



The Corporation of the Town of Essex
Finance Committee Meeting Minutes

January 13, 2025, 4:00 pm
Location: Essex Municipal Building, 33 Talbot Street South

Present: Deputy Mayor - Shepley, Rob
Mayor - Bondy, Sherry
Councillor - Garon, Joe, Ward 1
Councillor - Hammond, Rodney, Ward 4

Also Present: Doug Sweet, Chief Administrative Officer
Kate Giurissevich, Director, Corporate Services
Jake Morassut, Director, Community Services
Ann-Marie Unis, Manager, Finance & Business Services
Maddison Tulett, Financial Analyst
Jill Brett, Recording Secretary

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.

1. Call to Order

Chair, Deputy Mayor Rob Shepley called the meeting to order at 4:00 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

4. Adoption of Published Agenda

4.1 Finance Committee Meeting Agenda for January 13, 2025

FIN25-01-01

Moved By Councillor Garon

Seconded By Councillor Hammond

That the published agenda for the January 13, 2025, Finance Committee Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Finance Committee Minutes for May 27, 2024

FIN25-01-02

Moved By Mayor Bondy

Seconded By Councillor Garon

That the minutes of the Finance Committee meeting held May 27, 2024, be adopted as circulated.

Carried

6. Election of Chair and Vice Chair 2025

6.1 Election of Chair 2025

FIN25-01-03

Moved By Councillor Garon

Seconded By Councillor Hammond

That Deputy Mayor Rob Shepley be elected as Chair of the Finance Committee for 2025.

Carried

6.2 Election of the Vice Chair 2025

FIN25-01-04

Moved By Mayor Bondy

Seconded By Councillor Hammond

That Councillor Joe Garon be elected as Vice Chair of the Finance Committee for 2025.

Carried

7. Reports from Administration/Applications

7.1 2025 Community Partnership Fund Grant Applications

Review of the 2025 Community Partnership Fund Grant Applications as presented by Ann Marie Unis, Manager of Finance and Business Services.

7.1.1 Closed Meeting

FIN25-01-05

Moved By Mayor Bondy

Seconded By Councillor Garon

That the Finance Committee moved into Closed Session at 4:45 to receive information pursuant to Section 239.2(i) of the Municipal Act, 2001, to discuss a trade secret or scientific, 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 of interfere significantly with the contractual or other negotiations or a person, group of persons or organization.

Carried

7.1.2 Open Meeting

FIN25-01-06

Moved By Mayor Bondy

Seconded By Councillor Garon

That the Finance Committee move out of Closed Session and back into Open Session

Carried

7.1.3 2025 Community Partnership Fund Grant Applications

FIN25-01-07

Moved By Mayor Bondy

Seconded By Councillor Garon

That the 2025 grants for the Essex Community Partnership Fund be approved as amended in Schedule "A" attached.

Carried

7.2 Request for Reduction in Ice Rental Fees

Presentation for reduction in ice rentals fees.

7.2.1 Closed Meeting

FIN25-01-08

Moved By Councillor Garon

Seconded By Councillor Hammond

That the Finance Committee moved into Closed Session at 5:17 to receive information pursuant to Section 239.2(j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value.

Carried

7.2.2 Opening Meeting

FIN25-01-09

Moved By Mayor Bondy

Seconded By Councillor Garon

That the Finance Committee move out of Closed Session and back into Open Session at 5:24 p.m.

Carried

7.2.3 Request for Reduction in Ice Rental Fees

FIN25-01-10

Moved By Mayor Bondy
Seconded By Councillor Garon

That the Finance Committee receive the presentation for reduction in ice rentals fees and decline the request.

Carried

8. Unfinished Business

9. Adjournment

FIN25-01-11

Moved By Councillor Garon
Seconded By Councillor Hammond

That the meeting be adjourned at 5:25 p.m.

Carried

10. Future Meetings

To be determined

Chair

Recording Secretary

Schedule "A"

Town of Essex

For the Years 2020-2025

Essex Community Partnership Fund	Grant Approved	Approved 2025	Requested 2025	% of 2024 Approved Grant	Approved 2024	Approved 2023	Approved 2022	Approved 2021	Approved 2020
Budget Balance Transferred To Reserve								10,000.00	
Current Year Budget		60,000.00	60,000.00	60%	100,000.00	102,500.00	102,500.00	102,500.00	102,500.00
Total Amount Available		60,000.00	60,000.00	60%	100,000.00	102,500.00	102,500.00	112,500.00	102,500.00
Committed Donations:									
Co-An Park								20,000.00	20,000.00
Guardian Marine (formerly Colchester Guardian)		1,649.00	1,649.00	100%	1,649.00	1,649.00	1,649.00	1,649.00	1,649.00
Heritage Essex		25,000.00	25,000.00	100%	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
Sub-Total		26,649.00	26,649.00	100%	26,649.00	26,649.00	26,649.00	46,649.00	46,649.00
Annual Donations:									
Essex Retirees						20,000.00	12,858.00	12,858.00	15,358.00
Access County Community Support Services				0%	10,000.00			8,750.00	9,201.00
Harrow Early Immigrant Research Society	Cash grant for Archives & Preservation Project (\$1,031) and in-kind for annual lease (\$1,500) - Contingent on repayment unspent funds from 2024 of \$515.26	2,531.00	2,531.00	84%	3,000.00	2,500.00	1,500.00	1,500.00	1,500.00
Harrow Electric Eels Aquatic Team (HEEAT)	In-kind grant for Liability insurance (up to max. \$1,000)	1,000.00	1,500.00	100%	1,500.00	810.00	1,600.00	1,600.00	750.00
Kingsville Essex Associated Band	In-kind grant for the use of Town facilities (up to a max. \$3,000) - Contingent on receiving 2025 Budget and and successful grant approval from the Town of Kingsville for a comprable amount.	3,000.00	13,000.00	200%	6,500.00	6,500.00	8,000.00	8,000.00	7,500.00
Sub-Total		6,531.00	17,031.00	81%	21,000.00	29,810.00	23,958.00	32,708.00	34,309.00
Ad-Hoc Donations:									
Abode Respite Services Inc.		0.00	5,000.00	N/A					
Canadian Blood Services						4,219.25	4,598.16	4,080.00	2,664.00
Canadian Transportation Museum		0.00	10,000.00	N/A				10,000.00	2,000.00
Community Support Centre of Essex County				0%	20,000.00	20,000.00	20,000.00	10,000.00	10,000.00
County Hockey Moms	Waiver of Fees to run equipment swap and merchandise sale events (up to max. \$500)	500.00	1,000.00	100%	1,000.00	333.75	515.56	515.56	515.56
Essex Community Garden						2,500.00			
Essex and Community Historical Research Society				0%	2,375.00				
Essex Firemen's Association						5,000.00		5,000.00	405.00
Essex 73s							1,647.06		
Ghana Essex Family - Essex	In-Kind Grant for use of Colchester Community Center (up to max. \$500)	500.00	14,700.00	N/A					
Greater Amherstburg Tennis League		0.00	270.00	90%	300.00				
Harrow & Colchester South Chamber of Commerce	Cash Grant to help put on their New Years and Open Street Events	2,000.00	2,000.00	100%	2,000.00	1,000.00	1,000.00	0.00	1,000.00
Harrow 1st Girl Guides				0%	1,472.00	1,046.25	976.64		
The Kidney Foundation of Canada		0.00	1,500.00	N/A	0.00				
Kinsman Club of Harrow	In-Kind Grant for Waiver of Fees for various events include facility rentals and tent permits (up to max. \$600)	600.00	1,000.00	33%	3,000.00				
LIFE Day Respite Program Essex	Cash Grant for Electronic Tablets (with protective case and specific apps/software)	2,000.00	3,000.00	75%	4,000.00	2,500.00			
Project Hope Windsor Essex							1,680.00		
Windsor Essex Community Arts Project	Cash Grant to purchase sound equipment for use at performances - Contingent on repayment of unspent funds from 2024 of \$1,000	3,000.00	8,300.00	332%	2,500.00	2,000.00			
Windsor-Essex Therapeutic Riding Association	Cash Grant for funding for Professional Association of Therapeutic Horsemanship International (PATH Intl.) instructor certification (covers application and exam fees, travel for practical assessments, and training resources)	3,000.00	3,000.00	100%	3,000.00	1,500.00	3,500.00	1,800.00	800.00
Youth Diversion - Essex County Diversion Program	TENTATIVE to be discussed at a later date - Cash Grant to fund the Rebound JR program, a social skills program for children ages 6-11 (covers Room Rentals (Summer Camp, PA Day, and After-School) - \$5850, Program Materials - \$600, Office/General Administration - \$945, Meals - \$1500, Travel - \$2455)		11,350.00	N/A					
Sub-Total		11,600.00	61,120.00	154%	39,647.00	40,099.25	33,917.42	31,395.56	17,384.56
Total Grants / Donations		44,780.00	104,800.00	120%	87,296.00	94,558.25	84,524.42	110,752.56	98,342.56
(Over)/Under Budget		15,220.00	(44,800.00)	-353%	12,704.00	7,941.75	17,975.58	1,747.44	4,157.44