

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, JUNE 21, 2023**

**MINUTES**

A Committee of the Whole meeting was held in person on Wednesday June 21, 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, Chief Administrative Officer  
M. Mikael, Manager of Public Works  
J. Coleman, Manager of Parks and Recreation  
G. McNamara, Deputy Fire Chief  
D. Dollmaier, Manager of Finance  
S. Haniff, Manager of Planning  
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 the traditional land of the Anishinaabeg, Huron-Wendat and the Tiononati people. 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, Métis and Inuit people.

**2. DISCLOSURE OF PECUNIARY INTEREST**

Councillor Kiezebrink declared a direct interest on Item 9(a) as he owns a property with a competing business (Kennel).

**3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS**

**a. Public Meeting**

Re: 231 Barrie Street - Proposed Official Plan Amendment (OPA46) and Zoning By-law Amendment (Z4-23)

See separate set of minutes.

**b. Delegation from Nottawasaga Valley Conservation Authority (NVCA)**

Doug Hevenor and Chris Hibberd  
Re: Memoranda of Understanding

Doug Hevenor and Chris Hibberd of the Nottawasaga Valley Conservation Authority (NVCA) provided Council with an overview of their legislative responsibilities in addition to

services provided by the NVCA. They discussed next steps surrounding the Memorandum of Understanding in addition to changes surrounding the 2024 budget process.

## STAFF REPORTS

### 4. PLANNING AND DEVELOPMENT

- a. **Staff Report PD019-23 submitted by the Manager of Planning, re: 150 Mill Street – Site Plan Control Amending Agreement 2579566 Ontario Inc.**

**Resolution No: CW074-2023 Moved by: Kiezebrink Seconded by: Sander**

*BE IT RESOLVED THAT Staff Report PD019-23 be received for information purposes.*  
----Carried-----

- b. **Staff Report PD020-23 submitted by the Manager of Planning, re: 5136 9<sup>th</sup> Line – Site Plan Control Agreement White Veal Meat Packers.**

**Resolution No: CW075-2023 Moved by: Smith Seconded by: Sander**

*BE IT RESOLVED THAT Staff Report PD020-23 be received for information purposes.*  
----Carried-----

### 5. PARKS AND RECREATION / COMMUNITY SERVICES

- a. **Staff Report PR011-23 submitted by the Manager of Parks and Recreation, re: TNTBA Baseball Request.**

**Resolution No: CW076-2023 Moved by: Kiezebrink Seconded by: Smith**

*BE IT RESOLVED THAT Staff Report PR011-23 be received; and THAT Council direct the Manager of Parks and Recreation to establish the TNTBA as a Local Minor League Sports Affiliation; and THAT Staff proceed with invoicing the TNTBA at a Local Minor League rate as per the terms set out in the current Council Approved Schedule Fee Schedule.*  
----Carried-----

- b. **Staff Report PR016-23 submitted by the Manager of Parks and Recreation, re: New Proposed Angus Splash Pad Location.**

**Resolution No: CW077-2023 Moved by: Kiezebrink Seconded by: Maltby**

*BE IT RESOLVED THAT Staff Report PR016-23 be received; and THAT Council direct the Manager of Parks and Recreation to proceed with pursuing 191 Maplewood Drive as the new site for a splash pad in Angus along with some additional playground equipment required to be replaced from 152 Greenwood Drive.*  
----Carried-----

**6. FIRE AND EMERGENCY SERVICES**

- a. Staff Report FD002-23 submitted by the Fire Chief, re: Award for Fire Master Plan and Mandatory Community Risk Assessment.**

**Resolution No: CW078-2023 Moved by: Maltby Seconded by: Smith**

*BE IT RESOLVED THAT Staff Report FD002-23 be received; and THAT Council authorize the Fire Chief to award a contract for the provision of completing a Fire Master Plan and Mandatory Community Risk Assessment for the community and the Fire Department in partnership with the Town of New Tecumseth and Township of Adjala-Tosorontio to Emergency Management Group Inc., in keeping within the 2023 approved budget amount.*

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

**7. PUBLIC WORKS**

- a. Staff Report PW014-23 submitted by the Township Engineer Ainley Group, re: Proposed Baxter Wastewater Treatment Plant Collection System and Assessment of Collection System ECA Amendment Application**

**Resolution No: CW079-2023 Moved by: Kiezebrink Seconded by: Sander**

*BE IT RESOLVED THAT Staff Report PW014-23 be received; and THAT Council accept that the application for amendment to the wastewater collection system Environmental Compliance Approval (ECA) for Brookfield's proposed wastewater collection and treatment system in Baxter is suitable for submission to the Ministry of the Environment Conservation and Parks (MECP).*

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

**8. FINANCE**

- Staff Report TR009-23 submitted by the Manager of Finance, re: 2023 Development Charge Background and By-law.**

**Resolution No: CW080-2023 Moved by: Sander Seconded by: Maltby**

*BE IT RESOLVED THAT Staff Report TR009-23 be received; and THAT the Township of Essa Development Charge (DC) Background Study dated April 21, 2023, for the Township-wide and Area Specific Development Charges by-law be approved under Section 10 of the Development Charges Act, 1997; and THAT approval of the capital program, included in the DC Background Study, indicates Council's intention that an increase in the need for service will be met as required under paragraph 3 of Section 5(1) of the Development Charges Act, 1997 and Section 3 of Ontario Regulation 82/98, and that this approval shall be subject to further annual review during the capital budget process; and THAT in accordance with s.s.5(1)5 of the Development Charges Act, 1997 and Section 5 of Ontario Regulation 82/98, it is Council's clear intention that any excess capacity identified in the DC Background Study, as amended, shall be paid for by*

*development charges contemplated in the said DC Background Study, or other similar changes; and  
THAT having considered the use of more than one development charge by-law to reflect different needs for services in different areas, Council determines that for the services and associated infrastructure proposed to be funded by development charges under the Development Charge By-Law, that it is fair and reasonable that the charges be calculated on a township-wide and area-specific basis; and  
THAT having considered the submissions received on, before, and during the public meeting held on May 17, 2023 in connection with the DC Background Study and the proposed Development Charge By-law, and taking into consideration any changes made to the proposed Development Charge By-law following the said public meeting, Council determines that no further public meeting under Section 12 of the Development Charges Act, 1997, is necessary with respect to the said Development Charges Background Study or the Development Charges By-Law; and  
THAT Council approve the asset management plan outlined in the DC Background Study, and give consideration to incorporate the asset management plan outlined in the DC Background Study within the Township's ongoing practices and corporate asset management strategy.*

----Carried-----

Councillor Kiezebrink recused himself from the Council Chambers and did not participate in any discussion or vote on this matter.

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

- a. **Staff Report C012-23 submitted by the Manager of Legislative Services, re: Request for Exemption to Schedule 1 (Kennels) of Business Licensing – 5524 30<sup>th</sup> Sideroad**

**Resolution No: CW081-2023 Moved by: Sander Seconded by: Smith**

*BE IT RESOLVED THAT Staff Report C012-23 be received, and  
THAT Council approve an exemption to Schedule "1" of Essa's Business Licensing By-law, to allow for the operation of a dog run / boarding kennel at 5524 30<sup>th</sup> Sideroad, with a front yard setback of 50 metres, and a setback of 75 metres to the closest residential dwelling.*

----Carried-----

Councillor Kiezebrink returned to the Council Chambers at 6:37 p.m.

- b. **Staff Report C014-23 submitted by the Manager of Legislative Services, re: Integrity Commissioner's Annual Report**

**Resolution No: CW082-2023 Moved by: Kiezebrink Seconded by: Maltby**

*BE IT RESOLVED THAT Staff Report C014-23 be received; and  
THAT Council accept the Annual Report as submitted by Principles Integrity for the period spanning from May 31, 2022 to June 1, 2023; and  
THAT Council direct staff to place the Annual Report on the Township's website for public viewing.*

----Carried-----

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

**10. OTHER BUSINESS**


- a. Request for Report Re: Cemeteries.

**11. ADJOURNMENT**

**Resolution No: CW083-2023 Moved by: Smith Seconded by: Maltby**

*BE IT RESOLVED THAT this meeting of Committee of the Whole of the Township of Essa adjourn at 6:40 p.m., to meet again on the 5<sup>th</sup> day of July, 2023 at 6:00 p.m.*

----Carried-----

  
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Sandie Macdonald  
Mayor

  
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Lisa Lehr  
Manager of Legislative Services