

COUNCIL DIRECTED REPORTS

As of October 31, 2025



Council Meeting Date	Council Resolution/NOM	Title	Resolution	Dept. Lead	Timeline Back to Council
October 16, 2023	R23-10-401	Harrow Pickleball	That the delegation and presentation by Spencer Wilson and Mark Clifford, Harrow Pickleball Club, be received and that Council direct administration to provide more information on pricing and location options.	Community Services	Complete
February 20, 2024	R24-02-054	Harrow Parkland Master Plan	That Council approve \$20,000.00 for a new capital project entitled Harrow and Colchester South Community Centre Park Master Plan to be funded from the Development Charges Reserve - Administration	Community Services	Feb-26
April 2, 2024	R24-04-136	NOM - Review Development Standards Manual and 4 particular items brought forward by developers	That Council direct Administration to review the Development Standards Manual, including a review of the following items, and provide a summary of what other Towns are doing for the items: <ul style="list-style-type: none"> • use of v curb and barrier curbs, • use of water pipes used by the municipality for example plastic vs copper, • maintenance period in the Town of Essex, and • use of surety bonds in both commercial and residential development. [COMPLETE] 	Infrastructure Services	Feb-26
May 6, 2024	R24-05-189	NOM - Vulnerable sector list for follow up in emergencies	That Administration be directed to return with a report regarding creating a voluntary list of Town of Essex residents that would like or need the Town to check on them at a time of prolonged power outages, severe weather events or disasters and whether or not the Town should provide such services.	Office of the CAO	Mar-26
December 2, 2024	R24-12-550	NOM - Mayor Bondy Taxi cab waive fees options (fees, last time had cab in Town)	That Council direct Administration to investigate and propose options to waive taxicab licensing fees for the 2025 calendar year.	Legal & Legislative Services	Complete
February 18, 2025	R25-02-075	NOM - Report on Winter control levels of service and winter control bylaw	That Council direct Administration to prepare a report on: <ol style="list-style-type: none"> 1. The current winter control service levels for downtown core areas, including: <ul style="list-style-type: none"> • A detailed breakdown of the existing service standards. • Cost estimates and budget impacts associated with increasing the service levels. • The projected effect of these changes on the annual Public Works operating budget and tax base. 2. An overview of the Winter Control By-Law, specifically: <ul style="list-style-type: none"> • Current responsibilities of businesses in relation to snow removal in front of their properties. • Any potential gaps or challenges associated with the enforcement of these responsibilities. 	Infrastructure Services	Complete
March 3, 2025	R25-03-087	Light abatement report tabled and amend for 100% no light	Council directed Administration to revisit the ability to make revisions to the By-Law by increasing the times that greenhouse lights are completely shut off.	Legal & Legislative Services	Complete
April 7, 2025	SP25-04-004	NOM: OPP Facility needs	That Council direct Administration to work with the OPP to evaluate the facility needs within the Town of Essex, with a focus on synergies and improved service delivery to the local residents.	Community Services	Dec-26
April 7, 2025	R25-04-165	NOM - Feasibility of CIP funds and move to new or existing CIP programs	That Essex Council direct Administration to prepare a report on the feasibility of redirecting unspent funding from the Colchester and County Road 50 Community Improvement Plan (CIP) program including information on potential improvements to existing programs and/or introduction of new programs, and budget impacts.	Development Services	Complete
April 22, 2025	R25-04-177	Follow up report on 3rd and 4th concessions speed	That Council direct Administration to postpone the motion to repeal By-Law 1454 and amend Schedule "A" to By-Law 1061 being a by-law to regulate rates of speed on highways to change the speed limit on the 4th Concession from County Road 11 to County Road 23 from 60 km/h to 80 km/h and the motion to amend Schedule "A" of By-Law 1061 being a by-law to regulate rates of speed on highways to change the speed limit on the 3rd Concession from County Road 11 (Queen Street) to 100 meters west of Drummond Road from 60km/h to 80km/h to allow for a more in-depth review of the traffic flow on the 3rd and 4th Concession including the rate of speed on the north and southbound lanes of McCormick.	Infrastructure Services	Feb-27
June 2, 2025	R25-06-270	NOM- prepare a report on the levels of service provided by all Heritage groups that lease space at Town of Essex facilities	That Council direct Administration to provide a report, prior to 2026 budget deliberations, on the levels of service provided by all Heritage groups that lease space at Town of Essex facilities, including but not limited to their revenues and expenses, governance structures and facility needs.	Corporate Services	Complete

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June 2, 2025	R25-06-266	Pull out all 13.1.2.1 through to 3 and write own letter in opposition to Bill 5	That a letter from the Town of Essex be sent to Honourable Doug Ford, Premier of Ontario, Todd McCarthy, Minister of the Environment, Conservation and Parks, Honourable Stephen Lecce, Minister of Energy and Mines, Rob Flack, Minister of Municipal Affairs and Housing, MPP, and Association of Municipalities of Ontario (AMO).	Legal & Legislative Services	Complete
June 16, 2025	R25-06-300	NOM- That Council direct administration to return with a report on the impact and opportunities to the Town of Essex resulting from the proposed County of Essex imposed Development Charges once a formal implementation plan for such proposed Development Charges has been presented by the County.	That Council direct Administration to return with a report on the impact and opportunities to the Town of Essex resulting from the proposed County of Essex imposed Development Charges once a formal implementation plan for such proposed Development Charges has been presented by the County.	Development Services	Complete
June 16, 2025	R25-06-294	13.1.4 Letter re: raising Ontario Works and ODSP to receive and support	That a letter from the Town of Essex be sent to the Honourable Doug Ford, Premier of Ontario, Honourable Peter Bethlenfalvy, Minister of Finance, Honourable Michael Parsa, Minister of Children, Community and Social Services, Honourable Raymond Sung Joon Cho, Minister for Seniors and Accessibility, Anthony Leardi, MPP, Federation of Canadian Municipalities, and Association of Municipalities of Ontario (AMO).	Legal & Legislative Services	Complete
June 16, 2025	R25-06-299	NOM- Environment Canada Letter on warning processes and procedures for weather notifications	Now therefore that the Council of the Town of Essex direct Administration to send a letter to Environment Canada requesting that Environment Canada respond with a summary of their severe weather notification and warning processes and procedures, including target deliverable times and channels used to deliver such notifications and warnings.	Legal & Legislative Services	Complete
July 7, 2025	R25-07-325	NOM: Essex Sports Field written project update providing a timeline and clarity for estimated costs.	That Council direct Administration to provide Council with a written update on the Essex Sport Fields project during the 2026 Town of Essex budget deliberations.	Community Services	Complete
July 7, 2025	R25-07-320	13.2.1 Letter re: Endorsing the Windsor-Essex Food Strategy	That the correspondence from Windsor-Essex Health Unit Board of Health dated June 12, 2025 regarding Windsor-Essex Food Strategy be received and supported; That a letter from the Town of Essex be sent to Anthony Leardi, MPP Essex, Andrew Dowie, MPP Windsor-Tecumseh, Lisa Gretzky, MPP Windsor West, Honourable Trevor Jones, MPP Chatham Kent Leamington; and	Legal & Legislative Services	Complete
July 7, 2025	R25-07-321	13.2.2 Letter re: Animal Bite Prevention Strategies in Windsor-Essex County	That the correspondence from Windsor-Essex Health Unit Board of Health dated June 12, 2025 regarding Animal Bite Prevention Strategies be received and supported; That a letter from the Town of Essex be sent to Anthony Leardi, MPP Essex, Andrew Dowie, MPP Windsor-Tecumseh, Lisa Gretzky, MPP Windsor West, Honourable Trevor Jones, MPP Chatham Kent Leamington	Legal & Legislative Services	Complete
July 7, 2025	R25-07-322	13.2.3 Letter re: Avian Influenza (H5N1) Prevention and Risk Mitigation	That the correspondence from Windsor-Essex Health Unit Board of Health dated June 12, 2025 regarding Avian Influenza (H5N1) Prevention and Risk Mitigation be received and supported; That a letter from the Town of Essex be sent to Anthony Leardi, MPP Essex, Andrew Dowie, MPP Windsor-Tecumseh, Lisa Gretzky, MPP Windsor West, Honourable Trevor Jones, MPP Chatham Kent Leamington	Legal & Legislative Services	Complete
July 7, 2025	R25-07-324	16.1 Letter re: draft a letter signed by the Mayor on behalf of Council to the Windsor-Essex County Health Unit (WECHU)	That Council direct Administration to draft a letter signed by the Mayor on behalf of Council to the Windsor-Essex County Health Unit (WECHU) asking when and why they shut down our County beaches and what measures Essex can take to avoid beach closures this summer and in the future.	Legal & Legislative Services	Complete
July 21, 2025	R25-07-351	NOM- direct Administration to review the Town's property standards By-Law and return with a report	That Council direct Administration to review the Town's property standards By-Law and return with a report proposing any changes that Administration determines is required to improve the By-Law's relevancy, effectiveness, and alignment with the community's needs, and that such review incorporates public consultation and education.	Legal & Legislative Services	Jun-26
August 11, 2025	R25-08-386	NOM: Overnight parking & cycle tourism	That Council direct Administration to investigate options and locations for overnight vehicle parking to accommodate cycle tourism, for example when cyclists come to our municipality/region and need to park for multiple days.	Community Services	Complete

Council Meeting Date	Council Resolution/NOM	Title	Resolution	Dept. Lead	Timeline Back to Council
August 11, 2025	R25-08-366	Municipal Accomodation Tax	That Council directs Administration to continue to explore the feasibility and impacts of implementing a Municipal Accommodation Tax including the preparation of a follow-up report specific to governance and administrative considerations as well as information gathered through the public consultation process outlined in this report.	Development Services	Winter 2026
August 11, 2025	R25-08-385	NOM: Municipally owned, but unassumed roads	That Council direct Administration to prepare a report outlining the current process and policy for upgrading municipally owned but unassumed roads, with a focus on roads located in the Colchester area. The report should include: A list of roads currently under this classification; Clarification on options available to residents under the Municipal Act's Local Improvement provisions, including petition requirements and cost-sharing expectations; An option for one municipally owned but unassumed road to be brought forward annually for consideration during the Town's budget deliberations; and Criteria to prioritize upgrades for roads located in partially developed subdivisions — including, but not limited to, those in the Colchester area — where future growth is expected or encouraged in the Town's Official Plan.	Infrastructure Services	Mar-26
September 2, 2025	R25-09-400	Climate Ready Plans & Processes Grant Program	That Council direct Administration to apply for the Climate Ready Plans and Processes Grant Program from the Federation of Canadian Municipality's Local Leadership for Climate Adaptation Initiative; and That Council approve the post-budget capital expenditure in the amount of \$100,000 for the 2026: Climate Change Adaption Plan Update to be contingent and funded with \$70,000 from the Federation of Canadian Municipalities grant monies and \$30,000 from the Town's Green Fund Reserve.	Development Services	Complete
September 2, 2025	R25-09-404	Derek Knapp Santa's Village - Letter	That the resignation of Derek Knapp from Santa's Village Committee be received; and That Council direct Administration to write a letter of appreciation and thanks for his commitment to the Santa's Village Committee.	Legal & Legislative Services	Complete
September 2, 2025	R25-09-409	MTO Information - Cty Rd 11/Concession 11	That Council direct Town of Essex Administration to seek information from the Ministry of Transportation (MTO) regarding accidents at the corner of County Road 11 and Concession Road 11 and provide Council with a verbal report on Administration's findings.	Infrastructure Services	Complete
September 2, 2025	R25-09-410	Temporary Access Closure	Now Therefore Be It Resolved That Council direct Administration to provide a report detailing the reasons for the temporary accessway closure, a timeline for the installation of the permanent road and potential solutions (with timelines and costs) for access and connectivity until the permanent road has been constructed, as well as how Administration plans to maintain the state and appearance of the temporary accessway until it is removed.	Infrastructure Services	Complete
September 2, 2025	R25-09-411	Safety Review - Nottingham Drive	Now Therefore Be It Resolved That Council direct Administration to hire a traffic engineering consultant to conduct a traffic and safety review of Nottingham Drive and report back with recommendations for traffic-calming or safety improvements that they deem appropriate, which is to be added to the draft 2026 budget for Council's consideration; And further that the Town is to request that the OPP increase their monitoring and enforcement of traffic laws in the area, particularly during peak weekends and special events.	Infrastructure Services	Complete
September 15, 2025	R25-09-432	Grant Peters Heritage Committee - Letter	That the resignation of Grant Peters from the Essex Municipal Heritage Committee be received; and That Council direct Administration to write a letter of appreciation and thanks for his commitment to the Essex Municipal Heritage Committee.	Legal & Legislative Services	Complete
September 15, 2025	R25-09-434	Ontario Search & Rescue Volutneer Association - Letter	That Council endorse a Windsor Chapter of the Ontario Search and Rescue Volunteer Association to help create a volunteer database for search and rescue missions; and That Council direct Administration to send a letter to the Ontario Search and Rescue Volunteer Association.	Legal & Legislative Services	Complete

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September 15, 2025	R25-09-435	Conduct & Harrassment Policy for the Public	Whereas Council and Employees of the Town of Essex have experienced harassment and other reprehensible conduct by members of the public and other third parties. Now Therefore Be It Resolved That the Town of Essex Council direct Administration to develop a policy to regulate and provide guidelines for addressing the conduct of members of the public and other third parties when dealing with Council and Employees of the Corporation of the Town of Essex.	Office of the CAO	Jan-26
September 15, 2025	R25-09-436	Pedestrian Crosswalk Assessment - Irwin/Cty Rd 23	Now Therefore Be It Resolved That Council direct Administration to work with the County of Essex to complete an assessment for the installation of a pedestrian crosswalk at Irwin Avenue across County Road 23 and include the installation cost in the 2026 Capital Budget for Council's consideration, as this would be the most cost-effective and efficient way to ensure pedestrian safety and connectivity in this area.	Infrastructure Services	Complete
October 6, 2025	R25-10-463	Closed Meeting Agendas	That Council direct 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, with such revisions being implemented for all Closed Meeting Agendas published by the Town going forward after the passing of this resolution.	Legal & Legislative Services	Complete
October 6, 2025	R25-10-464	Parking Exceptions for New Commercial Construction	Now Therefore be it resolved that Council direct Administration to initiate the Zoning By-Law Amendment Process to consider parking exceptions and exemptions for new commercial construction in Parking Exception Areas in downtown Essex and downtown Harrow.	Development Services	Dec-25
October 6, 2025	R25-10-465	Parking Requirements for Residential Uses	Now Therefore be it resolved that Council direct administration to report back to Council on parking requirements for residential uses, considering such factors as unit size, building type, location, and density, and include issues and opportunities with the Town's current parking requirements in its Zoning By-Law.	Development Services	Apr-26
October 20, 2025	R25-10-473	Cemetery Plaques	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.	Legal & Legislative Services	Jan-26
October 20, 2025	R25-10-474	Parking By-Law on King Street	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.	Infrastructure Services	Jan-26
October 20, 2025	R25-10-475	Municipal Election	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.	Legal & Legislative Services	Complete
October 20, 2025	R25-10-478	County Rd 11 & Concession 11 Accidents	That Council direct Administration to provide the details of the verbal report to Council via email and include the details in the minutes.	Infrastructure Services	Complete
October 20, 2025	R25-10-482	Skeates Drain Assistance Loan Program	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.	Corporate Services	Complete
October 20, 2025	R25-10-483	Overnight Arena Parking	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, including a permitting process, signage, and incorporation into a future Parking By-Law.	Community Services	Complete
October 20, 2025	R25-10-488	County Rd 50 Drains	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 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.	Infrastructure Services	Jan-26
October 20, 2025	R25-10-489	Harrow Flooding - September 24	That Council direct Administration to provide a debriefing report on the flooding that occurred in Harrow on September 24, 2025, including updates on Town actions or initiatives to 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.	Infrastructure Services	Jan-26

Matters Referred to 2026 Budget					
Date	Council Resolution or Member Question	Subject	Comments	Department	Timeline Back to Council
3-Mar-25	R25-03-093	Erie Wellington Crosswalk	Norm Nussio, Manager, Operations and Drainage, provided an overview of the proposed crosswalk at Erie and Wellington in Harrow and noted that it will be brought back for Council's decision during the 2026 budget deliberations.	Infrastructure Services	Complete
5-May-25	R25-05-220	NOM - Verbeek - put cost in 2026 budget for sidewalk along Grondin/Arquette with report on Community Safety Zone	That Administration prepare a cost estimate to be included in the 2026 budget deliberations to install a sidewalk along Grondin/Arquette in McGregor from Sainte-Ursule Elementary School to the 11th Concession to facilitate the safe passage of students and pedestrians to and from school.	Infrastructure Services	Complete
07-Jul-25	R25-07-325	Update on Sports Fields in 2026 Budget	That Council direct Administration to provide Council with a written update on the Essex Sport Fields project during the 2026 Town of Essex budget deliberations.	Community Services	Complete
11-Aug-25	R25-08-373	Intersection Review Project - Laird	That Council direct Administration to include an Intersection Review project in the 2026 budget.	Infrastructure Services	Complete
September 2, 2025	R25-09-400	Climate Ready Plans & Processes Grant Program	That Council approve the post-budget capital expenditure in the amount of \$100,000 for the 2026: Climate Change Adaption Plan Update to be contingent and funded with \$70,000 from the Federation of Canadian Municipalities grant monies and \$30,000 from the Town's Green Fund Reserve.	Development Services	Complete
October 20, 2025	R25-10-475	Municipal Election	That \$50,000 be added to the proposed budget to conduct the 2026 Municipal and School Board Election, totaling \$265,000.	Legal & Legislative Services	Complete