



The Corporation of the Town of Essex

Regular Council Meeting Minutes

July 21, 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 3 Councillor Brad Allard
Ward 3 Councillor Jason Matyi
Ward 4 Councillor Rodney Hammond

Regrets: Ward 2 Councillor Kim Verbeek

Also Present: Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk
Jake Morassut, Director, Community Services
Kate Giurissevich, Chief Administrative Officer
Lori Chadwick, Director, Development Services
Lauryn Smith, Youth Council Member
Cassandra Roy, Legislative Clerk
Cole Foster, Youth Council Member
Kevin Carter, Manager, Building Services/Chief Building Official
Rita Jabbour, Manager, Planning Services
David McBeth, Manager, Capital Works & Asset Management
Mike Diemer, By-Law Enforcement Officer

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 7:32 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 July 21, 2025

R25-07-329

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

That the published agenda for the July 21, 2025 Regular Council Meeting be adopted with the following amendments:

1. That Agenda Item 17.1.2 be postponed until the Regular Council Meeting held on August 11, 2025; and
2. That Agenda Item 17.2.2 be added to allow for a Notice of Motion for presentment only by Mayor Bondy.

Carried

7. Adoption of Minutes

7.1 Regular Council Meeting Minutes for July 7, 2025

R25-07-330

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

That the minutes of the Regular Council Meeting held July 7, 2025 be adopted as circulated.

Carried

8. Public Presentations

8.1 Cynthia Swift, Lead Audit Engagement Partner from KPMG LLP

RE: 2024 Audited Financial Statements and Audit Findings Report for the Town of Essex

Kate Giurissevich, Chief Administrative Officer, introduced Cynthia Swift, Lead Audit Engagement Partner, KPMG LLP and explained that the audited financials are a requirement under the Municipal Act.

Cynthia Swift, Lead Audit Engagement Partner, KPMG LLP, stated that based on the financial assets, liabilities, and tangible capital assets the Town of Essex is in overall strong financial health.

R25-07-331

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

That the presentation of the 2024 Audited Financial Statements and Audit Findings Report for the Town of Essex by Cynthia Swift, Lead Audit Engagement Partner, KPMG LLP, be received; and

That the 2024 Audited Financial Statements and Audit Findings Report for the Town of Essex, be adopted as presented.

Carried

8.2 Laurie Brett on behalf of the Harrow Early Immigrant Research Society

RE: Historical By-Laws and Minutes Scanning Project

Laurie Brett outlined the HEIRS mission for the preservation of local history and provided an update on the historical by-laws and minute scanning project that was completed in the Town of Essex.

R25-07-332

Moved By Councillor Garon

Seconded By Councillor Hammond

That the delegation by Laurie Brett on behalf of the Harrow Early Immigrant Research Society regarding the historical by-laws and minute scanning project be received.

Carried

8.3 Denny Richard, AIM Harrow Wind Chief Executive Officer, Engie Canada Services LP

RE: AIM Harrow Wind Farm LP Turbine Cleaning Process Update

Denny Richard, AIM Harrow Wind Chief Executive Officer, Engie Canada Services LP, discussed the current issue of cleaning wind turbines in the municipality and explained the cleaning project that AIM Harrow Wind LP is completing.

Councillor Garon left the meeting at 7:46 PM until 7:48 PM.

R25-07-333

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

That the delegation by Denny Richard, AIM Harrow Wind Chief Executive Officer, Engie Canada Services LP be allowed an additional 5 minutes.

Carried

R25-07-334

Moved By Councillor Matyi

Seconded By Councillor Hammond

That the presentation by Denny Richard, AIM Harrow Wind Chief Executive Officer, Engie Canada Services regarding AIM Harrow Wind Farm LP Turbine Cleaning Process be received.

Carried

8.4 Kathryn Hengl and Rob Dimenna on behalf of Lake Crest Beach Home Owners

RE: Pickleball Court

Katherine Hengel and Rob Dimenna discussed the pickleball court on Lake Crest Beach that was erected by residents and requested that the Town enter into an agreement to keep the pickleball court.

Administration discussed the implications of allowing this pickleball court as it was built over Town Infrastructure and poses a liability.

R25-07-335

Moved By Councillor Matyi

Seconded By Deputy Mayor Shepley

That Council move into Closed session to discuss advice that is subject to solicitor-client privilege, including communications necessary for that purpose as permitted to do so by Section 239 (2)(f) of the *Municipal Act*, 2001.

Carried

R25-07-336

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

That Council move out of Closed session and move back into an Open Meeting.

Carried

R25-07-337

Moved By Councillor Garon

Seconded By Councillor McGuire-Blais

That the delegation by Kathryn Hengl and Rob Dimenna on behalf of Lake Crest Beach Homeowners regarding the Pickleball Court be received.

Carried

R25-07-338

Moved By Mayor Bondy

Seconded By Councillor Garon

That Council direct Administration to send a letter to the Lake Crest Beach homeowners requesting that they immediately stop using the pickleball court constructed on Town property abutting Lake Crest Court; and

That the residents remove and restore the Town's property to the satisfaction of the Town where the court is within 30 days as of today (July 21, 2025) at their cost under the supervision of the Town's Infrastructure Department.

Carried

8.4.1 Correspondence

RE: Pickleball Court on Lake Crest Beach

9. Unfinished Business

10. Reports from Administration

10.1 Building and By-Law Enforcement-2025-02

RE: Bi-Annual By-Law Report – January to end of June 2025

Mike Diemer, By-Law/Property Standards Officer, stated that the purpose of the report was to illustrate the enforcement conducted amongst various municipal by-laws between January and June 2025. He stated that a total of 382 issues were reported, and 359 issues were resolved, with the remaining 23 issues being actively investigated. He further explained the method of complaints and stated that property standards had the most violations reported. He noted that the property standards by-law has a wide range of offences; however, the main offences consist of tall grass/weeds and exterior property debris.

R25-07-339

Moved By Councillor Allard

Seconded By Deputy Mayor Shepley

That Building and By-Law Enforcement Report-2025-02 entitled Bi-Annual By-Law Report – January to end of June 2025 prepared by Mike Diemer, By-Law/Property Standards Officer dated July 21, 2025 be received.

Carried

10.2 Planning-2025-15

RE: Subdivision Development Agreement for the Colchester Heights Residential Subdivision (Ward 3)

Rita Jabbour, Manager, Planning Services, explained that at the Special Council Meeting of September 23, 2024, Administration presented information regarding a proposed plan of subdivision known as Colchester Heights and a follow up report was presented at the Regular Council Meeting of November 4, 2024, where Council supported the subdivision with conditions. She stated that the County of Essex Planner issued a notice of decision on the subdivision on February 10, 2025, which included various conditions as proposed by the Town such as the installation of a fence along abutting prosperities, dedication of land for a park, and the completion of various drainage improvements.

R25-07-340

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

That Planning Report-2025-15 entitled Subdivision Development Agreement for the Colchester Heights Residential Subdivision (Ward 3) prepared by Rita Jabbour, RPP, Manager, Planning Services dated July 21, 2025 be received; and

That By-Law Number 2462, being a By-Law to enter into a Subdivision Development Agreement between Horizon Eco-Friendly Home Limited and the Corporation of the Town of Essex, be read a first, a second, and a third time and finally passed on July 21, 2025.

Carried

10.3 Legal and Legislative Services-2025-11

RE: Retention and Disposition of Records

Joe Malandrucolo, Director, Legal and Legislative Services/Clerk provided a brief update on the Retention By-Law and noted that this by-law allows the Town to establish timelines to maintain records in accordance with the legislation.

R25-07-341

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

That Legal and Legislative Services Report-2025-11 entitled Retention and Disposition of Records prepared by Shelley Brown, Deputy Clerk dated July 21, 2025 be received;

That By-Law 2463 being a by-law to establish a schedule of retention and disposition of all records maintained by the Town of Essex be read a first and a second time and provisionally passed on July 21, 2025; and

That Council delegate authority to the Clerk to establish and amend the Records Retention Schedule (Schedule A of By-Law 2463) for the records of the Corporation of the Town of Essex.

Carried

10.4 Drainage-2025-07

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

R25-07-342

Moved By Councillor Garon

Seconded By Councillor Matyi

That Drainage Report-2025-07 entitled Appointment of an Engineer under Section 4 for a new petition drain prepared by Lindsay Dean, Drainage Superintendent dated July 7, 2025 be received; and

That Spriet Associates London Limited be appointed to prepare a report under the Drainage Act through Section 4 to establish new drainage works.

Carried

10.5 Economic Development-2025-10

RE: Building Report and Development Overview – Q2 2025

R25-07-343

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

That Economic Development Report-2025-10 entitled Building Report and Development Overview – Q2 2025 prepared by Nelson Silveira, Manager, Economic Development dated July 21, 2025, be received for information.

Carried

10.6 Capital Works and Asset Management-2025-18

RE: Engineering Services for the South Talbot Road and Maidstone Avenue Reconstruction

R25-07-344

Moved By Councillor McGuire-Blais

Seconded By Councillor Allard

That Capital Works and Asset Management Report-2025-18 entitled Engineering Services for the South Talbot Road and Maidstone Avenue Reconstruction by David McBeth, Manager, Capital Works and Asset Management dated July 21, 2025 be received; and

That Council award the Engineering Services for the South Talbot Road and Maidstone Avenue Reconstruction (RFP-ID-25-013) to RC Spencer Associates Inc., in the amount of \$138,078.15, including non-refundable Harmonized Sales Tax.

Carried

10.7 Community Services-2025-23

RE: Special Event Notice – Open-Air at Daisy and Co - Live and Uncorked with Jody Raffoul

R25-07-345

Moved By Councillor Allard

Seconded By Councillor Matyi

That Community Services Report-2025-23 entitled Special Event Notice – Open-Air at Daisy and Co - Live and Uncorked with Jody Raffoul, prepared by Jake Morassut, Director, Community Services, dated July 21, 2025, be received;

That Council approve a temporary noise exemption under Noise By-Law #2038 from 6:00 PM to 10:00 PM on Friday, August 22, 2025, on King Street between Queen Street and Victoria Street in the Town of Harrow to accommodate the entertainment for their Open-Air – Life and Uncorked;

That Council approve closing King Street between Queen Street and Victoria Street in the Town of Harrow on Friday, August 22, 2025 from 6:00 PM to 10:00 PM for the Open-Air event; and

That Council approve the Open-Air at Daisy & Co. – Live and Uncorked with Jody Raffoul for Significant Event Status for the purposes of applying for their Special Occasion Permit (SOP) for their event on August 22, 2025.

Carried

11. Reports from Youth Members

Lauryn Smith, Youth Councillor announced that the Essex Funfest 5K raised over \$10,000.

12. County Council Update

Deputy Mayor Shepley explained that the County discussed increases to land leased community rental rates, and a letter from Anthony Leardi, MPP was sent to the impacted residents with direction on ways to proceed.

County Council received an update on the Canada Community Building Fund (CCBF) allocations and the Town of Essex will be receiving \$1.1 million for infrastructure purposes.

13. Correspondence

13.1 Correspondence to be received

R25-07-346

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

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 Municipality of West Nipissing

13.2 Correspondence to be considered for receipt and support

13.2.1 Coaches Association of Ontario

RE: National Coaches Week - September 15 to September 21, 2025

R25-07-347

Moved By Councillor Allard

Seconded By Councillor McGuire-Blais

That the correspondence from Coaches Association of Ontario asking Council to consider proclaiming the week of September 15 to September 21, 2025, as National Coaches Week in the Town of Essex be received and supported; and

That Council proclaim the week of September 15 to September 21, 2025 as National Coaches Week in the Town of Essex by adopting the following resolution:

Whereas, the Town of Essex recognizes the tremendous positive impact coaches have on athletes and communities;

Whereas, the purpose of National Coaches Week is to provide the 300,000 coaches who call Essex and Ontario home with the resources, representation, and recognition they deserve for the time they devote to ensuring Canadians live an active and healthy lifestyle; and

Whereas, we celebrate the many amazing coaches who live and volunteer in our communities for their selfless commitment to their athletes and participants by saying #ThanksCoach.

Therefore, I, Sherry Bondy, Mayor of the Town of Essex, do hereby proclaim the week of September 15 to September 21, 2025, as National Coaches Week in the Town of Essex.

Carried

13.2.2 Town of Essex

RE: National Drowning Prevention Week - July 20 to July 26, 2025

R25-07-348

Moved By Deputy Mayor Shepley
Seconded By Councillor Hammond

That the correspondence from the Town of Essex asking Council to consider proclaiming the week of July 20 to July 26, 2025, as National Drowning Prevention Week in the Town of Essex be received and supported; and

That Council proclaim the week of July 20 to July 26, 2025, as National Drowning Prevention Week in the Town of Essex by adopting the following resolution:

Whereas, the mission of Lifesaving Society Canada is to prevent drowning throughout this great country, and even one drowning in Ontario is one too many;

Whereas, most drownings are preventable in a Water Smart® community, and only through Water Smart® education and a healthy respect for the potential danger that any body of water may present can we genuinely enjoy the beauty and recreation opportunities offered by these bodies of water;

Whereas, the Lifesaving Society urges Canadians and residents of the Town of Essex to actively supervise children who are in, on, and around the water, to refrain from using substances like alcohol or drugs while participating in aquatic activities, and to always wear a lifejacket when boating;

Whereas, the United Nations General Assembly passed the UN Resolution on Drowning Prevention (A/75/L.76) and named July 25th of each year as World Drowning Prevention Day; and

Whereas, Lifesaving Society Canada has declared July 20 to 26, 2025 National Drowning Prevention Week to focus on the drowning problem and the hundreds of lives that could be saved this year.

Therefore, Be It Resolved That, I, Sherry Bondy, do hereby proclaim July 20 to 25, 2025 National Drowning Prevention Week in Essex, Ontario.

Carried

13.2.3 Amherstburg Freedom Museum

RE: Emancipation Day - August 1, 2025

R25-07-349

Moved By Councillor Matyi
Seconded By Councillor Garon

That the correspondence from Amherstburg Freedom Museum asking Council to consider proclaiming August 1, 2025, as Emancipation Day in the Town of Essex be received and supported; and

That Council proclaim August 1, 2025 as Emancipation Day in the Town of Essex by adopting the following resolution:

Whereas, August 1, 1834 was the date that slavery was abolished throughout the British Colonies by King William IV pursuant to the Slavery Abolition Act of 1833; and

Whereas, within fifteen years of the abolition of slavery, between 35,000 and 40,000 Black settlers made their way to Ontario in large part by the Underground Railroad into Southwestern Ontario.

Therefore, Be It Resolved That I, Sherry Bondy, do hereby proclaim August 1, 2025 as Emancipation Day in the Town of Essex as a demonstration of our respect for human liberty and freedom and in recognition of the richness of the culture and history brought to Ontario by African Canadians.

Carried

14. Committee Meeting Minutes

R25-07-350

Moved By Councillor McGuire-Blais
Seconded By Deputy Mayor Shepley

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 Centre Business Improvement Area (BIA) - May 21, 2025

14.2 Arts, Culture and Tourism - June 11, 2025

14.3 Co-An Park - June 11, 2025

14.4 Essex Festival Committee - June 12, 2025

14.5 Court of Revision - June 18, 2025

RE: Shepley Drain

14.6 Court of Revision - June 19, 2025

RE: Snyder Branch Drain and Rush Drain Relocation Amendments

15. Financial

16. New Business

17. Notices of Motion

17.1 The following Notices of Motion were presented at the July 7, 2025 Regular Council Meeting and are being brought forward this evening for Council's consideration:

17.1.1 Mayor Bondy

Mayor Bondy passed the gavel at 9:15 PM to Deputy Mayor Shepley.

R25-07-351

Moved By Mayor Bondy

Seconded By Councillor Matyi

That Council direct Administration to review the Town's property standards By-Law and return with a report proposing any changes that Administration determines is required to improve the By-Law's relevancy, effectiveness, and alignment with the community's needs, and that such review incorporates public consultation and education.

Carried

17.1.2 Councillor Verbeek

As per the request of Councillor Verbeek, this Notice of Motion was deferred until the Regular Council Meeting of August 11, 2025

That Council direct Town of Essex Administration to seek information from the Ministry of Transportation (MTO) regarding accidents at the corner of County Road 11 and Concession Road 11 and provide Council with a verbal report on Administration's findings.

17.2 The following Notice of Motion is for presentment only and will be brought forward for Council's consideration at the August 11, 2025 Regular Council Meeting:

17.2.1 Councillor Matyi

Moved By: Councillor Matyi

That Administration be directed to prepare a report outlining the current process and policy for upgrading municipally owned but unassumed roads, with a focus on roads located in the Colchester area. The report should include:

- A list of roads currently under this classification;
- Clarification on options available to residents under the Municipal Act's Local Improvement provisions, including petition requirements and cost-sharing expectations;
- An option for one municipally owned but unassumed road to be brought forward annually for consideration during the Town's budget deliberations; and
- Criteria to prioritize upgrades for roads located in partially developed subdivisions — including, but not limited to, those in the Colchester area — where future growth is expected or encouraged in the Town's Official Plan.

17.2.2 Mayor Bondy

Moved By: Mayor Bondy

That Essex council direct administration to investigate options and locations for overnight vehicle parking to accommodate cycle tourism, for example when cyclists come to our municipality/region and need to park for multiple days.

18. Reports and Announcements from Council Members

19. By-Laws

19.1 By-Laws that require a third and final reading

19.1.1 By-Law 2460

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

R25-07-352

Moved By Deputy Mayor Shepley

Seconded By Councillor Garon

That By-Law 2460 being a by-law to confirm the proceedings of the July 7, 2025, Regular Meeting of Council of the Corporation of the Town of Essex be read a third time and finally passed on July 21, 2025.

Carried

19.1.2 By-Law 2439

RE: Being a By-Law to Delegate the Duties and Powers of the Council of the Town of Essex

R25-07-353

Moved By Councillor Matyi

Seconded By Councillor Garon

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 third time and finally passed on July 21, 2025.

Carried

19.1.3 By-Law 2447

RE: Being a by-law to provide for the Shepley Drain Bank Repairs and Improvements in the Town of Essex

R25-07-354

Moved By Councillor McGuire-Blais

Seconded By Councillor Allard

That By-Law 2447 being a by-law to provide for the Shepley Drain Bank Repairs and Improvements in the Town of Essex be read a third time and finally passed on July 21, 2025

Carried

19.1.4 By-Law 2448

RE: Being a by-law to provide for the Snyder Branch Drain: Replacement Bridge for MN 10901 10th Concession Road in the Town of Essex

R25-07-355

Moved By Deputy Mayor Shepley
Seconded By Councillor Hammond

That By-Law 2448 being a by-law to provide for the Snyder Branch Drain: Replacement Bridge for MN 10901 10th Concession Road in the Town of Essex be read a third time and finally passed on July 21, 2025.

Carried

19.1.5 By-Law 2457

RE: Being a by-law to amend By-Law 1037, the Comprehensive Zoning By-Law for the Town of Essex, to amend the zoning designation for the lands municipally known as 265 Maidstone Avenue East from Development Reserve District 1.1 (DR1.1) to Residential District 1.1 (R1.1) and to request relief from Subsection 14.1 b) x. and Subsection 10.3 e) v. of the Zoning By-Law

R25-07-356

Moved By Deputy Mayor Shepley
Seconded By Councillor Garon

That By-Law 2457, being a by-law to amend By-Law 1037, the Comprehensive Zoning By-Law for the Town of Essex, to amend the zoning designation for the lands municipally known as 265 Maidstone Avenue East from Development Reserve District 1.1 (DR1.1) to Residential District 1.1 (R1.1) and to request relief from Subsection 14.1 b) x. and Subsection 10.3 e) v. of the Zoning By-Law be read a third time and finally passed on July 21, 2025.

Carried

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

19.2.1 By-Law 2466

RE: Being a by-law to authorize the execution of a lease agreement between The Corporation of the Town of Essex and Joe Cammalleri operating as 1st Defense Martial Arts for the operation of a martial arts service and storage space in the lower level at the Essex Recreation Complex located at 242 Talbot Street North, Essex

R25-07-357

Moved By Councillor Hammond
Seconded By Deputy Mayor Shepley

That Council direct Administration to amend paragraph 1 in the lease agreement between The Corporation of the Town of Essex and Joe Cammalleri operating as 1st Defense Martial Arts to read that "the first year of the Initial Term shall be sum of Ten Thousand and Nineteen Dollars and Seventy-Six Cents (\$10,019.76) including Harmonized Sales Tax"; and

That By-Law 2466 being a by-law to authorize the execution of a lease agreement between The Corporation of the Town of Essex and Joe

Cammalleri operating as 1st Defense Martial Arts for the operation of a martial arts service and storage space in the lower level at the Essex Recreation Complex located at 242 Talbot Street North, Essex be read a first, a second, and third time and finally passed on July 21, 2025.

Carried

19.3 By-Laws that require a first and second reading

19.3.1 By-Law 2465

RE: Being a by-law to amend By-Law 2322 to designate Community Safety Zones within The Corporation of the Town of Essex

R25-07-358

Moved By Councillor Hammond

Seconded By Deputy Mayor Shepley

That By-Law 2465 being a by-law to amend By-Law 2322 to designate Community Safety Zones within The Corporation of the Town of Essex be read a first time and a second time and provisionally adopted on July 21, 2025.

Carried

19.3.2 By-Law 2467

RE: Being a by-law to confirm the proceedings of the July 21, 2025, Regular Meeting of Council of the Corporation of the Town of Essex

R25-07-359

Moved By Councillor Allard

Seconded By Deputy Mayor Shepley

That By-Law 2467 being a by-law to confirm the proceedings of the July 21, 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 July 21, 2025.

Carried

20. Adjournment

R25-07-360

Moved By Councillor Hammond

Seconded By Councillor Matyi

That the meeting be adjourned at 9:24 PM.

Carried

Mayor

Clerk