



**The Corporation of the Town of Essex**

**Essex Municipal Heritage Committee Meeting Minutes**

April 24, 2025, 5:00 pm

Harrow and Colchester South Community Centre, 243 McAfee Street

Present: Connie Clarkson - Chair  
Richard Kokovai - Vice-Chair  
Jacqueline Baldwin - Committee Member  
Perry Basden - Committee Member  
Councillor - Jason Matyi, Ward 3 - Committee Member  
Linda Matyi - Committee Member  
Grant Peters - Committee Member

Absent: Laurie Kowtiuk - Committee Member  
Councillor - Rodney Hammond, Ward 4 - Committee Member

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

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**

The Chair called the meeting to order at 5:00 p.m. Councillor Jason Matyi arrived at 5:14 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 conflicts of interest noted at this time.

**4. Adoption of Published Agenda**

**4.1 Essex Municipal Heritage Committee Meeting Agenda for April 24, 2025**

**EMHC25-04-17**

Moved By Perry Basden

Seconded By Jacqueline Baldwin

**That** the published agenda for the April 24, 2025 Essex Municipal Heritage Committee Meeting be adopted as presented.

**Carried**

**5. Adoption of Minutes**

**5.1 Essex Municipal Heritage Committee Minutes for March 27, 2025**

**EMHC25-04-18**

Moved By Richard Kokovai

Seconded By Perry Basden

**That** the minutes of the Essex Municipal Heritage Committee meeting held March 27, 2025 be adopted as circulated.

**Carried**

**6. Unfinished Business**

**EMHC25-04-19**

Moved By Richard Kokovai

Seconded By Perry Basden

**That** all reports and updates of the items listed in Agenda 6. Unfinished Business be received.

**Carried**

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

**6.1.1 Heritage Week Report to Council**

Ms. Jabbour provided an update to Committee members advising of a report coming forward to Council in the next few months. It will address performance metrics and feedback received during Heritage week, as well as action items, heritage networking and potential Heritage Conservation Districts. A SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis and Mind Map were created and reviewed with the Committee. Mr. Grant Peters suggested a tax clinic for those organizations struggling with CRA to provide information and education. Mr. Kokovai suggested approaching the University of Windsor School of Business to see if students can offer some support and guidance.

**6.2 Official Plan Update - Ongoing**

The Official Plan project is moving into Phase 2 which involves taking all of the feedback received out of Phase 1 and incorporating and making changes where applicable or feasible.

**6.3 Heritage Grant Program**

Ms. Jabbour is working with the Finance Department on potential Tax Incentive and other Grants.

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

**6.4.1 179 County Road 50 West - Snider House Plaque**

The Snider House plaque was delivered. Ms. Jabbour was advised by the owners they would like to unveil the plaque Wednesday, July 9, 2025. They will be extending tour offers to the Heritage Committee as well as Council. More details will be provided once they are finalized.

## **6.5 Listing and Designating Properties and Heritage Districts - Ongoing**

### **6.5.1 Rio Theatre**

Vice Chair Kokovai spoke with a previous property owner, no information was received. Member Kowtiuk was not in attendance to review her findings; however, a Facebook post detailed some of her findings, in 1905 it was a skating rink. In 1936 it was registered to Essex Theatre, known as Rio. In 1982, Stedmans aquired it and many businesses have been there since.

### **6.5.2 136 County Road 50 West**

A lot of information was provided. It will be compiled into a report for presentation to the Heritage Committee for the next meeting. Cheyenne noted there may be enough information to list, but we will defer until the report is created.

### **6.5.3 146 Adelaide Street**

More information is required on this property. Due to time constraints information could not be compiled for this meeting but will be detailed in May.

## **6.6 Cemeteries**

## **6.7 Studies and Master Plans - Ongoing**

## **6.8 Heritage Walking Tour and Digital Component - Ongoing**

### **6.8.1 Jane's Walk**

Essex is hosting the Jane's walk on Alice Street at 2:45 p.m, April 25, 2025. The event, Alice in Wonderland, is sold out. After the walk the script can be shared with members. This area is a proposed Heritage Conservation district.

## **6.9 Cultural Master Plan - Ongoing**

## **6.10 Historically Significant Name Registry - Ongoing**

## **6.11 Cultural Heritage, Indigenous History - Ongoing**

## **6.12 Barn Quilts - Ongoing**

### **6.12.1 Barn Quilt Sponsorship Update**

Mr. Kokovai advised he had nothing solid to report at this time, but should have something for next meeting.

## **7. Adjournment**

### **EMHC25-04-20**

Moved By Richard Kokovai

Seconded By Perry Basden

**That** the meeting be adjourned at 6:01 p.m.

Carried

8.     **Future Meetings**

Thursday, May 29, 2025 at 5:00 p.m. in Council Chambers at 33 Talbot Street South,  
Essex.

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Chair

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Recording Secretary