

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, DECEMBER 7, 2022**

**MINUTES**

A Committee of the Whole meeting was held in person on Wednesday December 7, 2022 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: C. Healey-Dowdall, Chief Administrative Officer  
M. Mikael, Manager of Public Works  
D. Dollmaier, Manager of Finance  
D. Burgin, Fire Chief  
J. Coleman, Manager of Parks and Recreation  
P. Granes, Chief Building Official  
S. Haniff, Senior Planner  
L. Lehr, Manager of Legislative Services

Guests: Richard Steinginga – Baker Tilly KDN LLP

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

Mayor Macdonald opened the meeting at 6:02 p.m.

**2. DISCLOSURE OF PECUNIARY INTEREST**

Councillor Kiezebrink declared an indirect interest on Item 8(b) as he has familial relations with an individual identified in the Report.

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

**a. Presentation – Richard Steinginga, Baker Tilly KDN LLP**  
re: Draft Consolidated Financial Statements

The Township Auditor was in attendance to provide Council with an overview of the Draft 2021 Consolidated Financial Statements.

**Resolution No: CW109-2022 Moved by: Sander Seconded by: Smith**

*Be it resolved that the Draft 2021 Consolidated Financial Statements for the Township of Essa, as presented by Baker Tilly KDN LLP, be approved.*

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

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**STAFF REPORTS**

**4. PLANNING AND DEVELOPMENT**

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

- a. **Staff Report PR016-22 submitted by the Manager of Parks and Recreation, re: Fee Schedule amendment for Not for Profit/Charity Organizations.**

**Resolution No: CW110-2022 Moved by: Kiezebrink Seconded by: Smith**

*Be it resolved that Staff Report PR016-22 be received; and  
That Council direct the Manager of Parks and Recreation to proceed with  
implementing a fee for Not for Profit and Charity Organizations to the Fee Schedule at  
a reduced rate of 50% of the full rental request cost.*

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

**6. FIRE AND EMERGENCY SERVICES**

- a. **Staff Report FD005-22 submitted by the Fire Chief, re: Updating the  
Emergency Management Program and Emergency Response Plan By-law.**

**Resolution No: CW111-2022 Moved by: Maltby Seconded by: Sander**

*Be it resolved that Staff Report FD005-22 be received; and  
That Council authorize the Fire Chief to update the Emergency Management Program  
and Emergency Response Plan By-Law, and to repeal By-Law No. 2016-82.*

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

- b. **Staff Report FD006-22 submitted by the Fire Chief, re: Approval of the  
Memorandum of Understanding for the Provisions of Special Operations  
Services.**

**Resolution No: CW112-2022 Moved by: Kiezebrink Seconded by: Smith**

*Be it resolved that Staff Report FD006-22 be received; and  
That Council authorize the Mayor and Clerk to enter into a Memorandum of  
Understanding for the Provision of Special Operations Services with the Barrie Fire  
and Emergency Services.*

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

**7. PUBLIC WORKS**

**8. FINANCE**

**a. Reduction of Securities – Briarwood Angus Subdivision.**

**Resolution No: CW113-2022 Moved by: Sander Seconded by: Smith**

*Be it resolved that Council approve a reduction in securities relating to Briarwood Angus Subdivision, as recommended by AECOM as follows:*

<i>Current Securities Held by Township of Essa:</i>	<i>\$4,325,467.78</i>
<i>Security to be Released:</i>	<i>\$809,346.48</i>
<i>Securities to be Retained by Township of Essa:</i>	<i>\$3,516,121.30</i>

*And,*

*That this approval is conditional upon the Developer providing the municipality with a Statutory Declaration indicating that all accounts have been paid in full, including all of the Township's legal and engineering costs.*

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

Councillor Kiezebrink recused himself for this portion of the meeting as he declared an indirect interest on Item 8(b). He did not participate in any discussion, nor vote on the Item.

**b. Staff Report TR006-2022 submitted by the Manager of Finance, re:  
Request to Write Off/Adjust 2020, 2021 and 2022 Taxes.**

**Resolution No: CW114-2022 Moved by: Sander Seconded by: Smith**

*Be it resolved that Staff Report TR006-22 be received; and  
That the Tax Collector be authorized to adjust taxes on the accounts listed on Schedules A, B, C and D of this Report.*

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

Councillor Kiezebrink returned to his seat for the remainder of the meeting.

**c. Staff Report TR007-2022 submitted by the Manager of Finance, re:  
Request to Write Off/Adjust 2022 Taxes.**

**Resolution No: CW115-2022 Moved by: Sander Seconded by: Maltby**

*Be it resolved that Staff Report TR007-22 be received; and  
That the Tax Collector be authorized to adjust taxes on the accounts listed on Schedules A, B, and C of this Report.*

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

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

- a. Staff Report C014-22 submitted by the Manager of Legislative Services, re: Municipal Modernization Project C001-2021 – Status Update.**

**Resolution No: CW116-2022 Moved by: Kiezebrink Seconded by: Sander**

*Be it resolved that Staff Report C015-22 be received for Council's information.*

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

- b. Staff Report C015-22 submitted by the Manager of Legislative Services, re: Proposed 2023 Regular Council and Committee of the Whole Meeting Schedule.**

**Resolution No: CW117-2022 Moved by: Kiezebrink Seconded by: Maltby**

*Be it resolved that Staff Report C015-22 be received; and  
That Council approve the schedule for the 2023 Council and Committee of the Whole meetings as attached.*

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

- c. Staff Report C016-22 submitted by the Manager of Legislative Services, re: Fees and Charges By-law 2013-28 – Proposed Amendments.**

**Resolution No: CW118-2022 Moved by: Sander Seconded by: Kiezebrink**

*Be it resolved that Staff Report C016-22 be received; and  
That Council direct staff to schedule a Public Meeting on December 21, 2022 to allow for public comment on proposed amendments, prior to the passage of a By-law to amend Essa's Fees and Charges By-law.*

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

- d. Staff Report C017-22 submitted by the Manager of Legislative Services, re: Appointment of Alternate to County of Simcoe Council.**

**Resolution No: CW119-2022 Moved by: Smith Seconded by: Maltby**

*Be it resolved that Staff Report C017-22 be received; and  
That Council appoint Councillor Henry Sander to act as an alternate member of County of Simcoe Council for the 2022-2026 term; and  
That Council direct the Clerk to present the necessary By-law for passage at the next meeting of Council.*

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

- e. **Staff Report C018-22 submitted by the Manager of Legislative Services, re: Council Appointments – Local Boards and Committees.**

**Resolution No: CW120-2022 Moved by: Smith          Seconded by: Sander**

*Be it resolved that Staff Report C018-22 be received; and  
That members of Council be appointed to Local Boards and Committees for the 2022-2026 term as follows:*

- *Nottawasaga Valley Conservation Authority Board of Directors – Councillor Pieter Kiezebrink*
- *Essa and District Agricultural Society – Deputy Mayor Mike Smith*
- *Alliston and Area Physician Recruitment Committee – Councillor Pieter Kiezebrink*
- *Museum on the Boyne Committee – Councillor Liana Maltby*
- *Angus and Area BIA Board of Directors – Mayor Sandie Macdonald*
- *Thornton and Area Action Committee – Councillor Henry Sander*
- *Stevenson Memorial Redevelopment Committee – Deputy Mayor Mike Smith*
- *South Simcoe Streams Network Nottawasaga Futures – Councillor Liana Maltby*

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

- f. **Staff Report C019-22 submitted by the Deputy Clerk, re: Terms of Reference – Committee of Adjustment, Fence Viewers, Livestock Valuers, Healthy, Accessible Community and Parks Committee and the Essa Public Library Board.**

**Resolution No: CW121-2022 Moved by: Smith          Seconded by: Kiezebrink**

*Be it resolved that Staff Report C019-22 be received; and  
That the Board of Governance Policy for the Essa Public Library be received for information; and*

*That Council approve the Terms of Reference as attached for the following:*

- *Committee of Adjustment*
- *Fence Viewers*
- *Livestock Valuers; and*
- *Healthy, Accessible Community and Parks Committee*

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

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

- a. **Staff Report CAO030-22 submitted by the Chief Administrative Officer, re: Proposed Housekeeping Amendments to the Township of Essa's Zoning By-law, 3<sup>rd</sup> and 8<sup>th</sup> Lines.**

Council's consideration of this matter was deferred to a future meeting.

- b. **Staff Report CAO031-22 submitted by the Chief Administrative Officer, re: Request to Lift and Remove the 0.3m Reserve Cunningham Drive/Mckeown Street.**

**Resolution No: CW122-2022 Moved by: Kiezebrink Seconded by: Sander**

*Be it resolved that Staff Report CAO031-22 be received; and That Council authorize lifting and removing the 0.3 metre wide Reserve along the east side of Cunningham Drive, and the north side of McKeown Street, described as Part East Half of Lot 14, Concession 11, being Parts 4 and 6 on Plan 51R-41529, subject to the Developer paying for all legal costs to prepare and register the necessary documentation at the Land Titles Office to facilitate such action, and transfer Part 5 of the same Plan back to Giulam Developments Limited in accordance with Section 5.9.3 of the Subdivision Agreement registered on title as Instrument No. SC1512206.*

----Carried-----

- c. **Staff Report CAO032-22 submitted by the Chief Administrative Officer, re: Deeming Lot 46, Plan 160A as Not Part of a Plan of Subdivision-Essa Street Angus.**

**Resolution No: CW123-2022 Moved by: Kiezebrink Seconded by: Sander**

*Be it resolved that Staff Report CAO032-22 be received; and That Council adopt a deeming by-law which would have the effect of removing Lot 46 S/S Jonas Street, Plan 160A from the provisions of Section 50 (3) and (5) of the Planning Act relating to subdivision control and restricting the transfer of lands.*

----Carried-----

## 11. OTHER BUSINESS

- a. **Request of Council – Employment Pins and Celebratory Service**

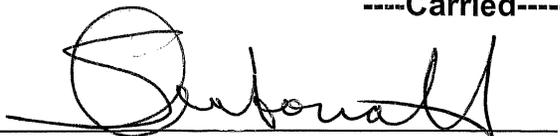
Council requested that Staff investigate the purchase of employment pins and a celebratory service at the Angus Arena.

## 12. ADJOURNMENT

**Resolution No: CW124-2022 Moved by: Smith Seconded by: Sander**

*Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 7:19 p.m., to meet again on the 21<sup>st</sup> day of December, 2022 at 6:00 p.m.*

----Carried-----

  
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Sandie Macdonald, Mayor

  
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per; Lisa Lehr, Manager of Legislative Services