

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, JUNE 18, 2025  
6:00 p.m.**

**MINUTES**

A Committee of the Whole meeting was held in person on Wednesday June 18, 2025, in the Council Chambers at the Administration Centre located at 5786 County Road 21, Utopia.

In attendance: Mayor Sandie Macdonald  
Councillor Pieter Kiezebrink  
Councillor Henry Sander  
Councillor Liana Maltby  
Deputy Mayor Michael Smith

Staff in attendance: M. Mikael, Chief Administrative Officer  
C. Rankin, Manager of Parks and Recreation  
L. Lehr, Manager of Automated Speed Enforcement  
J. Kolb, Manager of Public Works  
S. Corbett, Acting Clerk

**1. OPENING OF MEETING BY THE MAYOR**

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.

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

**2. DISCLOSURE OF PECUNIARY INTEREST**

None.

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

**a. Presentation**

Essa Water and Wastewater Rate Study - Watson and Associates

Byron Tan, Watson and Associates provided a presentation on the Township of Essa Water and Wastewater Rate Study. He identified current and future Water and Wastewater capital need and cost recovery. He also identified the cost recovery options, and a review of rate structures and recommended new rates to recover the costs associated with Township of Essa Water and Wastewater systems.

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## STAFF REPORTS

### 4. PLANNING AND DEVELOPMENT / BUILDING

### 5. PARKS AND RECREATION / COMMUNITY SERVICES

- a. Staff Report PR011-25 submitted by the Manager of Parks and Recreation, re: Designation of Park Area Adjacent to Utopia Soccer Pitch as “Dobson Park”.

Motion Amended.

**Resolution No: CW050-2025 Moved by: Smith Seconded by: Kiezebrink**

**BE IT RESOLVED THAT** Staff Report PR011-25 be received; and  
**THAT** Council approve the naming of the Township Park space containing playground structures, located adjacent to the Utopia Soccer Pitch on Line 6 in Utopia, as “**Dobson Park**”; and  
**THAT** the name “Utopia Soccer Pitch” remain in place to identify the active play field; and  
**THAT** staff be directed to coordinate the design and installation of appropriate signage for “Dobson Park,” with all associated costs to be covered by the Township, consistent with past naming practices; and  
**THAT** the renaming will be funded from the Parks and Recreation Reserve Account.  
**---Carried---**

- b. Staff Report PR012-25 submitted by the Manager of Parks and Recreation, re: U7 Hockey Request for 2025/2026 Season.

**Resolution No: CW051-2025 Moved by: Maltby Seconded by: Smith**

**BE IT RESOLVED THAT** Staff Report PR012-25 be received; and  
**THAT** Council direct Staff to proceed with booking a reduced 50% ice rate for U7 Essa Minor and Thornton Minor Hockey for a quantity of 2, 1-hour sessions per week to be invoiced monthly for the 2025/2026 season; and  
**THAT** Council direct Staff to include 10 free room rentals (non-licensed events) for 3 hours per rental per minor hockey organization for the 2025/2026 season.  
**---Carried---**

### 6. FIRE AND EMERGENCY SERVICES

### 7. PUBLIC WORKS

- a. Staff Report PW012-25 submitted by the Manager of Public Works and the Manager of Parks and Recreation, re: Amendment to Parking By-law 2005-96 - Wildflower Park Additional Parking Stalls.

**Resolution No: CW052-2025 Moved by: Maltby Seconded by: Kiezebrink**

**BE IT RESOLVED THAT** Staff Report PW012-25 be received; and  
**THAT** Council approve an amendment to schedule A of Parking By-law 2005-96 to implement revised parking restrictions on McCarthy Crescent south side from Darren Drive easterly to Sandy Lane and north side from Parkside Crescent easterly to Sandy Lane at anytime for safety, visibility, emergency access and traffic flow improvements; and  
**THAT** a By-law amendment to By-law 2005-96 be presented to Council; and  
**THAT** Council authorize Staff to proceed with the Wildflower Park improvements to create additional parking space as contained in this report.

---Carried---

**8. FINANCE**

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

- a. **Staff Report C009-25 submitted by the Acting Clerk, re: Special Occasion Permit Request – Essa Public Library.**

**Resolution No: CW053-2025 Moved by: Sander Seconded by: Maltby**

**BE IT RESOLVED THAT** Staff Report C009-25 be received, and  
**THAT** Council approve the request from the Essa Public Library to serve alcohol on between the hours of 7:00 to 8:00 p.m. at the 8529 County Road 10 (Banquet Hall, Angus Recreation Centre) on September 25, 2025.

---Carried---

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

**11. OTHER BUSINESS**

- Council has asked Staff to investigate and report back on proposed changes to the Procedural By-law 2017-77 including:
  - reduction in the number of Council Meetings per month:
  - availability and cost of livestreaming
  - inclusion of a public participation
- Council has asked Staff to investigate and report back on updates to our current Canine Control By-law 2006-18 and the feasibility of the inclusion of feeding of wildlife and animal control provisions.
- Council requested that Staff bring forward the request from the Ivy Orange Hall and Community Centre for Council's consideration of a grant/donation towards an AED Station

Amended

**12. ADJOURNMENT**

**Resolution No: CW054-2025 Moved by: Smith Seconded by: Maltby**

**BE IT RESOLVED THAT** this meeting of Committee of the Whole of the Township of Essa adjourn at 7:10 p.m., to meet again on the 2<sup>nd</sup> day of July, 2025 at 6:00 p.m.

---Carried---

  
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Sandie Macdonald  
Mayor  
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for Sarah Corbett  
Acting Clerk