



**The Corporation of the Town of Essex**

**Regular Council Meeting Minutes**

December 16, 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
- Kevin Girard, Director, Infrastructure Services
- Lauryn Smith, Youth Council Member
- Cassandra Roy, Legislative Clerk
- Cole Foster, Youth Council Member

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**

**4. Closed Meeting Report**

**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 December 16, 2024**

**R24-12-556**

Moved By Councillor Hammond

Seconded By Councillor Verbeek

**That** the published agenda for the December 16, 2024 Regular Council Meeting be adopted with the following amendment:

That Agenda Item 17.2.1 pertaining to a Notice of Motion for presentment only from Mayor Bondy, be added to reflect the posted Addendum.

**Carried**

**7. Adoption of Minutes**

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

**R24-12-557**

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

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

**Carried**

**7.2 Special Council Meeting Minutes for October 21, 2024**

RE: Zoning By-Law Amendment for 80 Maidstone Avenue West

**R24-12-558**

Moved By Councillor McGuire-Blais

Seconded By Councillor Garon

**That** the minutes of the Special Council Meeting held October 21, 2024 be adopted as circulated.

**Carried**

**7.3 Special Council Meeting Minutes for November 13, 2024**

RE: 5-Year Capital Proposed Plan

**R24-12-559**

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

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

**Carried**

**8. Public Presentations**

**8.1 Katie Stammler, Water Quality Scientist and Source Water Protection Project Manager, Essex Region Conservation Authority (ERCA)**

RE: Risk Management Services Agreement

Katie Stammler, Water Quality Scientist and Source Water Protection Project Manager, Essex Region Conservation Authority (ERCA) explained that under the Clean Water Act municipalities can delegate their Part IV responsibilities and Essex Region has delegated their responsibilities to the Conservation Authority since 2015. She stated that ERCA is proposing a perpetual agreement for the purpose of renewing the Source Water Protection Plan management agreement with ERCA until December 31, 2027.

**R24-12-560**

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

**That** the presentation by Katie Stammler, Water Quality Scientist and Source Water Protection Project Manager, Essex Region Conservation Authority regarding the new Risk Services Agreement be received; and

**That** By-Law 2412 being a by-law to enter into an agreement between the Corporation of the Town of Essex and The Essex Region Conservation Authority to Administer the Source Water Protection Plan be read a first, a second and a third time and finally passed on December 16, 2024.

**Carried**

**8.2 Monica Carruthers, President, Heritage Colchester**

RE: Year in Review

Monica Carruthers, President, Heritage Colchester, announced that Heritage Colchester is now licensed as a registered charity and Heritage Colchester received an award for Arts and Culture. She stated that in 2021 Heritage Colchester signed a 10-year lease agreement with the Town of Essex for the leased space of the Schoolhouse and provided an overview of the events that have taken place at the Schoolhouse in 2024.

**R24-12-561**

Moved By Councillor Hammond

Seconded By Councillor Matyi

**That** the delegation by Monica Carruthers, President, Heritage Colchester be received.

**Carried**

**9. Unfinished Business**

**10. Reports from Administration**

**10.1 Office of the CAO-2024-12**

RE: Summary of Outstanding Council Reports

**R24-12-562**

Moved By Councillor McGuire-Blais  
Seconded By Deputy Mayor Shepley

**That** Office of the CAO Report-2024-12 entitled Summary of Outstanding Council Reports prepared by Doug Sweet, Chief Administrative Officer dated December 16, 2024, be received for information.

**Carried**

**10.2 Operations-2024-14**

RE: Harrow Parking and Community Safety Zones

Kevin Girard, Director, Infrastructure Services, explained that at the Regular Council Meeting of June 17, 2024, Council provided direction through a Notice of Motion requesting Administration to outline the feasibility of implementing a 2-hour parking limit along King Street from Victoria Street to Walnut Street and Queen Street from King Street to Centre Street. Director Girard stated that there is a 2-hour parking limit in that area and the signs will be reinstated by the Public Works Department. He further notes that Council directed Administration to review the feasibility of implementing Community Safety Zones for St. Anthony's Catholic School and Harrow Public School. He stated that Administration is recommending that Council direct Administration to implement the community safety zones in both areas.

**R24-12-563**

Moved By Councillor Hammond  
Seconded By Deputy Mayor Shepley

**That** Operations Report-2024-14 entitled Harrow Parking and Community Safety Zones prepared by Norm Nussio Manager of Operations and Drainage dated December 16, 2024, be received;

**That** Council direct Administration to implement a Community Safety Zone on Centre Street West from Queen Street to Erie Street North and on Erie Street North from King Street to Sinasac West to serve St. Anthony Catholic School and amend By-Law 915 to reflect such; and

**That** Council direct Administration to implement a Community Safety Zone on Arthur Street North from Sinasac Street to King Street and Centre Street East from Walnut Street North to Arthur Street North to serve Harrow Public School and amend By-Law 915 to reflect such.

**Carried**

**10.3 Verbal Report by Kevin Girard, Director, Infrastructure Services**

RE: 5-Year Capital Proposed Plan (Infrastructure) as presented at the Special Council Meeting of November 13, 2024

Kevin Girard, Director, Infrastructure Services, explained that at the Special Council Meeting of November 13, 2024, Administration presented the 5-Year Capital Plan (Infrastructure) and provided Council with the list of priority projections for the years 2030-2034. He noted that Council deferred the decision to the Regular Council Meeting of December 16, 2024, to hear public feedback

and noted that at this time Administration has received no comments from the public.

**R24-12-564**

Moved By Councillor Verbeek

Seconded By Deputy Mayor Shepley

**That** Council adopt the 5-Year Capital Plan in principle as presented.

**Carried**

**11. Reports from Youth Members**

**12. County Council Update**

**13. Correspondence**

**13.1 Correspondence to be received**

**R24-12-565**

Moved By Councillor Hammond

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 Telus Communications Inc.

RE: Construction of the 35m Lattice Tri-pole Telecommunications Facility

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

13.2.1 Town of Deep River

RE: Request for the Province to Amend Ontario Regulation 391.21 - Blue Box

**R24-12-566**

Moved By Councillor Allard

Seconded By Councillor Verbeek

**That** the correspondence from the Town of Deep River regarding the request for the Province to Amend Ontario Regulation 391.21 - Blue Box be received and supported; and

**That** a letter be sent to the Honourable Doug Ford, Premier of Ontario, the Honourable Andrea Khanjin, Minister of Environment, Conservation and Parks, and Anthony Leardi, MPP, Essex requesting that the province amend Ontario Regulation 391.21 regarding the Blue Box Program.

**Carried**

**14. Committee Meeting Minutes**

**R24-12-567**

Moved By Councillor Hammond  
Seconded By Deputy Mayor Shepley

**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 Appeals Committee - October 8, 2024**

**14.2 Arts, Culture and Tourism - November 13, 2024**

**14.3 Co-An Park Committee - November 20, 2024**

**15. Financial**

**16. New Business**

**17. Notices of Motion**

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

17.1.1 Councillor Allard

**R24-12-568**

Moved By Councillor Allard  
Seconded By Councillor Matyi

**That** Council direct Administration to review the feasibility and cost of installing streetlights on Draper Street from Jackson Street to Sydenham Street and Sydenham Street from County Road 50 to Harrison Street.

**Carried**

**17.2 The following Notice of Motion is for presentment only and will be brought forward for Council's consideration at the January 13, 2025 Regular Council Meeting:**

17.2.1 Mayor Bondy

Moved by Mayor Bondy

**That** Council request a report from Administration outlining initiatives and projects completed in 2024 and planned for in 2025 that help to address flooding in the municipality.

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

Councillor Garon and Councillor McGuire-Blais thanked Santa's Village Committee members, sponsors, businesses, vendors and volunteers for making the event a success.

Councillor Hammond announced that the Harrow Kinsmen Santa Parade will be taking place on Saturday, December 21, 2024 at 6:00 PM.

Councillor Verbeek announced that the St. Patrick's Cornhole Tournament will be taking place on March 15, 2025 at 2:00 PM.

## 19. By-Laws

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

#### 19.1.1 By-Law 2406

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

#### **R24-12-569**

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

**That** By-Law 2406 being a by-law to confirm the proceedings of the December 2, 2024, Regular Meeting of Council of the Corporation of the Town of Essex be read a third time and finally passed on December 16, 2024.

**Carried**

#### 19.1.2 By-Law 2404

RE: Being a By-Law to regulate the dedication of parkland, or the payment-in-lieu thereof, as a condition of the development and/or redevelopment

#### **R24-12-570**

Moved By Councillor Garon

Seconded By Councillor Hammond

**That** By-Law 2404 being a By-Law to regulate the dedication of parkland, or the payment-in-lieu thereof, as a condition of the development and/or redevelopment be read a third time and finally passed on December 16, 2024.

**Carried**

#### 19.1.3 By-Law 2399

RE: Being a by-law to establish Water and Wastewater Rates and Charges

#### **R24-12-571**

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

**That** By-Law Number 2399 being a by-law to establish Water and Wastewater Rates and Charges be read a third time and finally passed on December 16, 2024.

**Carried**

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

#### 19.2.1 By-Law 2409

RE: Being a by-law to enter into an Agreement with the Windsor-Essex County Humane Society for the Intake of Stray Cats for the Town of Essex

**R24-12-572**

Moved By Deputy Mayor Shepley  
Seconded By Councillor Allard

**That** By-Law 2409 being a by-law to enter into an Agreement with the Windsor-Essex County Humane Society for the Intake of Stray Cats for the Town of Essex be read a first, a second and a third time and finally passed on December 16, 2024.

**Carried**

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

19.3.1 By-Law 2411

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

**R24-12-573**

Moved By Councillor McGuire-Blais  
Seconded By Councillor Garon

**That** By-Law 2411 being a by-law to confirm the proceedings of the December 16, 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 December 16, 2024.

**Carried**

**20. Adjournment**

**R24-12-574**

Moved By Councillor Hammond  
Seconded By Councillor Garon

**That** the meeting be adjourned at 6:33 PM.

**Carried**

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Mayor

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Clerk