



**The Corporation of the Town of Essex**

**Regular Council Meeting Minutes**

November 3, 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:

- 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
- Kate Rowe, Director, Corporate Services
- Lauryn Smith, Youth Council Member
- Cole Foster, Youth Council Member
- Cassandra Roy, Legislative Clerk
- Cory Simard, Manager, Legal, Licensing and Enforcement
- Cynthia Cakebread, Manager, Recreation and Culture
- Zak Kolasa, Acting Assistant Manager, Programs

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.

**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 Malandrucolo, Director, Legal & Legislative Services/Clerk reported that on November 3, 2025 at 5:00 PM Council moved into Closed Session as permitted to do so pursuant to Section 239 2 (f) and (j) of the Municipal Act, 2001, S.O. 2001, c. 25. as amended to provide an update to Council on the sale of Town assets.

**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 November 3, 2025**

**R25-10-494**

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

**That** the published agenda for the November 3, 2025 Regular Council Meeting be adopted with the following amendment:

That Agenda Items 10.3.1, 10.3.2, and 10.3.3 be added to allow for delegations by Laurie Brett, Harrow Early Immigration Research Society, Monica Carruthers, Heritage Colchester, and Morley Bowman, Heritage Essex Inc.

**Carried**

**7. Adoption of Minutes**

**7.1 Regular Council Meeting Minutes for October 20, 2025**

**R25-10-495**

Moved By Councillor Allard

Seconded By Deputy Mayor Shepley

**That** the minutes of the Regular Council Meeting held October 20, 2025 be adopted as circulated.

**Carried**

**8. Public Presentations**

**8.1 Verbal Report by Councillor Matyi**

RE: Water Quality Open House

Councillor Matyi provided a verbal report on the Water Quality Open House and explained methods of improving water quality in our Great Lakes.

**R25-10-496**

Moved By Councillor Hammond

Seconded By Councillor Allard

**That** the verbal report by Councillor Matyi regarding the Water Quality Open House be received.

**Carried**

**9. Unfinished Business**

## **10. Reports from Administration**

### **10.1 Legal and Legislative Services-2025-23**

RE: Taxicab Licensing

Cory Simard, Manager, Legal, Licensing and Enforcement explained that at the Regular Council Meeting of December 2, 2024 Council directed Administration to investigate and propose options to waive taxicab licensing fees. Administration recommended waiving taxicab licensing fees for a 13-months trial basis from December 1, 2025, to December 31, 2026.

#### **R25-10-497**

Moved By Councillor Verbeek

Seconded By Councillor Matyi

**That** Legal and Legislative Services Report-2025-23 entitled, Taxicab Licensing prepared by Cory Simard, Manager, Legal, Licensing & Enforcement dated November 3, 2025, be received; and

**That** By-Law 2486, being a By-Law to amend By-Law 1052 being a By-Law to provide for licensing, regulating and governing of taxicabs and taxicab drivers in the Town of Essex effective from December 1, 2025 to December 31, 2026, be read for a first and second time and provisionally adopted on November 3, 2025.

**Carried**

### **10.2 Recreation and Culture-2025-03**

RE: 2025 Update on Recreation and Culture Programs

Cynthia Cakebread, Manager, Recreation and Culture, provided a verbal report on the status, development and growth of the Recreation and Culture Division.

#### **R25-10-498**

Moved By Deputy Mayor Shepley

Seconded By Councillor Hammond

**That** Recreation and Culture Report-2025-03 entitled Update on Recreation and Culture programming, prepared by Zak Kolasa, Acting Assistant Manager, Programs dated November 3, 2025, be received for information.

**Carried**

### **10.3 Finance and Business Services-2025-06**

RE: Heritage Groups

Kate Rowe, Director, Corporate Services provided an update on the levels of service of all heritage groups that lease space in Town facilities.

Delegates on behalf of the heritage groups in the Town of Essex including the Harrow Early Immigrant Research Society (HEIRS), Heritage Colchester, Heritage Essex Inc., and Essex and Community Historical Research Society (ECHRS) provided an update on their revenues, expenses, and facility usage.

**R25-10-499**

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

**That** Council the delegate, Laurie Brett on behalf of the Harrow Early Immigration Research Society, be permitted to present to Council for an additional 3 minutes.

**Carried**

**R25-10-500**

Moved By Councillor Matyi

Seconded By Councillor McGuire-Blais

**That** Laurie Kowtiuk, on behalf of the Essex and Community Historical Research Society (ECHRS) be permitted to address Council as a delegate.

**Carried**

**R25-10-501**

Moved By Councillor Hammond

Seconded By Councillor McGuire-Blais

**That** Finance and Business Services Report-2025-06, entitled Heritage Groups prepared by Ann Marie Unis, dated November 3, 2025, be received for information.

**Carried**

10.3.1 Laurie Brett, Secretary-Treasurer, Harrow Early Immigrant Research Society (HEIRS)

10.3.2 Monica Carruthers, President, Heritage Colchester

10.3.3 Morley Bowman, Heritage Essex Inc., Essex Railway Station

10.3.4 Laurie Kowtiuk, President, Essex and Community Historical Research Society (ECHRS)

**10.4 Office of the CAO-2025-07**

RE: Organizational Review Update

**R25-10-502**

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

**That** Office of the CAO Report-2025-07 entitled Annual Status Update to the 2024 Organizational Review prepared by Kate Giurissevich, CPA, CA, Chief Administrative Officer dated November 3, 2025 be received for information.

**Carried**

**10.5 Legal and Legislative Services-2025-21**

RE: Integrity Commissioner Services 2025 Proposal

Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk provided Council with a recommendation to appoint Suzanne Craig, SC Consulting, as the new Integrity Commissioner effective December 1, 2025.

**R25-10-503**

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

**That** Legal and Legislative Services Report-2025-01 entitled Results of Request for Proposal – Integrity Commissioner Services prepared by Joe Malandrucolo, Director, Legal and Legislative Services/Clerk dated November 3, 2025, be received;

**That** Council accept the resignation of Bruce Elman as Integrity Commissioner for the Town of Essex, effective November 30, 2025;

**That** Council approve the appointment of Suzanne Craig, operating as SC Consulting, as Integrity Commissioner for the Town of Essex, effective December 1, 2025, through to November 30, 2027, with two options to extend for an additional two years each; and

**That** Council direct the Clerk to do such things and execute such documents required to give effect to the foregoing.

**Carried**

**10.6 Drainage-2025-09**

RE: Acceptance of Tender Langlois Arner Drain

Kevin Girard, Director, Infrastructure Services, provided a verbal report the results of the Request for Tender for the Langlois-Arner Drainage System. Director Girard advised that the project was fully funded by the developer of Colchester Heights Subdivision and noted that this project will improve drainage to compensate for a 100-year flood event.

**R25-10-504**

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

**That** Drainage Report-2025-09 entitled Results of Request for Tender- Langlois-Arner Drainage System prepared by Lindsay Dean, Drainage Superintendent dated November 3, 2025 be received; and

**That** Council award Request for Tender- Langlois-Arner Drainage System to Major Construction 2010 Ltd. in the amount of \$616,614.72 including non-refundable Harmonized Sales Tax.

**Carried**

**10.7 Drainage-2025-10**

RE: Appointment of Engineer for Philip Ferris Drain

**R25-10-505**

Moved By Councillor Matyi

Seconded By Councillor Garon

**That** Drainage Report-2025-10 entitled Appointment of an Engineer under Section 78 of the Drainage Act for the Philip Ferris Drain prepared by Lindsay Dean, Drainage Superintendent dated November 3, 2025 be received; and

**That** Council appoint N.J. Peralta Engineering Ltd. under Section 78 of the Drainage Act for the Philip Ferris Drain.

**Carried**

#### **10.8 Drainage-2025-11**

RE: Appointment of Engineer to Banks Drain

##### **R25-10-506**

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

**That** Drainage Report 2025-11 entitled Appointment of an Engineer under Section 78 and 76 of the Drainage Act for the Banks Drain prepared by Lindsay Dean, Drainage Superintendent dated November 3, 2025 be received; and

**That** Council appoint RC Spencer Associates Inc. under Section 78 and 76 of the Drainage Act to review the Banks Drain in conjunction with their current appointment for the Sinasac Drain.

**Carried**

#### **10.9 Operations-2025-03**

RE: Results of Request for Tender-Supply of Bulk Winter Salt

##### **R25-10-507**

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

**That** Operations Report-2025-03 entitled Results of Request for Tender-Supply of Bulk Winter Salt prepared by Norm Nussio, Manager, Operations and Drainage dated November 3, 2025, be received;

**That** Council Award Results of Request for Tender-Supply of Bulk Winter Salt to Windsor Salt Ltd. in the estimated amount of \$496,200.00 including non-refundable HST; and

**That** Council authorize over expenditures incurred for 2025-2026 Winter Control to be funded from the Contingency Reserve for Winter Control.

**Carried**

#### **10.10 Operations-2025-12**

RE: Results of Request for Quotation - Sidewalk Winter Control Essex, Harrow and Colchester Centres

##### **R25-10-508**

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

**That** Operations Report-2025-12 entitled Results of Request for Quotation-Sidewalk Winter Control Essex, Harrow and Colchester Centres prepared by Norm Nussio Manager of Operations and Drainage dated November 3, 2025, be received;

**That** Council award Results of Request for Quotation-Sidewalk Winter Control Essex, Harrow and Colchester Centres to Landscape Effects Group in the estimated amount of \$135,000.00 per year including non-refundable taxes with an option to extend another 2 years; and

**That** Council authorize excess expenditures incurred over the 2025-2026 Winter Control budgets to be funded from contingency reserve for Winter Control.

**Carried**

## **11. Reports from Youth Members**

Lauryn Smith, Youth Council Member, provided an update on the Essex Highschool teams and highlighted their success.

Cole Foster, Youth Council Member, announced that the new swimming lessons at the Essex Recreation Complex begin on November 2, 2025.

## **12. County Council Update**

Deputy Mayor Shepley provided an update on the County Council 2026 draft budget which proposes a tax rate increase of approximately 3%. He announced that the County proposed the 2026 road rehabilitation program, EMS approved the 2026 Land Ambulance Response Time Performance Plan, and County Council approved a Notice of Motion to direct Administration to invite the Service Manager for Windsor/Essex social housing to an upcoming meeting of County Council to discuss concerns and opportunities related to its operations and social housing stock.

### **R25-10-509**

Moved By Councillor McGuire-Blais

Seconded By Councillor Allard

**That** the County of Essex, Regular Meeting minutes listed in Agenda Item 12, be received.

**Carried**

### **12.1 County of Essex Council Meeting Minutes - September 17, 2025**

### **12.2 County of Essex Council Meeting Minutes - October 1, 2025**

## **13. Correspondence**

### **13.1 Correspondence to be received**

#### **R25-10-510**

Moved By Councillor McGuire-Blais

Seconded By Councillor Hammond

**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.

13.1.1 The Corporation of The Township of Stone Mills

RE: Advocacy for Funds to Effectively Manage the Emerald Ash Borer Infestation

13.1.2 The Town of Plympton-Wyoming

RE: Conservation Fee Freeze

**13.2 Correspondence to be considered for receipt and support**

13.2.1 Town of Bradford West Gwillimbury

RE: Removing HST/GST from New Homes to Support Housing Affordability

**R25-10-511**

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

**That** the correspondence from the Town of Bradford West Gwillimbury regarding Removing GST/HST from New Homes to Support Housing Affordability be received and supported; and

**That** a letter from the Town of Essex be sent to the Right Honourable Mark Carney, Prime Minister, The Honourable Doug Ford, Premier of Ontario, Anthony Leardi, MPP, Chris Lewis, MP, Federation of Canadian Municipalities (FCM) and Association of Municipalities of Ontario (AMO)

Carried

13.2.2 Windsor-Essex County Health Unit

RE: Antimicrobial Resistance Awareness Week

**R25-10-512**

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

**Whereas**, antimicrobial resistance occurs when bacteria, viruses, fungi, and parasites change over time and no longer respond to medicines, making infections harder to treat and increasing the risk of disease spread, severe illness, and death. Antimicrobial resistance harms our health, food systems, environment and economies; and,

**Whereas**, the range of antibiotic use varies from 403 per 1000 to 755 per 1000 residents across Ontario. Windsor-Essex County (WEC) leads the highest prescribing at 755 prescriptions per 1000 residents in comparison to the provincial average of 535 per 1000 residents; and,

**Whereas**, antimicrobial resistance is recognized as one of the most urgent public health challenges of our time. If current antibiotic use continues, it is estimated that by 2050 approximately 10 million people worldwide could die annually from infections caused by resistant organisms. In 2021, bacterial drug-resistant infections were associated with an estimated 4.71 million deaths globally, of which 1.14 million

deaths were directly attributable to bacterial antimicrobial resistance;  
and,

**Whereas**, without decisive global action, up to 39 million deaths could be directly attributable to bacterial antimicrobial resistance between 2025 and 2050 – equivalent to three deaths every minute; and

**Whereas**, World Antimicrobial Resistance Awareness Week, observed annually from November 18-24, aims to increase both public and professional awareness of antimicrobial resistance. The campaign promotes best practices across healthcare settings to prevent the spread of drug-resistant infections and to preserve the effectiveness of antimicrobials for future generations; and,

**Whereas**, this November, the Town of Essex proudly joins the Windsor-Essex County Health Unit (WECHU) in raising awareness of antimicrobial resistance and promoting the responsible use of antimicrobials among healthcare professionals, policymakers, and the public; and,

**Therefore:** I, Sherry Bondy, Mayor of the Town of Essex, do hereby proclaim November 18, 2025 – November 24, 2025, “Antimicrobial Resistance Awareness Week” in the Town of Essex.

**Carried**

#### 13.2.3 Essex Region Conservation Authority

RE: Essex Region Source Protection Committee

**R25-10-513**

Moved By Councillor Allard

Seconded By Councillor Matyi

**That** the correspondence from Essex Region Conservation Authority regarding the Essex Region Source Protection Committee be received;  
and

**That** Council endorse the appointment of Taryn Azzopardi, City of Windsor to the Essex Region Source Protection Authority as a regular member with an expected appointment date of February 12, 2026 for a term of 5 years.

**Carried**

#### 14. Committee Meeting Minutes

**R25-10-514**

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

**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 Committee of Adjustment - September 16, 2025**

**14.2 Essex Centre Business Improvement Area - September 17, 2025**

**14.3 Santa's Village - September 18, 2025**

**15. Financial**

**16. New Business**

**17. Notices of Motion**

**17.1 The following Notices of Motion were presented at the October 20, 2025 Regular Council Meeting and are being brought forth this evening for Council's consideration:**

17.1.1 Councillor Matyi

**R25-10-515**

Moved By Councillor Matyi

Seconded By Mayor Bondy

**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.

**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	
<b>Results</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>

**Defeated (4 to 4)**

#### 17.1.2 Councillor McGuire-Blais

During the deliberations on the Notice of Motion, Councillor McGuire-Blais brought forward a motion to postpone her NOM until 3 months after appropriate signage is properly displayed and updated in the cores. The motion to postpone was seconded by Deputy Mayor Shepley.

#### **R25-10-516**

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

**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 evaluate existing and potential time limitations for on-street parking within the Essex Centre and Harrow downtown cores.

**Tabled**

### **17.2 The following Notice of Motion is for presentment only and will be brought forward for Council's consideration at the November 17, 2025 Regular Council Meeting:**

#### 17.2.1 Mayor Bondy

Moved By: Mayor Bondy

**That** Town of Essex Council direct Administration to investigate options for an affordable housing subsidy program to help non-profits who supply Affordable Residential Units in our community to use the subsidy to leverage grants dollars and that such program be included in the 2026 Town of Essex budget document for deliberation.

**18. Reports and Announcements from Council Members**

Councillor McGuire-Blais congratulated the Essex Centre BIA for a successful Tiny Tots Parade and announced that the Santa Claus Parade and Santa's Village will take place on December 13, 2025.

Councillor Allard announced that the Makers Market is occurring at John R Park Homestead on December 7, 2025, at 11 a.m.

Councillor Hammond announced that on November 11, 2025, the Harrow Legion will have service at the Harrow cenotaph.

Councillor Verbeek announced that the Jaida Chartier Foundation is holding a Swifties event and tickets are available until November 9, 2025.

**19. By-Laws**

**19.1 By-Laws that require a third and final reading**

19.1.1 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

**R25-10-517**

Moved By Deputy Mayor Shepley

Seconded By Mayor Bondy

**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 third time and finally passed on November 3, 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 2484

RE: Use of Vote Counting Equipment and Advance Voting Dates for the 2026 Town of Essex Municipal Election

**R25-10-518**

Moved By Councillor Garon

Seconded By Councillor McGuire-Blais

**That** By-Law 2484 be read a first and a second time and provisionally adopted on November 3, 2025.

**Carried**

19.3.2 By-Law 2492

RE: Being a by-law to confirm the proceedings of the November 3, 2025, Regular Meeting of Council of the Corporation of the Town of Essex

**R25-10-519**

Moved By Councillor Garon

Seconded By Councillor Allard

**That** By-Law 2492 being a by-law to confirm the proceedings of the November 3, 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 November 3, 2025.

**Carried**

**20. Adjournment**

**R25-10-520**

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

**That** the meeting be adjourned at 8:23 PM.

**Carried**

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Mayor

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Clerk