

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, SEPTEMBER 4, 2024
6:00 p.m.**

MINUTES

A Committee of the Whole meeting was held in person on Wednesday September 4, 2024, 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: M. Mikael, Chief Administrative Officer
C. Rankin, Manager of Parks and Recreation
S. Haniff, Manager of Planning
J. Kolb, Manager of Public Work
P. Granes, Chief Building Official
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 honouring 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. Presentation**
Stevenson Memorial Hospital Foundation
Re: Donation from Essa Golf Tournament

Council presented Frank Cerisano, CEO, Darlene Mcleod, past Interim CEO, and Kara Harris Row, Communications Coordinator with a donation of \$8,450.00 from the funds raised at the Essa Golf Tournament held in June 2024.

STAFF REPORTS

4. PLANNING AND DEVELOPMENT / BUILDING

- a. **Staff Report PD011-24 submitted by the Manager of Planning, re: Deeming By-law – Lots 2, 3, 4 and 5 South Side of Margaret Street, Plan 160A.**

Resolution No: CW065-2024 Moved by: Kiezebrink Seconded by: Maltby

***BE IT RESOLVED THAT** Staff Report PD011-24 be received for information; and **THAT** Council direct Staff to prepare a deeming by-law to be adopted at a future date that would have the effect of removing Lots 2, 3, 4 and 5 South Side of Margaret Street of Plan 160A from the provisions of Section 50 (3) and (5) of the Planning Act, R.S.O. 1990, c.P.13.*

----Carried----

5. PARKS AND RECREATION / COMMUNITY SERVICES

- a. **Staff Report PR013-24 submitted by the Manager of Parks and Recreation, re: Award of Tender – Supply and Install Playground Equipment 83-84 Greenwood Drive.**

Resolution No: CW066-2024 Moved by: Smith Seconded by: Sander

***BE IT RESOLVED THAT** Staff Report PR013-24 be received; and **THAT** the quotation received from **Park N Water** in the amount of **\$68,666.48** (\$67,478.85 plus 1.76% applicable tax) be accepted as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the Municipality; and **THAT** Council authorize staff to utilize the remaining budget for fencing and play structure removal from 152 Greenwood Drive.*

----Carried----

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

- a. **Staff Report PW013-24 submitted by the Manager of Public Works, re: Bridge No. 9 Design (5th Line).**

Resolution No: CW067-2024 Moved by: Smith Seconded by: Sander

***BE IT RESOLVED THAT** Staff Report PW013-24 be received; and **THAT** Council authorize Staff to proceed with Bridge no.9 (5th Line Bridge) detailed design as contained in this report; and **THAT** Council direct Staff to initiate a special reserve fund as per the construction funding strategy contained in this report to minimize/eliminate the financial impact on the Essa Taxpayers in 2026 (construction year) to include all net revenues collected from Automated Speed Enforcement, Joint Data Processing Center and special funding related to the Aggregate Act.*

----Carried----

8. FINANCE

9. CLERKS / BY-LAW ENFORCEMENT / IT

- a. Staff Report C012-24 submitted by the Deputy Clerk, re: Delegation of Authority – Records Retention.

Resolution No: CW068-2024 Moved by: Maltby Seconded by: Kiezebrink

BE IT RESOLVED THAT Staff Report C012-24 be received; and
THAT Council delegate authority to the Clerk to administer the Records Management By-law and make modification to the Retention Schedule from time to time as may be required; and
THAT Council direct Staff to prepare the appropriate By-law to be presented to Council for consideration at its regular meeting on September 18, 2024.

----Carried----

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

11. OTHER BUSINESS

Councillor Sander reminded Council of the upcoming Ivy Days taking place on Saturday September 7 and the Thornton Corn Roast on Sunday September 15, 2024.

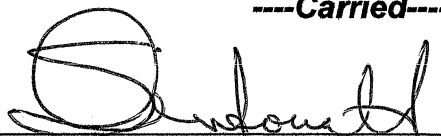
Deputy Mayor Smith and Councillor Sander provided Council with a brief overview of their attendance at the AMO Conference that was held on August 18-21, 2024.

12. ADJOURNMENT


Resolution No: CW069-2024 Moved by: Smith Seconded by: Maltby

BE IT RESOLVED THAT this meeting of Committee of the Whole of the Township of Essa adjourn at 6:22 pm., to meet again on the 18th day of September, 2024 at 6:00 p.m.

----Carried----



Sandie Macdonald
Mayor



Lisa Lehr
Manager of Legislative Services