



**The Corporation of the Town of Essex**

**Essex Municipal Heritage Committee Meeting Minutes**

November 14, 2024, 5:00 pm

Location: Essex Municipal Building, 33 Talbot Street South

Present: Chair - Basden, Perry  
Member - Baldwin, Jacqueline  
Member - Clarkson, Connie  
Member - Kokovai, Richard  
Member - Kowtiuk, Laurie

Absent: Councillor - Hammond, Rodney, Ward 4  
Councillor - Matyi, Jason, Ward 3, Vice Chair  
Member - Matyi, Linda  
Member - Peters, Grant

Also Present: Cheyenne Mailloux, Heritage and Planning Intern  
Rita Jabbour, Manager, Planning Services  
Marsha Buchta, Recording Secretary

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**

Chair Basden called the meeting to order at 5:00 p.m.

**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 interested noted.

**4. Adoption of Published Agenda**

**4.1 Essex Municipal Heritage Committee Meeting Agenda for November 14, 2024**

**EMHC24-11-71**

Moved By Richard Kokovai

Seconded By Connie Clarkson

**That** the published agenda for the November 14, 2024 Essex Municipal Heritage Committee Meeting be adopted as amended to allow 6.1.3 Ferriss Cemetery Delegations to present first.

**Carried**

**5. Adoption of Minutes**

**5.1 Essex Municipal Heritage Committee Minutes for October 24, 2024**

**EMHC24-11-72**

Moved By Connie Clarkson  
Seconded By Richard Kokovai

**That** the minutes of the Essex Municipal Heritage Committee meeting held October 24, 2024 adopted as circulated.

**Carried**

**6. New Business**

**6.1 Delegations**

**6.1.1 Ferriss Cemetery**

- Notice of Objection

Mike and Helen Lavin commented on their Notice of Objection, detailing concerns about trespassing and liability. Ms. Rita Jabbour stated that designation would apply to the entire property; however, the designation by-law would specify the portion of the property which contains the cultural heritage value, the cemetery only. Mr. Richard Kokovai proposed purchasing a right of way on the cemetery so the liability would be removed from the Lavin's and remain with the Town. The Lavin's are open to the possibility, as long as, all legal costs associated remain with the Town. Rita will explore options with the Clerk and advise.

**EMHC24-11-73**

Moved By Richard Kokovai  
Seconded By Connie Clarkson

**That** the Notice of Intention to Designate for Ferriss Cemetery be removed to allow more time to find a suitable resolution with the property owners.

**Carried**

**6.1.2 400 County Road 13**

- Notice of Objection

Mr. Rodney Klie met with Ms. Jabbour and Ms. Mailloux regarding his Objections on the Notice of Intention to Designate prior to the meeting with the committee. He stated that the work that needs to be done is quite extensive, and he is concerned with the limitations designation could have on his ability to complete this work. There are new incentives

that he is interested in knowing more about; however, they have not been finalized yet and wouldn't be prior to the 120-day deadline.

**EMHC24-11-74**

Moved By Richard Kokovai

Seconded By Connie Clarkson

**That** the Notice of Intention to Designate for 400 County Road 13 be withdrawn, until such time as new incentives have been defined and enacted.

**Carried**

6.1.3 102 Talbot Street South

Property owners were not in attendance; however, they did provide their concerns. The main concerns on the Notice of Objection was the lack of consultation with First Nations. Ms. Jabbour advised the notice was since circulated through First Nations Connect. Caldwell Nations did not respond. The Chippewas of the Thames First Nation commented as having no objections to the designation.

**EMHC24-11-75**

Moved By Laurie Kowtiuk

Seconded By Richard Kokovai

**That** the Notice of Intention to Designate stand for 102 Talbot Street South.

**Carried**

**6.2 2025 Heritage Meeting Schedule**

6.2.1 Proposed Meeting Schedule

**EMHC24-11-76**

Moved By Richard Kokovai

Seconded By Jacqueline Baldwin

**That** the 2025 Essex Municipal Heritage Committee Schedule be adopted as presented.

**Carried**

**7. Unfinished Business**

**7.1 Greater Marketing and Public Education about Heritage - Ongoing**

**7.2 Official Plan Update - Ongoing**

**7.3 Heritage Grant Program - Ongoing**

Ms. Jabbour advised the Heritage Property Tax Grant was a very popular addition to the Grant program. Administration will work to have it added for next year's consideration ideally after feedback on the Heritage Week Open Houses. St. Clement's Church approached the Town last week to determine if there were accessibility grants to assist with costs associated with renovations

required to improve accessibility. After consultation with the Accessibility Committee, it was found that they do not. Money could be added to the Heritage Grant Program so public buildings with cultural heritage value can improve entrances making them more accessible. The Trillium Foundation may offer funding for this purpose.

**EMHC24-11-77**

Moved By Richard Kokovai

Seconded By Jacqueline Baldwin

**That** Administration investigate adding funds to the Heritage Grant program for accessibility of Heritage Sites.

**Carried**

**7.4 Heritage Designation and Interpretive Plaque Program - Ongoing**

7.4.1 Update on the Snider House Plaque - 179 County Road 50

After review of the write up, Kathy Dowling returned with some edits. Member Peters provided another more condensed draft for review by the Dowling's.

**7.5 Listing and Designating Properties and Heritage Districts - Ongoing**

7.5.1 Update on Rio Theatre - 10 Talbot Street South

To be deferred to the next meeting.

7.5.2 Update on 136 County Road 50 West

Member Baldwin provided a lot of information on the property. Discussions deferred to the next meeting.

**7.6 Cemeteries - Ongoing**

**7.7 Studies and Master Plans - Ongoing**

**7.8 Heritage Walking Tour and Digital Component - Ongoing**

**7.9 Cultural Master Plan - Ongoing**

**7.10 Historically Significant Name Registry - Ongoing**

**7.11 Cultural Heritage, Indigenous History - Ongoing**

7.11.1 Notice of November 28th HEIRS Meeting (Caldwell First Nations)

Ms. Carrie Ann Peters, Culture and Language Coordinator, from Caldwell First Nation will be presenting at the Harrow Arena Community Room on November 28, 2024 at 1:30 p.m.

**7.12 Barn Quilts - Ongoing**

Member Kokovai will be contact the Essex Home Hardware to see if they would be interested in sponsoring a barn quilt competition.

**7.13 Heritage Week - Ongoing**

7.13.1 Update on Theme

The Committee will continue to look for ideas.

7.13.2 Update on Proposed Events and Activities

Deferred to next meeting.

**8. Adjournment**

**EMHC24-11-78**

Moved By Richard Kokovai

Seconded By Laurie Kowtiuk

**That** the meeting be adjourned at 6:08 p.m.

**Carried**

**9. Future Meetings**

Thursday, January 30, 2025 at 5:00 p.m. at Town Hall, Council Chambers, 33 Talbot Street South, Essex, ON.

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Chair

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Recording Secretary