

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, DECEMBER 18, 2024**

**MINUTES**

A Committee of the Whole meeting was held in person on Wednesday December 18, 2024, 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: M. Mikael, Chief Administrative Officer  
C. Rankin, Manager of Parks and Recreation  
A. McClinton, Parks and Recreation Administrative Assistant  
D. Dollmaier, Manager of Finance  
J. Kolb, Manager of Public Works  
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 6:02 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**

None.

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

- a. **Presentation**  
**Angus Food Bank**  
Re: Cheque Presentation

Mayor Macdonald presented the Angus Food Bank with a donation cheque on behalf of Essa's Solicitor, Paul Rabinovitch, HR Graham and Partners. Mayor Macdonald thanked the Angus Food Bank for their ongoing support of the residents of Essa.

- b. Presentation**  
**Chase's Dream Foundation**  
Re: Defibrillator Donation – Thornton Outdoor Rink

Mayor Macdonald thanked representatives of the Chase McEachern AED Memorial Foundation for their donation of an AED for the Thornton outdoor rink area.

- c. Presentation**  
**SGL Planning, Tim Cane**  
Re: Official Plan Update

Tim Cane, SGL Planning, provided a status update on Essa's Official Plan Review. He reviewed the works completed to date and outlined processes moving forward. He reminded Council that he would be returning early in 2025 to provide a further overview.

## STAFF REPORTS

### 4. PLANNING AND DEVELOPMENT / BUILDING

- a. Staff Report PD016-24 submitted by the Development Planner,  
re: Proposed Temporary Use By-law – Z3-24 (253 Barrie Street).**

**Resolution No: CW091-2024 Moved by: Smith Seconded by: Sander**

***BE IT RESOLVED THAT*** Staff Report PD016-24 be received; and  
***THAT*** Council consider approving a temporary amendment to the Township's Zoning By-law 2003-50 related to the following items:

1. That Schedule A to By-law 2003-50 be amended to temporarily rezone those lands shown on Schedule 1 and labelled as "R1-42", to allow for a real estate office to be located on the first floor of a residential building.
2. That Section 9.4.42, Special Provisions, be added to By-law No. 2003-50, as follows:

***"R1-42: CON 11 N PT LOT 15, 253 Barrie Street"***

***In addition to the permitted uses of this Section, on those lands zoned R1-42 on Schedule A, and known as 253 Barrie Street, a Real Estate Office in accordance with the following provision be a permitted use period of three (3) years expiring after the date of passing:***

- a. That the Real Estate Office only be allowed to exist on the first floor of the existing single-family dwelling.
- b. That the Real Estate Office allow a maximum of five (5) on-site employees.
- c. That no part of the existing residential building be rented while the temporary use is in effect.
- d. That the Real Estate Office is subject to annual inspections by the Building and Fire Departments.

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

- b. **Staff Report PD017-24 submitted by the Development Planner,  
re: Housekeeping By-law – Z2-24.**

**Resolution No: CW092-2024 Moved by: Sander Seconded by: Smith**

***BE IT RESOLVED THAT*** Staff Report PD017-24 be received; and  
***THAT*** Council approves the proposed amendments to the Township's Zoning By-law  
2003-50 as recommended in the Report.

**---Carried---**

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

6. **FIRE AND EMERGENCY SERVICES**

7. **PUBLIC WORKS**

8. **FINANCE**

- a. **Correspondence from Township Engineer AECOM, re: Reduction in  
Securities.**

This Item was deferred.

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

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

11. **OTHER BUSINESS**

12. **ADJOURNMENT**

**Resolution No: CW093-2024 Moved by: Smith Seconded by: Maltby**

***BE IT RESOLVED THAT*** this meeting of Committee of the Whole of the Township of  
Essa adjourn at 6:29 p.m., to meet again on the 15<sup>th</sup> day of January, 2025 at 6:00 p.m.

**---Carried---**



Sandie Macdonald  
Mayor



Lisa Lehr  
Manager of Legislative Services