

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, DECEMBER 20, 2023**

MINUTES

A Committee of the Whole meeting was held in person on Wednesday December 20, 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, CAO
S. Haniff, Manager of Planning
C. Rankin, Manager of Parks and Recreation
D. Dollmaier, Manager of Finance
P. Granes, CBO
S. Corbett, Deputy Clerk
L. Lehr, Manager of Legislative Services

1. OPENING OF MEETING BY THE MAYOR

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

The Township of Essa acknowledges that we are situated on land within the area of Treaty 18, also known as the Lake Simcoe-Nottawasaga Treaty, signed on October 17, 1818 between the Government of Upper Canada and the Anishinaabe Indigenous peoples. The Anishinaabe include the Ojibwe, Odawa and Pottawatomi Nations collectively known as the Three Fires Confederacy. We are dedicated to honoring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First nation, Metis and Inuit People.

2. DISCLOSURE OF PECUNIARY INTEREST

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

a. Delegation

CONTACT Community Services – Sam Bertuzzi, Housing Specialist

Sam Bertuzzi, Housing Specialist, from CONTACT provided Council with a presentation outlining their services and seeking Council support in 2024 on how to best support the residents of Essa.

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

- a. **Staff Report PD034-23 submitted by the Development Planner, re: Committee of Adjustment – Activity Report 2023.**

Resolution No: CW132-2023 Moved by: Kiezebrink Seconded by: Smith

BE IT RESOLVED THAT Staff Report PD034-23 be received for information purposes.

----Carried-----

- b. **Staff Report PD035-23 submitted by the Development Planner, re: Committee of Adjustment – Appointment of Member.**

Resolution No: CW133-2023 Moved by: Smith Seconded by: Maltby

BE IT RESOLVED THAT Staff Report PD035-23 be received; and THAT Council reappoint Councillor Sander to the Committee of Adjustment for 2024.

----Carried-----

- c. **Staff Report PD036-23 submitted by the Manager of Planning and the Development Planner, re: Planning Department – Year End Report 2023.**

Resolution No: CW134-2023 Moved by: Sander Seconded by: Kiezebrink

BE IT RESOLVED THAT Staff Report PD036-23 be received for information purposes.

----Carried-----

- d. **Staff Report PD037-23 submitted by the Manager of Planning and the Development Planner, re: Housekeeping By-law 2023.**

Resolution No: CW135-2023 Moved by: Sander Seconded by: Kiezebrink

BE IT RESOLVED THAT BE IT RESOLVED THAT Staff Report PD037-23 be received; and

THAT Council approve an amendment to the Township's Zoning By-law (2003-50) in relation to the following items:

- i) To amend 'Section 3: Definitions' to apply the term "Townhouse" to the current "Rowhouse" definition to make the terms synonymous within our By-law;*
- ii) To amend 'Section 3: Definitions' to add the term "Multi-Unit Dwelling". A Multi-Unit Dwelling shall mean a residential building, containing three or more dwelling units but shall not include an apartment dwelling or a converted dwelling;*
- iii) To amend 'Section 6.3 – Zone Regulations' to add a footnote to the existing Zone Regulations (Table in Section 6.3) under Section 6 (Agricultural – A Zone);*
- iv) To rezone lands municipally known as 5901 Country Road 56 to be rezoned from the 'Agricultural (A) Zone' to the 'Agricultural with Special Provisions (A-1)*

Zone' on the retained lot following a recent Consent (severance) in order to restrict further residential development;

- v) *To amend 'Section 10.4 – Special Provisions' to change the Special Provision numbers in Section 10.4 of Section 10 (Residential, Low Density, Semi-Detached – R2) for special provision R2-11 and R2-12 which were assigned existing Special Provisions numbers as a result of a clerical error. The previously named R2-11 and R2-12 will be changed to R2-12 and R2-14 respectively;*
- vi) *To amend 'Section 12: Residential, Medium Density Group Homes (R4) Zone' to rename the R4 Zone from 'Residential, Medium Density, Multi-unit (R4) Zone';*
- vii) *To amend 'Section 14: Permitted Uses for Residential Zones' to include multiple changes; and*
- viii) *To remove 'Section 4.36.3 – Landscape Buffer Between Ingress and Egress Points'.*

----Carried-----

- e. **Staff Report PD038-23 submitted by the Manager of Planning submitted by the Manager of Planning, re: Electric Vehicle Chargers – Final Construction.**

Resolution No: CW136-2023 Moved by: Maltby Seconded by: Smith

BE IT RESOLVED THAT Staff Report PD038-23 be received for information purposes.

----Carried-----

- f. **Staff Report PD039-23 submitted by the Policy Planner, re: 190 Mill Street Zoning By-law Amendment (Z13-23).**

Resolution No: CW137-2023 Moved by: Smith Seconded by: Sander

BE IT RESOLVED THAT Staff Report PD039-23 be received; and THAT Council approve an amendment to the Township's Zoning By-law (2003-50) for lands municipally known as 190 Mill Street to be rezoned from "Core Commercial (C2) Zone" to "Core Commercial with Special Provisions (C2-4)".

----Carried-----

5. PARKS AND RECREATION / COMMUNITY SERVICES

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

8. FINANCE

- a. **Staff Report TR025-23 submitted by the Manager of Public Works/Deputy CAO and the Manager of Finance/Treasurer, re: Asset Retirement Obligation Policy.**

Resolution No: CW138-2023 Moved by: Sander Seconded by: Kiezebrink

BE IT RESOLVED THAT Staff Report TR025-23 be received; and THAT Council adopts the Asset Retirement Obligation Policy.

----Carried-----

9. CLERKS / BY-LAW ENFORCEMENT / IT

- a. **Staff Report C025-23 submitted by the Manager of Legislative Services, re: Integrity Commissioner Services.**

Resolution No: CW139-2023 Moved by: Kiezebrink Seconded by: Maltby

BE IT RESOLVED THAT Staff Report C025-23 be received; and THAT Council direct staff to prepare a By-law to enter into an agreement for Integrity Commissioner Services with ADR Chambers.

----Carried-----

- b. **Staff Report C026-23 submitted by the Manager of Legislative Services, re: Proposed Amendments – Parking By-law 2005-96.**

Resolution No: CW140-2023 Moved by: Smith Seconded by: Kiezebrink

BE IT RESOLVED THAT Staff Report C026-23 be received; and THAT Council authorize Staff to engage with the Ministry of Attorney General to increase the Early Payment and/or Set Fines associated with “Winter Parking Restrictions”; and THAT Council consider approving amendments to Essa’s Parking By-law to include provisions specific to:

- *The prohibition of vehicles parked on the road system opposite to the flow of traffic;*
- *Vehicles Parking in EV Charging Station Parking Spaces where they are not charging their vehicle;*
- *No parking (at any time) on the North Side of River Drive from Mill Street to Park Road, with signage to be installed;*
- *The requirement for vehicles parked in municipal parking lots to move on a regular basis (ie: once every 24 hours); and*

THAT the appropriate By-law to amend Essa’s Parking By-law 2005-96 be presented to Council for passage at its regular meeting scheduled on January 17, 2024; and THAT Council direct staff to investigate implementation of an Administrative Monetary Penalty System for its Parking By-law, with a report to come forward in 2024.

----Carried-----

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

11. OTHER BUSINESS

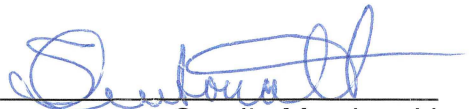
- Mayor Macdonald thanked staff for their hard work and dedication and wished everyone Happy Holidays and all the best in the New Year.

12. ADJOURNMENT

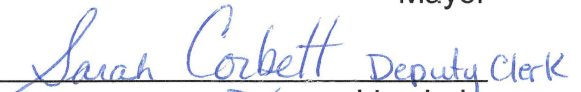
Resolution No: CW141-2023 Moved by: Smith Seconded by: Sander

BE IT RESOLVED THAT *this meeting of Committee of the Whole of the Township of Essa adjourn at 6:40 p.m., to meet again on the 17th day of January, 2024 at 6:00 p.m.*

----Carried-----



Sandie Macdonald
Mayor



Per Lisa Lehr
Manager of Legislative Services