

**THE CORPORATION OF THE TOWNSHIP OF ESSA
VIRTUAL REGULAR COUNCIL MEETING
WEDNESDAY, MARCH 9, 2022**

(To follow Committee of the Whole)

To view our live stream visit the Township of [Essa's YouTube Channel](#)

AGENDA

- 1. OPENING OF MEETING BY THE MAYOR**
- 2. DISCLOSURE OF PECUNIARY INTEREST**
- 3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS**
 - p. 1 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 Public, Committee of the Whole and Regular Council meetings held on the 16th day of February, 2022 be adopted as circulated.*
- 4. CONSENT AGENDA**

Recommendation: *Be it resolved that the items listed in the Consent Agenda dated March 9, 2022 be received for information, and that the necessary actions be taken.*
- 5. COMMITTEE REPORTS**
 - p. 11 a. **Essa Public Library Board**

Recommendation: *Be it resolved that the minutes of the Essa Public Library Board from their meeting of January 24, 2022 be received.*
- 6. PETITIONS**
- 7. MOTIONS AND NOTICES OF MOTIONS**
- 8. UNFINISHED BUSINESS**

9. BY-LAWS

p. 13 **a. By-law 2022-13**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2022-13, that being a By-law to authorize the Issuance of the Certificate of Substantial Completion and Acceptance (Underground Works) Birchwood Estates Subdivision (Plan 51M-1198) (Wynstar Developments Inc.); 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

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

- *Acquisition or Disposition of Land Negotiations [Municipal Act, s.239(2)(c)]*

Note: Livestream does not run during Closed Session Deliberations.

Motion to Rise and Report from Closed Session Meeting of March 9, 2022.

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

12. CONFIRMATION BY-LAW

p. 15 **By-law 2022-14**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2022-14, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 9th day of March, 2022; and that said By-law be read a first, and taken as read a second and third time and finally passed.*

13. ADJOURNMENT

Recommendation: *Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at _____ p.m. to meet again on the 23rd day of March, 2022 at 6:00 p.m.*

**THE CORPORATION OF THE TOWNSHIP OF ESSA
PUBLIC MEETING MINUTES
WEDNESDAY FEBRUARY 16, 2022**

**PROPOSED ZONING BY-LAW AMENDMENT
RE: 28 BRENTWOOD ROAD, ANGUS**

MINUTES

A Public meeting was held virtually on Wednesday, February 16, 2022 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
- Regrets: Councillor Ron Henderson
- Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer
A. Powell, Manager of Planning and Development
M. Mikael, Manager of Public Works
J. Coleman, Manager of Parks and Recreation
K. Pascoe, Deputy Clerk
L. Lehr, Manager of Legislative Services
- Guests: Tyler Kawall, Innovative Planning Solutions (IPS Consulting Inc.)

The Mayor opened the meeting at 6:15 p.m. She stated that the purpose of the Public Meeting is to discuss proposed amendments to the Township's Zoning By-law 2003-50 in accordance with Sections 34 of the Planning Act, R.S.O., c.p. 13, to hear the presentation from Tyler Kawall from Innovative Planning Solutions (IPS Consulting Inc.), as well as to hear all comments from residents of the Township of Essa.

The Manager of Planning and Development advised that the Township is in receipt of a resubmission for a proposed development at 28 Brentwood Road, Angus. The submission, originally in taken by the Township in April 2021, includes an application for a Zoning By-law Amendment.

The Manager of Planning and Development provided that the subject property is 0.12 hectares in size, is designated 'Residential' in the Township's Official Plan and is zoned 'Residential Low-Density Detached (R1)' in the Township's Zoning By-law 2003-50. There are currently no buildings or structures on the subject lands.

The Manager of Planning and Development also provided that the purpose of the Zoning By-law Amendment is to further zone the lands to 'Residential, Medium Density, Townhome

Exception (R3-X)' to provide site specific zoning relief of the minimum lot area, minimum lot frontage, minimum front yard setback, minimum exterior side-yard setback, maximum lot coverage and reduced parking standards.

The Manager of Planning and Development advised Council and those in attendance that three (3) Consent Applications will be required for the creation of the proposed development.

The Manager of Planning and Development stated that a full comment set concerning this application's circulation is pending Staff's review and will inform the forthcoming recommendation Report that will be provided to Council for their decision at a future meeting of the Committee of the Whole. Staff will be intaking comments on this matter until March 9th, 2022.

The Manager of Planning and Development welcomed Tyler Kawall from Innovative Planning Solutions to deliver his presentation on the subject application.

Tyler Kawall provided an overview of the application and advised that the applicant is proposing to build semi-detached dwellings on the subject property.

The Manager of Planning and Development advised that there were no members of the public that had registered for participation in the electronic meeting.

Mayor Macdonald asked Council if they have any questions for clarification.

Council expressed the following concerns with the proposed application:

- speeding
- increase parking to allow for two parking spaces per unit

The Mayor stated that if there are no further questions, Council wishes to thank all those in attendance for their participation. The Planning and Development Department will be preparing a Staff Report to be presented to Council at a future meeting of the Committee of the Whole.

The Public meeting adjourned at 6:32 pm.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

**THE CORPORATION OF THE TOWNSHIP OF ESSA
VIRTUAL COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, FEBRUARY 16, 2022**

MINUTES

A Committee of the Whole meeting was held virtually on Wednesday, February 16, 2022 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

Regrets: Councillor Ron Henderson

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer
A. Powell, Manager of Planning and Development
M. Mikael, Manager of Public Works
J. Coleman, Manager of Parks and Recreation
K. Pascoe, Deputy Clerk
L. Lehr, Manager of Legislative Services

Guests: Tyler Kawall, Innovative Planning Solutions (IPS Consulting Inc.)

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

a. Delegation – Martin Myler
re: Parking Concerns

Mr. Myler was not in attendance.

b. Public Meeting – Tyler Kawall – Innovative Planning Solutions (IPS Consulting Inc.)
re: Zoning By-law Amendment No. Z2/21) - 28 Brentwood Road, Angus.

See separate set of minutes.

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

5. PARKS AND RECREATION / COMMUNITY SERVICES

- a. **Staff Report PR003-22 submitted by the Manager of Parks and Recreation, re: Revenue Generating, Cost-Free Public Space Recycling Program.**

Resolution No: CW022-2022 Moved by: Sander Seconded by: Kiezebrink

*Be it resolved that Staff Report PR003-22 be received: and
That Council direct staff to proceed with entering into an agreement with Creative Outdoor Advertising for a no-cost public space garbage and recycling program.*

----Carried----

- b. **Staff Report PR004-22 submitted by the Manager of Parks and Recreation, re: Parks Operations Storage Building Wind Damage.**

Resolution No: CW023-2022 Moved by: Sander Seconded by: Smith

*Be it resolved that Staff Report PR004-22 be received for information: and
That Council direct staff to have the necessary repairs to the Parks Operations Storage Building carried out.*

----Carried----

- c. **Staff Report PR005-22 submitted by the Manager of Parks and Recreation, re: Michael Street Play Structure.**

Resolution No: CW024-2022 Moved by: Smith Seconded by: Kiezebrink

*Be it resolved that Staff Report PR005-22 be received: and
That Council direct the Manager of Parks and Recreation to proceed the required scope of work to purchase, install and replace the existing Michael Street Park equipment.*

----Carried----

- d. **Staff Report PR006-22 submitted by the Manager of Parks and Recreation, re: Tourism, Culture and Sport Enhancement Fund Simcoe County.**

Resolution No: CW025-2022 Moved by: Sander Seconded by: Smith

*Be it resolved that Staff Report PR006-22 be received for information: and
That Council direct staff to apply to the County for funding for the Parks Trails Master Plan, in the amount of \$20,000.00.*

----Carried----

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

8. FINANCE

9. CLERKS / BY-LAW ENFORCEMENT / IT

- a. Staff Report C001-22 submitted by the Deputy Clerk, re: 2022 General Assistance Grants.

Resolution No: CW026-2022 Moved by: Smith Seconded by: Kiezebrink

*Be it resolved that Staff Report C001-22 be received: and
That Council approve the recommended tax exemptions and donation amounts as
presented in this Report.*

----Carried----

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

11. OTHER BUSINESS

a. Development Charges

- i. Council requested that staff investigate the commencement of a Development Charge Study in 2022 as opposed to 2023.
- ii. Council request that staff bring forward a report of which provides the annual statement for Development Charge funds for the past two years. It was requested that the report shows the opening balance, projects that development charges funded, and that the report ties the development charges to building permits issued.

b. Commendation – Parks and Recreation Staff

Councillor Sander commended the Thornton Arena staff for their assistance in locating a missing item for a resident.

c. Commendation – Public Works

Councillor Sander commended the Public Works staff for their quick response to a recent snow removal issue.

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12. ADJOURNMENT

Resolution No: CW027-2022 Moved by: Smith Seconded by: Sander

Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 6:36 p.m., to meet again on the 9th day of March, 2022 at 6:00 p.m.

----Carried-----

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

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THE CORPORATION OF THE TOWNSHIP OF ESSA
VIRTUAL REGULAR COUNCIL MEETING
WEDNESDAY, FEBRUARY 16, 2022

MINUTES

A Committee of the Whole meeting was held virtually on Wednesday, February 16, 2022 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

Regrets: Councillor Ron Henderson

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer
A. Powell, Manager of Planning and Development
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 6:36 p.m.

2. **DISCLOSURE OF PECUNIARY INTEREST**

Deputy Mayor Smith declared an indirect interest on a Closed Session Item 11(b) as he has familial relations with a member of staff.

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

Resolution No: CR026-2022 Moved by: Smith 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 2nd day of February, 2022 be adopted as circulated.*

----Carried-----

4. **CONSENT AGENDA**

Resolution No: CR027-2022 Moved by: Kiezebrink Seconded by: Smith

Be it resolved that the items listed in the Consent Agenda dated February 16, 2022 be received for information, and that the necessary actions be taken.

----Carried-----

5. COMMITTEE REPORTS

a. Angus BIA Board of Directors

Resolution No: CR028-2022 Moved by: Sander Seconded by: Smith

Be it resolved that the minutes of the Angus BIA Board of Directors from their Annual General Meeting of November 18, 2021 be received.

----Carried----

b. Traffic Advisory Committee

Resolution No: CR029-2022 Moved by: Smith Seconded by: Sander

Be it resolved that the minutes of the Traffic Advisory Committee from their meeting of January 18, 2022 be received.

----Carried----

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

8. UNFINISHED BUSINESS

9. BY-LAWS

a. By-law 2022-11

Resolution No: CR030-2022 Moved by: Smith Seconded by: Kiezebrink

Be it resolved that leave be granted to introduce By-law 2022-11, that being a By-law detailing certain delegations of powers and duties by the municipality; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried----

10. QUESTIONS

11. CLOSED SESSION

Resolution No: CR031-2022 Moved by: Sander Seconded by: Smith

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

- *Personal Matters about an Identifiable Individual [Municipal Act, s.239(2)(b)]*
- *Acquisition or Disposition of Land Negotiations [Municipal Act, s.239(2)(c)]*
- *Labour Relations [Municipal Act, s.239(2)(d)]*

----Carried----

Note: Livestream does not run during Closed Session Deliberations.

Council proceeded into Closed Session Deliberations at 6:39 p.m.

Deputy Mayor Smith recused himself from a portion of Closed Session Deliberations pertaining to Item 11(b). He did not participate in any discussion on the Item.

Council rose from Closed Session Deliberations and passed the following:

Motion to Rise and Report from Closed Session Meeting of February 16, 2022

Resolution No: CR032-2022 Moved by: Kiezebrink Seconded by: Sander

Be it resolved that Council rise and report from the Closed Session Meeting at 7:11 p.m.

----Carried-----

Deputy Mayor Smith declared an indirect interest on Item 11(b). He recused himself from a portion of the meeting dealing with this matter, and did not participate in any discussion or vote on the Item.

- b. PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL [s.239(2)(b)]
LABOUR RELATIONS [s.239(2)(d)]
Confidential Staff Report CAO006-22 submitted by the Chief
Administrative Officer, re: Staffing.**

Resolution No: CR033-2022 Moved by: Kiezebrink Seconded by: Sander

*Be it resolved that Confidential Staff Report CAO006-22 be received; and
That the Chief Administrative Officer be authorized to proceed with Option Nos. 2
and 5 as outlined in the Confidential Report; and
That the Chief Administrative Officer be authorized to proceed with Option Nos. 3
and 4 as amended in the Confidential Report.*

----Carried-----

Deputy Mayor Smith resumed his seat for the remainder of the meeting.

- a. ACQUISITION OR DISPOSITION OF LAND [s.239(2)(c)]
Confidential Staff Report CAO005-22 submitted by the Chief
Administrative Officer, re: Sale of Land.**

Resolution No: CR034-2022 Moved by: Smith Seconded by: Kiezebrink

*Be it resolved that Confidential Staff Report CAO005-22 be received; and
That the Chief Administrative Officer be authorized to proceed with Option No. 2 as
contained within this Report.*

----Carried-----

3

12. CONFIRMATION BY-LAW

By-law 2022-12

Resolution No: CR035-2022 Moved by: Sander Seconded by: Smith

Be it resolved that leave be granted to introduce By-law 2022-12, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 16th day of February, 2022; 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: CR036-2022 Moved by: Smith Seconded by: Kiezebrink

Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 7:14 p.m. to meet again on the 9th day of March, 2022 at 6:00 p.m.

----Carried-----

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

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THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2022 - 13

A By-law to Authorize the Issuance of the Certificate of Substantial Completion and Acceptance (Underground Works) Birchwood Estates Subdivision (Plan 51M-1198) (Wynstar Developments Inc.)

WHEREAS Section 51, Subsection (26) of the *Planning Act*, R.S.O. 1990; Chapter P. 13, as amended, provides that municipalities may enter into agreements imposed as a condition to the approval of a plan of subdivision and such agreements may be registered against the land to which the subdivision plan applies; and

WHEREAS Council for the Corporation of the Township of Essa entered into a Subdivision Agreement with Wynstar Developments Inc. on May 28, 2021 to construct a residential development known as Birchwood Estates; and

WHEREAS the requirements of this Subdivision Agreement with respect to the underground and aboveground services have now been met;

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

1. That the Certificate of Substantial Completion and Acceptance (Underground Works) for Birchwood Estates (Plan 51M-1198), may now be issued by the Township Engineers (AECOM) in compliance with the Subdivision Agreement between the Corporation of the Township of Essa and Wynstar Developments Inc.
2. That the attached Schedule "A", Certificate of Substantial Completion and Acceptance (Underground Works) shall form part of this By-law.
3. 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 9th day of March, 2022.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services

9a

SCHEDULE 'A'



AECOM
55 Cedar Pointe Drive, Suite 620
Barrie, ON, Canada L4N 5R7
www.aecom.com

705 721 9222 tel
705 734 0764 fax

TOWNSHIP ENGINEERS

CERTIFICATE OF **SUBSTANTIAL COMPLETION AND ACCEPTANCE**
 (UNDERGROUND WORKS)
MUNICIPALITY **Township of Essa**
PROJECT **Birchwood Estates Subdivision**
DEVELOPER **WYNSTAR DEVELOPMENTS INC**
FILE NO. **60118218 – Birchwood Estates (E-T-0201) [51M-1198]**

Description of the Works:

- Road Sub-drain system on Birchwood Lane from 20th Sideroad Essa to hammerhead;
- Stormwater Management Pond [Block 19].

We, AECOM, notify the Municipality that the above mentioned works were inspected on February 14, 2022 and to the best of our knowledge and judgement, are complete in accordance with the Subdivision Agreement except for the deficiencies below:

- Deficiencies listed in the attached "Construction Status Report" dated February 22, 2022.

We hereby accept these works for use and operation by the Municipality subject to the rectification of the above noted deficiencies and to the rectification of any further deficiencies that may become apparent during the maintenance period and to the maintenance that is require by the Subdivision Agreement and its Amendment.

The date of Substantial Completion and Acceptance (Underground Works) is established by the Certificate as of February 22, 2022.

Date: 02/22/2022

Signature: 

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2022-14

Being a By-law to confirm the proceedings of the Council meeting held on the 9th day of March, 2022.

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 9th day of March, 2022 and, in respect of each recommendation contained in the Minutes of the Public meeting held on the 16th day of February, 2022, the Regular Council meeting held on the 16th day of February, 2022 and the Committee of the Whole meeting held on the 16th day of February, 2022; 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 9th day of March, 2022.

Sandie Macdonald, Mayor

Lisa Lehr, Manager of Legislative Services