



**The Corporation of the Town of Essex**

**Regular Council Meeting Minutes**

**This meeting was held electronically during a time of Declared Emergency pursuant to  
Town of Essex By-Law 1902**

This meeting was hosted and chaired from the Essex Municipal Building, 33 Talbot Street South, Essex. Due to the ongoing COVID-19 pandemic and the Essex Municipal Building not being open to the public at this time, this meeting was only available electronically to the public via livestream on YouTube with delegates as well only being able to participate electronically.

February 16, 2021, 6:00 pm

Location: <https://www.youtube.com/user/EssexOntario>

Present:

- Mayor Larry Snively
- Deputy Mayor Richard Meloche
- Ward 1 Councillor Joe Garon
- Ward 1 Councillor Morley Bowman
- Ward 2 Councillor Kim Verbeek
- Ward 3 Councillor Steve Bjorkman
- Ward 4 Councillor Chris Vander Doelen
- Ward 4 Councillor Sherry Bondy

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
- Kevin Girard, Director, Infrastructure Services
- Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk
- Shelley Brown, Deputy Clerk, Legal and Legislative Services
- Ehva Hoffman, Youth Council Member

**1. Call to Order**

Mayor Snively called the meeting to order at approximately 6:01 PM.

**2. National Anthem**

**3. Closed Meeting Report**

**4. Declarations of Conflict of Interest**

There were no declarations of conflict of interest noted at this time.

**5. Adoption of Published Agenda**

**5.1 Regular Council Meeting Agenda for February 16, 2021**

**R21-02-052**

Moved By Councillor Garon

Seconded By Councillor Bjorkman

**That** the published agenda for the February 16, 2021 Regular Council Meeting be adopted with the following three amendments:

1. That the February 1, 2021 Regular Council Meeting Minutes, Agenda Item 13.6 resolution R21-01-039 be amended in order to read that Administration also be directed, to review and report back on the three recommendations noted,
2. That Perry Basden from Friends of the Colchester School House, be added to Agenda Item 7.1.3 as a delegate; and
3. That the Notice of Motion noted in Agenda 16.1.1 be withdrawn at the request of the Mover.

**Carried**

**6. Adoption of Minutes**

**6.1 Regular Council Meeting Minutes for February 1, 2021**

**R21-02-053**

Moved By Councillor Verbeek

Seconded By Councillor Bowman

**That** the minutes of the Regular Council Meeting held February 1, 2021 be adopted as circulated and amended.

**Carried**

**7. Public Presentations**

**7.1 Heritage Week**

**7.1.1 Community Heritage Presentation Award**

RE: Award presentation to the recipients of the Community Heritage Preservation Award

The Mayor thanked the recipients and spoke to how the awards raise awareness of the importance of heritage preservation to our social and economic development. Rita Jabbour, Manager, Planning Services then introduced each of the following recipients and their accomplishments:

7.1.1.1 Perry Basden

7.1.1.2 Chris Carter

Mr. Carter was not available at this time.

7.1.1.3 Elise Davis

7.1.1.4 Marlene Markham Gay accepting on behalf of the late William "Bill" Gay

7.1.2 Alex Denonville, Manager, Strategic Communications

RE: Heritage Week 2021 Virtual Tours

Mr. Denonville provided Council with a short demonstration of the Virtual Tours of various heritage distinctions in the Town of Essex that are being offered during Heritage Week.

7.1.3 Perry Basden, Heritage Colchester

RE: Update on Friends of the Colchester School House

Mr. Basden explained that at the Regular Council meeting of January 18th, he was asked to form a group to start or rather be allowed to start restoration on the Colchester School House. He has since formed a group that is now called Heritage Colchester as opposed to Friends of the Colchester School House. This group was incorporated and registered with the Historical Society on February 10, 2021. The group has applied for Non-Profit status and is waiting for registration confirmation from the Province. He has since received donations to cover materials and payment of incorporation fees etc. Subcommittees have been established from email databases to review potential uses of the School House after restoration is complete. Mr. Basden says the plans will fit well with the existing, primary, secondary and new plans such as the Climate Change Adaption Plan. He explained that it also fits well with previous plans such Colchester Landscape Master Plan. Mr. Basden considers that the available options will be beneficial to the Town of Essex and will meet the needs of residents and the Heritage Committee.

Mr. Basden then took and answered questions from Council.

**R21-02-054**

Moved By Councillor Bowman

Seconded By Deputy Mayor Meloche

**That** all of the presentations before Council tonight (agenda Items 7.1.1, 7.1.2 and 7.1.3) be received.

**Carried**

**8. Unfinished Business**

**9. Reports from Administration**

**9.1 Planning-2021-01**

RE: Climate Ready - A Climate Change Adaptation Plan for the Town of Essex

- Climate Change Adaption Plan

Lori Chadwick, Director of Development Services provided an overview to the Adaptation Plan and recommended that such plan be adopted together with the recommendation that the Town declare a climate emergency.

**R21-02-055**

Moved By Councillor Verbeek

Seconded By Councillor Bondy

**That** Council adopt the Town of Essex Climate Change Adaptation Plan entitled “ *Climate Ready – A Climate Change Adaptation Plan for the Town of Essex 2021-2026*” and direct Administration to begin the implementation process identified in said Plan;

**That** Council appoint the Chief Administrative Officer as the Climate Change Adaptation Champion for the Town of Essex, to lead outreach activities and help solidify the awareness and long-term commitment to *Climate Ready – A Climate Change Adaptation Plan for the Town of Essex 2021-2026*; and

**That** the Town of Essex hereby declare a Climate Emergency as follows:

**WHEREAS** the Town of Essex is desirous of adopting a Climate Change Adaptation Plan;

**AND WHEREAS** the Town of Essex has invested in the creation of the Essex Region Community Energy Plan, in partnership with the County of Essex, the Essex Region Conservation Authority, the other County of Essex municipalities, and regional stakeholders, for the purpose of collectively mitigating the risk of climate change by reducing regional emissions and energy consumption;

**AND WHEREAS** based on current climate projections the future impacts of human caused climate change could be catastrophic to the Town of Essex's local economy and its municipal budget and may further result in significant economic and health burdens for the constituents of Essex particularly our vulnerable populations;

**AND WHEREAS** the Town of Essex can join the Canadian Federal government and the 444 Canadian municipalities (including the City of Windsor, County of Essex, Town of Amherstburg, Town of Tecumseh, and the Municipality of Chatham-Kent) who as of November 2019 have declared climate emergencies and are advocating for drastic change in order to reduce global carbon emissions to mitigate future climate impacts and adapt to the impacts from climate change;

**AND WHEREAS** the most recent report by the UN Intergovernmental Panel on Climate Change (IPCC) has indicated that within 10 years, in order to keep the global average temperature increase to 1.5 degree C and maintain a climate compatible with human civilization, there must be a reduction in carbon emissions of about 45% from 2010 levels, reaching net zero carbon emissions by 2050; and,

**AND WHEREAS** taking climate action steps and undergoing the low-carbon transition will also represent opportunity for economic stimulation and growing job opportunities in the new low-carbon economy;

**AND WHEREAS** climate change will jeopardize the health and survival of many local plant and animal species as well as their natural environments and ecosystems;

**AND WHEREAS** the Town of Essex and the surrounding region is already experiencing climate change impacts including, but not limited to, overland flooding, heavy rain event flooding, emergence of invasive species, an increased number of high heat days, the rise of vector borne diseases, the re-emergence of blue-green algae and harmful algal blooms in our lakes and rivers; and,

**THEREFORE BE IT RESOLVED** that the Town of Essex declare a Climate Emergency and commit to urgently working towards adapting to the impacts of climate change, mitigating climate risk, and preparing for our climate future.

A Recorded vote was requested by Councilor Bondy.

Recorded	Support	Against
Mayor Snively	x	
Deputy Mayor Meloche	x	
Councillor Garon	x	
Councillor Bowman	x	
Councillor Verbeek	x	
Councillor Bjorkman	x	
Councillor Vander Doelen		x
Councillor Bondy	x	
<b>Result</b>	<b>7</b>	<b>1</b>

**Carried**

**9.2 Capital Works and Infrastructure-2021-01**

RE: Results of Request for Tender – Harrow Streetscape

**R21-02-056**

Moved By Deputy Mayor Meloche

Seconded By Councillor Bowman

**That** Capital Works and Infrastructure-2021-01 entitled, “Results of Request for Tender – Harrow Streetscape” prepared by Kevin Girard, Director, Infrastructure Services dated February 16, 2021 be received, and

**That** Council award the Request for Tender – Harrow Streetscape to J.C.S. Construction Inc. in the amount of \$4,664,479.36 including non-refundable Harmonized Sales Tax.

**Carried**

**9.3 Community Services-2021-01**

RE: Town of Essex Flag and Half-Masting Protocol Policy

**R21-02-057**

Moved By Councillor Garon

Seconded By Councillor Bjorkman

**That** Community Services Report 2021-001 entitled “Town of Essex Flag and Half-Masting Protocol Policy” be received, and

**That** Council adopt the Town of Essex Flag and Half-Mast Protocol Policy as presented in Appendix "A" of Community Service Report 2021-001.

**Carried**

**9.4 Planning 2021-02**

RE: Heritage Listing: Ferriss and Huffman Cemeteries

**R21-02-058**

Moved By Councillor Bowman

Seconded By Councillor Verbeek

**That** Planning Report 2021-02 entitled Heritage Listing: Ferriss & Huffman Cemeteries prepared by Corinne Chiasson, Assistant Planner, dated February 16, 2021 be received, and

**That** the properties known municipally as the Ferriss Cemetery and the Huffman Cemetery be listed on the Essex Municipal Heritage Register pursuant to subsection 27 (1.2) of the Ontario Heritage Act.

**Carried**

**9.5 Legal and Legislative Services-2021-03**

RE: Court of Revision for 13th Concession West Drain: New Bridge for Martin

**R21-02-059**

Moved By Councillor Bowman

Seconded By Councillor Garon

**That** the following three (3) members of the Drainage Board: Dan Boudreau, Luke Martin, and Kirk Carter be appointed to sit as members of the Court of Revision to be convened for the 13<sup>th</sup> Concession West Drain: New Bridge for Martin, Geographic Township of Colchester North, Project REI2020D027, Town of Essex, County of Essex, pursuant to the Report prepared by Gerard Rood, Professional Engineer, Rood Engineering Inc. and dated January 12, 2021 (hereinafter the "Report"), such Court of Revision to be scheduled for 5:00 pm on March 11, 2021, via electronic meeting, and

**That** By-Law 1988 being a by-law to provide for the 13<sup>th</sup> Concession West Drain: New Bridge for Martin, Geographic Township of Colchester North, Project REI2020D027, Town of Essex, County of Essex, be read a first and second time and be provisionally adopted on February 16, 2021.

**Carried**

**10. Reports from Youth Members**

**11. County Council Update**

**12. Correspondence**

**12.1 Correspondence to be received**

**R21-02-060**

Moved By Councillor Garon

Seconded By Councillor Bowman

**That** all of the correspondence listed in Agenda Item 12.1 be received and, where indicated, to further share such information with the community using suitable methods of communication.

**Carried**

12.1.1 Correspondence relating to COVID-19 Pandemic

12.1.1.1 Province of Ontario

RE: Section 22 Class Order - Self Isolation

12.1.1.2 The Corporation of the Town of Amherstburg

RE: COVID-19 Child Care Funding

12.1.1.3 Township of North Glengarry

RE: Reopening of Small Businesses

12.1.1.4 Province of Ontario

RE: Enhancing Public Health and Workplace Safety Measures in the Province-wide Shutdown January 29, 2021

12.1.1.5 Town of Essex

RE: Impacts of COVID-19 Restrictions on Residents and Small Business Owners

12.1.2 The Corporation of the Town of Amherstburg

RE: Support of Bill S-216, an Act to enact the Modern Slavery Act and to amend the Customs Tariff

12.1.3 Hydro One Networks Inc. Forestry Services

RE: Vegetation Maintenance 2021

12.1.4 Windsor Essex Economic Development Corporation

RE: Q4 Business Developments Accomplishments

12.1.5 Dillon Consulting Limited

RE: Notice of Completion - Contract 1 (Highway 3)

12.1.6 The Corporation of The Town of Amherstburg

RE: Request for Longer Turn-around Times to Submit Grant Applications

12.1.7 Tribunals Ontario

RE: Assessment Review Board (ARB) Digital First Approach - Looking Ahead

12.1.8 The City of Windsor

RE: Windsor Essex Regional Community Safety and Well-Being Plan  
Public Consultation Launch Update

12.1.9 Town of Essex

RE: Town of Essex Launches Summer Youth Jobs Program

12.1.10 Town of Essex

RE: Town of Essex Seeking Feedback from Farmers, Food  
Producers, and Agricultural Businesses

12.1.11 Town of Essex

RE: Town of Essex Accessibility Resources for Local  
Businesses

**12.2 Correspondence to be considered for receipt and support**

12.2.1 The Corporation of the Township of Baldwin

RE: Closure of the Ontario Fire College located in Gravenhurst, Ontario

**R21-02-061**

Moved By Councillor Bondy

Seconded By Councillor Garon

**That** the correspondence from the Township of Baldwin dated February 1, 2021, requesting that the Province of Ontario to reconsider the decision to close the Ontario Fire College facility in Gravenhurst, Ontario be received and supported and that a letter of support be sent to the Province and the Township of Baldwin.

**Carried**

**13. Committee Meeting Minutes**

**R21-02-062**

Moved By Deputy Mayor Meloche

Seconded By Councillor Bjorkman

**That** the Meeting minutes of the Finance Committee Meeting from January 25, 2021, together with any recommendations to Council noted therein, be received, approved and adopted as circulated.

**Carried**

**13.1 Finance Committee Minutes - January 25th, 2021**

**14. Financial**

**15. New Business**

**16. Notices of Motion**

**16.1 The following Notices of Motion were presented at the January 18, 2021 Regular Council Meeting and are being brought forward this evening for Council's consideration:**

16.1.1 Councillor Bondy



RE: Surplus Property Sold in Open Market

Moved By Councillor Bondy

**That** when Council deems public property as surplus such property will be sold by request for proposal and/or listed on the open market to ensure that properties are sold in a transparent manner and for the highest price.

**This Notice of Motion was withdrawn at request of Mover.**

16.1.2 Councillor Bondy

RE: Ad-Hoc Committee

Moved By Councillor Bondy

Seconded By Deputy Mayor Meloche

**That** Essex Council establish an Ad-Hoc committee to come together to propose regulations and policies around Short Term Rental accommodations in the Town of Essex.

A proposed friendly amendment to the motion asking that the Ad-Hoc Committee investigate and propose changes to Administration in connection with short-term rental policies was accepted by Mover and Seconded.

Lori Chadwick, Director of Development Services, reported that Administration is already in the process of reviewing short-term rentals together with changes to the zoning by-law that will be brought forward for public consultations.

**The motion was then withdrawn by the Mover with support from the Seconded.**

**16.2 The following Notice of Motion was presented at the February 1, 2021 Regular Council Meeting and is being brought forward this evening for Council's consideration:**

16.2.1 Councillor Bondy

Re: Council Committee Meeting Videos

Moved By Councillor Bondy

Seconded By Councillor Verbeek

That the Council Committee meeting videos be uploaded and put online.

Discussion ensued on this motion.

Administration indicated that there are issues to consider and review such as costs/resources, training and volunteer considerations.

**This Notice of Motion was withdrawn with by the Mover with support from the Seconded.**

**R21-02-063**

Moved By Councillor Bondy

Seconded By Councillor Verbeek

**That** Administration review the posting or uploading of Police Service Board Meetings to YouTube/Town Website and that such review include the associated costs and report back to Council.

**Carried**

**17. Reports and Announcements from Council Members**

The Council Members were provided with an opportunity to discuss their recent news and events.

**17.1 2021 Rural Ontario Municipal Association ("ROMA") Virtual Conference**

Verbal Report from the Members of Council who virtually attended the ROMA 2021 Conference.

Both Deputy Mayor Meloche and Councillor Verbeek provided a summary of their recent attendance at this conference.

- Deputy Mayor Meloche
- Councillor Verbeek

**18. By-Laws**

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

**18.1.1 By-Law 1986**

Being a by-law to confirm the proceedings of the February 1, 2021 Regular Meeting of the Council of The Corporation of the Town of Essex

**R21-02-064**

Moved By Councillor Bowman

Seconded By Councillor Garon

**That** By-Law 1986 being a by-law to confirm the proceedings of the February 1, 2021 Regular Meeting of the Council of the Corporation of the Town of Essex, be read a third time and finally passed on February 16, 2021.

**Carried**

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

**18.2.1 By-Law 1991**

Being a by-law to amend By-Law Number 224, the by-law to regulate parking (Loading Zones Centre and Wilson)

**R21-02-065**

Moved By Deputy Mayor Meloche

Seconded By Councillor Bjorkman

**That** By-Law 1991 being a by-law to amend By-Law Number 224, the by-law to regulate parking be read a first, a second and a third time and finally passed on February 16, 2021.

**Carried**

18.2.2 By-Law 1990

Being a by-law to adopt the 2021 Operating and Capital Budget Estimates

**R21-02-066**

Moved By Councillor Garon

Seconded By Councillor Vander Doelen

**That** By-Law 1990 being a by-law to adopt the 2021 Operating and Capital Budget Estimates be read a first, a second and a third time and finally passed on February 16, 2021.

**Carried**

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

18.3.1 By-Law 1989

Being a by-law to confirm the proceedings of the February 16, 2021 Regular Meeting of the Council of The Corporation of the Town of Essex

**R21-02-067**

Moved By Councillor Bowman

Seconded By Councillor Verbeek

**That** By-Law 1989 being a by-law to confirm the proceedings of the February 16, 2021 Regular Meeting of the Council of The Corporation of the Town of Essex be read a first and a second time and provisionally adopted on February 16, 2021.

**Carried**

**19. Adjournment**

**R21-02-068**

Moved By Deputy Mayor Meloche

Seconded By Councillor Bjorkman

That the meeting be adjourned at 8:20 PM.

**Carried**

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Mayor

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