

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
REGULAR COUNCIL MEETING  
WEDNESDAY, NOVEMBER 5, 2025  
(To follow Committee of the Whole)**

**AGENDA**

Members of the public wishing to attend can do so by attending in person to the Council Chambers located in the Administration Centre at 5786 County Road 21, Utopia.

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

**2. DISCLOSURE OF PECUNIARY INTEREST**

**3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS**

- p. 1 Recommendation: ***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 1<sup>st</sup> day of October, 2025 be adopted as circulated.

**4. CONSENT AGENDA**

Recommendation: ***BE IT RESOLVED THAT*** the items listed in the Consent Agenda dated November 5, 2025, be received for information.

**5. COMMITTEE REPORTS**

- p. 8 Recommendation: ***BE IT RESOLVED THAT*** the minutes of the Essa Public Library Board from it's meeting of June 23, 2025, be received.

**6. PETITIONS**

**7. MOTIONS AND NOTICES OF MOTIONS**

**a. Motion - Red-Light Camera Endorsement.**

***WHEREAS*** traffic safety remains a significant concern for residents of the Township of Essa; and

***WHEREAS*** Essa residents regularly witness drivers running red lights and stop signs, creating dangerous situations on local roads; and

***WHEREAS*** there is significant risk for injury resulting from collisions where motorists run red lights; and

***WHEREAS*** advancements in technology have made traffic safety devices, including red-light cameras, much more affordable and accessible to municipalities of various sizes; and

***WHEREAS*** Red Light Camera technology has proven to be effective at reducing collisions and enhancing road safety at intersections;

**NOW THEREFORE BE IT RESOLVED THAT** Council of the Township of Essa hereby endorses a Red-Light Camera Program in the Township of Essa, and further,

1. Council directs staff to investigate options for implementing a Red-Light Camera Program within the Township of Essa;
2. Directs staff to prepare a Staff Report for consideration, to be presented to Council of which shall include:
  - a. An analysis of potential locations for red light camera installations in the Township of Essa, based on collision data and traffic patterns;
  - b. Estimated costs for implementation and ongoing operation of the Program;
  - c. Projected revenue from fines;
  - d. Potential impact on traffic safety and collision rates in the Township of Essa;
  - e. Implementation timelines and resource requirements.
3. That Staff be directed to consult with other municipalities that have implemented Red Light Camera Programs to gather best practices and lessons learned.
4. That Staff explore potential agreements and memorandums of understanding to facilitate an implementation of a Red-Light Camera Program in the Township of Essa.

**b. Proclamation – October 15, 2025 – Learning Disabilities Awareness Day**

**WHEREAS**, each October, we recognize Learning Disabilities Awareness Month. A time to raise understanding, reduce stigma, and support the millions of children, youth, and adults who learn in different ways; and

**WHEREAS**, Learning Disabilities affect one in ten Canadians of all ages, and while lifelong disabilities, they are not an indicator of intelligence, effort, or potential; and

**WHEREAS**, Learning disabilities are neurological differences in how the brain receives, stores, processes, and communicates information, affecting important skills such as reading, writing, math, organization, and attention; and

**WHEREAS**, Individuals with Learning Disabilities are at significantly higher risk of mental health challenges, including anxiety, depression, and suicidal thoughts, often due to social isolation, feelings of inadequacy, and academic struggles. and

**WHEREAS**, October has been recognized as Learning Disabilities Awareness Month, a time to build understanding, break down stigma, and celebrate the strengths and talents of individuals with learning disabilities; and

**WHEREAS**, October 15 has been designated as Learning Disabilities Awareness Day, providing an opportunity to shine a light and focus attention on the unique challenges and achievements of individuals with learning disabilities; and

**NOW THEREFORE**, Council of the Township of Essa, do hereby recognize the month of October as Learning Disabilities Awareness Month, and further proclaim October 15, 2025, as Learning Disabilities Awareness Day in the Township of Essa. I encourage all citizens to recognize the importance of learning disabilities awareness, to support equitable opportunities, and to celebrate the contributions of individuals with learning disabilities to our community.

**8. UNFINISHED BUSINESS**

**9. BY-LAWS**

- p. 11 a. **By-law 2025-44** - A By-law to appoint a Municipal Clerk.  
p. 12 b. **By-law 2025-45** – A By-law to appoint a Deputy Clerk.  
p. 13 c. **By-law 2025-46** – A By-law to issue a Certificate of Substantial Completion  
(Aboveground Works – Birchwood Estates).  
p. 15 d. **By-law 2025-47** – A By-law to amend By-law 2005-96 (Parking By-law)  
p. 17 e. **By-law 2025-48** – A By-law to amend By-law 2019-40 (Erection of Stop Signs)

***BE IT RESOLVED THAT*** By-laws 2025-44, 2025-45, 2025-46, 2025-47, and 2025-48, be read a first, and taken as read a second and third time and finally passed, as amended.

**10. QUESTIONS**

**11. CLOSED SESSION**

Recommendation: ***BE IT RESOLVED THAT*** Council proceed to a Closed Session in order to address matters pertaining to:

- a. **Confidential Verbal Update from the Chief Administrative Officer re: Staffing and Policies Matters.**
  - *Personal Matters About an Individual (s. 239(2)(b))*
  - *Litigation or Potential Litigation (s. 239(2)(e))*
- p. 18 b. **Confidential Staff Report PD018-25 from the Manager of Planning re: Kell Consent – 5322 and 5332 CR 27.**
  - *Litigation or Potential Litigation (s. 239(2)(e))*
  - *Plans and Instructions for Negotiation (s. 239(2)(k))*

**Motion to Rise and Report from Closed Session Meeting of November 5<sup>th</sup>, 2025.**

Recommendation: ***BE IT RESOLVED*** that Council rise and report from the Closed Session Meeting at \_\_\_\_\_ p.m.

**12. CONFIRMATION BY-LAW**

- p. **By-law 2025-49**

Recommendation: ***BE IT RESOLVED THAT*** leave be granted to introduce By-law 2025-49, that being a By-law to confirm the proceedings of the Committee of the Whole, Closed Session and Council meetings held on this 5<sup>th</sup> day of November, 2025; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

**13. ADJOURNMENT**

Recommendation: ***BE IT RESOLVED THAT*** this meeting of Council of the Township of Essa adjourn at \_\_\_\_\_ p.m. to meet again on the 10<sup>th</sup> day of December, 2025 at 6:00 p.m.

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
COMMITTEE OF THE WHOLE MEETING  
WEDNESDAY, OCTOBER 1, 2025  
6:00 p.m.**

**MINUTES**

A Committee of the Whole meeting was held in person on Wednesday October 1, 2025, in the Council Chambers at the Administration Centre located at 5786 County Road 21, Utopia.

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

Regrets: Councillor Liana Maltby

Staff in attendance: M. Mikael, Chief Administrative Officer  
P. Granes, Chief Building Official  
D. Dollmaier, Manager of Finance  
G. Cowan, Manager of IT  
S. Haniff, Manager of Planning  
J. Kolb, Manager of Public Works  
C. Rankin, Manager of Parks and Recreation  
S. Corbett, Acting Clerk

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

Mayor Macdonald opened the meeting at 6:00 p.m.

**2. DISCLOSURE OF PECUNIARY INTEREST**

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

- a. Presentation**  
**Royal Victoria Hospital Foundation**  
Re: Donation from Essa Golf Tournament

Council presented Mary-Anne Frith, Royal Victoria Regional Health Care Foundation, with a donation of \$15,000 from the funds raised at the Essa Golf Tournament held in June 2025.

Mary-Anne Frith, Royal Victoria Regional Health Care Foundation, thanked Council and staff for their efforts and commented on the importance of their donation.

**STAFF REPORTS**

**4. PLANNING AND DEVELOPMENT / BUILDING**

- a. Staff Report PD016-25 submitted by Manager of Planning, re: Proposed Interim Control By-law.**

**Resolution No: CW071-2025 Moved by: Sander Seconded by: Kiezebrink**

**BE IT RESOLVED THAT** Staff Report PD016-25 be received; and  
**THAT** Council direct Staff to proceed with an Interim Control By-law for the Angus Settlement Area.

**---Carried---**

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

**6. FIRE AND EMERGENCY SERVICES**

**7. PUBLIC WORKS**

**8. FINANCE**

- a. Staff Report TR04-25 submitted by Manager of Finance and the Manager of IT,  
re: Financial System Replacement.

**Resolution No: CW072-2025 Moved by: Sander Seconded by: Smith**

**BE IT RESOLVED THAT** Staff Report TR04-25 be received; and  
**THAT** the proposal as received from **Endeavour Solutions** be accepted in the amount of **\$491,657.00 (excluding HST – including approximately \$73,379.00/annual commitment)** to replace Essa's Financial System based on the information contained in this report

**---Carried---**

**9. AUTOMATED SPEED ENFORCEMENT (ASE)**

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

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

- a. Staff Report CAO014-25 submitted by Chief Administrative Officer  
re: Repeal of Policy No. A01-2021 – Covid-19 Vaccination Policy.

**Resolution No: CW073-2025 Moved by: Sander Seconded by: Kiezebrink**

**BE IT RESOLVED THAT** Staff Report CAO014-25 be received; and  
**THAT** Council endorse repealing Policy No. A01-2021 COVID-19 Vaccination Policy which would apply to staff, volunteers, Members of Council and all Council-appointed Committee Members, effective immediately.

**---Carried---**

**12. OTHER BUSINESS**

- The Angus Santa Claus Parage will be held on November 22 with the theme of "Christmas Movies".
- Angus Tree Lighting will take place on Friday December 5<sup>th</sup> at 6:00 p.m.
- Thornton Tree Lighting will take place on Sunday December 7<sup>th</sup> at 6:00 p.m.

**13. ADJOURNMENT**

**Resolution No: CW074-2025 Moved by: Smith Seconded by: Sander**

***BE IT RESOLVED THAT*** this meeting of Committee of the Whole of the Township of Essa adjourn at 6:11p.m., to meet again on the 5<sup>th</sup> day of November, 2025 at 6:00 p.m.

**---Carried---**

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Sandie Macdonald  
Mayor

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Sarah Corbett  
Acting Clerk

3

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
REGULAR COUNCIL MEETING  
WEDNESDAY, OCTOBER 1, 2025**

**MINUTES**

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

Regrets: Councillor Liana Maltby

Staff in attendance: M. Mikael, Chief Administrative Officer  
P. Granes, Chief Building Official  
D. Dollmaier, Manager of Finance  
G. Cowan, Manager of IT  
S. Haniff, Manager of Planning  
J. Kolb, Manager of Public Works  
C. Rankin, Manager of Parks and Recreation  
S. Corbett, Acting Clerk

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

Mayor Macdonald opened the meeting at 6:12 p.m.

**2. DISCLOSURE OF PECUNIARY INTEREST**

**3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS**

**Resolution No: CR123-2025 Moved by: Kiezebrink Seconded by: Sander**

***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 17<sup>th</sup> day of September, 2025 be adopted as circulated.

**---Carried---**

**4. CONSENT AGENDA**

**Resolution No: CR124-2025 Moved by: Sander Seconded by: Smith**

***BE IT RESOLVED THAT*** the items listed in the Consent Agenda dated October 1, 2025, be received for information; and  
***THAT*** item 7 be referred to Staff for a Report.

**---Carried---**

**5. COMMITTEE REPORTS****6. PETITIONS****7. MOTIONS AND NOTICES OF MOTIONS**

**Resolution No: CR125-2025 Moved by: Smith Seconded by: Kiezebrink**

**BE IT RESOLVED THAT** the Township of Essa Water Financial Plan prepared by Watson & Associates Economists Ltd. dated September 23, 2025 be approved; and **THAT** Notice of availability of the Financial Plan be advertised; and **THAT** the Water Financial Plan dated September 23, 2025 be submitted to the Ministry of Municipal Affairs and Housing. (O. Reg. 453/07, subsection 3 (1), paragraph 6); and **THAT** the Council Resolution approving the Financial Plan be submitted to the Ministry of the Environment, Conservation, and Parks satisfying the requirements under the Safe Drinking Water Act. (S.D.W.A. subsection 32 (5), subparagraph 2 ii).

**---Carried---**

**8. UNFINISHED BUSINESS****9. BY-LAWS**

**Resolution No: CR126-2025 Moved by: Smith Seconded by: Sander**

**By-law 2025-42** – A By-law to set Water and Sewer Service Fees.

**BE IT RESOLVED THAT** By-law 2025-42 be read a first, and taken as read a second and third time and finally passed, as amended.

**---Carried---**

**10. QUESTIONS****11. CLOSED SESSION**

**Resolution No: CR127-2025 Moved by: Kiezebrink Seconded by: Sander**

**BE IT RESOLVED THAT** Council proceed to a Closed Session in order to address matters pertaining to:

- a. **Confidential Staff Report CAO015-25 from the Chief Administrative Officer re: 7835 8<sup>th</sup> Line.**
  - *Personal Matters About an Individual (s. 239(2)(b))*
  - *Litigation or Potential Litigation (s. 239(2)(e))*
  - *Plans and Instructions for Negotiation (s. 239(2)(k))*
- b. **Confidential Verbal Update from the Chief Administrative Officer re:**



**ASE/JPC.**

- *Personal Matters About an Individual (s. 239(2)(b))*
- *Litigation or Potential Litigation (s. 239(2)(e))*

**---Carried---**

**Motion to Rise and Report from Closed Session Meeting of October 1, 2025.**

**Resolution No: CR128-2025 Moved by: Kiezebrink Seconded by: Smith**

***BE IT RESOLVED*** that Council rise and report from the Closed Session Meeting at 6:53 p.m.

- a. Confidential Staff Report CAO015-25 from the Chief Administrative Officer, re: 7835 8<sup>th</sup> Line.**

**Resolution No: CR129-2025 Moved by: Kiezebrink Seconded by: Sander**

***BE IT RESOLVED THAT*** Staff Report CAO015-25 be received; and ***THAT*** Council authorize staff to proceed with Option No. 2 as contained within this Confidential report.

**---Carried---**

- b. Confidential Verbal Update from the Chief Administrative Officer, re: ASE/JDPC.**

**Resolution No: CR130-2025 Moved by: Sander Seconded by: Smith**

***BE IT RESOLVED THAT*** the verbal update be received.

**---Carried---**

**12. CONFIRMATION BY-LAW**

**By-law 2025-43**

**Resolution No: CR131-2025 Moved by: Kiezebrink Seconded by: Sander**

***BE IT RESOLVED THAT*** leave be granted to introduce By-law 2025-43, that being a By-law to confirm the proceedings of the Committee of the Whole, Closed Session and Council meetings held on this 1<sup>st</sup> day of October, 2025; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

**---Carried---**

**13. ADJOURNMENT**

**Resolution No: CR132-2025 Moved by: Smith Seconded by: Kiezebrink**

***BE IT RESOLVED THAT*** this meeting of Council of the Township of Essa adjourn at 6:55 p.m. to meet again on the 5<sup>th</sup> day of November, 2025 at 6:00 p.m.

**---Carried---**

\_\_\_\_\_  
Sandie Macdonald  
Mayor

\_\_\_\_\_  
Sarah Corbett  
Acting Clerk

Essa Public Library Board  
Minutes  
Monday, June 23, 2025, 7:00pm  
Thornton Branch

Directors Present: J. Hunter, Chair; J. Bushey; J. Eagleson; L. Maltby, Council Representative

Directors Absent with Notice: C. Cryer, Vice-Chair; S. Hyatt

Staff Present: G. Newbatt, Manager of Library Services; L. Wark, CEO/Secretary/Treasurer

1. Respect and Acknowledgement Declaration: (J. Bushey)

*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 are committed to moving forward in the spirit of reconciliation and respect with all First Nations, Metis and Inuit People. We are grateful to work and live on this land.*

2. Call to Order at 7:04pm by Chair, J. Hunter

3. Chairperson's Remarks:

*This is our last governance meeting of the Essa Public Library Board before our summer hiatus. Thanks everyone for being here this evening.*

*Whenever I turn to the news, I continually hear about tariffs, countries warring, housing crisis, unsettled real estate markets, uncertainty regarding jobs, and people from all walks of life feeling nervous or worried about life today and what the future holds.*

*Answers to these troubling circumstances are not within the scope of what this Board can provide. However, we can offer our community something they can count on. What we can deliver is an awesome library with a welcoming environment and services and programming to enrich the lives of the diverse community we serve.*

*It is not easy to perform at top level all the time, but quite frankly, I think EPL management and staff do a very good job. The transition of Thornton community room is a prime example of top performance. Please pass along a very big thank you to both staff and management.*

*An effective Board is a key component to a well functioning library. There are a number of items to be discussed this meeting to further support our mission and values. I am honoured to Chair this Board. Thank you.*

*Enjoy your summer! I'm sure I will see many of you at library events before our next meeting in September.*

4. Approval of the Agenda

2025:035 Moved: JE

Seconded: JB

Carried

*THAT the Agenda for June 23, 2025, be approved with the redaction of "Hydro One" and the addition of Starbucks Neighbourhood Grant in 9.2, and a document regarding the Ontario Library Board Assembly meeting in item 11.*

5. Declaration of Conflicts of Interest for proceedings before this Board: None

4a

6. Minutes of the Preceding Regular Meeting  
2025:036 Moved: JB Seconded: LM Carried  
*THAT the May 26, 2025, Regular Meeting Minutes be approved as circulated.*
7. Business Arising from past Minutes:  
7.1 Re. *Item 8.1 Correspondence (26May) Tariffs*  
7.2 Re. *Item 8.8 Correspondence (26May) Trivia Fundraiser – Report submitted to Council June 18<sup>th</sup>. Approved.*  
7.3 Re. *Item 14. Other Business (26May) fundraising discussion:*  
A “Friends of the Library Group” will be considered this fall.
8. Communications:  
8.1 “‘Everybody helps everybody else’ at Community Gardens in Simcoe” Simcoe.com 14May  
8.2 Open letter opposing cuts to Peterborough Public Library 10June
9. Treasurer Report:  
9.1 Actual to Budget Year to Date Report 19June2025  
9.2 Grants & Donations:  
Canada Summer Jobs – \$2,408 cheque to arrive in September  
Provincial Summer Employment Opportunity refreshes for 2026  
Adjala-Tosorontio 2025 Library Services Contract - \$8,050 Received  
Federal New Horizon Grant – Approved: \$14,326  
Smile Cookie Campaign \$6,332 – cheque received.  
Starbucks Neighbourhood Grant \$2,700  
Honda Grant applied for by Coordinator of Family Engagement (Elliott)  
Hydro One Grant applied for by Coordinator of Public Engagement (Nakeff)
- 2025:037 Moved: JB Seconded: JE Carried  
*THAT the Library Board receives the Treasurer’s Report, including the Actual to Budget Year to Date Report to June 19, 2025, via the Township of Essa Treasury Department, as circulated.*
10. CEO Report, June 2025  
10.1 Essa Public Library Strategic Plan Tracking Document  
10.2 Manager’s Report  
10.3 May Library Report  
10.3a July Calendar; 10.3b August Calendar  
10.4 NPSS & EPL Working Committee meeting Minutes March and April
- 2025:038 Moved: JB Seconded: JE Carried  
*THAT the Library Board receives the CEO Report as circulated.*
11. Ontario Library Service Trustee report (Eagleson): Met June 4<sup>th</sup>.
12. Committee of the Whole:  
12.1 The Social Equity and Inclusion Statement will be reviewed and signed at the new term of a Board by the new Board Chair.  
12.2 Virtual Policy Review Committee meeting Tuesday, June 10th with Hunter, Hyatt and CEO. Note that both the original and reviewed policies are included in the agenda

package for reference. Next Policy Review Committee meeting scheduled for Tuesday, September 9th.

4a

Administration Policies:

ADMIN:003 Library Board Record Retention Policy

General Policies:

GEN:001A Meeting Room Booking Policy

Human Resource Policies:

HR:006 Confidentiality Policy

HR:011 Staff Computer and Internet Policy

Library Services Policies:

LS:002 Circulation Policy

2025:039 Moved: JB

Seconded: JE

Carried

*THAT the Library Board approve updates to Administration Policy:003 Library Board Record Retention Policy; General Policy GEN:001A Meeting Room Booking Policy; Human Resource Policies HR:006 Confidentiality Policy, HR:011 Staff Computer and Internet Policy; and Library Services Policy:LS002 Circulation Policy as amended.*

Board Policy Discussion Point:

At what point can a library card be obtained without parental consent?

The Board determined that 14 years of age is appropriate, unless the person is younger than 14 and in high school. This will be updated in the Children's Services Policy when the policy is reviewed in September.

13. Closed Meeting: None

14. Other Business: None

15. Next meeting: September 22, 2025, 7pm, Angus Branch.

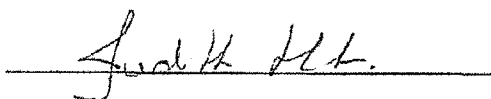
16. Adjournment

2025:040 Moved: JB

Carried

*THAT the Meeting be adjourned at 8:47pm.*

APPROVED SEPTEMBER 22, 2005



Chair: Judith Hunter



CEO: Laura Wark

**THE CORPORATION OF THE TOWNSHIP OF ESSA**

**BY-LAW NO. 2025 - 44**

**Being a By-law to appoint a Municipal Clerk for the Township of  
Essa.**

WHEREAS Section 228 (1) of the *Municipal Act 2001*, S.O. 2001, c.25, provides that a municipality shall appoint a Clerk whose duty it is:

- a) to record, without note or comment, all resolutions, decisions and other proceedings of the Council;
- b) if required by any member present at a vote, to record the name and vote of every member voting on any matter or question;
- c) to keep the originals or copies of all by-laws and of all minutes of the proceedings of the council;
- d) to perform the other duties required under this Act or under any other Act; and
- e) to perform such other duties as are assigned by the municipality.

WHEREAS, the Municipal Clerk has accepted a position within the Township of Essa, effective October 8, 2025;

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby enacts as follows:

- 1. THAT Krista Pascoe be hereby appointed as Clerk for the Corporation of the Township of Essa.
- 2. THAT By-law 2025-24 is hereby repealed.
- 3. THAT this appointment shall take effect on October 8, 2025.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND  
FINALLY PASSED on this 5<sup>th</sup> day of November, 2025.

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Sandie Macdonald, Mayor

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Sarah Corbett, Deputy Clerk

# THE CORPORATION OF THE TOWNSHIP OF ESSA

## BY-LAW NO. 2025 - 45

### Being a By-law to appoint a Deputy Clerk for the Township of Essa.

WHEREAS Section 228 (1) of the *Municipal Act 2001*, S.O. 2001, c.25, states that a municipality shall appoint a Clerk whose duty it is:

- a) to record, without note or comment, all resolutions, decisions and other proceedings of the Council;
- b) if required by any member present at a vote, to record the name and vote of every member voting on any matter or question;
- c) to keep the originals or copies of all by-laws and of all minutes of the proceedings of the council;
- d) to perform the other duties required under this Act or under any other Act; and
- e) to perform such other duties as are assigned by the municipality.

WHEREAS Section 228 (2) of the *Municipal Act 2001*, S.O. 2001, c.25 states that a municipality may appoint deputy clerks who have all the powers and duties of the Clerk under this and any other Act; and

WHEREAS Council of the Corporation of the Township of Essa deems it desirable and necessary to appoint a Deputy Clerk to ensure business continuity of the Corporation;

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby enacts as follows:

1. THAT Sarah Corbett be hereby appointed as Deputy Clerk for the Corporation of the Township of Essa.
2. THAT this appointment shall take effect on October 8, 2025.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this 5<sup>th</sup> day of November, 2025.

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Sandie Macdonald, Mayor

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Krista Pascoe, Clerk/Manager of  
Legislative Services

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2025 - 46

**A By-law to Authorize the Issuance of the Certificate of Substantial Completion and Acceptance (Aboveground Works) Birchwood Estates Subdivision (Plan 51M-1198) (Wynstar Developments Inc.)**

WHEREAS Section 51, Subsection (26) of the *Planning Act*, R.S.O. 1990; Chapter P. 13, as amended, provides that municipalities may enter into agreements imposed as a condition to the approval of a plan of subdivision and such agreements may be registered against the land to which the subdivision plan applies; and

WHEREAS Council for the Corporation of the Township of Essa entered into a Subdivision Agreement with Wynstar Developments Inc. on May 28, 2021 to construct a residential development known as Birchwood Estates; and

WHEREAS the requirements of this Subdivision Agreement with respect to the underground and aboveground services have now been met;

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby enacts as follows:

1. That the Certificate of Substantial Completion and Acceptance (Aboveground Works) for Birchwood Estates (Plan 51M-1198), may now be issued by the Township Engineers (AECOM) in compliance with the Subdivision Agreement between the Corporation of the Township of Essa and Wynstar Developments Inc.
2. That the attached Schedule "A", Certificate of Substantial Completion and Acceptance (Aboveground Works) shall form part of this By-law.
3. This By-law comes into force and effect on the day it is finally passed.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 5<sup>th</sup> day of November, 2025.

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Sandie Macdonald, Mayor

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Krista Pascoe, Clerk/Manager of Legislative Services



9c

## SCHEDULE 'A'

**AECOM**

AECOM  
55 Cedar Pointe Drive, Suite 620  
Barrie, ON, Canada L4N 5R7  
www.aecom.com

705 721 9222 tel  
705 734 0764 fax

### TOWNSHIP ENGINEERS

CERTIFICATE OF SUBSTANTIAL COMPLETION AND ACCEPTANCE  
(ABOVEGROUND WORKS)

MUNICIPALITY Township of Essa

PROJECT BIRCHWOOD ESTATES SUBDIVISION  
PLAN 51M-1198

DEVELOPER WYNSTAR DEVELOPMENTS INC.

FILE NO. 60118218.0000 (E-T-0201)

#### Description of the Works:

Roadway in the Birchwood Estates Subdivision at the 20<sup>th</sup> Sideroad of Essa consisting of:

- BIRCHWOOD LANE from the 20<sup>th</sup> Sideroad of Essa, northerly to a Hammerhead, a distance of 467.03metres (1,532.25 feet).

We, AECOM, notify the Municipality that the above mentioned works were inspected on August 7, 2025, and to the best of our knowledge and judgement are complete in accordance with the Subdivision Agreement, except for the deficiencies below:

- There are no deficiencies for Aboveground Works.

We hereby accept these works for use and operation by the Municipality subject to the rectification of the above noted deficiencies and to the rectification of any further deficiencies that may become apparent during the maintenance period and to the maintenance that is required by the Subdivision Agreement.

The date of Substantial Completion and Acceptance (Aboveground Works) is established by the Certificate as of August 7, 2025.

Date: Oct 30, 2025

Signature: Allen H. Jones

# THE CORPORATION OF THE TOWNSHIP OF ESSA

## BY-LAW 2025 – 47

**Being a By-law to amend By-law 2005-96, as amended, to provide for the regulation of vehicle parking, standing and stopping on highways or parts of highways under the jurisdiction of the Corporation of the Township of Essa.**

WHEREAS Section 27 (1) of the *Municipal Act, 2001*, S.O. 2001, c.25 provides that a municipality may pass by-laws with respect to highways over which it has jurisdiction, including the authority to regulate parking on highways; and

WHEREAS Section 35 of the *Municipal Act, 2001* provides that a municipality may pass by-laws removing or restricting the common law right of passage by the public over a highway and the common law right of access to the highway by an owner of land abutting a highway; and

WHEREAS Sections 63 (1) and 101 of the *Municipal Act* allows for the removal and impounding or restraining and immobilization of vehicles placed, stopped, standing or parking on a highway or on private land in contravention of a municipal by-law regulating vehicles; and

WHEREAS the Council of the Township of Essa deems it desirable to restrict vehicles from parking on local and collector roads at all times, regardless of signage, in order to allow for the safe passage of pedestrians and motor vehicles, including school buses, emergency vehicles and road maintenance equipment;

NOW THEREFORE the Council of the Corporation of the Township of Essa enacts as follows:

1. That Schedule "A" of By-law 2005-96 be amended to include the following:

|     | <b>Column 1<br/>(Highway)</b> | <b>Column 2<br/>(Side[s])</b> | <b>Column 3<br/>(Limits)</b>                          | <b>Column 4<br/>(Period)</b> |
|-----|-------------------------------|-------------------------------|-------------------------------------------------------|------------------------------|
| ADD | Simcoe Street                 | Both Sides                    | From Water Street easterly to Raglan Street.          | At any time                  |
| ADD | Simcoe Street                 | Both Sides                    | From 40m east of Raglan to 70m east of Raglan.        | At any time                  |
| ADD | Simcoe Street                 | Both Sides                    | From 30m east of Vernon to 60m east of Vernon.        | At any time                  |
| ADD | Water Street                  | Both Sides                    | From King Street north to 70m north of Simcoe Street. | At any time                  |

9d

2. That this By-law shall come into force and effect on the day it is finally passed.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 5<sup>th</sup> day of November, 2025.

\_\_\_\_\_  
Sandie Macdonald, Mayor

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Krista Pascoe, Clerk/Manager of  
Legislative Services

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THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW NO. 2025 – 48

**A By-law to provide for the erection of stop signs at intersections in the Township of Essa, and to amend By-law 2019-40.**

WHEREAS section 27(1) of the *Municipal Act*, 2001, S.O. 2001, Chapter 25, provides that a municipality may pass By-laws in respect of a highway only if it has jurisdiction over the highway; and

WHEREAS section 137 of the *Highway Traffic Act*, R.S.O. 1990, Chapter H.8, as amended, provides that in addition to stop signs required at intersection on through highways, the Council of a municipality may by By-law provide for the erection of Stop Signs at intersections on highways under its jurisdiction, and that every sign so erected shall comply with the Regulations of the Ministry of Transportation; and

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby enacts as follows:

1. That Schedule "A" to By-law 2019-40 be amended to include the following:

|     | <b>Column 1 – Intersection</b>  | <b>Column 2 – Facing Traffic</b>      |
|-----|---------------------------------|---------------------------------------|
| ADD | Simcoe Street and Raglan Street | North and Southbound on Raglan Street |
| ADD | Simcoe Street and Auburn Street | North and Southbound on Auburn Street |

2. That Stop Signs be erected in compliance with the Regulations made under the *Highway Traffic Act* at the locations designated in Schedule "A".
3. That the penalties provided in the *Highway Traffic Act*, as amended, shall apply to offences against this By-law.
4. That the designation made shall not become effective until stop signs have been erected in accordance with the Regulations of the *Highway Traffic Act*.
5. That By-law 2019-40 be and is amended.
6. This By-law shall come into force and take effect on the final day of passing thereof.

READ A FIRST AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 5<sup>th</sup> day of November, 2025.

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Sandie Macdonald, Mayor

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Krista Pascoe, Clerk/Manager of  
Legislative Services

**THE CORPORATION OF THE TOWNSHIP OF ESSA**

**BY-LAW 2025 - 49**

**Being a By-law to confirm the proceedings of the Council  
meeting held on the 5<sup>th</sup> day of November, 2025.**

THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ESSA  
HEREBY ENACTS AS FOLLOWS:

THAT the action of the Council at its meeting held on the 5<sup>th</sup> day of November, 2025 and, in respect of each recommendation contained in the Regular Council meeting held on the 1<sup>st</sup> day of October, 2025, the Closed Session Council meeting held on the 1<sup>st</sup> day of October, 2025, and the Minutes of the Committee of the Whole meeting held on the 1<sup>st</sup> day of October, 2025, and, in respect of each motion, resolution and other action passed and taken by Council at the said meetings, is, except where prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.

THAT the Mayor and the proper officials of the Township of Essa are hereby authorized and directed to do all things necessary to give effect to the said actions or to obtain approvals where required, and to execute all documents as may be necessary in that behalf and the Clerk is hereby authorized and directed to affix the Corporate Seal to all such documents.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND  
FINALLY PASSED on this the 5<sup>th</sup> day of November, 2025.

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Sandie Macdonald  
Mayor

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Krista Pascoe, Clerk/Manager of  
Legislative Services