

**THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING**

**WEDNESDAY, NOVEMBER 20, 2019
1:00 p.m.**

AGENDA

1. OPENING OF MEETING BY THE MAYOR

2. DISCLOSURE OF PECUNIARY INTEREST

11. CLOSED SESSION

Recommendation: *Be it resolved that Council proceed to a Closed Session in order to address matters pertaining to:*

Closed Session Item 11 (a) "Fill / Site Alteration By-law"

- *Litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board [s. 239(2)(e)]; and*
- *Advice that is subject to solicitor/client privilege, including communications necessary for that purpose [s. 239(2)(f)].*

Recommendation: *Be it resolved that Council rise from the Closed Session Meeting at _____ p.m. to reconvene following the Committee of the Whole Meeting.*

Proceed into Special Budget Meeting.

3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS

- p. 1 Recommendation: *Be it resolved that the motions duly passed and approved at the Committee of the Whole meeting of this date be approved; and That the minutes of the Committee of the Whole and Regular Council meetings held on the 6th day of November, 2019 be adopted as circulated.*

4. CONSENT AGENDA

Recommendation: *Be it resolved that the items listed in the Consent Agenda dated November 20, 2019 be received for information, and that the necessary action be taken.*

5. COMMITTEE REPORTS

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

a. Traffic Advisory Committee Appointments

Recommendation: *WHEREAS Council of the Township of Essa approved the formation of a Steering Committee whose purpose is to assist with Traffic Calming Measures in the Township of Essa; and*

WHEREAS the municipality advertised for recruitment of members from the communities in Essa to participate;

NOW THEREFORE BE IT RESOLVED THAT the following members be appointed to the Traffic Advisory Committee:

Ward 1: Pieter Kiezebrink

Ward 2: Rick Foley

Ward 3: Jennifer Armstrong

b. Celebration of Seniors in Essa Township – Angus Seniors Walking Group

Recommendation: *WHEREAS Seniors contribute immensely to the quality of life for all residents in the Township of Essa by volunteering their personal time and efforts to assist residents and visitors within our communities; and*

WHEREAS based on the Statistics Canada 2016 Census, seniors aged 65 years and older represent 10.5% of the population in the Township of Essa; and

WHEREAS the Angus Seniors Walking Group is a group that engages senior members through socialization and encourages seniors to participate in healthy exercise; and WHEREAS the Angus Seniors Walking Group is hosting a workout session aimed at bringing together citizens of all ages to participate in an exercise class, at no charge; and

WHEREAS Council deems it to be in good faith to give back to the seniors, celebrating their contributions to our beautiful community;

NOW THEREFORE BE IT RESOLVED THAT Council supports the Angus Seniors Walking Group and their initiatives, and authorizes staff to donate \$250.00 to be used specifically for this inclusive event.

8. UNFINISHED BUSINESS

9. BY-LAWS

10. QUESTIONS

11. CLOSED SESSION

Recommendation: *Be it resolved that Council proceed to a Closed Session in order to address matters pertaining to:*

- *personal matters about an identifiable individual, including Municipal or local board employees;*
- *labour relations or employee negotiations;*
- *litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board; and*
- *advice that is subject to solicitor/client privilege, including communications necessary for that purpose.*

Motion to Rise and Report from Closed Session Meeting of November 20th, 2019.

Recommendation: *Be it resolved that Council rise and report from the Closed Session Meeting at _____ p.m.*

12. CONFIRMATION BY-LAW

p. 11 **By-law 2019-79**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2019-79, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 20th day of November, 2019; and that said By-law be read a first, and taken as read a second and third time and finally passed.*

13. ADJOURNMENT

Recommendation: *Be it resolved that this meeting of the Council of the Township of Essa adjourn at _____ p.m. to meet again on the 4^h day of December, 2019 following Committee of the Whole.*

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

**WEDNESDAY, NOVEMBER 6, 2019
6:00 p.m.**

MINUTES

A Committee of the Whole meeting was held on Wednesday, November 6, 2019 in the Council Chambers of the Administration Centre, Township of Essa.

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

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer
A. Powell, Manager of Planning and Development
B. Morrison, Manager of Public Works
J. Coleman, Manager of Parks and Recreation
C. Traynor-Richter, Manager of Finance
L. Lehr, Clerk

1. OPENING OF MEETING BY THE MAYOR

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

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

a. Certificate Presentation – Upcoming Retirements

Mayor Macdonald presented Ron Coe with a Certificate of Appreciation for his dedication to the Township Roads Department over the course of the past 31 years. Council expressed their appreciation to him and wished him the best as he begins his retirement.

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

a. Staff Report PD051-19 submitted by the Manager of Planning and Development, re: Simcoe Age-Friendly Municipal Grant Program Update.

Resolution No: CW199-2019 Moved by: Sander Seconded by: Smith

Be it resolved that Staff Report PD051-19 be received for information.

----Carried----

- b. Staff Report PD052-19 submitted by the Manager of Planning and Development, re: Environmental and Climate Change Canada Request for a Letter of Concurrence for a Weather Station Radar Installation at 6248 8th Line, Egbert.**

Resolution No: CW200-2019 Moved by: Henderson Seconded by: White

Be it resolved that Staff Report PD052-19 be received for information; and That Council authorize staff to provide a Letter of Concurrence as requested from Environment and Climate Change Canada.

----Carried----

- c. Staff Report PD053-19 submitted by the Manager of Planning and Development, re: Official Plan Amendment Application – 7994 9th Line, Ivy.**

Resolution No: CW201-2019 Moved by: White Seconded by: Henderson

Be it resolved that Staff Report PD053-19 be received; and That Council authorize staff to proceed with processing the subject Official Plan Amendment Application and scheduling a Public Meeting.

----Carried----

- d. Staff Report PD054-19 submitted by the Manager of Planning and Development, re: Request for 2019 Budget Funding Exception.**

Resolution No: CW202-2019 Moved by: Sander Seconded by: Henderson

Be it resolved that Staff Report PD054-19 be received; and That Council authorize staff to expense repairs from Building Department Line Item "Repairs and Maintenance" of the 2019 Budget for the two Building Inspector Trucks that require painting and rustproofing, in the amount of \$2,553.80 including H.S.T. (\$1,276.90 including H.S.T. per truck) as per Harrison's Hideway's quote, located in Angus.

----Carried----

5. PARKS AND RECREATION/ COMMUNITY SERVICES

- a. Staff Report PR006-19 submitted by the Manager of Parks and Recreation, re: Christmas Concert Silent Auction Donation.**

MOTION DEFEATED

Be it resolved that Staff Report PR006-19 be received; and That Council authorize the donation of a Township of Essa Children's winter program registration to the Angus Kinder Garden Montessori Early Education Centre for the Children's Christmas Concert and Silent Auction.

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

- a. **Staff Report PW037-19 submitted by the Manager of Public Works, re: Sidewalk Snowplowing Tender Results Thornton/Baxter.**

Resolution No: CW203-2019 Moved by: Smith Seconded by: Henderson

*Be it resolved that Staff Report PW037-19 be received; and
That the tender as submitted by Dol Turf Restoration Ltd. for sidewalk snowplowing services for Baxter and Thornton in the amount of \$30,751.88 (plus H.S.T.) be accepted; and
That the Manager of Public Works be authorized to arrange for the necessary work to be completed.*

----Carried----

- b. **Staff Report PW039-19 submitted by the Manager of Public Works and the Clerk, re: Toys for Tickets Campaign.**

Council selected (Angus) Christmas Cheer as the recipient.

Resolution No: CW204-2019 Moved by: Sander Seconded by: Smith

*Be it resolved that Staff Report PW039-19 be received; and
That Council authorize Staff to initiate the "Toys for Tickets" Campaign for tickets issued in the month of November 2019, allowing motorists to pay their parking fine with a toy or gift card of equal or greater value, with the gifts to be donated to a local charity as selected by Council; and
That Council delegate the authority to staff to continue with this campaign on an ongoing annual basis.*

----Carried----

8. FINANCE

- a. **Staff Report TR020-19 submitted by the Manager of Finance, re: Consideration of a Wage Increase for Township Staff.**

Resolution No: CW205-2019 Moved by: Sander Seconded by: Smith

*Be it resolved that Staff Report TR020-19 be received; and
That Council approve an increase in salaries and wages for all employees of 1.9% effective the first full pay in 2020, to reflect the Consumers Price Index (Ontario) for all items between September 2018 and September 2019.*

----Carried----

- b. **Staff Report TR021-19 submitted by the Manager of Finance, re: Consideration of a Wage Increase for Members of Council.**

Resolution No: CW206-2019 Moved by: White Seconded by: Smith

*Be it resolved that Staff Report TR021-19 be received; and
That Council approve an increase in salaries and wages for members of Council of
1.9% effective the first full pay in 2020, to reflect the Consumers Price Index (Ontario)
for all items between September 2018 and September 2019.*

----Carried----

9. CLERKS / BY-LAW ENFORCEMENT / IT

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

- a. Staff Report CAO045-19 submitted by the Chief Administrative Officer,
re: Reimbursement for Business Expense Claims for Staff Attending
Meetings, Workshops, Seminars and Conferences.**

Resolution No: CW207-2019 Moved by: Sander Seconded by: White

*Be it resolved that Staff Report CAO045-19 be received; and
That Council approve the new policy as attached to establish limits for a staff
reimbursement for business expense claims, with a per diem set at \$65.00 with
receipts, with an amendment to section 4 of the Policy to include the requirement for
receipts.*

----Carried----

- b. Staff Report CAO052-19 submitted by the Chief Administrative Officer,
re: Public Transit Options.**

Resolution No: CW208-2019 Moved by: White Seconded by: Smith

*Be it resolved that Staff Report CAO052-19 be received; and
That Council authorize staff to issue a Request for Tender for a contracted
community bus in Angus, with the parameters set for a bus slightly larger than a van
which is fully accessible and to run a morning and evening weekday route in Angus
only, similar to the existing Barrie schedule but not exactly; and
That Council authorize staff to issue a Request for Proposals for Bus Stop
improvements at the corner of Brentwood Road and Mill Street at the far northeast
corner of Peacekeepers Park; and
That Council authorize Staff to enter into a service contract with Abe's Taxi to
provide subsidized transportation until a bus service is established.*

----Carried----

11. OTHER BUSINESS

- a. Remembrance Day Ceremony**

Mayor Macdonald reminded Council, staff and the public that the Remembrance Day Parade and Ceremony will be held on Monday November 11, 2019. The parade departs the Royal Canadian Legion at 10:15 a.m. and ends at the Angus Cenotaph, where the ceremony commences.

b. Angus Seniors Walking Group

The Angus Seniors Walking Group extended an invitation to Council and staff to attend an upcoming workout session.

c. Christmas Tree Lighting in Essa Township

Councillor Sander reminded Council and staff that the Tree Lighting Ceremony in Thornton would be held on December 1, 2019. Council requested that staff research costs to purchase new lights (Thornton).

Additionally, Council requested staff to obtain a quote for the purchase of a new tree to be planted on municipal property in Angus.

d. Request for Consideration in 2020 Budget (Fire Department)

Council supported the request of Deputy Mayor Smith for a quote to be submitted in the 2020 Budget Deliberations for dress attire for the firefighters.

e. Request of Council for Five-Year Projection (Budget)

Council requested that staff provide a five-year projection in 2021.

f. LED Streetlight Retrofit – Update

The Manager of Public Works provided Council with an update on the LED Streetlight Replacement Project. He stated that the Project will be completed in nine weeks.

g. Scotch Line – Update

The Manager of Public Works advised that the Scotch Line paving will be completed by the end of November (weather permitting).

12. ADJOURNMENT

Resolution No: CW209-2019 Moved by: Smith Seconded by: Henderson

Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 7:44 p.m. to meet again on the 20th day of November, 2019 at 6:00 p.m.

---Carried---

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING
WEDNESDAY, NOVEMBER 6, 2019

MINUTES

A Committee of the Whole meeting was held on Wednesday, November 6, 2019 in the Council Chambers of the Administration Centre, Township of Essa.

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

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer
A. Powell, Manager of Planning and Development
B. Morrison, Manager of Public Works
J. Coleman, Manager of Parks and Recreation
C. Traynor-Richter, Manager of Finance
L. Lehr, Clerk

Guests: P. Rabinovitch and J. Matson, HGR Graham Partners LLP

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

Mayor Macdonald opened the meeting at 7:44 p.m.

2. **DISCLOSURE OF PECUNIARY INTEREST**

Deputy Mayor Michael Smith declared a direct pecuniary interest on Item 11 (a) as he has an active Fill Permit.

3. **ADOPTION OF PREVIOUS MINUTES AND MOTIONS**

Resolution No: CR223-2019 Moved by: Smith Seconded by: Sander

*Be it resolved that the motions duly passed and approved at the Committee of the Whole meeting of this date be approved; and
That the minutes of the Public, Committee of the Whole and Regular Council meetings held on the 16th day of October, 2019 be adopted as circulated.*

----Carried----

4. **CONSENT AGENDA**

Resolution No: CR224-2019 Moved by: Smith Seconded by: White

Be it resolved that the items listed in the Consent Agenda dated November 6, 2019 be received for information, and that the necessary action be taken.

----Carried----

5. COMMITTEE REPORTS

a. Nottawasaga Police Services Board.

Resolution No: CR225-2019 Moved by: White Seconded by: Smith

Be it resolved that the minutes of the Nottawasaga Police Services Board from their meeting of September 25, 2019, be received.

----Carried----

b. Essa Public Library Board

Resolution No: CR226-2019 Moved by: Sander Seconded by: Smith

Be it resolved that the minutes of the Essa Public Library Board from their meeting of September 30, 2019, be received.

----Carried----

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

8. UNFINISHED BUSINESS

9. BY-LAWS

a. By-law 2019-77

Resolution No: CR227-2019 Moved by: White Seconded by: Smith

Be it resolved that leave be granted to introduce By-law 2019-77, that being a By-law to amend the Township's Fees and Charges By-law 2013-28, for services provided by the Township of Essa; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried----

10. QUESTIONS

11. CLOSED SESSION

Deputy Mayor Smith declared a direct pecuniary interest on Item 11 (a) of the Closed Session Meeting as he has an active fill permit.

Council proceeded into Closed Session at 7:51 p.m.

Resolution No: CR228-2019 Moved by: Sander Seconded by: White

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Be it resolved that Council proceed to a Closed Session in order to address matters pertaining to:

- *personal matters about an identifiable individual, including Municipal or local board employees;*
- *labour relations or employee negotiations;*
- *litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board; and*
- *advice that is subject to solicitor/client privilege, including communications necessary for that purpose.*

----Carried----

Deputy Mayor Smith vacated his seat and left Council Chambers for the portion of the meeting dealing with Item 11 (a). He did not participate in any discussion or vote on the Item. Deputy Mayor Smith resumed his seat in Council Chambers at 9:48 p.m.

Motion to Rise and Report from Closed Session Meeting of November 6th, 2019.

Resolution No: CR229-2019 Moved by: White Seconded by: Sander

Be it resolved that Council rise and report from the Closed Session Meeting at 10:10 p.m.

----Carried----

The following motions were passed by Council:

Deputy Mayor Smith vacated his seat for Item 11(a) as he declared a direct pecuniary interest on this Item. He did not participate in any discussion or vote on this Item.

- a. **LITIGATION [s. 239(2)(e)]
SOLICITOR/CLIENT PRIVILEGE [s. 239(2)(f)]
Confidential Staff Report PW038-19 submitted by the Manager of Public Works, re: Fill By-law.**

Resolution No: CR230-2019 Moved by: Henderson Seconded by: White

Be it resolved that Confidential Staff Report PW038-19 be received; and That the Township Solicitor proceed as directed by Council.

----Carried----

Deputy Mayor Smith resumed his seat for the remainder of the meeting.

- b. **IDENTIFIABLE INDIVIDUALS [s. 239(2)(b)]**
Confidential Staff Report C036-19 submitted by the Deputy Clerk, re: Traffic Advisory Committee.

Resolution No: CR231-2019 Moved by: Henderson Seconded by: Smith

Be it resolved that Confidential Staff Report C036-19 be received for Council's consideration.

----Carried----

- c. **IDENTIFIABLE INDIVIDUAL [s. 239(2)(b)]**
LABOUR RELATIONS [s. 239(2)(d)]
Confidential Staff Report CAO051-19 submitted by the Chief Administrative Officer, re: Employee Performance.

Resolution No: CR232-2019 Moved by: Sander Seconded by: Henderson

*Be it resolved that the Confidential Staff Report CAO051-19 be received for information; and
That the Chief Administrative Officer be authorized to proceed with Option No. 2 as outlined in this Confidential Report.*

----Carried----

- d. **LABOUR RELATIONS [s. 239(2)(d)]**
Verbal Report from the Chief Administrative Officer, re: Pay Equity Legislation.

Resolution No: CR233-2019 Moved by: Smith Seconded by: White

*Be it resolved that the Verbal Report from the Chief Administrative Officer be received for information; and
That the Chief Administrative Officer be authorized to proceed as directed by Council.*

----Carried----

12. CONFIRMATION BY-LAW

By-law 2019-78

Resolution No: CR234-2019 Moved by: Henderson Seconded by: Sander

Be it resolved that leave be granted to introduce By-law 2019-78, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 6th day of November, 2019; and that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried----

13. ADJOURNMENT

Resolution No: CR235-2019 Moved by: Smith Seconded by: Henderson

Be it resolved that this meeting of the Council of the Township of Essa adjourn at 10:13 p.m. to meet again on the 20th day of November at 1:00 p.m.

----Carried----

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2019 - 79

Being a By-law to confirm the proceedings of the Council meeting held on the 20th day of November, 2019.

THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ESSA
HEREBY ENACTS AS FOLLOWS:

THAT the action of the Council at its meeting held on the 20th day of November, 2019 and, in respect of each recommendation contained in the Minutes of the Regular Council meeting held on the 6th day of November, 2019, and the Committee of the Whole meeting held on the 6th day of November, 2019; and, in respect of each motion, resolution and other action passed and taken by Council at the said meetings, is, except where prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.

THAT the Mayor and the proper officials of the Township of Essa are hereby authorized and directed to do all things necessary to give effect to the said actions or to obtain approvals where required, and to execute all documents as may be necessary in that behalf and the Clerk is hereby authorized and directed to affix the Corporate Seal to all such documents.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND
FINALLY PASSED on this the 20th day of November, 2019.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk