

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, MAY 3, 2023**

MINUTES

A Committee of the Whole meeting was held in person on Wednesday May 3, 2023 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 Liana Maltby

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer
J. Coleman, Manager of Parks and Recreation

1. OPENING OF MEETING BY THE MAYOR

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

Mayor Macdonald advised that the Clerk delegated the powers and duties of the Clerk as assigned under the *Municipal Act*, 2001, to the Chief Administrative Officer for meeting(s) occurring on May 3, 2023, including Committee of the Whole, Closed Session and Regular Council meetings.

The Township of Essa acknowledges that we are situated on the traditional land of the Anishinaabeg, Huron-Wendat and the Tiononati people. We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Métis and Inuit people.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

- a. **Public Meeting**
Re: Proposed Amendment to Fees and Charges By-law

See separate set of minutes.

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

- a. **Staff Report PD013-23 submitted by the Manager of Planning, re: Proposed Personal Aerodrome at 5403 8th Line, Cookstown.**

Resolution No: CW044-2023 Moved by: Kiezebrink Seconded by: Smith

BE IT RESOLVED THAT Staff Report PD013-23 be received; and THAT Council direct Staff to prepare correspondence inclusive of comments to the applicant with regard to a proposed aerodrome at 5403 8th Line, Cookstown, as part of the required Canada Aviation Regulations (CAR) 307 Aerodrome Work Consultation Process.

----Carried-----

- b. Memorandum dated April 25, 2023 submitted by Township Consultant MHBC Planning, re: Proposed 2023 Provincial Planning Statement.**

Resolution No: CW045-2023 Moved by: Smith Seconded by: Maltby

BE IT RESOLVED THAT the memorandum dated April 25, 2023 from the Township's Consultant, MHBC Planning, regarding the Proposed 2023 Provincial Planning Statement be received for information.

----Carried-----

5. PARKS AND RECREATION / COMMUNITY SERVICES

- a. Staff Report PR008-23 submitted by the Manager of Parks and Recreation, re: Award of Tender – 2023 Tennis Court Resurfacing.**

Resolution No: CW046-2023 Moved by: Smith Seconded by: Sander

BE IT RESOLVED THAT Staff Report PR008-23 be received; and THAT the quotation as received from Sport Court Specialists for the 2023 Tennis Court Resurfacing RFP be accepted in the amount of \$131,376.00 (excluding HST) as per Township specifications, contingent upon the WSIB Clearance Certificate and the Certificate of Insurance being provided to the municipality.

----Carried-----

- b. Staff Report PR009-23 submitted by the Manager of Parks and Recreation, re: Award of Tender – 2023 Administration Centre, Public Works, OPP Cleaning Tender.**

Council's consideration of this Item was deferred to follow Regular Council Closed Session Deliberations of this date.

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

8. FINANCE

9. CLERKS / BY-LAW ENFORCEMENT / IT

- a. **Staff Report C010-23 submitted by the Manager of Legislative Services, re: ATV / ORV By-law.**

Council requested a further report be provided by the Manager of Public Works prior to the passage of the amending By-law, specific to the delegated season start date as well as damage incurred on municipal roads.

MOTION AMENDED:

Resolution No: CW047-2023 Moved by: Maltby Seconded by: Sander

BE IT RESOLVED THAT Staff Report C010-23 be received.

----Carried-----

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

11. OTHER BUSINESS

- a. **Council Attendance at Charity and Fundraiser Events**

Council requested that a report be brought forward at a future meeting specific to upcoming Charity Golf Tournaments and Gala Events.

- b. **Telecommunications Policy**

Council requested that staff investigate a Policy on Telecommunications and Cell Towers.

- c. **No Mow May**

Council requested that Essa Township participate in the "No Mow May" initiative by suspending enforcement of long grass on residential lots for this environmental initiative for the month of May.

Council adjourned the Committee of the Whole meeting, to reconvene following adjournment of the Regular Council Meeting of this date.

Council reconvened in Committee of the Whole at 7:55 p.m. to consider the following Item:

5. (b) **Staff Report PR009-23 submitted by the Manager of Parks and Recreation, re: Award of Tender – 2023 Administration Centre, Public Works, OPP Cleaning Tender.**

Resolution No: CW048-2023 Moved by: Kiezebrink Seconded by: Maltby

BE IT RESOLVED THAT Staff Report PR009-23 be received; and

THAT the quotation as received from Super Clean Building Maintenance Inc. for the 2023 Janitorial Quotation RFQ be accepted in the amount of \$27,545.40 (excluding HST) as per Township specifications, contingent upon the WSIB Clearance Certificate and the Certificate of Insurance being provided to the municipality.

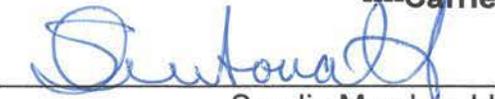
----Carried-----

6. ADJOURNMENT

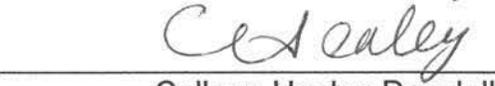
Resolution No: CW049-2023 Moved by: Smith Seconded by: Kiezebrink

BE IT RESOLVED THAT this meeting of Committee of the Whole of the Township of Essa adjourn at 7:56 p.m., to meet again on the 17th day of May, 2023 at 6:00 p.m.

----Carried-----



Sandie Macdonald
Mayor



Colleen Healey-Dowdall
Chief Administrative Officer