



**The Corporation of the Town of Essex
Committee of Adjustment Meeting Minutes**

January 20, 2026, 5:00 pm
Location: Essex Municipal Building, 33 Talbot Street South

Present: Member - Pocock, Phil
Member - Sauve, Danny
Member - Lester, Dorene
Member - Child, Matthew
Member - Baker, William

Also Present: Lori Chadwick, Director, Development Services
Rita Jabbour, Manager, Planning Services
Ian Rawlings, Junior Planner
Marsha Buchta, 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

The Chair called the meeting to order at 5:04 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 declarations of interest noted at this time.

4. Adoption of Published Agenda

4.1 Committee of Adjustment Meeting Agenda for January 20, 2026

COA26-01-95

Moved By Dorene Lester
Seconded By William Baker

That the published agenda for the January 20, 2026 Committee of Adjustment Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Committee of Adjustment Minutes for November 18, 2025

COA26-01-96

Moved By Matthew Child
Seconded By Danny Sauve

That the minutes of the Committee of Adjustment meeting held November 18, 2025 be adopted as circulated.

Carried

6. New Business

6.1 Adoption of the 2026 Committee of Adjustment Meeting Schedule

COA26-01-97

Moved By Danny Sauve
Seconded By Dorene Lester

That the 2026 Proposed Meeting Schedule be adopted as amended, deleting December 2026 and January 2027 meetings and moving the November meeting to November 10, 2026.

Carried

6.2 Election of Chair for the 2026 Committee Season

COA26-01-98

Moved By Danny Sauve
Seconded By Pocock, Chair

That William Baker be the Chair of the Committee of Adjustment for the 2026 Committee Season.

Carried

6.3 Election of Vice-Chair for the 2026 Committee Season

COA26-01-99

Moved By William Baker
Seconded By Dorene Lester

That Danny Sauve be the Vice-Chair of the Committee of Adjustment for the 2026 Committee Season.

Carried

7. Closed Meeting

COA26-01-100

Moved By William Baker
Seconded By Dorene Lester

That the Committee of Adjustment move into Closed session pursuant to 239 (3.1) of the Municipal Act, S.O. 2001, c. 25, as amended to receive education and training.

Carried

8. Open Meeting and Adjournment

COA26-01-101

Moved By Dorene Lester

Seconded By Matthew Child

That the Committee of Adjustment move out of Closed Meeting and move back into Open Meeting for adjournment at 7:04 p.m.

Carried

9. Future Meetings

Wednesday, February 18, 2026 at 5:00 p.m. at Town Hall in Council Chambers, 33 Talbot Street South, Essex, ON.

Chair

Recording Secretary