



**The Corporation of the Town of Essex**

**Regular Council Meeting Minutes**

July 2, 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 Katie McGuire-Blais  
Ward 2 Councillor Kim Verbeek  
Ward 3 Councillor Brad Allard  
Ward 3 Councillor Jason Matyi  
Ward 4 Councillor Rodney Hammond

Regrets: Councillor Ward 1 Joe Garon

Also Present: Doug Sweet, Chief Administrative Officer  
Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk  
Jake Morassut, Director, Community Services  
Lori Chadwick, Director, Development Services  
Kevin Girard, Director, Infrastructure Services  
Ann Marie Unis, Manager, Finance and Business  
Lauryn Smith, Youth Council Member  
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.

**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**

**Moment of Silence**

- A moment of silence was observed in honour of the recent passing of the Walsh and Stannard family.

**4. Closed Meeting Report**

Joe Malandrucolo, Director, Legal & Legislative Services/Clerk reported that on July 2, 2024 at 5:30 PM Council moved into Closed Session as permitted to do so pursuant to Section 239 2(c) of the *Municipal Act, 2001*, as amended, to discuss a proposed or pending acquisition or disposition of land by the municipality or local board.

**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 July 2, 2024**

**R24-07-278**

Moved By Councillor Hammond

Seconded By Councillor Verbeek

**That** the published agenda for the July 2,2024 Regular Council Meeting be adopted as presented.

**Carried**

**7. Adoption of Minutes**

**7.1 Regular Council Meeting Minutes for June 17, 2024**

**R24-07-279**

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

**That** the minutes of the Regular Council Meeting held June 17, 2024 be adopted as circulated.

**Carried**

**7.2 Special Council Meeting Minutes for May 6, 2024**

RE: Zoning By-Law Amendment at 152 County Road 50 East Colchester South, Ward 3

**R24-07-280**

Moved By Councillor Matyi

Seconded By Councillor Allard

**That** the minutes of the Special Council Meeting held May 6, 2024 be adopted as circulated.

**Carried**

**7.3 Special Council Meeting Minutes for May 27, 2024**

RE: Walk-About in the Essex Centre Downtown Core

**R24-07-281**

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

**That** the minutes of the Special Council Meeting held May 27, 2024 be adopted as circulated.

**Carried**

**8. Public Presentations**

**8.1 Verbal Report by Mayor Bondy regarding the International Association of Great Lakes Research Conference**

RE: International Association of Great Lakes Research Conference: Update from Mayor Bondy

Mayor Bondy passed the gavel to Deputy Mayor Shepley.

Mayor Bondy provided a verbal report on the International Association of Great Lakes Research Conference and highlighted the intersections between environmental and public health of the Great Lakes. She explained that the International Association of Great Lakes studies water quality and invasive species through various ways including the use of two submarines that gather water samples.

**R24-07-282**

Moved By Councillor Allard

Seconded By Councillor Verbeek

**That** the verbal report presented by Mayor Bondy regarding the International Association of Great Lakes Research Conference Update be received.

**Carried**

**8.2 Pete Zuzek, President, Zuzek Inc., Pelee Coastal Resilience Committee**

RE: Upcoming Activities for the Pelee Coastal Resilience Committee

Pete Zuzek, President, Zuzek Inc., Pelee Coastal Resilience Committee presented on the Pelee Coastal Resilience Study which assess risks and develops options for critical infrastructure exposed to coastal hazards. He noted that this committee was developed for the Federal Government and a group of parties from the province in 2002. Mr. Zuzek provided an update on the project and requested funding in the amount of \$30,000 from the Town of Essex to expand the research on the Climate Resilience Coastal Communities Program.

**R24-07-283**

Moved By Councillor Matyi

Seconded By Councillor Hammond

**That** the presentation by Pete Zuzek, President, Zuzek Inc., on behalf of the Pelee Coastal Resilience Committee be received.

**Carried**

**9. Unfinished Business**

**10. Reports from Administration**

**10.1 Infrastructure Services-2024-03**

RE: Pelee Coastal Resilience Study

Kevin Girard, Director, Infrastructure Services explained that the Pelee Coastal Resilience Study will be a great benefit to the Town and Administration is recommending that Council match Kingsville's contribution of \$30,000, being \$10,000 annually from 2024-2026, to for the Pelee Coastal Resiliency Study.

**R24-07-284**

Moved By Councillor McGuire-Blais

Seconded By Councillor Matyi

**That** Infrastructure Services Report-2024-03 entitled, Pelee Coastal Resilience Study prepared by Kevin Girard, Director, Infrastructure Services dated July 2, 2024 be received; and

**That** Council provide authorization to Administration to contribute a maximum amount of \$30,000, being \$10,000 annually from 2024-2026, to Zuzek Inc. for the Pelee Coastal Resiliency Study, to be funded from the Green Fund Reserve.

**Carried**

**10.2 Office of the CAO-2024-05**

RE: OPP Detachment Board Annual Report

Doug Sweet, Chief Administration Officer, provided the Annual Report for new OPP Detachment Board that formed in April 2024 and explained that based on the Community Safety and Policing Act, an annual report will be provided by June 30th of each year to the municipalities and Council regarding the policing provided by the detachment in their municipalities.

**R24-07-285**

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

**That** Office of the CAO Report-2024-05 entitled OPP Detachment Board Annual Report be received.

**Carried**

**10.3 Office of the CAO-2024-07**

RE: OPP Detachment Board – 2024 Budget

Doug Sweet, Chief Administration Officer, provided a verbal report regarding the proposed OPP Detachment Board Budget for April to December 2024. CAO Sweet explained that the new board is expected to operate with the remaining balances of the approved operating budgets of the three municipalities. He stated that an administrative support position was derived and as the new Board is intended to be administered through the Town of Tecumseh, actual Town costs incurred to administer the program will be recovered by the Town of Tecumseh, equally from the three participating municipalities.

CAO Sweet explained that the 2025 budget will include additional cost as more members have joined the committee adding additional increases in member wage compensation and conference fees.

Council directed questions to Administration on whether the Town of Essex is responsible for its own members or for all members of the committee.

CAO Sweet, noted that any cost incurred from the OPP Detachment Board is shared between the three municipalities.

**R24-07-286**

Moved By Councillor Matyi

Seconded By Councillor McGuire-Blais

**That** Office of the CAO Report-2024-07 entitled OPP Detachment Board – 2024 Budget be received;

**That** the proposed budget for the balance of 2024 for the Essex County OPP Detachment Board #1, as appended to the report, be approved;

**That** the Town of Essex’s recommendation to approve the proposed budget for the balance of 2024 for the Essex County OPP Detachment Board #1 be forwarded to the Town of Tecumseh and the Municipality of Lakeshore, for their consideration of approval; and

**That** on approval by all three member municipalities of the Essex County OPP Detachment Board #1, the budget for the balance of 2024 be implemented by the administering municipality, being the Town of Tecumseh.

**Carried**

**11. Reports from Youth Members**

Lauryn Smith, Youth Council Member, announced that the 5K walk to raise proceeds for the Essex Food Bank is this Saturday July 7, 2024 at Sadlers Pond.

**12. County Council Update**

**13. Correspondence**

**13.1 Correspondence to be received**

**R24-07-287**

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

**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 County of Essex

RE: Regional Food and Organic Waste Program Funding Discussion

13.1.2 NSF International Strategic Registrations Audit Report

RE: Ontario's Drinking Water Quality Management Standard Version 2

13.1.3 Township of Larder Lake

RE: Asset Retirement Obligation

## **13.2 Correspondence to be considered for receipt and support**

### 13.2.1 Township of Brudenell, Lyndoch and Raglan

RE: Jurisdiction of Ontario's Ombudsman

Mayor Bondy passed the gavel to Deputy Mayor Shepley.

#### **R24-07-288**

Moved By Mayor Bondy

Seconded By Councillor McGuire-Blais

**That** the correspondence from the Township of Brudenell, Lyndoch and Raglan dated June 6, 2024 regarding the jurisdiction of Ontario's Ombudsman be received and supported; and

**That** a letter of support be sent to the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, Anthony Leardi, MPP, Essex Riding and the Association of Municipalities of Ontario (AMO).

**Carried**

### 13.2.2 Affordable Housing Task Force

RE: Appointment of Affordable Housing Task Force Member

#### **R24-07-289**

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

**That** the application by William (Bill) Baker to be appointed to the Affordable Housing Task Force be received and supported.

**Carried**

### 13.2.3 L'Association des communautés francophones de l'Ontario (Windsor-Essex-Chatham-Kent)

RE: Flag Request from L'Association des communautés francophones de l'Ontario (Windsor-Essex-Chatham-Kent): Franco-Ontarian Day - September 25, 2024

#### **R24-07-290**

Moved By Councillor Allard

Seconded By Councillor Verbeek

**That** the request from L'Association des communautés francophones de l'Ontario (Windsor-Essex-Chatham-Kent) for their flag to be flown at Town Hall on September 25, 2024, in support of Franco-Ontarian Day in the Town of Essex be received and supported.

**Carried**

## **14. Committee Meeting Minutes**

### **R24-07-291**

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

**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 Police Services Board - March 7, 2024**

**14.2 Essex Centre Business Improvement Area - May 29, 2024**

**14.3 Essex Municipal Heritage Committee - May 30, 2024**

**14.4 Essex Festival Committee - June 6, 2024**

**14.5 Finance Committee - May 27, 2024**

**Recommendations to Council:**

**FIN24-05-04**

Moved By Mayor Bondy

Seconded By Councillor Hammond

**That** the Finance Committee recommend to Council that a minor amendment be made to the Fees and Charges By-Law Schedule A to include a footnote on NSF Fees and reprint fees to be waived in the case of death or severe illness.

**Carried**

**FIN24-05-07**

Moved By Mayor Bondy

Seconded By Councillor Hammond

**That** the Finance Committee recommend that Council direct Administration to revise the Community Partnership Fund Policy to limit the acceptance of applications to one deadline and no further in-year applications be accepted or considered after that deadline.

**Carried**

**15. Financial**

**16. New Business**

**17. Notices of Motion**

**17.1 The following Notice of Motion was presented at the June 17, 2024 Regular Council Meeting and are being brought forward this evening for Council's consideration:**

17.1.1 Mayor Bondy

**R24-07-292**

Moved By Mayor Bondy

Seconded By Councillor Allard

**That** Council direct Administration to provide an update at the July 15, 2024 Regular Council Meeting on the Colchester Hamlet Secondary Plan, including consultation efforts to-date, plans for future public

consultation, policy directions thus far, and overall goals of the Secondary Plan as a part of the Town's new Official Plan Project.

**Carried**

**17.2 The following Notice of Motion is for presentment only and will be brought forward for Council's consideration at the July 15, 2024 Regular Council Meeting:**

17.2.1 Councillor McGuire-Blais

Moved by Councillor McGuire-Blais

**That** Council direct Administration to send a letter to the Windsor Essex Community Housing Corporation (WECHC) requesting that they add a security service to their Brien Street Apartments.

**18. Reports and Announcements from Council Members**

Councillor Hammond announced that the first Tune Up the Parks occurred last night in Colchester and next Monday night Tune Up the Parks will be taking place in Essex.

Councillor McGuire-Blais announced that the FunFest will be taking place next weekend from July 4 to July 7, 2024. She thanked the volunteers in advance for their dedication and noted that additional volunteers are needed on Saturday, July 6, 2024.

**19. By-Laws**

**19.1 By-Laws that require a third and final reading**

19.1.1 By-Law 2342

RE: Being a by-law to confirm the proceedings of the June 17, 2024, Regular Meeting of Council of the Corporation of the Town of Essex

**R24-07-293**

Moved By Councillor Hammond

Seconded By Deputy Mayor Shepley

**That** By-Law 2342 being a by-law to confirm the proceedings of the June 17, 2024, Regular Meeting of Council of the Corporation of the Town of Essex be read a third time and finally passed on July 2, 2024.

**Carried**

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

19.2.1 By-Law 2343

RE: Being a by-law to enter into a Municipal Funding Agreement for the Transfer of Canada Community-Building Funds between the Association of Municipalities of Ontario (AMO) and The Corporation of the Town of Essex (Recipient)

**R24-07-294**

Moved By Councillor Verbeek

Seconded By Councillor McGuire-Blais



**That** By-Law 2343 being a by-law to enter into a Municipal Funding Agreement for the Transfer of Canada Community-Building Funds between the Association of Municipalities of Ontario (AMO) and The Corporation of the Town of Essex (Recipient) be read a first, a second and a third time and finally passed on July 2, 2024.

**Carried**

**19.3 By-Laws that require a first and second reading**

19.3.1 By-Law 2346

RE: Being a by-law to confirm the proceedings of the July 2, 2024, Regular Meeting of Council of the Corporation of the Town of Essex

**R24-07-295**

Moved By Councillor Matyi

Seconded By Councillor McGuire-Blais

**That** By-Law 2346 being a by-law to confirm the proceedings of the June 17, 2024, Regular Meeting of Council of the Corporation of the Town of Essex be read a first and a second time and provisionally adopted on July 2, 2024.

**Carried**

**20. Adjournment**

**R24-07-296**

Moved By Deputy Mayor Shepley

Seconded By Councillor Hammond

**That** the meeting be adjourned at 6:52 PM.

**Carried**

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Mayor

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Clerk