



Regular Council Meeting Agenda

May 5, 2025, 6:00 pm

Location: Essex Municipal Building, 33 Talbot Street South

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.

Pages

1. Call to Order

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

- Closed Council Meeting May 5, 2025 4:00 PM
- Closed Council Meeting May 5, 2025 4:30 PM

5. Declarations of Conflict of Interest

6. Adoption of Published Agenda

6.1 Regular Council Meeting Agenda for May 5, 2025

Moved by _____

Seconded by _____

That the published agenda for the May 5, 2025 Regular Council Meeting be adopted as presented / amended.

7. Adoption of Minutes

7.1 Regular Council Meeting Minutes for April 22, 2025

1

Moved by _____

Seconded by _____

That the minutes of the Regular Council Meeting held April 22,2025 be adopted as circulated.

7.2 Special Council Meeting Minutes for April 7, 2025

18

RE: OPP Service Discussion

Moved by _____

Seconded by _____

That the minutes of the Special Council Meeting held April 7, 2025 be adopted as circulated.

8. Public Presentations

8.1 Gordon Orr, CEO, Jason Toner, VP Marketing & Communications, Tourism Windsor Essex Pelee Island, and Jordan Goure, Owner, Vin Winery, Brew 21

RE: Implementation of a Municipal Accommodation Tax (MAT) program

Recommended Action:

Moved by _____

Seconded by _____

That Council receive the presentation by Tourism Windsor Essex Pelee Island regarding a proposed Municipal Accommodation Tax in the Town of Essex; and

That Council direct Administration to bring a report to Council prior to August 31, 2025, considering the proposed Municipal Accommodation Tax, including Tourism Windsor Essex Pelee Island’s proposal that Council endorses the need to implement the Municipal Accommodation Tax in the Town of Essex.

8.2 Verbal Report by Councillor Hammond regarding the Affordable Housing Summit 2025

RE: Affordable Housing Summit 2025: Update from Councillor Hammond

Moved by _____

Seconded by _____

That the verbal report by Councillor Hammond regarding the Affordable Housing Summit be received for information.

9. Unfinished Business

10. Reports from Administration

10.1 Economic Development-2025-04 57

RE: Essex Tourism Events Fund Applications

Recommended Action:

Moved by _____

Seconded by _____

That Economic Development Report-2025-04 entitled Essex Tourism Events Fund Applications prepared by Nelson Silveira, Manager, Economic Development dated May 5, 2025, be received;

That Council approve the distribution of \$1,000.00 of funding to Heritage Colchester from the Essex Tourism Events Fund; and

That Council approve the distribution of \$1,000.00 of funding to the Windsor Cancer Centre Foundation from the Essex Tourism Events Fund.

10.2 Economic Development-2025-05 61

RE: Building Report and Development Overview Q1 Summary 2025

Recommended Action:

Moved by _____

Seconded by _____

That Economic Development Report-2025-05 entitled Building Report and Development Overview Q1 Summary 2025 prepared by Nelson Silveira,

	<p>Manager, Economic Development dated May 5, 2025, be received for information.</p>	
10.3	<p>Capital Works and Asset Management-2025-15</p> <p>RE: 2025 Hot Mix Asphalt Program Update</p> <p>Recommended Action:</p> <p>Moved by _____</p> <p>Seconded by _____</p> <p>That Capital Works and Asset Management Report-2025-15 entitled 2025 Hot Mix Asphalt Program Update by David McBeth, Manager, Capital Works and Asset Management, dated May 5, 2025, be received for information.</p>	69
10.4	<p>Parks and Facilities-2025-04</p> <p>RE: Essex Town Centre Park Design</p> <p>Recommended Action:</p> <p>Moved by _____</p> <p>Seconded by _____</p> <p>That Parks and Facilities Report-2025-04 entitled Essex Town Centre Park Design prepared by Jake Morassut, Director, Community Services dated May 5, 2025, be received for information.</p>	77
10.5	<p>Community Services-2025-08</p> <p>RE: Special Event Notice – Colchester Bar and Gril</p> <p>Recommended Action:</p> <p>Moved by _____</p> <p>Seconded by _____</p> <p>That Community Services Report-2025-08 entitled Special Event Notice – Colchester Bar and Grill prepared by Jake Morassut, Director, Community Services, dated May 5, 2025, be received; and</p> <p>That Council approve closing Sydenham Street between Sullivan Street and County Road 50 in Colchester on the following 3 dates:</p> <ul style="list-style-type: none"> • May 25, 2025, from 2:00PM to 6:00PM for the Windsor Ride for Dad • August 24, 2025, from 2:00PM to 6:00PM for the On-A-Mission for the Mission Ride; and on • September 28, 2025, from 2:00PM to 6:00PM for the Windsor-Essex Therapeutic Riding Association Ride (WETRA). 	92
10.6	<p>Community Services-2025-07</p> <p>RE: Special Events Resource Team (SERT) – May 2025</p> <p>Recommended Action:</p> <p>Moved by _____</p> <p>Seconded by _____</p> <p>That Community Services Report-2024-07 entitled Special Event Resources Team (SERT) – May 2025 prepared by Jake Morassut, Director, Community Services, dated May 5, 2025, be received for information.</p>	96
10.7	<p>Drainage-2025-04</p>	102

RE: Appointment of an Engineer under Section 4 for a new petition drain

Recommended Action:

Moved by _____

Seconded by _____

That Drainage Report-2025-04 entitled Appointment of an Engineer under Section 4 for a new petition drain prepared by Lindsay Dean, Drainage Superintendent dated May 5, 2025 be received;

That Council receive and proceed with the petition for new drainage works as filed by the corporation of 1830143 Ontario Limited for Lots 280 and 281, Concession STR pursuant to Section 4 of the Drainage Act;

That Council direct Administration to notify the petitioners and Essex Region Conservation Authority of their intention to proceed with the construction of new drainage works; and

That RC Spencer Associates Inc. be appointed to prepare a report under the Drainage Act through Section 4 to establish new drainage works.

10.8

Legal and Legislative Services-2025-05

110

RE: Delegation of Authority By-Law Amendments (2025)

Recommended Action:

Moved by _____

Seconded by _____

That Legal and Legislative Services Report-2025-05 entitled Delegation of Authority By-Law Amendments (2025) prepared by Joseph Malandrucolo, Director, Legal and Legislative Services dated May 5, 2025, be received; and

That By-Law 2439 being a by-law to Delegate the Duties and Powers of the Council of the Town of Essex be read a first and second time and provisionally adopted on May 5, 2025.

10.8.1

By-Law 2439

138

11.

Reports from Youth Members

12.

County Council Update

Moved by _____

Seconded by _____

That the County of Essex, Regular Meeting minutes listed in Agenda Item 12, be received and the County Council update by Deputy Mayor Shepley be received.

12.1

County of Essex, Regular Council Meeting Minutes - April 2, 2025

159

13.

Correspondence

13.1

Correspondence to be received

Moved by _____

Seconded by _____

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.

13.1.1

Strong Mayor Powers

13.1.1.1	Town of Greater Napanee	171
13.1.1.2	Town of Tillsonburg	173
13.1.1.3	Municipality of North Middlesex	175
13.1.1.4	Town of Parry Sound	176
13.1.1.5	Township of Zorra	179
13.1.1.6	Town of Petawawa	180
13.1.1.7	The Municipality of South Huron	184
13.1.1.8	Town of Deep River	186
13.1.1.9	Town of Cobalt	188
13.1.2	Town of Parry Sound	190
	RE: Inclusive Research to Reflect Diversity of Canadian Communities	
13.1.3	The City of Sarnia	191
	RE: Carbon Tax	
13.1.4	Township of Otonabee-South Monaghan	192
	RE: Proposal to End Daylight Savings Time in Ontario	
13.1.5	Canton De Champlain Township	194
	RE: Surveillance and Monitoring of Heavy Vehicles in Ontario	

13.2 Correspondence to be considered for receipt and support

14. Committee Meeting Minutes

Moved by _____

Seconded by _____

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.

14.1	Essex Festival Committee - February 20, 2025	196
14.2	Essex Centre Business Improvement Area (BIA) - March 19, 2025	204
	Recommendation to Council:	
	BIA25-03-011	
	Moved by K. Dennison	
	Seconded by M. Qasim	
	That the Board recommend that Council appoint Josh Girard, owner and operator of Josh's NoFrills, Essex, as a member of the Board of Directors for the Essex Centre BIA.	
	Carried	
14.3	Essex Municipal Heritage Committee - March 27, 2025	211

15. Financial

15.1 2025 Q1 Capital Variance

216

Moved by _____

Seconded by _____

That the 2025 Q1 Capital Variance Report be received.

16. New Business

17. Notices of Motion

17.1 The following Notices of Motion were presented at the April 22, 2025 Regular Council Meeting and are being brought forward this evening for Council's consideration:

17.1.1 Deputy Mayor Shepley

Moved by Deputy Mayor Shepley

Seconded by _____

Whereas proposed amendments to Ontario Regulation 530/22 will provide Strong Mayor Powers to the Mayor of the Town of Essex; and

Whereas these powers will provide the Mayor with expanded authority over certain municipal decisions; and

Whereas Ontario Regulation 530/22 requires that Council be informed in a timely manner of when such powers are exercised, but does not require that Council be informed of the specific rationale for the use of such powers.

Now Therefore, be it resolved that anytime the Mayor chooses to use the Strong Mayor Powers otherwise than to approve By-Laws or to effectively delegate or forfeit those Strong Mayor Powers, Administration shall be required to request from the Mayor the rationale for the use of such powers and to notify all members of Council of the Mayor's response within 2 business days of such use of the Strong Mayor Powers.

17.1.2 Councillor McGuire-Blais

Moved by Councillor McGuire-Blais

Seconded by _____

That Essex Council direct Administration to prepare anti-bullying and respectful workplace signage for distribution to commercial businesses, in collaboration with the Essex Centre BIA and the Harrow & Colchester South Chamber of Commerce.

17.1.3 Councillor Verbeek

Moved by Councillor Verbeek

Seconded by _____

That Administration prepare a cost estimate to be included in the 2026 budget deliberations to install a sidewalk along Grondin/Arquette in McGregor from Sainte-Ursule Elementary School to the 11th Concession to facilitate the safe passage of students and pedestrians to and from school.

18. Reports and Announcements from Council Members

19. By-Laws

19.1 By-Laws that require a third and final reading

19.1.1 By-Law 2438 225

RE: Being a by-law to confirm the proceedings of the April 22, 2025, Regular Meeting of Council of the Corporation of the Town of Essex

Moved by _____

Seconded by _____

That By-Law 2438 being a by-law to confirm the proceedings of the April 22, 2025, Regular Meeting of Council of the Corporation of the Town of Essex be read a third time and finally passed on May 5, 2025.

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

19.2.1 By-Law 2441 227

RE: Being a by-law to provide for the issue of debentures in the amount of \$186,730.23 for works completed for drains

Moved by _____

Seconded by _____

That By-Law 2441 being a by-law to provide for the issue of debentures in the amount of \$186,730.23 for works completed for drains be read a first, a second, and a third time and finally passed on May 5, 2025.

19.2.2 By-Law 2443 231

RE: Being a by-law to Enter into a Licence Agreement with Harrow-Colchester Assets Management Limited

Moved by _____

Seconded by _____

That By-Law 2443 being a by-law to Enter into a Licence Agreement with Harrow-Colchester Assets Management Limited be read a first, a second and a third time and finally passed on May 5, 2025.

19.2.3 By-Law 2444 239

RE: Being a by-law to Enter into an Agreement to sell all of the Shares of E.L.K. Energy Inc. and E.L.K. Solutions Inc.

Moved by _____

Seconded by _____

That By-Law 2444 being a by-law to Enter into an Agreement to sell all of the Shares of E.L.K. Energy Inc. and E.L.K. Solutions Inc. be read a first, a second, and a third time and finally passed on May 5, 2025.

19.3 By-Laws that require a first and second reading

19.3.1 By-Law 2442 240

RE: Being a by-law to confirm the proceedings of the May 5, 2025, Regular Meeting of Council of the Corporation of the Town of Essex

Moved by _____

Seconded by _____

That By-Law 2442 being a by-law to confirm the proceedings of the May 5, 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 May 5, 2025.

20. Adjournment

Moved by _____

Seconded by _____

That the meeting be adjourned at [TIME].

21. Future Meetings

21.1 Tuesday, May 20, 2025, 6:00-9:00 PM, Regular Council Meeting

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

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

21.2 Monday, June 2, 2025, 6:00 - 9:00 PM, Regular Council Meeting

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

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



The Corporation of the Town of Essex

Regular Council Meeting Minutes

April 22, 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:

- Doug Sweet, Chief Administrative Officer
- Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk
- Jake Morassut, Director, Community Services
- Kate Giurissevich, Director, Corporate Services
- Lori Chadwick, Director, Development Services
- Kevin Girard, Director, Infrastructure Services
- Lauryn Smith, Youth Council Member
- Cassandra Roy, Legislative Clerk
- David McBeth, Manager, Capital Works & Asset Management
- Norm Nussio, Manager, Operations and Drainage
- Rob Mackie, Manager, Environmental Services
- Erica Tilley, Assistant Manager, Capital Works & Asset Management
- Lindsay Dean, Drainage Superintendent

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 6:01 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

Moment of Silence

A moment of silence was observed in honour of Sue Desjarlais a Councillor at the Town of LaSalle who was a member on the Essex Regional Conservation Authority Board and the John R Park Homestead Board.

A moment of silence was further observed in honour of Greg Horoky who was a former Town of Essex police officer as well as the organizer of the annual Colchester Walleye Derby.

4. Closed Meeting Report

Joe Malandruccolo, Director, Legal & Legislative Services/Clerk reported that on April 22, 2025 at 4:30 PM Council moved into Closed Session as permitted to do so pursuant to Section 239 2(c) of the Municipal Act, 2001, S.O. 2001, c. 25. as amended to discuss a proposed or pending acquisition or disposition of land by the municipality or local board.

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 April 22, 2025

R25-04-169

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

That the published agenda for the April 22, 2025 Regular Council Meeting be adopted with the following amendment:

That Agenda Item 13.14 be added to allow for a Verbal Report from Doug Sweet, CAO.

Carried

7. Adoption of Minutes

7.1 Regular Council Meeting Minutes for April 7, 2025

R25-04-170

Moved By Councillor Matyi

Seconded By Councillor Garon

That the minutes of the Regular Council Meeting held April 7, 2025 be adopted as circulated.

Carried

8. Public Presentations

8.1 Adrien Gignac-Eddy, Chief Operations Officer, Christopher MacLeod, GIS Lead, and Sarah Cipkar, Chief Executive Officer, Resimate Inc.

RE: Interactive Mapping Site - Detached Accessory Dwelling Unit ("ADU") Mapping Tool

Adrien Gignac-Eddy, Chief Operations Officer Resimate Inc. presented an overview of the Accessory Dwelling Unit (ADU) on the Town of Essex GIS and

demonstrated how Essex residents can use the program to see if they are permitted to add an ADU onto their property.

R25-04-171

Moved By Councillor McGuire-Blais
Seconded By Deputy Mayor Shepley

That Adrien Gignac-Eddy, Chief Operations Officer, Christopher MacLeod, GIS Lead, and Sarah Cipkar, Chief Executive Officer, Resimate Inc., be allocated 15 minutes to present the Interactive Mapping Site - Detached Accessory Dwelling Unit Mapping tool.

Carried

R25-04-172

Moved By Deputy Mayor Shepley
Seconded By Councillor Matyi

That the presentation by Adrien Gignac-Eddy, Chief Operations Officer, Christopher MacLeod, GIS Lead, and Sarah Cipkar, Chief Executive Officer, Resimate Inc. regarding the Detached Accessory Dwelling Unit mapping tool be received for information.

Carried

8.2 Verbal Report by Mayor Bondy and Deputy Mayor Shepley regarding the Good Roads Conference

RE: Good Roads Conference 2025: Update from Mayor Bondy and Deputy Mayor Shepley

Mayor Bondy and Deputy Mayor Shepley provided a verbal update from the Good Roads Conference on the various tools to address urban transportation, accident data, speeding, and asset management. Deputy Mayor highlighted that the Town of Essex is one of the only local municipalities that recycles aggregates for their roads.

R25-04-173

Moved By Councillor Matyi
Seconded By Councillor Allard

That the verbal report by Mayor Bondy and Deputy Mayor Shepley regarding the Good Roads Conference be received for information.

Carried

9. Unfinished Business

10. Reports from Administration

10.1 Environmental Services-2025-01

RE: Condition and Operational Capacity of Wastewater Treatment Facilities

Rob Mackie, Manager, Environmental Services provided an update of all the wastewater treatment facilities within the Town of Essex and their current capacity and future requirements.

R25-04-174

Moved By Deputy Mayor Shepley
Seconded By Councillor Verbeek

That Environmental Services Report-2025-01 entitled Condition and Operational Capacity of Wastewater Treatment Facilities prepared by Rob Mackie, Manager, Environmental Services dated April 22, 2025, be received for information.

Carried

10.2 Capital Works and Asset Management-2025-10

RE: Electric Vehicle (EV) Charger Grant Update

R25-04-175

Moved By Councillor McGuire-Blais
Seconded By Councillor Verbeek

That Capital Works and Asset Management Report-2025-10 entitled EV Charger Grant Update by David McBeth, Manager, Capital Works and Asset Management dated April 22, 2025 be received; and

That Council approve a post-budget capital project for EV Chargers in the amount of \$109,696.68 to be funded 100% from approved grant monies.

Carried

10.3 Capital Works and Asset Management-2025-11

RE: Draper and Sydenham Streetlighting

R25-04-176

Moved By Councillor Verbeek
Seconded By Councillor Allard

That Capital Works and Asset Management Report-2025-11 entitled Draper and Sydenham Streetlighting by David McBeth, Manager, Capital Works and Asset Management dated April 22, 2025 be received for information.

Carried

10.4 Capital Works and Asset Management-2025-12

RE: 3rd and 4th Concession Speed Limits

Erica Tilley, Assistant Manager, Capital Works and Asset Management, explained that at the Regular Council Meeting held on December 2, 2024, Council requested that Administration prepare a report regarding speed limits on the 3rd and 4th Concession. Administration noted that in October 2015, Council through way of motion, reduced the speed limits on the 4th Concession to 60 km/h to address concerns with wildlife crossing and sightings without a traffic study. Administration recommended that the 3rd and 4th Concession be raised to the previous speed limit of 80 km/h.

Council directed Administration to report back to Council at a future Council meeting with a more in-depth review on the 3rd and 4th Concession.

By way of a friendly amendment Council passed the following resolution:

R25-04-177

Moved By Councillor Hammond

Seconded By Councillor McGuire-Blais

That Capital Works and Asset Management Report-2025-12 entitled, 3rd and 4th Concession Speed Limits prepared by Erica Tilley, Assistant Manager, Capital Works and Asset Management dated April 22, 2025 be received; and

That Council direct Administration to postpone the motion to repeal By-Law 1454 and amend Schedule "A" to By-Law 1061 being a by-law to regulate rates of speed on highways to change the speed limit on the 4th Concession from County Road 11 to County Road 23 from 60 km/h to 80 km/h and the motion to amend Schedule "A" of By-Law 1061 being a by-law to regulate rates of speed on highways to change the speed limit on the 3rd Concession from County Road 11 (Queen Street) to 100 meters west of Drummond Road from 60km/h to 80km/h to allow for a more in-depth review of the traffic flow on the 3rd and 4th Concession including the rate of speed on the north and southbound lanes of McCormick.

Carried

10.5 Operations-2025-06

RE: Community Safety Zones Essex District High School

Norm Nussio, Manager, Operations and Drainage, presented a report recommending the establishment of a new Community Safety Zone in the vicinity of Essex District High School on Talbot Street between Maidstone Avenue and Hopgood Sideroad due to the recent construction of the plaza across from the high school.

By way of a friendly amendment, Council directed Administration to expand the new Community Safety Zone on Talbot Street North to Kenn Knapp Ford located at 390 Talbot Street North.

R25-04-178

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

That Operations Report-2025-06 entitled Community Safety Zones Essex District High School prepared by Norm Nussio Manager, Operations and Drainage dated April 22, 2025, be received; and

That Council direct Administration to implement a Community Safety Zone on Talbot Street North from Maidstone Avenue near Ken Knapp Ford located at 390 Talbot Street North, and on Maidstone Avenue from the Talbot Street North to Allen Avenue and amend By-Law No. 915 to reflect such.

Carried

10.6 Drainage-2025-03

RE: Municipal Drainage Activity Report

Lindsay Dean, Drainage Superintendent, presented the Annual Drainage Report on the current and future drainage works occurring within the Town of Essex.

R25-04-179

Moved By Councillor McGuire-Blais
Seconded By Councillor Allard

That Drainage Report-2025-03 entitled Annual Drainage Report prepared by Lindsay Dean, Drainage Superintendent dated April 22, 2025 be received for information.

Carried

10.7 Drainage-2025-02

RE: Richmond Drain Overview

Lindsay Dean, Drainage Superintendent, explained that at the Regular Council Meeting held on December 2, 2024 Council approved a Notice of Motion requesting a report from Administration on the Richmond Drain and information on how to improve the Richmond Drain. Ms. Dean provided three options for Council to consider which included a master drainage study, a Section 76 for a new maintenance schedule or a Section 78 for an improvement project. Administration recommendation that Council allow this project to be initiated by an assessed landowner as the cost to complete a Section 78 will be borne by all benefitting land and road owners, the drain appears to be functioning as designed, and the Town has not received any formal complaints regarding the condition of the Richmond Drain.

Councillor Hammond requested a recorded vote:

R25-04-180

Moved By Councillor Matyi
Seconded By Councillor Verbeek

That Drainage Report-2025-02 entitled Richmond Drain Overview prepared by Lindsay Dean, Drainage Superintendent dated April 22, 2025 be received for information; and

That Council direct Administration to hold an open house to explain the Drainage Act.

	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)				

10.8 Finance and Business Services-2025-04

RE: Tax Adjustments – Section 357.(1), Section 358, and Section 359

R25-04-181

Moved By Deputy Mayor Shepley
 Seconded By Councillor McGuire-Blais

That Finance and Business Services Report-2025-04 entitled Tax Adjustments – Section 357.(1), Section 358, and Section 359 prepared by Heather MacDonald, Manager, Revenue and Customer Relations and Michael Woodiwiss, Tax Coordinator, Finance and Business Services, dated April 22, 2025 be received; and

That Council approve the cancellation, reduction, refund, or increase of taxes in accordance with the provisions under Section 357.(1), Section 358 and Section 359 of the Municipal Act, 2001.

Carried

10.9 Development Services-2025-04

RE: Climate Change Adaptation Plan Annual Report

Lori Chadwick, Director, Development Services provided an update to Council on the Climate Change Adaption Plan and noted that an updated report on all the action items can be found on the Town of Essex website.

R25-04-182

Moved By Councillor McGuire-Blais
 Seconded By Councillor Verbeek

That Development Services Report-2025-04 entitled Climate Change Adaptation Plan Annual Report prepared by Lori Chadwick, Director, Development Services and Marc Tortola, Manager, Communications dated April 22, 2025 be received for information.

Carried

10.10 Community Services-2025-06

RE: Special Event Notice – Essex Centre StreetFest 2025

R25-04-183

Moved By Councillor Allard

Seconded By Councillor McGuire-Blais

That Community Services Report-2025-06 entitled Special Event Notice – Essex Centre StreetFest 2025, prepared by Jake Morassut, Director, Community Services, dated April 22, 2025, be received;

That Council approve a temporary noise exemption in accordance with Noise By-Law 2038 from 9:00 AM to 5:30 PM on Saturday, June 21, and Saturday October 11, 2025, for two-day market events, and from 2:00 PM to 10:00 PM on Saturday, August 16, 2025 for an evening market event to accommodate the entertainment for the Essex Centre StreetFest; and

That Council approve closing Talbot Street North between Victoria Street and Laird Avenue from 9:00 AM to 5:30 PM on Saturday, June 21, and Saturday October 11, 2025, for the Essex Centre StreetFest day market events and on Saturday August 16, 2025, from 2:00 PM to 10:00 PM for the Essex Centre StreetFest evening market event.

Carried

10.11 Community Services-2025-03

RE: National Day of Mourning – April 28

R25-04-184

Moved By Councillor Verbeek

Seconded By Councillor Matyi

That Community Services Report-2025-03 entitled National Day of Mourning prepared by Jake Morassut, Director, Community Services dated April 22, 2025, be received for information.

Carried

10.12 Legal and Legislative Services-2025-02

RE: Fence Replacement at Erie Cemetery HS-25-0001

R25-04-185

Moved By Councillor Allard

Seconded By Deputy Mayor Shepley

That Legal and Legislative Services Report-2025-02 entitled Fence Replacement at Erie Cemetery HS-25-0001 prepared by Shelley Brown, Deputy Clerk, Legal and Legislative Services dated April 22, 2025 be received; and

That Council approve the additional funding of \$4,383.82 above the approved Capital Budget of \$39,983.54 for replacement of the fence at Erie Cemetery (HS-25-0001) to be funded from the Asset Management Plan (AMP) Reserve.

Carried

10.13 Legal and Legislative Services-2025-04

RE: Strong Mayor Powers

Joseph Malandruccolo, Director, Legal and Legislative Services/Clerk, presented the proposed legislation relating to the implementation of Strong Mayor Powers to an additional 169 municipalities which includes the Town of Essex. Director Malandruccolo explained the additional powers that would be granted under this Act and stated that the Mayor has notified the Clerk that as of May 1, 2025, she will be delegating various items back to the CAO and Council to maintain the Town's current practices.

Councillor Garon left the meeting at 8:04 PM.

R25-04-186

Moved By Councillor Verbeek

Seconded By Councillor Allard

That Legal and Legislative Services Report-2025-04 entitled Strong Mayor Powers prepared by Joe Malandruccolo, Director, Legal and Legislative Services/Clerk dated April 22, 2025 be received for information.

Carried

10.13.1 Mayor Bondy

Mayor Bondy requested a recorded vote:

R25-04-187

Moved By Mayor Bondy

Seconded By Councillor Hammond

Whereas on April 9, 2025, the Government of Ontario (hereafter, the “**Province**”), led by Premier Doug Ford, announced a proposal to expand “Strong Mayor Powers” as provided for by Part VI.1 of the Municipal Act, 2001, to the heads of council in 169 additional municipalities including the Town of Essex, effective May 1, 2025;

And whereas Strong Mayor Powers erode democratic process and have fundamentally altered the historic model of local governance which has existed for almost two centuries, by:

- Providing the head of council with the authority to give direction and make certain decisions without the usual consensus from a majority of the members of council; and,
- Creating a power imbalance by providing the head of council with special powers that other members do not generally have.

And whereas the Province is undermining the local governance model and municipal independence by attempting to advance its priorities through municipalities, and downloading its responsibilities to the same.

Now there be it resolved that:

- The Council of the Corporation of the Town of Essex (“**Council**”) formally opposes the expansion of Strong Mayor Powers, as announced on April 9, 2025;

- Council requests that the proposed amendments to O. Reg. 530/22 to Expand Strong Mayor Powers and Duties to Additional Municipalities not include the Town of Essex; and
- Council **directs** the Clerk to forward a copy of this resolution to the Honourable Doug Ford, Premier of Ontario, Honourable Rob Flack, Minister of Municipal Affairs and Housing, Anthony Leardi, MPP, Essex, Lisa Gretzky, MPP Windsor West, Andrew Dowie, MPP Windsor-Tecumseh, Trevor Jone, MPP Chatham-Kent-Leamington, AMCTO, AMO and all Ontario Municipalities.

	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	0	0	1

Carried (7 to 0)

10.14 Verbal Report by Doug Sweet, Chief Administrative Officer (CAO)

RE: Harrow High - Request for Proposal (RFP)

Doug Sweet, CAO provided a verbal report on the RFP for the Harrow High development and stated that no submissions were received. Council directed Administration to reissue the RFP and remove the 20% Affordable Housing component.

Mayor Bondy passed the gavel to Deputy Mayor Shepley.

R25-04-188

Moved By Mayor Bondy

Seconded By Councillor McGuire-Blais

That Council directed Administration to reissue the RFP and remove the 20% Affordable Housing component.

11. Reports from Youth Members

Lauryn Smith, Youth Councillor updated Council on the clean-up for Earth Day and thanked the students and staff who participated in the annual Earh Day cleanup.

12. County Council Update

Deputy Mayor Shepley provided a County Council update on the presentation regarding safety concerns at the intersection of County Road 18 and County Road 15. Essex County recently completed a review of over 1,084 intersections and 1,085 interconnecting road segments, to identify areas that may need safety improvements with the goal to build a multi-year Road Safety Program which will be updated annually. He announced that County Council pre-approved the purchase of two more Essex Windsor EMS ambulances for 2026 to help meet growing demand. He further explained other matters considered by County Council.

13. Correspondence

13.1 Correspondence to be received

R25-04-189

Moved By Deputy Mayor Shepley
Seconded By Councillor Hammond

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 Strong Mayor Powers

13.1.1.4 Town of Saugeen Shores

13.1.1.5 Town of Tillsonburg

13.1.2 Township of Central Frontenac

RE: US Tariffs Response

13.1.3 City of Peterborough

RE: Use of X

13.1.4 Essex County OPP Detachment Board - North

RE: Essex County OPP Detachment Board Minutes of February 10, 2025

13.2 Correspondence to be considered for receipt and support

13.2.1 Prince Edward - Lennox and Addington Social Services

RE: Ontario Works Financial Assistance Rates

R25-04-190

Moved By Councillor Verbeek
Seconded By Councillor Matyi

That the correspondence from Prince Edward-Lennox and Addington Social Services dated April 10, 2025, regarding Ontario Works Financial Assistance Rates be received and supported; and

That a letter from the Town of Essex be sent to Honourable Doug Ford, Premier of Ontario, The Ministry of Children, Community, and Social Services, the Ministry of Health, the Ministry of Municipal Affairs and Housing, the Association of Municipalities of Ontario, and the Ontario Municipal Social Services Association.

Carried

13.2.2 Ontario Provincial Police - Crime Prevention and Community Support Bureau

RE: Response to Criminal Record Check Processing Times

R25-04-191

Moved By Councillor Verbeek

Seconded By Deputy Mayor Shepley

That the correspondence from the Ontario Provincial Police - Crime Prevention and Community Support Bureau dated April 10, 2025, regarding criminal cheque record processing times be received and supported; and

That a letter from the Town of Essex be sent to the Ontario Provincial Police - Crime Prevention and Community Support Bureau.

Carried

13.2.3 Town of Essex Fire and Rescue Services

RE: International Firefighters' Day - May 4, 2025

R25-04-192

Moved By Councillor McGuire-Blais

Seconded By Councillor Verbeek

That the correspondence from the Town of Essex Fire and Rescue Services asking Council to consider proclaiming International Firefighters' Day in the Town of Essex be received and supported; and

That Council proclaim May 4, 2025, as International Firefighters' Day in the Town of Essex by adopting the following resolution:

Whereas, Firefighters dedicate their lives to the protection of life and property; and sometimes that dedication is in the form of countless hours volunteered over many years, in others it is many selfless years working in the industry; in all cases it risks the ultimate sacrifice of a firefighter's life; and

Whereas, International Firefighters' Day (IFFD) is a time where the community can recognize and honor the sacrifices that firefighters make to ensure that their communities and environment are as safe as

possible; it is also a day in which current and past firefighters can be thanked for their contributions; and

Whereas, International Firefighters' Day is observed each year on the 4th of May on where we remember the past firefighters who have died while serving our community or dedicated their lives to protecting the safety of us all; and show our support and appreciation to the firefighters worldwide who continue to protect us so well throughout the year; and

Whereas, hailing from all walks of life, they are our mothers, fathers, brothers, sisters, aunts, uncles, grandparents, neighbors, and friends. They protect us without wanting of recognition or reward. In our time of need they are there with courage, compassion and loyalty. They are the essence of the true meaning of community.

Now Therefore, I, Sherry Bondy, Mayor of the Town of Essex, on behalf of the Town Council and community at large, now call upon all citizens of the Town of Essex and upon all patriotic, civic, and educational organizations to observe the day of May 4, 2025, in recognition of the patriotic service and dedicated efforts of our fire and emergency services personnel.

Carried

13.2.4 Fibromyalgia Association Canada

RE: Fibromyalgia Awareness Day - May 12, 2025

R25-04-193

Moved By Councillor Matyi

Seconded By Councillor Allard

That the correspondence from Fibromyalgia Association Canada asking Council to consider proclaiming Fibromyalgia Awareness Day in the Town of Essex received and supported; and

That Council proclaim May 12, 2025 as Fibromyalgia Awareness Day in the Town of Essex by adopting the following resolution:

Whereas, Fibromyalgia Awareness Day aims to raise awareness and end the stigma and discrimination that accompany this chronic illness;

Whereas, Fibromyalgia Association Canada is the only national organization in Canada that supports only fibromyalgia;

Whereas, Fibromyalgia affects about 5% of Canada's population – over 2,000,000 men, women and children of all ages and races in Canada are afflicted with this chronic illness;

Whereas, Fibromyalgia often takes an average of three (3) to five (5) years to diagnosis;

Whereas, there is no known cause of, prevention of, or cure of fibromyalgia;

Whereas, Fibromyalgia (FM) is a complex illness whose symptoms vary widely and may include debilitating chronic pain, overwhelming fatigue, and cognitive impairment;

Whereas, patients with Fibromyalgia often have a number of co-existing conditions, which may include chronic myofascial pain, irritable bowel syndrome (IBS), temporomandibular joint disorder (TMJ), environmental sensitivities, anxiety and depression;

Whereas, Fibromyalgia (FM) greatly reduces quality of life, can cause total disability and also affect families, friends and employers. Living with chronic pain and fatigue on a daily basis can lead to social isolation, so it is important for sufferers and their families, friends, and caregivers to know that they are not alone;

Whereas, people with Fibromyalgia (FM) have a right to be treated with dignity and have a right to pain relief;

Whereas, together we will find ways to enhance the quality of lives for people affected by fibromyalgia and together find a cure; and

Whereas, the Town of Essex encourages local business and community members to participate by illuminating key landmarks in purple for Fibromyalgia Awareness Day.

Therefore, I, Sherry Bondy, Mayor of the Town of Essex, on behalf of the Town Council and community at large do hereby proclaim May 12, 2025 as Fibromyalgia Awareness Day in the Town of Essex.

Carried

14. Committee Meeting Minutes

15. Financial

15.1 Ministry of Municipal Affairs and Housing

RE: 2025 Annual Repayment Limit

R25-04-194

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

That the Town of Essex 2024 Annual Repayment Limit be received for information.

Carried

16. New Business

17. Notices of Motion

17.1 The following Notice of Motion was presented at the April 7, 2025 Regular Council Meeting and is being brought forward this evening for Council's consideration:

17.1.1 Mayor Bondy

Mayor Bondy passed the gavel to Deputy Mayor Shepley.

R25-04-195

Moved By Mayor Bondy

Seconded By Councillor McGuire-Blais

That Council direct Administration to draft a letter to the County of Essex Council to be signed by the Mayor on behalf of the Town attaching the Town's letter to the Province regarding sky rocketing rent rates in land leased communities and asking County of Essex Council to report on their concerns regarding rent rates for land leased properties within their municipalities and, if their municipalities have similar concerns, to advocate for the County to take the lead on addressing this with the Province as a regionally collective concern.

Carried

17.2 The following Notices of Motion are for presentment only and will be brought forward for Council's consideration at the May 5, 2025 Regular Council Meeting:

17.2.1 Deputy Mayor Shepley

Moved By: Deputy Mayor Shepley

Whereas proposed amendments to Ontario Regulation 530/22 will provide Strong Mayor Powers to the Mayor of the Town of Essex; and

Whereas these powers will provide the Mayor with expanded authority over certain municipal decisions; and

Whereas Ontario Regulation 530/22 requires that Council be informed in a timely manner of when such powers are exercised, but does not require that Council be informed of the specific rationale for the use of such powers.

Now Therefore, be it resolved that anytime the Mayor chooses to use the Strong Mayor Powers otherwise than to approve By-Laws or to effectively delegate or forfeit those Strong Mayor Powers, Administration shall be required to request from the Mayor the rationale for the use of such powers and to notify all members of Council of the Mayor's response within 2 business days of such use of the Strong Mayor Powers.

17.2.2 Councillor McGuire-Blais

Moved By: Councillor McGuire-Blais

That Essex Council direct Administration to prepare anti-bullying and respectful workplace signage for distribution to commercial businesses, in collaboration with the Essex Centre BIA and the Harrow & Colchester South Chamber of Commerce.

17.2.3 Councillor Verbeek

Moved By: Councillor Verbeek

That Administration prepare a cost estimate to be included in the 2026 budget deliberations to install a sidewalk along Grondin/Arquette in McGregor from Sainte-Ursule Elementary School to the 11th Concession to facilitate the safe passage of students and pedestrians to and from school.

18. Reports and Announcements from Council Members

Councillor Verbeek thanked Town of Essex staff members for assisting with the tree planting for Earth Day.

19. By-Laws

19.1 By-Laws that require a third and final reading

19.1.1 By-Law 2436

RE: Being a by-law to confirm the proceedings of the April 7, 2025, Regular Meeting of Council of the Corporation of the Town of Essex

R25-04-196

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

That By-Law 2436 being a by-law to confirm the proceedings of the April 7, 2025, Regular Meeting of Council of the Corporation of the Town of Essex be read a third time and finally passed April 22, 2025.

Carried

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

19.2.1 By-Law 2437

RE: Being a by-law to amend By-Law 2129, being a by-law to Adopt a Policy for the Procurement and Disposal of Goods and Services

R25-04-197

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

That By-Law 2437 being a by-law to amend By-Law 2129, being a by-law to Adopt a Policy for the Procurement and Disposal of Goods and Services be read a first, a second, and a third time and finally passed on April 22, 2025.

Carried

19.2.2 By-Law 2435

RE: Being a by-law to establish tax rates and additional charges for Municipal, County and Education purposes for the year 2025

R25-04-198

Moved By Councillor Matyi

Seconded By Deputy Mayor Shepley

That By-Law 2435 being a by-law to establish tax rates and additional charges for Municipal, County and Education purposes for the year 2025 be read a first, a second, and a third time and finally passed on April 22, 2025.

Carried

19.2.3 By-Law 2444

RE: Being a by-law to Enter into an Agreement to sell all of the Shares of E.L.K. Energy Inc. and E.L.K. Solutions Inc.

That By-Law 2444 being a by-law to Enter into an Agreement to sell all of the Shares of E.L.K. Energy Inc. and E.L.K. Solutions Inc. be read a first, a second, and a third time and finally passed May 5, 2025.

19.3 By-Laws that require a first and second reading

19.3.1 By-Law 2438

RE: Being a by-law to confirm the proceedings of the April 22, 2025, Regular Meeting of Council of the Corporation of the Town of Essex

R25-04-199

Moved By Councillor McGuire-Blais

Seconded By Councillor Matyi

That By-Law 2438 being a by-law to confirm the proceedings of the April 22, 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 April 22, 2025.

Carried

20. Adjournment

R25-04-200

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

That the meeting be adjourned at 8:46 PM.

Carried

Mayor

Clerk



The Corporation of the Town of Essex

Special Council Meeting Minutes

April 7, 2025, 5:00 pm

Location: Essex Municipal Building, 33 Talbot Street South

Present: Mayor Sherry Bondy
Deputy Mayor Rob Shepley
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

Absent: Ward 1 Councillor Joe Garon

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

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.

The purpose of this meeting was to discuss OPP Services in the Town of Essex.

1. Call to Order

Mayor Bondy called the meeting to order at 5:06 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. 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 April 7, 2025

SP25-04-001

Moved By Councillor Matyi
Seconded By Councillor McGuire-Blais

That the published agenda for the April 7, 2025 Special Council Meeting be adopted as presented.

Carried

5. Reports from Administration

5.1 Doug Sweet, Chief Administrative Officer and Kate Giurissevich, Director, Corporate Services

Doug Sweet, Chief Administrative Officer, explained that at the Special Council Meeting of January 20, 2025, Council requested a further discussion on the OPP billing model, types of calls, and potential policing options. CAO Sweet provided background information, forecasted costs of review, policing requirements, and an overview of the OPP Detachment Boards. He further outlined the billing model and Kate Giurissevich, Director, Corporate Services outlined the request for proposal process.

Doug Sweet, CAO, asked if there was any further direction from Council.

Council discussed the information they received from the past and current OPP discussions.

Council requested more information pertaining to the OPP scope of services in the Town of Essex such as the number of police officers and hours worked.

CAO Sweet advised that due to safety reasons the OPP can only disclose that they are providing safe and efficient policing.

Mayor Bondy passed the gavel to Deputy Mayor Shepley at 5:43 PM to present a motion.

SP25-04-002

Moved By Councillor Hammond
Seconded By Councillor McGuire-Blais

That the presentation by Doug Sweet, Chief Administration Officer and Kate Giurissevich, Director, Corporate Services, regarding OPP Service be received.

Carried

SP25-04-003

Moved By Councillor McGuire-Blais
Seconded By Councillor Verbeek

That Council direct Administration to send a letter to the OPP requesting more community engagement in the Town of Essex.

Carried

SP25-04-004

Moved By Mayor Bondy
Seconded By Councillor McGuire-Blais

That Council direct Administration to work with the OPP to evaluate the facility needs within the Town of Essex, with a focus on synergies and improved service delivery to the local residents.

Carried

6. Adjournment

SP25-04-005

Moved By Deputy Mayor Shepley
Seconded By Councillor Hammond

That the meeting be adjourned at 5:45 PM.

Carried

Mayor

Clerk

PRESENTATION TO

Town of Essex Council

Monday, May 5th, 2025



WE GO *Together*

[visitwindsoressex.com](https://www.visitwindsoressex.com)



Page 21 of 241

Our Mission

We are the leading tourism industry collaborative committed to enhancing the economy and quality of life through:

- **Supporting industry development and individual operators**
- **Actively facilitating partner engagement**
- **Effectively marketing our destination**

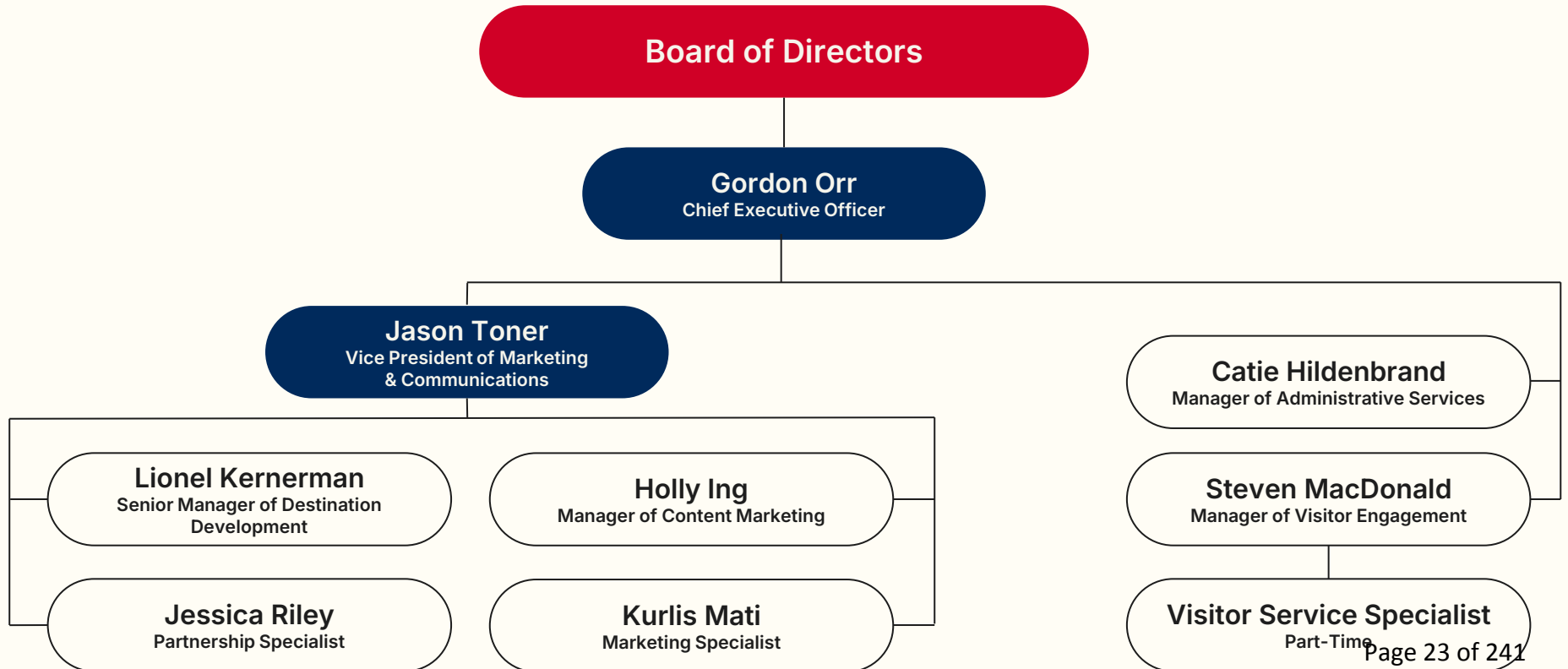


The official Destination Marketing Organization for our region's tourism industry.



ACCREDITED BY:  **DESTINATIONS INTERNATIONAL**

Organizational Chart



Board of Directors



Executive

Mayor Crystal Meloche

Town of LaSalle, Chair

Councillor Renaldo Agostino

City of Windsor, Vice-Chair

Gordon Orr*

Tourism Windsor Essex Pelee Island,
Secretary Treasurer

**Non-voting member*

Directors

Mayor Drew Dilkens

City of Windsor

Councillor Angelo Marignani

City of Windsor

Jordan Goure

President and CEO Picsume

Warden Hilda MacDonald

County of Essex

Mayor Dennis Rogers

Town of Kingsville

Scott Wilkins

Owner Dancing Swallows Vineyard

Mayor Cathy Miller

Township of Pelee

Natalie Lepine

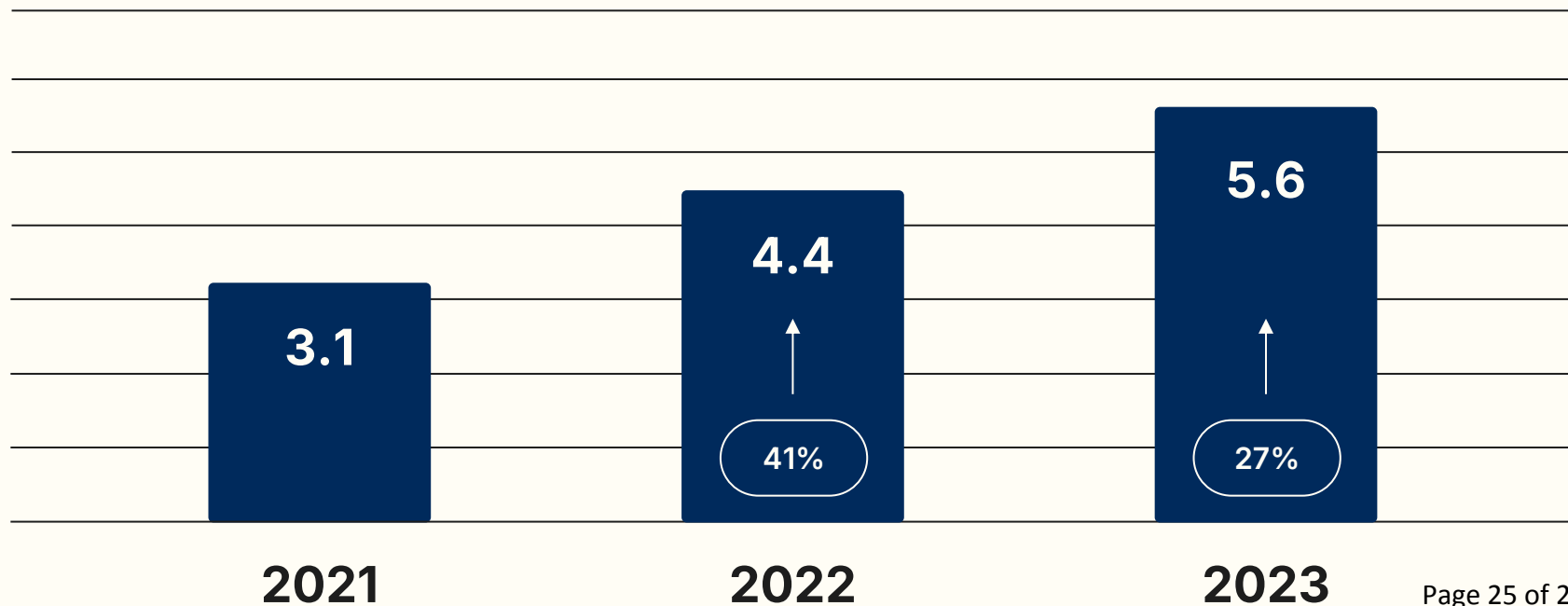
Director, Hotel Sales and Hotel
Operations, Caesars Windsor

Patti Lauzon

Executive Director Windsor
Symphony Orchestra

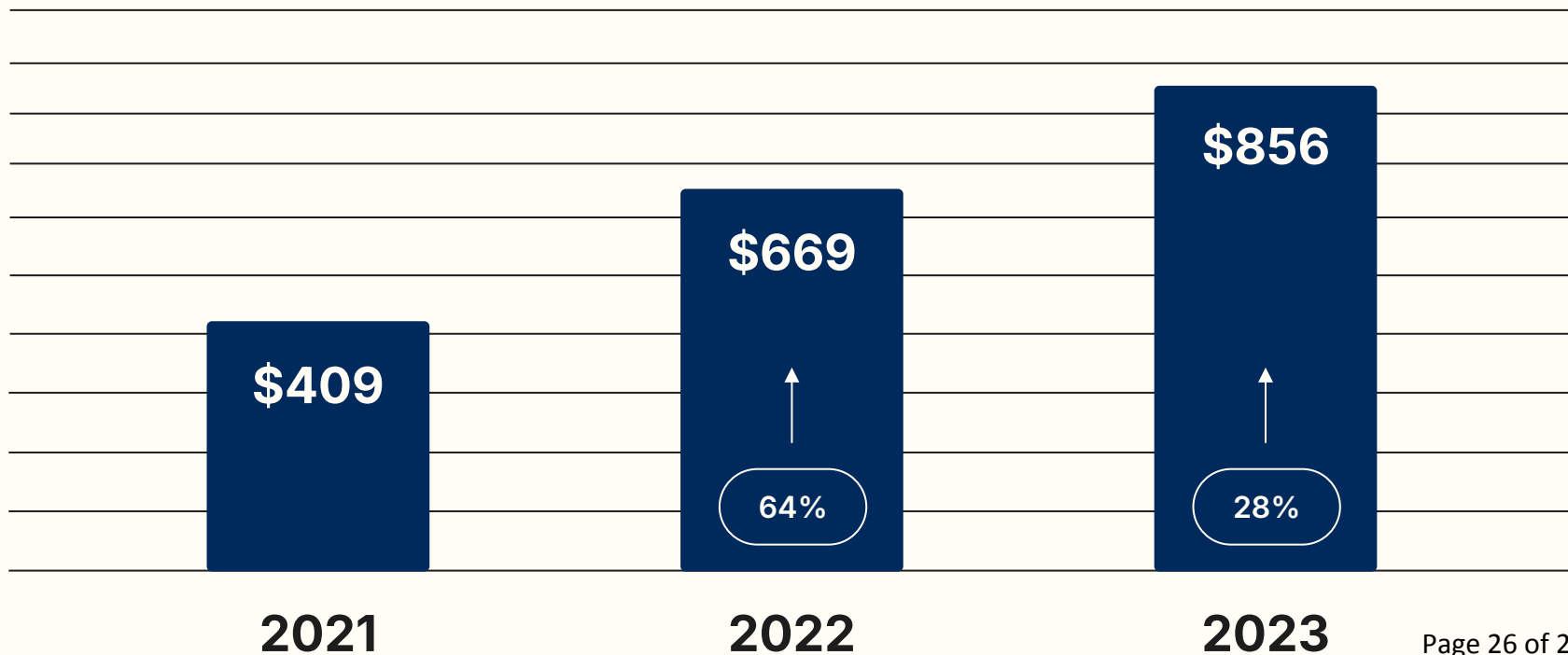
Visitors

Amount of Visitors in Millions



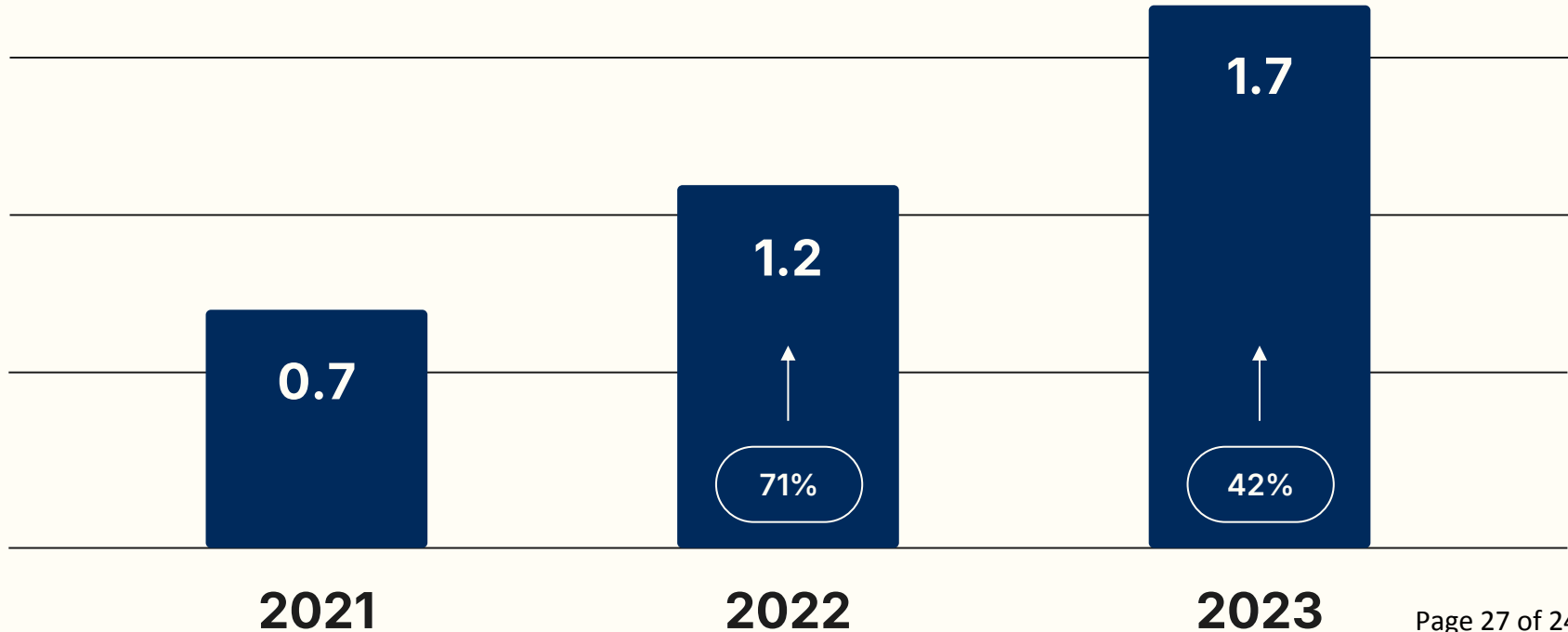
Visitor Spend

Amount in \$ Millions

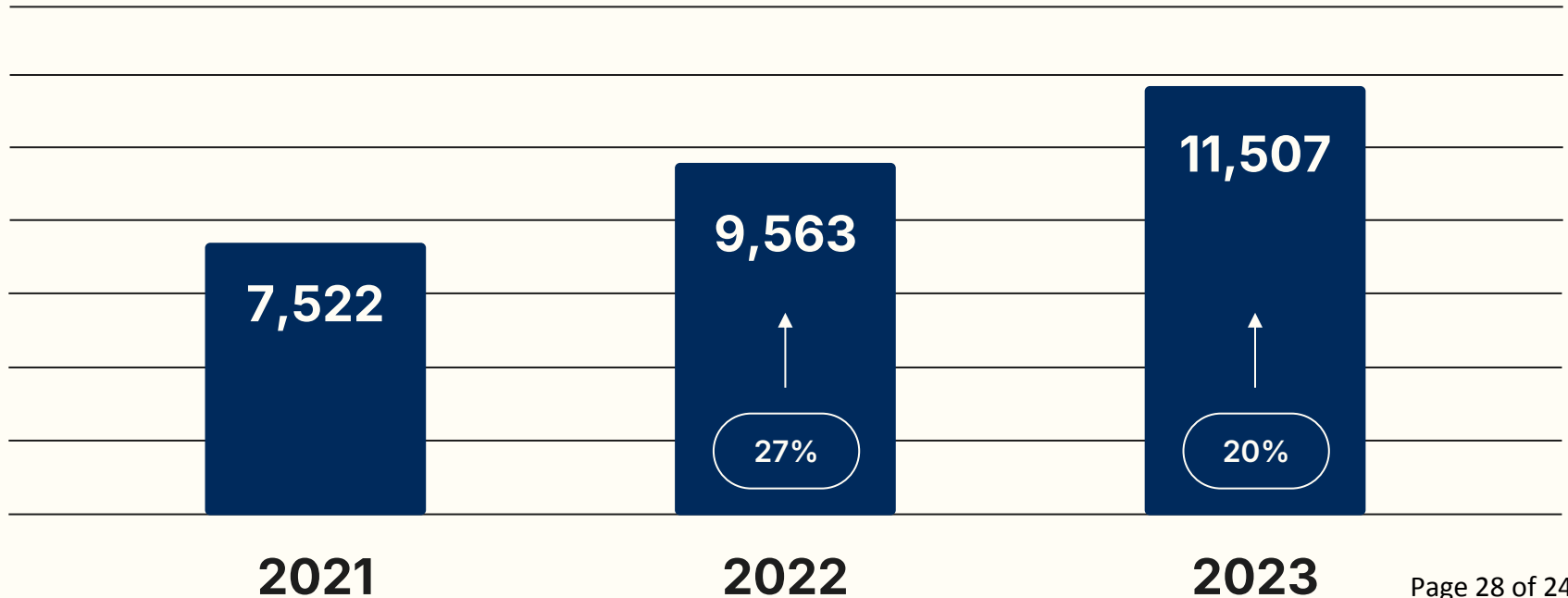


U.S. / International Visitors

Amount of Visitors in Millions



Tourism Workforce



Hotel Indicators

Occupancy Rate

69.8%

Up 0.14%

Average Daily Rate

\$149.62

Up \$5.58

*Note: YOY December 31, 2024 vs December 31, 2023



Total Social Reach

76.6k



26.6k



16.8k



2.6k



9.8k



20.8k

Destination Playbook

DINE
#YQG **BARRELS
& BREWS** **#CRAFTBEER** **WINE**
Country **EPIC** **FOOD & DRINK**
#BARREL TRAIL **PLAY**
-IN- **YQG**

VISITWINDSORESSEX.COM

ARTS & CULTURE

TUFTED TITMOUSE



History
**POUKS
FROM THIS
PLACE** **#WHISKY**

**WINDSOR • AMHERSTBURG • ESSEX • KINGSVILLE • LAKESHORE
LASALLE • LEAMINGTON • TECUMSEH • PEELEE ISLAND**

2025

**TOURISM WINDSOR ESSEX PEELEE ISLAND
DESTINATION
PLAYBOOK**



**World Class
GAMING**

**WHERE THE PAST
Meets the Present** **COFFEE
CULTURE**

**BEST OF
WINDSOR
ESSEX**

**TWO-NATION
DESTINATION**

MUSEUMS WITHOUT WALLS

**Lake to
PLATE**

ISLAND LIFE
**2-WHEELED
ADVENTURE**

**Outdoor
ADVENTURE** **TIP OF CANADA**

**FOLLOW THE
FLAVOURS**

**Shop
YQG** **ONE OF A
KIND Finds** **KEEP
THE
GOOD TIMES
ROLLING** **#WEMADEIT**

**Pedal & Paddle
BIRDING**

YQG **WE LOCAL**



Food & Drink



Arts & Culture



Outdoor Adventure



Entertainment



2024/2025 Official Visitor Guide

259k

Digital Page Views

40k

Print Distribution

276

Advertising Partners

2025/2026 Official Visitor Guide

Release date: Thursday April 24th



Night **MARKET** **HOP**

The graphic features the text "Night MARKET HOP" in a stylized font. "Night" is in a white script font, while "MARKET" and "HOP" are in a bold, white, distressed sans-serif font. The text is centered on a dark red background with a subtle grid pattern. Below the word "HOP", there is a white dotted arc with a small white bird-like icon at its base. Five white location pin icons are scattered around the text: one in the top right, one in the middle right, one in the bottom right, one in the bottom left, and one in the middle left.

Destination Ontario Partnerships



2024 U.S. Digital Campaign:

510k

Unique Visitors

2024 U.S. Broadcast Partnership:

21.7m

Viewers

2025 Partnerships:

Winter Seasonal Spotlight - Rest & Relax
January & February

U.S. Digital Campaign
May - July & August - September

Canadian Broadcast Partnership
June

U.S. Broadcast Partnership
April & September

ANNUAL GENERAL MEETING

Save the Date

Thursday June 12th



Municipal Accommodation Tax (MAT) Purpose & Benefits

- In 2017, the province enacted **O. Reg. 435/17 ('Transient Accommodation Tax')**, which granted municipalities authority to implement a MAT if they choose to:
- **Purpose of the MAT**
 - To support local tourism growth and development while providing municipalities with another source of revenue.
 - Amplifying existing tourism investments through marketing and product development.
- **MAT Benefits**
 - Developing and sustaining local tourism economics - economic resilience.
 - Increasing the ROI of local tourism offerings through diversified income.
 - Revenue/seed funding for municipalities.

MAT - Regulatory Overview

- **Spending Restrictions on Tourism Entity Portion of MAT?**
 - Yes. Their portion of MAT must be spent on activities that promote tourism, which includes the development of tourism products.
- **Spending Restrictions on Municipal Portion of MAT?**
 - No. The municipality retains discretion on how to spend its portion of MAT revenues with an aim to support tourism.

MAT By-Law Requirements

As per Municipal Act, section 400.1

- **A MAT By-Law Must State:**

- Subject of the tax to be imposed
- Tax rate or amount of tax payable
- How the tax is to be collected

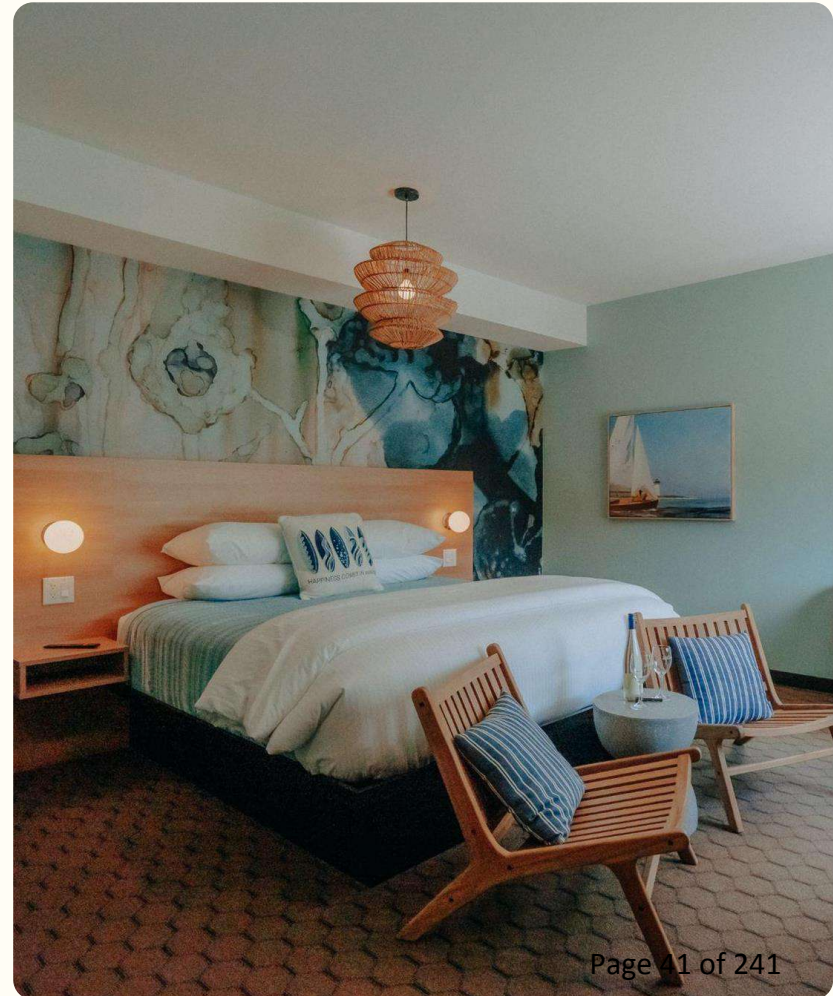
- **Other By-Law Contents**

- Exemptions
- Rebates
- Penalties, interest on outstanding taxes/penalties, assessment of outstanding tax/penalties/interest
- Audit and inspection powers
- Dispute resolution mechanism
- Enforcement measures

Board Direction

Received direction from our board to investigate the implication of a MAT for Essex County towns/municipalities.

1. **May 2024 - CAO Regional Meeting**
2. **June 2024 - Hosted a MAT Tax Workshop with TIAO**
3. **January 2025 - Hosted a follow-up meeting**
4. **Next Step: April/May 2025 - Visit each municipality/town council meeting**



MAT- Town of Essex

189

Accommodation Listings
Short Term Rentals & Hotels/Motels

* As of December 31st, 2024. Sources: MetaBase and Smith Travel Research.

Page 42 of 241

MAT- Town of Essex

48%

Occupancy Rate

* As of December 31st, 2024. Sources: MetaBase and Smith Travel Research.

MAT – Town of Essex

\$4.9m

Total Estimated Revenue

* As of December 31st, 2024. Sources: MetaBase and Smith Travel Research.

MAT – Town of Essex

\$196k

MAT 4%

\$98k

Essex Share

\$98k

TWEPI Share

\$294k

MAT 6%

\$147k

Essex Share

\$147k

TWEPI Share

* As of December 31st, 2024. Sources: MetaBase and Smith Travel Research.

MAT- County of Essex

1,243

Accommodation Listings

\$41.9m

Total Estimated Revenue

\$1.7m

MAT 4%

\$2.5m

MAT 6%

* As of December 31st, 2024. Sources: MetaBase and Smith Travel Research.

Proposed Mechanics

1

Collection Agency - Regional Shared Service with City of Windsor

- 2% or 3% to the municipality/town
- 2% or 3% to Tourism Windsor Essex Pelee Island

2

By-law - City of Windsor template

Sample By-law

Corporation of the City of Windsor

BY-LAW NUMBER 133-2018

A BY-LAW TO ESTABLISH A MUNICIPAL ACCOMMODATION TAX IN THE CITY OF WINDSOR

Passed the 17th day of September, 2018.

WHEREAS section 400.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25 (the "Act"), provides that the council of a local municipality may pass by-laws imposing a tax in respect of the purchase of transient accommodation within the municipality;

AND WHEREAS pursuant to section 400.1 of the *Act* and Ontario Regulation 435/17, the Council of the Corporation of the City of Windsor has approved the imposition of a new Municipal Accommodation Tax on the purchase of transient accommodation in the City of Windsor;

THEREFORE the Council of The Corporation of the City of Windsor enacts as follows:

DEFINITIONS

1. In this by-law,

"Accommodation" means Lodging, and the right to use Lodging, that is provided for monetary compensation, whether or not the lodging is actually used, for a continuous period of thirty days or less;

"Bed and Breakfast" means a home-based business for the temporary Accommodation of the traveling public located within a single detached

Growth in Municipal Funding

City of Windsor

- MAT in City of Windsor at 4% started on October 1, 2018 and funding has grown since 2019 by 27%
- Increase to 6% MAT effective April 1, 2025
- City/County Funding - based on 2011 census per capita
 - 2011 - City 55% County 45%
 - 2024 - City 66% County 34%

In Closing

Motion from the Board of Directors

That the Board of Directors ENDORSES the need to implement a Municipal Accommodation Tax (MAT), throughout the towns/municipalities in Essex County, and encourages all Councils do so in an effort to benefit from the revenue stream derived, thereby supporting tourism infrastructure and marketing programs. FURTHER, that Tourism Windsor Essex Pelee Island be the designated tourism entity to receive 50% of the monies collected (distribution of revenues to be 50/50 based on the net revenues (total revenues less cost/expenses of collection agency); the City of Windsor to be the collection agency and that Town/Municipal responses are respectfully received by August 31, 2025 in order to plan a path forward.



*Thank
You!*



TOURISM
**WINDSOR
ESSEX**
PELEE ISLAND

Windsor • Amherstburg • Essex • Kingsville • Lakeshore • LaSalle • Leamington • Pelee Island • Tecumseh

Delegation Request Form

This form must be completed and submitted to the Clerk of the Town of Essex by all persons wishing to address Council at a scheduled meeting of Council. Delegation requests must be submitted by 2:00 p.m. on the Tuesday prior to the scheduled meeting.

Any person who wishes to appear before Council as a Delegation on a matter that relates specifically to a matter contained in the Regular Council Meeting Agenda shall submit a Delegation Request Form no later than 4:30 PM on the Friday immediately preceding the date of the Regular Council Meeting. The Clerk shall have the sole authority to determine if the subject matter does in fact relate specifically to a matter contained in the Regular Council Meeting Agenda for purposes of allowing or denying the Delegation and the Clerk will introduce such Delegation Request Form(s) at the time of adopting the Published Agenda.

Presentations to Council are limited to 5 minutes per person to a maximum of 10 minutes for a group of two persons or more.

Personal information that you provide on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Please note that this form, if approved, will appear in the published Council Agenda and may be included in the Council Meeting minutes, both of which become part of the public record and are posted on our municipal website.

Delegates are responsible for indicating when an accommodation is required. The Clerk will determine the best method to address the accommodation in consultation with the individual in advance of the meeting.

First Name *

Caitlin

Last Name *

Hildenbrand

Date of meeting you wish to attend *

5/5/2025

Will you be attending in-person or virtually? *

☒ In-Person

☐ Virtually

Are you representing a group? *

☒ Yes

☐ No

Name of Group

Tourism Windsor Essex Pelee Island

Provide details on the issue(s) you wish to present to Council and any actions you will be asking Council to take. *

To provide information and recommendations to Council on the implementation of a Municipal Accommodation Tax (MAT) program.

TWEPI Delegates will be sharing information on the City of Windsor's current MAT program and the benefits of implementing such a program in the Town of Essex.

We ask that Essex Council receive the information presented and direct town administration to compile a report for Council regarding the proposed implementation of a MAT program in Essex. We ask that Council provide Tourism Windsor Essex Pelee Island with a response and plan for the proposal no later than August 31, 2025.

Is this item on the agenda? *

- ☐ Yes
☒ No
☐ I don't know

Have you consulted with Administration on this issue? *

- ☒ Yes
☐ No

Have you consulted with a Member of Council on this issue? *

- ☐ Yes
☒ No

If you've consulted with Administration or Council, please provide the names of the individuals you've talked to and the details of those discussions.

Kate Giurissevich & Nelson Silveira – attended a MAT information session hosted by Tourism Windsor Essex.

If this is a property matter, are you an owner?

- ☐ Yes
☐ No
☒ Not applicable

Have you appeared before Council in the past regarding this issue? *

- ☐ Yes
- ☒ No

Presentation Materials

*Presentation materials will not be considered for presentation at the meeting unless they are attached to this form.


Will you have presentation materials? Any materials must be provided to the Clerk with this delegation request for review, approval, and circulation to Council and Administration. Materials will be made public. *

- ☒ Yes
- ☐ No

Please select your presentation material type.

Visual Presentation (Powerpoint, video, photographs, etc.)

Please upload your presentation material .

File Name	
	<div>Council Presentation 2025 - Essex_compressed.pdf</div> <div>1.6 MB</div>

Your Address or Group Contact Address (full mailing address including postal code) *

Tourism Windsor Essex Pelee Island
98 Chatham Street East
Windsor, ON N9A 2W1

Your Phone Numbers

Home

Use format 519-776-7336

Work

Cell

Use format 519-776-7336

Email Address *Required if joining virtually.

[REDACTED]

Name and address of all representatives attending, including their positions *

Gordon Orr, CEO - Tourism Windsor Essex Pelee Island

Jason Toner, VP Marketing & Communications - Tourism Windsor Essex Pelee Island

Jordan Goure, Owner Vin Winery, Brew Microbrewery, Wedding in the Woods & TWEPI Board Member

Privacy Statement

This meeting will be broadcast live via YouTube and Delegates will be included in the recording. Be advised that all Council and Committee meeting presentations become part of the public record and you will be listed as a presenter on the Agenda and Minutes of the meeting. Agendas and Minutes are published online, so the listing of your name in connection with the Agenda or Minutes may be indexed by search engines like Google. Further, personal information contained in your correspondence, to Town of Essex Council, is collected under the authority of the *Municipal Act, 2001*, as amended. Any personal information you choose to disclose in your correspondence will be used to receive your views on the relevant issue(s) to enable Town of Essex Council to make its decision on the matter. Questions about the collection of this information can be directed to the Legal and Legislative Services Department.

I have read and understand the above Privacy Statement. *

☒ Yes

☐ No

Thank you!

Thank you for completing the Delegation Request Form.

The Clerk's Office will contact you in the near future to review your request.

Joseph Malandrucolo

Director, Legal and Legislative Services/Clerk

Town of Essex

33 Talbot Street South, Essex, Ontario N8M 1A8

519-776-7336, extension 1132



Report to Council

Department: Development Services
Division: Economic Development
Date: May 5, 2025
Prepared by: Nelson Silveira, Manager, Economic Development
Report Number: Economic Development-2025-04
Subject: Essex Tourism Events Fund Applications
Number of Pages: 3

Recommendation(s)

That Economic Development-2025-04 entitled Essex Tourism Events Fund Applications prepared by Nelson Silveira, Manager, Economic Development dated May 5, 2025, be received;

That Council approve the distribution of \$1,000.00 of funding to Heritage Colchester from the Essex Tourism Events Fund; and

That Council approve the distribution of \$1,000.00 of funding to the Windsor Cancer Centre Foundation from the Essex Tourism Events Fund.

Purpose

To provide Council with a brief description of applicants seeking funding through the Essex Tourism Events Fund.

Background and Discussion

The maximum grant payable through the Essex Tourism Events Fund for projects with an operating budget of less than \$35,000.00 is \$1,000.00 and the maximum payable for project budgets over \$35,000.00 is \$2,000.00. The maximum grant that may be made to any non-profit organization from the Tourism Events Fund is \$2,000.00.

In accordance with the Essex Tourism Events Fund Policy, Administration has reviewed the applications to ensure all criteria are met.

Proponent	Request	Project	Date of Event
Heritage Colchester Colchester Village Country Market	\$1,000.00	Event Promotion Activities	Various Dates in 2025
Windsor Cancer Centre Foundation McGregor Music Festival	\$1,000.00	Event Promotion Activities	June 8, 2025

Financial Impact

The Essex Tourism Events Fund has a total budget of \$10,000.00 for 2025. If approved, a total amount of \$2,000.00 of funding will be distributed to the successful applicants leaving a balance of \$8,000.00 in the fund.

Consultations

Kate Giurissevich, Director, Corporate Services

Link to Strategic Priorities

- ☐ Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- ☒ Leverage our Town's competitive advantages to promote jobs and economic investment.
- ☐ Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- ☐ Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- ☐ Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Essex Tourism Events Fund Applications - Economic Development-2025-04.docx
Attachments:	
Final Approval Date:	Apr 28, 2025

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "Lori Chadwick", with a long horizontal flourish extending to the right.

Lori Chadwick, Director, Development Services - Apr 28, 2025 - 9:18 AM

A handwritten signature in black ink, appearing to read "Doug Sweet", with a long horizontal flourish extending to the right.

Doug Sweet, Chief Administrative Officer - Apr 28, 2025 - 9:24 AM



Report to Council

Department: Development Services

Division: Economic Development

Date: May 5, 2025

Prepared by: Nelson Silveira, Manager, Economic Development

Report Number: Economic Development-2025-05

Subject: Building Report and Development Overview Q1 Summary 2025

Number of Pages: 2 plus attachments

Recommendation(s)

That Economic Development -2025-05 entitled Building Report and Development Overview Q1 Summary 2025 prepared by Nelson Silveira, Manager, Economic Development dated May 5, 2025, be received for information.

Purpose

To provide council with a quarterly update on total construction values and real estate data in the Town of Essex.

Background and Discussion

Please refer to attached Building Report and Development Overview.

Link to Strategic Priorities

- ☐ Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- ☒ Leverage our Town's competitive advantages to promote jobs and economic investment.
- ☐ Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- ☐ Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- ☐ Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Building Report and Development Overview - Q1 Summary 2025 - Economic Development-2025-05.docx
Attachments:	<ul style="list-style-type: none">- Building 2025-03.pdf- Development Overview - Q1 2025.pdf
Final Approval Date:	Apr 28, 2025

This report and all of its attachments were approved and signed as outlined below:



Lori Chadwick, Director, Development Services - Apr 28, 2025 - 9:26 AM



Doug Sweet, Chief Administrative Officer - Apr 28, 2025 - 9:28 AM

BUILDING REPORT 2025

Report Number: Building 2025-03
Date: April 2, 2025
Subject: March 2025 Building Report

Number of Permits and Construction Value				Current			Prior					
Permit Type	Permits Issued	Prior Months	Year Total	SU	AADU	DADU	SU /AADU/ DADU	Cancelled Permits	Monthly (Current) Construction Value	Prior Months Construction Value	Construction Values as of March 2025	Construction Values as of March 2024
Dwelling Units Residential												
Ward 1	8	2	10	5	3		2		\$ 4,976,000.00	\$ 1,703,000.00	\$ 6,679,000.00	\$ 2,130,000.00
Ward 2	0	1	1				1			\$ 1,160,000.00	\$ 1,160,000.00	\$ 1,050,000.00
Ward 3	2	2	4			2	2		\$ 870,000.00	\$ 1,451,000.00	\$ 2,321,000.00	\$ 2,998,000.00
Ward 4	0	1	1				1			\$ 348,000.00	\$ 348,000.00	\$ 3,562,000.00
Multi-Unit Residential	0	0	0							\$ -	\$ -	\$ 34,000,000.00
Addition/Sunrooms	3	1	4						\$ 605,000.00	\$ 65,000.00	\$ 670,000.00	\$ 1,103,000.00
Garages/Carports	1	2	3						\$ 38,000.00	\$ 96,000.00	\$ 134,000.00	\$ 212,000.00
Decks/Porches	0	1	1							\$ 25,000.00	\$ 25,000.00	\$ 35,000.00
Fences/Pools	8	1	9						\$ 79,000.00	\$ 60,000.00	\$ 139,000.00	\$ 34,500.00
Demolition	3	2	5						\$ 26,000.00	\$ 15,000.00	\$ 41,000.00	\$ 35,000.00
House Raising	0	0	0							\$ -	\$ -	\$ -
Pole Barns	0	6	6							\$ 422,000.00	\$ 422,000.00	\$ 390,000.00
Commercial/Industrial	0	0	0							\$ -	\$ -	\$ 80,000.00
Miscellaneous	1	1	2						\$ 1,000.00	\$ 30,000.00	\$ 31,000.00	\$ 101,000.00
Shed	1	0	1						\$ 22,000.00	\$ -	\$ 22,000.00	\$ 72,300.00
Roof	1	0	1						\$ 31,000.00	\$ 25,000.00	\$ 56,000.00	\$ 42,000.00
Septic System	2	1	3						\$ 70,000.00	\$ -	\$ 70,000.00	\$ 125,000.00
Sign	0	4	4							\$ 77,000.00	\$ 77,000.00	\$ 11,000.00
Green Houses/Winery	0	0	0							\$ -	\$ -	\$ -
Renovations	5	2	7						\$ 1,180,000.00	\$ 105,000.00	\$ 1,285,000.00	\$ 630,000.00
Additions/Renovation-I/C/I	1	4	5						\$ 1,500,000.00	\$ 2,179,000.00	\$ 3,679,000.00	\$ 190,000.00
Plumbing only	2	2	4						\$ 9,500.00	\$ 7,100.00	\$ 16,600.00	\$ 72,800.00
Demolition Out Buildings	0	0	0							\$ -	\$ -	\$ 1,000.00
Totals	38	33	71	5	3	2	6	0	\$ 9,407,500.00	\$ 7,768,100.00	\$ 17,175,600.00	\$ 46,874,600.00

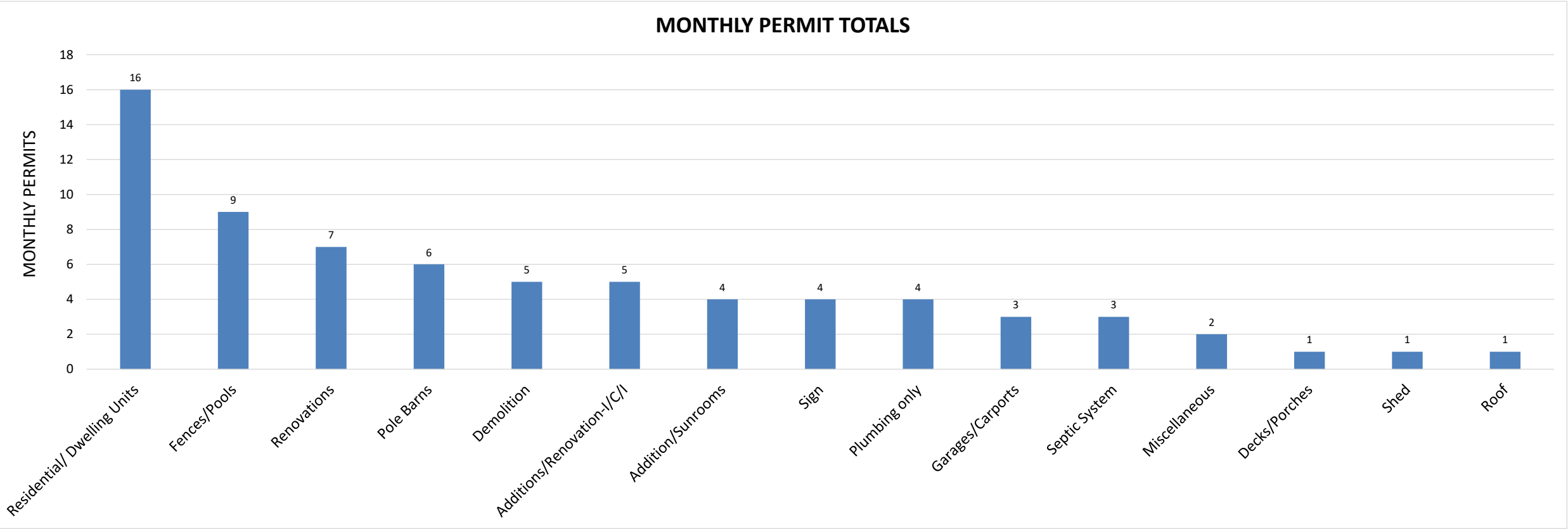
Permit Fee Totals		Development Charges			Monthly Total	Year To Date
Monthly Total	\$ 69,786.16	Charged - SFR			\$ 86,513.00	\$ 107,620.00
Yearly Total	\$ 118,613.64	Charged - Com/Ind/Inst				
Previous Yearly (2024) Total	\$ 294,936.64	Waived - Com/Ind/Inst			Totals	

* SU= Single Unit Res, AADU= Attached Additional Dwelling Unit, DADU= Detached Additional Dwelling Unit

BUILDING REPORT 2025

Report Number: Building 2025-03
Date: April 2, 2025

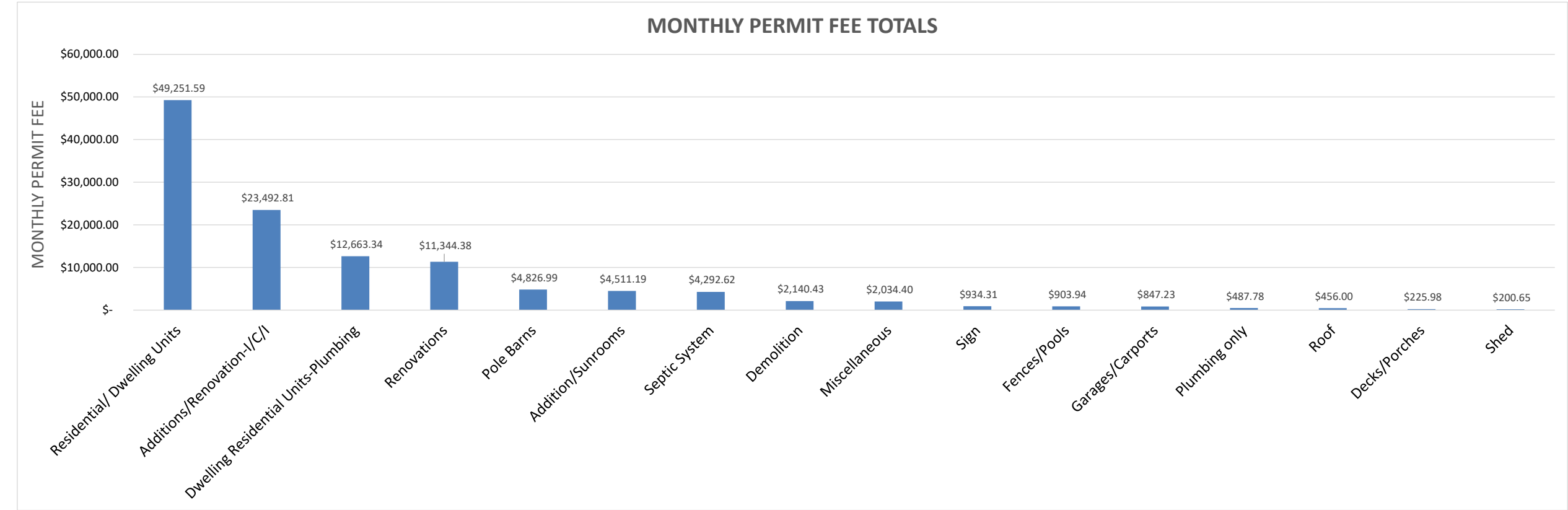
MONTHLY PERMIT TOTALS	January	February	March	April	May	June	July	August	September	October	November	December	Total	Cancelled Permits	Year Total
Dwelling Residential Units															
Ward 1	2		8										10		10
Ward 2	1												1		1
Ward 3		2	2										4		4
Ward 4	1												1		1
Multiple Residential													0		0
Addition/Sunrooms		1	3										4		4
Garages/Carports	2		1										3		3
Decks/Porches		1											1		1
Fences/Pools		1	8										9		9
Demolition	1	1	3										5		5
House Raising													0		0
Pole Barns	3	3											6		6
Commercial/Industrial													0		0
Miscellaneous	1		1										2		2
Shed			1										1		1
Roof			1										1		1
Septic System		1	2										3		3
Sign	2	2											4		4
Green Houses/Winery													0		0
Renovations		2	5										7		7
Additions/Renovation-I/C/I	2	2	1										5		5
Plumbing only	2		2										4		4
Demolition Out Buildings													0		0
Total	17	16	38	0	0	0	0	0	0	0	0	0	71	0	71



BUILDING REPORT 2025

Report Number: Building 2025-3
Date: April 2, 2025

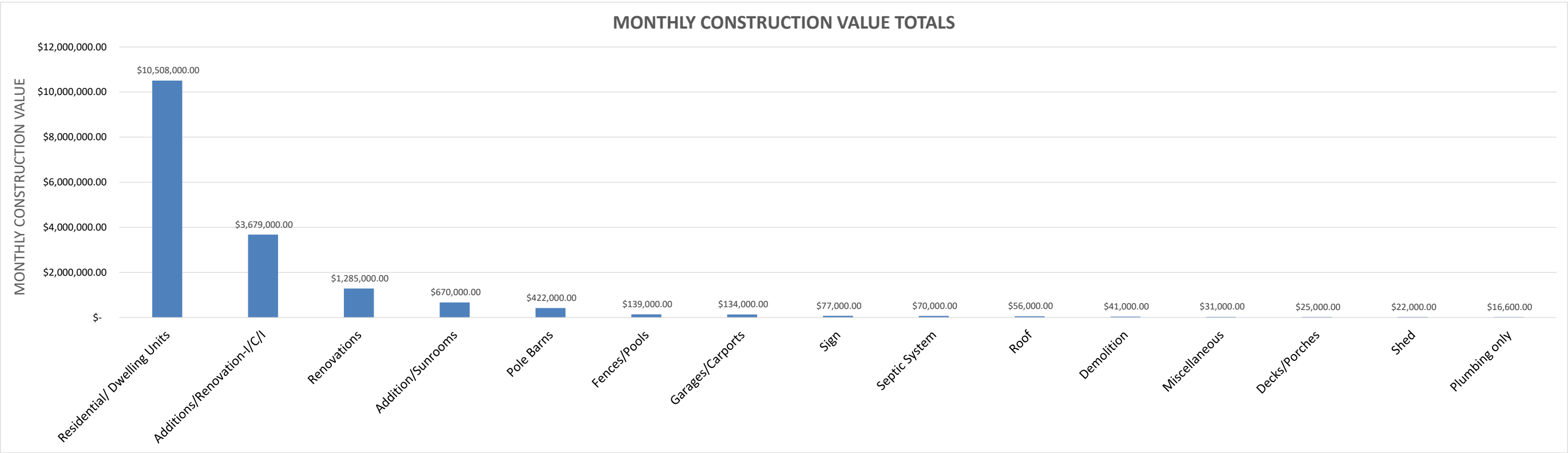
MONTHLY PERMIT FEE TOTALS	January	February	March	April	May	June	July	August	September	October	December	Total	Cancelled Permits	Year Total
Dwelling Residential Units	\$ 12,026.05	\$ 6,681.59	\$ 30,543.95									\$ 49,251.59		\$ 49,251.59
Dwelling Residential Units-Plumbing	\$ 3,297.39	\$ 1,480.99	\$ 7,884.96									\$ 12,663.34		\$ 12,663.34
Multiple Residential												\$ -		\$ -
Addition/Sunrooms		\$ 375.20	\$ 4,135.99									\$ 4,511.19		\$ 4,511.19
Garages/Carports	\$ 503.20		\$ 344.03									\$ 847.23		\$ 847.23
Decks/Porches		\$ 225.98										\$ 225.98		\$ 225.98
Fences/Pool		\$ 225.98	\$ 677.96									\$ 903.94		\$ 903.94
Demolition	\$ 359.64	\$ 444.00	\$ 1,336.79									\$ 2,140.43		\$ 2,140.43
House Raising												\$ -		\$ -
Pole Barns	\$ 3,106.39	\$ 1,720.60										\$ 4,826.99		\$ 4,826.99
Commercial/Industrial												\$ -		\$ -
Miscellaneous	\$ 434.40		\$ 1,600.00									\$ 2,034.40		\$ 2,034.40
Shed			\$ 200.65									\$ 200.65		\$ 200.65
Roof			\$ 456.00									\$ 456.00		\$ 456.00
Septic System		\$ 1,931.60	\$ 2,361.02									\$ 4,292.62		\$ 4,292.62
Sign	\$ 884.31	\$ 50.00										\$ 934.31		\$ 934.31
Green Houses/Winery												\$ -		\$ -
Renovations		\$ 4,784.34	\$ 6,560.04									\$ 11,344.38		\$ 11,344.38
Additions/Renovation-I/C/I	\$ 3,514.91	\$ 6,554.93	\$ 13,422.97									\$ 23,492.81		\$ 23,492.81
Plumbing only	\$ 225.98		\$ 261.80									\$ 487.78		\$ 487.78
Demolition Out Buildings												\$ -		\$ -
Total	\$ 24,352.27	\$ 24,475.21	\$ 69,786.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 118,613.64	\$ -	\$ 118,613.64



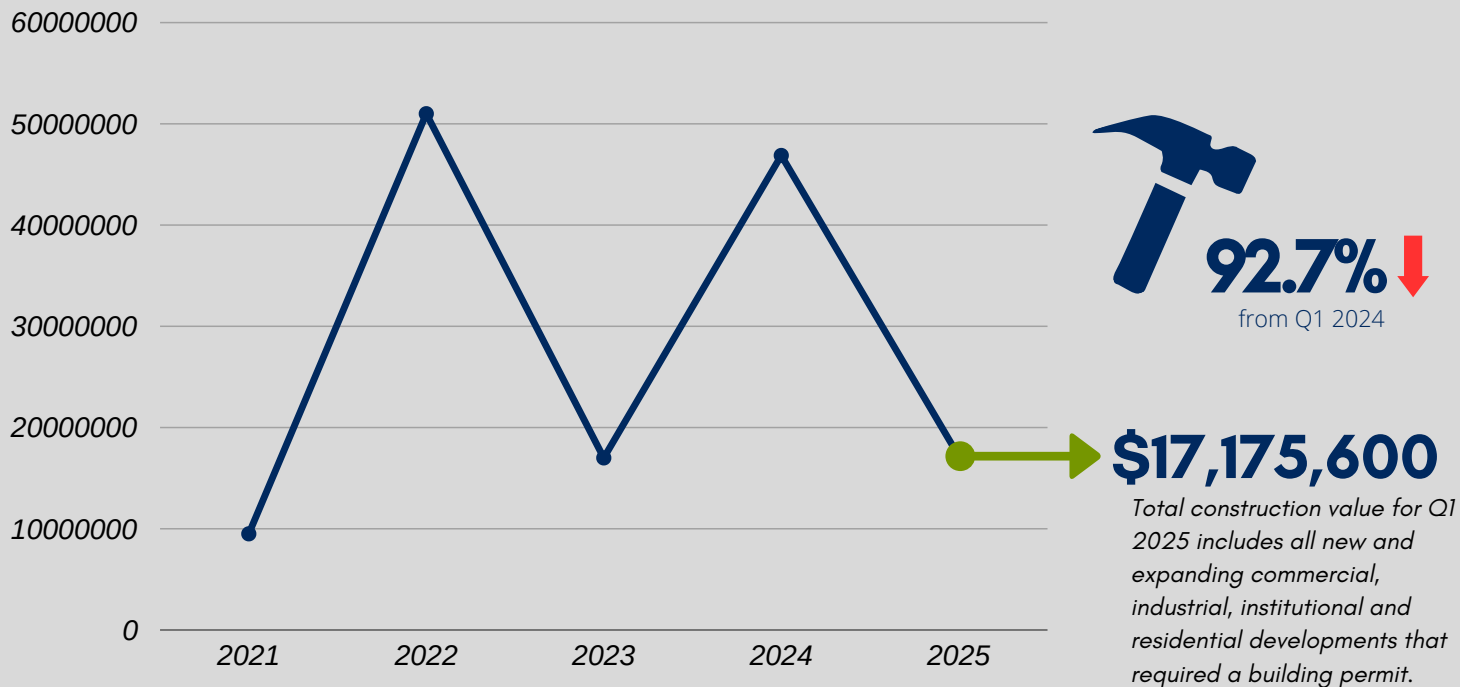
BUILDING REPORT 2025

Report Number: Building 2025-03
Date: April 2, 2025

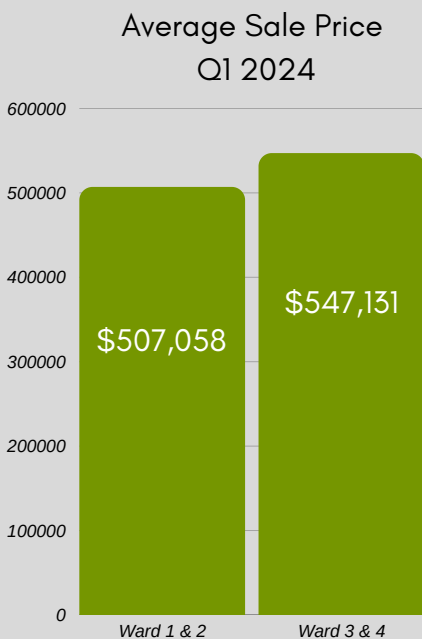
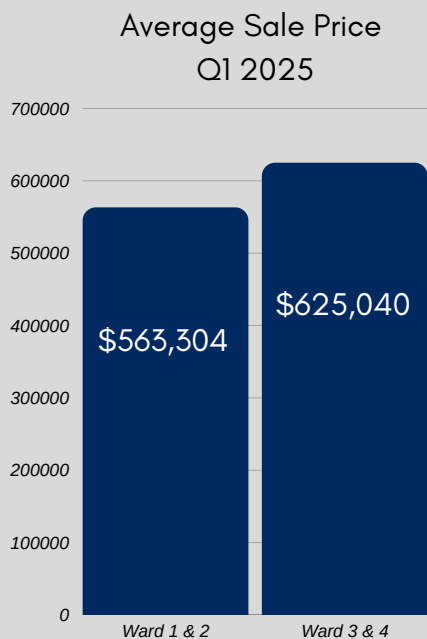
MONTHLY CONST VALUE TOTALS	January	February	March	April	May	June	July	August	September	October	December	Total	Cancelled Permits	Year Total
Dwelling Residential Units														
Ward 1	\$ 1,703,000.00		\$ 4,976,000.00									\$ 6,679,000.00		\$ 6,679,000.00
Ward 2	\$ 1,160,000.00											\$ 1,160,000.00		\$ 1,160,000.00
Ward 3		\$ 1,451,000.00	\$ 870,000.00									\$ 2,321,000.00		\$ 2,321,000.00
Ward 4	\$ 348,000.00											\$ 348,000.00		\$ 348,000.00
Multiple Residential												\$ -		\$ -
Addition/Sunrooms		\$ 65,000.00	\$ 605,000.00									\$ 670,000.00		\$ 670,000.00
Garages/Carports	\$ 96,000.00		\$ 38,000.00									\$ 134,000.00		\$ 134,000.00
Decks/Porches		\$ 25,000.00										\$ 25,000.00		\$ 25,000.00
Fences/Pools		\$ 60,000.00	\$ 79,000.00									\$ 139,000.00		\$ 139,000.00
Demolition	\$ 10,000.00	\$ 5,000.00	\$ 26,000.00									\$ 41,000.00		\$ 41,000.00
House Raising												\$ -		\$ -
Pole Barns	\$ 260,000.00	\$ 162,000.00										\$ 422,000.00		\$ 422,000.00
Commercial/Industrial												\$ -		\$ -
Miscellaneous	\$ 30,000.00		\$ 1,000.00									\$ 31,000.00		\$ 31,000.00
Shed			\$ 22,000.00									\$ 22,000.00		\$ 22,000.00
Roof		\$ 25,000.00	\$ 31,000.00									\$ 56,000.00		\$ 56,000.00
Septic System			\$ 70,000.00									\$ 70,000.00		\$ 70,000.00
Sign	\$ 75,000.00	\$ 2,000.00										\$ 77,000.00		\$ 77,000.00
Green Houses/Winery												\$ -		\$ -
Renovations		\$ 105,000.00	\$ 1,180,000.00									\$ 1,285,000.00		\$ 1,285,000.00
Additions/Renovation-I/C/I	\$ 409,000.00	\$ 1,770,000.00	\$ 1,500,000.00									\$ 3,679,000.00		\$ 3,679,000.00
Plumbing only	\$ 7,100.00		\$ 9,500.00									\$ 16,600.00		\$ 16,600.00
Demolition Out Buildings														
Total	\$ 4,098,100.00	\$ 3,670,000.00	\$ 9,407,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,175,600.00	\$ -	\$ 17,175,600.00



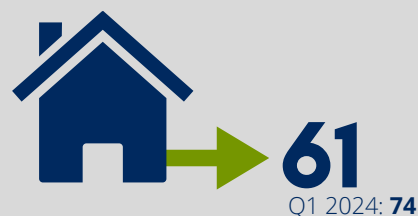
Total Construction Value



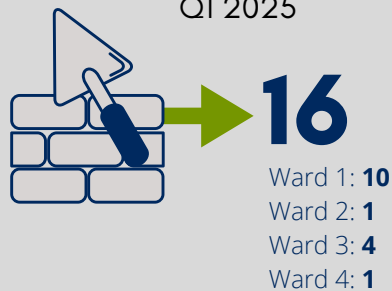
Real Estate



Total Single Family Dwellings Sold Q1 2025



Total Single Family Home Permits Q1 2025





Report to Council

Department: Infrastructure Services

Division: Capital Works and Asset Management

Date: May 5, 2025

Prepared by: David McBeth, C.E.T.
Manager, Capital Works and Asset Management

Report Number: Capital Works and Asset Management-2025-15

Subject: 2025 Hot Mix Asphalt Program Update

Number of Pages: 4 + 3 Figures

Recommendation(s)

That Capital Works and Asset Management Report-2025-15 entitled “2025 Hot Mix Asphalt Program Update” by David McBeth, Manager, Capital Work & Asset Management, dated May 5, 2025, be received.

Purpose

To provide Council with an informative report given the dollar value of the project and award the projects within the report that were tendered by the County of Essex. In an effort to provide cost savings to the Town of Essex through economies of scale, Administration partnered with the County of Essex Infrastructure Services Department to include the Town of Essex hot mix paving projects on the County’s Hot Mix Asphalt Tenders for 2025.

Background and Discussion

This year the Town of Essex through the County of Essex tendered our hot mix asphalt paving project through two (2) different tenders, the first for their CIREAM projects and a second for the asphalt overlay for the CIREAM works that included our milling and paving projects. These tenders have covered five (5) paving projects for the Town of Essex which are:

- Essex - Oak Drive and Park Lane from Woodview Drive to County Road 23 (mill and pave project);
- Essex – Kingsway and Earl Court from Viscount Parkway to the western limits (mill and pave project);
- Harrow – Fernwood Drive, Woodland Drive, Trelene Court and Murdoch Street from Fernwood Drive to Pearson Drive (mill and pave project);
- Colchester – Fox Road from County Road 20 to Gore Road and Gore Road from Fox Road to Wright Road (CIREAM project); and
- Harrow – Maple Street from Wellington Street to Erie Street South (mill and pave project) (Provisional).

The mill and pave projects in Essex and Harrow came in at \$ 737,406.89, including non-refundable HST and the provisional mill and pave project in Harrow came in at \$ 101,373.31, including non-refundable Harmonized Sales Tax for a combined total of \$ 838,780.20.

The CIREAM tender and Asphalt over CIREAM tender by the County of Essex closed on April 4, 2025 and April 24, 2025 respectively, and the project cost for Fox Road & a small part of Gore Road came in at \$ 457,687.99, including non-refundable HST.

To complete these paving projects, concrete repair works to catchbasins and curbs need to be completed in Harrow and Essex. This work was tendered by Capital Works and Asset Management through our Concrete Works tender that was awarded to Giorgi Bros (1994) Inc.

Concrete repairs for the Town's Hot Mix Asphalt project came in at \$33,479.04, including non-refundable HST.

Administration is proceeding with all tendered works including the provisional Harrow paving project.

Financial Impact

As per the 2025 approved budget, \$1,650,000.00 has been allocated for the subject works (PW-25-0010). The current total for the Town of Essex's portion of the Request for Tender from the County of Essex is \$ 1,296,468.19, including non-refundable Harmonized Sales Tax.

Additional expenses are also expected for asphalt escalation, and contract administration services provided by the County of Essex, which include material testing, line painting, and contract administration which are all projected to be within the allocated project budget. Along with the concrete repairs work, the anticipated expense for the Hot Mix Asphalt program for 2025 is expected to be approximately \$ 1,405,000.00, including non-refundable Harmonized Sales Tax.

The remaining budget will be allocated to paving Twin Gables Drive in Colchester as part of a watermain replacement project that is to be tendered later this month.

Consultations

Kevin Girard, Director, Infrastructure Services

Kate Giurissevich, CPA, CA, Director, Corporate Services/Treasurer

Jackson Tang, Assistant Manager, Business Services

Link to Strategic Priorities

- ☒ Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- ☐ Leverage our Town's competitive advantages to promote jobs and economic investment.
- ☐ Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- ☐ Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- ☐ Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	2025 Hot Mix Asphalt Program Update - Capital Works and Asset Mgmt-2025-15.docx
Attachments:	<ul style="list-style-type: none">- HotMix_Essex.pdf- HotMix_Harrow.pdf- HotMix_FoxGore.pdf
Final Approval Date:	Apr 29, 2025

This report and all of its attachments were approved and signed as outlined below:



Kevin Girard, Director, Infrastructure Services - Apr 29, 2025 - 10:30 AM

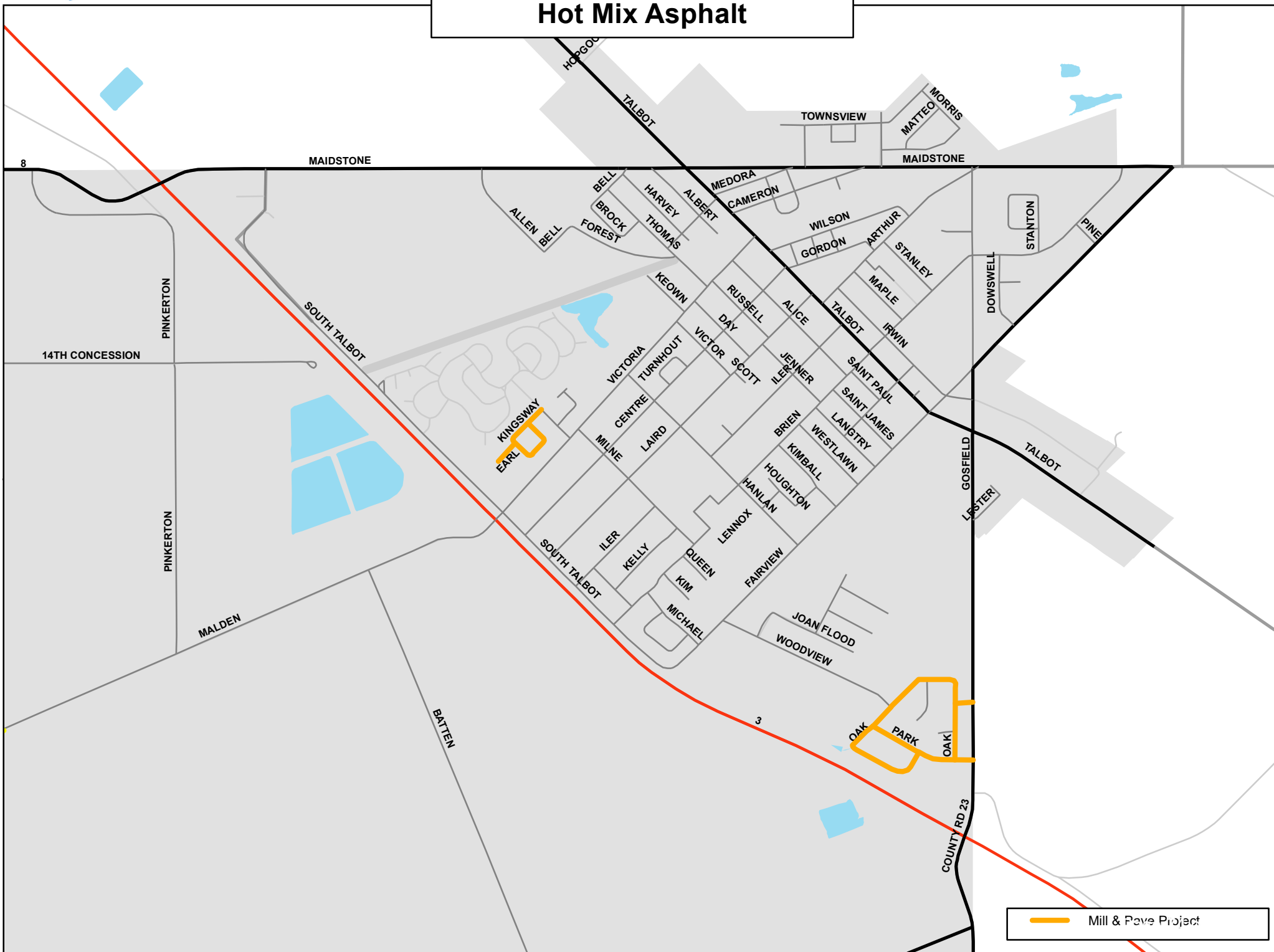


Kate Giurissevich, Director, Corporate Services - Apr 29, 2025 - 11:20 AM



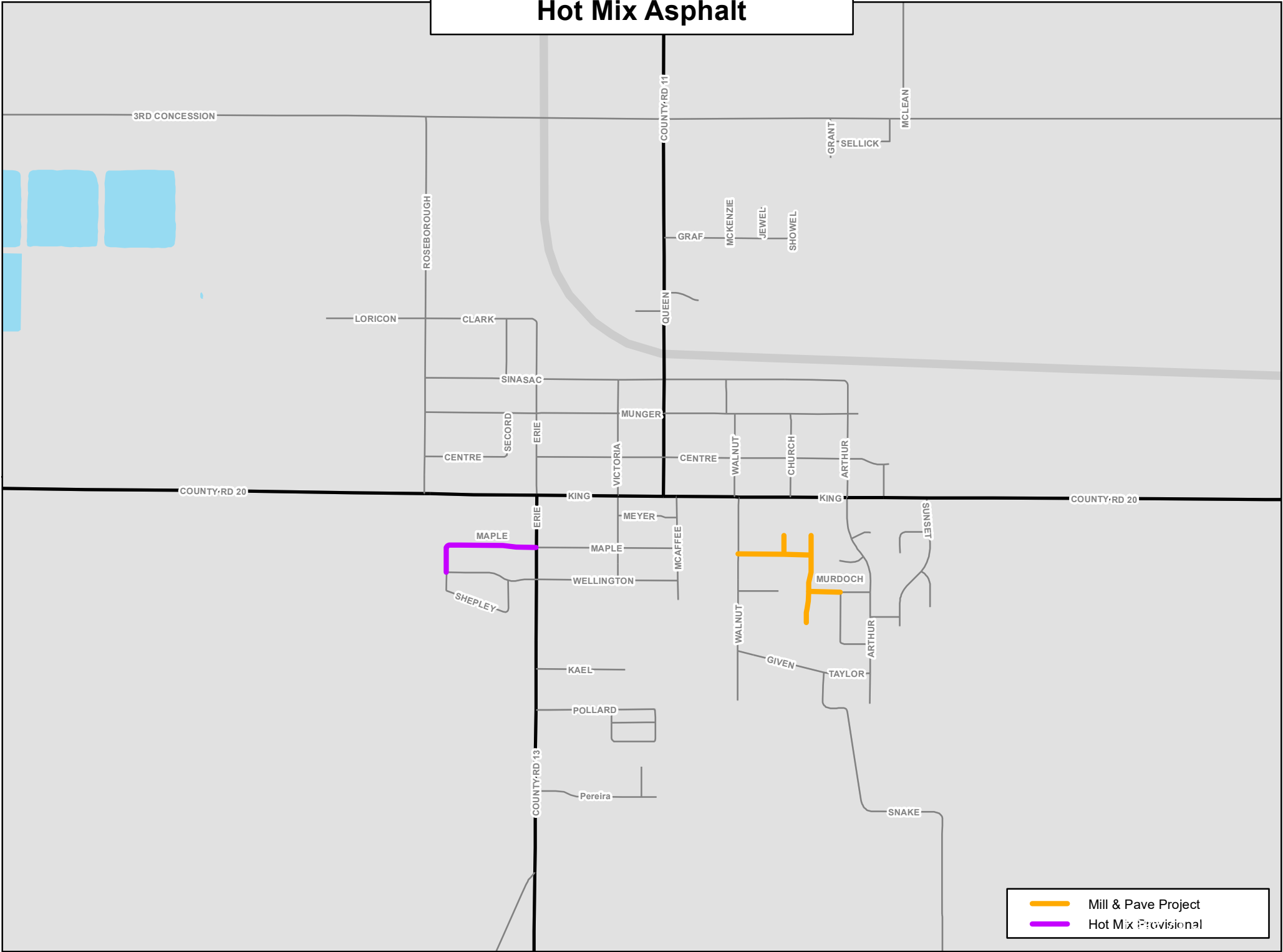
Doug Sweet, Chief Administrative Officer - Apr 29, 2025 - 11:25 AM

TOWN OF ESSEX Hot Mix Asphalt



TOWN OF ESSEX

Hot Mix Asphalt



- Mill & Pave Project
- Hot Mix Provisional

TOWN OF ESSEX Hot Mix Asphalt

SMITH

SMITH

DRUM

DRUMMOND

3RD CONCESSION

3RD CONCESSION

LORICON

COUNTY RD 20

COUNTY RD 20

FOX

WRIGHT

GORE

DUNN

CIREAM Project



Report to Council

Department: Community Services
Division: Parks and Facilities
Date: May 5, 2025
Prepared by: Jake Morassut, Director, Community Services
Report Number: Parks and Facilities-2025-04
Subject: Essex Town Centre Park Design
Number of Pages: 14

Recommendation(s)

That Parks and Facilities-2025-04 entitled Essex Town Centre Park Design prepared by Jake Morassut, Director, Community Services dated May 5, 2025, be received.

Purpose

To provide Council with an updated on the design process for Essex Town Centre Park and initiate a public consultation period for public comments.

Background and Discussion

In 2024, the Town of Essex assumed land in Essex Town Centre, in accordance with the Parkland Dedication requirement for new housing developments. Since assumption of the land, Administration has been working with Ron Koudys Landscape Architects to develop a design plan for the park. While these initial

plans and renderings show potential for the park, public feedback is important; for this reason, a webpage dedicated to this project is available until May 31, 2025, for residents to provide feedback. The project page can be found by visiting www.essex.ca/park.

Financial Impact

There is no financial impact for the public consultation. Amendments and finalization of the plans are within the Community Services annual operating budget.

The future park was included as part of the Development Charge Study/By-Law that was passed by Council, which included \$300,000, fully funded through Development Charges, allocated toward this project.

This park construction is anticipated to come to Council during the 2026 budget deliberation.

Consultations

Doug Sweet, Chief Administrative Officer

Kate Giurissevich, Director, Corporate Services/Treasurer

Rodney Klie, Manager, Parks and Facilities

Link to Strategic Priorities

- ☒ Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- ☐ Leverage our Town's competitive advantages to promote jobs and economic investment.
- ☒ Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- ☐ Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- ☒ Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Essex Town Centre Park Design - Parks and Facilities-2025-04.docx
Attachments:	- Essex Town Centre - Presentation to Council for Public Feedback.pptx
Final Approval Date:	Apr 26, 2025

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "Kate Giurissevich". The script is fluid and cursive.

Kate Giurissevich, Director, Corporate Services - Apr 25, 2025 - 4:59 PM

A handwritten signature in black ink, appearing to read "Doug Sweet". The script is more stylized and less cursive than the one above.

Doug Sweet, Chief Administrative Officer - Apr 26, 2025 - 4:03 PM

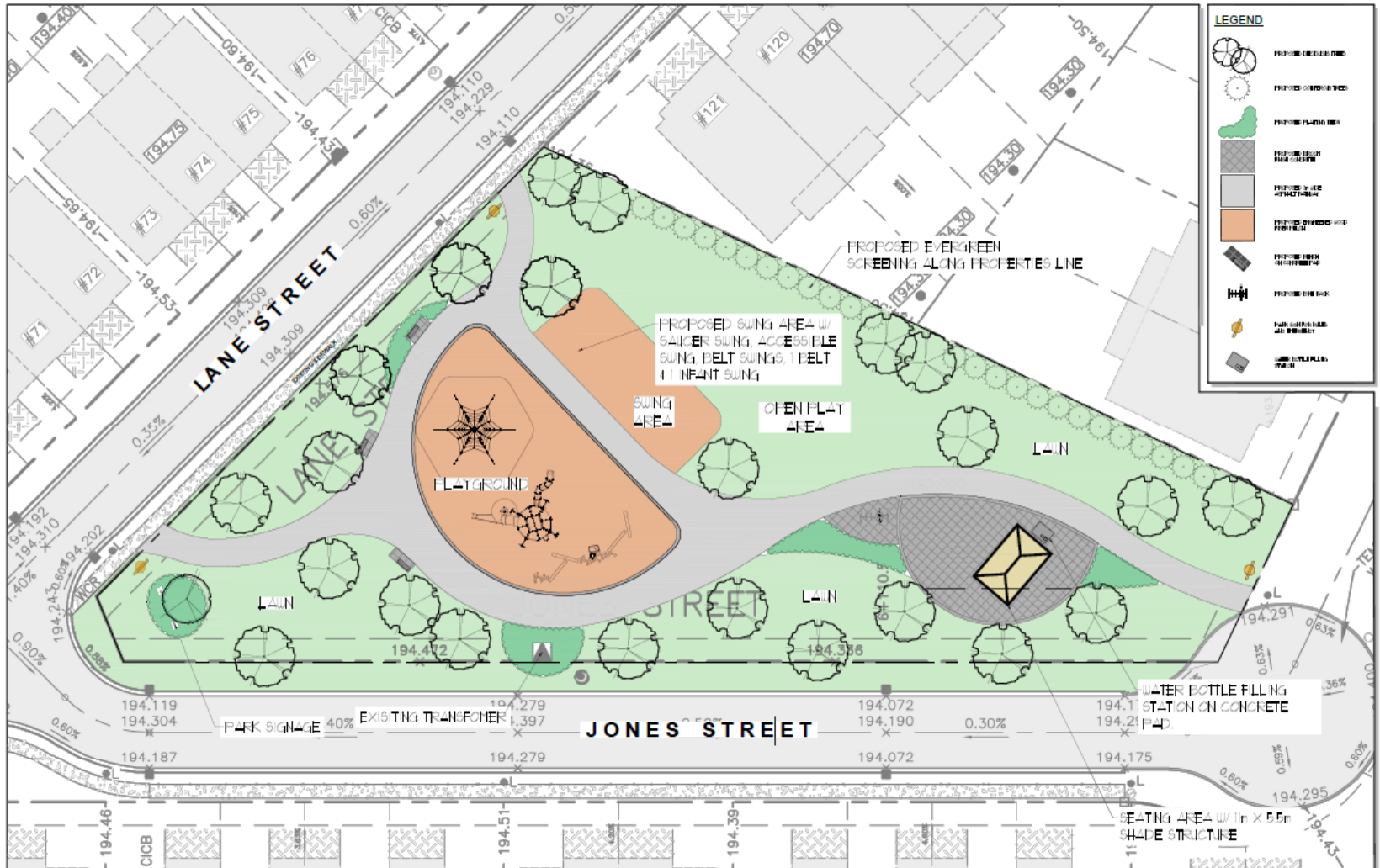


Essex Town Centre Park Design

For Public Feedback

Design Plan

Design Plan



Renderings

Rendering 1



Rendering 2

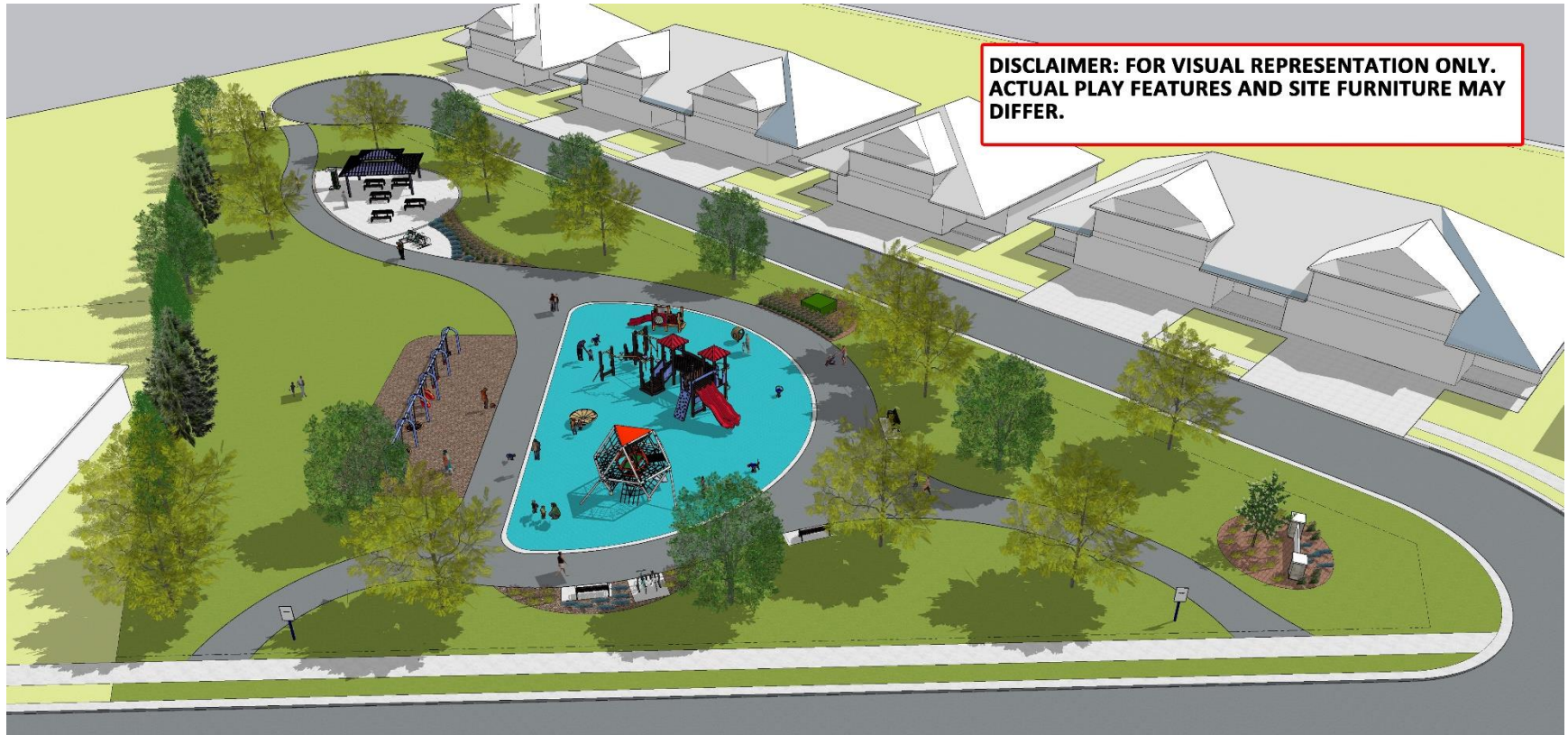
**DISCLAIMER: FOR VISUAL REPRESENTATION ONLY.
ACTUAL PLAY FEATURES AND SITE FURNITURE MAY
DIFFER.**



Rendering 3

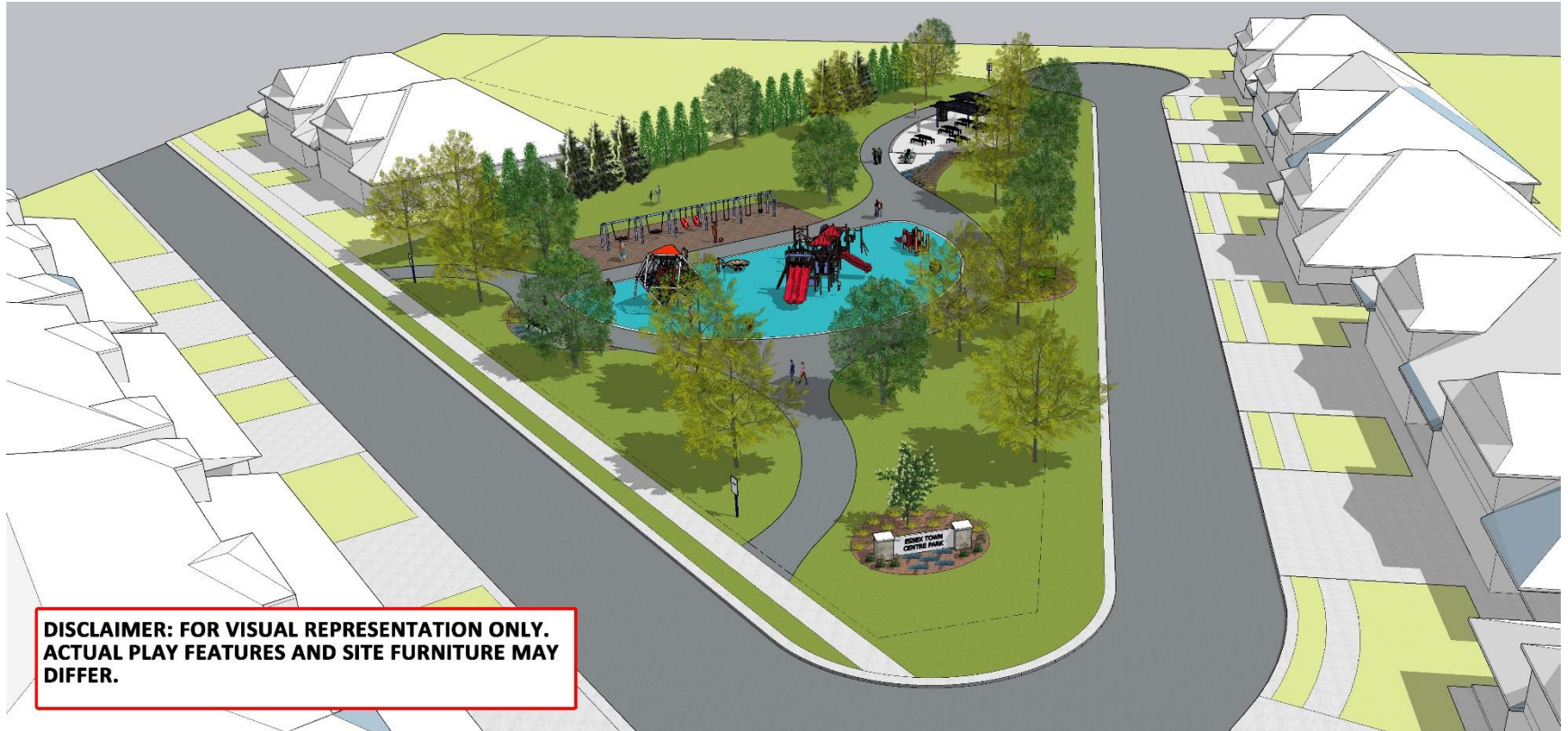


Rendering 4



**DISCLAIMER: FOR VISUAL REPRESENTATION ONLY.
ACTUAL PLAY FEATURES AND SITE FURNITURE MAY
DIFFER.**

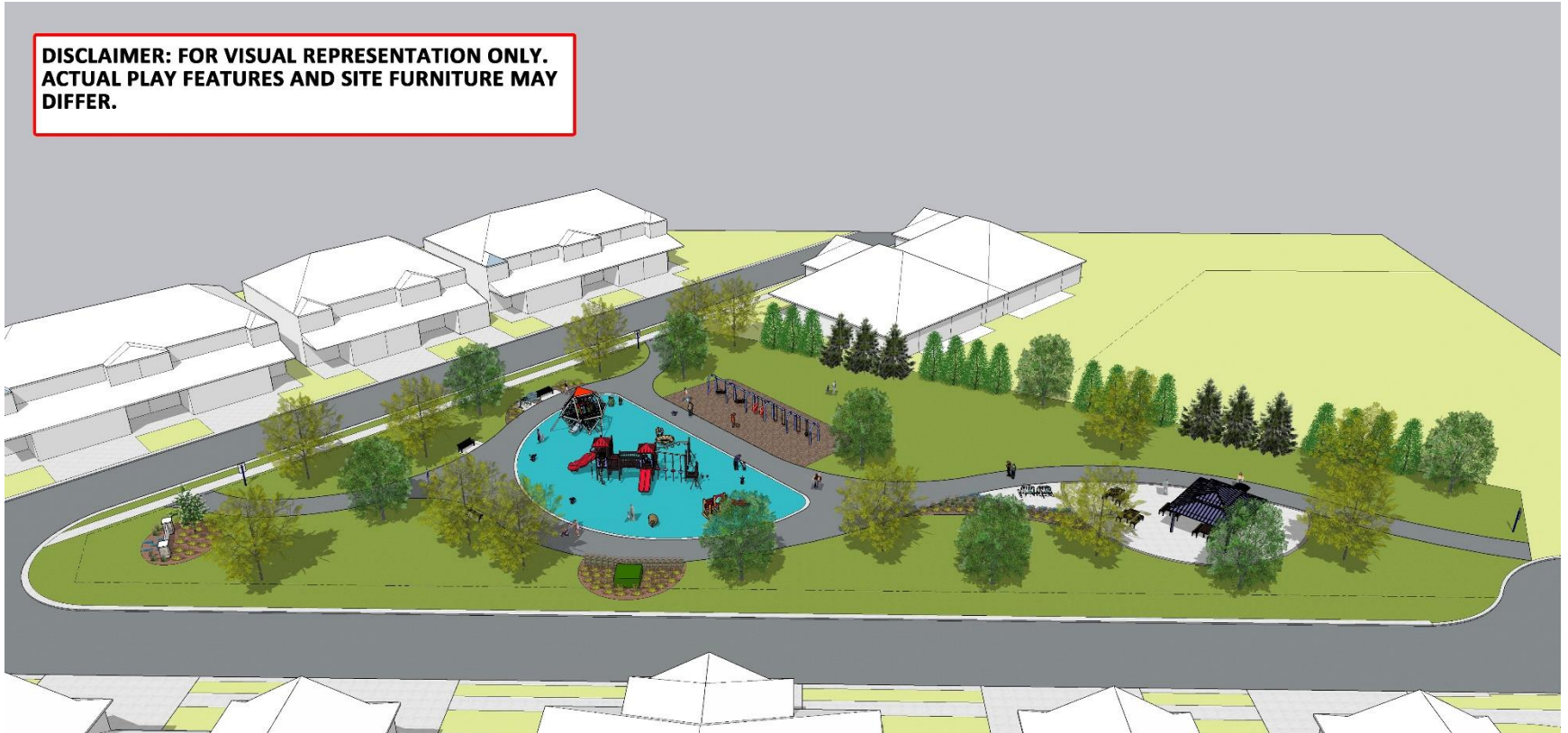
Rendering 5



**DISCLAIMER: FOR VISUAL REPRESENTATION ONLY.
ACTUAL PLAY FEATURES AND SITE FURNITURE MAY
DIFFER.**

Rendering 6

**DISCLAIMER: FOR VISUAL REPRESENTATION ONLY.
ACTUAL PLAY FEATURES AND SITE FURNITURE MAY
DIFFER.**





For feedback, go to:

www.essex.ca/park



Report to Council

Department: Community Services
Division: Community Services
Date: May 5, 2025
Prepared by: Jake Morassut, Director, Community Services
Report Number: Community Services-2025-08
Subject: Special Event Notice – Colchester Bar and Grill
Number of Pages: 3

Recommendation(s)

That Community Services-2025-08 entitled Special Event Notice – Colchester Bar and Grill prepared by Jake Morassut, Director, Community Services, dated May 5, 2025, be received, and

That Council approve closing Sydenham Street between Sullivan Street and County Road 50 in Colchester on the following 3 dates:

- May 25, 2025, from 2:00PM to 6:00PM for the Windsor Ride for Dad
- August 24, 2025, from 2:00PM to 6:00PM for the On-A-Mission for the Mission Ride; and on
- September 28, 2025, from 2:00PM to 6:00PM for the Windsor-Essex Therapeutic Riding Association Ride (WETRA).

Purpose

To receive Council approval for three road closures during their special event schedule.

Background and Discussion

The Special Event Resource Team reviewed and concurred with closing Sydenham Street between Sullivan Street and County Road 50 on the following 3 dates:

- May 25, 2025, from 2:00PM to 6:00PM for the Windsor Ride for Dad
- August 24, 2025, from 2:00PM to 6:00PM for the On-A-Mission for the Mission Ride; and on
- September 28, 2025, from 2:00PM to 6:00PM for the Windsor-Essex Therapeutic Riding Association Ride (WETRA).

Financial Impact

There is no financial impact.

Consultations

Special Event Resource Team

Link to Strategic Priorities

- ☐ Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- ☒ Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- ☐ Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- ☐ Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- ☒ Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.
- ☐ **Improve the Town's capacity to meet the ongoing and future service needs of its citizens** while ensuring the corporation is resilient in the face of unanticipated changes or disruptions.

Report Approval Details

Document Title:	Special Event Notice - Colchester Bar and Grill - Community Services-2025-08.docx
Attachments:	
Final Approval Date:	Apr 26, 2025

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read 'Doug Sweet', with a stylized flourish at the end.

Doug Sweet, Chief Administrative Officer - Apr 26, 2025 - 4:05 PM



Report to Council

Department: Community Services
Division: Community Services
Date: May 5, 2025
Prepared by: Jake Morassut, Director of Community Services
Report Number: Community Services-2025-07
Subject: Special Events Resource Team (SERT) – May 2025
Number of Pages: 4

Recommendation(s)

That Community Services-2024-07 entitled Special Event Resources Team (SERT) – May 2025 prepared by Jake Morassut, Director, Community Services, dated May 5, 2025, be received.

Purpose

To update Council on a regular basis of the events and requests that have been reviewed by the Town of Essex Special Events Resource Team (SERT).

Background and Discussion

The Department of Community Services in April 2014 established an internal administration group called the Special Events Resource Team to review special event requests on Town of Essex property. The Special Events Resource Team consists of Town of Essex staff from several departments as well as outside agencies to assist groups in the initial planning stages of their events.

Financial Impact

There is no financial cost to the Corporation for the approved events from the Special Events Resource Team.

Consultations

Special Event Resource Team

Link to Strategic Priorities

- ☐ Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- ☐ **Leverage our Town's competitive advantages to** promote jobs and economic investment.
- ☐ Take care of our natural environment and strengthen the sense of belonging to everyone **who makes Essex "home"**.
- ☒ Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- ☐ Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Special Events Resource Team (SERT) – May 2025 - Community Services-2025-07.docx
Attachments:	- SERT Update attachment_May 5 2025.pdf
Final Approval Date:	Apr 26, 2025

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read 'Doug Sweet', with a stylized flourish extending from the end.

Doug Sweet, Chief Administrative Officer - Apr 26, 2025 - 4:05 PM

Event	Date(s)	Location	Special Notes
Colchester Shoot Out	May 2 & 3, 2025 (raindate 4th)	Colchester Harbour/Park	
Town of Essex Spring Cleanup	May 10, 2025	All Wards	
Stanton Court Neighbourhood Fireworks	May 17, 2025	Stanton Park	Fireworks
Windsor - Ride For Dad	May 25, 2025	Sydenham Street / County Rd. 50 W.	Road Closure
The Grey 5K - Jaida	May 31, 2025	Sadlers Nature Park & ERCA Trail	
Mayor's Charity Yard Sale	June 7, 2025 (raindate 14th)	Harrow Soccer Complex	
McGregor Music Festival	June 8, 2025	Co-An Park	Special Occasion Permit
Walleye Derby – Colchester	June 14, 2025	Colchester Harbour/Park	Special Occasion Permit
Essex Centre StreetFest	June 21, 2025	Essex Main Street / Heritage Gardens	Road Closure
Colchester Villiage Market	June 21, 2025	Colchester Schoolhouse	
Harrow Soap Box Derby	June 21, 2025	Downtown Harrow	Road Closure
Harrow Open Streets	June 27, 2025	Downtown Harrow	Road Closure
Imperio Do Santo Antonio de Harrow Festival/Parade	June 28 & 29, 2025	St. Anthony Church to Camoes Portugese Club	Road Closure and Special Occasion Permit
Townsvieview Neighbourhood Party	June 29, 2025 (Rain 30)	Morris Drive	Road Closure and Fireworks
Harrow Rotary Canada Day Event	July 1, 2025	Harrow Fairgrounds	Fireworks
Essex Fun Fest	July 3 to 6, 2025	Essex Centre Sports Complex	Road Closure and Special Occasion Permit
Essex Fun Fest 5K	July 6, 2025	Sadlers Nature Park	
Ontario Purple Martin Association (OMPA) Purple Martin Festival	July 12, 2025	Colchester Schoolhouse	
Colchester Villiage Market	July 19, 2025	Colchester Schoolhouse	
Pedals and Passport Cycling Event	August 2, 2025	Colchester and Area	
Essex County Steam and Gas Engine Show/Parade	August 9, 2025	McGregor Community Centre to Co-An Park	Road Closure w/ OPP request
Our Lady of Fatima Procession	August 10, 2025	Munger Street W.	Road Closure
Colchester Villiage Market	August 16, 2025	Colchester Schoolhouse	
Essex Centre StreetFest	August 16, 2025	Essex Main Street / Heritage Gardens	Road Closure
On a Mission, For The Mission	August 24, 2025	Sydenham Street / County Rd. 50 W.	Road Closure
Harrow Fair	Aug 29 -Sept 1, 2025	Harrow Fairgrounds	Road Closure
Ronald's House of Champions Hockey Tournament	September 4 to 7, 2025	Essex Centre Sports Complex	
Colchester Villiage Market	September 20, 2025	Colchester Schoolhouse	
Harrow Kinsmen WiggleFest	September 20, 2025	Colchester Park	Special Occasion Permit
Harrow Open Streets	September 26, 2025	Downtown Harrow	Road Closure
Essex BIA Soap Box Derby	September 27, 2025 (Rain 28)	Essex Downtown Centre	Road Closure
WETRA Motorcycle Ride	September 28, 2025	Sydenham Street / County Rd. 50 W.	Road Closure
Daisy and Co. 5K Steps for a Cure	September 28, 2025	Downtown Harrow	Road Closure

Event	Date(s)	Location	Special Notes
Truth and Reconciliation Flag Raising	September 30, 2025	Town Hall	
Miles for Max	October 4, 2025	ECSC Pkg Lot and Downtown Essex Sidewalks	Parking lot closure
Essex Centre StreetFest	October 11, 2025	Essex Main Street / Heritage Gardens	Road Closure
Essex BIA Tiny Tot Parade	October 31, 2025	Downtown Essex	Road Closure w/ OPP request
Pumkin Parade	November 1, 2025	Harrow Participark and Essex Sadler's Park & Nature Trail	
Remembrance Day Ceremony	November 11, 2025	Veterans Memorial Park	Road Closure w/ OPP request
Remembrance Day Ceremony	November 11, 2025	Essex Centre Cenotaph	Road Closure w/ OPP request
Essex Santa Clause Parade/Santa's Village	December 13, 2025	Essex Centre Downtown & Heritage Gardens	Road Closure w/ OPP request
Hockey for Hospice Tournment	December 27 to 29, 2025	Essex Centre Sports Complex	



Report to Council

Department: Infrastructure Services

Division: Drainage

Date: May 5, 2025

Prepared by: Lindsay Dean, Drainage Superintendent

Report Number: Drainage-2025-04

Subject: Appointment of an Engineer under Section 4 for a new petition drain

Number of Pages: 5

Recommendation(s)

That Drainage-2025-04 entitled Appointment of an Engineer under Section 4 for a new petition drain prepared by Lindsay Dean, Drainage Superintendent dated May 5, 2025 be received, and

That Council receive and proceed with the petition for new drainage works as filed by the corporation of 1830143 Ontario Limited for Lots 280 and 281, Concession STR pursuant to Section 4 of the Drainage Act, and

That Council direct Administration to notify the petitioners and Essex Region Conservation Authority of their intention to proceed with the construction of new drainage works, and

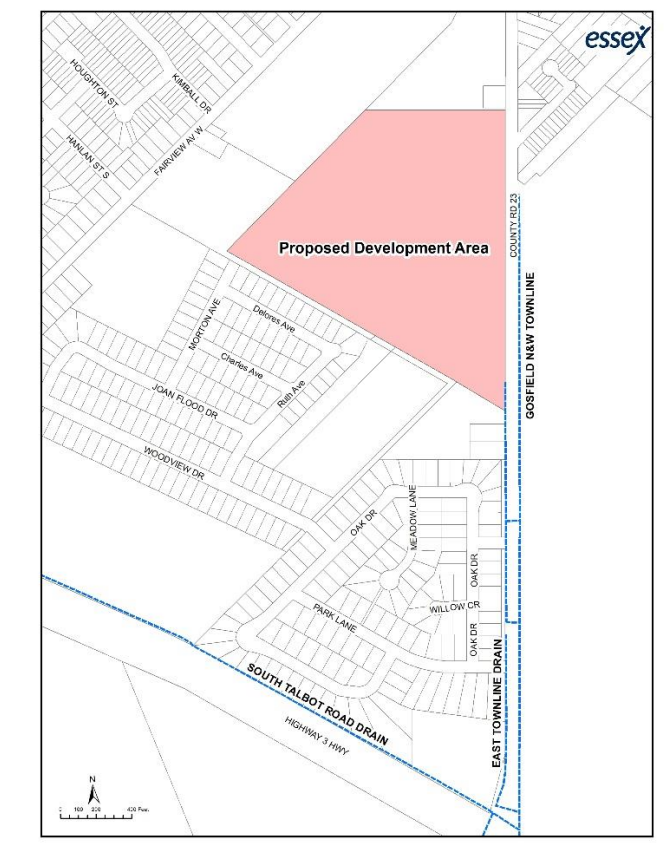
That RC Spencer Associates Inc. be appointed to prepare a report under the Drainage Act through Section 4 to establish new drainage works.

Purpose

The Town of Essex has received a Section 4 petition to establish new drainage works to provide outlet for a new subdivision.

Background and Discussion

The parcel requiring drainage is located on Gosfield Townline in Lots 280 and 281, Concession STR. The owner is looking to establish a legal storm outlet to proceed with developing this property. Although the intention of this project is to establish a legal storm outlet for this property, the appointed engineer will review the downstream municipal drains to determine whether further improvements are required to accommodate this property.



Under Section 4 of the Drainage Act, Council shall decide whether or not to proceed with the drainage works requested through the submitted petition. If Council agrees to proceed with the petition, after all required notifications are filed, then a drainage engineer can be assigned to the project. The validity of the petition will be established by the appointed drainage engineer to make sure it meets the requirements of the area requiring drainage outlined in Section 4.

Prior to the appointment of an engineer, notification is required under Section 5(1) to advise the petitioners and Conservation Authority that Council has decided to proceed with the drainage works through the petition process.

The procedures and appeals under Section 4 are as follows:

- Council acceptance of the petition and appointment of an engineer to prepare a report;
- Required notifications are circulated;
- Engineer is appointed to the project;
- Conduct an on-site meeting with affected landowners and agencies;
- Meeting to Consider the report and passing of the provisional by-law;
- Court of Revision;
- 3rd and Final Reading of the by-law;
- Construction of drainage works.

It is recommended that this project be awarded to RC Spencer Associates Inc. as one of the firms that qualified under RFPO-ID-24-012 Engineering Services Roster for Drainage Works.

Schedule

Should Council approve proceeding with the petition and appointment of an Engineer, the estimated schedule will be as follows:

- Council accepts petition and recommends appointment of Engineer – May 2025
- Required notifications about project – May 2025
- Drainage Engineer Appointment – June 2025
- On Site Meeting – July 2025

- Submission of Report and notification period – March 2026
- Consideration of the Report by the Drainage Board – April 2026
- Provisional By-law and Adoption by Council – May 2026
- Court of Revision – June 2026
- 3rd and Final Reading of the By-law – July 2026
- Construction (dependent on weather and agency approvals)- Summer/Fall 2026

Note: This approximate timeline was established based on typical project timelines, however, actual timelines will vary based on the subdivision process and specifics related to this project.

Financial Impact

The engineer will determine the cost sharing for the construction, engineering and incidental costs. It is anticipated that the cost will be fully borne by the property owner requesting the drainage works, however, that can not be confirmed until the Drainage Act process has been completed. Should there be a financial impact to the Town outside of approved budget limits, this would be brought forth to Council for approval, if required.

Consultations

Jackson Tang, Assistant Manager, Finance Business Services

Kate Giurissevich, Director, Corporate Services

Kevin Girard, Director, Infrastructure Services

Norm Nussio, Manager, Operations and Drainage

Link to Strategic Priorities


- ☒ Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- ☐ **Leverage our Town's competitive** advantages to promote jobs and economic investment.
- ☐ Take care of our natural environment and strengthen the sense of belonging to everyone **who makes Essex "home"**.
- ☐ Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- ☐ Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Appointment of Engineer under Section 4 for a new petition drain (East Townline).docx
Attachments:	- 3850_001 (002)_Redacted.pdf
Final Approval Date:	Apr 29, 2025

This report and all of its attachments were approved and signed as outlined below:

Norm Nussio, Manager, Operations and Drainage - Apr 29, 2025 - 9:49 AM

A handwritten signature in black ink, appearing to read 'N. Nussio', written over a light blue horizontal line.

Kevin Girard, Director, Infrastructure Services - Apr 29, 2025 - 9:56 AM

A handwritten signature in black ink, appearing to read 'K. Girard', written over a light blue horizontal line.

Doug Sweet, Chief Administrative Officer - Apr 29, 2025 - 9:59 AM

This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.

To: The Council of the Corporation of the Town of Essex

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)
Part of Lots 280 and 281, Concession South of Talbot Road

In accordance with section 9(2) of the *Drainage Act*, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the *Drainage Act* for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the *Drainage Act*, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

Purpose of the Petition (To be completed by one of the petitioners. Please type/print)

Contact Person (Last Name)	(First Name)	Telephone Number
Valente	Pietro	<div></div>
Address		
Road/Street Number	Road/Street Name	

Location of Project			
Lot	Concession	Municipality	Former Municipality (if applicable)
Pt lots 280 & 281	South of Talbot Rd.	Town of Essex	

What work do you require? (Check all appropriate boxes)

- ☐ Construction of new open channel
- ☐ Construction of new tile drain
- ☐ Deepening or widening of existing watercourse (not currently a municipal drain)
- ☐ Enclosure of existing watercourse (not currently a municipal drain)
- ☒ Other (provide description ▼)

Provide stormwater outlet

Name of watercourse (if known)

Estimated length of project


General description of soils in the area

What is the purpose of the proposed work? (Check appropriate box)

- ☐ Tile drainage only
- ☐ Surface water drainage only
- ☐ Both

Petition filed this 29th day of April, 2025

Name of Clerk (Last, first name)
Malandruccolo, Joseph

Signature


- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number	Property Description
	Gosfield Townline, Colchester Con Str Pt lots 280 and 281 RP 12R21142 Part 1

Ward or Geographic Township	Parcel Roll Number
Geographic Township of Colchester North	320-000-00100-0000

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

☐ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

☒ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)

Valente, Pietro

Signature

Name of Corporation

1830143 Ontario Limited

I have the authority to bind the Corporation.

Position Title

President

Date (yyyy/mm/dd)

2025/04/07

Number	Property Description
--------	----------------------

Ward or Geographic Township	Parcel Roll Number
-----------------------------	--------------------

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

☐ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

☐ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)

Signature

Name of Corporation

I have the authority to bind the Corporation.

Position Title

Date (yyyy/mm/dd)

☐ Check here if additional sheets are attached

Clerk initial

Petitioners become financially responsible as soon as they sign a petition.

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 8(1).
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4).
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

Notice of Collection of Personal Information

Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D.17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (municipality to complete)

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.



Report to Council

Department: Office of the CAO

Division: Legal and Legislative Services

Date: May 5, 2025

Prepared by: Joseph Malandruccolo, Director, Legal and Legislative Services

Report Number: Legal and Legislative Services-2025-05

Subject: Delegation of Authority By-Law Amendments (2025)

Number of Pages: 47, including attachments

Recommendation(s)

That Legal and Legislative Services Report 2025-05 entitled Delegation of Authority By-Law Amendments (2025) prepared by Joseph Malandruccolo, Director, Legal and Legislative Services dated May 5, 2025, be received, and

That By-Law 2439 being a by-law to Delegate the Duties and Powers of the Council of the Town of Essex be read a first and second time and provisionally adopted on May 5, 2025.

Purpose

To consolidate the amendments that have been made to date to By-Law 1924 together with further current amendments (proposed) for the purposes of clarification and facilitating the effective and efficient operation of the Corporation.

Background and Discussion

The Council of The Town of Essex, as a duly elected municipal government is directly accountable to its constituents for its legislative decision making, policies and administrative functions. Council's decisions are generally expressed by By-Law or resolution of Council carried by a majority vote. However, the efficient management of the municipal corporation and the need to respond to issues in a timely fashion requires Council to entrust certain powers and duties to Administration while concurrently maintaining accountability, which can be effectively accomplished through the delegation of certain legislative and administrative functions. Council authority can be delegated within the context of and in accordance with the Municipal Act. Section 270 (1)(6) of the *Municipal Act, 2001* accordingly requires that a municipality shall adopt and maintain policies with respect to the delegation of powers.

In 2020, Council passed By-Law 1924 for the purposes of consolidating previous By-Laws and revising the Town's policy for the Delegation of Powers and Duties.

In 2022, Council through By-Law 2177 approved an amendment to Schedule "A" of By-law 1924 which effectively provided the Development Services with the

authority to approve plans and drawings respecting applications for Site Plan Control and Site Plan Control Amendments, including conditions to the approval of site plans and site plan amendments.

The revisions now proposed in By-Law 2439 address changes resulting from the recent organization review process of the Town as well as revisions to allow for compliance with legislative requirements, together with additional requested revisions by Administration for the purposes of facilitating the operations of the Corporation.

The Proposed changes include:

- Amendments and/or additions to descriptions of delegated authority in order to provide clarity.
- Amendments and/or additions to position titles including changes to the authority delegated to various positions
- The requirement for the Primary delegated Authority to consult with various other members of administration
- The addition of Secondary delegated Authority, where appropriate
- Section 7.08 has been added to provide the Deputy Chief Administrative Officer or designate(s) appointed by the Chief Administrative Officer (Primary) and the Director, Corporate Services and Treasurer (secondary) with authority to approve capital budget overages
- Section 8.01 has been amended to allow for the CAO or Treasurer to execute and submit grant applications for grants under \$130,000 without Council

approval where the project would be fully funded by the grant and aligned with Council's strategic priorities

- Section 12.05 has been added to allow the Clerk's Department to issue Short Term Rental Licences as long as the licence application complies with the Town's Short Term Rental By-Law
- Section 15.05 incorporates the amendments made by By-Law 2177
- Section 15.06 provides Development Services with the authority to release securities related to site plan control agreements
- Section 15.12 provides Development Services with the authority to approve consent to conservation easement agreement applications made by private property owners only where as a condition of approval from the Committee of Adjustment
- Section 15.13 provides the Secretary-Treasurer of the Town of Essex Committee of Adjustment with the authority to approve applications under s. 53 (45) of the Planning Act to cancel a consent to sever
- Section 15.14 provides Development Services with the authority to approve an application under s. 36 of the Planning Act to remove a holding provision when permitted under the Zoning By-law
- Section 15.15 provides Development Services with the authority to approve applications to amend the Town's Zoning By-Law, site-specifically, to prohibit the construction of a dwelling on a retained/remnant farm parcel resulting from a surplus severance and only where as condition of Committee of Adjustment Consent approval

- Section 15.16 provides Development Services with the authority to approve renewals and extensions of wireless cell tower agreements originally approved by Council
- Section 15.17 provides the CAO (in consultation with the Mayor and Deputy Mayor) with authority to approve any Sponsorships or Naming Rights agreements with an aggregate amount of \$130,000 or less as long as the agreement is in accordance with the Town's Sponsorship and Naming Rights Policy
- Section 17.06 provides the Assessment Review Board with authority to exercise the powers and functions of council with respect to applications made by reason of sickness or extreme poverty to cancel, reduce or refund all or part of taxes levied on land in the year in respect of which the application is
- Section 17.07 provides the Treasurer with authority to issue statements of tax and utility accounts to interested parties
- Section 19.03 provides the Director, Legal and Legislative Services with the authority to approve easement agreements with private property owners
- Additions to Section 23 allow for administration to deal with Special Occasion and Special Event Permits, as well as approvals and exemptions related thereto. Notably, Section 23.07 allows for the Director, Community Services, to approve Special Event Permits and requests related thereto, such as road closures, noise permit exemptions, authority and restrictions regarding the use of municipal properties, etc...
- Section 26 Sanitary and Stormwater Works has been added delegating primary authority to complete sanitary and stormwater alterations in the Town,

including the approval and imposition of terms and conditions for works to be undertaken in accordance with the Town's Consolidated Linear Infrastructure Environment Compliance Approvals (CLIECAs), as required, to the Director, Infrastructure Services

- Section 27 Drainage Act has been added delegating primary authority to the Drainage Superintendent to appoint an individual engineer at Council pre-appointed engineering corporation, association or partnership to have charge of the drainage project without providing council with any notification required under s. 8(2) of the Drainage Act and to approve assessment apportionment agreements pursuant to s. 65(2) of the Drainage Act

Of note, the Province of Ontario has proposed the introduction of 'Strong Mayor Powers' in the Town of Essex. If implemented, effective May 1, 2025, some decision-making powers traditionally held by Town Council or Administration will be vested in the Mayor. Some of these Strong Mayor Powers are able to be delegated to Council or Administration, while others can be forfeited. These Strong Mayor Powers will be administered by the Mayor through the Town's Strong Mayor Powers website. Provided that the delegations and decisions made through the Town's Strong Mayor Powers website are in compliance with the Municipal Act, 2001, such delegations and decisions will override the Delegation of Authority By-Law.

Financial Impact

There are no financial impacts as a result of this report.

Consultations

Office of the CAO

Corporate Services

Development Services

Community Services

Infrastructure Services

Link to Strategic Priorities

- ☐ Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- ☐ Leverage our Town's competitive advantages to promote jobs and economic investment.
- ☐ Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex "home".
- ☒ Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- ☐ Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Delegation of Authority By-Law Amendments - Legal and Legislative Services-2025-05.docx
Attachments:	<ul style="list-style-type: none">- By-Law 2439 Delegation of Authority (2025).docx- Delegation of Authority By-Law (2025 Amendments)_Redline.docx- Schedule A - Delegation of Authority By-Law 2439.docx- REDLINE_Schedule A - Delegation of Authority By-Law 2439.docx
Final Approval Date:	Apr 30, 2025

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "Doug Sweet", with a stylized flourish at the end.

Doug Sweet, Chief Administrative Officer - Apr 30, 2025 - 3:08 PM

	Description	Delegated Authority	Primary Authority Delegated To ¹²	Secondary Authority Delegated To ¹²	Source of Duty	Delegation Restrictions	Communication Requirements
1.00	Administration						
1.01		Authority to oversee, direct and control all day-to-day municipal operations and services, including all related administmrative administrative tasks and processes.	Chief Administrative Officer	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer		In accordance with policies and procedures and by-laws of the Town, as well as relevant legislation, including the Municipal Act, Planning Act, etc.	
2.00	Cemeteries and Interment Rights						
2.01	Interment rights	Authority to enter into agreements for the sale of interment rights	Town Solicitor/Director. Legal and Legislative Services/Clerk	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Town Solicitor/Director. Legal and Legislative Services/Clerk		In accordance with the Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c. 33 as amended and the tariff of rates contained in the by-law respecting the maintenance, management, regulation and control of cemeteries owned by the Town of Essex.	Annual report on Care and Maintenance Fund and Headstone Maintenance Fund and annual report on Cemetery/ Crematorium Operator Licensure Report
2.02		Authority to direct the day-to-day control and management of cemeteries owned by the Town of Essex	Town Solicitor/Director. Legal and Legislative Services/Clerk	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Town Solicitor/Director. Legal and Legislative Services/Clerk		In accordance with the Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c. 33 as amended and the by-law respecting the maintenance, management, regulation and control of any cemetery owned by the Town of Essex	Annual report on Care and Maintenance Fund and Headstone Maintenance Fund and annual report on Cemetery/ Crematorium Operator Licensure Report
3.00	Claims for Damages						

3.01	Claims for Damages	Authority to execute, subject to review and advice of legal counsel acting on behalf of the Town of Essex, any and all forms by which the Corporation's claims for damages against other parties and their insurers are released	Chief Administrative Officer in consultation with Town Legal Counsel	Deputy Chief Administrative Officer or Director, Corporate Services and Treasurer in consultation with Town Legal Counsel			
4.00	Claims for Losses of Livestock						
4.01	Claims for Losses of Livestock	Authority to approve a claim for livestock or poultry losses	Town Solicitor/Director , Legal and Legislative Services/Clerk	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Town Solicitor/Director , Legal and Legislative Services/Clerk		In accordance with Protection of Livestock and Poultry from Dogs Act	
5.00	Communications and Media Relations						
5.01	Public Relations and Media Communications	Authority to speak on behalf of the municipality	As set out in the Communications and Media Relations Policy and Media Inquiries Procedure (as may be be amended)		Communications and Media Relations Policy and Media Inquiries Procedure (as may be be amended)		
6.00	Council						
6.01	Mayoral Duties	Authority to represent the municipality at official functions	Mayor	Deputy Mayor or designate appointed by Mayor or Deputy Mayor	Procedural By-law		
6.02		Authority to sign undertakings, certificates, declarations and similar documents required for the completion of any transaction involving the purchase, sale or exchange of any interest in land, including long-term lease agreements	Mayor in conjunction with the Clerk or Deputy Clerk, <u>and/or Chief Administrative Officer, where appropriate</u>	Deputy Mayor in conjunction with the Clerk or Deputy Clerk, <u>and/or Chief Administrative Officer, where appropriate</u>		In accordance with 19.01 of this schedule.	

6.03		Authority to execute contracts related to the purchase of goods and services	Mayor in conjunction with the Treasurer or Deputy Treasurer, or Mayor in conjunction with the Clerk or Deputy Clerk, <u>and/or Chief Administrative Officer, where appropriate</u>	Deputy Mayor in conjunction with the Treasurer or Deputy Treasurer, or Deputy Mayor in conjunction with the Clerk or Deputy Clerk, <u>and/or Chief Administrative Officer, where appropriate</u>		In accordance with 7.05 of this schedule.	
6.04		Authority to enter into long-term borrowing arrangements	Mayor in conjunction with the Treasurer or Deputy Treasurer	Deputy Mayor in conjunction with the Treasurer or Deputy Treasurer		In accordance with 13.01 of this schedule. Subject to approval of a by-law by Council.	
6.05		Authority to sign cheques and any other financial instruments as required by the bank	Mayor in conjunction with the Treasurer or Deputy Treasurer	Deputy Mayor in conjunction with the Treasurer or Deputy Treasurer			
6.06		Authority to sign funding agreements for grants, subsidies or other funding mechanisms	Mayor in conjunction with the Clerk or Deputy Clerk, <u>and/or Chief Administrative Officer, where appropriate</u>	Mayor in conjunction with the Clerk or Deputy Clerk, <u>and/or Chief Administrative Officer, where appropriate</u>			
6.07		Review and approve agenda items prior to publishing or distributing an agenda to ensure items meet the requirements of the Procedural By-law, and that there is sufficient information provided for each item to facilitate Council deliberations	Mayor in conjunction with Clerk and Chief Administrative Officer	Deputy Mayor in conjunction with Clerk and Chief Administrative Officer	Procedural By-law		
6.08		Authority to authenticate by signature all by-laws and minutes of Council	Mayor in conjunction with Clerk or Deputy Clerk	Deputy Mayor in conjunction with Clerk or Deputy Clerk	Procedural By-law		
7.00	Financial						

7.01	Operating Expenditures	Authorize operating expenditures required to carry on normal municipal operations in an amount not to exceed forty percent (40%) of the prior year's approved operating budget prior to adoption of the current year's operating budget by Council	Chief Administrative Officer	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer, in conjunction with Director, Corporate Services and Treasurer		Purchasing related to operating expenditures must be in accordance with the Procurement and Disposal of Goods Policy.	Not applicable.
7.02	Capital Expenditures - Projects in Progress	Authorize capital expenditures for projects in progress and spanning more than one budget year and contained in the prior year's approved capital budget or otherwise approved by Council prior to the adoption of the current year's capital budget by Council	Chief Administrative Officer	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer, in conjunction with Director, Corporate Services and Treasurer	Town of Essex Procurement and Disposal of Goods and Services Policy.	Purchasing for projects spanning more than one budget year must be in accordance with the Procurement and Disposal of Goods and Services Policy.	Not applicable.
7.03	Purchase of Goods and Services	Authority to purchase goods and services	As prescribed in the Procurement and Disposal of Goods and Services Policy		Town of Essex Procurement and Disposal of Goods and Services Policy.	Up to amounts contained in approved budgets and with required authorizations based on purchase values as specified in the Procurement of Goods and Services Policy	
7.04		Authority to approve Purchase Orders	As prescribed in the Procurement and Disposal of Goods and Services Policy		Town of Essex Procurement and Disposal of Goods and Services Policy.	Up to amounts contained in approved budgets and with required authorizations based on purchase values as specified in the Procurement of Goods and Services Policy	
7.05		Authority to execute contracts related to the purchase of goods and services	Treasurer or Clerk in conjunction with the Mayor or Deputy Mayor <u>Department Head</u>	<u>Treasurer, Clerk,</u> Deputy Treasurer or Deputy Clerk, in conjunction with the Mayor or Deputy Mayor	Town of Essex Procurement and Disposal of Goods and Services Policy.	Up to amounts contained in approved budgets and with required authorizations based on purchase values as specified in the Procurement of Goods and Services Policy	

7.06		Authority to approve Change Orders to capital projects	<u>Department Head in consultation with Assistant Manager, Finance & Business Services</u> Chief Administrative Officer	<u>Chief Administrative Officer</u> , Deputy Chief Administrative Officer or Director	Town of Essex Procurement and Disposal of Goods and Services Policy.	Authorization required for a Change Orders is based on purchase values as specified in the Procurement of Goods and Services Policy or as approved by Council for a specific project.	
7.07		Authority to sign agreements, contracts and other documents (i.e. software maintenance agreements, website maintenance agreement) related to the usual operations of the Information Technology division of the Corporate Services Department that are not subject to the Town's Procurement and Disposal of Goods and Services Policy	Director, Corporate Services and Treasurer	Manager, Finance and Business Services and Deputy Treasurer			
<u>7.08</u>		<u>Authority to approve capital budget overages</u>	<u>Chief Administrative Officer or Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer, in conjunction with Director, Corporate Services and Treasurer</u>	<u>Director, Corporate Services and Treasurer</u>		<u>Post-budget approval amount cannot be greater than \$10,000.</u> <u>Funding source must be identified by Finance.</u>	<u>As documented in a signed post budget approval form</u>
8.00	Grant Applications						
8.01	Grant Applications and Related Documents	Authority to execute and submit applications to any Federal or Provincial department, ministry, agency or fund for compensation, funding or other forms of subsidy related to any Town programs, operations or capital projects as approved by Council and subsequent submissions, declarations or representations required for processing the application or the receipt of funds	Chief Administrative Officer or Treasurer	Deputy Chief Administrative Officer or Deputy Treasurer	<u>In accordance with the terms of the grant agreement</u>	<u>Council approval to execute and apply for a grant must be obtained in advance of executing and submitting an application, unless the amount is less than \$130,000, aligns with Council's strategic priorities -and the project would be fully funded by the grant.</u> Town programs or operations must be contained within the approved operating budget. Council approval to execute and submit an application for a capital project must be obtained in advance of executing and submitting an application.	As required as a result of the execution and submission of an application, <u>in conjunction with Council's approval.</u>

9.00 Hiring, Discipline or Termination of Employees							
9.01	Hiring of Director or Deputy Chief Administrative Officer	Authority to select successful candidate	Chief Administrative Officer, in consultation with Council <u>the Town's Personnel Committee</u>	Not applicable			
9.02	Hiring of Full-Time Non-Union, Full-Time Union, Part-Time Non-Union and Part-Time Union	Authority to select successful candidate	Director, in consultation with Chief Administrative Officer <u>Department Managers and the Town's Human Resources Department</u>	Not applicable	Hiring of Employees Policy	In accordance with Hiring of Employees Policy	
9.03	Hiring of Casual or Student Employees	Authority to select successful casual or student candidate	Immediate supervisor of casual or student employee, in consultation with Director	Not applicable	Hiring of Employees Policy	In accordance with Hiring of Employees Policy	
9.04	Consideration of Family Relationship Declaration	Authority to approve or deny the hire, transfer or promotion of a person who discloses an immediate relative	Chief Administrative Officer	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer	Hiring of Employees Policy	In accordance with Hiring of Employees Policy	
9.05	Discipline of Employees	Authority to discipline employees	Immediate supervisor of employee <u>in consultation with Human Resources and the applicable Director</u>	<u>Applicable Director</u>	Collective Agreement with unionized employees and By-Law to enter into an Agreement with Non-Union Employees		
9.06	Termination of Director or Deputy Chief Administrative Officer	Authority to terminate Director or Deputy Chief Administrative Officer	Chief Administrative Officer, in consultation with Manager, Human Resources and Council <u>Personnel Committee</u>	Not applicable			

9.07	Termination of Full-Time Non-Union, Full-Time Union, Part-Time Non-Union and Part-Time Union	Authority to terminate employee	Director, in consultation with Manager, Human Resources and Chief Administrative Officer	Not applicable			
9.08	Termination of Casual or Student Employees	Authority to terminate casual or student employees	Immediate supervisor of casual or student employee, in consultation with Director and Human Resources	Not applicable			
10.00 Insurance Claims and Litigation							
10.01	Insurance Claims	Authority to settle any litigation matters or claims under the Towns approved Insurance policy and including the authority to make payment including payment of any deductible limit as it relates to any litigation matters and/or claims covered or made under the Town's approved insurance policy.	Chief Administrative Officer in consultation with Town Legal Counsel and Treasurer (if financial impact)	Deputy Chief Administrative Officer or designate appointed by Chief Administrative Officer in consultation with Town Legal Counsel		The Chief Administrative Officer/Deputy or designate shall be responsible for the conduct of all litigation or claim matters subject to any instruction as may be issued by Council from time to time and in so doing shall use the most efficient combination of staff and external legal services as may be required.	The exercise of delegated authority shall be reported to Council on a semi annual basis. Significant litigation, administrative tribunal or claim matters will continue to be reported to Council in a timely fashion at appropriate milestones (such as commencement of formal proceedings, mediation or settlement matters and/or appeals.
10.02	Non-Insurance Litigation and other claims.	Authority to commence, defend, settle and abandon all matters within the jurisdiction of the Small claims Court and the Ontario Court of Justice provided the authority to settle or abandon a matter is limited to an amount not to exceed \$25,000.	Chief Administrative Officer in consultation with Town Legal Counsel and Treasurer (if financial impact)	Deputy Chief Administrative Officer or designate appointed by Chief Administrative Officer in consultation with Town Legal Counsel		The Chief Administrative Officer/Deputy or designate shall be responsible for the conduct of all litigation or claim matters subject to any instruction as may be issued by Council from time to time and in so doing shall use the most efficient combination of staff and external legal services as may be required.	The exercise of delegated authority shall be reported to Council on a semi annual basis. Significant litigation, administrative tribunal or claim matters will continue to be reported to Council in a timely fashion at appropriate milestones (such as commencement of formal proceedings, mediation or settlement matters and/or appeals.
11.00 Letters of Support and Administrative Approvals							

11.01	Letter of Support	Authority to prepare and issue Letters of Support for applications being made by outside not-for-profit or charitable groups or agencies where there is no financial commitment required from the Town	Mayor, <u>in consultation with the Chief Administrative Officer</u> or Chief Administrative Officer, <u>in consultation with the Mayor</u>	Deputy Mayor, <u>in consultation with the Chief Administrative Officer</u> or Deputy Chief Administrative Officer, <u>in consultation with the Mayor</u>			
11.02	Cannabis Retail Store Authorization Applications	Receive public notice and provide Municipal Written Submissions to AGCO Registrar (if applicable) in connection with Cannabis Retail Store Authorization Application to AGCO	<u>Clerk/Deputy Clerk, Legal and Legislative Services, in consultation with Director, Development Services</u> Director, Community Services in consultation with Director, Development Services	Clerk/Deputy Clerk, Legal and Legislative Services, in consultation with Director, Community Services and Director, Development Services		In accordance with <u>Town</u> Policy established by the Director, Community Services and approved by Council.	
11.03	Designating Municipally Significant Events or providing other Municipal Approvals or notifications in connection with a Liquor License application <u>with regard to municipal properties</u>	Authority to review and approve requests from organizers seeking to have their events <u>on municipal properties</u> deemed as municipally significant for the purpose of applying to the Alcohol and Gaming Commission of Ontario for a Special Occasion Permit	Director, Community Services	Clerk/Deputy Clerk, Legal and Legislative Services, in consultation with Director, Community Services		In accordance with practices and procedures established by the Director, Community Services, and the Special Events Resource Team (SERT).	
12.00 Licensing							
12.01	Animal Licences	Authority to issue and renew animal licences	Clerk, Legal and Legislative Services	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk	Town of Essex Animal Care and Control By-Law		
12.02	Dog Kennel Licences	Authority to approve and renew Dog Kennel Licences	Clerk, Legal and Legislative Services	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk	Town of Essex Animal Care and Control By-Law	In accordance with the Town's Zoning By-Law	

12.03	Vehicle Licences	Authority to sign vehicle licensing documents	Clerk, Legal and Legislative Services	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk			
12.04	Lottery Licences	Authority to issue provincial lottery licences	Clerk, Legal and Legislative Services	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk	Town of Essex By-law 298, being a by-law to appoint a lottery licensing officer for the Town of Essex		
12.05	Short Term Rental Licences	Authority to issue Short Term Rental Licences	Clerk, Legal and Legislative Services in consultation with the Town's Fire and Planning Divisions	Manager, Legal, Licensing & Enforcement in consultation with the Town's Fire and Planning Divisions or designate(s) appointed by Clerk	Town of Essex By-law 2025, as amended by By-Law 2150, being a by-law to license and regulate Short Term Rental Units in the Town of Essex	In accordance with the Town's Zoning By-law	
13.00 Long-Term Debt							
13.01	Long-Term Borrowing	Authority to enter into long-term borrowing arrangements	Treasurer, in conjunction with the Mayor or Deputy Mayor	Deputy Treasurer, in conjunction with the Mayor or Deputy Mayor	Municipal Act, 2001	Subject to approval of a by-law by Council	
14.00 Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, Chapter M.56 (MFIPPA)							
14.01	Act as Head of the Municipality for purposes of MFIPPA	Authority to act as Head for purposes of the Municipal Freedom of Information and Protection of Privacy Act	Mayor	Deputy Mayor	MFIPPA	In accordance with the MFIPPA	
14.02	Act on Behalf of and in Conjunction with the Designated Head for purposes of MFIPPA	Authority to act on behalf of and in conjunction with the Designated Head of the municipality for purposes of the Municipal Freedom of Information and Protection of Privacy Act	Clerk, Legal and Legislative Services	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk	MFIPPA	In accordance with MFIPPA	Year End Statistical Report for Information Privacy Commissioner of Ontario

14.03	Calculate and Submit Fees	Authority to calculate and submit fees for requests for information under the Municipal Freedom of Information and Protection of Privacy Act.	Clerk in conjunction with Treasurer or Deputy Treasurer	Deputy Clerk in conjunction with Treasurer or Deputy Treasurer	MFIPPA and By-Law to Confirm the Policy for Establishing and Collecting Fees pursuant to the Municipal Freedom of Information and Protection of Privacy Act	By-Law to Confirm the Policy for Establishing and collecting fees pursuant to the Municipal Freedom of Information and Protection of Privacy Act	Not applicable.
15.00 Development and Property Matters							
15.01	Consents	Authority for giving of consents	Committee of Adjustment	Not applicable	Planning Act, R.S.O. 1990, Chapter P. 13 and By-Law Delegating the Authority for the Giving of Consents	Subject to the conditions of all consents as noted in the By-Law	Agendas and Minutes of Meetings of Committee of Adjustment to be provided to Council
15.02	Minor Variances	Authority for giving of minor variances	Committee of Adjustment	Not applicable	By-Law Delegating the Authority for the Giving of Minor Variances	Subject to the conditions as provided in the Planning Act, R.S.O. 1990	Agendas and Minutes of Meetings of Committee of Adjustment to be provided to Council
15.03	Community Improvement Plan	Authority to approve applications and execute agreements under a Community Improvement Plan, excluding a Tax Increment Equivalent Program and applications for demolition without a re-development plan.	<u>Manager, Economic Development</u> Officer <u>in consultation with Director, Development Services</u>	Manager, Planning Services <u>in consultation with Director, Development Services</u>		Subject to the conditions and requirements of the Community Improvement Plan as approved by Council	Annual report to Council on all applications approved
15.04	Release or discharge of Subdivision Agreements and Site Plan Control Agreements	Authority to release or discharge from title relating to the Town's registered interest in certain lands, as it pertains to the rights and obligations of certain Subdivision Agreement (s) or Site Plan Control Agreement (s).	Manager, Planning Services in consultation with Director, Development Services and Director, Infrastructure Services	<u>Director, Development Services in consultation with the Director, Legal and Legislative Services, or such Director's delegate</u> Town Solicitor			

15.05	Site Plan Control Approval	Authority to approve plans and drawings respecting applications for Site Plan Control and Site Plan Control Amendments, including conditions to the approval of site plans and site plan amendments	Director, Development Services in consultation with Manager, Planning Services	Manager, Planning Services in consultation with the Director, Legal and Legislative Services, or such Director's delegate	ss. 41 (4.0.1) of the Planning Act	Signing authority to authorize execution of Site Plan Control Agreements	CAO /Director communication(s) to Council
15.06	Release of Securities related to Site Plan Control Agreements	Authority to release securities related to site plan control agreements	Director, Development Services, in consultation with Director, Infrastructure Services and Director, Corporate Services	Manager, Planning Services in consultation with Director, Infrastructure Services and Director, Corporate Services			
15.057	Consent for Alterations	Authority to consent to alterations to properties designated under Part IV or Part V of the Ontario Heritage Act, including authority to attach terms and conditions to such consent but with the exception of demolitions.	Manager, Planning Services	Director, Development Services	Part IV or Part V of the Ontario Heritage Act	No Authority to deny an application and subject to Heritage Committee review of proposed alteration and resolution recommending recommending approval with or without conditions except in situations situations which require emergency repair due to health and safety concerns.	
15.086	Heritage Grant Program	Approval Authority for applications	Manager, Planning Services	Director, Development Services			Annual report to Council on all applications approved
15.097	Encroachments	Authority to approve encroachment agreements with private property owners, in a form satisfactory to <u>a</u> Town Solicitor	Town Solicitor Director, Legal and Legislative Services in consultation with Directors	Directors in consultation with <u>a</u> Town Solicitor Solicitor			
15.1008	Validation Certificates	Authority to issue a Certificate of Validation in respect of land described in the certificate and pursuant to Section 57 the Planning Act	Secretary-Treasurer Town of Essex Committee of Adjustment in consultation with the Manager, Planning Services	Manager, Planning Services	Section 57, Planning Act, R.S.O. 1990, Chapter P. 13	Subject to the conditions if any as provided in the Planning Act, R.S.O. 1990	

15.11 09	Closing and Sale of Alleys	Authority to determine if an alley is surplus to the needs of the town and the authority to approve applications to close and sell Alley <u>Alley</u> determined to be surplus.	Director, Infrastructure Services in consultation with <u>Director, Legal and Legislative Services</u> Town Solicitor and Director, Corporate Services/Treasurer	<u>Director, Legal and Legislative Services</u> Town Solicitor		In accordance with Town of Essex Alley Closing Policy	
15.12	<u>Consent to Conservation Easement Agreements</u>	<u>Authority to approve consent to conservation easement agreement applications made by private property owners as a condition of approval from the Committee of Adjustment</u>	<u>Manager, Planning Services, in consultation with Director, Development Services</u>	<u>Director, Development Services</u>			
15.13	<u>Cancellation Certificates</u>	<u>Applications under s. 53 (45) of the Planning Act to cancel a consent to sever</u>	<u>Secretary-Treasurer, Town of Essex Committee of Adjustment, in consultation with the Manager, Planning Services</u>	<u>Manager, Planning Services</u>	<u>Section 53 (45), Planning Act, R.S.O. 1990, Chapter P. 13</u>	<u>Subject to the conditions if any as provided in the Planning Act, R.S.O. 1990</u>	
15.14	<u>Removal of Holding Provision</u>	<u>Application under s. 36 of the Planning Act to remove holding provision</u>	<u>Director, Development Services in consultation with the Director, Infrastructure Services</u>	<u>Manager, Planning Services</u>	<u>Section 36, Planning Act, R.S.O. 1990, Chapter P. 13</u>	<u>Subject to the conditions if any as provided in the Planning Act, R.S.O. 1990</u>	
15.15	<u>Minor Zoning By-law Amendments for Surplus Dwelling Severances</u>	<u>Applications under the County of Essex Official Plan to appear before Council to amend the Town's zoning By-Law site-specifically to prohibit the construction of a dwelling on a retained/remnant farm parcel resulting from a surplus severance as condition of Committee of Adjustment approval</u>	<u>Director, Development Services in consultation with Manager, Planning Services</u>	<u>Manager, Planning Services</u>	<u>Section 34, Planning Act, R.S.O. 1990, Chapter P.13</u>		

15.16	Wireless Cell Tower Agreements	Authority to approve renewals and extensions of wireless cell tower agreements originally approved by Council	Director, Development Services in consultation with Director, Legal & Legislative Services	Manager, Planning Services			
15.17	Sponsorship and Naming Rights Agreements	Authority to approve any Sponsorships or Naming Rights agreements with an aggregate amount of \$130,000 or less	Chief Administrative Officer, in consultation with the Mayor and Deputy Mayor			In accordance with the Town's Sponsorship and Naming Rights Policy	
16.00 Policies and Procedures							
15.01	Policies and Procedures	Authority to ensure compliance with all corporate policies and procedures	Chief Administrative Officer	Deputy Chief Administrative Officer or Designate(s) appointed by Chief Administrative Officer			
17.00 Property Taxes, Utilities and Late Payment Charges							
17.01	Property Taxes	Write off taxes in accordance with the provisions of Section 357, 358 and 359 of the Municipal Act.	Treasurer or Assessment Review Board if disputed	Deputy Treasurer Manager, Revenue and Customer Relations	Municipal Act, 2001, Sections 357, 358 and 359	Within the limitations prescribed by Section 357, 358 and 359 of the Municipal Municipal Act and within approved budget for the write-off of taxation revenue.	Annual report to Council on tax write offs and increases pursuant to this delegation of authority.
17.02	Land Apportionments	Authority to divide land which is assessed in one block into two or more parcels and/or apportion unpaid taxes on land among parcels	Treasurer	Manager, Revenue and Customer Relations Deputy Treasurer	Municipal Act, 2001, Section 356 upon receipt of a Severance and Consolidation Plan Information Form from the Municipal Property Assessment Corporation	Within the limitations prescribed by Section 356 of the Municipal Act	Not applicable.

17.03	Late Payment Charges, Penalties and Interest on Overdue Tax Accounts	Reduce, waive or cancel late payment charges, penalties and interest on overdue tax accounts.	Treasurer or Manager. Revenue and Customer Relations Deputy Treasurer	Deputy Treasurer	Municipal Act, 2001, Section 345	Up to \$150.00 per tax account unless deemed an administrative error. Amounts over \$150.00 require report to and approval of Finance Committee, unless deemed an administrative error. Up to \$150.00 per tax account. Amounts over \$150.00 require report to and approval of Finance Committee.	Annual report to Council on reductions, waiver or cancellation of late payment charges, penalties and interest on overdue tax accounts.
17.04	Minutes of Settlement	Authority to execute Minutes of Settlement arising out of tax appeals at the Assessment Review Board or the Ontario Municipal Board for properties that, in the opinion of the signing officer, are in the best interests of the Town	Treasurer	De Manager, Revenue and Customer Relations Deputy Treasurer			
17.05	Tax Extension Agreements	Authority to enter into tax extension agreements	Treasurer, in conjunction with the Chief Administrative Officer	Manager, Revenue and Customer Relations Deputy Treasurer, in conjunction with the Chief Administrative Officer	Municipal Act, 2001, Section 378	In accordance with the limitations prescribed by Section 378 of the Municipal Act, 2001.	
17.06	Applications to cancel, reduce or refund municipal taxes due to Sickness or Extreme Poverty	Authority to exercise the powers and functions of council with respect to applications made by reason of sickness or extreme poverty to cancel, reduce or refund all or part of taxes levied on land in the year in respect of which the application is	Assessment Review Board		Municipal Act, 2001, Sections 357(1)(d.1) & 357(5)	In accordance with the requirements and limitations set out in Section 357 of the Municipal Act, 2001.	
17.07	Tax and Utility Certificates	Authority to issue statements of tax and utility accounts to interested parties	Treasurer	Manager, Revenue and Customer Relations	Municipal Act, 2001, Section 352	In accordance with the requirements and limitations set out in Section 352 of the Municipal Act, 2001.	
18.00	Protection of Livestock and Poultry						
18.01		Authority to approve a claim for livestock and poultry killed	Clerk, Legal and Legislative Services	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk		In accordance with Protection of Livestock and Poultry from Dogs Act	
19.00	Real Estate						

19.01	Purchase, Sale and Exchange of Interest in Land	Authority to sign transfer documents, undertakings, certificates, declarations and similar documents required for the completion of any transaction involving the purchase, sale or exchange of any interest in land, including long-term lease agreements	Clerk in conjunction with the Mayor or Deputy Mayor	Deputy Clerk, in conjunction with the Mayor or Deputy Mayor		In accordance with the by-law establishing policies and procedures for the sale and disposition of surplus lands, as applicable, and where the purchase, sale or exchange of land, and the terms thereof, have been approved by Council.	Not applicable.
19.02	Short-Term Rental Agreements	Authority to execute rental agreements for occupancy of Town-owned or leased land and facilities on a short-term basis.	Director, Community Services	Designate(s) appointed by the Director, Community Services		<u>Except for lease agreements with a Provincial or Federal body, rental fees based on rate schedule for such rentals. With regard to lease agreements with a Provincial or Federal body, rental fees as negotiated by the parties or otherwise required by applicable legislation</u>	Not applicable.
<u>19.03</u>	<u>Easements</u>	<u>Authority to approve easement agreements with private property owners, in a form satisfactory to a Town Solicitor</u>	<u>Director, Legal and Legislative Services in consultation with Directors</u>	<u>Directors in consultation with a Town Solicitor</u>			
20.00 Sale of Land for Tax Arrears							
20.01		Authority to prepare and sign Tax Arrears Certificates, Notices of Registration of Tax Arrears Certificate (Form 1), Statutory Declaration regarding notices sent, Final Notice (Form 3) and Cancellation of Tax Arrears Certificate	Treasurer	<u>Manager, Revenue and Customer Relations</u> Deputy Treasurer	Municipal Act, 2001	Subject to the requirements of Part XI of the Municipal Act, 2001	
21.00 Shipping/Customs							
21.01		Authority to sign on behalf of the corporation in matters related to shipping and customs.	Clerk, Legal and Legislative Services <u>Delegate specified in Procurement By-Law in consultation with Assistant Manager, Business Services</u>	Clerk or Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk			
22.00 Social Media							

22.01	Social Media Accounts	Authority to manage and monitor all corporate social media accounts	Manager, Strategic Communications	<u>Executive Assistant to Chief Administrative Officer</u>		In accordance with Corporate Use of Social Media Policy and Corporate Social Media Procedure	
22.02	Social Media Content	Authority to use corporate social networking tools to communicate with the public	Manager, Strategic Communications	<u>Executive Assistant to Chief Administrative Officer</u> Authorized social media contributors		In accordance with Corporate Use of Social Media Policy and Corporate Social Media Procedure	
23.00 Special Occasion and Parade Permits							
23.01	Special Occasion Permits <u>(Public)</u>	Authority to approve Special Occasion Permits for an private or public event <u>on Town owned property</u> involving liquor sales or the serving of alcohol.	Director, Community Services	<u>Chair of the Town of Essex Special Events Resource Team in consultation with the Director, Community Services, or as otherwise designated by the Director, Community Services</u>		In accordance with rules and regulations for Special Occasion Permits as issued by the Alcohol and Gaming Commission of Ontario	
<u>23.02</u>	<u>Recurring Special Occasion Permits (Public)</u>	<u>Authority to approve Special Occasion Permits for a series of events on Town owned property involving liquor sales or the serving of alcohol.</u>	<u>Director, Community Services</u>	<u>Chair of the Town of Essex Special Events Resource Team in consultation with the Director, Community Services, or as otherwise designated by the Director, Community Services</u>	-	<u>In accordance with rules and regulations for Special Occasion Permits as issued by the Alcohol and Gaming Commission of Ontario</u>	
<u>23.03</u>	<u>Recurring Special Occasion Permits (Private)</u>	<u>Authority to approve Special Occasion Permits for a series of private events involving liquor sales or the serving of alcohol.</u>	<u>Clerk/Deputy Clerk, Legal and Legislative Services, in consultation with the Town's Fire, Building and Planning Departments</u>	<u>Manager, Legal, Licensing & Enforcement in consultation with the Town's Fire, Building and Planning Departments</u>		<u>In accordance with practices and procedures established by the Legal & Legislative Department.</u>	
<u>23.04</u>	<u>Special Occasion Permits (Private)</u>	<u>Authority to approve Special Occasion Permits for a private event involving liquor sales or the serving of alcohol.</u>	<u>Clerk/Deputy Clerk, Legal and Legislative Services, in consultation with the Town's Fire, Building and Planning Departments</u>	<u>Manager, Legal, Licensing & Enforcement in consultation with the Town's Fire, Building and Planning Departments</u>		<u>In accordance with practices and procedures established by the Legal & Legislative Department.</u>	
<u>23.05</u>	<u>Noise Abatement By-Law Exemptions</u>	<u>Authority to approve Noise Abatement By-Law exemptions for a private event.</u>	<u>Clerk/Deputy Clerk, Legal and Legislative Services, in consultation with the Town's By-Law Department</u>	<u>Manager, Legal, Licensing & Enforcement</u>		<u>In accordance with practices and procedures established by the Legal & Legislative Department.</u>	

23.06	<u>Recurring Noise Abatement By-Law Exemptions</u>	<u>Authority to approve Noise Abatement By-Law exemptions for a series of private events.</u>	<u>Clerk/Deputy Clerk, Legal and Legislative Services, in consultation with the Town's By-Law Department</u>	<u>Manager, Legal, Licensing & Enforcement</u>		<u>In accordance with practices and procedures established by the Legal & Legislative Department.</u>	
23.072	<u>Parade-Special Event</u> Permits	Authority to approve <u>Parade-Special Event</u> Permits	Director, Community Services	<u>Chair of the</u> Town of Essex Special Events Resource Team <u>in consultation with the Director, Community Services, or as otherwise</u> designated by the Director, Community Services		In accordance with the Town's Public Notice Policy (i.e. road closure) where applicable.	
24.00 Travel and Business Expenses							
24.01	Travel and Business Expense Requests	Authority to approve Travel and Business Expense Requests under \$3,000 per event	As prescribed in the Travel and Business Expense Policy		Town of Essex Travel and Business Expense Policy		
24.02		Authority to approve Travel and Business Expense Requests over \$3,000 per event	Chief Administrative Officer	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer	Town of Essex Travel and Business Expense Policy		
25.00 Video Surveillance Cameras, Recordings and Records							
25.01	Video Surveillance Cameras and Signage	Authority to approve the position and location of video surveillance cameras and related signage	Director responsible for the facility <u>in consultation with the Clerk, Legal and Legislative Services</u>	Manager, Information Technology <u>Director, Corporate Services, in consultation with the Clerk, Legal and Legislative Services</u>	Town of Essex Video Surveillance Policy		
25.02	Live Video Surveillance	Authority to monitor live video surveillance recordings	Persons designated by the Director responsible for the facility <u>in consultation with the Clerk, Legal and Legislative Services</u>	Manager, Information Technology <u>Chief Administrative Officer, in consultation with the Clerk, Legal and Legislative Services</u>	Town of Essex Video Surveillance Policy		

25.03	Record of Video Surveillance Recordings	Authority to determine when a record will be created of video surveillance recordings	Chief Administrative Officer in consultation with the Clerk, Legal and Legislative Services Director, Corporate Services/Treasurer	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer in consultation with the Clerk, Legal and Legislative Services	Town of Essex Video Surveillance Policy		
25.04	Requests to Access Video Surveillance Recordings	Authority to approve a Request to Access Video Surveillance Recordings or Records related to investigations of serious employee misconduct	Chief Administrative Officer in consultation with Director, Corporate Services/Treasurer in consultation with the Clerk, Legal and Legislative Services	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer in consultation with the Clerk, Legal and Legislative Services	Town of Essex Video Surveillance Policy		
25.05		Authority to approve a Request to Access Video Surveillance Recordings or Records related to investigations of insurance claims	Chief Administrative Officer in consultation with the Clerk, Legal and Legislative Services or the Clerk's designate and Director, Corporate Services	Chief Administrative Officer in consultation with the Clerk, Legal and Legislative Services or the Clerk's designate Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk	Town of Essex Video Surveillance Policy		
25.06		Authority to approve a Request to Access Video Surveillance Recordings, excluding those related to an investigation of serious employee misconduct or insurance claims	Clerk, Legal and Legislative Services or the Clerk's designate Chief Administrative Officer in consultation with Director, Corporate Services/Treasurer	Chief Administrative Officer in consultation with the Clerk, Legal and Legislative Services or the Clerk's designate Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer	Town of Essex Video Surveillance Policy	Unless the request is made under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., c.56	
<u>26. Sanitary and Stormwater Works</u>							
<u>26.01</u>	<u>Sanitary and stormwater alterations</u>	<u>Authority to complete sanitary and stormwater alterations in the Town, including the approval and imposition of terms and conditions for works to be undertaken in accordance with the Town's Consolidated Linear Infrastructure Environment Compliance Approvals (CLIECAs), as required</u>	<u>Director, Infrastructure Services</u>				
<u>27. Drainage Act</u>							

27.01	Appointment of Individual Engineer	Authority to appoint individual engineer at Council pre-appointed engineering corporation, association or partnership to have charge of the drainage project without providing council with any notification required under s. 8(2) of the Drainage Act	Drainage Superintendent	Director of Infrastructure or Manager, Operations & Drainage	Drainage Act, RSO 1990, c D.17		
27.02	Approval of Assessment Apportionment Agreements	Authority to approve assessment apportionment agreements pursuant to s. 65(2) of the Drainage Act	Drainage Superintendent	Director of Infrastructure or Manager, Operations & Drainage	Drainage Act, RSO 1990, c D.17		

1 Financial Impacts should be consulted with the Director, Corporate Services/Treasurer

2 Legal Impacts should be consulted with the Town Solicitor/[Director](#)/Clerk, Legal and Legislative Services

[3 The Province of Ontario has proposed the introduction of ‘Strong Mayor Powers’ in the Town of Essex. If implemented, effective May 1, 2025, some decision-making powers traditionally held by Town Council or Administration will be vested in the Mayor. Some of these Strong Mayor Powers are able to be delegated to Council or Administration, while others can be forfeited. These Strong Mayor Powers will be administered by the Mayor through the Town’s Strong Mayor Powers website. Provided that the delegations and decisions made through the Town’s Strong Mayor Powers website are in compliance with the Municipal Act, 2001, such delegations and decisions will override the Delegation of Authority By-Law.](#)

The Corporation of the Town of Essex
By-Law Number 2439
Being a By-Law to:
Delegate the Duties and
Powers of the Council of the Town of Essex

Whereas pursuant to Section 23.1 of the *Municipal Act, 2001*, a municipality may delegate its powers and duties to a person or body subject certain restrictions; and

Whereas pursuant to Section 270 (1)(6) of the *Municipal Act, 2001*, a municipality shall adopt and maintain policies with respect to the delegation of its powers and duties; and

Whereas on July 20, 2020, Council adopted By-Law Number 1924, being a By-Law to Delegate the Duties and Powers of Council of the Town of Essex pursuant to Section 270(1)(6) of the *Municipal Act, 2001*; and

Whereas on June 20, 2022, Council adopted By-Law Number 2177, being a by-law to amend By-Law Number 1924 being a By-Law to Delegate the Duties and Powers of Council of the Town of Essex pursuant to Section 270(1)(6) of the *Municipal Act, 2001*; and

Whereas the Council of the Town of Essex now deems it desirable to amend and further delegate certain of its powers and duties in order to support the efficient management of municipal operations as set out in Schedule "A" to this By-Law; and

Whereas any noted restrictions as to the authority delegated and communication requirements, if applicable, are identified in Schedule "A" to this By-Law.

Now therefore the Council of the Corporation of the Town of Essex hereby enacts as follows:

1. That this By-Law 2439 and its Schedule "A" attached hereto shall come into force and take effect upon the final passage of this By-Law; and
2. That By-Laws 1924 and 2177 are hereby repealed upon the final passage of this By-Law.

Read a first and second time and provisionally adopted on May 5, 2025.

Mayor

Clerk

Read a third time and finally adopted on **.**

Mayor

Clerk

Schedule "A" to By-Law 2439							
	Description	Delegated Authority	Primary Authority Delegated To ^{1 2}	Secondary Authority Delegated To ^{1 2}	Source of Duty	Delegation Restrictions	Communication Requirements
1.00 Administration							
1.01		Authority to oversee, direct and control all day-to-day municipal operations and services, including all related administrative tasks and processes.	Chief Administrative Officer	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer		In accordance with policies and procedures and by-laws of the Town, as well as relevant legislation, including the Municipal Act, Planning Act, etc.	
2.00 Cemeteries and Interment Rights							
2.01	Interment rights	Authority to enter into agreements for the sale of interment rights	Director, Legal and Legislative Services/Clerk	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Director, Legal and Legislative Services/Clerk		In accordance with the Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c. 33 as amended and the tariff of rates contained in the by-law respecting the maintenance, management, regulation and control of cemeteries owned by the Town of Essex.	Annual report on Care and Maintenance Fund and Headstone Maintenance Fund and annual report on Cemetery/ Crematorium Operator Licensure Report
2.02		Authority to direct the day-to-day control and management of cemeteries owned by the Town of Essex	Director, Legal and Legislative Services/Clerk	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Director, Legal and Legislative Services/Clerk		In accordance with the Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c. 33 as amended and the by-law respecting the maintenance, management, regulation and control of any cemetery owned by the Town of Essex	Annual report on Care and Maintenance Fund and Headstone Maintenance Fund and annual report on Cemetery/ Crematorium Operator Licensure Report
3.00 Claims for Damages							
3.01	Claims for Damages	Authority to execute, subject to review and advice of legal counsel acting on behalf of the Town of Essex, any and all forms by which the Corporation's claims for damages against other parties and their insurers are released	Chief Administrative Officer in consultation with Town Legal Counsel	Deputy Chief Administrative Officer or Director, Corporate Services and Treasurer in consultation with Town Legal Counsel			

4.00 Claims for Losses of Livestock							
4.01	Claims for Losses of Livestock	Authority to approve a claim for livestock or poultry losses	Director, Legal and Legislative Services/Clerk	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Director, Legal and Legislative Services/Clerk		In accordance with Protection of Livestock and Poultry from Dogs Act	
5.00 Communications and Media Relations							
5.01	Public Relations and Media Communications	Authority to speak on behalf of the municipality	As set out in the Communications and Media Relations Policy and Media Inquiries Procedure (as may be amended)		Communications and Media Relations Policy and Media Inquiries Procedure (as may be amended)		
6.00 Council							
6.01	Mayoral Duties	Authority to represent the municipality at official functions	Mayor	Deputy Mayor or designate appointed by Mayor or Deputy Mayor	Procedural By-law		
6.02		Authority to sign undertakings, certificates, declarations and similar documents required for the completion of any transaction involving the purchase, sale or exchange of any interest in land, including long-term lease agreements	Mayor in conjunction with the Clerk or Deputy Clerk, and/or Chief Administrative Officer, where appropriate	Deputy Mayor in conjunction with the Clerk or Deputy Clerk, and/or Chief Administrative Officer, where appropriate		In accordance with 19.01 of this schedule.	
6.03		Authority to execute contracts related to the purchase of goods and services	Mayor in conjunction with the Treasurer or Deputy Treasurer, or Mayor in conjunction with the Clerk or Deputy Clerk, and/or Chief Administrative Officer, where appropriate	Deputy Mayor in conjunction with the Treasurer or Deputy Treasurer, or Deputy Mayor in conjunction with the Clerk or Deputy Clerk, and/or Chief Administrative Officer, where appropriate		In accordance with 7.05 of this schedule.	

6.04		Authority to enter into long-term borrowing arrangements	Mayor in conjunction with the Treasurer or Deputy Treasurer	Deputy Mayor in conjunction with the Treasurer or Deputy Treasurer		In accordance with 13.01 of this schedule. Subject to approval of a by-law by Council.	
6.05		Authority to sign cheques and any other financial instruments as required by the bank	Mayor in conjunction with the Treasurer or Deputy Treasurer	Deputy Mayor in conjunction with the Treasurer or Deputy Treasurer			
6.06		Authority to sign funding agreements for grants, subsidies or other funding mechanisms	Mayor in conjunction with the Clerk or Deputy Clerk, and/or Chief Administrative Officer, where appropriate	Mayor in conjunction with the Clerk or Deputy Clerk, and/or Chief Administrative Officer, where appropriate			
6.07		Review and approve agenda items prior to publishing or distributing an agenda to ensure items meet the requirements of the Procedural By-law, and that there is sufficient information provided for each item to facilitate Council deliberations	Mayor in conjunction with Clerk and Chief Administrative Officer	Deputy Mayor in conjunction with Clerk and Chief Administrative Officer	Procedural By-law		
6.08		Authority to authenticate by signature all by-laws and minutes of Council	Mayor in conjunction with Clerk or Deputy Clerk	Deputy Mayor in conjunction with Clerk or Deputy Clerk	Procedural By-law		
7.00 Financial							
7.01	Operating Expenditures	Authorize operating expenditures required to carry on normal municipal operations in an amount not to exceed forty percent (40%) of the prior year's approved operating budget prior to adoption of the current year's operating budget by Council	Chief Administrative Officer	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer, in conjunction with Director, Corporate Services and Treasurer		Purchasing related to operating expenditures must be in accordance with the Procurement and Disposal of Goods Policy.	Not applicable.

7.02	Capital Expenditures - Projects in Progress	Authorize capital expenditures for projects in progress and spanning more than one budget year and contained in the prior year's approved capital budget or otherwise approved by Council prior to the adoption of the current year's capital budget by Council	Chief Administrative Officer	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer, in conjunction with Director, Corporate Services and Treasurer	Town of Essex Procurement and Disposal of Goods and Services Policy.	Purchasing for projects spanning more than one budget year must be in accordance with the Procurement and Disposal of Goods and Services Policy.	Not applicable.
7.03	Purchase of Goods and Services	Authority to purchase goods and services	As prescribed in the Procurement and Disposal of Goods and Services Policy		Town of Essex Procurement and Disposal of Goods and Services Policy.	Up to amounts contained in approved budgets and with required authorizations based on purchase values as specified in the Procurement of Goods and Services Policy	
7.04		Authority to approve Purchase Orders	As prescribed in the Procurement and Disposal of Goods and Services Policy		Town of Essex Procurement and Disposal of Goods and Services Policy.	Up to amounts contained in approved budgets and with required authorizations based on purchase values as specified in the Procurement of Goods and Services Policy	
7.05		Authority to execute contracts related to the purchase of goods and services	Department Head	Treasurer, Clerk, Deputy Treasurer or Deputy Clerk, in conjunction with the Mayor or Deputy Mayor	Town of Essex Procurement and Disposal of Goods and Services Policy.	Up to amounts contained in approved budgets and with required authorizations based on purchase values as specified in the Procurement of Goods and Services Policy	
7.06		Authority to approve Change Orders to capital projects	Department Head in consultation with Assistant Manager, Finance & Business Services	Chief Administrative Officer, Deputy Chief Administrative Officer or Director	Town of Essex Procurement and Disposal of Goods and Services Policy.	Authorization required for a Change Orders is based on purchase values as specified in the Procurement of Goods and Services Policy or as approved by Council for a specific project.	

7.07		Authority to sign agreements, contracts and other documents (i.e. software maintenance agreements, website maintenance agreement) related to the usual operations of the Information Technology division of the Corporate Services Department that are not subject to the Town's Procurement and Disposal of Goods and Services Policy	Director, Corporate Services and Treasurer	Manager, Finance and Business Services and Deputy Treasurer			
7.08		Authority to approve capital budget overages	Chief Administrative Officer or Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer, in conjunction with Director, Corporate Services and Treasurer	Director, Corporate Services and Treasurer		Post-budget approval amount cannot be greater than \$10,000. Funding source must be identified by Finance.	As documented in a signed post budget approval form
8.00	Grant Applications						
8.01	Grant Applications and Related Documents	Authority to execute and submit applications to any Federal or Provincial department, ministry, agency or fund for compensation, funding or other forms of subsidy related to any Town programs, operations or capital projects as approved by Council and subsequent submissions, declarations or representations required for processing the application or the receipt of funds	Chief Administrative Officer or Treasurer	Deputy Chief Administrative Officer or Deputy Treasurer	In accordance with the terms of the grant agreement	Council approval to execute and apply for a grant must be obtained in advance of executing and submitting an application, unless the amount is less than \$130,000, aligns with Council's strategic priorities and the project would be fully funded by the grant.	As required as a result of the execution and submission of an application, in conjunction with Council's approval.
9.00	Hiring, Discipline or Termination of Employees						
9.01	Hiring of Director or Deputy Chief Administrative Officer	Authority to select successful candidate	Chief Administrative Officer, in consultation with the Town's Personnel Committee	Not applicable			

9.02	Hiring of Full-Time Non-Union, Full-Time Union, Part-Time Non-Union and Part-Time Union	Authority to select successful candidate	Director, in consultation with Department Managers and the Town's Human Resources Department	Not applicable	Hiring of Employees Policy	In accordance with Hiring of Employees Policy	
9.03	Hiring of Casual or Student Employees	Authority to select successful casual or student candidate	Immediate supervisor of casual or student employee, in consultation with Director	Not applicable	Hiring of Employees Policy	In accordance with Hiring of Employees Policy	
9.04	Consideration of Family Relationship Declaration	Authority to approve or deny the hire, transfer or promotion of a person who discloses an immediate relative	Chief Administrative Officer	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer	Hiring of Employees Policy	In accordance with Hiring of Employees Policy	
9.05	Discipline of Employees	Authority to discipline employees	Immediate supervisor of employee in consultation with Human Resources and the applicable Director	Applicable Director	Collective Agreement with unionized employees and By-Law to enter into an Agreement with Non-Union Employees		
9.06	Termination of Director or Deputy Chief Administrative Officer	Authority to terminate Director or Deputy Chief Administrative Officer	Chief Administrative Officer, in consultation with Manager, Human Resources and Personnel Committee	Not applicable			
9.07	Termination of Full-Time Non-Union, Full-Time Union, Part-Time Non-Union and Part-Time Union	Authority to terminate employee	Director, in consultation with Manager, Human Resources and Chief Administrative Officer	Not applicable			

9.08	Termination of Casual or Student Employees	Authority to terminate casual or student employees	Immediate supervisor of casual or student employee, in consultation with Director and Human Resources	Not applicable			
10.00 Insurance Claims and Litigation							
10.01	Insurance Claims	Authority to settle any litigation matters or claims under the Towns approved Insurance policy and including the authority to make payment including payment of any deductible limit as it relates to any litigation matters and/or claims covered or made under the Town's approved insurance policy.	Chief Administrative Officer in consultation with Town Legal Counsel and Treasurer (if financial impact)	Deputy Chief Administrative Officer or designate appointed by Chief Administrative Officer in consultation with Town Legal Counsel		The Chief Administrative Officer/Deputy or designate shall be responsible for the conduct of all litigation or claim matters subject to any instruction as may be issued by Council from time to time and in so doing shall use the most efficient combination of staff and external legal services as may be required.	The exercise of delegated authority shall be reported to Council on a semi annual basis. Significant litigation, administrative tribunal or claim matters will continue to be reported to Council in a timely fashion at appropriate milestones (such as commencement of formal proceedings, mediation or settlement matters and/or appeals.
10.02	Non-Insurance Litigation and other claims.	Authority to commence , defend, settle and abandon all matters within the jurisdiction of the Small claims Court and the Ontario Court of Justice provided the authority to settle or abandon a matter is limited to an amount not to exceed \$25,000.	Chief Administrative Officer in consultation with Town Legal Counsel and Treasurer (if financial impact)	Deputy Chief Administrative Officer or designate appointed by Chief Administrative Officer in consultation with Town Legal Counsel		The Chief Administrative Officer/Deputy or designate shall be responsible for the conduct of all litigation or claim matters subject to any instruction as may be issued by Council from time to time and in so doing shall use the most efficient combination of staff and external legal services as may be required.	The exercise of delegated authority shall be reported to Council on a semi annual basis. Significant litigation, administrative tribunal or claim matters will continue to be reported to Council in a timely fashion at appropriate milestones (such as commencement of formal proceedings, mediation or settlement matters and/or appeals.
11.00 Letters of Support and Administrative Approvals							
11.01	Letter of Support	Authority to prepare and issue Letters of Support for applications being made by outside not-for-profit or charitable groups or agencies where there is no financial commitment required from the Town	Mayor, in consultation with the Chief Administrative Officer or Chief Administrative Officer, in consultation with the Mayor	Deputy Mayor, in consultation with the Chief Administrative Officer or Deputy Chief Administrative Officer, in consultation with the Mayor			

11.02	Cannabis Retail Store Authorization Applications	Receive public notice and provide Municipal Written Submissions to AGCO Registrar (if applicable) in connection with Cannabis Retail Store Authorization Application to AGCO	Clerk/Deputy Clerk, Legal and Legislative Services, in consultation with Director, Development Services			In accordance with Town Policy as approved by Council.	
11.03	Designating Municipally Significant Events or providing other Municipal Approvals or notifications in connection with a Liquor License application with regard to municipal properties	Authority to review and approve requests from organizers seeking to have their events on municipal properties deemed as municipally significant for the purpose of applying to the Alcohol and Gaming Commission of Ontario for a Special Occasion Permit	Director, Community Services	Clerk/Deputy Clerk, Legal and Legislative Services, in consultation with Director, Community Services		In accordance with practices and procedures established by the Director, Community Services, and the Special Events Resource Team (SERT).	
12.00 Licensing							
12.01	Animal Licences	Authority to issue and renew animal licences	Clerk, Legal and Legislative Services	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk	Town of Essex Animal Care and Control By-Law		
12.02	Dog Kennel Licences	Authority to approve and renew Dog Kennel Licences	Clerk, Legal and Legislative Services	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk	Town of Essex Animal Care and Control By-Law	In accordance with the Town's Zoning By-Law	
12.03	Vehicle Licences	Authority to sign vehicle licensing documents	Clerk, Legal and Legislative Services	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk			

12.04	Lottery Licences	Authority to issue provincial lottery licences	Clerk, Legal and Legislative Services	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk	Town of Essex By-law 298, being a by-law to appoint a lottery licensing officer for the Town of Essex		
12.05	Short Term Rental Licences	Authority to issue Short Term Rental Licences	Clerk, Legal and Legislative Services in consultation with the Town's Fire and Planning Divisions	Manager, Legal, Licensing & Enforcement in consultation with the Town's Fire and Planning Divisions or designate(s) appointed by Clerk	Town of Essex By-law 2025, as amended by By-Law 2150, being a by-law to license and regulate Short Term Rental Units in the Town of Essex	In accordance with the Town's Zoning By-law	
13.00 Long-Term Debt							
13.01	Long-Term Borrowing	Authority to enter into long-term borrowing arrangements	Treasurer, in conjunction with the Mayor or Deputy Mayor	Deputy Treasurer, in conjunction with the Mayor or Deputy Mayor	Municipal Act, 2001	Subject to approval of a by-law by Council	
14.00 Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, Chapter M.56 (MFIPPA)							
14.01	Act as Head of the Municipality for purposes of MFIPPA	Authority to act as Head for purposes of the Municipal Freedom of Information and Protection of Privacy Act	Mayor	Deputy Mayor	MFIPPA	In accordance with the MFIPPA	
14.02	Act on Behalf of the Designated Head for purposes of MFIPPA	Authority to act on behalf of the Designated Head of the municipality for purposes of the Municipal Freedom of Information and Protection of Privacy Act	Clerk, Legal and Legislative Services	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk	MFIPPA	In accordance with MFIPPA	Year End Statistical Report for Information Privacy Commissioner of Ontario

14.03	Calculate and Submit Fees	Authority to calculate and submit fees for requests for information under the Municipal Freedom of Information and Protection of Privacy Act.	Clerk in conjunction with Treasurer or Deputy Treasurer	Deputy Clerk in conjunction with Treasurer or Deputy Treasurer	MFIPPA and By-Law to Confirm the Policy for Establishing and Collecting Fees pursuant to the Municipal Freedom of Information and Protection of Privacy Act	By-Law to Confirm the Policy for Establishing and collecting fees pursuant to the Municipal Freedom of Information and Protection of Privacy Act	Not applicable.
15.00 Development and Property Matters							
15.01	Consents	Authority for giving of consents	Committee of Adjustment	Not applicable	Planning Act, R.S.O. 1990, Chapter P. 13 and By-Law Delegating the Authority for the Giving of Consents	Subject to the conditions of all consents as noted in the By-Law	Agendas and Minutes of Meetings of Committee of Adjustment to be provided to Council
15.02	Minor Variances	Authority for giving of minor variances	Committee of Adjustment	Not applicable	By-Law Delegating the Authority for the Giving of Minor Variances	Subject to the conditions as provided in the Planning Act, R.S.O. 1990	Agendas and Minutes of Meetings of Committee of Adjustment to be provided to Council
15.03	Community Improvement Plan	Authority to approve applications and execute agreements under a Community Improvement Plan, excluding a Tax Increment Equivalent Program and applications for demolition without a re-development plan.	Manager, Economic Development in consultation with Director, Development Services	Manager, Planning Services in consultation with Director, Development Services		Subject to the conditions and requirements of the Community Improvement Plan as approved by Council	Annual report to Council on all applications approved
15.04	Release or discharge of Subdivision Agreements and Site Plan Control Agreements	Authority to release or discharge from title relating to the Town's registered interest in certain lands, as it pertains to the rights and obligations of certain Subdivision Agreement (s) or Site Plan Control Agreement (s).	Manager, Planning Services in consultation with Director, Development Services and Director, Infrastructure Services	Director, Development Services in consultation with the Director, Legal and Legislative Services, or such Director's delegate			

15.05	Site Plan Control Approval	Authority to approve plans and drawings respecting applications for Site Plan Control and Site Plan Control Amendments, including conditions to the approval of site plans and site plan amendments	Director, Development Services in consultation with Manager, Planning Services	Manager, Planning Services in consultation with the Director, Legal and Legislative Services, or such Director's delegate	ss. 41 (4.0.1) of the Planning Act	Signing authority to authorize execution of Site Plan Control Agreements	CAO /Director communication(s) to Council
15.06	Release of Securities related to Site Plan Control Agreements	Authority to release securities related to site plan control agreements	Director, Development Services, in consultation with Director, Infrastructure Services and Director, Corporate Services	Manager, Planning Services in consultation with Director, Infrastructure Services and Director, Corporate Services			
15.07	Consent for Alterations	Authority to consent to alterations to properties designated under Part IV or Part V of the Ontario Heritage Act, including authority to attach terms and conditions to such consent with the exception of demolitions.	Manager, Planning Services	Director, Development Services	Part IV or Part V of the Ontario Heritage Act	No Authority to deny an application and subject to Heritage Committee review of proposed alteration and resolution recommending approval with or without conditions except in situations which require emergency repair due to health and safety concerns.	
15.08	Heritage Grant Program	Approval Authority for applications	Manager, Planning Services	Director, Development Services			Annual report to Council on all applications approved
15.09	Encroachments	Authority to approve encroachment agreements with private property owners, in a form satisfactory to a Town Solicitor	Director, Legal and Legislative Services in consultation with Directors	Directors in consultation with a Town Solicitor			
15.10	Validation Certificates	Authority to issue a Certificate of Validation in respect of land described in the certificate and pursuant to Section 57 the Planning Act	Secretary-Treasurer Town of Essex Committee of Adjustment in consultation with the Manager, Planning Services	Manager, Planning Services	Section 57, Planning Act, R.S.O. 1990, Chapter P. 13	Subject to the conditions if any as provided in the Planning Act, R.S.O. 1990	

15.11	Closing and Sale of Alleys	Authority to determine if an alley is surplus to the needs of the town and the authority to approve applications to close and sell Alley determined to be surplus.	Director, Infrastructure Services in consultation with Director, Legal and Legislative Services and Director, Corporate Services/Treasurer	Director, Legal and Legislative Services		In accordance with Town of Essex Alley Closing Policy	
15.12	Consent to Conservation Easement Agreements	Authority to approve consent to conservation easement agreement applications made by private property owners as a condition of approval from the Committee of Adjustment	Manager, Planning Services, in consultation with Director, Development Services	Director, Development Services			
15.13	Cancellation Certificates	Applications under s. 53 (45) of the Planning Act to cancel a consent to sever	Secretary-Treasurer, Town of Essex Committee of Adjustment, in consultation with the Manager, Planning Services	Manager, Planning Services	Section 53 (45), Planning Act, R.S.O. 1990, Chapter P. 13	Subject to the conditions if any as provided in the Planning Act, R.S.O. 1990	
15.14	Removal of Holding Provision	Application under s. 36 of the Planning Act to remove holding provision	Director, Development Services in consultation with the Director, Infrastructure Services	Manager, Planning Services	Section 36, Planning Act, R.S.O. 1990, Chapter P. 13	Subject to the conditions if any as provided in the Planning Act, R.S.O. 1990	
15.15	Minor Zoning By-law Amendments for Surplus Dwelling Severances	Applications under the County of Essex Official Plan to appear before Council to amend the Town's zoning By-Law site-specifically to prohibit the construction of a dwelling on a retained/remnant farm parcel resulting from a surplus severance as condition of Committee of Adjustment approval	Director, Development Services in consultation with Manager, Planning Services	Manager, Planning Services	Section 34, Planning Act, R.S.O. 1990, Chapter P.13		

15.16	Wireless Cell Tower Agreements	Authority to approve renewals and extensions of wireless cell tower agreements originally approved by Council	Director, Development Services in consultation with Director, Legal & Legislative Services	Manager, Planning Services			
15.17	Sponsorship and Naming Rights Agreements	Authority to approve any Sponsorships or Naming Rights agreements with an aggregate amount of \$130,000 or less	Chief Administrative Officer, in consultation with the Mayor and Deputy Mayor			In accordance with the Town's Sponsorship and Naming Rights Policy	
16.00 Policies and Procedures							
15.01	Policies and Procedures	Authority to ensure compliance with all corporate policies and procedures	Chief Administrative Officer	Deputy Chief Administrative Officer or Designate(s) appointed by Chief Administrative Officer			
17.00 Property Taxes, Utilities and Late Payment Charges							
17.01	Property Taxes	Write off taxes in accordance with the provisions of Section 357, 358 and 359 of the Municipal Act.	Treasurer or Assessment Review Board if disputed	Manager, Revenue and Customer Relations	Municipal Act, 2001, Sections 357, 358 and 359	Within the limitations prescribed by Section 357, 358 and 359 of the Municipal Act and within approved budget for the write-off of taxation revenue.	Annual report to Council on tax write offs and increases pursuant to this delegation of authority.
17.02	Land Apportionments	Authority to divide land which is assessed in one block into two or more parcels and/or apportion unpaid taxes on land among parcels	Treasurer	Manager, Revenue and Customer Relations	Municipal Act, 2001, Section 356 upon receipt of a Severance and Consolidation Plan Information Form from the Municipal Property Assessment Corporation	Within the limitations prescribed by Section 356 of the Municipal Act	Not applicable.

17.03	Late Payment Charges, Penalties and Interest on Overdue Tax Accounts	Reduce, waive or cancel late payment charges, penalties and interest on overdue tax accounts.	Treasurer or Manager, Revenue and Customer Relations		Municipal Act, 2001, Section 345	Up to \$150.00 per tax account unless deemed an administrative error. Amounts over \$150.00 require report to and approval of Finance Committee, unless deemed an administrative error.	
17.04	Minutes of Settlement	Authority to execute Minutes of Settlement arising out of tax appeals at the Assessment Review Board or the Ontario Municipal Board for properties that, in the opinion of the signing officer, are in the best interests of the Town	Treasurer	Manager, Revenue and Customer Relations			
17.05	Tax Extension Agreements	Authority to enter into tax extension agreements	Treasurer	Manager, Revenue and Customer Relations	Municipal Act, 2001, Section 378	In accordance with the limitations prescribed by Section 378 of the Municipal Act, 2001.	
17.06	Applications to cancel, reduce or refund municipal taxes due to Sickness or Extreme Poverty	Authority to exercise the powers and functions of council with respect to applications made by reason of sickness or extreme poverty to cancel, reduce or refund all or part of taxes levied on land in the year in respect of which the application is	Assessment Review Board		Municipal Act, 2001, Sections 357(1)(d.1) & 357(5)	In accordance with the requirements and limitations set out in Section 357 of the Municipal Act, 2001.	
17.07	Tax and Utility Certificates	Authority to issue statements of tax and utility accounts to interested parties	Treasurer	Manager, Revenue and Customer Relations	Municipal Act, 2001, Section 352	In accordance with the requirements and limitations set out in Section 352 of the Municipal Act, 2001.	
18.00 Protection of Livestock and Poultry							
18.01		Authority to approve a claim for livestock and poultry killed	Clerk, Legal and Legislative Services	Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk		In accordance with Protection of Livestock and Poultry from Dogs Act	
19.00 Real Estate							

19.01	Purchase, Sale and Exchange of Interest in Land	Authority to sign transfer documents, undertakings, certificates, declarations and similar documents required for the completion of any transaction involving the purchase, sale or exchange of any interest in land, including long-term lease agreements	Clerk in conjunction with the Mayor or Deputy Mayor	Deputy Clerk, in conjunction with the Mayor or Deputy Mayor		In accordance with the by-law establishing policies and procedures for the sale and disposition of surplus lands, as applicable, and where the purchase, sale or exchange of land, and the terms thereof, have been approved by Council.	Not applicable.
19.02	Rental Agreements	Authority to execute rental agreements for occupancy of Town-owned or leased land and facilities on a short-term basis.	Director, Community Services	Designate(s) appointed by the Director, Community Services		Except for lease agreements with a Provincial or Federal body, rental fees based on rate schedule for such rentals. With regard to lease agreements with a Provincial or Federal body, rental fees as negotiated by the parties or otherwise required by applicable legislation	Not applicable.
19.03	Easements	Authority to approve easement agreements with private property owners, in a form satisfactory to a Town Solicitor	Director, Legal and Legislative Services in consultation with Directors	Directors in consultation with a Town Solicitor			
20.00 Sale of Land for Tax Arrears							
20.01		Authority to prepare and sign Tax Arrears Certificates, Notices of Registration of Tax Arrears Certificate (Form 1), Statutory Declaration regarding notices sent, Final Notice (Form 3) and Cancellation of Tax Arrears Certificate	Treasurer	Manager, Revenue and Customer Relations	Municipal Act, 2001	Subject to the requirements of Part XI of the Municipal Act, 2001	
21.00 Shipping/Customs							
21.01		Authority to sign on behalf of the corporation in matters related to shipping and customs.	Delegate specified in Procurement By-Law in consultation with Assistant Manager, Business Services	Clerk or Deputy Clerk, Legal and Legislative Services or designate(s) appointed by Clerk			
22.00 Social Media							

22.01	Social Media Accounts	Authority to manage and monitor all corporate social media accounts	Manager, Strategic Communications	Executive Assistant to Chief Administrative Officer		In accordance with Corporate Use of Social Media Policy and Corporate Social Media Procedure	
22.02	Social Media Content	Authority to use corporate social networking tools to communicate with the public	Manager, Strategic Communications	Executive Assistant to Chief Administrative Officer		In accordance with Corporate Use of Social Media Policy and Corporate Social Media Procedure	
23.00 Special Occasion and Parade Permits							
23.01	Special Occasion Permits (Public)	Authority to approve Special Occasion Permits for an event on Town owned property involving liquor sales or the serving of alcohol.	Director, Community Services	Chair of the Town of Essex Special Events Resource Team in consultation with the Director, Community Services, or as otherwise designated by the Director, Community Services		In accordance with rules and regulations for Special Occasion Permits as issued by the Alcohol and Gaming Commission of Ontario	
23.02	Recurring Special Occasion Permits (Public)	Authority to approve Special Occasion Permits for a series of events on Town owned property involving liquor sales or the serving of alcohol.	Director, Community Services	Chair of the Town of Essex Special Events Resource Team in consultation with the Director, Community Services, or as otherwise designated by the Director, Community Services		In accordance with rules and regulations for Special Occasion Permits as issued by the Alcohol and Gaming Commission of Ontario	
23.03	Recurring Special Occasion Permits (Private)	Authority to approve Special Occasion Permits for a series of private events involving liquor sales or the serving of alcohol.	Clerk/Deputy Clerk, Legal and Legislative Services, in consultation with the Town's Fire, Building and Planning Departments	Manager, Legal, Licensing & Enforcement in consultation with the Town's Fire, Building and Planning Departments		In accordance with practices and procedures established by the Legal & Legislative Department.	
23.04	Special Occasion Permits (Private)	Authority to approve Special Occasion Permits for a private event involving liquor sales or the serving of alcohol.	Clerk/Deputy Clerk, Legal and Legislative Services, in consultation with the Town's Fire, Building and Planning Departments	Manager, Legal, Licensing & Enforcement in consultation with the Town's Fire, Building and Planning Departments		In accordance with practices and procedures established by the Legal & Legislative Department.	
23.05	Noise Abatement By-Law Exemptions	Authority to approve Noise Abatement By-Law exemptions for a private event.	Clerk/Deputy Clerk, Legal and Legislative Services, in consultation with the Town's By-Law Department	Manager, Legal, Licensing & Enforcement		In accordance with practices and procedures established by the Legal & Legislative Department.	

23.06	Recurring Noise Abatement By-Law Exemptions	Authority to approve Noise Abatement By-Law exemptions for a series of private events.	Clerk/Deputy Clerk, Legal and Legislative Services, in consultation with the Town's By-Law Department	Manager, Legal, Licensing & Enforcement		In accordance with practices and procedures established by the Legal & Legislative Department.	
23.07	Special Event Permits	Authority to approve Special Event Permits	Director, Community Services	Chair of the Town of Essex Special Events Resource Team in consultation with the Director, Community Services, or as otherwise designated by the Director, Community Services		In accordance with the Town's Public Notice Policy (i.e. road closure) where applicable.	
24.00 Travel and Business Expenses							
24.01	Travel and Business Expense Requests	Authority to approve Travel and Business Expense Requests under \$3,000 per event	As prescribed in the Travel and Business Expense Policy		Town of Essex Travel and Business Expense Policy		
24.02		Authority to approve Travel and Business Expense Requests over \$3,000 per event	Chief Administrative Officer	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer	Town of Essex Travel and Business Expense Policy		
25.00 Video Surveillance Cameras, Recordings and Records							
25.01	Video Surveillance Cameras and Signage	Authority to approve the position and location of video surveillance cameras and related signage	Director responsible for the facility in consultation with the Clerk, Legal and Legislative Services	Director, Corporate Services, in consultation with the Clerk, Legal and Legislative Services	Town of Essex Video Surveillance Policy		
25.02	Live Video Surveillance	Authority to monitor live video surveillance	Persons designated by the Director responsible for the facility in consultation with the Clerk, Legal and Legislative Services	Chief Administrative Officer, in consultation with the Clerk, Legal and Legislative Services	Town of Essex Video Surveillance Policy		
25.03	Record of Video Surveillance Recordings	Authority to determine when a record will be created of video surveillance recordings	Chief Administrative Officer in consultation with the Clerk, Legal and Legislative Services	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer in consultation with the Clerk, Legal and Legislative Services	Town of Essex Video Surveillance Policy		

25.04	Requests to Access Video Surveillance Recordings	Authority to approve a Request to Access Video Surveillance Recordings or Records related to investigations of serious employee misconduct	Chief Administrative Officer in consultation with the Clerk, Legal and Legislative Services	Deputy Chief Administrative Officer or designate(s) appointed by Chief Administrative Officer in consultation with the Clerk, Legal and Legislative Services	Town of Essex Video Surveillance Policy		
25.05		Authority to approve a Request to Access Video Surveillance Recordings or Records related to investigations of insurance claims	Clerk, Legal and Legislative Services or the Clerk's designate	Chief Administrative Officer in consultation with the Clerk, Legal and Legislative Services or the Clerk's designate	Town of Essex Video Surveillance Policy		
25.06		Authority to approve a Request to Access Video Surveillance Recordings, excluding those related to an investigation of serious employee misconduct or insurance claims	Clerk, Legal and Legislative Services or the Clerk's designate	Chief Administrative Officer in consultation with the Clerk, Legal and Legislative Services or the Clerk's designate	Town of Essex Video Surveillance Policy	Unless the request is made under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., c.56	
26. Sanitary and Stormwater Works							
26.01	Sanitary and stormwater alterations	Authority to complete sanitary and stormwater alterations in the Town, including the approval and imposition of terms and conditions for works to be undertaken in accordance with the Town's Consolidated Linear Infrastructure Environment Compliance Approvals (CLIECAs), as required	Director, Infrastructure Services				
27. Drainage Act							
27.01	Appointment of Individual Engineer	Authority to appoint individual engineer at Council pre-appointed engineering corporation, association or partnership to have charge of the drainage project without providing council with any notification required under s. 8(2) of the Drainage Act	Drainage Superintendent	Director of Infrastructure or Manager, Operations & Drainage	Drainage Act, RSO 1990, c D.17		

27.02	Approval of Assessment Apportionment Agreements	Authority to approve assessment apportionment agreements pursuant to s. 65(2) of the Drainage Act	Drainage Superintendent	Director of Infrastructure or Manager, Operations & Drainage	Drainage Act, RSO 1990, c D.17		
-------	---	---	-------------------------	--	--------------------------------	--	--

1 Financial Impacts should be consulted with the Director, Corporate Services/Treasurer

2 Legal Impacts should be consulted with the Town Solicitor/Director/Clerk, Legal and Legislative Services

3 The Province of Ontario has proposed the introduction of ‘Strong Mayor Powers’ in the Town of Essex. If implemented, effective May 1, 2025, some decision-making powers traditionally held by Town Council or Administration will be vested in the Mayor. Some of these Strong Mayor Powers are able to be delegated to Council or Administration, while others can be forfeited. These Strong Mayor Powers will be administered by the Mayor through the Town’s Strong Mayor Powers website. Provided that the delegations and decisions made through the Town’s Strong Mayor Powers website are in compliance with the Municipal Act, 2001, such delegations and decisions will override the Delegation of Authority By-Law.



Essex County Council, Regular Meeting Minutes

Wednesday, April 2, 2025

6:00 PM

Council Chambers, 2nd Floor

360 Fairview Avenue West

Essex, Ontario N8M 1Y6

<https://video.isilive.ca/countyofessex/live.html>

Council: Joe Bachetti, Deputy Warden
Tracey Bailey, Councillor
Sherry Bondy, Councillor
Kimberly DeYong, Councillor
Chris Gibb, Councillor
Hilda MacDonald, Warden
Gary McNamara, Councillor
Crystal Meloche, Councillor
Michael Prue, Councillor
Dennis Rogers, Councillor
Rob Shepley, Councillor
Larry Verbeke, Councillor
Kirk Walstedt, Councillor
Mark Carrick, Councillor, (Alternate Member)

Absent: Michael Akpata, Councillor

Administration: Allan Botham, Director, Infrastructure & Planning Services
Katherine Hebert, County Clerk
Darrel Laurendeau, Director, Information Technology
Don McArthur, Manager, Communication and Organizational Development
Kyla Pritiko, Director, Human Resources
Melissa Ryan, Director, Financial Services / Treasurer
David Sundin, Director, Legislative and Legal Services / County Solicitor
Crystal Sylvestre, Manager, Records and Accessibility / Deputy Clerk
Sandra Zwiers, Chief Administrative Officer

Slawomir Pulcer, Deputy Chief, Professional Standards,
EWEMS

1. Closed Meeting

A Closed Meeting was held at 5:30PM in April 2, 2025.

098-2025

Moved By Gary McNamara

Seconded By Chris Gibb

That Essex County Council move into Closed session pursuant to Section 239 (2) (d) of the Municipal Act, 2001, as amended for the following reason:

(d) labour relations or employee negotiations;

Carried

101-2025

Moved By Joe Bachetti

Seconded By Chris Gibb

That Essex County Council adjourn and rise from the Closed Meeting of Essex County Council for April 2, 2025 at 5:47 PM.

Carried

2. Moment of Reflection

3. Singing of 'O Canada'

4. Land Acknowledgement Statement

We acknowledge the land on which the County of Essex is located is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, Odawa and Potawatomie Peoples.

We specifically recognize Caldwell First Nation and other First Nations which have provided significant historical and contemporary contributions to this region.

We also value the contributions of all Original Peoples of Turtle Island, who have been living and working on this land from time immemorial.

5. Recording of Attendance

Warden MacDonald and members of Council attended the meeting at the Essex County Civic Centre, Council Chambers.

Michael Akpata was absent. Mark Carrick attended as an alternate member for the Town of LaSalle.

Gary McNamara, Councillor joined the meeting at 7:31 pm.

Larry Verbeke, Councillor joined the meeting at 7:31 pm.

Kirk Walstedt, Councillor joined the meeting at 7:31 pm.

6. County Warden's Welcome and Remarks

Warden MacDonald welcomed everyone to the meeting and encouraged everyone to get involved in the Great Cleanup Challenge hosted by the Essex County Library and Essex Region Conservation Authority. Residents could pick up clean-up kits at any Essex County Library Branch and contribute to cleaning up Essex County in time for Spring.

The Warden reminded everyone that April is Organ Donor month and to visit beadonor.ca or visit any Service Ontario location to register to be a donor.

The Pelee Coastal Resilience Committee was hosting open houses April 14, 2025 in Wheatley and April 15, 2025 in Kingsville to gather input regarding the development of a climate resiliency plan for the Lake Erie coast between Amherstburg and Port Alma. Residents could visit peleecoastal.ca for more information.

7. Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest raised.

8. Adoption of Regular Meeting Minutes

102-2025

Moved By Rob Shepley

Seconded By Gary McNamara

That the minutes of the March 19, 2025 Regular Meeting of Essex County Council be adopted as presented.

Carried

9. Delegations and Presentations

There were no Delegations scheduled for April 2, 2025

10. Communications

10.1 Correspondence

103-2025

Moved By Chris Gibb

Seconded By Mark Carrick

That the correspondence listed on the Regular Agenda for April 2, 2025, be received and any noted action approved.

Carried

10.1.1 Association of Municipalities of Ontario (AMO)

- [AMO Watchfile Newsletter](#)
- [AMO Policy Updates](#)
- [AMO Calendar - Education Events](#)

10.1.2 Western Ontario Warden's Caucus (WOWC)

March 2025 Newsletter

10.1.3 Windsor Essex Chamber of Commerce

March 25, 2025: [Chamber Update](#)

10.1.4 Tourism Windsor Essex Pelee Island (TWEPI)

[W.E. Keep You Informed: LAST CALL for Staycation Expo, Cycle Tourism Workshops, We're Hiring & MORE](#)

10.2 Resolutions

There were no resolutions for consideration for April 2, 2025.

11. Consent Agenda

104-2025

Moved By Joe Bachetti

Seconded By Kirk Walstedt

That the recommendations in the Administrative Report listed as item 11.1, on the Consent Agenda for April 2, 2025, be approved and further that the minutes listed as item 11.2 on the said Consent Agenda be received.

In Favour (14): Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, Kirk Walstedt, and Mark Carrick

Carried

11.1 Summary of Outstanding Reports for April 2, 2025

Report number 2025-0402-LLS-R17-KH, Summary of Outstanding Reports, dated April 2, 2025, from Katherine Hebert, County Clerk

11.2 Windsor Essex Community Housing Corporation (WECHC)

Minutes of the November 27, 2024 meeting of the Windsor Essex Community Housing Corporation

12. Reports and Questions

12.1 Development Charges Study - Draft Rates

Report number 2025-0402-FIN-R08-MR, Development Charges Study - Draft Rates, dated April 2, 2025, from Melissa Ryan, Director, Financial Services/Treasurer

Melissa Ryan provided a summary of the local municipalities engagement in the use of development charges. It was noted that all seven local Lower-Tier municipalities have implemented Development Charges.

Development Charges support the concept that 'growth pays for growth'. As recent legislation has implications for development, fueling growth at a rapid pace, it is important that municipalities are able to leverage every tool available to fund the infrastructure necessary to support the needs of growing municipalities.

While the exact financial impact will depend on the final rates adopted by Council, the study aims to align funding needs with projected growth, ensuring that growth-related infrastructure costs are appropriately distributed.

Stefan Krzeczunowicz, Hemson Consulting, provided a presentation for Council regarding the supporting data, and proposed draft rates for Development Charges, resulting from the study.

Discussion took place with regard to the next steps in the analysis, and feedback gathering process as well as to the proposed timeline for same.

105-2025

Moved By Sherry Bondy

Seconded By Gary McNamara

That Essex County Council receive report number 2025-0402-FIN-R08-MR, Development Charges Study-Draft Data Tables as information.

In Favour (11): Joe Bachetti, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Larry Verbeke, and Mark Carrick

Opposed (3): Tracey Bailey, Rob Shepley, and Kirk Walstedt

Carried

106-2025

Moved By Sherry Bondy

Seconded By Joe Bachetti

That Essex County Council direct Administration to negotiate a revision to the scope of work of the DC Consultant to add public consultation meetings in each of the constituent 7 local municipalities of the County, and to fund the additional cost for same from the County's Rate Stabilization Reserve.; and,

include the residential and non-residential rate of Chatham-Kent as a comparator.

In Favour (14): Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, Kirk Walstedt, and Mark Carrick

Carried

12.2 Servicing and Encroachment Agreement with the Windsor Essex Catholic District School Board

Report number 2025-0402-IPS-R08-AB, Servicing and Encroachment Agreement with the Windsor Essex Catholic District School Board, dated April 2, 2025, 2025 from Alan Botham, Director, Infrastructure Services

Allan Botham explained that the encroachment agreement is required to extend sanitary service to Villanova High School. A design and maintenance agreement would be required. There is no cost to the County in the agreement.

Larry Verbeke, Councillor left the meeting at 7:28 pm.

Kirk Walstedt, Councillor left the meeting at 7:28 pm.

Gary McNamara, Councillor left the meeting at 7:28 pm.

107-2025

Moved By Rob Shepley

Seconded By Tracey Bailey

That Essex County Council receive Report Number 2025-0402-IPS-R08-AB, Servicing and Encroachment Agreement with the Windsor Essex Catholic District School Board, as information and authorize the Warden and the Clerk to execute the Servicing and Encroachment Agreement with the Windsor Essex Catholic District School Board.

In Favour (11): Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, and Mark Carrick

Carried

12.3 Appointment of Alternate Fire Coordinators for the County of Essex and Agreement for Remuneration

Report number 2025-0402-EMS-R04-JL, Appointment of Alternate Fire Coordinators for the County of Essex and Agreement for Remuneration, dated April 2, 2025 from Justin Lammers, Chief, Essex-Windsor EMS

Deputy Chief Slawomir Pulcer provided the background to support the formal appointment of the Essex County Fire Co-ordinator and two Alternate Fire Co-ordinators.

108-2025

Moved By Chris Gibb

Seconded By Kimberly DeYong

That Council for the County of Essex receive report number 2025-0402-EMS-R04-JL as information;

That Council for the County of Essex direct Administration to submit information to the Office of the Fire Marshal, in the prescribed form, expressing the support of Council for the County of Essex for the following appointments:

1. Fire Co-ordinator – Windsor Fire Chief James Waffle
2. Alternate Fire Co-ordinator – Windsor Deputy Fire Chief Daemon Hart
3. Alternate Fire Co-ordinator – Leamington Fire Chief Don Williamson

That Council for the County of Essex authorize the execution of a fresh Agreement with the individuals named above; and

That Council for the County of Essex adopt By-law 2025-15, establishing the remuneration for the position of Fire Co-ordinator and remuneration for the position of Alternate Fire Co-ordinator for 2025 and subsequent years.

In Favour (14): Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, Kirk Walstedt, and Mark Carrick

Carried

13. Unfinished Business

There were no matters of unfinished business for April 2, 2025.

14. New Business

14.1 Regional Police Services

At the March 5, 2025 meeting of Essex County Council, Councillor Michael Prue brought forward two Notices of Motion. Councillor Prue prefaced the two Notices as Option 1 and Option 2:

Regional Police Services - Option 1:

Whereas the Town of Amherstburg Policing Contract with the City of Windsor ends on December 31, 2028 and the City of Windsor has decided not to renew this contract with the Town of Amherstburg; and,

Whereas most of the municipalities in Essex County are currently receiving policing services from the Ontario Provincial Police (OPP); and,

Whereas the Council of the Corporation of the Town of Amherstburg has requested that due consideration be given to options for policing of the Town of Amherstburg that include a regional approach; and,

Whereas the County of Essex is uniquely positioned to administer and deliver programs as an upper tier municipality.

Now therefore it is requested:

That the Administration of the County of Essex work with local municipalities to explore options for traditional regional policing

models for the County of Essex and to be in place for January 1st, 2029 and for Administration to report back as soon as possible.

Regional Police Services - Option 2

Whereas the Town of Amherstburg Policing Contract with the City of Windsor ends on December 31, 2028 and the City of Windsor has decided not to renew this contract with the Town of Amherstburg; and,

Whereas the Council of the Corporation of the Town of Amherstburg has requested that due consideration be given to options for policing of the Town of Amherstburg that include a regional approach; and,

Whereas the County of Essex is uniquely positioned to administer and deliver programs as an upper tier municipality; and,

Whereas there is a recognized interest in preserving local span of control and service levels in policing activities, while enjoying the economies of scale and cost effectiveness of centralized control over policing activities; and

Whereas the decision on how a community is policed requires careful consideration and planning, and communities in Essex County may approach such an endeavour on different time scales.

Now therefore it is requested:

That the Administration of the County of Essex work with local municipalities to explore possible options for a collaborative approach to policing in the long term where the Police Board, Command and Corporate structures are held at the County level and local communities are provided with options for flexible service delivery models to meet local needs and pricing. This model should be built upon the premise that any municipality can opt out of the program if they have other means of providing policing to their community and the costs borne for the command and corporate structures are levied equally amongst all signatories, with pricing for specific service delivery within each community being wholly the responsibility of the host community.

Michael Prue advised that it was the intent that Administration would prepare reports on both options, as outlined as Option 1 and Option 2.

Discussion took place among Council Members regarding the satisfaction level with existing police services in each of their

municipalities. Neither Option 1 nor Option 2 were ultimately moved.

109-2025

Moved By Dennis Rogers

Seconded By Michael Prue

That Essex County Council postpone this matter to the meeting of May 7, 2025; and,

That the two previous reports provided to Administration be distributed for Council's review and consideration.

In Favour (4): Kimberly DeYong, Chris Gibb, Michael Prue, and Dennis Rogers

Opposed (10): Joe Bachetti, Tracey Bailey, Sherry Bondy, Hilda MacDonald, Gary McNamara, Crystal Meloche, Rob Shepley, Larry Verbeke, Kirk Walstedt, and Mark Carrick

Lost

14.2 Essex County Counts

Joe Bachetti questioned whether Administration has communicated the Essex County Counts priorities, in consideration of the upcoming the Canadian Federal Election in April.

Sandra Zwiers indicated that Administration was preparing Essex County Counts communications that would be reflective of the advocacy pillars recently updated for the Provincial Election, with an added emphasis on the impact of tariffs on the County of Essex.

Discussion took place with regard to the importance of the dissolution of interprovincial trade barriers, infrastructure funding, Great Lakes and source water protection and continued environmental safeguards for all natural resources.

14.3 Public Reporting of Closed Meeting

A Closed Meeting of Essex County Council was held at 5:15p.m., prior to the regular Council meeting this evening, pursuant to Section 239 (2) (d) of the Municipal Act, 2001 as follows:

(d) labour relations or employee negotiations;

As permitted, Council received information related to report number 2025-0402-HR-R03-KP, Collective Bargaining Parameters- CUPE 860. As a result of that information, Council provided administration with direction and instruction on the bargaining parameters for the upcoming negotiations with CUPE 860.

15. Adoption of By-Laws

110-2025

Moved By Gary McNamara

Seconded By Sherry Bondy

That By-laws 2025-13, and 2025-15 through 2025-16, be given three readings, and having been read a first, second and third time, be finally passed and enacted.

In Favour (14): Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, Kirk Walstedt, and Mark Carrick

Carried

15.1 By-law Number 2025-13

Being a By-law to Authorize the execution of a Servicing and Encroachment Agreement between the Windsor Essex Catholic District School Board and the Corporation of the County of Essex

15.2 By-law Number 2025-15

Being a by-law to Authorize the Execution of a Remuneration Agreement Related to the Positions of Fire Co-ordinator and Alternate Fire Co-ordinators

15.3 By-law Number 2025-16

Being a by-law to confirm the proceedings of the Council of the Corporation of the County of Essex, Regular and Closed Meetings, for April 2, 2025

16. Notice of Motion

16.1 Regional Policing

Councillor Sherry Bondy brought forward the following Notice of Motion:

That Essex County Council direct Administration to provide a report on the cost estimate for engaging a consultant to perform a feasibility study for Regional Policing at the June 4, 2025 meeting.

17. Adjournment

111-2025

Moved By Kimberly DeYong

Seconded By Dennis Rogers

That the Essex County Council meeting for April 2, 2025 be adjourned at 8:24PM.

Carried

Hilda MacDonald,
Warden, County of Essex

Katherine Hebert,
County Clerk

Executive Services
99-A Advance Avenue, Napanee, ON K7R 3Y5 www.greaternapanee.com

April 23, 2025

Township of Rideau Lakes
1439 County Road 8
Delta, ON K0E 1G0
Sent via email: mtruelove@rideaulakes.ca

Re: Strong Mayor Powers

To Whom It May Concern,

Please be advised that the Council of the Town of Greater Napanee passed a resolution at its regular session meeting of April 22, 2025 in support of your correspondence regarding Strong Mayor Powers Legislation. A copy of the resolution is enclosed for your reference.

Please do not hesitate to contact me at jwalters@greaternapanee.com if you require any further information with respect to this resolution.

Sincerely,



Jessica Walters
Clerk

cc: Honourable Premier Doug Ford
Honourable Ric Bresee, MPP Hastings-Lennox and Addington
Honourable Rob Flack, Minister of Municipal Affairs and Housing
AMO
AMCTO
All Ontario municipalities

RESOLUTION #194/25 Pinnell Jr., Norrie

That the Town of Greater Napanee sends a letter of support to the Township of Rideau Lakes in regard to their opposition of Ontario Expanding Strong Mayor Powers to 169 Additional Municipalities, and that the Town of Greater Napanee also request to be excluded from the Strong Mayor Powers;

And that a copy of the letter of support be sent to the Honorable Premier Doug Ford, the Honorable MPP Ric Bresee; the Honorable Rob Flack, Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario; the Association of Municipal Managers, Clerks and Treasurers of Ontario, and all other municipalities in Ontario for their consideration and support.

For: 5 Opposed: 2 Abstained:0 Absent: 0

CARRIED.

For:

Councillor Schenk, Councillor Hicks, Councillor Pinnell Jr., Councillor Norrie, Councillor Martin

Opposed:

Mayor Richardson, Deputy Mayor Calver

At the April 14, 2025, meeting of Tillsonburg Town Council, the following resolution was passed:

Resolution # 2025-125

Moved By: Councillor Spencer

Seconded By: Deputy Mayor Beres

THAT Council receive item 12.8 Ministry of Municipal Affairs and Housing Letter Re: Strong Mayor Powers, as information;

WHEREAS the Ontario government has proposed expanding the "strong mayor" powers to 169 additional municipalities under the proposed legislation on May 1, 2025, which would grant mayors in these municipalities more authority, particularly concerning the control of municipal budgets, planning and operational decisions;

AND WHEREAS this proposal has raised significant concerns regarding the centralization of power, erosion of local democracy, reduced accountability, and the potential for the abuse of power;

AND WHEREAS the proposed expansion of strong mayor powers undermines the collaborative nature of municipal governance, and diminish the role of elected municipal councillors in representing the diverse interests of the community;

AND WHEREAS concerns have been raised about the negative impacts on public trust, democratic participation, and municipal decision-making processes, if mayors are given the ability to bypass council decisions without adequate consultation or oversight;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of Tillsonburg;

1. Does not support the proposed strong mayor powers as currently outlined;
2. Supports specific powers to mayors as it pertains to identifiable decisions regarding housing, development, infrastructure and transit to provide tools that reduce obstacles that can stand in the way of new housing and infrastructure developments;
3. Strongly suggests that free reign of decision-making regarding hiring, firing, committees and so forth be removed from the proposed authority;
4. Strongly suggests that members of current Council were duly elected officials by citizens with the awareness of one vote per council member and majority votes are the democratic process;
5. Requests that the Provincial Strong Mayor Powers proposed to take effect on May 1, 2025, be deferred to allow for greater clarity and that the Province seek collaborative input from the Association of Municipal Managers, Clerks and Treasurers of Ontario

(AMCTO);

6. Directs staff to forward this resolution immediately to Minister Flack, Premier Ford, MPP Hardeman, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), and all Ontario Municipalities before April 16, 2025.

Regards,

Amelia Jaggard

Deputy Clerk

Town of Tillsonburg

10 Lisgar Ave

Tillsonburg, ON N4G 5A5

Phone: 519-688-3009 Ext. 4041

Ranked one of “Canada’s Top 25 Communities to Live and Work Remotely” (*Maclean’s 2021 Best Communities*)

www.Tillsonburg.ca

www.DiscoverTillsonburg.ca

www.Facebook.com/TillsonburgON



DISCLAIMER: This E-mail contains legally privileged information intended only for the individual or entity named in the message. If the reader of this message is not the intended recipient, or the agent responsible to deliver it to the intended recipient, you are hereby notified that any review, dissemination, distribution or copying of this communication is prohibited. If this communication was received in error, please notify us by reply E-mail and delete the original message.

**THE CORPORATION OF THE MUNICIPALITY OF NORTH MIDDLESEX
RESOLUTION OF COUNCIL**

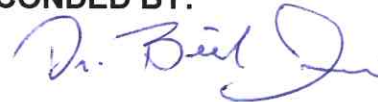
Member Present	YES	NO	DATE: APRIL 23, 2025
-----------------------	------------	-----------	-----------------------------

Councillor A. Cornelissen	✓	_____
Councillor C. Daigle	✓	_____
Councillor B. Irwin	✓	_____
Councillor S. Nirta	✓	_____
Deputy Mayor P. Hodgins	✓	_____
Mayor B. Ropp	✓	_____

MOVED BY:



SECONDED BY:



RESULT: Carried

WHEREAS the Province has announced the expansion of strong mayor powers to another 169 municipalities as of May 1, 2025 in addition to the 47 municipalities which currently have received strong mayor powers; and

WHEREAS the Province claims that strong mayor powers will get homes and infrastructure built faster, reduce red tape, and accelerate the delivery of key priorities; and Whereas research from the Association of Municipal Clerks & Treasurers of Ontario (AMCTO) has identified that: a) there is no evidence to suggest this legislation has any impact on the number of housing starts in municipalities that have been granted the powers; and b) strong mayor powers have blurred the political-administrative authority between the roles of head of council and chief administrative officers (CAOs), threatening the neutrality of the public service and politicizing local government leadership; and

WHEREAS strong mayor powers is an erosion to the democratic process of an historically non-partisan municipal governance structure;

NOW THEREFORE the Council of the North Middlesex hereby resolves to reject the strong mayor powers granted to it, and requests that the Province repeal the legislation, or offer the option to municipalities to opt out of strong mayor powers; and

THAT this Resolution be forwarded to the Minister of Municipal Affairs & Housing Rob Flack, Premier Doug Ford, MPP Steve Pinsonneault, the Association of Municipalities of Ontario (AMO), and all Ontario municipalities.



52 Seguin Street, Parry Sound, Ontario P2A 1B4
Tel: (705) 746-2101 • Fax: (705) 746-7461 • www.parrysound.ca

Office of the Mayor

April 22, 2025

Honourable Rob Flack
Minister of Municipal Affairs & Housing
College Park, 17th floor,
777 Bay St.
Toronto ON M7A 2J3

Via email: minister.mah@ontario.ca

Dear Minister Flack,

On behalf of Council of the Town of Parry Sound, please accept my congratulations on your recent appointment as Minister of Municipal Affairs & Housing. It's an important Ministry and we look forward to working with you and Ministry staff.

The Ministry of Municipal Affairs & Housing provided notice on April 9th that the Ministry was seeking comments regarding its intent to extend strong mayor powers to an additional 169 municipalities, including the Town of Parry Sound. The comment period was open until April 16th. These additional powers are not powers that I as Mayor believe are necessary and do not wish to exercise them. At our April 15th meeting, Council unanimously voted to reject strong mayor powers, request the province to repeal the legislation, or alternatively permit municipalities to opt out.

We were disappointed that there was no previous communication before the April 9th letter, with a comment period of only one week. Contrary to provincial claims that strong mayor powers will get homes and infrastructure built faster, reduce red tape and accelerate the delivery of key priorities, research by the Association of Municipal Clerks & Treasurers of Ontario (AMCTO) has found no evidence to suggest this legislation has any impact on the number of housing starts in municipalities that have been granted the powers; and moreover the strong mayor powers have blurred the political-administrative authority between the roles of head of council and Chief Administrative Officers (CAOs) and senior staff, threatening the neutrality of the public service and politicizing local government leadership. We have seen very questionable use by mayors with strong mayor powers.

...2

Our public expects a democratic process. Given the overwhelming use of executive orders by the current US President and multiple respected analysts' concerns about the US slipping into authoritarianism, our country and its democratic institutions should be safeguarding these democratic principles that provide accountability to the public and not undermining them.

We encourage the provincial government to repeal this legislation.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jamie McGarvey', with a long horizontal line extending to the right.

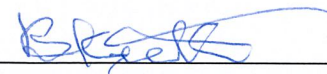
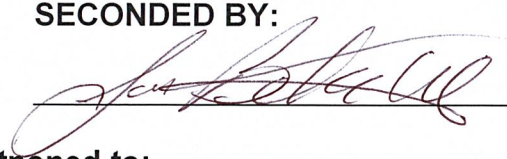
Jamie McGarvey
Mayor, Town of Parry Sound

c.c. Premier Doug Ford
MPP Graydon Smith
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities
Members of Town of Parry Sound Council
CAO Clayton Harris
Clerk Rebecca Johnson



THE CORPORATION OF THE TOWN OF PARRY SOUND
RESOLUTION IN COUNCIL

NO. 2025 – 047

DIVISION LIST	YES	NO	DATE: April 15, 2025
Councillor G. ASHFORD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MOVED BY: 
Councillor J. BELESKEY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Councillor P. BORNEMAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SECONDED BY: 
Councillor B. KEITH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Councillor D. McCANN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Councillor C. McDONALD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mayor J. McGARVEY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CARRIED: <input checked="" type="checkbox"/> DEFEATED: <input type="checkbox"/> Postponed to: _____			

Whereas the Province has announced the expansion of strong mayor powers to another 169 municipalities as of May 1, 2025 in addition to the 47 municipalities which currently have received strong mayor powers; and

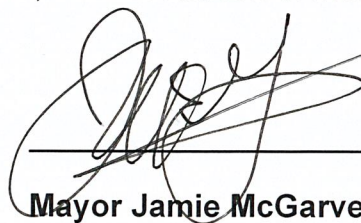
Whereas the Province claims that strong mayor powers will get homes and infrastructure built faster, reduce red tape, and accelerate the delivery of key priorities; and

Whereas research from the Association of Municipal Clerks & Treasurers of Ontario (AMCTO) has identified that: a) there is no evidence to suggest this legislation has any impact on the number of housing starts in municipalities that have been granted the powers; and b) strong mayor powers have blurred the political-administrative authority between the roles of head of council and chief administrative officers (CAOs), threatening the neutrality of the public service and politicizing local government leadership; and

Whereas strong mayor powers is an erosion to the democratic process of an historically non-partisan municipal governance structure;

Now Therefore the Council of the Corporation of the Town of Parry Sound hereby resolves to reject the strong mayor powers granted to it, and requests that the Province repeal the legislation, or offer the option to municipalities to opt out of strong mayor powers; and

That this Resolution be forwarded to the Minister of Municipal Affairs & Housing Rob Flack, Premier Doug Ford, MPP Graydon Smith, the Association of Municipalities of Ontario (AMO), and all Ontario municipalities.



Mayor Jamie McGarvey



April 24, 2025

Hon. Doug Ford
Premier of Ontario

Via email: Premier@ontario.ca

At the April 16, 2025 regular meeting of the Council of the Township of Zorra, the following resolution was passed:

WHEREAS the Ontario government has proposed expanding the "strong mayor" powers to 169 additional municipalities under the proposed legislation, which would grant mayors in these municipalities more authority, particularly concerning the control of municipal budgets and planning decisions;

AND WHEREAS this proposal has raised significant concerns regarding the centralization of power, erosion of local democracy, reduced accountability, and the potential for the abuse of power;

AND WHEREAS the proposed expansion of strong mayor powers undermines the collaborative nature of municipal governance, and diminishes the role of elected municipal councillors in representing the diverse interests of the community;

AND WHEREAS concerns have been raised about the negative impacts on public trust, democratic participation, and municipal decision-making processes, if mayors are given the ability to bypass council decisions without adequate consultation or oversight;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Zorra opposes the expansion of Strong Mayor Powers;

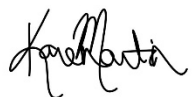
AND THAT the Council formally expresses its opposition to the Ontario government's proposal to expand Strong Mayor Powers to preserve local democracy, transparency, and accountability;

AND THAT the Council encourages advocacy for democratic principles and for municipal governance systems that prioritize collaboration, inclusivity, and democratic engagement;

FURTHER BE IT RESOLVED THAT a copy of this motion be forwarded to the Ontario Premier, the Minister of Municipal Affairs and Housing, all Ontario municipalities, as well as the Association of Municipalities of Ontario (AMO) for further action.

Disposition: Carried

Yours truly,



Karen Martin
Clerk
Township of Zorra

25-009

CC: Hon. Rob Flack, Minister of Municipal Affairs and Housing minister.mah@ontario.ca
All Ontario Municipalities
Association of Municipalities of Ontario (AMO) resolutions@amo.on.ca



TOWN OF PETAWAWA

1111 Victoria Street, Petawawa, Ontario K8H 2E6

 (613) 687-5536

 gserviss@petawawa.ca

 petawawa.ca

OFFICE OF THE MAYOR

DELIVERED ELECTRONICALLY

Honorable Rob Flack
Minister of Municipal Affairs and Housing
777 Bay Street, 17th floor
Toronto, Ontario
M7A 2J3

April 29, 2025

RE: Proposed Amendments to O. Reg. 530/22 to Expand Strong Mayor Powers and Duties to Additional Municipalities

Dear Minister Flack,

Thank you for your letter dated April 9, 2025, regarding the expansion of Strong Mayor Powers and Duties to the Town of Petawawa. Our Council discussed this issue in an open forum at our council meeting on April 23rd and are firmly of the belief that this effort undermines the value of collaboration between the Mayor, Councillors, and Staff. Increasing the powers of the Mayor to push forward Provincial Priorities would eliminate shared decision making, create divisiveness at the council table, and blur the lines between administrative and political roles. Our council believes that this would result in an erosion of the democratic process at the Municipal level, especially in a small city like Petawawa.

Although we don't always agree unanimously on all matters, our council works as a cohesive unit, firmly focused on the goals of advancing and encouraging growth and making our community a wonderful place in which to live and invest. Each of member of council brings their own set of skills, knowledge, values and perspectives to achieve these goals, and has worked extremely well together.

Since it was sworn in, our Council has been collectively focused on advancing provincial priorities by delivering much needed housing, building infrastructure that supports community growth and the construction of new homes, including housing-enabling infrastructure such as water and wastewater. The largest community in Renfrew County, Petawawa has grown significantly over the last decade (roughly 25%) and added a large amount of new housing to meet market demands. In 2024, Petawawa increased the size of its planning department to

reduce permit processing times, 120 new dwellings (Single Family Detached/Row Housing/Multi-family) were constructed, and there are many more dwellings underway:

Structure type	In Pre-Consultation or going through Planning Approvals	Planning Approvals Complete (under construction)
Single Family Detached	533	61
Row Housing	24	96
Apartment	348	60
Additional Residential Unit	0	44
Total Units	905	261

Further to this, Garrison Petawawa and Canadian Nuclear laboratories are reporting that they will need to house 1100 individuals and their families as they expand operations. Based on this need and other factors, our municipality is working with private sector and nonprofit developers to meet the demand for both market and affordable housing. To be forthright, where the municipality needs help the most to support housing development and foster densification is access to additional funding to extend utilities, such as water and wastewater services, to developable lands to meet future growth needs. Petawawa has faced a significant reduction in Payment In Lieu of Taxes (PILT) over the past two fiscal years (\$2.3 million over 2024 and 2025) due to the Business Education Tax discount as well as an annual reduction in Ontario Municipal Partnership Funding over the past decade which has hampered our ability to extend necessary water and wastewater infrastructure vital to delivering new homes. The community's Ontario Community Infrastructure Funding was reduced in 2025 as well.

In closing, our Council requests that the Ontario Government excludes the Town of Petawawa from its proposed amendments to O. Reg. 530/22 to Expand Strong Mayor Powers and Duties to Additional Municipalities, and work with the municipality to identify funding to support expansion of its storm, water and wastewater treatment systems to support future residential and commercial growth. Thank you for your attention to this matter. Please feel free to contact me through our offices if you wish to discuss this further.

Sincerely,



Gary Serviss
Mayor of Petawawa

Copied: Doug Ford, Premier
Billy Denault, MPP, Renfrew—Nipissing—Pembroke

Enc. Resolution – Opposition to Strong Mayor Designation for the Town of Petawawa



TOWN OF PETAWAWA

1111 Victoria Street, Petawawa, Ontario K8H 2E6

☎ (613) 687-5536

✉ gserviss@petawawa.ca

🌐 petawawa.ca

April 28, 2025

Delivered Electronically

Attn: The Honourable Doug Ford, Premier of Ontario

Re: Resolution - Opposition to Strong Mayor Designation for the Town of Petawawa

At its Council-In-Committee meeting on **April 28, 2025**, Petawawa Town Council passed a **Resolution** in response to the Province's recent proposal to designate Petawawa as a "**Strong Mayor**" municipality, effective May 1, 2025.

WHEREAS the Province of Ontario has proposed to designate the Town of Petawawa as a "Strong Mayor" community, granting enhanced powers to the Mayor effective May 1, 2025; and,

WHEREAS the Strong Mayor powers significantly alter the balance of governance at the municipal level, undermining the role of Council in decision-making and weakening the fundamental democratic principle of majority rule; and,

WHEREAS the Town of Petawawa has a long history of collaborative, transparent, and accountable local governance built upon a foundation of Council-debate and shared decision-making; and,

WHEREAS many municipally elected officials across the province and members of the public have expressed significant concern regarding the imposition of these powers; and,

WHEREAS the Town of Petawawa did not formally request or express a desire to be designated under the Strong Mayor framework; and,

WHEREAS a growing number of municipalities and elected officials across Ontario are questioning the appropriateness of the Strong Mayor system and are calling for its reconsideration or repeal;

THEREFORE BE IT RESOLVED that Petawawa Town Council formally request that the Premier of Ontario and the Minister of Municipal Affairs and Housing immediately remove the Town of Petawawa from the list of municipalities designated under the Strong Mayor legislation;

AND BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Premier of Ontario, the Minister of Municipal Affairs and Housing, all regional Members of Provincial

Parliament, all Ontario municipalities, and the Association of Municipalities of Ontario (AMO) for their awareness and support.

We thank you for your attention to this matter and urge you to respect the democratic wishes of our Council and community.

Sincerely,

A handwritten signature in black ink, appearing to be 'GS' with a stylized flourish.

Gary Serviss
Mayor, Town of Petawawa
(613) 687-5536
gserviss@petawawa.ca
petawawa.ca

CC:
The Honourable Rob Flack (Minister of Municipal Affairs and Housing)
Regional Members of Provincial Parliament
All Ontario Municipalities
The Association of Municipalities of Ontario (AMO)



CORPORATION OF THE MUNICIPALITY OF SOUTH HURON

322 Main Street South P.O. Box 759

Exeter Ontario

N0M 1S6

Phone: 519-235-0310 Fax: 519-235-3304

Toll Free: 1-877-204-0747

www.southhuron.ca

April 30, 2025

Via email: rob.flack@pc.ola.org

Ministry of Municipal Affairs and Housing
17th Floor
777 Bay Street
Toronto, ON M7A 2J3

Dear Hon. Rob Flack,

Re: Proposed Amendments to O.Reg. 530/22 to Expand Strong Mayor Powers

Please be advised that South Huron Council passed the following resolution at their April 22, 2025 Regular Council Meeting:

176-2025

Moved By: Jim Dietrich

Seconded by: Wendy McLeod-Haggitt

That South Huron Council supports the April 14, 2025 correspondence of Town of Saugeen Shores regarding opposition to Proposed Amendments to O.Reg. 530/22 to Expand Strong Mayor Powers; and

That this supporting resolution and the originating correspondence be circulated to Premier Doug Ford, Minister of Municipal Affairs and Housing, Rob Flack, Lisa Thompson, MPP, Minister of Rural Affairs, AMO, Town of Saugeen Shores, and all municipalities in Ontario.

Result: Carried

Please find attached the originating correspondence for your reference.

Respectfully,

Kendra Webster, Legislative & Licensing Coordinator
Municipality of South Huron
kwebster@southhuron.ca
519-235-0310 x. 232

Encl.

cc: Minister of Rural Affairs, MPP Lisa Thompson, lisa.thompson@pc.ola.org;
AMO, resolutions@amo.on.ca ; Town of Saugeen Shores,
clerk@saugeenshores.ca; and all municipalities in Ontario.

THE CORPORATION OF THE TOWN OF DEEP RIVER

P.O. BOX 400 • 100 DEEP RIVER ROAD • DEEP RIVER, ONTARIO K0J 1P0
Tel: (613) 584-2000 • www.deepriver.ca • Fax: (613) 584-3237



BY EMAIL

April 30, 2025

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
Email: premier@ontario.ca

The Honourable Rob Flack
Minister of Municipal Affairs and Housing
17th Floor, 777 Bay Street
Toronto, ON M7A 2J3
Email: rob.flack@ontario.ca

Re: Opposition to Strong Mayor Designation for the Town of Deep River in Response to the Province's Recent Proposal to Designate Deep River as a "Strong Mayor" Municipality, Effective May 1, 2025.

At a Special Meeting of Council held on April 29, 2025, Council of the Town of Deep River passed the following resolution:

RESOLUTION 2025 128

MOVED BY: Councillor Fitton

SECONDED BY: Councillor Hughes

WHEREAS the Province of Ontario has proposed to designate the Town of Deep River as a "Strong Mayor" community, granting enhanced powers to the Mayor effective May 1, 2025; and,

WHEREAS the Strong Mayor powers significantly alter the balance of governance at the municipal level, undermining the role of Council in decision-making and weakening the fundamental democratic principle of majority rule; and,

WHEREAS the Town of Deep River has a long history of collaborative, accountable local governance built upon a foundation of Council-debate and shared decision-making; and,

WHEREAS many municipally elected officials across the province and members of the public have expressed significant concern regarding the imposition of these powers; and,

WHEREAS the Town of Deep River did not formally request or express a desire to be designated under the Strong Mayor framework; and,

WHEREAS a growing number of municipalities and elected officials across Ontario are questioning the appropriateness of the Strong Mayor system and are calling for its reconsideration or repeal;

THEREFORE BE IT RESOLVED that Deep River Town Council formally request that the Premier of Ontario and the Minister of Municipal Affairs and Housing immediately remove the Town of Deep River from the list of municipalities designated under the Strong Mayor legislation; and

BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Premier of Ontario, the Minister of Municipal Affairs and Housing, all regional Members of Provincial Parliament, all Ontario municipalities, and the Association of Municipalities of Ontario (AMO) for their awareness and support.

We thank you for your attention to this matter and urge you to respect the democratic wishes of our Council and community.

Kind Regards,

A handwritten signature in black ink, appearing to read 'J. Mellon', written in a cursive style.

Jackie Mellon
Clerk
Town of Deep River
jmellon@deeperiver.ca

cc: Regional Members of Provincial Parliament
All Ontario Municipalities
The Association of Municipalities of Ontario (AMO)



THE CORPORATION OF THE **TOWN OF COBALT**

May 1, 2025

Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
Email: premier@ontario.ca

Honourable Rob Flack
Minister of Municipal Affairs and Housing
17th Floor, 777 Bay St.
Toronto, ON M7A 2J3
Email: rob.flack@ontario.ca

Re: Opposition to Strong Mayor Designation for the Corporation of the Town of Cobalt

At its Regular Council Meeting held on April 29, 2025, Council discussed their opposition to the expansion of Strong Mayor Powers, as announced on April 9, 2025. Council of the Town of Cobalt requests that the proposed amendments to O. Reg. 530/22 to expand Strong Mayor Powers and duties to additional municipalities not include the Town of Cobalt.

Council accordingly passed the following resolution:

RESOLUTION No. 2025-057

MOVED BY: Councillor Lafleur
SECONDED BY: Councillor Starchuk

WHEREAS the Province of Ontario has proposed to designate the Corporation of the Town of Cobalt as a "Strong Mayor" community, granting enhanced powers to the Mayor effective May 1, 2025; and,

WHEREAS the Strong Mayor powers significantly alter the balance of governance at the municipal level, undermining the role of Council in decision-making and weakening the fundamental democratic principle of majority rule; and,

WHEREAS the Corporation of the Town of Cobalt has a long history of collaborative, transparent, and accountable local governance built upon a foundation of Council-debate and shared decision-making; and,

WHEREAS many municipally elected officials across the province and members of the public have expressed significant concern regarding the imposition of these powers; and,

WHEREAS the Corporation of the Town of Cobalt did not formally request or express a desire to be designated under the Strong Mayor framework; and,

WHEREAS a growing number of municipalities and elected officials across Ontario are questioning the appropriateness of the Strong Mayor system and are calling for its reconsideration or repeal;

THEREFORE BE IT RESOLVED that the Corporation of the Town of Cobalt Council formally request that the Premier of Ontario and the Minister of Municipal Affairs and Housing immediately remove the Corporation of the Town of Cobalt from the list of municipalities designated under the Strong Mayor legislation;

AND BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Premier of Ontario, the Minister of Municipal Affairs and Housing, all regional Members of Provincial Parliament, all Ontario municipalities, and the Association of Municipalities of Ontario (AMO) for their awareness and support.

CARRIED

We trust you will find this satisfactory if you have any questions or concerns, please contact the undersigned.

Kind Regards,



Steven Dalley
Town Manager, Clerk/Treasurer
Tel: (705) 679-8877
Email: sdalley@cobalt.ca

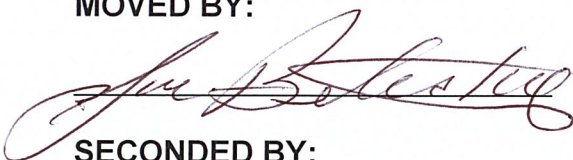
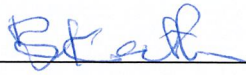
cc:

John Vanthof, MPP Timiskaming-Cochrane
All Ontario Municipalities
Association of Municipalities of Ontario (AMO)



THE CORPORATION OF THE TOWN OF PARRY SOUND
RESOLUTION IN COUNCIL

NO. 2025 – 046

DIVISION LIST	YES	NO	DATE: April 15, 2025
Councillor G. ASHFORD	_____	_____	MOVED BY: 
Councillor J. BELESKEY	_____	_____	
Councillor P. BORNEMAN	_____	_____	
Councillor B. KEITH	_____	_____	
Councillor D. McCANN	_____	_____	
Councillor C. McDONALD	_____	_____	SECONDED BY:
Mayor J. McGARVEY	_____	_____	
CARRIED: <input checked="" type="checkbox"/> DEFEATED: _____ Postponed to: _____			

WHEREAS inclusive, evidence-based scientific research leads to better outcomes for Canadians by ensuring that all voices and experiences are reflected in the development of knowledge, treatments, and innovations;

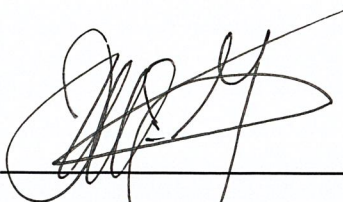
WHEREAS Canadian municipalities benefit directly from research-informed policies on public health, infrastructure, education, environmental protection, and economic development;

WHEREAS diverse and inclusive research teams have been shown to generate more innovative, practical, and impactful solutions, and yet many equity-deserving groups, including women, remain underrepresented in science and research careers;

WHEREAS inclusive research strengthens our economy, healthcare system, and ability to address national and global challenges;

THEREFORE BE IT RESOLVED that the Council of the Town of Parry Sound supports the national call for stronger federal support for inclusive research that reflects the diversity of Canadian communities;

AND BE IT FURTHER RESOLVED that this resolution be shared with other municipalities in Ontario, the Federation of Canadian Municipalities, and relevant provincial and federal representatives for consideration and support.



Mayor Jamie McGarvey

March 6, 2025

The Right Honourable Justin Trudeau, P.C., M.P.
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2
Justin.trudeau@parl.gc.ca

Re: Carbon Tax

Dear Prime Minister,

At the meeting of Sarnia City Council held on March 3, 2025, the following resolution was adopted:

That given the advent of the US tariffs and the economic impact on Canadians it is even more critical at this time to petition our own Federal liberal government to put a stop the 20 percent increase to the carbon tax scheduled to be implemented April 1, 2025. The vast majority of Canadians do not support the carbon tax, and the timing could not be worse for the impact to our citizens; and

That the resolution be forwarded to the Prime Minister, his Cabinet, Leaders of Opposition, our MP, and All Ontario Municipalities.

Your consideration of this matter is respectfully requested.

Yours sincerely,



Amy Burkhart
City Clerk

Cc: Cabinet Ministers
The Honourable Pierre Poilievre, M.P.
The Honourable Marilyn Gladu, M.P.
All Ontario Municipalities



The Corporation of the Township of Otonabee-South Monaghan

April 29, 2025

Via Email: premier@ontario.ca

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford:

Re: Proposal to End Daylight Savings Time in Ontario

Please be advised that the Council of the Township of Otonabee-South Monaghan at its meeting on April 28th, 2025 passed the following resolution:

R107-2025

Moved by Councillor Terry Holmes
Seconded by Councillor Mark Allen

Whereas Ontario already has the legislative framework to end the antiquated practice of Daylight Saving Time (DST), as per the Time Amendment Act of 2020: But New York has delayed us for over 4 long years.

And Whereas the Case for Ending DST immediately pertains to clear and present Health and Public Safety concerns: Clock shifts spike heart attacks, accidents, and stress, per the Canadian Society for Chronobiology. Kids lose focus, domestic violence rises, and vulnerable folks—mentally ill, homeless, addicts—face unnecessary strain and relapse risks. Indigenous health gaps deepen as DST clashes with traditions. Standard Time aligns with nature, easing healthcare burdens and healthcare costs.

And Whereas ending DST is a clear and permanent assertion of the economic independence of Ontario: Our new, post tariff economic reality exposes the reliance on New York for our internal policy as outdated. Ontario should look out for Ontarians, and

our sovereignty must be asserted. Quebec already considers the change; so 15 million Ontarians should not continue to wait on NY. Businesses will adapt; citizens will gain stability. Over 100,000 petition voices and 70% of Ontarians agree. Ontario must take the lead, and hopefully NY can eventually follow our lead for the good of their own people.

Therefore be it resolved that we request staff to distribute this communication to all the Municipalities, Chiefs & Councils of Ontario in addition to the Premier of the Govt. of Ontario and urge the Premier to:

1. Amend the Time Amendment Act 2020 to drop New York's contingency, effective immediately.
2. Set permanent Standard Time (EST) from November 2, 2025.

CARRIED.

Yours truly,
Township of Otonabee-South Monaghan



Liz Ross
Deputy Clerk

Sent via Email:
Honourable Doug Ford, Premier of Ontario, premier@ontario.ca
Municipalities of Ontario

Township of Champlain

Resolution
Regular Council Meeting

Agenda Number: 11.1.
Resolution Number 2025-120
Title: Councillor Gerry Miner - Surveillance and Monitoring of Heavy Vehicles in Ontario
Date: April 24, 2025

Moved By: Gérard Miner
Seconded By: Paul Burroughs

Whereas the Council of the Township of Champlain is of the opinion that additional surveillance and monitoring of heavy vehicles in Ontario is required to ensure the safety of other motorists, property owners, and pedestrians.

Be it resolved that the Township of Champlain calls upon the Government of Ontario to: increase surveillance and spot checks of all heavy vehicles travelling on Ontario roads; as well as monitoring the testing standards maintained by privately-owned heavy licensing facilities.

Be it further resolved that this resolution be forwarded to the Minister of Transportation of Ontario, the Minister of Municipal Affairs and Housing, the MPP Glengarry-Prescott-Russell, the Ontario Provincial Police, AMO and all municipalities in Ontario.

Carried

Certified True Copy of Resolution

Alison Collard, Clerk Date:

Canton de Champlain
Résolution
Réunion régulière du Conseil

No. du point à l'ordre du jour: 11.1.
No. du point 2025-120
Titre: Conseiller Gerry Miner - Surveillance et contrôle des véhicules lourds en Ontario
Date: le 24 avril 2025

Proposée par: Gérard Miner
Appuyée par: Paul Burroughs

Attendu que le Conseil du Canton de Champlain est de l'avis qu'une surveillance et un contrôle accrus des véhicules lourds en Ontario sont nécessaires pour assurer la sécurité des autres automobilistes, des propriétaires fonciers et des piétons.

Qu'il soit résolu que le Canton de Champlain demande au gouvernement de l'Ontario d'accroître la surveillance et les vérifications de tous les véhicules lourds circulant sur les routes de l'Ontario, et de contrôler les normes de vérification maintenues par les installations privées d'immatriculation des véhicules lourds; et

De plus, qu'il soit résolu que cette résolution soit transmise au ministre des Transports de l'Ontario, au ministre des Affaires municipales et du Logement, au député provincial de Glengarry-Prescott-Russell, à la Police provinciale de l'Ontario, à l'AMO et à toutes les municipalités de l'Ontario.

Adoptée

Copie certifiée conforme

Alison Collard, greffière Date :



The Corporation of the Town of Essex
Essex Festival Committee Meeting Minutes

February 20, 2025, 6:00 pm
60 Fairview Ave W, Essex, ON N8M 1B6

Present: Cate Back, Member
Member - Knapp, Derek
Member - McGuire-Blais, Katie
Member - Verbeek, Kim
Vice Chair - Tapping, Richard
Councillor - Garon, Joe, Ward 1

Absent: Member - Hellinga, Chris
Member - Nichol, Leighanne
Member - Atkinson, Nicole
Member - Desjardins, Tiffany

Also Present: Jake Morassut, Director, Community Services
Everett Vanlare, Recording Secretary
Marc Tortola, Manager, Strategic Communications

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

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

4. Adoption of Published Agenda

4.1 Essex Festival Committee Meeting Agenda for February 20, 2025

FC25-02-10

Moved By Cate Back, Member
Seconded By Derek Knapp

That the published agenda for the February 20, 2025 Essex Festival Committee Meeting be adopted as presented.

5. Adoption of Minutes

5.1 Essex Festival Committee Minutes for January 29, 2025

FC25-02-11

Moved By Richard Tapping, Vice-Chair

Seconded By Cate Back, Member

That the minutes of the Essex Festival Committee meeting held January 29, 2025 be adopted as circulated.

Carried

6. Financials

- Jake Morassut, Director, Community Services, explained the financials for the 2025 festival and went over the 2024 financials from the previous Festival. Jake reminded the Committee to try their best to buy local and Canadian.
- Joe Garon, Chair, discussed buying branded items such as tables and tents to save money in the long run and prevent renting.

7. Unfinished Business

7.1 Operations and Site Management

7.1.1 Festival Grounds Layout

- Joe Garon, Chair, shared a potential layout for the festival with the committee. This included the removal of I-flip and moving the secondary stage to a central location in the food court. The committee discussed the potential of having a better production for the secondary stage.

7.1.2 Set-up and Take Down

- No new updates to report.

7.1.3 Perimeter Fencing

- Joe Garon, Chair, plans to order the fence soon when he confirms the amount that is needed.

7.1.4 Signage

- No new updates to report.

7.1.5 Admission Fees

- Joe Garon, Chair, confirmed that admission fees will stay the same as the 2024 festival.

7.1.6 Park Hours

- Joe Garon, Chair, confirmed that park hours will stay the same as the 2024 festival.

7.1.7 Parking

- Joe Garon, Chair, confirmed that there will be additional accessible parking spots.

7.1.8 Off-Site Parking

- Joe Garon, Chair asked the committee about vendor parking passes and whether vendor employees should be given parking passes in order to free up parking spaces for patrons. The Committee agreed that offsite parking with a shuttle service will be available to accommodate vendor parking.

7.1.9 Shuttle Transportation

- Joe Garon, Chair confirmed the shuttle will be booked and the route and advertising will be discussed at a later date.

7.1.10 Family Tent

- Joe Garon, confirmed the family comfort tent will be back and wants to discuss purchasing a branded tent that can be used for multiple events.

7.2 Marketing, Social Media and Advertising

- Marc Tortola, Manager, Strategic Communications, was present to provide the committee with insight on how important social media is to promoting an event this large. Marc discussed different strategies that are needed for different platforms such as Facebook or Instagram. Katie McGuire-Blais, member and Cate Back, member, will plan a meeting.

7.3 Sponsorship

- Joe Garon, Chair, explained to the committee that the amount of sponsorship money from last year is budgeted for this year. Joe asked Committee members to suggest companies or people who would be open to sponsoring.

7.4 Volunteers

- Cate Back, member, has found an individual to cover the volunteer booth for her during festival hours that will allow her to be present and take photos and videos. Cate spoke to the committee about the need for volunteers in certain areas and if they members will require anymore volunteers.
- Joe Garon, Chair confirmed that the committee will be buying water and ice for volunteers and that T-shirts will be purchased.

7.5 Vendors

7.5.1 Vendor Rates

FC25-01-12

Moved By Katie McGuire-Blais

Seconded By Kim Verbeek

That the new hydro rates for vendors be approved.

Carried

7.5.2 Food and Beverage Vendors

- Joe Garon, Chair, confirmed the application links are now active for Food and Beverage Vendors.

7.5.3 Non-Food/Craft Vendors

- Joe Garon, Chair, confirmed the application links are now active for Non-Food/Craft Vendors.

7.6 Attractions

7.6.1 Youth Talent Show

- Joe Garon, Chair, confirmed that applications are open.

7.6.2 Kid Zone

- Joe Garon, Chair, told the committee a company reached out offering a rock climbing wall and inflatables. This will be discussed more at next meeting.

7.6.3 Chill Zone

- Joe Garon, Chair, shared that Nicole has new ideas for this area and will share next meeting.

7.6.4 Parade

- Richard Tapping, Vice Chair, is looking into marching bands from Detroit and should be able to confirm next meeting.
- Joe Garon, Chair, is looking to have the parade float decorated in a way where it will be suitable for multiple parades.

7.6.5 Pony Rides

- Joe Garon, Chair, asked the committee if the Horse Show should go forward. The Committee suggested Pony Rides for this years festival.

7.6.6 Car Show

- Joe Garon, Chair, confirmed that more volunteers will be needed for the car show in 2025. The same area in the Essex downtown area is confirmed for this event. The car show is confirmed for Friday during festival weekend.

7.6.7 Watermelon Contest

- Kim Verbeek, Member, confirmed this event.

7.6.8 Visual Display (Fireworks)

- Joe Garon, Chair, confirmed this event.

7.6.9 Bingo

Joe Garon, Chair, confirmed this event.

7.6.10 Clash of the Voices

- Joe Garon, confirmed this event will be happening.

7.6.11 Thrill Zone

- No new updates to report.

7.6.12 Midway & Amusement Rides

- No new updates to report.

7.6.13 Escape Room

- No new updates to report.

7.6.14 Dog Show

- Joe Garon, Chair, asked committee members if they would be open to having more dog shows than last festival.

7.6.15 Wrestling

- Joe Garon, Chair, will reach out to the wrestling group to confirm.

7.7 Sip 'N Shop Wine Mixer

7.7.1 Decor/Decorations

- No new updates to report.

7.7.2 Non-Profit Beneficiary

- No new updates to report.

7.7.3 Wineries

- No new updates to report.

7.7.4 Caterer/Food Vendors

- No new updates to report.

7.7.5 BIA Vendors

- No new updates to report.

7.7.6 Hours of Operation

- No new updates to report.

7.7.7 Admission Fees

- No new updates to report.

7.7.8 Entertainment

- Joe Garon, Chair, has reached out to dueling pianos for entertainment.

7.7.9 Raffle

- No new updates to report.

7.7.10 Ticket Pricing

- No new updates to report.

7.7.11 Parking

- No new updates to report.

7.7.12 Layout

- No new updates to report.

7.8 Beer Tent

- Joe Garon, Chair, spoke to the Beer Tent company Ernabus Concessions our licensed beverage contractor and they have a strategy to go cashless this year with cash being available in case of emergency. The committee will discuss further.

7.8.1 Hours of Operation

- No new updates to report.

7.8.2 Admission

- No new updates to report.

7.8.3 Product and Pricing

- No new updates to report.

7.8.4 Bar Management

- No new updates to report.

7.8.5 Security and Crowd Control

- No new updates to report.

7.8.6 Entertainment

- No new updates to report.

7.8.7 Parking

- No new updates to report.

7.8.8 Power

- No new updates to report.

7.8.9 Layout

- No new updates to report.

7.9 Main Stage

7.9.1 Entertainment

- No new updates to report.

7.9.2 Stage Rental

- No new updates to report.

7.9.3 Production

Joe Garon, Chair, is looking to have a video background board to attract more sponsors and attractions.

7.9.4 Bar Management

- No new updates to report.

7.9.5 Security and Crowd Control

- No new updates to report.

7.9.6 Parking

- No new updates to report.

7.9.7 Power

- No new updates to report.

7.9.8 Other Rentals and Operation

- No new updates to report.

7.9.9 Layout

- No new updates to report.

7.10 Secondary Stage

7.10.1 Location

- No new updates to report.

7.10.2 Entertainment

- No new updates to report.

7.10.3 Stage Rental

- No new updates to report.

7.10.4 Production

- Joe Garon, Chair, discussed the idea of bringing a production company to allow for more attractions on this secondary stage.

7.10.5 Power

- No new updates to report.

7.10.6 Other Rentals and Operation

- No new updates to report.

8. Third Party Events

- Joe Garon, will reach out to the Horseshoe group that plays on Sundays.
- Jake Morassut, Director, Community Service, confirmed the Essex Fun Fest 5K but will need more confirmation on the route.

9. New Business

- No new updates to report.

10. Adjournment

FC25-01-13

Moved By Kim Verbeek

Seconded By Richard Tapping, Vice-Chair

That the meeting be adjourned at 7:50pm.

Carried

11. **Future Meetings**

- March 20, 2025 - 6pm ECSC - Barnett Meeting Room
- April 17, 2025 - 6pm ECSC - Barnett Meeting Room
- May 15, 2025 - 6pm ECSC - Barnett Meeting Room
- June 12, 2025 - 6pm ECSC - Barnett Meeting Room
- June 26, 2025 - 6pm ECSC - Barnett Meeting Room

Chair

Recording Secretary



Essex Centre BIA Board Meeting Minutes

Wednesday, March 19, 2025, 6:00pm

Location: Essex Centre Sports Complex, 60 Fairview Ave W, Essex, ON

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.

Present: Stephanie Winger, Chair
Gregg Laframboise, BIA Board Member
Kim Dennison, Vice Chair
Mesba Qasim, BIA Board Treasurer
Kelly Baillargeon, Coordinator
Katie McGuire-Blais, Ward 1 Councillor

Also Present: RaeAnn Schroeder, Economic Development, Town of Essex
Nelson Silveria, Economic Development, Town of Essex

Regrets: Andrea Schinkel, BIA Board Member

1. Call to Order

The Chair called the meeting to order at 6:01pm.

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 Centre BIA Board Meeting Agenda for March 19, 2025

BIA25-03-001

Moved by K. Dennison

Seconded by G. Laframboise

That the published agenda for the March 19, 2025 Essex Centre BIA Board Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1. Essex Centre BIA Board Meeting Minutes for February 19, 2025

BIA25-03-002

Moved by K. Dennison

Seconded by G. Laframboise

That the minutes of the Essex Centre BIA Board Meeting held February 19, 2025 be adopted as circulated.

Carried

6. Public Presentations

6.1. Andrew Rowberry, Membership Services, Windsor- Essex Regional Chamber of Commerce

A presentation was given explaining the benefits and features of joining the Windsor-Essex Chamber of Commerce. It was suggested that the Board become a Community Builder. This would allow Essex BIA members to receive preferred discount pricing for all events and access to affinity partner offers.

BIA25-03-003

Moved by G. Laframboise

Seconded by M. Qasim

That the Essex Center BIA approve becoming a member of the Windsor-Essex Chamber of Commerce at the Community Builder level, with a membership fee of \$1,610.

Carried

6.2. Essex Centre Streetfest Committee

Krista Sweet and Kate Nussio from the Essex Centre Streetfest Committee proposed the following dates for the 2025 Streetfest: June 21, August 16, and October 11, with event hours from 12:00 PM to 4:00 PM. They suggested transitioning the events to a night market format. Hydro for the vendors was raised as a concern, but it was noted that holding the event at night would not impede daytime traffic, and the roads would remain open for other businesses that depend on street traffic. The committee will further look into the possibility of moving the events to the evening.

BIA25-03-004

Moved by G. Laframboise

Seconded by M. Qasim

That the Essex Centre BIA Board approve sponsoring the Essex Centre Streetfest 2025 events in the amount of \$2,500.

Carried

7. Correspondence

7.1. Treasurer's Report

The 2025 budget was discussed, and no further notable points were raised.

Report from Council Representative

Councillor McGuire-Blais provided the following report:

- It was noted that Council received the 2024 Commercial Vacancy Report, which indicated that the commercial vacancy rate was 11.54% in 2017 and has significantly decreased to 4.76% in 2024. The report attributes this improvement to the Streetscape investment and a better business climate.
- The Royal Canadian Legion presented a request to Council to establish a banner program, and it was approved to install 20 banners for 2025.

- An update on the 2025 Sip N' Shop event was provided and discussed.

BIA25-03-005

Moved by G. Laframboise

Seconded by M. Qasim

That the Essex Centre BIA provide \$250 for a door prize for the annual Sip N' Shop event.

Carried

8. Members

8.1. Member Requests

It was brought to the Board's attention that a member has reported experiencing racism from the public toward their staff. Councillor McGuire-Blais will return with suggestions to address the issue.

8.2. New Businesses/Closing/Change of location

No new changes were identified.

BIA25-03-006

Moved by G. Laframboise

Seconded by K. Dennison

That the Member updates listed in Agenda Item 8 be received.

Carried

9. Events

9.1. Downtown Dollar Spring Campaign

The next Downtown Dollar Campaign is scheduled for Tuesday, May 6, 2025.

9.2. Member Spring Mixer

The Original Michigan Diner can accommodate up to 40 people and will offer a selection of appetizers. They require a final headcount two days before the event. The proposed date for the event is Thursday, May 22, from 7:00 PM to 9:00 PM.

BIA25-03-007

Moved by G. Laframboise

Seconded by M. Qasim

That the Events updates listed in Agenda Item 9 be received.

Carried

10. Marketing, Promotions & Social Media

10.1. Easter Promotion-April 20, 2025

It was decided that downtown dollars will be hidden in Easter eggs at participating locations at random, for customers to find and spend as part of the Easter promotion.

10.2. Essex Free Press Business Profiler

Beauty Boss & Co. was February's monthly business profiler.

10.3. Neighbours Magazine

No updates where reported.

BIA25-03-008

Moved by K. Dennison

Seconded by M. Qasim

That the Marketing, Promotions and Social Media updates listed in Agenda Item 10 be received.

Carried

11. Beautification

11.1. Downtown Parkette

The proposed design is attached.

11.2. 2 Talbot Street South Unit 1

The property owners have been contacted and have approved the installation of vinyl fencing, which is scheduled to be completed by April, 2025. The Essex BIA has agreed to contribute \$1,000 towards the project, with the remaining balance to be covered by the property owner of Talbot Street Pharmacy, as a gate is required for property access.

BIA25-03-009

Moved by G. Laframboise

Seconded by M. Qasim

That the Essex BIA contribute \$1,000 towards the vinyl fencing at 2 Talbot Street South, Unit 1.

BIA25-03-010

Moved by G. Laframboise

Seconded by M. Qasim

That the Beautification updates listed in Agenda Item 11 be received.

Carried

12. Management & Operations

12.1. Board Member Applications

The Board received two applications and deliberated on them.

BIA25-03-011

Moved by K. Dennison

Seconded by M. Qasim

That the Board recommend that Council appoint Josh Girard, owner and operator of Josh's NoFrills, Essex, as a member of the Board of Directors for the Essex Centre BIA.

Carried

13. New Business

- The Annual Soap Box Derby has been scheduled for Saturday, September 27.
- Movie in the Park: The event is confirmed for September, with the Teddy Bear Picnic tentatively scheduled for September 20.
- Ribbon Cuttings:
 - Friday, April 4, 2025, at 10:45 AM: Tailgaters Sports Bar, 58 Talbot St N, Essex.
 - Saturday, May 3, 2025, at 1:00 PM: Lola's Roundtable, 69 Talbot St N, Essex.
 - Note: Contact has been made with Essex Free Press for an additional ad to be tagged to the story coverage.
- Board Training during the April meeting will be provided by the Town of Essex Clerk's office.
- Met with the Town of Essex to address concerns regarding BIA shed storage. They will be removing and disposing of old, broken lights, unused equipment, and other items to free up space. Shelving is required, with an estimated cost of \$1,000 to the BIA.

14. Adjournment

BIA25-03-012

Moved by M. Qasim

Seconded by G. Laframboise

That the meeting be adjourned at 8:30pm.

Stephanie Winger – Chair

Kelly Baillargeon –Recording Secretary

Essex Centre BIA <i>February</i> Report 2025 Budget vs. 2025 Actual TYD			2025 Budget	2025 Actual
REVENUES				
Amounts Added to Taxes and Special Levies				
43800-Business Improvement Levy (1st)	\$	86,000.00	\$	91,642.03
43800-Business Improvement Levy (2nd)	\$	86,000.00	\$	-
43800-Business Improvement Levy Final Adjustments	\$	-	\$	-
Total Amounts Added to Taxes and Special Levies	\$	172,000.00	\$	91,642.03
Investment and Other Income				
49900-Revenue Contribution from Reserve	\$	-	\$	-
47800-Miscellaneous Revenue	\$	-	\$	-
48500-Donations	\$	-	\$	-
Total Investment and Other Income				
TOTAL REVENUE	\$	172,000.00	\$	91,642.03
EXPENSES				
External Transfers				
55900-Donations Grants				
Total External Transfers	\$	100.00	\$	-
Interfund Transfers- Expense				
59200-Contributions to Capital Funds				
Interfund Transfers- Expense	\$	25,000.00	\$	-
Materials and Supplies				
51100-Office Supplies	\$	1,500.00	\$	-
50750-Mileage	\$	750.00	\$	-
Total Materials and Supplies	\$	2,250.00	\$	-
51500-Supplies-Memberships and Special				
Total Supplies-Memberships and Special	\$	41,100.00	\$	-
51820-Specialty Equipment & Capital Projects				
Total Specialty Equipment & Capital Projects	\$	27,350.00	\$	863.94
53500-Public Relations and Promotions				
Total Public Relations and Promotions	\$	31,250.00	\$	-
53510-Advertising				
Total Advertising	\$	36,450.00	\$	500.00
53900-Miscellaneous Services				
Total Miscellaneous Services	\$	300.00	\$	-
Salaries, Wages, Benefits and Personal Expenses (BIA Coordinator) 58900				
50120-Wages	\$	30,000.00	\$	2,233.92
50500-CPP expense	\$	1,500.00	\$	116.88
50510-EI expense	\$	650.00	\$	51.28
Total Salaries, Wages, Benefits and Personal Expenses	\$	32,150.00	\$	2,402.08
Taxation Adjustments				
57320-Tax Write Offs Charities	\$	-	\$	-
57370-Tax Write Offs Business Improvement	\$	-	\$	-
Total Taxation Adjustments	\$	-	\$	-
Utilities, Insurance and Property Taxes, Miscellaneous Services				
54200-Communications-Telephone (Coordinators phone)	\$	1,000.00	\$	4.07
54320-Insurance General	\$	50.00	\$	-
Total Utilities, Insurance and Property Taxes, Miscellaneous Services	\$	1,050.00	\$	4.07
TOTAL EXPENSES	\$	172,000.00	\$	3,770.09
NET INCOME	\$	-	\$	87,871.94



As the Voice of Business for our community, The Windsor Essex Regional Chamber of Commerce is committed to helping businesses succeed through Growth, Savings, Operational Efficiency and Advocacy at all levels of government.

Membership Proposal

- **Essex BIA Proposed Membership Level: Community Builder \$1,610**
 - All Essex BIA Member businesses will receive preferred **discount** pricing for all events and ability to take advantage of Affinity Partner offers
- For Essex BIA members interested in more exposure they can invest in a Business Builder Membership at **\$31.25 plus hst** per month and receive upgrade to **Connector Level** valued at **\$800 annually**

Advocacy:

<https://www.windsorsexchamber.org/member-benefits-resources/policy-advocacy>

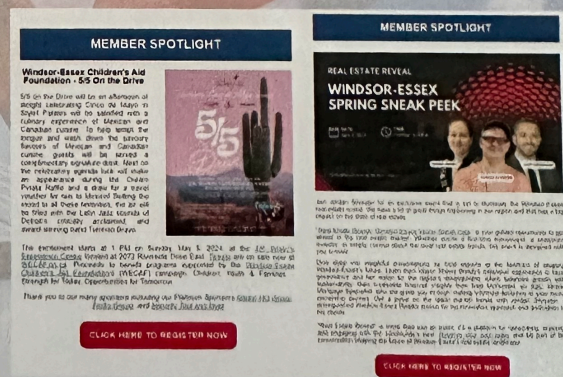
- **Tariff Economic Task Force Created**
- Small Business Property Tax Subclass
- Improving Business Cyber Security
- Amendment to Depreciable Assets, Passenger Vehicles (\$34,000)

Affinity Partner Savings:

- List Provided separate sheet

Connector Membership Exposure:

- Member Welcome on Social Media Platforms
- Enhanced Directory 2 Categories Listing
- Member Spotlight- e/newsletter 4,900 subscribers
- Chamber Perks (90 days worth of Ads on APP)
- After Business Networking 20 Passes



The image shows two overlapping 'MEMBER SPOTLIGHT' cards. The left card features a poster for '5/5 On the Drive' for the Windsor Essex Children's Aid Foundation, with text about a 5/5 on the Drive event on Sunday May 5, 2024. The right card features a poster for 'REAL ESTATE REVEAL WINDSOR-ESSEX SPRING SNEAK PEEK' with photos of three people. Both cards have a 'CLICK HERE TO REGISTER NOW' button at the bottom.

Andrew Rowberry
Director of Membership Services
arowberry@windsorsexchamber.org
(519) 966-3696 x221



The Corporation of the Town of Essex

Essex Municipal Heritage Committee Meeting Minutes

March 27, 2025, 5:00 pm

Location: Essex Municipal Building, 33 Talbot Street South

Present: Connie Clarkson - Chair
Richard Kokovai - Vice-Chair
Jacqueline Baldwin - Committee Member
Perry Basden - Committee Member
Councillor - Hammond, Rodney, Ward 4 - Committee Member
Laurie Kowtiuk - Committee Member
Linda Matyi - Committee Member

Absent: Councillor Jason Matyi, Ward 3 - Committee Member
Grant Peters - Committee Member

Also Present: Sherry Bondy, Mayor
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.

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 March 27, 2025

EMHC25-03-14

Moved By Councillor Rodney Hammond, Ward 4

Seconded By Laurie Kowtiuk

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

Carried

5. Adoption of Minutes

5.1 Essex Municipal Heritage Committee Minutes for February 27, 2025

EMHC25-03-15

Moved By Richard Kokovai

Seconded By Perry Basden

That the minutes of the Essex Municipal Heritage Committee meeting held February 27, 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

6.3.1 Update on Heritage Grant Program

Ms. Jabbour provided an update on the interest to increase the amount of the Heritage Grant as a result of feedback received from Heritage week meetings with the Heritage property owners and Stakeholders of Heritage organizations. They would like to see more money allocated towards the repair and restoration grant, currently \$10,000. They would also like to be able to apply more than once. There was a lot of interest in a tax incentive grant. The Stakeholder Organizations would like to see more consideration given to Cultural and Character spaces as there are not too many grants available to them at the provincial or federal level. Administration will be looking to revise the grant programs, utilizing the feedback received and submit to the Committee for consideration and comments.

6.4 Heritage Designation and Interpretive Plaque Program - Ongoing

6.4.1 Snider House Plaque

Ms. Jabbour advised the Snider House plaque was delivered to the Town last week. We need to determine a date for unveiling after consultation with the owners to determine a suitable date and time.

6.5 Listing and Designating Properties and Heritage Districts - Ongoing

6.5.1 Rio Theatre

Mr. Richard Kokovai continues to search for information. Ms. Laurie Kowtiuk will look up the lots and plans to try and determine ownership.

6.5.2 136 County Road 50 W

The Herring property was discussed and there was a lot of information provided. Administration continues to research and compile the data. The cultural and historic value will be examined with specific criteria, and we will report back at the next meeting on our recommendations.

6.5.3 146 Adelaide Street

The property was Paul Martin Senior's cottage, currently owned by Paul Martin junior. At our last meeting a motion was put forward by the Committee that recommended Council to direct Administration to investigate the property for the possibility of Designation. We are awaiting further direction.

6.6 Cemeteries

6.6.1 Right of Way Purchase Ferriss Cemetery

Administration recommended removing the Notice of Intention to Designate until a later date after considering concerns from the Owners regarding access and right of way. We are consulting with the legal department to determine if a right of way access agreement to the cemetery would be possible. Once more information is provided it will be shared with the Heritage Committee.

6.7 Studies and Master Plans - Ongoing

6.8 Heritage Walking Tour and Digital Component - Ongoing

6.8.1 Janes Walk

Update on Event / Theme - Potential Route / Other Walks proposed in the Area

Ms. Jabbour shared the Jane's walk schedules are live. The list can be found at www.WindsorJanesWalk.ca April 25-27, 2025 are the dates for walks within Essex County and May 2-4, 2025 are walks for the Windsor area. Members interested in attending the events must register on the website. The Theme of the Essex Town walk is Alice in Wonderland. The walk will commence April 25, 2025 at 2:45 p.m. on the corner of Brien Ave and Alice Street. We will discuss the significance of Alice Street, architecture of the homes and it's consideration as a heritage conservation district within Essex Centre under the new draft official plan. Heritage Colchester will host a walk on Sunday, April 27, 2025 at 10:00 am featuring the School House, Christ Church and cemetery. HEIRs will host on Sunday, April 27, 2025 at 4:30 p.m. in Harrow. All the walks are listed on the website provided. Committee members who have information on any homes on Alice, should send the information to be included in the walk. Ms. Laurie Kowtiuk provided information on several properties on Alice Street for Administration to review.

6.9 Cultural Master Plan - Ongoing

6.10 Historically Significant Name Registry - Ongoing

Chair Connie Clarkson suggested a new street in Colchester be named either Colchester Street, Avenue or Boulevard to commemorate the area.

6.11 Cultural Heritage, Indigenous History - Ongoing

6.12 Barn Quilts - Ongoing

6.12.1 Update on Trim Factory interest

Mr. Kokovai advised the company was in New Jersey. Other companies in the area will be contacted to determine if there is an interest in sponsorship for a competition.

6.13 Heritage Week

6.13.1 Update on Heritage Week Metrics

Facebook Posts:

Former black settlement - Reached over 10,000 people, views over 5800 and 264 liked and shared.

Rebellion in Canada - 13,000 views

Essex Railway Station - 30,000 views

The Facebook posts were very successful. Feedback forms received indicated Essex does a very good job of communicating our history.

Heritage Property owners and Stakeholders meetings were very successful. Feedback identified the need to set up a heritage planning network for the heritage organizations. Administration will work to put this together. Most organizations are lacking volunteers, resources, and struggle to remain financially viable. Councillor Hammond noted that HEIRS is struggling with adequate space. Mayor Bondy advised that the Harrow Parks and Recreation Master Plan would be coming forward and they may add a community room which could be utilized as an option.

Chair Clarkson discussed a potential opportunity for Heritage Week 2026. A very good friend does re-enactments at Fort Malden and if the Committee is interested, they could be approached to see if they would consider one in Essex, Harrow or Colchester. Chair Clarkson will discuss and report back.

7. Adjournment

EMHC25-03-16

Moved By Laurie Kowtiuk

Seconded By Councillor Rodney Hammond, Ward 4

That the meeting be adjourned at 6:09 p.m.

Carried

8. Future Meetings

Thursday, April 24, 2025 at 5:00 p.m. in the Harrow Arena Community Room, 243 McAfee Street, Harrow

Chair



2025 Q1 Capital Variance Report

Executive Summary

This report summarizes the total capital spent at the end of the first quarter of 2025 which is January 1, 2025 through to March 31, 2025. The Town has a capital budget of \$61.4 million which consists of prior year carry forwards and the new 2025 capital budget. Currently, the Town has spent 47% of its total capital budget. There is also a status update provided on all projects greater than \$330,000.

REPORT

Background

In prior years, Town administration was providing Council with a quarterly capital variance report for every one of its projects in a table format. Based on stakeholder feedback, administration streamlined the process and the report. In addition, all capital projects with a budget greater than \$330,000 will be highlighted to give Council a status update on their progress.

Overview

The capital budget in this report reflects all approved capital projects as of the end of March 31, 2025. This will also include any post budget approvals that were presented to Council in Q1. All expenditures are presented on a cash basis, meaning that the actual spend reflects the time period at which the Town receives and pays for the invoice. The following table gives an overview of the total approved capital budget by department and the spent to date:

Table 1 – Department Capital Overview

Department	Total Budget	Total Actuals Spent to-date	Unspent Budget Amount (\$)	Budget Spent (%)
Office of the CAO	16,241,064	15,119,822	1,121,242	93%
Corporate Services	7,769,897	1,169,784	6,600,113	15%
Community Services	5,129,271	1,741,533	3,387,739	34%
Development Services	384,458	168,330	216,128	44%
Infrastructure Services	20,433,222	8,489,054	11,944,168	42%
Environmental Services	11,470,477	2,110,597	9,359,879	18%
Total	61,428,389	28,799,121	32,629,269	47%



Post Budget Approvals

In the first quarter of 2025, Council approved \$74,691 in post budget reports. The breakdown is in the table below:

Table 2 – Post Budget Approvals

Project	Post Budget	Funding Source	Resolution
Nuclear Emergency Preparedness Supplies	50,000	Ontario Nuclear Emergency Management Program Grant	R25-02-029
Fire PPE Cancer Prevention Measures	24,691	Fire Protection Grant	R25-03-090
Total	74,691		

Both post budget approvals relate to grants we received after budget deliberations.

Large Scale Capital Projects

All projects with a budget greater than \$330,000 are listed in the table below. These 36 projects account for 87% of the Town's capital budget. Table 3 shows the total project budget as well as the remaining budget and the percentage of the budget completed. Town administration provided an update on the status of each of these projects. In addition, there is also a map legend next to each of the projects, these numbers correspond to the numbers on the attached maps in the appendices.

Table 3 – Large Scale Capital Projects

Project Number	Project Name	Total Project Budget	Unspent Budget Amount (\$)	Budget Spent (%)	Status	Map Number
GG-20-0008	Harrow Streetscaping	5,469,809	52,406	99%	Remaining work to be completed in Spring 2025	1
GG-21-0001	Essex Streetscaping	10,396,272	694,300	93%	Remaining work to be completed in Spring/Summer 2025	2
GG-23-0009	Town Water & Wastewater Transition	554,950	371,144	33%	The overall project will be significantly under budget. The remaining software updates to be completed by Summer 2025	3



Project Number	Project Name	Total Project Budget	Unspent Budget Amount (\$)	Budget Spent (%)	Status	Map Number
GG-24-0001	Town Hall Expansion and Consolidation	6,731,075	5,952,555	12%	The construction has commenced	4
FD-23-0007	Radio System Upgrade	500,000	500,000	0%	The purchase order has been issued and delivery is expected in June	5
CS-22-0054	Roof Top at ERC	811,190	216,326	73%	First phase complete	6
CS-24-0012	Co-An Park Playground	400,000	400,000	0%	The purchase order has been issued and the work is expected to start in May and be completed in June	7
CS-22-0049	Harrow Arena Parking Lot Asphalt and Catch Basins	770,000	105,881	86%	The project is near completion, there's still some minor work and warranty requirements to be fulfilled.	8
PW-23-0006/ SS-23-0001	Replacement of 15-ton Dump /Plow (unit 541)	424,307	196,777	54%	Waiting on delivery	9
PW-25-0001	15 Ton Snow plow (Unit #535)	445,000	445,000	0%	Order has been placed, waiting on delivery	10
PW-19-0036	LED Conversion of Streetlights	680,827	(28,978)	104%	Project is complete and a report will be coming to Council for the overage	11
PW-22-0028	CWATS Trail	2,268,444	1,070,026	53%	The work on the paved shoulders are complete and the remaining items are the benches and signs	12
PW-24-0001	Irwin Avenue Road Reconstruction	3,945,364	1,061,645	73%	Majority of the construction is complete, minor work to be completed in the Spring/Summer 2025	13
PW-24-0010	Hot Mix Asphalt Resurfacing Program	1,270,000	35,783	97%	The work on the project is complete, invoice timing from the County	14
PW-24-0011	Ridge Road Rehabilitation	952,257	389,456	59%	The 3rd lift will be completed with the 2025 road rehabilitation program	15

Project Number	Project Name	Total Project Budget	Unspent Budget Amount (\$)	Budget Spent (%)	Status	Map Number
PW-24-0013	Maidstone Avenue/South Talbot Intersection Improvement - Engineering Design	334,268	300,000	10%	Waiting on MOU from the County - RFP to be released in May	16
PW-25-0010	Hot Mix Asphalt Resurfacing Program	1,650,000	1,650,000	0%	Waiting on County tender to close	17
PW-25-0011	Iler Road Rehabilitation	650,000	650,000	0%	Tender awarded, project will begin in Spring 2025	18
PW-25-0012	Huffman Road Rehabilitation	750,000	750,000	0%	Tender awarded, project will begin in Spring 2025	19
PW-25-0013	Road Resurfacing Program	500,000	500,000	0%	Tender awarded	20
PW-23-0019	5th Concession / McCormick Sideroad 200403	486,943	190,312	61%	Construction Complete	21
PW-24-0015	Storm Sewer Rehabilitation Program	450,000	337,605	25%	Design underway	22
PW-24-0016	Servicing Masterplan	350,000	350,000	0%	Waiting on Official Plan	23
PW-24-0018	Richmond Drain - Phase 3	1,795,875	983,214	45%	Construction in progress	24
PW-25-0015	5th Concession Road 203402	1,500,000	1,500,000	0%	Tender awarded	25
WW-23-0005	OCWA Capital Recommendations	331,000	13,845	96%	Timing of invoices	26
WW-24-0004	OCWA Capital Recommendations	456,000	350,850	23%	Timing of invoices	27
WW-24-0005	Engineering Design for Various Watermains	345,000	311,875	10%	Design underway	28
WW-25-0001	Inspiration Industrial Park Servicing	934,671	934,671	0%	Waiting on developer	29
WW-25-0002	Watermain Replacement	600,000	600,000	0%	Design underway - 90% complete	30
WW-25-0008	OWCA Capital Recommendations	660,000	660,000	0%	Work underway	31



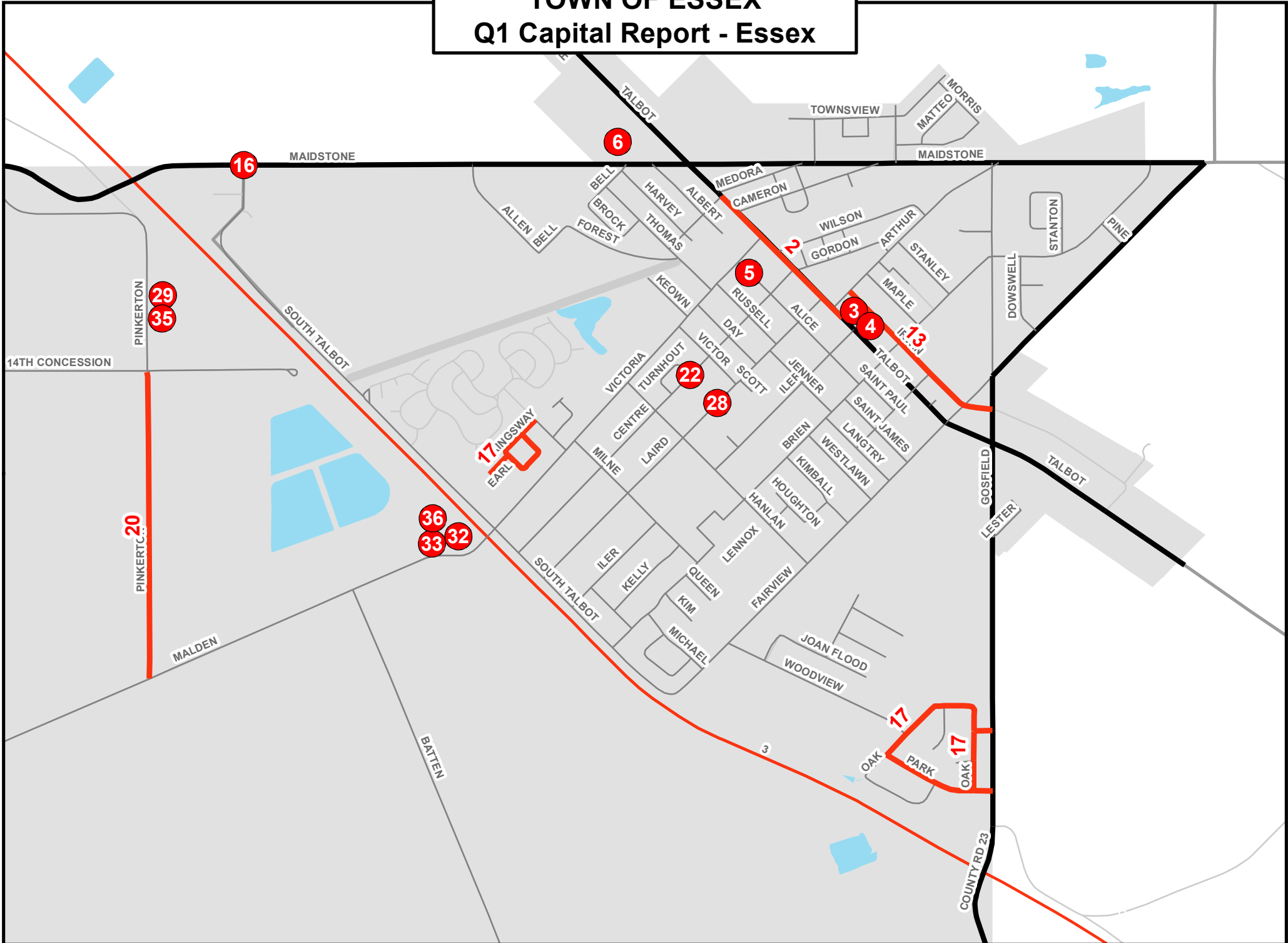
Project Number	Project Name	Total Project Budget	Unspent Budget Amount (\$)	Budget Spent (%)	Status	Map Number
SS-23-0008	OCWA Capital Recommendations - Ward 1	432,000	77,763	82%	Timing of invoices	32
SS-24-0008	OCWA Capital Recommendations - Ward 1	730,750	374,967	49%	Timing of invoices	33
SS-24-0011	Colchester Water Pollution Control Plant Expansion	2,453,434	1,858,829	24%	Design underway - 60% complete	34
SS-25-0001	Inspiration Industrial Park Servicing	1,735,817	1,735,817	0%	Waiting on developer	35
SS-25-0011	OWCA Capital Recommendations - Ward 1	747,000	747,000	0%	Work underway	36
Total -Property Tax and User Rate Supported		53,512,252	26,339,070	51%		

Financial Impact

The total budget of \$61.4 million has been previously approved by Council during the 2025 budget deliberations on December 9, 2024, or through the post budget approvals. This report is for information purposes only to show the Town's progress on their capital projects.

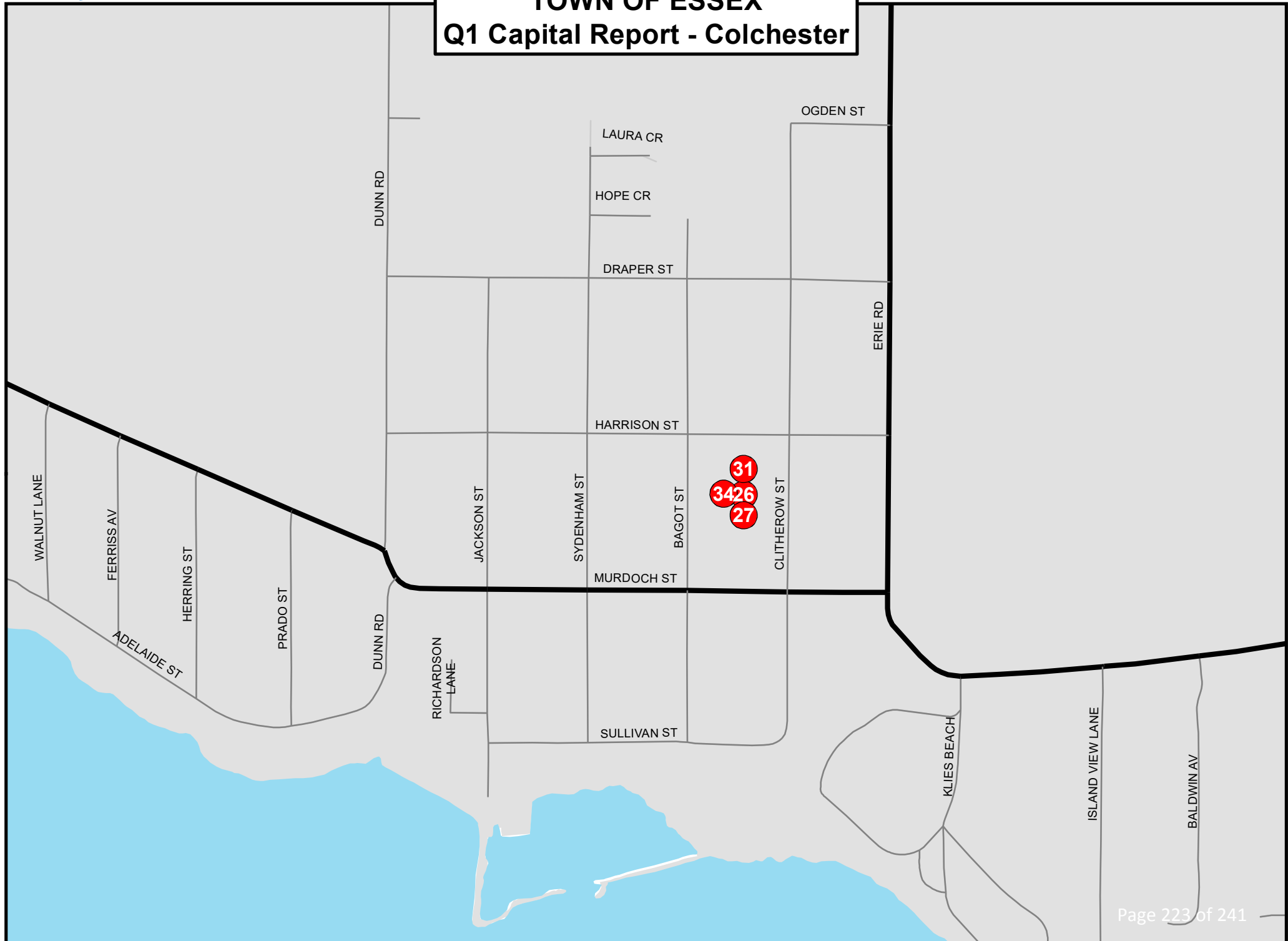
TOWN OF ESSEX

Q1 Capital Report - Essex



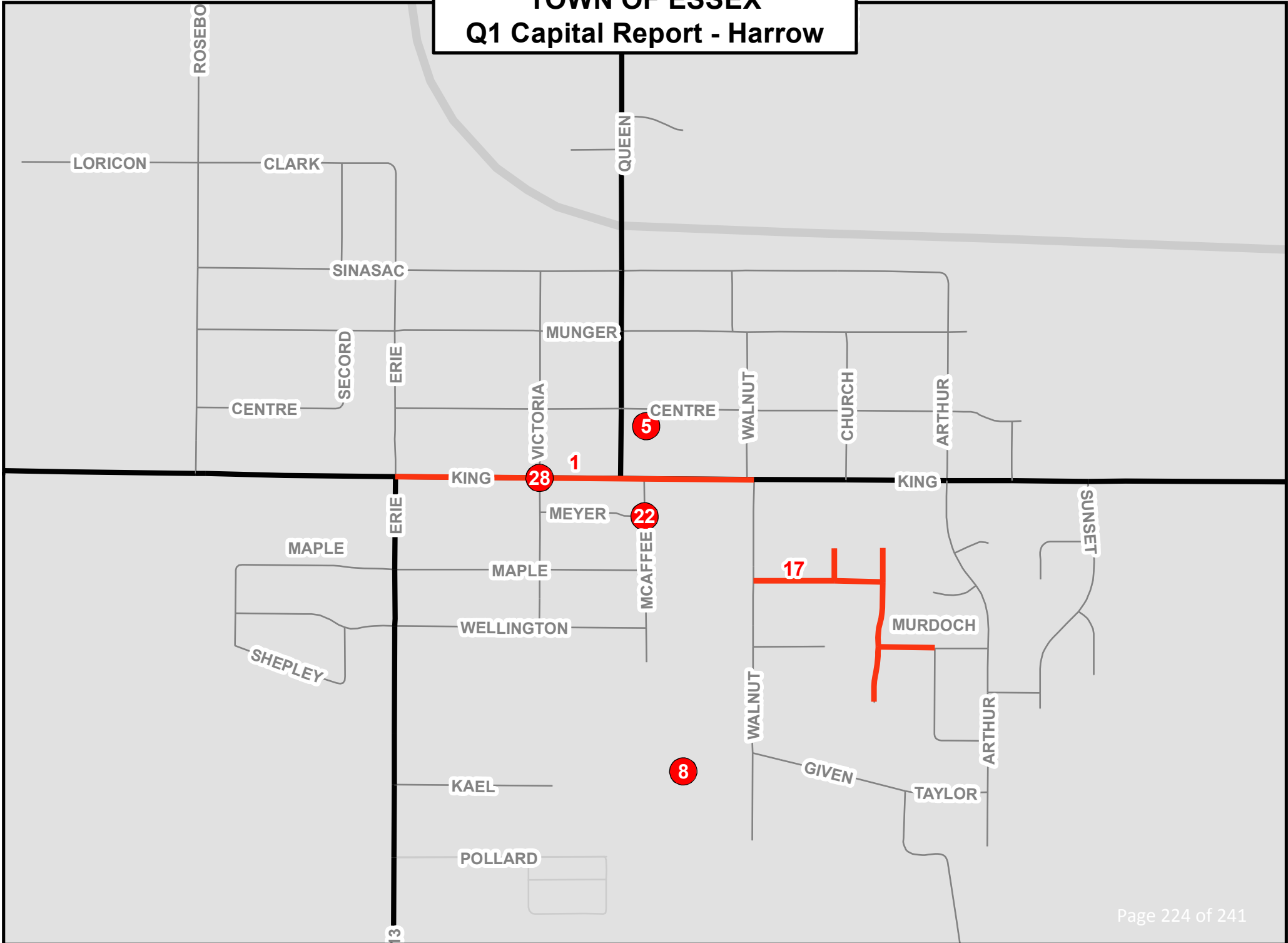
TOWN OF ESSEX

Q1 Capital Report - Colchester



TOWN OF ESSEX

Q1 Capital Report - Harrow



The Corporation of the Town of Essex

By-Law Number 2438

Being a by-law to confirm the proceedings of the
April 22, 2025, Regular Meeting of Council of the
Corporation of the Town of Essex

WHEREAS pursuant to Section 5(1) of The Municipal Act, 2001, S.O. 2001, c.25 as amended, the powers of a municipality shall be exercised by its Council;

AND WHEREAS pursuant to Section 5(3) of The Municipal Act, 2001, S.O. 2001, c.25 as amended, a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that a by-law be passed to authorize the execution of Agreements and other documents and that the proceedings of the Council of The Corporation of the Town of Essex at its meetings be confirmed and adopted by by-law;

NOW THEREFORE be it resolved that the Council of The Corporation of the Town of Essex hereby enacts as follows:

1. **That** the actions of the Council of The Corporation of the Town of Essex in respect of all recommendations in reports and minutes of committees, all motions and resolutions and all other actions passed and taken by the Council of The Corporation of the Town of Essex, documents and transactions entered into during the April 22, 2025, meeting of Council, are hereby adopted and confirmed as if the same were expressly contained in this by-law.
2. **That** the Mayor and proper officials of The Corporation of the Town of Essex are hereby authorized and directed to do all the things necessary to give effect to the actions of the Council of The Corporation of the Town of Essex during the said April 22, 2025, meeting referred to in paragraph 1 of this by-law.
3. **That** the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary to the actions taken by this Council as described in Section 1 of this by-law and to affix the Corporate Seal of The Corporation of the Town of Essex to all documents referred to in said paragraph 1.

Read a first and a second time and provisionally adopted on April 22, 2025.

Mayor

Clerk

Read a third time and finally passed on May 5, 2025.

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 2441

Being a by-law to provide for the issue of debentures in the amount of \$186,730.23 for works completed for drains

Whereas the Council of the Corporation of the Town of Essex by way of By-Law approved works for the Drains outlined in Schedule "A" to this By-Law;

And whereas certain benefitting property owners as set out in Schedule "A" have opted to have their portion of the costs for the Drain works added to their annual tax bill over a five-year or ten-year period as detailed in Schedule "B" attached to this By-Law;

And whereas the Town of Essex Landfill Reserve has sufficient funds to provide such long-term borrowing in the amount of \$186,730.23;

And whereas the Council of the Corporation of the Town of Essex is, by Section 408 of the Municipal Act, 2001 and amendments thereto, authorized to enact as hereinafter set forth;

Now therefore the Council of The Corporation of the Town of Essex hereby enacts as follows:

1. The amounts authorized to be borrowed in lawful money of Canada by this by-law is hereby consolidated into the sum of \$186,730.23 in lawful money of Canada and debentures shall be issued in the principal amount of \$186,730.23 and shall be payable as to both principal and interest in lawful money of Canada.
2. Certain debentures under drainage bylaw 2441 shall be dated the 5th day of May, 2025 and shall be payable in five (5) or ten (10) annual installments of principal on the 31st day of July in each of the years 2025 to 2034, inclusive, and shall bear interest payable annually commencing on July 31st, 2025, and in each of the years 2025 to 2034 inclusive, with final interest payable in 2029 or 2034 as set forth in Schedule "B" attached hereto and forming part of this by-law. The 5- and 10-year term debentures maturing in the years 2025 to 2034, inclusive, shall bear interest at a rate of 5.42% and 5.97%, respectively, per annum. Interest and principal shall be proportionately added to the tax accounts of the property owners specified in Schedule "A" at the amounts set out in Schedule "B".

- 3. The rates established by this by-law shall be levied, collected and applied for the purpose of providing for the payment of the debentures issued under this by-law and the interest thereon, as set forth in Schedule "B".
- 4. This by-law shall come into force and effect on May 5th, 2025.

Read a first, a second and a third time and finally passed this 5th day of May 2025.

Mayor

Clerk

The Corporation of the Town of Essex

Schedule "A" to By-Law Number 2441

Approved Drain Works

Description of Drain Works	Roll Number	By-Law Number	Term (years)	Debentured
South Townline Drain, Project	370000011000000	2032	5	\$3,435.70
South Townline Drain, Project	380000004000000	2032	5	\$6,707.73
South Townline Drain, Project	370000073000000	2032	5	\$5,141.49
South Townline Drain, Project	370000010000000	2032	5	\$3,338.90
South Townline Drain, Project	380000003000000	2032	5	\$5,349.87
South Townline Drain, Project	370000044000000	2032	5	\$3,023.08
South Townline Drain, Project	380000010000000	2032	5	\$7,472.60
South Townline Drain, Project	380000002000000	2032	5	\$6,566.69
South Townline Drain, Project	380000006000000	2032	10	\$21,079.08
South Townline Drain, Project	380000013000000	2032	10	\$17,855.00
South Townline Drain, Project	380000012500000	2032	10	\$95,212.60
Bondy #1 Drain	670000001000000	2300	5	\$4,930.90
Bondy #1 Drain	670000029000000	2300	5	\$2,189.54
Bondy #1 Drain	670000031000000	2300	5	\$1,796.94
Bondy #1 Drain	670000027000000	2300	5	\$2,630.11
				\$186,730.23

The Corporation of the Town of Essex

Schedule "B" to by-Law Number 2441

Approved Drain Works - Long-Term Borrowing Repayment

Year	Principal Payment	Interest Payment	Total Principal and Interest	Unmatured Principal
				\$186,730.23
2025	\$19,628.58	\$10,858.59	\$30,487.17	\$167,101.65
2026	\$20,748.50	\$9,738.66	\$30,487.17	\$146,353.14
2027	\$21,932.47	\$8,554.69	\$30,487.17	\$124,420.67
2028	\$23,184.16	\$7,303.00	\$30,487.17	\$101,236.51
2029	\$24,507.45	\$5,979.72	\$30,487.17	\$76,729.06
2030	\$13,619.61	\$4,580.72	\$18,200.34	\$63,109.44
2031	\$14,432.71	\$3,767.63	\$18,200.34	\$48,676.74
2032	\$15,294.34	\$2,906.00	\$18,200.34	\$33,382.40
2033	\$16,207.41	\$1,992.93	\$18,200.34	\$17,174.99
2034	\$17,174.99	\$1,025.35	\$18,200.34	\$0.00

The Corporation of the Town of Essex

By-Law Number 2443

Being a by-law to Enter into a Licence Agreement
with Harrow-Colchester Assets Management
Limited

WHEREAS the Town desires to enter into a Licence Agreement for overflow parking at the Colchester Harbour & Colchester Park at the lands municipally known as 80-82-86 COUNTY ROAD 50, Colchester, Ontario, N0R 1G0.

NOW THEREFORE be it resolved that the Council of The Corporation of the Town of Essex hereby enacts as follows:

1. **That** Council approve the entry into by the Town of the Licence Agreement attached as Schedule 'A' to this By-Law Number 2443; and
2. **That** this By-Law shall come into full force and effect upon the final passing thereof.

Read a first, a second and a third time and finally passed on May 5, 2025.

Mayor

Clerk

LICENCE AGREEMENT

This Agreement made this 29th day of April, 2025.

BETWEEN:

**HARROW-COLCHESTER ASSETS MANAGEMENT
LIMITED**

Herein called the "Licensor"

- and -

THE CORPORATION OF THE TOWN OF ESSEX

Herein called the "Licensee"

WHEREAS the Licensor owns the lands described in the attached Schedule "A" (the "Lands"); and

WHEREAS the Licensor has agreed to grant the Licensee a licence, on an interim basis, to use the Lands as a parking lot on the terms and conditions contained herein (the "Licence"); and

WHEREAS the Licensee desires to use the Lands for public parking for individuals seeking to access the Colchester Park and Beach area.

NOW THEREFORE this agreement (the "Agreement") witnesses that in consideration of the licence to use the Lands and the sum of One (\$1.00) Dollar of lawful money of Canada now paid by the Licensee to the Licensor (the receipt and sufficiency of which is hereby acknowledged) and of the mutual covenants herein contained, the Licensor and Licensee hereby agree as follows:

1. TERM

- 1.01** The Licensor hereby grants to the Licensee the exclusive licence of the Lands commencing on May 1, 2025 (the "Effective Date") and terminating on October 31, 2025 (collectively, the "Term").
- 1.02** Notwithstanding subsection 1.01, provided that the Licensor delivers to the Licensee at least fourteen (14) days prior notice in writing, the Licensor may terminate this Agreement on or after September 30, 2025.
- 1.03** The Licensee accepts the Lands in an "as is" condition.
- 1.04** Notwithstanding subsections 3.01 and 4.01, during the Term of this Agreement, the Licensor may erect, or cause its real estate agent to erect, a reasonably-sized sign on the Lands indicating that the Lands are for sale.

2. LICENCE FEE

- 2.01 The Licensee covenants and agrees to pay a fee to the Licensor (the "Licence Fee") of One (\$1.00) Dollar.

3. LICENSOR COVENANTS

- 3.01 Subject to the other provisions herein, the Licensee shall have peaceful and quiet enjoyment of the Lands during the Term hereby demised.
- 3.02 The Licensor has all necessary power, authority and capacity to enter this Agreement and to perform its obligations under this Agreement. On the Effective Date, the execution and delivery of this Agreement shall have been duly authorized by all necessary action on the part of the Licensor.
- 3.03 Upon the execution of this License by the parties, the Licensor shall notify the owners and occupants of any properties abutting the Lands, that may be utilizing the Lands, that the Lands are exclusively licensed to the Licensee and during the Term cannot be used or accessed for any purposes other than the Permitted Use.

4. LICENSEE COVENANTS

- 4.01 The Licensee shall use the Lands only for the purpose of parking of motor vehicles and to fulfill the requirements under this Licence and for no other purpose, and the Licensee may erect signs similar to those previously erected by the Licensee on the Lands to identify same (the "Permitted Use").
- 4.02 The Licensee shall not have the right to assign this Licence.
- 4.03 The Licensee shall be permitted to conduct any work required to bring the Lands to the state of repair required for the Permitted Use and shall keep the Lands clean and neat and shall not permit refuse or other objectionable material to accumulate on or about the Lands as a result of the Permitted Use, all at the Licensee's sole expense. The Licensee shall be responsible to ensure that the Lands do not fall into a state of repair worse than that on the Effective Date. If same occurs, then the Licensee shall be responsible to pay for and execute such maintenance to bring the Lands back into the state of repair of the Lands on the Effective Date at the Licensee's sole expense.
- 4.04 The Licensee shall abide by and comply with all lawful by-laws and regulations of the local municipality which in any manner affect the said Lands and indemnify the Licensor for any charges or damages which the Licensor may suffer by reason of any breach of such by-laws or regulations related to the Permitted Use.
- 4.05 At the expiration of the Term provided for in subsection 1.01, or earlier determination of this Licence, the Licensee shall peaceably and quietly yield and deliver up possession of the said Lands.
- 4.06 The Licensee will not knowingly do or permit to be done any act or thing which may make void or voidable any insurance referred to in Section 5.01, or which may result in any increase

or extra premium being payable for the insurance.

- 4.07 The Licensee shall be responsible for paying by way of a credit to the 2026 property taxes for the Lands and confirming such payment to the Licensor, One Half (1/2) of the total 2025 property taxes for the Lands. Such tax credit shall be reflected on the first 2026 tax bill for the Lands. If the Licensor in accordance with section 1.02 of this Agreement terminates the licence on or after September 30, 2025, but prior to October 31, 2025, the tax adjustment will be prorated to reflect the reduced length of the Term.

5. INSURANCE

- 5.01 The Licensee shall purchase and keep in force throughout the term of this Licence:

Comprehensive general liability insurance, of not less than Two Million Dollars (\$2,000,000.00) per occurrence, such as will protect the Licensor from and against all claims or causes of action which may arise by the granting of this Licence or of the Licensee's occupation of the Lands, such insurance to cover, but not limited to injury, death or property damage occurring upon, on or about the Lands.

- 5.02 The Licensee shall effect all policies with insurers and upon terms in an amount satisfactory to the Licensor. The Licensee shall furnish to the Licensor copies of all policies or insurance certificates in lieu thereof. The Licensee shall pay the premium for each policy listed in Section 5.01. If the Licensee fails to purchase or keep enforced such insurance the Licensor may effect such insurance, the cost thereof being recoverable from the Licensee forthwith on demand.

6. INDEMNIFICATION

- 6.01 The Licensee agrees to indemnify the Licensor against all liabilities, costs, suits, claims, demands and actions of any kind for which the Licensor may become liable by reason of any breach, violation or non-performance by the Licensee of any covenant, term or provision of this Licence or any injury, death or damage to property occasioned to or suffered by any person or any property by reason of any act, neglect or default by the Licensee or its servants, employees, agents, licensees, or invitees on the Lands. The Licensee further agrees that the Licensor shall not in any event be liable or responsible for any personal injury or death that may be suffered or sustained by, or for any loss of or damage or injury to any property including cars and the contents thereof, belonging to any employee, servant, agent, licensee, or invitee of the Licensee on the Lands no matter how caused and the Licensee shall indemnify the Licensor for and against all such liabilities. The indemnification in this Section 6.01 is subject to any negligence or willful acts of the Licensor, its agents, employees or invitees.

7. DEFAULT

7.01 Rights of Termination

If and whenever:

- (a) there is a breach of any of the Licensee's obligations under this Licence which is not cured within thirty (30) days after delivery of notice by the Licensor to the Licensee specifying such breach;

(b) the Licensee becomes insolvent or commits an act of bankruptcy or becomes bankrupt or takes the benefit of any statute that may be in force for bankrupt or insolvent debtors or becomes involved in voluntary or involuntary winding-up proceedings or if a receiver shall be appointed for the business, property, affairs or revenues of the Licensee; or

(c) the Licensee assigns this Licence, sublicenses or encumbers the Lands or part thereof without the Licensor's written consent, where required herein;

then, in any such case, at the option of the Licensor, the Licensor may, at its sole option, terminate this Agreement.

8. GENERAL

8.01 The remedies of the Licensor are cumulative and are in addition to any remedies of the Licensor at law or in equity. No remedy will be deemed to be exclusive and the Licensor may from time to time have recourse to one or more of all the available remedies specified herein or at law or in equity.

8.02 Any condoning, excusing or overlooking by the Licensor of any default, breach or non-performance by the Licensee at any time of any covenant or provision herein contained shall not operate to waive the Licensor's rights under this Licence in respect to any later default, breach, or non-observance so as to defeat in any way the rights to the Licensor under this Licence and all rights and remedies of the Licensor shall be deemed to be cumulative.

8.03 This agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

8.04 Any notice, request or demand herein provided for or given under this lease shall be sufficiently given if mailed by registered mail, postage prepaid, addressed to the Licensor or to the Licensee, as the case may be, at the following addresses:

HARROW-COLCHESTER ASSETS MANAGEMENT LIMITED
2800-130 Adelaide Street West
Toronto, Ontario M5H 3P5
Attention: Jason Poon or Wing On Li

THE CORPORATION OF THE TOWN OF ESSEX
33 Talbot Street South
Essex, Ontario
N8M 1A8
Attention: Town Clerk
clerks@essex.ca

Any notice shall be conclusively deemed to have been given on the third business day following the day on which the notice is mailed. Any party may at any time give notice in writing to the other parties of any change of address and after the giving of notice the address specified in it shall be deemed to be the address of the party giving such notice in it for the purposes of this lease.

- 8.05 This Licence herein is governed by the laws of the Province of Ontario and the parties irrevocably attorn to the courts of that province, and agree that any proceeding in relation to this Licence shall be commenced in a court located in the County of Essex.
- 8.06 This Agreement shall enure to the benefit of and be binding upon each of the parties hereto and their respective successors and permitted assigns.
- 8.07 This Licence may be executed in several counterparts, each of which, when so executed, shall be deemed to be an original and which counterparts together shall constitute one and the same Licence. This Licence may be executed by facsimile or pdf, and any signature contained hereon by facsimile or pdf shall be deemed to be equivalent to an original signature for all purposes.

IN WITNESS WHEREOF the parties hereto have executed these presents on the date first set out above.

**HARROW-COLCHESTER ASSETS
MANAGEMENT LIMITED**

By: _____

Name: Chun Keung Jason Poon

Its: President

By: _____

Name: Wing-On Li

Its: Secretary-Treasurer

We have authority to bind the Corporation

**THE CORPORATION OF THE TOWN OF
ESSEX**

By: _____

Name:

Its:

By: _____

Name:

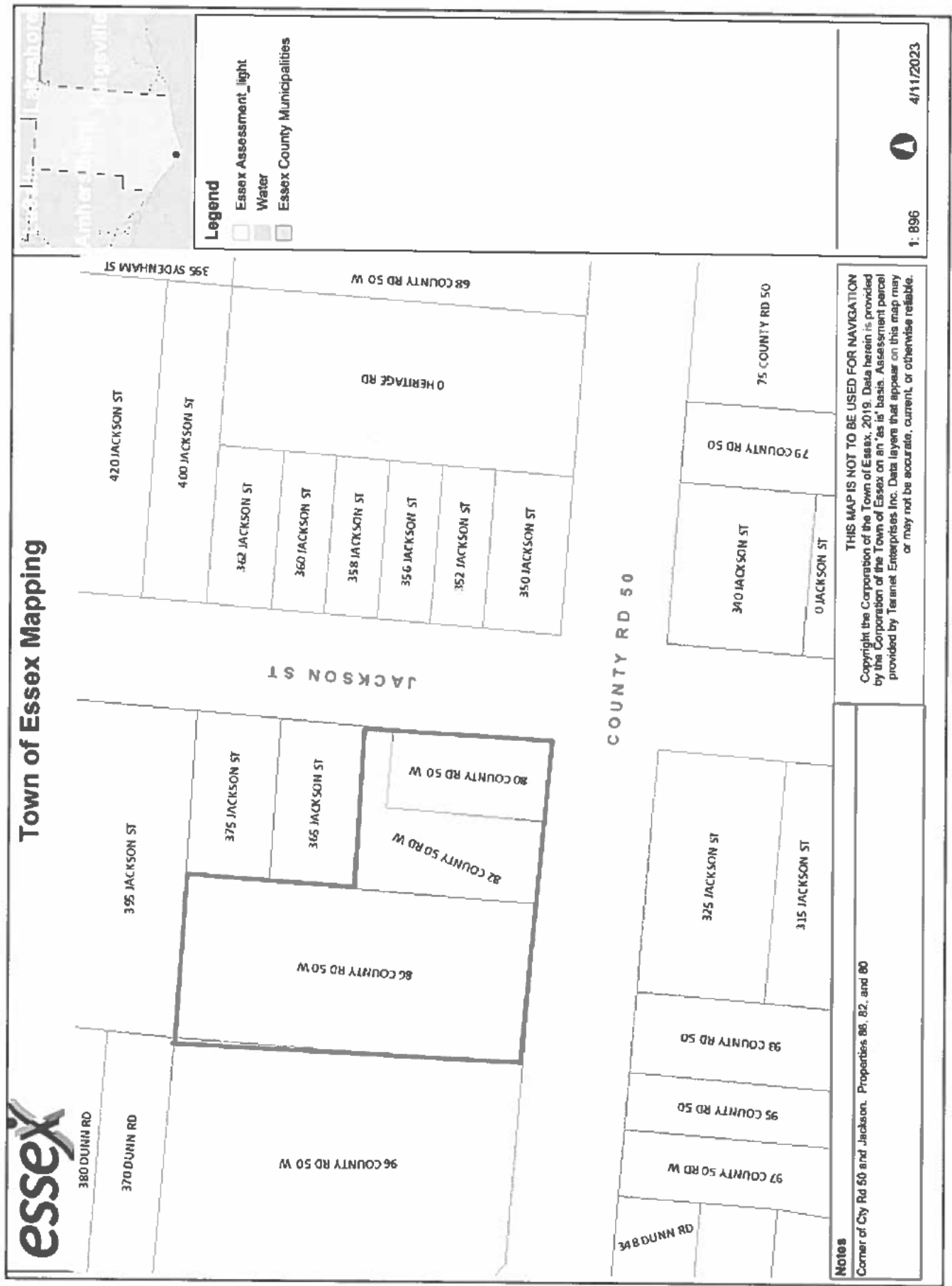
Its:

We have authority to bind the Corporation

Schedule "A"

Municipal Address: 80-82-86 COUNTY ROAD 50, Colchester, Ontario, N0R 1G0

Legal Description: PT LT 8, W/S Jackson ST, PL 18 Colchester, as in R1061859, R1287512, and R1185109; PINs 75192-0364 (LT), 75192-0365 (LT), and 75192-0366 (LT), Town of Colchester, County of Essex



The Corporation of the Town of Essex

By-Law Number 2444

Being a by-law to Enter into an Agreement to sell
all of the Shares of E.L.K. Energy Inc. and E.L.K.
Solutions Inc.

WHEREAS during a Closed Meeting of Council at 4:00 PM on March 3, 2025, Council approved the sale by The Corporation of the Town of Essex to Windsor Canada Utilities Ltd. of all of the shares of E.L.K. Energy Inc. and E.L.K. Solutions Inc. in accordance with the Letter of Intent entered into by the Town and Enwin Utilities Ltd. on December 6, 2024, and directed the Mayor and Clerk of the Town, with the assistance of Administration, to sign all documents and do all things required to effect the transactions contemplated by such Letter of Intent.

NOW THEREFORE be it resolved that the Council of The Corporation of the Town of Essex hereby enacts as follows:

1. **That** Council formally approve the sale by The Corporation of the Town of Essex to Windsor Canada Utilities Ltd. of all of the shares of E.L.K. Energy Inc. and E.L.K. Solutions Inc. in accordance with the Letter of Intent entered into by the Town and Enwin Utilities Ltd. on December 6, 2024; and
2. **That** Council formally direct the Mayor and Clerk of the Town, with the assistance of Administration, to sign all documents and do all things required to effect the transactions contemplated by such Letter of Intent; and
3. **That** this By-Law shall come into full force and effect upon the final passing thereof.

Read a first, a second and a third time and finally passed on May 5, 2025.

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 2442

Being a by-law to confirm the proceedings of the
May 5, 2025, Regular Meeting of Council of the
Corporation of the Town of Essex

WHEREAS pursuant to Section 5(1) of The Municipal Act, 2001, S.O. 2001, c.25 as amended, the powers of a municipality shall be exercised by its Council;

AND WHEREAS pursuant to Section 5(3) of The Municipal Act, 2001, S.O. 2001, c.25 as amended, a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that a by-law be passed to authorize the execution of Agreements and other documents and that the proceedings of the Council of The Corporation of the Town of Essex at its meetings be confirmed and adopted by by-law;

NOW THEREFORE be it resolved that the Council of The Corporation of the Town of Essex hereby enacts as follows:

1. **That** the actions of the Council of The Corporation of the Town of Essex in respect of all recommendations in reports and minutes of committees, all motions and resolutions and all other actions passed and taken by the Council of The Corporation of the Town of Essex, documents and transactions entered into during the May 5, 2025, meeting of Council, are hereby adopted and confirmed as if the same were expressly contained in this by-law.
2. **That** the Mayor and proper officials of The Corporation of the Town of Essex are hereby authorized and directed to do all the things necessary to give effect to the actions of the Council of The Corporation of the Town of Essex during the said May 5, 2025, meeting referred to in paragraph 1 of this by-law.
3. **That** the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary to the actions taken by this Council as described in Section 1 of this by-law and to affix the Corporate Seal of The Corporation of the Town of Essex to all documents referred to in said paragraph 1.

Read a first and a second time and provisionally adopted on May 5, 2025.

Mayor

Clerk

Read a third time and finally passed on May 20, 2025.

Mayor

Clerk