

**THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING
WEDNESDAY, MARCH 5, 2025**

MINUTES

A Regular Council meeting was held in person on Wednesday March 5, 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
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 6:06 pm

2. DISCLOSURE OF PECUNIARY INTEREST

Deputy Mayor Smith declared an interest on Items 9(d) and (e) as he has familial relations that reside adjacent to subject property.

3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS

Resolution No: CR021-2025 Moved by: Maltby Seconded by: Kiezebrink

***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 19th day of February, 2025 be adopted as circulated.*

---Carried---

4. CONSENT AGENDA

Resolution No: CR022-2025 Moved by: Sander Seconded by: Smith

***BE IT RESOLVED THAT** the items listed in the Consent Agenda dated March 5th 2025, be received for information.*

---Carried---

5. **COMMITTEE REPORTS**

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

Resolution No: CR023-2025 Moved by: Smith Seconded by: Sander

***BE IT RESOLVED THAT** the minutes of the Essa Public Library Board from their meetings held on January 27, 2025, be received.*

---Carried---

6. **PETITIONS**

7. **MOTIONS AND NOTICES OF MOTIONS**

8. **UNFINISHED BUSINESS**

9. **BY-LAWS**

Resolution No: CR024-2025 Moved by: Sander Seconded by: Maltby

- a. By-law 2025-11 – A By-law to authorize the levy and collection of interim tax and provide for penalty and interest.
- b. By-law 2025-12 – A By-law to authorized municipal borrowing for current expenditures for 2025.
- c. By-law 2025-13 – A By-law to amend the Zoning By-law 2003-50 for all lands throughout the Township (ARU).
- f. By-law 2025-16 – A By-law to appoint a By-law Officer.
- g. By-law 2025-17 - A By-law to amend schedule “A” of By-law 2024-25.
- h. By-law 2025-18 – A By-law to repeal and replace By-law 2019-68, Pre-Consultation By-law.

***BE IT RESOLVED THAT** By-law 2025-11, By-law 2025-12, By-law 2025-13, By-law 2025-16, By-law 2025-17 and By-law 2025-18 be read a first, and taken as read a second and third time and finally passed.*

---Carried---

Deputy Mayor Smith declared an interest on Items 9(d) and (e). He recused himself from Council Chambers and did not participate in any discussion or vote on these Items.

Resolution No: CR025-2025 Moved by: Kiezebrink Seconded by: Maltby

- d. By-law 2025-14 – A By-law to amend the Zoning By-law 2023-50 – 8949 Smith Road.

-
- e. By-law 2025-15 – A By-law to adopt Amendment No.42 to the Official Plan - 8949 Smith Road.

BE IT RESOLVED THAT *By-law 2025-14, and By-law 2025-15 be read a first, and taken as read a second and third time and finally passed.*

---Carried---

Deputy Mayor Smith resumed his seat for the remainder of the meeting.

10. QUESTIONS

11. CLOSED SESSION

Resolution No: CR026-2025 Moved by: Maltby Seconded by: Kiezebrink

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

- a. **Staff Report CAO004-25, re: Staffing.**
- *Personal Matters About an Identifiable Individual – s.239(2)(b)*
 - *Labour Relations or Employee Negotiations – s.239(2)(d)*

Council proceeded into Closed Session at 6:24 p.m.

---Carried---

Motion to Rise and Report from Closed Session Meeting of March 5, 2025.

Resolution No: CR027-2025 Moved by: Maltby Seconded by: Kiezebrink

BE IT RESOLVED THAT *Council rise and report from the Closed Session Meeting at 6:53 p.m.*

---Carried---

The following items were passed by Council:

- a. **Staff Report CAO004-25, re: Staffing.**

Resolution No: CR028-2025 Moved by: Maltby Seconded by: Kiezebrink

BE IT RESOLVED THAT *Confidential Staff Report CAO004-25 be received; and THAT Council direct staff in accordance with Options #2 and #3 as contained within the body of this confidential report.*

---Carried---

12. **CONFIRMATION BY-LAW**

By-law 2025-19

Resolution No: CR029-2025 Moved by: Maltby Seconded by: Kiezebrink

***BE IT RESOLVED THAT** leave be granted to introduce By-law 2025-19, that being a By-law to confirm the proceedings of the Committee of the Whole, Closed and Council meetings held on this 5th day of March, 2025; and, that said By-law be read a first, and taken as read a second and third time and finally passed.*

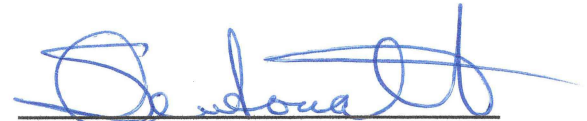
---Carried---

13. **ADJOURNMENT**

Resolution No: CR030-2025 Moved by: Sander Seconded by: Smith

***BE IT RESOLVED THAT** this meeting of Council of the Township of Essa adjourn at 6:58 p.m. to meet again on the 19th day of March, 2025 at 6:00 p.m.*

---Carried---



Sandie Macdonald
Mayor



Lisa Lehr
Manager of Legislative Services