



**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**

June 15, 2020, 6:00 pm

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

Present: Mayor Larry Snively  
Deputy Mayor Richard Meloche  
Councillor Joe Garon  
Councillor Morley Bowman  
Councillor Kim Verbeek  
Councillor Steve Bjorkman  
Councillor Chris Vander Doelen  
Councillor Sherry Bondy

Regrets: Cameron Soucie, Youth Council Member

Also Present: Chris Nepszy, Chief Administrative Officer  
Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk  
Jeffrey Morrison, Director, Corporate Services/Treasurer  
Lori Chadwick, Director, Development Services  
Kevin Girard, Director, Infrastructure Services  
Cynthia Cakebread, Manager, Recreation and Culture  
Shelley Brown, Deputy Clerk, Legal and Legislative Services  
Nelson Silveira, Economic Development Officer  
Ehva Hoffman, Youth Council Member

**1. Call to Order**

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

**2. Closed Meeting Report**

**3. Declarations of Conflict of Interest**

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

**4. Adoption of Published Agenda**

**4.1 Regular Council Meeting Agenda for June 15, 2020**

**R20-06-198**

Moved By Councillor Bondy

Seconded By Deputy Mayor Meloche

**That** the published agenda for the June 15, 2020 Regular Council Meeting, be adopted as amended with the following addition and revision:

a) Agenda item 15.2.2., Councillor Bondy's Notice of Motion RE: E.L.K. Energy Evaluation; and

b) The Clerk advised that a petition was received by the Drainage Department with respect to the Crystal Beach Drain project. At this time agenda item 8.3, is being removed from agenda. The petition will be reviewed and the report will either be brought back for consideration at the July 6, 2020 Regular Council Meeting or deferred for the Drainage Board to reconvene to consider the petition.

**Carried**

## **5. Adoption of Minutes**

### **5.1 Regular Council Meeting Minutes for June 1, 2020**

#### **R20-06-199**

Moved By Councillor Bjorkman

Seconded By Councillor Bowman

**That** the minutes of the Regular Council Meeting held June 1, 2020, be adopted as circulated.

**Carried**

## **6. Public Presentations**

There were no delegations at the June 15, 2020 Regular Council Meeting.

## **7. Unfinished Business**

## **8. Reports from Administration**

### **8.1 Chief Administrative Officer (CAO), Chris Nepszy Verbal Report**

RE: COVID-19 Town Response and Updates

Chief Administrative Officer, Chris Nepszy updated Council on the Town's response and updates regarding the COVID-19 situation.

Community Services is actively preparing for when the Province approves the Region moving into Stage 2 of the reopening plan. Community Services, along with our Health and Safety Committee and Human Resources are looking at signage and the processes and protocols needed to open our facilities some of which include:

- Sports fields will be maintained but no lines will be painted as they will only be open for practices;
- Splash pads are being prepared including the installation of sunscreen stations at each location;
- The indoor pool will only be open to patrons who are registered for classes, no walk-ins;
- In-person and virtual day camps; and
- Discussions and preparations are taking place for the eventual opening of public washrooms.

Robert Auger, Town Solicitor and Legal and Legislative Services/Clerk:

- The Clerk advised that per usual by-law requirements, outstanding dog tag fees will such be placed on property taxes and that the Animal Control By-Law, provides that as of July 1, dog tag fees are supposed to increase to \$45.00 for a dog that has been spayed or neutered and \$75.00 for a dog not spayed or neutered. However due to COVID-19 dog tag fees have stayed at their pre COVID-19 rates of \$15 and \$25 respectively and the recommendation is to not increase the fees at this time, but keep at their pre COVID-19 rates for the balance of 2020.

**R20-06-200**

Moved By Councillor Bjorkman

Seconded By Councillor Bowman

**That** Essex Council supports dog tag fees to remain at the pre-COVID-19 fee rates, for the balance of 2020.

**Carried**

**8.2 Chief Administrative Officer (CAO), Chris Nepszy Verbal Report**

RE: Large Development Projects Toolbox

Chief Administrative Officer, Chris Nepszy spoke to Council about exploring options to develop a toolbox for large scale development in the Town of Essex. This may include looking at options to assist large scale developments as it relates to the significant upfront costs associated with Municipal Infrastructure. He stated that he is seeking direction from Council to continue moving forward with this review of options that could lead to the formation of a Policy to potentially guide future large scale development applications.

**R20-06-201**

Moved By Councillor Bowman

Seconded By Councillor Garon

**That** Council authorizes the Chief Administrative Officer to proceed with discussions and reviewing options on developing a policy that could provide assistance for large scale development projects in the municipality.

**Carried**

**8.3 Economic Development Report 2020-06**

RE: Business Support during COVID-19 Emergency

Lori Chadwick, Director, Development Services provided a background to Economic Development Report 2020-06. She advised Council that the grant would assist local businesses to develop a stronger online presence and to assist in other digital growth needs.

Nelson Silveira, Economic Development Officer advised Council that they have been trying to find ways to be creative to assist local businesses during the COVID Pandemic. He said that the creation of the digital growth grant was a partnership with the Windsor-Essex Small Business Centre, and wanted to acknowledge that the Essex B.I.A. contributed \$5000.00 towards the grant. He advised Council that the grant is available for all

businesses in the municipality, main street as well as rural, to assist in creating a stronger online presence and to reach customers beyond the town limits.

**R20-06-202**

Moved By Deputy Mayor Meloche

Seconded By Councillor Bjorkman

**That** Economic Development Report 2020-06, entitled "Business Support during COVID-19 Emergency", prepared by Nelson Silveira, Economic Development Officer, dated June 15, 2020, be received; and

**That** Council approves \$15,000.00 in COVID-19 related funding to support the Town of Essex Digital Growth Grant in 2020.

**Carried**

**8.4 Economic Development Report 2020-07**

RE: Building Report and Development Overview May 2020

**R20-06-203**

Moved By Councillor Garon

Seconded By Councillor Bowman

**That** Economic and Development Report 2020-07, entitled "Building Report and Development Overview May 2020", prepared by Nelson Silveira, Economic Development Officer, dated June 15, 2020, be received.

**Carried**

**8.5 Planning Report 2020-10**

RE: Site Plan Control Approval for 2636 County Road 20 East (Colchester South, Ward 3)

- Revised Site Plan (May 26, 2020) Classy Cap Revisions
- By-Law 1919

Being a by-law to enter into a Site Plan Control Agreement between The Corporation of the Town of Essex and Classy Caps Mfg Inc.

**R20-06-204**

Moved By Councillor Vander Doelen

Seconded By Councillor Bowman

**That** Planning Report 2020-10, entitled "Site Plan Control Approval for 2636 County Road 20 East (Colchester South, Ward 3)", prepared by Rita Jabbour, Manager, Planning Services, dated June 15, 2020, be received; and

**That** By-Law 1919, being a by-law to enter into a Site Plan Control Agreement between The Corporation of the Town of Essex and Classy Caps Mfg. Inc., be read a first, a second and a third time and finally passed on June 15, 2020.

**Carried**

## 8.6 Planning Report 2020-11

RE: Repeal of Site Plan Control Agreement (Parts 1 and 2 on 12R27717)

• By-Law 1921

Being a by-law to release the Site Plan Control Agreement over Parts 1 and 2 on 12R27717

### **R20-06-205**

Moved By Councillor Verbeek

Seconded By Deputy Mayor Meloche

**That** Planning Report 2020-11, entitled "Site Plan Control Agreement (Parts 1 and 2 on 12R27717)", prepared by Rita Jabbour, Manager, Planning Services, dated June 15, 2020, be received; and

**That** By-Law 1921 being a by-law to release the Site Plan Control Agreement over Parts 1 and 2 on 12R27717, be read a first, a second and a third time and finally passed on June 15, 2020; and

**That** the Town's Solicitor/Clerk be directed to execute all documents necessary to give effect to take the actions taken by this Council as described in By-Law 1921.

**Carried**

## 9. Reports from Youth Members

## 10. County Council Update

Deputy Mayor Meloche advised that the South Western Integrated Fibre Technology (SWIFT), will be providing County Council will an update on the SWIFT project at their Council meeting on June 17. He said that SWIFT's report is available for viewing on the County of Essex's website, found in the County Council's June 17, 2020 Agenda.

## 11. Correspondence

### 11.1 Correspondence to be received on Consent

Council asked that correspondence shown as 11.1.6 Portuguese Club of Harrow RE: Property Tax Relief, on the agenda, be moved to item 11.2 to be considered for receipt and support.

### **R20-06-206**

Moved By Councillor Garon

Seconded By Councillor Bowman

**That** the 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 COVID-19 Virus Correspondence

#### 11.1.1.1 Media Release - Town of Essex

RE: Community Update (June 3, 2020) - Town of Essex agreed to the reopening of Colchester Beach as well as the Town's parks, excluding sports fields.

- 11.1.1.2 Association of Municipalities Ontario June 3, 2020  
RE: COVID-19 Update - Broadband Funding Announcement, Emergency Extended and Pandemic Pay Webinar
- 11.1.1.3 Bereavement Authority of Ontario  
RE: Registrar's Directive (May 26, 2020) - Organized groupings of visitors at funerals and visitations.
- 11.1.1.4 Alcohol and Gaming Commission of Ontario  
RE: June 8, 2020 - Ontario amends Regulation 719 under the Liquor Licence Act to support liquor sales licencees in temporarily extending their patios and provide additional flexibility for the location of tied houses.
- 11.1.1.5 Ontario's Action Plan in response to COVID-19  
RE: A Framework for Reopening our Province - Stage 2 (June 8, 2020)
- 11.1.1.6 Ontario Association of Cemetery and Funeral Professionals (OACFP)  
RE: COVID-19 Registrar's Directive (June 10, 2020)
- Registrar's Directive: 10 is still the max at funerals, visitations and burials
  - Drive-Thru Visitations
- 11.1.1.7 Windsor Essex County Health Unit  
RE: Public Health Memo COVID-19 (June 11, 2020)
- 11.1.2 Essex-Windsor Solid Waste Authority  
Essex-Windsor Residential Waste Diversion 2019 (March 31, 2020)
- 11.1.3 Windsor/Essex Provincial Offences (POA)  
RE: Annual Report 2019
- 11.1.4 Media Release - Town of Essex  
RE: June 5, 2020 - Town of Essex Launches Interactive Capital Projects Map
- 11.1.5 Media Release - Town of Essex  
RE: May 28, 2020 - Credit Card Payments No Longer Accepted at Town Hall

## **11.2 Correspondence to be considered for Receive and Support**

- 11.2.1 Portuguese Club of Harrow  
RE: Property Tax Relief
- Correspondence from the Portuguese Club of Harrow, dated June 9, 2020 inquiring if the Town of Essex has any programs available for property tax relief as their building has been vacant for the last three months.

**R20-06-207**

Moved By Councillor Bjorkman  
Seconded By Councillor Bondy

**That** correspondence from the Portuguese Club of Harrow, dated June 9, 2020 inquiring if the Town of Essex has any programs available for property tax relief as their building has been vacant for the last three months, be received;

**That** a letter be sent to the Honourable Doug Ford, Premier of Ontario requesting the Province look into all possible ways of providing tax and/or other financial relief to community non-profit service clubs and organizations, as a result of those organizations not being able to operate and be open as a result of the COVID-19 pandemic; and

**That** a copy of the copy of the resolution be sent to Taras Natyshak, MPP, Essex, Chris Lewis, MP, Essex, and all County of Essex municipalities.

**Carried**

**12. Committee Meeting Minutes**

**R20-06-208**

Moved By Councillor Bowman  
Seconded By Councillor Garon

**That** the minutes listed in agenda item 12, be received and be adopted as circulated.

**Carried**

**12.1 Essex Climate Adaptation Team Meeting - March 5, 2020**

**12.2 Essex Climate Adaptation Team Meeting - May 21, 2020**

**12.5 Committee of Adjustment - February 25, 2020**

**12.6 Arts, Culture and Tourism (ACT) Committee - May 13, 2020**

**12.3 Court of Revision - May 21, 2020**

RE: Bayliss Drain: Bridge Replacements & Maintenance Schedule

**12.4 Drainage Board - May 21, 2020**

Consideration of Report RE: Crystal Beach Drain: Repair and Improvement of Covered Drains

**13. Financial**

**14. New Business**

**14.1 Councillor Verbeek**

RE: Protecting farm workers from Coronavirus

**R20-06-209**

Moved By Councillor Verbeek  
Seconded By Councillor Bondy

**That** the Town of Essex Council requests urgent and emergency action to be taken by all levels government in order to support of all local farm workers, including migrant works, as it relates to the COVID-19 pandemic;

**That** the Windsor-Essex County Health Unit, Ontario Ministry of Health, Ministry of Labour and Ministry of Health and Long-Term Care and the Ministry of Agriculture, Food and Rural Affairs come together to immediately to stop the spread of COVID-19 in our farm worker population. The health and welfare of farm workers is vital to our community and to the opening up of our local economy. Farm gate delivered mandatory testing including a plan of care for COVID positive workers as well as comprehensive tracking and tracking is required to act in a proactive not reactive manner; and

**That** the Town of Essex Council write to the Windsor-Essex County Health Unit to express our urgent call to action and request for support from all other Essex County municipalities.

Councillor Bondy asked for a recorded vote.

<b>Recorded</b>	<b>Support</b>	<b>Opposed</b>
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>Results</b>	<b>8</b>	<b>0</b>
		<b>Carried (8 to 0)</b>

## 15. Notices of Motion

Councillor Bondy advised that she would like to withdraw her Notice of Motion, listed as agenda item 15.2.1 RE: Extending the 50 km speed limit zone on the Third Concession.

### 15.1 The following Notice of Motion was presented this evening's Council Meeting for Council's consideration at the July 6, 2020 Regular Council Meeting:

Councillor Bondy  
RE: Consultant to value E.L.K. Energy

That Council designate funds for the 2021 budget process to hire a Consultant for a valuation of E.L.K. Energy, being that it is a town owned asset and knowing its value is important to our shareholders.

## 16. Reports and Announcements from Council Members

Each Council member was provided an opportunity to discuss their latest news and activities in the municipality.

## 17. By-Laws



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

17.1.1 By-Law 1917

Being a by-law to confirm the proceedings of the June 1, 2020 Regular Meeting of the Council of The Corporation of the Town of Essex

**R20-06-210**

Moved By Deputy Mayor Meloche

Seconded By Councillor Bowman

**That** By-Law 1917 being a by-law to confirm the proceedings of the June 1, 2020 Regular Meeting of the Council of The Corporation of the Town of Essex, be read a third time and finally passed on June 15, 2010.

**Carried**

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

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

17.3.1 By-Law 1922

Being a by-law to confirm the proceedings of the June 15, 2020 Regular Meeting of the Council of The Corporation of the Town of Essex

**R20-06-211**

Moved By Councillor Verbeek

Seconded By Councillor Bjorkman

**That** By-Law 1922 being a by-law to confirm the proceedings of the June 15, 2020 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 June 15, 2020.

**Carried**

**18. Adjournment**

**R20-06-212**

Moved By Deputy Mayor Meloche

Seconded By Councillor Vander Doelen

**That** the meeting be adjourned at 8:14 PM. **Carried**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk