



Committee of the Whole Meeting Minutes

A Committee of the Whole meeting was held in person on Wednesday June 3, 2026, in the Council Chambers of the Administration Centre.

In attendance: Mayor Macdonald
Deputy Mayor Smith
Councillor Kiezebrink
Councillor Sander
Councillor Maltby

Staff in Attendance: Michael Mikael, Chief Administrative Officer
Debbie Dollmaier, Manager of Finance
John Kolb, Manager of Public Works
Lisa Lehr, Manager of Automated Speed Enforcement
Pedro Granes, Chief Building Official
Samuel Haniff, Manager of Planning
Sarah Corbett, Deputy Clerk
Krista Pascoe, Manager of Legislative Services/Clerk

1. OPENING OF THE MEETING BY THE MAYOR

Mayor Macdonald opened the meeting by reading the Indigenous Land Acknowledgement.

2. DISCLOSURE OF PECUNIARY INTEREST

None.

3. DELEGATIONS/PRESENTATIONS/PUBLIC MEETINGS

a) Presentation – Blackstock Heritage

William Blackstock provided Council with a presentation requesting a formal heritage evaluation and designation of two trees and an outbuilding located at 5992 County Road 27, Essa.

STAFF REPORTS

4. PLANNING AND DEVELOPMENT

a) Staff Report PD011-26 submitted by the Development Planner, re: Extension of Draft Plan Conditions – 34 Mill Street

Resolution:

Moved by Deputy Mayor Smith, Seconded by Councillor Kiezebrink

Be It Resolved that Staff Report PD011-26 be received for information; and

That Council approve extending the draft plan approval for the 34 Mill Street Plan of Subdivision until September 13th, 2029, being the date of expiration. Motion Carried.

**b) Staff Report PD012-26 submitted by the Development Planner, re:
Briarwood Subdivision Trail - Update**

Resolution:

Moved by Deputy Mayor Simth, Seconded by Councillor Maltby

Be It Resolved that Staff Report PD012-26 be received for information; and

That Council direct staff to permit the developer to construct a fenced and lighted trail around the stormwater ponds as well as a man gate instead of the original Subdivision-approved forest trail. Motion Defeated.

5. PARKS & RECREATION

**a) Staff Report PR007-26 submitted by the Manager of Parks and Recreation,
re: Thornton Community Centre (TCC) – Asphalt Improvements /
Restoration – 2026 Capital Project**

Resolution:

Moved by Councillor Sander, Seconded by Deputy Mayor Smith

Be It Resolved that Staff Report PR007-26 be received; and

That the quotation as received from Global Simcoe Paving be accepted in the amount of \$101,000 (excluding HST), to complete the Thornton Community Centre (TCC) Asphalt Improvements / Restoration project, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction. Motion Carried.

**b) Staff Report PR008-26 submitted by the Manager of Parks and Recreation,
re: Award of quotation - Outdoor Lighting Projects**

Resolution:

Moved by Councillor Sander, Seconded by Deputy Mayor Smith

Be It Resolved that Staff Report PR008-26 be received; and

That the quotation as received from Pridham Electrical Ltd. be accepted in the amount of \$142,720 (excluding HST), to supply, install and upgrade lighting at several recreational facilities to improve usability and extend operating hours, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction. Motion Carried.

**c) Staff Report PR010-26 submitted by the Manager of Parks and Recreation,
re: Recommendation to Replace Brine – Thornton Community Centre**

Resolution:

Moved by Councillor Kiezebrink, Seconded by Councillor Maltby

Be It Resolved that Staff Report PR010-26 be received; and

That Council approve the emergency purchase of new brine for the Thornton Community Center new header trench to be funded from Parks and Recreation Reserve in the amount of \$39,494.29 (excluding HST); and

That Staff be directed to forecast Capital priorities for future Parks and Recreation projects. Motion Carried as amended.

6. FIRE & EMERGENCY SERVICES

No items.

7. PUBLIC WORKS

- a) **Staff Report PW009-26 submitted by the Manager of Public Works, re: Asphalt Tender**

Resolution:

Moved by Councillor Sander, Seconded by Councillor Kiezebrink

Be It Resolved that Staff Report PW009-26 be received; and

That the tender as received from GIP Paving Inc. in the amount of \$1,783,982 (including 1.76% HST) to complete the 2026 resurfacing projects be accepted based on the information contained in this report, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township to the Township's satisfaction. Motion Carried.

8. FINANCE

- a) **Correspondence for Township Engineer AECOM, re: Reduction in Securities – Mill Street Ventures Site Plan – Phase 1**

Resolution:

Moved by Councillor Kiezebrink, Seconded by Councillor Maltby

Be It Resolved that Council approve a reduction in securities relating to Mill Street Ventures Site Plan – Phase 1, as recommended by AECOM as follows:

Current Securities Held by the Township of Essa:	\$392,054.13
Reduction as Recommended by AECOM	\$296,988.02
Securities to be Retained by the Township of Essa	\$95,066.11; and

That this approval is conditional upon the Developer providing the municipality with a Statutory Declaration indicating that all accounts have been paid in full, including all of the Township's legal and engineering costs. Motion Carried.

9. AUTOMATED SPEED ENFORCEMENT (ASE)

- a) Staff Report A002-26 submitted by the Manager of Automated Speed Enforcement, re: Red Light Camera Program**

Resolution:

Moved by Deputy Mayor Smith, Seconded by Councillor Maltby

Be It Resolved that Staff Report A002-26 be received for information; and

That Council direct Staff to bring forward a By-law at a future meeting to authorize execution of an Agreement with the Province of Ontario (MTO) for the purposes of administering a Red-Light Camera Program, only once the appropriate approvals have been received; and

Direct Staff to bring forward a By-law at a future meeting to amend Essa By-law 2024-18 "Administrative Penalties" to include the necessary provisions for red-light camera contraventions in its Administrative Penalty Program. Motion Deferred.

b) CLERKS/BY-LAW ENFORCEMENT/IT

- a) Staff Report C015-26 submitted by the Deputy Clerk, re: Exception to Allow Food Trucks – Essa Public Library – Family Fun Night– August 20, 2026**

Resolution:

Moved by Deputy Mayor Smith, Seconded by Councillor Kiezebrink

Be It Resolved that Staff Report C015-26 be received, and

That Council approve the request from Essa Public Library to allow food trucks at their Family Fun Night on Thursday August 20, 2026, from 5:00 p.m. to 7:30 p.m. and further that Essa Public Library ensures all necessary Health Unit approvals are in place. Motion Carried.

- b) Staff Report C017-26 submitted by the Deputy Clerk, re: Amendment to By-law 2026-19 – Feeding Wildlife By-law**

Resolution:

Moved by Councillor Sander, Seconded by Councillor Kiezebrink

Be It Resolved that Staff Report C017-26 be received, and

That Council approve amending the Feeding of Wildlife By-law to include the additions identified in this report; and

That item 2.6 e) c) be removed from the draft bylaw; and

That the amending By-law be presented during the Council meeting. Motion Carried as amended.

**c) Staff Report C018-26 submitted by the Manager of Legislative Services/
Clerk, re: Ice Cream Truck / Mobile Vending Operations**

Resolution:

Moved by Councillor Sander, Seconded by Deputy Mayor Smith

Be It Resolved that Council of the Township of Essa hereby receive Staff Report C018-26; and

That Council adopt a new by-law to repeal and replace By-law 2005-62, as amended to strengthen enforcement provisions related to transient traders and mobile vending operations; and

That the new by-law include short-form wording and set fines under the Provincial Offences Act for enforcement purposes. Motion Carried.

11. CHIEF ADMINISTRATIVE OFFICER

No items.

12. OTHER BUSINESS

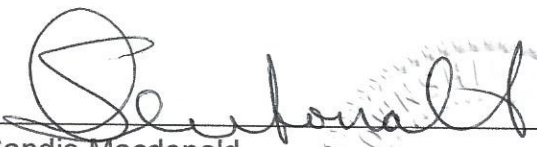
- 1) Councillor Sander asked that the CAO investigate the status of high-speed internet in the rural areas of the Township and to follow-up with the appropriate parties if applicable and provide Council an update on findings and actions.
- 2) Mayor Macdonald thanked all those who attended the golf tournament, and a special thanks to staff who made it happen.

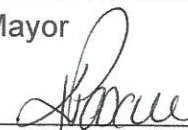
13. ADJOURNMENT

Resolution:

Moved by Deputy Mayor Smith, Seconded by Councillor Maltby

Be It Resolved That this meeting of Committee of the Whole of the Township of Essa Adjourn at 6:46 p.m. Motion Carried.


Sandie Macdonald,
Mayor


Krista Pascoe, Manager of Legislative
Services/Clerk