



COMMITTEE OF THE WHOLE MEETING MINUTES WEDNESDAY NOVEMBER 5, 2025

A Committee of the Whole meeting was held in person on Wednesday November 5, 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
Pedro Granes, Chief Building Official
Samuel Haniff, Manager of Planning
Krista Pascoe, Manager of Legislative Services/Clerk
Chris Rankin, Manager of Parks & Recreation
Lisa Lehr, Manager of Automated Speed Enforcement
Sarah Corbett, Deputy Clerk
Owen Curnew, Development Planner

1. OPENING OF THE MEETING BY THE MAYOR

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

2. DISCLOSURE OF PECUNIARY INTEREST

Deputy Mayor Smith declared an interest on Item 4b as he has familial relations that reside adjacent to the property.

3. DELEGATIONS/PRESENTATIONS/PUBLIC MEETINGS

a) Presentation, Mayor Anderson – Township of Adjala-Tosorontio

Mayor Anderson presented Council with a certificate of congratulations on the 175th Anniversary of Essa Township.

b) Presentation, Jennifer Vincent, CAO - Nottawasaga Valley Conservation Authority

Jennifer Vincent provided Council with a presentation on the 2026 Business Plan and Budget outlining the 2026 Strategic Priorities and impacts to the Township of the Essa.

c) Public Meeting – Angus Settlement Area

See separate set of minutes.

d) Public Meeting – 325 Centre Street, Angus

See separate set of minutes.

STAFF REPORTS

Staff Report CAO016-25 was moved to this section of the Agenda as NVCA staff were in attendance.

Staff Report CAO016-25 submitted by the Chief Administrative Officer re: NVCA Memorandum of Understanding (MOU).

Resolution:

Moved by Councillor Kiezebrink, Seconded by Deputy Mayor Smith

Be It Resolved That Staff Report CAO016-25 be received; and

That Council enter into a Memorandum of Understanding (MOU) with the NVCA for a one (1) year period to commence January 1, 2026 and shall automatically renew for an additional one-year period(s) under the same terms unless either party provides written notice of termination to the other party at least (60) days prior to the expiry of the initial term or renewal term, as the case may be. Motion Carried.

4. PLANNING AND DEVELOPMENT

a) Staff Report PD017-25 submitted by the Manager of Planning, re: RockStock Festival.

Resolution:

Moved by Councillor Maltby, Seconded by Councillor Kiezebrink,

Be It Resolved That Staff Report PD017-25 be received; and

That Council direct Staff to request a Temporary Use By-law for the proposed event located at 6037 County Road 10, Essa from Friday August 14th, 2026, to Sunday August 16th, 2026. Motion Carried.

Deputy Mayor Smith recused himself from Council Chambers for the next item and did not participate in debate or vote on this item.

b) Staff Report PD019-25 submitted by the Development Planner, re: 8949 Smith Road.

Resolution:

Moved by Councillor Maltby, Seconded by Councillor Kiezebrink

Be It Resolved That Staff Report PD019-25 be received; and

That Council amend the motion to direct Staff to:

- a. Update the OPA and ZBA text and schedules as proposed
- b. Require the applicant to pave Smith Road from County Road 90 to 400 meters south of Road A
- c. That completion of paving the entirety of Smith Road form part of the Subdivision Agreement
- d. Proceed with 6 Consent applications as proposed. Motion Carried as amended.

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

5. PARKS & RECREATION

- a) Staff Report PR016-25 submitted by the Manager of Parks & Recreation, re: Emergency Placement of Header Trench – Thornton Community Centre.**

Resolution:

Moved by Deputy Mayor Smith, Seconded by Councillor Sander.

Be It Resolved That Staff Report PR016-25 be received; and

That Council approve the purchase of a steel header trench for the Thornton Community Centre Arena in the amount of up to \$100,000 (excluding HST) to be funded from the Parks and Recreation Reserve. Motion Carried.

6. FIRE & EMERGENCY SERVICES

No items.

7. PUBLIC WORKS

- a) Staff Report PW015-25 submitted by the Manager of Public Works, re: Browns Line Slope Stabilization.**

Resolution:

Moved by Councillor Sander, Seconded by Deputy Mayor Smith.

Be It Resolved That Staff Report PW015-25 be received; and

That Council direct staff to proceed with option 1 as contained in this report (construction of an alternative granular driveway for 6475 Browns Line away from the river edge– installation of guiderail at the end of the road allowance for safety measures). Motion Carried.

- b) Staff Report PW016-25 submitted by the Manager of Public Works, re: Amendment to Parking By-law 2005-96 – Water St. and Simcoe St.**

Resolution:

Moved by Councillor Kiezebrink, Seconded by Councillor Sander

Be It Resolved That Staff Report PW016-25 be received; and

That Council approve an amendment to schedule A of Parking By-law 2005-96, as amended to implement revised parking restrictions on:

- Water Street (Both Sides) from King Street north to 70m north of Simcoe Street at any time;
- Simcoe Street (Both Sides) from Water Street easterly to Raglan Street at any time;
- Simcoe Street (Both Sides) from 40m east of Raglan to 70m east of Raglan at any time;
- Simcoe Street (Both Sides) from 30m east of Vernon to 60m east of Vernon at any time to improve safety, visibility, emergency access and traffic flow; and

That a By-law to amend By-law 2005-96, as amended be presented to Council during the Council meeting. Motion Carried.

- c) Staff Report PW01-25 submitted by the Manager of Public Works, re: Amendments to By-law 2019-40 – 4-way Stop (Simcoe/Raglan Streets and Simcoe Auburn Streets).**

Resolution:

Moved by Councillor Kiezebrink, Seconded by Councillor Maltby

Be It Resolved That Staff Report PW017-25 be received; and

That Council approve the installation of signage and Zebra line painting for a controlled 4-way stop intersection as a pedestrian crossing treatment at Simcoe Street and Raglan Street and Simcoe Street and Auburn Street intersections in Angus:

and

That a By-law to amend By-law 2019-40, as amended be presented to Council during the Council meeting. Motion Carried.

8. FINANCE

No items.

9. AUTOMATED SPEED ENFORCEMENT (ASE)

No items.

10. CLERKS/BY-LAW ENFORCEMENT/IT

- a) Staff Report C014-25 submitted by the Deputy Clerk, re: Proposed 2026 Regular Council and Committee of the Whole Schedule.**

Resolution:

Moved by Councillor Sander, Seconded by Deputy Mayor Smith

Be It Resolved That Staff Report C014-25 be received; and

That Council approve the 2026 Regular Council and Committee of the Whole Meeting Schedule as amended to include a meeting on Wednesday January 14th and June 29th, 2026. Motion Carried.

b) Staff Report C015-25 submitted by the Deputy Clerk, re: Special Occasion Permit/Municipally Significant Event Request – Drysdale’s Tree Farm “Enchanted Holiday Forest of Lights”.

Resolution:

Moved by Councillor Maltby, Seconded by Councillor Sander

Be It Resolved That Staff Report C015-25 be received; and

That Council approve the request from Drysdale’s Tree Farm, located at 6635 County Road 56, Egbert, dated October 20, 2025, for a Special Occasion Permit to serve alcohol between the hours of 6:00 p.m. to 10:00 p.m. on the following dates:

- November 28 & 29, 2025
- December 5 & 6, 2025
- December 12 & 13, 2025 (Tentative); and

That Council designate the Enchanted Holiday Forest of Lights event, hosted by Drysdale’s Tree Farm as a Municipally Significant Event on the dates listed above; and

That this approval is conditional upon a copy of the certificate of insurance in the amount of \$5,000,000.00 being provided to this municipality, listing the Township of Essa as additional insured. Motion Carried.

c) Staff Report C016-25 submitted by the Deputy Clerk, re: Special Occasion permit/Municipally Significant Event Request – Legacy Fight Club “Project Mayhem IV”.

Resolution:

Moved by Councillor Kiezebrink, Seconded by Councillor Maltby

Be It Resolved That Staff Report C016-25 be received; and

That Council approve the request from Legacy Fight Club, dated October 26, 2025, for a Special Occasion Permit to serve alcohol on Saturday November 22, 2025 between the hours of 5:00 p.m. to 11:00 p.m. in the Gymnasium located at the Angus Recreation Centre, 7529 County Road 10, Angus; and

That Council designate the Project Mayhem IV event, hosted by Legacy Fight Club as a Municipally Significant Event; and

That this approval is conditional upon a copy of the certificate of insurance in the amount of \$5,000,000.00 being provided to this municipality, listing the Township of Essa as additional insured. Motion Carried.

11. CHIEF ADMINISTRATIVE OFFICER

No items.

12. OTHER BUSINESS

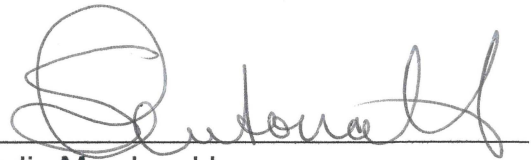
- Councillor Sander requested a Staff Report on the next steps of the Automated Speed Enforcement program and what the Province will be providing.
- Mayor Macdonald advised that the Santa Claus Parade will be taking place on November 22, 2025 in Angus.
- Mayor Macdonald advised that the annual Community Tree Lightings will take place:
 - Angus – December 5, 2025
 - Thornton – December 6, 2025

ADJOURNMENT

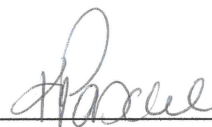
Resolution:

Moved by Deputy Mayor Smith, Seconded by Councillor Sander

Be It Resolved That this meeting of Committee of the Whole of the Township of Essa Adjourn at 8:07 p.m., to meet again on the 10th day of December, 2025 at 6:00 p.m.
Motion Carried.



Sandie Macdonald,
Mayor



Krista Pascoe, Manager of Legislative
Services/Clerk