

**THE CORPORATION OF THE TOWNSHIP OF ESSA
VIRTUAL COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, MARCH 24, 2021**

MINUTES

A Committee of the Whole meeting was held virtually on Wednesday, March 24, 2021 and was livestreamed to the public on the Township of Essa's YouTube Channel.

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

Staff in attendance: C. Healey-Dowdall, Chief Administrative Officer (electronic)
C. Traynor, Manager of Finance (electronic)
R. Rosilius, Deputy Treasurer (electronic)
M. Mikael, Manager of Public Works (electronic)
A. Powell, Manager of Planning and Development (electronic)
J. Coleman, Manager of Parks and Recreation (electronic)
K. Pascoe, Deputy Clerk (electronic)
L. Lehr, Manager of Legislative Services (electronic)

Guests in attendance: Janice Atwood and Jeff Abrams, Principles Integrity
Mark Yandt, Natalie Baker and Karen Lorente, OCWA

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the meeting at 6:03 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

**a. Delegation – Integrity Commissioner, Janice Atwood & Jeff Abrams
re: Integrity Commissioner's Periodic Report dated February 2021.**

Jeff Abrams and Janice Atwood were in attendance to review the Periodic Report with Council. Jeff Abrams briefly reviewed the role and function of the Integrity Commissioner as legislated under the Municipal Act, and as well described the function of the Integrity Commissioner under the Municipal Conflict of Interest Act.

Resolution No: CW023-2021 Moved by: Henderson Seconded by: Smith

*Be it resolved that the Periodic Report provided by Principles Integrity and dated February 2021 be received; and
That the Periodic Report be made available to the public by posting on the Township's website.*

---Carried---

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

- a. **Staff Report PD006-21 submitted by the Manager of Planning and Development, re: Proposed Additional Residential Units Process.**

Resolution No: CW024-2021 Moved by: White Seconded by: Henderson

*Be it resolved that Staff Report PD006-21 be received; and
That Council authorize Staff to proceed to a Public Meeting to present the Draft Official Plan Amendment (OPA) and Zoning By-Law Amendment (ZBA) to implement an Additional Residential Unit Process.*

----Carried-----

- b. **Staff Report PD007-21 submitted by the Manager of Planning and Development, re: Official Plan Review Update – Discussion Paper #2.**

Resolution No: CW025-2021 Moved by: Sander Seconded by: Smith

Be it resolved that Staff Report PD007-21 be received for information.

----Carried-----

- c. **Staff Report PD008-21 submitted by the Manager of Planning and Development, re: Third-Party Planning Review.**

Resolution No: CW026-2021 Moved by: White Seconded by: Henderson

*Be it resolved that Staff Report PD008-21 be received for information; and
That Council authorize Staff to utilize a Third-Party Planning Consulting Services for all Plan of Subdivision and Plan of Condominium (or Condominium Exemption) Applications, at the cost of the Applicant.*

----Carried-----

5. PARKS AND RECREATION / COMMUNITY SERVICES

- a. **Staff Report PR003-21 submitted by the Manager of Parks and Recreation, re: 2021 Grant and Funding Opportunities.**

Resolution No: CW027-2021 Moved by: Sander Seconded by: Smith

Be it resolved that Staff Report PR003-21 be received for information.

----Carried-----

- b. **Staff Report PR004-21 submitted by the Manager of Parks and Recreation, re: Township of Essa 2021 Summer Camp.**

Resolution No: CW028-2021 Moved by: Smith Seconded by: Sander

Be it resolved that Staff Report PR004-21 be received; and

That Council direct the Manager of Parks and Recreation to proceed with deferring the 2021 summer camp to 2022 summer due to implications of COVID-19.

----Carried-----

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

- a. Correspondence submitted by Ontario Clean Water Agency (OCWA), re: Schedule 22 Summary Reports (2020) and Section 11 Annual Reports (2020) for the Angus, Baxter and Thornton Drinking Water Systems.**

Resolution No: CW029-2021 Moved by: Henderson Seconded by: White

*Be it resolved that the 2020 Schedule 22 Summary Reports and the 2020 Section 11 Annual Reports from the Ontario Clean Water Agency for the Angus, Baxter and Thornton Drinking Water Systems be received; and
That a notice be posted on the Township's website stating that the 2020 Summary Reports are available for inspection at the Administration Centre or on the Township website by any member of the public during normal business hours, at no charge.*

----Carried-----

- b. Staff Report PW007-21 submitted by the Manager of Public Works, re: 25th Sideroad Re-Surfacing Project – Consulting Engineering Service.**

Resolution No: CW030-2021 Moved by: Sander Seconded by: White

*Be it resolved that Staff Report PW007-21 be received; and
That the quotation as received from Planmac Engineering Inc. for the Consulting Engineering Services required for the 25th Sideroad Re-Surfacing Project be accepted as per Township specifications, in the amount of \$53,160.00 excluding H.S.T.*

----Carried-----

8. FINANCE

- a. Release of Securities – Briarwood (Angus) Subdivision Earthworks.**

Resolution No: CW031-2021 Moved by: Henderson Seconded by: Smith

Be it resolved that Council approve the release of securities relating to Briarwood (Angus) Subdivision for Earthworks, as recommended by the Township Engineer as follows:

<i>Current Securities Held by Township of Essa:</i>	<i>\$2,359,494.24</i>
<i>Securities to be Transferred by Township of Essa to secure the Preservicing Agreement:</i>	<i>\$2,359,494.24</i>

And,

That the transfer of securities is conditional upon the Developer providing the Municipality with a finalization of works with documentation provided to the Township for final approval.

----Carried-----

- b. Staff Report TR002-21 submitted by the Manager of Finance, re: Statement of Treasurer – Remuneration 2020.**

Resolution No: CW032-2021 Moved by: Sander Seconded by: Smith

*Be it resolved that Staff Report TR002-21 be received; and
That the Treasurer's Statement of Remuneration and Expenses of Council and Members appointed by Council for the year ending December 31, 2020 be received as circulated.*

----Carried-----

- c. Staff Report TR003-21 submitted by the Manager of Finance, re: 2021 OCWA Budget Revised.**

This Item was deferred to a future meeting.

- d. Staff Report TR004-21 submitted by the Deputy Treasurer, re: Budget to Actuals Update as of December 31st, 2020.**

Resolution No: CW033-2021 Moved by: Smith Seconded by: Sander

*Be it resolved that Staff Report TR004-21 be received; and
That the Budget to Actuals Update for the period ending December 31st, 2020 be received as circulated.*

----Carried-----

- e. Staff Report TR005-21 submitted by the Deputy Treasurer, re: Budget to Actuals Update as of February 28th, 2021.**

Resolution No: CW034-2021 Moved by: White Seconded by: Smith

*Be it resolved that Staff Report TR005-21 be received; and
That the Budget to Actuals Update for the period ending February 28th, 2021 be received as circulated.*

----Carried-----

9. CLERKS / BY-LAW ENFORCEMENT / IT

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

- a. Staff Report CAO011-21 submitted by the Chief Administrative Officer, re: Taxi Voucher Assistance (Trial Program) for Seniors.**

This item was deferred by Council.

11. OTHER BUSINESS

- a. Motion to Reconsider Resolution CW019-2021 re: Staff Report PD005-21
“Proposed Telecommunications Tower – 6004 Scotch Line”**

Resolution No: CR035-2021 Moved by: Henderson Seconded by: Smith

Be it resolved that Council reconsider Resolution CW019-2021 in respect of Staff Report PD005-21 “Proposed Telecommunications Tower – 6004 Scotch Line” as was passed at its meeting of March 3, 2021.

----Carried----

Staff Report PD005-21 “Proposed Telecommunications Tower-6004 Scotch Line” will be brought back to Council for consideration at the meeting on April 7, 2021.

- b. Webinar “The Flutter Buzz Patch in Essa” (March 25, 2021 – 7:00 pm)**

The Manager of Planning and Development advised that a webinar is being hosted by the Township on March 25, 2021 at 7:00 p.m. The webinar aims to instruct enthusiasts in the creation of pollenating gardens.

- c. Inactive Railway Crossings – School Bus Requirements**

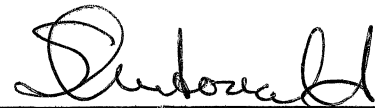
Council supported the request for staff to investigate and report back on the rules surrounding the requirement for school buses to stop at inactive railway lines.

12. ADJOURNMENT

Resolution No: CW037-2021 Moved by: Smith Seconded by: Henderson

Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 6:38 p.m. to meet again on the 7th day of April, 2021 at 6:00 p.m.

----Carried----



Sandie Macdonald, Mayor



Lisa Lehr, Manager of Legislative Services