

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
VIRTUAL REGULAR COUNCIL MEETING**

**WEDNESDAY, OCTOBER 21, 2020  
(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 Committee of the Whole and Regular Council meetings held on the 7<sup>th</sup> day of October, 2020 be adopted as circulated.*
- 4. CONSENT AGENDA**

Recommendation: *Be it resolved that the items listed in the Consent Agenda dated October 21, 2020 be received for information, and that the necessary action be taken.*
- 5. COMMITTEE REPORTS**
- 6. PETITIONS**
- 7. MOTIONS AND NOTICES OF MOTIONS**
- 8. UNFINISHED BUSINESS**
- 9. BY-LAWS**
- 10. QUESTIONS**
- 11. CLOSED SESSION**

**12. CONFIRMATION BY-LAW**

p. 10 **By-law 2020-63**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2020-63, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 21<sup>st</sup> day of October, 2020; 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 the Council of the Township of Essa adjourn at \_\_\_\_\_ p.m. to meet again on the 4<sup>th</sup> day of November, 2020 following Committee of the Whole.*

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

**WEDNESDAY, OCTOBER 7, 2020**

**MINUTES**

A Committee of the Whole meeting was held virtually on Wednesday, October 7, 2020 and was livestreamed to the public on the Township of Essa's YouTube Channel.

In attendance: Mayor Sandie Macdonald (electronic)  
Deputy Mayor, Michael Smith (electronic)  
Councillor Keith White (electronic)  
Councillor Henry Sander (electronic)  
Councillor Ron Henderson (electronic)

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer (electronic)  
M. Mikael, Manager of Public Works (electronic)  
A. Powell, Manager of Planning and Development (electronic)  
J. Coleman, Manager of Parks and Recreation (electronic)  
C. Traynor Treasurer (electronic)  
R. Rosilius, Deputy Treasurer (electronic)  
C. Ross Tustin, Fire Chief (electronic)  
L. Lehr, Clerk (electronic)  
K. Pascoe, Deputy Clerk (electronic)

**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**

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

- a. **Staff Report PR012-20 submitted by the Manager of Parks and Recreation, re: Snow Removal / Pickled Sand Tender 2020-2023.**

**Resolution No: CW127-2020 Moved by: Henderson Seconded by: White**

*Be it resolved that Staff Report PR012-20 be received; and  
That the tender as submitted for the 2020-2023 Snow Removal / Pickled Sand Tender  
by Scarlet Oak Landscape Management Inc. in the amount of \$65,762.50 plus H.S.T.  
for the first 2 seasons and \$67,077.75 plus H.S.T. for the third season be accepted as*

*per Township specifications, contingent upon satisfactory confirmation of liability insurance and W.S.I.B. coverage; and  
That the Manager of Parks and Recreation be authorized to arrange for the necessary work(s) to be completed.*

----Carried----

- b. Staff Report PR013-20 submitted by the Manager of Parks and Recreation, re: Timbit Ice Hockey Request for 2020-2021 Season.**

**Resolution No: CW128-2020 Moved by: Sander Seconded by: Henderson**

*Be it resolved that Staff Report PR013-20 be received; and  
That Council authorize the Manager of Parks and Recreation to proceed with the booking of Timbit Ice Hockey renting the ice at a rate of 50% per hour for the 2020-2021 season to be invoiced monthly.*

----Carried----

**6. FIRE AND EMERGENCY SERVICES**

- a. Staff Report FD002-20 submitted by the Fire Chief, re: 2020 Burn Permit Update – Essa’s Update to Set Open Air Fires.**

**Resolution No: CW129-2020 Moved by: White Seconded by: Smith**

*Be it resolved that Staff Report FD002-20 be received for information.*

----Carried----

- b. Staff Report FD003-20 submitted by the Fire Chief, re: Request for Funds to Purchase COVID-19 Capital Items.**

**ITEM DEFERRED**

**Resolution No: Moved by: Smith Seconded by: Henderson**

*Be it resolved that Staff Report FD003-20 be received; and  
That Council authorize the Fire Chief to purchase PPE washer-extractors for each Fire Station using the funds received via the federal-provincial Safe Restart Agreement.*

----Deferred----

**7. PUBLIC WORKS**

**8. FINANCE**

- a. Staff Report TR013-20 submitted by the Deputy Treasurer, re: Budget to Actuals Update as of June 30<sup>th</sup>, 2020.**

Council requested that a Report be brought forward at the next meeting to provide clarification on the status of the COVID-19 Relief Funds that were received by the municipality.

Council approved a start time of 4:00 p.m. for the next meeting of Council held on October 21, 2020 to allow for presentation(s) from staff in respect of departmental trends which may affect 2021 Departmental Budget Requests.

**Resolution No: CW130-2020 Moved by: Smith      Seconded by: Sander**

*Be it resolved that Staff Report TR013-20 be received; and  
That the "Budget-to-Actuals" Update for the period ending June 30<sup>th</sup>, 2020 be received as circulated.*

----Carried----

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

- a. **Staff Report C030-20 submitted by the Clerk, re: By-law Enforcement Activity Summary (April 16 – September 14, 2020).**

**Resolution No: CW131-2020 Moved by: White      Seconded by: Henderson**

*Be it resolved that Staff Report C030-20 be received; and  
That Council authorize the Clerk to increase the Part-time Municipal By-law Officer's hours to 60 hours biweekly.*

----Carried----

- b. **Staff Report C031-20 submitted by the Clerk, re: Nottawasaga Police Services Board – Requirement for Appointment of Community Member (2021-2022)**

**Resolution No: CW132-2020 Moved by: Sander      Seconded by: White**

*Be it resolved that Staff Report C031-20 be received; and  
That Council authorize the Clerk to commence the recruitment process for a community representative for the Nottawasaga Police Services Board for the 2021-2022 term, with a future report to be considered by Council in respect of candidates.*

----Carried----

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

- a. **Staff Report CAO047-20 submitted by the Chief Administrative Officer, re: Christmas Office Closure and Appreciation Gift Cards.**

**Resolution No: CW133-2020 Moved by: Smith      Seconded by: Sander**

*Be it resolved that Staff Report CAO047-20 be received; and  
That Council approve the closure of the Administration Centre between Christmas and New Year's to total 2 ½ business days and purchase \$30 food gift cards to be given to all staff and fire fighters in lieu of a Christmas turkey as per tradition; and  
That this office closure and gift card distribution repeat again year after year with exact closure days being up to the CAO depending on where Christmas Day falls on the calendar.*

----Carried----

- b. Staff Report CAO050-20 submitted by the Chief Administrative Officer, re: Public Transit.**

**Resolution No: CW134-2020 Moved by: Sander Seconded by: Smith**

*Be it resolved that Staff Report CAO050-20 be received; and That Council not approve staff to advertise for or accept Requests for Proposals (RFP) in order to provide public transit service throughout Angus between 6:00 a.m. and 9:00 a.m. and approximately 4:00 p.m. and 7:00 p.m. each weekday in order for residents to connect to the County's Linx bus travelling to either Barrie or Wasaga Beach.*

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

- c. Staff Report CAO051-20 submitted by the Chief Administrative Officer, re: OPP Contract.**

**ITEM DEFERRED**

**Resolution No: Moved by: Sander Seconded by: Smith**

*Be it resolved that Staff Report CAO051-20 be received; and That Council approve renewing the current OPP contract for 3 years, with budget details to be determined during budget deliberations.*

**----Deferred----**

- d. Staff Report CAO052-20 submitted by the Chief Administrative Officer, re: Office Renovation.**

**Resolution No: CW135-2020 Moved by: Sander Seconded by: Smith**

*Be it resolved that Staff Report CAO052-20 be received; and That Council authorize an office renovation to create a new office for the Manager of Public Works using funds already approved for Administration Centre maintenance – the extent of the work consisting of the creation of a new wall in the downstairs Committee Room, at an upset limit of \$8,000.00 which is within the approved 2020 budget.*

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

**11. OTHER BUSINESS**

- a. Essa Agriplex**

Council supported the request for a Staff Report to be brought forward at a future meeting in respect of the Essa Agriplex, specifically looking at the By-law and the requirement for agricultural elements to be included in events hosted at this location.

- b. SWIFT Program**

Council requested that a Staff Report be brought forward at a future meeting to provide a status update on the SWIFT Program, specifically for the Township of Essa (as included in the RFP by the County of Simcoe).

**c. Fire Prevention Week**

Council commended the Fire Department and its firefighters for their efforts in keeping residents safe.

**12. ADJOURNMENT**

**Resolution No: CW136-2020 Moved by: White      Seconded by: Smith**

*Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 7:01 p.m. to meet again on the 21<sup>st</sup> day of October, 2020 at 4:00 p.m.*

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

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

\_\_\_\_\_  
Lisa Lehr, Clerk

THE CORPORATION OF THE TOWNSHIP OF ESSA  
VIRTUAL REGULAR COUNCIL MEETING

WEDNESDAY, OCTOBER 7, 2020

MINUTES

A Meeting of Council was held virtually on Wednesday, October 7, 2020 and was livestreamed to the public on the Township of Essa's YouTube Channel.

In attendance: Mayor Sandie Macdonald (electronic)  
Deputy Mayor, Michael Smith (electronic)  
Councillor Keith White (electronic)  
Councillor Henry Sander (electronic)  
Councillor Ron Henderson (electronic)

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer (electronic)  
M. Mikael, Manager of Public Works (electronic)  
A. Powell, Manager of Planning and Development (electronic)  
J. Coleman, Manager of Parks and Recreation (electronic)  
C. Traynor Treasurer (electronic)  
R. Rosilius, Deputy Treasurer (electronic)  
C. Ross Tustin, Fire Chief (electronic)  
L. Lehr, Clerk (electronic)  
K. Pascoe, Deputy Clerk (electronic)

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the meeting at 7:01 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS

Resolution No: CR177-2020 Moved by: Sander Seconded by: Henderson

*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 16<sup>th</sup> day of September, 2020 be adopted as circulated.*

----Carried----

4. CONSENT AGENDA

Resolution No: CR178-2020 Moved by: White Seconded by: Smith

*Be it resolved that the items listed in the Consent Agenda dated October 7, 2020 be*

*received for information, and that the necessary action be taken; and  
That a letter of support be drafted in respect of Item A2; and  
That Council direct staff to submit an application in respect of the Simcoe County Age-Friendly Municipal Grant Opportunity [Item A1(b)]; and  
That Council direct staff to draft a letter in respect of Item A9.*

----Carried-----

**5. COMMITTEE REPORTS**

**a. Essa Public Library Board**

**Resolution No: CR179-2020 Moved by: Henderson Seconded by: Sander**

*Be it resolved that the minutes of the Essa Public Library Board from their meeting of June 22, 2020 be received.*

----Carried-----

**b. Nottawasaga Police Services Board**

**Resolution No: CR180-2020 Moved by: White Seconded by: Smith**

*Be it resolved that the minutes of the Nottawasaga Police Services Board from their meeting of August 26, 2020 be received.*

----Carried-----

**6. PETITIONS**

**7. MOTIONS AND NOTICES OF MOTIONS**

**8. UNFINISHED BUSINESS**

**9. BY-LAWS**

**a. By-law 2020-61**

**Resolution No: CR181-2020 Moved by: Henderson Seconded by: Smith**

*Be it resolved that leave be granted to introduce By-law 2020-61, that being a By-law to amend the Township's Fees and Charges By-law 2013-28; 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: CR182-2020 Moved by: White 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 [s.239(2)(b)].*
- *Labour Relations or Employee Negotiations [s.239(2)(d)].*

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

The Mayor advised members of the public that were watching livestream, that the livestream will stop while Council is in Closed Session Deliberations, and that it will reconvene when Council rises.

Council proceeded into Closed Session at 7:11 p.m.

**Motion to Rise and Report from Closed Session Meeting of October 7, 2020.**

**Resolution No: CR183-2020 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) **PERSONAL MATTERS ABOUT IDENTIFIABLE INDIVIDUALS [s.239(2)(b)]  
LABOUR RELATIONS [s.239(2)(d)]  
Confidential Staff Report CAO048-20 submitted by the Chief Administrative Officer, re: Personnel Matter.**

**Resolution No: CR184-2020 Moved by: Sander Seconded by: White**

*Be it resolved that Confidential Staff Report CAO048-20 be received;  
and*

*That Council authorize the Chief Administrative Officer to proceed with Option No. 2 as outlined in this Confidential Staff Report.*

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

- b) **PERSONAL MATTERS ABOUT IDENTIFIABLE INDIVIDUAL [s.239(2)(b)]  
Confidential Staff Report CAO049-20 submitted by the Chief Administrative Officer, re: Fire at 8207 11<sup>th</sup> Line and Request to Waive Fees.**

**Resolution No: CR185-2020 Moved by: White Seconded by: Henderson**

*Be it resolved that Confidential Staff Report CAO049-20 be received; and  
That Council authorize the Chief Administrative Officer to proceed with Option No.1 as outlined in this Confidential Report.*

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

**12. CONFIRMATION BY-LAW**

**By-law 2020-62**

**Resolution No: CR186-2020 Moved by: Henderson Seconded by: Sander**

*Be it resolved that leave be granted to introduce By-law 2020-62, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 7<sup>th</sup> day of October, 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: CR187-2020 Moved by: Smith Seconded by: Henderson**

*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 21<sup>st</sup> day of October, 2020 following Committee of the Whole.*

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

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

\_\_\_\_\_  
Lisa Lehr, Clerk

**THE CORPORATION OF THE TOWNSHIP OF ESSA**

**BY-LAW 2020 – 63**

**Being a By-law to confirm the proceedings of the Council meeting held on the 21<sup>st</sup> day of October, 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 21<sup>st</sup> day of October, 2020 and, in respect of each recommendation contained in the Minutes of the Regular Council meeting held on the 7<sup>th</sup> day of October, 2020, and the Committee of the Whole meetings held on the 7<sup>th</sup> day of October, 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 21<sup>st</sup> day of October, 2020.

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

\_\_\_\_\_  
Lisa Lehr, Clerk