



Regular Council Meeting Agenda

October 21, 2024, 6:00 pm

Location: Essex Municipal Building, 33 Talbot Street South and by livestream at <https://www.youtube.com/user/EssexOntario>

Accessible formats or communication supports are available upon request. Please contact the Clerk’s Office at clerks@essex.ca or 519-776-7336 extension 1100 or 1101.

Pages

1. Call to Order

2. Land Acknowledgement

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

3. National Anthem

4. Closed Meeting Report

5. Declarations of Conflict of Interest

6. Adoption of Published Agenda

6.1 Regular Council Meeting Agenda for October 21, 2024

Moved by _____

Seconded by _____

That the published agenda for the October 21, 2024 Regular Council Meeting be adopted as presented / amended.

7. Adoption of Minutes

7.1 Regular Council Meeting Minutes for October 7, 2024

1

Moved by _____

Seconded by _____

That the minutes of the Regular Council Meeting held October 7, 2024 be adopted as circulated.

7.2 Special Council Meeting Minutes for August 12, 2024

19

RE: Development Charge Study

Moved by _____

Seconded by _____

That the minutes of the Special Council Meeting held August 12, 2024 be adopted as circulated.

7.3 Special Council Meeting Minutes for September 16, 2024

22

RE: Organizational Review Update

Moved by _____

Seconded by _____

That the minutes of the Special Council Meeting held September 16, 2024 be adopted as circulated.

8. Public Presentations

8.1 Joe Goncalves, Interim CEO and Vice President Investment Attraction and Strategic Initiatives 25

RE: Invest WindsorEssex

Moved by _____

Seconded by _____

That the presentation by Joe Goncalves, Interim CEO and Vice President Investment Attraction and Strategic Initiatives, Invest WindsorEssex be received.

9. Unfinished Business

10. Reports from Administration

10.1 Office of the CAO-2024-11 30

RE: 2025 Conference Listing

Recommended Action:

Moved by _____

Seconded by _____

That CAO Report-2024-11 entitled 2025 Conference Listing prepared by Doug Sweet, Chief Administrative Officer dated October 21, 2024, be received for information.

10.2 Planning-2024-27 35

RE: Heritage Designation for Various Properties within the Town of Essex

Recommended Action:

Moved by _____

Seconded by _____

That Planning Report-2024-27 entitled Heritage Designation for Various Properties within the Town of Essex prepared by Rita Jabbour, RPP, Manager, Planning Services dated October 21, 2024 be received; and

That the following By-Laws, being By-Laws to designate certain properties within the Town of Essex under Part IV of the Ontario Heritage Act as properties of cultural heritage value or interest, be read a first, second and third time and finally passed on October 21, 2024:

1. **By-Law Number 2375**, being a By-Law to designate the property municipally known as 94 Talbot Street South (Arthur Raines House)
2. **By-Law Number 2376**, being a By-Law to designate the property municipally known as 98 Talbot Street South (Essex United Church Manse)
3. **By-Law Number 2378**, being a By-Law to designate the property municipally known as 21 King Street East (Robert Heaton Building)

4. **By-Law Number 2379**, being a By-Law to designate the property municipally known as 22 King Street West (I. O. O. F. Building)
5. **By-Law Number 2380**, being a By-Law to designate the property municipally known as 314 Queen Street (Station Master’s House)
6. **By-Law Number 2381**, being a By-Law to designate the property municipally known as 0 County Road 11 (Gilgal Cemetery)
7. **By-Law Number 2383**, being a By-Law to designate the property municipally known as 9567 County Road 11 (St. Clement Church)

10.3 Planning-2024-25 119

RE: Zoning By-Law Amendment (ZBA-06-24) 127 Talbot Street North, Essex Centre

Recommended Action:

Moved by _____

Seconded by _____

That Planning Report 2024-25 entitled ZBA-06-24 (127 Talbot Street North, Essex Centre) prepared by Rita Jabbour, RPP, Manager, Planning Services dated October 21, 2024 be received;

That By-Law Number 2373, being a by-law to Amend By-Law Number 1037, the Comprehensive Zoning By-Law for the Town of Essex, to permit five (5) dwelling units on the ground floor of a combined use building and exemptions to the minimum number of required parking spaces and required amenity area for the lands municipally known as 127 Talbot Street North, be read a third time and finally passed on October 21, 2024.

10.3.1 By-Law 2373 225

10.4 Operations-2024-10 227

RE: Result of Request for Tender - Road Salt Hauling

Recommended Action:

Moved by _____

Seconded by _____

That Operations Report 2024-10 entitled Result of Request for Tender- Road Salt Hauling prepared by Norm Nussio, Manager, Operations and Drainage dated October 21,2024 be received;

That Council award the Results of Request for Tender- Road Salt Hauling (RFT-ID-24-023) to Quinlan Incorporated, contract period from November 1, 2024 to April 30, 2024 with an option to extend 2 years; and

That Council permit the Treasurer (with Chief Administrative Officer approval) to fund any over expenditure in relation to the Salt Hauling contract from the Winter Control Reserve.

10.5 Operations-2024-11 232

RE: Results of Request for Tender - Winter Control Agreement for Truck, Salter, Plow and Wing Rental

Recommended Action:

Moved by _____

Seconded by _____

That Operations Report 2024-11 entitled Results of Tender - Winter Control Agreement for Truck, Salter, Plow and Wing Rental prepared by Norm Nussio, Manager, Operations and Drainage dated October 21, 2024, be received;

That Council award the Results of Request for Tender - Winter Control Agreements for Truck, Salter, Plow Wing Rental (RFT-ID-24-024) to 1839431 Ontario Ltd (Colchester Farms); and

That Council permit the Treasurer (with Chief Administrative Officer approval) to fund any over expenditure in relation to the Salt Hauling contract, from the Winter Control Reserve.

10.6 Community Services-2024-43

237

RE: Special Event Notice - Harrow Legion Remembrance Day Ceremony (Harrow)

Recommended Action:

Moved by _____

Seconded by _____

That Community Services Report 2024-43 entitled Special Event Notice – Harrow Legion Remembrance Day Ceremony (Harrow), prepared by Jake Morassut, Director, Community Services, dated October 21, 2024, be received; and

That Council approve closing McAffee Street from 37 McAffee Street to King Street and from 21 King Street East to Victoria Street between 10:30 AM and 1:00 PM for the Harrow Legion Branch 338 Remembrance Day Ceremony.

10.7 Community Services-2024-41

241

RE: Special Events Resource Team (SERT) - October 2024 Update

Recommended Action:

Moved by _____

Seconded by _____

That Community Services Report 2024-41 entitled Special Event Resources Team (SERT) – October 2024 Update prepared by Jake Morassut, Director, Community Services, dated October 21, 2024, be received.

11. Reports from Youth Members

12. County Council Update

Moved by _____

Seconded by _____

That the County of Essex, Regular Meeting minutes listed in Agenda Item 12, be received.

12.1 County of Essex, Regular Council Meeting Minutes - September 18, 2024

245

13. Correspondence

13.1 Correspondence to be received

Moved by _____

Seconded by _____

That all of the correspondence listed in Agenda Item 13.1 be received and, where indicated, to further share such information with the community using

suitable methods of communication.

- 13.1.1 Brandford West Gwillimbury 260
RE: Ontario Deposit Return Program
- 13.1.2 The Corporation of the Town of Cobourg 261
RE: Involuntary Care for Individuals with Severe Mental Health and Addiction Issues
- 13.1.3 The Town of Plympton-Wyoming 263
RE: Solve the Humanitarian Crisis
- 13.1.4 Windsor Essex Community Housing Corporation 267
RE: Request for a Security Service at Brien Avenue East Apartments

13.2 Correspondence to be considered for receipt and support

- 13.2.1 OPP Board Detachment Board 1 - 2025 At-Large Community Representative 268
Moved by _____
Seconded by _____
That the correspondence from the Municipality of Lakeshore appointing Ed Hooker to the Essex County OPP Detachment Board 1 as the Municipality of Lakeshore's at-large community representative for the 2025 calendar year, subject to a satisfactory police clearance, be received or received and supported.

14. Committee Meeting Minutes

Moved by _____

Seconded by _____

That the Committee Meeting minutes listed in Agenda Item 14, together with any recommendations to Council noted therein, be received, approved and adopted as circulated.

- 14.1 Committee of Adjustment - August 20, 2024 269
- 14.2 Santa's Village - September 10, 2024 274

15. Financial

- 15.1 Operating Variance Report as at July 31, 2024 280
Moved by _____
Seconded by _____
That the Operating Variance Report as at July 31, 2024 be received for information.

16. New Business

17. Notices of Motion

- 17.1 The following Notices of Motion were presented at the October 7, 2024 Regular Council Meeting and are being brought forward this evening for Council's consideration:

17.1.1 Mayor Bondy

Moved by Mayor Bondy

Seconded by _____

That Town of Essex Council direct Administration to complete a second Phase to the Official Plan Project prior to its adoption, which will include a Local Comprehensive Review (LCR), to inform the new Town of Essex Official Plan;

That Administration and Council use the information gained from the LCR to determine the opportunities and constraints associated with Town of Essex land use designations, particularly Primary and Secondary Settlement Areas, the appropriateness of the current settlement areas to accommodate the forthcoming growth, including the consideration of constraints that will inhibit the available settlement areas and whether or not settlement areas need to be reallocated to more appropriate locations to meet growth demands;

That Administration and Council take into consideration results from various infrastructure servicing studies and the cost for current residents, in particular, and also future residents to expand on infrastructure that currently does not exist;

That Council direct Administration to include funding in the 2025 Budget for Phase 2 of the Official Plan Project; and

That Administration take into consideration the County of Essex’s upcoming Specialty Crop Study on the quality of farmland identified as that will require the highest level of protection for these valuable agricultural lands.

17.1.1.1 Nettie Ridley and Mike Piche, Colchester Matters

289

RE: Second Phase of the Official Plan Project

Moved by _____

Seconded by _____

That the delegation by Nettie Ridley regarding the Second Phase of the Official Plan Project be received.

17.1.2 Deputy Mayor Shepley

Moved by Deputy Mayor Shepley

Seconded by _____

That Council direct Administration to review the feasibility and cost of adding a controlled pedestrian crossing over County Road 13 (Erie St South) at Wellington Street in Harrow.

18. Reports and Announcements from Council Members

19. By-Laws

19.1 By-Laws that require a third and final reading

19.1.1 By-Law 2388

294

RE: Being a by-law to confirm the proceedings of the October 7, 2024, Regular Meeting of Council of the Corporation of the Town of Essex

Moved by _____

Seconded by _____

That By-Law 2388 being a by-law to confirm the proceedings of the October 7, 2024, Regular Meeting of Council of the Corporation of the Town of Essex be read a third time and finally passed on October 21, 2024.

19.2 By-Laws that require a first, second, third and final reading

19.3 By-Laws that require a first and second reading

19.3.1 By-Law 2390

296

RE: Being a by-law to confirm the proceedings of the October 21, 2024, Regular Meeting of Council of the Corporation of the Town of Essex

Moved by _____

Seconded by _____

That By-Law 2390 being a by-law to confirm the proceedings of the October 21, 2024, Regular Meeting of Council of the Corporation of the Town of Essex be read a first and a second time and provisionally passed on October 21, 2024.

20. Adjournment

Moved by _____

Seconded by _____

That the meeting be adjourned at [TIME].

21. Future Meetings

21.1 Monday, November 4, 2024, 6:00-9:00 PM, Regular Council Meeting

Location: 33 Talbot Street South, Essex, ON N8M 1A8

Livestream available at <https://www.youtube.com/EssexOntario>

21.2 Monday, November 18, 2024, 6:00-9:00 PM, Regular Council Meeting

Location: 33 Talbot Street South, Essex, ON N8M 1A8

Livestream available at <https://www.youtube.com/EssexOntario>



The Corporation of the Town of Essex

Regular Council Meeting Minutes

October 7, 2024, 6:00 pm

Location: Essex Municipal Building, 33 Talbot Street South and by livestream at
<https://www.youtube.com/user/EssexOntario>

Present: Mayor Sherry Bondy
Deputy Mayor Rob Shepley
Ward 1 Councillor Joe Garon
Ward 1 Councillor Katie McGuire-Blais
Ward 2 Councillor Kim Verbeek
Ward 3 Councillor Brad Allard
Ward 3 Councillor Jason Matyi
Ward 4 Councillor Rodney Hammond

Also Present: Doug Sweet, Chief Administrative Officer
Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk
Jake Morassut, Director, Community Services
Kate Giurissevich, Director, Corporate Services
Lori Chadwick, Director, Development Services
David McBeth, Manager, Capital Works & Asset Management
Rita Jabbour, Manager, Planning Services
Kevin Carter, Manager, Building Services/Chief Building Official
Rob Mackie, Manager, Environmental Services
Cassandra Roy, Legislative Clerk
Lauryn Smith, Youth Council Member
Cole Foster, Youth Council Member

Accessible formats or communication supports are available upon request. Please contact the Clerk's Office at clerks@essex.ca or 519-776-7336 extension 1100 or 1101.

1. Call to Order

Mayor Bondy called the meeting to order at 6:00 PM.

2. Land Acknowledgement

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

3. National Anthem

4. Closed Meeting Report

Joe Malandruccolo, Director, Legal & Legislative Services/Clerk reported that on September 23, 2024 at 6:00 PM Council moved into Closed Session as permitted to do so pursuant to Section 239 2(i) of the *Municipal Act, 2001*, as amended, to discuss a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

5. Declarations of Conflict of Interest

There were no declarations of conflict of interest noted at this time.

6. Adoption of Published Agenda

6.1 Regular Council Meeting Agenda for October 7, 2024

R24-10-409

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

That the published agenda for the October 7, 2024 Regular Council Meeting be adopted with the following amendments:

1. That Agenda Item 8.4 and 8.5 be added to allow for delegations from Dawn Bezaire and Dana and Nigel Williams as it relates to the Street Light Banner Policy in Agenda Item 10.7; and

3. That Agenda Item 10.7 be moved up to the Agenda Item 10.1 as it relates to the delegates in Agenda Item 8.4 and 8.5.

Carried

7. Adoption of Minutes

7.1 Regular Council Meeting Minutes for September 16, 2024

R24-10-410

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

That the minutes of the Regular Council Meeting held September 16, 2024 be adopted as circulated.

Carried

8. Public Presentations

8.1 Gianmarco Giglio, Director Windsor Region, GIP Paving Inc.

RE: Extension for Excess Soil at 5080 Walker Road

Gianmarco Giglio, Director Windsor Region, GIP Paving Inc. explained that GIP took over the fill and grade contract at 5080 Walker Road site in 2022 with the purpose of creating productive farmland. He stated that mitigation measures can be taken to reduce dust and to cleanup the site. He requested a 2-year extension to the fill permit to dump excess soil on the property at 5080 Walker Road.

Council directed questions to the Delegate and to Administration regarding the extension. Administration confirmed that if this extension was granted, other fill and grade sites would potentially come forward requesting extensions.

Mayor Bondy requested a recorded vote:

R24-10-411

Moved By Councillor Hammond

Seconded By Councillor Verbeek

That the delegation by Gianmarco Giglio, Director Windsor Region, GIP Paving Inc. be received.

Carried

R24-10-412

Moved By Councillor McGuire-Blais

Seconded By Councillor Matyi

That Council approve an extension to permit excess soil at 5080 Walker Road.

	Support	Opposed	Conflict	Regrets
Mayor Bondy		X		
Deputy Mayor Shepley		X		
Councillor Garon		X		
Councillor McGuire-Blais	X			
Councillor Verbeek		X		
Councillor Allard		X		
Councillor Matyi		X		
Councillor Hammond		X		
Results	1	7	0	0

Defeated (1 to 7)

R24-10-413

Moved By Councillor Hammond

Seconded By Councillor Matyi

That the request for an extension to permit excess soil at 5080 Walker Road be denied.

Carried

8.1.1 David Keller and Kevin Keller

RE: Opposition to the Fill and Grade Permit Extension at 5080 Walker Road

David Keller explained that this site generates excess noise in the area and since the permit expired 4 weeks ago the noise has stopped and he has been able to enjoy his property. He explained the site has overgrown weeds, gravel and unlevel grade with pieces of aggregate, asphalt, and plastic wood.

Kevin Keller explained that the owner has not been farming the land and the area that is finished has also not been utilized for farming. He noted that since this project started, 8,500 loads have been brought in and he believes the water to be manageable at this point.

R24-10-414

Moved By Councillor Hammond

Seconded By Councillor Matyi

That the delegation by David Keller and Kevin Keller regarding the fill and grade permit at 5080 Walker Road be received.

Carried

8.2 Town of Essex - Colchester Beach Certificate of Accessibility

RE: Certificate of Accessibility for Colchester Beach from Assisted Living Goes Out (ALGO)

Jake Morassut, Director, Community Services, announced that the Town of Essex was presented an award entitled "Certificate of Accessibility" from Assisted Living Goes Out (ALGO) in connection with the accessible initiatives at the Colchester Beach and Harbour over the last few years.

R24-10-415

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

That the presentation by Jake Morassut, Director, Community Services, regarding the Town of Essex - Colchester Beach Certificate of Accessibility be received; and

That the correspondence from the County of Essex regarding the Outdoor Accessibility Fest-for-All be received.

Carried

8.2.1 County of Essex

RE: Outdoor Accessibility Fest-for-All

8.3 Verbal Report by Mayor Bondy regarding the Detroit River Canadian Cleanup: Fresh Water Initiative

RE: Detroit River Canadian Cleanup: Fresh Water Initiative

Mayor Bondy provided a verbal report on the Detroit River Canadian Cleanup Fresh Water Initiative and highlighted Essex Region Conservation Authority's (ERCA) proposal for a large-scale nutrient reduction program to help meet the objectives of the Great Lakes Water Quality agreement.

R24-10-416

Moved By Councillor Matyi

Seconded By Councillor Hammond

That the verbal report from Mayor Bondy regarding the Detroit River Canadian Cleanup: Fresh Water Initiative be received.

Carried

8.4 Dawn Bezaire

Dawn Bezaire on behalf of the Essex Legion Branch 201 explained that Legion members approved the pursual of a streetlight banner process to honor the local veterans through the Solute Our Vets Banner Project Committee for a collaborated effort. She explained that the Essex project was on hold pending the completion of the streetscape and the proposed Streetlight Banner Policy includes a \$40 charge per banner each time the banners are installed. She requested that these banners be displayed from Legion Week in mid-September to the week after Remembrance Day and that any fees for the installation, removal, and maintenance of the banners by the Town of Essex be waived to honour the sacrifice that the veterans have made.

R24-10-417

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

That the delegation by Dawn Bezaire on behalf of the Legion regarding the Remembrance Day banners be received.

Carried

8.5 Dana and Nigel Williams

Nigel Williams expressed that he is a veteran who has battled for his country, and veterans have only one day a year to be recognized. He stated that to honour veterans, the Legion should not be charged for displaying veteran's banners for Remembrance Day.

Dana Williams explained that both her and her husband are retired from the miliary and served until they were both injured in service. She further explained that when they retired from service, the military provided them with a choice of where they wanted to move in Canada and choose Essex despite not having family here. She stated that there should be no fee for recognizing veterans for their service near Remembrance Day.

R24-10-418

Moved By Councillor Hammond

Seconded By Councillor Verbeek

That the delegation by Dana and Nigel Williams regarding the Remembrance Day banners be received.

Carried

9. Unfinished Business

10. Reports from Administration

10.1 Operations-2024-09

RE: Streetlight Banner Policy

Previously Agenda Item 10.7 in the published Agenda and moved to Agenda Item 10.1 at the adoption of the published Agenda.

David McBeth, Manager, Capital Works and Infrastructure Services, presented the draft Streetlight Banner Policy and explained that the streetlight banners are to celebrate the Town's culture and history, promote local tourism, and special events that are consistent with the values of the Town of Essex. He stated that the Town will approve the final banner designs prior to the production and installation and noted that the banners can only be maintained or removed by the Town of Essex Public Works Department. He outlined that the policy has a maximum display time of 30 days however, extensions can be granted, and banners can be installed at a maximum of 12 times per year. He noted that it is recommended that a fee be charged to install and remove the banners although Council can waive fees per their discretion.

Council discussed various options.

R24-10-419

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

That Council direct Administration to revise the Policy to only allow the installation of streetlight banners for the Town of Essex, Essex Business Improvement Area (BIA), Harrow Chamber of Commerce and Veterans;

That the banners for the Essex and Harrow Legions be installed a maximum of 4 times per year at no cost; and

That the cost to install and remove the banners for the Essex and Harrow Legions be included in future operating budgets.

Carried

10.2 Planning-2024-09

RE: ZBA-05-24 (103 Centre Street, Essex centre)

R24-10-420

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

That Planning Report-2024-23- entitled ZBA-05-24 (103 Centre Street, Essex centre) prepared by Ian Rawlings, Junior Planner, dated October 7, 2024 be received; and

That By-Law Number 2364, being a By-Law to amend By-Law 1037, the Comprehensive Zoning By-Law for the Town of Essex, to permit the use of the existing Single Unit Dwelling located at 103 Centre Street as a Medical Office, be read a third time and finally passed on October 7, 2024.

Carried

10.3 Planning-2024-22

RE: Release of Securities for the 80 Maidstone Avenue West Subdivision (Ward 1)

Lori Chadwick, Director, Development Services, reminded Council that this matter was heard at the Special Council Meeting of September 23, 2024 and that the applicant is seeking to use an existing single unit dwelling as a medical office. She noted that the applicant has addressed Council's concerns relating to a shared driveway and onsite parking. She explained that a fence cannot be constructed between the driveways as it would cause an impact to sight lines however the applicant will seek alternative measures to delineate the driveway through placement of planters and other decorative instruments. She stated that the applicant has approached the Essex Retirees Social Club who have granted parking spaces and noted that the expansion of the driveway by only 20cm would result in a width of 5 1.2 m which would allow for an additional parking space side-by-side resulting in three on-site parking spaces.

R24-10-421

Moved By Councillor McGuire-Blais

Seconded By Councillor Matyi

That Planning Report-2024-22 entitled Release of Securities for the 80 Maidstone Avenue West Subdivision (Ward 1) prepared by Ian Rawlings, Junior Planner dated October 7, 2024 be received;

That the performance securities on file for the 80 Maidstone Avenue West Subdivision be reduced to \$452,862.93; and

That performance securities in the amount of \$227,843.42, plus any earned interest, be returned to the Developer.

Carried

10.4 Planning-2024-28

RE: Notice of Intention to Designate and Removal of Properties from Heritage Register

Rita Jabbour, Manager, Planning Services, presented to Council the heritage recommends for 18 Talbot Street (Former Bennigan's in Essex Centre), 2547 County Road 20 (Former Fina Gas Station) and 103 Kings Street West in Harrow. She recommended that Council authorize a Notice of Intention to Designate at 18 Talbot Street as it has design, historical and contextual value. She further recommended to remove the reference to 2547 County Road 20 as it only meets one out of the nine categories and advised that the Notice of Intention to Designate 103 King Street West should be withdrawn as the by-law to designate the property was defeated at the Regular Council Meeting held September 3, 2024.

R24-10-422

Moved By Councillor Hammond

Seconded By Councillor Allard

That Planning Report-2024-28 entitled Request for Notice of Intention to Designate 18 Talbot Street North (Essex Centre, Ward 1) and to Remove Certain Properties from the Heritage Register (2547 County Road 20 East, Harrow, Ward 4) and to Withdraw the Notice of Intention to Designate for 103 King Street West (Harrow, Ward 4) prepared by Rita Jabbour, RPP, Manager, Planning Services dated October 7, 2024 be received;

That Council authorize a 'Notice of Intention to Designate' for the lands municipally known as 18 Talbot Street North in accordance with Section 29 of the Ontario Heritage Act (Essex Centre Ward 1);

That Council remove reference to the lands municipally known as 2547 County Road 20 East (the former Fina Gas Station) from the Town of Essex Heritage Register in accordance with Section 27 of the Ontario Heritage Act; and

That Council withdraw the Notice of Intention to Designate for 103 King Street West (Harrow, Ward 4) subsection 29 (7) of the Ontario Heritage Act.

Carried

10.5 Capital Works and Asset Management-2024-15

RE: Sidewalk at Victoria Avenue at Thomas Street

R24-10-423

Moved By Councillor Garon

Seconded By Councillor McGuire-Blais

That Capital Works and Asset Management Report-2024-15 entitled Sidewalk at Victoria Avenue at Thomas Street prepared by David McBeth, Manager, Capital Work and Asset Management dated October 7, 2024, be received; and

That Council direct Administration to start negotiations with the property owner of 65 Victoria Avenue for an easement over the area required to complete a sidewalk connection to the new trail on Victoria Avenue per this report.

Carried

10.6 Capital Works and Asset Management-2024-16

RE: Driveway at 33 Irwin Avenue

David McBeth, Manager, Capital Works and Infrastructure Services, explained that at the October 7, 2024 Regular Council meeting the property owner of 33 Irwin Avenue requested his driveway entrance be expanded and Council directed Administration to return with a report on the cost of widening the entrance. Mr. McBeth provided a summary the report including the cost associated with widening the driveway and recommended that the cost of widening the driveway be paid for by the property owner.

R24-10-424

Moved By Councillor Garon

Seconded By Councillor McGuire-Blais

That Council table the motion until the Mayor, Deputy Mayor and the Ward 1 Councillors have a meeting with Administration and an onsite meeting with the property owner of 33 Irwin Avenue.

Tabled

10.7 Environmental Services-2024-07

RE: Housing Enabling Water Systems Fund Intake 2

Director Giurissevich provided an update to Council regarding the unsuccessful application to Housing Enabling Water System Fund and provided an overview of the financial impact of submitting an application to the Housing Enabling Water System Fund Intake 2.

Council discussed the reasoning behind the first unsuccessful application and the uncertainty of growth in the Colchester area.

R24-10-425

Moved By Councillor Matyi

Seconded By Councillor Allard

That Environmental Services Report-2024-07 entitled, Housing Enabling Water Systems Fund Intake 2 prepared by Kevin Girard, Director, Infrastructure Services dated October 7th, 2024 be received; and

That Council does not proceed with a second application to the Housing-Enabling Water Systems Fund for the construction of the Colchester Water Pollution Control Plant.

Carried

10.8 Legal and Legislative Services-2024-07

RE: 2025 Regular Council Meeting Dates

R24-10-426

Moved By Councillor Verbeek

Seconded By Councillor Matyi

That Legal and Legislative Services Report-2024-07 entitled 2025 Regular Council Meeting Dates prepared by Joe Malandrucolo, Director, Legal and Legislative Services/Clerk dated October 7, 2024 be received; and

That the dates for the 2025 Regular Council Meetings proposed herein be approved.

Carried

10.9 Corporate Services-2024-06

RE: Water/Wastewater Billing and Collection Policy Revisions

Mayor Bondy left the meeting at 8:00 PM and returned at 8:02 PM prior to the motion.

Kate Giurissevich, Director, Corporate Services, provided an overview of the revised policy and recommendation to eliminate tenants as the primary account holders as of April. 1, 2025.

Council discussed providing landlords with the ability to disconnect the water and Rob Mackie, Manager, Environmental Services, explained the implications this has on staff and residents.

R24-10-427

Moved By Councillor Hammond

Seconded By Councillor Allard

That Corporate Services Report-2024-06 entitled Water/Wastewater Billing and Collection Policy Revisions prepared by Kate Giurissevich, Director, Corporate Services/Treasurer dated October 7, 2024 be received; and

That Council approve the attached revised Water/Wastewater Billing and Collection Policy, which including the elimination of tenants as primary account holders effective April 1, 2025.

Carried

10.10 Corporate Services-2024-07

RE: Adoption of 2024 Development Charge By-Law and 2024 Part XII Charges

R24-10-428

Moved By Deputy Mayor Shepley

Seconded By Councillor Hammond

That Corporate Services Report-2024-07 entitled Adoption of 2024 Development Charge By-Law prepared by Kate Giurissevich, CPA/CA, Director, Corporate Services/Treasurer dated October 7, 2024 be received;

That By-Law 2384 being a By-Law for the Imposition of Development Charges in the Town of Essex be read a first, a second, and a third time and finally passed on October 7, 2024; and

That By-Law 2385 being a By-Law to impose water and wastewater charges to recover capital cost of installing water and wastewater services necessary to service new users to the system be read a first, a second, and a third time and finally passed on October 7, 2024.

Carried

10.11 Community Services-2024-39

RE: Special Event Notice – Essex Legion Remembrance Day Ceremony (Essex Centre)

R24-10-429

Moved By Councillor Verbeek

Seconded By Councillor Garon

That Community Services Report-2024-39 entitled Special Event Notice – Essex Legion Remembrance Day Ceremony (Essex), prepared by Jake Morassut, Director, Community Services, dated October 7, 2024, be received; and

That Council approve closing Talbot Street North/South from Cameron Avenue to Brien Avenue West on November 11, 2024 between 10:15 AM and 12:00 PM for the Essex Legion Remembrance Day Ceremony.

Carried

10.12 Community Services-2024-40

RE: Special Event Notice – Jingle Bell Run, Walk and Wheel

R24-10-430

Moved By Councillor Allard

Seconded By Deputy Mayor Shepley

That Community Services Report-2024-40 entitled Special Event Notice – Jingle Bell Run, Walk and Wheel, prepared by Jake Morassut, Director, Community Services, dated October 7, 2024, be received; and

That Council approve closing Talbot Street North/South from approximately 516 Talbot Street North to Iler Avenue on November 10, 2024 between 8:30 AM and 1:30 PM for Jingle Bell Run, Walk and Wheel.

Carried

10.13 Community Services-2024-42

RE: Special Event Notice – Essex Centre BIA – Tiny Tot Parade

R24-10-431

That Community Services Report-2024-42 entitled Special Event Notice – Essex Centre BIA Tiny Tot Parade, prepared by Jake Morassut, Director, Community Services, dated October 7, 2024, be received; and

That Council approve closing Talbot Street North from Laird Avenue to Victoria Avenue on October 25, 2024 between 9:45 AM and 11:30 AM for the Essex Centre Tiny Tot Parade.

Carried

11. Reports from Youth Members

Lauryn, Youth Council Member reported that on Thursday, October 10, 2024, Essex Highschool will be having their annual homecoming game against Villanova High School.

12. County Council Update

Deputy Mayor Shepley provided an update regarding road safety issues in Essex County. He stated that the County is conducting a review of 1084 intersections and 185 road segments to identify safety concerns as part of the new Road Safety Management program initiative to help the County prioritize safety measures and monitor their effectiveness in reducing collisions.

R24-10-432

Moved By Councillor Verbeek

Seconded By Councillor Garon

That the County of Essex, Regular Meeting minutes listed in Agenda Item 12, be received.

Carried

12.1 County of Essex, Regular Council Meeting Minutes - August 12, 2024

12.2 County of Essex, Regular Council Meeting Minutes - September 4, 2024

13. Correspondence

13.1 Correspondence to be received

R24-10-433

Moved By Councillor McGuire-Blais

That all of the correspondence listed in Agenda Item 13.1 be received and, where indicated, to further share such information with the community using suitable methods of communication.

Carried

13.1.1 Ombudsman Ontario

RE: Water and Wastewater Billing and Collection

13.1.2 City of Kitchener

RE: Renovictions and Safe and Adequate Housing

13.1.3 Essex Region Conservation

RE: Essex Region Source Protection Committee - Municipal Representation

13.2 Correspondence to be considered for receipt and support

13.2.1 Essex Accessibility Advisory Committee

RE: Resignation of Corrine Bridger from the Essex Accessibility Advisory Committee

Deputy Mayor Shepley left the meeting and provided regrets at 8:21 PM

R24-10-434

Moved By Councillor Allard

Seconded By Councillor Matyi

That the resignation of Corrine Bridger from the Essex Accessibility Advisory Committee be received; and

That Council direct Administration to write a letter of appreciation and thanks for her commitment to the Essex Accessibility Advisory Committee.

Carried

13.2.2 E.L.K Energy Board of Directors

RE: Resignation of Brandon Chartier, Director from the E.L.K. Energy Board of Directors

R24-10-435

Moved By Councillor Garon

Seconded By Councillor McGuire-Blais

That the resignation of Brandon Chartier, Director from the E.L.K. Energy Board of Directors be received; and

That Council direct Administration to write a letter of appreciation and thanks for his commitment to the E.L.K. Energy Board of Directors.

Carried

13.2.3 Community Living Essex County

RE: National Disability Employment Awareness Month - October 2024

R24-10-436

Moved By Councillor Matyi

Seconded By Councillor Allard

That the correspondence from Community Living Essex County asking Council to consider proclaiming the Month of October as National Disability Employment Awareness Month in the Town of Essex be received or received and supported; and if supported

That Council proclaim the month of October as National Disability Employment Awareness Month in the Town of Essex by adopting the following resolution:

Whereas, Light it Up! For NDEAM® spotlights the many ways people who have a disability contribute to businesses and their communities, demonstrating how disability inclusion in employment can drive success and competitiveness; and

Whereas, Light it Up! For NDEAM® is the main event of Ontario Disability Employment Network ("ODEN") and is a national movement celebrating its fifth anniversary with a one-night coordinated special lighting event which occurs on the third Thursday of every October; and

Whereas, in 2023, almost 700 locations in nearly 150 communities across Canada illuminated in purple and blue. This nationwide collaboration involves ODEN, the Canadian Association for Supported Employment, MentorAbility Canada, the federal government, municipal and provincial governments, Jobs Ability Canada, and many community-based agencies. It is this collective effort that makes "Light It Up! For NDEAM®" a powerful event in big cities, small towns, and rural communities from coast to coast; and

Whereas, the Town of Essex encourages local business and community members to participate by illuminating key landmarks in purple and blue.

Therefore, I, Sherry Bondy, Mayor of the Town of Essex, do hereby proclaim the month of October as National Disability Employment Awareness Month and invite businesses to participate in the national event to further celebrate workplace accomplishments of people with disabilities across Essex County on October 17, 2024 for Light it Up! For NDEAM Day.

Carried

13.2.4 Ontario Coalition For Better Child Care

RE: Annual Child Care Worker and Early Childhood Educator Appreciation Day - October 24, 2024

R24-10-437

Moved By Councillor Hammond

Seconded By Councillor Allard

That the correspondence from Ontario Coalition for Better Child Care asking Council to consider proclaiming October 24 as Annual Child Care Worker and Early Childhood Educator Appreciation Day in the Town of Essex be received or received and supported; and if supported

That Council proclaim October 24, 2024 as Annual Child Care Worker and Early Childhood Educator Appreciation Day in the Town of Essex by adopting the following resolution:

Whereas years of research confirms the benefits of high-quality early learning and child care for young children's intellectual, emotional, social and physical development and later life outcomes; and

Whereas child care promotes the well-being of children and responds to the needs of families and the broader community by supporting quality of life so that citizens can fully participate in and contribute to the economic and social life of their community; and

Whereas trained and knowledgeable Registered Early Childhood Educators are the key to quality in early years and child care programs – in licensed child care, Early ON programs, child life programs, and full-day kindergarten;

Whereas Registered Early Childhood Educators and child care workers will be vital to the success of the Canada-Wide Early Learning and Child Care system;

Therefore, I Sherry Bondy, Mayor of the Town of Essex do hereby proclaim that October 24, 2024 be designated the 24th annual Child Care Worker and Early Childhood Educator Appreciation Day in recognition of the education, dedication and commitment of child care workers to children, their families and quality of life of the community.

Carried

14. Committee Meeting Minutes

R24-10-438

Moved By Councillor Hammond

Seconded By Councillor Verbeek

That the Committee Meeting minutes listed in Agenda Item 14, together with any recommendations to Council noted therein, be received, approved and adopted as circulated.

Carried

14.1 Essex Centre Business Improvement Area - July 17, 2024

14.2 Essex Municipal Heritage Committee - July 25, 2024

14.3 Santa's Village Committee - August 7, 2024

14.4 Co-An Park - August 14, 2024

15. Financial

15.1 Q2 Capital Variance Report as at July 31, 2024

R24-10-439

Moved By Councillor McGuire-Blais

Seconded By Councillor Hammond

That the Q2 Capital Variance Report as at July 31, 2024 be received.

Carried

16. New Business

17. Notices of Motion

17.1 The following Notice of Motion was presented at the September 16, 2024 Regular Council Meeting and is being brought forward this evening for Council's consideration:

17.1.1 Councillor Matyi

R24-10-440

Moved By Councillor Matyi

Seconded By Councillor Verbeek

Whereas invasive phragmites (*Phragmites australis*) is a highly aggressive plant species that has significantly impacted ecosystems in Essex County, including wetlands and coastal areas, by outcompeting native flora, disrupting wildlife habitats, and blocking drainage systems;

Whereas the Town of Essex recognizes the need for sustainable, effective methods of controlling invasive species to protect biodiversity and ecosystem health; and

Whereas biological control methods, particularly the introduction of moth species (*Archanara neurica* and *Lenisa geminipuncta*) as biocontrol agents, have shown promising results in the management of invasive phragmites in Ontario, under the leadership of Ducks Unlimited Canada, Agriculture and Agri-Food Canada, and the University of Toronto;

Now Therefore, be it resolved that the Council of the Town of Essex:

1. Request that the Town of Essex formally reach out to the Essex Region Conservation Authority (ERCA) to obtain the necessary contacts and information regarding participation in the phragmites biological control program.

2. Authorize the Mayor and/or designated municipal officials to draft and send letters expressing the Town's interest in collaborating with ERCA and other relevant agencies, such as Ducks Unlimited Canada, and the University of Toronto for the inclusion of Essex in future biocontrol release sites.
3. Commit to exploring all available measures to combat the spread of invasive phragmites, including herbicide use, mechanical removal, and potential integration of the moth biocontrol program, to ensure long-term ecological protection in the region.
4. Direct the Administration to report back to the Council with updates on communications with ERCA and other agencies, as well as the next steps required for participation in the biocontrol initiative.

Carried

17.2 The following Notices of Motion are for presentment only and will be brought forward for Council's consideration at the October 21, 2024 Regular Council Meeting:

17.2.1 Deputy Mayor Shepley

Moved By Deputy Mayor Shepley

That Council direct Administration to review the feasibility and cost of adding a controlled pedestrian crossing over County Road 13 (Erie St South) at Wellington Street in Harrow.

17.2.2 Mayor Bondy

Moved By Mayor Bondy

That Town of Essex Council direct Administration to complete a second Phase to the Official Plan Project prior to its adoption, which will include a Local Comprehensive Review (LCR), to inform the new Town of Essex Official Plan;

That Administration and Council use the information gained from the LCR to determine the opportunities and constraints associated with Town of Essex land use designations, particularly Primary and Secondary Settlement Areas, the appropriateness of the current settlement areas to accommodate the forthcoming growth, including the consideration of constraints that will inhibit the available settlement areas and whether or not settlement areas need to be reallocated to more appropriate locations to meet growth demands;

That Administration and Council take into consideration results from various infrastructure servicing studies and the cost for current residents, in particular, and also future residents to expand on infrastructure that currently does not exist;

That Council direct Administration to include funding in the 2025 Budget for Phase 2 of the Official Plan Project; and

That Administration take into consideration the County of Essex's upcoming Specialty Crop Study on the quality of farmland identified as that will require the highest level of protection for these valuable agricultural lands.

18. Reports and Announcements from Council Members

19. By-Laws

19.1 By-Laws that require a third and final reading

19.1.1 By-Law 2369

RE: Being a by-law to confirm the proceedings of the September 16, 2024, Regular Meeting of Council of the Corporation of the Town of Essex

R24-10-441

Moved By Councillor McGuire-Blais
Seconded By Councillor Hammond

That By-Law 2369 being a by-law to confirm the proceedings of the September 16, 2024, Regular Meeting of Council of the Corporation of the Town of Essex be read a third time and finally passed on October 7, 2024.

Carried

19.2 By-Laws that require a first, second, third and final reading

19.3 By-Laws that require a first and second reading

19.3.1 By-Law 2388

RE: Being a by-law to confirm the proceedings of the October 7, 2024, Regular Meeting of Council of the Corporation of the Town of Essex

R24-10-442

Moved By Councillor McGuire-Blais
Seconded By Councillor Matyi

That By-Law 2388 being a by-law to confirm the proceedings of the October 7, 2024, Regular Meeting of Council of the Corporation of the Town of Essex be read a first and a second time and provisionally passed on October 7, 2024.

Carried

20. Adjournment

R24-10-443

Moved By Councillor McGuire-Blais
Seconded By Councillor Verbeek

That the meeting be adjourned at 8:43 PM.

Carried

Mayor

Clerk



The Corporation of the Town of Essex

Special Council Meeting Minutes

August 12, 2024, 5:00 pm

Location: Essex Municipal Building, 33 Talbot Street South

Present: Mayor Sherry Bondy
Deputy Mayor Rob Shepley
Ward 1 Councillor Joe Garon
Ward 1 Councillor Katie McGuire-Blais
Ward 2 Councillor Kim Verbeek
Ward 3 Councillor Brad Allard
Ward 3 Councillor Jason Matyi
Ward 4 Councillor Rodney Hammond

Also Present: Doug Sweet, Chief Administrative Officer
Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk
Lori Chadwick, Director, Development Services
Kevin Girard, Director, Infrastructure Services
Kate Giurissevich, Director, Corporate Services
Jake Morassut, Director, Community Services
Rita Jabbour, Manager, Planning Services
Kevin Carter, Manager, Building Services/Chief Building Official
Cassandra Roy, Legislative Clerk

Accessible formats or communication supports are available upon request. Please contact the Clerk's Office at clerks@essex.ca or 519-776-7336 extension 1100 or 1101.

The purpose of this meeting is to present the Development Charges Study.

1. Call to Order

Mayor Bondy called the meeting to order at 5:00 PM.

2. Land Acknowledgement

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest noted at this time.

4. Adoption of Published Agenda

4.1 Special Council Meeting Agenda for August 12, 2024

SP24-08-001

Moved By Councillor Verbeek

Seconded By Deputy Mayor Shepley

That the published agenda for the August 12, 2024 Special Council Meeting be adopted as presented.

Carried

5. Public Presentations

5.1 Daryl Abbs, Managing Partner, Watson and Associates Economists Ltd.

RE: Town of Essex 2024 Development Charges Background Study

Daryl Abbs, Managing Partner, Watson and Associates Economists Ltd. presented the Development Charges Study for the Town of Essex and the proposed charges and policies. He explained that the purpose of development charges is to recover the capital costs associated with residential and non-residential growth within a municipality and explained the methodology of calculating the development charges.

Mr. Abbs explained recent legislations including Bill 109: More Homes Built Faster Act, 2022 and Bill 185: Cutting Red Tape to Build More Homes Act, 2024 which provided various changes including the addition of development charges exemptions. He noted that there are currently no discretionary exemptions in the current by-law, however Council can consider allocating development charge discretionary exemptions such as places of worship, bona fide farms, hospitals and cemetery or burial grounds. He provided a chart of the current development charges rates with the growth forecast summary along with a rate comparison among municipalities.

Mr. Abbs stated that the Town currently does not have a water service development charge, however, the Town imposes a capital charge for water connections through the *Municipal Act*. He further stated that it is recommended that the Town continue this approach for all new and existing development that will connect to the Town's water system.

Mr. Abbs noted that the next step is to bring forth by-laws for Council's consideration at the October 7, 2024 Regular Council Meeting,

By way of resolution, Council received Aaron Hanaka as a delegate. Mr. Hanaka explained that he resides at 14028 Pinkerton Side Road and stated that there is no benefit to connecting to the Town's water system. He asked Administration if the Wastewater Reserve could offset the cost whereby Director Giurissevich advised that the Reserve cannot be used to cover future growth.

Council discussed the Development Charges Study and future development.

SP24-08-002

Moved By Councillor Garon

Seconded By Deputy Mayor Shepley

That the presentation entitled Town of Essex 2024 Development Charges Background Study, prepared by Daryl Abbs, Managing Partner, Watson and Associates Economist Ltd., be received.

Carried

6. Adjournment

SP24-08-003

Moved By Councillor Hammond

Seconded By Councillor Matyi

That the meeting be adjourned at 5:46 PM.

Carried

Mayor

Clerk



The Corporation of the Town of Essex

Special Council Meeting Minutes

September 16, 2024, 5:00 pm

Location: Essex Municipal Building, 33 Talbot Street South

Present: Mayor Sherry Bondy
Deputy Mayor Rob Shepley
Ward 1 Councillor Joe Garon
Ward 1 Councillor Katie McGuire-Blais
Ward 2 Councillor Kim Verbeek
Ward 3 Councillor Brad Allard
Ward 3 Councillor Jason Matyi
Ward 4 Councillor Rodney Hammond

Also Present: Doug Sweet, Chief Administrative Officer
Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk
Lori Chadwick, Director, Development Services
Kate Giurissevich, Director, Corporate Services
Jake Morassut, Director, Community Services
Norm Nussio, Manager, Operations and Drainage
Diane Emery, Customer Service Representative

Accessible formats or communication supports are available upon request. Please contact the Clerk's Office at clerks@essex.ca or 519-776-7336 extension 1100 or 1101.

The purpose of this meeting is to present the Organizational Review Update.

1. Call to Order

Mayor Bondy called the meeting to order at 5:04 PM.

2. Land Acknowledgement

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest noted at this time.

4. Adoption of Published Agenda

4.1 Special Council Meeting Agenda for September 16, 2024

R24-09-001

Moved By Deputy Mayor Shepley
Seconded By Councillor Hammond

That the published agenda for the September 16, 2024 Special Council Meeting be adopted as presented.

Carried

5. Public Presentations

5.1 Kelly Linton, Partner, Linton Consulting Services Inc.

RE: Town of Essex Achieving Organizational Excellence: Organizational Review Project

Mr. Linton provided a brief overview of the Organizational Review Draft Final Report Version 6.0 and provided recommendations for various departments in the Town of Essex.

SP24-09-002

Moved By Councillor Verbeek
Seconded By Councillor Allard

That the presentation by Kelly Linton, Partner, Linton Consulting Services Inc., regarding the Organizational Review Project be received.

Carried

6. Reports from Administration

6.1 Office of the CAO-2024-10

RE: Organizational Review Update

Doug Sweet, Chief Administrative Officer, stated that it was important to proceed with Phase 1: Foundation Building recommendations except for R2 as a large number of these changes will improve customer service expectations and standards.

Administration responded to Council's questions and comments. A discussion was held on the timeline for the implementation of the report.

Councillor McGuire-Blais was opposed to the motion.

SP24-09-003

Moved By Councillor Verbeek
Seconded By Councillor Hammond

That Office of the CAO Report-CAO-2024-10 entitled Organizational Review Update prepared by Doug Sweet, Chief Administrative Officer dated September 16, 2024, be received;

That Council endorse in principle all recommendations within the Town of Essex Organizational Review Final report as presented by Linton Consulting Inc.;

That Council approve all recommendations within Phase 1: Foundation Building except for recommendation R2 which will be brought forward during 2025 budget deliberations;

That Council review all other recommendations within the Town of Essex Organizational Review report during budget deliberations over the next 3 years; and

That Council approve the 2024 post budget expense in the amount of \$16,268 to be funded from the Town’s Salary Stabilization Reserve (as per Phase 1 critical recommendations identified in report CAO-2024-08).

Carried

7. Adjournment

SP24-09-004

Moved By Councillor Matyi
Seconded By Deputy Mayor Shepley

That the meeting be adjourned at 5:58 PM.

Carried

Mayor

Clerk

Delegation Request Form

This form must be completed and submitted to the Clerk of the Town of Essex by all persons wishing to address Council at a scheduled meeting of Council. Delegation requests must be submitted by 2:00 p.m. on the Tuesday prior to the scheduled meeting.

Any person who wishes to appear before Council as a Delegation on a matter that relates specifically to a matter contained in the Regular Council Meeting Agenda shall submit a Delegation Request Form no later than 4:30 PM on the Friday immediately preceding the date of the Regular Council Meeting. The Clerk shall have the sole authority to determine if the subject matter does in fact relate specifically to a matter contained in the Regular Council Meeting Agenda for purposes of allowing or denying the Delegation and the Clerk will introduce such Delegation Request Form(s) at the time of adopting the Published Agenda.

Presentations to Council are limited to 5 minutes per person to a maximum of 10 minutes for a group of two persons or more.


Personal information that you provide on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Please note that this form, if approved, will appear in the published Council Agenda and may be included in the Council Meeting minutes, both of which become part of the public record and are posted on our municipal website.

Delegates are responsible for indicating when an accommodation is required. The Clerk will determine the best method to address the accommodation in consultation with the individual in advance of the meeting.

First Name *

Last Name *

Date of meeting you wish to attend *

Will you be attending in-person or virtually? *

In-Person

Virtually

Are you representing a group? *

Yes

No

Name of Group

Provide details on the issue(s) you wish to present to Council and any actions you will be asking Council to take. *

Presentation - Invest WindsorEssex

Is this item on the agenda? *

- Yes
- No
- I don't know

Have you consulted with Administration on this issue? *

- Yes
- No

Have you consulted with a Member of Council on this issue? *

- Yes
- No

If you've consulted with Administration or Council, please provide the names of the individuals you've talked to and the details of those discussions.

If this is a property matter, are you an owner?

- Yes
- No
- Not applicable

Have you appeared before Council in the past regarding this issue? *

- Yes
- No

Presentation Materials

*Presentation materials will not be considered for presentation at the meeting unless they are attached to this form.

Will you have presentation materials? Any materials must be provided to the Clerk with this delegation request for review, approval, and circulation to Council and Administration. Materials will be made public. *

- Yes
- No

Please select your presentation material type.

Visual Presentation (Powerpoint, video, photographs, etc.)

Please upload your presentation material .

Your Address or Group Contact Address (full mailing address including postal code) *

Invest WindsorEssex
119 Chatham St. W
Windsor, ON
N9A 5M7

Your Phone Numbers

Home

Use format 519-776-
7336

Work

Use format 519-776-
7336

Cell

[REDACTED]

Email Address *Required if joining virtually.

hconnelly@investwindsoressex.com

Name and address of all representatives attending, including their positions *

Joe Goncalves, Interim CEO and Vice President Investment Attraction & Strategic Initiatives

Privacy Statement

This meeting will be broadcast live via YouTube and Delegates will be included in the recording. Be advised that all Council and Committee meeting presentations become part of the public record and you will be listed as a presenter on the Agenda and Minutes of the meeting. Agendas and Minutes are published online, so the listing of your name in connection with the Agenda or Minutes may be indexed by search engines like Google. Further, personal information contained in your correspondence, to Town of Essex Council, is collected under the authority of the *Municipal Act, 2001*, as amended. Any personal information you choose to disclose in your correspondence will be used to receive your views on the relevant issue(s) to enable Town of Essex Council to make its decision on the matter. Questions about the collection of this information can be directed to the Legal and Legislative Services Department.

I have read and understand the above Privacy Statement. *

- Yes
- No

Thank you!

Thank you for completing the Delegation Request Form.

The Clerk's Office will contact you in the near future to review your request.

Joseph Malandrucolo

Director, Legal and Legislative Services/Clerk

Town of Essex

33 Talbot Street South, Essex, Ontario N8M 1A8

519-776-7336, extension 1132



Report to Council

Department: Office of the CAO
Division: Office of the CAO
Date: October 21, 2024
Prepared by: Doug Sweet, Chief Administrative Officer
Report Number: Office of the CAO-2024-11
Subject: 2025 Conference Listing
Number of Pages: 5

Recommendation(s)

That report CAO-2024-11 entitled 2025 Conference Listing prepared by Doug Sweet, Chief Administrative Officer dated October 21, 2024, be received for information.

Purpose

To provide a proposed listing of conferences which members of Essex Council may be interested in attending in 2025, in accordance with Corporate Policy 2022-003, Travel, Meetings & Conferences – Council, Committees, Agencies and Boards, as amended, attached as Appendix A.

Background and Discussion

In the evolving field of municipal service delivery, it is critically important to be informed of the latest developments, opportunities and techniques and it is essential that Town employees and elected officials have access to information and training required to effectively carry out their duties. To this end, the Town of Essex is committed to providing individuals with training, learning and networking opportunities within the field of municipal government.

The Town of Essex Travel and Business Expense Policy has established procedures for elected officials to attend conferences, conventions, training, workshops and similar training opportunities in their capacity as an elected official. The policy states that each elected official will be subject to an annual limit, and a maximum amount per event as set out in Schedule A of the policy. Both limits include any registration fees applicable to the event and these limits are updated annually. Attendance at any event that will exceed the maximum amount per event as set out in Schedule A will require pre-approval by Council of the Town of Essex. In addition, unless otherwise approved by Council for the Town of Essex, no more than two elected officials shall attend the same event. This restriction does not apply to the Annual General Meeting and Conference hosted by the Association of Municipalities of Ontario (AMO).

All travel for elected officials is arranged through the designated Town Travel Coordinator to ensure all components of the policy are adhered to.

Financial Impact

Conference expenses for Council will be approved as part of the 2024 budget process

Consultations

There were no consultations required during the drafting of this report.

Appendix A – Proposed List of Conferences for 2025

The following Conferences scheduled for 2025 are proposed for approval:

ROMA

Rural Ontario Municipal Association
January 19-21, 2025
Toronto, ON

EDCO

Economic Development Council of Ontario
February 4-6, 2025
Toronto, ON

FEO

Festival and Events Ontario
February 24-26, 2025
Kitchener, ON

OGRA

Ontario Good Roads Association
March 30-April 2, 2025
Toronto, ON

PRO

Parks and Recreation Ontario
Usually mid-April
TBD

AMO – OSUM

Ontario Small Urban Municipalities
April 30-May 2, 2025
Collingwood, ON

GLSLCI

Great Lakes and St. Lawrence Cities Initiative
May 14-16, 2025
Milwaukee, WI

FCM

Federation of Canadian Municipalities
May 29-June 1, 2025
Ottawa, ON

AMO

Association of Municipalities of Ontario
August 17-20, 2025
Ottawa, ON

EDAC

Economic Developers Association of Canada
Usually late September, early October
TBD

TAC

Transportation Association of Canada
October 5-8, 2025
Quebec City, QC

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.
- Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.



Report to Council

Department: Development Services
Division: Planning
Date: October 21, 2024
Prepared by: Rita Jabbour, RPP, Manager, Planning Services
Report Number: Planning-2024-27
Subject: Heritage Designation for Various Properties within the Town of Essex
Number of Pages: 10 including attachments

Recommendation(s)

That Planning report Planning-2024-27 entitled Heritage Designation for Various Properties within the Town of Essex prepared by Rita Jabbour, RPP, Manager, Planning Services dated October 21, 2024 be received, and,

That the following By-Laws, being By-Laws to designate certain properties within the Town of Essex under Part IV of the Ontario Heritage Act as properties of cultural heritage value or interest, be read a first, second and third time and finally passed on October 21, 2024:

1. **By-Law Number 2375**, being a By-Law to designate the property municipally known as 94 Talbot Street South (Arthur Raines House)
2. **By-Law Number 2376**, being a By-Law to designate the property municipally known as 98 Talbot Street South (Essex United Church Manse)
3. **By-Law Number 2378**, being a By-Law to designate the property municipally known as 21 King Street East (Robert Heaton Building)

4. **By-Law Number 2379**, being a By-Law to designate the property municipally known as 22 King Street West (I. O. O. F. Building)
5. **By-Law Number 2380**, being a By-Law to designate the property municipally known as 314 Queen Street (Station Master's House)
6. **By-Law Number 2381**, being a By-Law to designate the property municipally known as 0 County Road 11 (Gilgal Cemetery)
7. **By-Law Number 2383**, being a By-Law to designate the property municipally known as 9567 County Road 11 (St. Clement Church)

Purpose

A By-Law approved by Council is required to designate a property under Part IV of the Ontario Heritage Act as being a property with cultural heritage value or interest.

Background and Discussion

On August 12, 2024, Council directed administration through resolution **(R24-08-333)** to issue a Notice of Intention to Designate ten (10) properties within the Town of Essex that were found to be of significant cultural heritage value or interest. A description of the properties and their cultural heritage value or interest is described in Planning Report 2024-20 and the accompanying presentation **attached to this report**.

Publication of the Notice was completed in accordance with the process set out in subsection 29 (3) of the Ontario Heritage Act. Accordingly, individual notices were served on the Owner(s) of the properties and the Ontario Heritage Trust, and notice was published in the Harrow News and Essex Free Press (newspapers having general circulation in the Municipality). Notice was also published on the Town of Essex website.

Additional Notification Efforts

To ensure property owners received the Notice, all notices were delivered by registered mail. Nine (9) notices were confirmed as “received”. The Notice for the Gilgal cemetery was returned as “Unclaimed”. Planning staff does not have telephone contact information for individual property owners, however, with the support of Finance staff, Planning obtained telephone numbers for five (5) of the ten (10) property owners. Planning staff attempted a call with all five owners and was able to communicate with three (3). Planning staff was also directly contacted by phone, letter or email upon receipt of the Notice by two (2) of the property owners. In total, Planning has had direct contact with five (5) out of ten (10) property owners. Legislatively, Planning staff has exceeded the requirements for notification.

Notice of Objections Received

A property owner who objects to a Notice of Intention to Designate may serve on the Clerk of a Municipality, a Notice of Objection setting out the reasons for the objection and all relevant facts. If a Notice of Objection is served, Council must consider the Notice and decide as to whether the Notice of Intention to Designate should be withdrawn within 90 days after the end of the 30-day objection period.

Of the ten (10) properties that were issued a Notice of Intent to Designate, Notices of Objection were received by three (3) properties:

1. 102 Talbot Street South (Victorian House)

The Town of Essex is in receipt of a Notice of Objection for 102 Talbot Street South. **A copy of the Notice is attached to this report.** The reasons for the objection are related to recognition and respect for Indigenous rights, the potential impact on property rights and future development, whether the property truly meets the criteria for designation, and the conflict with future municipal planning goals or infrastructure development.

The Notice of Objection has been considered by the Essex Municipal Heritage Committee (EMHC) at their regular meeting on Thursday September 26. The EMHC continues to recommend that the lands and building be designated under the Ontario Heritage Act as the property meets the criteria for designation under Ontario Regulation 9/06 and is an important historical resource in the Essex community.

Comments: When reviewing a Notice of Objection, Council should consider whether any new or relevant information has come to light about the cultural heritage value or interest of the property since the Notice was given and if there are any concerns, inaccuracies or discrepancies or some other issue with the property evaluation or other documentation related to the Notice of Intention to designate raised by one or more objections.

With respects to the Notice of Objection served by the owners of 102 Talbot Street South, the Notice does raise concerns with a lack of consultation with local First Nations Group and the robustness of the criteria but does not identify any concerns, inaccuracies or discrepancies or other issues with the property evaluation or documentation related to the Notice of Intention to Designate.

The Town of Essex has implemented a Heritage Grant program to support owners of designated properties financially for restorations and repairs. The Town of Essex has also streamlined the approval process for heritage alterations by delegating approvals to Planning Services. There is no cost to the owner for a Heritage Alteration permit and the streamlined process ensures there are very minimal delays.

If future municipal infrastructure improvements are required and they will impact these lands and their cultural heritage value, they will be assessed individually.

Administration recommends that a decision on the designation for 102 Talbot Street South be **deferred** until such time it is circulated to the local First Nations for comments.

Administration will also review the evaluation used in supporting the Notice to ensure it continues to meet a minimum of two (2) criteria and will consult with the property owner.

2. 400 County Road 13 (the “Klie Farm”)

The Town of Essex is in receipt of a Notice of Objection for the property located at 400 County Road 13, known as the Klie Farm. **A copy of the Notice is attached to this report.**

The reasons for the objection have been identified as the following:

- The house has been in the Klie Family since it was built and will continue to be for the foreseeable future.
- The property has been maintained for generations and will continue to be maintained without the involvement of the Heritage Committee or designation.
- Noted in the description of the Heritage Attributes was the large white verandah porch and decorative pillars. The porch was added on the house in the 1990s. The house didn't have a front porch before that.
- Noted in the description of the Heritage Attributes are all existing window openings and shutters. The majority of the windows are only a few years old and are covered in storm windows that were installed in the 1970s. The shutters are only decorative.
- In early 2000 a large renovation was made to the house. Roughly 1/3 of the exterior of the building was cement cinderblocks and had a flat roof. During the renovation, the brick was reclaimed from the interior wall and they were able to complete their renovation and improve the historical look around the entire addition of the house.

The Notice of Objection has not yet been considered by the Essex Municipal Heritage Committee (EMHC) as it was received following the regular meeting on Thursday September 26. The Notice will be considered at a future meeting of the Heritage Committee. The property owners will be invited to attend that meeting.

Comments: When reviewing a Notice of Objection, Council should consider whether any new or relevant information has come to light about the cultural heritage value or interest of the property since the Notice was given and if there are any concerns, inaccuracies or

discrepancies or some other issue with the property evaluation or other documentation related to the Notice of Intention to designate raised by one or more objections.

With respects to the Notice of Objection served by the owners of 400 County Road 13, the Notice does raise concerns with accuracies or discrepancies concerning the Heritage Attributes of the property.

Administration recommends that a decision on the Designation of 400 County Road 13 be **deferred** until such time Administration has had an opportunity to review the new information concerning the Heritage Attributes, meet with the property owners, and consult with the Heritage Committee.

3. 0 Ferriss Road (the “Ferriss Cemetery”)

The Town of Essex is in receipt of a Notice of Objection for the property located at 0 Ferriss Road, known as the Ferriss Cemetery. **A copy of the Notice is attached to this report.** The reasons for the objection have been identified as the following:

- The Town of Essex did not undertake any consultations with the property Owners in advance of sending the Notice in contravention of its duty to be accountable, transparent and consider the views of the Owners prior to delivering the Notice.
- The Statement of Cultural Heritage Value or Interest (“Statement”) is deficient and does not comply with the Town’s obligations under the Heritage Act as the Town has failed to provide the Owners with the research and documentary evidence necessary to support the Statement.
- The Town has failed to properly consider the negative impact of the proposed designation on the continuing care of the property/cemetery and the current/future farming activities on the Property.

The Notice of Objection has not yet been considered by the Essex Municipal Heritage Committee (EMHC) as it was received following the regular meeting on Thursday

September 26. The Notice will be considered at a future meeting of the Heritage Committee. The property owners will be invited to attend that meeting.

Comments: When reviewing a Notice of Objection, Council should consider whether any new or relevant information has come to light about the cultural heritage value or interest of the property since the Notice was given and if there are any concerns, inaccuracies or discrepancies or some other issue with the property evaluation or other documentation related to the Notice of Intention to Designate raised by one or more objections.

The Notice of Objection states that the Statement of Cultural Heritage Value is deficient because the Town did not provide the Owners with the research and documentary evidence necessary to support the Statement. The Notice of Objection does not indicate any potential concerns, inaccuracies, or discrepancies with the Statement of Cultural Heritage Value, provided as documentation related to the Notice of Intention to Designate.

The Statement includes a detailed description of how the cemetery meets the prescribed criteria for designation.

The Statement was delivered by registered mail to the property Owner. Although it is best practice, there is no obligation under the Ontario Heritage Act to consult with a property owner prior to issuing a Notice of Intention to Designate. The Owners are formally informed when a Notice of Intention to Designate is issued. They may provide comments in objection of the Notice by serving a Notice of Objection on the Clerk within 30 days of the publication of the Notice of Intention to Designate. The Town has followed the process prescribed under Section 29 of the Ontario Heritage Act and the property Owner, as evidenced by their Notice of Objection, have exercised their right to Object under section 29 of the Act.

There is no obligation under section 29 of the Ontario Heritage Act to provide the Owners with the research and documentary evidence necessary to support the Statement of Cultural Heritage Value. Regardless, administration will provide the Owners with the documentary evidence that supports the information contained in the Statement.

It is not the responsibility of the Town to consider the potential negative impacts of designation on an individual property owner or property when considering a designation. The legislated obligation of Planning authorities, including Council, is to consider the cultural heritage value of the property.

The Owner has not identified any potential concerns with the designation in their Notice. Administration has spoken to the property Owner and their solicitor about the potential impact of the designation on the property and farming activities. Administration has explained to the Applicant and their solicitor that the designation will not impact their ability to continue to farm the lands or construct farm-related structures. The designation will have the effect of further promoting the cultural heritage value of the cemetery and the former East Harrow settlement which may draw interest from the public to visit the site. As with all designated properties under private ownership, trespassing is prohibited and is no way encouraged or promoted by the Town.

Administration recommends that a decision on the designation of the Ferriss Cemetery be **deferred** until such time Administration has had an opportunity to provide the Owners with the supplementary evidence and consult with the Heritage Committee.

Lastly, although not a part of the ten (10) properties that were issued Notice of Intent to Designate as per Council direction on August 12, 2024, the property at 9567 County Road 11, being St. Clement Church, requested in July an extension of time to respond to the Notice of Intention to Designate that was served on June 24, 2024 and to consider a Notice of Objection.

The Roman Catholic Episcopal Corporation of the Diocese of London in Ontario, the legal Owner of the St. Clement Church, has since advised that it will not be filing a Notice of Objection. Their solicitor has advised that this should not be interpreted as the Diocese consenting to the designation, and should only be interpreted as a decision made for practical reasons.

Comments: There has been no new or relevant information that has come to light about the cultural heritage value or interest of the property since the Notice was given and no concerns,

inaccuracies or discrepancies or some other issue with the property evaluation or other documentation related to the Notice of Intention to Designate have been raised. Administration is recommending that St. Clement Church be designated under the Ontario Heritage Act.

Next Steps

Following adoption of the By-Laws, notice will be served on the Owners and the Ontario Heritage Trust and will be published in the local newspapers. The Owners will have the ability to appeal the By-Law to the Ontario Land Tribunal (OLT) within thirty (30) days of receiving notice. These seven (7) By-laws will be registered against title of the property at the Land Registry Office following the 30-day appeal period, at no cost to the property owner.

Reports to Council will also be brought forward in the future on the remaining three (3) properties following consultations as described above.

Financial Impact

There are costs associated with serving and publishing notice on the Owners and in the local newspapers, and for registering the By-Laws at the land registry office. Costs have been considered in the 2024 budget and will be recouped through the Planning and Zoning and Heritage Committee Operating Budget.

Consultations

Essex Municipal Heritage Committee (EMHC).

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.
- Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Heritage Designations - Planning-2024-27.docx
Attachments:	<ul style="list-style-type: none"> - Notice of Intention to Designate - Planning-2024-20.pdf - Heritage Designation Recommendations.pdf - Heritage Designation Recommendations October 21.pdf - (102 Talbot Street) Notice of Objection_Redacted.pdf - (400 County Road 13) Notice of Objection_Redacted.pdf - (Ferriss Cemetery) Notice of Objection_Redacted.pdf - Bylaw 2375 (94 Talbot Street South).pdf - Bylaw 2376 (98 Talbot Street South).pdf - Bylaw 2378 (21 King Street East).pdf - Bylaw 2379 (22 King Street West).pdf - Bylaw 2380 (314 Queen Street).pdf - Bylaw 2381 (0 County Road 11).pdf - Bylaw 2383 (9567 County Road 11).pdf
Final Approval Date:	Oct 11, 2024

This report and all of its attachments were approved and signed as outlined below:



Lori Chadwick, Director, Development Services - Oct 11, 2024 - 2:36 PM

A handwritten signature in black ink, appearing to read "Doug Sweet". The signature is stylized with a large "D" and "S".

Doug Sweet, Chief Administrative Officer - Oct 11, 2024 - 2:47 PM



Report to Council

Department: Development Services
Division: Planning
Date: August 12, 2024
Prepared by: Rita Jabbour, RPP, Manager, Planning Services
Report Number: Planning-2024-20
Subject: Request for Notice of Intention to Designate for Various Properties within the Town of Essex
Number of Pages: 4 including attachments

Recommendation(s)

That Planning report Planning-2024-20 entitled Request for Notice of Intention to Designate for Various Properties within the Town of Essex prepared by Rita Jabbour, RPP, Manager, Planning Services dated August 12, 2024 be received, and

That Council authorize the 'Notice of Intention to Designate' in accordance with Section 29 of the Ontario Heritage Act for the properties municipally known as:

1. 400 County Road 13 (Klie Farm)
2. 18 Talbot Street North (Imperial Bank of Canada)
3. 94 Talbot Street South (Arthur Raines House)
4. 98 Talbot Street South (Essex United Church Manse)
5. 102 Talbot Street South (Victorian House)
6. 21 King Street East (Robert Heaton Building)
7. 22 King Street West (I.O.O.F. Building)
8. **314 Queen Street (Station Master's House)**

9. 0 County Road 11 (Gilgal Cemetery)
10. 0 Ferriss Road (Ferriss Cemetery)

Purpose

Council is required to cause a Notice of Intention to Designate if it intends to designate a property within the Municipality to be of cultural heritage value or interest when the property meets the prescribed criteria.

Background and Discussion

On April 29, 2024, Administration presented a Report to Council at a Special Meeting to inform Council of the Heritage Designation Process and discuss the benefits of heritage conservation in the Town of Essex. **The presentation is attached to this Report.**

In accordance with Section 27 of the Ontario Heritage Act, a property which has been listed on a Heritage Register before December 31, 2022, must be removed from the Register unless the Council gives a Notice of Intention to Designate the property under Section 29 of the Ontario Heritage Act on or before **January 1, 2027**. The Town of Essex Heritage Register contains twenty-two (22) listed properties that were added before December 31, 2022. As such, Section 27 is applicable to all twenty-two (22) listed properties.

On June 17, 2024, Council issued a Notice of Intention to Designate fourteen (14) properties that were found to be of significant cultural heritage value or interest. Three (3) properties that were not listed on the Heritage Register were included in that review, due to their strong potential for yielding cultural heritage value.

Planning Services has now reviewed the eleven (11) remaining listed properties to determine cultural heritage value and interest as prescribed under Ontario Regulation 9/06, *Criteria for Determining Cultural Heritage Value*. One (1) additional property (the Gilgal Cemetery) was included in the review, despite not being listed on the Heritage Register, due to its strong potential for yielding cultural heritage value. Two (2) of the listed properties (2547 County

Road 20 East [Fina Gas Station] and 687 County Road 50 East [Huffman cemetery]) require further research and are therefore, not recommended for designation at this time. They will remain listed on the Register until they are either designated by By-Law or removed from the Register by Council resolution, bringing the total to ten (10) **properties for Council's** consideration under this Report.

A property must meet at minimum, two (2) of the prescribed criteria. **A copy of Ontario Regulation 9/06 has been attached to this Report. The cultural heritage value or interest for each property is detailed in the attached presentation.**

Consultation with Essex Municipal Heritage Committee (EMHC)

Before giving notice of its intention to designate, under the Ontario Heritage Act, Council is required to consult with its Heritage Committee where one exists. The Essex Municipal Heritage Committee (EMHC) met on Thursday June 27, 2024, and Thursday July 25, 2024 to review the cultural heritage value and interest of each of the ten (10) properties and has determined through resolution that all ten (10) properties be recommended to Council for designation.

Next Steps

If Council intends to cause a Notice of Intention to Designate, notice will be served on the Owner of the property and the Ontario Heritage Trust (OHT) and published in a newspaper having general circulation in the Municipality.

Any person may object to a designation by serving a Notice of Objection within thirty (30) days after the date of publication of the Notice of Intention to Designate, that sets out the reasons for the objection and all relevant facts. Council must consider the objection and decide whether to withdraw the Notice to Designate within 90 days after the end of the 30-day Notice period.

If no objections are served, Council may pass a By-Law to designate the property provided it is passed within 120 days following the date of publication of the Notice. Any person who objects to the designation may still appeal to the Ontario Land Tribunal (OLT) within thirty (30) days after the date of publication of the Notice of Intention to Designate.

Financial Impact

There are no financial impacts because of issuing a Notice of Intention to Designate.

Consultations

Essex Municipal Heritage Committee (EMHC)

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.**
- Take care of our natural environment and strengthen the sense of belonging to everyone **who makes Essex "home"**.
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Notice of Intention to Designate - Planning-2024-20.docx
Attachments:	- Special Council Meeting (Heritage Designation Process).pdf - OREG 9-06.doc - Heritage Designation Recommendations.pptx
Final Approval Date:	Aug 6, 2024

This report and all of its attachments were approved and signed as outlined below:



Lori Chadwick, Director, Development Services - Aug 6, 2024 - 10:03 AM



Doug Sweet, Chief Administrative Officer - Aug 6, 2024 - 10:21 AM



Heritage Designation Recommendations

Development Services Department

August 12, 2024



Where you belong

Colchester

400 County Rd. 13, Klie Farm



- Built in 1889 by Henry & Albert Klie
- A red brick Victorian-era farmhouse that has characteristics that were common in late-Georgian architecture
- Located on the historic Klie family farm, that was purchased in December 1880

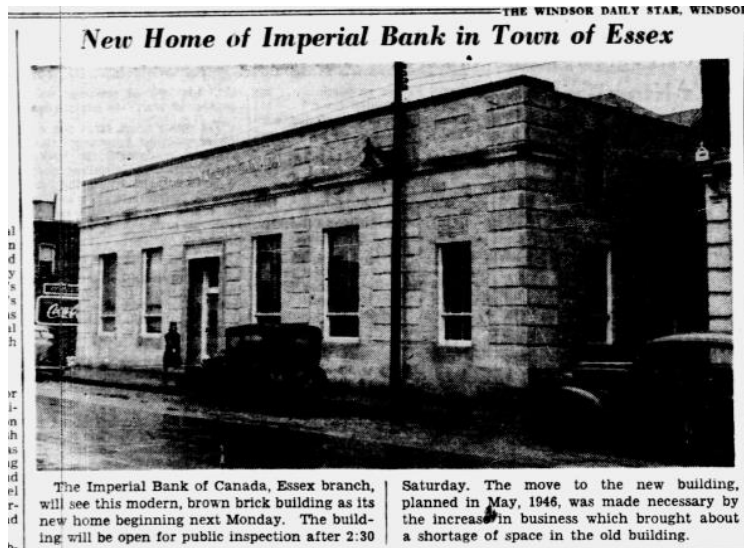


Recommendation for Designation

- Design/Physical Value
 - The property has design value or physical value because it is a rare, unique, representative, or early example of a style, type, expression, material, or construction method
 - The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.
- Historical/Associative Value
 - The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.
- Contextual Value
 - The property has contextual value because it is a landmark

Essex Centre

18 Talbot St. N, Imperial Bank of Canada



- Built in 1947, to replace the original location at the corner of Centre and Talbot
- Built in an Art Deco architectural style and was described as the most modern bank in Essex County
- The Imperial Bank of Canada first opened in Essex on March 1st, 1885. It was the 1st branch to open south of London and became the 11th branch to open in Canada
- Closed in the 1970's/1980's

Recommendation for Designation

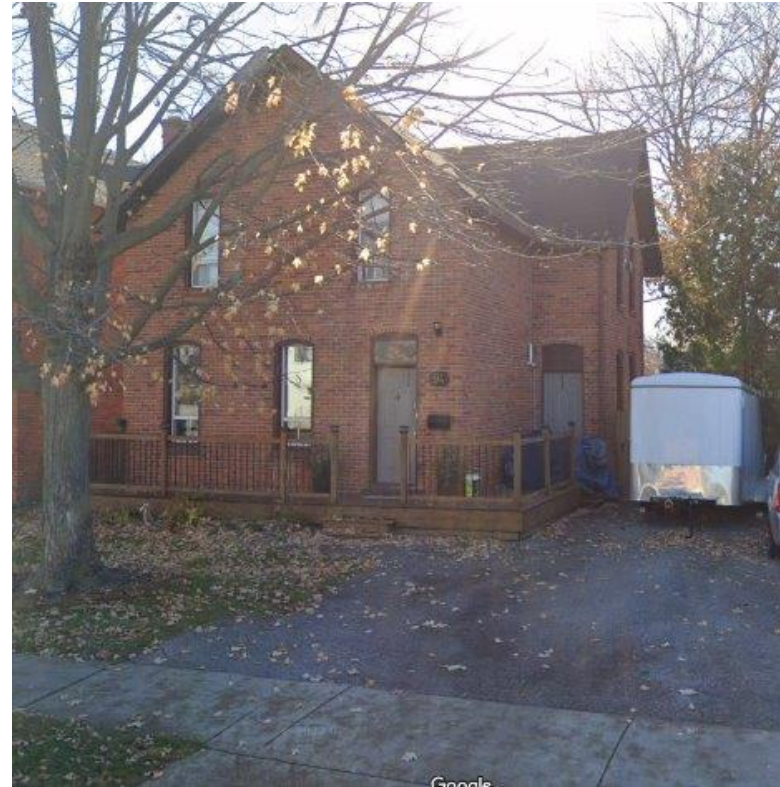
- Design/Physical Value
 - The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.
- Historical/Associative Value
 - The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.
- Contextual Value
 - The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.

94, 98, & 102 Talbot St. S



94 Talbot St. S, Arthur Raines House

- Built between July 1886 and April 1887 in a hybrid Victorian style
- It was a part of a small development on Talbot Street South, building homes for the upper-classes
- It was the home of Arthur Raines, a local grocer and former Mayor of Essex
- He served on Council as the Ward 2 Councillor from 1895-1898 and in 1900, as Mayor in 1901, 1902, and 1906, and as Reeve in 1922



Recommendation for Designation

- Design/Physical Value
 - The property has design value or physical value because it is a rare, unique, representative, or early example of a style, type, expression, material, or construction method
- Historical/Associative Value
 - The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.
- Contextual Value
 - The property has contextual value because it is important in defining, maintaining, or supporting the character of an area

98 Talbot St. S, Essex United Church Manse



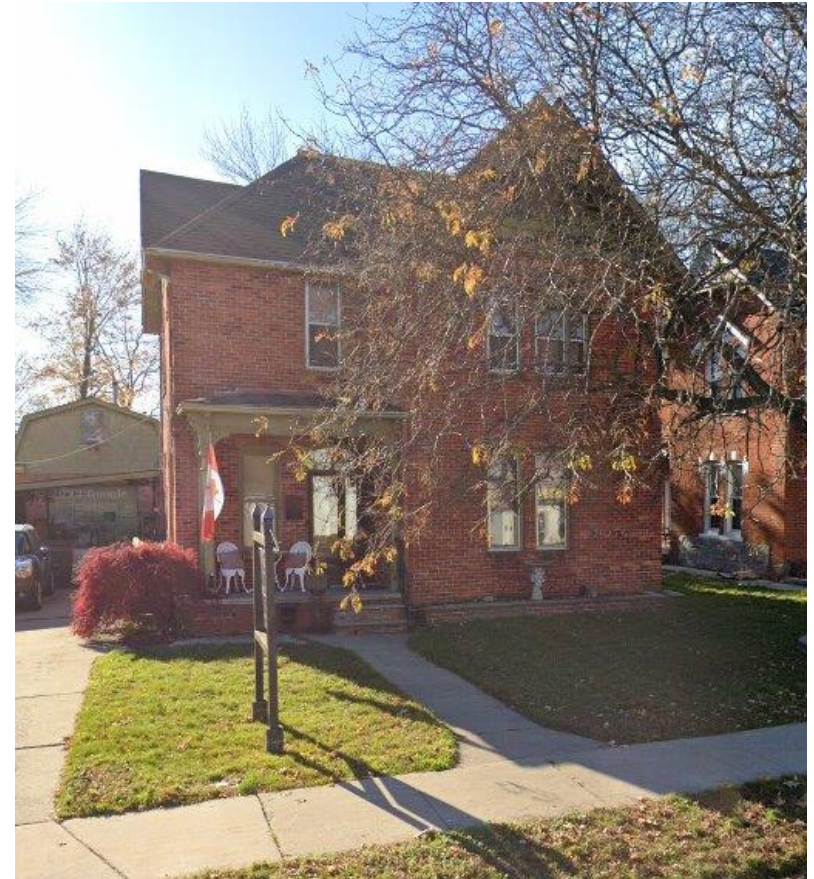
- Built between 1886 and 1892 in a Folk Victorian style
- It was conveyed to the Grace Methodist Church (now Essex United Church) Congregation and served as the manse
- It was the home of several ministers from 1892 until 1943, when it was sold to Sylvester Damn

Recommendation for Designation

- Design/Physical Value
 - The property has design value or physical value because it is a rare, unique, representative, or early example of a style, type, expression, material, or construction method
- Historical/Associative Value
 - The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.
- Contextual Value
 - The property has contextual value because it is important in defining, maintaining, or supporting the character of an area

102 Talbot St. South

- Built before the town of officially incorporated in 1890 in hybrid Folk-Victorian architectural style
- Built using materials from local brickyards
- The development of Talbot Street South saw the construction of larger, more expensive dwellings



Recommendation for Designation

- Design/Physical Value
 - The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.
- Contextual Value
 - The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.

Harrow

Gilgal Cemetery



- Located on County Road 11 between the 5th and 6th concessions
- The only remaining part of the Village of Gilgal
- The Village of Gilgal was a predominantly Black community, established by freedom seekers in the early 1840s
- The community was centered around the B.M.E Church and the schoolhouse
- Approximately 103 burials

Recommendation for Designation

- **Historical/Associative Value**
 - The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.
 - The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture.
- **Contextual Value**
 - The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings

Ferriss Cemetery

- Located on Ferriss Road between the 3rd Concession and County Road 20 E
- On the land settled by Joseph Ferriss and Catherine Hahn in the mid 1790s
- Contains at least 15 burials and 10 gravestones that date back to the early 1820's
- The final resting place of John Ferriss, the 1st Reeve of Colchester Township



Recommendation for Designation

- **Historical/Associative Value**
 - The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.
- **Contextual Value**
 - The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.

21 King St. E, Robert Heaton Building



- Built in 1901 by Robert Heaton as an expansion to his farm implement business, Robert Heaton's Hardware & Farm Implements
- Built in a Victorian commercial architectural style
- Since its construction, the building has served as a showroom, a bakery, and a car salesman's office. It would become a restaurant in the 1940's

Recommendation for Designation

- Design/Physical Value
 - The property has design value or physical value because it is a rare, unique, representative, or early example of a style, type, expression, material, or construction method
- Contextual Value
 - The property has contextual value because it is important in defining, maintaining, or supporting the character of an area

22 King St. W, I.O.O.F Building

- Designed by Thomas Jenner in September 1912 and built in 1916
- The Independent Order of Odd Fellows (I.O.O.F) of Harrow were established in the early 1880's, receiving their charter on May 15th, 1894
- The buildings on the corner of King and Queen St. burnt down in the early 1900's and the lot remained vacant until 1912 when it was purchased by the I.O.O.F



Recommendation for Designation

- **Historical/Associative Value**
 - The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.
 - The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.
- **Contextual Value**
 - The property has contextual value because it is important in defining, maintaining, or supporting the character of an area

314 Queen St., Station Master's House



- Built in early 1897 by Micheal P. O'Connor, the 2nd Harrow Lake Erie, Essex, & Detroit River Railway (L.E.E.D.R.R) Station Master
- Built in a Victorian architectural style using materials from local brickyards
- Located next to the former L.E.E.D.R.R tracks and station
- The L.E.E.D.R.R was a railway system that was built by Hiram Walker and connected Walkerville, Harrow, and Kingsville

Recommendation for Designation

- Design/Physical Value
 - The property has design value or physical value because it is a rare, unique, representative, or early example of a style, type, expression, material, or construction method
- Contextual Value
 - The property has contextual value because it is important in defining, maintaining, or supporting the character of an area



Discussion & Questions



Heritage Designation Recommendations

Development Services Department

October 21, 2024



Where you belong

Recommended for Designation

By-Law	Address	Design/Physical	Historical/Associative	Contextual
2375	94 Talbot Street South (Arthur Raines House)	The property has design and physical value because it is representative of a home built in the Folk Victorian architectural style and uses material sourced from local brick yards.	The property has historical and associative value because it has direct associations with Arthur Raines, a local businessman and former mayor of Essex Centre who contributed to the development of Essex's commercial areas in the late 19th century and early 20th century.	The property has contextual value because it is important in defining, maintaining, and supporting the character of Talbot Street South through its architectural style and material use being similar to the surrounding neighborhood.
2376	98 Talbot Street South (Essex United Church Manse)	The property has design and physical value because it is representative of a home built in the Folk Victorian architectural style and uses materials sourced from local brick yards	The property has historical and associative value because it has direct associations with the Grace Methodist Church, now known as the Essex United Church. It served as the church's manse from 1886 until it was sold in 1943, housing several ministers and serving as a community hub.	The property has contextual value because it is important in defining, maintaining, and supporting the character of Talbot Street South through its architectural style and material use being similar to the surrounding neighborhood.

Recommended for Designation

By-Law	Address	Design/Physical	Historical/Associative	Contextual
2378	21 King Street East (Robert Heaton Building)	The property has design and physical value because it is a well-preserved representation of a building built in a late 19th century commercial architectural style, using materials sourced from a local brick yard		The property has contextual value because it is important in defining, maintaining, and supporting the character of Harrow's commercial downtown area, due to it being one of the oldest building blocks of Harrow and is reflective of surrounding architecture.

Recommended for Designation

By-Law	Address	Design/Physical	Historical/Associative	Contextual
2379	22 King Street West (I.O.O.F. Building)		<p>The property has historical and associative value because it has direct associations with the Independent Order of Odd Fellows Harrow branch #309. The I.O.O.F. helped maintain and develop Harrow in the late 19th and early 20th century, instituting celebrations and different sporting events for the community.</p> <p>The property has historical and associative value because it demonstrates the work of Kingsville architect, Thomas Jenner. He also designed buildings such as the Harrow Methodist Church.</p>	<p>The property has contextual value because it is important in defining, maintaining, and supporting the character of Harrow's commercial downtown area, due to it being reflective of surrounding architecture and material use.</p>
2380	314 Queen Street (Station Master's House)	<p>The property has design and physical value because it is representative of a late 19th century hybrid Victorian home, and it was built using materials from the surrounding materials.</p>		<p>The property has contextual value because it is important in defining and maintaining the area that was formally the Railway</p>

Recommended for Designation

By-Law	Address	Design/Physical	Historical/Associative	Contextual
2381	0 County Road 11 (Gilgal Cemetery)		<p>The property has historical and associative value because it has direct associations with people, such as Alexander Kersey, William Kersey, and Delos R. Davis. It is also connected to the Village of Gilgal</p> <p>The property has historical and associative value because it has the potential to yield information that contributes to an understanding of the Village of Gilgal, a historically Black settlement from the early 19th century.</p>	<p>The property has contextual value because it is physically, functionally, visually and historically linked to it being the only remaining part of the Village of Gilgal</p>

Recommended for Designation

By-Law	Address	Design/Physical	Historical/Associative	Contextual
2383	9567 County Road 11 (St. Clement Church)	The property has design value or physical value because it is built in a French-Colonial Revival architectural style. This style is characterized by the high ceilings, large stained-glass windows, and the large tower.	The property has historical value because it has direct associations with the long-established French-Catholic community of McGregor. It is the oldest church property in the community and was built by the congregation to replace an earlier structure in 1903 to accommodate the rapidly growing congregation.	The property has contextual value because it is a landmark. It serves as a defining feature in the community of McGregor and is important to the local French-Catholic community

[REDACTED]
102 Talbot St. S.
Essex, ON
N8M1B2

September 23, 2024

To Whom It May Concern,

We are writing to formally object to the designation of the **102 Talbot St. S.** as a heritage site **in Essex, Ontario**. While we appreciate the importance of preserving historical landmarks, there are several reasons why this particular designation raises concerns, particularly regarding the recognition and respect for Indigenous rights.

First and foremost, it is important to consider the historical context of the land itself. The area around Essex, like much of Ontario, is part of the traditional territory of Indigenous peoples, including the Caldwell First Nation. The heritage designation process must take into account the deep and enduring connection that Indigenous peoples have to the land. This includes not only their historical presence but also their rights under the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), which Canada has committed to uphold. Article 26 of UNDRIP affirms that Indigenous peoples have the right to the lands, territories, and resources they have traditionally owned, occupied, or otherwise used.

Designating this property as a heritage site without thoroughly consulting the Caldwell First Nation and other relevant Indigenous groups could lead to further marginalization of Indigenous voices in decisions affecting their traditional lands. This could perpetuate a pattern of erasure of Indigenous histories and contributions, particularly if the heritage designation focuses primarily on settler history while neglecting the Indigenous narratives tied to the land.

Another concern is the potential impact on property rights and future development. Heritage designations often impose significant restrictions on how a property can be used, developed, or modified. For property owners, this can create financial burdens and limit opportunities for growth or improvement, potentially devaluing the property in the long term.

Additionally, while the intent of heritage designations is to preserve historical significance, it is important to question whether this particular site truly meets the criteria for such a designation. If the historical value is not sufficiently unique or significant, the designation could place unnecessary constraints on both the property owner and the

broader community.

Lastly, designating this property as a heritage site may conflict with future municipal planning goals or infrastructure development. Overly restrictive designations can hinder progress, especially if the property could be put to better use to serve current community needs.

For these reasons, we urge the decision-making body to reconsider the heritage designation for this property and to carefully weigh the long-term consequences of such a decision.

Thank you for your consideration.

Sincerely,

[REDACTED]

[REDACTED]

102 Talbot St. S.

Essex, ON

[REDACTED]

From: [REDACTED]
To: [Jabbour, Rita](#); [Malandruccolo, Joe](#)
Cc: [REDACTED]
Subject: Notice of Objection for 400 County Road 13
Date: Sunday, September 29, 2024 11:41:28 PM

WARNING: This email originated from someone who is not sending from a Town of Essex email address. Reply only if you recognize the senders email address. Do not click links or open attachments unless you recognize the sender, the senders email address and know the content is safe.

Hello Rita and the Heritage Committee

I am sending this email as a formal **Notice of Objection** to the Heritage Designation of my property at 400 County Road 13, in Colchester.

First I would like to make you aware that the registered letter that was sent to my wife and I used our middle names and it caused some confusion on who the letter was for, I would like to believe that this was just done in error on your part and not done to try and negate the observed timeline for an objection. Regardless of the intent I am sending this objection in the time line that was given.

A few years ago I was invited to a Heritage meeting and at that time the Heritage Committee asked to put my property on a Heritage Register to help protect the historical importance of my house and at that time I was promised that the Committee had no intent to force a Heritage Designation on my property. I took what the Committee said to us during the meeting to be the truth and allowed them to put my property on the Heritage Register. Now years later without even contacting me first, the Heritage Committee is doing what they said they would never do, this is very underhanded, in bad faith of what was said at the last meeting, and truly disappointing.

In the notice letter it states that my objection must set out the reasons for my objection and all relevant facts, please see below,

- The house has been in the Klie family since it was built and will continue to be for the foreseeable future, we have maintained the property for generations and we will continue to do so without the involvement of the heritage committee, or this designation.
- Noted in the description of heritage attributes was the large white verandah porch and decorative pillars on the porch, this porch was added on the house in the 90's and for over 40 years before that it didn't have a front porch.
- Noted in the description of heritage attributes are all existing window openings and shutters, the majority of the windows are only a few years old and the other windows

are covered in storm windows that were installed in the 70's also the shutters are plastic, screwed directly to the brick and only there for the cosmetic appearance.

- In early 2000 a large renovation was done on the house (a building permit was issued) roughly 1/3 of the exterior of the building was cement cinderblocks and had a flat roof (that addition was done in the 50's I believe). During our renovation we reclaimed brick from the interior wall and we were able to complete our renovation and improve the historical look around the entire addition of the house.

I would like to say that my family and I agree with you that this property is important, but I must say that this process that you have taken by making this feel forced upon me and my family instead of requesting our involvement, can't be a successful approach. I would hope that in the future a different and respectful approach be looked into.

Please respect mine and my families request to NOT designate our property.

If you have any questions please let me know.

Thanks

Sent via email
jmalandruccolo@essex.ca
rjabbour@essex.ca

September 29, 2024

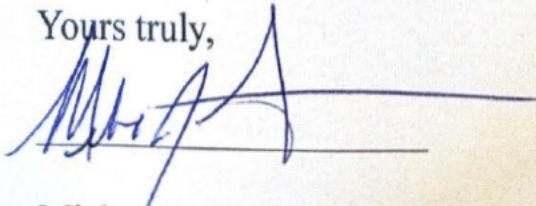
Clerk of the Town of Essex
33 Talbot St South
Essex, ON
N8M 1A8

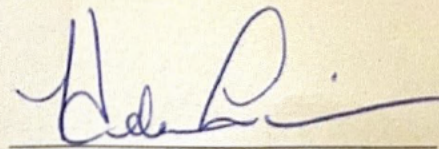
Dear Sir / Madam,
Re Objection ("Objection") to the Notice ("Notice") of Intention
to Designate property at 0 Ferriss Road, East of Harrow
("Property") pursuant to the Heritage Act section 29

The undersigned owners ("Owners") hereby deliver their
Objection based on the following reasons
and facts;

1. The Town of Essex ("Town") did not undertake any consultations with the Owners in advance of sending the Notice in contravention of its duty to be accountable, transparent and consider the views of the Owners prior to delivering the Notice.
2. The Statement of Cultural Heritage Value or Interest ("Statement") is deficient and does not comply with the Town's obligations under the Heritage Act as the Town has failed to provide the Owners with the research and documentary evidence necessary to support the Statement.
3. The Town has failed to properly consider the negative impact of the proposed designation on the continuing care of the Property/ cemetery and the current / future farming activities on the Property.

Yours truly,





The Corporation of the Town of Essex

By-Law Number 2375

Being a By-Law to designate the Former Arthur Raines House located at 94 Talbot Street South in Essex, more particularly described as PLAN 236 LOT 6, as being of cultural heritage value or interest under the provisions of the Ontario Heritage Act, R.S.O. 1990, c.O.18.

WHEREAS Section 29 of the Ontario Heritage Act, R.S.O., Chapter O.18, authorizes the Council of a municipality to enact By-Laws to designate real property within the municipality, including all buildings and structures thereof, to be of cultural heritage value or interest;

AND WHEREAS the Council of the Corporation of the Town of Essex deems it desirable to designate the former Arthur Raines House located at 94 Talbot Street South, Essex, more particularly described as PLAN 236 LOT 6, as being of cultural heritage value and interest;

AND WHEREAS Notice of Intention to Designate the former Arthur Raines House has been served on the owner of the property and on the Ontario Heritage Trust and such notice was published in the Essex Free Press and Harrow News, newspapers having general circulation in the municipality;

AND WHEREAS the reasons for designation are set out in Schedule 'B' attached to and forming part of this By-Law;

AND WHEREAS no notice of objection to the proposed designation has been served on the Clerk of the Municipality.

NOW THEREFORE be it resolved that the Council of The Corporation of the Town of Essex hereby enacts as follows:

1. **That** the real property known as the former Arthur Raines House located at 94 Talbot Street South, Essex, more particularly described as PLAN 236 LOT 6, is hereby designated as being of cultural heritage value and interest.
2. **That** the Clerk is hereby authorized and instructed to register a copy of this By-Law against the property described in Schedule 'A', attached hereto, in the local Land Registry Office.
3. **That** the Clerk/or his/her designate, is hereby authorized to cause a copy of the By-Law to be served on the owner of the aforesaid property and on the Ontario Heritage Trust and to cause Notice of this By-law to be published in the Essex Free Press and in the Harrow News.
4. **That** the effective date of this By-Law shall be the date of final passage thereof.

Read a first, a second and a third time and finally passed on October 21, 2024.

Mayor

Clerk

SCHEDULE 'A' TO BY-LAW 2375
Former Arthur Raines House
94 Talbot Street South, Essex, Ontario

Legal Description

PLAN 236 LOT 6

SCHEDULE 'B' TO BY-LAW 2375

Reasons for Designation Under the Ontario Heritage Act, R.S.O. 1990, Chapter O.18

Former Arthur Raines House

General Description of Property

94 Talbot Street South is located on the western side of Talbot Street within Essex Centre. It is comprised of the Arthur Raines House: a red brick house that was built in 1887 in the Folk Victorian architectural style.

Description of Property that has Cultural Heritage Value or Interest

The area of the property that demonstrates cultural heritage value or interest is the area that encompasses the entirety of Arthur Raines House.

Statement of Cultural Heritage Value or Interest

Design/Physical Value

The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.

94 Talbot Street South retains significant design or physical value because it is a representative example of a home built in the Folk Victorian architectural style and uses materials sourced from local brick yards. The house was built in 1886, as a part of a small development of the south end of Talbot Street initiated by William Betcone and finished by Daniel Welsh.

The Folk Victorian architectural style is characterized by its mass, form, and shape of the house, the peaked roof line, and the shape of the windows. These features can be seen throughout the building at 94 Talbot Street South.

Historical/Associative Value

The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.

94 Talbot Street South retains significant historical or associative value because it is directly associated with Arthur Raines, a local businessman and former mayor of Essex Centre who contributed to the development of Essex's commercial areas in the late 19th century and early 20th century. Raines was a local businessman in Essex, owning several businesses during the late 19th century and into the 20th century.

Raines was originally a baggage master when he moved to Essex in 1885 or 1886, later becoming the railways warehouseman. He would have been involved with the opening of the Essex Railway Station in 1888. In 1891, he worked as a drayman and as the local agent for the American Express Company. He kept an icehouse so that he could deliver ice that he was cutting on Fred Robinson's Pond in the eastern part of town. On July 29th, 1903, Raines would purchase a storefront from M. E. Allen in the former Craddock block of Talbot Street and open A. Raines Grocer on August 1st, 1903. He was a beloved grocer in Essex Centre, operating his store from 1903 until his death in 1934.

Alongside this, Raines was heavily involved in politics in Essex Centre and served on several different committees and Council during the late 19th century and into the 20th century. He would serve on Town Council as Ward 2 Councillor from 1894 until 1898 and again in 1900, on the Essex Public Library Board in 1899 and 1901, as Mayor in 1901, 1902, and 1906, and finally as Reeve in 1922.

Contextual Value

The property has contextual value because it is important in defining, maintaining, or supporting the character of an area.

94 Talbot Street South retains significant contextual value because it is important in defining, maintaining, and supporting the character of Talbot Street South. Through its architectural style, and the use of red brick throughout the building, the house helps define and maintain the character of the neighborhood as it is consistent with buildings at 54 Talbot Street South, the Essex United Church (49 Talbot Street South), 98 Talbot Street South, and 102 Talbot Street South.

Description of Heritage Attributes

The key heritage attributes that contribute to the design/physical value of 94 Talbot Street South includes:

- The mass, form, and style of the house;
- All existing window openings topped with brick voussoirs,
- All existing door openings and the surrounding door frames,
- The red brick cladding in a common brick bond,
- The existing roof lines and peaks.

The key heritage attributes that contribute to the heritage/associative value of 94 Talbot Street South includes:

- The building's location on the western side of Talbot Street South.

The key heritage attributes that contribute to the contextual value of 94 Talbot Street South includes:

- The building's location on the western side of Talbot Street South.

The Corporation of the Town of Essex

By-Law Number 2378

Being a By-Law to designate the Former Robert Heaton Building located at 21 King Street East in Harrow, more particularly described as RCP 1645 LOTS 59 & 60, as being of cultural heritage value or interest under the provisions of the Ontario Heritage Act, R.S.O. 1990, c.O.18.

WHEREAS Section 29 of the Ontario Heritage Act, R.S.O., Chapter O.18, authorizes the Council of a municipality to enact By-Laws to designate real property within the municipality, including all buildings and structures thereof, to be of cultural heritage value or interest;

AND WHEREAS the Council of the Corporation of the Town of Essex deems it desirable to designate the former Robert Heaton Building located at 21 King Street East, Harrow, more particularly described as RCP 1645 LOTS 59 & 60, as being of cultural heritage value and interest;

AND WHEREAS Notice of Intention to Designate the former Robert Heaton Building has been served on the owner of the property and on the Ontario Heritage Trust and such notice was published in the Essex Free Press and Harrow News, newspapers having general circulation in the municipality;

AND WHEREAS the reasons for designation are set out in Schedule 'B' attached to and forming part of this By-Law;

AND WHEREAS no notice of objection to the proposed designation has been served on the Clerk of the Municipality.

NOW THEREFORE be it resolved that the Council of The Corporation of the Town of Essex hereby enacts as follows:

1. **That** the real property known as the former Robert Heaton Building located at 21 King Street East, Harrow, more particularly described as RCP 1645 LOTS 59 & 60, is hereby designated as being of cultural heritage value and interest.
2. **That** the Clerk is hereby authorized and instructed to register a copy of this By-Law against the property described in Schedule 'A', attached hereto, in the local Land Registry Office.
3. **That** the Clerk/or his/her designate, is hereby authorized to cause a copy of the By-Law to be served on the owner of the aforesaid property and on the Ontario Heritage Trust and to cause Notice of this By-law to be published in the Essex Free Press and in the Harrow News.
4. **That** the effective date of this By-Law shall be the date of final passage thereof.

Read a first, a second and a third time and finally passed on October 21, 2024.

Mayor

Clerk

SCHEDULE 'A' TO BY-LAW 2375
Former Robert Heaton Building
21 King Street East, Essex, Ontario

Legal Description

RCP 1645 LOTS 59 & 60

SCHEDULE 'B' TO BY-LAW 2378

Reasons for Designation Under the Ontario Heritage Act, R.S.O. 1990, Chapter O.18

Former Robert Heaton Building

General Description of Property

98 Talbot Street South is located on the western side of Talbot Street within Essex Centre. It is comprised of the former Essex United Church manse: a red brick house that was built in 1886 in the Folk Victorian architectural style.

Description of Property that has Cultural Heritage Value or Interest

The area of the property that demonstrates cultural heritage value or interest is the area that encompasses the entirety of the Essex United Church Manse.

Statement of Cultural Heritage Value or Interest

Design/Physical Value

The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.

98 Talbot Street South retains significant design or physical value because it is a representative example of a home built in the Folk Victorian architectural style and uses materials sourced from local brick yards. The house was built in 1886 and was conveyed to the Grace Methodist Church Congregation, now known as the Essex United Church Congregation, on September 27, 1886.

The Folk Victorian architectural style is characterized by its mass, form, and shape of the house, the peaked roof line, and the shape of the windows. These features can be seen throughout the building at 98 Talbot Street South.

Historical/Associative Value

The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.

98 Talbot Street South retains significant historical or associative value because it is directly associated with the Grace Methodist Church, now known as the Essex United Church, and was important to the development of Essex Centre's religious community. 98 Talbot Street South served as the church's manse from 1886 until it was sold to Sylvester Damn in 1943 and housed several ministers, including Rev. James Whiting, Rev. W. S. Pascoe, and Rev. Gorman Glifford. It served as both the home of the church's minister and a community hub for members of the church.

The Essex United Church is connected to one of the earliest Methodist congregations to have formed in Essex Centre and the congregation dates back to the 1870s. The congregation of the church grew rapidly, due to the amalgamation of the community's two Methodist churches and the expansion of the community overall. The manse allowed the minister to live close to the church and served as a place for members of the church to form a community.

Contextual Value

The property has contextual value because it is important in defining, maintaining, or supporting the character of an area.

98 Talbot Street South retains significant contextual value because it is important in defining, maintaining, and supporting the character of Talbot Street South. Through its architectural style, and the use of red brick throughout the building, it helps define and maintain the character of the neighborhood as it is consistent with buildings at 54 Talbot Street South, the Essex United Church (49 Talbot Street South), 94 Talbot Street South, and 102 Talbot Street South.

Description of Heritage Attributes

The key heritage attributes that contribute to the design/physical value of 94 Talbot Street South includes:

- The mass, form, and style of the house;
- All existing window openings topped with wooden voussoirs,
- All existing door openings and the surrounding door frames,
- The red brick cladding in a common brick bond,
- The inlaid brick cladding creating decorative arches,
- The inlaid white bricks surrounding all windows and doorways,
- The existing roof lines and peaks,
- Decorative corbels and gables on roof,
- The red brick chimney on the roof,
- Carved white brick on the front façade.

The key heritage attributes that contribute to the heritage/associative value of 98 Talbot Street South includes:

- The buildings location on the western side of Talbot Street South.

The key heritage attributes that contribute to the contextual value of 98 Talbot Street South includes:

- The buildings location on the western side of Talbot Street South.

The Corporation of the Town of Essex

By-Law Number 2378

Being a By-Law to designate the Former Robert Heaton Building located at 21 King Street East in Harrow, more particularly described as RCP 1645 LOTS 59 & 60, as being of cultural heritage value or interest under the provisions of the Ontario Heritage Act, R.S.O. 1990, c.O.18.

WHEREAS Section 29 of the Ontario Heritage Act, R.S.O., Chapter O.18, authorizes the Council of a municipality to enact By-Laws to designate real property within the municipality, including all buildings and structures thereof, to be of cultural heritage value or interest;

AND WHEREAS the Council of the Corporation of the Town of Essex deems it desirable to designate the former Robert Heaton Building located at 21 King Street East, Harrow, more particularly described as RCP 1645 LOTS 59 & 60, as being of cultural heritage value and interest;

AND WHEREAS Notice of Intention to Designate the former Robert Heaton Building has been served on the owner of the property and on the Ontario Heritage Trust and such notice was published in the Essex Free Press and Harrow News, newspapers having general circulation in the municipality;

AND WHEREAS the reasons for designation are set out in Schedule 'B' attached to and forming part of this By-Law;

AND WHEREAS no notice of objection to the proposed designation has been served on the Clerk of the Municipality.

NOW THEREFORE be it resolved that the Council of The Corporation of the Town of Essex hereby enacts as follows:

1. **That** the real property known as the former Robert Heaton Building located at 21 King Street East, Harrow, more particularly described as RCP 1645 LOTS 59 & 60, is hereby designated as being of cultural heritage value and interest.
2. **That** the Clerk is hereby authorized and instructed to register a copy of this By-Law against the property described in Schedule 'A', attached hereto, in the local Land Registry Office.
3. **That** the Clerk/or his/her designate, is hereby authorized to cause a copy of the By-Law to be served on the owner of the aforesaid property and on the Ontario Heritage Trust and to cause Notice of this By-law to be published in the Essex Free Press and in the Harrow News.
4. **That** the effective date of this By-Law shall be the date of final passage thereof.

Read a first, a second and a third time and finally passed on October 21, 2024.

Mayor

Clerk

SCHEDULE 'A' TO BY-LAW 2375
Former Robert Heaton Building
21 King Street East, Harrow, Ontario

Legal Description

RCP 1645 LOTS 59 & 60

SCHEDULE 'B' TO BY-LAW 2378

Reasons for Designation Under the Ontario Heritage Act, R.S.O. 1990, Chapter O.18

Former Robert Heaton Building

General Description of Property

21 King Street East is located on the southeast corner of King Street East and McAfee Street within Harrow. It is comprised of the Robert Heaton Building: a red brick, late 19th century commercial building that was built in 1901.

Description of Property that has Cultural Heritage Value or Interest

The area of the property that demonstrates cultural heritage value or interest is the area that encompasses the entirety of the Robert Heaton Building.

Statement of Cultural Heritage Value or Interest

Design/Physical Value

The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.

21 King Street East retains significant design or physical value because it is a well-preserved representative example of a building built in a late 19th century commercial architectural style and is consistent with the look of Harrow's commercial downtown. The building was built in 1901 by Robert Heaton for his farm implement business in a late 19th century commercial architectural style out of red bricks from a local brickyard.

A late 19th century commercial architectural style is characterized by its mass, form, and shape, along with the building's window shape, flat roof line, and use of red brick. These features can be seen throughout the building at 21 King Street East.

Contextual

The property has contextual value because it is important in defining, maintaining or supporting the character of an area.

21 King Street East retains significant contextual value because it is important in defining, maintaining, and supporting the character of Harrow's commercial downtown. Downtown Harrow includes several buildings which are the earliest building blocks of Harrow's commercial district.

21 King Street East is important in defining, maintaining and supporting the character of downtown Harrow because it is one of the original building blocks of Harrow and is reflective of architecture for late 19th century commercial buildings.

Description of Heritage Attributes

The key heritage attributes that contribute to the design/physical value of 21 King Street East includes:

- The mass, form, and style of the building;
- All existing window openings topped with brick voussoirs and white trim,
- The window shades,
- The red brick cladding in a common brick bond,
- The existing roof line and decorative corbels

The key attributes that contribute to the contextual value of 21 King Street East includes:

- Its location on the southeast corner of King Street East and McAfee Street in Harrow

The Corporation of the Town of Essex

By-Law Number 2379

Being a By-Law to designate the Former Independent Order of Oddfellows (I.O.O.F) Building located at 22 King Street West in Harrow, more particularly described as PLAN 180 PT LOT 1, as being of cultural heritage value or interest under the provisions of the Ontario Heritage Act, R.S.O. 1990, c.O.18.

WHEREAS Section 29 of the Ontario Heritage Act, R.S.O., Chapter O.18, authorizes the Council of a municipality to enact By-Laws to designate real property within the municipality, including all buildings and structures thereof, to be of cultural heritage value or interest;

AND WHEREAS the Council of the Corporation of the Town of Essex deems it desirable to designate the former Independent Order of Oddfellows (I.O.O.F) Building located at 22 King Street West, Harrow, more particularly described as PLAN 180 PT LOT 1, as being of cultural heritage value and interest;

AND WHEREAS Notice of Intention to Designate the former I.O.O.F Building has been served on the owner of the property and on the Ontario Heritage Trust and such notice was published in the Essex Free Press and Harrow News, newspapers having general circulation in the municipality;

AND WHEREAS the reasons for designation are set out in Schedule 'B' attached to and forming part of this By-Law;

AND WHEREAS no notice of objection to the proposed designation has been served on the Clerk of the Municipality.

NOW THEREFORE be it resolved that the Council of The Corporation of the Town of Essex hereby enacts as follows:

1. **That** the real property known as the former I.O.O.F Building located at 22 King Street West, Harrow, more particularly described as PLAN 180 PT LOT 1, is hereby designated as being of cultural heritage value and interest.
2. **That** the Clerk is hereby authorized and instructed to register a copy of this By-Law against the property described in Schedule 'A', attached hereto, in the local Land Registry Office.
3. **That** the Clerk/or his/her designate, is hereby authorized to cause a copy of the By-Law to be served on the owner of the aforesaid property and on the Ontario Heritage Trust and to cause Notice of this By-law to be published in the Essex Free Press and in the Harrow News.
4. **That** the effective date of this By-Law shall be the date of final passage thereof.

Read a first, a second and a third time and finally passed on October 21, 2024.

Mayor

Clerk

SCHEDULE 'A' TO BY-LAW 2379

**Former International Order of Oddfellows (I.O.O.F) Building
22 King Street West, Harrow, Ontario**

Legal Description

PLAN 180 PT LOT 1

SCHEDULE 'B' TO BY-LAW 2379

Reasons for Designation Under the Ontario Heritage Act, R.S.O. 1990, Chapter O.18

Former International Order of Oddfellows (I.O.O.F) Building

General Description of Property

The Independent Order of Odd Fellows (I.O.O.F) Building is located at 22 King Street West, on the northwest corner of King and Queen Street. It is comprised of the former I.O.O.F. building: a large, two-storey, red brick building.

Description of Property that has Cultural Heritage Value or Interest

The area of the property that demonstrates cultural heritage value or interest is the two-storey, red brick commercial building built in 1915.

Statement of Cultural Heritage Value or Interest

Historical/Associative

The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.

22 King Street West retains significant historical value because it has direct associations with an organization that is significant to a community, specifically the I.O.O.F. Harrow branch #309. The Independent Order of Odd Fellows (I.O.O.F.) is a fraternal organization that came out of the Order of Oddfellows in the early 19th century, however the organization's practices date back to the early 18th century. The I.O.O.F. Harrow branch #309 was founded in the early 1880's and officially received their charter on May 15th, 1894. They first met in the Foresters Hall building and had the building dedicated on November 21st, 1894. However, they would be forced to relocate soon after due to a fire that destroyed the building and moved to a building on the Drummond block. They later moved to a Baptist Church on Queen Street.

The buildings on the corner of King and Queen Street burnt down in the early 1900's and the lot remained vacant for 10 years. In 1912, the Harrow I.O.O.F. worked to purchase the property from C. I. Pastorious, due to their civic pride and desire to maintain the character of Harrow's downtown. They instituted a Labour Day Celebration with a parade and different sporting events to raise funds and they were able to purchase the property on August 31st, 1912, for \$1,500. Construction on the building began in 1915 and was completed in 1916. The Harrow I.O.O.F. officially moved into their new lodge in June 1916 and had the building dedicated on February 12th, 1917. They used the building until it was sold in 1989/1990.

Many influential members of the Harrow community were members of the I.O.O.F., such as E. F. Darby, the first mayor of Harrow. They worked to maintain the character of Harrow and bring various opportunities to the community through fundraising and community building.

The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.

22 King Street West retains significant historical and associative value because it reflects the work of Kingsville architect, Thomas Jenner, who designed the building in September 1912. Thomas Jenner is an architect and building contractor who worked primarily in Kingsville and Harrow, designing a few buildings in each community.

Jenner was responsible for designing buildings such as the Harrow Methodist Church, now known as the Harrow United Church. This building is a great example of his work, as it showcases his attention to detail and is largely reflective of Harrow's downtown core.

Contextual

The property has contextual value because it is important in defining, maintaining or supporting the character of an area

22 King Street West retains contextual value because it is important in defining, maintaining, and supporting the character of Harrow's downtown and commercial district through its architectural style and building materials. Downtown Harrow includes several buildings which are the earliest blocks of Harrow district, that were all constructed in a 19th century commercial architectural style and out of the same building materials and red brick.

Description of Heritage Attributes

The key heritage attributes that contribute to the historical/associative value of 22 King Street West includes:

- The buildings' location at the corner of King and Queen Street within the commercial district of Harrow,
- The mass, form, and style of the commercial building,
- The red brick cladding on all elevations of the building,
- Decorative white brick cladding on all elevations of the building,
- All existing window and door openings and the decorative features around them,
- The existing roof line,
- The inset decorative stone reading "I.O.O.F."

The key heritage attributes that contribute to the contextual value of 22 King Street West includes:

- The buildings' location at the corner of King and Queen Street within the commercial district of Harrow

The Corporation of the Town of Essex

By-Law Number 2380

Being a By-Law to designate the Former Station Master's House located at 314 Queen Street in Harrow, more particularly described as PLAN 327 PT LOT 6 PLAN 202 PT LOT 3 RP 12R27455 PARTS 2 AND 4, as being of cultural heritage value or interest under the provisions of the Ontario Heritage Act, R.S.O. 1990, c.O.18.

WHEREAS Section 29 of the Ontario Heritage Act, R.S.O., Chapter O.18, authorizes the Council of a municipality to enact By-Laws to designate real property within the municipality, including all buildings and structures thereof, to be of cultural heritage value or interest;

AND WHEREAS the Council of the Corporation of the Town of Essex deems it desirable to designate the former Station Master's House located at 314 Queen Street, Harrow, more particularly described as PLAN 327 PT LOT 6 PLAN 202 PT LOT 3 RP 12R27455 PARTS 2 AND 4, as being of cultural heritage value and interest;

AND WHEREAS Notice of Intention to Designate the former Station Master's House has been served on the owner of the property and on the Ontario Heritage Trust and such notice was published in the Essex Free Press and Harrow News, newspapers having general circulation in the municipality;

AND WHEREAS the reasons for designation are set out in Schedule 'B' attached to and forming part of this By-Law;

AND WHEREAS no notice of objection to the proposed designation has been served on the Clerk of the Municipality.

NOW THEREFORE be it resolved that the Council of The Corporation of the Town of Essex hereby enacts as follows:

1. **That** the real property known as the former Station Master's House located at 314 Queen Street, Harrow, more particularly described as PLAN 327 PT LOT 6 PLAN 202 PT LOT 3 RP 12R27455 PARTS 2 AND 4, is hereby designated as being of cultural heritage value and interest.
2. **That** the Clerk is hereby authorized and instructed to register a copy of this By-Law against the property described in Schedule 'A', attached hereto, in the local Land Registry Office.
3. **That** the Clerk/or his/her designate, is hereby authorized to cause a copy of the By-Law to be served on the owner of the aforesaid property and on the Ontario Heritage Trust and to cause Notice of this By-law to be published in the Essex Free Press and in the Harrow News.
4. **That** the effective date of this By-Law shall be the date of final passage thereof.

Read a first, a second and a third time and finally passed on October 21, 2024.

Mayor

Clerk

SCHEDULE 'A' TO BY-LAW 2380
Former Station Master's House
314 Queen Street, Harrow, Ontario

Legal Description

PLAN 327 PT LOT 6 PLAN 202 PT LOT 3 RP 12R27455 PARTS 2 AND 4

SCHEDULE 'B' TO BY-LAW 2380

Reasons for Designation Under the Ontario Heritage Act, R.S.O. 1990, Chapter O.18

Former Station Master's House

General Description of Property

314 Queen Street is located on the eastern side of Queen Street within Harrow. It is comprised of the Station Master's House: a red brick house that was built in 1897 in a hybrid Victorian architectural style.

Description of Property that has Cultural Heritage Value or Interest

The area of the property that demonstrates cultural heritage value or interest is the area that encompasses the entirety of the Station Master's House.

Statement of Cultural Heritage Value or Interest

Design/Physical Value

The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.

314 Queen Street retains significant design or physical value because it is representative of a late 19th century hybrid Victorian home, and it was built using materials from the surrounding materials. Built in early 1897 by Micheal P. O'Connor, on land that he had purchased from Emma Thrasher in August 1896 for \$130, the home served as the station master's house until 1920, when O'Connor sold the property to Frederick H. White for \$3,000.

The hybrid Victorian architectural style is characterized by the mass, form and shape of the building, the window openings, the porch style, the roof line and peak, and the brick cladding. These features are seen throughout the house at 314 Queen Street.

Contextual Value

The property has contextual value because it is important in defining, maintaining, or supporting the character of an area

314 Queen Street has significant contextual value because it is important in defining and maintaining the character of the area that was formerly the Lake Erie, Essex, & Detroit River Railway (L. E. E. & D. R. R.). Built in 1897 by Harrow Station Master, Micheal P. O'Connor, this building served as the home of one of Harrow's earliest station masters and allowed him access to the railway, which was located beside his home. O'Connor was the 2nd station master in Harrow, arriving in Harrow in 1891 and working within the Harrow Station that opened in 1888.

314 Queen Street was built as a result of the L. E. E. & D. R. R. The L. E. E. & D. R. was a rail line that connected the communities of Walkerville, Harrow, and Kingsville through Marshfield (Gilgal). It was built in the late 19th century by Hiram Walker and changed the landscape of Essex County by bringing opportunities to small communities through the county (such as Marshfield, New Canaan McGregor/Colchester Crossing, and Oxley). It spurred on the development of small settlements and encouraged tourism throughout Essex County.

314 Queen Street is the last remaining connection to the L. E. E. & D. R. R within Harrow, as the train station and all railway tracks have been demolished and removed. It helps showcase the former L. E. E. & D. R. R. and helps conceptualize the appearance of the community around the railway.

Description of Heritage Attributes

The key heritage attributes that contribute to the design/physical value of 94 Talbot Street South includes:

- The mass, form, and style of the house;
- All existing window openings topped with brick voussoirs,
- All existing door openings and the surrounding door frames,
- The red brick cladding in a common brick bond,
- The existing roof lines and peaks,
- The existing porches on the front facade and eastern side of the house,
- The decorative corbels and pillars of the porches,
- The fieldstone foundation,
- The brick chimney on the roof,
- The decorative corbels and gables on the roofline.

The key heritage attributes that contribute to the contextual value of 94 Talbot Street South includes:

- The buildings' location on the eastern side of Queen Street

The Corporation of the Town of Essex

By-Law Number 2381

Being a By-Law to designate the Gilgal Cemetery located at 0 County Road 11 in Harrow, more particularly described as CON 5 PT LOT 7, as being of cultural heritage value or interest under the provisions of the Ontario Heritage Act, R.S.O. 1990, c.O.18.

WHEREAS Section 29 of the Ontario Heritage Act, R.S.O., Chapter O.18, authorizes the Council of a municipality to enact By-Laws to designate real property within the municipality, including all buildings and structures thereof, to be of cultural heritage value or interest;

AND WHEREAS the Council of the Corporation of the Town of Essex deems it desirable to designate the Gilgal Cemetery located at 0 County Road 11, Harrow, more particularly described as CON 5 PT LOT 7, as being of cultural heritage value and interest;

AND WHEREAS Notice of Intention to Designate the Gilgal Cemetery has been served on the owner of the property and on the Ontario Heritage Trust and such notice was published in the Essex Free Press and Harrow News, newspapers having general circulation in the municipality;

AND WHEREAS the reasons for designation are set out in Schedule 'B' attached to and forming part of this By-Law;

AND WHEREAS no notice of objection to the proposed designation has been served on the Clerk of the Municipality.

NOW THEREFORE be it resolved that the Council of The Corporation of the Town of Essex hereby enacts as follows:

1. **That** the real property known as the Gilgal Cemetery located at 0 County Road 11, Harrow, more particularly described as CON 5 PT LOT 7, is hereby designated as being of cultural heritage value and interest.
2. **That** the Clerk is hereby authorized and instructed to register a copy of this By-Law against the property described in Schedule 'A', attached hereto, in the local Land Registry Office.
3. **That** the Clerk/or his/her designate, is hereby authorized to cause a copy of the By-Law to be served on the owner of the aforesaid property and on the Ontario Heritage Trust and to cause Notice of this By-law to be published in the Essex Free Press and in the Harrow News.
4. **That** the effective date of this By-Law shall be the date of final passage thereof.

Read a first, a second and a third time and finally passed on October 21, 2024.

Mayor

Clerk

SCHEDULE 'A' TO BY-LAW 2381
Gilgal Cemetery
0 County Road 11, Harrow, Ontario

Legal Description

CON 5 PT LOT 7

SCHEDULE 'B' TO BY-LAW 2381

Reasons for Designation Under the Ontario Heritage Act, R.S.O. 1990, Chapter O.18

Gilgal Cemetery

General Description of Property

The Gilgal Cemetery is located at 0 County Road 11, on the east side of County Road 11 between the 5th Concession and the 6th Concession. The cemetery is visible from the road and is accessed from County Road 11 from the roadside. It is comprised of the Gilgal Cemetery: a small historically Black cemetery that dates back to the early 19th century and houses a few headstones.

Description of Property that has Cultural Heritage Value or Interest

The area of the property that demonstrates cultural heritage value or interest is the area that includes the cemetery and all existing marked and unmarked burials.

Statement of Cultural Heritage Value or Interest

Historical/Associative

The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.

0 County Road 11 retains significant historical value because it has direct associations with significant people, such as Alexander Kersey, William Kersey and Delos R. Davis and the Village of Gilgal, a historically Black settlement that was settled by individuals who had come to Canada via the Underground Railroad. The Gilgal Cemetery is the only remaining part of the Gilgal Settlement.

Gilgal was a small, predominantly Black community that was established by African American Freedom Seekers who arrived in Canada in the early 19th century, via the Underground Railroad. The first settlers arrived in the area in the 1840's, as Freedom Seekers who had arrived in Amherstburg travelled along the Pike Road, along the edge of a historic marsh. In 1852, settlers built a small British Methodist Episcopal Church on land donated to the community by Nasa McCurdy, mostly through the efforts of Alexander and William Kersey. The Kersey family was a free Black family living in Indiana, prior to the start of the American Civil War. Due to the political and social situations at the time, the Kersey family migrated north and arrived in the area in the mid-1850s. Alexander Kersey and his wife, Amanda Watterford-Kersey, settled in the Colchester South Township, north of Harrow. He was a well-known minister and preached at the Gilgal British Methodist Episcopal Church (B.M.E.), later the Gilgal African Methodist Episcopal Church (A.M.E.), and Bulter's Chapel A.M.E. in New Canaan. He and his son, William Kersey, would build the Gilgal Church in 1852. William Kersey would later help build the small school in Gilgal and a Black school and church in the community of Pleasant Valley.

A small school was established in the community in the late nineteenth-century through the church. One of the first teachers at the school was Delos R. Davis, the first Freedom Seeker to become a lawyer in Canada and the first Black man to make King's Counsel in the British Empire. He taught at the school in the early 1870's, shortly before he became a lawyer. In 1897, the community would build a small brick schoolhouse with funds donated by Hiram Walker. The Gilgal Schoolhouse, Section C, was originally designated as a Black school by

Colchester authorities, however, this would change in the early 1900's as the community's population gradually became more diverse.

The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture.

0 County Road 11 retains significant historical or associative value because it has the potential to yield information about the Village of Gilgal and the area's earliest families and their lives. The property provides evidence to the Village of Gilgal by some of the earliest Freedom Seekers and can help showcase the community's development and eventual decline.

Alongside this, the property is significant because of its associations with numerous influential Black families from across Windsor and Essex County, including the Grayer, Hurst, and Powell families, which can all be seen in burial records.

Contextual

The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.

0 County Road 11 retains contextual value because it is physically and historically linked to its surroundings due to it being the only remaining part of the Village of Gilgal.

Description of Heritage Attributes

The key heritage attributes that contribute to the historical/associative value of 0 County Road 11 includes:

- Its location on the east side of County Road 11 in the former Village of Gilgal,
- All existing burials and headstones.

The key heritage attributes that contribute to the contextual value of 0 County Road 11 includes:

- Its location on the east side of County Road 11 in the former Village of Gilgal.

The Corporation of the Town of Essex

By-Law Number 2383

Being a By-Law to designate the St. Clement Church located at 9567 County Road 11 in McGregor, more particularly described as COLCHSTER NORTH CON 11 W PT LOT 1 RP 12R24294 PARTS 1 TO 3 AND 7, as being of cultural heritage value or interest under the provisions of the Ontario Heritage Act, R.S.O. 1990, c.O.18.

WHEREAS Section 29 of the Ontario Heritage Act, R.S.O., Chapter O.18, authorizes the Council of a municipality to enact By-Laws to designate real property within the municipality, including all buildings and structures thereof, to be of cultural heritage value or interest;

AND WHEREAS the Council of the Corporation of the Town of Essex deems it desirable to designate the St. Clement Church located at 9567 County Road 11, McGregor, more particularly described as COLCHESTER NORTH CON 11 W PT LOT 1 RP 12R24294 PARTS 1 TO 3 AND 7, as being of cultural heritage value and interest;

AND WHEREAS Notice of Intention to Designate the St. Clement Church has been served on the owner of the property and on the Ontario Heritage Trust and such notice was published in the Essex Free Press and Harrow News, newspapers having general circulation in the municipality;

AND WHEREAS the reasons for designation are set out in Schedule 'B' attached to and forming part of this By-Law;

AND WHEREAS no notice of objection to the proposed designation has been served on the Clerk of the Municipality.

NOW THEREFORE be it resolved that the Council of The Corporation of the Town of Essex hereby enacts as follows:

1. **That** the real property known as the St. Clement Church located at 9567 County Road 11, Harrow, more particularly described as COLCHESTER NORTH CON 11 W PT LOT 1 RP 12R24294 PARTS 1 TO 3 AND 7, is hereby designated as being of cultural heritage value and interest.
2. **That** the Clerk is hereby authorized and instructed to register a copy of this By-Law against the property described in Schedule 'A', attached hereto, in the local Land Registry Office.
3. **That** the Clerk/or his/her designate, is hereby authorized to cause a copy of the By-Law to be served on the owner of the aforesaid property and on the Ontario Heritage Trust and to cause Notice of this By-law to be published in the Essex Free Press and in the Harrow News.
4. **That** the effective date of this By-Law shall be the date of final passage thereof.

Read a first, a second and a third time and finally passed on October 21, 2024.

Mayor

Clerk

SCHEDULE 'A' TO BY-LAW 2383

**St. Clement Church
9567 County Road 11, McGregor, Ontario**

Legal Description

COLCHESTER NORTH CON 11 W PT LOT 1 RP 12R24294 PARTS 1 TO 3 AND 7

SCHEDULE 'B' TO BY-LAW 2383

Reasons for Designation Under the Ontario Heritage Act, R.S.O. 1990, Chapter O.18

St. Clement Church

General Description of Property

9567 Walker Road is located on the eastern side of County Road 11, adjacent to 9571 County Road 11, in the settlement area of McGregor.

It is comprised of the St. Clement Church: a large limestone, French-Colonial Revival, Catholic Church that was built in 1903.

Description of Property that has Cultural Heritage Value or Interest

The area of the property that demonstrates cultural heritage value or interest is the area that includes the St. Clement Church that was built in 1903.

Statement of Cultural Heritage Value or Interest

Design/Physical Value

The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.

9567 Walker Road retains significant design or physical value due to it being built in a French-Colonial Revival architectural style. The limestone building was built in 1903 by local French-Catholics to replace an older structure. The architectural style is comparable to other Roman-Catholic churches built in Ontario during the late 19th and early 20th century.

The church is characterized by the limestone walls, the high ceilings in the chapel, the large stained-glass windows, and the area at the front where a large tower would sit.

Architecturally, the church contains decorative embellishments including carved stones, raised quoins, stained glass windows, and an area for a large belltower.

Historical/Associative Value

The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.

9567 Walker Road retains significant historical or associative value because it has direct associations with an organization and institution that is significant to a community. The church is located on the oldest religious property within the community of McGregor, and it has ties to the French-Catholic community of McGregor and the surrounding rural areas. The St. Clement Church was built to replace an earlier structure in 1903 to accommodate the rapidly growing congregation.

The St. Clements Church is an important institution within the community of McGregor, being the oldest church property within the community. The original church was built in 1879, located where the parking lot now sits. The present church was constructed afterward, finishing in December 1903. The church didn't receive its name until June 1880, once it was blessed and then given the name St. Clement.

Contextual Value

The property has contextual value because it is a landmark.

9567 Walker Road retains contextual value because it serves as a well-known marker within the community due to both its size and its longstanding history. The church serves as a defining feature of the McGregor community and is important to the French-Catholic community of McGregor

Description of Heritage Attributes

The key heritage attributes that contribute to the design/physical value of 9567 Walker Road, includes:

- The mass, form, and style of the church,
- The limestone brickwork,
- The Bell tower, metal belfry, and cross finial,
- The Bell (Ava Maria),
- All existing door opening and window openings and stained-glass window pieces with limestone voussoirs and underscored by limestone sills,
- Decorative quoins,
- Arched vent opening under eastern tower,
- Inset carved limestone with cross detail,
- Inset engraved cornerstone.

The key heritage attributes that contribute to the historical/associative value of 9567 Walker Road includes:

- Its location on the east side of County Road 11 in the Settlement area of McGregor.

The key heritage attributes that contribute to the contextual value of 9567 Walker Road as a landmark includes:

- Its location on the east side of County Road 11 in the Settlement area of McGregor.



Report to Council

Department: Development Services
Division: Planning
Date: October 21, 2024
Prepared by: Rita Jabbour, RPP, Manager, Planning Services
Report Number: Planning-2024-25
Subject: ZBA-06-24 (127 Talbot Street North, Essex Centre)
Number of Pages: 6 including attachments

Recommendation(s)

That Planning report 2024-25 entitled ZBA-06-24 (127 Talbot Street North, Essex Centre) prepared by Rita Jabbour, RPP, Manager, Planning Services dated October 21, 2024 be received, and

That By-Law Number 2373, being a by-law to Amend By-Law Number 1037, the Comprehensive Zoning By-Law for the Town of Essex, to permit five (5) dwelling units on the ground floor of a combined use building and exemptions to the minimum number of required parking spaces and required amenity area for the lands municipally known as 127 Talbot Street North, be read a third time and finally passed on October 21, 2024.

Purpose

To recommend the adoption of site-specific Zoning By-Law amendments for the lands municipally known as 127 Talbot Street North in the Essex Centre (Ward 1). The Zoning By-Law amendments are required to permit the construction of five (5) residential dwelling units on the ground floor of a combined use building (i.e. a building which includes both commercial and

residential uses); an exemption from the minimum required number of parking spaces for the five (5) dwelling units; and an exemption from the minimum required amenity area for the five (5) dwelling units.

Background and Discussion

An application for a site-specific amendment to the Comprehensive Zoning By-law for the Town of Essex, By-Law Number 1037, has been received by the Town for the commercial lands located in the Primary Settlement Area of Essex Centre (Ward 1) at the corner of Talbot Street North and Medora Avenue East.

A statutory public meeting – required to hear public comments on the application for site-specific zoning amendment prior to the rendering of a decision of Council – was held on Monday, September 23. **A copy of Planning Report 2024-25 and the Public Meeting presentation is attached to this report.**

The comments received at the Public Meeting are summarized in the following Table:

Comment	Response
<p>Is there no overnight parking on the main street during winter months?</p> <p>Adding five units will exacerbate the parking situation for existing businesses.</p> <p>Can there be signage placed on Talbot Street that states that overnight parking is prohibited or that there is a time limit for on-street parking.</p>	<p>There are parking restrictions on Talbot Street from Medora Avenue to Brien Street from 7pm to 7am.</p> <p>There are no parking restrictions on Medora Avenue East.</p> <p>Infrastructure Services will review the current street signage available and will determine if signage, in accordance with the Parking By-Law, is required.</p>

	<p>There will be a clause in the tenant agreement that will stipulate that on-site parking is not available.</p> <p>Several commercial uses within the vicinity of the Subject Lands such as 148, 147, 128, 120, 110, 103 Talbot Street North have on-site parking areas dedicated for their patrons.</p>
<p>Application will result in the loss of commercial space.</p>	<p>Viable commercial units fronting Talbot Street North will not be impacted.</p> <p>The Town of Essex has 13.2 Hectares of vacant population related employment land according to the growth management report prepared NPG Planning Solutions for the County of Essex.</p> <p>The forecasted population related employment land needs for the Town of Essex is 7.6 hectares when applying the High forecast at 400 square feet per employee. Therefore, there is a surplus of commercial</p>

	<p>lands within the Town of Essex and the application will not result in a loss of commercial space.</p>
<p>What will be the tax implications?</p>	<p>The prediction is that the addition of five (5) more dwelling units, for a total of nine (9) dwelling units, will result in the tax rate being in the multi-residential category (for the area with the residential units only).</p>
<p>Will the elimination of one (1) dwelling unit improve the amenity space and parking space requirements?</p>	<p>The removal of a dwelling unit will not improve the parking and amenity space requirements because the building is existing.</p> <p>There is no on-site parking for the four (4) existing units.</p> <p>The Chrysler Canada Greenway, sidewalks, Sadler’s Pond, and Heritage Park are located within the vicinity of the Subject lands and serve as amenity area space.</p>
<p>Can we ask for cash in lieu of amenity space or donation to our tree program?</p>	<p>We don’t have a policy in our Official Plan that would allow us to ask for cash in lieu of parkland.</p> <p>The applicants will be required to pay Development Charges at the time of building permit.</p>

	Development charges include costs for outdoor and indoor recreation services.
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By-Law Number 2373

By-Law Number 2373 was provisionally adopted on September 23, 2024.

No changes to By-law Number 2373 have been proposed as a result of comments received at the Public Meeting.

Next Steps

Council may:

- Approve the proposed By-Law where notice of approval will be sent to the applicant and all persons requesting to be notified of the decision, and a 20-day appeal period takes effect.
- Deny the proposed By-Law where notice of denial will be sent to the applicant and all persons requesting to be notified of the decision and a 20-day appeal period takes effect.
- Defer the decision to a later date if further information is required.

It is the recommendation of Administration that By-Law Number 2373 be approved.

Financial Impact

Notwithstanding an appeal, there is no financial impact associated with costs to undertake normal administrative operations for notifying the applicant and interested parties of the decision of Council and revising planning documents to reflect the amendments. Costs are recouped 100 percent through the application fee.

Consultations

Notice of the application for zoning bylaw amendment was circulated to all persons and public bodies required to be notified under subsection 5(9) of Ontario Regulation 545/06, including staff members from each Town of Essex department.

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.
- Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	ZBA-06-24 (127-131 Talbot Street North, Essex Centre) - Planning-2024-25.docx
Attachments:	<ul style="list-style-type: none">- Bylaw 2373.pdf- Site Specific Zoning By-law Amendment for 127 Talbot Street North - Planning-2024-24.pdf- September 23, 2024 Special Council Meeting.pdf- ZBA OPINION MEMO 127-131 TALBOT AUG 26 2024 JL.pdf
Final Approval Date:	Oct 16, 2024

This report and all of its attachments were approved and signed as outlined below:



Lori Chadwick, Director, Development Services - Oct 15, 2024 - 5:44 PM



Doug Sweet, Chief Administrative Officer - Oct 16, 2024 - 8:12 AM



Report to Council

Department: Development Services
Division: Planning
Date: September 23, 2024
Prepared by: Rita Jabbour, RPP, Manager, Planning Services
Report Number: Planning-2024-24
Subject: Site Specific Zoning By-Law Amendment –127 Talbot Street North (Essex Centre, Ward 1)
Number of Pages: 9 including attachments

Recommendation(s)

That Planning report Planning-2024-24 entitled Site Specific Zoning By-Law Amendment – 127 Talbot Street North prepared by Rita Jabbour, RPP, Manager, Planning Services dated September 23, 2024, be received, and

That , By-Law Number 2373, Being a By-Law to Amend By-Law 1037, the Comprehensive Zoning By-Law for the Town of Essex, to permit five (5) dwelling units on the ground floor of a combined use building and exemptions to the minimum number of required parking spaces and required amenity area for the lands municipally known as 127 Talbot Street North, be read a first, a second, and a third time and finally passed on September 23, 2024.

Purpose

To recommend the adoption of site-specific Zoning By-Law amendments for the lands municipally known as 127 Talbot Street North in the Essex Centre (Ward 1). The Zoning By-Law amendments are required to permit:

- the construction of five (5) residential dwelling units on the ground floor of a combined use building (i.e. a building which includes both commercial and residential uses);
- an exemption from the minimum required number of parking spaces for the five (5) dwelling units; and
- an exemption from the minimum required amenity area for the five (5) dwelling units.

Background and Discussion

An application for a site-specific amendment to the Comprehensive Zoning By-law for the Town of Essex, By-Law 1037, has been received by the Town for the commercial lands located in the Primary Settlement Area of Essex Centre (Ward 1) at the corner of Talbot Street North and Medora Avenue East.

The lands are municipally known as 127 Talbot Street North and are herein referred to as the “Subject Lands”. The location of the Subject Lands is identified in Figure 1. The Owners and Applicants are SQRL Inc.

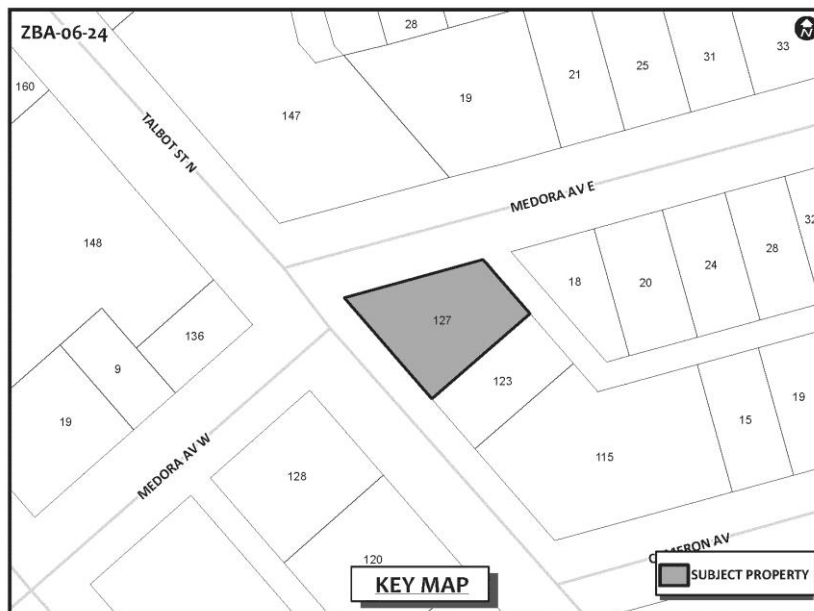


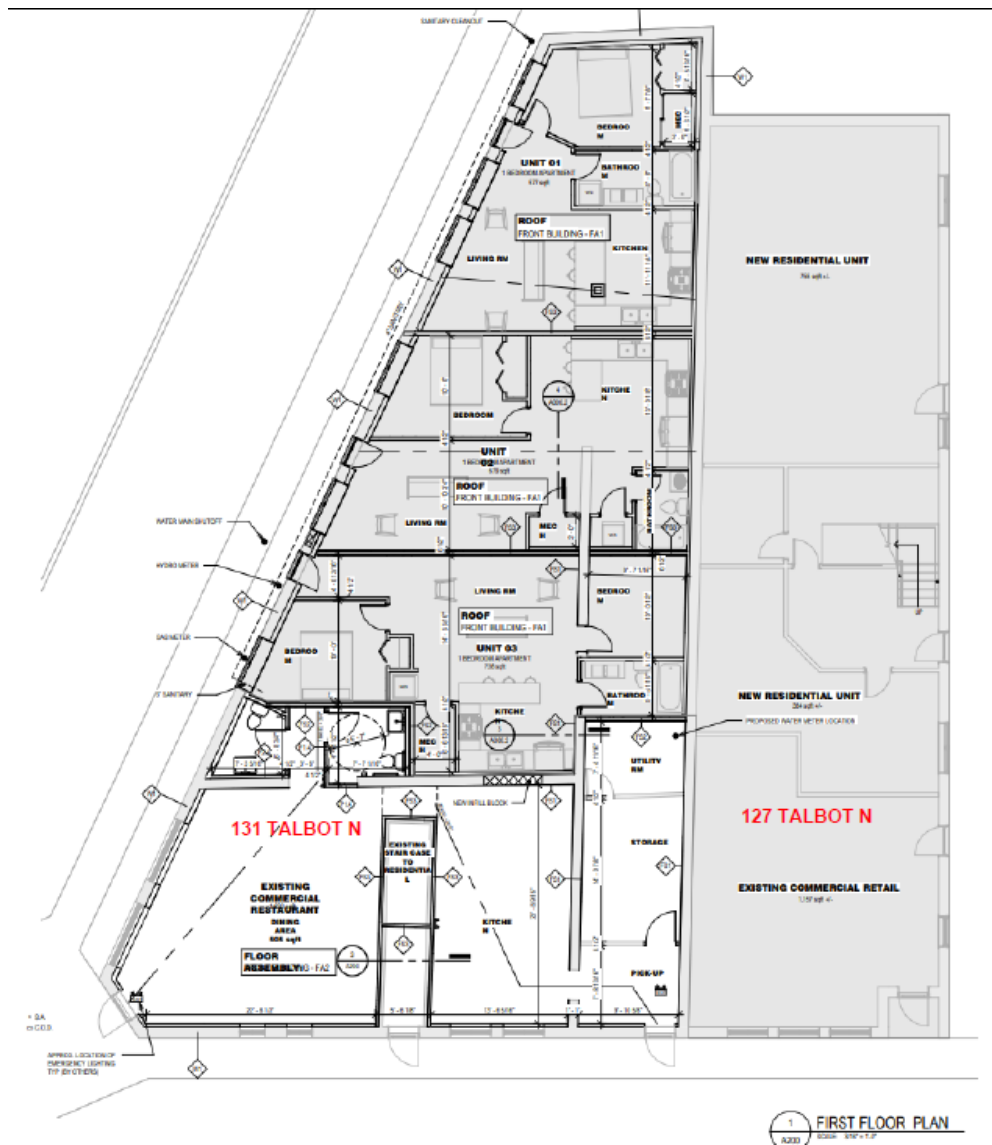
Figure 1. Location of Subject Lands

The Subject Lands are designated “**Essex Town Centre**” on Schedule A-2 of the Town of Essex Official Plan and are zoned Commercial District 2.2 (C2.2) under By-Law 1037 on Map 3, for general commercial uses, which includes dwelling units in a *Combined Use Building* (i.e. a Building with both commercial and residential uses).

Existing on the Subject Lands are the following buildings, structures, and uses:

- Two (2) attached Combined Use Buildings formerly identified as 131 and 127 Talbot Street North.
- A combined existing commercial floor space of **582 Square Metres** (6266 Square Feet).
- A combined total of four (4) existing Dwelling Units located on the second level of the buildings.
- An existing retail use on the ground level of **127 Talbot Street North (Just Stylin’ | Family Apparel & Fashion Accessories)**. The existing retail use occupies **108 Square Metres** (1157 square feet) of the commercial floor area.
- A proposed restaurant on the ground level of 131 Talbot Street North. The restaurant will occupy **183 Square Metres** (1970 Square Feet) of the commercial floor area.

A Site Plan has been provided below:



There is no on-site parking available on the Subject Lands for tenants of the existing dwelling units. On-street parking is available along Talbot Street North and Medora Avenue East but are not solely dedicated to the tenants of the dwelling units.

The Subject Lands are fully serviced and connected to municipal water and sanitary sewers. The Subject lands are also bound by a municipal sidewalk that connects to the Heritage Gardens Park (i.e. the area of the Spitfire Memorial, Train Station, and Chrysler Canada Greenway) and the Essex Centre commercial district.

The Proposal

The Applicants are requesting a site-specific zoning amendment to By-Law 1037 for the Subject Lands to permit the following:

- Five (5) dwelling units on the ground floor of the existing Combined Use Buildings (three in 131 Talbot Street North and two in 127 Talbot Street North). The dwelling units will be one-bedroom apartments ranging in size from 36 Square Metres (384 square feet) to 70 Square Metres (755 square feet)
- An exemption from the minimum required number of parking spaces for the five (5) dwelling units.
- An exemption from the minimum required amenity area for the five (5) dwelling units.

The proposed amendments are required because under By-Law 1037:

- all dwelling units within a combined use building must be located above the ground floor (subsection 19.2 [b][v]).
- Each dwelling unit is required to have a minimum amenity area, such as a landscape open space yard or recreational facility. A one-bedroom dwelling unit requires a minimum amenity area of 10 Square Metres (108 square feet) under subsection 19.2 (b) (i). Therefore, 50 square metres (538 square feet), is the minimum required amenity area for the proposed dwelling units.
- In a Combined Use Building, 1.25 parking spaces are required for each dwelling unit under subsection 11.5 (a). A minimum of 15% of the required number of parking spaces must be reserved for visitors. Therefore, a minimum of six (6) parking spaces are required and one (1) parking space must be delineated for visitor parking.

Proposal Conformity with Provincial Policy Statement, 2020 (PPS, 2020) and Official Plan

Any By-law passed under Section 34 of the Planning Act such as By-law 1037, may be amended to allow for uses that are not permitted in the respective zoning district so

long as the new use is consistent with the Provincial Policy Statement and conforms with the Official Plan for the County of Essex and the Town of Essex.

The Applicants have submitted a Planning Opinion Memo prepared by Jacqueline Lassaline, a Registered Professional Land Use Planner. The Planning Opinion Memo provides the justifications for consistency with PPS, 2020 and conformity with the County and Town Official Plan as well as compliance with the intent of By-Law 1037. A copy of the Planning Opinion Memo is **attached to this Report**.

In summary, the proposed zoning by-law amendment is consistent with the PPS (2020) and conforms with the County of Essex and Town of Essex Official Plan for the following reasons:

- It allows for growth and development within a settlement area that is based on densities and a mix of land uses which efficiently use land and infrastructure and provides for an opportunity for intensification and redevelopment.
- It promotes appropriate development standards (reduction of parking and amenity area space) which facilitate intensification, redevelopment and compact form.
- It supports the vitality and viability of the downtown and main street.
- It encourages a full range of mixed uses in the Town Centre and anticipates an evolution of built form that is compact and cohesive.
- It permits multiple dwelling units within a mixed-use commercial building that preserves a strong and vibrant retail and office commercial presence at the street level.

Since the combined use building is existing and occupies 80 percent (%) of the total lot area, there is limited opportunity on the site to accommodate the required amenity areas and parking spaces.

An amenity area is intended, as an accessory use, to provide space or facilities for recreation or leisure. There are several off-site facilities and infrastructure that can be utilized for amenity purposes by the new tenants of the building including: the Chrysler Canada Greenway,

walkways at Heritage Gardens, and sidewalks for active transportation. Therefore, amendments for amenity area reduction are considered appropriate.

On-street parking is available on Talbot Street North and Medora Avenue; however, these spaces are not dedicated tenant parking. Several commercial uses within the vicinity of the Subject Lands including but not limited to, the Kennedy Funeral Home at 128 Talbot Street North and the Libro Credit Union at 147 Talbot Street North have on-site parking areas for the needs of their patrons. Therefore, amendments for parking reduction are considered appropriate.

Comments Received

A statutory public meeting – required to hear public comments on the application for site-specific zoning amendment prior to the rendering of a decision of Council – was held on Monday, September 23.

At this meeting, Council was informed that internal departments and external agencies were circulated on the proposal. As of September 19, 2024, no objections to the proposal were received from the following Departments and Agencies:

- Infrastructure Services
- Essex Region Conservation Authority (ERCA)

The Town of Essex Environmental Services Division has advised that only one water metre will be permitted for the building to capture the consumption of the entire building.

As a result of circulation and as of September 19, 2024, Administration received no letters from the public in advance of the public meeting.

Next Steps

Council may:

- Approve the proposed Bylaw where notice of approval will be sent to the applicant and all persons requesting to be notified of the decision, and a 20-day appeal period takes effect.
- Deny the proposed Bylaw where notice of denial will be sent to the applicant and all persons requesting to be notified of the decision and a 20-day appeal period takes effect.
- Defer the decision to a later date if further information is required.

It is the recommendation of Administration that By-Law Number 2373 be approved.

Financial Impact

Notwithstanding an appeal, there is no financial impact associated with costs to undertake normal administrative operations for notifying the applicant and interested parties of the decision of Council and revising planning documents to reflect the amendments. Costs are recouped 100 percent through the application fee.

Consultations

Notice of the application for zoning bylaw amendment was circulated to all persons and public bodies required to be notified under subsection 5(9) of Ontario Regulation 545/06, including staff members from each Town of Essex department.

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.**
- Take care of our natural environment and strengthen the sense of belonging to everyone **who makes Essex "home"**.
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Site Specific Zoning By-law Amendment for 127 Talbot Street North - Planning-2024-24.docx
Attachments:	- ZBA OPINION MEMO 127-131 TALBOT AUG 26 2024 JL.pdf - By_law 2373.pdf
Final Approval Date:	Sep 19, 2024

This report and all of its attachments were approved and signed as outlined below:



Lori Chadwick, Director, Development Services - Sep 19, 2024 - 10:17 AM

No Signature - Task assigned to Doug Sweet, Chief Administrative Officer was completed by delegate Kate Giurissevich, Director, Corporate Services

Doug Sweet, Chief Administrative Officer - Sep 19, 2024 - 6:13 PM



Special Council Meeting

Draft Plan of Subdivision:
Colchester Heights

Zoning By-law Amendments:
127 Talbot St N & 103 Centre St
Monday, September 23, 2024



Where you belong

Draft Plan of Subdivision

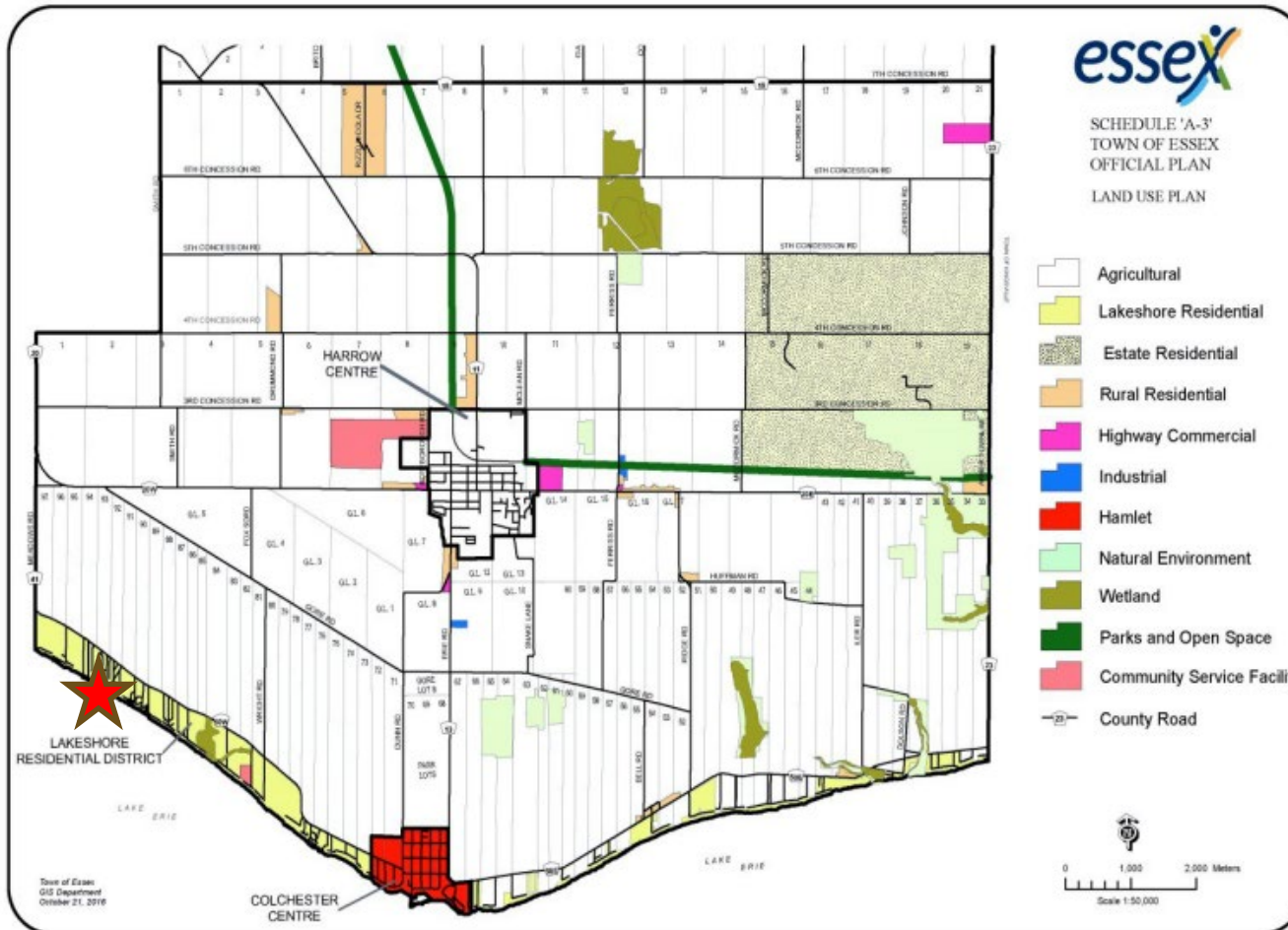
Colchester Heights Subdivision (Ward 3)
County of Essex File #37-T-24008

Purpose

- 1) To provide members of Council and the public with an opportunity to receive information respecting a proposed Plan of Subdivision for Colchester Heights Residential Subdivision (Ward 3), and,
- 2) To recommend Draft Plan of Subdivision Approval to the County of Essex with conditions.

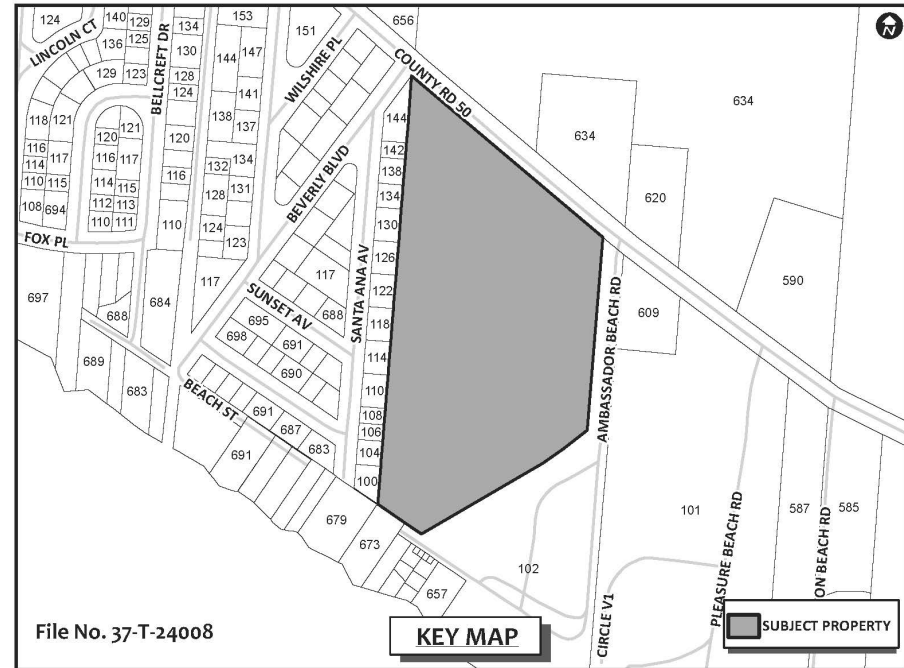
Subject Lands

Subject Lands



- Located in the **Lakeshore Residential West Secondary Settlement Area**
- Designated **“Lakeshore Residential”** in the Official Plan
- Zoned **“Residential R1.1 – Holding”** in the Zoning By-law

Subject Lands



- Vacant lands south of County Road 50 West
- Adjacent to existing low density residential development in the Ambassador and Bellecreft Beach Areas of Colchester
- Zoned R1.1 to permit Low Density Residential Dwellings (Single-Unit, Two-Unit, Three-Unit Dwellings, Semi-detached Dwellings)
- Subject to a Holding (H) Zone restriction

Subject Lands

Environmental Considerations:

- Located within ERCA's Regulated Area of Lake Erie and the Langlois-Arner Drain

Servicing Considerations:

- Lands are accessed from County Road 50 West
- Municipal water and sanitary services are available
- Land are serviced by the Bellcreeft Beach Diversion Drain and the Langlois Arner Outlet, both of which outlet to Lake Erie

Proposed Plan of Subdivision

Proposed Plan of Subdivision

- Applicant: Colchester Bay Inc. (c/o Wing On Li)
- Agent: Dillon Consulting Ltd. (c/o Melanie Muir)
- County of Essex File: #37-T-24008
- Proposal: To create fifty-two (52) lots for the construction of fifty-two (52) single-unit dwellings

Existing Zoning

- Zoned HR1.1 to permit Low Density Residential Dwellings, including:
 - Single-Unit Dwelling
 - Up to Two Additional Dwelling Units (ADUs)
 - Two-Unit Dwelling
 - Three-Unit Dwelling
 - Semi-Detached Dwelling
- Subject to a Holding (H) Zone restriction

Proposed Plan of Subdivision

Required Studies (Received and Approved):

- Planning Justification Report
- Stage 1 and 2 Archaeological Assessment
- Traffic Impact Statement
- Phase 1 Environmental Site Assessment
- Information Gathering Report on Species at Risk
- Functional Servicing Report
- Water Servicing Memo
- Flood Inundation Assessment
- Drain Hydraulic Analysis Memo
- Stormwater Management Report

Proposed Plan of Subdivision

- The proposed plan of subdivision complies with the land use designation under the Official Plan and lot regulations for the Zoning District under Zoning By-law 1037

Agency Comments

Agency Comments

Agency	Comment
Town of Essex	<p>Recommend approval of the Draft Plan of Subdivision, subject to the following conditions:</p> <ul style="list-style-type: none">• The Owner enters into a Subdivision Agreement with the Town• Conveyance of Block 53 for parkland purposes• Registration of an Easement along Lots 1, and 12-35 inclusive for a drainage maintenance corridor
ERCA	<ul style="list-style-type: none">• The lands are within the ERCA Regulated Area of Lake Erie and the Langlois-Arner Drain and will be required to obtain a Permit from ERCA prior to any construction or site alteration• Conditions provided to the County of Essex Manager of Planning Services related to stormwater management, drainage improvements, drainage access/maintenance easement, and permitting requirements

Next Steps

Next Steps

1. **September 23, 2024:** Council to provide resolution of support with recommended conditions as presented in Development Services Report 2024-07,
2. County of Essex will provide their Notice of Decision with conditions to the Applicant and Town,
3. Town of Essex Planning Services will prepare a Subdivision Agreement for Council adoption with the recommended conditions,
4. Applicant will sign the agreement and commence construction on municipal services (roads, water, sanitary, storm, electrical)
5. Applicant has three (3) years to satisfy all the conditions of draft plan approval,
6. Final approval of subdivision from County of Essex is granted following completion of all conditions and installation of services, allowing the individual lots to be sold,
7. Holding (H) Provision is removed and building permits for dwelling construction can be issued.

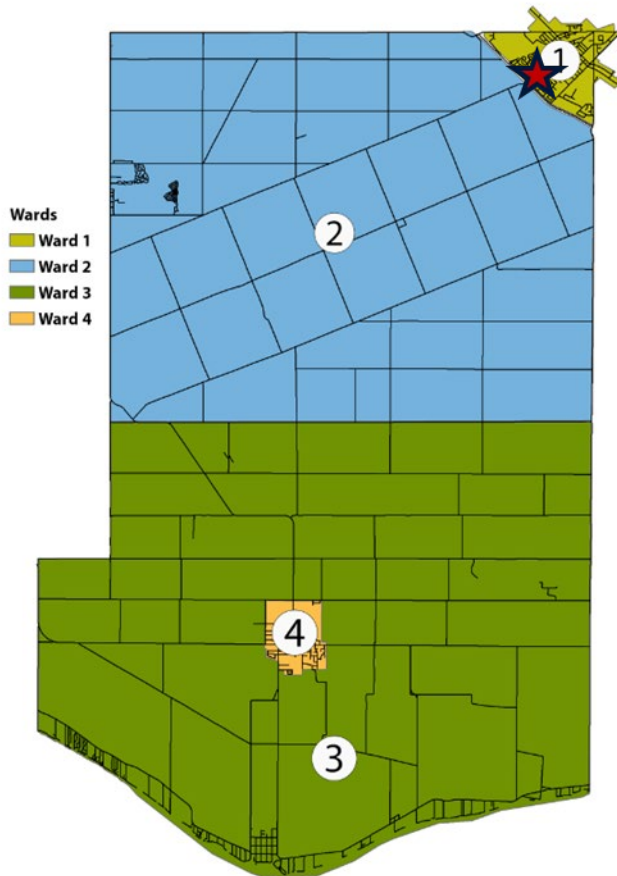
Questions

Zoning By-law Amendment

103 Centre Street (Ward 1)

ZBA-05-24

ZBA-05-24: Subject Lands



Location:

103 Centre Street

Official Plan Designation:

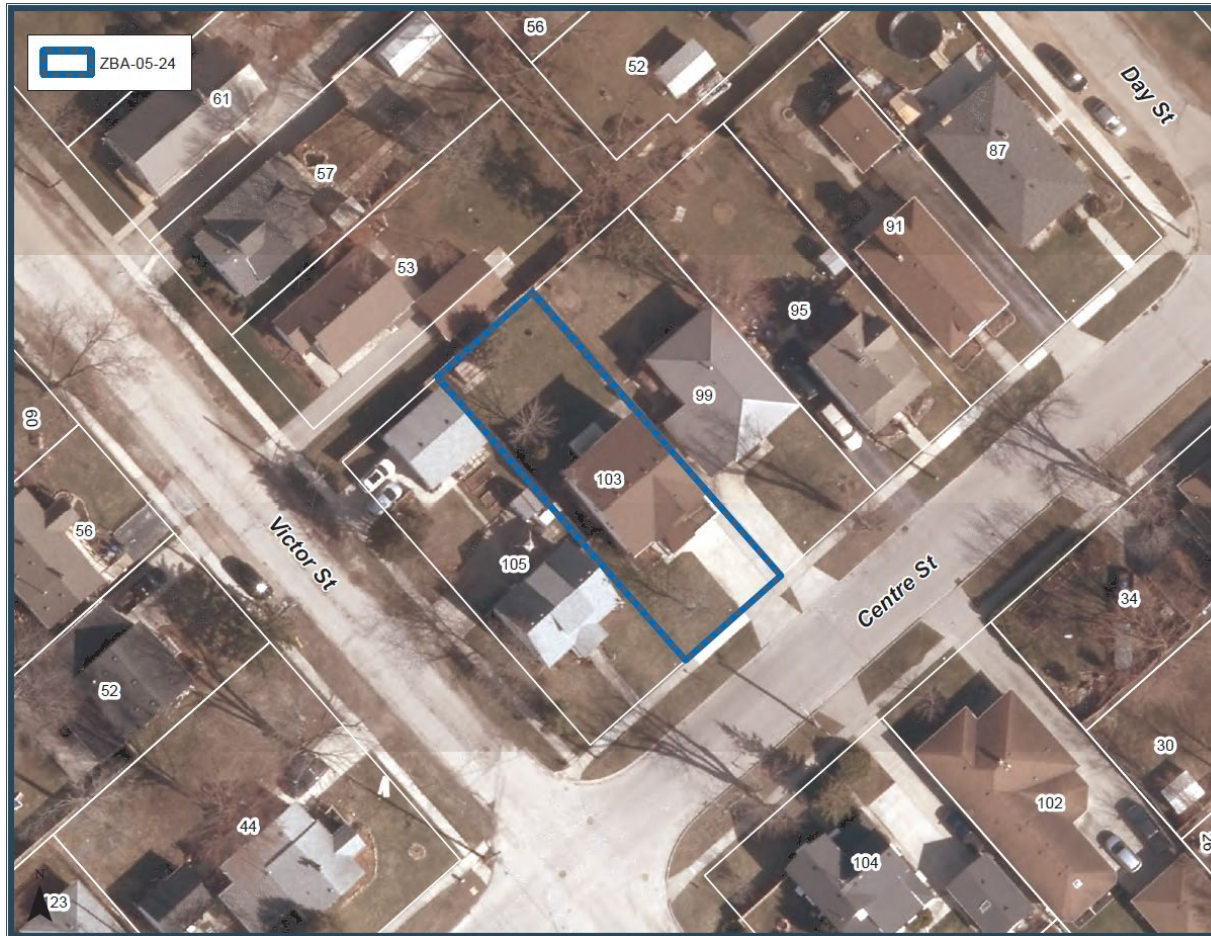
Residential

Existing zoning:

Residential District 1.1 (R1.1)

★ Subject lands

ZBA-05-24: Subject Lands



Property Dimensions :

- 530.95 square meters in total lot area
- 13.41 metres of frontage along 103 Centre Street

Existing Buildings and Structures:

- One (1) single unit dwelling
- One (1) accessory structure

Access:

- One (1) existing driveway to 103 Centre Street

Road Classification:

- 103 Centre Street is owned and assumed by the Town of Essex

ZBA-05-24: Subject Lands



ZBA-03-24: Subject Lands

103 Centre Street: Front and side yards



Southern interior side yard



Front yard & Northern interior side yard

ZBA-05-24: Subject Lands

103 Centre Street: Rear yard



ZBA-05-24: Subject Lands

103 Centre Street: Surrounding road and sidewalk



Proposed Zoning Change

ZBA-05-24

ZBA-05-24: Proposed Zoning Change

To permit:

- an existing Single Unit Dwelling to be used as a Medical Office to provide an educational and therapeutic space for children with autism, and associated office space for staff.
- an exemption from the required amount of parking spaces for a medical office.

ZBA-05-24: Current Zoning Regulations

Current Zoning Regulations:

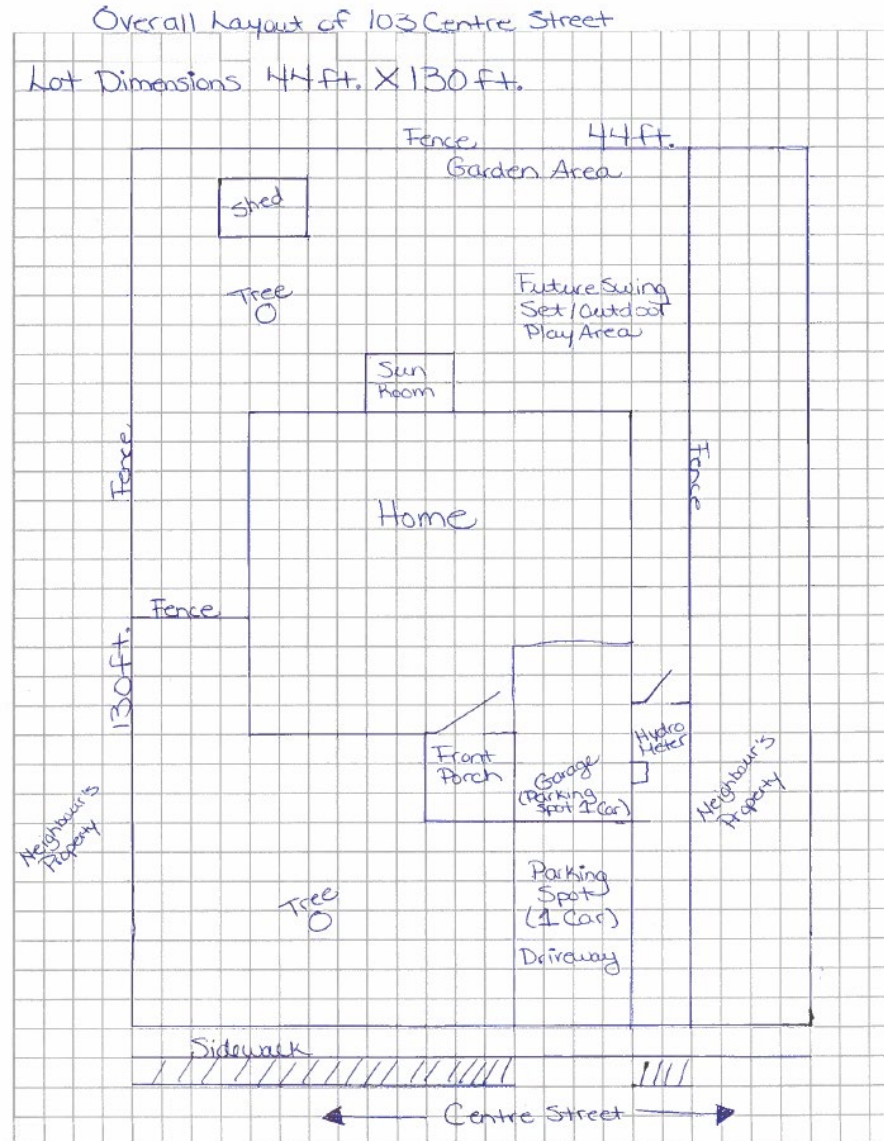
- A *medical office* is not a permitted use within the R1.1 zoning district. (14.1 a) i.)
- The R1.1 zoning district permits a *single unit dwelling* and *accessory uses*. (14.1 a) i.)
- A medical office requires one (1) parking space per 7.5 meters of gross floor area.

ZBA-05-24: Current Zoning Regulations

Definitions:

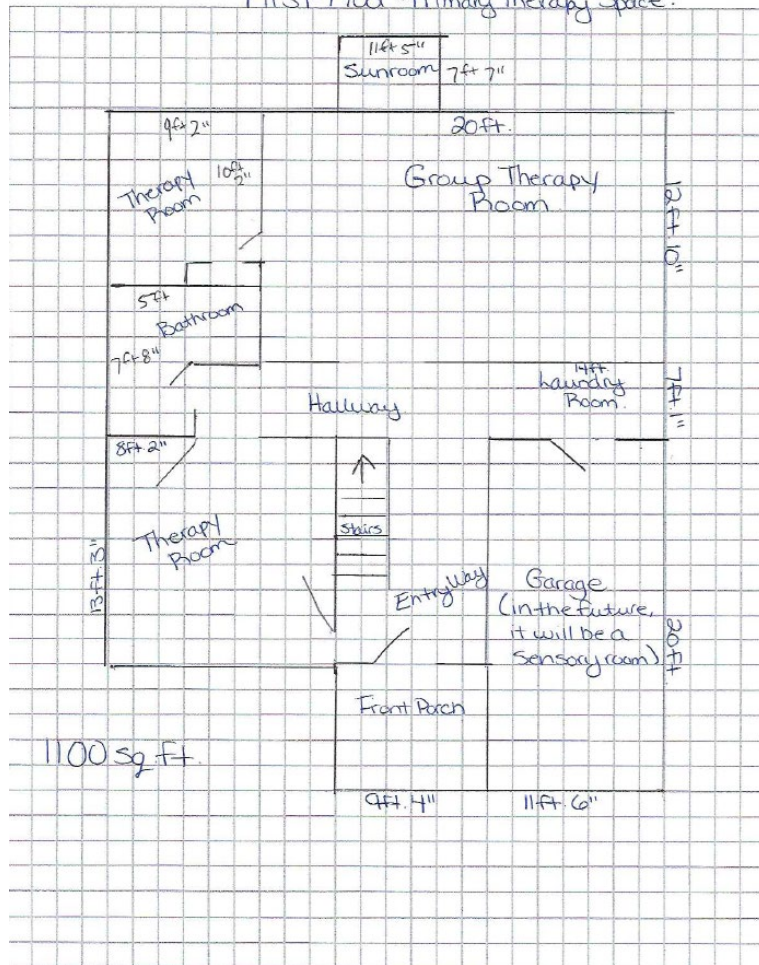
A "Medical Office" means the office of any one (1) or more of the following persons: chiroprapist, acupuncturist; alternative medicine practitioner; chiropractor; dentist; denturist; dietician; nurse; nutritionist; occupational therapist; optometrist; osteopath; physician; physiotherapist; podiatrist; psychiatrist; surgeon; any other licensed professional person offering treatment services for the physical, mental or emotional health of people.

ZBA-05-24: Proposed Site Plan

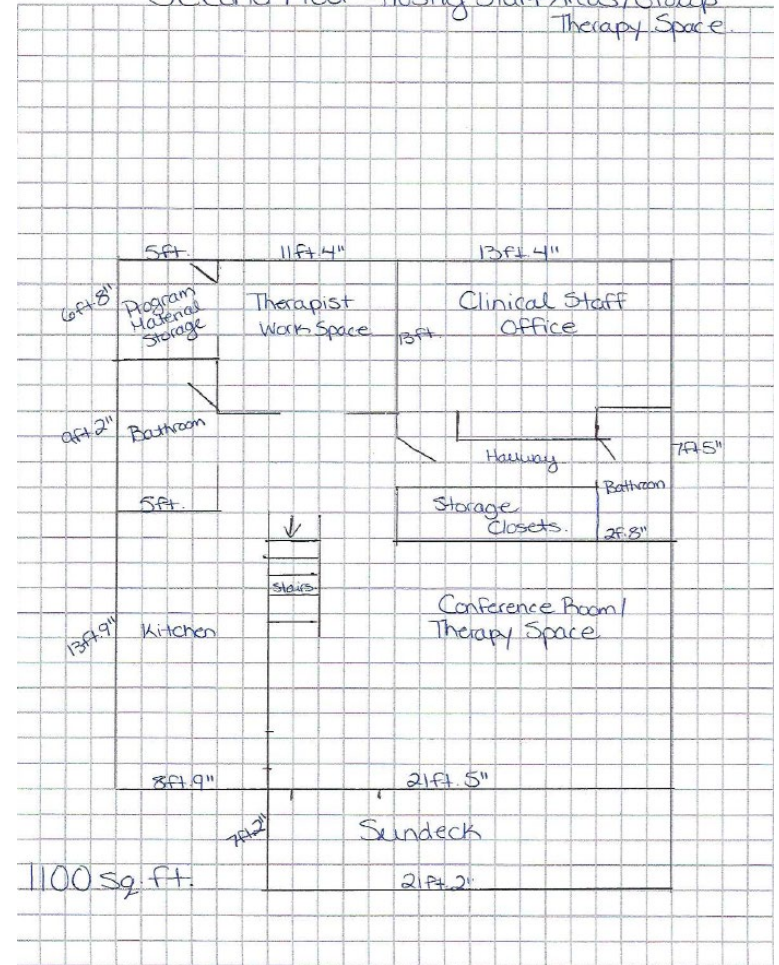


ZBA-05-24: Proposed Site Plan

First Floor - Primary Therapy Space.



Second Floor - Mostly Staff Areas / Group Therapy Space.



Policy Considerations

ZBA-05-24

ZBA-05-24: Policy Considerations

Provincial Policy Statement (PPS) 2020

- communities are sustained by improving accessibility for persons with disabilities and older persons by addressing land use barriers which restrict their full participation in society
- providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;
- long-term economic prosperity should be supported by encouraging residential uses to respond to dynamic market-based needs

ZBA-05-24: Policy Considerations

County of Essex Official Plan

- Promote development within Primary Settlement Areas that is compact, mixed-use, pedestrian oriented, with a broad range of housing types, services and amenities available for residents from all cultural, social and economic backgrounds

ZBA-05-24: Policy Considerations

Town of Essex Official Plan Policy:

Section 5.7 i) details permitted uses for lands designated “Residential” which includes neighbourhood commercial uses subject to a site-specific Zoning By-law amendment if the following provisions are maintained:

- i. the proposed use(s) is deemed to be compatible in its scale, form and height with the surrounding land uses;
 - Utilizes the existing single unit dwelling
- ii. there is a demonstrated need for the proposed uses(s) for the existing neighbourhood;
 - Need is demonstrated within the business plan provided by the residents

ZBA-05-24: Policy Considerations

Town of Essex Official Plan Policy:

- iii. the building and parking areas have adequate setbacks or other buffering from existing residential uses and adequate onsite parking;
 - Exemption from parking is requested, only two onsite spaces are available. Entire rear yard is fenced in. No further buffering required.

- iv. adequate municipal services and facilities are available
 - No change in municipal services required. Road is owned and assumed by the Town.

- v. the uses or combination of uses serve the walk in public and no drive through facilities are provided;
 - No drive-through facilities proposed, site is accessible at the street level and a sidewalk fronts the entire property.

ZBA-05-24: Policy Considerations

Zoning By-law 1037:

Section 11.5 of Bylaw 1037 requires one (1) parking space for every 7.5 meters of gross floor area.

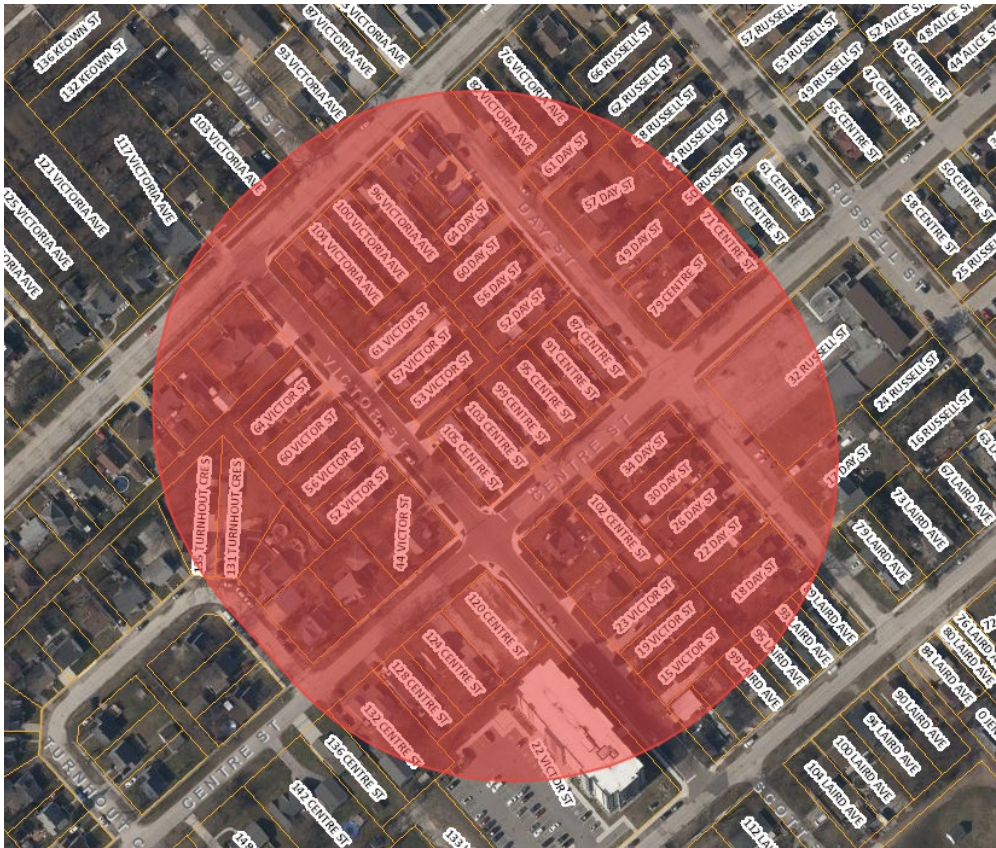
For Consideration:

- Intent of development standard is to ensure adequate parking for all types of medical offices.
- 25 parking spaces would be required.
- Limited opportunity to provide onsite parking.
- Subject property has two (2) onsite parking spaces, one (1) in the attached garage, on (1) in the front yard.
- On street parking is available along Centre Street.

Agency and Public Comments

ZBA-05-24

ZBA-05-24: Agency and Public Comments



- Circulated all property owners within 120 metre radius
- No Comments from Public as of September 18, 2024

ZBA-05-24: Agency and Public Comments

Infrastructure Services

No objections

Building Services

No objections

Essex Region Conservation Authority (ERCA)

No objections

Next Steps

ZBA-05-24

ZBA-05-24: Next Steps

1. A report to Council and proposed Bylaw has been prepared for Council's decision at the September 23rd Special Council Meeting.
2. Council may:
 - Approve the proposed Bylaw where notice of approval will be sent to the applicant and all persons requesting to be notified of the decision, and a 20 day appeal period takes effect.
 - Deny the proposed Bylaw where notice of denial will be sent to the applicant and all persons requesting to be notified of the decision and a 20 day appeal period takes effect.
 - Defer the decision to a later date if further information is required.

Staff Recommendation: Approval

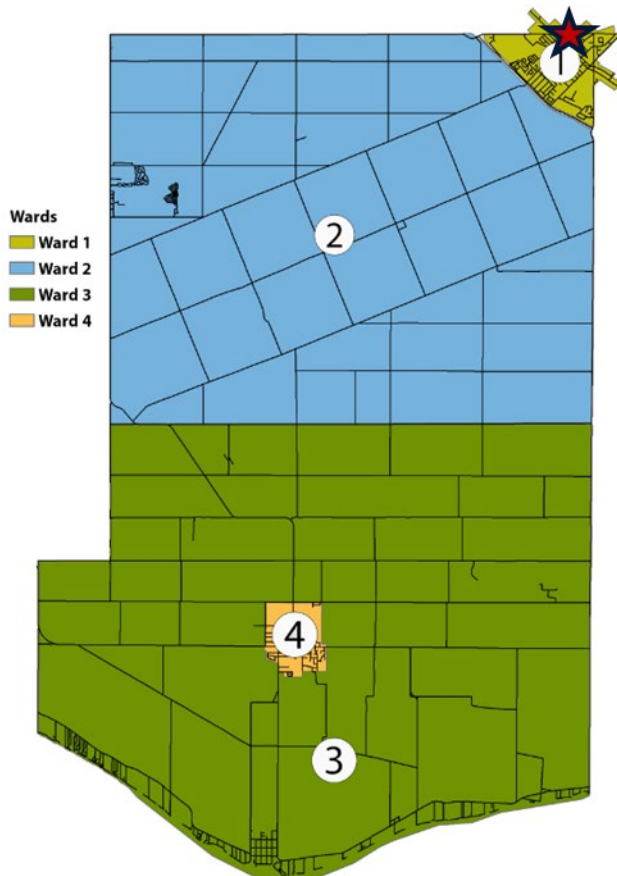
Questions

Zoning By-law Amendment

127-131 Talbot Street North (Ward 1)

ZBA-06-24

ZBA-06-24: Subject Lands



Location:


127 Talbot Street North
Corner of Talbot Street North and Medora Avenue East
in Essex Centre Primary Settlement Area (Ward 1)

Official Plan Designation:

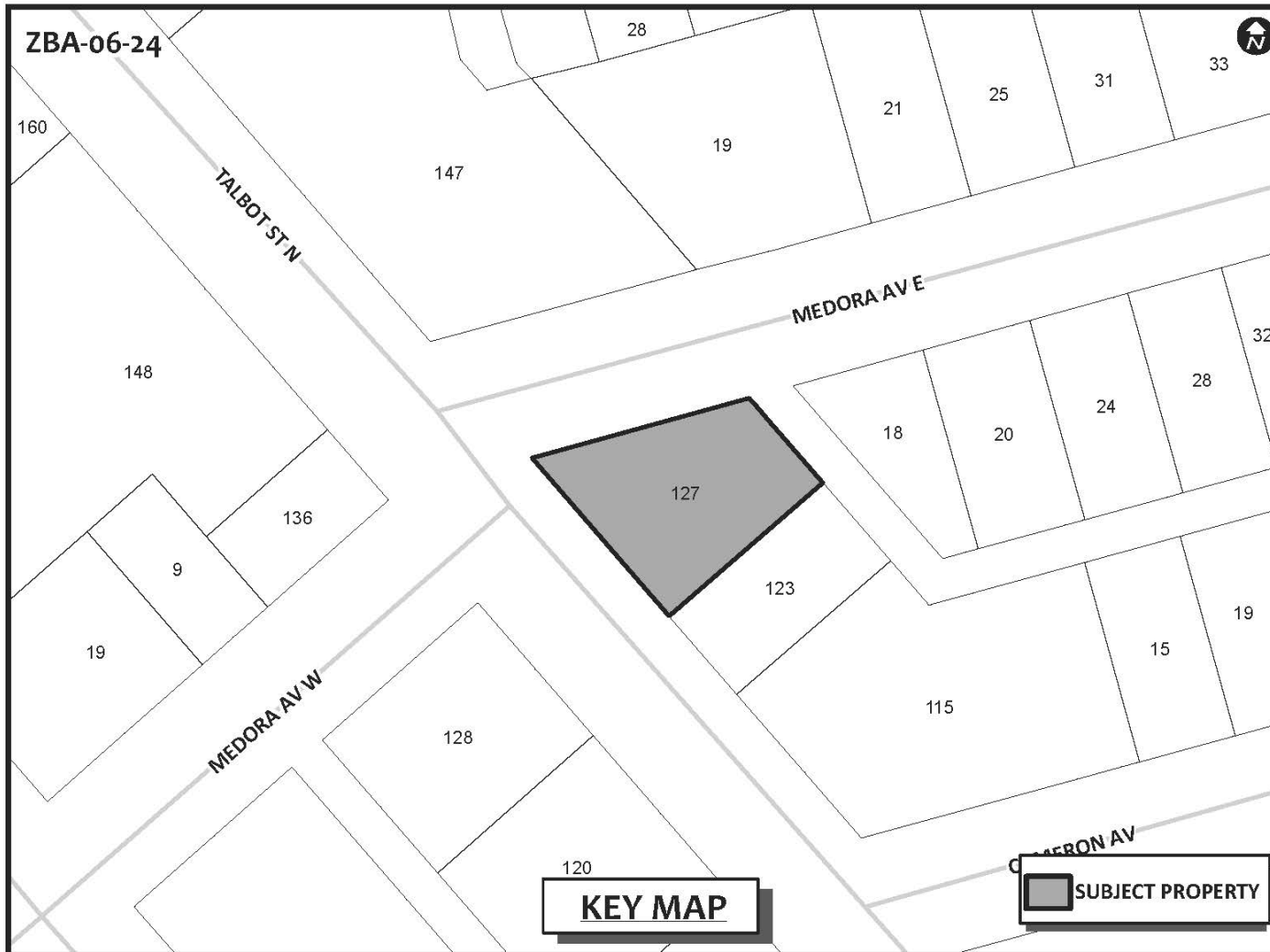
Essex Town Centre

Existing zoning:

Commercial District C2.2 - General Commercial Uses

 Subject lands

ZBA-06-24: Subject Lands



ZBA-06-24: Subject Lands



ZBA-06-24: Subject Lands

Existing Uses:

- Two (2) attached Combined Use Buildings with a combined existing commercial floor space of 582 Square Metres (6,266 Square Feet)
- A combined total of four (4) existing Dwelling Units located on the second level of the buildings
- An existing retail use on the ground level of 127 Talbot Street North (retail use occupies 108 Square Metres)
- A proposed restaurant on the ground level of 131 Talbot Street North (restaurant will occupy 183 Square Metres)

ZBA-06-24: Subject Lands



ZBA-06-24: Subject Lands



Proposed Zoning Change

ZBA-06-24

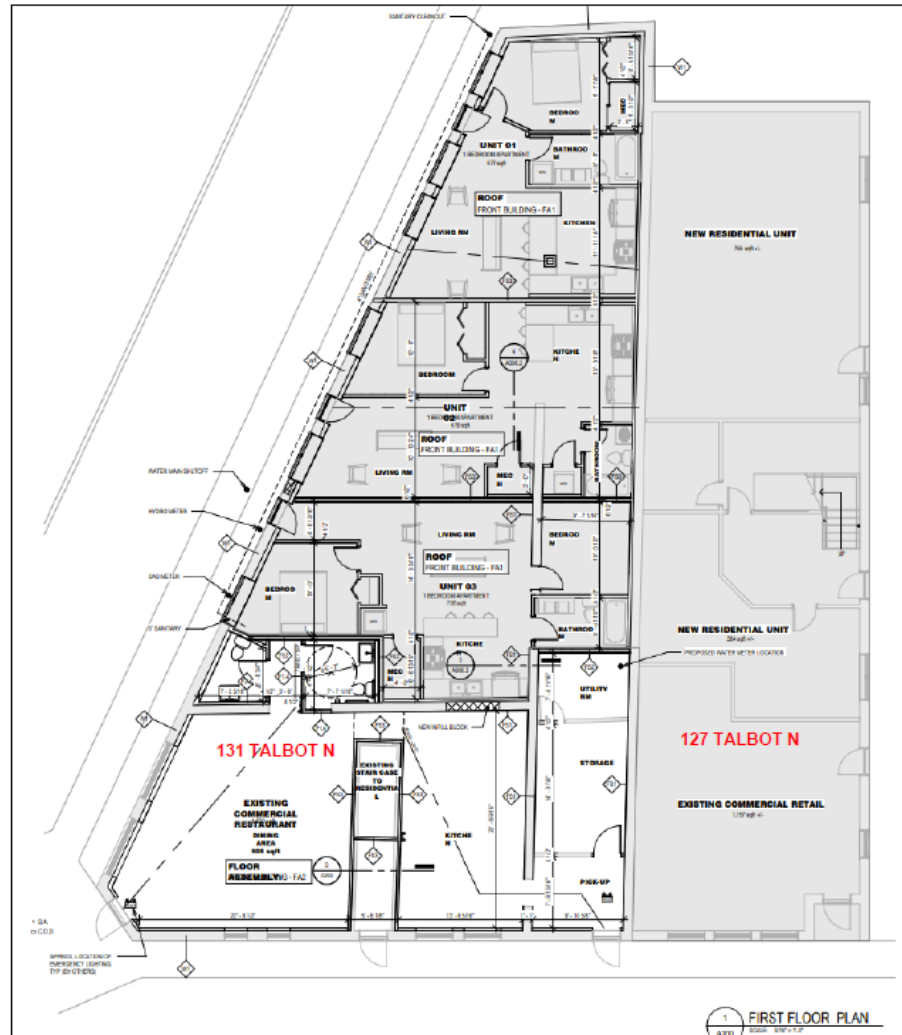
ZBA-06-24: Proposed Zoning Change

To permit:

- Five (5) residential dwelling units on the ground floor within a combined use building,
- An exemption from parking requirements for the five (5) ground floor residential units
- An exemption from the amenity space requirements for the five (5) ground floor residential units.

ZBA-06-24: Proposed Floor Plan

FIRST FLOOR: 3 NEW RESIDENTIAL APARTMENTS IN 131 TALBOT
2 NEW RESIDENTIAL APARTMENTS IN 127 TALBOT



ZBA-06-24: Zoning Definitions

Definitions:

A *Combined Use Building* is defined as having, as main uses, both a dwelling unit(s) and a non-residential use(s)

A *Dwelling Unit* means a room or suite of rooms used by or designated to be used by one(1) or more individuals as an independent and separate housekeeping unit

An *Amenity Area* means a landscaped open space yard, or a recreational area, as an accessory use to a dwelling or dwelling unit or other land use

ZBA-06-24: Current Zoning Regulations

Current Zoning Regulations:

- In a *combined use building*, all dwelling units, not including entrances thereto, shall be located above the ground floor
- Section 11.5 (a) requires 1.25 parking spaces for each dwelling unit and 15% of those parking spaces are to be reserved for visitor parking
- Section 19.1 (i) requires an amenity space for each residential apartment unit within a mixed-use building. A one (1) bedroom unit requires 10 m² (108 ft²) in amenity space.

Policy Considerations

ZBA-06-24

ZBA-06-24: Policy Considerations

Provincial Policy Statement (PPS) 2020

- Allows for growth and development within Settlement Areas that are based on densities and a mix of land uses which:
 - Efficiently Use Land and Infrastructure
 - Provides for intensification and redevelopment opportunities.
- Promotes development standards such as the reduction of parking spaces and amenity areas, which are appropriate and facilitate intensification, redevelopment, and compact form.
- Supports the vitality and viability of the downtown and main streets.

ZBA-06-24: Policy Considerations

Town of Essex Official Plan Policy:

- Encourages a full range of mixed uses in the Town Centre and anticipates an evolution of built form that is compact and cohesive.
- Permits multiple dwelling units within a mixed-use commercial building that preserves a strong and vibrant retail and office commercial presence at the street level.

ZBA-06-24: Policy Considerations

Zoning By-law 1037:

In mixed-use buildings residential units are only to be located on the second storey of the building.

For Consideration:

- Intent of development standard is to preserve commercial presence at street level in the Town Centre
- Dwelling units will be located at the back of the building.
- Commercial presence along Talbot Street North and at the corner of Talbot and Medora will be maintained.

ZBA-06-24: Policy Considerations

Zoning By-law 1037:

Section 11.5 of Bylaw 1037 requires 1.25 parking spaces for each dwelling unit and 15% of those parking spaces are to be reserved for visitor parking.

For Consideration:

- Intent of development standard is to ensure parking is available for tenants and to not aggravate existing on-street parking conditions.
- The proposed development would require an additional six (6) parking spaces
- Existing building covers 80% of the total Land area. There is limited opportunity to accommodate on-site parking.
- On-street parking is available along Talbot Street North and Medora Avenue. On-street spaces are not dedicated for any particular business or tenant.
- Several commercial establishments in the area of the Subject Lands have on-site parking areas.
- Potential tenants will be made aware that on-site parking is not available and on-street parking is not guaranteed.

ZBA-06-24: Policy Considerations

Zoning By-law 1037:

Section 19.1 i) requires amenity space for each residential apartment unit within a mixed-use building. A one (1) bedroom unit requires 10 m² (108 ft²) in area.

For Consideration:

- Intent of development standard is to ensure tenants have access to space or facilities for recreation or leisure.
- The proposed development would require 50 m² (538 square feet) of amenity area.
- Existing building covers 80% of the total land area. There is limited opportunity to accommodate on-site amenity space.
- Building is located within walking distance to several recreational facilities including the Chrysler Canada Greenway, Heritage Park.

Agency and Public Comments

ZBA-06-24

ZBA-06-24: Agency and Public Comments

Department/Agency	Comments	Response
Infrastructure Services	Only one (1) water metre will be permitted for the building	Information has been conveyed to Applicant
	Parking within the ROW is not designated to one business, building or unit, as it is meant to be public parking.	Information has been conveyed to Applicant
Essex Region Conservation Authority (ERCA)	No objections to the Application.	Information has been conveyed to the Applicant.

ZBA-05-24: Agency and Public Comments



Circulated all
property owners
within 120 metre
radius

No Comments from
the Public as of
September 19, 2024

Next Steps

ZBA-06-24

ZBA-06-24: Next Steps

1. A report to Council and proposed Bylaw has been prepared for Council's decision at the September 23rd Special Council Meeting.
2. At the Special Council Meeting, Council may:
 - Approve the proposed Bylaw where notice of approval will be sent to the applicant and all persons requesting to be notified of the decision, and a 20 day appeal period takes effect.
 - Deny the proposed Bylaw where notice of denial will be sent to the applicant and all persons requesting to be notified of the decision and a 20 day appeal period takes effect.
 - Defer the decision to a later date if further information is required.

Staff Recommendation: Approval

Questions

August 4, 32024

Planning Services
Town of Essex

REGARDING: Zoning Bylaw Amendment (ZBA)
127-131 Talbot Road North, Town of Essex
Adam Rossetto and Andrew Schincariol

On behalf of my client, please find attached a Zoning Bylaw Amendment (ZBA) for the building identified as 127-131 Talbot Road North, Town of Essex. The subject lands are designated 'Essex Town Centre' on Schedule A to the Official Plan and zoned 'General Commercial District 2.2 (CD2.2)' under Section 19.2 in the CZB for the Town of Essex.

The ZBA application attached purports to rezone these lands from a 'General Commercial District 2.2 (CD2.2)' zone to a site specific 'General Commercial District 2.2 Exception ## (CD2.2(-##))' zone to provide for the recognition of the existing mixed use building and to provide for additional inclusion of residential apartments.

127—131 TALBOT STREET NORTH, ESSEX





The subject building is a mix of uses comprised of two previously separate lots with a building on each parcel with a common shared wall. 127 Talbot Street North and 131 Talbot Street North (corner building) were merged in title (consolidated) to create 1 building on 1 parcel known as 127-131 Talbot Street North.

1: ORIGINAL USES OF THE TWO PROPERTIES:

The **building known previously as 131 Talbot North** (corner building) is comprised of a main floor with 3,969 ft² with an **existing** restaurant/commercial use comprising the front of the main floor with wide open space used for a banquet hall behind the restaurant. Typically, the banquet hall was open/rented only sporadically for special occasions such as weddings. There is only part of the second floor where there is one existing residential apartment unit above the restaurant.

The **building known as 127 Talbot North** (south building) is comprised of an existing two storey building with a main floor with 2,297 ft² retail commercial space and storage space and with access to Talbot Road. The second floor consists of 3 existing residential units.

1ST FLOOR: COMMERCIAL

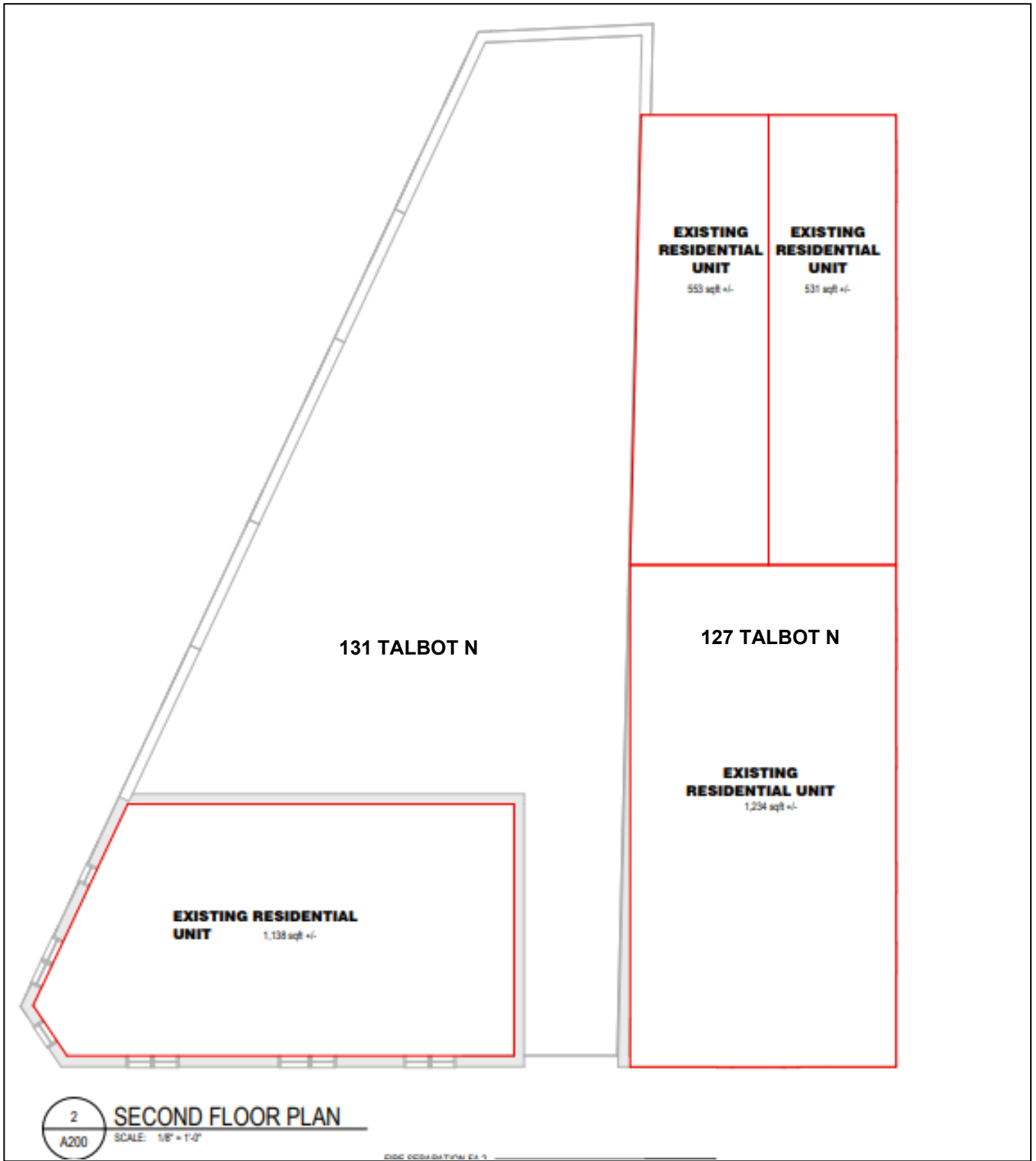


2ND FLOOR: 4 EXISTING SECOND FLOOR
(1 apt in 131 Talbot) (3 apt in 127 Talbot)

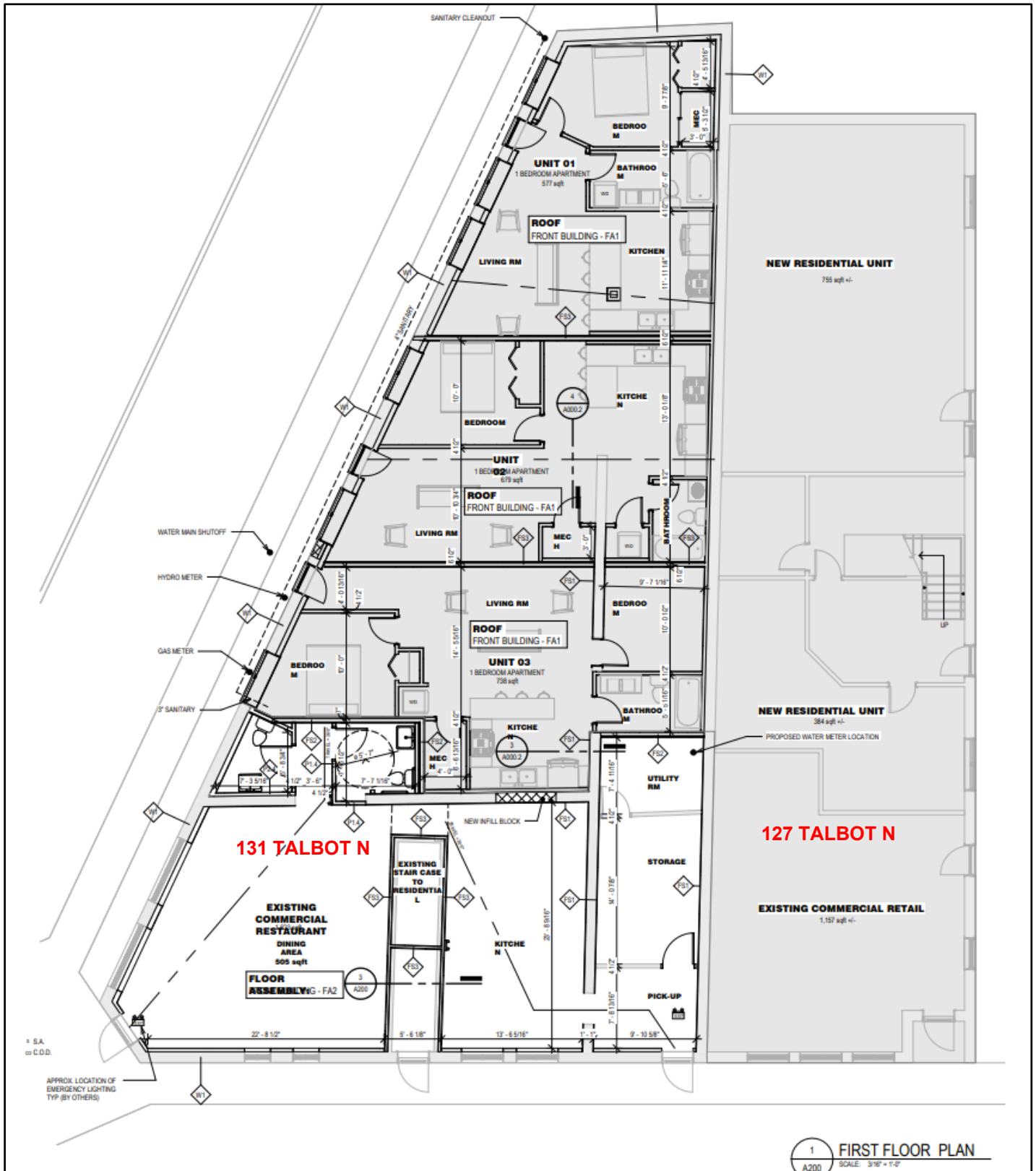


2. PROPOSED USES:

SECOND FLOOR: NO CHANGES = 4 EXISTING RESIDENTIAL APARTMENTS



**FIRST FLOOR: 3 NEW RESIDENTIAL APARTMENTS IN 131 TALBOT
2 NEW RESIDENTIAL APARTMENTS IN 127 TALBOT**



PROPOSED UNITS BY AREA:

EXISTING UNITS:	FLOOR AREA	PROPOSED UNITS:	FLOOR AREA
131 TALBOT		131 TALBOT	
Main Floor Commercial	368 m ²	Main Floor Commercial	183 m ²
Second Floor Residential Apt. (1)	105 m ²	Main Floor Residential (3)	185 m²
		Second Floor Residential Apt (1)	105 m ²
127 TALBOT		127 TALBOT	
Main Floor Commercial	219 m ²	Main Floor Commercial	113 m²
Second Floor Residential (3)	219 m ²	Main Floor Residential (2)	106 m²
		Second Floor Residential (3)	219 m ²
TOTAL COMMERCIAL UNITS (2)		TOTAL COMMERCIAL UNITS (2)	
TOTAL RESIDENTIAL UNITS (4)		TOTAL RESIDENTIAL UNITS (9)	

The **building known previously as 131 Talbot North** (corner building) is proposed to have the existing storage area behind the restaurant converted for three residential apartment units. The existing restaurant area will remain with the old banquet hall (now storage area) behind the restaurant to be converted to 3 new residential apartment units on the ground floor. The 1 residential apartment unit on the second floor will remain and will only be updated. **The site specific ZBA will allow for the additional 3 new ground floor residential apartments.**

The **building known as 127 Talbot North** (south building) is comprised of the existing retail commercial on the main floor fronting Talbot Street. The unused storage area behind the commercial is proposed to be converted to 2 new main floor apartment units. The 3 long existing apartment units on the second floor will remain. **The site specific ZBA will recognize the new main floor 2 residential apartment units behind the commercial use.**

4. PROPOSED USES:

As shown in the table above, the proposed inclusion of three new apartment units will not be reducing the number of commercial units, rather will be efficiently and effectively adapting un-used storage space for needed affordable, alternative housing as rental apartments, appropriate in my professional opinion.

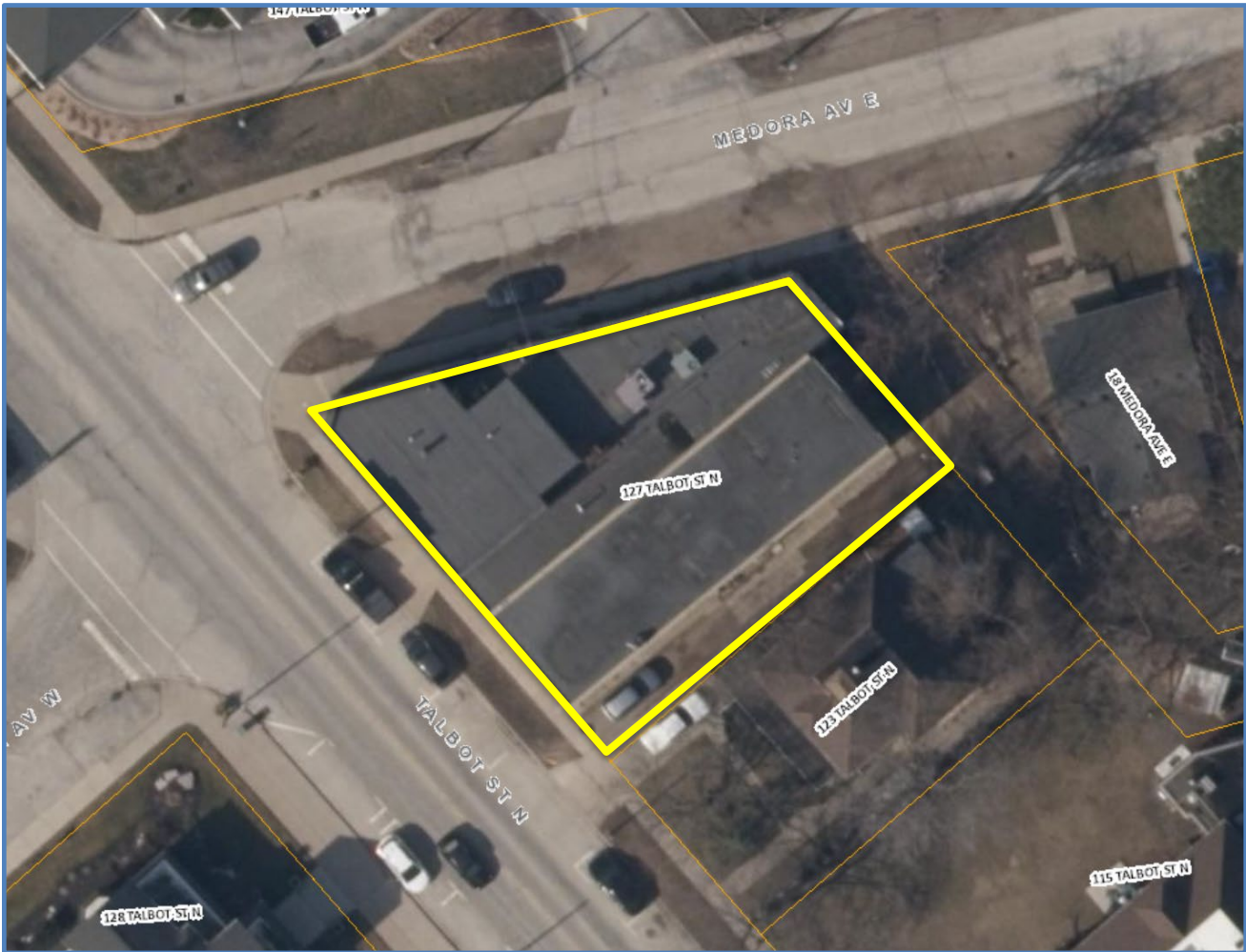
The applicant has requested a Zoning Bylaw Amendment (ZBA) to establish a regulatory framework for the adaptive inclusion of 5 new residential units within an existing serviced mixed-use building. The ZBA will not change the zone of (CD2.2) but will add site specific provisions to the (CD2.2) zone to recognize additional units that are being converted from unused space to new, needed affordable residential apartments within the downtown area of the municipality. In my professional opinion, the conversion of existing unused space to five new residential apartments supports the provision of needed residential apartments in the downtown area of Essex.

When adapting five new apartments into an existing building, there is always challenges with meeting modern standards in an older building. The only resolve is to add new regulations on a site specific basis to recognize the uniqueness of the existing building and the uses of this building. The following site specific provisions will be included to allow for the inclusion of the five new residential units and recognize size existing units within the existing building:

- 1) **Residential Uses Above Commercial Section 19.2 b)v) – 5 units on ground floor;**
- 2) **Amenity Space required for each residential unit Section 19.2 b)i)– 0 m2 available;**
- 3) **Parking Spaces, Section 11.4 – relief for 9 parking spaces- 0 spaces available.**

The need for housing is critical in the Town of Essex and the provision of three additional rental residential apartment units within a mixed use neighbourhood will provide for additional 'missing middle' units and will allow for some of the older home owners in the neighbourhood to stay and age in place in affordable rental, a critical need in my professional opinion for the Town. As well, the three new residential apartment units are located on the ground floor, making the three new units accessible as well as affordable.

AERIAL SUBJECT SITE: 127-131 TALBOT RD NORTH



Presently the site has no recognized on-site parking for either the existing commercial units or the existing residential apartments. With the building existing and the proposal is for an adaptive re-use of unused space within this existing building, there is no opportunity on site to provide parking.

There is on-street parking along Talbot Road and along Medora at the north end. The previous owners of the building had residential apartments for years without on-site parking. The building has existed for years without parking for commercial and residential units within the building.

The requested relief to the parking requirement in my professional opinion, makes for sound planning knowing that there has been 4 residential units and 2 commercial retail units without parking and the 5 new units will have the same tenancy agreement.

The tenant contract specifies that there is no on-site parking and the tenants should not have cars otherwise it is their responsibility to make arrangements with local facilities for rental parking spaces.

The lack of on-site parking supports the healthy, walkable community as well as reducing emissions and car generated pollution.

Municipal services of water and sewer are existing and connected to the building and in pre-consultation discussions, we were told there was municipal capacity to accommodate the three new units. As well, Aleo Engineering confirms the availability of municipal sewer and water services for the existing units and the additional 3 residential units. In my professional opinion, the adaptive re-use of a large banquet hall to residential apartments is a more efficient and effective use of available municipal services.

There is a municipal sidewalk around the building leading to the downtown for the tenants to walk for all necessary amenities. There is a municipal bus that travels between other towns and the university/college in Windsor, reducing the need for a car and in my professional opinion, supporting walking, and other alternative forms of transportation. Also, the location of the units downtown and on municipal sidewalk, allows for citizens to work and live within the same neighbourhood, in my professional opinion, reducing the need and dependency on the car.

The inclusion of the five new units will allow for the low profile building to extend its years of worth and vitality in an efficient and effective manner. Further, the adaption of five new residential units within the low profile building allows, in my professional opinion, allows for the continuation of an appropriate mixed use building providing needed retail commercial on the main floor as well as critical needed affordable rental apartments.

This memo has been provided to summarize planning legislative framework and to provide a brief professional planning opinion of the requested Zoning Bylaw Amendment (ZBA). The proposed site development has been reviewed and placed within context of the Provincial Policy Statement (PPS), the Town of Essex Official Plan and the Comprehensive Zoning Bylaw for the Town of Essex

5. PROVINCIAL POLICY STATEMENT:

When reviewing a planning application to determine if the requested Zoning Bylaw Amendment (ZBA) makes sound planning, it is imperative that the proposed development is consistent with the Provincial Policy Statements (PPS): "The Provincial Policy Statement provides policy direction for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural environment. It (PPS) recognizes that the wise management of development may involve directing, promoting or sustaining growth. Land use must be carefully managed to accommodate appropriate development to meet the full range of current and future needs, while achieving efficient development patterns."

"Section 1.1.3.2 Settlement Areas

Land use patterns within settlement areas shall be based on densities and a mix of land uses which:

- (a) efficiently use land and resources;*
- (b) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;*
- (c) minimize negative impacts to air quality and climate change, and promote energy efficiency;*
- (d) prepare for the impacts of a changing climate;*
- (e) support active transportation;*
- (f) are transit-supportive, where transit is planned, exists or may be developed;*
and
- (g) are freight-supportive.*

Land use patterns within settlement areas shall also be based on a range of uses and opportunities for intensification and redevelopment in accordance with the criteria in policy 1.1.3.3, where this can be accommodated."

PPS COMMENTS:

In my professional opinion, the inclusion of five new units within an existing mixed use building is an efficient use of existing resources such as the building infrastructure and municipal services without a need for expansion or enlargement of the building or services. Please refer to Aleo Engineering providing the professional engineering opinion that municipal capacity is available for the inclusion of the three new units.

The subject lands are located within the urban settlement area of the Town of Essex. The subject property is located within the downtown area of the municipality and within walking area to amenity space, municipal parks, and the downtown commercial and institutional area. The location of the building is within minutes of walking or biking to all amenities, and services and in my professional opinion provides supports active transportation and reduces the need for the car. The close proximity to be able to walk for amenities such as groceries, churches, doctors, dentists, clothing, etc also means less dependence on car trips, reducing air emissions and pollution.

It is my professional opinion that the inclusion of more residential units in the building rather than leaving vast, unused, open space heated and electric will allow for energy sharing and conservation and promotes a more energy-efficient building.

The proposed interior conversion to provide additional residential units is an efficient use of the existing infrastructure of water and sewer that presently services the building. As well, there is no need to extend or expand the services since they are presently used for servicing unused commercial banquet hall.

The proposal supports active transportation by being located in a fully supported area of the town accessible by alternative transportation such as walking, biking. Located within the downtown area of the urban settlement area, in my professional opinion, means that the car is not needed to go to work, to recreate or to shop.

“1.1.3.4 Settlement Areas:

Appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety.”

PPS COMMENTS:

In my professional opinion, the adaptive reuse of unused storage space within the existing building with the infill of the five new residential apartments is a gentle intensification that be considered appropriate: the new residential apartments will remove unused space; the new units will provide for units within walking distance to live work; will provide for new, affordable housing; will provide for alternative housing tenure and style; will provide for missing middle housing; municipal services and services are available without expansion; and will assist with the conservation of energy by sharing services.

“1.7 Long-Term Economic Prosperity

Long-term economic prosperity should be supported by:

- a) *promoting opportunities for economic development and community investment-readiness;*
- b) *encouraging residential uses to respond to dynamic market-based needs and provide necessary housing supply and range of housing options for a diverse workforce;*
- c) *optimizing the long-term availability and use of land, resources, infrastructure and public service facilities;*
- d) *maintaining and, where possible, enhancing the vitality and viability of downtowns and mainstreets;*
- e) *encouraging a sense of place, by promoting well-designed built form and cultural planning, and by conserving features that help define character, including built heritage resources and cultural heritage landscapes;*
- f) *promoting the redevelopment of brownfield sites;*
- g) *providing for an efficient, cost-effective, reliable multimodal transportation system that is integrated with adjacent systems and those of other jurisdictions, and is appropriate to address projected needs to support the movement of goods and people;*
- h) *providing opportunities for sustainable tourism development;*
- i) *sustaining and enhancing the viability of the agricultural system through protecting agricultural resources, minimizing land use conflicts, providing opportunities to support local food, and maintaining and improving the agrifood network;*
- j) *promoting energy conservation and providing opportunities for increased energy supply;*
- k) *minimizing negative impacts from a changing climate and considering the ecological benefits provided by nature;*
- l) *and encouraging efficient and coordinated communications and telecommunications infrastructure.”*

PPS COMMENTS:

The requested interior renovations to convert unused space to residential apartments provides for needed alternative housing while efficiently and effectively utilizing an existing building with municipal services. The provision of accessible and affordable apartment housing will allow for the senior members of the neighbourhood to age in place.

The space to be converted to residential apartments are no longer used for commercial purposes: the space used for a banquet hall is no longer used for banquets and sits empty and used for storage while other areas of the building used for storage are no longer needed for storage. There will be no loss of commercial space since the area being converted to residential are unused banquet hall or storage space.

The ZBA, in my professional opinion, will allow for the main street commercial space to be an economically viable scale with the unnecessary storage space removed and converted area to needed residential apartments. With the building fully rented, it is my professional opinion that the building will remain vital and economically viable.

The conversion of portions of the un-used commercial space to provide needed residential units is considered an optimization of existing built form with needed residential affordable units. The rental units will provide for needed housing of an alternative tenure and style and provide for diversity in housing located within the downtown area of the Town.

The addition of residential units will not be removing viable commercial areas of the building therefore there is no loss of economic generators through the change from unused storage areas and old banquet hall. Rather, the inclusion of additional residential units will be supporting economic vitality of the building and downtown by providing rental apartment units and bringing more people to the downtown. Also, it is my professional opinion, that providing housing downtown will allow for more access to work by living downtown and walking to work within the downtown.

Utilization of the unused storage spaces and unused old banquet hall converted to residential use is an efficiency needed in the downtown to ensure the continuation of the economic vitality of the building and subsequently the downtown.

The provision of housing will provide for a dynamic and safer neighbourhood with the utilization of vacant space for housing brings more people to the downtown area and provides for 'eye on the downtown'. With additional units and additional people living downtown, the new units will provide for an enhanced activities and will support the sense of place for the residents in the downtown area.

In my professional opinion, the requested ZBA to allow for the inclusion of five additional residential apartments is consistent with the PPS 2020 policy direction for providing for alternative housing style and tenure needed within the downtown. The proposal can be considered consistent with healthy community policies of the PPS by providing for an appropriate range and mix of housing types, densities and tenure.

In my professional opinion, the proposed conversion of vacant storage space in an existing mixed use building and an unused banquet hall used for storage to residential units are an efficient, effective adaptive re-use of a portion of an unused commercial area.

The ZBA, in my professional opinion, is consistent with the PPS and is supportive of the PPS policies ensuring compatible new adaptive re-use development within the existing neighbourhood.

6. TOWN OF ESSEX OFFICIAL PLAN:

The subject lands and existing building is located within the Essex Town Centre designation of the Town of Essex Official Plan.

“5.13 Lands Designated Town Centre

It is the intent of this Plan to encourage a full range of commercial, mixed use (residential/commercial), cultural and public service uses within the areas designated “Town Centre”. Over the planning period, it is anticipated that these areas will continue to evolve, mature and redevelop into a built form that is compact and cohesive with integrated shopping, recreational, cultural, leisure and civic functions.”

“5.13 GOALS

c) to recognize that town centres are dynamic in nature, and must be able to evolve, adapt and redevelop as market conditions, consumer needs and preferences, and retail trends change over time, and to provide a corresponding policy environment which will permit these changes to occur in a manner which is beneficial to the Town of Essex ratepayers;”

“5.13 Permitted Uses: Town Centre:

- c) multiple dwelling units within a mixed-use commercial/residential development that:*
- i) has a height of not less than two stories and not more than six stories;*
 - ii) will preserve, to the greatest extent possible, a strong and vibrant retail and office commercial presence at the street level;*
 - iii) is designed in such a manner as to create and maintain safe and convenient pedestrian linkages and shared parking areas;*
 - iv) incorporates architectural and design elements which are in keeping with the area and contribute to a built form which is compact and energy efficient.”*

OFFICIAL PLAN COMMENTS:

The subject lands and existing mixed use building is located within the Town Centre area of the urban settlement area of the Town of Essex. The subject property is located within downtown area of the Town within walking distance to amenities, parks, commercial areas and parking areas.

The further adaptive re-use of un-used portion of the of the existing building will result in additional needed alternative residential units within the downtown area of the town. The additional units will provide for a gentle intensification that is appropriate in an existing mixed use building and within the downtown area of the municipality.

The additional residential apartment units will provide for alternative accomodation in style and tenure and will assist and aid in providing appropriate affordable housing in the present housing shortage.

Adapting the unused storage space and the unused banquet hall space within the low profile, two storey building for residential apartment units will provide alternative style and tenure needed within the Town of Essex. The additional rental housing provision conforms with the OP policies that promotes compatible uses and buildings of similar height within the neighbourhood and efficient and effective use of buildings for the provision of alternative housing.

OP policies encourage and support infilling and adaptive reuse such as the proposal when the building and use is compatible with the existing mixed use buildings and residential buildings within the neighbourhood.

The provision of alternative housing will provide needed alternative housing in the Town of Essex. The requested ZBA will provide a regulatory framework for the proposed alternative tenure and style of residential units that will support a healthy, diversified residential neighbourhood.

In my professional opinion there is no loss of employment opportunities since the viable retail commercial and restaurant commercial components will remain. The storage areas that are to be converted to residential apartments are not viable commercial rental space that have been un-used for years. The storage areas are not considered available commercial enterprise and not rentable areas therefore no longer provides rental income or employment opportunities. It is therefore my professional opinion that the re-use of this space for residential apartments will not remove employment opportunities but will provide for needed alternative housing.

In my professional opinion, the proposed conversion of commercial space to residential is an efficient, effective adaptive re-use a portion of an unused commercial area within an existing building that will further provide for a mix of housing tenure and style within Essex. The ZBA, in my professional opinion, conforms with the relevant policies of the Official Plan.

7. CZB - REQUESTED RELIEF:

The proposal will result in changes to the interior of the existing building with the adaptive re-use of portions of the building unused or used for storage. There are no intended changes to the exterior of the building with the exception of cleaning the brick, fixing broken stairs, repairing roof issues, and bringing the building into compliance with the OBC for items such as doors and windows. There are no intended additions or exterior modifications.

The following site specific provisions will be included for the site specific bylaw:

- 1) **Residential Uses on main floor** – 5 units on ground floor;
- 2) **Amenity Space required for each residential unit** – 0 m² required;
- 3) **Parking Spaces** - 0 spaces required.

The following provisions are to be addressed in the site specific (CD2.2) bylaw amendment:

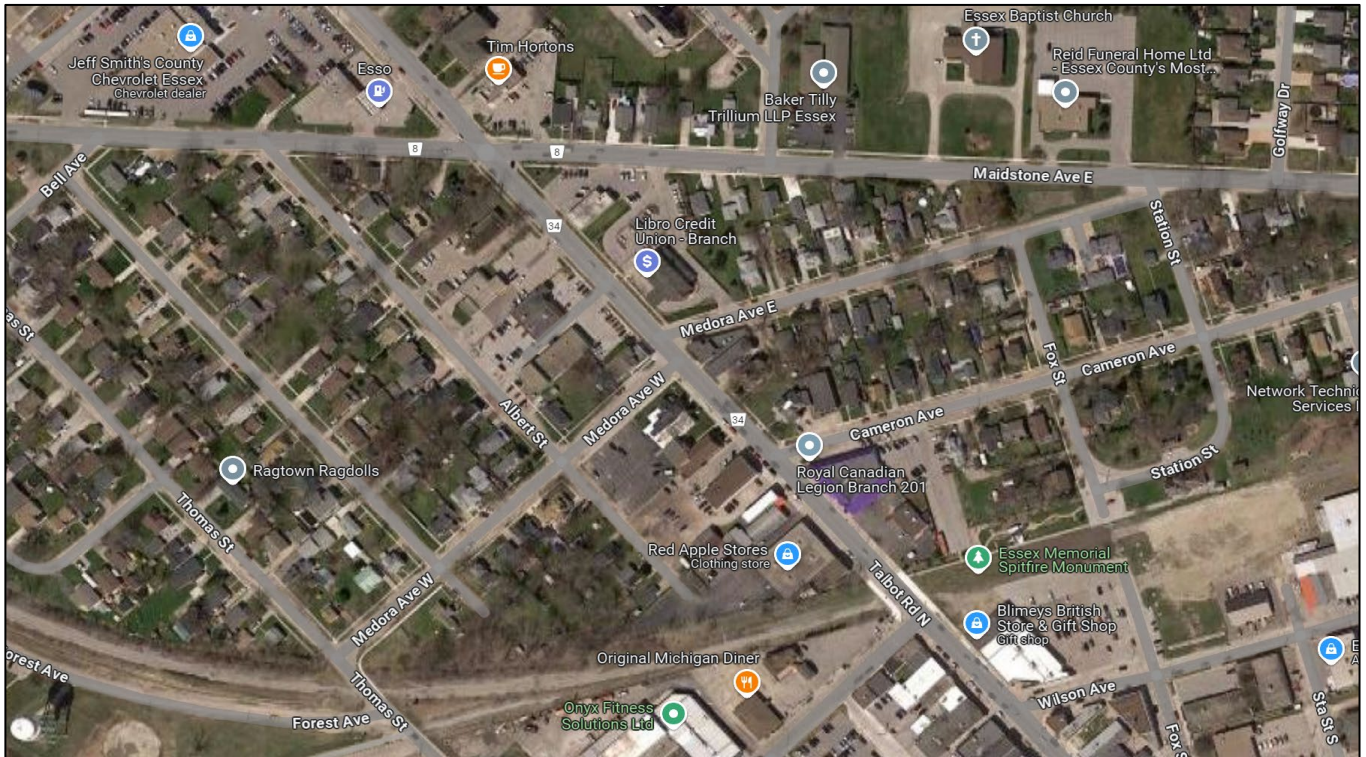
- 1) **Residential Uses Above Commercial Section 19.2 b)v)** – “In a combined use building, all dwelling units, not including entrances, shall be located above the ground floor”.
 - The ZBA will recognize the residential units behind the commercial units on the main floor, not above the commercial units;

- the ZBA will recognize the 5 new residential rental apartment units on the main floor behind the commercial units.
- The ZBA will allow for the unused storage space that is no longer used, be converted for needed rental apartment units while efficiently and effectively using all the space within the building;
- a total of 9 residential units are proposed within the mixed use building;
- **The ZBA will support the provision of 5 residential units on the main floor of the mixed use building located within the downtown area.**

2) **Amenity Space required for each residential unit Section 19.2 b)i) – “Bachelor Unit=7.5 m²/unit; One bedroom unit=10 m²/unit; Two or more bedroom unit=15m²/unit. There are 4 units with one bedroom (4x10 m² = 40 m²) and 5 units with two bedrooms (5x15 m² = 75 m²) for a total of 115 m² amenity area required for the residential units. **The site specific bylaw will identify 0 m² amenity space within the building for the apartment units.****

- With the existing building on the existing lot, it is not possible to provide for additional amenity space on site;
- there are municipal parks, bike trails, sidewalks, the old train station, and the Chrysler Greenway in close proximity to provide for amenity space for the tenants of the apartment units.

AMENITY AND COMMERCIAL AREAS AROUND 127-131 TALBOT RD N



PARKING AREAS AROUND 127-131 TALBOT N



3) **Parking Spaces, Section 11.4:**

MAP 3 OF SCHEDULE A TO THE CZB



- Note the map above showing that the lands are within the parking relief area of the downtown core providing for 0 parking spaces required for commercial uses.
- **There is presently no on-site parking for the retail use or the 4 existing residential apartment units.**
- **Relief is requested in the site specific bylaw for 5 residential units and the existing 4 residential apartment units for a total of 9 residential units with 0 parking spaces.**
- Section 11.4 **Location of Parking Spaces:** “c) *When a lawfully existing use has an insufficient number of existing parking spaces to conform to the provisions of subsection 11.5 or 11.6, it is not required that the deficiency be made up prior to the construction of any addition or a change of use. However, any additional parking spaces required by this Section for such addition or change of use shall be provided and maintained in accordance with all applicable provisions of this by-law;*”
- There is a municipal parking lot within 2 blocks of the subject site that would provide for visitor parking as well as parking on Medora and parking on Talbot Road North.

- There is an area used as access to the alleyway behind the building from Talbot Road North but there is no area for parking.
- 4 parking spaces along the Medora Street frontage historically have been used in association with the building and there is no other use adjacent or across the street that would stop the continuation of the use of these 4 spaces.
- In my professional opinion, accommodating 4 parking spaces on the side of Medora; and entering into a tenant agreement identifying that the tenant must use alternative transportation as there is no allocated parking complies with the intent of the CZB for relief for parking for appropriate uses such as residential in a mixed use building, is appropriate for a re-development of a mixed use building in the downtown area.

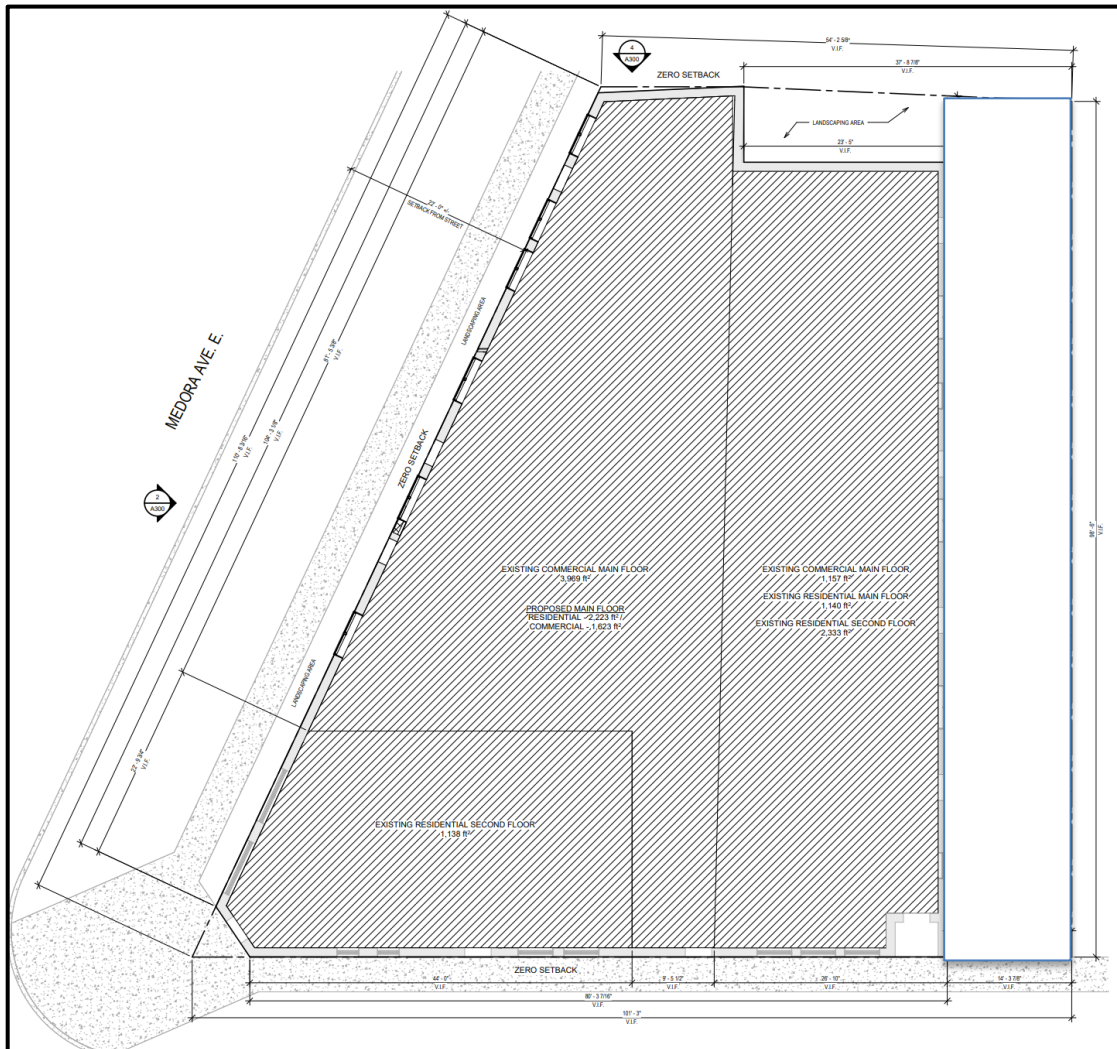
8. CONCLUSIONS:

The requested Zoning Bylaw Amendment (ZBA) purports to maintain the existing CD2.2 zone while adding 3 site specific zone provisions that will support the establishment of new residential apartment units within the existing, underutilized building.

The Zoning Bylaw Amendment can be considered sound planning by providing needed rental apartment units within the downtown urban area of the Town of Essex, supporting the healthy, walkable community. The ZBA will provide for sound, affordable alternative tenure and style of housing needed within the community of the Town of Essex.

The proposed interior modifications that will add an additional 5 residential apartment units in areas unused within an existing building make sound planning. The proposed inclusion of alternative, rental housing within an existing building is an efficient and effective use of existing infrastructure. The ZBA will provide alternative tenure and style of housing within the urban core area of Essex. Inclusion within the low profile building will be appropriate in this location and compatible with the existing low profile residential and commercial mixed use neighbourhood. The proposed residential re-use of the existing infrastructure is sound and represents a complimentary and compact built form of housing alternative styles and tenure supporting a healthy community.

SITE PLAN 127-131 TALBOT N



In my professional opinion the proposed ZBA:

- 1) is consistent with the policies of the 2020 Provincial Policy Statements;
- 2) conforms with the relevant policies of the Town of Essex Official Plan;
- 3) complies the regulations of the Comprehensive Zoning Bylaw for the Town of Essex after the passing of the site specific ZBA; and
- 4) makes sound planning.

I hereby certify that this report was prepared by Jackie Lassaline RPP MCIP, a Registered Professional Planner within the meaning of the Ontario Professional Planners Institute Act, 1994.

Regards,

Lassaline Planning Consultants

Jacqueline Lassaline

Jackie Lassaline BA MCIP RPP

The Corporation of the Town of Essex

By-Law Number 2373

Being a by-law to Amend By-Law Number 1037
The Comprehensive Zoning By-law for the Town
of Essex

WHEREAS By-Law Number 1037 is the Town’s Comprehensive Zoning By-Law regulating the use of lands and the character, location and use of buildings and structures within the Town of Essex;

AND WHEREAS the Council of the Corporation of the Town of Essex deems it expedient and in the best interest of proper planning to amend By-Law Number 1037;

NOW THEREFOERE be it resolved that the Council of The Corporation of the Town of Essex hereby enacts as follows:

- 1. **That** Subsection 1, of Section 28, of Bylaw 1037, is hereby amended by adding the following paragraph:

68. For the lands municipally known as 127 Talbot Street North (Essex Centre, Ward 1), the following provisions shall apply:

- i) Five (5) dwelling units shall be permitted on the ground floor of the existing combined use building in accordance with the site plan prepared by Felix Culpa Architecture.
- ii) That the required number of on-site parking and visitor parking listed under subsection 11.5 of By-Law 1037 shall not apply to a dwelling unit in a Combined Use Building.
- iii) That the minimum required amenity area per dwelling unit required under subsection 19.2, C2.2 District, shall not apply to a dwelling unit.

- 3. **That** Zoning District Map Number 03 be amended accordingly.

Read a first, and second time and provisionally adopted on September 23, 2024.

Mayor

Clerk

Read a third time and finally passed on October 21, 2024.

Mayor

Clerk



Report to Council

Department: Infrastructure Services
Division: Operations
Date: October 21, 2024
Prepared by: Norm Nussio C.E.T., CRS-I, Manager of Operation & Drainage
Report Number: Operations-2024-10
Subject: Result of Request for Tender- Road Salt Hauling
Number of Pages: 4

Recommendation(s)

That Operations-2024-10 entitled Result of Request for Tender- Road Salt Hauling prepared by Norm Nussio Manager of Operations & Drainage dated October 21,2024 be received, and

That Council award the Results of Request for Tender- Road Salt Hauling (RFT-ID-24-023) to Quinlan Incorporated, contract period is from November 01, 2024, to April 30th, 2024 with and option to extend the contract by 2 years, and

That Council permit the Treasurer (with Chief Administrative Officer Approval) to fund any over expenditure in relation to the Salt Hauling contract, from the Winter Control Reserve.

Purpose

According to procurement by-law 2129 section 26.00 and subsection 26.01-Contract Without Budgetary Approval, where a requirement exists to initiate a project for which goods and/or services are required and funds are not contained within the Council approved budget

to meet the proposed expenditure, the Department Head shall prior to commencement of the purchasing process, submit a report to Council containing:

- a) Information surrounding the requirement to Contract; and
- b) Information on the availability of the funds within in existing budgets, which were originally approved by Council for other purposes, or on the requirement of additional funds.
- c) Reports to Council shall be reviewed by the Treasurer prior to being placed on the Council agenda

Background and Discussion

The Town sought tenders closed on September 18, 2024, from qualified tenderers to supply the services of hauling road salt to both operations facilities during the months of November to late April from the Towns supplier K+S Windsor Salt located at 200 Morton Drive Windsor Ontario.

The tenders received were reviewed for arithmetic errors, completeness, legibility, revisions and irregularities, with the results below:

Bidder Name	Unit Price Per Hour for First Year (Including applicable taxes)
Jeff Shepley Excavating Ltd	\$8.64
Quinlan Inc	\$7.60

It is recommended that council award the contract to Quinlan Inc in the amount of \$7.60 per tonne.

Financial Impact

The average yearly expenditure for this work is approximately \$23,000. Unit Price will be adjusted annually based on the year over year change in the Total Consumer Price Index as published by the Bank of Canada on September 01 each successive year until the end of the contract. Winter Control budgets are based on a 3-5 year rolling averages to predict upcoming expenditures. Due to the uncontrollable nature of winter storm events, we may exceed this average. Provincial regulation sets out the minimum maintenance standards that must be met.

Currently this expenditure is funded through and within the annual 2024 approved operating budget. Should this operating expense exceed budgeted amounts, the excess would be funded through amounts held in the winter control reserve.

Consultations

Jackson Tang, Assistant Manager of Business Services

Ann Marie Unis Manager, Finance and Business Services

Kevin Girard, Director of Infrastructure Services

Kate Giurissevich, Director of Corporate Services/Treasurer

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.**
- Take care of our natural environment and strengthen the sense of belonging to everyone who **makes Essex "home"**.
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Results of Request for Tender-Road Salt Hauling - Operations-2024-10.docx
Attachments:	
Final Approval Date:	Oct 15, 2024

This report and all of its attachments were approved and signed as outlined below:



Kevin Girard, Director, Infrastructure Services - Oct 15, 2024 - 11:50 AM



Kate Giurissevich, Director, Corporate Services - Oct 15, 2024 - 12:40 PM



Doug Sweet, Chief Administrative Officer - Oct 15, 2024 - 1:20 PM



Report to Council

Department: Infrastructure Services
Division: Operations
Date: October 21, 2024
Prepared by: Norm Nussio C.E.T., CRS-I Manager, Operation & Drainage
Report Number: Operations-2024-11
Subject: Results of Tender-Winter Control Agreement for Truck, Salter, Plow and Wing Rental
Number of Pages: 4

Recommendation(s)

That Operations-2021-04 entitled Results of Tender-Winter Control Agreement for Truck, Salter, Plow and Wing Rental prepared by Norm Nussio Manager of Operations & Drainage dated October 21, 2024, be received, and

That Council award the Results of Request for Tender- Winter Control Agreements for Truck, Salter, Plow Wing Rental (RFT-ID-24-024) to 1839431 Ontario Ltd (Colchester Farms), and

That Council permit the Treasurer (with Chief Administrative Officer Approval) to fund any over expenditure in relation to the Salt Hauling contract, from the Winter Control Reserve.

Purpose

According to procurement by-law 2129 section 26.00 and subsection 26.01-Contract Without Budgetary Approval, where a requirement exists to initiate a project for which goods and/or services are required and funds are not contained within the Council approved budget

to meet the proposed expenditure, the Department Head shall prior to commencement of the purchasing process, submit a report to Council containing:

- a) Information surrounding the requirement to Contract; and
- b) Information on the availability of the funds within in existing budgets, which were originally approved by Council for other purposes, or on the requirement of additional funds.
- c) Reports to Council shall be reviewed by the Treasurer prior to being placed on the Council agenda

Background and Discussion

The Town sought tenders from qualified tenderers for the rental of a winter control truck, for the 2025-2026, 2026-2027 winter seasons, with operator(s) and 6 cubic yard salt/sand spreader body and one-way snow plow with a minimum 10-foot clearing width, and wing plow with a minimum 10-foot clearing width to the Town of Essex.

The Town has successfully utilized a rental truck in this capacity for the past 13 years. The rental truck allows the Town to provide improved and more complete winter control service, especially in peak winter conditions.

The tenders received were reviewed for arithmetic errors, completeness, legibility, revisions and irregularities, with the results below:

Bidder Name	Unit Price Per Hour for First Year (non-refundable axes)
1839431 Ontario Ltd. (Colchester Farms)	\$228.96

Prices during the remainder of the contract (i.e. 2025 – 2026 and 2026 – 2027 Winter Seasons) will be adjusted annually based on the year over year change in the Total Consumer Price Index as published by the Bank of Canada on October 01 each successive year until the end of the contract.

1839431 Ontario Ltd. (Colchester Farms), the previous supplier, submitted the only bid which satisfied all the tender specifications and requirements.

Financial Impact

The average yearly expenditure for this work is approximately \$50,322 based on the average actuals for the last three years. In order to mitigate expenses, the successful contractor is called out only when needed to supplement Town staff. Winter Control budgets are based on a 3-5 year rolling averages to predict upcoming expenditures. Due to the uncontrollable nature of winter storm events, we may exceed this average. Provincial regulation sets out the minimum maintenance standards that must be met.

Currently this expenditure is funded through and within the annual 2024 approved operating budget.

Consultations

Jackson Tang, Assistant Manager of Business Services

Ann Marie Unis Manager, Finance and Business Services

Kevin Girard, Director of Infrastructure Services

Kate Giurissevich, Director of Corporate Services/Treasurer

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive** advantages to promote jobs and economic investment.
- Take care of our natural environment and strengthen the sense of belonging to everyone **who makes Essex "home"**.
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Results of Tender-Winter Control Agreement for Truck, Salter, Plow and Wing Rental - Operations-2024-11.docx
Attachments:	
Final Approval Date:	Oct 15, 2024

This report and all of its attachments were approved and signed as outlined below:



Kevin Girard, Director, Infrastructure Services - Oct 15, 2024 - 11:51 AM



Kate Giurissevich, Director, Corporate Services - Oct 15, 2024 - 12:29 PM



Doug Sweet, Chief Administrative Officer - Oct 15, 2024 - 12:29 PM



Report to Council

Department: Community Services
Division: Community Services
Date: October 21, 2024
Prepared by: Jake Morassut, Director, Community Services
Report Number: Community Services-2024-43
Subject: Special Event Notice – Harrow Legion Remembrance Day Ceremony (Harrow)
Number of Pages: 3

Recommendation(s)

That Community Services-2024-43 entitled Special Event Notice – Harrow Legion Remembrance Day Ceremony (Harrow), prepared by Jake Morassut, Director, Community Services, dated October 24, 2024, be received, and

That Council approve closing McAfee Street from 37 McAfee to King Street and from 21 King Street East to Victoria Street between 10:30 AM and 1:00 PM for the Harrow Legion Branch 338 Remembrance Day Ceremony.

Purpose

To obtain Council approval for a road closure during the Harrow Legion Remembrance Day Ceremony on November 11, 2024 from 10:30 AM to 1:00 PM.

Background and Discussion

Town Administration and the Special Events Resource Team (SERT) have reviewed the event and have no objection to any of the activities and recommend closing McAfee Street from 37

McAfee to King Street and from 21 King Street East to Victoria Street between 10:30 AM and 1:00 PM for the Harrow Legion Remembrance Day Ceremony.

Road Closure Route – (yellow highlighted area)



Financial Impact

There is no financial impact.

Consultations

Special Event Resource Team

Link to Strategic Priorities

- Embrace asset management best practice to build, maintain, and continuously improve our municipally own infrastructure.
- Leverage our **Town's** competitive advantages to promote jobs and economic investment.
- Take care of our natural environment and strengthen the sense of belonging to everyone **who makes Essex "home"**.
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Special Event Notice - Harrow Legion - Remembrance Day Ceremony (Harrow) - November 11, 2024 - Community Services-2024-43.docx
Attachments:	
Final Approval Date:	Oct 16, 2024

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "Doug Sweet", with a long horizontal stroke extending to the right.

Doug Sweet, Chief Administrative Officer - Oct 16, 2024 - 9:09 AM



Report to Council

Department: Community Services
Division: Community Services
Date: October 21, 2024
Prepared by: Jake Morassut, Director of Community Services
Report Number: Community Services-2024-41
Subject: Special Events Resource Team (SERT) – October 2024 Update
Number of Pages: 3

Recommendation(s)

That Community Services-2024-41 entitled Special Event Resources Team (SERT) – October 2024 Update prepared by Jake Morassut, Director, Community Services, dated October 21, 2024, be received.

Purpose

To update Council on a regular basis of the events and requests that have been reviewed by the Town of Essex Special Events Resource Team (SERT).

Background and Discussion

The Department of Community Services in April 2014 established an internal administration group called the Special Events Resource Team to review special event requests on Town of Essex property. The Special Events Resource Team consists of Town of Essex staff from several departments as well as outside agencies to assist groups in the initial planning stages of their events.

Summary of Events

Below is list of upcoming events reviewed by the Special Events Resource Team. Please note some events will be listed under more than one section depending on their event/request:

Road Closures/Parades

- | | | |
|--|-------------|------------------------|
| • BIA Tiny Tot Parade | October 25 | Downtown Essex |
| • Jinglebell Walk/Run/Wheel | November 10 | Downtown Essex Centre |
| • Remembrance Day Ceremony | November 11 | Veterans Memorial Park |
| • Remembrance Day Ceremony | November 11 | Essex Centre Cenotaph |
| • Santa Clause Parade/Santa's Village | December 14 | Essex Centre Downtown |
| • Harrow Santa Clause Parade | December 21 | Harrow Downtown |

Letter of Non-Objections

- There are no letters of Non-Objection

Special Occasion Permits/Significant Events

- There are no special occasion permits/significant Events

Special Events

- | | | |
|---|------------------|---------------------------------|
| • BIA Tiny Tot Parade | October 25 | Downtown Essex Centre |
| • Carly Stannard-Walsh Memorial Walk | November 2 | Harrow Soccer Complex |
| • Jinglebell Run/Walk/Cycle | November 10 | Downtown Essex Centre |
| • Remembrance Day Ceremony (Harrow) | November 11 | Veterans Memorial Park |
| • Remembrance Day Ceremony (Essex Centre) | November 11 | Essex Centre Cenotaph |
| • Harrow Rotary Club - Tree Lighting Ceremony | November 16 | Suncor Lot – Harrow |
| • Essex Tree Lighting Ceremony/Salvation Army | November 29 | Essex Municipal Hall |
| • Stroll by Santa | December 6 | McGregor Parkette |
| • Santa Clause Parade/Santa's Village | December 14 | Downtown Essex Centre |
| • Harrow Kinsmen Santa Clause Parade | December 21 | Harrow Downtown |
| • Hockey for Hospice Tournament | December 27-29 | Essex Centre Sports Complex |
| • Harrow Chamber New Year's Eve Skate/Fest | December 31 | Harrow Centre Community Complex |
| • NHL Alumni Benefit Hockey Game | January 12, 2025 | Essex Centre Sports Complex |

Financial Impact

There is no financial cost to the Corporation for the approved events from the Special Events Resource Team.

Consultations

Special Event Resource Team

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.**
- Take care of our natural environment and strengthen the sense of belonging to everyone who **makes Essex "home"**.
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Special Event Resource Team (SERT) - October 2024 Update - Community Services-2024-41.docx
Attachments:	
Final Approval Date:	Oct 16, 2024

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "Doug Sweet", with a long horizontal stroke extending to the right.

Doug Sweet, Chief Administrative Officer - Oct 16, 2024 - 9:10 AM



Essex County Council, Regular Meeting Minutes

Wednesday, September 18, 2024

6:00 PM

Council Chambers, 2nd Floor

360 Fairview Avenue West

Essex, Ontario N8M 1Y6

<https://video.isilive.ca/countyofessex/live.html>

- Council:
- Michael Akpata, Deputy Mayor - Town of LaSalle
 - Joe Bachetti, Deputy Warden / Deputy Mayor - Town of Tecumseh
 - Tracey Bailey, Mayor - Municipality of Lakeshore
 - Sherry Bondy, Mayor - Town of Essex
 - Kimberly DeYong, Deputy Mayor - Town of Kingsville
 - Chris Gibb, Deputy Mayor - Town of Amherstburg
 - Hilda MacDonald, Warden / Mayor - Municipality of Leamington
 - Gary McNamara, Mayor - Town of Tecumseh
 - Crystal Meloche, Mayor - Town of LaSalle
 - Michael Prue, Mayor - Town of Amherstburg
 - Dennis Rogers, Mayor - Town of Kingsville
 - Rob Shepley, Deputy Mayor - Town of Essex
 - Larry Verbeke, Deputy Mayor - Municipality of Leamington
 - Kirk Walstedt, Deputy Mayor - Municipality of Lakeshore
- Administration:
- Allan Botham, Director, Infrastructure & Planning Services
 - Jayne Brooks Keller, Administrator - Sun Parlor Home
 - Jeanie Diamond Francis, Manager, Community Services
 - Katherine Hebert, County Clerk
 - Justin Lammers, Chief, Essex-Windsor EMS
 - Darrel Laurendeau, Director, Information Technology
 - Don McArthur, Manager, Communication and Organizational Development
 - Kyla Pritiko, Director, Human Resources
 - David Sundin, County Solicitor
 - Crystal Sylvestre, Coordinator, Legislative and

Community Services
Sandra Zwiars, Chief Administrative Officer
Dee Blais, Administrative Assistant to the CAO

1. Closed Meeting

A Closed Meeting was held at 5:00PM on September 18, 2024.

234-2024

Moved By Gary McNamara

Seconded By Chris Gibb

That Council move into a closed meeting pursuant to Section 239 (2) (h) of the Municipal Act, 2001, as amended for the following reasons:

- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

Carried

235-2024

Moved By Larry Verbeke

Seconded By Kimberly DeYong

That the minutes of Closed Meeting of Essex County Council held July 17, 2024 and July 22, 2024 be adopted as presented.

Carried

236-2024

Moved By Chris Gibb

Seconded By Michael Prue

That Essex County Council adjourn, and rise from the September 18, 2024 Closed Meeting at 5:26 PM.

Carried

2. Moment of Reflection

3. Singing of 'O Canada'

4. Land Acknowledgement Statement

We acknowledge the land on which the County of Essex is located is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, Odawa and Potawatomie Peoples.

We specifically recognize Caldwell First Nation and other First Nations which have provided significant historical and contemporary contributions to this region.

We also value the contributions of all Original Peoples of Turtle Island, who have been living and working on this land from time immemorial.

5. Recording of Attendance

Warden MacDonald and members of Council attended the meeting at the Essex County Civic Centre, Council Chambers.

Chief Administrative Officer, Sandra Zwiers, joined the meeting virtually from a remote location.

6. County Warden's Welcome and Remarks

Warden McDonald welcomed everyone to the meeting and shared news regarding a \$15 million donation received from the Solcz Family Foundation to the new Windsor/Essex Acute Care Hospital. This donation would fund essential equipment and support the region's growing healthcare system.

Erie Shores Healthcare was also planning for expansion and was seeking input from the community through public consultations sessions in the coming months. This initiative was part of Erie Shores long term strategy to expand the facility and reflects strong confidence in local healthcare.

The Warden reminded everyone that September 30 was National Day for Truth and Reconciliation and encouraged all community members to take time to honour the day.

7. Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest raised.

8. Adoption of Meeting Minutes

Minutes of the September 4, 2024 Regular Meeting of Essex County Council, and the September 5, 2024 Special Meeting

237-2024

Moved By Crystal Meloche

Seconded By Larry Verbeke

That the minutes of the September 4, 2024 Regular Meeting of Essex County Council, and the September 5, 2024 Special Meeting be adopted as presented.

(Voted by show of hands)

Carried

9. Delegations and Presentations

238-2024

Moved By Michael Prue

Seconded By Chris Gibb

That Michelle Hughes, resident of Essex County be permitted to present a petition regarding County Road 22.

(Voted by show of hands)

Carried

9.1 Michelle Hughes and Ross Hughes

Michele Hughes, resident of Essex County, presented a petition regarding the proposed reconstruction of County Road 22. The petition expressed concerns over public safety and the financial impact on County residents.

239-2024

Moved By Tracey Bailey

Seconded By Kirk Walstedt

That the petition submitted by Michele and Ross Hughes, residents of Essex County, regarding County Road 22 Reconstruction be received and filed.

(Voted Electronically)

Carried

9.2 Jacqueline Caille

Jacqueline Caille, resident of Essex County, expressed support for the report presented by Allan Botham, noting that it reflected some feedback from the consultation. In the interest of public safety. It was suggested that the removal of elements that could obstruct visibility should be considered and that a review of opportunities to divert traffic away from County Road 22 should be undertaken.

240-2024

Moved By Gary McNamara

Seconded By Sherry Bondy

That Jacqueline Caille, resident of Essex County be permitted to make a presentation regarding County Road 22.

(Voted by show of hands)

Carried

9.3 BT Engineering

Steve Taylor, Project Manager, BT Engineering, presented Council with an overview of the County Road 22 Reconstruction Project. Steve explained that the initial design was viewed as a design that would maximized road capacity and followed a "Complete Streets" approach to accommodate a wide variety of transportation modes.

Following consultations with the Municipality of Lakeshore and residents through Public Information Centres, the project was being reviewed and the scope of the project was being redesigned to remove some of the active transportation options, thereby reducing the width of the project and the consequential land requirements.

241-2024

Moved By Dennis Rogers

Seconded By Michael Akpata

That item 12.1 County Road 22 Lakeshore Public Consultation Centre Summary be considered in conjunction with item 9.3 on the agenda.

(Voted by Show of Hands)

Carried

242-2024

Moved By Kimberly DeYong

Seconded By Larry Verbeke

That Steve Taylor, Project Manager, BT Engineering be permitted to make a presentation regarding County Road 22.

(Voted by show of hands)

Carried

10. Communications

10.1 Correspondence

244-2024

Moved By Larry Verbeke

Seconded By Chris Gibb

That the correspondence listed on the Regular Agenda for September 18, 2024, be received and any noted action approved.

(Voted by show of hands)

Carried

10.1.1 Association of Municipalities of Ontario (AMO)

- AMO [Watchfile Newsletter](#)
- AMO [Policy Updates](#)
- AMO Calendar - [Education Events](#)

10.1.2 Tourism Windsor Essex Pelee Island (TWEPI)

[W.E. Keep You Informed: Advertising Opportunities, Early Bird TIAO Registration, BEA Awards Nominations & MORE!](#)

10.1.3 Western Ontario Wardens' Caucus (WOWC)

[August 2024 Newsletter](#)

10.1.4 Tay Valley Township Amend Ombudsman Act

Resolution of Tay Valley Township to amend the Ontario Ombudsman Act.

10.1.5 Canada Community-Building Fund

Resolutions regarding increases to the Canada Community Building Fund:

- Town of Plympton-Wyoming
- City of Quinte-West

10.2 Resolutions

There were no resolutions for consideration on September 18, 2024

11. Consent Agenda

245-2024

Moved By Gary McNamara

Seconded By Rob Shepley

That the recommendations in the Administrative Report listed as item 11.1 and Minutes listed as item 11.2 on the Consent Agenda for September 18, 2024, be received and approved.

(Voted Electronically)

In Favour (13): Michael Akpata, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

11.1 Summary of Outstanding Reports

Report number 2024-0918-LCS-R27-KH, Summary of Outstanding Reports for September 18, 2024, from Katherine Hebert, Clerk

11.2 Essex County Accessibility Advisory Committee (ECAAC)

Minutes of the August 15, 2024 Essex County Accessibility Advisory Committee meeting.

12. Reports and Questions

12.1 County Road 22 Lakeshore Public Consultation Centre Summary

Report number 2024-0918-IPS-R21-AB, County Road 22 Lakeshore Public Consultation Centre Summary, dated September 18, 2024 from Allan Botham, Director, Infrastructure and Planning Services

Considered with agenda item 9.3 BT Engineering.

Allan Botham provided Council with an overview of the proposed improvements to County Road 22 in Lakeshore. Allan outlined consultations that had taken place and based on feedback received, the County and Lakeshore project team recommended modifying the design by eliminating the cycle tracks to reduce property acquisition and improve stormwater management. Discussion included removing trees and benches from the project design as well.

The revised plan would be available for review at a Public Consultation Centre in late 2024. Additional engineering fees of \$123,130 were identified and would be funded from the Roadway Expansion Reserve.

243-2024

Moved By Tracey Bailey

Seconded By Kimberly DeYong

That Essex County Council receive report number 2024-0918-IPS-R21-AB, County Road 22 Lakeshore Public Consultation Centre Summary for information, and

That Essex County Council approve the modified design and additional engineering fees of \$121,130 (including net HST) to be funded from the Roadway Expansion Reserve, and

That the trees and benches be removed from the project design.

(Voted electronically)

In Favour (13): Michael Akpata, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

12.2 2025 Essex County Council Meeting Schedule Approval

Report number 2024-0918-LCS-R28-KH, 2025 Essex County Council Meeting Schedule Approval, dated September 18, 2024, from Katherine Hebert, County Clerk

Katherine Hebert presented County Council with a request for approval of the 2025 Essex County Council Regular Meeting Schedule that was developed in accordance with Procedure By-law 2024-26.

Joe Bachetti, Deputy Warden / Deputy Mayor - Town of Tecumseh joined the meeting at 6:53 pm.

246-2024

Moved By Rob Shepley

Seconded By Kimberly DeYong

That Essex County Council receive report number 2024-0918-LCS-R28-KH, 2025 Essex County Council Meeting Schedule Approval,

and approve the proposed Schedule outlined in Appendix A attached to this Report.

(Voted Electronically)

In Favour (14): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

12.3 2025 Pre-Budget Stretcher Procurement Approval

Report number 2024-0918-EMS-R09-JL, 2025 Pre-Budget Stretcher Procurement Approval, dated September 18, 2024 from Justin Lammers, Chief, Essex-Windsor Emergency Medical Services

Chief Lammers provided Council with an overview of his report requesting County Council's approval for the pre-budget order of 42 PowerPro XT stretchers. The stretchers were included in the EWEMS equipment replacement schedule. Pre-budget approval allowed EWEMS to recognize savings on the equipment if ordered before the end of October, delivery and payment would not occur until 2025.

247-2024

Moved By Gary McNamara

Seconded By Kirk Walstedt

That Essex County Council grant pre-budget approval for Essex Windsor EMS to proceed with the ordering of 42 PowerPro XT stretchers, with \$1,073,934 funded from EMS equipment reserves and \$131,274 funded through the 2025 Budget.

(Voted electronically)

In Favour (14): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

12.4 Land Ambulance Response Time Performance Plan

Report number 2024-0918-EMS-R10-JL, Land Ambulance Response Time Performance Plan, dated September 18, 2024 from Justin Lammers, Chief, Essex-Windsor Emergency Medical Services

Chief Lammers presented the report that outlined response times for different levels of patient urgency and was based on data from the Ambulance Dispatch Reporting System (ADRS).

Despite ongoing challenges, Essex Windsor EMS saw incremental improvements in response times compared to 2023, driven by hospital collaborations, the Community Paramedicine program, and internal enhancements.

248-2024

Moved By Michael Akpata

Seconded By Crystal Meloche

That Essex County Council receive and approve the 2025 Land Ambulance Response Time Performance Plan for Essex Windsor EMS, as required by Ontario regulation 257/00 (as amended by regulation 267/08).

(Voted Electronically)

In Favour (14): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

13. Unfinished Business

There was no Unfinished Business for September 18, 2024.

14. New Business

14.1 Public Reporting of Closed Meeting

A Closed Meeting was held prior to the Regular meeting of Council on September 18, 2024, pursuant to Section 239 (2) (h) of the Municipal Act, 2001, as amended.

During the closed meeting, County Council was presented with information that was explicitly supplied in confidence to the County of Essex by the Province of Ontario.

Resulting from the review and deliberation of report number 2024-0918-IPS-R05-RB, Council will now consider the following recommendation:

249-2024

Moved By Gary McNamara

Seconded By Michael Prue

That Essex County Council direct administration to commence a procurement process to acquire the services of a consultant to provide a strategic analysis related to report number 2024-0918-IPS-R05-RB.

(Voted Electronically)

In Favour (14): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

14.2 Administrative Report Ahead of AMO Conference 2025

Notice of Motion introduced by Mayor Sherry Bondy, on September 4, 2024, as follows:

That Essex County Council direct administration to bring a report to council in advance of the annual AMO conference so that members of County Council can discuss and build consensus on shared priorities to be brought up with Ministers at the annual conference.

250-2024

Moved By Sherry Bondy

Seconded By Rob Shepley

That Essex County Council direct administration to bring a report to council in advance of the annual AMO conference so that members of County Council can discuss and build consensus on shared priorities to be brought up with Ministers at the annual conference.

(Voted Electronically)

In Favour (7): Joe Bachetti, Sherry Bondy, Kimberly DeYong, Chris Gibb, Michael Prue, Dennis Rogers, and Rob Shepley

Opposed (7): Michael Akpata, Tracey Bailey, Hilda MacDonald, Gary McNamara, Crystal Meloche, Larry Verbeke, and Kirk Walstedt

Lost

251-2024

Moved By Crystal Meloche

Seconded By Sherry Bondy

That Essex County Council direct administration to bring a report to council in advance of the annual AMO conference advising County Council on delegations with Ministers at the annual conference and materials be provided to Council.

(Voted Electronically)

In Favour (10): Michael Akpata, Joe Bachetti, Sherry Bondy, Kimberly DeYong, Hilda MacDonald, Gary McNamara, Crystal Meloche, Dennis Rogers, Rob Shepley, and Larry Verbeke

Opposed (4): Tracey Bailey, Chris Gibb, Michael Prue, and Kirk Walstedt

Carried

14.3 Rate of Speed Along County Road 46 at the Intersection of County Road 19

Notice of Motion introduced by Deputy Mayor Bachetti, on September 4, 2024, as follows:

Preamble

Whereas the County of Essex has an interest in establishing the rate of speed on County Roads; and,
Whereas the safety of motorists and pedestrians is of utmost importance; and,
Whereas the posted rate of speed at the intersection of County Road 19 and County Road 46 is 80km/hr along County Road 46 and 60km/hr along County Road 19; and
Whereas County Council resolved to reduce the rate of speed leading up to other County Road intersections, for the same reason; and,
Whereas there is a convenience store, gas station and pedestrians navigating that intersection.

Deputy Warden Bachetti indicated that the second part of the original motion could be considered at the time when the Administrative Report is presented back to Council.

Moved By Joe Bachetti

Seconded By Gary McNamara

That County Administration reassess the prescribed rate of speed at the intersection of County Rd 46 and County Rd. 19; and,
That the rate of speed on County Rd 46 be reduced to 60km/hr leading into the intersection at County Rd 19; and,
That signs be posted in both directions to notify drivers of the rate of speed.

252-2024

Moved By Michael Prue

Seconded By Chris Gibb

Division of the question; Part 1 being to prepare a report to review the rate of speed on County Road 46 at the intersection of County Road 19 and,

Part 2 being to reduce the speed and post signs.

In Favour (14): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

253-2024

Moved By Michael Prue

Seconded By Chris Gibb

That County Administration prepare a report to review the rate of speed on County Road 46 at the intersection of County Road 19.

In Favour (14): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

MOTION POSTPONED (Procedure By-law 13.4.4.)

Moved By Joe Bachetti

Seconded By Gary McNamara

That the rate of speed on County Rd 46 be reduced to 60km/hr leading into the intersection at County Rd 19; and,
That signs be posted in both directions to notify drivers of the rate of speed.

15. Adoption of By-Laws

254-2024

Moved By Larry Verbeke

Seconded By Chris Gibb

That By-law 2024-42, be given three readings, and having been read a first, second and third time, be finally passed and enacted.

(Voted Electronically)

In Favour (14): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

15.1 By-law Number 2024-42

Being a by-law to Confirm the Proceedings of the Council of the Corporation of the County of Essex for the Regular and Closed Meetings held September 18, 2024

16. Notice of Motion

There were no Notices of Motion for September 18, 2024.

17. Adjournment

255-2024

Moved By Kimberly DeYong

Seconded By Crystal Meloche

That the Essex County Council meeting for September 18, 2024 be adjourned at 7:56 PM.

(Voted by show of hands)

Carried

Hilda MacDonald,
Warden, County of Essex

Katherine Hebert,
County Clerk

September 20, 2024

BY E-MAIL

Hon. Andrea Khanjin, Minister of the Environment, Conservation and Parks
5th Floor
777 Bay St.
Toronto, ON M7A 2J3

Dear Minister Khanjin:

Ontario Deposit Return Program

I hope this letter finds you well. I am writing to formally address the recent discussions surrounding the Ontario Deposit Return Program, particularly regarding our community residents asking us about the recycling of nonalcoholic beverage plastics.

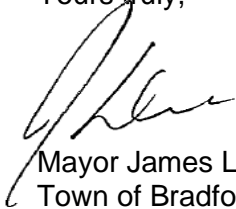
Whereas the Ontario Deposit Return Program has successfully incentivized the recycling of alcoholic beverage containers, resulting in the removal of over 204,000 tonnes of greenhouse gas emissions, we recognize the potential for similar success with nonalcoholic beverages.

The Ministry of the Environment, Conservation and Parks highlighted in their June 2023 letter that they are considering the adoption of a deposit-and-return system for nonalcoholic beverages. This initiative presents a unique opportunity to further promote recycling, reduce litter, and encourage sustainable practices among consumers.

Therefore, I am proud to announce that our Council endorses the expansion of the Ontario Deposit Return Program to include nonalcoholic beverage containers. We believe that this expansion will not only enhance environmental stewardship but also foster a culture of sustainability within our community.

We encourage all stakeholders to support this initiative and work collaboratively towards its implementation. Together, we can make a significant impact on our environment and set a positive example for future generations.

Yours truly,



Mayor James Leduc
Town of Bradford West Gwillimbury

CC:

Hon. Peter Bethlenfalvy, Minister of Finance
Hon. Caroline Mulroney, Member of Provincial Parliament for York-Simcoe
MPP Sandy Shaw, Opposition Environment, Conservation and Parks Critic
Ontario's Municipal Councils and Conservation Authorities



The Corporation of the Town of Cobourg

Resolution

Honourable Doug Ford, Premier of Ontario
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Town of Cobourg
55 King Street West,
Cobourg, ON, K9A 2M2
clerk@cobourg.ca

Delivered via email

Doug.fordco@pc.ola.org
premier@ontario.ca

October 4, 2024

RE: Motion from Mayor Lucas Cleveland regarding Support of Involuntary Care for Individuals with Severe Mental Health and Addictions Issues

Please be advised that the Town of Cobourg Council, at its meeting held on September 25, 2024, passed the following resolution:

WHEREAS the Province of British Columbia has announced the creation of highly secure facilities to provide involuntary care for individuals with severe mental health and addictions issues under the Mental Health Act, including dedicated mental health units in correctional centres and regional secure care facilities; and

WHEREAS the Town of Cobourg, along with municipalities across Ontario, are facing growing challenges in addressing the complex needs of individuals with severe mental health and addictions issues, which place a significant strain on local emergency services, healthcare systems, community resources, and public safety; and

WHEREAS individuals experiencing severe mental health and addictions issues often cannot voluntarily seek the care they need, and involuntary care, provided with compassion and appropriate safeguards, can ensure they receive the necessary treatment to help stabilize their condition and improve community safety.

NOW THEREFORE BE IT RESOLVED THAT the Town of Cobourg supports the BC government's approach to providing secure, involuntary care for individuals with severe mental health and addictions challenges, as a compassionate and necessary intervention for those unable to seek help on their own; and

FURTHER THAT the Town of Cobourg urges the Province of Ontario to implement similar measures to ensure that individuals with severe mental health and addictions issues in Ontario have access to secure, involuntary care when necessary; and



The Corporation of the Town of Cobourg

Resolution

FURTHER THAT this motion be forwarded to the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM), The Premier, Honourable David Piccini, MPP, all other Members of Provincial Parliament and all Ontario municipalities to seek their endorsement and support.

Sincerely,

Kristina Lepik
Deputy Clerk/Manager, Legislative Services

cc. Association of Municipalities of Ontario (AMO);
the Federation of Canadian Municipalities (FCM);
Honourable, David Piccini, Minister of Labour, Immigration, Training and Skills
Development and Northumberland – Peterborough South MPP;,
All other Members of Provincial Parliament; and
All Ontario Municipalities



Justin Trudeau
justin.trudeau@parl.gc.ca
(sent via e-mail)

October 10th, 2024

Re: Solve the Humanitarian Crisis

Please be advised that the Council of the Town of Plympton-Wyoming, at its Regular Council meeting on October 9th, 2024, passed the following motion supporting the resolution from the Municipality of Waterloo regarding solving the humanitarian crisis.

Motion #14

Moved by Councillor Kristen Rodrigues

Seconded by Councillor John van Klaveren

That Council support correspondence item 'g' from the Municipality of Waterloo regarding Solve the Humanitarian Crisis.

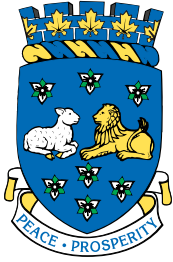
Carried.

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email.

Sincerely,

Ella Flynn
eflynn@plympton-wyoming.ca
Executive Assistant – Deputy Clerk
Town of Plympton-Wyoming

Cc: Hon. Sean Fraser, Minister of Housing, Infrastructure & Communities of Canada
sean.fraser@parl.gc.ca
Hon. Doug Ford, Premier of Ontario doug.fordco@pc.ola.org
Hon. Sylvia Jones, Deputy Premier and Minister of Health Sylvia.Jones@pc.ola.org
Hon. Paul Calandra, Minister of Municipal Affairs and Housing Paul.Calandra@pc.ola.org
Hon. Michael Parsa, Minister of Children, Community & Social Services Michael.Parsaco@pc.ola.org
Hon. Michael Tibollo, Associate Minister of Mental Health & Addictions Michael.Tiboloco@pc.ola.org
Marilyn Gladu, Sarnia-Lambton MP marilyn.gladu@parl.gc.ca
Bob Bailey, Sarnia-Lambton MPP bob.baileyco@pc.ola.org
AMO resolutions@amo.on.ca



September 26, 2024

The Right Honourable Justin Trudeau, Prime Minister of Canada

Dear Prime Minister:

Re: Solve the Crisis

Please be advised that the Council of the Regional Municipality of Waterloo at their regular meeting held on September 25, 2024, approved the following motion:

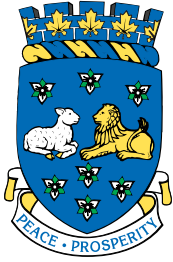
Whereas there is a humanitarian crisis in cities, large and small, urban and rural, across Ontario. We need immediate action at all levels of government, starting with the Province; and

Whereas the homelessness, mental health and addictions crisis continues to grow with 3432 drug related deaths in Ontario in 2023 as well as with an estimated 234,000 Ontarians experiencing homelessness and over 1400 homeless encampments across Ontario communities in 2023; and

Whereas the province has provided additional funding for mental health, addictions and homelessness programs, including the recently announced Homelessness and Addiction Recovery Treatment (HART) Hubs, it does not adequately address the growing crisis and the financial and social impact on municipalities and regions across the province; and

Whereas municipalities and regions are stepping up and working with community partners to put in place community-specific solutions to address this crisis, but municipalities and regions lack the expertise, capacity, or resources to address these increasingly complex health care and housing issues alone; and

Whereas this is primarily a health issue that falls under provincial jurisdiction and municipalities and regions should not be using the property tax base to fund these programs; and



Whereas there is no provincial Minister focused on this crisis leading to unanswered questions that span over a dozen ministries, and a lack of support to manage the increasing needs of those who are unhoused.

Now Therefore be it resolved that the Region of Waterloo supports the Solve the Crisis Campaign;

And calls on provincial and federal governments to commit to immediate action to solve the Humanitarian Crisis that Ontario is facing as the numbers of unhoused individuals and those suffering with mental health & addictions grows exponentially;

AND that the province officially makes Homelessness a Health Priority;

AND appoints a responsible Minister and Ministry with the appropriate funding and powers as a single point of contact to address the full spectrum of housing needs as well as mental health, addictions and wrap around supports;

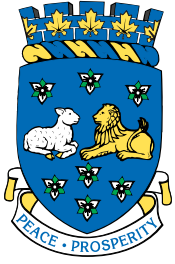
AND request that the provincial government strike a task force with broad sector representatives including municipalities, regions, healthcare, first responders, community services, the business community and the tourism industry to develop a *Made in Ontario Action Plan*;

AND that this provincial task force reviews current programs developed by municipalities, regions and community partners that have proven successful in our communities, to ensure that solutions can be implemented quickly and effectively to tackle this crisis.

AND provides the adequate, sufficient and sustainable funding to ensure that municipalities have the tools and resources to support individuals suffering with mental health and addictions, including unhoused people and those from vulnerable populations that may be disproportionately impacted;

And that this Council calls on the residents across the Region of Waterloo to join us in appealing to the provincial and federal governments for support by visiting SolveTheCrisis.ca and showing your support;

And further that a copy of this motion be sent to:



- **The Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities of Canada**
- **The Honourable Doug Ford, Premier of Ontario**
- **The Honourable Sylvia Jones, Deputy Premier and Minister of Health**
- **The Honourable Paul Calandra, Minister of Municipal Affairs and Housing**
- **The Honourable Michael Parsa, Minister of Children, Community and Social Services**
- **The Honourable Michael Tibollo, Associate Minister of Mental Health and Addictions**
- **Local and area MPs, MPPs and Heads of Council**
- **The Association of Municipalities of Ontario, Ontario's Big City Mayors and Mayors and Regional Chairs of Ontario**

Please accept this letter for information purposes only. If you have any questions please contact Regional Councillor Dorothy McCabe Dorothy.McCabe@waterloo.ca

Please forward any written responses to this letter to William Short, Director, Council & Administrative Services/Regional Clerk
regionalclerk@regionofwaterloo.ca

Yours sincerely,

William Short, Director Council and Administrative Services/Regional Clerk

cc: Region of Waterloo Councillor Dorothy McCabe Dorothy.McCabe@waterloo.ca

October 16, 2024

Town of Essex
33 Talbot Street South
Essex, Ontario N8M 1A8

Attention: Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk

Re: Request for a Security Service at Brien Avenue East Apartments

Dear Joseph,

Windsor Essex Community Housing Corporation (CHC) takes the safety of its' tenants, staff, and communities seriously. In response to your letter dated September 27, 2024, CHC has confirmed all cameras at 109 and 111 Brien in Essex are in working order. Furthermore, CHC's Board at its' regular meeting on October 3, 2024 directed CHC Administration to prepare a safety and security audit plan for all CHC properties based on a priority scale including severity of safety incidents.

Specifically, the Board passed the following motion:

BOARD RESOLUTION NO. WECHC-10-03-2024 K

BE IT RESOLVED THAT WINDSOR ESSEX COMMUNITY HOUSING CORPORATION'S BOARD OF DIRECTORS has requested that Management provide a safety and security audit plan for all CHC properties looking at it from a priority perspective and explore options like the installation of cameras and updated exterior lighting to enhance security.

Moved by: Mayor Sherry Bondy Seconded by: Councillor Kieran McKenzie CARRIED

As it pertains to access buzzers, tenants are encouraged to file a maintenance request with their District Office located in the Town of Essex. We have no records of tenants raising maintenance concerns with their access buzzers, that have not been resolved.

We look forward to our continued partnership with the Town of Essex.

Kind regards,

Nolan Goyette

Nolan Goyette
Chief Tenant Services Officer
Interim CEO

October 11, 2024

Town of Tecumseh
c/o Margaret Misk-Evans, CAO
917 Lesperance Road
Tecumseh, ON
N8N 1W9

Town of Essex
c/o Doug Sweet, CAO
33 Talbot Street South
Essex, ON
N8M 1A8

RE: OPP Detachment Board 1 - 2025 At-Large Community Representative

At their meeting held October 8, 2024, the Council of the Municipality of Lakeshore passed the following resolution:

Resolution #328-10-2024

Appoint Ed Hooker to the Essex County OPP Detachment Board 1 as the Municipality of Lakeshore's at-large community representative for the 2025 calendar year, subject to a satisfactory police clearance, as presented at the October 8, 2024 Council meeting; and

Direct the Corporate Leader – General Counsel to forward Council's appointee for the at-large community representative as the Municipality of Lakeshore's recommendation to the Town of Essex and the Town of Tecumseh for their consideration.

Carried Unanimously

Should you require any additional information, please contact the undersigned at clerk@lakeshore.ca.

Sincerely,



Brianna Coughlin
Division Leader – Legislative Services

Cc: Ellen Preuschat



The Corporation of the Town of Essex
Committee of Adjustment Meeting Minutes

August 20, 2024, 5:00 pm
Location: Essex Municipal Building, 33 Talbot Street South

Present: Chair - Pocock, Phil
Vice Chair - Baker, William
Member - Child, Matthew
Member - Lester, Dorene
Member - Sauve, Danny

Also Present: Rita Jabbour, Manager, Planning Services
Ian Rawlings, Junior Planner
Marsha Buchta, Recording Secretary

Accessible formats or communication supports are available upon request. Please contact the Clerk's Office at clerks@essex.ca or 519-776-7336 extension 1100 or 1101.

1. Call to Order

The Chair, Phil Pocock, called the meeting to order at 4:58 p.m.

2. Land Acknowledgement

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest noted at this time.

4. Adoption of Published Agenda

4.1 Committee of Adjustment Meeting Agenda for August 20, 2024

COA24-08-51

Moved By William Baker, Vice Chair
Seconded By Dorene Lester

That the published agenda for the August 20, 2024, Committee of Adjustment Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Committee of Adjustment Minutes for June 18, 2024

COA24-08-52

Moved By William Baker, Vice Chair

Seconded By Dorene Lester

That the minutes of the Committee of Adjustment meeting held June 18, 2024, be adopted as circulated.

Carried

6. Reports from Administration/Applications

6.1 B-15-24 2701916 Ontario Inc (c/o Brad Gyori) 255 Laird Avenue

A consent application has been received by the Town of Essex Committee of Adjustment for the lands located at 255 Laird Avenue, in Essex Centre. The applicants are proposing to sever a \pm 291 square metre (3,132 square foot) parcel from the existing \pm 578 square metre (6,220 square foot) residential lot. The retained residential lot is proposed to have an area of \pm 287 square metres (3,087square feet). The applicant is proposing this consent for the creation of one (1) residential lot to accommodate a *Semi-Detached Dwelling Unit*.

Ian Rawlings, Junior Planner, provided an overview of the application by way of a Report from the Planning Services Department, whereby Administration recommends the approval of the application with the conditions specified. Brad Gyori, Applicant, was available to speak to the application.

Mr. Matthew Child questioned the sequencing of events as the duplex is currently being constructed.

Mr. Rawlings clarified that specifically for Semi-Detached Dwelling Units, the preference is for the foundation to be completed prior to obtaining the Survey as the common wall is a key component and must be accurately depicted. This sequence ensures that separate services for water, sanitary and driveway accesses are included as conditions of the severance.

COA24-08-53

Moved By Dorene Lester

Seconded By William Baker, Vice Chair

That application B-15-24 be approved to create a residential lot accommodating a Semi-Detached Dwelling Unit by severing a \pm 291 square metre (3,132 square foot) parcel from the existing \pm 578 square metre (6,220 square foot) residential lot. The retained residential lot will have an area of \pm 287 square metres (3,087square feet). The severance will be subject to the following conditions:

1. That a draft reference plan prepared by an Ontario Land Surveyor, be submitted to the Town of Essex Secretary-Treasurer for review. Once the draft is reviewed and deemed acceptable, the reference plan can be numbered, dated, signed and registered. A copy of the registered plan is required to be sent to essexplanning@essex.ca prior to the issuance of the consent certificate;
2. That the appropriate documents for the conveyance be prepared and suitable for registration. All copies shall have original signatures and one digital copy will remain as a record with the Town;

3. That at the time the conveyance is presented for certification, a tax certificate from the Treasurer of the Town or evidence showing all taxes for the current year have been paid in full to the date of consent approval, as well as any and all arrears owing on the total parcel, shall be submitted to the Town;
4. That an apportionment of assessment pursuant to Section 65 of The Drainage Act, R.S.O. 1990, and amendments thereto, be provided to the satisfaction of the Drainage Superintendent for the Town of Essex, if deemed necessary by the Town;
5. That the applicant pay the applicable parkland dedication to the satisfaction of the Town and that the payment be made prior to the stamping of the deeds and/or issuance of the certificate;
6. That the applicant pays the applicable development charges and that the payment be made prior to the stamping of the deeds and/or issuance of the certificate;
7. That the applicant install separate water and sanitary connections for the retained and severed lot prior to the stamping of the deeds and/or issuance of the certificate;
8. That the applicant install separate accesses for the retained and severed lot prior to the stamping of the deeds and/or issuance of the certificate;
9. That all of the above conditions be fulfilled on or before August 20, 2026, as per Section 53(41) of the Planning Act, R.S.O. 1990.

Reason for Decision:

That Application B-15-24 is in keeping with subsection 6.4 of the Town of Essex Official Plan respecting "Consents".

Carried

6.2 A-13-24 James Manning & Cindy Ross 332 Laird Avenue

An application for minor variance has been received by the Town of Essex Committee of Adjustment for the lands located at 332 Laird Avenue, in Essex Centre. The applicants are looking to construct a two (2) storey accessory building with a total building height of 7.02 metres (23.05 ft) and a gross floor area of 178.0 square metres (1,916 sqft). Therefore, the applicants are requesting relief from the following sections of Zoning By-law 1037 to permit the accessory building:

- Section 14.1 b) v. which limits the maximum building height of an accessory building to one (1) storey,
- Section 14.1 b) x. which limits the size of an accessory building and combination of accessory buildings to 70 square metres (750 sqft) and 92 square metres (1,000 sqft) respectively.

Ian Rawlings, Junior Planner, provided an overview of the application by way of a Report from the Planning Services Department, whereby Administration recommends the approval of the application with the conditions specified. Mr. Rawlings read letters received from the public:

Roy and Maribeth Koster opposed the application and detailed their concerns for size, height, use, drainage, fire access and setting precedence.

Tracey Moroze and George Gabriel are also opposed and detailed concerns of height, flooding causing landscape damage, size of structure, backyard view, fire access and future precedence setting.

Leslie Holmes is in full support of the application and feels she would be the most effected by the building structure.

Mr. James Manning spoke to the application and advised he took into consideration the character of the neighbourhood prior to moving forward with the variance. He detailed the many two-storey homes and five storey apartment building on Laird Avenue.

Mr. Shawn Connelly advised he had complained through report a problem and wanted to address several concerns with the proposed structure. He's concerned about fire access to the rear lot. Flooding of several Iler lots occurs every spring and building such a large structure, will add to this issue.

Matthew Child advised he was unsure if the variance was minor and if it was compatible with the established character of the neighbourhood. He chose the block as the area in question to be considered the neighbourhood, from Milne to South Talbot including 30 homes. There are two other two-story accessory structures and 2 homes that are two storey, within that area. He also doesn't believe the variance is minor based on the total square footage requested.

William Baker specified his concerns with building height and footprint and doesn't believe the variance is minor.

Application A-13-24 will be brought back for Committee of Adjustment consideration at the October 16, 2024 meeting.

Moved By Dorene Lester

Seconded By William Baker, Vice Chair

That application A-13-24 be approved with the requested relief from section 14.1 b) v. which limits the maximum building height of an accessory building to one (1) storey, and section 14.1 b) x. which limits the size of an accessory building and combination of accessory buildings to 70 square metres (750 sqft) and 92 square metres (1,000 sqft) respectively.

Defeated

7. Adjournment

COA24-08-54

Moved By William Baker, Vice Chair

Seconded By Dorene Lester

That the meeting be adjourned at 5:57 pm.

Carried

8. Future Meetings

Wednesday, October 16, 2024, at 5:00 p.m. at Town Hall, Council Chambers, 33 Talbot Street South, Essex

Chair

Recording Secretary



The Corporation of the Town of Essex
Santa's Village Committee Meeting Minutes

September 10, 2024, 6:00 pm
60 Fairview Ave W, Essex, ON N8M 1B6

Present: Carolyn Garon, Member
Cate Back, Member
Cori McLean, Member
Derek Knapp, Member
Leighanne Nichol, Member
Richard Tapping
Tiffany Desjardins, Member
Katie McGuire-Blais, Ward 1 Councillor

Also Present: Katie Maidment, Recording Secretary
Vince Murphy, Assistant Manager, Parks and Facilities

Accessible formats or communication supports are available upon request. Please contact the Clerk's Office at clerks@essex.ca or 519-776-7336 extension 1100 or 1101.

1. Call to Order

Meeting was called to order at 6:04pm.

2. Land Acknowledgement

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

3. Declarations of Conflict of Interest

No declarations of Conflict of Interest.

4. Adoption of Published Agenda

4.1 Santa's Village Committee Agenda for September 10, 2024

SV24-09-001

Moved By Derek Knapp, Member

Seconded By Richard Tapping

That the published agenda for the September 10, 2024 Santa's Village Committee Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Santa's Village Committee Minutes for August 7, 2024

SV24-09-002

Moved By Tiffany Desjardins, Member

Seconded By Richard Tapping

That the minutes of the Santa's Village Committee meeting held August 7, 2024 be adopted as circulated.

Carried

6. Operations and Management

SV24-09-003

Moved By Leighanne Nichol, Member

Seconded By Cate Back, Member

That the updates included in Agenda Item 6. Operations and Management be received.

Carried

6.1 Committee Organization

The committee organization chart has changed slightly. It will continuously be updated, and members will be made aware.

6.2 Overall Site Plan - Review

No change.

6.3 Perimeter Fencing

No change.

6.4 Large Tent/Tents

No change.

6.5 Signage

More updates as the event nears.

6.6 Power and Lighting

Event will have 4 generators in total.

6.7 Hours of Operation

No change.

6.8 Setup and Take Down

No change.

6.9 Radio Communications with Organizers

12 Radio's with 4 additional batteries.

6.10 Volunteer Management

To be housed in the train station.

6.11 Medical First Aid

First aid location will be located near washrooms and food court.

6.12 Food Court

Same location. No fencing this year to create a more open feel.

6.13 Washrooms

SV24-009-004

Moved By Leighanne Nichol, Member

Seconded By Cori McLean, Member

Move forward with a 5-unit washroom and 2 handicap stalls.

6.14 Entrance/Exits

No change.

6.15 Information Booth

No change.

6.16 Village Music and Speaker System

Village music will be played by DJ.

6.17 Pavilion

Moving cookie decorating under pavilion.

SV24-009-005

Moved By Cate Back, Member

Seconded By Tiffany Desjardins, Member

Motion to purchase 2 stand up heaters for under pavilion.

Carried

7. Marketing, Social Media and Advertising

Advertising is ongoing. Event has been posted online and in community groups.

SV24-009-006

Moved By Leighanne Nichol, Member

Seconded By Derek Knapp, Member

That the updates included in Agenda Item 7. Marketing, Social Media and Advertising be received.

Carried

8. Sponsorships

Sponsorship spots are still available.

SV24-009-007

Moved By Tiffany Desjardins, Member

Seconded By Derek Knapp, Member

That the updates included in Agenda Item 8. Sponsorships be received.

9. Volunteers

Google form is posted. Planning a volunteer push closer to event date.

SV-009-008

Moved By Derek Knapp, Member

Seconded By Richard Tapping

That the updates included in Agenda Item 9. Volunteers be received.

10. Vendors

Vendor acceptance letters all went out. Waitlist letters went out.

SV-009-009

That the updates included in Agenda Item 10. Vendors be received.

10.1 Food and Beverage Vendors

10.2 Non-Food/Craft Vendors

10.3 Christmas Tree Sales

Waiting on confirmation from vendor.

11. Events

SV-009-010

Moved By Leighanne Nichol, Member

Seconded By Derek Knapp, Member

That the updates included in Agenda Item 11. Events be received.

11.1 Story Time with Friends

Confirmed

11.2 Fantastic Fathers

Confirmed.

11.3 Santa's Workshop

Waiting on confirmation on who is decorating Santa's Village.

11.4 Ornament Making

Order being placed for ornament supplies.

11.5 Frosty's Scavenger Hunt

No change.

11.6 Pony Rides

Members still looking and different options for this event.

11.7 Cookie Decorating

Confirmed.

11.8 Trackless Train

Two train's are confirmed.

11.9 Horse Carriage Rides

Not happening for 2024 event.

11.10 Carnival Rides

Pending for event.

11.11 Santa's Village Merchandise Table/Tent

Options are still being discussed.

11.12 Parade

Confirmed

11.13 Photo Booth

Self serve photo display with Town's sleigh and reindeers.

11.14 Friday Night Event

Options are still being discussed.

11.15 Teddy Bear Drive

Event is pending.

11.16 Open Mic

Event will be held on main stage.

12. Entertainment

No change.

SV-009-011

Moved By Cate Back, Member

Seconded By Cori McLean, Member

That the updates included in Agenda Item 12. Entertainment be received.

Carried

13. Third Party Events

No new events to discuss at this time.

SV-009-012

Moved By Tiffany Desjardins, Member

Seconded By Cate Back, Member

That the updates included in Agenda Item 13. Third Party Events be received.

Carried

13.1 High School Event

Vendor event happening at Essex High School the same weekend as Santa's Village.

14. New Business

No new business.

SV-009-013

Moved By Derek Knapp, Member

Seconded By Cori McLean, Member

That the updates included in Agenda 14. New Business, be received.

Carried

15. Budget/Financials

Reminder to members to send in any receipts to track all expenses.

SV-009-014

Moved By Leighanne Nichol, Member

Seconded By Derek Knapp, Member

That the updates included in Agenda item 15 Budget/Financials be received.

Carried

16. Adjournment

SV-009-015

Moved By Richard Tapping

Seconded By Cate Back, Member

That the meeting be adjourned at 8:00PM

Carried

17. Future Meetings

October 2, 2024

Chair

Recording Secretary



Actual vs Budget Year To Date

Fund: Town of Essex

Fund: All; Department: All; GL Account: All; Costing Center: All

Reporting Period : As at end of July 2024 (58% of the Year)

Account	Annual Budget	Current Period Transactions	Year To Date Actual Cost	Variance \$ (Unused funds)	Variance % (Budget used)	Director/Manager Comments
Revenues:						
Amounts Added to Taxes and Special Levies	3,626,616	-	3,869,461	(242,846)	106.70%	Interim and Final bills taxation have been issued
Conditional and Unconditional Grants	6,943,282	1,101,065	3,970,193	2,973,089	57.18%	
Contributions from Developers	1,102,058	66,520	294,715	807,344	26.74%	Slower development compared to previous years
Fines and Penalties	314,059	40,887	217,628	96,431	69.30%	
Interfund Transfers - Revenue	5,897,104	240,532	513,098	5,384,006	8.70%	Year-end entries, these are mainly entries to fund debt or one-time expenses from reserves
Internal Allocations - Revenue	879,542	-	-	879,542	0.00%	Year end Entry
Investment and Other Income	674,677	175,985	494,342	180,335	73.27%	
License and Permit Fees	530,711	294,764	605,403	(74,692)	114.07%	Additional permits issued than originally forecasted
Payments in Lieu of Taxation	189,946	-	-	189,946	0.00%	This will be completed in Q4
Prior Years' Surplus/(Deficit)	120,000	-	-	120,000	0.00%	Year end Entry
Property Taxation	18,326,016	-	18,697,437	(371,421)	102.03%	Interim and Final bills taxation have been issued
Supplementary Taxation	270,398	-	-	270,398	0.00%	This will be completed in Q3 and Q4
User Fees and Service Charges	14,052,601	1,278,940	7,654,269	6,398,332	54.47%	
Total Revenues	52,927,009	3,198,692	36,316,546	16,610,463	69%	
Expenses:						
Amortization Expense	90,982	-	-	90,982	0.00%	Year end Entry
Contracted Services	8,604,089	1,637,295	3,967,493	4,636,596	46.11%	
Debt Servicing	3,889,059	-	1,594,221	2,294,838	40.99%	Remainder of Debt Payments will occur in Q3 and Q4
External Transfers	556,709	44,298	248,891	307,819	44.71%	
Interfund Transfers - Expense	15,283,931	129,156	2,005,520	13,278,411	13.12%	Year-end entries, many are capital grants to fund the capital budget
Internal Allocations - Expense	879,542	-	-	879,542	0.00%	Year end Entry
Materials and Supplies	3,460,369	709,734	1,683,375	1,776,994	48.65%	
Miscellaneous Services	1,012,220	157,781	507,434	504,785	50.13%	
Professional Fees	577,660	68,808	223,781	353,880	38.74%	
Rents and Financial Services	451,986	77,471	195,826	256,159	43.33%	
Repairs and Maintenance	956,670	62,552	450,931	505,739	47.14%	
Salaries, Wages, Benefits and Personnel	13,769,931	1,223,321	7,679,913	6,090,019	55.77%	
Taxation Adjustments	291,888	22,018	66,847	225,041	22.90%	This will be completed in Q4
Uncollectible Taxes and Accounts Receivable	22,500	268	3,546	18,954	15.76%	
Utilities, Insurance and Property Taxes	2,885,973	1,704,196	1,788,727	1,097,246	61.98%	Insurance has been posted for full year
Total Expenses	52,733,509	5,836,897	20,416,504	32,317,004	39%	
Net Total	193,500	(2,638,205)	15,900,041	(15,706,541)	8,217.08%	



Actual vs Budget Year To Date

Division: Office of the CAO

Fund: All; Department: All; GL Account: All; Costing Center: All

Reporting Period : As at end of July 2024 (58% of the Year)

Account	Annual Budget	Current Period Transactions	Year To Date Actual Cost	Variance \$ (Unused funds)	Variance % (Budget used)	Director/Manager Comments
Revenues:						
Fines and Penalties	60,000	17,735	44,910	15,090	74.85%	
Interfund Transfers - Revenue	739,959	-	-	739,959	0.00%	Year-end entries, these are mainly entries to fund debt or one-time expenses from reserves
Investment and Other Income	44,800	36,951	38,915	5,885	86.86%	
License and Permit Fees	24,422	4,157	16,834	7,588	68.93%	
Total Revenues	869,181	58,843	100,659	768,522	12%	
Expenses:						
Debt Servicing	849,197	-	121,956	727,241	14.36%	Timing of debt
External Transfers	122,500	2,089	81,773	40,727	66.75%	
Interfund Transfers - Expense	1,108,023	-	-	1,108,023	0.00%	Year-end entries, many are capital grants to fund the capital budget
Materials and Supplies	114,426	17,267	44,012	70,414	38.46%	
Miscellaneous Services	326,826	16,316	126,145	200,681	38.60%	
Professional Fees	132,289	53,531	102,678	29,611	77.62%	
Rents and Financial Services	4,279	165	165	4,114	3.86%	
Repairs and Maintenance	6,828	(6,506)	2,159	4,669	31.62%	Correcting entry completed in July to allocate costs to the correct account
Salaries, Wages, Benefits and Personnel	2,010,047	182,666	1,145,297	864,750	56.98%	
Utilities, Insurance and Property Taxes	39,686	31,532	31,735	7,951	79.97%	Insurance has been posted for full year
Total Expenses	4,714,100	297,059	1,655,920	3,058,180	35%	
Net Total	(3,844,919)	(238,217)	(1,555,261)	(2,289,658)	-40.45%	



Actual vs Budget Year To Date

Division: Community Services

Fund: All; Department: All; GL Account: All; Costing Center: All

Reporting Period : As at end of July 2024 (58% of the Year)

Account	Annual Budget	Current Period Transactions	Year To Date Actual Cost	Variance \$ (Unused funds)	Variance % (Budget used)	Director/Manager Comments
Revenues:						
Conditional and Unconditional Grants	61,775	-	-	61,775	0.00%	Timing of grants
Interfund Transfers - Revenue	529,630	46,500	263,257	266,374	49.71%	
Investment and Other Income	159,537	82,714	143,132	16,404	89.72%	Revenues received to-date include monies from Fair board to offset fence repair, added sign rental fees from 73s, Cost share with Amherstburg for Co-An Fryer, and additional funfest sponsorships
User Fees and Service Charges	2,684,314	545,409	1,695,180	989,134	63.15%	Revenues include additional LTW Transit, rentals for soccer complex, added recreation programs and harbour seasonal berthage.
Total Revenues	3,435,255	674,623	2,101,569	1,333,686	61%	
Expenses:						
Contracted Services	410,000	52,637	128,002	281,998	31.22%	
Debt Servicing	1,053,836	-	515,644	538,193	48.93%	Timing of debt
External Transfers	4,000	-	-	4,000	0.00%	
Interfund Transfers - Expense	114,663	12,500	12,500	102,163	10.90%	Remainder of entries will be completed in Q3 and Q4
Materials and Supplies	630,452	196,793	337,187	293,265	53.48%	More items purchased for higher revenues resale, Increased use of Boaters Lounge
Miscellaneous Services	250,712	86,898	140,378	110,334	55.99%	Increased activities require added advertising
Professional Fees	40,000	2,544	6,959	33,041	17.40%	
Rents and Financial Services	190,172	48,691	127,569	62,604	67.08%	Property tax costs for leased property lot F, Additional revenues result in higher bank fees
Repairs and Maintenance	252,700	16,332	118,040	134,660	46.71%	Service on breaks for Van, Fryer replacement at Co-An Park
Salaries, Wages, Benefits and Personnel	4,019,916	417,623	2,310,823	1,709,094	57.48%	
Utilities, Insurance and Property Taxes	1,140,912	746,813	791,815	349,097	69.40%	Insurance has been posted for full year
Total Expenses	8,107,364	1,580,832	4,488,915	3,618,449	55%	
Net Total	(4,672,108)	(906,208)	(2,387,346)	(2,284,762)	-51.10%	



Actual vs Budget Year To Date

Division: Corporate Services

Fund: All; Department: All; GL Account: All; Costing Center: All

Reporting Period : As at end of July 2024 (58% of the Year)

Account	Annual Budget	Current Period Transactions	Year To Date Actual Cost	Variance \$ (Unused funds)	Variance % (Budget used)	Director/Manager Comments
Revenues:						
Amounts Added to Taxes and Special Levies	3,173,910	-	3,434,697	(260,787)	108.22%	Interim and Final bills have been issued
Conditional and Unconditional Grants	6,475,371	1,123,489	3,841,406	2,633,965	59.32%	
Fines and Penalties	252,559	22,552	171,718	80,840	67.99%	
Interfund Transfers - Revenue	571,887	-	-	571,887	0.00%	Year end Entry
Internal Allocations - Revenue	417,925	-	-	417,925	0.00%	Year end Entry
Investment and Other Income	422,707	36,995	247,033	175,675	58.44%	
Payments in Lieu of Taxation	189,946	-	-	189,946	0.00%	Timing - completed in Q3
Prior Years' Surplus/(Deficit)	120,000	-	-	120,000	0.00%	Yearend Entry
Property Taxation	18,326,016	-	18,697,437	(371,421)	102.03%	Interim and Final bills have been issued
Supplementary Taxation	270,398	-	-	270,398	0.00%	Bills will be issued in the fall (Q3 and Q4)
User Fees and Service Charges	3,345,829	3,850	1,312,656	2,033,173	39.23%	
Total Revenues	33,566,548	1,186,886	27,704,947	5,861,601	83%	
Expenses:						
Amortization Expense	90,982	-	-	90,982	0.00%	Year end Entry
Contracted Services	1,926,013	608,052	1,006,295	919,718	52.25%	
Debt Servicing	4,423	-	-	4,423	0.00%	Timing of debt
Interfund Transfers - Expense	8,153,916	115,714	1,985,996	6,167,920	24.36%	Year end Entry
Materials and Supplies	583,933	71,943	354,183	229,750	60.65%	
Miscellaneous Services	31,391	4,689	14,833	16,558	47.25%	
Professional Fees	54,747	-	21,793	32,953	39.81%	Timing - Yearend entry
Rents and Financial Services	94,160	22,326	42,001	52,159	44.61%	Interest rate is falling
Repairs and Maintenance	7,067	284	648	6,419	9.17%	
Salaries, Wages, Benefits and Personnel	1,783,677	151,961	1,080,679	702,998	60.59%	
Taxation Adjustments	291,888	6,252	51,081	240,807	17.50%	Timing - will hit in Q3
Utilities, Insurance and Property Taxes	202,751	66,234	72,970	129,781	35.99%	Timing - will hit in Q3
Total Expenses	13,224,948	1,047,455	4,630,479	8,594,469	35%	
Net Total	20,341,600	139,431	23,074,468	(2,732,868)	113.43%	



Actual vs Budget Year To Date

Division: Development Services

Fund: All; Department: All; GL Account: All; Costing Center: All

Reporting Period : As at end of July 2024 (58% of the Year)

Account	Annual Budget	Current Period Transactions	Year To Date Actual Cost	Variance \$ (Unused funds)	Variance % (Budget used)	Director/Manager Comments
Revenues:						
Amounts Added to Taxes and Special Levies	156,000	-	173,639	(17,639)	111.31%	Interim and Final tax bills have been issued
Contributions from Developers	8,750	-	5,900	2,850	67.43%	Additional contribution from Parkland development
Interfund Transfers - Revenue	25,000	-	-	25,000	0.00%	Year end Entry
Internal Allocations - Revenue	208,538	-	-	208,538	0.00%	Year end Entry
Investment and Other Income	10,000	-	1,973	8,027	19.73%	
User Fees and Service Charges	114,542	6,024	58,592	55,951	51.15%	
Total Revenues	522,831	6,024	240,103	282,727	46%	
Expenses:						
Contracted Services	7,971	-	-	7,971	0.00%	
External Transfers	203,073	-	30,484	172,589	15.01%	Timing for CIP Grants
Interfund Transfers - Expense	22,374	-	-	22,374	0.00%	Year end Entry
Internal Allocations - Expense	104,269	-	-	104,269	0.00%	Year end Entry
Materials and Supplies	82,894	6,352	25,811	57,083	31.14%	Additional postage for Designation notices
Miscellaneous Services	73,831	4,892	27,795	46,036	37.65%	
Professional Fees	28,000	1,549	9,527	18,473	34.02%	
Rents and Financial Services	2,280	281	281	1,999	12.33%	
Repairs and Maintenance	1,067	521	1,813	(747)	170.01%	Unexpected pest control costs at Gesto
Salaries, Wages, Benefits and Personnel	873,646	78,220	536,516	337,130	61.41%	Additional travel to and from Gesto
Taxation Adjustments	-	15,766	15,766	(15,766)	Not Budgeted	BIA Levy write-offs that exceed the maximum cap tax levy, offset with revenue
Utilities, Insurance and Property Taxes	13,596	10,181	10,658	2,938	78.39%	Insurance has been posted for full year
Total Expenses	1,412,999	117,762	658,651	754,348	47%	
Net Total	(890,169)	(111,738)	(418,548)	(471,621)	-47.02%	



Actual vs Budget Year To Date

Division: Environmental Services

Fund: All; Department: All; GL Account: All; Costing Center: All

Reporting Period : As at end of July 2024 (58% of the Year)

Account	Annual Budget	Current Period Transactions	Year To Date Actual Cost	Variance \$ (Unused funds)	Variance % (Budget used)	Director/Manager Comments
Revenues:						
Amounts Added to Taxes and Special Levies	64,404	-	61,114	3,291	94.89%	Interim and Final bills have been issued Remainder of entries will be completed in Q3 and Q4
Interfund Transfers - Revenue	3,376,345	89,803	89,803	3,286,542	2.66%	
Investment and Other Income	4,200	1,668	6,392	(2,192)	152.18%	
User Fees and Service Charges	7,167,100	676,740	4,357,843	2,809,257	60.80%	
Total Revenues	10,612,050	768,211	4,515,151	6,096,899	43%	
Expenses:						
Contracted Services	1,876,097	669,608	875,454	1,000,643	46.66%	Timing of debt
Debt Servicing	944,979	-	495,687	449,292	52.45%	
External Transfers	11,000	-	9,806	1,194	89.14%	Higher than usual subsidies as a result of recent flooding
Interfund Transfers - Expense	4,747,402	-	-	4,747,402	0.00%	Year end Entry
Internal Allocations - Expense	598,695	-	-	598,695	0.00%	Year end Entry
Materials and Supplies	219,435	100,471	147,485	71,950	67.21%	Increase in water meter replacements in Q1 and Q2
Miscellaneous Services	57,660	15,787	34,682	22,978	60.15%	Grass cutting occurs mostly in Q2 and Q3 only
Professional Fees	120,000	9,355	30,641	89,359	25.53%	
Rents and Financial Services	182	201	201	(19)	110.44%	
Repairs and Maintenance	367,075	27,683	201,593	165,482	54.92%	Watermain breaks are funded from here which are unpredictable in nature.
Salaries, Wages, Benefits and Personnel	667,736	48,969	355,294	312,442	53.21%	
Uncollectible Taxes and Accounts Receivable	15,000	-	-	15,000	0.00%	Timing
Utilities, Insurance and Property Taxes	986,789	526,857	551,696	435,093	55.91%	
Total Expenses	10,612,050	1,398,932	2,702,539	7,909,511	25%	
Net Total	0	(630,721)	1,812,612	(1,812,612)	100.00%	



Actual vs Budget Year To Date

Division: Health Services

Fund: All; Department: All; GL Account: All; Costing Center: All

Reporting Period : As at end of July 2024 (58% of the Year)

Account	Annual Budget	Current Period Transactions	Year To Date Actual Cost	Variance \$ (Unused funds)	Variance % (Budget used)	Director/Manager Comments
Revenues:						
Conditional and Unconditional Grants	165,456	27,576	96,513	68,943	58.33%	
Interfund Transfers - Revenue	7,000	-	-	7,000	0.00%	Year end Entry
Investment and Other Income	1,316	-	257	1,059	19.53%	
License and Permit Fees	7,000	571	3,740	3,260	53.42%	
User Fees and Service Charges	97,742	5,000	55,513	42,229	56.80%	
Total Revenues	278,514	33,147	156,023	122,491	56%	
Expenses:						
Contracted Services	8,850	45	45	8,805	0.50%	Timing of invoices
Interfund Transfers - Expense	15,147	942	7,024	8,123	46.37%	
Materials and Supplies	2,576	1,294	2,694	(118)	104.59%	
Miscellaneous Services	141,500	11,510	78,189	63,311	55.26%	
Professional Fees	4,000	-	3,000	1,000	75.00%	
Rents and Financial Services	10,415	479	7,979	2,436	76.61%	
Salaries, Wages, Benefits and Personnel	158,671	12,517	89,143	69,528	56.18%	
Utilities, Insurance and Property Taxes	2,627	1,882	1,882	745	71.65%	Insurance has been posted for full year
Total Expenses	343,786	28,668	189,956	153,831	55%	
Net Total	(65,272)	4,479	(33,933)	(31,340)	-51.99%	



Actual vs Budget Year To Date

Division: Protection to Persons and Property

Fund: All; Department: All; GL Account: All; Costing Center: All

Reporting Period : As at end of July 2024 (58% of the Year)

Account	Annual Budget	Current Period Transactions	Year To Date Actual Cost	Variance \$ (Unused funds)	Variance % (Budget used)	Director/Manager Comments
Revenues:						
Conditional and Unconditional Grants	184,680	-	32,274	152,406	17.48%	Remainder of Grants routinely received in Q4
Contributions from Developers	1,093,308	66,520	288,815	804,494	26.42%	Slower development compared to previous years
Fines and Penalties	1,500	600	1,000	500	66.67%	
Interfund Transfers - Revenue	454,379	36,656	92,466	361,913	20.35%	Remainder of entries will be completed in Q3 and Q4
Investment and Other Income	26,617	3,729	38,122	(11,505)	143.22%	Increase in Defibrillator Grant and revenue recovered from Property Standards
License and Permit Fees	460,289	283,559	567,055	(106,766)	123.20%	Additional permits than forecasted
User Fees and Service Charges	132,766	24,223	57,502	75,265	43.31%	
Total Revenues	2,353,540	415,287	1,077,233	1,276,307	46%	
Expenses:						
Contracted Services	3,154,408	267,162	1,576,144	1,578,264	49.97%	Expenses include annual fire inspections, fire protection deficiency work, annual maintenance, and property standards costs (offset in Revenues)
Debt Servicing	423,745	-	209,999	213,746	49.56%	Timing of debt
External Transfers	211,137	42,209	126,628	84,509	59.97%	
Interfund Transfers - Expense	1,107,407	-	-	1,107,407	0.00%	Year end Entry
Internal Allocations - Expense	104,269	-	-	104,269	0.00%	Year end Entry
Materials and Supplies	239,347	32,901	94,752	144,595	39.59%	Expenses to-date include travel, equipment & supplies logistics, STRU & Migrant worker housing inspections, postage for STR blitz
Miscellaneous Services	114,800	14,814	75,490	39,310	65.76%	AVL for new building vehicle
Professional Fees	23,625	1,829	6,872	16,753	29.09%	
Rents and Financial Services	135,372	4,638	16,942	118,431	12.51%	Less online Cloud permitting transactions
Repairs and Maintenance	129,933	16,669	62,288	67,646	47.94%	Expenses to-date include Fire protection systems deficiency work/repairs, door repairs, building systems maintenance filters/service and repairs to Fire Engine 1, Foam system and exhaust extraction system hose.
Salaries, Wages, Benefits and Personnel	1,939,098	118,376	921,364	1,017,733	47.52%	
Utilities, Insurance and Property Taxes	214,631	164,172	169,757	44,874	79.09%	Insurance has been posted for full year
Total Expenses	7,797,771	662,771	3,260,235	4,537,536	42%	
Net Total	(5,444,231)	(247,484)	(2,183,002)	(3,261,229)	-40.10%	



Actual vs Budget Year To Date

Division: Public Works

Fund: All; Department: All; GL Account: All; Costing Center: All

Reporting Period : As at end of July 2024 (58% of the Year)

Account	Annual Budget	Current Period Transactions	Year To Date Actual Cost	Variance \$ (Unused funds)	Variance % (Budget used)	Director/Manager Comments
Revenues:						
Amounts Added to Taxes and Special Levies	232,301	-	200,012	32,289	86.10%	
Conditional and Unconditional Grants	56,000	(50,000)	-	56,000	0.00%	Timing of superintendent grant, correcting entry completed in July to move Grant received to a capital project
Interfund Transfers - Revenue	192,903	67,573	67,573	125,331	35.03%	Remainder of entries will be completed in Q3 and Q4
Internal Allocations - Revenue	253,079	-	-	253,079	0.00%	Year end Entry
Investment and Other Income	5,500	13,927	18,518	(13,018)	336.69%	
License and Permit Fees	39,000	6,477	17,774	21,226	45.57%	
User Fees and Service Charges	510,307	17,695	116,984	393,324	22.92%	
Total Revenues	1,289,091	55,671	420,860	868,230	33%	
Expenses:						
Contracted Services	1,220,750	39,790	381,554	839,196	31.26%	
Debt Servicing	612,879	-	250,935	361,944	40.94%	Timing of debt
External Transfers	5,000	-	200	4,800	4.00%	
Interfund Transfers - Expense	15,000	-	-	15,000	0.00%	Year end Entry
Internal Allocations - Expense	72,308	-	-	72,308	0.00%	Year end Entry
Materials and Supplies	1,587,307	282,714	677,252	910,056	42.67%	
Miscellaneous Services	15,500	2,876	9,923	5,577	64.02%	increased cost of AVL/GPS system and additional vehicles
Professional Fees	175,000	-	42,310	132,690	24.18%	
Rents and Financial Services	15,125	689	689	14,436	4.56%	
Repairs and Maintenance	192,000	7,569	64,391	127,609	33.54%	
Salaries, Wages, Benefits and Personnel	2,317,140	212,987	1,240,796	1,076,344	53.55%	
Uncollectible Taxes and Accounts Receivable	7,500	268	3,546	3,954	47.28%	
Utilities, Insurance and Property Taxes	284,981	156,524	158,214	126,767	55.52%	
Total Expenses	6,520,491	703,418	2,829,809	3,690,681	43%	
Net Total	(5,231,400)	(647,747)	(2,408,949)	(2,822,451)	-46.05%	

Delegation Request Form

This form must be completed and submitted to the Clerk of the Town of Essex by all persons wishing to address Council at a scheduled meeting of Council. Delegation requests must be submitted by 2:00 p.m. on the Tuesday prior to the scheduled meeting.

Any person who wishes to appear before Council as a Delegation on a matter that relates specifically to a matter contained in the Regular Council Meeting Agenda shall submit a Delegation Request Form no later than 4:30 PM on the Friday immediately preceding the date of the Regular Council Meeting. The Clerk shall have the sole authority to determine if the subject matter does in fact relate specifically to a matter contained in the Regular Council Meeting Agenda for purposes of allowing or denying the Delegation and the Clerk will introduce such Delegation Request Form(s) at the time of adopting the Published Agenda.

Presentations to Council are limited to 5 minutes per person to a maximum of 10 minutes for a group of two persons or more.

Personal information that you provide on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Please note that this form, if approved, will appear in the published Council Agenda and may be included in the Council Meeting minutes, both of which become part of the public record and are posted on our municipal website.

Delegates are responsible for indicating when an accommodation is required. The Clerk will determine the best method to address the accommodation in consultation with the individual in advance of the meeting.


First Name *

Nettie

Last Name *

Ridley

Date of meeting you wish to attend *

10/21/2024 

Will you be attending in-person or virtually? *

In-Person

Virtually

Are you representing a group? *

Yes

No

Name of Group

Colchester Matters

Provide details on the issue(s) you wish to present to Council and any actions you will be asking Council to take. *

The intent of this delegation is to support Mayor Bondy's Notice of Motion being put to the floor during this meeting, directing Administration to complete a second phase to the Official Plan project prior to it's adoption. We will ask Council to make an informed, rational and responsible decision on this Notice of Motion.

Is this item on the agenda? *

- Yes
- No
- I don't know

Agenda Item Number and/or Topic

17.2.2 Presentment only on October 7, 2024 agenda for October 21, 2024 council meeting for Council's consideration.

Have you consulted with Administration on this issue? *

- Yes
- No

Have you consulted with a Member of Council on this issue? *

- Yes
- No

If you've consulted with Administration or Council, please provide the names of the individuals you've talked to and the details of those discussions.

If this is a property matter, are you an owner?

- Yes
- No
- Not applicable

Have you appeared before Council in the past regarding this issue? *

- Yes
- No

Presentation Materials

*Presentation materials will not be considered for presentation at the meeting unless they are attached to this form.

Will you have presentation materials? Any materials must be provided to the Clerk with this delegation request for review, approval, and circulation to Council and Administration. Materials will be made public. *

- Yes
- No

Your Address or Group Contact Address (full mailing address including postal code) *

Colchester Matters, [REDACTED]

Your Phone Numbers

Home

519-738-6424

Work

Use format 519-776-
7336

Cell

[REDACTED]

Email Address *Required if joining virtually.

colchestermatters@gmail.com

Name and address of all representatives attending, including their positions *

Nettie Ridley, 111 Island View Lane, Harrow, ON, N0R1G0
Mike Piche', 111 Island View Lane, Harrow, ON, N0R1G0

Privacy Statement

This meeting will be broadcast live via YouTube and Delegates will be included in the recording. Be advised that all Council and Committee meeting presentations become part of the public record and you will be listed as a presenter on the Agenda and Minutes of the meeting. Agendas and Minutes are published online, so the listing of your name in connection with the Agenda or Minutes may be indexed by search engines like Google. Further, personal information contained in your correspondence, to Town of Essex Council, is collected under the authority of the *Municipal Act, 2001*, as amended. Any personal information you choose to disclose in your correspondence will be used to receive your views on the relevant issue(s) to enable Town of Essex Council to make its decision on the matter. Questions about the collection of this information can be directed to the Legal and Legislative Services Department.

I have read and understand the above Privacy Statement. *

- Yes
 No

Thank you!

Thank you for completing the Delegation Request Form.

The Clerk's Office will contact you in the near future to review your request.

Joseph Malandrucolo

Director, Legal and Legislative Services/Clerk

Town of Essex

33 Talbot Street South, Essex, Ontario N8M 1A8

519-776-7336, extension 1132

The Corporation of the Town of Essex

By-Law Number 2388

Being a by-law to confirm the proceedings of the
October 7, 2024, Regular Meeting of Council of
the Corporation of the Town of Essex

WHEREAS pursuant to Section 5(1) of The Municipal Act, 2001, S.O. 2001, c.25 as amended, the powers of a municipality shall be exercised by its Council;

AND WHEREAS pursuant to Section 5(3) of The Municipal Act, 2001, S.O. 2001, c.25 as amended, a municipal power, including a municipality’s capacity, rights, powers and privileges under Section 8 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that a by-law be passed to authorize the execution of Agreements and other documents and that the proceedings of the Council of The Corporation of the Town of Essex at its meetings be confirmed and adopted by by-law;

NOW THEREFORE be it resolved that the Council of The Corporation of the Town of Essex hereby enacts as follows:

1. **That** the actions of the Council of The Corporation of the Town of Essex in respect of all recommendations in reports and minutes of committees, all motions and resolutions and all other actions passed and taken by the Council of The Corporation of the Town of Essex, documents and transactions entered into during the October 7, 2024, meeting of Council, are hereby adopted and confirmed as if the same were expressly contained in this by-law.
2. **That** the Mayor and proper officials of The Corporation of the Town of Essex are hereby authorized and directed to do all the things necessary to give effect to the actions of the Council of The Corporation of the Town of Essex during the said October 7, 2024, meeting referred to in paragraph 1 of this by-law.
3. **That** the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary to the actions taken by this Council as described in Section 1 of this by-law and to affix the Corporate Seal of The Corporation of the Town of Essex to all documents referred to in said paragraph 1.

Read a first and a second time and provisionally adopted on October 7, 2024.

Mayor

Clerk

Read a third time and finally passed on October 21, 2024.

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 2390

Being a by-law to confirm the proceedings of the
October 21, 2024, Regular Meeting of Council of
the Corporation of the Town of Essex

WHEREAS pursuant to Section 5(1) of The Municipal Act, 2001, S.O. 2001, c.25 as amended, the powers of a municipality shall be exercised by its Council;

AND WHEREAS pursuant to Section 5(3) of The Municipal Act, 2001, S.O. 2001, c.25 as amended, a municipal power, including a municipality’s capacity, rights, powers and privileges under Section 8 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that a by-law be passed to authorize the execution of Agreements and other documents and that the proceedings of the Council of The Corporation of the Town of Essex at its meetings be confirmed and adopted by by-law;

NOW THEREFORE be it resolved that the Council of The Corporation of the Town of Essex hereby enacts as follows:

1. **That** the actions of the Council of The Corporation of the Town of Essex in respect of all recommendations in reports and minutes of committees, all motions and resolutions and all other actions passed and taken by the Council of The Corporation of the Town of Essex, documents and transactions entered into during the October 21, 2024, meeting of Council, are hereby adopted and confirmed as if the same were expressly contained in this by-law.
2. **That** the Mayor and proper officials of The Corporation of the Town of Essex are hereby authorized and directed to do all the things necessary to give effect to the actions of the Council of The Corporation of the Town of Essex during the said October 21, 2024, meeting referred to in paragraph 1 of this by-law.
3. **That** the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary to the actions taken by this Council as described in Section 1 of this by-law and to affix the Corporate Seal of The Corporation of the Town of Essex to all documents referred to in said paragraph 1.

Read a first and a second time and provisionally adopted on October 21, 2024.

Mayor

Clerk

Read a third time and finally passed on November 4, 2024.

Mayor

Clerk