

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
VIRTUAL COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, SEPTEMBER 1, 2021**

**MINUTES**

A Committee of the Whole meeting was held virtually on Wednesday, September 1, 2021 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  
R. Rosilius, Deputy Treasurer  
M. Mikael, Manager of Public Works  
A. Powell, Manager of Planning and Development  
J. Coleman, Manager of Parks and Recreation  
K. Koopmans, Angus Arena Manager/Parks Supervisor  
W. Porcalla, Deputy Chief Building Official  
Carson Lee, Roads Operator  
K. Pascoe, Deputy Clerk  
L. Lehr, Manager of Legislative Services

Guests in attendance: Sean Ogilvie, Forbes Bros. Ltd.

**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. Presentation / Staff Recognition**

- Ken Koopmans – 25 Year Anniversary with the Township
- Winifredo Porcalla – Recipient of the Outstanding Alumni Award
- Carson Lee – Essa Awareness Day

**b. Delegation – Sean Ogilvie, Forbes Bros. Ltd.**

re: Proposed Xplornet Broadband Tower.

Sean Ogilvie from Forbes Bros. Ltd. (agent to Xplornet Broadband) was in attendance to request a letter of concurrence from Council to support a proposed self-support telecommunications structure being built on the southwestern boundary of the property located at 6004 Scotch Line, Essa. He advised that all required municipal and public consultations have taken place. He provided Council with a brief description of the proposed site in addition to the proposed structure (self-support structure with steel

lattice framework measuring 45 m in height). He stated that the objective of the structure was to extend coverage to new users and to relieve congestion.

Council requested that the Chief Administrative Officer provide Council with a Staff Report for their consideration.

## **STAFF REPORTS**

### **4. PLANNING AND DEVELOPMENT**

- a. **Staff Report PD017-21 submitted by the Manager of Planning and Development, re: Zoning By-law Amendment – 203 Barrie Street, Thornton.**

**Resolution No: CW099-2021 Moved by: Sander Seconded by: Kiezebrink**

*Be it resolved that Staff Report PD017-21 be received; and  
That Council approve an amendment to the Township's Zoning By-law, to permit a Zoning By-law Amendment on lands known as 203 Barrie Street, in Thornton to allow for two medically-related offices.*

**----Carried----**

### **5. PARKS AND RECREATION / COMMUNITY SERVICES**

- a. **Staff Report PR006-21 submitted by the Manager of Parks and Recreation, re: Fundraiser Event.**

#### **MOTION AS AMENDED:**

**Resolution No: CW100-2021 Moved by: Henderson Seconded by: Smith**

*Be it resolved that Staff Report PR006-21 be received; and  
That all rental fees be waived, and the deposit of \$200.00 be refunded upon satisfaction of all sites being cleaned.*

**----Carried----**

- b. **Staff Report PR007-21 submitted by the Manager of Parks and Recreation, re: Award of Tender - Dock Access.**

**Resolution No: CW101-2021 Moved by: Sander Seconded by: Smith**

*Be it resolved that Staff Report PR007-21 be received; and  
That the tender as received from Arenes Construction Ltd. for the dock access and anchoring system be accepted in the amount of \$96,990 (excluding HST); and That Council authorize transferring \$42,000 from the Parks and Recreation Development Charges reserve to cover the Canoe/Kayak Boat Launch project budget shortfall in the amount of \$42,000.*

**----Carried----**

**6. FIRE AND EMERGENCY SERVICES**

**7. PUBLIC WORKS**

- a. **Staff Report PW022-21 submitted by the Manager of Public Works, re: Award of Tender - 25<sup>th</sup> Sideroad Asphalt Resurfacing, 9<sup>th</sup> Line to 10<sup>th</sup> Line.**

**Resolution No: CW102-2021 Moved by: Kiezebrink Seconded by: Henderson**

*Be it resolved that Staff Report PW022-21 be received; and  
That the tender as received from Coco Paving Inc. for the 25<sup>th</sup> Sideroad Resurfacing be accepted in the amount of \$727,917.14 (excluding HST).*

**----Carried----**

**8. FINANCE**

- a. **Staff Report TR012-21 submitted by the Manager of Finance, re: Set 2022 Budget Deliberation Meetings.**

**Resolution No: CW103-2021 Moved by: Henderson Seconded by: Kiezebrink**

*Be it resolved that Staff Report TR012-21 be received; and  
That Council schedule Special Meetings of Council for 2022 for Budget Deliberations on Wednesday November 17<sup>th</sup>, 2021 from 1:00 pm to 5:00 pm and Wednesday December 1<sup>st</sup>, 2021 from 1:00 pm to 5:00 pm and Wednesday December 15<sup>th</sup>, 2021 from 1:00 pm to 5:00 pm.*

**----Carried----**

**9. CLERKS / BY-LAW ENFORCEMENT / IT**

- a. **Staff Report C018-21 submitted by the Manager of Legislative Services, re: Operation Brain Freeze.**

**Resolution No: CW104-2021 Moved by: Kiezebrink Seconded by: Smith**

*Be it resolved that Staff Report C018-21 be received; and  
That Council endorse the "Operation Brain Freeze" initiative; and  
That Council consider the inclusion of funds in future budgets to cover costs for this campaign to run annually.*

**----Carried----**

- b. **Staff Report C019-21 submitted by the Manager of Legislative Services and the Manager of Public Works, re: Parking By-law 2005-96.**

**Resolution No: CW105-2021 Moved by: Sander Seconded by: Henderson**

*Be it resolved that Staff Report C019-21 be received; and*

*That Council approve an amendment to By-law 2005-96, to include provisions to prohibit the parking of commercial vehicles, large motor vehicles, and trailers on residential roads at any time regardless of signage, in the Township of Essa, and that a Bylaw be prepared for Council's consideration; and  
That Council direct staff to further investigate restricting street parking to one-side of residential streets.*

----Carried----

- c. Staff Report C020-21 submitted by the Deputy Clerk, re: Proposed Amendments to Noise By-law 2018-47.**

**Resolution No: CW106-2021 Moved by: Smith Seconded: Kiezebrink**

*Be it resolved that Staff Report C020-21 be received; and  
That Council approve the proposed amendments to the Township's Noise By-law 2018-47; and  
That By-law 2018-47 be further amended as directed by Council; and  
That the amending By-law be presented to Council for its consideration at a future date.*

----Carried----

- d. Staff Report C021-21 submitted by the Deputy Clerk, re: Amalgamation of Committees.**

**Resolution No: CW107-2021 Moved by: Sander Seconded by: Henderson**

*Be it resolved that Staff Report C021-21 be received; and  
That Council approve amalgamating the Accessibility Advisory Committee, Parks and Recreation Committee, Age-Friendly Committee, and Healthy Community Committee to take effect with the commencement of the next term of Council.*

----Carried----

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

- a. Staff Report CAO034-21 submitted by the Chief Administrative Officer, re: Staffing By-law Hours.**

**Resolution No: CW108-2021 Moved by: Sander Seconded by: Kiezebrink**

*Be it resolved that Staff Report CAO034-21 be received; and  
That Council authorize an increase to the part-time Municipal Law Enforcement Officer (MLEO) hours to full-time beginning immediately to adjust for increased demand for by-law enforcement; and  
That Council consider the addition of an additional part-time MLEO in the 2022 Budget Deliberations.*

----Carried----

- b. Staff Report CAO035-21 submitted by the Chief Administrative Officer,  
re: Speeding Enforcement.**

**Resolution No: CW109-2021 Moved by: Sander Seconded by: Smith**

*Be it resolved that Staff Report CAO035-21 be received; and  
That Council direct staff to request a paid-duty OPP officer to carry out additional  
speed enforcement on an overtime basis for a couple of months (4x/mo) in Essa, at a  
cost of approximately \$2,400 to come from the 2021 policing budget.*

----Carried----

- c. Staff Report CAO038-21 submitted by the Chief Administrative Officer,  
re: Space at the Administration Centre.**

**Resolution No: CW110-2021 Moved by: Keizebrink Seconded by: Sander**

*Be it resolved that Staff Report CAO038-21 be received; and  
That Council approve relocating the MLEO's to the Angus Arena, at least on a  
temporary basis, to help resolve the space shortage at the Administration Centre.*

----Carried----

**11. OTHER BUSINESS**

- a. Ivy Days (September 11, 2021)**

Mayor Macdonald reminded those in attendance that Ivy Days was scheduled to take place on September 11, 2021.

**12. ADJOURNMENT**

**Resolution No: CW111-2021 Moved by: Smith Seconded by: Sander**

*Be it resolved that this meeting of Committee of the Whole of the Township of Essa  
adjourn at 6:59 p.m., to meet again on the 15<sup>th</sup> day of September, 2021 at 6:00 p.m.*

----Carried-----



Sandie Macdonald, Mayor



Lisa Lehr, Manager of Legislative  
Services