

THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING

WEDNESDAY, JUNE 3, 2020
6:00 p.m.

AGENDA

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

p. 1 Moved by: _____ Seconded by: _____

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 20th day of May, 2020 be adopted as circulated.*

4. CONSENT AGENDA

Moved by: _____ Seconded by: _____

Recommendation: *Be it resolved that the items listed in the Consent Agenda dated June 3, 2020 be received for information, and that the necessary action be taken.*

5. COMMITTEE REPORTS

- p. 9 a. Essa Public Library Board

Moved by: _____ Seconded by: _____

Recommendation: *Be it resolved that the minutes of the Essa Public Library Board from their meeting of April 27, 2020, be received.*

- b. Angus BIA

Moved by: _____ Seconded by: _____

Recommendation: *Whereas the Angus BIA Board of Directors met on May 27, 2020 to review 2019 Actual to Budget Reports, as well as other BIA matters relating to Angus; and WHEREAS the Board of Directors for the Angus BIA has approved by resolution in the May 27th Minutes a 2020 Operating Budget which is less than that of 2019, and a 2020 Capital Budget with no projects or costs for the year nor use of Reserve Funds; and*

*WHEREAS the current COVID-19 pandemic and State of Emergency has restricted other meetings and open discussion this spring;
NOW THEREFORE BE IT RESOLVED THAT Essa Council support the approach of the Angus BIA going forward which will involve a future AGM as the Board is able to schedule; and
THAT the Township's Manager of Finance review the BIA Board Approved 2020 Budget and May 27, 2020 Minutes, to bring the usual Staff Report before Council to set the required 2020 BIA tax rate.*

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

8. UNFINISHED BUSINESS

9. BY-LAWS

p. 12 **a. By-law 2020-40**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2020-40, that being a By-law to amend the Township's Procedural By-law 2017-77 to allow for Electronic Participation by members of Council and all Committees, where a State of Emergency has been declared; and that said By-law be read a first, and taken as read a second and third time and finally passed.*

10. QUESTIONS

11. CLOSED SESSION

Moved by: _____ **Seconded by:** _____

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

- *Personal matters about an identifiable individual, including Municipal or local board employees;*
- *a proposed or pending acquisition or disposition of land for Municipal or local board purposes; and*
- *Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them*

Motion to Rise and Report from Closed Session Meeting of June 3rd, 2020.

Moved by: _____ **Seconded by:** _____

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

12. CONFIRMATION BY-LAW

Moved by: _____ **Seconded by:** _____

p. 14 **By-law 2020-41**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2020-41, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 3rd day of June, 2020; and that said By-law be read a first, and taken as read a second and third time and finally passed.*

13. ADJOURNMENT

Moved by: _____ **Seconded by:** _____

Recommendation: *Be it resolved that this meeting of the Council of the Township of Essa adjourn at _____ p.m. to meet again on the 17th day of June, 2020 following Committee of the Whole.*

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

WEDNESDAY, MAY 20, 2020

MINUTES

A Committee of the Whole meeting was held on Wednesday, May 20, 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
Councillor Henry Sander (electronic)
Councillor Ron Henderson

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

1. OPENING OF MEETING BY THE MAYOR

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

2. DISCLOSURE OF PECUNIARY INTEREST

None were declared.

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

a. **Motion to Reconsider – Re: Staff Report PD020-20 “OPA33 Appeal Notice”**

Resolution No: CW084-2020 Moved by: Henderson Seconded by: Smith

Be it resolved that Council Reconsider Motion CW074-2020 as was passed by Council at its meeting of May 6th, 2020 in regards to Staff Report PD020-20 “OPA33 Appeal Notice”.

-----Carried-----

Staff Report PD020-20 submitted by the Manager of Planning and Development, re: OPA 33 Appeal Notice.

Resolution No: CW085-2020 Moved by: White Seconded by: Smith

*Be it resolved that Staff Report PD020-20 be received; and
That Council approve an amendment to the Township's Official Plan respecting OPA
33, as was presented to Council in Staff Report PD005-20 at its meeting of March 4,
2020.*

----Carried-----

**b. Staff Report PD021-20 submitted by the Manager of Planning and
Development, re: 495 Greenwood Drive, Angus – Complete Applications
Notice.**

Resolution No: CW086-2020 Moved by: Sander Seconded by: White

Be it resolved that Staff Report PD021-20 be received for information.

----Carried-----

**c. Staff Report PD023-20 submitted by the Manager of Planning and
Development, re: Township of Essa Official Plan Review Update.**

Resolution No: CW087-2020 Moved by: Henderson Seconded by: White

Be it resolved that Staff Report PD023-20 be received for information.

----Carried-----

5. PARKS AND RECREATION/ COMMUNITY SERVICES

**a. Staff Report PR010-20 submitted by the Manager Parks and Recreation,
re: Proposed Phases of Opening Parks and Recreational Programming in
Essa.**

Resolution No: CW088-2020 Moved by: White Seconded by: Henderson

*Be it resolved that Staff Report PR010-20 be received; and
That the Manager of Parks and Recreation be directed to proceed with the phased-in
approach proposed herein and as amended in accordance with the direction of Council,
which follows the suggested guidelines from the Provincial Government to re-integrate
the public back into the safe operation and function of recreational amenities.*

----Carried-----

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

8. FINANCE

**a. Staff Report TR004-20 submitted by the Tax Collector, re: Request to Write
Off/Adjust 2018 Taxes.**

Resolution No: CW089-2020 Moved by: Sander Seconded by: Henderson

*Be it resolved that Staff Report TR004-20 be received; and
That the Tax Collector be authorized to adjust taxes on the account listed on Schedule
"A" of this report.*

----Carried-----

- b. Staff Report TR005-20 submitted by the Deputy Treasurer, re: Budget to Actuals Update as of April 30th, 2020.**

Resolution No: CW090-2020 Moved by: Sander Seconded by: White

*Be it resolved that Staff Report TR005-20 be received; and
That the Budget to Actuals Update for the period ending April 30th, 2020 be received as
circulated.*

----Carried-----

9. CLERKS / BY-LAW ENFORCEMENT / IT

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

- a. Staff Report CAO030-20 submitted by the Chief Administrative Officer, re: Reopening Plan for Essa.**

Resolution No: CW091-2020 Moved by: Smith Seconded by: Henderson

*Be it resolved that Staff Report CAO030-20 be received; and
That Council approve the enclosed Plan for the Reopening of Essa Township but with
the recognition that this plan is subject to change.*

----Carried-----

11. OTHER BUSINESS

- a. Alectra Inc. Joins United Way in COVID-19 relief across Greater Golden Horseshoe Region.**

Mayor Macdonald informed Council and those in attendance of the contribution of Alectra Inc. to the "Local Love in Global Crisis", a campaign spearheaded by the United Way which will match dollar for dollar donations. She advised that the United Way Centraide Simcoe Muskoka Chapter encompasses the communities of Alliston, Barrie, Beeton, Bradford West Gwillimbury, Thornton and Tottenham, and is one of the five United Way Chapters to be a recipient of the donation(s).

- b. Alliston and Area Physician Recruitment Committee**

Council supported the request of Councillor White for a letter of support to be sent to the Alliston and Area Physician Recruitment Committee, whereby Council requests that funds previously donated from the Township of Essa be allocated to offset the cost of outfitting six new examination rooms for new doctors in the Angus community.

c. Request for Approval - Advertising Signs

Council supported the request of the Mayor for the advertising of congratulatory messages to graduates in Essa Township. The signs approved for the messages are located at Peacekeepers Park, Thornton Gazebo and the Baxter Ball Park.

d. Request for Support of Bursaries

Council supported the request of the Mayor for staff to proceed with the issuance of regular bursary(ies) for graduates at Nottawasaga Pines Secondary School.

e. Protection of Swans from ATVs on Kearnan Road, Angus

Council requested that the Chief Administrative Officer provide a report at a future meeting advising Council on further measures that the municipality can take to protect the swans living on the closed portion of Kearnan Road, Angus, and to add additional "No Motorized Vehicles" signage at the entrance to Kearnan Road, which has been stopped up and closed and blocked with gates.

12. ADJOURNMENT

Resolution No: CW092-2020 Moved by: Smith Seconded by: Henderson

Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 7:37 p.m. to meet again on the 3rd day of June, 2020 at 6:00 p.m.

---Carried---

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING

WEDNESDAY, MAY 20, 2020

MINUTES

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Deputy Mayor Michael Smith (electronic)
Councillor Keith White
Councillor Henry Sander (electronic)
Councillor Ron Henderson

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

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

Mayor Macdonald opened the meeting at 7:37 p.m.

2. **DISCLOSURE OF PECUNIARY INTEREST**

None were declared.

3. **ADOPTION OF PREVIOUS MINUTES AND MOTIONS**

Resolution No: CR101-2020 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 6th day of May, 2020 be adopted as circulated.*

----Carried----

4. **CONSENT AGENDA**

Resolution No: CR102-2020 Moved by: Sander Seconded by: Smith

Be it resolved that the items listed in the Consent Agenda dated May 20, 2020 be received for information, and that the necessary action be taken.

----Carried----

11. CLOSED SESSION

Resolution No: CR104-2020 Moved by: Seconded by:

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

- *Personal matters about an identifiable individual, including Municipal or local board employees.*

----Carried----

Council proceeded into Closed Session at 7:41 p.m.

Motion to Rise and Report from Closed Session Meeting of May 20th, 2020.

Resolution No: CR105-2020 Moved by: Sander Seconded by: Henderson

Be it resolved that Council rise and report from the Closed Session Meeting at 8:22 p.m.

----Carried----

- a. **IDENTIFIABLE INDIVIDUALS [s. 239(2)(b)]
Confidential Staff Report CAO031-20 submitted by the Chief Administrative Officer, Re: Workforce Plan.**

Resolution No: CR106-2020 Moved by: White Seconded by: Henderson

Be it resolved that the Confidential Staff Report CAO031-20 be received; and That the Chief Administrative Officer be authorized to proceed with Option No. 2 as outlined in this Confidential Report, as amended.

----Carried----

12. CONFIRMATION BY-LAW

By-law 2020-39

Resolution No: CR107-2020 Moved by: Henderson Seconded by: Sander

Be it resolved that leave be granted to introduce By-law 2020-39, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 20th day of May, 2020; 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: CR108-2020 Moved by: Smith Seconded by: Henderson

Be it resolved that this meeting of the Council of the Township of Essa adjourn at 8:24 p.m. to meet again on the 3rd day of June, 2020 following Committee of the Whole.

----Carried-----

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

Essa Public Library Board
Minutes
Monday, April 27, 2020, 3:00pm
Remote Meeting

5a

Present: J. Bushey, C. Cryer, J. Hunter, S. Malick, A. Morrison, D. McKeever,
G. Newbatt, L. Wark, K. White
Absent with Notice: H. Sander

1. Call to Order at 3:10pm by Chair D. McKeever.
2. Approval of the Agenda
2020:016 Moved: SM Seconded: CC Carried
THAT the Agenda for April 27, 2020 be approved as circulated with the additions of 13.2.4 and 13.2.5.
3. No Conflicts of Interest are declared for proceedings before this Board.
4. Library Board By-Law update to clarify terms for remote attendance.
2020:017 Moved: JB Seconded: KW Carried
THAT the Essa Public Library Board approves updates to EPL ADMIN001, Library Board ByLaws, for Remote Meetings as circulated, and in keeping with the Ontario Public Libraries Act.
5. Minutes of the Preceding Regular Meeting: February 24, 2020
2020:018 Moved: SM Seconded: JB Carried
THAT the Minutes of the February 24, 2020 Regular Meeting be approved as circulated.
6. Business Arising from past Minutes:
Re. Item 13.1.2 Library Board Strategic Planning for 2021-2025 submissions
7. Communications:
 - 7.1 Borden Citizen article (Feb 20) "Footsteps into the past"
 - 7.2 Federation of Ontario Public Libraries [FOPL] Correspondence (Feb 28)
 - 7.3 FarmView article (March) "New book dedicated to pioneers, farmers and former residents of Angus and area"
 - 7.4 Thank you note from My Sister's Place (Mar 6)
 - 7.5 Announcement of Reciprocal Borrowing Agreement with New Tecumseth Public Library (Mar 10) to Essa Council Consent Agenda & Media
 - 7.6 Interview with the Borden Citizen on YouTube: "How Essa Public Library is adapting to stay connected" with MLS & Emily Brown (Mar 26)
 - 7.7 Interview with Alliston Herald and Simcoe.ca: "Libraries in south Simcoe mark new chapter by shifting to all-digital platforms" by Brad Pritchard. (Mar 31)
 - 7.8 Digital Library Services Announcement (Apr 7) to Essa Council Consent Agenda
 - 7.9 SOLS Blog by Peggy Malcolm, "Let's Talk Libraries" (Apr 8)
 - 7.10 Post-Covid Planning by Canadian Urban Libraries Council (Apr 20)

14. Other Business:

A. Morrison mentions a Trauma Course that may hold value for Library Staff following the experience of the COVID-19 epidemic.

15. Closed Meeting

2020:022 Moved: JH Seconded: CC Carried
THAT the Board proceed to Closed Session at 4:15pm to discuss matters pertaining to personal matters about an identifiable individual, including Board employees.

2020:023 Moved: JH Seconded: CC Carried
THAT the Board rise from the Closed Session at 4:30pm.

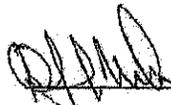
2020:024 Moved: JH Seconded: CC Carried
THAT the CEO be authorized to proceed as directed by the Library Board.

16. Next Meeting: Monday, May 25, 2020, 3:00 pm on Zoom.

17. Adjournment

2020:025 Moved: JH Carried
THAT the Meeting be adjourned at 4:30pm

APPROVED: May 25, 2020



Derek McKeever, Chair



Laura Wark, CEO/Secretary-Treasurer

9a

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW NO. 2020 – 40

A By-law to amend the Township's Procedural By-law 2017-77 to allow for Electronic Participation by members of Council and all Committees, where a State of Emergency has been declared.

WHEREAS Council of the Township of Essa enacted and passed By-law No. 2017-77, a By-law to govern the proceedings of Council, Standing Committees, and Other Committees and Boards of Council at its meeting of December 20, 2017; and

WHEREAS Bill 187, the *Municipal Emergency Act*, 2020, was passed by the Provincial Legislature on March 19, 2020, to allow for electronic participation to count towards quorum in meetings held by municipal Councils, Committees and Local Boards, where a State of Emergency has been declared under Sections 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*; and

WHEREAS Council of the Township of Essa deems it desirable to include such provisions to permit electronic participation to count towards quorum for members of Council and Committees, where a State of Emergency has been declared in accordance with the *Emergency Management and Civil Protection Act*;

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

1. That provision 2.8.1 be stricken and replaced with the following:

2.8.1 *While every effort shall be made by members of Council and Committees to attend meetings physically in person, in the event that an emergency has been declared to exist in all or part of the Township of Essa, or in accordance with provisions contained in Sections 4 or 7.0.1 of the Emergency Management and Civil Protection Act, a member of Council or a Committee may participate fully in a meeting by electronic means (via teleconference or video conference). This applies to members of Council and all Committees, and to their participation in the following types of meetings: Committee of the Whole, Committee of Adjustment, Closed Session, Regular, Special, and Emergency Meetings.*

2. That the following provision be amended to include the following:

2.8.1.2 (b) *Any member of a Committee that will be participating in a meeting electronically shall notify the Chair at a minimum of four (4) hours in advance of the meeting.*

3. That the following provision be amended to read as follows:

2.8.1.4 *Votes cast by members electronically shall be counted towards the overall decision of Council or Committee.*

9a

This By-law shall come into force and take effect on the final day of passing thereof.

READ A FIRST AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 3rd day of June, 2020.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2020 -- 41

Being a By-law to confirm the proceedings of the Council meeting held on the 3rd day of June, 2020.

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 3rd day of June, 2020 and, in respect of each recommendation contained in the Minutes of the Regular Council meeting held on the 20th day of May, 2020, and the Committee of the Whole meetings held on the 20th day of May, 2020; 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 3rd day of June, 2020.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk