

**THE CORPORATION OF THE TOWNSHIP OF ESSA
VIRTUAL COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, MARCH 23, 2022**

MINUTES

A Committee of the Whole meeting was held virtually on Wednesday, March 23, 2022 and was livestreamed to the public on the Township of Essa's YouTube Channel.

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
A. Powell, Manager of Planning and Development
D. Burgin, Fire Chief
J. Coleman, Manager of Parks and Recreation
K. Pascoe, Deputy Clerk
L. Lehr, Manager of Legislative Services

Guests: Sean Olgivie, Forbes Bros.
Wes Crown, MHBC Planning

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the meeting at 6:04 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

Councillor Kiezebrink declared a direct interest on item 4(b). The general nature of the conflict is that Councillor Kiezebrink owns property in Essa Township that currently has a built-in ARU that is not presently occupied at this time.

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

a. Council Presentation –Recognition of Staff Certifications

re: Ryan Winder, Deputy Chief Building Official
Domenic Malatesta, Building Inspector
Audra Marshall, Administrative Assistant – Building Department

Council commended Building Department staff on the successful completion of the following extra-curricular studies:

- Audra Marshall – Introduction to Permit Administration
- Ryan Winder – HVAC House Exam
- Domenic Malatesta – Plumbing-All Buildings Exam

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- b. Delegation – Sean Ogilvie, Forbes Bros.**
re: Telecommunications Tower
Proposed Xplornet Site - 6671 County Road 15 (Essa)

Sean Ogilvie from Forbes Bros. Ltd (agent to Xplornet Broadband) was in attendance to provide Council with a brief description of the new, proposed location for a self-support telecommunications tower.

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

- a. Staff Report PD008-22 submitted by the Manager of Planning and Development, re: 28 Brentwood Road – Zoning By-law Amendment Z2-21.**

Resolution No: CW040-2022 Moved by: Sander Seconded by: Kiezebrink

Be it resolved that Council's consideration of Report PD008-22 be deferred to their meeting scheduled on April 6, 2022.

----Carried----

Councillor Kiezebrink declared a direct interest on Item 4b. He did not participate or vote on this Item.

- b. Staff Report PD009-22 submitted by the Manager of Planning and Development, re: Zoning By-law Amendment Z2/22 – Additional Residential Units.**

****Correction to Staff Report**** - The Planning Consultant, Wes Crown (MHBC Planning), advised of a correction in the Staff Report. Provincial legislation is clear that the owner does NOT need to reside in one of the units. He further clarified that legislation makes it clear that municipalities cannot prohibit the approval of ARUs on the basis of owner occupancy.

Council instructed staff to include the following in the final By-law:

- No detached ARUs are to be permitted in urban centres/settings
- Detached ARUs shall only permitted in agricultural and rural areas as long as they meet the criteria
 - Detached ARUs shall not be permitted to be built in front of a primary house or on front yards.
 - Detached ARUs shall be limited to the following:
 - One storey high only
 - 4.5 metres in height,
 - a 1.2 metre walkway (to allow for emergency purposes)
 - No basements
- Secondary suites in primary dwellings shall be permitted

- Third suites are not permitted at this time
- All ARUs require a minimum of 2 outdoor parking spaces per unit
 - Tandem parking should accommodate for larger vehicles

Council advised that public comments will be accepted until 4:30 p.m. on March 28, 2022. All comments are to be forwarded to Aimee Powell, Manager of Planning and Development, by emailing apowell@essatownship.on.ca. After this time, Staff will prepare a further report for Council's consideration at their meeting on April 6, 2022. It is expected that a By-law will be presented to Council on April 20, 2022.

Resolution No: CW041-2022 Moved by: Henderson Seconded by: Smith

*Be it resolved that Staff Report PD009-22 be received: and
That Council consider adopting a Zoning By-law Amendment to amend the Township's Zoning By-law to permit Additional Residential Units; and
That the Planning Department and MHBC Planning, as required, immediately finalize the required implementing components of the Additional Residential Units Program, taking into consideration comments received from the public, staff and Council, subject to Council's approval of the Zoning By-law Amendment.*

----Carried----

Councillor Kiezebrink returned to the meeting and resumed his seat for the remainder of the meeting.

5. PARKS AND RECREATION / COMMUNITY SERVICES

- a. **Staff Report PR007-22 submitted by the Manager of Parks and Recreation, re: Ivy Minor Baseball Request.**

Resolution No: CW042-2022 Moved by: Henderson Seconded by: Sander

*Be it resolved that Staff Report PR007-22 be received: and
That Council approve the request of Ivy Minor Baseball to waive the applicable fees in respect of Challenger baseball rentals for the 2022 season; and
That Council deny the request of Ivy Minor Baseball to waive fees for groups U5 (T Ball) and U7 (Jr Rookie) for the 2022 season.*

----Carried----

- b. **Staff Report PR008-22 submitted by the Manager of Parks and Recreation, re: Proposed South Simcoe Streams Network – Tree Planting at Stonemount Park, Gold Park Gate.**

Resolution No: CW043-2022 Moved by: Kiezebrink Seconded by: Smith

*Be it resolved that Staff Report PR008-22 be received: and
That Council approve a community tree planting event at Stonemount Park on May 28th as organized by the South Simcoe Streams Network (SSSN).*

----Carried----

6. FIRE AND EMERGENCY SERVICES

- a. **Staff Report FD003-22 submitted by the Fire Chief, re: Updates to Essa's Establishing and Regulating By-law for Fire Department.**

Fire Chief Burgin briefly reviewed the requirements for of the municipality to provide for a By-law to establish and regulate a Fire Department. He also reviewed the new legislated requirements for municipalities to provide mandatory certification and training to firefighters. He explained that this new mandatory requirement that was imposed by the Province will have an impact on future budgets.

Resolution No: CW044-2022 Moved by: Kiezebrink Seconded by: Sander

*Be it resolved that Staff Report FD003-22 be received; and
That Council approve the Draft By-law, to establish and regulate a Fire Department in the Township of Essa; and
That the By-law as attached be presented to Council for consideration of adoption during its regular Council meeting of this date.*

----Carried----

7. PUBLIC WORKS

8. FINANCE

9. CLERKS / BY-LAW ENFORCEMENT / IT

- a. **Staff Report C005-22 submitted by the Manager of Legislative Services, re: Election Sign By-law Review – Draft No. 2.**

Resolution No: CW045-2022 Moved by: Sander Seconded by: Kiezebrink

*Be it resolved that Staff Report C005-22 be received; and
That Council approve Draft No. 2 of the Election Sign By-law; and
That the By-law as attached be presented to Council for consideration of adoption at a future meeting.*

----Carried----

- b. **Staff Report C006-22 submitted by the Manager of Legislative Services, re: 2022 County of Simcoe Bursary Program.**

MOTION AS AMENDED

Resolution No: CW046-2022 Moved by: Sander Seconded by: Smith

*Be it resolved that Staff Report C006-22 be received; and
That Council opt-in to participate in the 2022 County of Simcoe Bursary Program with a donation of \$1,000.00; and
That Council direct Staff to confirm its participation with the County of Simcoe prior to the deadline of March 25, 2022; and*

That Staff request the County of Simcoe to notify Essa Council of Essa recipients that are awarded the bursary.

----Carried----

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

- a. **Staff Report CAO010-22 submitted by the Chief Administrative Officer, re: 2022 Essa Challenge Golf Tournament "Swing for Healthcare"**

MOTION AS AMENDED

Resolution No: CW047-2022 Moved by: Smith Seconded by: Sander

Be it resolved that Staff Report CAO010-22 be received: and That Council authorize staff to hire three temporary part-time employees to work an average of ten hours per week between April 1 and June 21, 2022 for the purpose of helping to organize the Township Golf Tournament, with the expense to be paid from the proceeds of the Golf Tournament, at a maximum cost of no more than \$5,760.00.

----Carried----

11. OTHER BUSINESS

- a. **Request of Essa and District Agricultural Society**

Council relayed the request of the Essa and District Agricultural Society to utilize Township picnic tables for two of their events. The Manager of Parks and Recreation will contact the Society for more details.

- b. **Request of Council – Update By-law to Include 2 Outdoor Parking Spaces**

As amended at its meeting of April 6, 2022

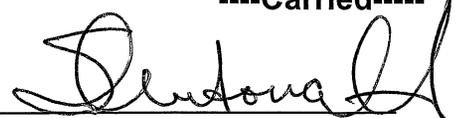
Council requested that the Manager of Planning and Development investigate options to update the Essa's By-law to include a provision requiring a minimum of 2 outdoor parking spaces.

12. ADJOURNMENT

Resolution No: CW048-2022 Moved by: Smith Seconded by: Henderson

Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 7:04 p.m., to meet again on the 6th day of April, 2022 at 6:00 p.m.

----Carried-----



Sandie Macdonald, Mayor



Lisa Lehr, Manager of Legislative Services