

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE  
WEDNESDAY, APRIL 15, 2020**

**MINUTES**

A Committee of the Whole meeting was held on Wednesday, April 15, 2020 in the Council Chambers of the Administration Centre, Township of Essa.

In attendance: Mayor Sandie Macdonald  
Deputy Mayor Michael Smith (electronic)  
Councillor Keith White (electronic)  
Councillor Henry Sander (electronic)  
Councillor Ron Henderson

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer  
Jason Coleman, Manager of Parks and Recreation (electronic)  
John Kolb, Roads Supervisor (electronic)  
Aimee Powell, Manager of Planning and Development (electronic)  
Carol Traynor, Manager of Finance (electronic)  
Rob Rosilius, Deputy Treasurer (electronic)  
L. Lehr, Clerk  
K. Pascoe, Deputy Clerk

**1. OPENING OF MEETING BY THE MAYOR**

Mayor Macdonald opened the meeting at 6:03 p.m.

**2. DISCLOSURE OF PECUNIARY INTEREST**

None.

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

**STAFF REPORTS**

**4. PLANNING AND DEVELOPMENT**

- a. **Staff Report PD015-20 submitted by the Manager of Planning and Development, re: Request for Peer Review Results – Consultants for Acoustic Engineering and Landscape Architecture Services.**

**Resolution No: CW061-2020 Moved by: Henderson Seconded by: White**

*Be it resolved that Staff Report PD015-20 be received; and  
That Council approve Landmark Environmental Group Ltd. and Stefan Bolliger Associates Inc. as Township Landscape Architects and Golder Associates Ltd. and Jade Acoustics Inc. as Township Acoustic Engineers, for the purpose of conducting peer review services, on an as needed basis, whereas all costs will be charged back to the land owner, developer or proponents of the application that the work pertains to.*

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

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

- a. **Staff Report PR007-20 submitted by the Manager Parks and Recreation, re: Parks and Recreation Department Revenue Loss from COVID-19.**

**Resolution No: CW062-2020 Moved by: Smith Seconded by: Sander**

*Be it resolved that Staff Report PR007-20 be received; and  
That Council direct the Manager of Parks and Recreation to defer the Bob Geddes  
Parking Lot Asphalt Paving Project, due to COVID-19.*

**---Carried---**

**6. FIRE AND EMERGENCY SERVICES**

**7. PUBLIC WORKS**

- a. **Staff Report PW010-20 submitted by the Chief Administrative Officer, re: Roads Department Budget – Status Update.**

**Resolution No: CW063-2020 Moved by: White Seconded by: Henderson**

*Be it resolved that Staff Report PW0010-20 be received; and  
That Council approve deferral of the following Budget Items due to staffing shortages  
and COVID-19:*

- *Gravel resurface/top-up of 10<sup>th</sup> Sideroad between County Road 56 and west to the Nottawasaga River*
- *Surface treatment and pulverization 6<sup>th</sup> Line and 8<sup>th</sup> Line*
- *Pedestrian Crossing in Thornton*
- *Design Standards*
- *Thornton Water Tower expansion*
- *Sign GIS inventory;*

*And*

*That Council approve the addition of an item Ordered by the Ministry of Environment, Conservation and Parks (MOE) – the cleanout of an assumed stormpond at a cost of approximately \$50,000.*

**---Carried---**

**8. FINANCE**

- a. **Staff Report TR002-20 submitted by the Manager of Finance, re: Statement of Treasurer – Remuneration 2019.**

**Resolution No: CW064-2020 Moved by: Sander Seconded by: White**

*Be it resolved that Staff Report TR002-20 be received; and  
That the Treasurer's Statement of Remuneration and Expenses of Council and  
Members appointed by Council for the year ending December 31, 2019 be received as  
circulated.*

**---Carried---**

- b. **Staff Report TR003-20 submitted by the Deputy Treasurer, re: 2020 First Quarter Budget Variance Report.**

**MOTION AS AMENDED:**

**Resolution No: CW065-2020 Moved by: Sander Seconded by: White**

*Be it resolved that Staff Report TR003-20 be received; and  
That the 2020 First Quarter Budget Variance Report for the period ending March 31, 2020 be received as circulated; and  
That Staff be directed to provide Council with monthly Budget Variance Reports during this current State of Emergency.*

----Carried----

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

- a. **Staff Report C015-20 submitted by the Clerk, re: Draft Park Use By-law.**

**MOTION AS AMENDED:**

**Resolution No: CW066-2020 Moved by: White Seconded by: Henderson**

*Be it resolved that Staff Report C015-20 be received; and  
That Council approve the attached Draft Parks Use By-law with recommended amendments to sections 3.1, 3.2, and 6.2 (Schedule B); and  
That staff be directed to provide a further report on the proposed Parks Use By-law for Council's consideration at their meeting of May 6, 2020.*

----Carried----

- b. **Staff Report C016-20 submitted by the Municipal Law Enforcement Officer and the Clerk, re: Enforcement of Emergency Provincial Orders – COVID-19.**

**MOTION AS AMENDED:**

**Resolution No: CW067-2020 Moved by: Smith Seconded by: White**

*Be it resolved that Staff Report C016-20 be received; and  
That Council approve the attached Draft By-law as amended; and  
That the Draft By-law as amended be brought forward for passage by Council in its Regular Meeting of this date.*

----Carried----

- c. **Staff Report C017-20 submitted by the Clerk, re: Committee of Adjustment – Electronic Meetings.**

**Resolution No: CW068-2020 Moved by: Smith Seconded by: White**

*Be it resolved that Staff Report C017-20 be received; and*

*That the Township's Procedural By-law be amended to allow for electronic participation in Committee of Adjustment Meetings.*

----Carried-----

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

**11. OTHER BUSINESS**

**a. Cancellation of Upcoming Events - COVID**

Staff was directed to cancel the Township of Essa's Annual Golf Charity Event, which was scheduled to take place on June 18, 2020.

Mayor Macdonald informed Council and those in attendance that the Annual Canada Day Celebrations (hosted by the Angus Lions Club) have been cancelled until further notice.

**b. County of Simcoe Update – Municipal Tax Payment**

Mayor Macdonald provided staff with an update from the Simcoe County Council meeting, advising that the County's portion of the municipal tax payment is to be provided once payment has been received by our office.

**c. Council Initiative – “Essa Residents Connecting with Essa Residents”**

Council supported the “Essa Residents Connecting with Essa Residents” initiative, encouraging members of Council and senior staff members to connect with three Essa residents to relay information to residents in need (ie: 2-1-1). Those Essa residents are asked to connect by phone with three more Essa residents, and so on.

**d. Department Updates**

Chief Administrative Officer

- Clean-up – Nicolston Cemetery
- Fencing – Angus Arena - required at top of retaining wall leading towards Rainbow Plaza

Planning and Development Department

- Official Plan Review – working on finalizing the RFP

Parks and Recreation Department

- Golf tournament – has been cancelled
- Summer Camp – currently monitoring

Clerk's Department

- AMO Conference – AMO currently putting contingency plan in place to allow for virtual attendance. Staff will report back at future meeting with options available to Council regarding cancellation of hotels and/or registration.

**e. Request from Nicolston Campground**

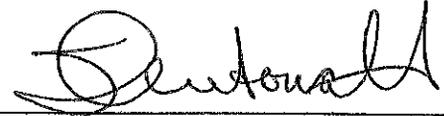
Council supported the request of Nicolston Campground, in principle to allow the campground to be used by citizens that have been affected by COVID-19 (front-line workers only). Council requested that a letter be drafted to support the request, provided that approval has been granted by the Province (Solicitor General) and the Health Unit (SMDHU).

**12. ADJOURNMENT**

**Resolution No: CW069-2020 Moved by: Smith Seconded by: Henderson**

*Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 7:13 p.m. to meet again on the 6<sup>th</sup> day of May, 2020 at 6:00 p.m.*

----Carried----



Sandie Macdonald, Mayor



Lisa Lehr, Clerk