

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, MAY 18, 2022**

MINUTES

A Committee of the Whole meeting was held in person on Wednesday, May 18, 2022 in the Council Chambers of the Administration Centre, Township of Essa.

In attendance: Mayor Sandie Macdonald
Deputy Mayor Michael Smith
Councillor Pieter Kiezebrink
Councillor Henry Sander
Councillor Ron Henderson

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer
M. Mikael, Manager of Public Works
L. Lehr, Manager of Legislative Services

1. OPENING OF MEETING BY THE MAYOR

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

2. DISCLOSURE OF PECUNIARY INTEREST

Deputy Mayor Smith declared an interest on Item 10(b) due to familial relations with a member of staff.

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

a. Presentation – Youth Honorary Mayors
re: Sapphira, Bricky, Robert, Logan and Sarah

Mayor Macdonald recognized five youth from the communities of Essa Township who have positively impacted the Township of Essa through their volunteering at community events and for their optimistic influence on community members. She provided staff and the public with a brief overview of the individual contributions for each youth and stated that each of the five youth represent what Council believes to be a special part of being a resident and member of the community.

Council presented each of the youth with a commemorative certificate, an honorary medallion and an individual package of thanks for their contributions, and unanimously pronounced the five youth as Honorary Mayors for the Township of Essa from May 18 to August 31, 2022. Mayor Macdonald advised that their role as Honorary Youth Mayor would be to attend community events with Council during this timeframe.

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

- a. **Staff Report PD014-22 submitted by the Manager of Planning and Development, re: 62 Centre Street – Zoning By-law Amendment Z3-21.**

Resolution No: CW064-2022 Moved by: Sander Seconded by: Kiezebrink

*Be it resolved that Staff Report PD014-22 be received: and
That Council adopt a Zoning By-law Amendment (ZBA) to re-zone 62 Centre Street from 'Residential, Low-Density, Detached (R1)' Zone to 'Residential Low-Density, Semi-Detached (R2-10)' Zone for the development of two semi-detached residential dwellings; and
That the appropriate By-law be brought forward for passage during the Regular Council meeting of this date.*

----Carried----

- b. **Staff Report PD015-22 submitted by the Manager of Planning and Development, re: 34 Mill Street – Official Plan, Zoning By-law Amendment and Draft Plan of Subdivision.**

Resolution No: CW065-2022 Moved by: Kiezebrink Seconded by: Smith

*Be it resolved that Staff Report PD015-22 be received: and
That Council direct staff to proceed with processing and reviewing the subject applications and the scheduling of a consolidated Public Meeting in due course.*

----Carried----

- c. **Staff Report PD016-22 submitted by the Manager of Planning and Development, re: Part of Lot 31 & 32, Concession 3 – New Subdivision of Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision.**

Resolution No: CW066-2022 Moved by: Smith Seconded by: Henderson

*Be it resolved that Staff Report PD016-22 be received: and
That Council direct staff to proceed with processing and reviewing the subject applications and the scheduling of a consolidated Public Meeting in due course.*

----Carried----

5. PARKS AND RECREATION / COMMUNITY SERVICES

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

- a. **Staff Report PW008-22 submitted by the Manager of Public Works, re: Award of Quotation: Public Works – Asphalt Patching – Curb and Sidewalk Repairs.**

Resolution No: CW067-2022 Moved by: Sander Seconded by: Henderson

*Be it resolved that Staff Report PW008-22 be received: and
That the quotation as received from Diamond Earthworks Corp. for the Public Works Asphalt Patching Tender be accepted in the amount of \$17,768.00 (excluding HST), contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction; and
That the quotation as received from Dave Doucette Construction for the Public Works Curb and Sidewalk Repairs Tender be accepted in the amount of \$17,714.00 (excluding HST), 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 PW009-22 submitted by the Manager of Public Works, re: Award of Quotation: Line Paint and Traffic Calming Pavement Markings.**

Resolution No: CW068-2022 Moved by: Kiezebrink Seconded by: Smith

*Be it resolved that Staff Report PW009-22 be received: and
That the quotation as received from Trace Road Services for the Line Paint and Traffic Calming Pavement Markings Tender be accepted in the amount of \$19,430.00 (excluding HST), contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.*

8. FINANCE

9. CLERKS / BY-LAW ENFORCEMENT / IT

- a. **Staff Report C010-22 submitted by the Deputy Clerk, re: Update on Broadband and High-Speed Internet Access.**

Resolution No: CW069-2022 Moved by: Sander Seconded by: Kiezebrink

Be it resolved that Staff Report C010-22 be received for information.

----Carried----

- b. Staff Report C011-22 submitted by the Deputy Clerk, re: Request for Exemption – 121 Murphy Road, Baxter.**

Resolution No: CW070-2022 Moved by: Smith Seconded by: Henderson

*Be it resolved that Staff Report C011-22 be received; and
That Council approve an exemption to section 4.4 of Schedule 1 of By-law 2011-20, to allow for the operation of a boarding kennel/ dog run on the property located at 121 Murphy Road, Baxter, and an exemption to section 5.1(b) of By-law 2003-50, to recognize the size of the property as less than the standard of the Zoning By-law.*

----Carried----

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

- a. Staff Report CAO018- 22 submitted by the Chief Administrative Officer, re: New Position for Administration of Additional Residential Units – Building Inspector.**

Resolution No: CW071-2022 Moved by: Smith Seconded by: Sander

*That Staff Report CAO18-22 be received; and
That Council approve creating a new contract position for the administration of Additional Residential Units (ARU) with the position to be a “Building Inspector – ARU Official” and reporting to the CBO to be hired immediately with full-time hours for a term of 6 months to start, with remuneration in accordance with Essa’s Pay Administration Policy, and with tasks reflecting the attached job description.*

----Carried----

Deputy Mayor Smith removed himself from Council Chambers for this portion of the meeting as he declared an interest on Item 10(b). He did not participate in any discussion or vote on the following Item.

- b. Staff Report CAO019- 22 submitted by the Chief Administrative Officer, re: Proposed Changes to the Township’s Terms and Conditions of Employment By-law.**

Resolution No: CW072-2022 Moved by: Sander Seconded by: Henderson

*That Staff Report CAO19-22 be received; and
That Council approve adopting an amendment to the Township’s Terms and Conditions of Employment By-law, as proposed, on June 1, 2022, and to develop a further dedicated policy on the Right to Disconnect in the near future; and to begin the award of 2 weeks of vacation on hire temporarily until such time as a future review is conducted.*

----Carried----

Deputy Mayor Smith returned to Council Chambers and resumed his seat for the remainder of the meeting.

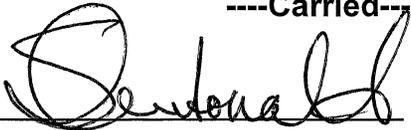
11. OTHER BUSINESS

12. ADJOURNMENT

Resolution No: CW073-2022 Moved by: Smith Seconded by: Kiezebrink

Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 6:46 p.m., to meet again on the 1st day of June, 2022 at 6:00 p.m.

----Carried----



Sandie Macdonald, Mayor



per; Lisa Lehr, Manager of Legislative Services