



**The Corporation of the Town of Essex**

**Regular Council Meeting Minutes**

July 15, 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 4 Councillor Rodney Hammond

Regrets: Ward 3 Councillor Jason Matyi

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  
Kevin Girard, Director, Infrastructure Services  
Lauryn Smith, Youth Council Member  
Cassandra Roy, Legislative Clerk  
Ann Marie Unis, Manager, Finance and Business  
Nelson Silveira, Manager, Economic Development

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 6:02 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 Malandrucolo, Director, Legal & Legislative Services/Clerk reported that on July 15, 2024 at 5:30 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 July 15, 2024**

**R24-07-297**

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

**That** the published agenda for the July 15, 2024 Regular Council Meeting be adopted with the following amendment:

1. That Agenda Item 17.2.3 be added to allow for the presentment of a Notice of Motion by Councillor Verbeek.

**Carried**

**7. Adoption of Minutes**

**7.1 Regular Council Meeting Minutes for July 2, 2024**

**R24-07-298**

Moved By Councillor Hammond

Seconded By Councillor McGuire-Blais

**That** the minutes of the Regular Council Meeting held July 2, 2024 be adopted as circulated.

**Carried**

**7.2 Special Council Meeting Minutes for May 13, 2024**

RE: Request for Proposal for Municipal Waste Collection Services

**R24-07-299**

Moved By Councillor Garon

Seconded By Deputy Mayor Shepley

**That** the minutes of the Special Council Meeting held May 13, 2024 be adopted as circulated.

**Carried**

**8. Public Presentations**

**8.1 Cynthia Swift, Lead Audit Engagement Partner, KPMG LLP**

RE: 2023 Audited Financial Statements for the Town of Essex

Kate Giurissevich, Director, Corporate Services introduced Cynthia Swift, Lead Audit Engagement Partner, KPMG LLP and explained that the audited financials are a requirement under the Municipal Act.

Cynthia Swift, Lead Audit Engagement Partner, KPMG LLP, stated that the accounting policies are consistent with the prior year as there are no changes in the audit findings report besides the adoption of the Asset Retirement Obligations Policy. Ms. Swift stated that based on the financial assets, liabilities, and tangible capital assets the Town of Essex is in overall strong financial health.

**R24-07-300**

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

**That** the presentation of the 2023 Audited Financial Statements for the Town of Essex by Cynthia Swift, Lead Audit Engagement Partner, KPMG LLP, be received; and

**That** the 2023 Audited Financial Statements and Audit Findings Report for the Town of Essex, be adopted as presented.

**Carried**

**9. Unfinished Business**

**10. Reports from Administration**

**10.1 Economic Development-2024-07**

RE: Downtown Vacancy Report 2024

Nelson Silveira, Manager, Economic Development presented Council with the Downtown Essex and Harrow Vacancy Report. He presented comparisons of the downtown vacancy rates in 2024 compared to 2022 and 2017. He stated that the Streetscape, Mainstreet programs and dedication to support the downtown businesses in the downtown core has contributed to the healthy occupancy and the lowest vacancy rates since 2017. Mr. Silveira noted that vacant commercial lands with no building or storefront were not included in the scope of this report.

**R24-07-301**

Moved By Councillor Hammond

Seconded By Councillor Garon

**That** Economic Development Report-2024-07 entitled Downtown Vacancy Report 2024 prepared by Nelson Silveira, Manager, Economic Development dated July 15, 2024 be received for information.

**Carried**

**10.2 Community Services-2024-27**

RE: Special Events Resource Team (SERT) –July 2024 Update

**R24-07-302**

Moved By Councillor Allard  
Seconded By Deputy Mayor Shepley

**That** Community Services Report-2024-27 entitled Special Event Resources Team (SERT) – July 2024 Update prepared by Jake Morassut, Director, Community Services, dated July 2, 2024, be received.

**Carried**

**10.3 Community Services-2024-28**

RE: Special Event Notice – Essex County Steam and Gas Engine Museum Annual Parade

**R24-07-303**

Moved By Councillor Verbeek  
Seconded By Councillor Allard

**That** Community Services Report-2024-28 entitled Special Event Notice – Essex County Steam and Gas Engine Museum Annual Parade, prepared by Jake Morassut, Director, Community Services, dated June 17, 2024, be received; and

**That** Council approve closing Walker Road in McGregor on August 10, 2024, between 8:45 AM and 10:00 AM for the Essex County Steam and Gas Engine Museum Annual Parade.

**Carried**

**10.4 Economic Development-2024-08**

RE: Building Report and Development Overview – Q2 2024

**R24-07-304**

Moved By Councillor Garon  
Seconded By Deputy Mayor Shepley

**That** Economic Development Report -2024-08 entitled Building Report and Development Overview -Q2 Summary 2024 prepared by Nelson Silveira, Manager, Economic Development dated July 15, 2024, be received for information.

**Carried**

**10.5 Environmental Services-2024-03**

RE: Sanitary Inflow and Infiltration Reduction Strategy

Kevin Girard, Director, Infrastructure Services, on behalf Rob Mackie, Manager, Environmental Service presented Council with a report discussing inflow and infiltration to the Town of Essex's storm and sanitary sewers. Director Girard explained the challenges in addressing inflow and infiltration and highlighted potential solutions to help reduce flooding through public education and subsidy programs.

**R24-07-305**

Moved By Councillor Hammond  
Seconded By Deputy Mayor Shepley

**That** Environmental Services Report-2024-03 entitled Sanitary Inflow and Infiltration Inspection prepared by Rob Mackie, Manager, Environmental Services dated July 15, 2024, be received for information.

**Carried**

**10.6 Planning-2024-13**

RE: Release of Securities for the Pollard Harrow Residential Development (Ward 4)

**R24-07-306**

Moved By Councillor Hammond  
Seconded By Councillor Allard

**That** Planning Report-2024-13 entitled Release of Securities for the Pollard Harrow Residential Development (Ward 4) prepared by Rita Jabbour, RPP, Manager, Planning Services dated July 15, 2024 be received; and

**That** the performance securities on file for the Pollard Harrow Residential Development (Ward 4) in the amount of \$100,000 plus accrued interest, be released to the proponent.

**Carried**

**10.7 Planning-2024-18**

RE: 753 Sydenham Street – Removal of Holding (H) Provision

**R24-07-307**

Moved By Councillor Verbeek  
Seconded By Deputy Mayor Shepley

**That** Planning Report-2024-18 entitled 753 Sydenham Street – Removal of Holding (H) Provision prepared by Ian Rawlings, Junior Planner, dated July 15, 2024 be received; and

**That** By-Law Number 2345, being a By-Law to remove the holding zone restrictions for Plan 18 Part Lot 14 Part Lot 15 be read a first, a second and a third time and finally passed on July 15, 2024.

**Carried**

**10.8 Planning-2024-19**

RE: Request for Extension of Draft Plan Approval for Phase 2 of the Greenleaf Trails Residential Subdivision (Ward 4) (Dalla Bona Estates Inc.) (County of Essex File No.: 37-T-06004)

**R24-07-308**

Moved By Deputy Mayor Shepley  
Seconded By Councillor Verbeek

**That** Planning Report-2024-19 entitled Request for Extension of Draft Plan Approval for Phase 2 of the Greenleaf Trails Residential Subdivision (Ward 4) (Dalla Bona Estates Inc.) (File No.: 37-T-06004) prepared by Rita Jabbour, RPP, Manager, Planning Services dated July 15, 2024 be received;

**That** Council approve an extension of Draft Plan Approval for the lands comprising Part Lot 5, 6, 7, Plan 202 (County of Essex File No.: 37-T-06004) for a period of three (3) years from the date of draft plan approval; and

**That** a copy of the resolution of approval be forwarded to the Manager of Planning Services for the County of Essex.

**Carried**

#### **10.9 Verbal Report by Lori Chadwick, Director, Development Services**

RE: 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

Lori Chadwick, Director, Development Services, provided a verbal report on the draft Colchester Hamlet Secondary Plan including policy direction and overall goals. She explained that the vision for the Colchester Hamlet Secondary Plan is to connect the waterfront, animate the Colchester Hamlet Secondary Plan area with a mix of uses, create a centre for tourism, encourage growth through intensification, and achieve a high-quality and beautiful public realm. She noted that the open house for the draft Colchester Hamlet Secondary Plan will be presented to the public in late August 2024.

#### **R24-07-309**

Moved By Councillor Garon

Seconded By Councillor McGuire-Blais

**That** the Verbal Report by Lori Chadwick, Director, Development Services, regarding the Colchester Hamlet Secondary Plan be received.

**Carried**

#### **11. Reports from Youth Members**

Lauryn Smith, Youth Councillor, thanked volunteers and sponsors for their efforts towards a successful 5K fundraiser for the Essex Food Bank.

#### **12. County Council Update**

Deputy Mayor provided an update on the Shoreline Natural Hazard Mapping Project.

#### **R24-07-310**

Moved By Councillor McGuire-Blais

Seconded By Councillor Hammond

**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 - May 15, 2024**

**12.2 County of Essex, Regular Council Meeting Minutes - June 5, 2024**

**13. Correspondence**

**13.1 Correspondence to be received**

**R24-07-311**

Moved By Councillor Verbeek

Seconded By Deputy Mayor Shepley

**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 Ministry of the Environment, Conservation and Parks

RE: Inspection of Essex Drinking Water System

13.1.2 St. Catharines

RE: Green Roads Pilot Project

13.1.3 Township of Otonabee-South Monaghan

RE: Regulations for the Importation and Safe Use of Lithium-ion Batteries

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

13.2.1 Association of Municipalities of Ontario (AMO)

RE: Joint Health Resolution Campaign

As moved from Agenda Item 13.1.4.

**R24-07-312**

Moved By Councillor Verbeek

Seconded By Councillor Allard

**That** the correspondence from the Association of Municipalities of Ontario dated July 9, 2024 regarding the joint health resolution campaign be received and supported; and

**That** Council adopt the following resolution:

**Whereas**, the state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40% of family doctors considering retirement over the next five years; and

**Whereas** it has becoming increasingly challenging to attract and retain an adequate healthcare workforce throughout the health sector across Ontario; and

**Whereas**, the Northern Ontario School of Medicine University says communities in northern Ontario are short more than 350 physicians, including more than 200 family doctors; and half of the physicians working in northern Ontario expected to retire in the next five years; and (Northern Ontario only)

**Whereas,** Ontario municipal governments play an integral role in the health care system through responsibilities in public health, long-term care, and paramedicine.

**Whereas,** the percentage of family physicians practicing comprehensive family medicine has declined from 77 in 2008 to 65 percent in 2022; and

**Whereas,** per capita health-care spending in Ontario is the lowest of all provinces in Canada, and

**Whereas,** a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the province;

**Now Therefore, be it resolved that** the Council of the Corporation of the Town of Essex urge the Province of Ontario to recognize the physician shortage in the Town of Essex and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care.

**Carried**

#### 13.2.2 Association of Municipalities of Ontario (AMO)

RE: Advocacy on Homelessness, Opioids, and Water Infrastructure  
Demonstrate the Critical Need for Social and Economic Prosperity Review

As moved from Agenda Item 13.1.5.

**R24-07-313**

Moved By Councillor Verbeek

Seconded By Deputy Mayor Shepley

**That** the correspondence from the Association of Municipalities of Ontario dated July 2, 2024 regarding the new advocacy on homelessness, opioids, and water infrastructure demonstrate the critical need for social and economic prosperity review be received and supported; and

**That** a letter of support be sent to the Honourable Peter Bethlenfalvy, Minister of Finance, the Honourable Doug Ford, Premier, and Association of Municipalities of Ontario (AMO).

**Carried**

#### 14. Committee Meeting Minutes

**R24-07-314**

Moved By Councillor Hammond

Seconded By Councillor Garon

**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 Arts, Culture and Tourism - June 12, 2024



**14.2 Court of Revision - July 3, 2024**

**15. Financial**

**16. New Business**

**17. Notices of Motion**

**17.1 The following Notice of Motion was presented at the July 2, 2024 Regular Council Meeting and are being brought forward this evening for Council's consideration:**

17.1.1 Councillor McGuire-Blais

**R24-07-315**

Moved By Councillor McGuire-Blais

Seconded By Councillor Verbeek

**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.

**Carried**

**17.2 The following Notice of Motion is for presentment only and will be brought forward for Council's consideration at the August 12, 2024 Regular Council Meeting:**

17.2.1 Councillor Allard

Moved By Councillor Allard

**That** Council direct Administration to include funding under the Essex Centre and Harrow Community Improvement Plan in the 2025 Budget for Accessible Entrances for Council's deliberation.

17.2.2 Mayor Bondy

Moved by Mayor Bondy

**Whereas** the Town is receiving a number of complaints from the Public regarding damaged Bell pedestals and their unsightly appearance and risk to public safety;

**Whereas** the Town has permitted the occupancy of such infrastructure to Bell within the Town to services its residents; and

**Whereas** the unsightly condition of this infrastructure does not fit the aesthetic and care afforded to the residents of Essex by the Town.

**Be it Resolved that,** Council direct administration to send a letter regarding the damaged pedestal boxes that requests the immediate attention to Bell's infrastructure to address these concerns of safety and aesthetics within the Town of Essex.

17.2.3 Councillor Verbeek

Agenda Item 17.2.3 was added at the adoption of the published agenda.

Moved By Councillor Verbeek

**That** in light of events locally and around the region, Council supports Bill 173, Intimate Partner Violence Epidemic Act, and urges the Province of Ontario to immediately pass Bill 173 and declare at the provincial level that Intimate Partner Violence is an epidemic.

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

Council thanked Town Staff and volunteers for a successful 35th Annual Essex Fun Fest.

**19. By-Laws**

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

19.1.1 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

**R24-07-316**

Moved By Councillor Hammond

Seconded By Deputy Mayor Shepley

**That** By-Law 2346 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 be read a third time and finally passed on July 15, 2024.

**Carried**

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

19.2.1 By-Law 2344

RE: Being a by-law to enter into an Agreement between GFL Environmental Inc. and The Corporation of the Town of Essex for garbage and refuse collection

**R24-07-317**

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

**That** By-Law 2344 being a by-law to enter into an Agreement between GFL Environmental Inc. and The Corporation of the Town of Essex for garbage and refuse collection be read a first, a second, and a third time and finally passed on July 15, 2024.

**Carried**

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

19.3.1 By-Law 2347

RE: Being a by-law to confirm the proceedings of the July 15, 2024, Regular Meeting of Council of the Corporation of the Town of Essex

**R24-07-318**

Moved By Councillor Verbeek

Seconded By Councillor Hammond

**That** By-Law 2347 being a by-law to confirm the proceedings of the July 15, 2024, Regular Meeting of Council of the Corporation of the Town of Essex be read a first, a second time and provisionally adopted on July 15, 2024.

**Carried**

**20. Adjournment**

**R24-07-319**

Moved By Councillor Hammond

Seconded By Deputy Mayor Shepley

**That** the meeting be adjourned at 7:03 PM.

**Carried**

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Mayor

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Clerk