



The Corporation of the Town of Essex

Essex Municipal Heritage Committee Meeting Minutes

July 31, 2025, 5:00 pm

Location: Essex Municipal Building, 33 Talbot Street South

Present: Connie Clarkson - Chair
Richard Kokovai - Vice-Chair
Perry Basden - Committee Member
Councillor - Hammond, Rodney, Ward 4 - Committee Member
Laurie Kowtiuk - Committee Member
Linda Matyi - Committee Member
Councillor Jason Matyi, Ward 3 - Committee Member

Absent: Grant Peters - Committee Member
Jacqueline Baldwin - Committee Member

Also Present: Rita Jabbour, Manager, Planning Services
Cheyenne Mailloux, Heritage and Planning Intern
Marsha Buchta, Recording Secretary
Kate Giurissevich, Chief Administrative 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

The Chair called the meeting to order at 5:00 p.m. Linda Matyi arrived at 5:11 p.m.
Councillor Matyi arrived at 5:56 p.m.

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 conflicts of interest noted at this time.

4. Adoption of Published Agenda

4.1 Essex Municipal Heritage Committee Meeting Agenda for July 31, 2025

EMHC25-07-33

Moved By Richard Kokovai - Vice-Chair

Seconded By Laurie Kowtiuk

That the published agenda for the July 31, 2025, Essex Municipal Heritage Committee Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Essex Municipal Heritage Committee Minutes for June 26, 2025

EMHC25-07-34

Moved By Councillor Rodney Hammond
Seconded By Perry Basden

That the minutes of the Essex Municipal Heritage Committee meeting held June 26, 2025 be adopted as circulated.

Carried

6. Unfinished Business

EMHC25-07-35

Moved By Richard Kokovai - Vice-Chair
Seconded By Laurie Kowtiuk

That all reports and updates of the items listed in Agenda 6. Unfinished Business be received.

Carried

6.1 Greater Marketing and Public Education about Heritage - Ongoing

6.2 Official Plan Update - Ongoing

6.3 Heritage Grant Program

6.3.1 Update on Heritage Grant Program

Ms. Cheyenne Mailloux presented some potential updates to the Heritage Grant program for consideration by the Heritage Committee. She detailed current grant opportunities and programs. Feedback received at the various Heritage Week activities with property owners and stakeholder organizations identified areas for improvement. Several new grant opportunities were proposed including a Heritage Tax Rebate program, Accessibility Grant, Heritage Operations Grant and Barn Quilt program which were further categorized under Heritage Grant and Rural Heritage Grant programs. Councillor Hammond inquired if the presentation would be brought before Council for review, which Ms. Jabbour clarified that it would be sometime in the future.

EMHC25-07-36

Moved By Perry Basden
Seconded By Richard Kokovai - Vice-Chair

That the Heritage Committee recommend that Council direct Administration to review and suggest improvements to the Heritage Grant Program.

6.4 Heritage Designation and Interpretive Plaque Program - Ongoing

6.4.1 2025 Heritage Plaque

Several properties were being considered for the next bronze plaque for the 2025 budget year, based on significant anniversaries, they include:

- Kowtiuk House - 55 years
- Colchester Schoolhouse - 145 years
- Oddfellows Building in Harrow - 110 years
- Grace Baptist Church - Essex Centre - 150 years
- Christ Church Cemetery - 225 year

Member Basden expressed concern about plaquing buildings that will be designated within the Cultural Heritage District.

EMHC25-07-37

Moved By Laurie Kowtiuk

Seconded By Richard Kokovai - Vice-Chair

That the Kowtiuk House be presented with a Heritage Plaque.

Carried

6.5 Listing and Designating Properties and Heritage Districts - Ongoing

6.5.1 136 County Road 50 West

Ms. Rita Jabbour advised that the property owners were invited to the meeting; however, they were currently not in the area and available to attend. They would like to meet with staff to discuss the process. A summary of the meeting will be provided to the Heritage Committee for the next meeting in September.

6.5.2 146 Adelaide Street

The property owner had contacted the office to advise they were unable to attend the meeting July 31, 2025 and requested a meeting in August when they will visit the property. The owner advised they would like to understand what is involved in listing the property. A summary of the meeting will be provided to the Committee at the next Heritage Meeting in September.

6.5.3 Rio Theatre

Member Kowtiuk provided information to Vice-Chair Kokovai to review. He will present findings for the next meeting in September.

6.5.4 122 Talbot Street South

The house, known as Essex Manor, was built in 1887, was originally known as Waverly Place. It is an example of a large Queen Anne revival home, built for a well-respected doctor in Windsor and Essex County, Dr. Peter Anderson Dewar. He built one of the largest medical practices in

Western Ontario, shaping public healthcare in the early 20th century. The Committee may consider inviting property owners to a future meeting to discuss listing.

EMHC25-07-38

Moved By Councillor Rodney Hammond

Seconded By Laurie Kowtiuk

That the property owners of 122 Talbot Street South be invited to a future Heritage Committee meeting to discuss the possibility of listing the property.

Carried

6.5.5 44 Sinasac Street - Old Mill

The property is being considered for listing due to its design and historical value. Built in 1940, it is known as the Harrow Old Mill or Harrow Farmers Co-op. It is a landmark in Harrow.

EMHC25-07-39

Moved By Councillor Rodney Hammond

Seconded By Perry Basden

That property owners of 44 Sinasac Street in Harrow, be invited to a future Heritage Meeting to discuss listing.

Carried

6.5.6 Updates on Heritage Inventory

This is an ongoing item for Committee Members to recommend properties that they would like investigated for addition to the Heritage property owner list. No further properties were suggested for addition at this time.

6.6 Cemeteries

6.6.1 Huffman Cemetery - 687 County Road 50 East

Ms. Rita Jabbour and Ms. Cheyenne Mailloux completed a site visit of the Huffman Cemetery. There is only one viable headstone remaining on the property. There is significant history in the area, it is already protected under the Cemeteries Act. Administration is recommending removal of the Huffman Cemetery from the listed properties under the Heritage Register.

EMHC25-07-40

Moved By Perry Basden

Seconded By Councillor Rodney Hammond

That the Huffman Cemetery, located at 687 County Road 50, be removed from the Listed properties under the Town of Essex Heritage Register.

Carried

6.7 Studies and Master Plans - Ongoing

6.8 Heritage Walking Tour and Digital Component - Ongoing

6.8.1 Digital Janes Walk

Ms. Cheyenne Mailloux advised that the final details are being organized, and the Digital Jane's Walk should be posted on the Town's website by the end of the year, potentially by the end of the summer.

6.9 Cultural Master Plan - Ongoing

6.10 Historically Significant Name Registry - Ongoing

6.11 Cultural Heritage, Indigenous History - Ongoing

Councillor Hammond reminded everyone of the first Caldwell Nation Pow Wow occurring August 9-10, 2025.

6.12 Barn Quilts

6.12.1 Sponsorship Update

Member Kokovai provided an update to the Committee on the Barn Quilt sponsorship. He advised he has received interest from a potential sponsor; however, they wanted more details in writing. Another update will be provided in September.

7. New Business

7.1 Heritage Action Item Report

Ms. Cheyenne Mailloux provided an update via the presentation, Heritage Action Item Report circulated with the Agenda. During Heritage week, Perceptions of the Past, we encouraged members of the public / heritage organizations / schools to provide feedback on how they would like the Town to promote Heritage moving forward. Feedback was received suggesting more indigenous representation in the Town's history, yearlong acknowledgement of local history including social media posts, a request for additional information on historical settlement areas, and more funding for heritage organizations. A Town of Essex Heritage Network has been established to facilitate communication between organizations. Heritage organizations would like a volunteer network to be established, and more funding designated specifically to heritage organizations through Grants to help lower operating and maintenance costs. Heritage property owners would like to see changes to the Heritage Grant program, the addition of a heritage tax rebate program and an addition of an accessibility grant program. A review of current funding and space for organizations that are currently running out of Town owned facilities will be conducted. A revision to the property standards by-law detailing heritage property designation will provide clarity and direction for current heritage property owners.

Administration has prepared an Action Item list to be presented to Council.

Councillor Hammond suggested posting historical events in the Harrow News as they have old news articles each week. Also, Administration may want to reach out to heritage organizations that feel there is a lack of communication, for an invitation to be included on this Heritage Committee to ensure their voices are heard.

8. Adjournment

EMHC25-41

Moved By Councillor Jason Matyi

Seconded By Richard Kokovai - Vice-Chair

That the meeting be adjourned at 6:03 p.m.

Carried

9. Future Meetings

Thursday September 25, 2025, at 5:00 p.m. in the Harrow and Colchester South Community Room, 243 McAfee Street - (Harrow Arena)

Chair

Recording Secretary