



**The Corporation of the Town of Essex**

**Special Council Meeting Minutes**

July 7, 2025, 4:30 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 4 Councillor Rodney Hammond

Absent: Ward 3 Councillor Jason Matyi

Also Present: Kate Giurissevich, Chief Administrative Officer  
Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk  
Lori Chadwick, Director, Development Services  
Kevin Girard, Director, Infrastructure Services  
Jake Morassut, Director, Community Services  
Cassandra Roy, Legislative Clerk  
Marc Tortola, Manager, Strategic Communications  
Ian Rawlings, Junior Planner, Planning Services

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.

The purpose of this meeting was to demonstrate the new CityWorks service request portal.

**1. Call to Order**

Mayor Bondy called the meeting to order at 4:31 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. Declarations of Conflict of Interest**

There were no declarations of conflict of interest noted at this time.

**4. Adoption of Published Agenda**

**4.1 Special Council Meeting Agenda for July 7, 2025**

**SP25-07-001**

Moved By Deputy Mayor Shepley

Seconded By Councillor Garon

**That** the published agenda for the July 7, 2025 Special Council Meeting be adopted as presented.

**Carried**

**5. Verbal Presentation from Administration**

RE: Verbal Presentation by Marc Tortola, Manager, Strategic Communications regarding the new CityWorks service request portal

Marc Tortola, Manager, Strategic Communications, provided a verbal report on the new CityWorks request portal that was funded through the 2024 Capital Budget. He noted that continuing with CityWorks was the most cost effective as it offers the necessary services and functionality to maintain a high level of services for residents and is familiar to Town staff. He explained that the previous service was run by the County and the new CityWorks has migrated to a cloud-based solution which allows for improved performance, enhanced security, and greater long-term sustainability.

Mr. Tortola provided a brief demonstration of the new CityWorks system for residents to report a problem and highlighted the new updates including the drop-down menus and the mapping tool to select a precise location.

Council discussed the new CityWorks system and provided feedback.

**SP25-07-002**

Moved By Deputy Mayor Shepley

Seconded By Councillor Hammond

**That** the presentation by Marc Tortola, Manager, Strategic Communications regarding the new CityWorks service request portal be received for information.

**Carried**

**6. Adjournment**

**SP25-07-003**

Moved By Councillor Hammond

Seconded By Councillor Allard

**That** the meeting be adjourned at 4:58 PM.

**Carried**

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Mayor

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Clerk

