

**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 1<sup>st</sup> to November 1<sup>st</sup>,  
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)**

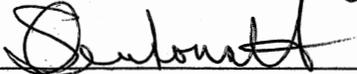
The Manager of Public Works informed Council that the municipality has received the Year 2 Energy and Operational Savings Report from Honeywell, which covers the period from July 1, 2020 to June 30, 2021. He advised Council that the cost savings in Year 2 was \$178,012.00, which represents 109% of the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

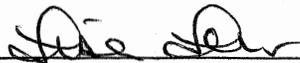
**12. ADJOURNMENT**

**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 20<sup>th</sup> day of October, 2021 at 6:00 p.m.*

-----Carried-----

  
\_\_\_\_\_  
Sandie Macdonald, Mayor

  
\_\_\_\_\_  
Lisa Lehr, Manager of Legislative Services