

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

MINUTES

A Council 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 6:31 p.m.

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

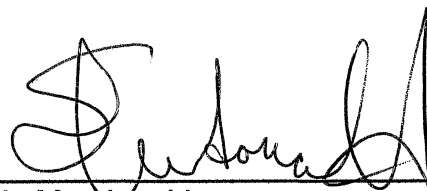
Resolution No: CR121-2025 Moved by: Kiezebrink Seconded by: Maltby

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