



The Corporation of the Town of Essex

Essex Municipal Heritage Committee Meeting Minutes

November 27, 2025, 5:00 pm

Harrow and Colchester South Community Centre, 243 McAfee Street

Present: Connie Clarkson - Chair
Member - Marnie Aldridge
Member - Baldwin, Jacqueline
Member - Basden, Perry
Councillor - Hammond, Rodney, Ward 4
Member - Kowtiuk, Laurie
Member - Matyi Linda
Member - Bernard Meloche
Member - Lorrie Stephenson

Absent: Richard Kokovai - Vice-Chair
Councillor - Matyi, Jason, Ward 3, Vice Chair

Also Present: Rita Jabbour, Manager, Planning Services
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 5:00 p.m. Marnie Aldridge arrived at 5:02 p.m. Member Baldwin left the meeting at 5:56 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 November 27, 2025

EMHC25-11-56

Moved By Laurie Kowtiuk

Seconded By Perry Basden

That the published agenda for the November 27, 2025, Essex Municipal Heritage Committee Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Essex Municipal Heritage Committee Minutes for October 30, 2025

EMHC25-11-57

Moved By Jacqueline Baldwin

Seconded By Linda Mayti

That the minutes of the Essex Municipal Heritage Committee meeting held October 30, 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

6.3 Heritage Grant Program

Ms. Rita Jabbour, Manager of Planning Services advised that the Heritage Grant program will be revised and brought to the Committee in February or March of 2026 and then brought forward to Council. It will be expanded to include accessibility and operating grants, and broader support for heritage property owners.

6.4 Heritage Designation and Interpretive Plaque Program - Ongoing

The Essex House, 78 Fox Street, plaque has been ordered and will be delivered in February 2026 for an unveiling sometime in the Spring.

6.5 Listing and Designating Properties and Heritage Districts - Ongoing

6.5.1 136 County Road 50 West

Administration to share the Archaeological Assessment with the Committee.

The Archaeological report was submitted with the agenda for review by the Committee. Member Basden advised there was a discrepancy in the area of property evaluated and the calculations, 5.6 hectares vs. 15.507 hectares. Ms. Jabbour advised that it was a typo as the area delineated on the assessment map clearly shows the entire area slotted for development was tested. These reports are reviewed and approved for accuracy of reporting by the Ministry. The report didn't identify any archeological resources.

Mr. Wing On Li attended virtually to answer any further questions.

EMHC25-11-58

Moved By Perry Basden

Seconded By Councillor Hammond

That the Colchester Bay Incorporated property at 136 County Road 50 West be removed from the inventory of properties considered for listing and designation.

Carried

EMHC25-11-59

Moved By Bernard Meloche

Seconded By Perry Basden

That the Parkette or Woodlot be named "Glen Olive" to commemorate the history of the property.

Carried

6.6 Cemeteries

The Committee had previously decided to remove the Huffman Cemetery from the Register. The Ferris Cemetery was deferred to see if we could work out a right of way agreement with our Clerk's Department. This will be a discussion in 2026. The Clerk's Department is currently looking into ownership of all Cemeteries and whether the Town will legally take them over through property transfer. Municipalities are required by law to maintain abandoned Cemeteries.

6.7 Studies and Master Plans - Ongoing

6.8 Heritage Walking Tour and Digital Component - Ongoing

A member of the public advised they had done some historical research on 62 Alice to help update the Digital Jane's walk information as there was little information on that property. The information will be updated on the website.

6.9 Cultural Master Plan - Ongoing

6.10 Historically Significant Name Registry - Ongoing

6.11 Cultural Heritage, Indigenous History - Ongoing

6.12 Barn Quilts

As Member Kokovai is the lead on this item we will hold off on discussing too much information, but it could be part of the Heritage Grant Program where a nominal fee would be given to participate, with specific guidelines.

6.13 Heritage Week 2026 - February 16 - 22, 2026

Planning is underway, a theme hasn't been set by the Ministry yet, but we typically have our own. Local organizations like John R. Park Homestead and Canadian Transportation Museum are expected to host events. This year will be our 10th Anniversary of Heritage Week participation. Last year we focused on the Official Plan and established a Heritage Network for information sharing. We had stakeholder meetings with our Heritage Property owners to get a better idea of what they needed. Then we had colouring books and Facebook posts. We have had so many different activities over the last 10 years. We want to remind people of all we've done and all that we still have to do.

Members of the Committee thought it may be nice to have all the historical groups together in an area or two, where they could share with the public what they do etc.

We may want to do a commemorative coin or chocolate coin. Youth may like stickers. We should continue with the Heritage Bursary as well.

7. New Business

7.1 Election of Chair 2026 Committee Season

EMHC25-11-60

Moved By Perry Basden

Seconded By Jacqueline Baldwin

That Connie Clarkson be the Chair of the Essex Municipal Heritage Committee for the 2026 Committee Season.

Carried

7.2 Election of Vice-Chair 2026 Committee Season

EMHC25-11-61

Moved By Jacqueline Baldwin

Seconded By Marnie Aldridge

That Linda Matyi be the Vice-Chair of the Essex Municipal Heritage Committee for the 2026 Committee Season.

Carried

8. Adjournment

EMHC25-11-62

Moved By Laurie Kowtiuk

Seconded By Perry Basden

That the meeting be adjourned at 6:02 p.m.

Carried

9. Future Meetings

Thursday, January 29, 2026 at 5:00 p.m. at Town Hall, Council Chambers, 33 Talbot Street South, Essex, ON.

Chair

Recording Secretary