



**The Corporation of the Town of Essex**

**Special Council Meeting Minutes**

December 13, 2023, 9:00 am

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:

- Doug Sweet, Chief Administrative Officer
- Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk
- Lori Chadwick, Director, Development Services
- Kevin Girard, Director, Infrastructure Services
- Kate Giurissevich, Director, Corporate Services
- Jake Morassut, Director, Community Services
- Shelley Brown, Deputy Clerk, Legal and Legislative Services
- Diane Emery, Legislative Clerk
- Ann Marie Unis, Manager, Finance and Business Services
- Maddy Tulett, Financial Analyst, Finance & Business Services

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.

The purpose of this meeting is to deliberate the proposed 2024 Town of Essex Budget.

**1. Call to Order**

Mayor Bondy called the meeting to order at 9:02 AM.

**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 conflict of interest noted at this time.

**4. Adoption of Published Agenda**

**4.1 Special Council Meeting Agenda for December 13, 2023**

**SP23-12-001**

Moved By Councillor Garon

Seconded By Councillor Verbeek

**That** the published agenda for the December 13, 2023 Special Council Meeting regarding the 2024 Town of Essex Draft Capital and Operating Budget be adopted as presented.

**Carried**

**5. Reports from Administration**

**5.1 Doug Sweet, Chief Administrative Officer**

RE: Verbal report - Introduction/Overview of 2024 Proposed Operating and Capital Budget

**SP23-12-002**

Moved By Councillor Allard

Seconded By Councillor Matyi

**That** the verbal report prepared by Doug Sweet, Chief Administrative Officer, be received.

**Carried**

**5.2 Kate Giurissevich, Director, Corporate Services**

RE: Presentation of 2024 Proposed Budget

Kate Giurissevich, Director, Corporate Services noted that Administration presented Council with a Proposed 2024 Budget of approximately \$70.6 million in revenues and expenses. She stated that the main theme was stabilizing taxes. She noted that the 2024 proposed budget is showing a decrease in estimated revenues due to an expected decline in construction activity in the Town of Essex. She stated that the 2024 Proposed Budget included a proposed blended tax rate of 5.64%.

Council deliberated the proposed Operating and Capital budgets.

**SP23-12-003**

Moved By Councillor McGuire-Blais

Seconded By Councillor Verbeek

**That** the additional public works operator position be removed from the 2024 Operating Budget.

**Carried**

**SP23-12-004**

Moved By Councillor Verbeek

Seconded By Councillor McGuire-Blais

**That** the proposed 2024 Operating Budget as presented be adopted in principle, inclusive of all adjustments summarized in Table A.

**Carried**

**SP23-12-005**

Moved By Councillor Verbeek

Seconded By Councillor Allard

**That** Council Capital Project Contingency for \$25,000.00 be approved. Procedural note that Councillor McGuire-Blais left the room briefly before the matter was moved and seconded and came back while the motion was being deliberated and did not vote.

**Carried**

**SP23-12-006**

Moved By Councillor McGuire-Blais

Seconded By Councillor Hammond

**That** all Office of the CAO Capital Projects be adopted.

**Carried**

**SP23-12-007**

Moved By Councillor Hammond

Seconded By Councillor McGuire-Blais

**That** all Police Capital Projects be adopted.

**Carried**

Moved By Councillor Verbeek

Seconded By Councillor Hammond

**That** Cemeteries Capital Project for the Protective barrier at Erie Cemetery be tabled.

**Defeated**

**SP23-12-008**

Moved By Councillor Matyi

Seconded By Councillor Garon

**That** all Cemeteries Capital Projects not tabled be adopted.

**Carried**

**SP23-12-009**

Moved By Councillor McGuire-Blais

Seconded By Councillor Matyi

**That** General Government Capital Project for Procurement Software be adopted.

**Carried**

**SP23-12-010**

Moved By Councillor Hammond  
Seconded By Councillor Verbeek

**That** Information Technology Capital Project for the virtual meeting room hardware be tabled and the VMware Server upgrade project be adopted.  
Procedural note that Councillor Hammond left the meeting while the motion was on the floor and returned before the vote was taken.

**Carried**

**SP23-12-011**

Moved By Councillor McGuire-Blais  
Seconded By Councillor Verbeek

**That** all Fire Capital Projects be adopted.

**Carried**

**SP23-12-012**

Moved By Councillor Hammond  
Seconded By Councillor Verbeek

**That** all Essex Recreation Centre Capital Projects be adopted.

**Carried**

**SP23-12-013**

Moved By Councillor Verbeek  
Seconded By Councillor Hammond

**That** all Arts, Culture and Tourism Capital Projects be adopted.

**Carried**

**SP23-12-014**

Moved By Councillor McGuire-Blais  
Seconded By Councillor Hammond

**That** Parks Capital Project to rebuild the archway into Harrow Arena grounds be tabled.

**Carried**

**SP23-12-015**

Moved By Councillor Verbeek  
Seconded By Councillor McGuire-Blais

**That** Parks Capital Project for additional swings at Stanton Park be tabled.

**Carried**

**SP23-12-016**

Moved By Councillor Verbeek  
Seconded By Councillor Matyi

**That** Parks Capital Project Essex Sports Park Amenities be tabled.

**Carried**

**SP23-12-017**

Moved By Councillor Verbeek  
Seconded By Councillor Garon

**That** Parks Capital Project for the Parking Plan for Colchester be tabled.

**Carried**

**SP23-12-018**

Moved By Councillor McGuire-Blais  
Seconded By Councillor Matyi

**That** Parks Capital Project for the wood chipper be tabled.

**Carried**

**SP23-12-019**

Moved By Councillor Hammond  
Seconded By Councillor Matyi

**That** Park Capital Project for the pathway from Perreira to Harrow Arena be tabled.

**Carried**

**SP23-12-020**

Moved By Councillor Verbeek  
Seconded By Councillor McGuire-Blais

**That** Parks Capital Project for the tow behind roller kit be tabled.

**Carried**

**SP23-12-021**

Moved By Councillor Verbeek  
Seconded By Councillor Hammond

**That** all Parks Capital Projects not tabled be adopted.

**Carried**

**SP23-12-022**

Moved By Councillor McGuire-Blais  
Seconded By Councillor Matyi

**That** all Arena Capital Projects be adopted.

**Carried**

**SP23-12-023**

Moved By Councillor Hammond

Seconded By Councillor Matyi

**That** all Harbour Capital Projects be adopted.

**Carried**

**SP23-12-024**

Moved By Councillor Hammond

Seconded By Councillor Allard

**That** the meeting be recessed from 10:29 until 10:39 AM.

**Carried**

**SP23-12-025**

Moved By Councillor McGuire-Blais

Seconded By Councillor Verbeek

**That** all Planning Capital Projects be adopted. Procedural note that Councillor Garon was not present when the motion was moved and seconded but returned at 10:36 during deliberations on the vote.

**Carried**

**SP23-12-026**

Moved By Councillor McGuire-Blais

Seconded By Councillor Verbeek

**That** Public Works Equipment Capital Project for the Electric Infrastructure Services Vehicle be tabled.

**Carried**

**SP23-12-027**

Moved By Councillor McGuire-Blais

Seconded By Councillor Hammond

**That** Public Works Equipment Capital Project for the Vermeer Wood Chipper be tabled.

**Carried**

**SP23-12-028**

Moved By Councillor Matyi

Seconded By Councillor McGuire-Blais

**That** Public Works Equipment Capital Project for the 5-ton snow plow be eliminated from the 2024 Capital Budget.

**Carried**

**SP23-12-029**

Moved By Councillor Matyi

Seconded By Councillor Allard

**That** Public Works Equipment Capital Project for the pickup truck be tabled.

**Carried**

Moved By Councillor Verbeek

Seconded By Councillor Hammond

**That** Public Works Equipment Capital Project for the generator for Harrow be tabled.

**Defeated**

**SP23-12-030**

Moved By Councillor Garon

Seconded By Councillor Allard

**That** all Public Works Equipment Capital Projects not tabled be adopted.

**Carried**

**SP23-12-031**

Moved By Councillor McGuire-Blais

Seconded By Councillor Matyi

**That** all Public Works Roads and Roadside Capital Projects be adopted.

**Carried**

**SP23-12-032**

Moved By Councillor McGuire-Blais

Seconded By Councillor Verbeek

**That** all Public Works Stormwater Management Capital Projects be adopted.

**Carried**

**SP23-12-033**

Moved By Councillor McGuire-Blais

Seconded By Councillor Allard

**That** all Building Capital Projects be adopted.

**Carried**

**SP23-12-034**

Moved By Councillor McGuire-Blais

Seconded By Councillor Matyi

**That** Water Capital Project for the pickup truck be tabled and all other Water Capital Projects not tabled be adopted.

**Carried**

**SP23-12-035**  
Moved By Councillor Hammond  
Seconded By Councillor Allard

**That** all Sanitary Sewer Capital Projects be adopted.

**Carried**

Moved By Councillor Verbeek

**That** the future project for the Sun Sail for McGregor Park be moved into Capital Parks Projects for the 2024 budget and funded from leftover 2023 contingency funds of \$8700.00 and \$11,300 from Stanton Park Swings. MOTION WITHDRAWN

**SP23-12-036**  
Moved By Councillor McGuire-Blais  
Seconded By Councillor Verbeek

**That** tabled Information Technology Capital Project for the virtual meeting room hardware be pushed forward to the 2025 budget.

**Carried**

Moved By Councillor McGuire-Blais  
Seconded By Councillor Hammond

**That** tabled Parks Capital Project to rebuild the archway into Harrow Arena grounds be pushed forward to the 2025 budget.

**Defeated**

**SP23-12-037**  
Moved By Councillor McGuire-Blais  
Seconded By Deputy Mayor Shepley

**That** tabled Parks Capital Project to rebuild the archway into Harrow Arena grounds be adopted.

**Carried**

**SP23-12-038**  
Moved By Deputy Mayor Shepley  
Seconded By Councillor Hammond

**That** tabled Parks Capital Project for the tow behind roller be adopted.

**Carried**



**SP23-12-039**

Moved By Councillor Garon  
Seconded By Councillor Verbeek

**That** tabled Parks Capital Project Essex Sports Park Amenities be reduced to \$100,000 and be adopted with funding of 30% from development charges and 70% from taxation.

**Carried**

**SP23-12-040**

Moved By Councillor McGuire-Blais  
Seconded By Deputy Mayor Shepley

**That** tabled Parks Capital Project for the pathway from Perreira to Harrow Arena be adopted.

**Carried**

**SP23-12-041**

Moved By Councillor Verbeek  
Seconded By Councillor McGuire-Blais

**That** tabled Parks Capital Project for the parking plan for Colchester for \$50,000 be removed from the 2024 budget keeping \$15,000 for signage with \$7,500 funded from asset management reserve and \$7,500 funded from taxation and that the balance of the project be deferred to the 2025 budget.

Procedural note that Councillor Hammond left the room at 11:44 AM and was absent when the motion was moved and returned at 11:46 AM.

**Carried**

**SP23-12-042**

Moved By Deputy Mayor Shepley  
Seconded By Councillor Verbeek

**That** tabled Parks Capital Project for additional swings at Stanton Park be removed from the 2024 budget.

**Carried**

**SP23-12-043**

Moved By Deputy Mayor Shepley  
Seconded By Councillor Allard

**That** the meeting be recessed for lunch from 12:00 PM to 12:30 PM.

**Carried**

**SP23-12-044**

Moved By Councillor Garon  
Seconded By Councillor Allard

**That** tabled Public Works Capital Project for the pickup truck be adopted.

**Carried**

**SP23-12-045**

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

**That** tabled Public Works Equipment Capital Project for the electric infrastructure services vehicle discussed in tandem with the project pickup truck being transferred to the water department be adopted.

**Carried**

**SP23-12-046**

Moved By Councillor Hammond

Seconded By Councillor Garon

**That** tabled Public Works Equipment Capital Project for the upgrade vermeer wood chipper discussed in tandem with transfer of the existing wood chipper from Public Works to Community Services be adopted.

**Carried**

Moved By Councillor Verbeek

Seconded By Councillor McGuire-Blais

That the future project for the McGregor Sun Sail project be added to the 2024 budget funded from leftover council contingency funds of \$8,761 and the balance of \$11,239 from taxation.

**Tabled**

**SP23-12-047**

Moved By Councillor Matyi

Seconded By Deputy Mayor Shepley

**That** Councillor Verbeek's motion on the McGregor Sun Sail be tabled.

**Carried**

Moved By Councillor Verbeek

Seconded By Deputy Mayor Shepley

**That** the future project for the McGregor Sun Sail for \$20,000 be added to the 2024 budget funded with \$8,761 from 2023 Council Contingency and \$11,239 from 2024 Council Contingency.

**Defeated**

**SP23-12-048**

Moved By Councillor Garon

Seconded By Councillor McGuire-Blais

**That** the Council Contingency 2023 carry-forward of \$8,761 be set aside for the McGregor Sun Sail project with the balance of funding to be found by other methods be adopted.

**Carried**

**SP23-12-049**  
Moved By Councillor McGuire-Blais  
Seconded By Councillor Hammond

**That** the proposed 2024 Capital Budget as presented be adopted in principle, inclusive of all adjustments summarized in Table B.

**Carried**

**SP23-12-050**  
Moved By Councillor Garon  
Seconded By Councillor Allard

**That** the changes listed in Table D - Prior Approved Capital Projects that will Carry Forward to 2024 in the Post Budget Walk Through Changes document be approved.

**Carried**

**SP23-12-051**  
Moved By Councillor McGuire-Blais  
Seconded By Councillor Hammond

**That** authorization be granted to complete, in fiscal year 2024, any previously approved projects that remain outstanding as of December 31, 2023 and do not appear in the 2024 Budget as presented, so long as the project costs do not exceed previously approved funding amounts or allocations.

**Carried**

**6. Public Presentations**

**7. Adjournment**

**SP23-12-052**  
Moved By Councillor Hammond  
Seconded By Deputy Mayor Shepley

**That** the meeting be adjourned at 1:24 PM.

**Carried**

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Mayor

