

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, FEBRUARY 19, 2025**

**MINUTES**

A Committee of the Whole meeting was held in person on Wednesday February 19, 2025, in the Council Chambers of the Administration Centre, Township of Essa.

In attendance: Mayor Sandie Macdonald  
Councillor Pieter Kiezebrink  
Councillor Henry Sander  
Councillor Liana Maltby

Regrets: Deputy Mayor Michael Smith

Staff in attendance: M. Mikael, Chief Administrative Officer  
C. Rankin, Manager of Parks and Recreation  
S. Haniff, Manager of Planning  
J. Kolb, Manager of Public Works  
P. Granes, Chief Building Official  
S. Corbett, Deputy Clerk  
L. Lehr, Manager of Legislative Services

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

Mayor Macdonald opened the meeting at 6:00 pm.

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**

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

**STAFF REPORTS**

**4. PLANNING AND DEVELOPMENT / BUILDING**

- a. **Staff Report PD003-25 submitted by the Development Planner, re: Proposed Official Plan Amendment (OPA 47) and Zoning By-law Amendment (Z15-23) – 8949 Smith Road.**

**Resolution No: CW010-2025 Moved by: Kiezebrink Seconded by: Sander**

**BE IT RESOLVED THAT** That Staff Report PD003-25 be received; and  
**THAT** Council adopt a by-law to authorize the Mayor and Clerk to execute an Amendment to the Official Plan, which would redesignate a portion of the property municipally known as 8949 Smith Road from 'Rural' to 'Industrial', 'Transport and Utility', 'Commercial', and 'Residential'; and  
**THAT** Council approve an amendment to the Township's Zoning By-law (2003-50), for a portion of the lands municipally known as 8949 Smith Road from the 'Agricultural (A) Zone' to the 'General Industrial with Special Provisions (M1-2) Zone', 'Residential, Low Density, Detached (R1) Zone', 'Core Commercial (C2) Zone', and 'Public Services (PS) Zone'.

---Carried---

**b. Staff Report PD004-25 submitted by the Development Planner, re: Proposed Housekeeping By-law (Z2-25) – Provincial Changes to ARU Policy.**

**Resolution No: CW011-2025 Moved by: Sander Seconded by: Maltby**

**BE IT RESOLVED THAT** That Staff Report PD004-25 be received; and  
**THAT** 'Section 3: Definitions' of By-law No. 2003-50, is amended by adding the following to Section 3:

*"Additional Residential Unit" or "In-law Suite" means a separate and self-contained dwelling unit that is subordinate to the Primary Dwelling and located within the same building or within a detached accessory building/structure on the same lot as the Primary Dwelling; and*

**THAT** 'Section 4.38.1' of By-law No. 2003-50, is amended by adding the following to Section 4.38.1:

*o) An additional residential unit may exceed the maximum lot coverage requirements up to a total of 45% and not preclude maximum gross floor area restrictions.*

*p) All other provisions of the respective zone are complied with.*

---Carried---

**c. Staff Report PD005-25 submitted by the Manager of Planning, re: Additional Residential Unit Guide.**

**Resolution No: CW012-2025 Moved by: Maltby Seconded by: Kiezebrink**

**BE IT RESOLVED THAT** Staff Report PD005-25 be received; and  
**THAT** Council consider approving the Additional Residential Unit Guide and directing Staff to promote the material online and in-person.

---Carried---

**5. PARKS AND RECREATION / COMMUNITY SERVICES**

**6. FIRE AND EMERGENCY SERVICES**

7. PUBLIC WORKS

- a. Staff Report PW002-25 submitted by the Manager of Public Works, re: Street Lighting Policy.

Resolution No: CW013-2025 Moved by: Sander Seconded by: Kiezebrink

*BE IT RESOLVED THAT Staff Report PW002-25 be received; and THAT Council adopt the attached draft street lighting policy.*

---Carried---

8. FINANCE

9. CLERKS / BY-LAW ENFORCEMENT / IT

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

- a. Staff Report CAO002-25 submitted by the Chief Administrative Officer, re: Municipal Insurance Pool.

Resolution No: CW014-2025 Moved by: Sander Seconded by: Kiezebrink

*BE IT RESOLVED THAT Staff Report CAO002-25 be received; and THAT Council direct Staff to join the local Municipal Insurance Pool and execute the Form of Subscription in the Municipalities in the County of Simcoe Subscribers' Agreement, in the form substantially attached hereto; and THAT Council authorize the Manager Finance/Treasurer or designate to represent the Township of Essa on the Pool Advisory Board; and THAT all savings collected through participation in the Municipal Insurance Pool be deposited into an "Insurance Reserve" for a minimum of three years.*

---Carried---

11. OTHER BUSINESS

Council extended sincere thanks to the Public Works Department for their efforts in removing snow from the roads following the extreme weather events this month.

12. ADJOURNMENT

Resolution No: CW015-2025 Moved by: Maltby Seconded by: Kiezebrink

*BE IT RESOLVED THAT this meeting of Committee of the Whole of the Township of Essa adjourn at 6:31p.m., to meet again on the 5<sup>th</sup> day of March, 2025 at 6:00 p.m.*

---Carried---



Sandie Macdonald

Mayor



Lisa Lehr

Manager of Legislative Services