

**THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING
WEDNESDAY, SEPTEMBER 3, 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, and Regular Council meetings held on the 2nd day of July, 2025 be adopted as circulated.

- 4. CONSENT AGENDA**

Recommendation: ***BE IT RESOLVED THAT*** the items listed in the Consent Agenda dated September 3, 2025, be received for information.

- 5. COMMITTEE REPORTS**

- p. 9 a. **Minutes of the Healthy Accessible Parks and Community Committee.**

Recommendation: ***BE IT RESOLVED THAT*** the minutes of the Healthy Accessible Parks and Community Committee from their meeting held on 17th day of July, 2025, be received.

- 6. PETITIONS**

- 7. MOTIONS AND NOTICES OF MOTIONS**

- a. **Proclamation – Childhood Cancer Awareness Month – September 2025
Flag Raising – September 3, 2025 at 5:45 p.m.**

WHEREAS, the month of September is recognized nationally as Childhood Cancer Awareness Month; and

WHEREAS, the most recent data shows that cancer remains the leading cause of non-accidental death in Canadian children; and

WHEREAS, an estimated two-thirds of childhood cancer survivors experience at least one chronic or long-term side effect from their treatment; and

WHEREAS, the awareness we create for childhood cancer will help fund further research to improve diagnosis and treatment in children and continue to decrease the death rate;

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby proclaims September 2025 as "Childhood Cancer Awareness Month" in the Township of Essa.

8. UNFINISHED BUSINESS

9. BY-LAWS

- p. 12 **By-law 2025-38** – A By-law to appoint a Hearing Officer (ASE).

Recommendation: **BE IT RESOLVED THAT** By-law 2025-38 be read a first, and taken as read a second and third time and finally passed.

10. QUESTIONS

11. CLOSED SESSION

12. CONFIRMATION BY-LAW

- p. 14 **By-law 2025-39**

Recommendation: **BE IT RESOLVED THAT** leave be granted to introduce By-law 2025-39, that being a By-law to confirm the proceedings of the Committee of the Whole, and Council meetings held on this 3rd 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 17th day of September, 2025 at 6:00 p.m.

**THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE MEETING
WEDNESDAY, JULY 2, 2025**

MINUTES

A Committee of the Whole meeting was held in person on Wednesday July 02, 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
D. Dollmaier, Manager of Finance
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

Regrets: S. Corbett, Acting Manager of Legislative Services

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the meeting at 6:00 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. Delegation from Baker Tilly KDN LLP (Township Auditor)**
Richard Steinginga
Re: 2024 Draft Year End Financial Statements

Baker Tilly KDN LLP presented the Draft 2024 Consolidated Financial Statements for the Township of Essa, the Essa Public Library, and the Angus Business Improvement Area Board.

Resolution No: CW055-2025 Moved by: Sander Seconded by: Smith

BE IT RESOLVED THAT the Draft 2024 Consolidated Financial Statements for the Township of Essa, the Essa Public Library, and the Angus Business Improvement Area Board, as presented by Baker Tilly KON LLP, be approved.

---Carried---

b. Presentation – Friends of Peacekeepers' Park

Robert George and Don Ward

Re: Improvements to Peacekeepers' Park, Endorsement of County Recognition Project and Financial Support for Security System

Resolution No: CW056-2025 Moved by: Kiezebrink Seconded by: Sander

BE IT RESOLVED THAT the Peacekeepers' Park presentation be received and endorsed for presentation to the County of Simcoe; and

THAT Council approve the installation of concrete pads and military vehicles at Peacekeepers' Park at no cost to the Township; and

THAT Council direct Staff to absorb 50% of the cost for the internet connection for security monitoring within the Parks and Recreation budget for 2025; and

THAT Council direct Staff to include 50% of the cost for the internet connection for security monitoring within the Parks and Recreation budget for 2026.

---Carried---

STAFF REPORTS

4. PLANNING AND DEVELOPMENT / BUILDING

- a. Staff Report PD012-25 submitted by the Manager of Planning, re: New Official Plan – Engagement Update and Policy Directions.**

Resolution No: CW057-2025 Moved by: Smith Seconded by: Maltby

BE IT RESOLVED THAT Staff PD012-25 be received; and

THAT Council adopt the recommended policy directions in this report as the framework for the first draft of the Township's New Official Plan.

---Carried---

- b. Staff Report PD013-25 submitted by the Manager of Planning, re: Site Plan Control Application (SP2-24) 152 Greenwood Drive.**

This Item was withdrawn at the request of the Manager of Planning.

---Carried---

5. PARKS AND RECREATION / COMMUNITY SERVICES

6. FIRE AND EMERGENCY SERVICES

7. PUBLIC WORKS

- a. Staff Report PW013-25 submitted by the Manager of Public Works, re: Road Resurfacing Tender Award.

Resolution No: CW058-2025 Moved by: Sander Seconded by: Kiezebrink

BE IT RESOLVED THAT That Staff Report PW013-25 be received; and
THAT the quotation as received from **GIP** be accepted in the amount of **\$1,203,517.78** (including 1.76% HST), to complete resurfacing work on the 6th line, 8th Line and Emergency resurfacing repairs on 5th Sideroad, Scotch Line and 10th Line contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township to the Township's satisfaction; and
THAT Council authorize Staff to fund the shortfall in the amount of **\$603,517.78** (including 1.76% HST) from the Asset Management Reserve and as per the funding strategy contained in this report.

---Carried---

8. FINANCE

9. CLERKS / BY-LAW ENFORCEMENT / IT

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

11. OTHER BUSINESS

12. ADJOURNMENT

Resolution No: CW059-2025 Moved by: Smith Seconded by: Maltby

BE IT RESOLVED THAT this meeting of Committee of the Whole of the Township of Essa adjourn at 6:52 p.m., to meet again on the 3rd day of September, 2025 at 6:00 p.m.

---Carried---

Sandie Macdonald
Mayor

Michael Mikael
Chief Administrative Officer

**THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING
WEDNESDAY, JULY 2, 2025**

MINUTES

A Council meeting was held in person on Wednesday July 2, 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
D. Dollmaier, Manager of Finance
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

Regrets: S. Corbett, Acting Manager of Legislative Services

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the meeting at 6:52 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS

Amendment to Committee of the Whole Minutes of June 18, 2025

- Section 11 "Other Business"

Resolution No: CR087-2025 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 18th day of June, 2025 be adopted as amended.

---Carried---

4. CONSENT AGENDA

Resolution No: CR088-2025 Moved by: Sander Seconded by: Smith

BE IT RESOLVED THAT the items listed in the Consent Agenda dated July 2, 2025,

be received for information; and

THAT Council approve the request from the Ivy Orange Hall for a donation in the amount of \$2,500.00, with a motion to be brought forward under section 7 for Council's approval.

---Carried----

5. COMMITTEE REPORTS

a. Minutes of the Traffic Advisory Committee.

Resolution No: CR089-2025 Moved by: Sander Seconded by: Maltby

BE IT RESOLVED THAT the minutes of the Traffic Advisory Committee from their meeting held on 22nd day of April, 2025, be received.

---Carried----

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

a. Proclamation – Overdose Awareness Day – August 31, 2025

Resolution No: CR090-2025 Moved by: Smith Seconded by: Kiezebrink

WHEREAS, the Township of Essa does affirm and acknowledge the harm and hardship caused by drug poisonings; and

WHEREAS, we recognize the purpose of International Overdose Awareness Day as remembering loved ones lost to overdose and ending the stigma of drug-related deaths; and

WHEREAS, we resolve to play our part in reducing the toll of overdose in our community, which claimed the lives of 136 (confirmed and probable) residents in Simcoe Muskoka in 2022 which was 22% lower than the 171 in 2021, while recognizing that despite this, 2022 deaths remain substantially higher than what was observed before the pandemic and four of these 136 deaths occurred in the Township of Essa with countless more lives affected forever; and

WHEREAS, we affirm that the people affected by overdose are our sons and daughters, our mothers and fathers, our brothers and sisters, and deserving of our love, compassion and support;

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby proclaims August 31st, 2025, as Overdose Awareness Day in Essa Township.

---Carried----

b. Proclamation – Fierté Simcoe Pride – August 4 to 15, 2025 (Flag Raising Ceremony - TBD)

Resolution No: CR091-2025 Moved by: Maltby Seconded by: Smith

WHEREAS Fierté Simcoe Pride was formed on May 13, 2012, and its purpose is to

create a safe and inclusive Simcoe County that supports gender and sexual diversity through services, activities and events; and

WHEREAS *the Rainbow Pride Flag is raised to honour gender and sexual diversity in Simcoe County and is a symbol of the Pride movement and the advancement of human rights for sexual orientation, gender identity and expression, and sex characteristics; and*

WHEREAS *the colour red signifies life, orange symbolizes healing, yellow symbolizes sunlight, green symbolizes nature, blue symbolizes serenity, peace and harmony; and finally, purple symbolizes spirit; and*

WHEREAS *the mission of Fierté Simcoe Pride is “to create and offer inclusive events, services, and educational opportunities that rise above heterosexism, heteronormativity and homo/bi/transphobia, promoting safe communities within Simcoe County”; and*

WHEREAS *Fierté Simcoe Pride is filled with numerous events and activities that focus on education, awareness, community development, creative expression and fun for the whole family.*

NOW THEREFORE BE IT RESOLVED THAT *Council of the Corporation of the Township of Essa hereby proclaims August 4 to 15, 2025 as a time to support Fierté Simcoe Pride and the activities of Fierté Simcoe Pride.*

---Carried---

c. Donation to Ivy Orange Hall & Community Centre – AED Station

Resolution No: CR092-2025 Moved by: Sander Seconded by: Smith

BE IT RESOLVED THAT *Council approve a financial donation in the amount of \$2,500.00 to the Ivy Orange Hall and Community Centre, to assist with off-setting costs associated with the purchase and installation of an AED Station; and THAT the \$2,500.00 be taken from the Operating Assistance G/L.*

---Carried---

8. UNFINISHED BUSINESS

9. BY-LAWS

a. By-law 2025-36 – A By-law to amend By-law 2023-33 (CSZ By-law)

Resolution No: CR093-2025 Moved by: Maltby Seconded by: Kiezebrink

BE IT RESOLVED THAT *By-law 2025-36 be read a first, and taken as read a second and third time and finally passed.*

---Carried---

10. QUESTIONS

11. CLOSED SESSION

Resolution No: CR094-2025 Moved by: Sander Seconded by: Maltby

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

- a. Confidential Verbal Update from the Chief Administrative Officer re: 152 Greenwood.**
 - *Plans and Instructions for Negotiation (s. 239(2)(k))*
- b. Confidential Staff Report CAO009-25 from the Chief Administrative Officer re: Staffing Matters (Tax Collector).**
 - *Personal Matters About an Identifiable Individual [s.239(2)(b)]*
 - *Labour Relations or Employee Negotiations (s. 239(2)(d))*
- c. Confidential Staff Report CAO010-25 from the Chief Administrative Officer re: Potential Litigation – HRTO.**
 - *Personal Matters About an Identifiable Individual [s.239(2)(b)]*
 - *Litigation or Potential Litigation [s.239(2)(e)]*

---Carried---

Council proceeded into Closed Session at 7:02 p.m.

Motion to Rise and Report from Closed Session Meeting of July 2, 2025.

Resolution No: CR095-2025 Moved by: Kiezebrink Seconded by: Maltby

BE IT RESOLVED that Council rise and report from the Closed Session Meeting at 7:18 p.m.

The following items were passed by Council:

- a. PLANS AND INSTRUCTIONS FOR NEGOTIATION (s. 239(2)(k))**
Confidential Verbal Update from the Chief Administrative Officer, re: 152 Greenwood.

Resolution No: CR096-2025 Moved by: Kiezebrink Seconded by: Smith

BE IT RESOLVED THAT Confidential verbal update provided by the CAO be received.

---Carried---

- b. PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL [s.239(2)(b)]**
LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS (s. 239(2)(d))
Confidential Staff Report CAO009 from the Chief Administrative Officer, re: Staffing Matters.

Resolution No: CR097-2025 Moved by: Sander Seconded by: Maltby

BE IT RESOLVED THAT Staff Report CAO009-25 be received; and

THAT Council authorize staff to proceed with Option No. 2 as contained within this Confidential report.

---Carried----

- c. **PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL [s.239(2)(b)]
LITIGATION OR POTENTIAL LITIGATION (s. 239(2)(e))**
Confidential Staff Report CAO010 from the Chief Administrative Officer,
re: Potential Litigation - HRTO.

Resolution No: CR098-2025 Moved by: Kiezebrink Seconded by: Maltby

BE IT RESOLVED THAT Staff Report CAO010-25 be received; and
THAT Council authorize staff to proceed with Option No. 2 as contained within this Confidential report.

---Carried----

12. CONFIRMATION BY-LAW

By-law 2025-37

Resolution No: CR099-2025 Moved by: Maltby Seconded by: Kiezebrink

BE IT RESOLVED THAT leave be granted to introduce By-law 2025-37, that being a By-law to confirm the proceedings of the Committee of the Whole, and Council meetings held on this 2nd day of July, 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

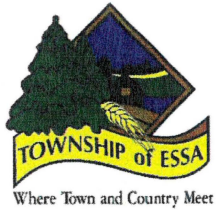
Resolution No: CR100-2025 Moved by: Smith Seconded by: Sander

BE IT RESOLVED THAT this meeting of Council of the Township of Essa adjourn at 7:25 p.m. to meet again on the 3rd day of September, 2025 at 6:00 p.m.

---Carried----

Sandie Macdonald
Mayor

Michael Mikael
Chief Administrative Officer



**TOWNSHIP OF ESSA
HEALTHY, ACCESSIBLE COMMUNITY AND PARKS COMMITTEE
MINUTES**

**THURSDAY JULY 17, 2025
Meeting Conducted via Zoom**

In Attendance:

**Cheryl Jackson, Chair
Stephanie McCann, Member
Patricia Foster, Member
Clarisse Esteban, Member
Deputy Mayor Michael Smith
Sarah Orr-Shaw, SMDHU Representative**

Staff:

**Sarah Corbett, Deputy Clerk, Secretary
Glenda Newbatt, Essa Public Library
Abbey McClinton, Parks and Recreation-Booking**

1. OPENING OF THE MEETING

The Committee Chair, Cheryl Jackson, opened the meeting at 3:02 p.m.

2. APPROVAL OF AGENDA

Resolution No: HACPC07-2025 Moved by: Patricia Foster Seconded by: Clarisse Esteban

Be it resolved that the agenda as presented be approved.

----Carried----

3. DISCLOSURE OF PECUNIARY INTEREST

None.

4. ADOPTION OF MINUTES OF PREVIOUS MEETING

Resolution No: HACPC08-2025 Moved by: Patricia Foster Seconded by: Deputy Mayor Michael Smith

Be it resolved that the minutes of the Healthy Community Committee dated April 17, 2025, be received.

----Carried----

5. BUSINESS ARISING FROM PREVIOUS MEETING / OUTSTANDING ITEMS

Resolution No: HACPC09-2025 Moved by: Clarisse Esteban Seconded by: Patricia Foster

Be it resolved that the Healthy Accessible Parks and Community Committee endorsed the Multi-Year Accessibility Plan 2025-2030; and THAT the Township of Essa's Multi-Year Accessibility Plan 2025-2030 be brought to Council for their approval.

6. NEW BUSINESS

- 6.1
- Breaking Down Barriers Awareness Program – Town of Innisfil

7. CORRESPONDENCE / INFORMATION ITEMS

- 7.1
- County of Simcoe Transit Review – Survey
- 7.2
- Autism Speaks - Training

8. OTHER BUSINESS/ ROUND TABLE

- | | | |
|-----|----------------------|------------|
| 8.1 | Essa Public Library | No Updates |
| 8.2 | Parks and Recreation | No Updates |

9. ESTABLISH DATE AND TIME OF NEXT MEETING

- 9.1 The next committee meeting is scheduled for Thursday October 16, 2025 at 3:00 p.m. via Zoom.

10. ADJOURNMENT

Resolution No: HACPC10-2025 Moved by: Patricia Foster Seconded by: Clarisse Esteban

Be it resolved that this meeting of the Healthy, Accessible Community and Parks Committee of the Township of Essa adjourn at 3:58 p.m.

----Carried----

5a

Cheryl Jackson, Chair

Sarah Corbett, Acting Clerk

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW NO. 2025 – 38

A By-law to appoint Hearing Officers for the adjudication of Reviews and Appeals of Administrative Penalties for Automated Speed Enforcement.

WHEREAS Section 21.1 of the *Highway Traffic Act* (“HTA”) and O. Reg. 355/22, authorize the Township of Essa to establish an administrative monetary penalty system to promote compliance with the HTA and its Regulations, and impose an administrative penalty within a prescribed time period on a prescribed class of persons that have contravened or failed to comply with prescribed provisions of the HTA and its Regulations; and

WHEREAS Council of the Township of Essa (“Council”) passed an Administrative Penalty System By-law 2024-18 for Contraventions Detected using Automated Speed Enforcement (ASE) Cameras; and

WHEREAS Council wishes to appoint certain persons as Hearing Officers pursuant to Essa By-law 2023-39, a By-law of which delegates administrative and hearing powers to Screening and Hearing Officers for the adjudication of reviews and appeals under its Administrative Monetary Penalty System for Automated Speed Enforcement contraventions;

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

1. The person(s) listed in Schedule “A” is hereby appointed as a Hearing Officer pursuant Essa By-law 2023-39 which delegates administrative and hearing powers for the adjudication of reviews and appeals under its Administrative Monetary Penalty System.
2. That Schedule “A” forms part of this By-law.
3. This By-law shall come into force and effect upon the date it is finally passed.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the September 3, 2025.

Sandie Macdonald, Mayor

Sarah Corbett, Acting Clerk

9

ESSA BY-LAW 2025 - 38

SCHEDULE "A"

HEARING OFFICERS

HEARING OFFICERS NAME	APPOINTMENT DATE
Ashifa Alibhai	September 3, 2025

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2025 - 39

Being a By-law to confirm the proceedings of the Council meeting held on the 3rd day of September, 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 3rd day of September, 2025 and, in respect of each recommendation contained in the Regular Council meeting held on the 2nd day of July, 2025, and the Minutes of the Committee of the Whole meeting held on the 2nd day of July, 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 3rd day of September, 2025.

Sandie Macdonald
Mayor

Sarah Corbett
Acting Clerk