



**The Corporation of the Town of Essex**

**Essex Municipal Heritage Committee Meeting Minutes**

October 30, 2025, 5:00 pm

Location: Essex Municipal Building, 33 Talbot Street South

Present: Connie Clarkson - Chair  
Richard Kokovai - Vice-Chair  
Marnie Aldridge - Committee Member  
Jacqueline Baldwin - Committee Member  
Perry Basden - Committee Member  
Laurie Kowtiuk - Committee Member  
Councillor Jason Matyi - Ward 3 - Committee Member  
Linda Matyi - Committee Member  
Bernard Meloche - Committee Member

Absent: Lorrie Stephenson - Committee Member  
Councillor Rodney Hammond, Ward 4 - Committee Member

Also Present: Lori Chadwick, Director, Development Services  
Marsha Buchta, Recording Secretary

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**

The Chair called the meeting to order at 5:01 p.m. Member - Councillor Jason Matyi arrived at 5:06 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 October 30, 2025**

**EMHC25-10-50**

Moved By Perry Basden

Seconded By Linda Mayti

**That** the published agenda for the October 30, 2025, Essex Municipal Heritage Committee Meeting be adopted as presented.

**Carried**

**5. Adoption of Minutes**

**5.1 Essex Municipal Heritage Committee Minutes for September 25, 2025**

**EMHC25-10-51**

Moved By Richard Kokovai - Vice-Chair

Seconded By Perry Basden

**That** the minutes of the Essex Municipal Heritage Committee meeting held September 25, 2025 be adopted as circulated.

**Carried**

**6. Unfinished Business**

**6.1 Greater Marketing and Public Education about Heritage - Ongoing**

**6.2 Official Plan Update - Ongoing**

Director of Development Services, Lori Chadwick provided an update. The Official Plan is currently in Phase 2; settlement area review, refining policies on heritage preservation, cultural resources and the Colchester Secondary Plan with a draft expected to the public in the Spring of 2026. Administration is targeting Council adoption before the end of May 2026. Information on the Official Plan can be found at [Official Plan Project - Town of Essex](#)

**6.3 Heritage Grant Program**

Ms. Chadwick advised that the Heritage Committee's resolution to review the Heritage Grant Program has been adopted by Council and will be brought before Council in the form of a report in 2026

**6.4 Heritage Designation and Interpretive Plaque Program - Ongoing**

**6.4.1 Update on Kowtiuk House Plaque**

Planning Staff will be ordering the plaque prior to the end of year with an unveiling in the Spring of 2026.

**6.5 Listing and Designating Properties and Heritage Districts - Ongoing**

**6.5.1 146 Adelaide Street**

Ms. Buchta, Planning Clerk provided an update regarding the ties of the Martin Cottage to T.B. Adams, Nell Adams Uncle, and although Mr. Adams did contribute to the Community he was not associated with the Cottage. The property does have an interesting history; Administration will prepare some social media posts on the history and association with the Adams family to be included with the Heritage Week campaign.

**EMHC25-10-52**

Moved By Perry Basden

Seconded By Linda Mayti

**That** the property located at 146 Adelaide Street, known as the Paul Martin Sr Cottage, be removed from consideration for Designation or Listing due to its inability to meet the criteria.

**Carried**

**6.5.2 136 County Road 50 West**

Member Basden advised that based on the information provided by Mr. Wing On Li at the Heritage Meeting, it appears that there isn't enough evidence to consider the property as previously thought. Member Stephenson completed some research on the property, and despite being recognized in the local papers, there was very little information at HEIRS on Mr. Herring himself. Member Baldwin wanted to ensure there was nothing on the property from an archeological standpoint. Ms. Chadwick provided an overview of the plan of subdivision development process and the requirements, by the County for a Stage 1 Archeological Assessment. During the last Heritage Committee Meeting, Mr. Li did advise that the Stage 1 had been completed, and nothing of significance was found.

**EMHC25-10-53**

Moved By Richard Kokovai - Vice-Chair

Seconded By Perry Basden

**That** the property at 136 County Road 50 be deferred to allow Administration to present the conclusions of the Archeological Assessment(s).

**Carried**

**6.6 Cemeteries**

**6.7 Studies and Master Plans - Ongoing**

**6.8 Heritage Walking Tour and Digital Component - Ongoing**

**6.9 Cultural Master Plan - Ongoing**

Ms. Chadwick advised this will be a future capital item in 2027 or 2028.

**6.10 Historically Significant Name Registry - Ongoing**

**6.11 Cultural Heritage, Indigenous History - Ongoing**

**6.12 Barn Quilts**

**7. New Business**

**7.1 Heritage Week 2026 - February 16 - 22, 2026**

Ms. Chadwick advised that the Town of Essex has been participating in Heritage Week since 2016 so this year we will be celebrating our 10th Anniversary. The theme hasn't been released yet, but everyone should bring ideas forward for consideration at the next meeting.

**7.2 Heritage Meeting Schedule 2026**

**EMHC25-54**

Moved By Richard Kokovai - Vice-Chair

Seconded By Laurie Kowtiuk

**That** the proposed 2026 Heritage Meeting Schedule be adopted as presented.

**Carried**

**8. Adjournment**

**EMHC25-55**

Moved By Richard Kokovai - Vice-Chair

Seconded By Laurie Kowtiuk

**That** the meeting be adjourned at 5:41 p.m.

**Carried**

**9. Future Meetings**

Thursday, November 27, 2025 at 5:00 p.m. at the Harrow and Colchester South Community Room, Harrow Arena 243 McAfee Street, Harrow.

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Chair

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Recording Secretary