

THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING

WEDNESDAY, MAY 20, 2020
6:00 p.m.

AGENDA

1. OPENING OF MEETING BY THE MAYOR
2. DISCLOSURE OF PECUNIARY INTEREST
3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS

p. 1 Moved by: _____ Seconded by: _____

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 May, 2020 be adopted as circulated.*

4. CONSENT AGENDA

Moved by: _____ Seconded by: _____

Recommendation: *Be it resolved that the items listed in the Consent Agenda dated May 20, 2020 be received for information, and that the necessary action be taken.*

5. COMMITTEE REPORTS

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

- a. Proclamation – National Access Awareness Week (May 31 - June 6, 2020)

Moved by: _____ Seconded by: _____

Recommendation: *WHEREAS the Province of Ontario wishes to see a fully accessible Ontario by 2025, allowing citizens of all ages the ability to enjoy full participation in their communities; and WHEREAS many persons living with disabilities face everyday barriers in the areas of employment, information and technology, transportation, housing, education, and recreation, to name a few; and*

*WHEREAS one in seven Canadians currently has a disability that they were either born with, or developed as a result of life, with that number being expected to increase substantially as the population ages over the next 20 years; and
WHEREAS for many among us, our future depends on the success of creating barrier-free and inclusive communities through accessibility planning and raising awareness of best practices in the area of accessibility; and
WHEREAS we believe that all citizens with disabilities should have a chance to access appropriate disability supports to help improve their opportunities in Ontario; and
WHEREAS the Township of Essa Accessibility Advisory Committee is committed to increasing public awareness and breaking down barriers faced by persons with disabilities;
NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby proclaims May 31 – June 6, 2020 as National Access Awareness Week, and encourages residents and businesses alike, to recognize the importance of educating the community about the removal of barriers faced by citizens of all ages.*

8. UNFINISHED BUSINESS

9. BY-LAWS

10. QUESTIONS

11. CLOSED SESSION

Moved by: _____ **Seconded by:** _____

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;*

Motion to Rise and Report from Closed Session Meeting of May 20th, 2020.

Moved by: _____ **Seconded by:** _____

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

12. CONFIRMATION BY-LAW

Moved by: _____ **Seconded by:** _____

p. 12 **By-law 2020-39**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2020-39, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 20th day of May, 2020; and that said By-law be read a first, and taken as read a second and third time and finally passed.*

13. ADJOURNMENT

Moved by: _____ **Seconded by:** _____

Recommendation: *Be it resolved that this meeting of the Council of the Township of Essa adjourn at _____ p.m. to meet again on the 3rd day of June, 2020 following Committee of the Whole.*

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 5th 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 6th, 2020 to June 6th, 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 20th Sideroad, lying between Baxter and Angus, to July 29th, 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
10th 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 15th. 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 11th, 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 20th day of May, 2020 at 6:00 p.m.

----Carried-----

Sandie Macdonald, Mayor

Krista Pascoe Deputy Clerk

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

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

MINUTES

A Meeting of Council 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 7:05 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None

3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS

Resolution No: CR092-2020 Moved by: Henderson 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 Committee of the Whole and Regular Council meetings held on the 15th day of April, 2020 be adopted as circulated.*

---Carried---

4. CONSENT AGENDA

Resolution No: CR093-2020 Moved by: Sander Seconded by: White

Be it resolved that the items listed in the Consent Agenda dated May 6, 2020 be received for information, and that the necessary action be taken.

----Carried----

5. COMMITTEE REPORTS

a. Essa Public Library Board

Resolution No: CR094-2020 Moved by: Smith Seconded by: White

Be it resolved that the minutes of the Essa Public Library Board from their meeting of February 24, 2020, be received.

----Carried----

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

a. Proclamation – Children’s Mental Health Awareness Week (May 4-10, 2020)

Resolution No: CR095-2020 Moved by: White Seconded by: Smith

*WHEREAS Children’s Mental Health awareness is acknowledged across Canada for the week of May 4th to 10th, 2020; and
WHEREAS 1 in 5 children in the Township of Essa experience challenges that affect their mental health and well-being; and
WHEREAS the goal of the week is to engage communities and families across Ontario to increase understanding of mental health issues experienced by youth in our communities; and
WHEREAS the color green is worn to help raise public awareness and show support to children, youth and families, signifying hope, growth and transformation;
NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby proclaims the week of May 4th - 10th, 2020 as Children’s Mental Health Awareness Week in the Township of Essa, and encourages all residents to participate in “Painting the Town Green” by placing extra pops of green in our community using chalk paint, or by posting pictures and posters on social media outlets using #EssaCares.*

----Carried----

b. Proclamation – National Nurses Week in Canada (May 11 – 17, 2020)

Resolution No: CR096-2020 Moved by: Sander Seconded by: Smith

*WHEREAS Nurses are a key component of the health-care system and have an important role to play in people's lives by nature of their keen judgement, compassion and clinical expertise; and
WHEREAS Nurses are trusted health professionals who are committed to preserving and protecting our public health-care system; and
WHEREAS Nurses provide their voice to lead, advocating on behalf of their patients for an environment that promotes safe patient care, dignity and respect; and
WHEREAS maintaining a cost-effective, compassionate health-care system in Ontario depends on ensuring that nurses continue to play a central role in health-care in institutions and in the community;
NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby proclaims the week of May 11 to 17, 2020 to be National Nurses Week, and urges all citizens to join in celebration and recognition of the contribution of nurses and their unique ability to have a positive impact on the lives of those in their care.*

----Carried----

c. Signage – COVID-19 Pandemic

MOTION AS AMENDED:

Resolution No: CR097-2020 Moved by: Sander Seconded by: Henderson

*WHEREAS an Emergency was declared in the Township of Essa on March 30, 2020 as a result of the COVID-19 Pandemic; and
WHEREAS Council wishes to recognize the efforts and commitment of the Essa Fire Department and thank the Fire Department Volunteers, who give so much back to our community during times of crises, by posting signs in and around the Fire Halls in Essa Township;
NOW THEREFORE BE IT RESOLVED THAT Council approve an expense of \$81.31 incl. H.S.T. for signage, with the funds to be taken from the Operating Emergency Measures Budget.*

----Carried----

8. UNFINISHED BUSINESS

9. BY-LAWS

a. By-law 2020-36

Resolution No: CR098-2020 Moved by: Smith Seconded by: White

Be it resolved that leave be granted to introduce By-law 2020-36, that being a By-law to authorize the signing and execution of a Second Amending Agreement for the provision of Police Services under Section 10 of the Police Services Act; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried----

b. By-law 2020-37

Resolution No: CR099-2020 Moved by: Henderson Seconded by: White

Be it resolved that leave be granted to introduce By-law 2020-37, that being a By-law to provide for an External Works Agreement for the lands described as Part 1 and 3 on 51R-41354, owned by Brookfield Properties, Denney Drive, Gauley Drive, Baxter, and potentially 5th Line and Centre Street, Angus; 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

Resolution No: CR0100-2020 Moved by: Sander Seconded by: Smith

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

- *A proposed or pending acquisition or disposition of land for Municipal or local board purposes.*
- *Personal matters about an identifiable individual, including Municipal or local board employees;*
- *Litigation or potential litigation.*

----Carried----

Motion to Rise and Report from Closed Session Meeting of May 6th, 2020.

Resolution No: CR0101-2020 Moved by: Sander Seconded by: Smith

Be it resolved that Council rise and report from the Closed Session Meeting at 7:31p.m.

----Carried----

**a. LAND ACQUISITION [s. 239(2)(c)]
Confidential Staff Report CAO025-20 submitted by the Chief Administrative Officer, Re: Municipal Heritage Easement.**

Resolution No: CR0102-2020 Moved by: White Seconded by: Smith

Be it resolved that the Confidential Staff Report CAO025-20 be received; and That the Chief Administrative Officer be authorized to proceed with Option No. 2 as outlined in this Confidential Report.

----Carried----

- b. **IDENTIFIABLE INDIVIDUAL [s. 239(2)(b)]**
Confidential Staff Report CAO026-20 submitted by the Chief Administrative Officer, Re: Manager of Public Works Position.

Resolution No: CR0103-2020 Moved by: Henderson Seconded by: Sander

Be it resolved that the Confidential Staff Report CAO026-20 be received; and That the Chief Administrative Officer be authorized to proceed with Option No. 1 as outlined in this Confidential Report.

---Carried---

- c. **LITIGATION [s. 239(2)(e)]**
Confidential Staff Report CAO027-20 submitted by the Chief Administrative Officer, Re: Court File No. 19-2079.

MOTION AS AMENDED:

Resolution No: CR0104-2020 Moved by: Sander Seconded by: White

Be it resolved that the Confidential Staff Report CAO027-20 be received; and That the Chief Administrative Officer be authorized to proceed with Option No. 3 as outlined in this Confidential Report.

---Carried---

12. CONFIRMATION BY-LAW

By-law 2020-38

Resolution No: CR0105-2020 Moved by: Henderson Seconded by: White

Be it resolved that leave be granted to introduce By-law 2020-38, that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 6th day of May, 2020; 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: CR0106-2020 Moved by: Smith Seconded by: Henderson

Be it resolved that this meeting of the Council of the Township of Essa adjourn at 7:34 p.m. to meet again on the 20th day of May, 2020 following Committee of the Whole.

---Carried---

Sandie Macdonald, Mayor

Krista Pascoe, Deputy Clerk

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THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2020 - 39

Being a By-law to confirm the proceedings of the Council meeting held on the 20th day of May, 2020.

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 May, 2020 and, in respect of each recommendation contained in the Minutes of the Regular Council meeting held on the 6th day of May, 2020, and the Committee of the Whole meetings held on the 6th day of May, 2020; 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 May, 2020.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk