

**THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING
WEDNESDAY, OCTOBER 1, 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, and Regular Council meetings held on the 17th day of September, 2025 be adopted as circulated.

4. CONSENT AGENDA

Recommendation: ***BE IT RESOLVED THAT*** the items listed in the Consent Agenda dated October 1, 2025, be received for information.

5. COMMITTEE REPORTS

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

ITEM
ADDED

Recommendation: ***BE IT RESOLVED THAT*** the Township of Essa Water Financial Plan prepared by Watson & Associates Economists Ltd. dated September 23, 2025 be approved; and ***THAT*** Notice of availability of the Financial Plan be advertised; and ***THAT*** the Water Financial Plan dated September 23, 2025 be submitted to the Ministry of Municipal Affairs and Housing. (O. Reg. 453/07, subsection 3 (1), paragraph 6); and ***THAT*** the Council Resolution approving the Financial Plan be submitted to the Ministry of the Environment, Conservation, and Parks satisfying the requirements under the Safe Drinking Water Act. (S.D.W.A. subsection 32 (5), subparagraph 2 ii).

8. UNFINISHED BUSINESS

9. BY-LAWS

- p. 9 **By-law 2025-42** – A By-law to set Water and Sewer Service Fees.

BE IT RESOLVED THAT By-law 2025-42 be read a first, and taken as read a second and third time and finally passed, as amended.

10. QUESTIONS

11. CLOSED SESSION

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

- a. **Confidential Staff Report CAO015-25 from the Chief Administrative Officer re: 7835 8th Line.**
 - *Personal Matters About an Individual (s. 239(2)(b))*
 - *Litigation or Potential Litigation (s. 239(2)(e))*
 - *Plans and Instructions for Negotiation (s. 239(2)(k))*
- b. **Confidential Verbal Update from the Chief Administrative Officer re: ASE/JPC.**
 - *Personal Matters About an Individual (s. 239(2)(b))*
 - *Litigation or Potential Litigation (s. 239(2)(e))*

Motion to Rise and Report from Closed Session Meeting of October 1, 2025.

Recommendation: ***BE IT RESOLVED*** that Council rise and report from the Closed Session Meeting at _____ p.m.

12. CONFIRMATION BY-LAW

- p. 13 **By-law 2025-43**

Recommendation: ***BE IT RESOLVED THAT*** leave be granted to introduce By-law 2025-43, that being a By-law to confirm the proceedings of the Committee of the Whole, Closed Session and Council meetings held on this 17th day of September, 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 5th day of November, 2025 at 6:00 p.m.

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, SEPTEMBER 17, 2025
6:00 p.m.**

MINUTES

A Committee of the Whole meeting was held in person on Wednesday September 17, 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 Clerk

1. OPENING OF MEETING BY THE MAYOR

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

2. DISCLOSURE OF PECUNIARY INTEREST

Deputy Mayor Micheal Smith declared an interest in Item 3(c) as he has a familial relationship with the adjacent property owner.

3. DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS

a. Presentation

Makayla Robinson

Re: U17 East Ultimate Frisbee Canada Team - Pan American Youth Ultimate Championships

Council presented Makayla Robinson a certificate of congratulations for her participation and representation of Essa Township in the U17 East Ultimate Frisbee Canada Team at the Pan American Youth Ultimate Championships.

b. Presentation

Matthews House Hospice

Re: Donation from Essa Golf Tournament

Council presented Crystal Terranova, Events & Fundraising Coordinator – Matthews House Hospice, with a donation of \$15,000 from the funds raised at the Essa Golf Tournament held in June 2025.

Crystal Terranova, Events & Fundraising Coordinator, thanked Council and staff for their efforts and commented on the importance of their donation.

Deputy Mayor Micheal Smith declared an interest in Item 3(c). He recused himself from participating in any discussion and did not vote on this Item.

- c. **Presentation**
Innovative Planning Solutions
Re: 8949 Smith Road – Stormwater Management

STAFF REPORTS

4. PLANNING AND DEVELOPMENT / BUILDING

5. PARKS AND RECREATION / COMMUNITY SERVICES

- a. **Staff Report PR014-25 submitted by the Manager of Parks and Recreation, re: Repurposing of Former Skate Park Area - Angus.**

Resolution No: CW068-2025 Moved by: Maltby Seconded by: Kiezebrink

BE IT RESOLVED THAT Staff Report PR014-25 be received; and
THAT Council approve the repurposing of the fenced area formerly used as the skate park at the Angus Arena into a multi-use recreational space featuring pickleball and basketball courts, in place of the previously proposed outdoor rink, to be funded from the 2025 approved capital budget in the amount of \$45,000.

---Carried---

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

- a. **Staff Report PW014-25 submitted by the Manager of Public Works, re: Winter Sand Tender Results.**

Resolution No: CW069-2025 Moved by: Kiezebrink Seconded by: Sander

BE IT RESOLVED THAT Staff Report PW014-25 be received; and
THAT Council approve the tender received from **G. Priest Services Inc.** for the purchase, mixing and stacking of winter sand in the amount of **\$ 187,848.96 (including 1.76% H.S.T)** be accepted as per the Township specifications, as amended.

---Carried---

8. **FINANCE**

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

CHIEF ADMINISTRATIVE OFFICER (C.A.O.)

10. **OTHER BUSINESS**

- Councillor Sander thanked Council and Staff for a successful Corn Fest.
- The Essa Salmon Derby will take place on September 21, 2025 starting at 7:30 a.m.
- Mayor Macdonald congratulated the Rock and Roll Festival for raising over \$5,000 for the community.

11. **ADJOURNMENT**

Resolution No: CW070-2025 Moved by: Smith Seconded by: Kiezebrink

BE IT RESOLVED THAT this meeting of Committee of the Whole of the Township of Essa adjourn at 6:30p.m., to meet again on the 1st day of October, 2025 at 6:00 p.m.

---Carried---

Sandie Macdonald
Mayor

Sarah Corbett
Acting Clerk

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**THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING
WEDNESDAY, SEPTEMBER 17, 2025**

MINUTES

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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 Clerk

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

Resolution No: CR108-2025 Moved by: Sander Seconded by: Smith

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 3rd day of September, 2025 be adopted as circulated.

4. **CONSENT AGENDA**

Resolution No: CR109-2025 Moved by: Sander Seconded by: Smith

BE IT RESOLVED THAT the items listed in the Consent Agenda dated September 17, 2025, be received for information.

5. **COMMITTEE REPORTS**

- a. **Minutes of the Traffic Advisory Committee.**

Resolution No: CR110-2025 Moved by: Kiezebrink Seconded by: Smith

BE IT RESOLVED THAT the minutes of the Traffic Advisory Committee from their meeting held on 9th day of September, 2025, be received.

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

a. Proclamation – National Day for Truth and Reconciliation
Flag Raising – September 30, 2025 at 9:30 a.m.

Resolution No: CR111-2025 Moved by: Sander Seconded by: Smith

WHEREAS, in June of 2021, the federal government passed a new legislation making September 30 a national statutory holiday to commemorate the tragic legacy of residential schools in Canada; and

WHEREAS the establishment of a national holiday is in response to the 80th call to action in the Truth and Reconciliation Commission of Canada: Calls to Action; and

WHEREAS the date coincides with Orange Shirt Day, which began in 2013 and has become a symbol of remembrance to honour Indigenous children forced to leave their families to attend residential schools; and

WHEREAS the orange shirt symbol originated in the experience of Phyllis (Jack) Webstad of the Stswecem'c Xgat'tem First Nation, who shared her story of how her new orange shirt was taken away from her on her first day at St. Joseph Mission Residential School, leaving her with feelings of worthlessness and insignificance; and
WHEREAS this day will provide a way for our community to publicly commemorate the history and legacy of residential schools and the resilience of residential school survivors, commemoration being a vital component of the reconciliation process; and
WHEREAS, the Township of Essa is a community that encourages and celebrates its cultural diversity;

THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa, do hereby proclaim September 30, 2025, as National Day for Truth and Reconciliation in the Township of Essa.

b. Proclamation – National Breastfeeding Week – October 1-7, 2025

Resolution No: CR112-2025 Moved by: Maltby Seconded by: Kiezebrink

WHEREAS exclusive breastfeeding for the first six months of life, and continued breastfeeding for two years and beyond provides unique nutritional and non-nutritional long-term benefits for an infant's growth and development; and

WHEREAS the World Health Organization's Global Strategy on Infant and Young Child Feeding calls on governments worldwide to create environments that enable mothers, families and other caregivers to make informed choices about feeding practices for infants and young children; and

WHEREAS breastfeeding is a human right and the Ontario Human Rights Code protects a woman's right to breastfeed in a public area without discrimination; and
WHEREAS October 1st -7th is recognized as National Breastfeeding Week – an initiative to raise awareness of the numerous benefits of breastfeeding; to strengthen individual, family, and community support for breastfeeding and to further strategies that promote breastfeeding practices; and

WHEREAS the theme for National Breastfeeding Week 2025 is *Prioritize Breastfeeding: Create Sustainable Support Systems*, and it highlights the critical connection between breastfeeding, environmental sustainability, and climate change. As a natural, renewable food source, breastfeeding is environmentally friendly—produced and delivered without pollution, packaging, or waste. Supporting breastfeeding not only promotes health but also helps reduce the environmental impact of formula production and the greenhouse gas emissions that contribute to global warming.

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby proclaims October 1-7th, 2025 as “National Breastfeeding Week” in the Township of Essa.

8. **UNFINISHED BUSINESS**

9. **BY-LAWS**

Resolution No: CR113-2025 Moved by: Smith Seconded by: Sander

By-law 2025-40 – A By-law to amend Procedural By-law 2017-17.

BE IT RESOLVED THAT By-law 2025-40 be read a first, and taken as read a second and third time and finally passed, as amended.

10. **QUESTIONS**

11. **CLOSED SESSION**

Resolution No: CR114-2025 Moved by: Smith Seconded by: Sander

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

a. **Confidential Staff Report CAO011-25 from the Chief Administrative Officer re: Essa Active Pits.**

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

b. **Confidential Staff Report CAO12-25 from the Chief Administrative Officer re: 62 Brentwood Road.**

- *Personal Matters About an Identifiable Individual (s. 239(2)(b))*
- *Advice Subject to Solicitor-Client Privilege (s. 239(2)(f))*
- *Plans And Instructions for Negotiation (s. 239(2)(k))*

c. **Confidential verbal update from the Chief Administrative Officer re: Staffing Matters.**

- *Personal Matters About an Identifiable Individual (s. 239(2)(b))*
- *Advice Subject to Solicitor-Client Privilege (s. 239(2)(f))*
- *Plans And Instructions for Negotiation (s. 239(2)(k))*

- d. **Confidential verbal update from the Chief Administrative Officer
re: OLT Appeal Statuses**
 - *Plans and Instructions for Negotiation (s. 239(2)(k))*
 - *Litigation of Potential Litigation (s.239(2)e))*
- e. **Confidential Staff Report CAO13-25 from the Chief Administrative Officer
re: Position of Manager or Legislative Services**
 - *Personal Matters About an Identifiable Individual (s. 239(2)(b))*

Motion to Rise and Report from Closed Session Meeting of September 17, 2025.

Resolution No: CR115-2025 Moved by: Maltby Seconded by: Sander

BE IT RESOLVED that Council rise and report from the Closed Session Meeting at 8:02 p.m.

- a. **Confidential Staff Report CAO11-25 from the Chief Administrative Officer, re: Essa Active Pits.**

Resolution No: CR116-2025 Moved by: Maltby Seconded by: Smith

BE IT RESOLVED THAT Staff Report CAO11-25 be received; and
THAT Council authorize staff to proceed with Option No. 2 as contained within this Confidential report.

- b. **Confidential Staff Report CAO12-25 from the Chief Administrative Officer,
re: 62 Brentwood Road.**

Resolution No: CR117-2025 Moved by: Sander Seconded by: Maltby

BE IT RESOLVED THAT Staff Report CAO12-25 be received; and
THAT Council authorize staff to proceed with Option No. 2 as contained within this Confidential report.

- c. **Confidential verbal update from the Chief Administrative Officer, re:
Staffing Matters.**

Resolution No: CR118-2025 Moved by: Kiezebrink Seconded by: Maltby

BE IT RESOLVED THAT the confidential verbal update from the CAO be received.

- d. **Confidential verbal update from the Chief Administrative Officer, re: OLT
Appeal Statuses.**

Resolution No: CR119-2025 Moved by: Kiezebrink Seconded by: Smith

BE IT RESOLVED THAT the confidential verbal update from the CAO be received.

- e. **Confidential Staff Report CAO13-25 from the Chief Administrative Officer,**

re: Position of Manager of Legislative Services

Resolution No: CR120-2025 Moved by: Smith Seconded by: Maltby

BE IT RESOLVED THAT Staff Report CAO13-25 be received; and
THAT Council authorize staff to proceed with Option No. 2 as contained within this Confidential report.

12. CONFIRMATION BY-LAW

By-law 2025-41

Resolution No: CR121-2025 Moved by: Kiezebrink Seconded by: Maltby

BE IT RESOLVED THAT leave be granted to introduce By-law 2025-41, that being a By-law to confirm the proceedings of the Committee of the Whole, and Council meetings held on this 17th day of September, 2025; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

13. ADJOURNMENT

Resolution No: CR122-2025 Moved by: Smith Seconded by: Maltby

BE IT RESOLVED THAT this meeting of Council of the Township of Essa adjourn at 8:15 p.m. to meet again on the 1st day of October, 2025 at 6:00 p.m.

Sandie Macdonald
Mayor

Sarah Corbett
Acting Clerk

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2025-42

A By-law for the imposition of fees for Water and Sewer Service [Repeals By-law 2021-07]

WHEREAS Parts II and XII of the *Municipal Act, 2001*, S.O. 2001, c. 25, permit municipalities to enact by-laws imposing fees for various services or matters; and

WHEREAS at its meeting of October 1, 2025, Council of the Corporation of the Township of Essa in the Council of the Whole to approve the Water and Wastewater Rate Study by Watson & Associates, authorizing an annual rate increase of 4.00% effective January 1, 2026 for 2026; January 1, 2027 for 2027; January 1, 2028 for 2028; January 1, 2029 for 2029; and January 1, 2030 for 2030; and

WHEREAS Council deems it advisable to establish fees for water and sewer services;

NOW THEREFORE the Council of the Corporation of the Township of Essa enacts as follows:

1. That Schedule "A" attached hereto sets out the fees for 2026, 2027, 2028, 2029 and 2030 for water and sewer services and forms part of this By-law.
2. That By-law 2021-07 is hereby repealed.
3. That this By-law shall come into force and take effect on the 1st day of January, 2026.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 1st day of October 2025.

Sandie Macdonald, Mayor

Sarah Corbett, Acting Clerk

BY-LAW 2025 – 42
SCHEDULE “A”**WATER AND SEWER FEES**

WATER FEES					
WATER SERVICE RATES					
Fixed Part – Per Annum	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
• 5/8"	\$70.14	\$72.94	\$75.86	\$78.90	82.05
• 1"	\$98.51	\$102.45	\$106.55	\$110.81	\$115.24
• 1.5"	\$126.65	\$131.72	\$136.99	\$142.47	\$148.16
• 2"	\$204.05	\$212.21	\$220.70	\$229.53	\$238.71
• 3"	\$773.98	\$804.94	\$837.14	\$870.62	\$905.45
Volumetric					
• per m ³	\$1.64	\$1.71	\$1.78	\$1.85	\$1.92
Minimum Monthly Consumption – used for billing purposes where there is no meter read, no historical consumption or an inaccurate meter read is reported.	Residential = 20 m ³ Commercial (small user) ¹ = 100 m ³ Commercial (large user) ² = 400 m ³				
Flat rate <u>monthly</u> charge for all unmetered accounts will be a minimum of:	per Month \$ 50.00 \$100.00 \$100.00 \$100.00				
• residential					
• commercial					
• industrial					
• institutional					
Service Rates for water used from hydrants	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
• Fire Department	No charge	No charge	No charge	No charge	No Charge
• Other Municipal Departments	No charge	No charge	No charge	No charge	No Charge
• Other users per m ³	\$1.64	\$1.71	\$1.78	\$1.85	\$1.92
Service Rates for Construction Water Effective July 1, 2002, the following monthly rates will apply using approximate average day consumption figures of 15 m ³ /month:					
• Single Family Dwelling (detached or semi-detached) in a subdivision	\$50.00 per dwelling				
• Single Family Dwelling outside of subdivision	\$50.00 per dwelling				
• Duplex, Triplex, Fourplex, Sixplex and Townhouses	\$40.00 per unit				
• Apartment Buildings	\$30.00 per suite				
• Office Buildings	\$50.00 per 100m ² floor area				
• Schools, Commercial, Industrial and Institutional Buildings	\$50.00 per 100m ² floor area				
Water and Sewer Confirmation Letter	\$40.00				

Note 1 – Commercial (small user) is a restaurant, school, retail sales outlet, garage, etc.

Note 2 – Commercial (large user) is a laundromat, motel, car wash, beauty salon, etc.

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WATER FEES	
Change of record of Occupancy	\$25.00
Disconnect (maximum 6 months)	\$40.00
Reconnect	\$40.00
Fire Sprinkler	\$330.00 per annum
Water Meter (where the Township provides meter) 5/8" x 3/4" meter (complete with tail pieces and remote reads)	\$150.00
Water Meter removed and reinstallation charges (where owner requests) <ul style="list-style-type: none"> temporary removal charge shall be applied after reinstallation. 	\$75.00
Water Meter testing charge <ul style="list-style-type: none"> deposit required for testing of meter (if meter is found to be defective at no fault to the owner, deposit will be refunded) 	\$75.00
Collection Charge (non-payment of account) <ul style="list-style-type: none"> hand delivery of notice 	\$40.00 per delivery
PENALTY CHARGE	
Penalty charge after due date on all water service rates	5%
CONNECTION FEES	
Water Connection Permits [see By-Laws for other water connection information]	per connection \$75.00

BY-LAW 2025 - 42
SCHEDULE "A" Continued

SEWER FEES	
SEWER SERVICE RATES – SURCHARGE BASED ON WATER CHARGE	
Sewer Service Rate for all properties connected to water, or where a water connection is available.	136.3% of the water fixed and volumetric charge
SEWER SERVICE RATES – WHERE NO WATER SERVICE IS AVAILABLE	
NOTE: If a water service is available, the sewer service rate as a surcharge of the water charge will apply – see rate above.	
Residential Dwelling units	per unit \$223.00
Schools	
• with gymnasium and showers	per classroom \$264.55
• without gymnasium and showers or with gym no showers	per classroom \$126.58
Restaurants	per seat \$17.16
Taverns, Bars, Cocktail Lounges with limited food	per seat \$17.16
Legion	
• Bar (60 seats)	per seat \$8.40
• Banquet Room (240 seats)	per seat \$2.68
Lions Hall (250 seats)	per seat \$2.68
Motel	
• units without housekeeping facilities	per unit \$118.50
• units with housekeeping facilities	per unit \$176.76
Laundromats	per washer \$270.38
Car Washes	per bay \$113.41
Retail Sales Outlets	each \$223.00
Churches & Meeting Halls	each \$223.00
Garages & Service Stations	each \$223.00
Beauty Salons	per station \$84.38
Other	each \$223.00
PENALTY CHARGE	
Penalty charge after due date on all sewer service rates	5%
CONNECTION FEES	
Sewer Connection Permits	per connection \$75.00

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2025 - 43

**Being a By-law to confirm the proceedings of the Council
meeting held on the 1st day of October, 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 17th day of September, 2025 and, in respect of each recommendation contained in the Regular Council meeting held on the 7th day of September, 2025, and the Minutes of the Committee of the Whole meeting held on the 7th day of September, 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 1st day of October, 2025.

Sandie Macdonald
Mayor

Sarah Corbett
Acting Clerk