Litigation or Potential Litigation [Municipal Act 2001, s.239(2)(e)]*

Note: Livestream does not run during Closed Session Deliberations.

Motion to Rise and Report from Closed Session Meeting of October 20, 2021.

Recommendation: *Be it resolved that Council rise and report from the Closed Session Meeting at _____ p.m.*

12. CONFIRMATION BY-LAW

p. 14 **By-law 2021-45**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2021-45, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 20th day of October, 2021; and that said By-law be read a first, and taken as read a second and third time and finally passed.*

13. ADJOURNMENT

Recommendation: *Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at _____ p.m. to meet again on the 3rd day of November, 2021 at 6:00 p.m.*

THE CORPORATION OF THE TOWNSHIP OF ESSA
VIRTUAL COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, OCTOBER 6, 2021

MINUTES

A Committee of the Whole meeting was held virtually on Wednesday, October 6, 2021 and was livestreamed to the public on the Township of Essa's YouTube Channel.

In attendance: Mayor Sandie Macdonald
Deputy Mayor, Michael Smith
Councillor Pieter Kiezebrink
Councillor Henry Sander
Councillor Ron Henderson

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer
A. Powell, Manager of Planning and Development
C. Traynor, Manager of Finance
R. Rosilius, Deputy Treasurer
M. Mikael, Manager of Public Works
J. Coleman, Manager of Parks and Recreation
K. Pascoe, Deputy Clerk
L. Lehr, Manager of Legislative Services

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**

a. **Staff Report PD020-21 submitted by the Manager of Planning and Development, re: Official Plan Review Update – Work Plan Update.**

Resolution No: CW120-2021 Moved by: Smith Seconded by: Henderson

*Be it resolved that Staff Report PD020-21 be received; and
That Council approve the revised Work Plan and Schedule as set out in this Report and as presented by MHBC at their delegation to Council on September 15, 2021; and
That Council endorse the draft Technical Memo "Settlement Area Boundary Expansion" dated September 2021.*

----Carried----

- b. **Staff Report PD021-21 submitted by the Manager of Planning and Development, re: Proposed Building By-law 2010-53 Amendment.**

Resolution No: CW121-2021 Moved by: Kiezebrink Seconded by: Sander

Be it resolved that Staff Report PD021-21 be received; and That Council approve an amendment to the Township's Building By-law 2010-53, to require the minimum permit fee be collected upon the submission of a building permit application to the Township of Essa.

----Carried----

5. PARKS AND RECREATION / COMMUNITY SERVICES

- a. **Staff Report PR008-21 submitted by the Manager of Parks and Recreation, re: Additional Part Time Staffing.**

Resolution No: CW122-2021 Moved by: Kiezebrink Seconded by: Smith

Be it resolved that Staff Report PR008-21 be received; and That Council approve the expense of \$9,756.00 from the 2021 COVID-19 Recovery Funding to accommodate the added pressures for part time staff and the responsibilities required from COVID-19 to reopen recreation facilities to the residents and community under the current provincial requirements in which Covid-19 passports are required to be provided to gain entry into facilities.

----Carried----

- b. **Staff Report PR009-21 submitted by the Manager of Parks and Recreation, re: Parks Department Waste Receptacles.**

Resolution No: CW123-2021 Moved by: Sander Seconded by: Henderson

Be it resolved that Staff Report PR009-21 be received for information.

----Carried----

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

8. FINANCE

- a. **Staff Report TR010-21 submitted by the Deputy Treasurer, re: Budget to Actuals Update as of August 31, 2021.**

Resolution No: CW124-2021 Moved by: Henderson Seconded by: Smith

Be it resolved that Staff Report TR010-21 be received for information.

----Carried----

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

- a. **Staff Report C024-21 submitted by the Manager of Legislative Services,
re: Municipal Modernization Program Funding – E-billing Software.**

Resolution No: CW125-2021 Moved by: Kiezebrink Seconded by: Smith

*Be it resolved that Staff Report C024-21 be received; and
That the quote as received from Central Square in the amount of \$6,920.00 (plus HST
be accepted; and
That Council and authorize staff to engage the services of Central Square for
implementation of their e-billing function.*

----Carried----

- b. **Staff Report C025-21 submitted by the Deputy Clerk, re: Update on Broadband
and High-Speed Internet Access.**

Resolution No: CW126-2021 Moved by: Sander Seconded by: Smith

Be it resolved that Staff Report C025-21 be received for information.

----Carried----

- c. **Staff Report C026-21 submitted by the Manager of Legislative Services,
re: ATV/ORV By-law**

Resolution No: CW127-2021 Moved by: Kiezebrink Seconded by: Sander

*Be it resolved that Staff Report C026-21 be received; and
That Council approve an extension to the ATV Pilot Program into 2022, thereby allowing
ATVs to drive on municipal roads during the designated season of May 1st to November 1st,
2022.*

----Carried----

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

11. **OTHER BUSINESS**

- a. **Appointment of Council Members to Committees**

Due to the appointment of a new Councillor for Ward 1, Council requested that a motion be brought forward at the next regular meeting to appoint Council members to the various Committees and Boards as follows:

Mayor Macdonald

- Parks and Recreation Committee
- Angus BIA Board of Directors
- Fishing Derby Committee
- Traffic Advisory Committee
- Police Services Board

Deputy Mayor Smith

- NVCA
- Healthy Communities Committee
- Stevenson Memorial Hospital Foundation Redevelopment and Community Engagement Committee

Councillor Kiezebrink

- Essa Public Library Board (Angus Branch)
- Accessibility Advisory Committee
- Sir Frederick Banting Legacy Foundation

Councillor Sander

- Thornton and Area Action Committee (TAAC)
- Traffic Advisory Committee
- Essa and District Agricultural Society Board of Directors
- Essa Public Library Board (Thornton Branch)

Councillor Henderson

- Parks and Recreation Committee
- Museum on the Boyne Committee

b. Appointment to Traffic Advisory Committee – Ward 1 Community Representative

As a result of a vacancy for the Ward 1 community representative on the Traffic Advisory Committee, Council requested that a motion be brought forward at the next regular meeting to appoint Michael Owens as the new Ward 1 community representative to the Traffic Advisory Committee.

c. Honeywell Annual Energy and Operational Savings Report - Year 2 (July 2020–June 2021)

The Manager of Public Works informed Council that the municipality has received the Year 2 Energy and Operational Savings Report from Honeywell, which covers the period from July 1, 2020 to June 30, 2021. He advised Council that the cost savings in Year 2 was \$178,012.00, which represents 109% of the annual guarantee.

12. ADJOURNMENT

Resolution No: CW128-2021 Moved by: Smith Seconded by: Henderson

Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 6:22 p.m., to meet again on the 20th day of October, 2021 at 6:00 p.m.

----Carried-----

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

**THE CORPORATION OF THE TOWNSHIP OF ESSA
VIRTUAL REGULAR COUNCIL MEETING
WEDNESDAY, OCTOBER 6, 2021**

MINUTES

A Regular Meeting of Council was held virtually on Wednesday, October 6, 2021 following Committee of the Whole and was livestreamed to the public on the Township of Essa's YouTube Channel.

In attendance: Mayor Sandie Macdonald
Deputy Mayor, Michael Smith
Councillor Pieter Kiezebrink
Councillor Henry Sander
Councillor Ron Henderson

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer
A. Powell, Manager of Planning and Development
C. Traynor, Manager of Finance
R. Rosilius, Deputy Treasurer
M. Mikael, Manager of Public Works
J. Coleman, Manager of Parks and Recreation
K. Pascoe, Deputy Clerk
L. Lehr, Manager of Legislative Services

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the meeting at 6:22 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS

Resolution No: CR182-2021 Moved by: Henderson Seconded by: Sander

*Be it resolved that the motions duly passed and approved at the Committee of the Whole meeting of this date be approved; and
That the minutes of the Committee of the Whole and Regular Council meetings held on the 15th day of September, 2021 be adopted as circulated.*

----Carried----

4. CONSENT AGENDA

Resolution No: CR183-2021 Moved by: Kiezebrink Seconded by: Sander

*Be it resolved that the items listed in the Consent Agenda dated October 6, 2021 be received for information; and
That Item A5(b) be moved Section C of the Consent Agenda for a Staff Report to be brought forward.*

----Carried----

5. COMMITTEE REPORTS

a. Essa Public Library Board

Resolution No: CR184-2021 Moved by: Smith Seconded by: Sander

Be it resolved that the minutes of the Essa Public Library Board from their meeting of June 28, 2021 be received.

----Carried-----

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

8. UNFINISHED BUSINESS

9. BY-LAWS

a. By-law 2021-41

Resolution No: CR185-2021 Moved by: Henderson Seconded by: Smith

Be it resolved that leave be granted to introduce By-law 2021-41, that being a By-law to appoint a Municipal Law Enforcement Officer; and also a Tobacco Enforcement Officer, Weed Inspector and Zoning By-law Enforcement Officer; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried-----

b. By-law 2021-42

Resolution No: CR186-2021 Moved by: Sander Seconded by: Kiezebrink

Be it resolved that leave be granted to introduce By-law 2021-42, that being a By-law to appoint a Chief Building Official, Property Standards Officer, By-law Enforcement Officer and Zoning Administrator for the Corporation of the Township of Essa; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried-----

c. By-law 2021-43

Resolution No: CR187-2021 Moved by: Smith Seconded by: Henderson

Be it resolved that leave be granted to introduce By-law 2021-43, that being a By-law to amend Zoning By-law 2003-50, affecting 203 Barrie Street, Thornton; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried-----

d. By-law 2021-44

Resolution No: CR188-2021 Moved by: Sander Seconded by: Smith

Be it resolved that leave be granted to introduce By-law 2021-44, that being a By-law respecting construction, demolition, private sewage disposal systems, change of use, inspections and related matters as authorized by Section 7 of the Building Code; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried-----

10. QUESTIONS

11. CLOSED SESSION

Resolution No: CR189-2021 Moved by: Sander Seconded by: Kiezebrink

Be it resolved that Council proceed to a Closed Session in order to address matters pertaining to:

- *Personal Matters About an Identifiable Individual [Municipal Act 2001, s.239(2)(b)]*
- *Labour Relations [Municipal Act 2001, s.239(2)(d)]*
- *Litigation or Potential Litigation [Municipal Act 2001, s.239(2)(e)]*
- *Information Supplied in Confidence by a Third Party [Municipal Act 2001, s.239(2)(i)]*

----Carried-----

Note: Livestream does not run during Closed Session Deliberations.

Council proceeded into Closed Session for deliberations at 6:30 p.m.

Motion to Rise and Report from Closed Session Meeting of October 6, 2021.

Be it resolved that Council rise and report from the Closed Session Meeting at 8:21 p.m.

----Carried-----

Council passed the following in the public forum:

- a. LITIGATION OR POTENTIAL LITIGATION [s.239(2)(e)]
Confidential Staff Report PW026-21 submitted by the Manager of
Public Works, re: Potential Litigation.**

Resolution No: CR190-2021 Moved by: Sander Seconded by: Smith

*Be it resolved that Confidential Staff Report PW026-21 be received; and
That Staff be authorized to proceed as directed by Council.*

----Carried-----

- b. PERSONAL MATTERS ABOUT IDENTIFIABLE INDIVIDUAL [s. 239(2)(b)]
LITIGATION OR POTENTIAL LITIGATION [s.239(2)e)]
Confidential Staff Report CAO042-21 submitted by the Chief
Administrative Officer, re: HRT0 File No. 2020-40422-I.**

Resolution No: CR191-2021 Moved by: Henderson Seconded by: Smith

*Be it resolved that Confidential Staff Report CAO042-21 be received; and
That the Chief Administrative Officer be authorized to proceed with Option Nos.
2, 3, 4 and 6 as outlined in this Confidential Report; and
That Council's consideration of Option No. 5 be deferred to the 2022 Budget
Deliberations.*

----Carried-----

- c. LABOUR RELATIONS [s.239(2)(d)]
INFORMATION SUPPLIED IN CONFIDENCE BY THIRD PARTY [s.239(2)(i)]
Confidential Staff Report CAO043-21 submitted by the Chief
Administrative Officer, re: Staffing.**

Resolution No: CR192-2021 Moved by: Sander Seconded by: Kiezebrink

*Be it resolved that Confidential Staff Report CAO043-21 be received; and
That the Chief Administrative Officer be authorized to proceed with Option Nos. 1
and 2 as outlined in this Report.*

----Carried-----

- d. LITIGATION OR POTENTIAL LITIGATION [s.239(2)(e)]
Confidential Staff Report CAO045-21 submitted by the Chief
Administrative Officer, re: Insurance Claim.**

Resolution No: CR193-2021 Moved by: Kiezebrink Seconded by: Smith

*Be it resolved that Confidential Staff Report CAO045-21 be received; and
That the Chief Administrative Officer be authorized to proceed with Option No. 2 as
outlined in this Report.*

----Carried-----

12. CONFIRMATION BY-LAW

By-law 2021-45

Resolution No: CR194-2021 Moved by: Sander Seconded by: Henderson

*Be it resolved that leave be granted to introduce By-law 2021-45, that being a By-law to
confirm the proceedings of the Council and Committee of the Whole meetings held on
this 6th day of October, 2021; and that said By-law be read a first, and taken as read a
second and third time and finally passed.*

----Carried-----

13. **ADJOURNMENT**

Resolution No: CR195-2021 Moved by: Smith Seconded by: Henderson

Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 8:24 p.m. to meet again on the 20th day of October, 2021 at 6:00 p.m.

----Carried-----

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

5. NEW BUSINESS

5.1 Tatham Engineering – Traffic Calming Plan for Collingwood

The Manager of Public Works spoke to this. The committee agreed Tatham outlined a great guideline for the Pro's and Con's of different traffic calming devices, as well as best utilization of different devices.

5.2 Line Painting – Zebra Crossing

The Zebra Crossings pavement marking that have already been placed have had a great response from residents and motorists. The committee has received requests for additional crossings throughout the community. The Committee will be looking into the request along with budgetary restrictions.

5.3 Staff Report CAO035-21 – Speeding Enforcement

The Chief Administrative Officer spoke to this. Council has approved additional funding for policing throughout Essa Township for speed purposes. The Committee will be compiling speed information to address specific areas of concern.

DATE	CONCERN	LOCATION
July 5 th , 2021	County Rd. 56 and 10 Sideroad	Resident concerned with how dangerous this intersection is. Better maintenance is needed.
July 28 th , 2021	5 th Line	Resident concerned with the excessive speed on 5 th Line. Requested traffic calming or a radar sign
July 29 th , 2021	Meadowland Blvd Thornton	Resident believes larger speed humps would force people to slow down. They claim motorists do not slow down for the current humps in place
August 2 nd , 2021	Simcoe County Forest	Resident upset with dirt bikes and ATV's trespassing and stunt driving on their property adjoined to the County forest
August 9 th , 2021	Gold Park Gate Angus	Resident called in to complain that Speed humps on a dead-end street are unnecessary
August 11 th , 2021	10 Sideroad	Resident requested O.P.P. presence along this roadway for excessive speeding

HEALTHY COMMUNITY COMMITTEE

September 16, 2021

5:00 – 6:00 PM

Attendees: Susan Antler, Paula Hughes, Anne Learn-Sharpe, Angelica Tang, Shannon Stephens,

Regrets: Judith Hunter

Staff: Aimee Powell, Elizabeth Davis

Budget

- There are \$1,120.02 from RBC grant still available and 1-2 outstanding invoices
- Seeds for pollinator strip will require some funding from the RBC Grant also
- Shannon has funding donated to plant up to 200 native trees and shrubs
- Seed will cost \$197.95 – Anne to send out invoice and have seeds shipped to her house
- Remaining RBC Grant funds and the P&R funds (\$5,000.00) for LeClair Park are required to be used by end of 2021 as funds will not be rolled over into 2022
- HCC hopes to complete signage project with the 2021 funds allocated in Budget
- Date for Tree plant and seeding – 14th of October at 9:00 am to Noon
- HCC needs to evaluate projects that they want to achieve within first 9 months for the budget so that they can be considered in the preparation of the 2022 Budget

Super Committee

- All Advisory Committees are to be consolidated at the end of the current Council Term in Fall 2022 in order to eliminate redundancies and streamline projects

To Do:

- October meeting with budget items
- Get signs ordered and installed as soon as possible
- Details on upcoming plant to be circulated
- confirm Parks and Recreation funds available
- Solution list of items to be considered for budget for next year – provide figures for asks – report back for October
- Manage the tree and shrub orders
- Pick up 50-pound bag of oats to mix with seeds
- Elizabeth to email Ken Koopmans and cc Shannon and Anne for the key to the park the day before
- Recruit volunteer for this plant from EPL

End of meeting 6:30 pm

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2021 – 46

Being a By-law to confirm the proceedings of the Council meeting held on the 20th day of October, 2021.

THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ESSA
HEREBY ENACTS AS FOLLOWS:

THAT the action of the Council at its meeting held on the 20th day of October, 2021 and, in respect of each recommendation contained in the Minutes of the Regular Council meeting held on the 6th day of October, 2021 and the Committee of the Whole meeting held on the 6th day of October, 2021; and, in respect of each motion, resolution and other action passed and taken by Council at the said meetings, is, except where prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.

THAT the Mayor and the proper officials of the Township of Essa are hereby authorized and directed to do all things necessary to give effect to the said actions or to obtain approvals where required, and to execute all documents as may be necessary in that behalf and the Clerk is hereby authorized and directed to affix the Corporate Seal to all such documents.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND
FINALLY PASSED on this the 20th day of October, 2021.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services