

THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING

WEDNESDAY, FEBRUARY 19, 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 5th day of February, 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 February 19, 2020 be received for information, and that the necessary action be taken.*

5. COMMITTEE REPORTS

p. 13 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 December 9, 2019, be received.*

p. 20 b. Accessibility Advisory Committee

Moved by: _____ Seconded by: _____

Recommendation: *Be it resolved that the minutes of the Accessibility Advisory Committee from their meeting of February 10, 2020, be received.*

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

8. UNFINISHED BUSINESS

9. BY-LAWS

p. 22 a. By-law 2020-15

Moved by: _____ Seconded by: _____

Recommendation: Be it resolved that leave be granted to introduce By-law 2020-15, that being a By-law to authorize the Execution of and enter into an Earthworks Agreement with Briarwood (Angus) Ltd. for Part East half of Lot 31, Concession 4, in the Township of Essa, County of Simcoe designated as Part 1 on Plan 51R-24531 and Part 1 on Plan 51R-36151; being all of PIN:58104-0357 (LT), being Lots 1 through 156 (inclusive) and Blocks 157 through 165 (inclusive) on unregistered M-Plan ("Plan").; 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:

- *A proposed or pending acquisition or disposition of land for Municipal or local board purposes.*
- *Personal matters about an identifiable individual, including Municipal or local board employees;*
- *Labour relations or employee negotiations;*
- *Litigation or potential litigation.*

Motion to Rise and Report from Closed Session Meeting of February 19th, 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. 23 **By-law 2020-16**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2020-16, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 19th day of February, 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 4th day of March, 2020 following Committee of the Whole.*

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

**WEDNESDAY, FEBRUARY 5, 2020
6:00 p.m.**

MINUTES

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

In attendance: Mayor Sandie Macdonald
Councillor Keith White
Councillor Henry Sander
Councillor Ron Henderson

Regrets: Deputy Mayor Michael Smith

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer
A. Powell, Manager of Planning and Development
B. Morrison, Manager of Public Works
J. Coleman, Manager of Parks and Recreation
C. Traynor-Richter, Manager of Finance
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 declared.

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

- a. **Presentation – Derek McKeever**
Re: Contribution to the Essa Public Library Board – 20 Years

Council presented Derek McKeever with a certificate on behalf of the Corporation of the Township of Essa to honour and thank him for 20 years of dedication and service to the Essa Public Library Board.

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

- a. **Staff Report PD004-20 submitted by the Manager of Planning and Development, re: Proposed Housekeeping Amendments to the Township of Essa's Zoning By-law 2003-50.**

Resolution No: CW010-2020 Moved by: White Seconded by: Sander

*Be it resolved that Staff Report PD004-20 be received; and
That Council authorize Staff to schedule a public meeting for March 4th, 2020, to collect
comments on a Housekeeping Zoning By-law Amendment to prohibit a dwelling on
farmlands where a surplus dwelling unit has been severed due to farm consolidation, and
to amend the text of the Zoning By-law 2003-50 affecting the 14 properties identified in
this report.*

----Carried----

**b. Staff Report PD005-20 submitted by the Manager of Planning and
Development, re: OPA 33 – 7994 9th Line.**

Council deferred this Item to their meeting of March 4, 2020.

**c. Staff Report PD006-20 submitted by the Manager of Planning and
Development, re: 2019 Year-End Building Branch Statistics.**

Resolution No: CW011-2020 Moved by: Sander Seconded by: Henderson

Be it resolved that Staff Report PD006-20 be received for information.

----Carried----

5. PARKS AND RECREATION/ COMMUNITY SERVICES

**a. Staff Report PR002-20 submitted by the Manager of Parks and Recreation,
re: Administration Centre and Public Works Yard Cleaning Tender.**

Resolution No: CW012-2020 Moved by: White Seconded by: Henderson

*Be it resolved that Staff Report PR002-20 be received; and
That Council approve awarding the Cleaning Tender for the Administration Centre and
Public Works Building to Kidron Janitorial Corporation at a monthly cost of \$1,525.50
including H.S.T.*

----Carried----

**b. Staff Report PR003-20 submitted by the Manager of Parks and Recreation,
re: Memorial Bench Placement at Nottawasaga Fishing Park.**

Resolution No: CW013-2020 Moved by: White Seconded by: Sander

*Be it resolved that Staff Report PR003-20 be received; and
That Council authorize the installation of a Memorial Bench in the Nottawasaga
Fishing Park provided that the approved bench is situated in a location approved by
staff; and
That any wording on an associated plaque is subject to Township approval; and
That all costs are to be paid by the applicant.*

----Carried----

**c. Staff Report PR004-20 submitted by the Manager of Parks and Recreation,
re: Township 2020 Golf Tournament.**

Motion as Amended:

Resolution No: CW014-2020 Moved by: White Seconded by: Sander

*Be it resolved that Staff Report PR004-20 be received; and
That Council approve the 2020 Golf Tournament and designate proceeds to be
distributed evenly by the Treasurer to the following charities:*

- *RVH Foundation*
- *Matthews House Hospice*
- *Stevenson Memorial Hospital (Building Expansion).*

----Carried----

6. FIRE AND EMERGENCY SERVICES

**a. Staff Report FD001-20 submitted by the Fire Chief, re: Fire Specific Cost
Recovery By-law.**

Resolution No: CW015-2020 Moved by: White Seconded by: Sander

*Be it resolved that Staff Report FD001-20 be received; and
That approve adopting a Cost Recovery By-law to provide another avenue to collect
fire department incurred expenses in the event that an insurance company pays direct
to the policyholder, who in turn does not remit them to the Municipality.*

----Carried----

7. PUBLIC WORKS

**a. Staff Report PW003-20 submitted by the Manager of Public Works,
re: Install 3 Way Stop at Greenwood Drive and Maplewood Drive in Angus.**

Resolution No: CW016-2020 Moved by: White Seconded by: Sander

*Be it resolved that Staff Report PW003-20 be received; and
That Council approve the installation of proper signage and line painting for a
controlled 3-way stop intersection as a pedestrian crossing treatment at Greenwood
Drive and Maplewood Drive in Angus at a cost of approximately \$1,700.00 plus H.S.T.
from the approved 2020 budget.*

----Carried----

8. FINANCE

**a. Staff Report TR001-20 submitted by the Manager of Finance, re: 2019
Audit Engagement Letter.**

Resolution No: CW017-2020 Moved by: White Seconded by: Sander

*Be it resolved that Staff Report PW004-20 be received; and
That the 2019 Audit Engagement letters from Baker Tilly KDN LLP formally Collins*

Barrow Kawarthas be received, accepted, signed and returned to the audit firm.

----Carried----

9. CLERKS / BY-LAW ENFORCEMENT / IT

- a. **Staff Report C003-20 submitted by the Clerk, re: Request for Sponsorship – Canadian Armed Forces Day and Air Show.**

Resolution No: CW018-2020 Moved by: Sander Seconded by: White

*Be it resolved that Staff Report C003-20 be received; and
That Council approve a sponsorship in the amount of \$5,000.00 for the 2020 Biennial
Canadian Armed Forces Day and Air Show.*

----Carried----

- b. **Staff Report C004-20 submitted by the Clerk, re: Housekeeping Amendments – Site Alteration and Fill By-law 2019-84 Schedule “B”.**

Resolution No: CW019-2020 Moved by: Sander Seconded by: White

Be it resolved that Staff Report C004-20 be received for information.

----Carried----

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

- a. **Staff Report CAO004-20 submitted by the Chief Administrative Officer, re: Community Safety and Well-Being Plan.**

Resolution No: CW020-2020 Moved by: Sander Seconded by: Henderson

*Be it resolved that Staff Report CAO004-20 be received; and
That Council authorize staff to prepare a Community Safety and Well-Being Plan with
Adjala-Tosorontio and New Tecumseth, with assistance from the Nottawasaga OPP
and the County of Simcoe taking the lead, at no cost to the Municipality.*

----Carried----

- b. **Staff Report CAO006-20 submitted by the Chief Administrative Officer, re: Brookfield Development of Baxter and Sewage Treatment and Disposal, Class EA.**

Motion as Amended:

Resolution No: CW021-2020 Moved by: Sander Seconded by: White

*Be it resolved that Staff Report CAO006-20 be received; and
That Council direct Staff to schedule delegations in accordance with rules outlined in
the Township’s Procedural By-law, from Brookfield and the public in respect of
Brookfield’s Development of Sewage Treatment and Disposal, at their meeting of
February 19, 2020.*

----Carried----

11. OTHER BUSINESS

a. Presentation of Future Budgets

Council directed staff to model future budgets utilizing the process that was demonstrated in the training session at their meeting of January 28, 2020.

b. Spaghetti Dinner Community Fundraiser – February 15, 2020

Council invited staff and members of the public to attend the Spaghetti Dinner Community Fundraiser scheduled to take place at 4:30 p.m. on February 15, 2020 at the Utopia Hall.

12. ADJOURNMENT

Resolution No: CW022-2020 Moved by: Sander Seconded by: Henderson

Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 6:47 p.m. to meet again on the 19th day of February, 2020 at 6:00 p.m.

----Carried----

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING

WEDNESDAY, FEBRUARY 5, 2020
6:00 p.m.

A Meeting of Council was held on Wednesday, February 5, 2020 in the Council Chambers of the Administration Centre, Township of Essa.

In attendance: Mayor Sandie Macdonald
Councillor Keith White
Councillor Henry Sander
Councillor Ron Henderson

Absent: Deputy Mayor Michael Smith

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer
C. Traynor, Manager of Finance
B. Morrison, Manager of Public Works
J. Coleman, Manager of Parks and Recreation
A. Powell, Manager of Planning and Development
L. Lehr, Clerk

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the meeting at 6:48 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None declared.

3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS

Resolution No: CR023-2020 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 Public, Committee of the Whole and Regular Council meetings held on the 15th day of January, 2020 be adopted as circulated; and
That the minutes of the Special meeting held on the 28th day of January, 2020 be adopted as circulated.*

---Carried---

4. CONSENT AGENDA

Resolution No: CR024-2020 Moved by: Sander Seconded by: White

Be it resolved that the items listed in the Consent Agenda dated February 5, 2020 be received for information; and

*That Items A2(a)(b) and (c) be moved to Section B of the Consent Agenda for letters of support to be forwarded to the Town of Orangeville, Municipality of Dutton Dunwich, Town of Collingwood, Minister of Environment, Conservation and Parks, Premier Doug Ford, MPP Jim Wilson, the Association of Municipalities of Ontario, Conservation Ontario, and all upper and lower tier municipalities in Ontario; and
That Item A1 be moved to Section B of the Consent Agenda for a letter of support to be forwarded to the Town of Penetanguishene; and
That Item A5(a) be moved to Section C of the Consent Agenda for a future report to come forward at a future meeting.*

----Carried-----

5. COMMITTEE REPORTS

a. Nottawasaga Police Services Board

Resolution No: CR025-2020 Moved by: Henderson Seconded by: Sander

Be it resolved that the minutes of the Nottawasaga Police Services Board from their meeting of November 27, 2019, be received.

----Carried-----

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

a. Motion to Support Conservation Authorities / NVCA

Resolution No: CR026-2020 Moved by: White Seconded by: Henderson

WHEREAS the Township of Essa has been a member municipality of the Nottawasaga Valley Conservation Authority for 60 years, having appointed the required municipal representative to the governing NVCA Board of Directors; such representatives who have had the collective responsibility of developing and approving the policies, strategic and business plans, budget, financial reporting, asset management, and service delivery of the NVCA per the Conservation Authorities Act; and such representatives have had a responsibility of informing, advising, and consulting with their municipal Council; and

WHEREAS the Township of Essa has significantly benefitted from the interrelated programs and projects which include specialized expertise, and is of the opinion that it could not otherwise provide for, on an integrated watershed management basis and in a cost effective manner, as does the NVCA;

NOW THEREFORE BE IT RESOLVED THAT the Township of Essa supports the continued ability of the 36 Ontario Conservation Authority Board of Directors, to establish and deliver such programs as are identified and substantiated, to benefit their particular and unique watershed, under a mandate of Conservation Authorities; and THAT, towards an objective of measuring the efficiencies, consistency, transparency, and oversight of Conservation Authorities relative to the Conservation Authorities Act, Bill 108 (Schedule 2) and the related Regulations, effective and prudent standards be considered of the four categories, which may enable monitoring and meeting of same across all 36 Conservation Authorities; and

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THAT this resolution be forwarded to the Minister of the Environment, Conservation and Parks, Premier Doug Ford, MPP Jim Wilson, the Association of Municipalities of Ontario, Nottawasaga Valley Conservation Authority, Conservation Ontario, and all upper and lower tier Ontario Municipalities.

----Carried----

8. UNFINISHED BUSINESS

9. BY-LAWS

a. By-law 2020-10

Resolution No: CR027-2020 Moved by: Sander Seconded by: White

Be it resolved that leave be granted to introduce By-law 2020-10, that being a By-law to authorize Cost Recovery (fees) with respect to Fire Department Specific Response; and, that said By-law be read a first, and taken as read a second and third time and finally passed

----Carried----

b. By-law 2020-11

Resolution No: CR028-2020 Moved by: Sander Seconded by: White

Be it resolved that leave be granted to introduce By-law 2020-11, that being a By-law to authorize the Issuance of the Certificate of Maintenance and Final Acceptance (Aboveground Works) Nottawasaga Village Subdivision – Phase 3 (Stonemount Developments Inc.), Registered Plan 51M-1018; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried----

c. By-law 2020-12

Resolution No: CR029-2020 Moved by: White Seconded by: Sander

Be it resolved that leave be granted to introduce By-law 2020-12, that being a By-law to authorize the Issuance of the Certificate of Maintenance and Final Acceptance (Underground Works) Greenwood Drive Subdivision (Sapphire Hills Homes Inc.), Registered Plan 51M-1112; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried----

d. By-law 2020-13

Resolution No: CR030-2020 Moved by: Sander Seconded by: Henderson

Be it resolved that leave be granted to introduce By-law 2020-13, that being a By-law to authorize the Issuance of the Certificate of Substantial Completion and Acceptance (Aboveground Works) Greenwood Drive Subdivision (Sapphire Hills Homes Inc.), Registered Plan 51M-1112; and that said By-law be read a first, and taken as read a second and third time and finally passed.

8

----Carried----

10. QUESTIONS

11. CLOSED SESSION

Resolution No: CR031-2020 Moved by: Sander Seconded by: Henderson

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

- *A proposed or pending acquisition or disposition of land for Municipal or local board purposes.*
- *Personal matters about an identifiable individual, including Municipal or local board employees;*
- *Labour relations or employee negotiations;*
- *Litigation or potential litigation.*

----Carried----

Motion to Rise and Report from Closed Session Meeting of February 5th, 2020.

Resolution No: CR032-2020 Moved by: Sander Seconded by: Henderson

Be it resolved that Council rise and report from the Closed Session Meeting at 7:38 p.m.

----Carried----

**a. IDENTIFIABLE INDIVIDUAL [s. 239(2)(b)]
LABOUR RELATIONS [s. 239(2)(d)]
Confidential Staff Report PD007-20 submitted by the Manager of Planning and Development, Re: Deputy Chief Building Official Offer of Employment.**

Resolution No: CR033-2020 Moved by: White Seconded by: Henderson

Be it resolved that Confidential Staff Report PD007-20 be received; and That the Manager of Planning and Development be authorized to proceed with Option No. 3 as outlined in this Confidential Report; and That the CAO proceed as directed by Council.

----Carried----

**b. IDENTIFIABLE INDIVIDUAL [s. 239(2)(b)]
Confidential Staff Report PW004-20 submitted by the Manager of Public Works, Re: Resident's Request for Reimbursement for Vehicle Damage.**

Resolution No: CR034-2020 Moved by: Sander White

Be it resolved that Confidential Staff Report PW004-20 be received; and That the Manager of Public Works be authorized to proceed with Option No. 2 as outlined in this Confidential Report.

----Carried----

c. DISPOSITION OF LAND [s. 239(2)(c)]
Confidential Staff Report CAO005-20 submitted by the Chief Administrative Officer, Re: Potential Land Disposition.

Resolution No: CR035-2020 Moved by: Sander Seconded by: White

*Be it resolved that Confidential Staff Report CAO005-20 be received; and
That the Chief Administrative Officer be authorized to proceed with Option No. 2 as
outlined in this Confidential Report.*

----Carried----

d. LABOUR RELATIONS [s. 239(2)(d)]
Confidential Staff Report CAO007-20 submitted by the Chief Administrative Officer, Re: Personnel Matter.

Resolution No: CR036-2020 Moved by: Sander Seconded by: White

*Be it resolved that Confidential Staff Report CAO007-20 be received; and
That the Chief Administrative Officer be authorized to proceed with Options Nos. 3 and
4 as outlined in this Confidential Report.*

----Carried----

e. LITIGATION [s. 239(2)(e)]
Confidential Staff Report CAO008-20 submitted by the Chief Administrative Officer, Re: King Street Construction Project.

Resolution No: CR037-2020 Moved by: Sander Seconded by: White

*Be it resolved that Confidential Staff Report CAO008-20 be received; and
That the Chief Administrative Officer be authorized to proceed with Option No. 2 as
outlined in this Confidential Report.*

----Carried----

12. CONFIRMATION BY-LAW

By-law 2020-14

Resolution No: CR038-2020 Moved by: Sander Seconded by: Henderson

*Be it resolved that leave be granted to introduce By-law 2020-14, that being a By-law to
confirm the proceedings of the Council and Committee of the Whole meetings held on this
5th day of February, 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: CR039-2020 Moved by: Henderson Seconded by: Sander

Be it resolved that this meeting of the Council of the Township of Essa adjourn at 7:41 p.m. to meet again on the 19th day of February, 2020 following Committee of the Whole.

----Carried-----

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

THE CORPORATION OF THE TOWNSHIP OF ESSA

Motion No: CR026-2020 Date: February 5, 2020

Moved by: Councillor White Seconded by: Councillor Henderson

**Motion to Support
Conservation Authorities and the Nottawasaga Valley Conservation Authority
(NVCA)**

WHEREAS the Township of Essa has been a member municipality of the Nottawasaga Valley Conservation Authority for 60 years, having appointed the required municipal representative to the governing NVCA Board of Directors; such representatives who have had the collective responsibility of developing and approving the polices, strategic and business plans, budget, financial reporting, asset management, and service delivery of the NVCA per the Conservation Authorities Act; and such representatives have had a responsibility of informing, advising, and consulting with their municipal Council; and

WHEREAS the Township of Essa has significantly benefitted from the interrelated programs and projects which include specialized expertise, and is of the opinion that it could not otherwise provide for, on an integrated watershed management basis and in a cost effective manner, as does the NVCA;

NOW THEREFORE BE IT RESOLVED THAT the Township of Essa supports the continued ability of the 36 Ontario Conservation Authority Board of Directors, to establish and deliver such programs as are identified and substantiated, to benefit their particular and unique watershed, under a mandate of Conservation Authorities; and

THAT, towards an objective of measuring the efficiencies, consistency, transparency, and oversight of Conservation Authorities relative to the Conservation Authorities Act, Bill 108 (Schedule 2) and the related Regulations, effective and prudent standards be considered of the four categories, which may enable monitoring and meeting of same across all 36 Conservation Authorities; and

THAT this resolution be forwarded to the Minister of the Environment, Conservation and Parks, Premier Doug Ford, MPP Jim Wilson, the Association of Municipalities of Ontario, Nottawasaga Valley Conservation Authority, Conservation Ontario, and all upper and lower tier Ontario Municipalities.

Carried

Sandie Macdonald

Mayor, Township of Essa

Essa Public Library Board
Minutes
Monday, December 9, 2019, 7:00pm
Angus Branch, Essa Public Library

Present: J. Bushey, C. Cryer, J. Hunter, S. Malick, G. Newbatt, A. Morrison, L. Wark, K. White

Absent with notice: D. McKeever, H. Sander

1. Call to Order at 7:05pm by Vice-Chair J. Hunter

2. Respect and Acknowledgement Declaration:

Essa Public Library Board acknowledges that we are situated on the traditional land of the Anishnaabeg people. We acknowledge the enduring presence of First Nation, Métis and Inuit people on this land and are committed to moving forward in the spirit of reconciliation and respect.

3. Approval of the Agenda

2019:094 Moved: AM Seconded: SM Carried
THAT the Agenda for December 9, 2019 be approved as printed and circulated with the additions of 7.5, 9.5, 13.1.4 (Facilities Policy EPL_GEN:001), 14.2 and 14.3.

4. No Conflicts of Interest were declared for proceedings before this Board.

5. Minutes of the Preceding Regular Meeting: November 25, 2019

2019:095 Moved: CC Seconded: JB Carried
THAT the Minutes of the November 25, 2019 Regular Meeting be approved as printed and circulated.

6. Business Arising from the November 25th Minutes: none

7. Communications:

- 7.1 Letter (Nov 20) from Ontario Public Library Guidelines Monitoring and Accreditation Council with official confirmation of Re-Accreditation
- 7.2 Borden Citizen Article for Nanowrimo library event (Nov 21)
- 7.3 Re-Accreditation Announcement to Essa Council from EPL (Dec 4 Council Agenda)
- 7.4 Email from the Federation of Ontario Public Libraries (FOPL) regarding Bill 132 & updates to the Public Library Act
- 7.5 Thank you note from My Sister's Place (Dec)

8. Vice-Chairperson's Remarks.

9. Treasurer's Report:

- 9.1 Reserve Funds to Dec 31, 2018 for Thornton Branch: \$12,485.00.
- 9.2 Development Charges approved in 2018 Essa DC By-law for possible Thornton Branch expansion: \$392,000.00
- 9.3 2018 Audit updates for "Sell the Shelf" Reserve & Inter-Entity Transactions
- 9.4 RBC Unleash Your Future Grant update for 2020/2021 (Single ask for both years \$75,000 - \$50,000 for 2020 & \$25,000 for 2021).
- 9.5 Budget Comparison to November 30, 2019

2019:096 Moved: SM Seconded: CC Carried
THAT the Treasurer's Report be received as printed and circulated.

10. Essa Public Library Report, November 2019

11. CEO Report, December 2019

12. SOLS Trustee member & SOLS Governance Hub (C. Cryer):

Board member Registration for Learn HQ will occur at the January meeting.

13. Committees:

13.1 Planning Committee (Chairperson: C. Cryer)

13.1.1 Strategic Planning to commence in January at the staff level. Public will be consulted & input brought to committee in March.

13.1.2 Board Meeting Dates for 2020

2019:097 Moved: JB Seconded: KW Carried
THAT the Essa Public Library Board hold Regular Board Meetings on: January 27, February 24, March 23, April 27, May 25, June 22, September 28, October 26, November 23, and December 14 according to current legislation.

13.1.3 Library Closed Dates for 2020.

2019:098 Moved: CC Seconded: SM Carried
THAT Essa Public Library be closed January 1, February 17 Family Day, April 10 Good Friday, April 13 Easter Monday, May 18 Victoria Day, July 1, August 3 Civic Holiday, September 7, October 12, December 24 at 1pm, December 25 and 26, December 31 at 1pm.

13.1.4 Request from Taking Off Pounds Sensibly (TOPS) to consider a revised rental fee for weekly meetings at Thornton Branch in EPL GEN:001A

Accessible Meeting Room Rental Agreement in reference to Facilities Policy EPL GEN:001.

2019:099 Moved: KW Seconded: SM Carried
THAT the Essa Public Library Board directs the CEO to communicate their decision about 2 weekly meeting options to the TOPS group.

13.2 Personnel Committee (Chairperson: J. Hunter): No report

13.3 Finance Committee (Chairperson: S. Malick)

2020 Draft Budget Adjustments endorsed by EPL Finance Committee & Personnel Committee Chair on Tuesday, November 26th forwarded to Essa Council on Dec 4, 2019

14. Other Business:

14.1 By 2020, Chair D. McKeever will have 20 Years Library Board Service.

The Library Board will host a presentation before the next Library Board meeting to acknowledge this service. Council will be invited to attend.

14.2 OSSTF Strike at Angus Branch: Review and concerns.

A communication from the Library Board will be prepared for the Township CAO and SCDSB to forward to the OSSTF, Strike Captains, and OPP.

14.3 Custodial Services at Angus Branch: Recent concerns may need to be taken to the Administrative Committee.

15. Next Meeting: Monday, January 27, 2020, 6:00 pm, Thornton Branch.

16. Adjournment

2019: 100 Moved: KW

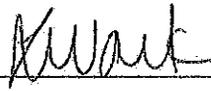
Carried

THAT the Meeting be adjourned at 8:33pm

APPROVED: January 27, 2020



Derek McKeever, Chairperson



Laura Wark, CEO/Secretary-Treasurer

Adults

Angus - Book Clubs: 8
 Angus - Cookbook Club: 2
 Thornton - Book Clubs: 13
 Angus - Language Conversation Circle: 0 - cancelled due to weather.
 Angus - Hobby Circle: 11
 Angus - Adult Movie Night: 11
 Angus - Tech Tutor: 1
 Thornton - Tech Tutor: 2
 Exams: 5
 Angus - Local Artists' Displays: continues from Nov.
 Thornton - *Friends'* Trivia Night: 9



Teens & Tweens

Angus - Tween Den: 15
 Angus - Teen Central: 44
 Angus - Tutoring Sessions in Tween Area: 36
 Thornton - Page Turners Tween Book Club: 8



Angus - "Unleash your future" event
 Craftrooms: 7

Other

Homebound delivery offered
 Angus - MakerSpace: 1
 Thornton - MakerSpace: offered

Kids

Angus - JUMP Club: 35
 Angus - Story Dogs: 18
 Angus - Wiggles & Giggles: 47
 Angus - Library Storytime: 65
 Angus - L'heure du conte: 20
 Thornton - Library Storytime: 54
 Thornton - Story Dogs: 3
 Angus - Lego Builders: 3
 Angus - Outreach @ Early ON Centre (Christmas Stories & Snack): 42
 Angus - Winter Break Events:
 Winter Wonderland: 150
 Cozy Storytime: 34
 Afternoon Movie "The Grinch": 20
 Noon Year's Eve Party: 130

Other: Angus - Homeschool Network Connection: 5

53 Circulation Totals and Analysis: December 2019

CIRCULATION	Dec. 2018	Dec. 2019	YTD 2019
Angus Branch	8,274	7,721	108,598
Thornton Branch	1,444	1,166	18,082
Angus Branch Computer Use	462	407	7,074
Thornton Branch Computer Use	35	34	690
Angus Branch Wireless Use	1,234	1,204	16,915
Thornton Branch Wireless Use	270	280	4,387
eAudio & eBooks	603	790	8,897
TOTALS:	12,322	11,602	164,643

Circulation Analysis	Dec. 2018	Dec. 2019	YTD 2019
Print	4,646	4,225	61,049
Non-Print	4,920	4,524	64,279
Computer Use/Internet/Wireless	2,001	1,925	29,066
eAudio Books	211	174	2,703
eBooks	392	616	6,194
Interlibrary Loan: Borrowed	122	103	1,047
Interlibrary Loan: Lent	30	35	305

Materials Used In-Library	Dec. 2019	YTD 2019
Angus Branch	231	3,038
Thornton Branch	196	1,905

Library website visits 2,740	YTD 2019 39,603	BlueCloud Mobile visits 85	YTD 2019 161
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E-resources visits 940	YTD 2019 5,042
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New Members		YTD 2019
Angus Branch	48	1,182
Thornton Branch	2	65

December Library Highlights



Winter Wonderland for toddlers featured green screen photos, crafts and sensory experiences.

Karly entertained many little revellers at the noon hour celebrations on Dec 31. Crafts and festivities to mark 2020 were part of the fun.





**TOWNSHIP OF ESSA
ACCESSIBILITY ADVISORY COMMITTEE
MINUTES
MONDAY, FEBRUARY 10, 2020 – 5:30 p.m.**

ESSA PUBLIC LIBRARY, ANGUS

In attendance:	Patty Foster, Chair Josh Robertson, Member Stephanie McCann, Member Madelaine Danby, Member Nancy Willoughby, Member Henry Sander, Councillor, Ward 2 Krista Pascoe, Municipal Staff Support/Secretary
Guest:	Doug Mein, Chair of JAAC, Simcoe County

1. OPENING OF THE MEETING

Patty opened the meeting by welcoming the Committee members at 5:30 p.m.

2. APPROVAL OF AGENDA

Motion: AAC2020-01 Moved by: Willoughby Seconded by: Robertson

Be it resolved that the agenda as presented be approved.

----Carried----

3. ADOPTION OF MINUTES OF PREVIOUS MEETING

Motion: AAC2020-02 Moved by: Danby Seconded by: Willoughby

Be it resolved that the minutes of the Accessibility Advisory Committee meeting dated September 23, 2019 be approved as printed.

----Carried----

4. BUSINESS ARISING FROM PREVIOUS MEETING / OUTSTANDING ITEMS

5. NEW BUSINESS

5.1 Delegation to Committee – Doug Mein, Chair of Simcoe County Joint Accessibility Advisory Committee, re: Joint Accessibility Advisory Committee

Doug Introduced himself to the Committee as the Chair of the Joint Accessibility Advisory Committee for Simcoe County, and provided the Committee with a brief overview of the Joint Committee.

5.2 Work Plan 2020

The committee reviewed the Work Plan for 2020 and will add to the plan as the year progresses. The members were asked to give some thought on National

Access Awareness week and come up with some different initiatives and/or ideas the Committee members can undertake to bring awareness to the Community.

6. CORRESPONDENCE / INFORMATION ITEMS

- 6.1 News Article from the Ministry of Seniors and Accessibility
- a) September 30, 2019 – Ontario Making Education More Accessible for Students
 - b) Ontario Establishes a New Framework to Continue Progress on Accessibility

The committee members reviewed the above listed News articles from the Ministry of Seniors and Accessibility.

7. OTHER BUSINESS

8. ESTABLISH DATE AND TIME OF NEXT MEETING

- 8.1 Set date for next quarterly meeting.

The next meeting is scheduled for Tuesday, April 28, 2020 at 5:30 p.m. at the Essa Public Library.

9. ADJOURNMENT

Motion: AAC2020-03 Moved by: Willoughby Seconded by: McCann

Be it resolved that this meeting of the Accessibility Advisory Committee of the Township of Essa adjourn at 6:25 p.m.

----Carried----

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2020 - 15

A By-law to Authorize the Execution of and enter into an Earthworks Agreement with Briarwood (Angus) Ltd. for Part East half of Lot 31, Concession 4, in the Township of Essa, County of Simcoe designated as Part 1 on Plan 51R-24531 and Part 1 on Plan 51R-36151; being all of PIN:58104-0357 (LT), being Lots 1 through 156 (inclusive) and Blocks 157 through 165 (inclusive) on unregistered M-Plan ("Plan").

WHEREAS Briarwood (Angus) Ltd. is the owner of Part East half of Lot 31, Concession 4, in the Township of Essa, County of Simcoe designated as Part 1 on Plan 51R-24531 and Part 1 on Plan 51R-36151; being all of PIN:58104-0357 (LT), being Lots 1 through 156 (inclusive) and Blocks 157 through 165 (inclusive) on unregistered M-Plan ("Plan") and the developer has received draft plan approval from the Municipality; and

WHEREAS the Council of the Corporation of the Township of Essa is empowered to enter into agreements for development control pursuant to Sections 51(26) and 53(12) of the Planning Act, R.S.O. 1990, c.P13; and

WHEREAS the Township and the owners of land known as Part East half of Lot 31, Concession 4, in the Township of Essa, County of Simcoe designated as Part 1 on Plan 51R-24531 and Part 1 on Plan 51R-36151; being all of PIN:58104-0357 (LT), being Lots 1 through 156 (inclusive) and Blocks 157 through 165 (inclusive) on unregistered M-Plan ("Plan"), agree to enter into this Earthworks Agreement in order to permit the developer to alter the existing grade of the lands in accordance with the construction drawings for the draft plan of subdivision pertaining to these lands as described in the subject Earthworks Agreement.

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the Township of Essa hereby enacts as follows:

1. The Agreement attached hereto is approved by Council, and Council agrees to the terms of the aforesaid Agreement.
2. The Mayor and Clerk are hereby authorized to execute the subject Agreement and all other documentation necessary to give effect to the attached Agreement.
3. This By-law and Agreement attached shall be registered at the Land Titles Office for the County of Simcoe after execution by all parties.
4. This By-law comes into force and effect on the day it is finally passed.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 19th day of February, 2020.

Sandie Macdonald - Mayor

Lisa Lehr - Clerk

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2020 - 16

Being a By-law to confirm the proceedings of the Council meeting held on the 19th day of February, 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 19th day of February, 2020 and, in respect of each recommendation contained in the Minutes the Regular Council meeting held on the 5th day of February, 2020, the Committee of the Whole meeting held on the 5th day of February, 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 19th day of February, 2020.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk