

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

**WEDNESDAY, APRIL 1, 2020
6:00 p.m.**

MINUTES

A Committee of the Whole meeting was held on Wednesday, April 1, 2020 in the Council Chambers of the Administration Centre, Township of Essa.

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

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer
L. Lehr, Clerk
K. Pascoe, Deputy Clerk

1. OPENING OF MEETING BY THE MAYOR

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

2. DISCLOSURE OF PECUNIARY INTEREST

Deputy Mayor Michael Smith declared an interest on item 10 (b) as he has familial relations with a member of staff.

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

- a. **Staff Report PD013-20 submitted by the Manager of Planning and Development, re: Administration Centre Retaining Wall Replacement.**

Resolution No: CW052-2020 Moved by: White Seconded by: Henderson

*Be it resolved that Staff Report PD013-20 be received; and
That Council authorize entering into a contract to retain the services of Near North Group, at the cost of \$95,441.31 including H.S.T., to replace the Administration Centre retaining wall.*

---Carried---

- b. **Staff Report PD014-20 submitted by the Manager of Planning and Development, re: Zoning By-law Amendment Z5/18 – 7511 9th Line, Ivy.**

Resolution No: CW053-2020 Moved by: Henderson Seconded by: White

*Be it resolved that Staff Report PD014-20 be received; and
That Council approve an amendment to the Township's Zoning By-law, By-law 2003-50 as amended, to permit the on-farm diversified use of a limited Country Event Facility (Wedding Barn), in a Rural Special Provision '(RL-2)' Zone on lands known as Part Lot 21, Concession 9, municipally known as 7511 9th Line, in Ivy.*

----Carried----

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

6. **FIRE AND EMERGENCY SERVICES**

7. **PUBLIC WORKS**

- a. **Staff Report PW006-20 submitted by the Chief Administrative Officer, re: Award of Quotation – 2020 Street Sweeping.**

Resolution No: CW054-2020 Moved by: Smith Seconded by: Sander

*Be it resolved that Staff Report PW006-20 be received; and
That the quotation as received from Glen's Sweeping for the 2020 Street Sweeping RFQ be accepted in the amount of \$35,450 (excluding HST) 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----

- b. **Staff Report PW007-20 submitted by the Chief Administrative Officer, re: Award of Quotation – 2020 Dust Suppressant.**

Resolution No: CW055-2020 Moved by: Smith Seconded by: Sander

*Be it resolved that Staff Report PW007-20 be received; and
That the quotation as received from Den-Mar Brines for the 2020 Dust Suppressant RFQ be accepted in the amount of \$28,500 (excluding HST) 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

9. CLERKS / BY-LAW ENFORCEMENT / IT

- a. **Staff Report C013-20 submitted by the Municipal Law Enforcement Officer, re: Regulation 70/20 – Noise By-laws in Connection with Delivery of Goods.**

Resolution No: CW056-2020 Moved by: Sander Seconded by: Smith

Be it resolved that Staff Report C013-20 be received for information.

----Carried----

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

- a. **Staff Report CAO021-20 submitted by the Chief Administrative Officer, re: Sale of Surplus Land.**

Resolution No: CW057-2020 Moved by: Henderson Seconded by: White

*Be it resolved that Staff Report CAO021-20 be received; and
That Council accept the services of Homelife Emerald Realty Ltd, Keller Williams Experience and Sutton Group Incentive to help determine the value of land which may be deemed as a surplus for the remainder of this term of Council.*

----Carried----

Deputy Mayor Smith declared an interest on Item 10(b). He did not vote or participate in any discussion on this Item.

- b. **Staff Report CAO022-20 submitted by the Chief Administrative Officer, re: Terms and Conditions of Employment By-law.**

Motion as Amended:

Resolution No: CW058-2020 Moved by: Henderson Seconded by: Sander

*Be it resolved that Staff Report CAO022-20 be received; and
That Council approve amending the Terms and Conditions of Employment By-law which applies to permanent (non-contract) employee:*

- (a) to ensure that sick time and statutory holidays are accounted for using hours which reflect the authorized working day of an employees, and
(b) to allow Administrative staff to work flexibly within each pay period in accordance with the approval of their Supervisor.*

----Carried----

Deputy Mayor Smith resumed participation for the remainder of this meeting.

- c. **Staff Report CAO023-20 submitted by the Chief Administrative Officer, re: COVID-19 Budget Impacts.**

Resolution No: CW059-2020 Moved by: Sander Seconded by: Smith

Be it resolved that Staff Report CAO023-20 be received for information.

----Carried-----

11. OTHER BUSINESS

- a. **Winter Parking Restrictions – April 1st to May 1st 2020**

Council supported the Clerk in her request to formally lift the Winter Parking Restrictions from April 1st to May 1st in an effort to accommodate those affected by COVID-19. A formal resolution will be passed by Council in their regular meeting tonight. Tickets will still be issued for all other parking infractions, and those parking so as to pose a hazard to the safety of motorists/pedestrians.

- b. **Increase P/T Municipal Law Enforcement Hours**

Council approved the request of the Clerk to temporarily increase the part-time By-law Officers' hours from 45 hours bi-weekly to 60 hours bi-weekly, in an effort to assist with the increased demand on the Clerk's Department due to COVID-19 concerns from residents. Once the State of Emergency has been lifted, the hours will return to 45 hours bi-weekly.

- c. **Bottle Return Initiative – Funds to be Donated to Local Food Banks**

Mayor Macdonald informed Council of a bottle-return initiative aimed at assisting local food banks during the COVID-19 Pandemic, whereby all funds collected for bottle returns would be donated to the local Food Bank. Council supported the use of the Township's media outlets to encourage residents to participate in this initiative.

- d. **Essa Standing Strong Initiative – Community Pot Clanging**

Mayor Macdonald informed Council of an "Essa Standing Strong" initiative whereby on Friday evenings (7:00 p.m.) residents would bang pots together in unison to signalize that Essa Stands Strong as a Community during COVID-19. Council supported this resident's initiative.

- e. **COVID-19 Signs and Posters for Businesses – WE MUST DO MORE**

Mayor Macdonald advised that letters and "We Must Do More" posters had been distributed to businesses in Angus, Thornton and Baxter, encouraging Essa residents to do more during this pandemic.

f. LPAT Update

The Manager of Planning and Development provided a brief update on LPAT, stating that as of March 16, 2020, all timelines for appeals, submissions etc. have been suspended until June 30, 2020. The Tribunal is not scheduling any matters at this time. The Manager of Planning and Development is currently looking into whether or not the municipality is still required to send Notices within the required timeframe and will provide a further update once this information is gathered.

g. Trail Closures

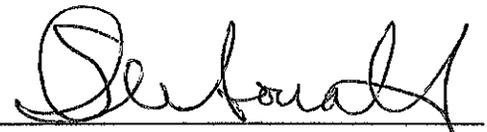
The Manager of Parks and Recreation stated that in an effort to maintain social distancing and to help flatten the curve of COVID-19, trails have been closed to the public. There is often not enough space on the trail when passing others to maintain the required 6 feet distance. At this time all parks, trails and playground equipment remain closed to the public.

12. ADJOURNMENT

Resolution No: CW060-2020 Moved by: Smith Seconded by: White

Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 6:54 p.m. to meet again on the 15th day of April, 2020 at 6:00 p.m.

----Carried-----



Sandie Macdonald, Mayor



Lisa Lehr, Clerk