

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, SEPTEMBER 3, 2025  
6:00 p.m.**

**MINUTES**

A Committee of the Whole meeting was held in person on Wednesday September 3, 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  
P. Granes, Chief Building Official  
S. Haniff, Manager of Planning  
J. Kolb, Manager of Public Works  
C. Rankin, Manager of Parks and Recreation  
L. Lehr, Manager of Automated Speed Enforcement  
S. Corbett, Acting Manager of Legislative Services

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

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

**2. DISCLOSURE OF PECUNIARY INTEREST**

None.

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

**a. Presentation**

**Stevenson Memorial Hospital Foundation - Frank Cerisano and Ted Vandervis**  
Re: Donation from Essa Golf Tournament

Council presented Frank Cerisano, CEO, and Ted Vandervis, Board Chair with a donation of \$15,000 from the funds raised at the Essa Golf Tournament held in June 2025.

Frank Cerisano, CEO thanked Council and staff for their efforts and commented on the importance of their donation and the upcoming expansion of the Stevenson Memorial Hospital.

**b. Presentation**

**Terry Dowdall, MP and Brian Saunderson, MPP**  
Re: Celebrating Essa's 175 Anniversary

Terry Dowdall, MP and Brian Saunderson, MPP provided Council with certificates of Congratulations in celebration of Essa's 175 Anniversary.

## STAFF REPORTS

### 4. PLANNING AND DEVELOPMENT / BUILDING

- a. Staff Report PD013-25 submitted by the Manager of Planning, re: 128 Cecil Street – OLT Hearing.

Resolution No: CW060-2025 Moved by: Sander Seconded by: Maltby

**BE IT RESOLVED THAT** Staff Report PD013-25 be received.

---Carried---

- b. Staff Report PD014-25 submitted by the Planning and Development Coordinator, re: Construction of Additional Residential Units (ARUs).

Resolution No: CW061-2025 Moved by: Smith Seconded by: Sander

**BE IT RESOLVED THAT** Staff Report PD014-25 be received; and  
**THAT** Council authorize Staff to apply a strict application of Section 4.38 of the Township Zoning By-law, which by virtue of being secondary units, intends for the construction of ARUs to occur only concurrently or after construction of a primary dwelling on any permitted lot.

---Carried---

- c. Staff Report PD015-25 submitted by Manager of Planning, re: Application for Funding – Economic Development Strategic Plan.

Resolution No: CW062-2025 Moved by: Kiezebrink Seconded by: Maltby

**BE IT RESOLVED THAT** Staff Report PD015-25 be received; and  
**THAT** Council consider directing Staff to:

1. Apply for funding to the Rural Ontario Development Program to prepare an Economic Development Strategic Plan and to commit to a 50% cost-sharing if granted; and
2. Apply for funding to the Rural Ontario Development Program to hire economic development staff to implement the Economic Development Strategic Plan and to commit to a 50% cost-sharing if granted.

---Carried---

### 5. PARKS AND RECREATION / COMMUNITY SERVICES

### 6. FIRE AND EMERGENCY SERVICES

### 7. PUBLIC WORKS

### 8. FINANCE

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

- a. Staff Report A002-25 submitted by the Manager of Automated Speed Enforcement, re: ASE Administrative Penalty System (APS) Policies.**

**Resolution No: CW063-2025 Moved by: Kiezebrink Seconded by: Maltby**

***BE IT RESOLVED THAT Staff Report A002-25 be received; and  
THAT Council approve the ASE AP Draft Policies as attached.***

**---Carried---**

- b. Staff Report C010-25 submitted by the Acting Clerk, re: Amendment to Essa Procedural By-law 2017-77 - Reduction of Council Meeting Dates.**

**Resolution No: CW064-2025 Moved by: Sander Seconded by: Smith**

**Recorded Vote**

Councillor Kiezebrink requested a recorded vote.

Council Member	Yea	Nay
Councillor Kiezebrink		X
Councillor Maltby	X	
Councillor Sander	X	
Deputy Mayor Smith	X	
Mayor Macdonald	X	

***BE IT RESOLVED THAT Staff Report C010-25 be received; and  
THAT Council approve the proposed amendment to section 3.2.1 of Essa's  
Procedural By-law 2017-77; and  
THAT Council direct Staff to prepare a By-law Amendment to reflect this change at a  
future meeting.***

**---Carried---**

- c. Staff Report C011-25 submitted by the Acting Clerk, re: Public Participation During Council Meeting.**

**Resolution No: CW065-2025 Moved by: Kiezebrink Seconded by: Sander**

***BE IT RESOLVED THAT Staff Report C011-25 be received.***

**---Carried---**

- d. Staff Report C012-25 submitted by the Acting Clerk, re: Draft Multi-Year Accessibility Plan 2025-2030.**

**Resolution No: CW066-2025 Moved by: Smith Seconded by: Sander**

***BE IT RESOLVED THAT Staff Report C012-25 be received; and  
THAT Council approve the Multi-Year Accessibility Plan 2025-2030.***

**---Carried---**

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

11. OTHER BUSINESS

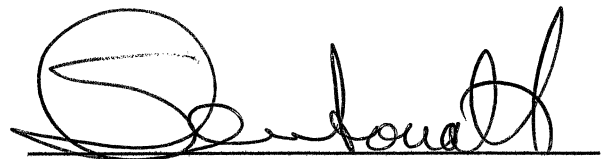
- Council asked that a Staff Report be brought forward for consideration of the use of live streaming during Council Meetings.
- Council asked staff to investigate current road resurfacing and paving standards to ensure that current climate is considered for the 2026 Budget.
- Council directed the CAO to implement, on a trial basis, extending service hours at the Administration Centre.
- Ivy Days is scheduled for Saturday September 6<sup>th</sup> from 9-2:30 p.m.
- Thornton Corn Roast is scheduled for September 14<sup>th</sup> at the Thornton Arena Parking lot from 4-6p.m.
- NVCA is hosting TD Tree Days at Bob Geddes Park on September 27<sup>th</sup> from 9-12 p.m.
- Angus Santa Claus Parade is scheduled for November 22<sup>nd</sup> with further details to come.

12. ADJOURNMENT

Resolution No: CW067-2025 Moved by: Smith Seconded by: Kiezebrink

**BE IT RESOLVED THAT** this meeting of Committee of the Whole of the Township of Essa adjourn at 7:04 p.m., to meet again on the 17<sup>th</sup> day of September, 2025 at 6:00 p.m.

---Carried---



Sandie Macdonald  
Mayor



Sarah Corbett  
Acting Clerk