

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

**WEDNESDAY, MAY 6, 2020  
6:00 p.m.**

**MINUTES**

A Committee of the Whole meeting was held on Wednesday, May 6, 2020 in the Council Chambers of the Administration Centre, Township of Essa.

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

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer  
Jason Coleman, Manager of Parks and Recreation (electronic)  
Aimee Powell, Manager of Planning and Development (electronic)  
Carol Traynor, Manager of Finance (electronic)  
John Kolb, Roads Supervisor  
K. Pascoe, Deputy Clerk

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

Mayor Macdonald opened the meeting at 6:01 p.m.

**2. DISCLOSURE OF PECUNIARY INTEREST**

None.

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

**STAFF REPORTS**

**4. PLANNING AND DEVELOPMENT**

- a. **Staff Report PD016-20 submitted by the Manager of Planning and Development, re: Brookfield Properties Request to Enter into an External Works Agreement with the Township of Essa.**

**Resolution No: CW070-2020 Moved by: Henderson Seconded by: White**

*Be it resolved that Staff Report PD016-20 be received; and  
That Council approve entering into an External Works Agreement with Brookfield Properties for the lands subject to this Agreement, described as Part 1 and 3 on 51R-41354, Denney Drive, Gauley Drive, Baxter, and potentially 5<sup>th</sup> Line and Centre Street, Angus.*

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

- b. **Staff Report PD017-20 submitted by the Manager of Planning and Development, re: Briarwood Developments Ltd. – Request for Extension of Draft Plan Approval and Sewage Allocation.**

**Resolution No: CW071-2020 Moved by: White Seconded by: Smith**

*Be it resolved that Staff Report PD017-20 be received; and  
That Council approve the request for an extension on the Briarwood Developments Draft Plan Approval and Sewage Allocation for the subdivision lands located at 365 Centre Street, Angus, for an additional 3-years, from June 6<sup>th</sup>, 2020 to June 6<sup>th</sup>, 2023.*

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

- c. **Staff Report PD018-20 submitted by the Manager of Planning and Development, re: Birchwood Estates Draft Plan Approval – Request for Extension.**

**Resolution No: CW072-2020 Moved by: Sander Seconded by: Henderson**

*Be it resolved that Staff Report PD018-20 be received; and  
That Council approve the request for an extension on the Birchwood Estates Draft Plan Approval for an additional three years, for the 18-lot residential development located at County Road 10 and 20<sup>th</sup> Sideroad, lying between Baxter and Angus, to July 29<sup>th</sup>, 2023.*

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

- d. **Staff Report PD019-20 submitted by the Manager of Planning and Development, re: Bill 189 and Ontario Regulation 149/20.**

**Resolution No: CW073-2020 Moved by: Smith Seconded by: White**

*Be it resolved that Staff Report PD019-20 be received; and  
That Council direct the Manager of Planning and Development to continue to process Planning Applications as they are in receipt.*

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

- e. **Staff Report PD020-20 submitted by the Manager of Planning and Development, re: OPA 33 Appeal Notice.**

**Resolution No: CW074-2020 Moved by: Sander Seconded by: White**

*Be it resolved that Staff Report PD020-20 be received.*

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

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

- a. **Staff Report PR008-20 submitted by the Manager Parks and Recreation,  
re: Boat Launches.**

**Resolution No: CW075-2020 Moved by: Smith Seconded by: White**

*Be it resolved that Staff Report PR008-20 be received; and  
That the Manager of Parks and Recreation be directed to proceed with researching  
additional locations for safe, accessible and inclusive boat launches.*

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

- b. **Staff Report PR009-20 submitted by the Manager Parks and Recreation,  
re: Recreation Facility Closures.**

**Resolution No: CW076-2020 Moved by: Smith Seconded by: Sander**

*Be it resolved that Staff Report PR009-20 be received; and  
That Council direct the Manager of Parks and Recreation to proceed with the  
continuation of Facility and Park closures until further notice and direction is received  
from the Provincial Government:*

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

**6. FIRE AND EMERGENCY SERVICES**

**7. PUBLIC WORKS**

- a. **Staff Report PW008-20 submitted by the Chief Administrative Officer,  
re: Award of Quotation – 2020 Granular Gravel Supply.**

**Resolution No: CW077-2020 Moved by: Henderson Seconded by: Sander**

*Be it resolved that Staff Report PW008-20 be received; and  
That the quotation as submitted by John Eek & Sons Ltd. be accepted in the amount of  
\$91,200.00 (excl. H.S.T.), for the supply and placement of Granular "A" Gravel for the  
10<sup>th</sup> Sideroad Project and to deliver to stockpile granular for supply, contingent upon a  
WSIB Clearance Certificate and a copy of Insurance being provided to the Municipality;  
and  
That the Roads Supervisor be authorized to arrange the necessary works to be  
completed.*

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

**8. FINANCE**

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

- a. Staff Report C018-20 submitted by the Clerk, re: By-law Enforcement Activity Summary (January 1 – April 15, 2020).**

**Resolution No: CW078-2020 Moved by: Sander Seconded by: White**

*Be it resolved that Staff Report C018-20 be received for information.*

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

- b. Staff Report C019-20 submitted by the Municipal Law Enforcement Officer and the Clerk, re: COVID-19 Summary of Enforcement and Municipal Measures (March 15 – April 15, 2020).**

**Resolution No: CW079-2020 Moved by: Smith Seconded by: Henderson**

*Be it resolved that Staff Report C019-20 be received for information.*

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

- c. Staff Report C020-20 submitted by the Clerk and Deputy Clerk, re: Follow-up – Seasonal Campgrounds, re: Partial Opening/Operation for Essential Workers to Isolate.**

**Resolution No: CW080-2020 Moved by: Sander Seconded by: White**

*Be it resolved that Staff Report C020-20 be received for information.*

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

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

- a. Staff Report CAO028-20 submitted by the Chief Administrative Officer, re: Police Services.**

**Resolution No: CW081-2020 Moved by: Henderson Seconded by: White**

*Be it resolved that Staff Report CAO028-20 be received; and  
That Council approve the extension of the joint policing contract to December 31,  
2020.*

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

- b. Staff Report CAO029-20 submitted by the Chief Administrative Officer, re: COVID-19 Budget Impacts.**

**Resolution No: CW082-2020 Moved by: White Seconded by: Sander**

*Be it resolved that Staff Report CAO029-20 be received for information.*

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

## 11. OTHER BUSINESS

### a. **Commending to Staff**

Councillor Sander and Council commended staff on their efforts during the COVID-19 pandemic.

### b. **Grading Private Entrances and Lanes**

Notice will be provided to residents providing a year's notice regarding the possible elimination of this service. A Staff Report will be brought back to Council for their consideration at a later date. The Roads Supervisor confirmed there are fees in the Fee and Charges By-law and that works can be charged back to the land owners for the grading.

### c. **Half Load Permits**

The Roads Supervisor is suggesting that the Half Load season start earlier than May 15<sup>th</sup>. The municipality has never extended the half load season into May and the frost is now out of the ground. Discussion followed about the amount of businesses wanting the half load restrictions lifted and Council agreed to lifting.

### d. **Draft Plan Conditions for Briarwood**

The CAO suggested that modifications to Draft Plan Conditions be taken care of at Staff level, to apply to the Briarwood Subdivision. The CAO indicated that the municipality may wish to review draft plan conditions for this plan but that this could be addressed by staff.

### e. **Summer Student Grant**

The Manager of Parks and Recreation stated the Canada Summer Student Grant was applied for, and the Township was successful, however given the current circumstances and uncertainty due to COVID-19, we will not be proceeding with the Canada Summer Jobs Grant for summer camp staff.

### f. **Official Plan - Request for Proposal**

The Manager of Planning and Development confirmed that the RFP for the preparation of a New Official Plan for the Township of Essa has been posted and closes on June 11<sup>th</sup>, 2020 at 2:00 p.m. A report to Council will follow.

### g. **Monthly Status Update of Council's Requests**

Mayor Macdonald requested that Staff provide Council the status of Council requests of Staff on a monthly basis.

### h. **ATV's**

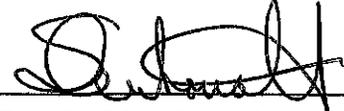
Council has requested that Staff investigate the use of ATV's in the Township of Essa and provide Council with a Staff Report for their consideration on the matter.

**12. ADJOURNMENT**

**Resolution No: CW083-2020 Moved by: Smith      Seconded by: White**

*Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 7:05 p.m. to meet again on the 20<sup>th</sup> day of May, 2020 at 6:00 p.m.*

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



Sandie Macdonald, Mayor



Krista Pascoe Deputy Clerk