



The Corporation of the Town of Essex

Special Council Meeting Minutes

December 9, 2024, 1:00 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: Doug Sweet, Chief Administrative Officer
Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk
Lori Chadwick, Director, Development Services
Kevin Girard, Director, Infrastructure Services
Kate Giurissevich, Director, Corporate Services
Jake Morassut, Director, Community Services
Ann Marie Unis, Manager, Finance and Business
Maddy Tulett, Financial Analyst, Finance & Business Services

Accessible formats or communication supports are available upon request. Please contact the Clerk's Office at clerks@essex.ca or 519-776-7336 extension 1100 or 1101.

The purpose of this meeting was to deliberate the 2025 Draft Operating and Capital Budget.

1. Call to Order #1

Mayor Bondy called the meeting to order at 1:00 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. Declarations of Conflict of Interest

There were no declarations of conflict of interest noted at this time.

4. Adoption of Published Agenda

4.1 Special Council Meeting Agenda for December 9, 2024

SP24-12-001

Moved By Councillor Matyi
Seconded By Deputy Mayor Shepley

That the published agenda for the December 9, 2024 Special Council Meeting be adopted as presented.

Carried

5. Reports from Administration

5.1 Doug Sweet, Chief Administrative Officer

RE: Verbal Report - Introduction/Overview of 2025 Proposed Operating and Capital Budget

SP24-12-002

Moved By Councillor Hammond
Seconded By Councillor Allard

That the verbal report prepared by Doug Sweet, Chief Administrative Officer, be received.

Carried

5.2 Kate Giurissevich, Director, Corporate Services

RE: Presentation of 2025 Proposed Budget

Kate Giurissevich, Director, Corporate Services noted that Administration presented Council with a Proposed 2025 Budget of approximately \$71.1 million in revenues and expenses. She stated that the main theme was stabilizing taxes. She stated that the 2025 Proposed Budget included a proposed blended tax rate of 6.31%.

Council deliberated the proposed Operating and Capital budgets.

SP24-12-003

Moved By Deputy Mayor Shepley
Seconded By Councillor McGuire-Blais

That the proposed budget amount of \$20,000 for the Community Improvement Plan – Harrow be removed from the 2025 Operating Budget; and

That the proposed budget amount of \$20,000 for the Community Improvement Plan – Essex be removed from the 2025 Operating Budget.

Carried

SP24-12-004

Moved By Councillor Verbeek
Seconded By Deputy Mayor Shepley

That the Community Partnership discretionary funds in the 2025 Operating Budget be reduced by \$40,000.

Carried

SP24-12-005

Moved By Councillor McGuire-Blais

Seconded By Councillor Verbeek

That the Capital Project GG-25-0001 Contingency (Council) be reduced from \$25,000 to \$15,000.

Carried

SP24-12-006

Moved By Councillor Matyi

Seconded By Councillor Allard

That Colchester Parking Plan in the amount of \$35,000 be removed from the 2025 Proposed Capital Budget.

Carried

SP24-12-007

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

That BAS Harrow Arena capital project in the amount of \$65,000 be postponed until Council receives information from Administration regarding the annual savings.

Carried

SP24-12-008

Moved By Councillor Matyi

Seconded By Councillor Verbeek

That Capital Project PW-25-0007 Sidewalk on Sullivan Street from Bagot Street to Jackson Street be approved.

Carried

SP24-12-009

Moved By Councillor Verbeek

Seconded By Deputy Mayor Shepley

Upon receiving the information requested from Director Morassut in resolution SP24-12-007, Council made a motion.

That the BAS Harrow Arena capital project in the amount of \$65,000 be adopted.

Carried

SP24-12-010

Moved By Councillor Verbeek

Seconded By Councillor McGuire-Blais

That Office of the CAO Capital Projects GG-25-0002 Privacy Impact Assessment \$60,000 and GG-25-0003 Document Archiving and Records Management Project \$120,000 be adopted.

Carried

SP24-12-011

Moved By Councillor Matyi

Seconded By Councillor McGuire-Blais

That Police capital projects PD-25-0001 Police Contingency \$25,000 and PD-25-0002 Harrow OPP Roof Replacement \$25,000 be adopted.

Carried

SP24-12-012

Moved By Councillor Matyi

Seconded By Deputy Mayor Shepley

That Cemeteries capital project HS-25-0001 \$39,984 for the fencing replacement at Erie Cemetery be approved; and

That Council direct Administration to prepare a report on alternative types of fences.

Carried

SP24-12-013

Moved By Councillor Verbeek

Seconded By Councillor Hammond

That General Government capital project Fees and Charges Review GG-25-0004 \$45,000 be adopted.

Carried

SP24-12-014

Moved By Deputy Mayor Shepley

Seconded By Councillor Garon

That Information Technology capital projects GG-25-0005 Emergency Phone/Radio System \$10,000, GG-25-0006 Disaster Recovery Continuity Plan \$30,000, and GG-25-0007 Security Camera and System Update \$55,000 be adopted.

Carried

SP24-12-015

Moved By Councillor Garon

Seconded By Councillor Verbeek

That Fire capital projects FD-25-0001 Hurst edraulic Ram \$17,000, FD-25-0002 Personal Protective Equipment \$40,000, FD-25-0003 Hose Replacement Program \$15,500, FD-25-0004 Pager Replacement Program \$10,000, FD-25-0005 Ice

Water Rescue Equipment Program \$5,000, and FD-25-0006 Firefighter Recruitment (2) \$28,000 be adopted.

Carried

SP24-12-016

Moved By Councillor McGuire-Blais

Seconded By Councillor Matyi

That Essex Recreation Complex capital projects CS-25-0001 Pump – Lap Pool \$6,895, CS-25-0002 Training Pool Booster Pump \$8,500, and CS-25-0003 Lap Pool Accessibility Lift \$15,000 be adopted.

Carried

SP24-12-017

Moved By Councillor Allard

Seconded By Councillor Verbeek

That Arts, Cultural and Tourism capital project CS-25-0004 Art Installation \$15,000 be adopted.

Carried

SP24-12-018

Moved By Councillor McGuire-Blais

Seconded By Councillor Verbeek

That Recreation Programs capital project CS-25-0005 Power Washer Replacement \$5,500 be adopted.

Carried

SP24-12-019

That all Parks capital projects listed on pages 66 and 67 of the 2025 Approved Budget and 4-year Forecast totaling \$683,607 be adopted.

Carried

SP24-12-020

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

That all Arenas capital projects listed on pages 67 and 68 of the 2025 Approved Budget and 4-year Forecast totaling \$462,281 be adopted.

Carried

SP24-12-021

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

That the Harbour capital project CS-25-0028 Septic Tank Replacement \$50,000 be adopted.

Carried

SP24-12-022

Moved By Councillor McGuire-Blais
Seconded By Deputy Mayor Shepley

That the Special Council Meeting of December 9, 2024 be recessed from 3:00 - 3:15 PM.

Carried

SP24-12-023

Moved By Councillor Verbeek
Seconded By Councillor Matyi

That additional funds of \$120,000 for Planning capital project PZ-22-0002 New Official Plan be adopted.

Carried

SP24-12-024

Moved By Councillor McGuire-Blais
Seconded By Councillor Allard

That Economic Development capital projects ED-24-0001 Community Improvement Plan Development Study \$7,935 and ED-25-0001 Regional Transit Study \$50,000 be adopted.

Carried

SP24-12-025

Moved By Councillor McGuire-Blais
Seconded By Councillor Verbeek

That all the Public Works Equipment capital projects listed on pages 68 and 69 totaling \$603,000 be adopted.

Carried

SP24-12-026

Moved By Councillor Verbeek
Seconded By Deputy Mayor Shepley

That all the Roads and Roadside capital projects listed on pages 69 and 70 totaling \$3,995,000 be adopted.

Carried

SP24-12-027

Moved By Deputy Mayor Shepley
Seconded By Councillor Hammond

That the Stormwater Management capital project PW-25-0015 5th Concession Road 203402 \$1,500,000 be adopted.

Carried

SP24-12-028

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

That all the Water capital projects listed on page 71 totaling \$2,619,671 be adopted.

Carried

SP24-12-029

Moved By Councillor Garon

Seconded By Deputy Mayor Shepley

That all the Sanitary Sewer capital projects listed on pages 71, 72 and 73 totaling \$3,605,317 be adopted.

Carried

SP24-12-030

Moved By Councillor Garon

Seconded By Deputy Mayor Shepley

That the proposed Assistant Manager position included in the Parks and Recreation 2025 proposed Operating Budget be approved.

Carried

SP24-12-031

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

That the proposed Operator position included in the Public Works Department 2025 proposed Operating Budget be approved.

Carried

SP24-12-032

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

That the proposed 2025 Operating Budget as presented be adopted in principle, inclusive of all adjustments summarized in Table A.

Carried

SP24-12-033

Moved By Councillor Verbeek

Seconded By Councillor McGuire-Blais

That Council allocate the remainder of the 2024 Council Contingency Project funds to purchase trees for municipal parks; and

That Council direct Administration to prepare a report on different options for purchasing trees.

Carried

SP24-12-034

Moved By Councillor Garon

Seconded By Councillor McGuire-Blais

That the proposed 2025 Capital Budget as presented be adopted in principle, inclusive of all adjustments summarized in Table D.

Carried

SP24-12-035

Moved By Councillor Matyi

Seconded By Councillor Garon

That authorization be granted to complete, in fiscal year 2025, any previously approved projects that remain outstanding as of December 31, 2024 and do not appear in the 2025 Budget as presented, so long as the project costs do not exceed previously approved funding amounts or allocations.

Carried

6. Public Presentations

7. Adjournment #1

SP24-12-036

Moved By Councillor McGuire-Blais

Seconded By Councillor Allard

That the report by CAO Sweet be received and that the meeting be adjourned at 4:24 PM.

Carried

8. Call to Order #2

Mayor Bondy called the meeting back to order at 4:25 PM.

SP24-12-037

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

Mayor Bondy called the meeting back to order at 4:25 PM.

That the Special Council Meeting of December 9, 2024, be called back to order and resumed at 4:25 PM.

Carried

9. Essex Centre Business Improvement Area (BIA)

RE: Essex Business Improvement Area (BIA) 2025 Budget

SP24-12-038

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

That Council does not approve the 2% increase to the Essex Centre Business Improvement Area (BIA) Levy.

Defeated

SP24-12-039

Moved By Councillor McGuire-Blais

Seconded By Councillor Garon

That Council approve the 2% increase to the Essex Centre Business Improvement Area (BIA) Levy.

Carried

10. Adjournment #2

SP24-12-040

Moved By Councillor McGuire-Blais

Seconded By Councillor Hammond

That the meeting be adjourned at 4:34 PM.

Carried

Mayor

Clerk