



**The Corporation of the Town of Essex**

**Regular Council Meeting Minutes**

February 3, 2025, 6:00 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 3 Councillor Jason Matyi
- Ward 4 Councillor Rodney Hammond

Also Present:

- 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
- Jason Pillon, Fire Chief
- Marc Tortola, Manager, Strategic Communications
- Kevin Carter, Manager, Building Services/Chief Building Official
- Mike Diemer, By-Law Enforcement Officer
- Cassandra Roy, Legislative Clerk
- Lauryn Smith, Youth Council Member
- 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**

Joe Malandruccolo, Director, Legal & Legislative Services/Clerk reported that on January 20, 2025 at 4:15 PM Council moved into Closed Session as permitted to do so pursuant to Section 239 2(c) of the *Municipal Act, 2001, c. 25. as* amended to discuss a proposed or pending acquisition or disposition of land by the municipality or local board.

Director Malandruccolo reported that on February 3, 2025 at 5:00 PM Council moved into Closed Session as permitted to do so pursuant to Section 239 2(c) of the *Municipal Act, 2001, c. 25. as* amended to discuss a proposed or pending acquisition or disposition of land by the municipality or local board.

Director Malandruccolo further reported that on February 3, 2025 at 5:30 PM Council moved into Closed Session as permitted to do so pursuant to Section 239 2(b) and (d) of the *Municipal Act, 2001, c. 25. as* amended to discuss personal matters about an identifiable individual, including municipal or local board employees and labour relations or employee negotiations.

## **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 February 3, 2025**

#### **R25-02-022**

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

**That** the published agenda for the February 3, 2025 Regular Council Meeting be adopted as presented.

**Carried**

## **7. Adoption of Minutes**

### **7.1 Regular Council Meeting Minutes for January 13, 2025**

#### **R25-02-023**

Moved By Councillor Matyi

Seconded By Councillor McGuire-Blais

**That** the minutes of the Regular Council Meeting held January 13, 2025 be adopted as circulated.

**Carried**

### **7.2 Special Council Meeting Minutes for November 25, 2024**

RE: Budget Walkthrough

#### **R25-02-024**

Moved By Councillor Garon

Seconded By Councillor Matyi

**That** the minutes of the Special Council Meeting held November 25, 2024 be adopted as circulated.

**Carried**

**7.3 Special Council Meeting Minutes for December 9, 2024**

RE: Budget Deliberations

**R25-02-025**

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

**That** the minutes of the Special Council Meeting held December 9, 2024 be adopted as circulated.

**Carried**

**8. Public Presentations**

**8.1 Adam Craig, Chief Librarian, Essex County Library**

RE: Essex County Library Highlights in 2024 and Future Plans for 2025

Joe Bachetti, Chair, and Adam Craig, Chief Librarian, Essex County Library presented the Essex County Library's strategic plan to increase outreach, provide free community learning opportunities, and provide more resources such as Wi-Fi and programming. Mr. Craig highlighted that the Essex County Library had a 51% increase in attendance between 2022-2023.

**R25-02-026**

Moved By Councillor Hammond

Seconded By Councillor Allard

**That** the presentation by Adam Craig, Chief Librarian, Essex County Library regarding the Essex County Library highlights in 2024 and plans for 2025 be received.

**Carried**

**9. Unfinished Business**

**10. Reports from Administration**

**10.1 Building and By-Law Enforcement-2025-01**

RE: Bi-Annual By-Law Report (July to end of December 2024)

Mike Diemer, By-Law/Property Standards Officer, stated that the purpose of the report was to illustrate the enforcement conducted amongst various municipal by-laws between July and December 2024. He stated that a total of 291 issues were reported, and 284 issues were resolved, with the remaining 7 issues being actively investigated. He further explained the method of complaints and stated that property standards had the most violations reported. He noted that the property standards by-law has a wide range of offences; however, the main offences consist of tall grass/weeds and exterior property debris.

**R25-02-027**

Moved By Councillor McGuire-Blais

Seconded By Councillor Hammond

**That** Building and By-Law Enforcement Report-2025-01 entitled Bi-Annual By-Law Enforcement Report prepared by Mike Diemer, By-Law/Property Standards Officer dated February 3, 2024 be received for information.

**Carried**

## **10.2 Communications-2025-01**

RE: 2024 Community Policing Survey Results

Marc Tortola, Manager, Strategic Communications, presented the results of the 2024 Essex Community Policing Satisfaction Survey and noted that there were 201 submissions from residents which represents 1% of the population. He stated that overall, most respondents feel safe or very safe in the Town of Essex even though the majority believe that crime has increased.

### **R25-02-028**

Moved By Councillor Verbeek

Seconded By Councillor Matyi

**That** Communications Report-2025-01 entitled 2024 Community Policing Survey Results prepared by Marc Tortola, Manager, Strategic Communications dated February 3, 2025 be received for information.

**Carried**

## **10.3 Fire and Rescue Services–2025-01**

RE: Grant Funding – Ontario Nuclear Emergency Management Program

Jason Pillon, Fire Chief, Fire and Rescue Services, provided a verbal report on the Ontario Nuclear Emergency Operating Program and highlighted that the Town of Essex was awarded a grant in the amount of \$50,000 for the Capital Project Nuclear Emergency Preparedness Supplies to ensure an effective response during a nuclear emergency.

### **R25-02-029**

Moved By Deputy Mayor Shepley

Seconded By Councillor Hammond

**That** Fire and Rescue Services Report-2025-01 entitled Grant Funding – Ontario Nuclear Emergency Management Program, prepared by Jason Pillon, Fire Chief dated February 3, 2025, be received;

**That** Council receive for information that the Town of Essex was awarded grant funding from the Ontario Nuclear Emergency Management Program in the amount of \$50,000.00 for assisting and supporting Designated and Host Municipalities in the development and implementation of their nuclear emergency response plans; and

**That** Council approve the 2025 post budget approval for the Capital Project Nuclear Emergency Preparedness Supplies in the amount of \$50,000, to be funded with \$50,000 from grant funding received from the Ontario Nuclear Emergency Management Program which will further strengthen and improve the Town of Essex's Nuclear Response Plan.

Carried

**10.4 Environmental Services-2024-09**

RE: Private Water Lines in the Public Right of Way

**R25-02-030**

Moved By Councillor Verbeek

Seconded By Councillor Garon

**That** Environmental Services Report-2024-09 entitled Right of Way Private Water Lines prepared by Rob Mackie, Manager, Environmental Services dated February 3, 2024 be received for information.

Carried

**10.5 Parks and Facilities-2025-02**

RE: Sale of Properties at Brien Avenue West in Essex Centre

Jake Morassut, Director, Community Services explained that the Town of Essex received offers for the lots on Brien Avenue and accepted an offer in the amount of \$900,000.

**R25-02-031**

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

**That** Parks and Facilities Report-2025-02 entitled Sale of Properties at Brien Avenue West in Essex Centre be received for information.

Carried

**10.6 Economic Development-2025-02**

RE: Building Report and Development Overview – Annual Summary 2024

**R25-02-032**

Moved By Deputy Mayor Shepley

Seconded By Councillor Garon

**That** Economic Development Report-2025-02 entitled Building Report and Development Overview - Annual Summary 2024 prepared by Nelson Silveira, Manager, Economic Development dated February 3, 2025, be received for information.

Carried

**10.7 Economic Development-2025-01**

RE: Community Improvement Plan – Annual Report 2024

Lori Chadwick, Director, Development Services, provided an annual update on the Community Improvement Plan (CIP) program in Colchester and noted that in 2024 five businesses were dispersed grants which totaled approximately \$90,000.

**R25-02-033**

Moved By Councillor McGuire-Blais

Seconded By Councillor Allard

**That** Economic Development Report-2025-01 entitled Community Improvement Plan - Annual Summary 2024 prepared by Nelson Silveira, Manager, Economic Development dated February 3, 2025 be received for information.

**Carried**

**10.8 Capital Works and Asset Management-2025-03**

RE: CLI-ECA Amherstburg Access Agreement, Masaccio Drive

**R25-02-034**

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

**That** Capital Works and Asset Management Report-2025-03 entitled CLI-ECA Amherstburg Access Agreement, Masaccio Drive prepared by Erica Tilley, Assistant Manager, Capital Works and Asset Management dated February 3, 2025, be received; and

**That** Council authorizes Administration to enter into the Authorization Agreement for Phase 2 of the Masaccio Drive Development with the Town of Amherstburg as attached.

**Carried**

**10.9 Legal and Legislative Services-2025-01**

RE: Removal of Personal Items in Cemeteries

**R25-02-035**

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

**That** Legal and Legislative Services Report-2025-01 entitled Removal of Personal Items in Cemeteries prepared by Shelley Brown, Deputy Clerk dated February 3, 2025 be received; and

**That** Council adopt Legal and Legislative Services Policy entitled Removal of Personal Items in Cemeteries.

**Carried**

**11. Reports from Youth Members**

**12. County Council Update**

Deputy Mayor Shepley provided an update and announced that the County will be receiving additional Candidate Community Build Funding monies due to fewer than expected administration costs in 2024. He noted that the County entered into an agreement with Red Cross to be on standby for emergencies. He explained that in January County representatives attended the Rural Ontario Municipal Association (ROMA) conference to advocate for grade separated interchanges on County Road 22 at County Road 19, for support to expand County Road 19 to four lanes and for

transferring additional operational control of the Windsor Central Ambulance Communications Centre to the County enabling Essex Windsor EMA to manage daily operations. He further noted that County Council directed Administration to begin a formal procurement process for intensive care for the Supportive Housing Program and advised of a budget discrepancy of \$400,000 that will change the tax levy from 3.6% to 3.48%.

**R25-02-036**

Moved By Councillor Hammond  
Seconded By Councillor McGuire-Blais

**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 - December 4, 2024**

**13. Correspondence**

**13.1 Correspondence to be received**

**R25-02-037**

Moved By Councillor Matyi  
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 City of Peterborough

RE: Bill 242, Safer Municipalities Act, 2024

13.1.2 The Corporation of the Town of Aylmer

RE: Opposition to the Provincial Legislation on Cycling Lanes and Support for Municipal Authority in Transportation Planning

13.1.3 Township of Puslinch

RE: TAPMO Pre-Budget Announcement

13.1.4 Township of Woolwich

RE: Election Advocacy and Preparation

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

13.2.1 Township of Brudenell, Lyndoch and Raglan

RE: Child Welfare Funding

**R25-02-038**

Moved By Councillor Verbeek  
Seconded By Deputy Mayor Shepley

**That** the correspondence from the Township of Brudenell, Lyndoch and Raglan dated January 8, 2025, regarding Child Welfare Funding be received and supported; and

**That** a letter of support be sent to the Honourable Doug Ford, Premier of Ontario, Association of Municipalities of Ontario, Rural Ontario Municipal Association (ROMA), Western Ontario Warden's Caucus, Anthony Leardi, MPP, Essex Riding and Ontario Association of Children's Aid Societies (OACAS).

**Carried**

#### 13.2.2 Town of Aurora

RE: Request for Support for the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding

**R25-02-039**

Moved By Councillor Verbeek

Seconded By Councillor McGuire-Blais

**That** the correspondence from the Town of Aurora dated November 5, 2024 regarding the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding be received and supported; and

**That** a letter of support be sent to the Honourable Justin Trudeau, Prime Minister, the Honourable Doug Ford, Premier of Ontario, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, MP, Anthony Leardi, MPP, Essex Riding, the Federation of Canadian Municipalities (FCM), and Association of Municipalities of Ontario (AMO).

**Carried**

#### 13.2.3 Santa's Village Committee

RE: Resignation of Richard Tapping from the Santa's Village Committee

**R25-02-040**

Moved By Councillor McGuire-Blais

Seconded By Councillor Matyi

**That** the resignation of Richard Tapping from Santa's Village Committee be received; and

**That** Council direct Administration to write a letter of appreciation and thanks for his commitment to the Santa's Village Committee.

**Carried**

#### 13.2.4 Essex Optimist Club

RE: Flag Request from the Essex Optimist Club: Optimist Day - February 6, 2025

**R25-02-041**

Moved By Councillor McGuire-Blais

Seconded By Councillor Verbeek



**That** the request from Essex Optimist Club for their flag to be flown at Town Hall on February 6, 2025, in support of Optimist Day in the Town of Essex be received and supported.

**Carried**

**14. Committee Meeting Minutes**

**R25-02-042**

Moved By Deputy Mayor Shepley  
Seconded By Councillor Hammond

**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 Essex Centre Business Improvement Area - October 16, 2024**

**14.2 Essex Municipal Heritage Committee - November 14, 2024**

**14.3 Santa's Village Committee - November 26, 2024**

**14.4 Committee of Adjustment - December 17, 2024**

**14.5 Finance Committee - January 13, 2025**

**15. Financial**

**16. New Business**

**17. Notices of Motion**

**17.1 The following Notices of Motion were presented at the January 13, 2025 Regular Council Meeting and are being brought forward this evening for Council's consideration:**

17.1.1 Councillor McGuire-Blais

**R25-02-043**

Moved By Councillor McGuire-Blais  
Seconded By Councillor Hammond

**That** Council direct Administration to provide a report on the status of negotiations with the Ministry of Transportation (MTO) on the sidewalk expansion on South Talbot from the Cypher Systems Group Greenway to Reed Street and the Hanlan Road Expansion; and

**That** the report should include information and timelines on the funding the Town is expected to receive from the MTO for both projects.

**Carried**

17.1.2 Councillor McGuire-Blais

**R25-02-044**

Moved By Councillor McGuire-Blais  
Seconded By Councillor Garon

**Whereas** in 2023, Association of Municipalities Ontario (with industry partners) began advocating for a timely return to the assessment cycle given that outdated assessments can be inaccurate, increase volatility, and are not fully transparent; and

**Whereas** a result of this advocacy was a letter from the Minister of Finance Office, Peter Bethlenfalvy stating that a review of the property assessment and taxation system would be conducted and therefore reassessment would be deferred until such review was completed; and

**Whereas** to date no further information has been provided on a potential reassessment or findings on the review of the system.

**Now Therefore**, be it resolved that the Council of the Town of Essex direct Administration to send a letter to the local MPP office, MPAC representatives and the office of the Minister of Finance, with AMO included for receipt, requesting a status update on the property taxation and assessment review and timelines for the introduction of the next reassessment cycle.

**Carried**

**17.2 The following Notices of Motion are for presentment only and will be brought forward for Council's consideration at the February 18, 2025 Regular Council Meeting:**

**17.2.1 Councillor Verbeek**

Moved by Councillor Verbeek

**That** Council direct Administration to provide a report on an amendment to By-Law 1605, being an agreement with Harrow Health Care to lease space in the McGregor Community Centre, to incorporate two hours of weekly programming times, at no charge, as part of the agreement.

**17.2.2 Mayor Bondy**

Moved by Mayor Bondy

**That** Council direct Administration to provide a high-level report on the condition and operational capacity of the Town's sanitary treatment facilities.

**17.2.3 Mayor Bondy**

Moved by Mayor Bondy

**That** Council direct Administration to prepare a report on:

1. The current winter control service levels for downtown core areas, including:

- A detailed breakdown of the existing service standards.
- Cost estimates and budget impacts associated with increasing the service levels.
- The projected effect of these changes on the annual Public Works operating budget and tax base.

2. An overview of the Winter Control By-Law, specifically:

- Current responsibilities of businesses in relation to snow removal in front of their properties.
- Any potential gaps or challenges associated with the enforcement of these responsibilities.

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

Mayor Bondy announced that the County is being asked to support the Leamington to Windsor (LTW) transit and noted that there is a phragmites report on the next County Council Meeting Agenda of February 5, 2025.

Deputy Mayor Shepley announced that Canada needs stand together and support local to help offset the upcoming US Tariffs and stated that the Federal Government needs to reconsider the Carbon Tax.

Councillor Matyi announced that February 17th is Heritage Week and there is an open house at the Candian Transportation Museum. He noted that there are grants available for individuals who are interested in heritage.

**19. By-Laws**

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

19.1.1 By-Law 2413

RE: Being a by-law to confirm the proceedings of the January 13, 2025, Regular Meeting of Council of the Corporation of the Town of Essex

**R25-02-045**

Moved By Councillor Hammond

Seconded By Councillor Matyi

**That** By-Law 2413 being a by-law to confirm the proceedings of the January 13, 2025, Regular Meeting of Council of the Corporation of the Town of Essex be read a third time and finally passed on February 3, 2025.

**Carried**

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

19.2.1 By-Law 2414

RE: Being a by-law to adopt the 2025 Operating and Capital Budget Estimates

**R25-02-046**

Moved By Councillor Verbeek

Seconded By Councillor Matyi

**That** By-Law 2414 being a by-law to adopt the 2025 Operating and Capital Budget Estimates be read a first, a second, and a third time and finally passed on February 3, 2025.

**Carried**

19.2.2 By-Law 2415

RE: Being a by-law to provide for an interim tax levy and to provide for the payment of taxes and to provide for penalty and interest

**R25-02-047**

Moved By Councillor McGuire-Blais

Seconded By Councillor Verbeek

**That** By-Law 2415 being a by-law to provide for an interim tax levy and to provide for the payment of taxes and to provide for penalty and interest be read a first, a second, and a third time and finally passed on February 3, 2025.

**Carried**

19.2.3 By-Law 2416

RE: Being a by-law to amend By-Law 2322 to designate Community Safety Zones within The Corporation of the Town of Essex

**R25-02-048**

Moved By Councillor Hammond

Seconded By Councillor Matyi

**That** By-Law 2416 being a by-law to amend By-Law 2322 to designate Community Safety Zones within The Corporation of the Town of Essex be read a first, a second, and a third time and finally passed on February 3, 2025.

**Carried**

19.2.4 By-Law 2417

RE: Being a By-Law to authorize the execution of a Lease Agreement between the Corporation of the Town of Essex and Never Rest Farms Ltd. for leasing vacant land for the purposes of farming, located at Lots 31 to 33 North Malden Road, Essex, Ontario

**R25-02-049**

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

**That** By-Law 2417 being a By-Law to authorize the execution of a Lease Agreement between the Corporation of the Town of Essex and Never Rest Farms Ltd. for leasing vacant land for the purposes of farming, located at Lots 31 to 33 North Malden Road, Essex, Ontario be read a first, a second, and a third time and finally passed on February 3, 2025.

**Carried**

19.2.5 By-Law 2419

RE: Being a by-law to amend By-Law 224, the by-law to regulate parking in the Town of Essex

**R25-02-050**

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

**That** By-Law 2419 being a by-law to amend By-Law 224, the by-law to regulate parking in the Town of Essex be read a first, a second, and a third time and finally passed on February 3, 2025.

**Carried**

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

19.3.1 By-Law 2418

RE: Being a by-law to confirm the proceedings of the February 3, 2025, Regular Meeting of Council of the Corporation of the Town of Essex

**R25-02-051**

Moved By Councillor Matyi

Seconded By Councillor Allard

**That** By-Law 2418 being a by-law to confirm the proceedings of the February 3, 2025, Regular Meeting of Council of the Corporation of the Town of Essex be read a first and a second time and provisionally adopted on February 3, 2025.

**Carried**

**20. Adjournment**

**R25-02-052**

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

**That** the meeting be adjourned at 7:29 PM.

**Carried**

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Mayor

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Clerk