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. Due to the ongoing COVID-19 pandemic this meeting is not currently open to the public for in person attendance. This meeting can only be viewed by the public electronically via livestream on YouTube at www.youtube.com/EssexOntario

March 1, 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 Edua Marczinko, Youth Council Member

1. Call to Order

Mayor Snively called the meeting to order at approximately 6:02 PM.

2. National Anthem

3. Closed Meeting Report

Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk, provided a verbal report on the Closed Meetings that was held on February 22, 2021 at 3:00 PM and 4:00 PM respectively. He reported that Council met electronically in Closed Session, on February 22, 2021 at 3:00 PM, as permitted to do by Section 239 (2) (c) of the Municipal Act and then at 4:00 PM as permitted to do so by section 239 (3.1) of the Municipal Act.

At the Closed Meeting at 3:00 PM, Council discussed the potential sale of certain municipal properties. In particular, Council gave direction to Administration in regards to the municipal property known as 195 Bagot (and also known as the

Colchester School House Property). At this meeting Council directed Administration to remove 195 Bagot from the Town's Surplus property list.

Then, at the Closed Meeting at 4:00 PM, Council went into closed session for the sole purpose of receiving training and education in accordance with the provisions of section 239 (3.1) of the Municipal Act.

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 March 1, 2021

R21-03-069
Moved By Councillor Bowman
Seconded By Councillor Bjorkman

That the published agenda for the March 1, 2021 Regular Council Meeting be adopted as presented.

Carried

6. Adoption of Minutes

6.1 Regular Council Meeting Minutes for February 16, 2021

R21-03-070
Moved By Councillor Bowman
Seconded By Deputy Mayor Meloche

That the minutes of the Regular Council Meeting held February 16, 2021 be adopted as circulated.

Carried

7. Public Presentations

7.1 Kelsey Santarossa, Youth Council Coalition of Canada

RE: The Hour-for-Hour Challenge to Provide Additional Opportunities for Youth in Essex

Ms. Santarossa explained that the Youth Council of Canada is a National Non-Profit Organization that supports youth councils, youth committees, and the staff who host them. Youth Council of Canada supports municipalities and administrative staff who run or organize programs such as youth advisory committees and councils. The Youth Council creates an online environment where you can share the best practices and learn from other communities.

Ms. Santarossa said that the Hour-for-Hour challenge is geared for youths having a hard time finding volunteer hours as many organizations do not have the capacity to offer those opportunities. Ms. Santarossa stated that municipalities should stay on top of new trends as to build a community youths will call home. Youth Council of Canada is asking municipalities to participate in this program in order for youth to get involved build community service hours. Youth Council of Canada offers administrative support to Municipal staff as part of this program and only requires them to share activities online. Ms. Santarossa further explained that watching

Council meetings provides youths with opportunities to observe how Council functions, provide youths with the ability to read an agenda, and stay on top of local issues.

Ms. Santarossa advised that the Town can take part in Hour-for-Hour without being a member of the coalition of Canada but administrative support would not be included. This membership requires an annual membership fee but includes benefits such as managing your profile, connecting with a peer audience, discussions regarding recourses, downloading activities, and receiving insights. It is in essence an ecosystem of support to make sure youth are engaged.

In conclusion Ms. Santarossa asked Council for any comments.

Councillor Verbeek thanked her for recognizing the opportunity and need to engage our youths. Councillor Verbeek said she would love to see Essex join and would support.

Councillor Bjorkman also thanked her for bringing this forward and recognizing how important it is to engage. He thinks it is a great idea for community hours as there needs to be an avenue for kids who are interested in things other than sports.

Mayor Snively asked Ms. Santarossa for the cost of the membership.

Ms. Santarossa said that the Municipal government fee is $1,200 but there is a 30 percent discount for the 1st year which would be $840 plus HST. The membership can be cancelled after the first year.

Councillor Bondy mentioned that we need to do more things for youths. She asked the Director from Finance to review the budget costs.

R21-03-071
Moved By Deputy Mayor Meloche
Seconded By Councillor Bowman

That the delegation by Kelsey Santarossa, Youth Council Coalition of Canada regarding the Hour-for-Hour Challenge be received.

Carried

R21-03-072
Moved By Councillor Verbeek
Seconded By Councillor Bondy

That Administration be directed to obtain a membership with the Youth Council Coalition of Canada to be funded from the Community Partnership Fund.

Carried

8. Unfinished Business

9. Reports from Administration

9.1 Economic Development-2021-04

RE: Building Report and Development Overview January 2021

R21-03-073
Moved By Councillor Garon
Seconded By Councillor Verbeek

That Economic Development-2021-04 entitled Building Report and Development Overview January 2021 as prepared by Nelson Silveira, Economic Development Officer dated March 1, 2021 be received for information.

Carried

9.2 Infrastructure Services-2021-02

RE: Engineering Services for Ward 1 Storm Improvements

R21-03-074
Moved By Councillor Bowman
Seconded By Councillor Vander Doelen

That Infrastructure Services-2021-02 entitled Engineering Services for Ward 1 Storm Improvements prepared by Kevin Girard, Director of Infrastructure Services dated March 1, 2021 be received; and

That Council appoint Stantec Consulting Ltd. to provide engineering services in the amount of $642,919.68 (including non-refundable HST) to design, assist in procurement, and administer project PW-19-0064 – Ward 1 Storm Improvements in accordance with the completed request under Section 22 of the Town of Essex Procurement By-law 1043.

Carried

9.3 Infrastructure Services-2021-05

RE: Ward 1 Water Supply West of Highway 3

R21-03-075
Moved By Councillor Garon
Seconded By Councillor Bjorkman

That Infrastructure Services-2021-05 entitled Ward 1 Water Supply West of Highway 3 prepared by Kevin Girard, Director, Infrastructure Services dated March 1, 2021 be received;

That Council approve the sole sourcing to Dillon Consulting and Coco Paving Inc., acting as the Design-Build Team for the Ministry of Transportation's Highway 3 Widening Project (Contract 2020-3006), to design and construct a new watermain crossing Highway 3 as described in this report; and

That Council authorize the expenditure of $148,569.60 including applicable taxes from the Town's water reserves to design, construct and administer the installation of the watermain crossing Highway 3 at the 14th Concession.

Carried

9.4 Capital Works and Infrastructure-2021-02

RE: Results of Request for Tender - Supply of Three Pick-up Trucks 2021

R21-03-076
Moved By Councillor Bowman
Seconded By Councillor Bjorkman

That Capital Works and Infrastructure-2021-02 entitled Results of Request for Tender -Supply of Three Pick-up Trucks 2021 prepared by Kevin Girard, Director, Infrastructure Services dated March 1, 2021 be received, and

That Council award the Request for Tender - Supply of Three Pick-up Trucks 2021 to Ken Knapp Ford Essex in the amount of $144,619.28 including trade in value and non-refundable harmonized sales tax.

Carried

9.5 Environmental Services-2021-01

RE: 2021 Water and Wastewater Rates and Financial Plan

R21-03-077
Moved By Deputy Mayor Meloche
Seconded By Councillor Bowman

That Environmental Services-2021-01 entitled 2021 Water and Wastewater Rates and Financial Plan prepared by Kevin Girard, Director, Infrastructure Services dated March 1, 2021 be received:

That Council adopt the 2021 Water Financial Plan as presented by Watson & Associates Economists Ltd. at the Special Meeting of Council on February 16, 2021 and as required by Ontario Regulation 453/07; and

That By-Law Number 1992, being a by-law to establish Water and Wastewater Rates and Charges be read a first, second, and third time and be finally passed on March 1, 2021.

Carried

9.5.1 By-Law 1992

RE: Being a By-Law to establish Water and Sanitary Sewer Rates and Charges

9.6 Planning-2021-05

RE: Reduction and Release of Performance Securities for Phase 3C of the Jakana Subdivision Development (Ward 1)

R21-03-078
Moved By Councillor Bjorkman
Seconded By Councillor Vander Doelen

That Planning-2021-05 entitled Reduction and Release of Performance Securities for Phase 3C of the Jakana Subdivision Development (Ward 1) prepared by Corinne Chiasson, Assistant Planner, dated March 1, 2021 be received;

That the performance securities for Phase 3C of the Jakana Subdivision Development be reduced by $197,082.47;

That said performance securities in the amount of $197,082.47 plus if applicable, any interest earned on the deposit up to the day of release for the completion of the installation of services for Phase 3C be returned to the developer, 1552906 Ontario Limited, and

That the underground utilities, curbs, and base asphalt be placed on the one year maintenance schedule.

Carried

9.7 Finance and Business Services-2021-04

RE: Tax Adjustments - Section 357.(1) and Section 358

R21-03-079
Moved By Councillor Bowman
Seconded By Councillor Garon

That Finance and Business Services Report 2021-04 entitled Tax Adjustments – Section 357.(1) and Section 358 prepared by Jeffrey R. Morrison, CPA, CGA dated March 1, 2021 be received, and

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

Carried

10. Reports from Youth Members

Edua Marczinko who was introduced as the newest Youth Council Member, had no reports but informed Council that she was happy to be joining Council as a Youth Council Member and was looking forward to bringing a youth perspective to the meetings.

11. County Council Update

12. Correspondence

12.1 Correspondence to be received

R21-03-080
Moved By Councillor Bowman
Seconded By Deputy Mayor Meloche

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 Association of Municipal Managers, Clerks and Treasures of Ontario (AMCTO)

RE: Essential Municipal Services during the COVID-19 Pandemic

12.1.1.2 Ministry of Municipal Affairs and Housing

RE: Termination of Declared Emergency and Amendments to Orders under the Emergency Management and Civil Protection Act and Reopening Act

12.1.1.3 Town of Essex COVID-19: Community Update

RE: Essex Centre Sports Complex to Re-Open Along with In-Person Programs and Facility Visits

12.1.2 Union Water Supply System Joint Board of Management

12.1.2.1 January 20, 2021 Minutes

12.1.2.2 February 17, 2021 Agenda

12.1.3 Union Water Supply System

RE: Annual Report (2020) Requirement Section 11, Reg. 170/03 and Summary Report (2020) Requirement (Schedule 22, Reg. 170/03) pursuant to the Safe Drinking Water Act, 2002

- Annual and Summary Report Union Area Water Supply System
- Annual Report and Summary Report : Essex Distribution System
- Annual and Summary Report : Harrow-Colchester South Water Treatment Plant

12.1.4 City of Windsor

RE: Windsor-Essex Regional Community Safety and Well-Being Plan

12.1.5 The Corporation of The Town of Amherstburg

RE: Closing of the Ontario Fire College

12.1.6 Town of Essex New Climate Change Adaptation Plan

RE: Council Adopts Action Plan and Declares Climate Emergency

12.2 Correspondence to be considered for receipt and support

13. Committee Meeting Minutes

R21-03-081
Moved By Councillor Bjorkman
Seconded By Councillor Garon

That all the Committee Meeting minutes listed in Agenda 13, together with any recommendations to Council noted therein, be received, approved and adopted as circulated.

Carried

13.1 Essex Climate Adaption Committee Minutes - December 17, 2020

13.2 Police Service Board Minutes - January 7, 2021

13.3 Arts, Culture and Tourism Committee Minutes - February 10, 2021

14. Financial

14.1 January 2021 Bank Payment Report

R21-03-082
Moved By Councillor Bjorkman
Seconded By Councillor Vander Doelen

That the Bank Payment Report, including the January 2021 cheque register, cheque number 52501 to cheque number 52620 and electronic funds transfer (EFT) payment number EFT003828 to EFT004027 inclusive in the amount of $2,962,701.93; the Preauthorized Payments for the month of January in the amount of $399,993.53; and Payroll for the month of January in the amount of $342,804.49, be ratified as submitted.

Carried

15. New Business

16. Notices of Motion

17. Reports and Announcements from Council Members

18. By-Laws

18.1 By-Laws that require a third and final reading

18.1.1 By-Law 1989

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

R21-03-083
Moved By Councillor Bjorkman
Seconded By Councillor Vander Doelen

That By-Law 1989 being a by-law to confirm the proceedings of the February 16, 2021, Regular Meeting of Council of the Corporation of the Town of Essex, be read a third time and finally passed March 1, 2021

Carried

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

18.3 By-Laws that require a first and second reading

18.3.1 By-Law 1995

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

R21-03-084
Moved By Councillor Bowman
Seconded By Councillor Garon

That By-Law 1995 being a by-law to confirm the proceedings of the March 1, 2021, 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 1, 2021.

Carried

19. Adjournment

R21-03-085
Moved By Deputy Mayor Meloche
Seconded By Councillor Bjorkman

That the meeting be adjourned at 6:49PM.

Carried

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Mayor

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Clerk