



**The Corporation of the Town of Essex**

**Regular Council Meeting Minutes**

May 5, 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
- Kevin Girard, Director, Infrastructure Services
- Cassandra Roy, Legislative Clerk
- Lauryn Smith, Youth Council Member
- Cole Foster, Youth Council Member

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**

**4. Closed Meeting Report**

Joe Malandrucolo, Director, Legal & Legislative Services/Clerk reported that on May 5, 2025 at 4:30 PM Council moved into Closed Session as permitted to do so pursuant to Section 239 2(j) and (k) of the Municipal Act, 2001, S.O. 2001, c. 25. as amended to

discuss 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 and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Director Malandruccolo further reported that on May 5, 2025 at 4:30 PM Council moved into Closed Session as permitted to do so pursuant to Section 239 (3.1) of the Municipal Act, 2001, S.O. 2001, c. 25. as amended to receive education and training.

**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 May 5, 2025**

**R25-04-201**

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

**That** the published agenda for the May 5, 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 Councillor Verbeek.

**Carried**

**7. Adoption of Minutes**

**7.1 Regular Council Meeting Minutes for April 22, 2025**

**R24-04-202**

Moved By Councillor Garon

Seconded By Councillor McGuire-Blais

**That** the minutes of the Regular Council Meeting held April 22, 2025 be adopted as circulated.

**Carried**

**7.2 Special Council Meeting Minutes for April 7, 2025**

RE: OPP Service Discussion

**R24-04-203**

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

**That** the minutes of the Special Council Meeting held April 7, 2025 be adopted as circulated.

**Carried**

**8. Public Presentations**

**8.1     Gordon Orr, CEO, Jason Toner, VP Marketing & Communications, Tourism Windsor Essex Pelee Island, and Jordan Goure, Owner, Vin Winery, Brew**

RE: Implementation of a Municipal Accommodation Tax (MAT) program

Scott Wilkins, Owner, Dancing Swallows Vineyard provided an overview of Tourism Windsor Essex Pelee Island and requested that Council consider implementing the Municipal Accommodation Tax for the Town of Essex. Jordan Goure, Owner, Vin Winery, Brew, explained that the purpose of the Municipal Accommodation Tax is to support local tourism growth and development while providing municipalities with another source of revenue. He further explained that the Municipal Accommodation Tax can help with developing and sustaining tourism economics, increasing the ROI of local tourism offerings and revenue/seed fund for municipalities.

**R24-04-204**

Moved By Councillor Verbeek

Seconded By Deputy Mayor Shepley

**That** Council receive the presentation by Tourism Windsor Essex Pelee Island regarding a proposed Municipal Accommodation Tax in the Town of Essex; and

**That** Council direct Administration to bring a report to Council prior to August 31, 2025, considering the proposed Municipal Accommodation Tax, including Tourism Windsor Essex Pelee Island's proposal that Council endorses the need to implement the Municipal Accommodation Tax in the Town of Essex.

**Carried**

**8.2     Verbal Report by Councillor Hammond regarding the Affordable Housing Summit 2025**

RE: Affordable Housing Summit 2025: Update from Councillor Hammond

Councillor Hammond provided a verbal report on the Affordable Housing Summit 2025 which addressed key housing and development challenges. He further explained affordable housing initiatives and noted that attainable solutions were discussed that could help the Town of Essex in the future.

**R24-04-205**

Moved By Councillor Matyi

Seconded By Councillor Allard

**That** the verbal report by Councillor Hammond regarding the Affordable Housing Summit be received for information.

**Carried**

**9.     Unfinished Business**

**10.    Reports from Administration**

**10.1   Economic Development-2025-04**

RE: Essex Tourism Events Fund Applications

**R24-04-206**

Moved By Councillor Verbeek

Seconded By Councillor Matyi

**That** Economic Development Report-2025-04 entitled Essex Tourism Events Fund Applications prepared by Nelson Silveira, Manager, Economic Development dated May 5, 2025, be received;

**That** Council approve the distribution of \$1,000.00 of funding to Heritage Colchester from the Essex Tourism Events Fund; and

**That** Council approve the distribution of \$1,000.00 of funding to the Windsor Cancer Centre Foundation from the Essex Tourism Events Fund.

**Carried**

**10.2 Economic Development-2025-05**

RE: Building Report and Development Overview Q1 Summary 2025

**R25-04-207**

Moved By Councillor McGuire-Blais

Seconded By Councillor Verbeek

**That** Economic Development Report-2025-05 entitled Building Report and Development Overview Q1 Summary 2025 prepared by Nelson Silveira, Manager, Economic Development dated May 5, 2025, be received for information.

**Carried**

**10.3 Capital Works and Asset Management-2025-15**

RE: 2025 Hot Mix Asphalt Program Update

**R25-04-208**

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

**That** Capital Works and Asset Management Report-2025-15 entitled 2025 Hot Mix Asphalt Program Update by David McBeth, Manager, Capital Works and Asset Management, dated May 5, 2025, be received for information.

**Carried**

**10.4 Parks and Facilities-2025-04**

RE: Essex Town Centre Park Design

Jake Morassut, Director, Community Services, presented renderings of potential Essex Town Centre Park designs and requested public feedback through the Town of Essex website.

**R25-04-209**

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

**That** Parks and Facilities Report-2025-04 entitled Essex Town Centre Park Design prepared by Jake Morassut, Director, Community Services dated May 5, 2025, be received for information.

**Carried**

**10.5 Community Services-2025-08**

RE: Special Event Notice – Colchester Bar and Grill

**R25-04-210**

Moved By Councillor Matyi

Seconded By Councillor Allard

**That** Community Services Report-2025-08 entitled Special Event Notice – Colchester Bar and Grill prepared by Jake Morassut, Director, Community Services, dated May 5, 2025, be received; and

**That** Council approve closing Sydenham Street between Sullivan Street and County Road 50 in Colchester on the following 3 dates:

- May 25, 2025, from 2:00PM to 6:00PM for the Windsor Ride for Dad
- August 24, 2025, from 2:00PM to 6:00PM for the On-A-Mission for the Mission Ride; and on
- September 28, 2025, from 2:00PM to 6:00PM for the Windsor-Essex Therapeutic Riding Association Ride (WETRA).

**Carried**

**10.6 Community Services-2025-07**

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

**R25-04-211**

Moved By Deputy Mayor Shepley

Seconded By Councillor Hammond

**That** Community Services Report-2024-07 entitled Special Event Resources Team (SERT) – May 2025 prepared by Jake Morassut, Director, Community Services, dated May 5, 2025, be received for information.

**Carried**

**10.7 Drainage-2025-04**

RE: Appointment of an Engineer under Section 4 for a new petition drain

**R24-04-212**

Moved By Councillor Garon

Seconded By Councillor McGuire-Blais

**That** Drainage Report-2025-04 entitled Appointment of an Engineer under Section 4 for a new petition drain prepared by Lindsay Dean, Drainage Superintendent dated May 5, 2025 be received;

**That** Council receive and proceed with the petition for new drainage works as filed by the corporation of 1830143 Ontario Limited for Lots 280 and 281, Concession STR pursuant to Section 4 of the Drainage Act;

**That** Council direct Administration to notify the petitioners and Essex Region Conservation Authority of their intention to proceed with the construction of new drainage works; and

**That** RC Spencer Associates Inc. be appointed to prepare a report under the Drainage Act through Section 4 to establish new drainage works.

**Carried**

**10.8 Legal and Legislative Services-2025-05**

RE: Delegation of Authority By-Law Amendments (2025)

Joseph, Malandruccolo, Director, Legal and Legislative Services/Clerk, provided a verbal report on the proposed Delegations of Authority By-Law which included revisions based on the recent organizational review process as well as revisions to allow for compliance with legislative requirements. Discussion took place with regard to the requirement under the Municipal Act, 2001, for each municipality to have a delegation of authority By-Law to ensure the efficiency and effectiveness of the municipality’s daily operations. Administration explained how the proposed amendments to the By-Law would accomplish such. Council asked Administration to allow time for Council review and consultation prior to the third reading of the proposed By-Law amendments.

**R24-04-213**

Moved By Councillor Garon

Seconded By Councillor McGuire-Blais

**That** Legal and Legislative Services Report-2025-05 entitled Delegation of Authority By-Law Amendments (2025) prepared by Joseph Malandruccolo, Director, Legal and Legislative Services dated May 5, 2025, be received; and

**That** By-Law 2439 being a by-law to Delegate the Duties and Powers of the Council of the Town of Essex be read a first and second time and provisionally adopted on May 5, 2025.

**Carried**

**11. Reports from Youth Members**

Lauryn Smith, Youth Council Member, announced that registration is open for Fun Fest Walk.

Cole Foster, Youth Council Member, thanked the Essex Recreation Complex staff for their leadership and education to the community.

**12. County Council Update**

**R25-04-214**

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

**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 - April 2, 2025**

**13. Correspondence**

**13.1 Correspondence to be received**

**R25-04-215**

Moved By Deputy Mayor Shepley

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 Strong Mayor Powers**

13.1.1.1 Town of Greater Napanee

13.1.1.2 Town of Tillsonburg

13.1.1.3 Municipality of North Middlesex

13.1.1.4 Town of Parry Sound

13.1.1.5 Township of Zorra

**13.1.2 Town of Parry Sound**

RE: Inclusive Research to Reflect Diversity of Canadian Communities

**13.1.3 The City of Sarnia**

RE: Carbon Tax

**13.1.4 Township of Otonabee-South Monaghan**

RE: Proposal to End Daylight Savings Time in Ontario

**13.1.5 Canton De Champlain Township**

RE: Surveillance and Monitoring of Heavy Vehicles in Ontario

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

**14. Committee Meeting Minutes**

**R25-04-216**

Moved By Councillor Allard

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 Essex Festival Committee - February 20, 2025**

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

Recommendation to Council:

**BIA25-03-011**

Moved by K. Dennison

Seconded by M. Qasim

That the Board recommend that Council appoint Josh Girard, owner and operator of Josh's NoFrills, Essex, as a member of the Board of Directors for the Essex Centre BIA.

Carried

**14.3 Essex Municipal Heritage Committee - March 27, 2025**

**15. Financial**

**15.1 2025 Q1 Capital Variance**

**R25-04-217**

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

**That** the 2025 Q1 Capital Variance Report be received.

**Carried**

**16. New Business**

**17. Notices of Motion**

**17.1 The following Notices of Motion were presented at the April 22, 2025 Regular Council Meeting and are being brought forward this evening for Council's consideration:**

**17.1.1 Deputy Mayor Shepley**

**R25-04-218**

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

**Whereas** proposed amendments to Ontario Regulation 530/22 will provide Strong Mayor Powers to the Mayor of the Town of Essex; and

**Whereas** these powers will provide the Mayor with expanded authority over certain municipal decisions; and

**Whereas** Ontario Regulation 530/22 requires that Council be informed in a timely manner of when such powers are exercised, but does not require that Council be informed of the specific rationale for the use of such powers.

**Now Therefore, be it resolved that** anytime the Mayor chooses to use the Strong Mayor Powers otherwise than to approve By-Laws or to effectively delegate or forfeit those Strong Mayor Powers, Administration shall be required to request from the Mayor the rationale for the use of



such powers and to notify all members of Council of the Mayor's response within 2 business days of such use of the Strong Mayor Powers.

**Carried**

17.1.2 Councillor McGuire-Blais

**R25-04-219**

Moved By Councillor McGuire-Blais

Seconded By Councillor Hammond

**That** Essex Council direct Administration to prepare anti-bullying and respectful workplace signage for distribution to commercial businesses, in collaboration with the Essex Centre BIA and the Harrow & Colchester South Chamber of Commerce.

**Carried**

17.1.3 Councillor Verbeek

**R25-04-220**

Moved By Councillor Verbeek

Seconded By Councillor Allard

**That** Administration prepare a cost estimate to be included in the 2026 budget deliberations to install a sidewalk along Grondin/Arquette in McGregor from Sainte-Ursule Elementary School to the 11<sup>th</sup> Concession to facilitate the safe passage of students and pedestrians to and from school.

**Carried**

**17.2 The following Notice of Motion is for presentment only and will be brought forward for Council's consideration at the May 20, 2025 Regular Council Meeting:**

17.2.1 Councillor Verbeek

Moved By Councillor Verbeek

**Whereas**, the new development on Parnell Street in McGregor has resulted in increased traffic near Sainte-Ursule Elementary School.

**Now therefore, be it resolved that**, Council direct Administration to return with a report considering the installation of a community safety zone on Grondin Avenue near Sainte-Ursule Elementary School in McGregor.

**18. Reports and Announcements from Council Members**

Councillor Garon congratulated the Essex 73's for reaching the Ontario Finals for the 15th time.

Councillor Hammond announced that the Greg Horoky Annual Shootout was a success.

Councillor McGuire-Blais announced that there is opening for another member on the Essex Festival Committee and that the Essex Fun Fest is looking for volunteers.

Council Verbeek announced that there is a community garbage cleanup at Co-An Park on Saturday, May 10, 2025 at 9:30 AM.

Doug Sweet, CAO, attended his last Council meeting before retirement and each Council member offered their congratulations and sincere thanks for his service and leadership.

## **19. By-Laws**

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

#### **19.1.1 By-Law 2438**

RE: Being a by-law to confirm the proceedings of the April 22, 2025, Regular Meeting of Council of the Corporation of the Town of Essex

#### **R25-04-221**

Moved By Deputy Mayor Shepley

Seconded By Councillor Garon

**That** By-Law 2438 being a by-law to confirm the proceedings of the April 22, 2025, Regular Meeting of Council of the Corporation of the Town of Essex be read a third time and finally passed on May 5, 2025.

**Carried**

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

#### **19.2.1 By-Law 2441**

RE: Being a by-law to provide for the issue of debentures in the amount of \$186,730.23 for works completed for drains

#### **R25-04-222**

Moved By Councillor Garon

Seconded By Councillor Matyi

**That** By-Law 2441 being a by-law to provide for the issue of debentures in the amount of \$186,730.23 for works completed for drains be read a first, a second, and a third time and finally passed on May 5, 2025.

**Carried**

#### **19.2.2 By-Law 2443**

RE: Being a by-law to Enter into a Licence Agreement with Harrow-Colchester Assets Management Limited

#### **R25-04-223**

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

**That** By-Law 2443 being a by-law to Enter into a Licence Agreement with Harrow-Colchester Assets Management Limited be read a first, a second and a third time and finally passed on May 5, 2025.

**Carried**

#### **19.2.3 By-Law 2444**

RE: Being a by-law to Enter into an Agreement to sell all of the Shares of E.L.K. Energy Inc. and E.L.K. Solutions Inc.

**R25-04-224**

Moved By Councillor McGuire-Blais

Seconded By Councillor Allard

**That** By-Law 2444 being a by-law to Enter into an Agreement to sell all of the Shares of E.L.K. Energy Inc. and E.L.K. Solutions Inc. be read a first, a second, and a third time and finally passed on May 5, 2025.

	Support	Opposed	Conflict	Regrets
Mayor Bondy	X			
Deputy Mayor Shepley	X			
Councillor Garon	X			
Councillor McGuire-Blais	X			
Councillor Verbeek	X			
Councillor Allard	X			
Councillor Matyi	X			
Councillor Hammond	X			
Results	8	0	0	0

Carried (8 to 0)

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

19.3.1 By-Law 2442

RE: Being a by-law to confirm the proceedings of the May 5, 2025, Regular Meeting of Council of the Corporation of the Town of Essex

**R25-04-225**

Moved By Councillor Allard

Seconded By Councillor McGuire-Blais

**That** By-Law 2442 being a by-law to confirm the proceedings of the May 5, 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 May 5, 2025.

Carried

20.     **Adjournment**

**R25-04-226**

Moved By Councillor Verbeek

Seconded By Deputy Mayor Shepley

**That** the meeting be adjourned at 7:48 PM.

Carried

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Mayor

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Clerk