

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
REGULAR COUNCIL MEETING  
WEDNESDAY, MAY 7, 2025  
(To follow Committee of the Whole)**

**AGENDA**

Members of the public wishing to attend can do so by attending in person to the Council Chambers located in the Administration Centre at 5786 County Road 21, Utopia.

- 1. OPENING OF MEETING BY THE MAYOR**
- 2. DISCLOSURE OF PECUNIARY INTEREST**
- 3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS**

p. 1 Recommendation: ***BE IT RESOLVED THAT*** the motions duly passed and approved at the Committee of the Whole meeting of this date be approved; and ***THAT*** the minutes of the Committee of the Whole, Closed Session and Regular Council meetings held on the 16<sup>th</sup> day of April, 2025 be adopted as circulated.

- 4. CONSENT AGENDA**

Recommendation: ***BE IT RESOLVED THAT*** the items listed in the Consent Agenda dated May 7<sup>th</sup>, 2025, be received for information.

- 5. COMMITTEE REPORTS**
- 6. PETITIONS**
- 7. MOTIONS AND NOTICES OF MOTIONS**

**Proclamation – May 14, 2025 – Apraxia Awareness Day 2025**

Recommendation: ***WHEREAS*** May 14, 2025, marks Childhood Apraxia of Speech Day during which awareness will be raised throughout Essa Township, about childhood apraxia of speech, an extremely challenging speech disorder that affects 1-in-1,000 children; and

***WHEREAS*** childhood apraxia of speech (GAS) causes children to have significant difficulty learning to speak and is among the most severe speech deficits in children; and

***WHEREAS*** the act of learning to speak comes effortlessly to most children, those with apraxia require early, appropriate, and intensive speech therapy, often for many years to learn to speak; and

***WHEREAS*** without appropriate speech therapy intervention, children with apraxia will have diminished communication skills, but are also placed at high risk for secondary impacts in reading, writing, spelling, and other school-related skills; and

***WHEREAS*** that such primary and secondary impacts diminish future independence and employment opportunities and challenge the ability to become productive, contributing citizens if not resolved or improved; and

**WHEREAS** public awareness about childhood apraxia of speech in the Township of Essa is essential for families of children with this neurological disorder and the professionals who support them to achieve the needed services for those learning to use their own voice; and

**WHEREAS** our highest respect goes to these children, as well as their families, for their effort, determination, and resilience in the face of such obstacles.

**NOW THEREFORE BE IT RESOLVED** that Council of the Township of Essa, do hereby recognize May 14<sup>th</sup>, 2025 as Apraxia Awareness Day. We encourage the citizens of Essa Township to work together to increase awareness and understanding of childhood apraxia of speech.

**8. UNFINISHED BUSINESS**

**9. BY-LAWS**

p. 10 **By-law 2025-26 – A By-law to Appoint a Building Inspector.**

Recommendation: **BE IT RESOLVED THAT** By-law 2025-26, be read a first, and taken as read a second and third time and finally passed.

**10. QUESTIONS**

**11. CLOSED SESSION**

Recommendation: **BE IT RESOLVED THAT** Council proceed to a Closed Session in order to address matters pertaining to:

a. **Staff Report CAO008-25, re: Identifiable Individual.**

- *Personal Matters About an Identifiable Individual – s.239(2)(b)*
- *Litigation Or Potential Litigation s.239(2)(e)*

**ITEM ADDED b. Correspondence regarding 152 Greenwood.**

- *Plans and Instructions for Negotiation-S. 239(2)(k)*

**Motion to Rise and Report from Closed Session Meeting of May 7, 2025.**

Recommendation: **BE IT RESOLVED THAT** Council rise and report from the Closed Session Meeting at \_\_\_\_\_ p.m.

**12. CONFIRMATION BY-LAW**

p. 11 **By-law 2025-27**

Recommendation: **BE IT RESOLVED THAT** leave be granted to introduce By-law 2025-27, that being a By-law to confirm the proceedings of the Committee of the Whole, Closed Session, and Council meetings held on this 7<sup>th</sup> day of May, 2025; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

**13. ADJOURNMENT**

Recommendation: ***BE IT RESOLVED THAT*** *this meeting of Council of the Township of Essa adjourn at \_\_\_\_\_ p.m. to meet again on the 21<sup>st</sup> day of May, 2025 at 6:00 p.m.*

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, APRIL 16, 2025  
6:00 p.m.**

**MINUTES**

A Committee of the Whole meeting was held in person on Wednesday April 16, 2025, in the Council Chambers at the Administration Centre located at 5786 County Road 21, Utopia.

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  
S. Haniff, Manager of Planning  
C. Rankin, Manager of Parks and Recreation  
J. Kolb, Manager of Public Works  
L. Lehr, Manager of Automated Speed Enforcement  
S. Corbett, Acting Manager of Legislative Services

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

Mayor Macdonald opened at 6:07 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**

**STAFF REPORTS**

**4. PLANNING AND DEVELOPMENT / BUILDING**

**Resolution No: CW028-2025 Moved by: Kiezebrink Seconded by: Smith**

- a. Staff Report PD008-25 submitted by the Planning and Development Coordinator, re: Site Plan Control Application (SP2-21) – 128 Cecil Street.**

***BE IT RESOLVED THAT Staff Report PD008-25 be received for information purposes.***

**---Carried---**

- b. **Staff Report PD009-25 submitted by the Manager of Planning, re: Site Plan Control Area By-law.**

**Resolution No: CW029-2025 Moved by: Sander Seconded by: Maltby**

**BE IT RESOLVED THAT** Staff Report PD009-25 be received and;  
**THAT** Council consider repealing By-law 2001-68 and replacing it with an updated By-law that reflects changes resulting from Bill 23, More Homes Built Faster Act, 2022 and Bill 97, Helping Homebuyers, Protecting Tenants Act, 2023.

**---Carried---**

- c. **Staff Report PD010-25 submitted by the Development Planner, re: Proposed Site Plan Control Application – SP5-24 – Tangle Creek – Request for Reduction in Securities.**

**Resolution No: CW030-2025 Moved by: Smith Seconded by: Sander**

**BE IT RESOLVED THAT** Staff Report PD010-25 be received and;  
**THAT** Council consider a reduction to the total securities owed by the applicant from 100% of all site works (\$569,600), to 30% of the total (internal) site works (\$170,880).

**---Carried---**

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

- a. **Staff Report PR006-25 submitted by the Manager of Parks and Recreation, re: Emergency Asphalt Replacement – Thornton Community Centre.**

**Resolution No: CW031-2025 Moved by: Sander Seconded by: Maltby**

**BE IT RESOLVED THAT** Staff Report PR006-25 be received; and **THAT** Council authorize staff to proceed with the emergency asphalt replacement at the Thornton Community Centre as quoted by **Road Readie Paving in the amount of \$24,220.00(excluding HST)** to be funded from the Parks and Recreation reserve.

**---Carried---**

- b. **Staff Report PR007-25 submitted by the Manager of Parks and Recreation, re: Award of Tender – Skate Park and Modular Pump Track for Thornton and Angus.**

**Resolution No: CW032-2025 Moved by: Smith Seconded by: Kiezebrink**

**BE IT RESOLVED THAT** Staff Report PR007-25 be received; and  
**THAT** the quotation received from **Canadian Ramp Company** be accepted in the amount of **\$459,999.91 (\$331,616.11 for the Angus Skate Park relocation & Pump tracks installation and \$128,383.80 for the Thornton Pump tracks installation) (excluding HST)** as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the Municipality.

**---Carried---**

- c. **Staff Report PR008-25 submitted by the Manager of Parks and Recreation, re: Award of Tender - Brownley Meadows Park-Outdoor Arena Mini Rink and Concrete Pad.**

**Resolution No: CW033-2025 Moved by: Maltby Seconded by: Kiezebrink**

***BE IT RESOLVED THAT Staff Report PR008-25 be received; and THAT the quotation received from Sport Court Ontario be accepted in the amount of \$123,852.00 (excluding HST) to supply and install Mini. Rink and Concrete Pad at the Brownley Meadows Park as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the Municipality.***

**---Carried---**

**6. FIRE AND EMERGENCY SERVICES**

**7. PUBLIC WORKS**

- a. **Staff Report PW007-25 submitted by the Manager of Public Works, re: Award of Quotation – Slurry Seal Treatment.**

**Resolution No: CW034-2025 Moved by: Sander Seconded by: Smith**

***BE IT RESOLVED THAT Staff Report PW007-25 be received; and THAT the quotation as received from Duncor Enterprises Inc. be accepted in the amount of \$334,302.54 (excluding HST), to complete the 2025 Slurry Seal Treatment program on various locations within the Township limits, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.***

**---Carried---**

- b. **Staff Report PW008-25 submitted by the Manager of Public Works, re: Award of Tender – Simcoe Street and Raglan Street Reconstruction (Urbanization).**

**Resolution No: CW035-2025 Moved by: Kiezebrink Seconded by: Maltby**

***BE IT RESOLVED THAT Staff Report PW008-25 be received; and THAT Arnott Construction Limited be accepted in the amount of \$3,816,000 (including 1.76% HST), to complete the Simcoe Street and Raglan Street Urbanization project contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township to the Township's satisfaction.***

**---Carried---**

**8. FINANCE**

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

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

**11. OTHER BUSINESS**

- Smile Cookie Day is April 28<sup>th</sup> and proceeds from the Thornton Tim Hortons are going to the Thornton Public Library.
- South Simcoe Streams Network has confirmed that tree planting at Bob Geddes Park on May 10, 2025 and Thornton on May 13, 2025.
- Thornton Spring Clean-up day is on April 26, 2025 at 10:00 a.m.
- May 8, 2025 is McHappy Day.

**12. ADJOURNMENT**

**Resolution No: CW036-2025   Moved by: Smith   Seconded by: Maltby**

***BE IT RESOLVED THAT*** *this meeting of Committee of the Whole of the Township of Essa adjourn at 6:18 pm., to meet again on the 16<sup>th</sup> day of April, 2025 at 6:00 p.m.*

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

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Sandie Macdonald  
Mayor

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Sarah Corbett  
Acting Manager of Legislative Services

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
REGULAR COUNCIL MEETING  
WEDNESDAY, APRIL 16, 2025  
(To follow Committee of the Whole)**

**MINUTES**

A Committee of the Whole meeting was held in person on Wednesday April 16, 2025, in the Council Chambers at the Administration Centre located at 5786 County Road 21, Utopia.

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  
S. Haniff, Manager of Planning  
C. Rankin, Manager of Parks and Recreation  
J. Kolb, Manager of Public Works  
L. Lehr, Manager of Automated Speed Enforcement  
S. Corbett, Acting Manager of Legislative Services

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

Mayor Macdonald opened at 6:18 p.m.

**2. DISCLOSURE OF PECUNIARY INTEREST**

Deputy Mayor Smith declared an interest on Item 11(b) as he has a family member employed by the municipality.

**3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS**

**Resolution No: CR038-2025 Moved by: Maltby Seconded by: Sander**

***BE IT RESOLVED THAT*** the motions duly passed and approved at the Committee of the Whole meeting of this date be approved; and  
***THAT*** the minutes of the Committee of the Whole, and Regular Council meetings held on the 19<sup>th</sup> day of March, 2025 be adopted as circulated.

**---Carried---**

**4. CONSENT AGENDA**

**Resolution No: CR039-2025 Moved by: Smith Seconded by: Sander**

***BE IT RESOLVED THAT*** the items listed in the Consent Agenda dated April 16<sup>th</sup> 2025, be received for information; and  
***THAT*** Items A3, and A9 be referred to Staff for action.

**---Carried---**



## 5. COMMITTEE REPORTS

## a. Minutes of the Essa Public Library Board.

Resolution No: CR040-2025 Moved by: Sander Seconded by: Smith

*BE IT RESOLVED THAT the minutes of the Essa Public Library Board from their meeting held on February 24, 2025, be received.*

---Carried---

## 6. PETITIONS

## 7. MOTIONS AND NOTICES OF MOTIONS

a. Proclamation – April 2, 2025 – World Autism Day 2025  
Flag Raising – 6:00 p.m. on April 16, 2025.

Resolution No: CR041-2025 Moved by: Sander Seconded by: Smith

*WHEREAS World Autism Day is recognized on April 2, 2025, in Canada. Autism Ontario is one of the largest collective voices representing the autism community, and the work we do helps all autistic individuals and families in their communities have access to meaningful support, information, and connections — not only on April 2 but every day throughout the year; and*

*WHEREAS Autism impacts more than 135,000 individuals in Ontario, representing 1 in every 50 Canadian children and youth. It not only influences the lives of autistics but also their friends, families, and communities. It's crucial for us to raise awareness, and acceptance, provide support and promote a more inclusive society; and*

*WHEREAS Autism is a diverse spectrum that varies widely among individuals. Each person's experience with autism can change over time. This evolving journey highlights the uniqueness of every autistic individual, emphasizing the need for understanding and support tailored to their specific needs; and*

*WHEREAS Autism Ontario is the leading source of information and referral on autism, and since 1973, has been providing support, information, and opportunities for thousands of families and individuals across the province; and*

*WHEREAS Autism Ontario is devoted to raising public awareness about autism and addressing the everyday challenges faced by individuals with autism, their families, and the professionals who work alongside them. We urge everyone to recognize and celebrate the unique differences and needs of others, fostering an inclusive environment where all individuals can participate fully in activities and discussions. Together, we can create a society that values and includes everyone.*

*NOW THEREFORE BE IT RESOLVED that I, Mayor Macdonald, do hereby recognize April 2<sup>nd</sup> as World Autism Day while committing to embrace awareness and acceptance today and every day throughout the year.*

---Carried---

**b. Motion – NVCA.**

**Resolution No: CR042-2025 Moved by: Maltby Seconded by: Kiezebrink**

**BE IT RESOLVED THAT** Staff be directed to draft correspondence to the Township of Oro-Medonte indicating that the Township of Essa is not prepared to support the proposed amalgamation of the Nottawasaga Valley Conservation (NVCA) and the Lake Simcoe Region Conservation Authority at this time due to the absence of a comprehensive business case evaluating the financial, operational, environmental impacts and long-term sustainability of such an amalgamation; and  
**THAT** the Township of Essa supports the development of a comprehensive business case assessing the potential amalgamation, including a detailed analysis of financial impacts, operational efficiencies, service delivery, and long-term sustainability; and  
**THAT** upon completion of the business case, the Township of Essa commits to reviewing the findings to determine whether amalgamation is in the best interest of the Township of Essa and its residents; and  
**THAT** Councillor Pieter Kiezebrink is hereby delegated to represent the Township of Essa in all discussions and engagements related to the potential amalgamation, in accordance with the Conservation Authorities Act; and  
**THAT** Staff be directed to copy the Nottawasaga Valley Conservation Authority, the Lake Simcoe Region Conservation Authority and all their municipalities on the correspondence.

**---Carried---**

**8. UNFINISHED BUSINESS**

**9. BY-LAWS**

- a.** By-law 2025-22 – A By-law to establish a Site Plan Control Area within the limits of the Township of Essa
- b.** By-law 2025-23 – A By-law to appoint a Manager of Automated Speed Enforcement.
- c.** By-law 2025-24 – A By-law to appoint an Interim Clerk.

**Resolution No: CR043-2025 Moved by: Smith Seconded by: Kiezebrink**

**BE IT RESOLVED THAT** By-law 2025-22, By-law 2025-23, and By-law 2025-24 be read a first, and taken as read a second and third time and finally passed.

**---Carried---**

**10. QUESTIONS**

**11. CLOSED SESSION**

**Resolution No: CR044-2025 Moved by: Sander Seconded by: Maltby**

**BE IT RESOLVED THAT** Council proceed to a Closed Session in order to address matters pertaining to:

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- a. **Staff Report CAO005-25 submitted by the Chief Administrative Officer, re: Staffing.**
  - *Personal Matters About an Identifiable Individual – s.239(2)(b)*
  - *Labour Relations or Employee Negotiations – s.239(2)(d)*
- b. **Staff Report CAO006-25 submitted by the Chief Administrative Officer, re: Group Benefits.**
  - *Labour Relations or Employee Negotiations – s.239(2)(d)*
- c. **Verbal Update from Chief Administrative Officer, re: 6537 Browns Line**
  - *Plans and Instructions for Negotiation – s. 239(2)(k)*
  - *Information Supplied in Confidence by a Third Party - s.239(2)(i)*
- d. **Staff Report C006-25 submitted by the Acting Clerk, re: Appointment of Committee Member – Healthy Accessible Community and Parks Committee.**
  - *Personal Matters About an Identifiable Individual – s.239(2)(b)*

---Carried----

**Motion to Rise and Report from Closed Session Meeting of April 16, 2025.**

**Resolution No: CR045-2025 Moved by: Sander Seconded by: Smith**

***BE IT RESOLVED THAT Council rise and report from the Closed Session Meeting at 6:52 p.m.***

---Carried----

The following items were passed by Council:

- a. **Staff Report CAO005-25 submitted by the Chief Administrative Officer, re: Staffing.**

**Resolution No: CR046-2025 Moved by: Kiezebrink Seconded by: Maltby**

***BE IT RESOLVED THAT Confidential Staff Report CAO005-25 be received; and THAT Council direct staff in accordance with Option #2 as contained within the body of the confidential report.***

---Carried----

Deputy Mayor Smith declared an interest on Item11(b). He recused himself from participating in any discussion and did not vote on this Item.

- b. **Staff Report CAO006-25 submitted by the Chief Administrative Officer, re: Group Benefits.**

**Resolution No: CR047-2025 Moved by: Sander Seconded by: Kiezebrink**

***BE IT RESOLVED THAT Confidential Staff Report CAO006-25 be received; and THAT Council direct staff in accordance with Options 1 and 2 as contained within the body of the confidential report.***

---Carried----

c. Verbal Update submitted by the Chief Administrative Officer, re: 6537 Browns Line.

Resolution No: CR048-2025 Moved by: Maltby Seconded by: Sander

**BE IT RESOLVED THAT** Confidential verbal update from the CAO be received for information.

d. Staff Report C006-25 from the Acting Clerk, re: Appointment of Committee Member – Healthy Accessible Community and Parks Committee.

Resolution No: CR049-2025 Moved by: Sander Seconded by: Kiezebrink

**BE IT RESOLVED THAT** Confidential Staff Report C006-25 be received; and **THAT** Council appoint Clarisse Esteban as a member of the Healthy Accessible Community and Parks Committee.

---Carried---

## 12. CONFIRMATION BY-LAW

By-law 2025-25

Resolution No: CR050-2025 Moved by: Sander Seconded by: Kiezebrink

**BE IT RESOLVED THAT** leave be granted to introduce By-law 2025-25, that being a By-law to confirm the proceedings of the Committee of the Whole, Closed Session, and Council meetings held on this 16<sup>th</sup> day of April, 2025; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

---Carried---

## 13. ADJOURNMENT

Resolution No: CR051-2025 Moved by: Smith Seconded by: Sander

**BE IT RESOLVED THAT** this meeting of Council of the Township of Essa adjourn at 6:55 p.m. to meet again on the 7<sup>th</sup> day of May, 2025 at 6:00 p.m.

---Carried---

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Sandie Macdonald  
Mayor

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Sarah Corbett  
Acting Manager of Legislative Services

THE CORPORATION OF THE TOWNSHIP OF ESSA

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BY-LAW NO. 2025 – 26

**Being a By-law to appoint a Building Inspector; and also  
a Plumbing Inspector, Property Standards Officer and  
Zoning Administrator**

WHEREAS Section 3(1) of The Building Code Act, S.O. 1992, c.23, as amended, states that the Council of each municipality is responsible for the enforcement of the Building Code Act in the municipality; and

WHEREAS Section 3(2) of The Building Code Act, S.O. 1992, c.23, as amended, states that the Council of each municipality shall appoint a Chief Building Official and such Inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction; and

WHEREAS the Council of The Township of Essa deems it advisable to appoint a Building Inspector and any such Inspectors and Administrators as are necessary for the purposes of the Enforcement of said Act and the Township's Building and Plumbing By-law;

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby enacts as follows:

1. That Jacob Fler be and is hereby appointed to the position of Building Inspector for the Corporation of the Township of Essa, to carry out the duties and responsibilities as set out in the job description for the position for the period during which he is an employee of the municipality;
2. That Jacob Fler be and is hereby appointed as Plumbing Inspector, Property Standards Officer and Zoning Administrator, and shall perform all the duties required to be performed by the said titles under statutory authority and other duties that may be imposed by the Council of the Township of Essa for the period during which he is an employee of the municipality;
3. That the said appointment shall become effective as of April 7, 2025;
4. This By-law shall come into force and effect on April 7, 2025.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 7<sup>th</sup> day of May, 2025.

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Sandie Macdonald, Mayor

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Sarah Corbett, Acting Clerk

**THE CORPORATION OF THE TOWNSHIP OF ESSA**

**BY-LAW 2025 - 27**

**Being a By-law to confirm the proceedings of the Council  
meeting held on the 7<sup>th</sup> day of May, 2025.**

THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ESSA  
HEREBY ENACTS AS FOLLOWS:

THAT the action of the Council at its meeting held on the 7<sup>th</sup> day of May, 2025 and, in respect of each recommendation contained in the Regular Council meeting held on the 16<sup>th</sup> day of April, 2025, and the Minutes of the Committee of the Whole meeting held on the 16<sup>th</sup> day of April, 2025, and, in respect of each motion, resolution and other action passed and taken by Council at the said meetings, is, except where prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.

THAT the Mayor and the proper officials of the Township of Essa are hereby authorized and directed to do all things necessary to give effect to the said actions or to obtain approvals where required, and to execute all documents as may be necessary in that behalf and the Clerk is hereby authorized and directed to affix the Corporate Seal to all such documents.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND  
FINALLY PASSED on this the 7<sup>th</sup> day of May, 2025.

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Sandie Macdonald, Mayor

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Sarah Corbett, Acting Clerk