



The Corporation of the Town of Essex

Regular Council Meeting Minutes

December 1, 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
Lauryn Smith, Youth Council Member
Kate Rowe, Director, Corporate Services
Cassandra Roy, Legislative Clerk
Cole Foster, Youth Council Member
Heather MacDonald, Manager, Revenue and Customer Relations

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 6:02 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 1, 2025, at 4:00 PM Council moved into Closed Session as permitted to do so

pursuant to Section 239 2 (f), (j), and (k) of the Municipal Act, 2001, S.O. 2001, c. 25. as amended to discuss agreement negotiations related to infrastructure projects.

Director Malandrucolo further reported that on December 1, 2025, at 5:30 PM Council moved into Closed Session as permitted to do so pursuant to Section 239 2 (b), (d), (f), (j) and (k) of the Municipal Act, 2001, S.O. 2001, c. 25. as amended to discuss personnel matters.

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 December 1, 2025

R25-12-548

Moved By Councillor Verbeek

Seconded By Councillor Matyi

That the published agenda for the December 1, 2025 Regular Council Meeting be adopted with the following amendment:

1. Agenda Item 17.1.1 be moved to follow 8.2.1 as it pertains to the Essex Region Conservation Authority delegation.

Carried

7. Adoption of Minutes

7.1 Regular Council Meeting Minutes for November 17, 2025

R25-12-549

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

That the minutes of the Regular Council Meeting held November 17, 2025 be adopted as circulated.

Carried

8. Public Presentations

8.1 Suzanne Craig, Integrity Commissioner

RE: Integrity Commissioner for the Town of Essex

Suzanne Craig, Integrity Commissioner for the Town, effective December 1, 2025, introduced herself to Council and the Town.

R25-12-550

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

That the delegation by Suzanne Craig, Integrity Commissioner, be received.

Carried

8.2 Tim Byrne, CAO/Secretary-Treasurer and James Bryant, Director Watershed Management Services, Essex Region Conservation Authority

RE: Resolution 90/25 (Bill 68 and ERO Posting 025-1257)

Tim Byrne, CAO/Secretary-Treasurer and James Bryant, Director of Watershed Management presented the provincial government's proposal of Bill 68 to consolidate 36 conservation authorities into seven (7) regional conservation authorities. He explained that Ontario's Conservation Authorities are watershed-based agencies (meaning that the boundaries have regard for geographic significance that may not adhere to municipal boundaries) and Windsor-Essex-Pelee region is a land-locked geographical extent up to 300 kms in distance.

R25-12-551

Moved By Councillor McGuire-Blais

Seconded By Councillor Hammond

That the delegation by Tim Byrne, CAO/Secretary-Treasurer and James Bryant, Director Watershed Management Services, Essex Region Conservation Authority, be received; and

That the correspondence from Essex Region Conservation Authority regarding Resolution 90/25 (Bill 68 and ERO Posting 025-1257), be received.

Carried

R25-12-552

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

That Council allow Tim Bryne, CAO/Secretary-Treasurer to present the Essex Region Conservation Authority Budget for 2026.

Carried

R25-12-553

Moved By Councillor Hammond

Seconded By Councillor Matyi

That Council receive the 2026 Budget from Essex Region Conservation Authority.

Carried

8.2.1 The following Notice of Motion was presented at the November 17, 2025 Regular Council Meeting and is being brought forth this evening for Council's consideration:

8.2.1.1 Councillor Matyi

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

By way of a friendly amendment Council requested that Administration send the letter to those listed in the correspondence from Essex Region Conservation Authority

regarding Resolution 90/25, as well as the Official Opposition to the Government of Ontario.

R25-12-554

Moved By Councillor Matyi

Seconded By Mayor Bondy

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 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

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.

Carried

8.3 Tony de Ryk, Owner, Kennedy Funeral Home

RE: Parking on the section of Medora Avenue West adjacent to the Kennedy Funeral Home parking lot

Tony de Ryk, Owner, Kennedy Funeral Home, requested parking signs on Medora Ave West adjacent to their parking lot to allow vehicles to access the parking lot.

R25-12-555

Moved By Councillor McGuire-Blais

Seconded By Councillor Verbeek

That Council approve a no parking sign on the section of Medora Avenue adjacent to the Kennedy Funeral Home parking lot.

Carried

R25-12-556

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

That the delegation by Tony de Ryk, owner, Kennedy Funeral Home, regarding parking signs on Medora Avenue West, adjacent to their parking lot, be received.

Carried

8.4 Doug Hay, Iler Lodge-Extendicare LTC and Retirement Home

RE: Street Parking on Iler Avenue

Doug Hay, Iler Lodge-Extendicare LTC and Retirement Home requested that visitor parking be permitted on Iler Avenue to improve accessibility.

Kevin Girard, Director, Infrastructure Services, stated that the Town of Essex does not currently have a parking permit program in the Town.

Council directed Administration to return with a report respecting on-street parking options.

R25-12-557

Moved By Councillor McGuire-Blais

Seconded By Councillor Garon

That the delegation by Doug Hay, Iler Lodge-Extendicare LTC and Retirement Home, be received; and

That Council direct Administration to conduct an on-site investigation of the parking surrounding Iler Lodge-Extendicare LTD and Retirement Home.

Carried

9. Unfinished Business

10. Reports from Administration

10.1 Finance and Business Services-2025-07

RE: Miscellaneous Fees and Charges, Development Charges, Water and Wastewater Rates

Heather MacDonald, Manager, Revenue & Customer Relations, presented Council with the proposed increases to the Fees and Charges By-Law effective January 1, 2026.

R25-12-558

Moved By Councillor Garon
Seconded By Councillor McGuire-Blais

That Finance and Business Services Report-2025-07 entitled Revised Schedules to Fees and Charge By-Laws prepared by Heather MacDonald dated December 1, 2025 be received;

That the following four schedules be revised effective January 1, 2026:

1. Schedule "C" to By-Law Number 1812, being a by-law respecting the maintenance, management regulation and control of any cemetery owned by the Corporation of the Town of Essex,
2. Schedule "A" and "A.1" to By-Law Number 2040, being a by-law to establish a schedule of miscellaneous fees and charges,
3. Schedule "B-1" to By-Law Numbers 2384 and 2385, being a by-law for the imposition of Development Charges,
4. Schedule "1" to By-Law Number 2404, being a by-law for the dedication of parkland or the payment in lieu thereof for all development or redevelopment in the Town of Essex;

That Council implement a new Schedule "B" to By-Law Number 2040, being a by-law to establish a schedule of miscellaneous fees and charges; and

That By-Law Number 2490 being a by-law to establish Water and Wastewater Rates and Charges to be read a first and a second time and provisionally adopted on December 1, 2025.

Carried

10.2 Economic Development-2025-15

RE: Building Report and Development Overview - Q3 Summary 2025

R25-12-559

Moved By Deputy Mayor Shepley
Seconded By Councillor Matyi

That Economic Development Report-2025-15 entitled Building Report and Development Overview – Q3 2025 prepared by Nelson Silveira, Manager, Economic Development dated December 1, 2025 be received for information.

Carried

10.3 Community Services-2025-30

RE: New Year's Eve and New Year's Day Town Sponsored Events

R25-12-560

Moved By Councillor McGuire-Blais
Seconded By Councillor Verbeek

That Community Services Report-2025-30 entitled New Year's Eve/New Year's Town Sponsored Events prepared by Jake Morassut, Director, Community Services, dated December 1, 2025 be received; and

That Council approves the Arts, Culture and Tourism Committee sponsored New Year's Eve and New Year's Day events which include the Noon Years Eve Family Celebration on December 31, 2025 from 10:30am to 12:15pm, Town of Essex sponsored skating sessions on December 31, 2025, at both the Essex Centre Sports Complex from 1:00 PM to 3:00 PM and the Harrow and Colchester South Community Centre (Harrow Arena) from 6:00 PM to 8:00 PM, and a Pathway 2 Potential sponsored swim session at the Essex Recreation Complex on January 1, 2026, from 1:30 PM to 3:00 PM.

Carried

10.4 Fire and Rescue Services-2025-20

RE: Results from RFT - Supply and Deliver One (1) Single Axle Stock Custom Cab Pumper Rescue 2025 or Newer

R25-12-561

Moved By Councillor Verbeek

Seconded By Councillor McGuire-Blais

That Fire and Rescue Services Report-2025-10 entitled Results from RFT – Supply and Deliver One (1) Single Axle Stock Custom Cab Pumper/Rescue 2025 or Newer prepared by Jason Pillon, Fire Chief dated December 1, 2025, be received; and

That Council award the Request for Tender - Supply and Deliver One (1) Single Axle Stock Custom Cab Pumper/Rescue 2025 or Newer in the amount of \$1,081,446.26 including non-refundable Harmonized Sales Tax to Dependable Emergency Vehicles.

Carried

10.5 Legal and Legislative Services-2025-27

RE: 2026 Town Insurance Program RFP Results

R25-12-562

Moved By Deputy Mayor Shepley

Seconded By Councillor Hammond

That Legal and Legislative Services Report-2025-27 entitled 2026 Town Insurance Program RFP Results prepared by Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk dated December 1, 2025, be received; and

That Council award the Request for Proposal (RFP) for General Insurance Services to AON Reed Stenhouse Inc. (AON) for a one year term (January 1, 2026 to January 1, 2027) with the option to renew for each subsequent year (up to a maximum of 5 years) based on satisfactory performance, quotes, and service for an estimated premium of \$850,701.96 including 8% non-refundable taxes.

Carried

10.6 Legal and Legislative Services-2025-26

RE: ENWIN Board Appointment Policy

Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk, presented the ENWIN Board Seat and Advisory Committee Nomination Policy for the Town of Essex to appoint ENWIN board members. Director Malandrucolo explained that this policy is being presented to ensure transparency, fairness, consistency and appoints qualified candidates to act as the ENWIN Board nominee.

Council discussed the policy and directed Administration to provide the suggested revisions to the third and final reading of this policy.

R25-12-563

Moved By Councillor McGuire-Blais

Seconded By Councillor Hammond

That Legal and Legislative Services Report 2025-26 entitled ENWIN Board Seat and Advisory Committee Nomination Policy for the Corporation of the Town of Essex prepared by Joe Malandrucolo, Director, Legal and Legislative Services/Clerk dated December 1, 2025, be received; and

That Council direct Administration to bring forth By-Law Number 2496 Being a by-law to adopt an ENWIN Utilities Ltd. Board and Advisory Committee Appointment Policy for three readings on the Regular Council meeting on December 15, 2025.

Councillor Verbeek 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	4	4	0	0

Defeated (4 to 4)

R25-12-564

Moved By Councillor Verbeek

Seconded By Mayor Bondy

That Legal and Legislative Services Report 2025-26 entitled ENWIN Board Seat and Advisory Committee Nomination Policy for the Corporation of the Town of Essex prepared by Joe Malandrucolo, Director, Legal and Legislative Services/Clerk dated December 1, 2025, be received; and

That By-Law Number 2496 Being a by-law to adopt an ENWIN Utilities Ltd. Board and Advisory Committee Appointment Policy be read a first and second time and provisionally adopted on December 1, 2025.

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	7	1	0	0

Carried (7 to 1)

11. Reports from Youth Members

12. County Council Update

Deputy Mayor Shepley provided an update on County Council regarding a proposed funding model for Invest Windsor-Essex, a refreshed Community Safety and Well-Being Plan, an updated Emergency Management Plan, the adoption of a large-scale Industrial Grant Match Program, announced the deferral of decision-making on County-wide DCs, and County Council received an update on the Road Rationalization Study.

R25-12-565

Moved By Councillor Hammond

Seconded By Deputy Mayor Shepley

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

Carried

12.1 County of Essex Council Meeting Minutes - November 5, 2025

13. Correspondence

13.1 Correspondence to be received

R25-12-566

Moved By Councillor Allard

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 Town of East Gwillimbury

RE: Opposition to the Protect Ontario by Unleashing our Economy Act, 2025

13.1.2 Municipality of Wawa

RE: Accessible and Effective Alcohol Container Return System in Ontario

13.1.3 Northumberland County

RE: Correspondence, Great Lakes and St. Lawrence Cities Initiative '2024 Annual Report and Presentation'

13.2 Correspondence to be considered for receipt and support

13.2.1 Drainage Board

RE: Appointment of Drainage Board Member

R25-12-567

Moved By Councillor Allard

Seconded By Councillor Matyi

That the application by Jonathon Wiesenthal to be appointed to the Drainage Board be received and supported.

Carried

13.2.2 Affordable Housing Task Force

RE: Appointment of Affordable Housing Task Force Member(s)

R25-12-568

Moved By Councillor Matyi

Seconded By Councillor Verbeek

That the application by Eric Standel to be appointed to the Affordable Housing Task Fore be received and supported.

Carried

R25-12-569

Moved By Councillor Verbeek

Seconded By Councillor Matyi

That the application by Paul Tonon to be appointed to the Affordable Housing Task Force be received and supported.

Carried

13.2.3 Township of Selwyn

RE: Curbside Recycling for Non-Profit Organizations

R25-12-570

Moved By Councillor Verbeek

Seconded By Councillor Matyi

That the correspondence from the Township of Selwyn regarding Curbside Recycling for Non-Profit Organizations be received and supported; and

That a letter from the Town of Essex be sent to The Honourable Doug Ford, Premier of Ontario, Minister of the Environment, Conservation and Parks, Anthony Leardi, MPP, Essex, Association of Municipalities of Ontario, and Western Ontario Wardens' Caucus.

Carried

14. Committee Meeting Minutes

R25-12-571

Moved By Councillor Garon

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 Co-An Park - September 10, 2025

Recommendation to Council:

CAP-2025-09-005

Moved by Councillor Don McArthur

Seconded by Rachael Mills

That the Co-An Park Committee approve the proposed 2026 Budget; and

That the Co-An Park Committee recommends that the Councils of Essex and Amherstburg approve the proposed 2026 Budget as submitted by the Committee.

Carried

CAP-2025-09-006

Moved by Jim Meloche

Seconded by Chris Drew

That the Co-An Park Committee recommend to the Councils of Essex and Amherstburg that any unspent 2025 Capital Funds be added to the 2026 Capital Budget.

Carried

14.2 Committee of Adjustment - October 21, 2025

14.3 Finance Committee - November 17, 2025

Recommendation to Council:

FIN25-11-25

Moved by Councillor Hammond

Seconded by Mayor Bondy

That the Finance Committee recommend that Council approve the Town of Essex Investment Policy.

Carried

15. Financial

16. New Business

17. Notices of Motion

17.1 The following Notices of Motion were presented at the November 17, 2025 Regular Council Meeting and are being brought forth this evening for Council's consideration:

17.1.1 Councillor Matyi

The Notice of Motion by Councillor Matyi was moved to Agenda Item No. 8.2.1 during the adoption of the published Agenda.

17.1.2 Mayor Bondy

Mayor Bondy passed the gavel to Deputy Mayor Shepley at 8:54 PM until 8:58 PM.

R25-12-572

Moved By Mayor Bondy

Seconded By Councillor Matyi

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.

Carried

18. Reports and Announcements from Council Members

Council Verbeek announced the Stroll by Santa event in McGregor on Friday, December 5, 2025, from 5:30 - 7:30 PM.

Council announced that Santa's Village was hosting a holiday movie event at Essex Arena on Friday, December 12, 2025, and Santa's Village along with the Essex Parade would be happening downtown Essex on December 13, 2025, from 2:00 PM - 9:00 PM.

19. By-Laws

19.1 By-Laws that require a third and final reading

19.1.1 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

R25-12-573

Moved By Councillor Matyi

Seconded By Councillor Hammond

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 third time and finally passed on December 1, 2025.

Carried

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

19.2.1 By-Law 2491

RE: Being a by-law to authorize the long-term borrowing pursuant to the issue of debentures to Ontario Infrastructure and Lands Corporation ("OILC") in the principal amount of \$5,658,977.60 toward the cost of capital work(s)

R25-12-574

Moved By Councillor Garon

Seconded By Councillor Verbeek

That By-Law 2491 being a by-law to authorize the long-term borrowing pursuant to the issue of debentures to Ontario Infrastructure and Lands Corporation ("OILC") in the principal amount of \$5,658,977.60 toward the cost of capital work(s) be read a first, a second and a third time and finally passed on December 1, 2025.

Carried

19.3 By-Laws that require a first and second reading

19.3.1 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

R25-12-575

Moved By Councillor Allard

Seconded By Councillor Matyi

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 first and a second time and provisionally adopted on December 1, 2025.

Carried

20. Adjournment

R25-12-576

Moved By Councillor Verbeek

Seconded By Councillor Allard

That the meeting be adjourned at 9:02 PM.

Carried

Mayor

Clerk