



The Corporation of the Town of Essex

Regular Council Meeting Minutes

November 17, 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
Kate Giurissevich, Chief Administrative Officer
Lori Chadwick, Director, Development Services
David McBeth, Manager, Capital Works & Asset Management
Erica Tilley, Assistant Manager, Capital Works & Asset Management
Kate Rowe, Director, Corporate Services
Lauryn Smith, Youth Council Member
Cole Foster, Youth Council Member
Tanya Tuzlova, Recording Secretary

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 Malandrucolo, Director, Legal & Legislative Services/Clerk reported that on November 17, 2025 at 4:30 PM Council moved into Closed Session as permitted to do so pursuant to Section 239 2 (a), (b), (f) and (i) of the Municipal Act, 2001, S.O. 2001, c. 25.

as amended to receive a third-party presentation regarding proposed security improvements to Town property.

Director Malandrucolo further reported that on November 17, 2025 at 5:00 PM Council moved into Closed Session as permitted to do so pursuant to Section 239 2 (d) and (j) of the Municipal Act, 2001, S.O. 2001, c. 25. as amended to receive an update on Town Personnel, an update on labour negotiations and to discuss potential Town security improvements.

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 17, 2025

R25-11-521

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

That the published agenda for the November 17, 2025 Regular Council Meeting be adopted with the following amendments:

1. Agenda Item 16.1 be added to allow for a Matter of New Business from Councillor Matyi;
2. Agenda Item 17.2.1 be added to allow for a Notice of Motion for presentment only by Councillor Matyi;
3. Agenda Item 17.2.2 be added to allow for a Notice of Motion for presentment only by Mayor Bondy; and
4. Agenda Item 17.1 be moved under 8.2 as it pertains to the Affordable Housing Task Force delegation.

Carried

7. Adoption of Minutes

7.1 Regular Council Meeting Minutes for November 3, 2025

R25-11-522

Moved By Deputy Mayor Shepley

Seconded By Councillor Garon

That the minutes of the Regular Council Meeting held November 3, 2025 be adopted as circulated.

Tabled

8. Public Presentations

8.1 Dr. Ken Blanchette, Windsor Essex County Health Unit

RE: Response to the Beach Closures in the Municipality of the Town of Essex

Dr. Ken Blanchette, Chief Executive Officer, explained that the beach water testing in Essex County is completed once a week and is sent to the Health Unit lab in London to predict the E. coli level. He noted that new standards are going

to be implemented in January 2026 that will allow testing to happen more frequently and would require a commitment from the Municipality to invest in this testing.

Kristy McBeth, Senior Director, explained that Colchester had five warnings posted over the last couple of years and only two beach closures in 2025. She stated that Colchester does not have a disproportionate number of warnings or closures compared to other beaches in the area.

R25-11-523

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

That the delegation by Dr. Ken Blanchette, Chief Executive Officer, and Kristy McBeth, Senior Director, Public Health Programs, Windsor Essex County Health Unit regarding Beach Closures in the Municipality of the Town of Essex be received.

Carried

8.2 Rachael Mills and Fred Groves, Members, Affordable Housing Task Force

RE: Affordable Housing Subsidy Program

Rachel Mills and Fred Groves explained the Affordable Housing Task Force and stated that several occupied affordable homes are at risk of becoming uninhabitable without timely repairs. Ms. Mills explained that a small strategic municipal investment can help this process to become efficient, more accessible, and successful for our local nonprofit housing provider. She noted that by exploring a subsidy program the Town has the chance to show initiative and partnership by protecting affordable housing units we have in our community.

R25-11-524

Moved By Councillor Allard

Seconded By Councillor Hammond

That the delegation by Rachael Mills and Fred Groves, Members, Affordable Housing Task Force be received.

Carried

8.2.1 The following Notice of Motion was presented at the November 3, 2025 Regular Council Meeting and is being brought forth this evening for Council's consideration:

8.2.1.1 Mayor Bondy

The following Notice of Motion was moved from Agenda Item 17.1.1 during the adoption of the published Agenda.

Mayor Bondy passed the gavel to Deputy Mayor Shepley at 6:36 PM until the passing of the Motion at 7:38 PM.

R25-11-525

Moved By Councillor Verbeek

Seconded By Councillor McGuire-Blais

That Council allow Fred Groves, Member, Affordable Housing Task Force, to speak to the Notice of Motion.

Carried

R25-11-526

Moved By Mayor Bondy

Seconded By Councillor Verbeek

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.

Mayor Bondy requested 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	8	0	0	0

Carried (8 to 0)

9. Unfinished Business

10. Reports from Administration

10.1 Capital Works and Asset Management-2025-22

RE: 2025 Asset Management Public Engagement Survey Results

Erica Tilley, Assistant Manager, Capital Works and Asset Management provided an overview of the resident survey regarding the current level of service maintained in Town's Asset Management Program.

R25-11-527

Moved By Deputy Mayor Shepley
Seconded By Councillor Verbeek

That Capital Works and Asset Management Report 2025-22 entitled, 2025 Asset Management Public Engagement Survey prepared by Erica Tilley, Assistant Manager, Capital Works and Asset Management dated November 17, 2025 be received.

Carried

10.2 Capital Works and Asset Management 2025-23

RE: 2025 Annual Speed Monitoring Program

Erica Tilley, Assistant Manager, Capital Works and Asset Management provided a verbal report on annual speed monitoring rates with the various speed detection devices in the Town of Essex.

R25-11-528

Moved By Councillor Verbeek
Seconded By Deputy Mayor Shepley

That Capital Works and Asset Management Report 2025-23 entitled, 2025 Annual Speed Monitoring Program prepared by Erica Tilley, Assistant Manager, Capital Works and Asset Management dated November 17, 2025 be received.

Carried

10.3 Office of the CAO-2025-09

RE: Community Member Appointment – Essex County Police Service Board (North)

R25-11-529

Moved By Councillor Allard
Seconded By Councillor Verbeek

That Office of the CAO Report 2025-09 entitled Community Member Appointment- Essex County OPP Detachment Board (North) prepared by Kate Giurissevich, CPA, CA, dated November 17, 2025 be received;

That Council appoint Don Williamson to be the second Town of Essex at-large Community Member on the Essex County OPP Detachment Board (North) effective January 1, 2026, for a one-year term; and

That Council direct Administration to forward Council's 2026 appointee for the at-large Community Member to the Municipality of Lakeshore and Town of Tecumseh for their consideration.

Carried

10.4 Capital Works and Asset Management-2025-21

RE: Closure of the Temporary Accessway at Fairview Avenue

R25-11-530

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

That Capital Works and Asset Management Report 2025-21 entitled Closure of the Temporary Accessway at Fairview Avenue by David McBeth, Manager, Capital Works and Asset Management dated November 17, 2025 be received for information.

Carried

10.5 Operations-2025-13

RE: Results of Request for Tender-Beach Roads Winter Control

R25-11-531

Moved By Councillor Hammond

Seconded By Councillor Garon

That Operations Report 2025-13 entitled Results of Request for Tender-Beach Roads Winter Control prepared by Norm Nussio Manager, Operations and Drainage dated November 17, 2025, be received;

That Council award Results of Request for Tender-Beach Roads Winter Control to Talis Group Incorporated in the estimated amount of \$40,000.00 per year, and

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

Carried

10.6 Community Services-2025-31

RE: Special Events Resource Team (SERT) Update – November 2025

R25-11-532

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

That Community Services Report 2025-31 entitled Special Event Resources Team (SERT) Update – November 2025 prepared by Jake Morassut, Director, Community Services, dated November 17, 2025, be received for information.

Carried

10.7 Legal and Legislative Services-2025-25

RE: Upper Portion of the Taylor Drain Improvements

R25-11-533

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

That the following three (3) members of the Drainage Board: Daniel Bezaire-Arevalo, Tiffany Pocock, and Danny Sauve be appointed to sit as members of the Court of Revision to be convened for the Upper Portion of the Taylor Drain

Improvements, Geographic Township of Colchester South, County of Essex, Project No. D23-071 pursuant to the Report prepared by Antonio B. Peralta, Professional Engineer, N.J. Peralta Engineering Ltd., and dated September 29, 2025 (hereinafter the "Report"), such Court of Revision to be scheduled for 5:00 pm on December 18, 2025; and

That By-Law 2493 being a by-law to provide for Upper Portion of the Taylor Drain Improvements, Geographic Township of Colchester South, County of Essex, Project No. D23-071, be read a first and second time and provisionally adopted on November 17, 2025.

Carried

10.8 Finance and Business Services-2025-08

RE: 2026 Budget Outlook

Kate Rowe, Director, Corporate Services, highlighted the budget changes that have impacted the Town of Essex including contractual items and utilities.

R25-11-534

Moved By Councillor Garon

Seconded By Councillor Matyi

That Finance and Business Services Report 2025-08 entitled 2026 Budget Outlook prepared by Kate Rowe, CPA, Director Corporate Services/Treasurer dated November 17, 2025 be received.

Carried

10.9 Finance and Business Services-2025-09

RE: External Audit Services Extension

R25-11-535

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

That Finance and Business Services Report 2025-09 entitled External Audit Services Extension prepared by Ann Marie Unis dated November 17, 2025 be received; and

That Council award the third-year extension to KPMG LLP in the amount of \$35,387.04 including non-refundable HST.

Carried

11. Reports from Youth Members

Lauryn Smith, Youth Councillor, announced that the Junior Optimist Club baked 300 cookies for Iler Lodge last week and that the Junior Boys Volleyball team will attend OFSAA in Orillia this coming weekend.

12. County Council Update

Deputy Mayor Shepley reported that County Council approved a new 7-pillar advocacy strategy to help guide how we identify issues, prioritize them, and advocate with higher

levels of government throughout the year. He further reported that County Council adopted a CAO Performance Appraisal Policy to ensure accountability and transparency.

R25-11-536

Moved By Councillor Hammond

Seconded By Mayor Bondy

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

Carried

12.1 County of Essex Council Meeting Minutes - October 15, 2025

13. Correspondence

13.1 Correspondence to be received

R25-11-537

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

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 South-West Oxford

RE: Automated Speed Enforcement (ASE) Cameras

13.1.2 Essex County OPP Detachment Board - North

RE: Minutes from September 15, 2025

13.1.3 City of Brantford

RE: Airport Capital Assistance Program

13.1.4 Essex Water Distribution System

RE: DWQMS Management Meeting Minutes from November 3, 2025

13.1.5 Essex-Windsor Solid Waste Authority

RE: Correspondence from the Ministry of Environment, Conservation and Parks
RE: Blue Box Collection from Industrial, Commercial and Institutional Sources

13.2 Correspondence to be considered for receipt and support

13.2.1 Paul Dubé, Ombudsman of Ontario

Re: Ombudsman Report - Investigation into meetings held by council for the Town of Essex on February 20, April 15, April 29, and May 6, 2024

R25-11-538

Moved By Councillor Verbeek

Seconded By Deputy Mayor Shepley

That the correspondence from Paul Dubé, Ombudsman of Ontario, being an Ombudsman Report, dated October 2025, regarding his investigation into meetings held by council for the Town of Essex on February 20, April 15, April 29, and May 6, 2024, be received; and

That Council for the Town of Essex address the Ombudsman Report as follows:

- i. Council for the Town of Essex will continue their vigilance in adhering to their individual and collective obligation to ensure that the Town complies with its responsibilities under the Municipal Act, 2001;
- ii. Council Resolution R25-10-463, passed on October 6, 2025, directs Administration to revise Closed Meeting Agendas of Council to provide as much information as possible about the general nature of the matters to be considered in Council's resolutions to go into a closed meeting, without compromising the reason for holding a closed meeting; and
- iii. As a best practice, Council for the Town of Essex, are reminded to practice robust record keeping for any requests by a third party to keep confidential the information disclosed to Council by that third party in a closed meeting of Council, pursuant to section 239(2)(i) of the Municipal Act, 2001.

Carried

13.2.2 Drainage Board

RE: Resignation of Percy Dufour from the Drainage Board

R25-11-539

Moved By Councillor Garon

Seconded By Councillor Hammond

That the verbal resignation of Percy Dufour from the Drainage Board be received; and

That Council direct Administration to write a letter of appreciation and thanks for his commitment to the Drainage Board.

Carried

13.2.3 Affordable Housing Task Force

RE: Resignation of Frazier Fathers from the Affordable Housing Taskforce

R25-11-540

Moved By Councillor McGuire-Blais

Seconded By Councillor Verbeek

That the resignation of Fraizer Fathers from the Affordable Housing Taskforce be received; and

That Council direct Administration to write a letter of appreciation and thanks for his commitment to the Affordable Housing Task Force.

Carried

14. Committee Meeting Minutes

R25-11-541

Moved By Councillor Allard

Seconded By Councillor Hammond

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 Municipal Heritage Committee - September 25, 2025

Recommendation to Council:

EMHC25-09-46

Moved By Richard Kokovai - Vice-Chair

Seconded By Jacqueline Baldwin

That the Essex Municipal Heritage Committee recommend to Council that the property located at 44 Sinasac Street West, known as the Old Mill, be listed on the Heritage Register.

Carried

14.2 Drainage Board - November 6, 2025

15. Financial

16. New Business

16.1 Councillor Matyi

R25-11-542

Moved By Councillor Matyi

Seconded By Councillor Verbeek

Whereas the Ministry of the Environment, Conservation and Parks has posted Environmental Registry Notice No. 025-1257 proposing the consolidation of Ontario's 36 Conservation Authorities into seven regional entities, including the creation of a new "Lake Erie Regional Conservation Authority", with the consultation period for the proposal ending on December 22, 2025; and

Whereas the Essex Region Conservation Authority (ERCA) Board of Directors has adopted a formal resolution outlining significant concerns with the proposed "Lake Erie Region" boundary configuration, citing issues related to geographic coherence, local accountability, transition costs, service continuity, and the unique hydrological and environmental characteristics of the Essex Region; and

Whereas the Town of Essex places a high priority on effective watershed management, timely permitting, coordinated hazard mitigation, and the protection of local residents and property from flooding, sheet flooding, shoreline erosion, and other natural hazards; and

Whereas it is essential that municipalities understand the potential impacts of the proposed restructuring on front-line services, local permitting, environmental protection, and long-term watershed planning in our region.

Now therefore be it resolved that Council invite the Essex Region Conservation Authority’s leadership—including the CAO and/or senior technical staff—to attend the December 1, 2025, or December 15, 2025, Regular Meeting of Council to provide a comprehensive briefing on Environmental Registry Notice No. 025-1257 including:

1. The potential impacts on the Essex Region;
2. Anticipated changes to permitting, timelines, governance, and service delivery;
3. Local watershed-specific concerns including flooding, sheet flooding, stormwater flows, watershed outlets, and Lake Erie shoreline erosion; and
4. Any opportunities for municipal collaboration or advocacy during the Environmental Registry Notice No. 025-1257 consultation period.

Carried

17. Notices of Motion

17.1 The following Notice of Motion was presented at the November 3, 2025 Regular Council Meeting and is being brought forth this evening for Council's consideration:

17.1.1 Mayor Bondy

The following Notice of Motion by Mayor Bondy was moved to Agenda 8.2 during the adoption of the published Agenda.

17.2 The following Notices of Motion are for presentment only and will be brought forward for Council's consideration at the December 1, 2025 Regular Council Meeting:

17.2.1 Councillor Matyi

Moved By: Councillor Matyi

Whereas the Ministry of the Environment, Conservation and Parks has posted Environmental Registry Notice No. 025-1257 proposing the consolidation of Ontario’s 36 Conservation Authorities into seven regional entities, including the creation of a new “Lake Erie Regional Conservation Authority”, with the consultation period for the proposal ending on December 22, 2025; and

Whereas the Essex Region Conservation Authority (ERCA) Board of Directors has adopted a formal resolution outlining significant concerns with the proposed “Lake Erie Region” boundary configuration, citing issues related to geographic coherence, local accountability, transition costs, service continuity, and the unique hydrological and environmental characteristics of the Essex Region; and

Whereas the Town of Essex places a high priority on effective watershed management, timely permitting, coordinated hazard mitigation, and the protection of local residents and property from flooding, sheet flooding, shoreline erosion, and other natural hazards; and

Whereas it is essential that municipalities understand the potential impacts of the proposed restructuring on front-line services, local permitting, environmental protection, and long-term watershed planning in our region.

Now Therefore, be it Resolved:

1. **That** Council direct Administration to prepare and send a letter to the Essex Region Conservation Authority (ERCA) expressing the Town of Essex's support for the ERCA Board's position regarding the proposed Conservation Authority consolidation as outlined in Environmental Registry Notice 025-1257 and that this resolution be circulated to ERCA member municipalities for their information; and
2. **That** Council direct the Town's Clerk to submit the Town's comments to the Province's consultation portal for Environmental Registry Notice 025-1257 by December 22, 2025.

17.2.2 Mayor Bondy

Moved By: Mayor Bondy

That Council direct Administration to provide Council with information regarding the lighted Snowflake Decorations hung by the Town in the urban cores of the Town of Essex and that such information include the condition of the decorations, the annual cost to repair the decorations and possible costings options for when the decorations need repairs or replacement.

18. Reports and Announcements from Council Members

Councillor Hammond announced that the Winter Wonderland in Harrow is taking place on Saturday, November 22, 2025, from 3:00 - 7:00 PM at the corner of King Street and Victoria Street.

19. By-Laws

19.1 By-Laws that require a third and final reading

19.1.1 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

R25-11-543

Moved By Councillor Verbeek

Seconded By Deputy Mayor Shepley

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 third time and finally passed on November 17, 2025.

Carried

19.1.2 By-Law 2484

RE: Being a by-law to authorize the use of vote counting equipment and to establish Advance Voting Dates for the 2026 Town of Essex Municipal Election

R25-11-544

Moved By Councillor Matyi

Seconded By Councillor Hammond

That By-Law 2484 being a by-law to authorize the use of vote counting equipment and to establish Advance Voting dates for the 2026 Town of Essex Municipal Election be read a third time and finally passed on November 17, 2025.

Carried

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

19.2.1 By-Law 2495

RE: Being a by-law to enter into a Licence Agreement with 997025 Ontario. Inc. for Santa's Village Committee event space

R25-11-545

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

That By-Law 2495 being a by-law to enter into a Licence Agreement with 997025 Ontario Inc. for Santa's Village Committee event space be reading a first, a second and a third time and finally passed on November 17, 2025.

Carried

19.3 By-Laws that require a first and second reading

19.3.1 By-Law 2494

RE: Being a by-law to confirm the proceedings of the November 17, 2025, Regular Meeting of Council of the Corporation of the Town of Essex

R25-11-546

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

That By-Law 2494 being a by-law to confirm the proceedings of the November 17, 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 17, 2025.

Carried

20. Adjournment

R25-11-547

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

That the meeting be adjourned at 8:12 PM.

Carried

Mayor

Clerk