



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

March 20, 2023, 6:00 pm

Location: Essex Municipal Building, 33 Talbot Street South and by livestream at  
<https://www.youtube.com/user/EssexOntario>

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.

Present: Mayor Sherry Bondy  
Deputy Mayor Rob Shepley  
Ward 1 Councillor Katie McGuire-Blais at 6:02 PM  
Ward 1 Councillor Joe Garon at 6:02 PM  
Ward 2 Councillor Kim Verbeek at 6:02 PM  
Ward 3 Councillor Brad Allard  
Ward 3 Councillor Jason Matyi  
Ward 4 Councillor Rodney Hammond

Also Present: Doug Sweet, Chief Administrative Officer  
Lori Chadwick, Director, Development Services  
Kevin Girard, Director, Infrastructure Services  
Kate Giurissevich, Director, Corporate Services  
Jake Morassut, Director, Community Services  
Norm Nussio, Manager, Operations and Drainage  
Rita Jabbour, Manager, Planning Services  
Shelley Brown, Acting Clerk, Legal and Legislative Services  
Abbie Woods, Legislative Clerk, Legal and Legislative Services

**1. Call to Order**

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

Councillor Garon, Councillor McGuire-Blais and Councillor Verbeek entered Council Chambers at 6:02 PM.

**2. Land Acknowledgement**

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

**3. National Anthem**

#### **4. Closed Meeting Report**

Shelley Brown, Acting Clerk, Legal and Legislative Services provided a report on the Closed meeting held on March 20, 2023.

She reported that Council met in Closed session at 4:00 PM to discuss litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board as permitted by Section 239 (2) (e) of the Municipal Act, s.o. c 25 as amended. At this meeting, Council received an update on current litigation files pertaining to the municipality.

She further reported that Council discussed a proposed or pending acquisition or disposition of land by the municipality or local board as permitted by Section 239 (2) (c) of the Municipal Act, s.o. c 25 as amended. At this meeting, Council provided direction to Administration regarding the acquisition of lands in Ward 1.

#### **5. Declarations of Conflict of Interest**

Deputy Mayor Shepley declared a conflict of interest pertaining to Agenda Item 19.1.1 due to the fact that he is the co-owner of Ice Cool Treats.

#### **6. Adoption of Published Agenda**

##### **6.1 Regular Council Meeting Agenda for March 20, 2023**

###### **R23-03-088**

Moved By Councillor Garon

Seconded By Councillor McGuire-Blais

**That** the published agenda for the March 20, 2023 Regular Council Meeting be adopted with the following amendment:

**That** Agenda Item 9.1 and 10.1 be moved prior to Agenda Item 8, Public Presentations.

**Carried**

#### **7. Adoption of Minutes**

##### **7.1 Regular Council Meeting Minutes for March 6, 2023**

###### **R23-03-089**

Moved By Councillor Hammond

Seconded By Councillor Matyi

**That** the minutes of the Regular Council Meeting held March 6, 2023 be adopted as circulated.

**Carried**

##### **7.2 Special Council Meeting Minutes for March 6, 2023**

RE: Annual Development Update for Residential, Commercial, and Industrial Projects.

###### **R23-03-090**

Moved By Councillor Verbeek

Seconded By Councillor Allard

**That** the minutes of the Special Council Meeting held March 6, 2023 be adopted as circulated.

**Carried**

**8. Unfinished Business**

**8.1 Request to Construct Driveway Entrance in Excess of 25' at 384 Erie View Avenue**

At its December 19, 2022 Regular Meeting, Council passed the following resolution:

R22-12-961

Moved By Councillor Verbeek

Seconded By Councillor McGuire-Blais

That Council defer the delegation request by Michael Gomes to construct a driveway entrance in excess of 25 feet; and

That Council direct Administration to prepare a report to Council including recommendations regarding Mr. Gomes' delegation request.

At the adoption of the published agenda, this agenda item was moved up to be considered prior to any other public presentations.

**8.1.1 Michael Gomes, 384 Erieview Avenue**

Michael Gomes, 384 Erieview Avenue asked Council to consider his request to construct a driveway apron in excess of 25 feet in width. He noted that his neighbours have driveway aprons that exceed the 25-foot maximum width as it pertains to the Development Standards Manual, 2022.

**8.1.2 Tom Abbott, 385 Erieview Avenue**

Tom Abbott, 385 Erieview Avenue stated that if Mr. Gomes' driveway extension was approved, he would no longer have any space to park on the roadway. He noted that the driveway at 384 Erieview was cutting into the shoulder of Town owned property on an angle which limited the amount of space for road parking. He stated that the purpose of the Development Standards Manual, 2022 was to protect roadside parking in beach neighbourhoods.

**8.2 Operations-2023-01**

RE: Driveway Widths and Permits

At the adoption of the published agenda, this agenda item was moved up to be considered prior to Agenda Item 8.1.

Kevin Girard, Director, Infrastructure Services summarized the report to Council stating that no homes have been issued a permit for a driveway apron in excess of 25 feet as determined by the Development Standards Manual, 2022 in the neighbourhood surrounding 384 Erieview. Mr. Girard recommended that Council uphold the Development Standards Manual, 2022 and deny Mr. Gomes' request to construct a driveway apron in excess of 25 feet in width.

Deputy Mayor Shepley asked if parallel parking was required on that road whereby Mr. Girard replied that the Town of Essex Parking By-Law specified that vehicles must park in the direction of traffic along the side of the road.

Councillor Verbeek asked if there were many requests for a driveway apron in excess of 25 feet whereby Mr. Girard replied that generally, once a resident is notified of the regulation of no driveway being in excess of 25 feet, the driveway is installed accordingly.

Councillor McGuire-Blais asked Administration the reasoning for the development standard in relation to the construction of a 25-foot driveway apron. Mr. Girard stated that driveway aprons located on the Town's right-of-way were monitored by the municipality to provide consistency and objectivity across the municipality, to reduce hard surfacing, to provide consistency for infrastructure replacement and to allow for parking on roadways. He further stated that there are utilities on Mr. Gomes' side of the right-of-way.

Councillor Garon asked whether Mr. Gomes was able to expand his driveway on his private property while maintaining the 25-foot driveway apron. Mr. Girard stated that once the driveway enters onto private property they were not monitored by the municipality. Mr. Girard further noted that if the Town received a formal complaint regarding a driveway in excess of the development standard, the Town has the right to order it removed at the expense of the homeowner.

Councillor Garon asked Mr. Gomes what the purpose was of having a driveway in excess of 25 feet whereby Mr. Gomes stated he had multiple vehicles, a large side yard and requires more area for parking and therefore needs a larger driveway apron.

Councillor Verbeek asked Administration if Mr. Gomes would be able to construct his driveway on an angle with the 25-foot standard in the right-of-way. Mr. Girard replied that the driveway standard of 25 feet is only regulated in the Town's right-of-way which would allow Mr. Gomes the ability to construct a larger driveway on his own property.

Moved By Deputy Mayor Shepley  
Supported By Councillor Matyi

That the driveway apron at 384 Erieview be constructed to be 30 feet in the Town's right-of-way and angled in alignment with the road.

This motion was withdrawn by the Mover at the approval of the Seconder.

#### **R23-03-091**

Moved By Deputy Mayor Shepley  
Seconded By Councillor Verbeek

**That** Operations Report-2023-01 entitled Driveway Widths and Permits prepared by Norm Nussio, Manager, Operations and Drainage dated March 20, 2023 be received, and

**That** Council deny the request from 384 Erie View Avenue to construct their driveway apron in excess of the 25 feet that is specified in the current Development Standard Manual.

**Defeated**

**R23-03-092**

Moved By Deputy Mayor Shepley  
Seconded By Councillor Matyi

**That** the driveway apron at 384 Erieview be constructed at a maximum width of 30 feet in the Town right-of-way and in alignment with the road.

**Defeated**

**R23-03-093**

Moved By Deputy Mayor Shepley  
Seconded By Councillor Verbeek

**That** the driveway apron at 384 Erieview be constructed at a maximum width of 30 feet in the Town right-of-way angled at 90 degrees to the road.

**Carried**

**9. Public Presentations**

**9.1 Walter Branco, President, 1552843 Ontario Ltd. o/a Noah Homes**

RE: Fence requirement for Noah Homes Parkland Woods Subdivision

Walter Branco, President, 1552843 Ontario Ltd. o/a Noah Homes provided Council with a verbal report regarding the Noah Homes Parkland Subdivision. He indicated that unforeseen circumstances led to the construction of a retaining wall between the baseball diamond and the subdivision. He stated that the use of the baseball diamond impacts the homeowners facing the diamond and indicated that there should be a fence built to separate the homeowners' properties and the baseball diamond. Mr. Branco asked Council to consider paying for 50 percent of the cost of the fence.

Rita Jabbour, Manager, Planning Services stated that Administration is requesting that a fence be built at the expense of the developer of the subdivision.

Councillor McGuire-Blais asked if there were regulations regarding a fence requirement in municipal parks whereby Jake Morassut, Director, Community Services replied that there were no fence by-laws for the Town of Essex as it pertains to municipal parks. He noted that the purpose of the fencing would be to prevent residents from climbing on the retaining wall while at the park.

**R23-03-094**

Moved By Councillor Matyi  
Seconded By Deputy Mayor Shepley

**That** the delegation by Walter Branco, President, 1552843 Ontario Ltd. o/a Noah Homes regarding the fence requirement for Noah Homes Parkland Woods Subdivision be received.

**Carried**

**10. Reports from Administration**

**10.1 Planning-2023-06**

RE: Amendment to Subdivision Agreement for Phase 1 of the Parkland Estates Residential Development (Ward 3)

Ms. Jabbour stated that the first amendment of the Subdivision Development Agreement was regarding the wrought iron fence to be constructed for the lots abutting Pollard Park for safety and aesthetic purposes. She further stated that the second amendment of the Subdivision Development Agreement was regarding the fence abutting Harrowood. She noted that the request for the decrease in fence height was due to the construction of a retaining wall to accommodate the amenities at Harrowood.

Ms. Jabbour noted that the fence abutting the baseball diamond would be requested as a condition of draft Plan of Subdivision if it was known to be needed prior to construction. She stated that the amendment is being requested due to the change in the grading.

Council asked why a wrought iron type fence was being requested by Administration whereby Jake Morassut, Director, Community Services replied that it would maintain a consistent look throughout the other neighbouring fences. Walter Branco, President, 1552843 Ontario Limited o/a Noah Homes also replied that he would prefer a wrought iron fence to be installed.

Councillor Verbeek suggested an amendment to the Amending Subdivision Development Agreement Item #1 whereby Council direct Administration to pay \$6,000 for the fence out of the Council Contingency Fund. Doug Sweet, Chief Administrative Officer recommended to Council that as they do not have financial facts in front of them, to defer a decision at this time.

Councillor Matyi suggested a motion to include a "not to exceed limit" on a certain amount of monies to assist in paying for the cost of the fence.

Kate Giurissevich, Director, Corporate Services/Treasurer stated that Administration was not in a position to approve funding as it pertained to the third motion.

Councillor Garon exited Council Chambers at 7:31 PM while a motion was being debated by Council. Councillor Garon returned to the meeting at 7:32 PM.

**R23-03-095**

Moved By Councillor Matyi

Seconded By Councillor Hammond

**That** Planning Report-2023-06 entitled Amendment to Subdivision Agreement for Phase 1 of the Parkland Estates Residential Development prepared by Rita Jabbour, RPP, Manager, Planning Services dated March 20, 2023, be received; and

**That** By-Law Number 2234, Being a By-Law to Amend By-Law 1993, A Bylaw to enter into a Subdivision Development Agreement between the Town of Essex and 1552843 Ontario Limited, for the residential development known as Parkland Estates, be read a first, second and a third time and finally passed on March 20, 2023.

**Defeated**

**R23-03-096**

Moved By Councillor McGuire-Blais

Seconded By Councillor Verbeek

**That** By-Law Number 2234 being a By-Law to Amend By-Law 1993, A By-Law to enter into a Subdivision Development Agreement between the Town of Essex and 1552843 Ontario Limited, for the residential development known as Parkland Estates be read a first, second and a third time and finally passed on March 20, 2023 with the following amendment:

**That** the Amending Subdivision Agreement be amended to remove item 1)  
That the Subdivision Agreement be deemed to include a clause that requires the installation of a wrought iron fence, with a minimum height of 42 inches, along those lots where a retaining wall is necessary. the fence shall be installed at the sole expense of the Owner.

**Carried**

**R23-03-097**

Moved By Councillor Matyi

Seconded By Councillor Verbeek

**That** the wrought iron fence be constructed for the lots abutting Pollard Park; and

**That** Council direct Administration to provide 1552843 Ontario Limited with an amount not exceeding \$15,000 in payment for the wrought iron fence.

A friendly amendment to remove the amount not exceeding \$15,000 in payment for the wrought iron fence was proposed by the Mover, however, the Seconder was not agreeable to the friendly amendment.

The motion on the floor was not voted upon.

**R23-03-098**

Moved By Mayor Bondy

Seconded By Councillor Hammond

**That** Planning Report-2023-06 entitled Amendment to Subdivision Agreement for Phase 1 of the Parkland Estates Residential Development prepared by Rita Jabbour, RPP, Manager, Planning Services dated March 20, 2023, be received; and

**That** By-Law Number 2234, Being a By-Law to Amend By-Law 1993, A Bylaw to enter into a Subdivision Development Agreement between the Town of Essex and 1552843 Ontario Limited, for the residential development known as Parkland Estates, be read a first, second and a third time and finally passed on March 20, 2023.

**Carried**

**10.2 Planning-2023-08**

RE: Draft Plan of Subdivision Approval, 80 Maidstone Avenue West (Ward 1) (Applicant: 1552843 Ontario Limited c/o Noah Homes), County of Essex File No.: 37-T-23002)

**R23-03-099**

Moved By Councillor Verbeek  
Seconded By Deputy Mayor Shepley

**That** Planning Report-2023-08 entitled Draft Plan of Subdivision Approval, 80 Maidstone Avenue West (Ward 1) (Applicant: 1552843 Ontario Limited c/o Noah Homes), County of Essex File No.: 37-T-23002 prepared by Rita Jabbour, RPP, Manager, Planning Services dated March 20, 2023 be received;

**That** Council approve a Right of Way width of 15.24 metres (50 feet) for Street A as indicated on the Draft Plan prepared by Verhaegen Land Surveyors and dated February 21, 2023, for the residential development at 80 Maidstone Avenue West; and

**That** Council request that the Manager of Planning Services for the County of Essex give Draft Plan of Subdivision approval to 1552843 Ontario Limited for the development of ten (10) semi-detached dwelling lots and five (5) town home dwelling blocks on lands comprising Part of Lot 284 Concession South Talbot Road (80 Maidstone Avenue West) as proposed on the Draft Plan prepared by Verhaegen Land Surveyors and dated February 21, 2023, and subject to the following conditions:

1. That the Applicant enters into a subdivision agreement with the Municipality wherein the Applicant agrees to satisfy all the requirements, financial and otherwise, of the Municipality concerning the payment of development charges (including educational development charges), provisions of roads, installation and capacity of services, including sanitary sewage collection systems, water distribution system, private utilities and stormwater management facilities for the development of the lands within the plan,
2. That the Applicant agrees to pay, *at the time of issuance of a building permit*, the appropriate Development Charges in accordance with the Town's Development Charges By-Law,
3. That the Applicant provide to the Municipality all servicing plans and reports for the review and final approval by the Municipality in accordance with the Development Standards Manual,
4. That the development agreement, between the Applicant and the Municipality, contain provisions, to the satisfaction of the Municipality, that stipulates, that prior to obtaining final approval, for any phase of



- the development, that the Applicant, will finalize an engineering analysis, to identify stormwater quality and quantity measures, as necessary to control any increase in flows in downstream watercourses, in accordance with the Windsor-Essex Region Stormwater Management Standards Manual and any other relevant municipal/provincial, standards or guidelines, in consultation with the applicable authority,
5. That the Applicant be required to provide to the Municipality cash in lieu of parkland equal to the appraised value of the standard parkland conveyance (5%) at the time of plan of subdivision approval,
  6. That the Applicant be required to design and install a 1.5 metre concrete sidewalk and all entrances thereto from Street A, within Hunter Park, as indicated on the approved servicing plans, and all to the satisfaction of the Municipality,
  7. That the Applicant be required to design a multi-use trail along the Maidstone Avenue West Street frontage, the width of which shall be determined by the Municipality. The Municipality may require, at its sole discretion, that the Applicant install the multi-use trail, or provide financial contributions to the Municipality for its installation,
  8. That the Applicant be required to design and install sidewalks along Streets A and B, in accordance with the Municipality's Development Standards Manual, and to the satisfaction of the Municipality, and,
  9. Such other conditions requested by the Manager of Planning Services for the County of Essex as a condition of Draft Plan of Subdivision approval.

**Carried**

### **10.3 Capital Works and Asset Management-2023-01**

RE: Essex Streetscape (Option 3b) & Victoria Avenue Tender Results

Kevin Girard, Director, Infrastructure Services presented Council with the Essex Streetscape funding sources, funding model and updated Council on the scope of the project. Mr. Girard provided Council with a cost-benefit analysis of completing Option 3b of the project, the tender results and key highlights from the report. He further noted the extent of grant funding and total project expenses.

Kate Giurissevich, Director, Corporate Services/Treasurer explained that the financial analysis was completed to ensure that the reserves remained stable and informed Council about the debt impact of the Essex Streetscape project.

Councillor Allard asked Administration about the repayment of telecommunications expenses whereby Mr. Girard explained the process of repayment.

Deputy Mayor Shepley requested a recorded vote:

**R23-03-100**

Moved By Councillor Garon

Seconded By Councillor McGuire-Blais

**That** Capital Works and Asset Management 2023-01 entitled, Essex Streetscape (Option 3b) & Victoria Avenue Tender Results prepared by Kevin Girard, Director, Infrastructure Services dated March 20, 2023 be received;

**That** Council award RFT-ID-23-001 for the Essex Centre Streetscaping to J&J Lepera Infrastructures Inc. in the amount of \$9,149,219.21, including non-refundable Harmonized Sales Tax;

**That** Council approve the funding model as displayed in Table 4 of this report to fund the Essex Centre Streetscape and Victoria Avenue Roadworks with a total project cost of \$10,396,271.79, including non-refundable HST; and

**That** Council appoint Stantec Consulting Ltd. to provide engineering services to conduct engineering inspection and maintenance period services for Project GG-21-0001 - Essex Streetscaping in accordance with the completed request under Section 22 of the Town of Essex Procurement By-law 2129 for a total cost of \$506,093.18, including non-refundable HST.

	Support	Opposed
Mayor Bondy	X	
Deputy Mayor Shepley		X
Councillor McGuire-Blais	X	
Councillor Garon	X	
Councillor Verbeek	X	
Councillor Allard	X	
Councillor Matyi		X
Councillor Hammond	X	
<b>Results</b>	<b>6</b>	<b>2</b>
		<b>Carried (6 to 2)</b>

**10.4 Economic Development-2023-04**

RE: Building Report and Development Overview – February 2023

**R23-03-101**

Moved By Councillor Verbeek

Seconded By Deputy Mayor Shepley

**That** Economic Development Report-2023-04 entitled Building Report and Development Overview - February 2023 prepared by Nelson Silveira, Manager, Economic Development dated March 20, 2023 be received for information.

**Carried**

**10.5 Drainage-2023-01**

RE: Appointment of an Engineer for Rush Drain Improvement Amendments

**R23-03-102**

Moved By Deputy Mayor Shepley  
Seconded By Councillor Matyi

**That** Drainage-2023-01 entitled Appointment of an Engineer for Rush Drain Improvement Amendments prepared by Lindsay Dean, Drainage Superintendent dated March 20, 2023 be received, and

**That** Council appoint Dillon Consulting Limited under Section 78 of the Drainage Act to provide for a drainage report to encompass additional unforeseen items encountered during the ongoing Rush Drain project in accordance to Section 22 of the Town of Essex Procurement By-law 2129.

**Carried**

**10.6 Environmental Services-2023-01**

RE: Kimball Lumber Fire Hydrant Extension Agreement

Councillor McGuire-Blais exited Council Chambers at 8:09 PM and returned at 8:12 PM Councillor McGuire-Blais was absent during the vote on the motion.

**R23-03-103**

Moved By Councillor McGuire-Blais  
Seconded By Councillor Garon

**That** Environmental Services Report-2023-01 Report entitled Kimball Lumber Fire Hydrant Extension Agreement prepared by Robert Mackie dated March 20, 2023 be received, and

**That** Council enter into an Agreement with Lloyd Kimball Building Supplies Ltd. in the form and manner provided for in the Agreement attached here to as Schedule A to this Report; and

**That** By-Law No. 2235 being a by-law to authorize the execution of a Municipal Agreement be read a first, second and third time and be finally passed on March 20, 2023.

**Carried**

**10.7 Corporate Services-2023-01**

RE: Town Water/Wastewater Billing

Kate Giurissevich, Director, Corporate Services/Treasurer presented Council with and overview of her report regarding the billing for water and wastewater services currently done by E.L.K Energy Incorporated. Mrs. Giurissevich stated that the report was in response to an influx of complaints from residents regarding adding outstanding bills to tax accounts for collection and write-offs. She noted that the switch to conducting water and wastewater billing with Town of Essex Staff would provide various benefits including an increased level of service. She further stated that there will not be an increase in water and wastewater rates and shifting the operation could result in savings in water rates. She noted that the staffing wage would be covered by what is currently paid to E.L.K Energy Incorporated for their services.

Mrs. Giurissevich stated that the transition to water and wastewater billing being completed at the Town of Essex would take some time, however, Administration will provide residents with sufficient notice and information throughout the transition.

Councillor Hammond asked Administration whether there was a date of completion for the transition, whereby Mrs. Giurissevich stated that the proposed date was October 1st, 2023. Mrs. Giurissevich further stated that, as there are many factors with the transition, the date may change and Administration would be providing progress reports to Council.

Mayor Bondy asked how write-offs were currently being paid whereby Mrs. Giurissevich replied that write-offs were being paid through water and wastewater reserves. Mrs. Giurissevich further noted that having control over write-offs was essential as this would control and regulate rate increases for residents.

Councillor Garon asked about residents who were challenging their account in arrears and how that would transition to Town of Essex controlled water and wastewater billing. Mrs. Giurissevich replied that this function is currently under the control by the Town of Essex.

**R23-03-104**

Moved By Councillor Verbeek

Seconded By Deputy Mayor Shepley

**That** Corporate Services Report 2023-01 entitled Town Water/Wastewater Billing prepared by Kate Giurissevich, CPA, CA, Director, Corporate Services/Treasurer dated March 20, 2023 be received;

**That** Council direct administration to issue a letter of service discontinuance to the external billing provider, E.L.K. Energy Inc. effective October 1, 2023 or the date of final migration;

**That** Council approve the additional Operating revenues and expenditures as detailed in Table A for 2023, with the deficit to be funded from the Town's Water Reserve;

**That** Council approve the additional Capital revenues and expenditures as detailed in Table B for 2023, to be funded from the Town's Water Reserve; and

**That** Council approve the additional Capital and Operating expenditures as detailed in Table C, to be funded from COVID grant monies held in the Town's Contingency Reserve.

**Carried**

**10.8 Legal and Legislative Services-2023-06**

RE: 2022-2026 Committees of Council

**R23-03-105**

Moved By Councillor Verbeek

Seconded By Councillor Garon

**That** Legal and Legislative Services Report-2023-06 entitled 2022-2026 Committees of Council prepared by Shelley Brown, Acting Clerk dated March 20, 2023 be received;

**That** the per diem rate for each member of the committees listed below be amended effective April 1, 2023 as follows:

- a. Committee of Adjustment \$125.00 per meeting
- b. Drainage Board \$125.00 per meeting;

**That** Council approve the creation of an Attainable Housing Task Force under the direction of Planning Services to meet on an as-needed basis as determined by the Attainable Housing Task Force Terms of Reference to be established by the Planning Services Division;

**That** the Terms of Reference in Schedule A to this Report be adopted; and

**That** By-Law 2230 being a by-law to amend By-Law 2159: Procedural By-Law to permit certain boards and committees to conduct hybrid meetings and livestream meetings be read a first, a second time and provisionally adopted on March 20, 2023.

**Carried**

**10.9 Finance and Business Services-2023-03**

RE: 2022 Year End Transfers

**R23-03-106**

Moved By Councillor Matyi  
Seconded By Councillor McGuire-Blais

**That** Finance and Business Services Report-2023-03 entitled 2022 Year end transfers prepared by Kate Giurissevich, CPA,CA, Director, Corporate Services/Treasurer dated March 20, 2023 be received; and

**That** the unused budget amounts for items as identified in Schedule A to this report be transferred to reserves for the use designated within Schedule A attached to Finance and Business Services Report-2023-03.

**Carried**

**11. Reports from Youth Members**

**12. County Council Update**

Deputy Mayor provided an update from Essex County Council. He encouraged residents to sign up for Severe Weather Updates. He also noted a report regarding Canterbury College which offers courses for anyone over 55 years of age.

Mayor Bondy noted that all Essex County Libraries are now open.

**R23-03-107**

Moved By Councillor McGuire-Blais  
Seconded By Councillor Hammond

**That** all the Essex County Council Meeting Minutes listed in Agenda Item 12 be received.

**Carried**

**12.1 Essex County Regular Council Meeting Minutes - February 1, 2023**

## **12.2 Essex County Regular Council Meeting Minutes - February 15, 2023**

### **13. Correspondence**

#### **13.1 Correspondence to be received**

##### **R23-03-108**

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

**That** all of correspondence listed in Agenda Item 13.1 be received and, where indicated, to further share such information with the community using suitable methods of communication.

**Carried**

##### 13.1.1 Municipality of Trent Lakes

RE: Changes to the Municipal Oath of Office

##### 13.1.2 County of Essex

RE: Bill 23, More Homes Built Faster Act, 2022

##### 13.1.3 The Corporation of the Township of Moonbeam

RE: End Moratorium on most Pupil Accommodation Reviews

##### 13.1.4 Western Ontario Warden's Caucus ("WOWC")

RE: WOWC Supports Huron County's Call for Cannabis Act Review

##### 13.1.5 Niagara Falls

RE: Barriers for Women in Politics

##### 13.1.6 Ministry of the Environment, Conservation and Parks

RE: Environmental Assessment Modernization Branch

#### **13.2 Correspondence to be considered for receipt and support**

##### 13.2.1 Municipality of Chatham-Kent

RE: A Call to the Provincial Government to End Homelessness in Ontario

##### **R23-03-109**

Moved By Councillor Verbeek

Seconded By Councillor Allard

**That** the correspondence dated March 6, 2023 from the Municipality of Chatham-Kent be received and supported; and

**That** a letter of support be sent to the Municipality of Chatham-Kent.

**Carried**

##### 13.2.2 Municipality of North Perth

RE: School Bus Stop Arm Cameras

**R23-03-110**

Moved By Councillor Verbeek

Seconded By Councillor Matyi

**That** the correspondence dated March 14, 2023 from the Municipality of North Perth be received and supported; and

**That** a letter of support be sent to the Municipality of North Perth.

**Carried**

**14. Committee Meeting Minutes**

**R23-03-111**

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

**That** the Committee Meeting minutes listed in Agenda Item 14, together with any recommendations to Council noted therein, be received, approved and adopted as circulated.

**Carried**

**14.1 Co-An Park Advisory Committee Meeting Minutes - October 26, 2022**

**14.2 Committee of Adjustment Meeting Minutes - January 18, 2023**

**14.3 Committee of Adjustment Meeting Minutes - January 31, 2023**

**14.4 Essex Festival Committee Meeting Minutes - January 26, 2023**

**14.5 Police Services Board Meeting Minutes - February 2, 2023**

**14.6 Finance Committee Meeting Minutes - February 27, 2023**

Recommendations to Council:

**That** the 2023 grants for the Essex Community Partnership Fund be approved as amended in Schedule A attached to the February 27, 2023 minutes;

**That** the Finance Committee recommend to Council the adoption of the Corporate Credit Card Policy as presented in FIN-2023-02 by resolution at the next Regular Council Meeting; and

**That** the Finance Committee recommend that Council direct Administration to conduct a full review of the Essex Community Partnership Fund Policy in 2023.

**14.7 Personnel Committee Meeting Minutes - March 2, 2023**

Recommendation to Council:

**That** the Personnel Committee recommend to Council the adoption of the Use of Town Vehicle Policy as presented in Human Resources Report 2023-02 by resolution at the next regular Council meeting.

**15. Financial**

**16. New Business**

**17. Notices of Motion**

**17.1 The following Notice of Motion was presented at the February 21, 2023 Regular Council Meeting and is being brought forward this evening for Council's consideration:**

**17.1.1 Councillor Garon**

Councillor Garon stated that the motion stemmed from resident complaints and completing a report would be beneficial for the Town and residents.

Councillor McGuire-Blais noted the importance of this report as the Town's soccer fields will be constructed nearby and asked Administration to also consider pedestrian traffic in the report.

Deputy Mayor Shepley asked Administration to consider the current speed limit in the report.

**R23-03-112**

Moved By Councillor Garon

Seconded By Councillor McGuire-Blais

**That** Council direct Administration to provide a report on safety measures for the corner of South Talbot Road and Victoria Avenue which may include lighting and adding a 4-Way Stop.

**Carried**

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

Councillor Matyi reported that an Easter Egg Hunt will be hosted at the Heritage Colchester School House on April 10, 2023.

Councillor McGuire-Blais reported that the Essex Festival Committee is currently accepting applications for vendors.

Councillor Allard reported that the Transportation Museum will be hosting an Exposition on April 3, 2023.

**19. By-Laws**

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

**19.1.1 By-Law 2228**

RE: Being a By-Law to authorize the execution of a lease agreement between the Town of Essex and Patricia Cacilhas for the Operation of Concession Services doing business as Ice Cool Treats for the Town Concession located in the lower level of the building located at 78 Sullivan Street, Harrow, Ontario

Deputy Mayor Shepley declared a conflict of interest pertaining to this Agenda Item and did not participate in the discussion or vote.

**R23-03-113**

Moved By Councillor Verbeek

Seconded By Councillor Allard

**That** By-Law Number 2228 being a By-Law to authorize the execution of a lease agreement between the Town of Essex and Patricia Cacilhas for the Operation of Concession Services doing business as Ice Cool Treats



for the Town Concession located in the lower level of the building located at 78 Sullivan Street, Harrow, Ontario be read a third time and finally passed on March 20, 2023.

**Carried**

#### 19.1.2 By-Law 2229

RE: Being a By-Law to confirm the proceedings of the March 6, 2023, Regular Meeting of Council of The Corporation of the Town of Essex

##### **R23-03-114**

Moved By Councillor Matyi

Seconded By Councillor Garon

**That** By-Law Number 2229 being a By-Law to confirm the proceedings of the March 6, 2023, Regular Meeting of Council of The Corporation of the Town of Essex be read a third time and finally passed on March 20, 2023.

**Carried**

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

#### 19.2.1 By-Law 2193

RE: Being a By-Law to adopt the 2023 Operating and Capital Budget Estimates

##### **R23-03-115**

Moved By Councillor McGuire-Blais

Seconded By Councillor Matyi

**That** By-Law Number 2193 being a by-law to adopt the 2023 Operating and Capital Budget Estimates be read a first, a second and a third time and finally passed on March 20, 2023.

**Carried**

### **19.3 By-Laws that require a first and second reading**

#### 19.3.1 By-Law 2232

RE: Being a by-law to confirm the proceedings of the March 20, 2023 Regular Meeting of Council of the Corporation of the Town of Essex

##### **R23-03-116**

Moved By Councillor Verbeek

Seconded By Councillor Matyi

**That** By-Law Number 2232 being a by-law to confirm the proceedings of the March 20, 2023 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 20, 2023.

**Carried**

20.     **Adjournment**

**R23-03-117**

Moved By Councillor Hammond

Seconded By Deputy Mayor Shepley

That the meeting be adjourned at 8:53 PM.

**Carried**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk