



The Corporation of the Town of Essex

Regular Council Meeting Minutes

December 15, 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
- 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
- Rita Jabbour, Manager, Planning Services

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 December 15, 2025 at 4:15 PM Council moved into Closed Session as permitted to do so

pursuant to Section 239 2 (b) and (d) of the Municipal Act, 2001, S.O. 2001, c. 25. as amended to discuss Town personnel matters.

5. Declarations of Conflict of Interest

6. Adoption of Published Agenda

6.1 Regular Council Meeting Agenda for December 15, 2025

R25-12-577

Moved By Councillor Verbeek

Seconded By Councillor Allard

That the published agenda for the December 15, 2025 Regular Council Meeting be adopted as presented.

Carried

7. Adoption of Minutes

7.1 Regular Council Meeting Minutes for December 1, 2025

R25-12-578

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

That the minutes of the Regular Council Meeting held December 1, 2025 be adopted as circulated.

Carried

8. Public Presentations

9. Unfinished Business

10. Reports from Administration

10.1 Planning-2025-26

RE: Revisions to Town of Essex Heritage Register

R25-12-579

Moved By Councillor Verbeek

Seconded By Councillor Matyi

That Planning Report-2025-26 entitled Revisions to the Town of Essex Heritage Register prepared by Rita Jabbour, RPP, Manager, Planning Services dated December 15, 2025, be received; and

That reference to the property located at 687 County Road 50 East (the "Huffman Cemetery") be removed from the Town of Essex Heritage Register.

Carried

R25-12-580

Moved By Councillor Hammond

Seconded By Deputy Mayor Shepley

That the following reference to 44 Sinasac Street West (the “Old Mill”) not be added to the Town of Essex Heritage Register:

44 Sinasac Street West (the “Old Mill”)

44 Sinasac Street West is legally described as Plan 746 Lots 15 to 23 Plan 202 PT Lots 3 and 4 and RP 12R21241 PT 1. It is located at the northwest corner of Sinasac Street and Queen Street in Harrow. It includes the former Harrow Mill/Farmer’s Co-op building. The property retains its cultural heritage value and interest from the “Old Mill” structure: a three-storey cement building constructed in the 1940s to replace the original Mill that was previously destroyed by fire. The Old Mill has been listed on the Heritage Register because it is a landmark in the Harrow community.

Carried

10.1.1 Jessie and Jeff Schwab, Owners of the Old Mill property

Jessie and Jeff Schwab, owners of property, explained their future vision for the property and expressed concerns regarding the property being added to the Heritage Register. Jessie Schwab explained that they have no intention of demolishing this property as numerous renovations have been completed on the Old Mill and will continue to be completed to facilitate a new business venture.

R25-12-581

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

That Jessie and Jeff Schwab be permitted to speak as delegates.

Carried

10.2 Human Resources Report 2025-07

RE: Primary Care Nurse Practitioner Funding Reimbursement

R25-12-582

Moved By Councillor Hammond

Seconded By Councillor Verbeek

That Human Resources Report-2025-07 entitled Primary Care Nurse Practitioner Funding Reimbursement prepared by Brandi Sieben, Manager, Human Resources dated December 15, 2025, be received; and

That Council approve the transfer of funds from the Contingency Reserves – Salary Stabilization in the amount of \$31,827 and Public Health in the amount of \$6,994 to fund the repayment for unspent grant funding from the Primary Care Nurse Practitioner Program to be paid to the Ministry of Health and Long-Term Care.

Carried

10.3 Office of the CAO-2025-10

RE: Summary of Outstanding Council Reports

R25-12-583

Moved By Councillor Hammond

Seconded By Councillor McGuire-Blais

That CAO Report-2025-06 entitled Summary of Outstanding Council Reports prepared by Kate Giurissevich, Chief Administrative Officer dated December 15, 2025, be received for information.

Carried

11. Reports from Youth Members

Lauryn Smith announced that Holiday Spirit Week starts December 15th at Essex District High School.

Cole Foster announced that Allie Meloche won the Greater Essex County District School Board student of the month award.

12. County Council Update

Deputy Mayor Shepley announced that the 2026 County of Essex Budget was approved with 2.25% levy increase. Deputy Mayor Shepley stated that the budget maintains current services levels while making major investments in roads and infrastructure.

13. Correspondence

13.1 Correspondence to be received

R25-12-584

Moved By Councillor Hammond

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 The Corporation of the City of Brantford

RE: Professional Activity (P.A.) Day on Municipal Election Day - School Boards

13.1.2 Essex-Windsor Solid Waste Authority

RE: Regular Board Minutes of September 10, 2025, and November 4, 2025

13.2 Correspondence to be considered for receipt and support

13.2.1 Ministry of Infrastructure

RE: Expansion of the Harrow Raw Sewage Pumping Station

R25-12-586

Moved By Deputy Mayor Shepley

Seconded By Councillor Hammond

That the correspondence from the Ministry of Infrastructure regarding the Town of Essex grant application for the expansion of the Harrow Raw Sewage Pumping Station be received and supported;

That Council direct Administration to prepare and send a letter to the Ministry of Infrastructure thanking them for their time and consideration in reviewing the Town's grant application for the expansion of the Harrow Raw Sewage Pumping Station under the health and safety water stream of the municipal housing infrastructure program and to inquire whether there are any items, additional details or further information related to the application or project that would assist in the successful award of the grant funding in the future;

That a copy of this letter be forwarded to MMP, Anthony Leardi; and

That this matter be added to the agenda for the Town's next scheduled meeting with MPP Leardi.

Carried

13.2.2 Corporation of Welland

RE: Standing Together for Justice and the Protection of Canada's Children

R25-12-587

Moved By Councillor McGuire-Blais

Seconded By Councillor Verbeek

That the correspondence from the Corporation of Welland 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

13.2.3 Windsor and Essex County Crime Stoppers Incorporated

RE: Crime Stoppers Month

R25-12-588

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

That the correspondence from Windsor & Essex County Crime Stoppers, Inc., asking Council to consider proclaiming Crime Stoppers Month in the Town of Essex be received and supported, and if supported

That Council proclaim the month of January as Crime Stoppers Month in the Town of Essex by adopting the following resolution:

Whereas Crime Stoppers Month promotes awareness through education campaigns and events across Windsor and Essex County; and

Whereas this year's theme for Crime Stoppers Month encourages Canadians to take an active role in community safety — by speaking up

and sharing information anonymously when they "See Something"; and
Whereas the foundation of Crime Stoppers is the partnership between the community, law enforcement, partnering agencies and the media; and

Whereas Crime Stoppers encourages everyone to "Be a Crime Stopper. Keep your community safe." to assist law enforcement, solve crime and increase awareness and understanding of the Crime Stoppers program whereby promoting the usage of the 24-hour reporting service to reduce and solve crime; and

Whereas Windsor & Essex County Crime Stoppers, Inc. actively works with members of the community, the media, and the police as a community safety service partner.

Therefore, I, Sherry Bondy, Mayor of the Town of Essex, do hereby proclaim January 2026 as Crime Stoppers Month to support Windsor & Essex County Crime Stoppers, Inc. in promoting public awareness on their service within the community.

Carried

14. Committee Meeting Minutes

R25-12-589

Moved By Councillor McGuire-Blais
Seconded By Deputy Mayor Shepley

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 Arts, Culture and Tourism - October 8, 2025

14.2 Essex Municipal Heritage Committee - October 30, 2025

14.3 Arts, Culture and Tourism - November 12, 2025

14.4 Santa's Village Committee - November 13, 2025

15. Financial

15.1 Q3 Operating Variance and Capital Variance Report

RE: Operating Variance and Capital Variance Report as at September 30, 2025

R25-12-590

Moved By Deputy Mayor Shepley
Seconded By Councillor McGuire-Blais

That the Q3 Operating and Capital Variance Reports be received.

Carried

16. New Business

17. Notices of Motion

17.1 The following Notice of Motion is for presentment only and will be brought forward for Council's consideration at the January 12, 2026 Regular Council Meeting:

17.1.1 Mayor Bondy

Moved By: Mayor Bondy

That Council direct Administration to send a letter to Small Craft Harbours, a federal program overseen by the Department of Fisheries and Oceans, requesting reconsideration of funding for annual projects located at the Colchester Harbour.

18. Reports and Announcements from Council Members

Councillor McGuire-Blais congratulated the Santa's Village Committee on another successful year.

Councillor Allard announced that the Harrow Kinsmen Santa Clause Parade will be held on December 20, 2025, at 6:00 PM.

19. By-Laws

19.1 By-Laws that require a third and final reading

19.1.1 By-Law 2497

RE: Being a by-law to confirm the proceedings of the December 1, 2025, Regular Meeting of Council of the Corporation of the Town of Essex

R25-12-591

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

That By-Law 2497 being a by-law to confirm the proceedings of the December 1, 2025, Regular Meeting of Council of the Corporation of the Town of Essex be read a third time and finally passed on December 15, 2025.

Carried

19.1.2 By-Law 2490

RE: By-Law 2490 being a by-law to establish Water and Wastewater Rates and Charges

R12-25-592

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

That By-Law 2490 being a by-law to establish Water and Wastewater Rates and Charges be read a third time and finally passed on December 15, 2025.

Carried

19.1.3 By-Law 2496

RE: Being a by-law to adopt an ENWIN Utilities Ltd. Board and Advisory Committee Appointment Policy

R25-12-593

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

That By-Law 2496 being a by-law to adopt an ENWIN Utilities Ltd. Board and Advisory Committee Appointment Policy be read a third time and finally passed on December 15, 2025; and

That Council direct the Town's Clerk to notify Windsor Canada Utilities Ltd. in writing that Council's ENWIN Utilities Ltd. Board Member Nominee for one year, beginning in 2026, is Mayor Sherry Bondy.

Carried

19.1.3.1 By-Law 2496 - Redline Version

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 2502

RE: Being a By-Law to amend By-Law 224, being a By-Law to Regulate Parking in the Town of Essex

R25-12-594

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

That By-Law 2502 being a By-Law to amend By-Law 224, being a By-Law to Regulate Parking in the Town of Essex be read a first and a second time and provisionally adopted on December 15, 2025.

Carried

19.3.2 By-Law 2500

RE: Being a by-law to confirm the proceedings of the December 15, 2025, Regular Meeting of Council of the Corporation of the Town of Essex

R25-12-595

Moved By Councillor Hammond

Seconded By Councillor Matyi

That By-Law 2500 being a by-law to confirm the proceedings of the December 15, 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 December 15, 2025.

Carried

20. Adjournment

R25-12-596

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

That the meeting be adjourned at 7.18 PM.

Carried

Mayor

Clerk