



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

March 16, 2020, 6:00 pm  
Essex Civic Centre  
360 Fairview Avenue West  
Essex, Ontario

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

Regrets: Ward 1 Councillor Morley Bowman

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  
Robin Hall, Administrative Assistant

Absent: Cameron Soucie, Youth Council Member  
Ehva Hoffman, Youth Council Member

**1. Call to Order**

CAO Chris Nepszy provided an update to the public about the Town's response to the COVID-19 virus. He advised that information about the pandemic is changing every day, and assured the public that the Town is responding to those changes as they arise and considers what is in the best interest of the community and staff when making decisions.

Mr. Nepszy further advised that staff members are still providing service to residents over the phone and online services options are available at [essex.ca](http://essex.ca). The Town will continue to provide updates on their website. He urged everyone to practice social distancing, avoid large gatherings and limit travel.

**2. Closed Meeting Report**

**3. Declarations of Conflict of Interest**

There were no conflict of interest noted.

**4. Adoption of Published Agenda**

**4.1 Regular Council Meeting Agenda for March 16, 2020**

Moved By Councillor Vander Doelen  
Seconded By Councillor Verbeek

**(R20-03-077) That** the published agenda for the March 16, 2020 Regular Council Meeting, be adopted with the following amendments:

- All Notices of Motion listed as agenda items 15.1.1 up to and including 15.1.5 , be deferred to April 6, 2020 Regular Council Meeting;
- Resident Randy Voakes has advised that his request to appear before Council be postponed to a later date; and
- By-Law 1901 being a by-law to appoint an acting Deputy Treasurer for the Town of Essex, be added to the agenda.

**Carried**

## **5. Adoption of Minutes**

### **5.1 Regular Council Meeting Minutes for March 2, 2020**

Moved By Councillor Bjorkman  
Seconded By Deputy Mayor Meloche

**(R20-03-078) That** the minutes of the Regular Council Meeting held March 2, 2020, be adopted as circulated.

**Carried**

## **6. Public Presentations**

### **6.1 Essex Region Conservation Authority (ERCA)**

Richard Wyma, General Manager/Executive Director appeared before Council to present ERCA's 2019 Annual Report and the 2020 Executive Summary of the 2020 Budget

Moved By Councillor Bjorkman  
Seconded By Councillor Vander Doelen

**(R20-03-079) That** the presentation by Mr. Richard Wyma, General Manager/Executive Director of the Essex Region Conservation Authority providing Council with ERCA's 2019 Annual Report and the 2020 Executive Summary of ERCA's 2020 Budget, be received.

**Carried**

### **6.2 Randy Voakes, Resident**

RE: Fines for illegal parking of accessible parking spaces

Mr. Voakes advised that he will not be attending the Council meeting this evening and will reschedule at a later date.

## **7. Unfinished Business**

## **8. Reports from Administration**

### **8.1 Corporate Services - Statement of Remuneration and Expenses 2019**

RE: Statement of Remuneration and Expenses for 2019, as per Section 284 of the Municipal Act

Moved By Councillor Bjorkman  
Seconded By Deputy Mayor Meloche

**(R20-03-080) That** the statement provided under Section 284 of the Municipal Act - Statement of Remuneration and Expenses paid in 2019, provided by the Department of Corporate Services, be received.

**Carried**

## **8.2 Economic Development Report 2020-02**

RE: Building Report and Development Overview February 2020

Moved By Councillor Vander Doelen  
Seconded By Councillor Garon

**(R20-03-081) That** Economic and Development Report 2020-02, entitled "Building Report and Development Overview February 2020", prepared by Nelson Silveira, Economic Development Officer, dated March 16, 2020, be received.

**Carried**

## **8.3 Infrastructure Services Report 2020-01**

RE: Engineering Services for Harrow Streetscaping Project

- Proposal for Engineering Services Harrow Centre Streetscaping
- Request to Council to Waive Requirement

Moved By Councillor Verbeek  
Seconded By Councillor Bondy

**(R20-03-082) That** Infrastructure Services Report 2020-01, entitled "Engineering Services for Harrow Streetscaping Project", prepared by Kevin Girard, Director of Infrastructure Services, dated March 16, 2020, be received; and

**That** Council appoints Stantec Consulting Ltd. to provide engineering services to design, assist in procurement, and administer Project GG-20-0008 - Harrow Streetscaping.

**Carried**

## **8.4 Development Services Report 2020-01**

RE: Infill Residential Development

- Power Point - Infill Residential Development

Moved By Deputy Mayor Meloche  
Seconded By Councillor Bondy

**(R20-03-083) That** Development Services Report 2020-01, entitled "Infill Residential Development", prepared by Lori Chadwick, Director, Development Services, dated March 16, 2020, be received; and

**That** Administration prepare a report investigating on how the Town could finance the "development charges" portion only for the total 132 infill residential development lots in the entire municipality.

**Carried**

#### **8.5 Capital Works and Infrastructure Report 2020-01**

RE: Results of Request for Tender - 2020 Essex Watermain Improvements

Moved By Councillor Vander Doelen  
Seconded By Councillor Bjorkman

**(R20-03-084) That** Capital Works and Infrastructure Report 2020-01, entitled 'Results of Request for Tender - 2020 Essex Watermain Improvements', prepared by Jackson Tang, Assistant Manager, Business Services, dated March 16, 2020, be received; and

**That** Council awards the Request for Tender - 2020 Essex Watermain Improvements to Nevan Construction Inc. in the amount of \$1,888,055.04, including non refundable HST.

**Carried**

#### **8.6 CAO Report 2020-02**

RE: Municipal Modernization Program Intake 1: Consulting Services

- Request to Council to Waive Requirement

Moved By Councillor Bjorkman  
Seconded By Councillor Vander Doelen

**(R20-03-085) That** CAO Report 2020-02, entitled "Municipal Modernization Program Intake 1: Consulting Services", prepared by Chris Nepszy, CAO, dated March 16, 2020, be received; and

**That** Council appoints StrategyCorp to provide consulting services to perform Internal and Shared Service Delivery Review for the Town of Essex.

**Carried**

#### **8.7 Parks and Facilities Report 2020-01**

RE: Results of Request for Tender - Essex Splash Pad Wash Room/Change Room Upgrade

Moved By Councillor Garon  
Seconded By Deputy Mayor Meloche

**(R20-03-086) That** Parks and Facilities Report 2020-01, entitled "Results of Request for Tender - Essex Splash Pad Wash Room/Change Room Upgrade", prepared by Jackson Tang, Assistant Manager, Business Services, dated March 16, 2020, be received; and

**That** Council awards the Request for Tender - Essex Splash Wash Room/Change Room Upgrade to 2519181 Ontario Inc. O/A Preston Construction in the amount of \$151,902.56, including non-refundable HST.

**Carried**

**9. Reports from Youth Members**

**10. County Council Update**

Deputy Mayor Meloche updated Council and the public on a couple of items on County Council's agenda for Wednesday evening. He advised that stretchers are being purchased to ensure paramedics are protected from injuring themselves. The stretchers are expensive, however the cost is shared with the City of Windsor and a portion of the cost is covered by the province. He also advised that they will be talking about the lease with the Essex County Library.

**11. Correspondence**

**11.1 Correspondence to be received**

Moved By Councillor Vander Doelen

Seconded By Councillor Bjorkman

**(R20-03-087) 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.

**Carried**

**11.1.1 2019 Annual Drinking Water Reports**

- Union Water Supply System  
Annual Performance Report, Essex Distribution System
- Ontario Clean Water Agency  
Annual Summary Report, Harrow-Colchester South Water Treatment Plant

**11.1.2 Town of Tecumseh**

Correspondence from the Town of Tecumseh, dated February 13, 2020 supporting the proposed legislation, Bill 156: Security from Trespass and Protecting Food Safety Act, 2019

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

**11.2.1 Essex County Federation of Agriculture**

Correspondence from the Essex County Federation of Agriculture, dated February 6, 2020 asking that Council support Bill 156, Security from Trespass and Protecting Food Safety Act.

Moved By Councillor Vander Doelen

Seconded By Councillor Bjorkman

**(R20-03-088) That** correspondence from the Essex County Federation of Agriculture, dated February 6, 2020 asking that Essex Council support Bill 156, Security from Trespass and Protecting Food Safety Act, 2019, be received and supported; and

**That** a letter of support be sent to the Honourable Ernie Hardeman, Ministry of Agriculture, Food and Rural Affairs and the Essex County Federation of Agriculture.

**Carried**

**12. Committee Meeting Minutes**

Moved By Councillor Garon

Seconded By Councillor Vander Doelen

**(R20-03-089) That** the minutes listed in Agenda Item 12, together with any recommendations noted therein, be received, approved and adopted as circulated.

**Carried**

**12.1 Essex Municipal Heritage Committee (EMHC) - November 28, 2019**

**12.2 Committee of Adjustment - October 15, 2019**

**13. Financial**

**13.1 January 2020 Bank Payments Report**

Moved By Deputy Mayor Meloche

Seconded By Councillor Bjorkman

**(R20-03-090) That** the Bank Payments Reports, including the January cheque register, cheque number 50921 to cheque number 51061 inclusive in the amount of \$2,181,638.04, the Preauthorized Payments for January in the amount of \$343,588.81; and the Payroll for January in the amount of \$465,329.65, be ratified as submitted.

**Carried**

**14. New Business**

**15. Notices of Motion**

**15.1** At the request of the each of the Presenters, the items listed as agenda items 15.1.1 up to and including 15.1.5 are deferred to the April 6, 2020 Regular Council Meeting.

15.1.1 Councillor Bondy

RE: Tendering of Cold Roll Recycled Material and Pulverized Tar and Chip Material

15.1.2 Deputy Mayor Meloche

RE: Town's Policy on Special Needs Street Signs and Warning Signs of Deer or Turtle Crossings

15.1.3 Councillor Verbeek

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

15.1.4 Councillor Bondy

RE: Open Mic Night

15.1.5 Councillor Bjorkman

RE: Essex Region Conservation Authority Donation

**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 1893**

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

Moved By Deputy Mayor Meloche  
Seconded By Councillor Bjorkman

**(R20-03-091) That** By-Law 1893 being a by-law to confirm the proceedings of the March 2, 2020 Regular Meeting of the Council of The Corporation of the Town of Essex, be read a third time and finally passed on March 16, 2020.

**Carried**

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

### **17.2.1 By-Law 1895**

Being a by-law to appoint a Drainage Superintendent for The Corporation of the Town of Essex  
(Lindsay Dean)

Moved By Councillor Verbeek  
Seconded By Councillor Garon

**(R20-03-092) That** By-Law 1895 being a by-law to appoint a Drainage Superintendent for The Corporation of the Town of Essex, be read a first, a second and a third time and passed on March 16, 2020.

**Carried**

### **17.2.2 By-Law 1897**

Being a by-law to authorize an Agreement between Her Majesty the Queen in Right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs (the "Province") and The Corporation of the Town of Essex (the "Recipient")  
(Rural Economic Program to complete the Essex Centre and Harrow Centre Streetscape Plans)

Moved By Deputy Mayor Meloche  
Seconded By Councillor Bjorkman

**(R20-03-093) That** By-Law 1897 being a by-law to authorize an Agreement between Her Majesty the Queen in Right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs (the "Province") and The Corporation of the Town of Essex (the "Recipient"), be read a first, a second and a third time and finally passed on March 16, 2020.

**Carried**

17.2.3 By-Law 1901

Being a by-law to appoint an Acting Deputy Treasurer for the Town of Essex

Moved By Councillor Vander Doelen  
Seconded By Deputy Mayor Meloche

**(R20-03-094) That** By-Law 1901 being a by-law to appoint an Acting Deputy Treasurer for the Town of Essex be read a first, a second and a third time and finally passed on March 16, 2020.

**Carried**

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

17.3.1 By-Law 1898

Being a by-law to confirm the proceedings of the March 16, 2020, Regular Meeting of the Council of The Corporation of the Town of Essex

Moved By Councillor Bjorkman  
Seconded By Councillor Garon

**(R20-03-095) That** By-Law 1898 being a by-law to confirm the proceedings of the March 16, 2020 Regular Meeting of the Council of The Corporation of the Town of Essex, be read a first and second time and provisionally adopted on March 16, 2020.

**Carried**

**18. Adjournment**

Moved By Deputy Mayor Meloche  
Seconded By Councillor Bjorkman

**(R20-03-096) That** the meeting be adjourned at 7:57 PM.

**Carried**

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Mayor

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Clerk