



**The Corporation of the Town of Essex**

**Essex Municipal Heritage Committee Meeting Minutes**

November 30, 2023, 5:00 pm  
Colchester Community Centre, 100 Jackson Street

- Present:** Chair - Basden, Perry  
Vice Chair - Kokovai, Richard  
Member - Baldwin, Jacqueline  
Member - Kowtiuk, Laurie  
Councillor - Matyi, Jason, Ward 3  
Member - Matyi Linda  
Member - Peters, Grant
- Absent:** Member - Clarkson, Connie  
Councillor - Hammond, Rodney, Ward 4
- Also Present:** Rita Jabbour, Manager, Planning Services  
Diane Emery, Legislative Clerk  
Ian Rawlings, Junior Planner

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

**1. Call to Order**

The Chair called the meeting to order at 5:05 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 Essex Municipal Heritage Committee Meeting Agenda for November 30, 2023**

**EMHC23-11-38**

Moved By Richard Kokovai, Vice Chair  
Seconded By Laurie Kowtiuk

**That** the published agenda for the November 30, 2023 Essex Municipal Heritage Committee Meeting be adopted as presented.

Carried

**5. Adoption of Minutes**

**5.1 Essex Municipal Heritage Committee Minutes for October 26, 2023**

**EMHC23-11-39**

Moved By Linda Mayti

Seconded By Richard Kokovai, Vice Chair

**That** the minutes of the Essex Municipal Heritage Committee meeting held October 26, 2023 be adopted as circulated.

Carried

**6. New Business**

**6.1 Heritage Committee Meeting Schedule 2024**

**EMHC-11-40**

Moved By Laurie Kowtiuk

Seconded By Richard Kokovai, Vice Chair

**That** the 2024 Essex Municipal Heritage Committee meeting schedule be adopted as circulated with a February 29, 2024 meeting. .

Carried

**6.2 Election of Chair 2024 Committee Season**

**EMHC23-11-41**

Moved By Perry Basden. Chair

Seconded By Richard Kokovai, Vice Chair

**That** the nomination for the position of the Chair of the Essex Municipal Heritage Committee be posted to the January 2024 meeting.

Carried

**6.3 Election of Vice Chair 2024 Committee Season**

**EMHC23-11-42**

Moved By Perry Basden. Chair

Seconded By Richard Kokovai, Vice Chair

**That** the nomination for the position of the Vice Chair of the Essex Municipal Heritage Committee be posted to the January 2024 meeting.

Carried

**6.4 Completion of Committees of Council Survey**

Rita Jabbour, reminded the committee members to complete the Committee of Council Survey and return it to the Clerks Department as this will assist administration in ensuring that committees members are satisfied sitting on the committee and how the town can improve.

## 7. Unfinished Business

### 7.1 Greater Marketing and Public Education about Heritage - Ongoing

#### 7.1.1 Additions to Tourism Windsor Essex Pelee Island (TWEPI) Crossroads Historical Guide

Rita Jabbour advised the Committee about the Tourism Windsor Essex Pelee Island (TWEPI) Crossroads Historical Guide. She asked if any members had recommendations for locations.

Chair, Perry Basden recommended Canadian Order Woodman of the World who had a "Camp" in Colchester. The Company had a meeting hall west of SS#2 Colchester Schoolhouse on the School property. The building was later moved from the site when the building was purchased by Christ Church and became the Church Hall and attached to the east side of the church. For those interested in further information please see the book "Tour Colchester, The Way We Were", book by Chris Carter, Page 160-165.

### 7.2 Official Plan Update - Ongoing

#### 7.2.1 Review of Colchester Heritage Feasibility Study Recommendations

Rita Jabbour reviewed the recommendations with the committee. There was discussion on conservation districts that have characteristics that define the area such as the railway, Christchurch, Colchester School house.

### 7.3 Heritage Grant Program - Ongoing

#### 7.3.1 Review of Revised Heritage Grant Program

Rita Jabbour advised that the 2024 Budget will determine the continuation of this initiative.

### 7.4 Heritage Designation and Interpretive Plaque Program - Ongoing

#### 7.4.1 Update on John R. Park Heritage Plaque

Rita Jabbour advised the members that the plaque is double the size of the other plaques and the cost is over \$3000 plus delivery.

#### 7.4.2 Selection of Heritage Plaque locations for 2024

Rita Jabbour recommends Essex County Historical Research Society (ECHRS) Carnegie Building would be a great plaquing location. 110 years since being built December 2024. She continued to recommend that the committee review the Fox Street and Iler homes to designate as a historical district and plaque the area.

Councillor Mayti questioned the budget for plaquing.

Ms. Jabbour stated \$5600 for 2 plaques per year.

#### **EMHC23-11-42**

Moved By Richard Kokovaj, Vice Chair

Seconded By Linda Mayti

**That** a plaque be ordered for the Carnegie Building, 18 Gordon Ave for unveiling in 2024. The cost of the plaque be taken from the 2023 budget.

**7.5 Listing and Designating Properties and Heritage Districts - Ongoing**

7.5.1 Overview of 2011 Essex Heritage Inventory

Rita Jabbour advises that she will provide the Committee with all the information of the Essex Heritage Inventory at the January meeting.

7.5.2 Overview of the 2024 Listing Project

Rita Jabbour provided an overview of the requirements that has been put forward to designate listed properties by January 1st 2025. She states that there are 22 properties and that the committee needs to provide 2 items from the 9 criteria to designate the listed properties. Once this is done a report will be brought to council and the residents (owners) will be advised and they will have an opportunity to speak and advise if they are for or against the designation. Council will ultimately decide if the 22 listed properties will be designated.

**7.6 Cemeteries - Ongoing**

**7.7 Studies and Master Plans - Ongoing**

**7.8 Heritage Walking Tour and Digital Component - Ongoing**

**7.9 Cultural Master Plan - Ongoing**

**7.10 Historically Significant Name Registry - Ongoing**

Ms. Jabbour asked for names to consider adding to the historically significant name registry.

Laurie Kowtiuk recommended Alexander Cameron Street.

Ms. Jabbour stated that Laurie Brett, previous Heritage Committee member went to council requesting a Street Naming By-law to be put together with historically significant names.

**7.11 Cultural Heritage, Indigenous History - Ongoing**

7.11.1 Indigenous History Resources (Truth and Reconciliation Commission and Treaties Week)

Grant Peters provided materials to the Committee for review.

**7.12 Heritage Week 2024**

Jaqueline Baldwin stated that January 17th at 7 pm will be a round table for the agricultural farmers in the area. It will not an open to the public session however the session will be 10 to 12 informal questions regarding the farming community.

Rita Jabbour stated that the Town can participate in the February 22nd meeting that starts at 1:30 p.m. with a round table with the farmers in the area and will assist with the slide show.

Ms. Jabbour stated that a barn quilt driving tour is something the Town will be seeking to put together for Heritage Week 2024.

She continued that the administration will contact steam and gas engine museum, and other heritage sites, farming sites within the Town of Essex and

request that we partner for a day during Heritage Week with free admission for residents.

**8. Adjournment**

**EMHC23-11-43**

Moved By Richard Kokovai, Vice Chair

Seconded By Councillor Matyi

**That** the meeting be adjourned at 6:26 p.m.

**Carried**

**9. Future Meetings**

Thursday, January 25, 2023 at 5:00 p.m. at Harrow Community Room, 243 McAfee Street, Harrow ON NOR 1G0

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Chair

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Recording Secretary