



## Regular Council Meeting Agenda

March 2, 2020, 6:00 pm  
Essex Civic Centre  
360 Fairview Avenue West  
Essex, Ontario

Accessible formats or communication supports are available upon request. Please contact the Clerk's Office at [clerks@essex.ca](mailto:clerks@essex.ca) or 519-776-7336 extension 1100 or 1101.

Pages

1. **Call to Order**
2. **Closed Meeting Report**
3. **Declarations of Conflict of Interest**
4. **Adoption of Published Agenda**
  - 4.1 **Regular Council Meeting Agenda for March 2, 2020**

Moved by \_\_\_\_\_  
Seconded by \_\_\_\_\_  
**That** the published agenda for the March 2, 2020 Regular Council Meeting be adopted as presented / amended.
5. **Adoption of Minutes**
  - 5.1 **Regular Council Meeting Minutes for Tuesday, February 18, 2020** 1

Moved by \_\_\_\_\_  
Seconded by \_\_\_\_\_  
**That** the minutes of the Regular Council Meeting held February 18, 2020 be adopted as circulated.
6. **Public Presentations**
  - 6.1 **Municipal Property Assessment Corporation** 8

Re: Tracey Pringle, Account Manager, Municipal and Stakeholder Relations  
New Assessment Cycle, Timelines
7. **Unfinished Business**
8. **Reports from Administration**
  - 8.1 **Community Services-2020-003** 27

Re: Rename Essex Community Centre to Maedel Community Centre

Moved by \_\_\_\_\_  
Seconded by \_\_\_\_\_  
**That** Community Services Report 2020-003, entitled "Rename Essex Community Centre to Maedel Community Centre", prepared by Doug

Sweet, Director of Community Services/Deputy CAO, dated March 2, 2020, be received; and

That Council approve the renaming of the Essex Community Centre located at 25 Gosfield Townline in Essex Centre to the Maedel Community Centre in honour of Edward Charles Maedel.

**8.2 Planning Report 2020-04** **34**

Re: 183043 Ontario Limited Rezoning Application

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

That Planning Report "Planning 2020-04, entitled "183043 Ontario Limited Rezoning Application" prepared by Jeff Watson, Policy Planner, dated March 2, 2020, be received; and

That Council authorize the submission of a rezoning by-law for approval by Council to permit multiple unit dwellings within the lands identified as the Gianni Estates subdivision located east of Gosfield Townline and west of Fairview Avenue, in accordance with the recommendations of Development Services Department as set out in Appendix "A" to Planning Report 2020-04.

**8.3 Communications Report 2020-01** **42**

Re: Launch of EssexWorks Online Report a Problem System for Citizens

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

That Communications Report 2020-01 and presentation entitled "Launch of EssexWorks, Online Report a Problem System for Citizens" prepared by Alex Dennonville, Manager, Communications, dated March 2, 2020 be received for information.

**8.4 Legal and Legislative Services Report 2020-01** **45**

Re: Regular Council Meeting Live Streaming and Webcasting

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

That the Legal and Legislative Services Report 2020-01 entitled "Regular Council Meeting Live Streaming and Webcasting" prepared by Shelley Brown, Deputy Clerk, dated March 2, 2020 be received; and

That Council direct Administration to enter into a 3-month trial with existing service provider to conduct a 3-month trial of their livestreaming/webcasting services and after such trial period, assess and report back to Council; and

That Administration research the Closed Captioning requirements of the Web Content Accessibility Guidelines (WCAB) 2.0 Level AA that must be compiled with by January 1, 2021 and report back to Council on options together with the financial implications of ensuring compliance with those legislative requirements.

**9. Reports from Youth Members**

**10. County Council Update**

11.	Correspondence	
11.1	Correspondence to be received	
	Moved by _____	
	Seconded by _____	
	That correspondence listed in Agenda Item 11.1 be received and, where indicated, to further share such information with the community using suitable methods of communication.	
11.1.1	Union Water Supply System	58
	Re: Joint Board of Management Minutes of the January 15, 2020 Meeting.	
11.1.2	Town of Lakeshore - Notice of Proposed Zoning Amendment	63
	Re: ZBA-18-2019	
	499 Talbot Road (County Rd. 34) and 581 North Talbot Road	
11.1.3	Harrow & Colchester South Chamber of Commerce	64
	Re: Essex Climate Adaption Team (ECAT)	
11.2	Correspondence to be considered for receipt and support	
12.	Committee Meeting Minutes	
12.1	Co-An Park Committee Regular Meeting Minutes - February 12, 2020	66
	• Co-An Costing of February 3, 2020	
12.2	Arts, Culture, and Tourism Committee - February 12, 2020	73
12.3	Essex Police Services Board - January 9, 2020	77
13.	Financial	
14.	New Business	
15.	Notices of Motion	
15.1	The following Notice of Motion was presented at the February 18, 2020 Regular Council Meeting and is being brought forward for consideration this evening:	
15.1.1	Councillor Kim Verbeek	
	Re: Installation of Surveillance Cameras at Co An Park as soon as possible	
	Moved by Councillor Verbeek	
	Seconded by _____	
	That Council discuss and have administration look into the possibility of having surveillance cameras installed at Co An Park.	
16.	Reports and Announcements from Council Members	
17.	By-Laws	

**17.1 By-Laws that require a third and final reading**

**17.1.1 By-Law 1888 81**

Being a by-law to confirm the proceedings of the February 18, 2020, Regular Meeting of Council of The Corporation of the Town of Essex.

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

That By-Law 1888 being a by-law to confirm the proceedings of the February 18, 2020, Regular Meeting of Council of the Corporation of the Town of Essex be read a third and final time and adopted on March 2, 2020.

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

**17.2.1 By-Law 1890 83**

Being a by-law to appoint Director, Infrastructure Services for the Town of Essex.

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

That By-Law 1890 being a by-law to appoint Director, Infrastructure Services for the Town of Essex be read a first, second and a third time and finally passed on March 2, 2020.

**17.3 By-Laws that require a first and second reading**

**17.3.1 By-Law 1893 84**

Being a by-law to confirm the proceedings of the March 2, 2020, Regular Meeting of Council of the Corporation of the Town of Essex.

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

That By-Law 1893, being a by-law to confirm the proceedings of the March 2, 2020 Regular Meeting of Council of The Corporation of the Town of Essex, be read a first and a second time and provisionally adopted on March 2, 2020.

**18. Adjournment**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

That the meeting be adjourned at [TIME].

**19. Future Meetings**

**19.1 Monday, March 16, 2019 - 6:00 PM - 9:00 PM**

Location: County of Essex Council Chambers, 360 Fairview Avenue West



**The Corporation of the Town of Essex**  
**Regular Council Meeting Minutes**

February 18, 2020, 6:00 pm  
Essex Civic Centre  
360 Fairview Avenue West  
Essex, Ontario

Present: Mayor Larry Snively  
Deputy Mayor Richard Meloche  
Ward One Councillor Joe Garon  
Ward Two Councillor Kim Verbeek  
Ward Three Councillor Chris Vander Doelen  
Ward Four Councillor Sherry Bondy

Regrets Ward One Councillor Morley Bowman  
Ward Three Councillor Steven Bjorkman

Also Present: Chris Nepszy, Chief Administrative Officer  
Doug Sweet, Director, Community Services/Deputy CAO  
Jeffrey Morrison, Director, Corporate Services/Treasurer  
Lori Chadwick, Director, Development Services  
Rita Jabbour, Manager, Planning Services  
Alex Denonville, Manager, Strategic Communications  
Shelley Brown, Deputy Clerk, Legal and Legislative Services  
Robin Hall, Administrative Assistant

Youth Council Members Ehva Hoffman  
Cameron Soucie

**1. Call to Order**

The Mayor called the meeting to order at 6:00 PM.

**2. Closed Meeting Report**

**3. Declarations of Conflict of Interest**

There were no declarations noted.

**4. Adoption of Published Agenda**

**4.1 Regular Council Meeting Agenda for February 18, 2020**

Moved By Councillor Vander Doelen  
Seconded By Councillor Verbeek

**(R20-02-044) That** the published agenda for the February 18, 2020  
Regular Council Meeting, be adopted as presented.

**Carried**

## **5. Adoption of Minutes**

### **5.1 Regular Council Meeting Minutes for February 3, 2020**

Moved By Deputy Mayor Meloche  
Seconded By Councillor Vander Doelen

**(R20-02-045) That** the minutes of the Regular Council Meeting held February 3, 2020 be adopted as circulated.

**Carried**

### **5.2 Special Council Meeting Minutes for January 13, 2020**

Moved By Councillor Verbeek  
Seconded By Councillor Vander Doelen

**(R20-02-046) That** the minutes of the Special Council Meeting held January 13, 2020 for the purpose of budget deliberations, be adopted as circulated.

**Carried**

## **6. Public Presentations**

### **6.1 Community Heritage Preservation Awards**

On behalf of the Essex Municipal Heritage Committee Rita Jabbour, Manager, Planning Services and Staff Liaison to the Heritage Committee, introduced this year's recipients of the Community Heritage Preservation Awards. She advised that this year one organization and two individuals are being recognized for their dedication to protecting and celebrating local heritage.

This year's awards were presented to The Friends of the John R. Park Homestead and David Brian and Stephen Punga of Académie Ste-Cecile International School.

## **8. Reports from Administration**

### **8.1 Community Services Report 2020-01**

RE: Special Events Resource Team (SERT) February Update

Moved By Councillor Vander Doelen  
Seconded By Councillor Garon

**(R20-02-047) That** Community Services Report 2020-01, entitled "Special Events Resource Team (SERT) February Update", prepared by Doug Sweet, Director of Community Services, dated February 18, 2020, be received.

**Carried**

### **8.2 Community Services Report 2020-02**

RE: Essex Rotary Mural Building Agreement

- By-Law 1881  
Being a by-law to enter into an Agreement with Greg Schinkel for the placement of an outdoor mural to the building located at 24 Talbot Street North, Essex, Ontario

Moved By Councillor Verbeek  
Seconded By Deputy Mayor Meloche

**(R20-02-048) That** Community Services Report 2020-02, entitled "Essex Rotary Mural Building Agreement", prepared by Doug Sweet, Director of Community Services/Deputy CAO, dated February 18, 2020, be received; and

**That** By-Law 1881, being a by-law to enter into an Agreement with Greg Schinkel for the placement of an outdoor mural to the building located at 24 Talbot Street North, Essex, Ontario be read a first, a second and a third time, and finally passed on February 18, 2020.

**Carried**

**8.3 Legal and Legislative Services Report 2020-04**

RE: Essex Striking Committee - Essex Climate Adaptation Team

- Schedule "A" - Essex Climate Adaptation Team Terms of Reference

Moved By Councillor Garon  
Seconded By Deputy Mayor Meloche

**(R20-02-049) That** Legal and Legislative Services Report 2020-04, entitled "Essex Striking Committee - Essex Climate Adaptation Team", prepared by Rob Auger, Town Solicitor/Legal and Legislative Services/Clerk, dated February 18, 2020, be received; and

**That** the creation of an Ad-Hoc Committee of Council to be known as the Essex Climate Adaptation Team ("ECAT") be approved; and

**That** the proposed Essex Climate Adaptation Team Terms of Reference, be approved and adopted; and

**That** following individuals be appointed as members of the Essex Climate Adaptation Team:

Dan Metcalfe  
Brandi Bechard  
Brian Hyland  
Matthew Child  
Kelsey Amlin  
Brian Lennie  
Amandeep Hans  
Andrea Descargar  
Maddie Peters  
Tyler Oglan  
Gina Pannunzio  
Megan Balsillie; and further

**That** Councillor Verbeek be appointed as the Council member, and Deputy Mayor Meloche be appointed as the Alternate Council member, to sit on the Essex Climate Adaptation Team.

**Carried**

**8.4 Economic Development Report 2020-01**

RE: Building Report and Development Overview for January 2020

Moved By Councillor Vander Doelen  
Seconded By Deputy Mayor Meloche

**(R20-02-050) That** Economic Development Report 2020-01, entitled "Building Report and Development Overview January 2020", prepared Nelson Silveira, Economic Development Officer, dated February 18, 2020, be received.

**Carried**

**9. Reports from Youth Members**

**10. County Council Update**

**11. Correspondence**

**11.1 Correspondence to be received**

Moved By Councillor Verbeek  
Seconded By Deputy Mayor Meloche

**(R20-02-051) That** correspondence listed in Agenda Item 11.1 be received and, where indicated, to further share such information with the community using suitable methods of communication.

11.1.1 Windsor-Essex County Environment Committee  
Agenda – February 20, 2020

**Carried**

**12. Committee Meeting Minutes**

Moved By Councillor Garon  
Seconded By Deputy Mayor Meloche

**(R20-02-052) That** the minutes listed in Agenda Item 12, together with any recommendations noted therein, be received, approved and adopted as circulated.

12.1 Essex Accessibility Advisory Committee – January 23, 2020

12.2 Finance Committee- January 27, 2020

- Schedule “A” – Essex Community Partnership Fund 2020 Grants

**Carried**

**13. Financial**

**13.1 December Bank Payments Report**

Moved By Councillor Garon  
Seconded By Councillor Vander Doelen

**(R20-02-053) That** the December 2019 Bank Payments Report, including the December cheque register, cheque number 50783 to cheque number 50920 inclusive in the amount of \$5,123,352.59, the Preauthorized Payments for December \$417,575.91 and Payroll in the amount of \$507,395.47, be ratified as submitted.

**Carried**



## **14. New Business**

### **14.1 Deputy Mayor Meloche**

RE: Discussion or Report to the Public on Lot Sale at Paquette Corner

Deputy Mayor Meloche provided a brief history regarding the public lot at Paquette Corners in Ward Two. He advised that this public lot at one time was going to be a street behind the homes. In 1960 the Province changed the property to a vacant lot. He would like Council to consider to holding off selling this lot if the easements are required to be put in place.

Chris Nepszy, CAO confirmed that Administration has been in contact with Hydro One to clarify any easements.

## **15. Notices of Motion**

Deputy Mayor Meloche advised that he will not be at the next Regular Council Meeting, and is asking that his Notice of Motion on this evening's agenda RE: Town's Policy on Special Needs Street Signs and Warning Signs of Deer or Turtle Crossings, be brought forward for Council's consideration at the March 16, 2020 Regular Council Meeting.

### **15.1 The following Notice of Motion is being presented this evening and will be brought forward for Council's consideration at the March 2, 2020 Regular Council Meeting:**

#### **15.1.1 Councillor Kim Verbeek**

RE: Consideration to the installation of Surveillance Cameras at Co An Park as soon as possible.

That Council discuss and have administration look into the possibility of having surveillance cameras installed at Co An Park.

## **16. Reports and Announcements from Council Members**

## **17. By-Laws**

### **17.1 By-Laws that require a third and final reading**

#### **17.1.1 By-Law 1885**

Being a by-law to confirm the proceedings of the February 3, 2020 Regular Meeting of the Council of The Corporation of the Town of Essex

Moved By Councillor Verbeek  
Seconded By Councillor Garon

**(R20-02-054) That** By-Law 1885 being a by-law to confirm the proceedings of the February 3, 2020 Regular Meeting of the Council of The Corporation of the Town of Essex, be read a third time and finally adopted on February 18, 2020.

**Carried**

### **17.2 By-Laws that require a first, second, third and final reading**

#### **17.2.1 By-Law 1883**

Being a by-law to enter into an Agreement between the Town of Essex and Doctor Jessica Laba-Kaczmarek to provide Consulting Services for a Nurse Practitioner

Moved By Councillor Garon

Seconded By Deputy Mayor Meloche

**(R20-02-055) That** By-Law 1883 being a by-law to enter into an Agreement between the Town of Essex and Doctor Jessica Laba-Kaczmarek to provide Consulting Services for a Nurse Practitioner, be read a first, a second and a third time and finally passed on February 18, 2020.

**Carried**

#### 17.2.2 By-Law 1889

Being a by-law to adopt the 2020 Operating and Capital Budget Estimates

- Schedule "A"2020 Budget and 4 Year Forecast

Moved By Councillor Vander Doelen

Seconded By Deputy Mayor Meloche

**(R20-02-056) That** By-Law 1889, being a by-law to adopt the 2020 Operating and Capital Budget Estimates, be read a first, a second and a third time and finally passed on February 18, 2020.

**Carried**

### 17.3 By-Laws that require a first and second reading

#### 17.3.1 By-Law 1888

Being a by-law to confirm the proceedings of the February 18, 2020 Regular Meeting of the Council of The Corporation of the Town of Essex

Moved By Councillor Vander Doelen

Seconded By Councillor Garon

**(R20-02-057) That** By-Law 1888 being a by-law to confirm the proceedings of the February 18, 2020 Regular Meeting of The Corporation of the Town of Essex, be read a first and a second time and provisionally adopted on February 18, 2020.

**Carried**

18.    **Adjournment**

Moved By Deputy Mayor Meloche  
Seconded By Councillor Garon

**(R20-02-058) That** the meeting be adjourned at 6:55 PM.

**Carried**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

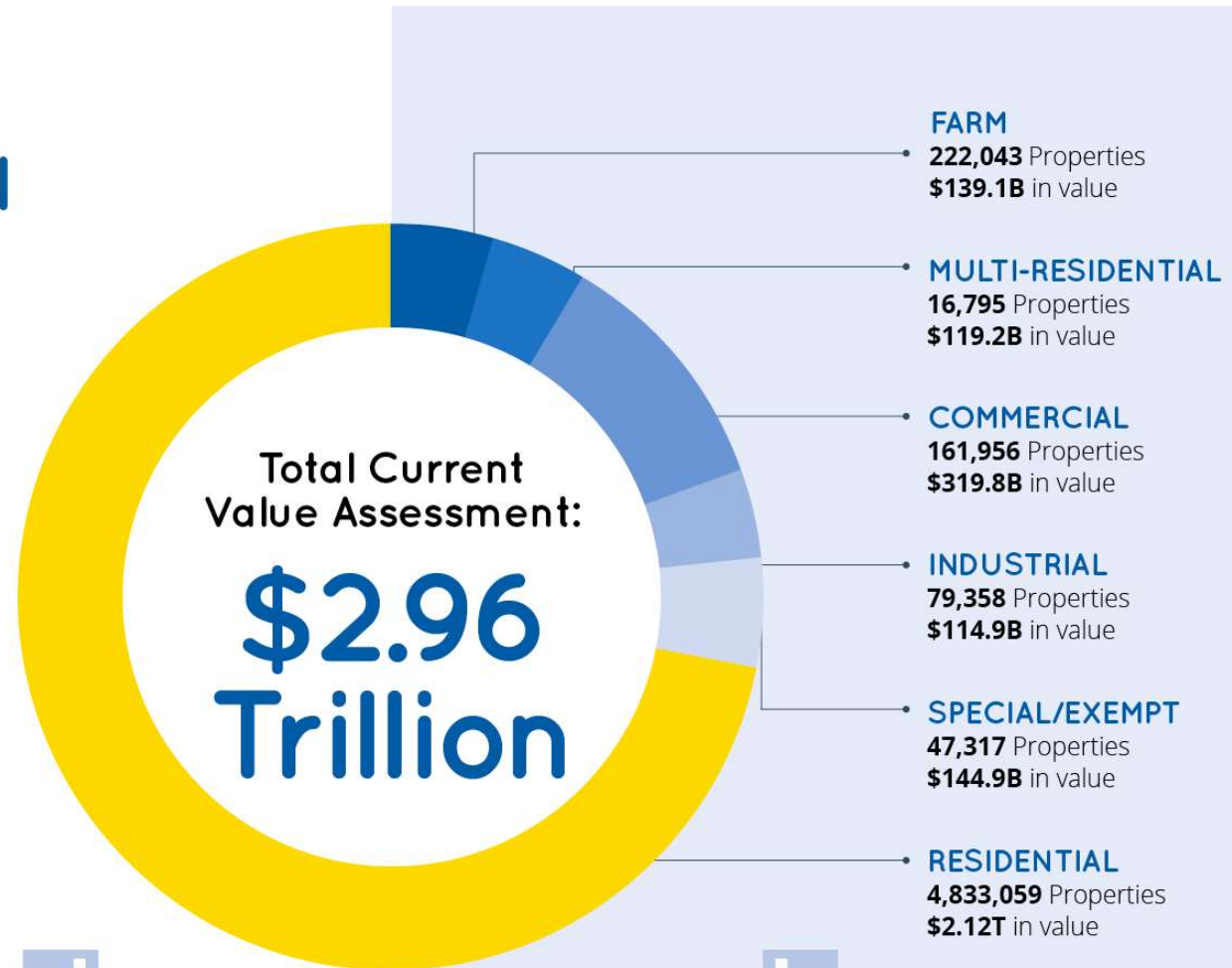
# Municipal Property Assessment Corporation

Winter 2020



# Assessment Roll

Total number of properties  
on the Assessment Roll:  
**5,360,528** – an increase of  
**66,805** from 2018



Total Current  
Value Assessment:

**\$2.96  
Trillion**

As of December 31, 2019

# Town of Essex Assessment Base

Property Class	# of Properties	% of Assessment Base	2019 Value (for 2020 Taxation)	2020 Full CVA
Residential	8,236	71.11%	\$1,588,684,392	\$1,625,118,796
Multi-Residential	9	0.48%	\$10,671,350	\$11,155,600
Commercial	376	4.62%	\$102,997,247	\$105,484,283
Shopping Centre	2	0.04%	\$822,725	\$928,300
Commercial (New Construction)	33	0.98%	\$21,911,226	\$22,182,400
Industrial	37	0.54%	\$12,037,678	\$12,327,500
Large Industrial	1	0.50%	\$11,210,000	\$11,210,000
Industrial (New Construction)	27	0.57%	\$12,721,911	\$13,246,200
Large Industrial (New Construction)	1	0.30%	\$6,602,000	\$6,602,000
Pipeline	4	0.47%	\$10,369,424	\$10,552,000
Farm	1,027	14.83%	\$325,0298,976	\$338,941,266
Managed Forests	28	0.11%	\$2,405,075	\$2,511,000
(PIL) Residential	8	0.25%	\$5,582,930	\$5,792,100
(PIL) Commercial	21	0.63%	\$14,036,219	\$14,469,100
(PIL) Landfill	1	0.09%	\$2,043,882	\$2,135,700
Exempt	290	4.53%	\$100,837,809	\$102,332,464

# Ontario's Property Assessment and Taxation System



\* Provincial Land Tax and levies by local boards are collected in unincorporated areas and contribute toward important services.



## How we assess properties



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION



# Approaches to Value

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Direct Comparison  
Approach

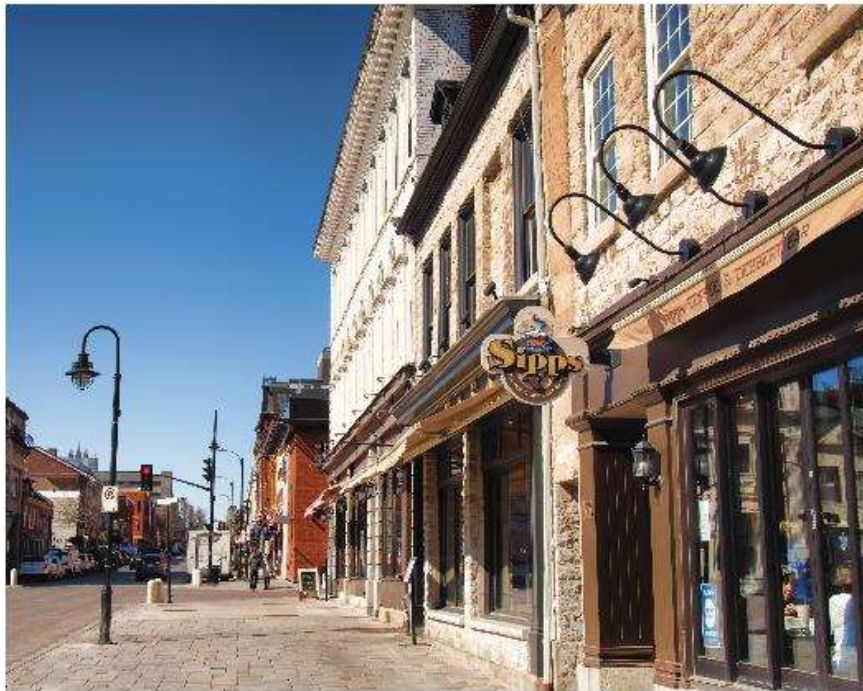


Income Approach



Cost Approach

# Current Value Assessment



Location



Exterior square  
footage



Lot dimensions



Quality of  
construction



Age of building,  
adjusted for any major  
renovations or additions



# 2020 Assessment Update



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

# Ontario's 4-year cycle

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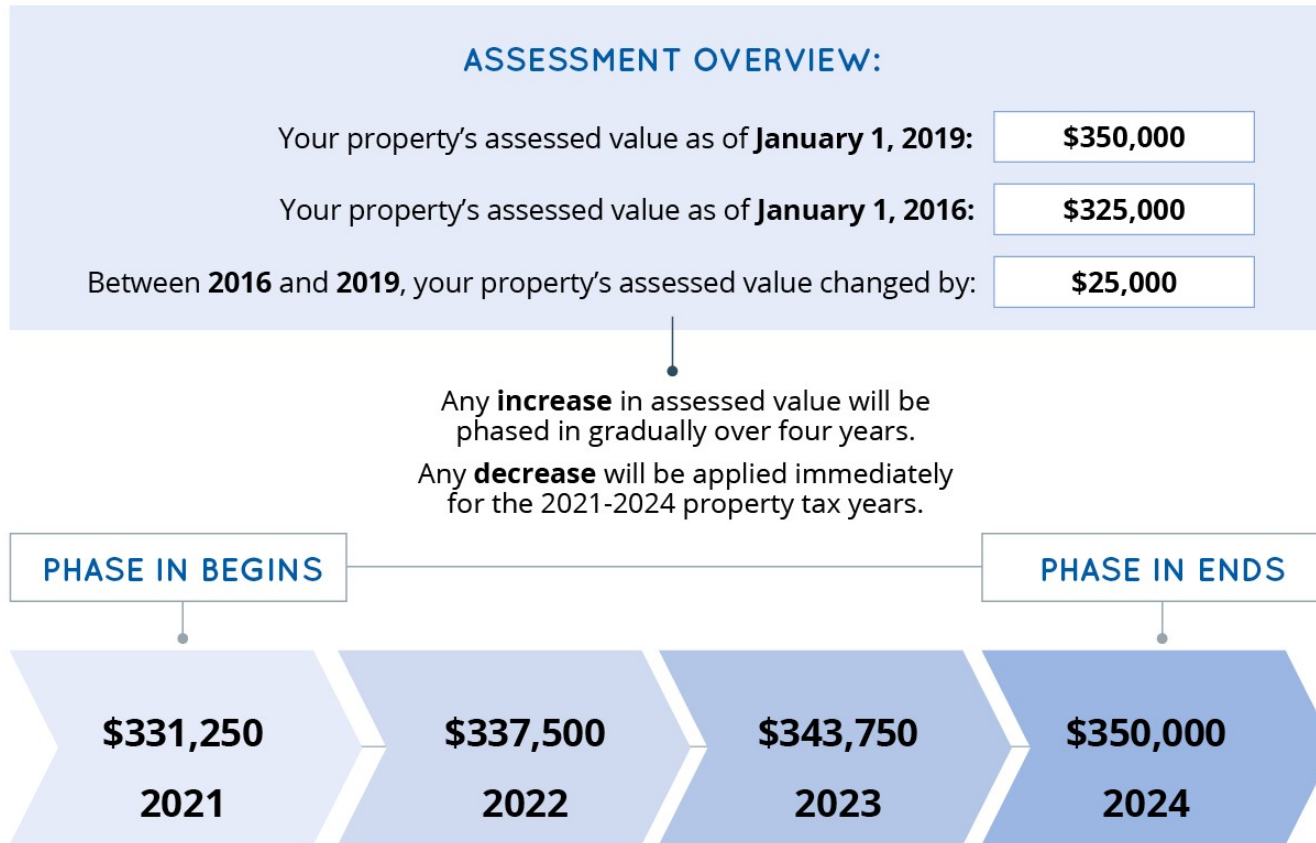




# 2020 Assessment Cycle



# How Phase In Works



# Supporting Municipalities



Involved

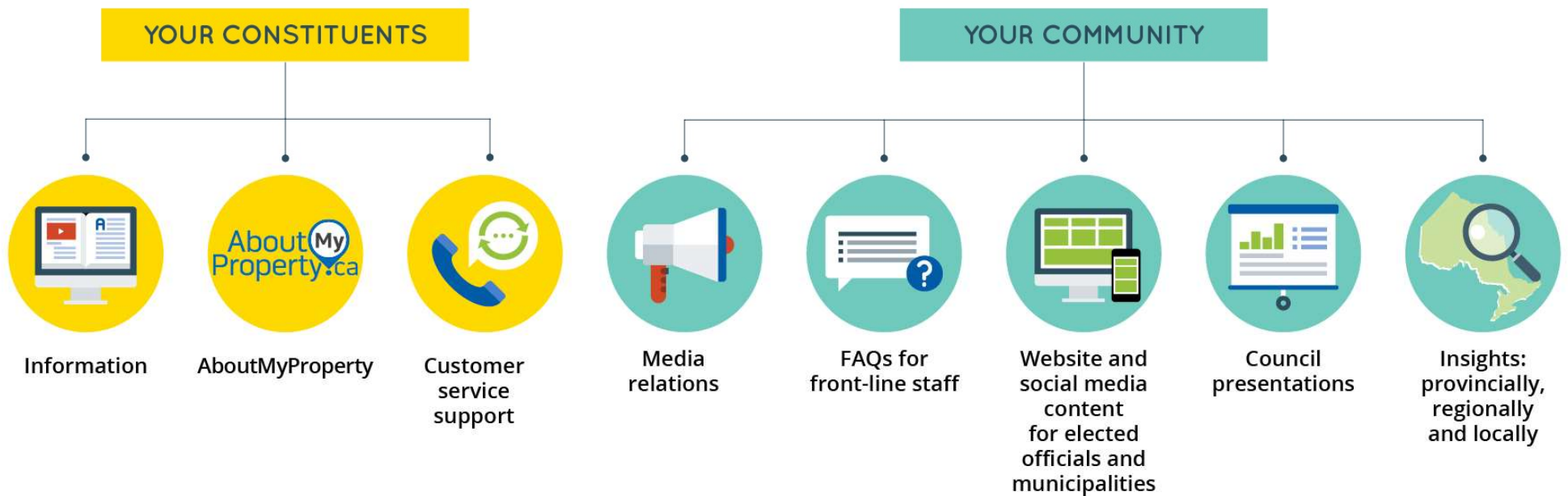


Informed



Prepared

# How we're supporting you





## 2020 Property Assessment Notice Mailing Schedule

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ISSUE DATE	MUNICIPALITY/GEOGRAPHIC AREA	RFR DEADLINE
September 3, 2020	City of Windsor, Essex County, Township of Pelee – Residential notices	January 4, 2021
October 13, 2020	Business Properties	February 9, 2021
October 19, 2020	Conservation, Farmland, Managed Forest	February 16, 2021
November 23, 2020	Amended & any previous Excluded notices	March 23, 2021

SEARCH

PROPERTIES OF INTEREST

VIEW MY FAVOURITES REPORT

00/24

DOWNLOAD MY FAVOURITES REPORT

0/100

SNAPSHOT VIEWS

PROPERTY: RESIDENTIAL CONDO / ROLL #

STREET #

STREET NAME (REQUIRED)

TY (REQUIRED)

CLEAR

SEARCH

REFINE YOUR SEARCH

PROPERTY DESCRIPTION:

YEAR BUILT:

BUILDING - EXTERIOR SQUARE FOOTAGE:

NUMBER OF STOREYS:

FULL STOREY:

PARTIAL STOREY:

LOT SIZE:

Min

Max

FRONTAGE:

Min

Max

Map

Satellite

Address:

Property Description: 301 - Single-family detached (not on water)

Year Built:

Building - exterior square Sq. Ft.

Footage:

Lot Size: Sq. Ft.

Number of Storeys:

Current Value Assessed: \$

Sales Indicator: No valid sales within 5 years

Map Legend

Your property

Properties you've viewed

Properties in My Favourites

Properties with sale data used in analysis

# AboutMyProperty

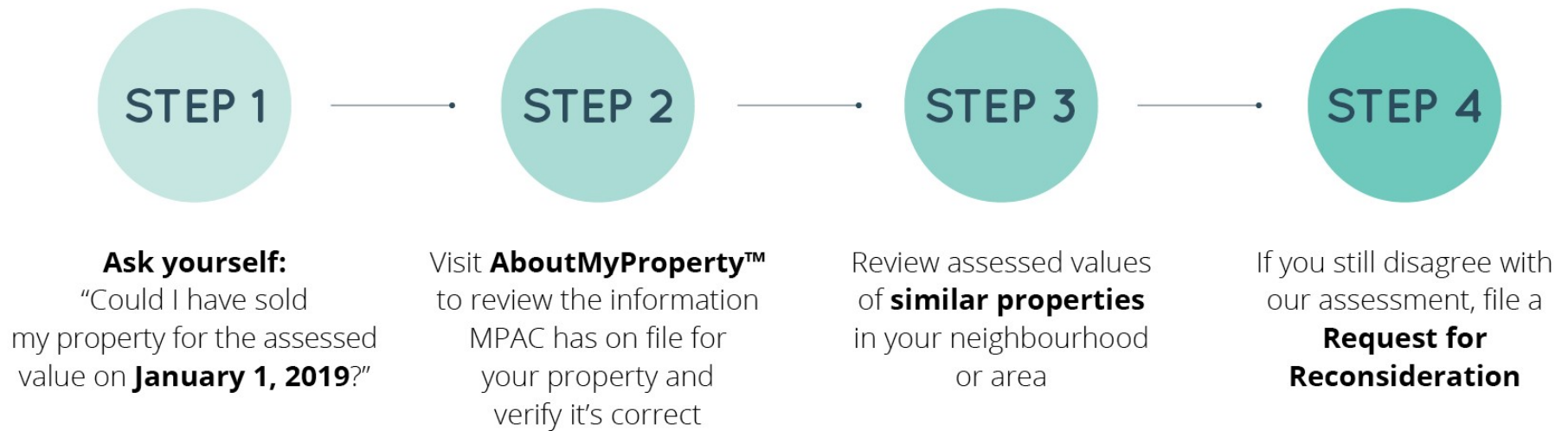
[www.mpac.ca](http://www.mpac.ca)



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

## Resolving Assessment Concerns

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# Zone 1

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**Regional Manager** Amanda Macdougall 226.317.0272

**Account Manager** Tracy Pringle 226.216.0602

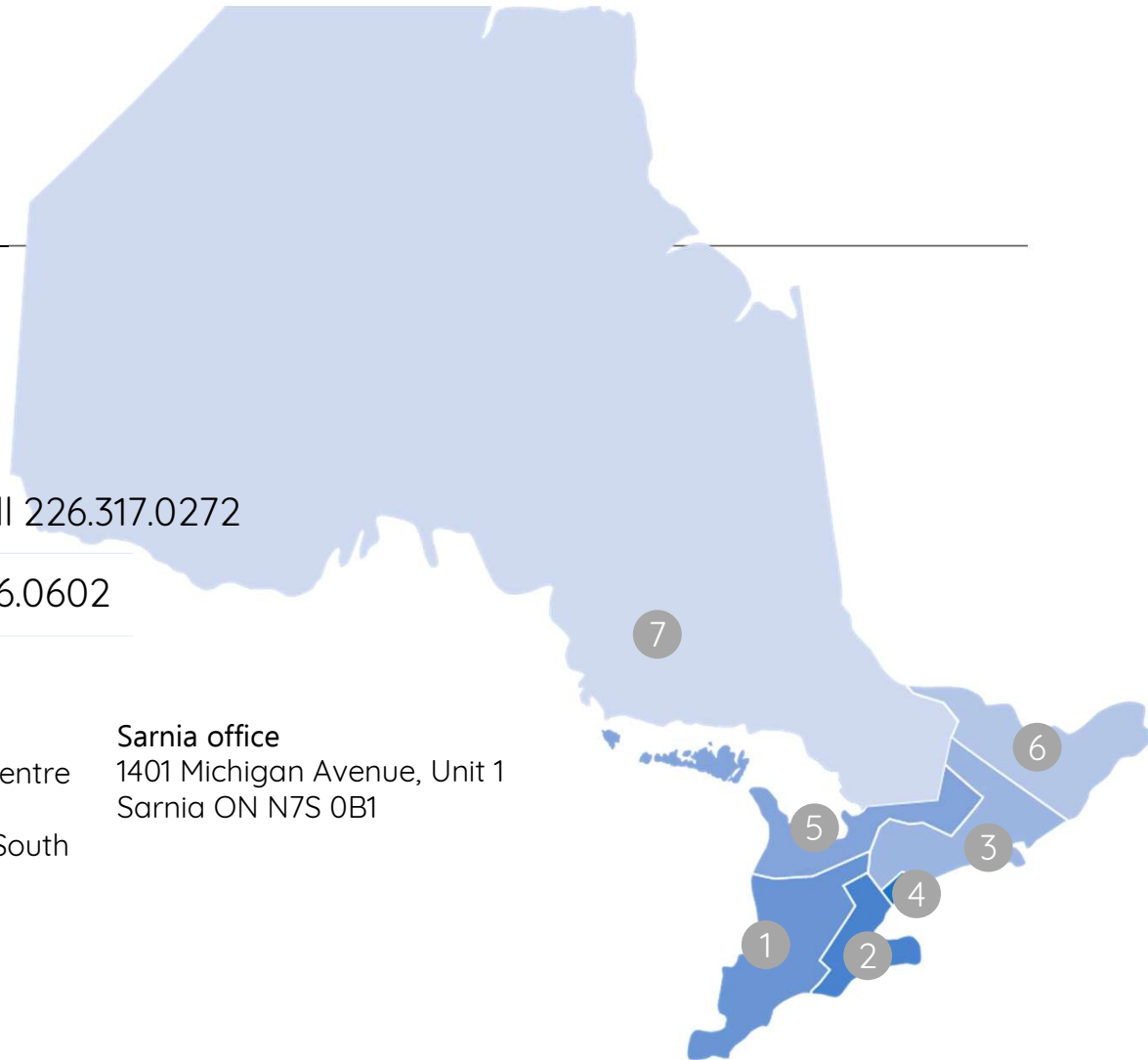
## Local offices

**Kitchener office**  
4271 King Street East,  
Suite 100  
Kitchener ON N2P 2E9

**London office**  
Westmount Shopping Centre  
Upper Level, Unit 252  
785 Wonderland Road South  
London ON N6K 1M6

**Sarnia office**  
1401 Michigan Avenue, Unit 1  
Sarnia ON N7S 0B1

**Windsor office**  
1695 Manning Road, Unit 195  
Tecumseh ON N8N 2L9



## Connect With Us

*InTouch*, our monthly newsletter, delivers important email updates to municipal staff. It covers operational changes, upcoming events, key initiatives and other property assessment-related updates.

You can read past issues at [mpac.ca/municipalities](https://mpac.ca/municipalities).



## Follow Us



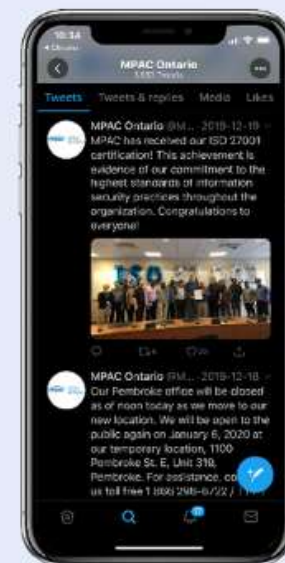
[@MPAC\\_Ontario](https://twitter.com/MPAC_Ontario)



[MPAC on LinkedIn](https://www.linkedin.com/company/mpac-ontario/)



[MPAC on YouTube](https://www.youtube.com/channel/UCvKj8Q8Q8Q8Q8Q8Q8Q8Q8Q8)



# Thank You





## Report to Council

Department: Community Services

Division: Community Services

Date: March 2, 2020

Prepared by: Doug Sweet, Director of Community Services

Report Number: Community Services-2020-003

Subject: Rename Essex Community Centre to Maedel Community Centre

Number of Pages: 6

### Recommendation(s)

The following two (2) recommendations are provided for the Council's consideration:

1. That Community Services Report 2020-003 entitled "Rename the Essex Community Centre to the Maedel Community Centre" **be received**, and further
2. That Council **approve** the renaming of the Essex Community Centre located at 25 Gosfield Townline in Essex Centre to the Maedel Community Centre in honour of Edward Charles Maedel.

### Purpose

To have Council approve the renaming of the Essex Community Centre to the Maedel Community Centre in honour of Edward Charles Maedel.

## Background and Discussion

The Town of Essex has three recreation facilities within Essex Centre that all have similar names - Essex Recreation Complex, Essex Centre Sports Complex and the Essex Community Centre. As the names are very similar, it has created confusion on what location people have rented or registered a program at. To reduce some of the confusion, Administration is recommending that the Essex Community Centre be renamed.

Administration worked with the Town's Heritage Committee for a potential name and Administration is suggesting that the Essex Community Centre be renamed the Maedel Community Centre in honour of Edward Charles Maedel.

In 1908, Edward Charles Maedel purchased a struggling soft drink company on Talbot Street in Essex, Ontario and renamed it Maedel Beverages. From this shop Mr. Maedel manufactured soft drinks and sold the product by driving his soft drink truck (see attached photo) throughout the County to various communities. In 1935, Mr. Maedel received the first Pepsi Cola franchise in all of Ontario, and the second franchise in all of Canada. From this expansion, Mr. Maedel built a new shop at the corner of Talbot and Brien Ave (current location of Essex Appliance Store) and continued as a main distributor for Pepsi Cola. In 1989, the Maedel family sold the business to a company from Toronto but the Pepsi factory which today exists on the outskirts of town is the direct result of Charles Maedel's efforts in bringing Pepsi to Essex.

Administration feels Edward Charles Maedel is a worthy candidate for renaming the Essex Community Centre to the Maedel Community Centre as he was a true community man as he was part of the group that built the former Essex Band shell, he was a volunteer firefighter, a lifelong Rotary Club member, volunteer with scouting, baseball and other youth activities – all in addition to successfully running the Pepsi Cola business here in Essex



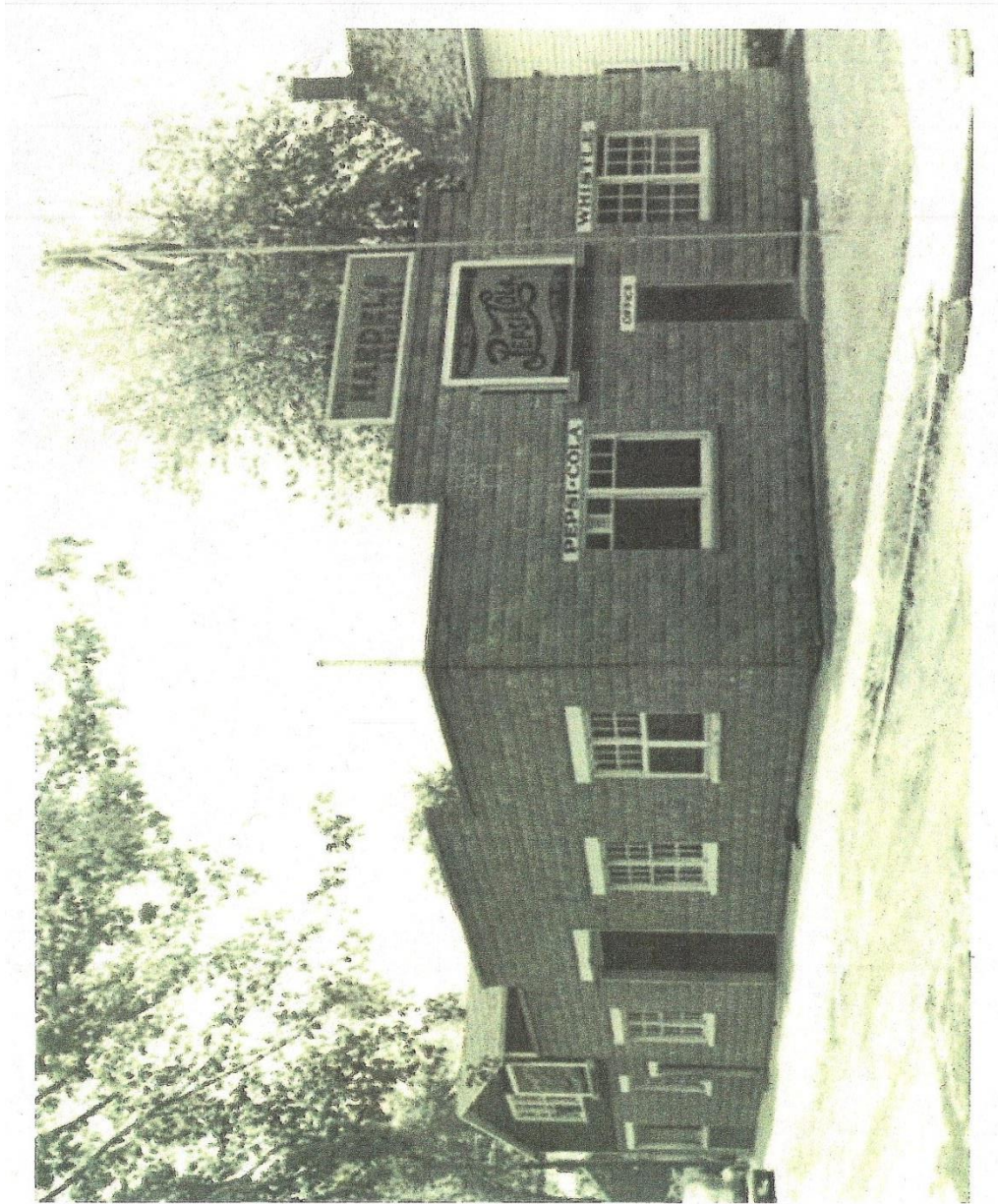
## **Financial Impact**

There is limited financial impact to renaming the Essex Community Centre to the Maedel Community Centre. In the 2020 approved Capital Budget there are funds for a new outdoor pylon sign, which would have the new name installed on it. All other changes are within the Town's Recreation Guide or Town website and all changes can be done within the current operating budgets. When the new pylon sign is erected an official ribbon-cutting ceremony would take place to notify the public of the change.

## **Consultations**

- Essex Heritage Committee
- Maedel Family – Doug Maedel
- Manager, Recreation and Culture

Schedule 'A' – Photos - Maedel former building location and Maedel Truck





## 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.

### Report Approval Details

Document Title:	Rename Essex Community Centre to Maedel Community Centre.docx
Attachments:	
Final Approval Date:	Feb 24, 2020

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

**Chris Nepszy, Chief Administrative Officer - Feb 24, 2020 - 5:11 PM**



## Report to Council

Department: Development Services  
Division: Planning  
Date: March 2, 2020  
Prepared by: Jeff Watson  
Report Number: Planning-2020-04  
Subject: 183043 Ontario Limited Rezoning Application  
Number of Pages: 7

### Recommendation(s)

**That** Planning report "Planning 2020-04" entitled "183043 Ontario Limited Rezoning Application" prepared by "Jeff Watson" dated "March 2, 2020" be received, and

**That** "Council authorize the submission of a rezoning by-law for approval by Council to permit multiple unit dwellings within the lands identified as the Gianni Estates subdivision located east of Gosfield Townline and west of Fairview Avenue, in accordance with the recommendations of Development Services Department, as set out in Appendix 'A' to the Planning report "Planning 2020-04", .

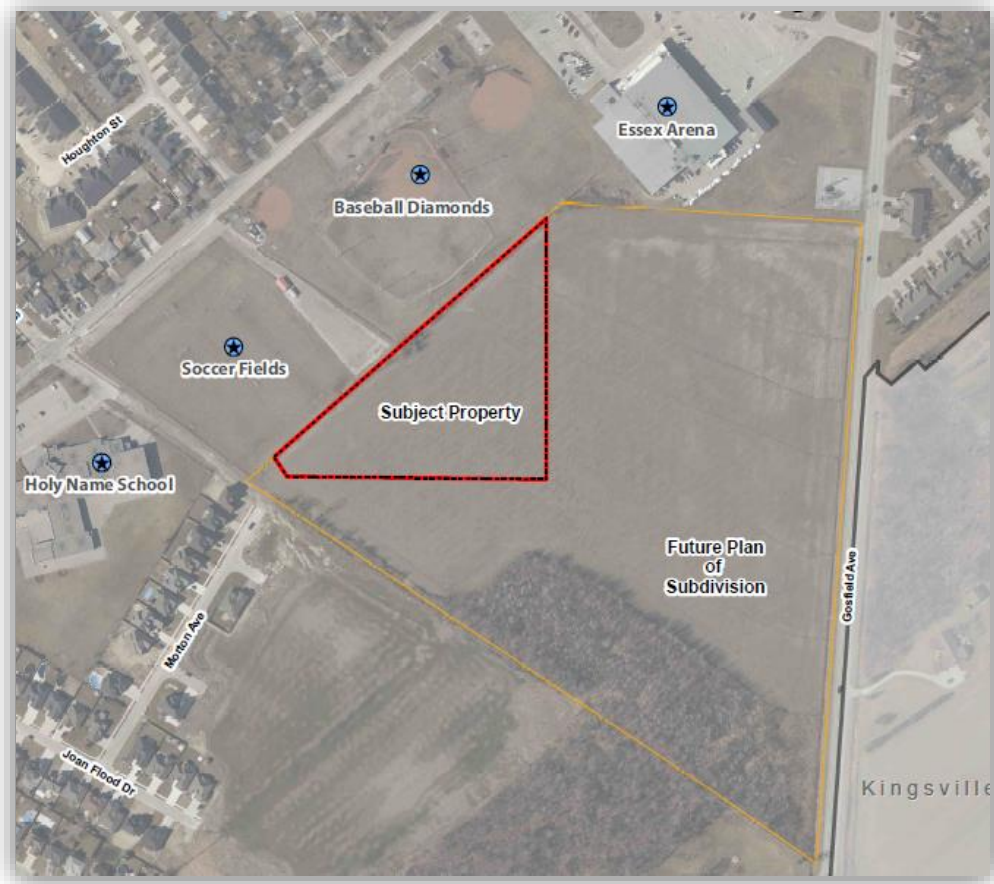
### Purpose

Through a rezoning application, 1830343 Ontario Limited, Peter Valente, agent, seeks to permit the construction of a multiple dwelling(s) on a portion of the future Gianni Estates subdivision situated on lands west of Gosfield Townline, east of the municipal recreational facilities on the east side of Fairview Avenue.

Rezoning to permit the proposed uses is necessary in order to accommodate the requested uses, as the current zoning permits single-detached, semi-detached and townhome dwellings, not multiple unit dwellings.

The general location of the subject property is outlined on the map below.





Approval of this incentive would help the Town achieve its mandates under the Official Plan and Provincial Policy Statement (PPS) to provide for a mix of housing types to meet the varied needs of its residents.

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## Background

The applicant, 1830143 Ontario Limited, is the owner/developer of the lands shown above, comprising approximately 15 hectares (37 acres). The property, which is occupied by tilled farmland and a 2.5 ha (6.0 ac) woodlot, has a 514 meter (1690 feet) frontage on Gosfield Townline.

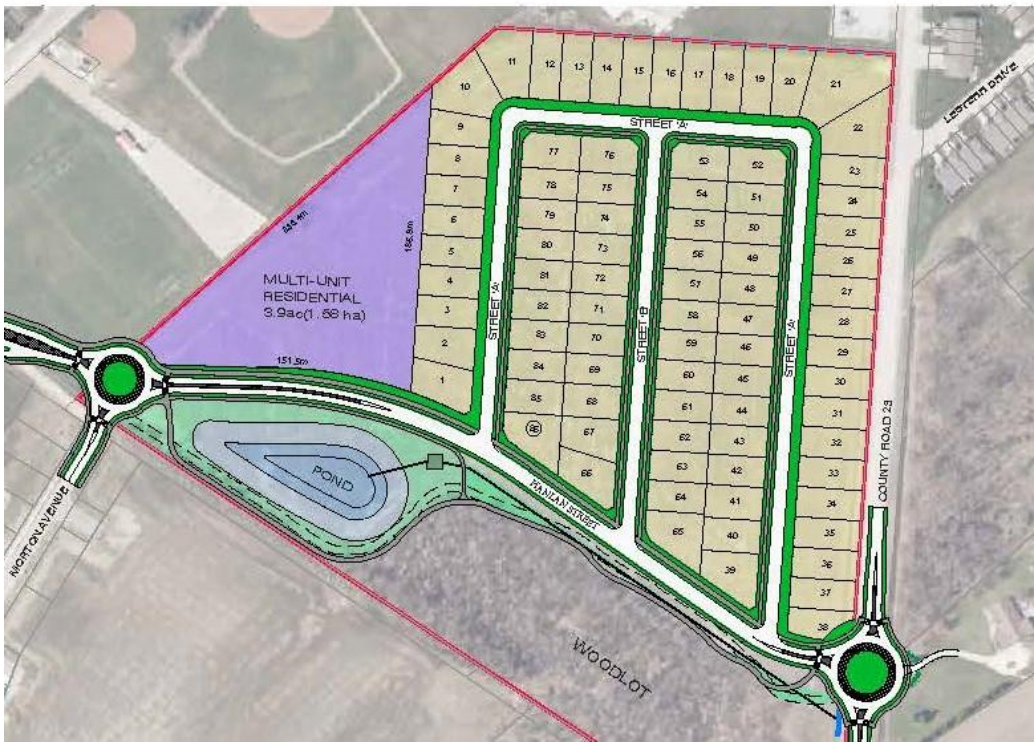
It is zoned R2.2, a residential zone permitting single-detached, semi-detached and townhome dwellings, secondary dwelling units and accessory uses. This zoning was introduced in the Town's comprehensive zoning by-law adopted by Council in 2010. It emulates the previous zoning, R3.12, of By-law 2010, the Town of Essex (pre-amalgamation) zoning by-law, which applied to the subject lands.

# Discussion

The Provincial Policy Statement, which guides municipal planning policies, mandates that a planning authority,(the Town of Essex), ensure that a 3 year supply of zoned and serviced land is available for residential development, with an additional 10 year supply of lands capable of being zoned and serviced for residential development, also be made available. As well, the Town must ensure that there is a variety of housing types and levels of affordability to provide adequate housing for its residents, including residents with special needs.

Of note, no new multiple unit residential developments have been constructed in Essex Centre in over 25 years, except for the new 6 storey, 54 unit rental apartment building currently under construction on the former Weston Bakery site. Only one other property is zoned and available for multiple residential housing, that being located at the corner of Talbot Street and Fairview Avenue. While there has been prior discussion with this property owner about various development options, there has been no formal application for site plan approval to date.

The plan shown below is a concept plan only, primarily to show the proposed location of the multiple dwelling site and other basic features of the future subdivision. The lands affected by the rezoning application comprise a 1.6 hectare (3.9 acre) parcel at the west limit of the larger property. The applicants are requesting that the zoning be amended for this parcel to permit multi-unit dwellings at this location in addition to the range of residential uses presently permitted under the existing R2.2 zoning.





Names Catholic Elementary School and the newer dwellings on Morton Avenue by Hanlan Street, a future storm water management pond and the existing woodlot.

To aid Council with its review of this rezoning proposal, the proponents have submitted multiple dwelling renderings. They represent buildings constructed in other municipalities by the proponents.

3-storey conceptual design



4-storey conceptual design



6-storey conceptual design



A statutory public meeting was held by Council on February 13, 2020. Subsequent to a PowerPoint presentation and the distribution of background materials, including a draft of the requested zoning for discussion, the 12 persons in attendance were given the opportunity to ask questions and to comment on the proposed rezoning. Questions related primarily to the overall concept plan for the subdivision and no opposition to the multiple dwelling rezoning was raised.

Approval of a rezoning by-law, as recommended by Planning, would add multiple residential uses as additional permitted uses, keeping the underlying zoning which permits single-detached, semi-detached and townhome dwellings.

Attached as Appendix 'A', is the recommended zoning, which would be incorporated into the Zoning By-law under Section 28. Section 28, adds site specific provisions to the established zoning of a property. The zoning would permit building heights of up to 6 storeys and a maximum of 160 dwelling units, as requested by the proponent. The 6 storey height limit permits a reduced building footprint and accordingly greater building setbacks from adjacent existing and potential residential uses.

If approved, the multiple residential block will be the subject of site plan control approval by Council and potentially draft plan of condominium approval, if not developed as rental accommodation.

## **Financial Impact**

Not applicable.

## **Consultations**

Rita Jabbour, Manager of Planning Services

Lori Chadwick, Director of Development Services

## 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.

Appendix A – For Discussion: Proposed Multiple Residential Zoning for the Subject Lands

Special Multiple Residential Zoning							
i) Proposed main uses	Multiple Dwelling Townhome Dwelling Semi-detached Dwelling Single-detached Dwelling						
iii) Accessory use							
b) Regulations							
i) Amenity area per multiple dwelling unit – Minimum	Bachelor unit – 7.5m2 (81f2); One-bedroom unit – 10m2 (108f2); Two or more bedroom unit – 15m2 (162F2);						
ii) Lot Area, multiple dwelling – Minimum	555m2 (6000f2) for the first 4 dwelling units, plus 90m2 (970f2) for each additional dwelling unit to a maximum of 105uph (42upa)						
iv) Building Coverage – Maximum	35% of lot area						
v) Building Height – Maximum	20m (65f) for a main building 1 storey for an accessory building						
vi) Front Yard Depth – Minimum	7.5m (25f)						
vii) Rear Yard Depth – Minimum	7.5m (25f)						
Viii) Side Yard Width – Minimum	6m (20f) where a habitable room window of any dwelling unit faces a side lot line 3m (10f) where a one-way vehicular access area (driveway) abuts the main building wall 6m where a two-way vehicular access area (driveway) abuts the main building wall Equal to 30% of the building height, if none of the provisions above apply						
<p>ix) Notwithstanding the provisions of this subsection in conflict herewith, <b>a single-detached dwelling, semi-detached dwelling, duplex dwelling, townhome dwelling</b> and any use accessory thereto shall conform to the regulations of subsection 15.2, <b>R2.2 District</b>, of this by-law, applicable thereto.</p> <p>x) Provisions of the following subsections shall apply in whole or in part to lands situated within any of the following restricted areas shown on the Zoning District Maps:</p> <p>1. Natural Heritage Overlay – see subsection 10.8.</p> <p><b>c) Supplementary Regulations: See Sections</b></p> <table><tr><td>7: Definitions</td><td>10: Supplementary Building Regulations</td></tr><tr><td>8: Supplementary Use Regulations</td><td>11: Parking Space Regulations</td></tr><tr><td>9: Supplementary Lot Regulations</td><td>12: Parking Area Regulations.</td></tr></table>		7: Definitions	10: Supplementary Building Regulations	8: Supplementary Use Regulations	11: Parking Space Regulations	9: Supplementary Lot Regulations	12: Parking Area Regulations.
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**Report Approval Details**

Document Title:	183043 Ontario Limited - Planning-2020-04.docx
Attachments:	
Final Approval Date:	Feb 24, 2020

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

**Rita Jabbour, Manager, Planning Services - Feb 21, 2020 - 2:29 PM**



**Lori Chadwick, Director, Development Services - Feb 21, 2020 - 4:02 PM**



**Chris Nepszy, Chief Administrative Officer - Feb 24, 2020 - 5:08 PM**



## Report to Council

Department: Office of the CAO

Division: Communications

Date: March 2, 2020

Prepared by: Alex Denonville, Manager, Communications

Report Number: Communications-2020-01

Subject: Launch of EssexWorks Online Report a Problem System for Citizens

Number of Pages: 3

### Recommendation(s)

**That** "Communications Report-2020-01" and presentation titled "Launch of EssexWorks Online Report a Problem System for Citizens" prepared by "Alex Denonville, Manager, Communications" dated "March 2, 2020" be received for information.

### Purpose

To inform Council and the public about the launch and implementation of the EssexWorks Online Report a Problem System.

### Background and Discussion

At the May 6, 2019 Regular Meeting, Council approved a \$6,000 expenditure, utilizing funds from the March 2019 Municipal Modernization Grant for the implementation of an Online Service Request System in the Town of Essex. The grant funds were to be used by municipalities to invest in modernizing service delivery, finding efficiencies, and reducing

expenditure growth. Administration identified the improvement of the work order/service request system as a way to improve service delivery and enhance customer service.

Under the previous system, service requests were created when citizens contacted a Town of Essex staff member. Citizens could call, email, or contact the Town via social media to report problems with local infrastructure, facilities, and public spaces. From there, staff would either pass the message directly to directors or managers, who then delegate to staff, or enter a work order directly into the CityWorks system (which tracks past and current work orders). Once an issue had been addressed, the resident who submitted the problem was notified manually by the manager responsible (via phone call or email).

The new EssexWorks system utilizes an online form on the Town's website and integrates citizen service requests directly into the CityWorks system. With the new system, citizens will be able to submit information (eg. problem type and details, location, and contact information) using their home computer or smart mobile device.

Once submitted, residents will receive an automatically generated email including a Service Request ID number, which will be used to track the status of their request. Managers from the relevant department/division will also receive a confirmation email and the problem information will be added to their CityWorks dashboard.

Once the work has been completed, or a relevant update has been made, the responsible manager will update the Service Request in CityWorks, which will trigger another automatically generated email notifying the citizen of the resolution to, or plan to address, the problem.

Overall, the system will facilitate a consistent response to citizens reporting problems and ensure they are kept up-to-date on the actions undertaken. It will reduce the staff time needed to enter problems into CityWorks and contact citizens when problems are addressed. It will also allow for more consistent tracking of problems and the trends associated with them, which will give administration enhanced capacity to prepare for future work.



It is also important to note, citizens will not be limited to how they report problems. Calling or visiting Town facilities will remain an important way for staff to receive information from citizens.

## **Financial Impact**

With the exception of the existing approved use of \$6,000 from the March 2019 Municipal Modernization Grant, the launch of the EssexWorks Online Report a Problem System will have no additional impact on the Town's finances.

## **Consultations**

Consultations were conducted with directors, managers responsible for delegating work orders, as well as all front-line staff who currently use the CityWorks system.

## **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.



## Report to Council

Department: Office of the CAO  
Division: Legal and Legislative Services  
Date: March 2, 2020  
Prepared by: Shelley Brown, Deputy Clerk  
Report Number: Legal and Legislative Services-2020-01  
Subject: Regular Council Meeting Live Streaming and Webcasting  
Number of Pages: 14

### Recommendation(s)

**That** Legal and Legislative Services Report 2020-01 entitled "Regular Council Meeting Live Streaming and Webcasting" prepared by "Shelley Brown, Deputy Clerk" dated "March 2, 2020" be received:

**That** Council direct Administration to enter into a 3-month trial with the existing service provider to conduct a 3-month trial of their livestream/webcasting services and after such trial period, assess and report back to Council; and

**That** Administration research the Closed Captioning requirements of the Web Content Accessibility Guidelines (WCAB) 2.0 Level AA that must be complied with by January 1, 2021, and report back to Council on options together with the financial implications of ensuring compliance with those legislative requirements.

## **Purpose**

To provide Council with a report on streaming and/or broadcast options with respect to its Town Council meetings.

## **Background and Discussion**

Currently there is no legislative requirement to broadcast or record council meetings. However it is generally accepted that it is in the public's best interest to make recordings of Council meetings available to the general public in order to enhance the Town's communication with its residents, enhance citizen engagement in local government and demonstrate the town's commitment to open and transparent government. That being said it is important to note that these broadcasts or recordings do not replace the formal minutes that are generated during the course of the meeting. The meeting minutes that are prepared and circulated are and will continue to be the official permanent record of a council meeting as prescribed by the Municipal Act.

During the 2012 budget deliberations Council made communications with citizens and other stakeholders an enhanced priority by allotting \$5,600 for a pilot project relating to the videotaping of eight regular Council meetings that was envisioned to take place starting in the fall of 2012 and pending the hiring of a Manager of Communications. At its September 4, 2012 meeting Council received for information CAO Report Number CAO12-09 as prepared by the Manager of Communications which advised Council further on the various options and costs associated with livestreaming and/or delayed webcasting of regular council meetings.

A test taping in March 2012 was then conducted in Town Council chambers by CFTV (who was selected to carry out the pilot project videotaping) and it became apparent that Town Council chambers was not well suited for the videotaping of Council meetings especially from a audio perspective. As a result a decision was subsequently made to explore the use of the County of

Essex Council Chambers for the Regular meetings of Essex Town Council and to defer the video taping of the meetings by CFTV until the launch of a new Town website in June 2013.

Council in 2013, then gave temporary approval and then in 2014 gave continuing approval (by way of Corporate Services Reports 2013-33 and 2014-11 respectively) to hold and continue to hold Town of Essex regular council meetings at the County of Essex Council Chambers.

Starting with the September 3, 2013 meeting, Council moved to the County of Essex Chambers and commenced the aforementioned eight (8) meeting pilot project. At its November 18, 2013 regular meeting, Council then received Communications Report Number 2013-002 and gave approval for the Town to enter into an agreement with CFTV<sup>34</sup> to video tape approximately 22 regular meetings of Council a year at a cost of \$14,216. This agreement has been renewed in principle on an annual basis ever since that time.

Currently we are continuing to pay \$600 per meeting or \$13,800 per year (based on what is now approximately 23 meetings per calendar year) plus an additional \$35 per meeting or \$805 per year (based on 23 meetings) for a DVD copy of the recorded meeting. The total price per year based on 23 meetings is \$14,605.

The videotaping of the regular council meetings has enabled town staff to subsequently post the videos to YouTube and the Town website in order to make available to the public at large. As well the videos of the meetings are re-broadcast regularly on Cogeco digital cable channel 100, Gosfield North IPTV channel 34 and on Bell TV satellite channel 586 on a weekly basis.

Since September 2013 the video taping of the meetings has generally been satisfactory although at times the Town has experienced periodic issues such as connectivity issues, quality of video and sound issues relating to coordination with the County of Essex audio system. Further there have been a couple of incidents relating to technical issues experienced in which segments of meetings were lost or not captured fully.

While the current Council meetings are available post-meeting both on the internet and in limited broadcast forms, the Council meetings are not available to view in real time i.e. via live

webcasting. Several Essex County municipalities have been recently exploring options with respect to the live streaming of meetings and to that end at its regular council meeting of October 7, 2019 our Council similarly passed the following motion:

Moved by Councillor Vander Doelen

Seconded by Councillor Bjorkman

**(R19-10-413)** That Administration look at streaming, as well as broadcasting options with respect to Town Council meetings and that a report be brought back to Council listing the options, costs and resources required.

**“Carried”**

What follows below is our review of those options pursuant to Council resolution R19-10-413.

### **Closed Captioning Requirements**

One thing to note is that in considering the various options contained in this Report Council also needs to be aware of the upcoming closed captioning requirements. Regulation 191/11 of the *Accessibility for Ontarians with Disabilities Act* (the “AODA”) requires that municipal websites must meet the Web Content Accessibility Guidelines (WCAG) 2.0 Level A, and by January 1, 2021 must conform with WCAG 2.0 Level AA (with the exception of success criteria 1.2.4 Captions (Live), and success criteria 1.2.5 Audio Descriptions (Pre-recorded)). What this means is that by January 1, 2021 video recordings of Council meetings that are published must have a closed captioning option in accordance with the requirements of the AODA.

### **Live Webcasting/ Video Streaming**

Webcasting or live video streaming is the process of live (real time) video broadcasting over the internet. Video streaming or streaming is simply the replay of video or viewing it on demand where it can be watched at a different time.

The live Webcasting or live video streaming of Council meetings is increasingly being accepted as the preferred medium for enhancing citizen engagement and improving the transparency of meetings.

### **What are other Municipalities Doing?**

There are many municipalities across the province that provide their residents the opportunity to live stream meetings, or to watch the meetings at a later date. The following outlines the recording format(s) currently used by the municipalities in Essex County.

<b>Municipality</b>	<b>Recording Format</b>	<b>Closed Captioning</b>	<b>Service Provider</b>
County of Essex	Video/Webcasting	Yes (National Captioning Canada)	Cogeco Cable (live broadcast)/eSCRIBE (live webcast)
Amherstburg	Webcasting	Yes	eSCRIBE
Kingsville	Webcasting	Yes	eSCRIBE
Lakeshore	Webcasting	No (Looking at in 2021)	Swagit
LaSalle	None	No	N/A
Leamington	Video/Webcasting	Yes	CFTV/Sliq
Tecumseh	Webcasting	Yes	eSCRIBE

When making the determination as to the best option to consider for the future broadcasting or recording of the Council meetings the following items should be considered when choosing both the option and the provider of these services:

- Does the provider cater to a certain sector or industry? The provider should have a good understand of the needs of municipal government.
- Is it easy to use and does it integrate smoothly into our current work environment? It should not be complicated and match the way our municipality operates.
- Does it enhance and work efficiently with our current and future workflows? It should grow with our needs and what Council envisions for the future.
- Where the data is stored and is it secure? Check with the provider to see how they deal with and will protect our data.
- How reliable and responsive is their customer support? Are knowledgeable support agents immediately available if we encounter any problems, especially if the meeting are live?

#### **Option 1: Status Quo Method: Videotaping with posting to Web and CFTV Broadcast**

Currently, the Town videotapes its regular Council meetings through a third-party provider ("CFTV"). Once the meeting has been videotaped, the provider delivers the finished recording on a USB along with a DVD recording of the meeting. The recordings are then posted to the website/YouTube usually within 2-3 days after the meeting was held. The videos of the meetings are also then re-broadcast by CFTV on Cogeco digital cable channel 100, Gosfield North IPTV channel 34 and on Bell TV satellite channel 586 on a weekly scheduled basis. While not in real time the videotaping of the regular council meetings per the status quo has enabled town staff to make the Council Meetings available to the public at large together with the capability to reach the public in different formats through CFTV's re-broad casting capabilities as previously referenced above.

Since September 2013 the video taping of the meetings has generally been satisfactory although at times the Town has experienced periodic issues such as connectivity issues, quality of video issues and sound issues relating to coordination with the County of Essex Chambers audio system. Further there have been a few incidents relating to technical issues experienced in which segments of meetings were lost or not captured fully.



In further assessing this current method, one thing to note is that the recordings of the meetings are not indexed to the corresponding agenda items, which means that it is sometimes difficult for members of the public and/or town staff to find and identify particular segments of the meeting that they may need access to for review or other purposes etc. Other methods which will be discussed below have the capability to fully index the visual recording of the meeting so that it is linked to each particular item on the Agenda.

As well, with this current method closed captioning is not part of the service provided. A third-party provider would be required. The County of Essex uses a company called National Captioning Canada at a rate of \$120 per hour. Starting in 2021 in order to be in compliance with AODA arrangements will need to be made to ensure the visual recordings of the council meetings (in whatever form Council gives direction to) have the required closed captioning services.

#### **Option 2: Live Webcasting and Video streaming using current Agenda Management Software Provider (eSCRIBE)**

eSCRIBE, which is the owner of the agenda management software currently being used by Administration to build and distribute council agenda packages and minutes also offers webcasting and recorded video functionality for council meetings.

At this time, the County of Essex has contracted with eSCRIBE to live stream meetings however Cogeco continues to be their main provider for broadcasting recorded meetings.

The Town of Amherstburg has been approved for webcasting through eSCRIBE and are hoping to go live in February/March of this year.

The Town of Kingsville has entered into an agreement with eSCRIBE for both webcasting and closed captioning. They are in the testing phase and hope to go live in February.

Tecumseh has approved webcasting and closed captioning, using a multi-camera visual through eSCRIBE however they are delayed with the implementation due to the renovations of

their Town Hall. They are expected to be completed renovations in August and will have the webcasting and closed captioning ready for launch at that time.

Lakeshore has contracted with Swagit Productions for webcasting and have reported that it is working well. They are implementing eSCRIBE for agenda production only. They are looking at 2021 to implement closed captioning.

The Town of LaSalle is not planning to implement webcasting in 2020.

The Municipality of Leamington is moving to live streaming as well but have stated that they will not be using eSCRIBE for this service. They have contracted with a company called Sliq for web streaming and will be doing a trial run of the closed captioning through them in April.

Webcasting through eSCRIBE provides for unlimited storage and streaming of audio or video content from meetings. Due to the fact that eSCRIBE is the agenda preparation software used by the Town, webcasting with eSCRIBE allows for full integration (or indexing) to the meeting's agenda items and minutes so that users can view the entire meeting live or jump to specific agenda item sections with a single tap when viewing the recorded meeting.

The Town would have access to reporting and the metrics of viewership (number of viewers etc.) The video feed and equipment is already in place at the County Building as they are now using eSCRIBE. The Town would simply need to connect to the camera at the County of Essex with our own encoder that will be provided by eSCRIBE.

The encoder records the audio and video of the meeting and allows for streaming. A backup is saved to our server and once the video is published onto our website, eSCRIBE hosts the video. There is no limit of the number of videos eSCRIBE can host. The encoder allows for a clearer stream and reduced redundancy. If the connection is lost, the video continues to be recorded and the stream picks up when connection is recovered. The backup is used to post the entire meeting to our website.

eSCRIBE has also provided pricing for the service based on an add-on of the Closed Captioning Module that would meet the Town's upcoming legislated accessibility requirements. The automated closed captioning service is AI based (Artificial Intelligence with Deep Learning) to allow for live closed captioning during meetings. A recorded version will then be available for publishing. The closed captioning software is trained to pick up names and other phonetics correctly by running the software through previously recorded meetings and then adjusting the transcription and training it to pick it up correctly. The County of Essex did not currently purchase eSCRIBE's closed captioning add-on as the County currently utilizes National Captioning Canada at a rate of \$120 per hour for their closed captioning needs.

Other included features of the eSCRIBE service:

- Splash screens for breaks or closed sessions
- Unlimited storage, data and viewers
- Unlimited viewers from a single outgoing feed
- Simple publishing and integration with our website
- Resilience to lost connectivity
- Letting us keep control over our intellectual property
- Support for multiple video formats

Factors to consider in assessing the eSCRIBE service:

- The eSCRIBE basic service only provides for a fixed location camera. The camera provides for a panoramic view with the fixed camera situated above from behind the delegation table at County of Essex Chambers. The fixed camera does not provide viewers with additional angle views nor an up close view of the particular speaker during any given point in the meeting. However using a single fixed camera would have the advantage of minimal equipment and staff resources required. An example of some of the municipalities in the province that use that use eSCRIBE with the single fixed camera include Newmarket (with CC), City of Oshawa and Stratford (with CC). A review of those recordings would suggest that despite only using one camera, the

recordings are still providing the public with a good quality live stream/recording of the meeting.

- There is an option at additional expense to purchase a second or additional cameras from eSCRIBE at a cost of approximately \$1,000 per camera (not including installation and material) however IT staff would likely then be required at the meeting to support the camera feeds. However, at this time the County of Essex has stated that it would be difficult to run the cable through the ceiling and had experienced issues in the past so they are not open to allowing us to install a second camera in their Council Chambers.
- Staff training would be required. The video feed will appear on the agenda screen once logged into eSCRIBE and the individual taking minutes clicks on each item on the agenda as the meeting progresses to bookmark the video where each item of the video.

The County of Essex has implemented this webcasting and has worked through initial issues that have arisen with the new software/hardware which accordingly would make our transition much smoother. The Clerk for the County of Essex reports that they are thus far happy with the product and the service provided by the escribe webcasting module.

The fees for implementing Webcasting and Closed Captioning are:

- **Webcasting Plus Module**
  - Annual Service and Support Fees \$10,080
  - Implementation Fees \$2,700
  - Training Fees \$675
  - Total Webcasting Fees \$14,175
- **Closed Captioning Module**
  - Annual Service and Support Fees \$9,810
  - Implementation Fee \$2,700
  - Total Closed Captioning Fees \$12,510
- **Total Annual Support Fees \$20,610**

- |                             |         |
|-----------------------------|---------|
| - Total Implementation Fees | \$4,725 |
| - Total Training Fees       | \$675   |

### Option 3: Live Webcasting and Video streaming with Current Provider

Our current provider has offered to provide live streaming via YouTube at no additional charge to our current contract. To facilitate this the County of Essex has agreed to provide CFTV with a straight connection to the internet at the County chambers. The public would be able to access the live webcast through a link on our website to YouTube. CFTV would simply utilize its current camera equipment and be able to provide various angles and descriptive text (Name and titles) during and as part of that live broadcast.

After the live broadcast to YouTube the video can be archived so that it is available to the public at any time or it can be stored in a private folder where it would not be accessible to the public. It may be confusing to allow access to the live broadcast recording post-meeting, as there would be two versions of the same meeting on YouTube: the raw version from the live webcast and a post production version . If council chooses to not allow access after the live broadcast, the post production or final broadcast version (as it is now) would be what would be available to the public.

It is not clear at this time if closed captioning services can be provided by the current service provider but it would be at an extra charge to the current contract. As noted earlier, closed captioning will be required for all recordings of Council meetings that are published by the Town by January 1, 2021.

#### Option 4: In-House Videotaping or Webcasting

The videotaping and/or webcasting by in-house Town staff would require the town to purchase or lease the necessary equipment and supplies, and would rely heavily on Town staff or 3<sup>rd</sup> party operators to operate the cameras and webcast. There would also be continuing reliance on Town staff for expertise, implementation and on-going technical

support and usage. Presumably with this method the in-house webcast/videotape could be broadcast through a link on our website to YouTube however there would no capability for closed captioning and the broadcast cannot be indexed to agenda nor integrated to our eSCRIBE agenda management software.

The additional demand on IT and Communications staff may diminish current service levels provided. The capital purchase of all equipment would be quite costly and would require regular updates to software and hardware by our internal staff.

Further this method would require staff or a third-party to operate equipment and webcast the video.

#### **Option 5: Other Broadcast Providers**

Cogeco Cable currently provides video streaming services for the City of Windsor and the County of Essex. Many of the local municipalities conflict with these City and the County meetings and therefore Cogeco has stated that they would not do any meetings of local municipalities as they do not want to pick and choose which local municipalities they would broadcast.

Lakeshore currently uses a company called Swagit for their webcasting. They report that it is working well however this would not be a viable option for the Town of Essex with its current lease agreement with County of Essex Chambers as it would require the installation of additional wiring and storage area for the required equipment.

The Municipality of Leamington will be live streaming their regular council meetings through a provider called Sliq. Pricing was not available at the time this report was prepared.

## **Conclusion**

Based on consideration of the options outlined above, it is recommended that the Town enter into an agreement with our current provider, CFTV, for a 3-month trial of their live

broadcasting. This option is offered at no additional cost to their existing agreement and will eliminate any operating and financial obligations associated with the other options provided in this report. After the 3-month trial, administration will conduct a review and prepare a report to council with recommendations going forward.

## **Financial Impact**

For the proposed recommendations of remaining with the current provider, there will be no financial impact.

## **Consultations**

Jack Barron, Manager, Information Technology

Alex Denonville, Manager, Strategic Communications

## **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.





# JOINT BOARD OF MANAGEMENT

Wednesday, January 15, 2020  
9:00 AM

Ruthven Water Treatment Plant  
1615 Union Avenue,  
Ruthven

## MINUTES

Members Present: Mayor MacDonald (Chair); Deputy Mayor Verbeke, Councillors Dunn, Tiessen (alternate), Wilkinson - Leamington  
Mayor Nelson Santos (Vice-Chair); Deputy Mayor Queen,  
Councillors DeYong, Neufeld, Patterson - Kingsville  
Councillor VanderDoelen - Essex  
Councillor Walstedt - Lakeshore

Members Absent: Councillors Hammond & Jacobs - Leamington

Staff Present: Andy Graf - Essex  
Shaun Martinho - Kingsville  
Kevin Girard - Lakeshore  
Shannon Belleau - Leamington

OCWA Staff Present: Dale Dillen  
Dave Jubenville

**Call to Order: 9:10 am**

### **Election of Chair of the Union Water System Joint Board of Management**

The Manager calls for nominations for the position of Chair of the Union Water Supply System Joint Board of Management, for the term 2020, ending on December 31, 2020.

Nomination of Mayor Hilda MacDonald for the position of Chair

**No. UW-01-20**

Moved by: Deputy Mayor Queen

Seconded by: Councillor Wilkinson

That Mayor, Hilda MacDonald, is nominated for the position of Chair for a term ending December 31, 2020.

Carried

Mayor MacDonald accepts the nomination. There is a second and third call for nominations. There are none.

**No. UW-02-20**

Moved by: Deputy Mayor Verbeke

Seconded by: Councillor Walstedt

That the nominations are closed.

Carried

The Chair then takes over duties of the meeting.

Nomination of Mayor Nelson Santos for the position of Vice Chair

**No. UW-03-20**

Moved by: Deputy Mayor Queen

Seconded by: Deputy Mayor Verbeke

That Mayor, Nelson Santos, is nominated for the position of Vice Chair for a term ending December 31, 2020.

Carried

Mayor Santos accepts the nomination. There is a second and third call for nominations. There are none.

**No. UW-04-20**

Moved by: Deputy Mayor Verbeke

Seconded by: Councillor Dunn

That nominations are closed.

Carried

**Disclosures of Pecuniary Interest: none**

**Adoption of UWSS Joint Board of Management Minutes:**

**No. UW-05-20**

Moved by: Councillor Patterson

Seconded by: Councillor Dunn

That Minutes of the UWSS Joint Board of Management meeting of December 18, 2020 be received as amended.

Carried

**Business Arising Out of the Minutes:**

The Manager informs members of the Board that there was a slight rounding error on his budget report the previous month. He explains that the error occurred while converting from imperial to metric measurements and the number of decimal places used. He further confirms that the end result of the budget increase for the wholesale water rate remains unchanged.

The recording secretary is to amend the December 18, 2020 minutes and report UW/35/19 to reflect the change of the increase in the wholesale water rate from \$0.0248 per cubic meter to the new increase of \$0.0261 per cubic metre.

Deputy Mayor Verbeke's name will also be added to the December minutes.

**Report UW/2/20 dated January 10, 2020 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to July 26, 2020**

The Manager reviews his report with board members. He notes that the Christmas break was just after the last meeting and not really much has happened since that time. However, he notes that OCWA staff are working hard around the facilities to ensure things continue to run smoothly.

The Manager indicates that PW Makar was retained to inspect the Kingsville Water Tower (KWT), which was completed on January 6, 2020. This is part of the process to establish what will be required to rehab the KWT. He notes that the results of the inspection have not been received, but that the interior and exterior will need recoating. This will require full encapsulation. He is working with the staff at the Town of Kingsville throughout the process to make sure things move smoothly.

The old water softener, that was part of the ammonia system, has been removed. Annual filter maintenance is underway. This includes new flow metres on filters #5 through #8 and chemical cleaning of filter #8.

The Manager provides an update on the SCADA project. He notes that due to the holidays not a lot has changed. He does confirm that the FAT testing will take place at the beginning of February and the site testing can commence. He still expects the project to be completed by March 2020.

The CO2 pH project is moving along as well, however, there were no on-site activities to report during the holiday season. He believes that commissioning should begin by the end of January.

The flows are up, but with only 9 recorded days on this report, it is difficult to confirm any trend. The Manager does feel that flows will continue to be up this year. His understanding is that more greenhouses will be built and with the are having access to more power and gas greenhouses are running year round now.

**No. UW-06-20**

Moved by: Deputy Mayor Queen

Seconded by: Councillor Walstedt

That report UW/2/20 dated January 10, 2020 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to January 10, 2020 is received.

Carried (UW/2/20)

**Report UW03/20 dated January 10, 2020 re: Chief Drinking Water Inspector Report for Ontario 2018-2019 and Minister's Annual Report on Drinking Water 2019**

The Manager reminds members of the Board that both of these reports are generally provided on a yearly basis.

The Chief Drinking Water Inspectors Report (CDWI) provides aggregate numbers for all systems in Ontario and shows the inspection results. He notes that most facilities that do not obtain 100% inspection rating is generally due to paper issue, not a water quality issue. The four member municipalities' inspections are noted.

The Annual Report on Drinking Water provides information regarding Ontario as a whole and specifically lists projects that the government has undertaken to improve water quality such as the improvements to the Great Lakes, Lake Simcoe and the First Nations.

**No. UW-07-20**

Moved by: Councillor Wilkinson

Seconded by: Councillor Neufeld

That report UW/03/20 dated January 10, 2020 re: Chief Drinking Water Inspector Report for Ontario 2018-2019 and Minister's Annual Report on Drinking Water 2019 is received.

Carried (UW/03/20)

**Report UW/04/20 dated January 10, 2020 re: Payments from December 20<sup>th</sup>, 2019 to January 10<sup>th</sup>, 2020**

**No. UW-08-20**

Moved by: Deputy Mayor Verbeke

Seconded by: Mayor Santos

That report UW/04/20 dated January 10, 2020 re: Payments from December 20<sup>th</sup>, 2019 to January 10<sup>th</sup>, 2020 is received.

Carried (UW/04/20)

## **New Business**

Councillor Patterson spoke to members of the Board noting that he keeps track of complaints received each year regarding UWSS. He was pleased to state that the one complaint he received did not pertain to water quality. He congratulated UWSS and OCWA staff on an exemplary 2019 year.

Chair MacDonald asks the Manager if he had any comment regarding the BWA that had taken place in Wheatley within the last week. She notes there was a great deal of confusion regarding this incident. The Manager notes that UWSS does not supply water to the area in question. He explains that Leamington Water Department staff might be better able to answer any questions.

## **Adjournment:**

### **No. UW-09-20**

Moved by: Councillor Tiessen

Seconded by: Councillor Patterson

That the meeting adjourn at 9:28 am

Carried

Date of Next Meeting: Wednesday, February 19, 2020, 9:00 am at the Ruthven WTP

/kmj



**THE TOWN OF LAKESHORE**  
**NOTICE OF COMPLETE APPLICATION AND PUBLIC MEETING**  
An application to amend the Lakeshore Zoning By-law 2-2012

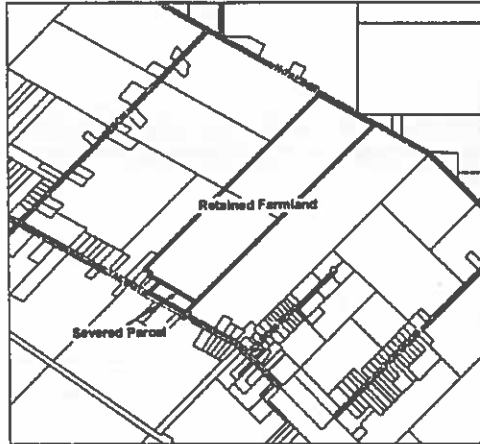
**PURPOSE OF PROPOSED AMENDMENT**

**File No:** ZBA-18-2019

**Location:** 499 Talbot Road (County Road #34) AND 581 North Talbot Road

The municipality is considering an application to amend the Town of Lakeshore Zoning By-law under the provisions of Section 34 of the Planning Act, R.S.O. 1990. Recently, a provisional consent (File B/25/2019) was granted to sever a surplus dwelling lot from the retained lands (farm parcel). In order to meet conditions of the provisional consent, the applicant, James and Jeannette Sylvestre has submitted an application to:

- 1) rezone the remnant (retained) farmland to agriculture uses only, to prohibit residential dwellings;
- 2) rezone the surplus dwelling lot to permit non-agriculture/ residential uses.



**PUBLIC MEETING**

TAKE NOTICE that the Council of the Corporation of the Town of Lakeshore will hold a public meeting to provide interested parties the opportunity to make comments, identify issues and provide additional information relative to the proposed Amendment.

The public meeting will be held on:

**Tuesday, March 10<sup>th</sup>, 2020 at 6:00 p.m.**  
Town of Lakeshore Council Chambers  
419 Notre Dame Street, Belle River

**COMMENTS OR QUESTIONS?**

**ANY PERSON** may attend the Public Meeting to make written or verbal representation in support of or in opposition to the proposed Zoning By-law Amendment. Written submission regarding the proposed Zoning By-law Amendment can be made to **Kim Darroch, MCIP, RPP, Manager of Development Services**, Town of Lakeshore, Development Services Office, 419 Notre Dame Street, Belle River, Ontario, N0R 1A0, facsimile 519-728-4577, telephone 519-728-2700, ext. 245 or email (please include your mailing address) [kdarroch@lakeshore.ca](mailto:kdarroch@lakeshore.ca). **IF YOU WISH TO BE NOTIFIED** of Council's decision regarding the proposed Zoning By-law Amendment, you must make a written request to **Kim Darroch, MCIP, RPP, Manager of Development Services**, at the address shown above and such request must include the name and address to which such notice should be sent.

**ADDITIONAL INFORMATION** relating to this matter is available for review at the Municipal Office during regular office hours. (8:30 a.m. to 4:30 p.m.) *We cannot guarantee the exact time the application will be considered by Council as the time varies depending on the number of items on the agenda and the complexity of each application brought forward.*

**SUBMISSIONS**

**ALL PERSONS RECEIVING NOTICE** of this meeting will receive a Notice of Passing of a By-law including appeal procedures. Any other person who wishes to receive a Notice of Passing in respect of the proposed zoning by-law amendment must make a written request to the **Municipal Clerk, Town of Lakeshore, 419 Notre Dame Street, Belle River ON, N0R 1A0.**

**IF A PERSON OR PUBLIC BODY** would otherwise have an ability to appeal the decision of the Town of Lakeshore to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Municipal Clerk of the Town of Lakeshore before the proposed Zoning By-law Amendment is passed, the person or public body is not entitled to appeal the decision.

**IF A PERSON OR PUBLIC BODY** does not make oral submissions at a public meeting or make written submissions to the Municipal Clerk of the Town of Lakeshore before the proposed Zoning By-law Amendment is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

**DATED AT THE TOWN OF LAKESHORE THIS 18<sup>th</sup> DAY OF FEBRUARY, 2020.**

**RECEIVED**

**FEB 24 2020**

February 25, 2020

Your Worship, members of Council and Administration:

The Harrow & Colchester South Chamber of Commerce would like to commend the Town of Essex for taking the important step towards the development of a comprehensive Climate Change Adaptation Plan (CCAP), in assisting and developing a long-range municipal plan to adapt to the impacts of climate change. In this effort, the Town reached out to interested citizens and by invitation to stakeholders, including the Harrow & Colchester South Chamber of Commerce (HCSCC) to serve on the Essex Climate Adaptation Team (ECAT).

While the executive of the HCSCC is in unanimous support of the Town's adaption of the ECAT, we must express our most concerning disappointment as not even considered on the administration's recommendation list to the Council striking committee. In a January 6, 2020 email to HCSCC President Tammy Affleck, from Niharika Bandaru, Town of Essex Climate Change Analyst, HCSCC was invited to: *"We have identified the Harrow and Colchester South Chamber of Commerce as an important stakeholder in our community who can help advise the development of the CCAP; as such we are inviting you to represent your organization and consider applying to be a member of the ECAT."*

As reported in the terms of reference and town media release, the Essex Climate Adaptation Team (ECAT) will assist Town staff in developing the CCAP by identifying measures to improve adaptation, reduce vulnerability, enhance community resilience and protect resources while identifying potential cost-savings and *economic opportunities*. The requirements further indicate in the terms of reference and media release that the Town is seeking members for the ECAT who are knowledgeable and interested in climate change impacts and adaptation strategies, as well as representative of a number of local sectors including: *business, infrastructure, health, agriculture, and recreation*. Of which all these sectors are representative of the HCSCC members.

The HCSCC put forward William Baker, Vice President Harrow & Colchester South Chamber of Commerce, supported by the executive to represent HCSCC on the ECAT committee. Mr. Baker a former Councillor for the Town of Essex, former Sr. Policy Assistant in the City of Windsor Mayor's office who has significant municipal experience including representation on the Mayor's Great Lakes St. Lawrence Cities Initiative and has senior executive experience in a variety of public and private sector industries, all identified by the ECAT terms of reference.

Certainly, the HCSCC supports our Mayor's commitment to this ECAT committee as addressed in this following statement in the media release of January 6, 2020: *"As a municipality, we need*



*to draw on the knowledge of **our citizens and stakeholders who know our community best,***  
*said Mayor Larry Snively. "This is a great chance to work together to help our municipality adapt*  
*and prepare for the impacts of climate change."*

For nearly a century, the Harrow & Colchester South Chamber of Commerce has supported economic growth in Harrow, Colchester South and the Town of Essex by advocating for business priorities at Council, various levels of government and the Ontario Chamber of Commerce on behalf of our diverse members representing: business, infrastructure, manufacturing, health, agriculture, tourism and recreation.

As Harrow, Colchester South's business advocate, we do applaud the Town of Essex for the support you have provided to HCSCC on many initiatives and your focus for a Climate Change Adaptation Plan. However, in this regard, we are deeply disappointed that the voice of business for our members will not be represented on the ECAT committee.

Respectfully submitted,



Tammy Affleck  
President, Harrow & Colchester South Chamber of Commerce

# **Co-An Park Committee Regular Meeting Minutes**

**Meeting Date: Wednesday, February 12, 2020**

**Time: 5:30 pm**

**Location: McGregor Community Centre**

**LARge Meeting Room**

**9571 Walker Road, McGregor, Ontario**

## **1. Roll Call**

### **Present:**

For the Town of Essex:

Kim Verbeek – Councillor Ward 2

Christine (Tina) McAgy – Chairman 2019-2022 Term

Jim Meloche – Vice-Chairman 2019-2022 Term

Jonathan Little

For the Town of Amherstburg:

Leo Meloche – Deputy Mayor Town of Amherstburg

Murray Sellars

Jennie Lajoie

## **2. Call to Order**

Tina McAgy, Chairman of the Co-An Park Committee called meeting to order

## **4. Declarations of Conflict of Interest**

No conflict of Interest was declared

## **5. Adoption of Published Agenda**

a) February 12, 2020 Regular Co-An Park Committee Meeting Agenda

Moved by Jim Meloche

Seconded by Jennie Lajoie

**(CAP-2020-02-01)** That the published agenda for February 12, 2020 Regular Co-An Park Committee meeting be adopted as amended

**Carried**

## **6. Adoption of Minutes**

### **6.1 Co-An Park Committee Regular Meeting Minutes September 11, 2019**

Moved by Jonathan Little

Seconded by Leo Meloche

**(CAP-2020-02-02) That** the minutes of the Regular Meeting for the Co-An Park held September 11, 2019 be adopted as circulated

**Carried**

## **7. NEW BUSINESS**

### **7.1 2019 Financials**

Moved by Leo Meloche

Seconded by Jonathan Little

**(CAP-2020-02-03) That** 2019 Co-An Park Financials be approved for circulation subject to changes as discussed

**Carried**

#### **7.1.1 Change in Reporting Policy of Capital Assets**

Moved by Leo Meloche

Seconded by Jonathan Little

**(CAP-2020-02-08) That** the Co-AN Park change its reporting policy for Capital assets; that change in value for capitalization be noted as \$1,000

**Carried**

Moved by Leo Meloche

Seconded by Jonathan Little

**(CAP-2020-02-09) That** Co-An Park Capital items with a value of less than \$1,000 be removed from asset accounts to capital surplus effective December 31, 2019; moving (8) capital items totaling \$19,827.44 of prior year expenditures as discussed to expense

**Carried**

### **7.2 Calendar of Events - See attachments**

Committee noted and reviewed calendar of events

#### **7.2.1 Request from LA Shepley**

LA has requested that fees for the tournament dated July 10-12 be waived; all proceeds going to "Jump Start"

Moved by Christine McAgly

Seconded by Jennie Lajoie

**(CAP-2020-02-04) That** Park rental fees only for the weekend of July 10 thru July 12, 2020 be waived as all proceeds are going to “Jump Start” for kids but all other fees to remain in force

**Carried**

### **7.2.2 Request from County Music Jamboree**

Sue Leclair requests that fees for the Music Jamboree be waived; last season Co-An donated use of cooler (\$75)

Moved by Kim Verbeek

Seconded by Jonathan Little

**(CAP-2020-02-05) That** cooler fees be waived for June 14, 2020 Music Jamboree

**Carried**

### **7.3 Pirates Bounty Tournament**

Committee noting that; Pirate’s tournament is the first of the season; April 25 and April 26, they are requesting that the CO-AN Improvement Committee take over the SOP and co-host the tournament where a sizable donation will be given to the CO-AN Park, Paul Bryant is assuming responsibility and all insurances will be forwarded, as well any/all pertinent information. Smart serve certifications and parking lot patrols will be set in place.

Committee to obtain more information from Town of Essex regarding Director’s Liability insurance and will advise.

### **7.4 Town of Amherstburg -2019/2020 Seasonal fees to turn on/off water**

Letter was received from the Town of Amherstburg notifying us that a \$50 fee for seasonal water turn-ons and turn- offs will be implemented. A memo was forwarded to Dan Beaulieu on March 22, 2019 requesting that the fees be waived with an on going basis for Co-AN Park, Deputy Mayor Leo Meloche to look into and advise of status.

### **7.5 Memorial Benches/Trees**

Families have approached park wanting to donate a tree/bench in the memory of their loved one; Committee noted interest and feel any persons wanting to proceed, should first contact park, after full payment received with nursery for trees and planting fees, the Co-An will help

facilitate installation; as well if benches are requested, payment should be received in full and Co-An will order uniformed bench to the park thru the Town of Essex, and will have cement pad, and installation taken care of, also noting the Town of Essex program fees are Trees \$500 donation and benches are \$1,500 donation. Tree selection should be geared to viability in Essex County.

## **7.6 Director's Liability Insurance**

Committee requests that Doug Sweet be contacted to confirm extent and limits of coverage for Liability insurance for committee members and it's acting agents; noting Co-An Improvement Committee as acting fund raising committee for the Co-An Park.

## **7.7 Vandalism / Committee Notifications**

### **7.7.1 Vandalism**

Committee noted vandalism at the Co-An Park; vehicles drove onto outfields and partially on Diamond #5, appear to have left rutts which will need repair. Leo Meloche spoke to CTV news and Kim Verbeek spoke to CBC Windsor news; similar vandalism was found at surrounding parks

### **7.7.2. Committee Notification Regarding Vandalism**

Co-An park committee members to contact secretary when notified of any vandalism where all members will be advised immediately

### **7.7.3 Security Cameras**

Moved by Jim Meloche

Seconded by Murray Sellars

**(CAP-2020-02-07)** That the Co-An Park Committee approach the town to consider the installation of security cameras at the park due to recent and past vandalism **Carried**

## **8. Costing Report/ 2020 Capital Budget – See attachment**

### **8.1 Costing Report**

Moved by Leo Meloche

Seconded by Jonathan Little

**(CAP-2020-02-06)** That the Feb 12, 2020 Costing report be approved as written **Carried**

## 8.2 Capital Budget

Committee reviewed Capital for 2020 and will revisit once quotes are received

## 9. Tricia Meloche's Lease Contract

Committee to note; to follow up approval CAP-2019-09-30 - All terms were reviewed by Tricia Meloche and agreed to as outlined on October 16, 2018 Co-An regular meeting minutes section 8 (ii), contract revised and ready for signatures.

## 10. Secretarial Wage

Committee to note; CAP-2019-09-31 approved increase dependant on Operating Fund increase from both towns; Secretarial wage will now reflect operating cost of \$17,500

## 11. Future Meetings

### 11.1 Regular Co-An Park meetings

Wednesday, March 25, 2020 5:00 PM

Location: CO-AN Park 11071 11<sup>th</sup> Concession Rd, in the office

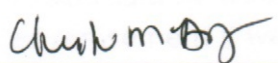
## 12. Adjournment

Moved by Jonathan Little

Seconded by Leo Meloche

**(CAP-2020-02-10)** That the meeting be adjourned at 7:15 p.m.

**Carried**

  
\_\_\_\_\_  
Christine McAgy – Chairman

  
\_\_\_\_\_  
Joanne Bissonnette - Secretary Treasurer

# CO-AN PARK - February 3, 2020

## REVENUE

### Operating Line

	2020 Actual	2020 Budget	2019 Actual	2018 Actual
4030 Town of Amherstburg	\$ -	\$ 20,000	\$ 17,500	\$ 17,500
4020 Town of Essex	\$ -	\$ 20,000	\$ 17,500	\$ 17,500
2654 Town of Amherstburg - Capital	\$ -	\$ -	\$ -	\$ -
2654 Town of Essex - Capital	\$ -	\$ -	\$ -	\$ -
	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>
1060 RBC Balance @ Year End 12/31	<b>\$ 6,407</b>	<b>\$ 6,407</b>	<b>\$ 6,386</b>	<b>\$ 11,008</b>

### Investments & Other Income Capital Grants

	Held In Trust	Held In Trust	Held In Trust	
1202 Town of Amherstburg - 2019 Reserve	\$ 2,793	2,793	5,379	
1203 Town of Essex - 2019 Reserve	\$ 2,793	2,793	5,379	
1202 Town of Amherstburg - 2020 Reserve	\$ 15,000	15,000	15,000	
1203 Town of Essex - 2020 Reserve	\$ 15,000	15,000	15,000	
Total Reserve Funds	<b>\$ 35,586</b>	<b>35,585</b>	<b>40,758</b>	

### User Fees & Services

	2020 Actual	2020 Budget	2019 Actual	2018 Actual
4460 Equipment sold (Pulverizer)	\$ -	\$ -	\$ 1,000	\$ 300
4450 Donations - Accessible Picnic tables	\$ -	\$ -	\$ 5,654	\$ -
4422 Food Rights Sold	\$ -	\$ 1,200	\$ 907	\$ 329
4450 Donations (Pirates Bounty)	\$ -	\$ 750	\$ 750	\$ 1,000
4445 Fund Raising Events	\$ -	\$ 2,500	\$ -	\$ -
4040 User fees / Baseball	\$ -	\$ 7,810	\$ 8,210	\$ 6,776
4205 Events -Family Reunions/Organizations	\$ -	\$ 2,000	\$ 2,225	\$ 2,899
4200 Events - Jack n Jills	\$ -	\$ 4,600	\$ 4,600	\$ 4,400
4430 Insurance - Town of Essex Rider	\$ -	\$ 450	\$ 763	\$ 734
4201 Events - Heater	\$ -	\$ -	\$ -	\$ 100
4250 Advance deposit	\$ -	\$ -	\$ 450	\$ -
4240 Rubber Base Revenue	\$ -	\$ 330	\$ 330	\$ 700
4230 Set Up Fees	\$ -	\$ 2,500	\$ 1,810	\$ 2,765
4040 User Fees / Soccer	\$ -	\$ 2,100	\$ 2,464	\$ 1,980
4040 User Fees / Tennis	\$ -	\$ -	\$ -	\$ -
4420 Appreciation Day	\$ -	\$ 9,300	\$ 9,356	\$ 10,647
4210 Events - Baseball Tournaments	\$ -	\$ 1,450	\$ 1,400	\$ 2,410
	<b>\$ -</b>	<b>\$ 34,990</b>	<b>\$ 39,918</b>	<b>\$ 35,039</b>

### Concession Stand

4220 Pop stand	\$ -	\$ -	\$ -	\$ -
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Total Revenue - Operating Funds</b>	<b>\$ 6,407</b>	<b>\$ 81,397</b>	<b>\$ 81,304</b>	<b>\$ 81,047</b>
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## EXPENDITURES - Feb 3, 2020

<b>Contracted Services</b>	<b>2020 Actual</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>2018 Actual</b>
5720 Park Maintenance Wage	\$ -	\$ 23,900	\$ 23,900	\$ 23,900
5685 Insurance	\$ -	\$ 1,100	\$ 977	\$ 918
5784 Office Wage	\$ 1,000	\$ 17,500	\$ 15,500	\$ 14,000
	<b>\$ 1,000</b>	<b>\$ 42,500</b>	<b>\$ 40,377</b>	<b>\$ 38,818</b>

<b>Concession Stand -Supplies &amp; wages</b>				
5755 Pop Stand - repairs, maintenance	\$ -	\$ 500	\$ 576	\$ 2,506
	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 576</b>	<b>\$ 2,506</b>

<b>Materials, Supplies &amp; Services</b>	<b>2020 Actual</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>2018 Actual</b>
5615 Advertising	\$ -	\$ -	\$ -	\$ 115
4200 Security deposits reimbursed	\$ -	\$ 725	\$ 800	\$ 696
5620 Bank fees		\$ 132	\$ 142	\$ 153
5626 Building Maintenance - due to vandalism	\$ -	\$ -	\$ -	\$ 215
5625 Building Maintenance - supplies/repairs	\$ -	\$ 2,000	\$ 1,111	\$ 3,311
5630 Tennis Courts - supplies/repairs	\$ -	\$ -	\$ 1,107	\$ -
5630 Baseball Diamonds - supplies	\$ -	\$ 750	\$ 606	\$ 431
5630 Soccer field - supplies	\$ -	\$ 750	\$ 175	\$ -
5645 Co-An Appreciation Day	\$ -	\$ 7,500	\$ 7,558	\$ 7,377
5680 Grounds, parking lot, landscape	\$ -	\$ 1,100	\$ 175	\$ 213
5685 Insurance - Town of Essex Rider (Recoverable)	\$ -	\$ 725	\$ 604	\$ 676
5695 Janitorial supplies	\$ -	\$ 1,000	\$ 1,161	\$ 966
5700 Office supplies/Admin expenses	\$ 259	\$ 1,500	\$ 1,590	\$ 1,637
5730 Equipment Vehicle - Fuel & repair	\$ -	\$ 850	\$ 1,413	\$ 1,854
5755 Pop Stand - tank rental	\$ -	\$ 125	\$ 125	\$ 125
5781 Sanitation	\$ -	\$ 325	\$ -	\$ -
5790 Utilities	\$ 1,704	\$ 9,500	\$ 9,650	\$ 9,643
5890 Waste Collection fees	\$ -	\$ 1,150	\$ 1,227	\$ 1,141
5900 Assets out of Operating		\$ -		
	<b>\$ 1,962</b>	<b>\$ 28,132</b>	<b>\$ 27,444</b>	<b>\$ 28,551</b>

<b>Total Operating Expenses</b>	<b>\$ 2,962</b>	<b>\$ 71,132</b>	<b>\$ 68,397</b>	<b>\$ 69,875</b>
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**Net Total - Revenue less Expenses \$ 3,445**

### Break Down of RBC Account

Fundraising Held @ RBC

Rubber Base Held @ RBC

Operating Funds balance - Held @ RBC

**Total held at RBC @ Feb 3, 2020 \$ 3,445**

**Total held in Trust @Feb 3, 2020 \$ 35,586**



## **Arts, Culture and Tourism Committee Meeting**

The Arts Culture and Tourism (ACT) Committee meets in session this 12th day of February, 2020, in the Large Meeting Room of the Essex Municipal Town Hall, 33 Talbot Street South, Essex, Ontario.

The Chair, Anthony Paniccia called the meeting to order at 5:30 PM and welcomed all committee members.

### **1. Roll Call**

Present: Anthony Paniccia, Chair

Diane Quinn-Ouellette

Tracy Armstrong

Also Present: Cynthia Cakebread, Manager, Recreation and Culture

Janice Aloisio, Administrative Assistant, Community Services

Regrets: Patti Oshar, Vice Chair

Councillor Steve Bjorkman

### **2. Declarations of Conflict of Interest**

- None stated

### **3. Adoption of Published Agenda**

- That the February 12, 2020 Agenda be received as circulated.

Moved by: Diane Quinn-Ouellette

Seconded by: Tracy Armstrong

**(ACT20-02-004)** That the agenda of the Wednesday, February 12, 2020, 2020 Arts, Culture and Tourism Committee meeting be adopted as presented. **"Carried"**

#### **4. Adoption of Minutes**

- Minutes of January 8, 2020

Moved by: Tracy Armstrong

Seconded by: Diane Quinn-Ouellette

**(ACT20-02-005)** That the minutes of the Wednesday, January 8, 2020, Arts, Culture and Tourism Committee meeting be adopted as circulated. **"Carried"**

#### **5. Unfinished Business**

##### **a) Downtown Essex Tea Party Summary Report**

- Patti emailed the committee members a report summarizing the results of the event as well as providing a break-down of monies spent and received through registrations;
- Event had a bit of a loss however it is a great community investment and is covered under the ACT budget;
- Potentially increase event pricing in the future to off-set costs;
- Sold out registrations for 1<sup>st</sup> event;
- Potentially look at adding a second different day in the south end or alternatively, provide two setting times for future events;
- Servers, musician, committee members and recreation staff were all excellent;
- Different days and different location Colchester;
- Increase 'food handling' steps in the future, using gloves, serving sandwiches and cookies on trays for self-service; and
- The Chair inquired if the town had a blank 'Thank You' card to have committee members sign and send to the servers of the event – Cynthia to investigate and provide response to committee at the next meeting.

**b) Explore Eat Essex Update and Discussion**

- Tracy provided the committee with a copy of the events critical path to date;
- Discussion on the event was had by the committee;
- Only 'Essex' restaurants to be invited to participate, have to be cognizant of where the business is located regardless of what their mailing address may show as they may not be an "Essex" restaurant; and
- Question of if the Community Services Summer Intern would potentially be available to help with making and delivering 'ballot' boxes to participating restaurants during their employ this summer to be further investigated by Cynthia and reported back to the committee;

**c) Tune Up the Parks Music Series Update – Cynthia**

- Submission requests will go out to past performers late April / early May;
- Only at Essex and Colchester in 2020;
- Established organization routine has been working well in the past couple years so the format and organization will remain status quo; and
- Updates to follow at a future meeting pending the return of submissions of interest

**d) Essex Kite Fest Update – Cynthia**

- Enough materials left over from last year's event so event is set to go;
- Cynthia schedules her staff to work the event; and
- Potentially looking at a different site location due to over-head wiring in Heritage Park.

**e) Winter Event – Diane**

- Preliminary discussions on event took place by committee; and
- Diane will be working out a 'critical path' and presenting it to the committee at a future meeting.

**f) ACT Golf Shirts**

- The Committee's shirt sizes have been submitted and will be received once a larger order through the town goes in.

**g) Windcatcher**

- Further investigation into pricing has been done and a new mock up will be completed and priced and will be presented to the committee once complete.

**6. New Business**

None

**7. Next Scheduled Meeting**

- Next scheduled meeting is set for Wednesday, March 11, 2020 at 5:30 PM in the large community room at the Essex Municipal Office.

**8. Adjournment**

Moved by: Tracy Armstrong

Seconded by: Diane Quinn-Ouellette

**(ACT20-02-006)** That this meeting adjourns at 6:38 PM. **"Carried"**

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Anthony Paniccia, Chair

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Janice Aloisio, Recording Secretary



## **Essex Police Services Board (EPSB)**

### **Regular Meeting Minutes**

A regular meeting of the Essex Police Services Board was held on Thursday, January 9, 2020 at 4:30 PM in the Large Meeting Room, 33 Talbot St. South, at the Essex Municipal Building

#### **1. Roll Call**

Present:	Mayor, Larry Snively, Chair
	Katie McGuire-Blais
	Richard Tapping
Also Present:	Doug Sweet, Director of Community Services /
	Deputy CAO
	Inspector Glenn Miller
	A/Staff Sergeant Darin Rickeard
	Sergeant Byron Hornick
	Sarah Aubin, Recording Secretary
Regrets:	Councillor, Kim Verbeek, Vice Chair
	Chris Nepszy, Chief Administrative Officer

#### **2. Declarations of Conflict of Interest**

None

#### **3. Election of Chair**

Katie McGuire-Blais nominated Mayor, Larry Snively for the position of Chair

Larry Snively agrees to the nomination

Moved by Katie McGuire-Blais

Seconded by Richard Tapping

**(EPSB-20-01-01)** That Mayor, Larry Snively be nominated for the position of Chair of the Committee, and that Mayor Larry Snively is therefore acclaimed as Chair of the Town of Essex Police Services Board

**4. Election of Vice Chair**

Katie McGuire-Blais nominated Councillor, Kim Verbeek for the position of Vice Chair

Moved by Katie McGuire-Blais

Seconded by Richard Tapping

**(EPSB-20-01-02)** That Councillor, Kim Verbeek be nominated for the position of Vice Chair of the Committee, and that Councillor Kim Verbeek contingent to her acceptance will then therefore be acclaimed as Vice Chair of the Town of Essex Police Services Board.

**5. Adoption of Published Agenda**

Moved by Katie McGuire-Blais

Seconded by Richard Tapping

**(EPSB-20-01-03)** That the published agenda for the January 9<sup>th</sup>, 2020 Regular EPSB meeting, be adopted as presented.

"Carried"

**6. Adoption of Minutes**

Moved by Katie McGuire-Blais

Seconded by Richard Tapping

**(EPSB-20-01-04)** That the minutes of the December 12<sup>th</sup>, 2019 Regular EPSB Meeting, be adopted as circulated.

"Carried"

**7. Public Presentations**

None.

**8. Unfinished Business**

None

## **9. Reports from Administration**

### **a) Staff Sergeant Darin Rikeard**

Verbal Report RE: Secured funding for the Impaired Driving Initiative by MADD

He states that the funding will cover four (4) small and four (4) large **Report Impaired Driving** MADD signs throughout the Town of Essex.

### **b) Staff Sergeant Darin Rikeard**

Verbal Report RE: Impaired Driving Statistics 2019

He states that 2019 was the highest impaired driving year throughout Essex County.

He advises that 229 impaired driving arrest occurred in 2019 compared to 168 in 2018.

He states these are alcohol and drug impaired drivers.

### **c) Staff Sergeant Darin Rikeard**

Verbal Report RE: Response Statistics

He states that there was an incident the first week of January where within minutes of receiving a call, 17 police officers, from the Crime, Traffic, Street and Marine Units attended an area that required immediate attention.

## **10. Correspondence**

### **a) OAPSB Spring Conference & AGM - May 27<sup>th</sup> to May 30<sup>th</sup>, Toronto**

Discussion regarding the OAPSB Spring Conference ensued between the attending members.

Katie McGuire-Blais stated her interest in attending the conference.

Mayor Larry Snively stated that he and Councillor Kim Verbeek would like to attend the conference as well.

### **b) Information Purposes Only**

Moved by Katie McGuire-Blais

Seconded by Richard Tapping

**(EPSB-20-01-05)** That the Information purposes only correspondence be received and filed.

"Carried"

## **11. New Business**

### **11.1 Board to review 2020 Meeting Schedule**

Moved by Richard Tapping

Seconded by Katie McGuire-Blais

**(EPSB-20-01-06)** That the 2020 Meeting Schedule be adopted as circulated.

"Carried"

## **12. Announcements / Notices of Motion**

## **13. Adjournment**

Moved by Richard Tapping

Seconded by Katie McGuire-Blais

**(EPSB-20-01-07)** That the meeting be adjourned at 4:52 p.m.

**Next Meeting Date** February 6<sup>th</sup>, 2020 at Essex Municipal Building, 33 Talbot Street South,  
at 4:30 pm



# **The Corporation of the Town of Essex**

## **By-Law Number 1888**

### **Being a by-law to confirm the proceedings of the February 18, 2020, 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 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 February 18, 2020 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 February 18, 2020 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 February 18, 2020.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**Read a third time and finally adopted on March 2, 2020.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**The Corporation of the Town of Essex**  
**By-Law Number 1890**  
**Being a by-law to appoint**  
**Director, Infrastructure Services**  
**for the Town of Essex**

**Whereas** Section 224(d) of the Municipal Act, 2001, S.O. 2001, c.25 and amendments thereto provides that one of the roles of Council is to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;

**And whereas**, Section 227 of the Municipal Act, 2001, S.O. 2001, c. 25 and amendments thereto provides that it is the role of the officers and employees of the municipality;

- a) to implement Council’s decisions and establish administrative practices and procedures to carry out Council’s decisions;
- b) to undertake research and provide advice to Council on the policies and programs of the municipality; and
- c) to carry out other duties required under this or any Act and other duties assigned by the municipality.

**And whereas**, the Town of Essex is desirous of appointing a Director, Infrastructure Services; to carry out and perform the duties assigned therein by the Municipality.

**Now therefore** be it resolved that the Council of The Corporation of the Town of Essex enacts as follows:

- 1. That the appointment of Kevin Girard as Director, Infrastructure Services for the Corporation of the Town of Essex be endorsed and confirmed; and
- 2. For the purposes of terms and conditions of employment, the effective date of appointment shall be February 24, 2020; and
- 3. That this By-Law shall come into full force and effect upon the final passage thereof.

**Read a first, a second and a third time and finally passed on March 2, 2020**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

## **The Corporation of the Town of Essex**

### **By-Law Number 1893**

#### **Being a by-law to confirm the proceedings of the March 2, 2020, 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 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 March 2, 2020 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 March 2, 2020 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 March 2, 2020.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**Read a third time and finally adopted on March 16, 2020.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk