



The Corporation of the Town of Essex

Regular Council Meeting Minutes

October 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

Regrets: Ward 4 Councillor Rodney Hammond

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
Kevin Girard, Director, Infrastructure Services
Shelley Brown, Deputy Clerk, Legal and Legislative Services
Lauryn Smith, Youth Council Member
Kate Rowe, Director, Corporate Services
Cassandra Roy, Legislative Clerk
Cole Foster, Youth Council Member
Jack Barron, Manager, Information Technology
Norm Nussio, Manager, Operations and Drainage

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

Joe Malandruccolo, Director, Legal & Legislative Services/Clerk reported that on October 20, 2025 at 5:00 PM Council moved into Closed Session as permitted to do so pursuant to Section 239 2 (c) and (j) of the Municipal Act, 2001, S.O. 2001, c. 25. as amended to discuss:

1. A Proposed Acquisition or Disposition of Town owned Property in Harrow; and
2. An Environmental Order made by the Ministry of the Environment, Conservation and Parks.

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 October 20, 2025

R25-10-471

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

That the published agenda for the October 20, 2025 Regular Council Meeting be adopted as presented.

Carried

7. Adoption of Minutes

7.1 Regular Council Meeting Minutes for October 6, 2025

R25-10-472

Moved By Councillor Matyi

Seconded By Deputy Mayor Shepley

That the minutes of the Regular Council Meeting held October 6, 2025 be adopted as circulated.

Carried

8. Public Presentations

8.1 Heather Crewe, Chair, Education and Outreach, Bicentennial Branch, United Empire Loyalists Association of Canada

RE: Request for Approval to Install Plaques Marking Burial Sites of Loyalists

Heather Crewe, Chair, Education and Outreach, Bicentennial Branch, United Empire Loyalists Association of Canada asked Council for their Approval to Install Plaques Marking Burial Sites of Loyalists.

R25-10-473

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

That the delegation by Heather Crewe, Chair, Education and Outreach, Bicentennial Branch, United Empire Loyalists Association of Canada regarding the installation of plaques marking Loyalist burial sites be received; and

That Council direct the Town's Clerks Department to work with the Loyalists to install plaques at cemeteries located on Town-owned property or property controlled by the Town in accordance with any parameters or requirements, as determined by the Clerk's Department and applicable legislation.

Carried

8.2 Rob Duncan, Owner and Operator, Canadel Harrow Store

RE: 10-minute parking on King Street, Harrow

Mayor Bondy left the meeting and passed the gavel to Deputy Mayor Shepley at 6:19 PM with the gavel being passed to the Mayor at 6:22.

Rob Duncan, Owner and Operator, Canadel Harrow Store made a request for the removal of 10-minute parking on King Street, Harrow.

By way of a friendly amendment Council directed Administration to revise the 10-minute parking and impose a 2-hour parking limit on King Street in front of the postal office.

R25-10-474

Moved By Councillor Verbeek

Seconded By Councillor Allard

That the delegation by Rob Duncan, Owner and Operator, Canadel Harrow regarding the 10-minute parking on King Street be received; and

That Council direct Administration to amend the parking By-Law 224 to revise the 10-minute parking on King Street to a 2-hour parking limit in front of the postal office.

Carried

9. Unfinished Business

10. Reports from Administration

10.1 Legal and Legislative Services-2025-20

RE: 2026 Municipal and School Board Election Voting Method

Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk, provided a verbal report on the voting method options and Administration recommended a Hybrid voting method using an Online Voting Platform with in-person voting only.

Mayor Bondy passed the gavel to Deputy Mayor Shepley at 7:06 PM to speak to the motion with the gavel being passed back to the Mayor at 7:12 PM.

R25-10-475

Moved By Councillor Garon

Seconded By Councillor Verbeek

That Legal and Legislative Services Report-2025-20 entitled 2026 Municipal and School Board Election Voting Method prepared by Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk dated October 20, 2025 be received;

That Council direct Administration to conduct the 2026 Municipal and School Board Election in the Town of Essex using paper ballots with optical scan vote tabulators and return with the necessary By-Law; and

That \$50,000 be added to the proposed budget to conduct the 2026 Municipal and School Board Election, totaling \$265,000.

Councillor Verbeek Request 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	5	2	0	1

Carried (5 to 2)

10.2 Operations-2025-11

RE: Winter Control on Sidewalks in the Downtown Cores

Norm Nussio, Manager, Operations and Drainage provided a verbal report on the winter control services in the downtown cores.

Councillor McGuire-Blais left the meeting at 7:21 PM and returned at 7:22 PM.

R25-10-476

Moved By Deputy Mayor Shepley
 Seconded By Councillor Matyi

That Operations Report-2025-11 entitled Winter Control on Sidewalks in the Downtown Cores prepared Norman Nussio, Manager, Operations and Drainage dated October 20, 2025, be received for information.

Carried

10.3 Information Technology-2025-03

RE: Results of Request for Proposal – Council Chambers Design, Supply and Install Audio-Visual Equipment

Jack Barron, Manager, Information Technology, provided Council with an overview of the Audio-Visual upgrades to the new Council chambers.

R25-10-477

Moved By Councillor Allard

Seconded By Councillor McGuire-Blais

That Information Technology Report-2025-03 entitled Results of Request for Proposal – Council Chambers Design, Supply and Install Audio-Visual Equipment prepared by Jack Barron dated October 22, 2025 be received; and

That Council award the Council Chambers Design, Supply and Install Audio-Visual Equipment (RFP-GG-25-001) to Matrix Video Communications Corporation in the amount of \$127,188.81, including non-refundable Harmonized Sales Tax (NRHST).

Carried

10.4 Verbal Report by Kevin Girard, Director, Infrastructure Services

RE: Accident Rates at the corner of County Road 11 and Concession Road 11

Kevin Girard, Director, Infrastructure Services, provided a verbal report noting that between 2020 and 2024, there were a total of seven reported collisions at this intersection:

- 2024 – 1 collision, attributed to not obeying traffic control
- 2023 – 2 collisions, both for not obeying traffic control
- 2022 – 3 collisions, involving driving too fast for conditions (snow), following too closely, and one animal strike
- 2021 – 1 collision, again for not obeying traffic control
- 2020 – 0 collisions

Director Girard stated that, overall, there are an average of roughly 1 to 2 collisions per year, with the majority related to drivers failing to stop or yield appropriately at the stop-controlled approaches on Concession 11 and County Road 10. From an engineering perspective, this pattern suggests that the intersection's geometry and sightlines are not the primary cause. Instead, it points to driver behaviour on Walker Road as contributing factors.

Director Girard advised that Town staff have inspected the site noting that signage and pavement markings are in good condition and sightlines are adequate. In addition, this intersection was not listed as a priority intersection for safety improvements through the County's Road Safety Management Program and would therefore not currently meet County warrants for additional control, such as an all-way stop or signalization, based on current collision frequency and traffic volumes.

Lastly, Director Girard advised that, at this time, the intersection is considered to be operating safely within rural standards, but will be monitored by the Town and County as traffic volumes evolve.

R25-10-478

Moved By Councillor Verbeek
Seconded By Councillor Matyi

That the verbal report by Kevin Girard, Director, Infrastructure Services regarding accident rates at the corner of County Road 11 and Concession Road 11, be received for information; and

That Council direct Administration to provide the details of the verbal report to Council via email and the details be included in the minutes for this meeting.

Carried

10.5 Office of the CAO-2025-08

RE: 2026 Conference Listing

R25-10-479

Moved By Councillor Verbeek
Seconded By Councillor McGuire-Blais

That CAO Report-2025-08 entitled 2026 Conference Listing prepared by Kate Giurissevich, Chief Administrative Officer dated October 20, 2025, be received for information.

Carried

10.6 Legal and Legislative Services-2025-24

RE: Sale of 36 Queen Street and a portion of 25 Queen Street

With the land proposed to be sold being comprised of a municipal parking lot, Joe Malandrucolo, Director, Legal and Legislative Services/Clerk advised that the Town's By-Law Enforcement Officers patrolled the parking lot for approximately 10 days and of the 18 parking spaces at the parking lot, between 4 and 11 were utilized with an average of 8 parking spaces being used during that time period.

R25-10-480

Moved By Deputy Mayor Shepley
Seconded By Councillor McGuire-Blais

That Legal and Legislative Services Report-2025-24 entitled Sale of 36 Queen Street and a portion of 25 Queen Street be received;

That Council confirm the authority provided in Closed session to enter into a binding agreement of purchase and sale of 36 Queen Street, Harrow, and a portion of 25 Queen Street, Harrow; and

That By-Law 2489 being a by-law for the disposition of surplus lands (36 Queen Street and a Portion of 25 Queen Street, Harrow) by the Corporation of the Town

of Essex be read a first, a second and a third time and finally passed on October 20, 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	7	0	0	1
				Carried (7 to 0)

10.7 Development Services-2025-07

RE: County of Essex Development Charges

R25-10-481

Moved By Deputy Mayor Shepley
 Seconded By Councillor Verbeek

That Development Services Report-2025-07 entitled County of Essex Development Charges prepared by Lori Chadwick, Director, Development Services dated October 20, 2025 be received for information.

Carried

10.8 Corporate Services-2025-02

RE: Skeates Drain Septic System Installation Assistance Loan Program

R25-10-482

Moved By Deputy Mayor Shepley
 Seconded By Councillor Matyi

That Corporate Services Report-2025-02 entitled Skeates Drain Septic System Installation Assistance Loan Program prepared by Kate Rowe dated October 20, 2025 be received;

That Council direct Administration to move forward with finalizing the Skeates Drain Septic System Installation Assistance Loan Program using the structure identified in the report; and

That By-Law 2488, Being a By-Law to Authorize the Town of Essex Septic System Installation Assistance Loan Program and the undertaking of septic system installation on private residential property as Local improvements, be read a first, a second, and a third time and finally passed on October 20, 2025.

Carried

10.9 Parks and Facilities-2025-08

RE: Overnight Parking at Facilities

R25-10-483

Moved By Councillor McGuire-Blais

Seconded By Councillor Garon

That Parks and Facilities Report-2025-08, entitled Overnight Parking at Facilities, prepared by Jake Morassut, Director, Community Services dated October 20, 2025, be received; and

That Council direct Administration to implement a process for overnight parking at the Essex Centre Sports Complex and the Harrow and Colchester South Community Centre, which includes a permitting process, the addition of signage to the parking lots, and the addition of the regulations as part of the future revised Parking By-Law.

Carried

11. Reports from Youth Members

Lauryn Smith, Youth Councillor, thanked the Essex Centre Business Improvement Area for hosting an incredible Open Streets event.

12. County Council Update

13. Correspondence

13.1 Correspondence to be received

R25-10-484

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 Township of Edwardsburgh Cardinal

RE: Ontario Community Infrastructure Fund (OCIF)

13.1.2 Essex-Windsor Solid Waste Authority

RE: Regular Board Meeting Minutes - July 9, 2025

13.2 Correspondence to be considered for receipt and support

13.2.1 Halton Region

RE: Public Safety Requirements to Protect Our Communities

R25-10-485

Moved By Councillor Verbeek

Seconded By Deputy Mayor Shepley

That the correspondence from the Halton Region regarding Public Safety Requirements to Protect our Communities be received and supported; and

That a letter from the Town of Essex be sent to the Honourable Mark Carney, Prime Minister of Canada, the Honourable Sean Fraser, Minister of Justice and Attorney General of Canada, the Honourable Gary Anandasangaree, Minister of Public Safety, the Honourable Ruby Sahota, Secretary of State (Combatting Crime), the Honourable Doug Ford, Premier of Ontario, the Honourable Doug Downey, Attorney General of Ontario, the Honourable Michael Kerzner, Solicitor General of Ontario, Chris Lewis, MP, Essex Riding, Anthony Leardi, MPP, Essex, Canadian Association of Chiefs of Police, the Ontario Association of Chiefs of Police, the Police Association of Ontario, and the Ontario Provincial Police Association, Ontario Association of Police Service Boards (OAPSB) and Canadian Association of Police Governance (CAPG), Association of Municipalities of Ontario (AMO), and the Federation of Canadian Municipalities (FCM).

Carried

13.2.2 Unifor Local 444 LGBTQ Committee

RE: Flag Request from Unifor Local 444 LGBTQ Committee for Transgender Day of Remembrance - November 16, 2025

R25-10-486

Moved By Councillor McGuire-Blais

Seconded By Councillor Verbeek

That the request from Unifor Local 444 LGBTQ Committee for their flag to be flown at Town Hall on November 16, 2025, in support of Transgender Day of Remembrance in the Town of Essex be received and supported.

Carried

14. Committee Meeting Minutes

R25-10-487

Moved By Deputy Mayor Shepley

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 Personnel Committee - September 2, 2025

Recommendation to Council:

PC-25-05

Moved By Deputy Mayor Shepley, Vice Chair

Seconded By Councillor Garon

That the Personnel Committee recommend to Council the adoption of the Recruitment Policy as presented in HR Report 2025-05 by resolution at the next regular Council meeting.

Carried

14.2 Arts, Culture and Tourism - September 10, 2025

15. Financial

16. New Business

17. Notices of Motion

17.1 The following Notices of Motion were presented at the October 6, 2025 Regular Council Meeting and are being brought forth this evening for Council's consideration:

17.1.1 Mayor Bondy

Mayor Bondy passed the gavel to Deputy Mayor Shepley at 7:53 PM.

R25-10-488

Moved By Mayor Bondy

Seconded By Councillor Allard

That Council direct Administration to provide a report detailing the state of Municipal Drains bounded by County Road 50 from Erie Road to County Road 41 in the Town of Essex and that such report include the number of drains, capacity of drains, and whether or not Council has any ability to implement drainage works without a petition from residents.

Carried

17.1.2 Mayor Bondy

Deputy Mayor Shepley passed the gavel back to Mayor Bondy at 7:58 PM.

By way of a friendly amendment, Council requested that Administration review the requirement to obtain two quotes as part of approval process for the Town's flooding subsidy program.

R25-10-489

Moved By Mayor Bondy

Seconded By Councillor McGuire-Blais

That Council direct Administration to provide a debriefing report on the flooding that occurred in Harrow on September 24, 2025. This report

should include updates on actions or initiatives that the Town is doing to help address this flooding; and

That Administration review the requirement to obtain two quotes as part of the approval process for the Town’s flooding subsidy program.

Carried

17.2 The following Notices of Motion are for presentment only and will be brought forward for Council's consideration at the November 3, 2025 Regular Council Meeting:

17.2.1 Councillor Matyi

Moved By: Councillor Matyi

Whereas new residential and subdivision growth is occurring across the Town of Essex — including in Harrow, McGregor, Colchester, and surrounding rural areas — at times on land that has historically provided drainage outlets for neighbouring farms, older subdivisions, and existing residential properties; and

Whereas changes to grading, filling, or the installation of new stormwater systems may require that longstanding drainage routes be altered or re-routed to accommodate development; and

Whereas it is important that new development respect existing landowners and preserve established drainage systems to prevent avoidable conflicts and property damage.

Therefore, be it resolved that:

1. Council direct Administration to prepare a report describing how new development projects are assessed for drainage impacts:

- Existing surface and subsurface drainage outlets are preserved, rerouted, or replaced to a proper legal outlet;
- Engineering submissions demonstrate that drainage from neighbouring properties will continue to flow safely and without obstruction; and
- Appropriate easements or drainage blocks are secured as part of subdivision or site plan approvals.

2. That the report include, if necessary, recommendations on policy or process updates—such as changes to the Town’s Development Standards Manual, Official Plan policies, or subdivision conditions—to make these protections a consistent requirement for all new developments town-wide.

17.2.2 Councillor McGuire-Blais

Moved By: Councillor McGuire-Blais

Whereas, at its August 13, 2025, meeting, the Essex Centre Business Improvement Area passed a motion providing direction to Councillor McGuire-Blais to request that Town Council commission an on-street parking report.

Now therefore, that Council direct administration to prepare a report to evaluate existing and potential time limitations for on-street parking within the Essex Centre downtown core that includes community feedback from Essex residents and businesses.

18. Reports and Announcements from Council Members

Councillor McGuire-Blais announced the Essex Centre Business Improvement Area Parkette grant as well as other grants that will be used to improve their facades.

19. By-Laws

19.1 By-Laws that require a third and final reading

19.1.1 By-Law 2484

RE: Being a by-law to confirm the proceedings of the October 6, 2025, Regular Meeting of Council of the Corporation of the Town of Essex

R25-10-490

Moved By Deputy Mayor Shepley
Seconded By Councillor Matyi

That By-Law 2484 being a by-law to confirm the proceedings of the October 6, 2025, Regular Meeting of Council of the Corporation of the Town of Essex be read a third time and finally passed on October 20, 2025.

Carried

19.1.2 By-Law 2475

RE: Being a By-Law to provide that Part Lot Control shall not apply to certain lands within Registered Plan 12M-478

R25-10-491

Moved By Deputy Mayor Shepley
Seconded By Councillor McGuire-Blais

That By-Law 2475 being a By-Law to provide that Part Lot Control shall not apply to certain lands within Registered Plan 12M-478 be read a third time and finally passed on October 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 2487

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

R25-10-492

Moved By Councillor McGuire-Blais
Seconded By Councillor Verbeek

That By-Law 2487 being a by-law to confirm the proceedings of the October 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 October 20, 2025.

Carried

20. Adjournment

R25-10-493

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

That the meeting be adjourned at 8:05 PM.

Carried

Mayor

Clerk