

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, APRIL 3, 2024**

**MINUTES**

A Committee of the Whole meeting was held in person on Wednesday April 3, 2024, in the Council Chambers of the Administration Centre, Township of Essa.

In attendance: Mayor Sandie Macdonald  
Deputy Mayor Michael Smith  
Councillor Pieter Kiezebrink  
Councillor Henry Sander  
Councillor Liana Maltby

Staff in attendance: M. Mikael, Manager of Public Works/Interim CAO  
C. Rankin, Manager of Parks and Recreation  
S. Haniff, Manager of Planning  
P. Granes, Chief Building Official  
L. Lehr, Manager of Legislative Services

Guests in attendance: Brian Saunderson, MPP Simcoe-Grey

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

Mayor Macdonald opened the meeting at 6:00 p.m.

The Township of Essa acknowledges that we are situated on land within the area of Treaty 18, also known as the Lake Simcoe-Nottawasaga Treaty, signed on October 17, 1818 between the Government of Upper Canada and the Anishinaabe Indigenous peoples. The Anishinaabe include the Ojibwe, Odawa and Pottawatomi Nations collectively known as the Three Fires Confederacy. We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First nation, Metis and Inuit People.

**2. DISCLOSURE OF PECUNIARY INTEREST**

None.

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

- a. **Delegation – Brian Saunderson, MPP Simcoe-Grey**  
Re: Provincial Updates for Simcoe-Grey and Essa Township.

Brian Saunderson, MPP Simcoe-Grey was in attendance to provide Council with an overview on the provincial budget, and its impact on municipalities in Ontario. He reviewed the many challenges faced by the province and Ontario municipalities, and provided a breakdown and explanation of the focus areas for the current budget.

## STAFF REPORTS

### 4. PLANNING AND DEVELOPMENT / BUILDING

- a. **Staff Report PD006-24 submitted by the Manager of Planning and the Development Planner, re: Proposed Zoning By-law Amendment Z1-24 (Housekeeping).**

#### MOTION DIVIDED:

**Resolution No: CW029-2024 Moved by: Smith          Seconded by: Kiezebrink**

***BE IT RESOLVED THAT*** Staff Report PD006-24 be received; and  
***THAT*** Council consider approving an amendment to the Township's Zoning By-law (2003-50) related to the following items:

- 1) *To amend 'Section 3: Definitions' to add a new definition for "Boarding or Rooming House". A Boarding or Rooming House shall mean a dwelling in which lodging is provided for between 5-8 tenants but shall not include a group home, hotel, motel, children's home, or a bed and breakfast establishment, or other similar establishments. The term 'Boarding or Rooming House' will also be removed from two existing definitions and added to the relevant permitted uses sections of the Zoning Bylaw;*
- 2) *To amend 'Section 3: Definitions' to redefine the term "Group Home". A Group Home shall mean a building or buildings licensed or approved under Provincial Statute, in which no fewer than 3 people, but no more than 8 people, not including staff or other family members, live as a single housekeeping unit under responsible supervision consistent with the requirements of its residents;*
- 3) *To amend 'Section 4.38.1b)' to update the number of ARUs permitted on a lot to be in compliance with Planning Act changes (Section 35.1 (1) (2));*
- 4) ***Item voted on separately***
- 5) *To amend 'Section 4.38.1' to add a provision to Section 4.38.1 to make an unobstructed path a general provision. This is in keeping with Emergency width/height requirements;*
- 6) *To amend 'Section 4.38.1g)' to update the provision and to make more explicit that 'Full Municipal Servicing' will mean both municipal water supply and municipal sanitary sewers;*
- 7) *To amend 'Section 4.38.1l)' to state that home occupations shall not be located within ARUs attached to a primary dwelling;*
- 8) *To amend 'Section 4.38.1' to add a provision that states that all provisions of the respective zone are complied with;*
- 9) *To amend Section 4.38.3a) to introduce 'the lessor of 139 square metres or 50% of the gross floor area of the principal dwelling unit in Agricultural and Rural zones';*
- 10) *To amend 'Section 3 – Definitions' to add the term 'Carriage House'. A Carriage House shall mean a building that consists of a garage and an Additional Residential Unit that are separated horizontally between two (2) storeys. The Additional Residential Unit is completely independent of the*

garage and has a separate entrance. Additionally, to amend Section 4.38.3b) on ARU height requirements to include the following: "An Additional Residential Unit may exceed this if it is located within a Carriage House and shall not exceed 7.5 metres in height";

- 11) To amend 'Section 4.38.3' to add a provision to preventing ARUs from being considered 'surplus' to farming operations and/or being severed;
- 12) To amend 'Section 5.3' by removing a maximum size of a lot in which accessory building floor areas are regulated in Agricultural and Rural zones, and to add a provision that the minimum distance from the main building for an accessory building/structure in Agricultural and Rural zones is 3.0 metres; and
- 13) To amend 'Section 11.4.11' to add the provision that a minimum front yard setback of 5.0 meters shall be provided.

----Carried----

The following para from the motion was voted on separately:

- 4) To amend 'Section 4.38.1d)' to update the parking requirements for ARUs to be in compliance with the Planning Act changes (Section 35.1 (1.1));

**Resolution No: CW030-2024 Moved by: Smith Seconded by: Sander**

**BE IT RESOLVED THAT** Council's consideration of the amendment contained in para 4 be deferred; and

**THAT** Staff be directed to provide Council with a further Staff Report for their consideration of the amendment at a future meeting, and that a letter be drafted to the province outlining the serious concerns and impacts resulting from the parking requirements outlined in Section 35.1 (1.1) of the Planning Act that are faced by smaller municipalities with limited or no transit options.

----Carried----

## 5. PARKS AND RECREATION / COMMUNITY SERVICES

- a. **Staff Report PR006-24 submitted by the Manager of Parks and Recreation, re: Award of Tender – Supply and Install Playground Equipment Cunningham Park & Earl Cunningham Park.**

**Resolution No: CW031-2024 Moved by: Sander Seconded by: Maltby**

**BE IT RESOLVED THAT** Staff Report PR006-24 be received; and

**THAT** the quotation received from **Play Power Canada** be accepted in the amount of **\$225,358.00 (excluding HST)** as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the Municipality.

----Carried----

- b. **Staff Report PR007-24 submitted by the Manager of Parks and Recreation, re: Emergency Repairs – Thornton Library Roof.**

**Resolution No: CW032-2024 Moved by: Kiezebrink Seconded by: Maltby**

***BE IT RESOLVED THAT Staff Report PR007-24 be received; and THAT the quotation received from **Midhurst Roofing Ltd.** be accepted in the amount of **\$35,801.00 (excluding HST)** to proceed with the emergency roof repairs at the Thornton Library as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the Municipality.***

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

**6. FIRE AND EMERGENCY SERVICES**

**7. PUBLIC WORKS**

- a. **Staff Report PW004-24 submitted by the Interim CAO/Manager of Public Works, re: Award of Tender – 2024 Dust Suppressant Application.**

**Resolution No: CW033-2024 Moved by: Sander Seconded by: Smith**

***BE IT RESOLVED THAT Staff Report PW004-24 be received; and THAT the quotation as received from **Den-Mar Brines Ltd.** be accepted in the amount of **\$38,070 (excluding HST)**, to supply and place Calcium Chloride Dust Suppressant on the Township's gravel roads, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.***

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

- b. **Staff Report PW005-24 submitted by the Interim CAO/Manager of Public Works, re: Award of Tender – 2024 Street Sweeping.**

**Resolution No: CW034-2024 Moved by: Kiezebrink Seconded by: Sander**

***BE IT RESOLVED THAT Staff Report PW005-24 be received; and THAT the quotation as received from **Glen's Sweeping Ltd.** for the 2024 Street Sweeping RFQ be accepted in the amount of **\$50,481.25 (excluding HST)** as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the Municipality; and THAT the Roads Supervisor be authorized to arrange for the necessary works to be completed.***

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

- c. **Staff Report PW006-24 submitted by the Interim CAO/Manager of Public Works, re: Award of Quotation – Line Paint & Traffic Calming Pavement Markings.**

**Resolution No: CW035-2024 Moved by: Maltby Seconded by: Kiezebrink**

***BE IT RESOLVED THAT** Staff Report PW006-24 be received; and  
That the quotation as received from **Precision Markings Inc.** for Line Paint & Traffic Calming Pavement Markings be accepted in the amount of **\$20,609.00 (excluding HST)** contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.*

----Carried----

**8. FINANCE**

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

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

- a. **Staff Report CAO006-24 submitted by the Interim CAO/Manager of Public Works, re: Application for Housing-Enabling Water Systems Fund (HEWSF).**

**Resolution No: CW036-2024 Moved by: Smith Seconded by: Sander**

***BE IT RESOLVED THAT** Staff Report CAO006-24 be received; and  
**THAT** Council support the submission of the provincial grant application under the **Housing-Enabling Water Systems Fund (HEWSF) in the amount of \$11,250,000 (including 25% contingency and 27% Municipal contribution)** to expand and upgrade the Angus water system to unlock development and additional capacity immediately for stalled development since 2022 to support the provincial housing target to build at least 1.5 million homes by 2031; and  
**THAT** Council commit to fund 27% (minimum municipal contribution) of the total funding required to complete the **Angus Water System Expansion and Upgrades** in the amount of **\$3,037,500** to unlock growth and allow for near-future attainable housing in Angus; and  
**THAT** Council direct Staff to prepare and present to Council a **Municipal Housing Pledge** to include a **Housing Action Plan** based on this Report.*

----Carried----

**11. OTHER BUSINESS**

- South Simcoe Streams Network (SSSN) is planning a Tree Planting event on May 25, 2024 at Bob Geddes Park in Angus.
- Seniors Connection – was well attended and greatly appreciated by the community.
- 100<sup>th</sup> Anniversary of the Royal Canadian Armed Forces – Council requested blue flood lights to light up the Administration Centre for the month of April.

- NVCA Agricultural Subcommittee is arranging an event to provide clarity on recent changes made to the *Conservation Act*.
- VIMY Ridge Day falls on April 9, 2024. Mayor Macdonald reminded those attending to be there early for the service.

12. ADJOURNMENT

Resolution No: CW036-2024 Moved by: *Smith* Seconded by: *Sander*

**BE IT RESOLVED THAT** *this meeting of Committee of the Whole of the Township of Essa adjourn at 6:45 pm., to meet again on the 17<sup>th</sup> day of April, 2024 at 6:00 p.m.*

----Carried----

  
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Sandie Macdonald  
Mayor

  
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Lisa Lehr  
Manager of Legislative Services