



**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**

February 7, 2022, 6:00 pm

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

This meeting was hosted and chaired from the Town of Essex Municipal Building. Due to the ongoing COVID-19 pandemic this meeting was not currently open to the public for in person attendance. This meeting can be viewed by the public electronically via livestream and post-meeting on YouTube at [www.youtube.com/EssexOntario](https://www.youtube.com/EssexOntario)

Present:

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

Also Present:

- Doug Sweet, Chief Administrative Officer
- 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
- Kate Giurissevich, Director, Corporate Services
- Marc Tortola, Manager, Strategic Communications
- Brandi Sieben, Manager, Human Resources
- Jake Morassut, Manager, Parks and Facilities
- Rick Arnel, Fire Chief
- Jason Pillon, Deputy Fire Chief
- Jacey Brockman, Assistant Deputy Fire Chief

**1. Call to Order**

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

**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**

Robert Auger, Town Solicitor/Clerk, Legal and Legislative Services provided a verbal report on the Closed meeting held on February 7, 2022. He reported that Council met electronically in Closed Session on January 7, 2022 at 3:00 PM as permitted to do so by Section 239 2 (b) 239 (e) and 239 (f) of the Municipal Act.

At the Closed Session Council discussed litigation matters and personnel matters about an identifiable individual. Council provided direction on one of those litigation matters.

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

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

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

##### **6.1 Regular Council Meeting Agenda for February 7, 2022**

###### **R22-02-025**

Moved By Councillor Bowman

Seconded By Deputy Mayor Bjorkman

**That** the published agenda for the February 7, 2022 Regular Council Meeting be adopted with the following amendment:

1. That Agenda Item 17.1.2 be added to allow for the presentment of a Notice of Motion by Councillor Verbeek.

**Carried**

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

##### **7.1 Regular Council Meeting Minutes for January 17, 2022**

###### **R22-02-026**

Moved By Councillor Garon

Seconded By Councillor Verbeek

**That** the minutes of the Regular Council Meeting held January 17, 2022 be adopted as circulated.

**Carried**

#### **8. Public Presentations**

##### **8.1 Fire Chief Rick Arnel, Town of Essex Fire and Rescue Service**

Congratulation Ceremony for the following Probationary Firefighters on their successful completion of training

Adam Mitchell - Essex Station 1

Kevin Sinn - Essex Station 1

Cole Freeman - Essex Station 2

Angela Lang - Essex Station 2

Dennis Lang - Essex Station 2

Austin Power-Wagenaar - Essex Station 2

Kyle Vermast - Essex Station 2

Jared Burns - Essex Station 3

Alex Dunmore - Essex Station 3

Daniel (D.J.) Lacey - Essex Station 3

Kyle Renaud - Essex Station 3

- Presentation of Essex Fire and Rescue Badges and Essex Fire Coins

Fire Chief Rick Arnel, Town of Essex Fire and Rescue Service announced that the newest firefighter recruits are being promoted to Probationary Firefighters. He stated that they will be evaluated by their peers for the next several months and will write the provincial examination to become certified Firefighters on April 30, 2022. He presented them with their Essex Fire and Rescue Badges, wallets, coins, and the Project In All coin.

Council congratulated them on the completion of their training and welcomed them to the Essex Fire and Rescue Service.

#### **R22-02-027**

Moved By Deputy Mayor Bjorkman

Seconded By Councillor Bondy

**That** the presentation made by Fire Chief Rick Arnel to the Probationary Firefighters be received; and

**That** Council extends their congratulations to the Probationary Firefighters on their successful completion of the required training.

**Carried**

## **8.2 David Mota, Resident**

RE: Affordable Housing Presentation

David Mota explained that he is an advocate for affordable housing across Essex County. He provided possible solutions for the lack of affordable housing such as incentives to move to the community, options for second dwellings, interactive mapping, a modular dwelling park and a land trust. He advised that this could benefit the community through increased tax revenue, land conservation, economic impact, and existing infrastructure. He noted that his hope is to establish goals and timelines to implement short-term and long-term plans to help solve the affordable housing crisis in our community.

Council discussed various options regarding affordable housing in the Town of Essex.

#### **R22-02-028**

Moved By Councillor Bondy

Seconded By Deputy Mayor Bjorkman

**That** David Mota be permitted 10 minutes for his presentation regarding Affordable Housing.

**Carried**

**R22-02-029**

Moved By Councillor Bowman

Seconded By Councillor Vander Doelen

**That** Council direct Administration to prepare a report to Council outlining potential ways that the Town of Essex can address the affordable housing issue within our municipality.

**Carried**

**9. Unfinished Business**

**10. Reports from Administration**

**10.1 Capital Works and Infrastructure-2022-01**

RE: 2022 Bridge and Culvert Inspections

**R22-02-030**

Moved By Councillor Bowman

Seconded By Councillor Vander Doelen

**That** Capital Works and Infrastructure-2022-01 Report entitled 2022 Bridge and Culvert Inspections prepared by Kevin Girard, Director, Infrastructure Services dated February 7, 2022 be received; and

**That** Council appoint the engineering firm of Keystone Bridge Management Corporation (Keystone) to provide engineering services to complete the 2022 inspections of structures within the Town of Essex in accordance with the completed request under Section 22.03 of the Town of Essex Procurement By-Law 1043.

**Carried**

**10.2 Capital Works and Infrastructure-2022-02**

RE: 2021 Engineering Services for Bridge Replacement/Rehabilitation

**R22-02-031**

Moved By Deputy Mayor Bjorkman

Seconded By Councillor Garon

**That** Capital Works and Infrastructure-2022-02 Report entitled 2021 Engineering Services for Bridge Replacement/Rehabilitation prepared by Kevin Girard, Director, Infrastructure Services dated February 7, 2022 be received;

**That** Council award the Engineering Services for Bridge Rehabilitation (RFP-ID-21-024) to RC Spencer Associates Inc. in the amount of \$61,152.67 including all non-refundable Harmonized Sales Tax; and

**That** Council approve the additional funding of \$11,152.67 above the approved 2022 Capital Budget of \$50,000 for Engineering for Various Bridges and Culverts (PW-21-0011) from the Town's Asset Management Lifecycle Reserve.

**Carried**

### **10.3 Community Services-2022-01**

RE: Colchester Harbour Operating Agreement Renewal with the Department of Fisheries and Oceans (DFO)

#### **R22-02-032**

Moved By Deputy Mayor Bjorkman

Seconded By Councillor Bowman

**That** Community Services-2022-002 Report entitled Colchester Harbour Operating Agreement Renewal with the Department of Fisheries and Oceans Canada be received;

**That** Council approve By-Law Number 2121 to renew the operating agreement of the Colchester Harbour with the Department of Fisheries and Oceans under the same terms and conditions for an additional five (5) years commencing February 1, 2022; and

**That** By-Law 2121 be read a first, a second and a third time and finally passed on February 7, 2022.

**Carried**

### **10.4 Community Services-2022-02**

RE: Canada Community Revitalization Fund – Essex Centre Sport Field Funding Application

#### **R22-02-033**

Moved By Councillor Garon

Seconded By Councillor Bowman

**That** Community Services-2022-02 Report entitled Canada Community Revitalization Fund (CCRF) – Essex Centre Sport Field Funding Application be received; and

**That** the following resolution be approved by Council for the purpose of confirming funding for the Canada Community Revitalization Fund (CCRF) for the development of a portion of Phase 1 of the new Essex Centre Sport Fields:

a. **That** Council approve the submission of an application to Canada Community Revitalization Fund (CCRF) for the development of a portion of Phase 1 of the new Essex Centre Sport Fields; and

b. **That** should the Town of Essex be successful in receiving the maximum of 75% of all eligible Canada Community Revitalization Fund costs submitted, up to a maximum of \$750,000 of the total Phase 1A project (Budget cost of \$1,068,899), that the Town of Essex confirms funding for the remaining \$318,899 of the total Phase 1A project cost through the General Contingency Reserve.

**Carried**

### **10.5 Corporate Services-2022-01**

RE: 2022 Capital Financing

**R22-02-034**

Moved By Councillor Bondy

Seconded By Deputy Mayor Bjorkman

**That** Corporate Services-2022-01 Report entitled 2022 Capital Financing prepared by Katelynn Giurissevich, Director, Corporate Services dated February 7, 2022 be received; and

**That** By-Law 2120 be read a first, second and a third time and be finally passed on February 7, 2022.

**Carried**

**10.6 Fire and Rescue Services-2022-01**

RE: Essex Fire 2021 Annual Review

Rick Arnel, Fire Chief, Fire and Rescue Services explained that the Essex Fire 2021 Annual Review outlines the values, principles, and core services. He thanked the Essex firefighters for their accomplishments, courage, compassion and dedicated service to our community during this demanding and rewarding year.

**R22-02-035**

Moved By Councillor Bowman

Seconded By Councillor Bondy

**That** Fire and Rescue Services-2022-01 Report entitled Essex Fire and Rescue 2021 Annual Review prepared by Richard Arnel, Fire Chief dated February 7, 2022, be received for information.

**Carried**

**10.7 Parks and Facilities-2022-01**

RE: Ice Rental/Floor Rate Increase Starting 2022-2023 Season

**R22-02-036**

Moved By Councillor Bowman

Seconded By Councillor Garon

**That** Parks and Facilities-2022-01 Report entitled Ice Rental/Floor Rate Increase Starting 2022-2023 Season prepared by Jake Morassut, Manager, Parks and Facilities dated February 7, 2022 be received; and

**That** Council approve a 1.5% rate increase for all ice rentals beginning August 1, 2022.

**Carried**

**10.8 Parks and Facilities-2022-02**

RE: Request of Additional Funds for Harbour Gate Installation

**R22-02-037**

Moved By Councillor Bowman

Seconded By Councillor Bondy

**That** Parks and Facilities-2022-02 Report entitled Request of Additional Funds for Harbour Gate Installation, prepared by Jake Morassut, Manager, Parks and Facilities dated February 7, 2022, be received; and

**That** Council approve an additional \$8,840.83 to be funded from the Parks and Recreation Building and Equipment Reserve for capital project CS-21-0086 Install Gates and FOBs at Each Colchester Dock Entrance.

**Carried**

**10.9 Economic Development-2022-02**

RE: Community Improvement Plan – Annual Summary 2021

Lori Chadwick, Director, Infrastructure Services, provided a verbal report on the Annual Community Improvement Plan. She noted that it has been a successful and busy year for the Community Improvement Plan (CIP) program as many businesses applied for the Harrow and Essex Community Improvement Plan (CIP) programs. She explained that Administration is seeking Council's support to redirect \$30,901.38 from the Harrow Colchester County Road 50 Community Improvement Plan and transferring it to the Essex Community Improvement Plan to balance the accounts.

**R22-02-038**

Moved By Councillor Bowman

Seconded By Councillor Verbeek

**That** Economic Development-2022-02 Report entitled Community Improvement Plan-Annual Summary 2021 prepared by Nelson Silveira, Economic Development Officer dated February 7, 2022 be received; and

**That** Council approve the transfer of \$30,901.38 from the Harrow and Colchester Community Improvement Plan (CIP) budget to fund pending applications through the Essex Community Improvement Plan (CIP) program for the December 31, 2021 year end.

**Carried**

**11. Reports from Youth Members**

**12. County Council Update**

**12.1 Essex County Council Regular Meeting Minutes - December 15, 2021**

**R22-02-039**

Moved By Deputy Mayor Bjorkman

Seconded By Councillor Garon

**That** the minutes of the Regular County Council Meeting held December 15, 2021 be received.

**Carried**

**13. Correspondence**

**13.1 Correspondence to be received**

**R22-02-040**

Moved By Councillor Garon

Seconded By Deputy Mayor Bjorkman

**That** all of the 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 Town of Essex Community Heritage Preservation Award and Heritage Bursary

RE: Call for Nominations

13.1.2 Ministry of Finance

RE: Property Tax Decisions for the 2022 Taxation Year

13.1.3 Ministry of Finance

RE: Applications Now Open for Ontario Business Costs Rebate Program

13.1.4 Ministry of Municipal Affairs and Housing

RE: Municipal Modernization Program

13.1.5 Ministry of the Environment, Conservation and Parks

RE: Regulatory and Policy Proposals under the Conservation Authorities Act

13.1.6 Essex Region Conservation Authority

RE: 2021 Annual Report

13.1.7 County of Essex

Re: Integrated Management Plan for Plastics

13.1.8 County of Essex

RE: Calling on the Province to Give More Support to Small Businesses

13.1.9 Essex-Windsor Solid Waste Authority

RE: Resolution of the Essex-Windsor Solid Waste Authority Board - Regional Food and Organics and Biosolids Waste Management Project

13.1.10 Union Water Supply System

RE: Joint Board of Management Minutes of December 15, 2021

13.1.11 Town of Caledon and Town of Mono

RE: Letter regarding Provincial Offence Courts in Dufferin and Caledon

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

13.2.1 Plympton-Wyoming

Re: Fire Safety Measures - Request to Review the Ontario Fire Code Retrofit Section 9.5



**R22-02-041**

Moved By Councillor Bondy  
Seconded By Councillor Garon

**That** the correspondence from Plympton-Wyoming supporting the City of Kitchener dated January 12, 2022 requesting a review of the Ontario Fire Code Retrofit Section 9.5 be received and supported.

**Carried**

**14. Committee Meeting Minutes**

**R22-02-042**

Moved By Councillor Bowman  
Seconded By Councillor Garon

**That** all 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 Property Standards - November 17, 2021**

**14.2 Drainage Board - November 24, 2021**

**14.3 Personnel Committee - January 21, 2022**

**Recommendation to Council:**

**PC-22-04**

Moved by Councillor Bondy  
Seconded by Councillor Bowman

That the Personnel Committee recommend to Council the adoption of the updated Staff Training and Development (Policy 001) as presented in HR Report 2022-03 by resolution at the next regular Council meeting.

**Carried**

**14.4 Finance Committee - January 24, 2022**

**15. Financial**

**15.1 November 2021 Bank Payments Report**

**R22-02-043**

Moved By Councillor Vander Doelen  
Seconded By Councillor Bowman

**That** the Bank Payments Report, including November 2021 cheque register, cheque number 53731 to cheque number 53850 and electronic funds transfer (EFT) payment number EFT005603 to EFT005779 inclusive in the amount of \$2,896,238.43; the Preauthorized Payments for the month of November in the amount of \$279,437.20; and Payroll for the month of November in the amount of \$413,621.81, be ratified as submitted.

**Carried**

## **15.2 December 2021 Bank Payments Report**

### **R22-02-044**

Moved By Councillor Bondy

Seconded By Councillor Verbeek

**That** the Bank Payments Report, including December 2021 cheque register, cheque number 53851 to cheque number 53942 and electronic funds transfer (EFT) payment number EFT005780 to EFT005936 inclusive in the amount of \$5,443,689.34; the Preauthorized Payments for the month of December in the amount of \$406,558.74; and Payroll for the month of December in the amount of \$656,072.34, be ratified as submitted.

**Carried**

## **16. New Business**

## **17. Notices of Motion**

### **17.1 The following Notice of Motion is being presented this evening and will be brought forward for Council's consideration at the February 22, 2022 Regular Council Meeting.**

#### **17.1.1 Councillor Bondy**

Moved By Councillor Bondy

**That** Council give direction to Administration to explore and report back the cost of rehabilitating County Road 20 from Walnut Street easterly to the County of Essex Connecting Link limit in the Community of Harrow, and that the County of Essex be consulted on completing this in partnership under the connecting link agreement.

#### **17.1.2 Councillor Verbeek**

Moved By Councillor Verbeek

**That** Council have a discussion regarding the returning to in-person meetings.

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

Verbal update from Mayor Meloche regarding E.L.K. Energy.

Mayor Meloche stated that on November 17, 2021 Mayor Snively, Doug Sweet, Chief Administrative Officer and himself met with Kingsville representatives Mayor Santos, Deputy Mayor Queen and John Norton, Chief Administrative Officer of the Town of Kingsville. Representatives from the Town Kingsville expressed the following concerns:

1. Tree Trimming is seemingly complaint driven and not a preventative maintenance.
2. Communication needs to improve with residents on issues such as power outages.
3. The lack of communication regarding delays in developments and wait times to developers on equipment (i.e. transformers).
4. The Town of Kingsville noted examples of contractors that were hired by E.L.K. Energy to complete work however E.L.K. did not take ownership of the contractors' work stating that when a resident files a complaint with E.L.K. regarding a contractor

they are advised to contact the contractor themselves rather than E.L.K. contacting the contractor.

The representatives from Essex and Kingsville agreed that the communication and customer service from E.L.K. Energy needs improved. It was also noted that E.L.K.'s website does not list their current board members.

Mayor Meloche stated that the Town of Essex had a meeting scheduled with Hydro One for early 2022 however the meeting was postponed.

## **19. By-Laws**

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

#### **19.1.1 By-Law 2113**

Being a by-law to confirm the proceedings of the January 17, 2022, Regular Meeting of Council of The Corporation of the Town of Essex

#### **R22-02-045**

Moved By Councillor Vander Doelen

Seconded By Councillor Garon

**That** By-Law 2113 being a by-law to confirm the proceedings of the January 17, 2022, Regular Meeting of Council of The Corporation of the Town of Essex be read a third time and finally passed on February 7, 2022.

**Carried**

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

#### **19.2.1 By-Law 2118**

Being a by-law to amend By-Law Number 2107, being a by-law to establish Water and Sanitary Sewer Rates and Charges

#### **R22-02-046**

Moved By Councillor Bowman

Seconded By Deputy Mayor Bjorkman

**That** By-Law 2118 being a By-Law to amend By-Law Number 2107, being a by-law to establish Water and Sanitary Sewer Rates and Charges be read a first, a second and a third time and finally passed on February 7, 2022.

**Carried**

#### **19.2.2 By-Law 2119**

Being a by-law to provide for an interim tax levy and to provide for the payment of taxes and to provide for penalty and interest

#### **R22-02-047**

Moved By Councillor Garon

Seconded By Councillor Bowman

**That** By-Law 2119 being a by-law to provide for an interim tax levy and to provide for the payment of taxes and to provide for penalty and interest be read a first, a second, and a third time and finally passed on February 7, 2022.

**Carried**

#### 19.2.3 By-Law 2123

Being a By-law to to enter into a Wages and Benefit Agreement between the Corporation of the Town of Essex and its Firefighter Employees

**R22-02-048**

Moved By Councillor Garon

Seconded By Councillor Bowman

**That** By-Law 2123 being a by-law to to enter into a Wages and Benefit Agreement between the Corporation of the Town of Essex and its Firefighter Employees be read a first, a second and a third time and finally passed on February 7, 2022.

**Carried**

#### 19.2.4 By-Law 2124

RE: Human Resources Information System (HRIS)

Being a by-law to enter into an Agreement between The Corporation of the Town of Essex ("the Recipient") and Her Majesty in right of Ontario as represented by the Minister of Municipal Affairs and Housing (the "Province")

**R22-02-049**

Moved By Deputy Mayor Bjorkman

Seconded By Councillor Bowman

**That** By-Law 2124 being a by-law to enter into an Agreement between The Corporation of the Town of Essex ("the Recipient") and Her Majesty in right of Ontario as represented by the Minister of Municipal Affairs and Housing (the "Province") be read a first, a second and a third time and finally passed February 7, 2022.

**Carried**

#### 19.2.5 By-Law 2125

RE: Strategic Plan for Town of Essex's Information Technology (IT) Department

Being a by-law to enter into an Agreement between The Corporation of the Town of Essex ("the Recipient") and Her Majesty in right of Ontario as represented by the Minister of Municipal Affairs and Housing (the "Province")

**R22-02-050**

Moved By Councillor Vander Doelen  
Seconded By Councillor Garon

**That** By-Law 2125 being a by-law to enter into an Agreement between The Corporation of the Town of Essex (“the Recipient”) and Her Majesty in right of Ontario as represented by the Minister of Municipal Affairs and Housing (the “Province”) be read a first, a second, and a third time and finally passed on February 7, 2022.

**Carried**

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

19.3.1 By-Law 2122

Being a by-law to confirm the proceedings of the February 7, 2022, Regular Meeting of Council of The Corporation of the Town of Essex

**R22-02-051**

Moved By Deputy Mayor Bjorkman  
Seconded By Councillor Garon

**That** By-Law 2122 being a by-law to confirm the proceedings of the January 17, 2022, Regular Meeting of Council of The Corporation of the Town of Essex be read a first and a second time and provisionally adopted on February 7, 2022.

**Carried**

**20. Adjournment**

**R22-02-052**

Moved By Deputy Mayor Bjorkman  
Seconded By Councillor Garon

**That** the meeting be adjourned at 7:36PM.

**Carried**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk