

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, APRIL 16, 2025  
6:00 p.m.**

**MINUTES**

A Committee of the Whole meeting was held in person on Wednesday April 16, 2025, in the Council Chambers at the Administration Centre located at 5786 County Road 21, Utopia.

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

Staff in attendance: M. Mikael, Chief Administrative Officer  
S. Haniff, Manager of Planning  
C. Rankin, Manager of Parks and Recreation  
J. Kolb, Manager of Public Works  
L. Lehr, Manager of Automated Speed Enforcement  
S. Corbett, Acting Manager of Legislative Services

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

Mayor Macdonald opened at 6:07 p.m.

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 PD008-25 submitted by the Planning and Development Coordinator, re: Site Plan Control Application (SP2-21) – 128 Cecil Street.**

**Resolution No: CW028-2025 Moved by: Kiezebrink Seconded by: Smith**

***BE IT RESOLVED THAT Staff Report PD008-25 be received for information purposes.***

**---Carried---**

- b. **Staff Report PD009-25 submitted by the Manager of Planning, re: Site Plan Control Area By-law.**

**Resolution No: CW029-2025 Moved by: Sander Seconded by: Maltby**

***BE IT RESOLVED THAT Staff Report PD009-25 be received and; THAT Council consider repealing By-law 2001-68 and replacing it with an updated By-law that reflects changes resulting from Bill 23, More Homes Built Faster Act, 2022 and Bill 97, Helping Homebuyers, Protecting Tenants Act, 2023.***

**---Carried---**

- c. **Staff Report PD010-25 submitted by the Development Planner, re: Proposed Site Plan Control Application – SP5-24 – Tangle Creek – Request for Reduction in Securities.**

**Resolution No: CW030-2025 Moved by: Smith Seconded by: Sander**

***BE IT RESOLVED THAT Staff Report PD010-25 be received and; THAT Council consider a reduction to the total securities owed by the applicant from 100% of all site works (\$569,600), to 30% of the total (internal) site works (\$170,880).***

**---Carried---**

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

- a. **Staff Report PR006-25 submitted by the Manager of Parks and Recreation, re: Emergency Asphalt Replacement – Thornton Community Centre.**

**Resolution No: CW031-2025 Moved by: Sander Seconded by: Maltby**

***BE IT RESOLVED THAT Staff Report PR006-25 be received; and THAT Council authorize staff to proceed with the emergency asphalt replacement at the Thornton Community Centre as quoted by Road Readie Paving in the amount of \$24,220.00(excluding HST) to be funded from the Parks and Recreation reserve.***

**---Carried---**

- b. **Staff Report PR007-25 submitted by the Manager of Parks and Recreation, re: Award of Tender – Skate Park and Modular Pump Track for Thornton and Angus.**

**Resolution No: CW032-2025 Moved by: Smith Seconded by: Kiezebrink**

***BE IT RESOLVED THAT Staff Report PR007-25 be received; and THAT the quotation received from Canadian Ramp Company be accepted in the amount of \$459,999.91 (\$331,616.11 for the Angus Skate Park relocation & Pump tracks installation and \$128,383.80 for the Thornton Pump tracks installation) (excluding HST) as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the Municipality.***

**---Carried---**

- c. **Staff Report PR008-25 submitted by the Manager of Parks and Recreation, re: Award of Tender - Brownley Meadows Park-Outdoor Arena Mini Rink and Concrete Pad.**

**Resolution No: CW033-2025 Moved by: Maltby Seconded by: Kiezebrink**

*BE IT RESOLVED THAT Staff Report PR008-25 be received; and THAT the quotation received from **Sport Court Ontario** be accepted in the amount of \$123,852.00 (excluding HST) to supply and install Mini. Rink and Concrete Pad at the Brownley Meadows Park as per Township specifications, contingent upon WSIB Clearance Certificate and a copy of Insurance being provided to the Municipality.*

**---Carried---**

**6. FIRE AND EMERGENCY SERVICES**

**7. PUBLIC WORKS**

- a. **Staff Report PW007-25 submitted by the Manager of Public Works, re: Award of Quotation – Slurry Seal Treatment.**

**Resolution No: CW034-2025 Moved by: Sander Seconded by: Smith**

*BE IT RESOLVED THAT Staff Report PW007-25 be received; and THAT the quotation as received from **Duncor Enterprises Inc.** be accepted in the amount of **\$334,302.54 (excluding HST)**, to complete the 2025 Slurry Seal Treatment program on various locations within the Township limits, contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township, to the Township's satisfaction.*

**---Carried---**

- b. **Staff Report PW008-25 submitted by the Manager of Public Works, re: Award of Tender – Simcoe Street and Raglan Street Reconstruction (Urbanization).**

**Resolution No: CW035-2025 Moved by: Kiezebrink Seconded by: Maltby**

*BE IT RESOLVED THAT Staff Report PW008-25 be received; and THAT **Arnott Construction Limited** be accepted in the amount of **\$3,816,000 (including 1.76% HST)**, to complete the Simcoe Street and Raglan Street Urbanization project contingent upon a WSIB Clearance Certificate and a copy of Insurance being provided to the Township to the Township's satisfaction.*

**---Carried---**

**8. FINANCE**

**9. CLERKS / BY-LAW ENFORCEMENT / IT**

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

**11. OTHER BUSINESS**

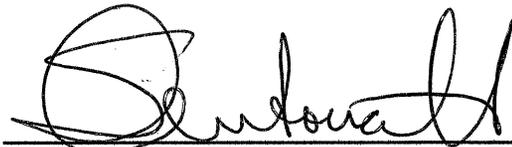
- Smile Cookie Day is April 28<sup>th</sup> and proceeds from the Thornton Tim Hortons are going to the Thornton Public Library.
- South Simcoe Streams Network has confirmed that tree planting at Bob Geddes Park on May 10, 2025 and Thornton on May 13, 2025.
- Thornton Spring Clean-up day is on April 26, 2025 at 10:00 a.m.
- May 8, 2025 is McHappy Day.

**12. ADJOURNMENT**

**Resolution No: CW036-2025 Moved by: Smith Seconded by: Maltby**

***BE IT RESOLVED THAT*** this meeting of Committee of the Whole of the Township of Essa adjourn at 6:18 pm., to meet again on the 7<sup>th</sup> day of May, 2025 at 6:00 p.m.

**---Carried---**



Sandie Macdonald  
Mayor



Sarah Corbett  
Acting Manager of Legislative Services