



**The Corporation of the Town of Essex**

**Regular Council Meeting Minutes**

February 18, 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:

- Doug Sweet, Chief Administrative Officer
- Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk
- Jake Morassut, Director, Community Services
- Kate Giurissevich, Director, Corporate Services
- Lori Chadwick, Director, Development Services
- Shelley Brown, Deputy Clerk, Legal and Legislative Services
- Lauryn Smith, Youth Council Member
- Cassandra Roy, Legislative Clerk
- Cole Foster, Youth Council Member
- David McBeth, Manager, Capital Works & Asset Management
- Rita Jabbour, Manager, Planning Services
- Kevin Carter, Manager, Building Services/Chief Building Official

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 6:01 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**

**Moment of Silence**

- A moment of silence was observed in honour of the recent passing of Jim MacPherson who was a dedicated member of the community and who served as Mayor for the Town of Essex from 1985 to 1991.

**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 February 18, 2025**

**R25-02-053**

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

**That** the published agenda for the February 18, 2025 Regular Council Meeting be adopted as presented.

**Carried**

**7. Adoption of Minutes**

**7.1 Regular Council Meeting Minutes for February 3, 2025**

**R25-02-054**

Moved By Councillor Garon

Seconded By Councillor Matyi

**That** the minutes of the Regular Council Meeting held February 3, 2025 be adopted as circulated.

**Carried**

**7.2 Special Council Meeting Minutes for December 16, 2024**

RE: Zoning By-Law Amendment at 0 Maidstone Avenue West, Essex Centre

**R25-02-055**

Moved By Councillor Allard

Seconded By Deputy Mayor Shepley

**That** the minutes of the Special Council Meeting held December 16, 2024 be adopted as circulated.

**Carried**

**8. Public Presentations**

**8.1 Rita Jabbour, Manager, Planning Services on behalf of the Essex Municipal Heritage Committee**

Rita Jabbour, Manager, Planning Services on behalf of the Essex Municipal Heritage Committee announced that it is Heritage Week in Ontario and this week we celebrate our Town's rich agricultural roots, the people and organizations who preserve and promote our local history in the Town of Essex.

She stated that this year there are four exceptional recipients which are as follows:

- Heritage Colchester for their dedication to the preservation and restoration of the Colchester Schoolhouse.
- Heritage Essex for their dedication to the preservation and promotion of the history of the Essex Railway Station.
- Edward Milo Johnson for his dedication to the preservation and promotion of local black history and genealogy.
- The late Gerald Anthony Pouget for his dedication to the promotion and education of local history in his community and for the students of Harrow Highschool.

Council congratulated the recipients on receiving the 2025 Community Preservation Award.

**R25-02-056**

Moved By Councillor Garon

Seconded By Councillor Hammond

**That** the presentation made by Rita Jabbour, Manager, Planning Services on behalf of the Essex Municipal Heritage Committee be received; and

**That** Council extends their congratulations to Heritage Colchester, Heritage Essex, Edward Milo Johnson, and the late Gerald Anthony Pouget, 2025 Community Preservation Award recipients

**Carried**

**8.2 Maria Cabral**

RE: Parking on Walnut Steet and Concerns with Semi Trucks

Maria Cabral requested that the Town of Essex relocate her driveway and build a two-car asphalt driveway on the other side of her current driveway as it is unsafe to park in her own driveway as semi trucks are backing up into her driveway.

Council advised that this would not be something that the Town can provide as it is private property. Administration advised her to contact the OPP when this is happening and seek independent legal advice.

Administration stated that although Council previously directed Administration to amend the parking by-law to authorize a parking restriction on Walnut Street South amendments can be made when the by-law is presented for provisional adoption.

Council discussed various options and determined that they would provide a decision when the by-law is presented for provisional adoption.

**R25-02-057**

Moved By Councillor McGuire-Blais

Seconded By Councillor Allard

**That** the delegation by Maria Cabral regarding parking on Walnut Street South be received.

Carried

8.2.1 Dane Sanford, Owner of Sanford and Son Super Market

Dane Sanford, Owner of Sanford and Son Super Market, explained that some truck companies have newer drivers and unfortunately, that is not something that he can control. He noted that his store is in a residential area and the only way for the trucks to enter is by backing up near her driveway on Walnut Street South.

**R25-02-058**

Moved By Councillor Verbeek

Seconded By Deputy Mayor Shepley

**That** Dane Sanford, Owner of Sanford and Son Super Market, be allowed to speak to address concerns regarding the semi trucks on Walnut Street South.

Carried

**8.3 Dawn Bezaire and Richard Meloche, Salute to our Veterans Banner Project**

RE: Essex and Harrow Banner Project

Dawn Bezaire, Member of Sault our Vets Banner Committee, announced that they are proud to launch their 2025 Salute Our Vets Banner which provides an opportunity to recognize our local members who have served our Country while acknowledging the sacrifices they've made. She explained that they would like to have veteran banners strategically placed on the street light poles along the downtown core in Harrow and Essex from approximately September 15th to Remembrance Day week.

Richard Meloche, Member of Sault our Vets Banner Committee, requested that the Town purchase 40 additional brackets on 26 poles from Arthur to Fairview and amend the Street Light Banner Policy to include this area.

**R25-02-059**

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

**That** the delegation by Dawn Bezaire and Richard Meloche regarding the Essex and Harrow Banner Projects be received;

**That** Council direct Administration to amend the Town's Street Light Banner Policy to include the additional poles from Arthur Avenue to Fairview Avenue requested by the delegates; and

**That** Council consider paying for the cost of the brackets for additional poles in the Streetscape from Maidstone Avenue to Fairview Avenue and direct Administration to provide a report detailing the costs of the brackets and where such costs can be allocated to.

Carried

**8.4 Gianmarco Giglio, Director, Windsor Region GIP Paving Inc.**

RE: Topsoil Application Project - 5080 County Road 11

Gianmarco Giglio, Director, Windsor Region GIP Paving Inc., requested a permit to place approximately 250 loads (2500 cubic meters) of clean topsoil over the heavily travelled portion of the property located at 5080 Walker Road. He explained that he would like to complete the work when the ground is frozen and that the project should be completed in 10 to 15 days depending on the weather.

**R25-02-060**

Moved By Councillor Garon

Seconded By Councillor Hammond

**That** Council approve the requested permit to apply 250 loads of topsoil at 5080 Walker Road with the condition that the project be completed no later than March 31, 2025

**Carried**

**R25-02-061**

Moved By Councillor Allard

Seconded By Councillor Verbeek

**That** the delegation by Gianmarco Giglio, Director, Windsor Region GIP Paving Inc., be received.

**Carried**

8.4.1 Robin Cadarette

Robin Cadarette raised concerns surrounding fill sites and believes that the Town should take more time before allowing this permit.

**R25-02-062**

Moved By Councillor Matyi

Seconded By Councillor Verbeek

**That** Council allow Robin Cadarette to present.

**Carried**

**R25-02-063**

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

**That** the delegation by Robin Cadarette regarding the fill permit be received.

**Carried**

**9. Unfinished Business**

**10. Reports from Administration**

**10.1 Planning-2025-02**

RE: Request for Notice of Intention to Designate 18 Gordon Avenue (the Carnegie Library Building) and 87 Station Street (the Essex Railway Station)

Rita Jabbour, Manager, Planning Services, explained that as a result of an amalgamation order made under the Municipal Act and issued in 1997 by the Ministry of Municipal Affairs and Housing, every by-law or resolution of the former Town of Essex, Town of Harrow, Township of Colchester North and Township of Colchester South with a few exceptions were repealed after December 31, 2003. She explained the cultural heritage value or interest for each property and recommended that Council authorize the Notice of Intention to Designate for 18 Gordon Avenue and 87 Station Street.

**R25-02-064**

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

**That** Planning Report-2025-02 entitled Request for Notice of Intention to Designate 18 Gordon Avenue (the Carnegie Library Building) and 87 Station Street (the Essex Railway Station) prepared by Rita Jabbour, RPP, Manager, Planning Services dated February 18, 2025 be received; and

**That** Council authorize the Notice of Intention to Designate for 18 Gordon Avenue and 87 Station Street in accordance with Section 29 of the Ontario Heritage Act.

**Carried**

**10.2 Planning-2025-04**

RE: Heritage Designation for 18 Talbot Street North (the former Bennigan's and Imperial Bank of Canada Building)

Rita Jabbour, Manager, Planning Services, explained that at the Regular Council Meeting held on October 7, 2024, Council directed Administration to issue a Notice of Intention to Designate the former Bennigan's and the Imperial Bank of Canada Building located at 18 Talbot Street North as a property of significant cultural heritage value or interest. She stated that the property owner had no objections to the designation and Administration is recommending that Council pass the by-law to designate the property.

**R25-02-065**

Moved By Councillor Garon

Seconded By Councillor Hammond

**That** Planning Report-2025-04 entitled Heritage Designation for 18 Talbot Street North (the former Bennigan's and Imperial Bank of Canada Building) prepared by Rita Jabbour, RPP, Manager, Planning Services dated February 18, 2025, be received; and

**That** By-Law 2421, being a By-Law to designate the property municipally known as 18 Talbot Street North (the former Imperial Bank of Canada Building), under Part IV of the Ontario Heritage Act as a property of cultural heritage value or interest, be read a first, second and third time and finally passed on February 18, 2025.

**10.3 Corporate Services-2025-01**

RE: Community Support Center Agreement

Kate Giurissevich, Director, Corporate Services, explained that Administration is seeking Council's approval to enter into two separate agreements with the Community Support Centre of Essex County for operations at the former Essex Retirees Centre building and approval for their transportation program which requires a minimum guarantee of funding of 20% of net operating program expenditures from the Town of Essex.

**R25-02-066**

Moved By Deputy Mayor Shepley  
Seconded By Councillor Matyi

**That** Corporate Services Report-2025-01 entitled Community Support Center Agreement prepared by Kate Giurissevich, CPA, CA, Director, Corporate Services/ Treasurer dated February 18, 2025 be received;

**That** Council authorize Administration to enter into agreements with the Community Support Centre of Essex County for transportation services and for operations at the Senior Active Living Centre; and

**That** Council authorize the post budget approval for a Community Partnership with Community Support Centre of Essex County in the amount of \$29,000 to be funded as follows: \$9,000 from the 2025 Community Partnership Fund and \$20,000 from the 2024 Surplus of Council Donations Account.

Carried

**10.4 Infrastructure Services-2025-01**

RE: Active Transportation Fund (ATF) Application

**R25-02-067**

Moved By Deputy Mayor Shepley  
Seconded By Councillor Verbeek

**That** Infrastructure Services Report-2025-01 entitled, Active Transportation Fund Application prepared by Kevin Girard dated February 18, 2025 be received; and

**That** Council direct Administration to make an application to the Active Transportation Fund for the design and construction of the Maidstone Ave West Improvements as outlined herein.

Carried

**11. Reports from Youth Members**

**12. County Council Update**

Deputy Mayor Shepley provided an update on the 5-year EMS Master Plan, the County Fees and Charges By-Law updates, the Regional Phragmites Control Program which was deferred to allow Councillors time to consult with their local municipalities, and a Notice

of Motion for future discussion to reverse cuts to Invest Windsor Essex's budget and budget approval to continue funding the Leamington-to-Windsor Transit Line in 2025.

Deputy Mayor Shepley noted that invitations to representatives will be delivered after the election to provide an update on the progress and services offered at the Mega Hospital.

**R25-02-068**

Moved By Councillor Matyi

Seconded By Councillor Allard

**That** the County of Essex, Regular Meeting minutes listed in Agenda Item 12, be received; and

**That** Council direct Administration to send a letter to the province, the County of Essex, the Town of Kingsville and the Municipality of Leamington requesting that the funding for the Leamington-to-Windsor Transit Line be reinstated.

**Carried**

**12.1 County of Essex, Regular Council Meeting Minutes - January 15, 2025**

**13. Correspondence**

**13.1 Correspondence to be received**

**R25-02-069**

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

**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 The Corporation of the Town of Cobourg

RE: Municipal Restructuring Study

13.1.2 Peterborough County

RE: Proposed U.S. tariffs on Canadian Goods

13.1.3 The Corporation of the Town of Halton Hills

RE: Sovereignty of Canada

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

13.2.1 Co-An Park Committee

RE: Appointment of Co-An Park Committee Member

**R25-02-070**

Moved By Councillor Verbeek

Seconded By Councillor Allard

**That** the application by Rachael Mills to be appointed to the Co-An Park Committee be received and supported.

Carried

13.2.2 Arts, Culture and Tourism Committee

RE: Resignation of Tracy Armstrong from the Arts, Culture and Tourism Committee

**R25-02-071**

Moved By Councillor Matyi

Seconded By Councillor Allard

**That** the resignation of Tracy Armstrong from the Arts, Culture and Tourism Committee be received; and

**That** Council direct Administration to write a letter of appreciation and thanks for her commitment to the Arts, Culture and Tourism Committee.

Carried

**14. Committee Meeting Minutes**

**R25-02-072**

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

**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 Affordable Housing Task Force - November 6, 2024**

**14.2 Arts, Culture and Tourism - January 8, 2025**

**14.3 Santa's Village Committee Unapproved Minutes - January 15, 2025**

**15. Financial**

**16. New Business**

**17. Notices of Motion**

**17.1 The following Notices of Motion were presented at the February 3, 2025 Regular Council Meeting and are being brought forward this evening for Council's consideration:**

17.1.1 Councillor Verbeek

**R25-02-073**

Moved By Councillor Verbeek

Seconded By Deputy Mayor Shepley

**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.

**Carried**

17.1.2 Mayor Bondy

Mayor Bondy passed the gavel to Deputy Mayor Shepley at 7:52 PM.

**R25-02-074**

Moved By Mayor Bondy

Seconded By Councillor McGuire-Blais

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

**Carried**

17.1.3 Mayor Bondy

Deputy Mayor Shepley had the gavel during the discussion and passed the gavel back to Mayor Bondy at the conclusion of this vote.

**R25-02-075**

Moved By Mayor Bondy

Seconded By Councillor Allard

**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.

**Carried**

**17.2 The following Notice of Motion is for presentment only and will be brought forward for Council's consideration at the March 3, 2025 Regular Council Meeting:**

17.2.1 Mayor Bondy

Moved by Mayor Bondy

**That** Council direct Administration to review the amount of garbage containers in our downtown cores to be effective in keeping our

community clean, this includes the addition of cigarette butt containers as well.

#### 17.2.2 Mayor Bondy

Moved by Mayor Bondy

**That** the Council of the Town of Essex direct the Town's Administration to request more information from the County of Essex regarding the proposed uploading of the management of phragmites to the County of Essex in advance of making a decision at the local level. Information such as scope, level of service and costs associated with the program would be helpful in determining next steps.

### 18. Reports and Announcements from Council Members

Mayor Bondy announced that it is Heritage Week in the Town Essex from February 19 to February 25, 2025.

Councillor Allard reminded residents to apply for burn permits.

Councillor Verbeek announced that the Town of Essex website has an option to vote for your favourite Co-An Park playground design.

Councillor Hammond announced that the Provincial Election is on February 27, 2025.

### 19. By-Laws

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

##### 19.1.1 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

##### **R25-02-076**

Moved By Councillor Garon

Seconded By Councillor Matyi

**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 third time and finally passed on February 18, 2025.

**Carried**

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

##### 19.2.1 By-Law 2386

RE: Being a by-law to amend By-Law 2221 being a by-law to regulate and license dog kennels within the municipal boundaries of the Town of Essex

##### **R25-02-077**

Moved By Deputy Mayor Shepley

Seconded By Councillor Hammond

**That** By-Law 2386 being a by-law to amend By-Law 2221 being a by-law to regulate and license dog kennels within the municipal boundaries of

the Town of Essex be read a first, a second, and a third time and finally passed February 18, 2025.

**Carried**

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

19.3.1 By-Law 2420

RE: Being a by-law to confirm the proceedings of the February 18, 2025, Regular Meeting of Council of the Corporation of the Town of Essex

**R25-02-078**

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

**That** By-Law 2420 being a by-law to confirm the proceedings of the February 18, 2025, Regular Meeting of Council of the Corporation of the Town of Essex be read a first and second time and provisionally adopted on February 18, 2025.

**Carried**

**20. Adjournment**

**R25-02-079**

Moved By Councillor Hammond

Seconded By Councillor Allard

**That** the meeting be adjourned at 8:06 PM.

**Carried**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk