

**THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING
WEDNESDAY, OCTOBER 1, 2025**

MINUTES

A Council meeting was held in person on Wednesday October 1, 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
Deputy Mayor Michael Smith

Regrets: Councillor Liana Maltby

Staff in attendance: M. Mikael, Chief Administrative Officer
P. Granes, Chief Building Official
D. Dollmaier, Manager of Finance
G. Cowan, Manager of IT
S. Haniff, Manager of Planning
J. Kolb, Manager of Public Works
C. Rankin, Manager of Parks and Recreation
S. Corbett, Acting Clerk

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the meeting at 6:12 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS

Resolution No: CR123-2025 Moved by: Kiezebrink Seconded by: Sander

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.

---Carried---

4. CONSENT AGENDA

Resolution No: CR124-2025 Moved by: Sander Seconded by: Smith

BE IT RESOLVED THAT the items listed in the Consent Agenda dated October 1, 2025, be received for information; and

THAT item 7 be referred to Staff for a Report.

---Carried---

5. COMMITTEE REPORTS

6. PETITIONS

7. MOTIONS AND NOTICES OF MOTIONS

Resolution No: CR125-2025 Moved by: Smith Seconded by: Kiezebrink

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).

---Carried---

8. UNFINISHED BUSINESS

9. BY-LAWS

Resolution No: CR126-2025 Moved by: Smith Seconded by: Sander

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.

---Carried---

10. QUESTIONS

11. CLOSED SESSION

Resolution No: CR127-2025 Moved by: Kiezebrink Seconded by: Sander

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))*

---Carried---

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

Resolution No: CR128-2025 Moved by: Kiezebrink Seconded by: Smith

BE IT RESOLVED that Council rise and report from the Closed Session Meeting at 6:53 p.m.

- a. Confidential Staff Report CAO015-25 from the Chief Administrative Officer, re: 7835 8th Line.**

Resolution No: CR129-2025 Moved by: Kiezebrink Seconded by: Sander

BE IT RESOLVED THAT Staff Report CAO015-25 be received; and ***THAT*** Council authorize staff to proceed with Option No. 2 as contained within this Confidential report.

---Carried---

- b. Confidential Verbal Update from the Chief Administrative Officer, re: ASE/JDPC.**

Resolution No: CR130-2025 Moved by: Sander Seconded by: Smith

BE IT RESOLVED THAT the verbal update be received.

---Carried---

12. CONFIRMATION BY-LAW

By-law 2025-43

Resolution No: CR131-2025 Moved by: Kiezebrink Seconded by: Sander

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 1st day of October, 2025; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

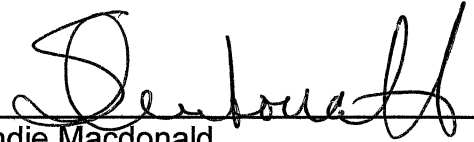
---Carried---

13. ADJOURNMENT

Resolution No: CR132-2025 Moved by: Smith Seconded by: Kiezebrink

BE IT RESOLVED THAT this meeting of Council of the Township of Essa adjourn at 6:55 p.m. to meet again on the 5th day of November, 2025 at 6:00 p.m.

---Carried---

A handwritten signature in black ink, appearing to read "Sandie Macdonald", written over a horizontal line.

Sandie Macdonald
Mayor

A handwritten signature in black ink, appearing to read "Sarah Corbett", written over a horizontal line.

Sarah Corbett
Acting Clerk