

## Township of Essa Council Meeting Minutes

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A Council meeting was held in person on Wednesday December 10, 2025, 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  
Doug Burgin, Fire Chief  
Pedro Granes, Chief Building Official  
Samuel Haniff, Manager of Planning  
Chris Rankin, Manager of Parks & Recreation  
Krista Pascoe, Manager of Legislative Services/Clerk

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

Mayor Macdonald opened the meeting at 7:10 p.m.

### **2. DISCLOSURE OF PECUNIARY INTEREST**

Deputy Mayor Smith declared an interest on Item 9c as he has familial relations that reside adjacent to the property.

### **3. ADOPTION OF MINUTES OF PREVIOUS MEETING**

#### **Resolution:**

Moved by Councillor Sander, Seconded by Councillor Maltby

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 5<sup>th</sup> day of November, 2025 and the Special Council Budget meeting held on the 18<sup>th</sup> day of November, 2025 be adopted as circulated. Motion Carried.

### **4. CONSENT AGENDA**

#### **Resolution:**

Moved by Councillor Sander, Seconded by Councillor Maltby

Be It Resolved That the items listed in the Consent Agenda dated December 10, 2025, be received for information. Motion Carried.

## **5. COMMITTEE REPORTS**

### **Resolution:**

Moved by Councillor Kiezebrink, Seconded by Councillor Maltby

Be It Resolved That the minutes of the Essa Public Library Board from its meetings of September 22, 2025 and October 27, 2025, be received. Motion Carried.

## **6. PETITIONS**

No items.

## **7. MOTIONS ANDNOTICES OF MOTIONS**

### **a) FCM Grant Application – Safer Steps: Improving Transportation for Baxter Central Public School**

#### **Resolution:**

Moved by Councillor Maltby, Seconded by Councillor Kiezebrink

WHEREAS the Federation of Canadian Municipalities' Green Municipal Fund provides grant funding for eligible projects that improve sustainability, safety, community well-being and active transportation infrastructure; and

WHEREAS the Township of Essa has identified Baxter Central Public School as a priority location due to traffic congestion, limited pedestrian infrastructure, and safety concerns related to students walking or cycling to school; and

WHEREAS the proposed project, "Safer Steps: Improving Transportation for Baxter Central Public School," includes infrastructure enhancements, accessibility improvements, community engagement initiatives, and partnerships designed to improve safety and promote active transportation; and

WHEREAS the proposed project aligns with the Township's goals and initiatives, including the Transportation Master Plan and the New Official Plan, and supports the community priority of safe, walkable neighbourhoods; and

WHEREAS the total estimated project cost is \$250,000, of which the Green Municipal Fund provides grant funding in the amount of \$125,000, requiring a municipal cost share of \$125,000;

THEREFORE BE IT RESOLVED THAT:

- a) Council hereby approves and supports the submission of an application to the Green Municipal Fund for the "Safer Steps: Improving Active Transportation for Baxter Central Public School" project.
- b) Council commits to a 50% cost share in the amount of \$125,000 toward the total project cost of \$250,000 as presented in the 2026 Draft Budget, to be funded from: (Automated Speed Enforcement and Roads Development Charges Reserves). Motion Carried.

## **8. UNFINISHED BUSINESS**

No items.

## **9. BY-LAWS**

- a. By-law 2025-51 – Appoint a Property Standards/Municipal By-law Officer
- b. By-law 2025-52 – Municipal By-law Officer
- c. By-law 2025-53 – Zoning By-law Amendment – 8949 Smith Road

The following motion was divided as Deputy Mayor Smith declared a conflict on Item 9c – By-law 2025-53.

### **Resolution:**

Moved by Councillor Maltby, Seconded by Councillor Sander

Be It Resolved That By-laws 2025-51 and 2025-52, be read a first, and taken a second and third time and finally passed. Motion Carried as amended.

Deputy Mayor Smith recused himself from Council Chambers and did not participate in discussion or vote on the following motion:

### **Resolution:**

Moved by Councillor Kiezebrink, Seconded by Councillor Maltby

Be It Resolved That By-law 2025-53 be read a first, and taken a second and third time and finally passed. Motion Carried.

Deputy Mayor Smith returned to Council Chambers for the remainder of the meeting.

## **10. QUESTIONS**

None.

## **11. CLOSED SESSION**

### **Resolution:**

Moved by Councillor Sander, Seconded by Deputy Mayor Smith

Be It Resolved That Council proceed to a Closed Session in order to address matters pertaining to:

- a. **Staff Report CAO017-25 submitted by the Chief Administrative Officer, re: Aggregate Pits.**
  - Plans and Instructions for Negotiation (s. 239(2)(k))
  - Information (s. 239(2)(j))

**b. Confidential Verbal Update from the Chief Administrative Officer, re: Planning and Development Matters.**

- Plans and Instructions for Negotiation (s. 239(2)(k))
- Information (s. 239(2)(j))

Motion to Rise and Report from the Closed Session Meeting of December 10, 2025.

**Resolution:**

Moved by Councillor Maltby, Seconded by Councillor Sander.

Be It Resolved That Council rise and report from the Closed Session Meeting at 7:57 p.m. Motion Carried.

**a. Staff Report CAO017-25 submitted by the Chief Administrative Officer, re: Aggregate Pits.**

**Resolution:**

Moved by Councillor Kiezebrink, Seconded by Councillor Maltby

Be It Resolved That Council receive CAO017-25 and staff be directed to proceed with Option 2 as contain within confidential report. Motion Carried.

**b. Confidential Verbal Update from the Chief Administrative Officer, re: Planning and Development Matters.**

**Resolution:**

Moved by Councillor Sander, Seconded by Deputy Mayor Smith

Be It Resolved That the Verbal Update from the Chief Administrative Officer relating to Planning and Development Matters be received for information. Motion Carried.

**12. CONFIRMATORY BY-LAW**

**Resolution:**

Moved by Deputy Mayor Smith, Seconded by Councillor Sander

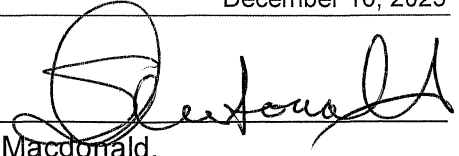
Be It Resolved That leave be granted to introduce By-law 2025-54, that being a By-law to confirm the proceedings of the Committee of the Whole, Closed Session and Council meetings held on this 10<sup>th</sup> day of December, 2025; and, that said By-law be read a first, and taken as read a second and third time and finally passed. Motion Carried.

**13. ADJOURNMENT**

**Resolution:**

Moved by Deputy Mayor Smith, Seconded by Sander

Be It Resolved That this meeting of Council of the Township of Essa Adjourn at 8:00 p.m. Motion Carried.



Sandie Macdonald,  
Mayor



Krista Pascoe, Manager of Legislative  
Services/Clerk