



The Corporation of the Town of Essex

Regular Council Meeting Minutes

April 7, 2025, 6:00 pm

Location: Essex Municipal Building, 33 Talbot Street South

Present: Mayor Sherry Bondy
Deputy Mayor Rob Shepley
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

Regrets: Ward 1 Councillor Joe Garon

Also Present: Doug Sweet, Chief Administrative Officer
Joseph Malandruccolo, Director, Legal and Legislative Services/Clerk
Jake Morassut, Director, Community Services
Lori Chadwick, Director, Development Services
Kevin Girard, Director, Infrastructure Services
Cole Foster, Youth Council Member
Lauryn Smith, Youth Council Member
Shelley Brown, Deputy Clerk, Legal and Legislative Services
Jason Pillon, Fire Chief, Fire and Rescue Services
David McBeth, Manager, Capital Works & Asset Management
Nelson Silveira, Manager, Economic Development
Ann Marie Unis, Manager, Finance and Business
RaeAnn Schroeder, Analyst, Economic Development and Business
Relation

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

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 April 7, 2025 at 4:00 PM Council moved into Closed Session as permitted to do so pursuant to Section 239 2(c) of the Municipal Act, 2001, S.O. 2001, c. 25. as amended to discuss a proposed or pending acquisition or disposition of land by the municipality or local board.

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 April 7, 2025

R25-04-141

Moved By Councillor McGuire-Blais

Seconded By Councillor Verbeek

That the published agenda for the April 7, 2025 Regular Council Meeting be adopted with the following amendment:

1. That Agenda Item 17.2.1 be added to allow for the presentment of a Notice of Motion by Mayor Bondy.

Carried

7. Adoption of Minutes

7.1 Regular Council Meeting Minutes for March 17, 2025

R25-04-142

Moved By Councillor Hammond

Seconded By Councillor Verbeek

That the minutes of the Regular Council Meeting held March 17, 2025 be adopted as circulated.

Carried

8. Public Presentations

8.1 Bruce Elman, Integrity Commissioner, Annual Report 2024

RE: Integrity Commissioner Annual Report for 2024

Bruce Elman, Integrity Commissioner, provided an overview of the functions of the Integrity Commissioner and provided a report on the activities that occurred from January 1 to December 31, 2024. He reported that there was very little activity which is consistent with the 2023 Annual Report and concluded that it was a positive year for the Town of Essex.

R25-04-143

Moved By Councillor McGuire-Blais

Seconded By Councillor Matyi

That the presentation by Bruce Elman, Integrity Commissioner regarding the Integrity Commissioner Annual Report for 2024 be received.

Carried

9. Unfinished Business

10. Reports from Administration

10.1 Development Services-2025-05

RE: CWATS Annual Report

Lori Chadwick, Director, Development Services, presented an annual update regarding the County Wide Active Transportation System (CWATS) and highlighted the major projects that were achieved in 2024 in the Town of Essex which included the completion of the 6km paved shoulders on County Road 50, the feasibility study for County Road 8 from South Talbot Road to Talbot Street North and the Municipal Partnership Program Initiatives.

R25-04-144

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

That Development Services Report-2025-05 entitled CWATS Annual Report prepared by Lori Chadwick, Director, Development Services and David McBeth, Manager, Capital Works and Asset Management dated April 7, 2025 be received for information.

Carried

10.2 Fire and Rescue Services-2025-05

RE: Essex Fire Station 3: Proposed Land for New Station 3

Jason Pillon, Fire Chief, Fire and Rescue Services, explained that in November 2018 Essex Fire and Rescue conducted a building condition assessment and feasibility study to evaluate options for Fire Station 3 as updates to the current station were impractical. He explained that four properties were explored and after reviewing the properties the recommendation to Council is to construct a new Fire Station 3 at 2215 Roseborough Road at the Harow Soccer Complex.

R25-04-145

Moved By Councillor Verbeek

Seconded By Deputy Mayor Shepley

That Fire and Rescue Services Report-2025-05 entitled Essex Fire Station 3: Proposed Land for New Station 3 prepared by Jason Pillon, Fire Chief, Fire and Rescue Services, dated April 7, 2025, be received; and

That Council approve the Harrow Soccer Complex as the site for the new Fire Station 3 in Harrow and approve moving forward with the architectural design for the location at 2215 Roseborough Road.

Carried

10.3 Fire and Rescue Services-2025-06

RE: Request for Funds for Essex Fire Station 1: Parking Lot Repairs

R25-04-146

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

That Fire and Rescue Services Report-2025-06 entitled Request for Funds for Essex Fire Station 1: Parking Lot Repairs prepared by Jacey Brockman, Deputy Fire Chief, Fire and Rescue Services, dated April 7, 2025 be received; and

That Council approve the post budget approval, in the amount of \$17,197.44, to replace a portion of the front parking lot at Fire Station 1, to be funded 100% from the Town's Asset Management Plan Reserve.

Carried

10.4 Finance and Business Services-2025-05

RE: Threats and Potential Impacts on US Tariffs

Jackson Tang, Assistant Manager, Business Services, provided Council with the threats and potential impacts of the recently imposed U.S. tariffs. He explained that Administration should revise the procurement platform to support buying Canadian and recommended that Council increase the thresholds and continue to enforce the requirement of 100% Performance Bonds and 100% Labour and Materials Bonds, where applicable to guaranteed performance.

R25-04-147

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

That Finance and Business Services Report-2025-05 entitled Treats and Potential Impacts on US Tariffs prepared by Jackson Tang, Assistant Manager, Business Services dated April 07, 2025, be received;

That Council directs Administration to prioritize the purchase of goods and services from Canadian manufacturers and suppliers whenever possible to support local businesses and Canadian economy; and

That Council direct Administration to revise the procurement threshold limits and authorizations under Section 9.00 – Procurement Methods, Table II, and Table III, of By-Law No. 2129.

Carried

10.5 Economic Development-2025-03

RE: Corporate Grant Funding Update

Nelson Silveira, Manager, Economic Development, provided a Corporate Grant Funding Update.

R25-04-148

Moved By Councillor Allard

Seconded By Deputy Mayor Shepley

That Economic Development Report-2025-03 entitled Corporate Grant Funding Update prepared by RaeAnn Schroeder, Analyst, Economic Development and Business Relations, dated April 7, 2025, be received for information.

Carried

10.6 Planning-2025-08

RE: Heritage Designation for 18 Gordon Avenue (the Carnegie Library Building) and 87 Station Street (the Essex Railway Station)

R25-04-149

Moved By Deputy Mayor Shepley
Seconded By Councillor Matyi

That Planning Report-2025-08 entitled Heritage Designation for 18 Gordon Avenue (the Carnegie Library Building) and 87 Station Street (the Essex Railway Station) and prepared by Rita Jabbour, RPP, Manager, Planning Services dated April 7, 2025 be received; and

That the following By-Laws, being By-Laws to designate certain properties within the Town of Essex under Part IV of the Ontario Heritage Act as properties of cultural heritage value or interest, be read a first, a second and third time and finally passed on April 7, 2025:

1. By-Law Number 2431, being a By-Law to designate the property municipally known as 87 Station Street, Essex Centre (Essex Railway Station).
2. By-Law Number 2432, being a By-Law to designate the property municipally known as 18 Gordon Avenue, Essex Centre (Essex Carnegie Library).

Carried

10.7 Finance and Business Services-2025-03

RE: Acceptance of Surety Bonds Policy

R25-04-150

Moved By Councillor Verbeek
Seconded By Councillor McGuire-Blais

That Finance and Business Services Report-2025-03 entitled Acceptance of Surety Bonds prepared by Kate Giurissevich, CPA, CA, Director, Corporate Services/ Treasurer dated April 7, 2025 be received; and

That Council approve the attached Acceptance of Surety Bonds Policy.

Carried

10.8 Drainage-2025-02

RE: Results of Request for Tender- Walker Drain

R25-04-151

Moved By Councillor Hammond

Seconded By Councillor Matyi

That Drainage Report-2025-02 entitled Results of Request for Tender- Walker Drain prepared by Lindsay Dean, Drainage Superintendent dated April 7, 2025, be received; and

That Council award Request for Tender- Walker Drain to Mark G. Contracting Inc. in the amount of \$460,524.55 including non-refundable Harmonized Sales Tax.

Carried

10.9 Legal and Legislative Services-2025-03

RE: Increase in Funds for Spay and Neuter Voucher Program

R25-04-152

Moved By Councillor Allard

Seconded By Councillor Verbeek

That Legal and Legislative Services Report-2025-03 entitled Reallocation of Funds for Spay and Neuter Voucher Program prepared by Shelley Brown, Deputy Clerk, Legislative Services, dated April 7, 2025 be received; and

That Council approve an additional 50 vouchers for feral cats and 2 vouchers for dogs and cats of low-income families be approved with the expense totaling \$10,400 being funded from the Animal Control Reserve.

Carried

10.10 Planning-2025-05

RE: Part Lot Control Exemption (PLCE) for Certain Lands within the 80 Maidstone Avenue West Subdivision

R25-04-153

Moved By Councillor McGuire-Blais

Seconded By Councillor Hammond

That Planning Report-2025-05 entitled Part Lot Control Exemption (PLCE) for Certain Lands within the 80 Maidstone Avenue West Subdivision prepared by Ian Rawlings, Junior Planner, Planning Services, dated April 7, 2025, be received; and

That By-Law Number 2430, being a By-Law to provide Part Lot Control Exemption (PLCE) for certain lands within Registered Plan 12M-712, be read a first, a second, and a third time and finally passed on April 07, 2025.

Carried

10.11 Community Services-2025-01

RE: Corporate Tree Inventory and Assessment Update

Jake Morassut, Director, Community Services, presented the Corporate Tree Inventory and Assessment and highlighted the benefits of developing a tree nursery at Harrow High Complex.

Councillor Verbeek left the meeting at 7:58 and was absent during the vote.

R25-04-154

Moved By Councillor Verbeek

Seconded By Councillor Matyi

That Community Services Report-2025-01 entitled, Corporate Tree Inventory and Assessment Update prepared by Jake Morassut, Director, Community Services dated April 7, 2025, be received;

That Council approve a post budget approval in the amount of \$45,234.60 for the capital project Development of a Tree Nursery to be funded from a \$30,000 grant from Enbridge Gas and \$15,234.60 from the Green Fund Reserve;

That Council approve reallocating the remaining funds of \$26,784.60 from the capital project entitled Corporate Tree Inventory and Assessment (CS-24-0013) to be used for removal of trees that are deemed unsafe; and

That Council approve amendments to Schedule A of By-Law 2205, being an approved tree listing for the Town of Essex owned properties.

Carried

10.12 Community Services-2025-02

RE: Special Events Resource Team (SERT) – April 2025

R25-04-155

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

That Community Services Report-2024-02 entitled Special Event Resources Team (SERT) – April 2025 prepared by Jake Morassut, Director, Community Services, dated April 7, 2025, be received for information.

Carried

10.13 Office of the CAO-2025-04

RE: Summary of Outstanding Council Reports

R25-04-156

Moved By Councillor Matyi

Seconded By Councillor Hammond

That CAO Report-2025-04 entitled Summary of Outstanding Council Reports prepared by Doug Sweet, Chief Administrative Officer dated April 7, 2025, be received for information.

Carried

10.14 Office of the CAO-2025-05

RE: Flooding Mitigation Initiatives and Plans

R25-04-157

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

That CAO Report-2025-05 entitled Flooding Mitigation Initiatives and Plans prepared by Doug Sweet, Chief Administrative Officer dated April 7, 2025, be received for information.

Carried

11. Reports from Youth Members

12. County Council Update

Deputy Mayor Shepley provided a County Council Update on the Essex County Development Charges Study and announced the public release of the Development Charges Study on April 15th which will be followed by public meetings. He noted that the Study’s recommendations align with other upper-tier municipalities rates in Southwestern Ontario. He announced the approval of the service and encroachment agreement for the sewer main to install a pressurized sewer line at the former grade school along County Road 8. He further explained other matters considered by County Council.

R25-04-158

Moved By Councillor McGuire-Blais
Seconded By Councillor Hammond

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 - March 5, 2025

13. Correspondence

13.1 Correspondence to be received

R25-04-159

Moved By Councillor McGuire-Blais
Seconded By Councillor Hammond

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 Support Canadian Business and Consumers

13.1.1.1 Western Ontario Wardens’ Caucus (WOWC)

RE: Response to Tariffs and International Trade

13.1.2 Town of Brandford West Gwillimbury

RE: Landlord Tenant Reforms

13.1.3 Windsor- Essex Student Transportation Services (WESTS)

RE: Response to Relocating Bus Stops in the Town of Essex

13.2 Correspondence to be considered for receipt and support

13.2.1 County of Essex

RE: Fresh Water Protection and Agreements

R25-04-160

Moved By Councillor Hammond

Seconded By Councillor Verbeek

That the correspondence from the County of Essex dated March 19, 2025, regarding Fresh Water Protection and Agreements be received and supported; and

That a letter from the Town of Essex be sent to Great Lakes and St. Lawrence Cities Initiative, The Honourable Doug Ford, Premier of Ontario, The Right Honourable Mark Carney, Office of the Prime Minister, Caldwell First Nation and Wadpole Island First Nation.

Carried

13.2.2 Essex Festival Committee

RE: Resignation

R25-04-161

Moved By Deputy Mayor Shepley

Seconded By Councillor Hammond

That the resignation of Leighanne Nichol from the Essex Festival Committee be received; and

That Council direct Administration to write a letter of appreciation and thanks for her commitment to the Essex Festival Committee.

Carried

13.2.3 Windsor Essex Child/Youth Advocacy Centre (WECYAC)

RE: Victims and Survivors of Crime Week - May 11 until May 17, 2025

R25-04-162

Moved By Councillor Verbeek

Seconded By Councillor McGuire-Blais

That the correspondence from the Windsor Essex Child/Youth Advocacy Centre (WECYAC) asking Council to consider proclaiming Victims and Survivors of Crime Week in the Town of Essex be received and supported; and

That Council proclaim May 11 to May 17, 2025, as Victims and Survivors of Crime Week in the Town of Essex by adopting the following resolution:

Whereas, crime affects not only the immediate victims but also deeply impacts their families and the broader community;

Whereas, child and youth victims and survivors of crime and their families deserve empathy, meaningful support, and dedicated resources to assist in their recovery journey;

Whereas, the Windsor Essex Child/Youth Advocacy Centre (WECYAC) provides essential services including navigation, referrals, ongoing support, monitoring, advocacy, and specialized intervention for children, youth, and families impacted by crime or violence, promoting justice and healing; and

Whereas, Victims and Survivors of Crime Week offers an opportunity to recognize WECYAC's essential contributions, increase community awareness, and emphasize the importance of supporting survivors.

Now Therefore, I, Mayor Bondy, on behalf of Council, do hereby proclaim May 11 to May 17, 2025 as Victims and Survivors of Crime Week in the Town of Essex.

Carried

14. Committee Meeting Minutes

R25-04-163

Moved By Councillor Hammond

Seconded By Councillor Allard

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 Committee of Adjustment - February 19, 2025

14.2 Essex Centre Business Improvement Area (BIA) - February 19, 2025

14.3 Essex Festival Committee - February 20, 2025

14.4 Essex Municipal Heritage Committee - February 27 2025

Recommendation to Council:

EMHC25-02-12

Moved By Richard Kokovai - Vice-Chair

Seconded By Laurie Kowtiuk

That the Committee recommend to Council that they direct Administration to investigate the property located at 146 Adelaide Street in Colchester for the possibility of Designation.

Carried

15. Financial

15.1 Financial Indicator Review

RE: 2023 Financial Information Return

R25-04-164

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

That the Financial Indicator Review based on the 2023 Financial Information Return be received for information.

Carried

16. New Business

17. Notices of Motion

17.1 The following Notice of Motion was presented at the March 17, 2025 Regular Council Meeting and is being brought forward this evening for Council's consideration:

17.1.1 Mayor Bondy

Mayor Bondy passed the gavel to Deputy Mayor Shepley at 8:28 PM.

R25-04-165

Moved By Mayor Bondy

Seconded By Councillor Verbeek

That Essex Council direct Administration to prepare a report on the feasibility of redirecting unspent funding from the Colchester and County Road 50 Community Improvement Plan (CIP) program including information on potential improvements to existing programs and/or introduction of new programs, and budget impacts.

Carried

17.2 The following Notice of Motion is for presentment only and will be brought forward for Council's consideration at the April 22, 2025 Regular Council Meeting:

17.2.1 Mayor Bondy

Moved By: Mayor Bondy

That Council direct Administration to draft a letter to the County of Essex Council to be signed by the Mayor on behalf of the Town attaching the Town's letter to the Province regarding sky rocketing rent rates in land leased communities and asking County of Essex Council to report on their concerns regarding rent rates for land leased properties within their municipalities and, if their municipalities have similar concerns, to advocate for the County to take the lead on addressing this with the Province as a regionally collective concern.

18. Reports and Announcements from Council Members

Councillor Matyi announced improvements to County Road 50.

Councillor McGuire-Blais requested volunteers, vendors and committee members for the Essex Funfest.

Councillor Hammond recognized the newest member to the Essex Agriculture Hall of Fame.

19. By-Laws

19.1 By-Laws that require a third and final reading

19.1.1 By-Law 2433

RE: Being a by-law to confirm the proceedings of the March 17, 2025, Regular Meeting of Council of the Corporation of the Town of Essex

R25-04-166

Moved By Councillor Allard

Seconded By Councillor Verbeek

That By-Law 2433 being a by-law to confirm the proceedings of the March 17, 2025, Regular Meeting of Council of the Corporation of the Town of Essex be read a third time and finally passed on April 7, 2025.

Carried

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

19.3 By-Laws that require a first and second reading

19.3.1 By-Law 2436

RE: Being a by-law to confirm the proceedings of the April 7, 2025, Regular Meeting of Council of the Corporation of the Town of Essex

R25-04-167

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

That By-Law 2436 being a by-law to confirm the proceedings of the April 7, 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 April 7, 2025.

Carried

20. Adjournment

R25-04-168

Moved By Councillor Matyi

Seconded By Councillor Hammond

That the meeting be adjourned at 8:33 PM.

Carried

Mayor

Clerk