



The Corporation of the Town of Essex

Regular Council Meeting Minutes

April 7, 2026, 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:

- Kate Giurissevich, Chief Administrative Officer
- Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk
- Jake Morassut, Director, Community Services
- Kate Rowe, Director, Corporate Services
- Lori Chadwick, Director, Development Services
- Kevin Girard, Director, Infrastructure Services
- Lauryn Smith, Youth Council Member
- Cole Foster, Youth Council Member
- Matt Ducharme, Deputy Clerk
- Jason Pillon, Fire Chief
- Lyndsay Phoenix, Legislative Clerk
- Brendan Greenwell, Legal Clerk

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 6:05 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 Malandruccolo, Director, Legal & Legislative Services/Clerk reported on April 7, 2026 at 5:00 PM Council moved into Closed Session as permitted to do so pursuant to Section 239(2) (e) and (f) of the Municipal Act, 2001, C. 25, as amended to receive a legal update which included advice subject to solicitor-client privilege and litigation or potential litigation including matters before tribunals, affecting the municipality of local board.

He also reported on March 27, 2026 at 9:30 AM the Legal Advisory Committee moved into Closed Session as permitted to do so pursuant to Section 239(2) (f) of the Municipal Act, 2001, C. 25, as amended to receive advice that is subject to solicitor-client privilege including communications necessary for that purpose in order to discuss a tribunal hearing related to 195, 197 and 199 Brien Avenue.

5. Declarations of Conflict of Interest

Deputy Mayor Shepley declared a conflict of interest pertaining to Agenda Item 19.3.3 and 19.3.3.1.

6. Adoption of Published Agenda

6.1 Regular Council Meeting Agenda for April 7, 2026

R26-04-115

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

That the published agenda for the April 7, 2026 Regular Council Meeting be adopted as amended to include a Notice of Motion regarding the Lakeshore Dog Pound.

Carried

7. Adoption of Minutes

7.1 Regular Council Meeting Minutes for March 16, 2026

R26-04-116

Moved By Councillor Allard

Seconded By Councillor Matyi

That the minutes of the Regular Council Meeting held March 16, 2026 be adopted as circulated.

Carried

7.2 Special Council Meeting Minutes for July 21, 2025

R26-04-117

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

That the minutes of the Special Council Meeting held July 21, 2025 be adopted as circulated.

Carried

7.3 Special Council Meeting Minutes for August 12, 2025

R26-04-118

Moved By Councillor Matyi
Seconded By Councillor Allard

That the minutes of the Special Council Meeting held August 12, 2025 be adopted as circulated.

Carried

7.4 Special Council Meeting Minutes for November 24, 2025

R26-04-119

Moved By Councillor McGuire-Blais
Seconded By Deputy Mayor Shepley

That the minutes of the Special Council Meeting held November 24, 2025 be adopted as circulated.

Carried

7.5 Special Council Meeting Minutes for February 9, 2026

R26-04-120

Moved By Deputy Mayor Shepley
Seconded By Councillor Verbeek

That the minutes of the Special Council Meeting held February 9, 2026 be adopted as circulated.

Carried

8. Public Presentations

8.1 Rick Surette, OPP Catch Crooks

Rick Surette, OPP Catch Crooks presented on the Crimestoppers Program.

R26-04-121

Moved By Councillor Verbeek
Seconded By Councillor Allard

That Council allow an additional 5 minutes to the delegate.

Carried

R26-04-122

Moved By Councillor Allard
Seconded By Deputy Mayor Shepley

That the delegation by Rick Surette on behalf of OPP Catch Crooks be received for information; and

That Council direct Administration to promote Crimestoppers on the Town's gateway signage, website, and social media, and in cooperation with the BIA, using information provided by the delegate.

Carried

9. Unfinished Business

10. Reports from Administration

10.1 Fire and Rescue Services-2026-01

RE: Results from RFT-FS-26-001 – Construction of New Fire Station 3

Jason Pillon, Fire Chief presented the results for the Request for Tender for the construction of new Fire Station 3.

R26-04-123

Moved By Councillor Allard

Seconded By Deputy Mayor Shepley

That Fire and Rescue Services Report 2026-01 entitled Results from RFT-FS-26-001 – Construction of New Fire Station 3 prepared by Jason Pillon, Fire Chief dated April 7, 2026, be received; and

That Council award the contract for the Request for Tender FS-26-0001 “Construction of New Fire Station 3” to Gulf Developments in the amount of \$5,034,519.01 including non-refundable HST.

Carried

10.2 Fire and Rescue Services-2026-02

RE: By-Law Update - Memorandum of Understanding with St. Clair College

Jason Pillon, Fire Chief presented the By-Law Update regarding Memorandum of Understanding with St. Clair College.

R26-04-124

Moved By Councillor Matyi

Seconded By Councillor Hammond

That Fire and Rescue Services Report 2026-02 entitled By-Law Update - Memorandum of Understanding with St. Clair College prepared by Jason Pillon, Fire Chief dated April 7, 2026, be received; and

That By-Law 2503 being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Essex and St. Clair College of Applied Arts and Technology be read a first time, a second time and a third time and finally passed on April 7, 2026.

Carried

10.3 Fire and Rescue Services-2026-03

RE: Essex Fire and Rescue 2025 Annual Report

Jason Pillon, Fire Chief presented the Essex Fire and Rescue 2025 Annual Report.

R26-04-125

Moved By Councillor Hammond

Seconded By Councillor Allard

That Fire and Rescue Services Report 2026-03 entitled Essex Fire and Rescue 2025 Annual Report prepared by Jason Pillon, Fire Chief dated April 7, 2026, be received.

Carried

10.4 Community Services-2026-03

RE: Special Event Resource Team

R26-04-126

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

That Community Services Report 2026-03 entitled Special Event Resources Team (SERT) Update – April 2026, prepared by Tim Stanley, Assistant Manager, Facilities and Events dated April 7, 2026, be received.

Carried

10.5 Development Services-2026-05

RE: Cloudpermit Planning & Building Contracts

R26-04-127

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

That Development Services Report 2026-05 entitled Cloudpermit Planning & Building Contracts prepared by Lori Chadwick, Director, Development Services dated April 7, 2026, be received;

That Council approve the renewal of the Building Module agreement with Cloudpermit for a five (5)-year term at an annual cost of \$34,191.36 including non-refundable taxes subject to the inclusion of an exit clause;

That Council approve the use of single source procurement for the Building Module renewal in accordance with Section 9.08 (j) of Procurement By-law 2437, as the service represents an extension of an existing and compatible system currently in use by the municipality;

That Council approve the addition of the Planning Module to the existing Cloudpermit platform for a five (5)-year term at an annual cost of \$23,933.95 including non-refundable taxes subject to the inclusion of an exit clause;

That Council approve single source procurement for the Planning Module in accordance with Section 9.08 (d) of Procurement By-law 2437, on the basis that the module is fully compatible with the Town's existing system and will ensure consistency and efficiency across municipal operations; and

That Council approve the required pre-budget commitments associated with both agreements, with future costs to be incorporated into upcoming operating budgets as contractual obligations.

Carried

10.6 Drainage-2026-07

RE: Appointment of an Engineer under Section 78 and 76 of the Drainage Act for the Bowler/South Malden Road Drain

R26-04-128

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

That Drainage Report 2026-07 entitled Appointment of an Engineer under Section 78 and 76 of the Drainage Act for the Bowler/South Malden Road Drain prepared by Lindsay Dean, Drainage Superintendent dated April 7, 2026, be received; and

That Council appoint Rood Engineering Inc. under Section 78 and 76 of the Drainage Act to review the Bowler/South Malden Road Drain.

Carried

10.7 Legal and Legislative Services-2026-12

RE: Prohibition on the Use of Corporate Resources During Elections Policy

Joe Malandrucolo, Director, Legal and Legislative Services provided answers to Councillors question from March 16, 2026 Regular Council Meeting regarding proxy voting procedure.

R26-04-129

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

That Legal and Legislative Services Report 2026-12 entitled Prohibition on the Use of Corporate Resources During Elections Policy prepared by Joe Malandrucolo, Director, Legal and Legislative Services dated March 16, 2026, be received for information.

Carried

10.8 Legal and Legislative Services-2026-03

RE: Municipal Election Recount Policy

R26-04-130

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

That Legal and Legislative Services Report 2026-03 entitled Municipal Election Recount Policy prepared by Legal and Legislative Services/Clerk April 7, 2026, be received; and

That Council support the Town of Essex Municipal Election Recount Policy by giving a first, second, and third reading thereto and finally pass By-Law 2525 being a By-Law to repeal the previous By-Law 2115 and adopt a Municipal Election Recount Policy in its place.

Carried

10.9 Office of the CAO-2026-03

RE: Summary of Outstanding Council Reports as at February 28, 2026

R26-04-131

That CAO Report 2026-03 entitled Summary of Outstanding Council Reports as at February 28, 2026 prepared by Kate Giurissevich dated April 6, 2026, be received for information.

11. Reports from Youth Members

Cole Foster advised that applications for GECDSDB scholarships are open until April 27, 2026. Lauryn Smith advised that registration for the Fun Fest 5k run is open and money raised is going to the Essex Food Bank.

12. County Council Update

12.1 County of Essex

RE: County Council Highlights for March 18, 2026

R26-04-132

Moved By Deputy Mayor Shepley

Seconded By Councillor Hammond

That the correspondence listed in Agenda Item 12.1.1 be received.

Carried

13. Correspondence

13.1 Correspondence to be received

R26-04-133

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

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 Ministry of the Environment, Conservation and Parks

RE: Essex Drinking Water System, Harrow-Colchester South Inspection Report

13.1.2 Ministry of the Environment, Conservation and Parks

RE: Essex Drinking Water System (Essex DS) Inspection Report

13.1.3 Township of Oro Medonte

RE: Request for Provincial Legislation Amendments, Health and Safety Concerns

13.1.4 Ministry of Sport

RE: Funding to Support the Essex Centre Sports Fields Project

13.1.5 Town of Lincoln

RE: Request to the Province of Ontario to Extend the Deadline for Notices of Intention to Designate Listed Heritage Properties

13.1.6 Northeastern Manitoulin & The Islands

RE: Oil Quality for Chip-and-Tar Surface Road Treatment

13.1.7 The Regional Municipality of Durham

RE: Province to Consider Giving Municipal Councils More Authority to Adjust Police Service Budget Proposals

13.2 Correspondence to be considered for receipt and support

13.2.1 Essex Regional Conservation

R26-04-134

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

That the correspondence from Essex Regional Conservation regarding proposed boundaries for the regional consolidation of Ontario's Conservation Authorities and potential implications of the Province of Ontario's proposed authority consolidation, be received and supported; and

That a letter from the Town of Essex be sent to The Honorable Todd McCarthy, Minister of the Environment, Conservation and Parks, Marit Stiles, Leader of the Official Opposition, Essex MPP Anthony Leardi, Essex MP Chris Lewis, Windsor-Tecumseh MPP Andrew Dowie, Chatham-Kent-Leamington MPP Trevor Jones, Windsor West MPP Lisa Gretzky and local municipalities.

Carried

13.2.1.1 Essex Region Conservation

RE: Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities

13.2.1.2 Essex Region Conservation

RE: Potential Implications of the Province of Ontario's Proposed Conservation Authority Consolidation

13.2.2 Town of LaSalle

RE: Support of Finlay's Law

R26-04-135

Moved By Deputy Mayor Shepley

Seconded By Mayor Bondy

That the correspondence from the Town of LaSalle regarding support of Finlay's Law, be received and supported; and

That a letter from the Town of Essex be sent to The Honorable Doug Ford, Premier of Ontario, The Honorable Sylvia Jones, Ontario Minister of Health, Marit Stiles, Leader of the Official Opposition, Essex MPP Anthony Leardi, Windsor-Tecumseh MPP Andrew Dowie, Windsor Regional

Hospital, Hotel-Dieu Grace Healthcare and Association of Municipalities of Ontario.

Carried

13.2.3 Mayoral Letter to Province of Ontario

RE: Investment in EnerQuest Technologies Solutions Inc.

R26-04-136

Moved By Deputy Mayor Shepley

Seconded By Councillor Hammond

That the correspondence from the Office of the Mayor, The Corporation of the Town of Essex regarding province of Ontario investment in EnerQuest Technologies, be received and supported.

Carried

14. Committee Meeting Minutes

R26-04-137

Moved By Councillor McGuire-Blais

Seconded By Councillor Allard

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 Santa's Village - February 10, 2026

14.2 Arts, Culture and Tourism Committee - February 11, 2026

14.3 Essex Festival Committee - February 18, 2026

14.4 Essex Centre Business Improvement Area - February 18, 2026

Recommendations to Council:

BIA26-02-010

Moved by A. Schinkle

Seconded by G. Laframboise

That Kristen Tell be appointed to the Board of Directors effective immediately.

Carried

That the resignation of Mesba Qasim from the Essex Centre BIA, be received; and

That Council direct Administration to write a letter of appreciation and thanks for the member's commitment to the Essex Centre BIA.

15. Financial

16. New Business

16.1 Windsor Canada Utilities Ltd. Board Advisory Committee

RE: Vacancy on Windsor Canada Utilities Ltd. Board Advisory Committee

R26-04-138

Moved By Councillor McGuire-Blais

Seconded By Councillor Verbeek

That Council nominate Deputy Mayor Shepley to sit on the Windsor Canada Utilities Ltd. Advisory Committee for a term of one year, expiring February 28, 2027 .

Carried

17. Notices of Motion

17.1 The following Notice of Motion was for presentment only and will be brought forward for Council's consideration at the April 20, 2026 Regular Council Meeting:

17.1.1 Mayor Bondy

Moved By Mayor Bondy

That Council direct Administration to request from the Municipality of Lakeshore the number of dogs from the Town of Essex impounded and euthanized at the Lakeshore Dog Pound due to the classification of “no other choice” during 2025 and to date in 2026, with reasons, and to use such information to determine whether not Administration would suggest changes to the Town’s Dog Pound Contract.

18. Reports and Announcements from Council Members

Mayor Bondy provide an update on recent and upcoming community events and the Town Hall renovations and acknowledged the inductees to Agricultural Hall of Fame. Councillor McGuire-Blais provided an update on recent and upcoming community events and acknowledged BIA and Santa's Village Committees award nominations. Councillor Garon provided an update on Essex Fun Fest and Essex 73s season and upcoming event. Councilor Hammond provide an update on recent and upcoming community events.

19. By-Laws

19.1 By-Laws that require a third and final reading

19.1.1 By-Law 2515

RE: Being a by-law to confirm the proceedings of the March 16, 2026, Regular Meeting of Council of the Corporation of the Town of Essex

R26-04-139

Moved By Councillor Allard

Seconded By Councillor Verbeek

That By-Law 2515 being a by-law to confirm the proceedings of the March 16, 2026, regular Meeting of Council of the Corporation of the Town of Essex be read a third time and finally passed on April 7, 2026.

Carried

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

19.2.1 By-Law 2523

RE: Being a by-law to Establish a Subsidy Program in the Town of Essex

R26-04-140

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

That By-Law 2523 being a by-law to establish a subsidy program in the Town of Essex be read a first time, a second time, and a third time and finally passed on April 7, 2026.

Carried

19.3 By-Laws that require a first and second reading

19.3.1 By-Law 2519

RE: Being a by-law to name Street "A" and Street "B" in Phase II of the Sunset Gardens Residential Subdivision, "Sunset Drive" and "Dubas Avenue", respectively

R26-04-141

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

That By-Law 2519 being a by-law to name Street "A" and Street "B" in Phase II of the Sunset Gardens Residential Subdivision, "Sunset Drive" and "Dubas Avenue", respectively be read a first time and a second time and provisionally adopted on April 7, 2026.

Carried

19.3.2 By-Law 2520

RE: Being a by-law to name Street "A" in the Colchester Heights Residential Subdivision, "Ross Crescent"

R26-04-142

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

That By-Law 2520 being a by-law to name Street "A" in the Colchester Heights Residential Subdivision, "Ross Crescent" be read a first time and a second time and provisionally adopted April 7, 2026.

Carried

19.3.3 By-Law 2522

RE: Being a by-law to confirm the proceedings of the April 7, 2026, Regular Meeting of Council of the Corporation of the Town of Essex

R26-04-144

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

That By-Law 2522 being a by-law to confirm the proceedings of the April 7, 2026, Regular Meeting of Council of the Corporation of the Town of Essex be read a first time and a second time and provisionally adopted on April 7, 2026.

Carried

19.4 By-Laws that require a first reading

19.4.1 By-Law 2521

RE: Being a by-law to authorize the execution of a lease agreement between The Corporation of the Town of Essex and Jet Wave Inc. for berth space at the Colchester Harbour located at 100 Jackson Street, Harrow, Ontario

Deputy Mayor Shepley abstained from the vote.

R26-04-143

Moved By Councillor Matyi

Seconded By Councillor Allard

That By-Law 2521 being a by-law to authorize the execution of a lease agreement between The Corporation of the Town of Essex and Jet Wave Inc. for berth space at the Colchester Harbour located at 100 Jackson Street, Harrow, Ontario be read a first time on April 7, 2026.

Carried

19.4.1.1 Haider Al-Twaini, Jet Wave Inc.

20. Adjournment

R26-04-145

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

That the meeting be adjourned at 8:22 PM.

Carried

21. Future Meetings

21.1 Monday, April 20, 2026 6:00 - 9:00 PM - Regular Council Meeting

Location: 33 Talbot Street South, Essex, ON N8M 1A8

Livestream available at <https://www.youtube.com/EssexOntario>

21.2 Tuesday, April 21, 2026 9:00 - 4:30 PM - Notice of Special Meeting: Integrity Commissioner Introduction and Training (Closed) and ENWIN Facility Tour

Location: 33 Talbot Street South, Essex, ON N8M 1A8

Livestream available at <https://www.youtube.com/EssexOntario>

21.3 Monday, April 27, 2026 5:00 - 6:00 PM - Notice of Special Meeting: Zoning By-Law Amendment for 80 County Road 50 West

Location: 33 Talbot Street South, Essex, ON N8M 1A8

Livestream available at <https://www.youtube.com/EssexOntario>

**21.4 Monday, April 27, 2026 6:00 - 7:00 PM - Notice of Special Council Meeting:
Zoning By-Law Amendment for 47 Wilson**

Location: 33 Talbot Street South, Essex, ON N8M 1A8

Livestream available at <https://www.youtube.com/EssexOntario>

21.5 Monday, May 4, 2026 6:00 - 9:00 PM - Regular Council Meeting

Location: 33 Talbot Street South, Essex, ON N8M 1A8

Livestream available at <https://www.youtube.com/EssexOntario>

Mayor

Clerk