



The Corporation of the Town of Essex

Regular Council Meeting Minutes

May 20, 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:

- Kate Giurissevich, Chief Administrative Officer
- Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk
- Jake Morassut, Director, Community Services
- Lori Chadwick, Director, Development Services
- Shelley Brown, Deputy Clerk, Legal and Legislative Services
- Cory Simard, Manager, Legal, Licensing and By-Law Enforcement
- Brandi Sieben, Manager, Human Resources
- Lindsay Dean, Drainage Superintendent

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

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 20, 2025

R25-05-227

Moved By Councillor Garon

Seconded By Councillor Allard

That the published agenda together with its published Addendum for the May 20, 2025 Regular Council Meeting be adopted.

Carried

7. Adoption of Minutes

7.1 Regular Council Meeting Minutes for May 5, 2025

R25-05-228

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

That the minutes of the Regular Council Meeting held May 5, 2025 be adopted as circulated.

Carried

7.2 Special Council Meeting Minutes for April 15, 2025

RE: Strong Mayor Powers

R25-05-229

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

That the minutes of the Special Council Meeting held April 15, 2025 be adopted as circulated.

Carried

7.3 Special Council Meeting Minutes for April 15, 2025

RE: Committee of the Whole

R25-05-230

Moved By Councillor Matyi

Seconded By Councillor Hammond

That the minutes of the Special Council Meeting held April 15, 2025 be adopted as circulated.

Carried

8. Public Presentations

9. Unfinished Business

10. Reports from Administration

10.1 Human Resources-2025-01

RE: Community Living Essex County Career Programs

Brandi Sieben, Manager, Human Resources explained that at the Regular Council Meeting held on March 3, 2025, Council directed Administration to review potential job opportunities for Community Living Essex County Career Programs. She stated that two positions were identified in the Town, with those being, a Crossing Guard and a causal in the Parks and Facilities Division, and both align with Community Living’s Career Programs. She noted that if Council desires, Administration can develop a job description for an additional part time position for summer 2026 that would allow for the Town to partner with Community Living Essex County and could be presented to Council as part of the 2026 budget.

Mayor Bondy passed the gavel to Deputy Mayor Shepley at 6:18 PM.

R25-05-231

Moved By Mayor Bondy
Seconded By Councillor Hammond

That Human Resource’s Report-2025-01, entitled Community Living Essex County Career Programs, prepared by Brandi Sieben, Manager, Human Resources dated May 20, 2025, be received for information; and

That Council direct Administration to prepare a report to consider creating a Youth Action Position for summer 2025 to be funded from the Council Contingency Fund.

Mayor Bondy requested a recorded vote:

| | 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)

10.1.1 Tammy Dalglish, Manager, Career Compass Program

Tammy Dalglish, Manager, Career Compass Program, provided insight to Council on the Career Compass Program and Youth in Action positions in the region. She thanked the Town for the proactive review of the municipal roles that could align with the Career Compass positions and the wiliness to examine additional Youth in Action positions for 2026.

R25-05-232

Moved By Councillor Verbeek

Seconded By Deputy Mayor Shepley

That Council receive the delegation by Tammy Dalglish, Manager, Community Living Essex County - Career Compass.

Carried

10.2 Legal and Legislative Services-2025-07

RE: Balloon Release Ban

Cory Simard, Manager, Legal, Licensing, and Enforcement provided an overview of the proposed By-Law amendment to prohibit the release of latex and mylar helium balloons in the Town.

Councillor Garon left the meeting at 6:38 PM and returned at 6:39 PM.

R25-05-233

Moved By Councillor Verbeek

Seconded By Councillor Allard

That Legal and Legislative Services Report-2025-07 entitled, Balloon Release Ban prepared by Cory Simard, Manager, Legal, Licensing and Enforcement dated May 20, 2025, be received; and

That By-Law 2445 being a By-Law to amend By-Law 455 to prohibit the dumping or disposing of garbage, refuse, or domestic or industrial waste of any kind on property within the Town of Essex, be read a first and a second time and provisionally adopted on May 20, 2025.

Carried

10.2.1 Rachael Mills

Rachael Mills supported the amendments and explained how the proposed By-Law would help contribute to creating a clean environment and decreasing pollution.

R25-05-234

Moved By Councillor Verbeek

Seconded By Deputy Mayor Shepley

That Council receive the delegation from Rachael Mills.

Carried

10.3 Drainage-2025-05

RE: Appointment of an Engineer under Section 78 of the Drainage Act for the Fourteenth Concession West Drain

R25-05-235

Moved By Councillor McGuire-Blais

Seconded By Councillor Garon

That Drainage Report-2025-05 entitled Appointment of an Engineer under Section 78 of the Drainage Act for the Fourteenth Concession West Drain prepared by Lindsay Dean, Drainage Superintendent dated May 20, 2025 be received; and

That Council appoint Rood Engineering Inc. under Section 78 of the Drainage Act to replace a crossing on the Fourteenth Concession West Drain.

Carried

10.4 Drainage-2025-06

RE: Appointment of an Engineer under Section 78 of the Drainage Act for the Brousseau Grondin Drain

R25-05-236

Moved By Councillor Matyi

Seconded By Councillor Allard

That Drainage Report-2025-06 entitled Appointment of an Engineer under Section 78 of the Drainage Act for the Brousseau Grondin Drain prepared by Lindsay Dean, Drainage Superintendent dated May 20, 2025 be received; and

That Council appoint R. Dobbin Engineering Inc. under Section 78 of the Drainage Act to replace an enclosure on the Brousseau Grondin Drain.

Carried

10.5 Legal and Legislative Services-2025-09

RE: Shepley Drain Bank Repairs and Improvements

R25-05-237

Moved By Councillor Matyi

Seconded By Councillor Hammond

That the following three (3) members of the Drainage Board: Daniel Bezaire-Arevalo, Tiffany Pocock, and Percy Dufour be appointed to sit as members of the Court of Revision to be convened for the Shepley Drain Bank Repairs and Improvements, Geographic Township of Colchester South in the Town of Essex, County of Essex, Project REI2022D018 pursuant to the Report prepared by Gerard Rood, Professional Engineer, Rood Engineering Inc., and dated April 2, 2025 (hereinafter the "Report"), such Court of Revision to be scheduled for 5:00 pm on June 18, 2025; and

That By-Law 2447 being a by-law to provide for the Shepley Drain Bank Repairs and Improvements, Geographic Township of Colchester South in the Town of Essex, County of Essex, Project REI2022D018, be read a first and a second time and provisionally adopted on May 20, 2025.

Carried

10.6 Legal and Legislative Services-2025-10

RE: Rush Drain Relocation Amendments

R25-05-238

Moved By Councillor McGuire-Blais

Seconded By Councillor Garon

That the following three (3) members of the Drainage Board: Daniel Bezaire-Arevalo, Tiffany Pocock, and Percy Dufour be appointed to sit as members of the Court of Revision to be convened for the Rush Drain Relocation Amendments in the Town of Essex, File No. 19-1023 pursuant to the Report prepared by Mark D. Hernandez, Professional Engineer, Dillon Consulting, and dated May 2, 2025 (hereinafter the "Report"), such Court of Revision to be scheduled for 5:00 pm on June 19, 2025; and

That By-Law 2446 being a by-law to provide for the Rush Drain Relocation Amendments in the Town of Essex, File No. 19-1023, be read a first and second time and provisionally adopted on May 20, 2025.

Carried

10.7 Legal and Legislative Services-2025-08

RE: Snyder Branch Drain: Replacement Bridge for MN 10901 10th Concession Road

R25-05-239

Moved By Councillor Matyi

Seconded By Councillor McGuire-Blais

That the following two (2) members of the Drainage Board: Tiffany Pocock and Percy Dufour be appointed to sit as members of the Court of Revision to be convened for the Snyder Branch Drain: Replacement Bridge for MN 10901 10th Concession Road, Geographic Township of Colchester North in the Town of Essex, County of Essex, Project REI2023D014 pursuant to the Report prepared by Gerard Rood, Professional Engineer, Rood Engineering Inc., and dated April 4, 2025 (hereinafter the "Report"), such Court of Revision to be scheduled for 5:00 pm on June 19, 2025, and

That By-Law 2448 being a by-law to provide for the Snyder Branch Drain: Replacement Bridge for MN 10901 10th Concession Road, Geographic Township of Colchester North in the Town of Essex, County of Essex, Project REI2023D014, be read a first and a second time and provisionally adopted on May 20, 2025.

Carried

10.8 Capital Works and Asset Management-2025-16

RE: Walnut Street Reconstruction

David McBeth, Manager, Capital Works and Asset Management, presented Council with options for the design of the roadway on Walnut Street South in

Harrow and recommended that Council proceed with Option 1 to keep a rural road section which would provide no additional financial impact.

Council postponed the motion to allow for additional time to review the options.

R25-05-240

Moved By Deputy Mayor Shepley

Seconded By Councillor Hammond

That Capital Works and Asset Management Report-2025-16 entitled Walnut Street Reconstruction by David McBeth, Manager, Capital Works and Asset Management dated May 5, 2025 be received; and

That Council direct Administration to defer the motion until the next Regular Council Meeting of June 2, 2025.

Carried

10.9 Community Services-2025-09

RE: Special Event Notice – Essex County Steam and Gas Engine Museum Annual Parade

R25-05-241

Moved By Councillor Allard

Seconded By Councillor Verbeek

That Community Services Report-2025-09 entitled Special Event Notice – Essex County Steam and Gas Engine Museum Annual Parade, prepared by Jake Morassut, Director, Community Services, dated May 20, 2025, be received; and

That Council approve closing Walker Road in McGregor between 8:45 AM and 10:00 AM for the Essex County Steam and Gas Engine Museum Annual Parade on August 9, 2025.

Carried

10.10 Community Services-2025-10

RE: Special Event Notice – Harrow Chamber Open Streets

R25-05-242

Moved By Councillor Hammond

Seconded By Councillor McGuire-Blais

That Community Services Report-2025-10 entitled Special Event Notice – Harrow Chamber Open Streets, prepared by Jake Morassut, Director, Community Services, dated May 20, 2025, be received;

That Council approve a temporary noise exemption in accordance with Noise By-Law 2038 from 4:30 PM to 8:30 PM on Friday June 27, 2025, and Friday September 26, 2025, to accommodate the entertainment for the Harrow Chamber Open Streets event; and

That Council approve closing King Street between Erie Street and Queen Street between 4:30 PM and 8:30 PM on Friday June 27, 2025, and September 26, 2025, for the Harrow Chamber Open Streets.

Carried

10.11 Community Services-2025-11

RE: Special Event Notice – Harrow Soap Box Derby

R25-05-243

Moved By Councillor Allard

Seconded By Deputy Mayor Shepley

That Community Services Report-2025-11 entitled Special Event Notice – Harrow Soap Box Derby, prepared by Jake Morassut, Director, Community Services, dated May 20, 2025, be received;

That Council approve a temporary noise exemption in accordance with Noise By-Law 2038 from 7:30 AM to 4:30 PM on Saturday June 21, 2025, (Rain Date June 22, 2025) to accommodate the entertainment and announcing for the Soap Box Derby; and

That Council approve closing King Street between Erie Street and Queen Street, and between Victoria Street North from King Street to 18 Victoria Street North from 7:30 AM and 4:30 PM on Saturday June 21, 2025, (Rain Date June 22, 2025) for the Harrow Soap Box Derby.

Carried

10.12 Community Services-2025-12

RE: Special Event Notice – Feast of St. Anthony (Imperio Do Santo Antonio de Harrow) Festival

R25-05-244

Moved By Councillor Hammond

Seconded By Councillor Allard

That Community Services Report-2025-12 entitled Special Event Notice – Feast of St. Anthony (Imperio Do Santo Antonio de Harrow) Festival, prepared by Jake Morassut, Director, Community Services, dated May 20, 2025, be received;

That Council approve the Feast of St. Anthony (Imperio Do Santo Antonio de Harrow) Festival for Significant Event Status for the purposes of applying for their Special Occasion Permit (SOP) for their event on June 28, 2025; and

That Council approve closing Munger Street West between Victoria Street North and Roseborough Road, and Roseborough Road between Munger Street West and Sinasac Street West in Harrow between 1:00 PM and 2:00 PM on June 29, 2025, for the Feast of St. Anthony (Imperio Do Santo Antonio de Harrow) festival parade procession.

Carried

11. Reports from Youth Members

12. County Council Update

Deputy Mayor Shepley provided Council with an update regarding the adoption of a formal Indemnification Policy, the adoption of amendments to the Procurement Policy

to prioritize Canadian supplies and services, an update from Invest Windsor Essex and announced the hiring of a consultant to review Sun Parlour Home’s building and service delivery.

Councillor McGuire-Blais left the meeting at 7:22 PM and returned at 7:23 PM.

R25-05-245

Moved By Councillor Matyi

Seconded By Councillor Garon

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 16, 2025

13. Correspondence

13.1 Correspondence to be received

R25-05-246

Moved By Councillor Matyi

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 Strong Mayor Powers

13.1.2 Ministry of the Environment Conservation and Parks

RE: Essex Harrow - Colchester Drinking Water System Inspection Report

13.1.3 Essex Region Conservation Authority

RE: 2024 Annual Progress Reports on the implementation of the Essex Region Source Protection Plan

13.1.4 West Lincoln

RE: Support of Canadian Economy

13.1.5 Town of Goderich

RE: Annexation of Canada and Trade Tariffs

13.2 Correspondence to be considered for receipt and support

13.2.1 Town of Essex - Accessibility Advisory Committee

RE: National AccessAbility Week - May 25 to May 31, 2025

R25-05-247

Moved By Councillor McGuire-Blais

Seconded By Councillor Allard

That the correspondence from the Essex Accessibility Advisory Committee asking Council to consider proclaiming May 25 to May 31,

2025, as National AccessAbility Week in the Town of Essex be received and supported; and

That Council proclaim May 25 to May 31, 2025, as National AccessAbility Week in the Town of Essex by adopting the following resolution:

Whereas, National AccessAbility Week is a week for Canadians to promote inclusion and accessibility in our communities and workplaces, to celebrate our progress and to be inspired to further break down accessibility barriers;

Whereas, over 15 percent of Ontarians live with some form of a disability and as a result there is a need for greater awareness, enhanced service delivery and opportunities for persons with disabilities; and

Whereas, individuals with disabilities are impacted daily by barriers to: information, facilities, employment, transportation, and communication supports, therefore negatively challenging an individual's ability to fully participate in community life;

Whereas, accessibility and inclusion are essential for ensuring that all community members have equity in opportunities, and the ability to fully participate in community life; and

Whereas, Council reaffirmed its commitment to becoming a barrier free and accessible Town.

Now Therefore, I, Sherry Bondy, Mayor of the Town of Essex, on behalf of the Town Council, and community at large, do hereby proclaim May 25 to May 31, 2025, as National AccessAbility Week and encourage everyone to support equality of access and opportunity for persons with disabilities in the Town of Essex.

Carried

13.2.2 Town of Essex - Infrastructure Services Department

RE: Public Works Week - May 18 to 24, 2025

R25-05-248

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

That the correspondence from the Town of Essex Infrastructure Services asking Council to consider proclaiming National Public Works Week in the Town of Essex be received and supported; and

That Council proclaim May 18 to 24, 2025, as National Public Works Week in the Town of Essex by adopting the following resolution:

Whereas, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to public health, high quality of life, and well-being of the people of Ontario;

Whereas, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment

and solid waste systems, public buildings, and other structures and facilities essential for our citizens;

Whereas, it is in the public interest for the citizens, civic leaders, and children in Ontario to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and

Whereas, the year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association be it now.

Now Therefore, I, Sherry Bondy, Mayor of the Town of Essex, on behalf of the Town Council and community at large, do hereby designate the week of May 18–24, 2025, as National Public Works Week. I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

Carried

14. Committee Meeting Minutes

R25-05-249

Moved By Councillor Verbeek

Seconded By Councillor McGuire-Blais

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 Appeals Committee - December 3, 2024

14.2 Essex Accessibility Advisory Committee - February 7, 2025

14.3 Affordable Housing Task Force - February 11, 2025

Recommendation to Council:

AHTF25-02-06

Moved By Fiona Coughlin

Seconded By William Baker

That the Affordable Housing Task Force recommend that Council, further to the letter of support sent on June 27, 2024 regarding Mobile Home Parks and Leased Community, forward another letter of support to the Premier calling upon the Province to legislate and enforce maximum (caps) for increases to residential land leases, similar to rent control for apartments.

Carried

14.4 Drainage Board - April 30, 2025

RE: Shepley Drain

14.5 Drainage Board - May 7, 2025

RE: Snyder Branch Drain

14.6 Drainage Board - May 15, 2025

RE: Rush Drain

15. Financial

16. New Business

17. Notices of Motion

17.1 The following Notice of Motion was presented at the May 5, 2025 Regular Council Meeting and are being brought forward this evening for Council's consideration:

17.1.1 Councillor Verbeek

R25-05-250

Moved By Councillor Verbeek

Seconded By Councillor Matyi

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.

Carried

17.2 The following Notice of Motion is for presentment only and will be brought forward for Council's consideration at the June 2, 2025 Regular Council Meeting:

17.2.1 Mayor Bondy

Moved By: Mayor Bondy

That Council direct Administration to provide a report, prior to 2026 budget deliberations, on the levels of service provided by all Heritage groups that lease space at Town of Essex facilities, including but not limited to their revenues and expenses, governance structures and facility needs.

18. Reports and Announcements from Council Members

Councillor Verbeek announced the upcoming McGregor Music Festival on June 8, 2025 at Co-An Park.

Deputy Mayor Shepley announced the opening of the new His House of Miracles Church, the former Essex United Church, and noted that the opening service will be held on Sunday, May 25, 2025 at 10 AM.

Councillor Hammond announced the Colchester Walley Derby on June 14, 2025.

Councillor Garon reminded residents that the Essex Fun Fest is looking for volunteers and to apply at essexfunfest.com.

19. By-Laws

19.1 By-Laws that require a third and final reading

19.1.1 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

R25-05-251

Moved By Councillor Hammond

Seconded By Councillor Allard

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 third time and finally on May 20, 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 2450

RE: Being a by-law to repeal and replace By-Law 2423, being a By-Law to amend By-Law 384, being a by-law respecting fences to be erected within the municipal limits of the Town of Essex

R25-05-252

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

That By-Law 2450 being a by-law to repeal and replace By-Law 2423, being a By-Law to amend By-Law 384, being a by-law respecting fences to be erected within the municipal limits of the Town of Essex be read a first time and a second time and provisionally adopted on May 20, 2025.

Carried

19.3.2 By-Law 2449

RE: Being a by-law to confirm the proceedings of the May 20, 2025, Regular Meeting of Council of the Corporation of the Town of Essex

R25-05-253

Moved By Councillor Garon

Seconded By Councillor Matyi

That By-Law 2449 being a by-law to confirm the proceedings of the May 20, 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 20, 2025.

Carried

20. Adjournment

R25-05-254

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

That the meeting be adjourned at 7:40 PM.

Carried

Mayor

Clerk