

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
VIRTUAL COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, APRIL 7, 2021**

**MINUTES**

A Committee of the Whole meeting was held virtually on Wednesday, April 7, 2021 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)  
C. Traynor, Manager of Finance (electronic)  
M. Mikael, Manager of Public Works (electronic)  
A. Powell, Manager of Planning and Development (electronic)  
J. Coleman, Manager of Parks and Recreation (electronic)  
D. Burgin, Deputy Fire Chief (electronic)  
K. Pascoe, Deputy Clerk (electronic)  
L. Lehr, Manager of Legislative Services (electronic)
- Guests in attendance: Melissa Bramham, Executive Director, CONTACT (electronic)  
Paul Rabinovitch, Township Solicitor (electronic)  
Josh Matson, Township Solicitor (electronic)

**STAFF REPORTS**

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

Mayor Macdonald opened the meeting at 6:00 p.m.

**2. DISCLOSURE OF PECUNIARY INTEREST**

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

- a. Presentation – Melissa Bramham, Executive Director**  
Re: CONTACT Update

Melissa Bramham informed Council that the mandate of CONTACT Community Services is to listen to community needs and respond accordingly. She provided Council with a brief update on services provided by CONTACT to residents within our community and informed those in attendance that the main areas of focus for CONTACT Community Services are employment services, housing services, community programs, volunteer services, and their community thrift store "The Clothes Line".

Mayor Macdonald thanked Melissa for her presentation and for the work conducted by CONTACT to assist the vulnerable sector within our communities.

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## STAFF REPORTS

### 4. PLANNING AND DEVELOPMENT

- a. [In accordance with Motion CW035-2021 as was passed by Council on March 24, 2021, the following Item was brought forward for Council's reconsideration.]

**Staff Report PD005-21 submitted by the Manager of Planning and Development, re: Proposed Telecommunications Tower – 6004 Scotch Line, Xplornet Communications Inc.**

#### MOTION AS AMENDED:

**Resolution No: CW038-2021 Moved by: White Seconded by: Henderson**

*Be it resolved that Staff Report PD005-21 be received.*

----Carried----

- b. **Staff Report PD009-21 submitted by the Manager of Planning and Development, re: 62 Brentwood Road – File Update.**

**Resolution No: CW039-2021 Moved by: White Seconded by: Henderson**

*Be it resolved that Staff Report PD009-21 be received; and  
That Council direct Staff to undertake a Pre-Consultation Meeting in accordance with the Council approved Pre-Consultation process and its applicable fees, with the Landowner to ascertain what is required for the subject development to materialize.*

----Carried----

- c. **Staff Report PD010-21 submitted by the Manager of Planning and Development, re: Proposed Zoning By-law Amendment Z1/21 - 7634 10<sup>th</sup> Line, Thornton, 010-003-15300-0000 - Temporary Second Dwelling.**

**Resolution No: CW040-2021 Moved by: Sander Seconded by: Smith**

*Be it resolved that Staff Report PD010-21 be received for information; and  
That Council authorize Staff to schedule a Public Meeting to collect comments on a proposal for a Temporary Use to permit the existence of a new mobile home unit at 7634 10<sup>th</sup> Line, Thornton.*

----Carried----

### 5. PARKS AND RECREATION / COMMUNITY SERVICES

**6. FIRE AND EMERGENCY SERVICES**

**a. Fire Services Pumper - Quotes**

**Resolution No: CW041-2021 Moved by: Smith Seconded by: Henderson**

*Be it resolved that the Quotation as submitted by Safe Tek Emergency Vehicles for the supply of one demonstrator pumper apparatus be accepted at a cost of \$537,967.00 plus H.S.T.; and  
That the associated equipment and finishing necessary to outfit the new apparatus be accepted at a cost of \$57,122.00 plus H.S.T.; and  
That the Fire Chief be authorized to arrange for the purchase of the pumper and the necessary equipment to outfit the apparatus.*

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

**7. PUBLIC WORKS**

**a. Staff Report PW009-21 submitted by the Manager of Public Works, re: Award of Quotation – 2021 Granular Gravel Supply.**

**Resolution No: CW042-2021 Moved by: Sander Seconded by: Smith**

*Be it resolved that Staff Report PW009-21 be received; and  
That the quotation as submitted by Darpak Inc. in the amount of \$79,500.00 plus HST, to supply and place Granular 'A' Gravel on the Camp Hill Road between County Road 10 and the 4<sup>th</sup> Line for re-grading, and to deliver to stockpile granular for supply, be accepted as per Township specifications, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.*

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

**b. Staff Report PW010-21 submitted by the Manager of Public Works, re: Bridge OSIM Inspection and 9<sup>th</sup> Line Bridge Timber Deck Repairs.**

**Resolution No: CW043-2021 Moved by: Smith Seconded by: White**

*Be it resolved that Staff Report PW010-21 be received; and  
That the proposal as submitted by D.M. Wills Associates Limited for the engineering services inspection of the Bridge, Culvert and Pedestrian Bridge in the amount of \$13,080.00 plus H.S.T., be accepted as per the Township specifications; and  
That Council authorize the Manager of Public Works to utilize the remaining budget to carry out the required repairs on the 9<sup>th</sup> Line Bridge Timber Deck.*

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

- c. Staff Report PW011-21 submitted by the Manager of Public Works, re: Award of Tender – Thornton Pedestrian Crossing.**

**Resolution No: CW044-2021 Moved by: Sander Seconded by: Smith**

*Be it resolved that Staff Report PW011-21 be received; and  
That the quotation as submitted by Guild Electric Ltd. in the amount of \$103,600.00 plus HST for the construction of the Thornton Pedestrian Crossing be accepted as per Township specifications.*

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

- d. Staff Report PW012-21 submitted by the Manager of Public Works, re: Emergency Repairs – Angus Brownley Pumphouse Reservoir.**

**Resolution No: CW045-2021 Moved by: Sander Seconded by: White**

*Be it resolved that Staff Report PW012-21 be received; and  
That the quotation as submitted by Perma-Seal Contracting in the amount of \$57,000.00 plus HST for the repairs and re-parging of the Brownley Pumphouse reservoir 1 (cell 1) be accepted as per Township specifications; and  
That Council authorize the Manager of Public Works to defer the following projects from the approved 2021 Water Budget, Major Maintenance Recommendations of OCWA, to allocate the required funds to complete the required repairs in reservoir 1 (cell 1):*

- Unplanned Distribution Repairs (\$20,000.00)*
- Pump Station #3 Pitless Adaptors (25,000.00)*
- Fire Hydrant Replacements (\$15,000.00)*

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

- e. Staff Report PW013-21 submitted by the Manager of Public Works, re: Award of Tender – 2021 Calcium Chloride Dust Suppressant.**

**Resolution No: CW046-2021 Moved by: White Seconded by: Henderson**

*Be it resolved that Staff Report PW013-21 be received; and  
That the quotation as submitted by Den-Mar Brines Ltd. in the amount of \$30,000.00 plus HST, to supply and place Calcium Chloride Dust Suppressant on the Township's gravel roads, be accepted as per Township specifications, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.*

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

**f. Staff Report PW014-21 submitted by the Manager of Public Works, re: Award of Tender – 2021 Street Sweeping.**

**Resolution No: CW047-2021 Moved by: Smith Seconded by: Henderson**

*Be it resolved that Staff Report PW014-21 be received; and  
That the quotation as submitted by A&G The Road Cleaners Ltd. in the amount of \$32,785.00 plus HST for the 2021 Street Sweeping RFQ be accepted as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the municipality; and  
That the Roads Superintendent be authorized to arrange for the necessary works to be completed.*

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

**8. FINANCE**

**a. Angus BIA 2021 Budget**

**Resolution No: CW048-2021 Moved by: Sander Seconded by: Smith**

*Be it resolved that the 2021 Angus BIA Budget be approved with an Operating Budget levy of \$27,035.00; and  
That the BIA Tax Rating By-law be prepared for Council's consideration at the next regularly scheduled meeting.*

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

**b. Staff Report TR003-21 submitted by the Manager of Finance and the Manager of Public Works, re: 2021 OCWA Budget Revision.**

**Resolution No: CW049-2021 Moved by: White Seconded by: Sander**

*Be it resolved that Staff Report TR003-21 be received; and  
That Council approve the revised 2021 OCWA Operating and Major Maintenance Annual Budget in the amount of \$2,293,123.00; and  
That Council approve the revised overall 2021 Water Operating Budget in the amount of \$1,816,344.00 to accommodate the revised OCWA Water Budget; and  
That Council approve the revised 2021 Wastewater Operating Budget in the amount of \$1,852,661.00 to accommodate the revised OCWA Wastewater Budget; and  
That Council approve the revised 2021 Capital Budget for Water and Wastewater in the amount of \$843,000.00 to reflect the Disk Filter Integration Project in the amount of \$550,000.00.*

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

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

- a. Staff Report C008-21 submitted by the Deputy Clerk, re: Township Marketing Materials.**

**MOTION AS AMENDED:**

**Resolution No: CW050-2021 Moved by: Smith      Seconded by: Henderson**

*Be it resolved that Staff Report C008-21 be received; and  
That Council direct staff to purchase 100 reusable masks from Soldier Gear in the  
amount of \$ 300.00 plus H.S.T.*

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

- b. Staff Report C009-21 submitted by the Manager of Legislative Services, re: Update to Council – Letters of Non-Financial Support for Universal Broadband Infrastructure Funding Program.**

**Resolution No: CW051-2021 Moved by: Sander      Seconded by: Smith**

*Be it resolved that Staff Report C009-21 be received for information.*

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

- c. Staff Report C010-21 submitted by the Manager of Legislative Services, re: 2022 Municipal Election.**

**Resolution No: CW052-2021 Moved by: White      Seconded by: Sander**

*Be it resolved that Staff Report C010-21 be received; and  
That Council direct staff to investigate costs associated with each alternative voting  
method and vote-counting equipment, and report back to Council at a future meeting.*

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

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

**11. OTHER BUSINESS**

- a. “Share Your Garden Yield” Competition**

Mayor Macdonald advised that Council has initiated a “Share Your Garden Yield” competition for residents. The goal of the initiative is for residents to share their gardening tips with others in the community, and to share produce from their garden(s) to the local food banks in Angus and Thornton. Registration opens on Monday April 12, 2021. Details will be provided on the Township’s website and social media outlets.

**b. Trans Canada Trail Spring Clean-up Grant – Update**

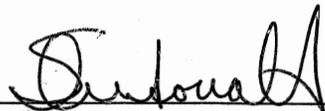
The Manager of Parks and Recreation advised that the municipality was successful in its application for funding. The grant was awarded in amount of \$1,000.00.

**12. ADJOURNMENT**

**Resolution No: CW053-2021 Moved by: Smith Seconded by: White**

*Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 6:40 p.m., to meet again on the 21<sup>st</sup> day of April, 2021 at 6:00 p.m.*

**---Carried---**

  
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Sandie Macdonald, Mayor

  
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per; Lisa Lehr, Manager of Legislative Services