



**The Corporation of the Town of Essex**

**Special Council Meeting Minutes**

April 29, 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 4 Councillor Rodney Hammond

Absent: Jason Matyi, Councillor Ward 3

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  
Rita Jabbour, Manager, Planning Services  
Cassandra Roy, Legislative Clerk

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.

The purpose of this meeting was for the Heritage Designation Process.

**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 April 29, 2024**

**SP24-04-018**

Moved By Councillor McGuire-Blais

Seconded By Councillor Garon

**That** the published agenda for the April 29, 2024 Special Council Meeting be adopted as presented,

**Carried**

**5. Reports from Administration**

**5.1 Rita Jabbour, Manager, Planning Services**

RE: Heritage Designation Process

Rita Jabbour, Manager, Planning Services explained that the purpose of this meeting is to inform Council of the heritage designation process and the benefits of heritage conservation to the Town of Essex. She noted that the conservation of features of significant architectural, cultural, historical and archaeological is a matter of Provincial Interest and Council and Local Boards must have regard to matters of Provincial Interest when carrying out their responsibilities under the Planning Act. She provided some photos of built heritage resources in Essex and explained that many of these heritage resources have been identified as having cultural heritage value by the community.

Ms. Jabbour explained that through the protection of the Ontario Heritage Act, Council can designate an individual property or area as a Heritage Conservation district and Council may list a non-designated property on the heritage registry. She noted that designation of a property protects the heritage resource in perpetuity and resources cannot be altered or demolished/removed while listing a property is a temporary protection for the resource and can be altered but cannot be demolished or removed unless there is a 60-day notice period to Council. She stated that a heritage designation or listing does not prevent the use of the property as the zoning by-law dictates the use of the land or buildings.

She further explained that Bill 23: More Homes Built Faster Act states that properties listed on the register as of December 31, 2022 must be removed on or before January 1, 2025 if no notice of intention to designate is given and if the property is removed from the registry that property cannot be listed again for another 5 years. She noted that in Essex there are 12 designated properties and 22 listed properties.

She advised that the next step for Administration is to research/review the listed properties to determine which properties are candidates for designation and the list of candidates will be presented to Heritage Committee for review and support then a recommendation to initiate the Notice of Intention to designated will be submitted to Council for decision.

**SP24-04-019**

Moved By Councillor Hammond

Seconded By Councillor Allard

**That** the presentation from Rita Jabbour, Manager, Planning Services regarding the heritage designation process be received.

Carried

6. Delegations

7. Adjournment

SP24-04-020

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

**That** the meeting be adjourned at 5:29 PM.

Carried

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Mayor

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Clerk