



The Corporation of the Town of Essex

Regular Council Meeting Minutes

March 18, 2024, 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 or 519-776-7336 extension 1100 or 1101.

- Present:**
- Mayor Sherry Bondy
 - Deputy Mayor Rob Shepley
 - Ward 1 Councillor Joe Garon
 - Ward 1 Councillor Katie McGuire-Blais
 - Ward 2 Councillor Kim Verbeek
 - Ward 3 Councillor Brad Allard
 - Ward 4 Councillor Rodney Hammond
 - David McBeth, Manager, Capital Works & Asset Management
 - Corinne Chiasson, Senior Planner
- Regrets:**
- Ward 3 Councillor Jason Matyi
 - Jake Morassut, Director, Community Services
- Also Present:**
- Doug Sweet, Chief Administrative Officer
 - Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk
 - Kate Giurissevich, Director, Corporate Services
 - Lori Chadwick, Director, Development Services
 - Kevin Girard, Director, Infrastructure Services
 - Cassandra Roy, Legislative Clerk
 - Colin Pyne, Youth Council Member
 - Lauryn Smith, Youth Council Member

1. Call to Order

Deputy Mayor Shepley called the meeting to order at 6:00 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

Joe Malandruccolo, Director, Legal & Legislative Services/Clerk reported that on March 6, 2024 at 9:00 AM Council moved into Closed Session as permitted to do so pursuant to Section 239 2(c) and (j) as amended, to discuss a proposed or pending acquisition or disposition of land by the municipality or local board and a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value.

Mr. Malandruccolo further reported that on March 18, 2024 at 5:00 PM Council moved into Closed Session as permitted to do so pursuant to Section 239 2 (e) and (f) of the *Municipal Act, 2001, S.O. 2001, c. 25* as amended, to discuss litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

5. Declarations of Conflict of Interest

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

6. Adoption of Published Agenda

6.1 Regular Council Meeting Agenda for March 18, 2024

R24-03-092

Moved By Councillor McGuire-Blais

Seconded By Councillor Garon

That the published agenda for the March 18, 2024 Regular Council Meeting be adopted with the following amendments:

1. That Agenda Item 19.2.2 pertaining to By-Law No. 2317 be amended to reflect the posted Addendum.
2. That Councillor Matyi's Notice of Motion listed in Agenda Item 17.1.1 be deferred to the next Regular Meeting of Council.
3. That Mayor Bondy's Notice of Motion listed in Agenda Item 17.2.1 be deferred to the next Regular Meeting of Council.

Carried

7. Adoption of Minutes

7.1 Regular Council Meeting Minutes for March 4, 2024

R24-03-093

Moved By Councillor Verbeek

Seconded By Councillor Allard

That the minutes of the Regular Council Meeting held March 4, 2024 be adopted as circulated.

Carried

7.2 Special Council Meeting Minutes for February 26, 2024

RE: Tender Results for the Supply and Installation of a Back-Up Generator

R24-03-094

Moved By Councillor Garon
Seconded By Councillor Hammond

That the minutes of the Special Council Meeting held February 26, 2024 be adopted as circulated.

Carried

7.3 Special Council Meeting Minutes for February 26, 2024

RE: Committee of the Whole

R24-03-095

Moved By Councillor Verbeek
Seconded By Councillor Allard

That the minutes of the Special Council Meeting held February 26, 2024 be adopted as circulated.

Carried

8. Public Presentations

9. Unfinished Business

10. Reports from Administration

10.1 Planning-2024-07

RE: County Wide Active Transportation CWATS Annual Update

Corinne Chiasson, Senior Planner, Planning Services provided an annual update regarding the County Wide Active Transportation System (CWATS), explaining that the CWATS promotes healthy active living for all ages, all mobilities, and enhances regional recreational opportunities and outlining the major projects that were achieved in 2023 in the Town of Essex.

R24-03-096

Moved By Councillor McGuire-Blais
Seconded By Councillor Hammond

That Planning Report 2024-07 entitled County Wide Active Transportation CWATS Annual Update prepared by Corinne Chiasson, Senior Planner, dated March 18, 2024, be received.

Carried

10.2 Corporate Services-2024-01

RE: Alternative Revenue Strategies

Kate Giurissevich, Director, Corporate Services, explained that Council and Administration should start exploring additional revenues for the municipality to offset the loss of revenue from the potential closing of the landfill in 2038.

R24-03-097

Moved By Councillor Garon

Seconded By Councillor McGuire-Blais

That Corporate Services Report 2024-01 entitled Alternative Revenue Strategies prepared by Kate Giurissevich, CPA, CA, Director, Corporate Services/Treasurer dated March 18, 2024, be received; and

That Council approve the recommendations and principles for alternative revenue generation referenced within the report.

Carried

10.3 Development Services-2024-02

RE: Affordable Housing Task Force

Lori Chadwick, Director, Development Services provided an update on the Terms of Reference for the establishment of a new committee to review affordable housing in the Town of Essex and explained the recruitment process for the Affordable Housing Task Force.

R24-03-098

Moved By Councillor Verbeek

Seconded By Councillor Hammond

That Development Services Report 2024-02 entitled Affordable Housing Task Force prepared by Lori Chadwick, Director, Development Services dated March 18, 2024, be received;

That the Terms of Reference for the Town of Essex Affordable Housing Task Force attached hereto be approved; and

That Council direct Administration to initiate the Town of Essex Affordable Housing Task Force recruitment process.

Carried

10.4 Development Services-2024-03

RE: Annual Development Update to Council March 2024

Lori Chadwick, Director, Development Services, provided an annual report and update on the various potential residential, industrial and commercial projects in the Town of Essex.

Kate Giurissevich, Director, Corporate Services, explained that the Development Charges aim to recover capital costs associated with residential and non-residential growth in our municipality. She stated that a new Development Charges By-Law will be coming forth for Council's consideration in the near future.

R24-03-099

Moved By Councillor Hammond

Seconded By Councillor McGuire-Blais

That Development Services Report 2024-03 entitled 2024 Annual Development Update prepared by Lori Chadwick, Director, Development Services dated March 18, 2024, be received.

Carried

10.5 Drainage-2024-02

RE: Appointment of Engineer for the Adams Sweet Drain

Mayor Bondy provided her regrets and left the meeting at 7:56 PM.

R24-03-100

Moved By Councillor McGuire-Blais

Seconded By Councillor Allard

That Drainage-2024-02 entitled Appointment of an Engineer under Section 76 and 65 of the Drainage Act to provide an updated assessment schedule for the Adams Sweet Drain prepared by Lindsay Dean, Drainage Superintendent dated March 18, 2024 be received; and

That Council appoint Rood Engineering Inc. under Section 76 and 65 of the Drainage Act to provide an updated schedule of assessment for the Adams Sweet Drain.

Carried

10.6 Drainage-2024-03

RE: Appointment of an Engineer for the East Townline Drain

R24-03-101

Moved By Councillor McGuire-Blais

Seconded By Councillor Hammond

That Drainage-2024-03 entitled Appointment of an Engineer under Section 78 of the Drainage Act to review the East Townline Drain prepared by Lindsay Dean, Drainage Superintendent dated March 18, 2024 be received; and

That Council appoint Rood Engineering Inc. under Section 78 of the Drainage Act to review the East Townline Drain.

Carried

11. Reports from Youth Members

12. County Council Update

Deputy Mayor Shepley announced the retirement of Mary Birch, Director, Legislative and Community Services/Clerk and thanked her for her service to the County for the last 26 years.

Deputy Mayor Shepley explained that representatives from the Emergency Management of Ontario attended County Council with a presentation on the solar eclipse to help promote public awareness. He stated that early approval was provided to EMS to purchase eight ambulances, two emergency response vehicles and two pickup trucks.

County Council was updated on initiatives to reduce ambulance offload delays at local hospitals as there has been an increase in code reds and blacks.

R24-03-102

Moved By Councillor Hammond

Seconded By Councillor Allard

That the County of Essex, Regular Meeting minutes listed in Agenda Item 12, be received.

Carried

12.1 County of Essex, Regular Council Meeting Minutes - February 21, 2024

13. Correspondence

13.1 Correspondence to be received

R24-03-103

Moved By Councillor Verbeek

Seconded By Councillor Garon

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 Essex Region Conservation

RE: Notice of Cost Apportionment

13.1.2 Town of Aurora

RE: Amenity Sharing Memorandum of Understanding (MOA) with School Boards for Evening/Weekend Gymnasium Use

13.1.3 Union Water Supply System Inc.

RE: Annual Report (2023) Requirement Section 11, Reg. 170/03 and Summary Report (2023)

13.2 Correspondence to be considered for receipt and support

13.2.1 City of Quinte West

RE: Housing Funding

R24-03-104

Moved By Councillor Verbeek

Seconded By Councillor McGuire-Blais

That the correspondence from the City of Quinte West dated March 7, 2024 requesting housing funding for municipalities be received and supported; and

That a letter of support be sent to Chris Lewis, MP Essex, Irek Kusmierczyk, MP Windsor-Tecumseh, Brian Masse, MP Windsor West, Anthony Leardi, MPP Essex, Lisa Gretzky, MPP Windsor West, Andrew Dowie, MPP Windsor-Tecumseh, and local municipalities.

Carried

13.2.2 Municipality of St. Charles

RE: Potential Municipal Operator Course

R24-03-105

Moved By Councillor Verbeek

Seconded By Councillor Hammond

That the correspondence from the Municipality of St. Charles dated February 21, 2024 regarding the Potential Municipal Operator Course be received and supported; and

That a letter of support be sent to Chris Lewis, MP Essex, Irek Kusmierczyk, MP Windsor-Tecumseh, Brian Masse, MP Windsor West, Anthony Leardi, MPP Essex, Lisa Gretzky, MPP Windsor West, Andrew Dowie, MPP Windsor-Tecumseh, and local municipalities.

Carried

13.2.3 Township of Amaranth

RE: Highway 413

R24-03-106

Moved By Councillor Verbeek

Seconded By Councillor Allard

That the correspondence from the Township of Amaranth dated February 23, 2024 regarding Highway 413 be received and supported; and

That a letter of support be sent to Chris Lewis, MP Essex, Irek Kusmierczyk, MP Windsor-Tecumseh, Brian Masse, MP Windsor West, Anthony Leardi, MPP Essex, Lisa Gretzky, MPP Windsor West, Andrew Dowie, MPP Windsor-Tecumseh, and local municipalities.

Carried

14. Committee Meeting Minutes

R24-03-107

Moved By Councillor Garon

Seconded By Councillor Hammond

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 Festival Committee - February 1, 2024

14.2 Police Service Board - February 1, 2024

14.3 Arts, Culture and Tourism - February 14, 2024

15. Financial

15.1 Section 284 - 2023 Statement of Remuneration and Expenses

RE: Statement of Remuneration and Expenses 2023

R24-03-108

Moved By Councillor McGuire-Blais

Seconded By Councillor Allard

That the Section 284 Statement of Remuneration and Expenses 2023, be received.

Carried

16. New Business

17. Notices of Motion

17.1 The following Notice of Motion was first presented at the February 20, 2024 Regular Council Meeting and subsequently deferred at the March 4, 2024 Regular Council Meeting and is being brought forward this evening for Council's consideration:

17.1.1 Councillor Matyi

Councillor Matyi's Notice of Motion was deferred to the next Regular Council Meeting on April 2, 2024.

Moved By Councillor Matyi

That Town Administration prepare a comprehensive report that compares water-tight manhole covers to standard manhole covers by completing the following:

1. Initiate a Study: Conduct a study to assess the feasibility and benefits of water-tight manhole covers in our specific context;
2. Conduct Research: review studies, collaborate with professional networks, and review municipal practices to determine the feasibility of standardizing water-tight manholes; and
3. Report Submission: Present the comparative report to Town Council.

17.2 The following Notice of Motion was presented at the March 4, 2024 Regular Council Meeting and is being brought forward this evening for Council's consideration:

17.2.1 Mayor Bondy

Mayor Bondy's Notice of Motion was deferred to the next Regular Council Meeting on April 2, 2024.

Moved By Mayor Bondy

That Council direct Administration to review the Development Standards Manual, including a review of the following items, and provide a summary of what other Towns are doing for the items:

- use of v curb and barrier curbs,
- use of water pipes used by the municipality for example plastic vs copper,
- maintenance period in the Town of Essex, and
- use of surety bonds in both commercial and residential development.

17.3 The following Notice of Motion is being presented this evening and will be brought forward for Council's consideration at the April 2, 2024 Regular Council Meeting:

17.3.1 Councillor Verbeek

Moved: Councillor Verbeek

That Council direct Administration to prepare a report which considers whether or not Council should pass a By-Law prohibiting the release of latex and mylar helium balloons into the air in the Town of Essex.

18. Reports and Announcements from Council Members

Councillor McGuire-Blais announced that the Essex Centre BIA is hosting the Hop n' Shop in the Downtown Centre on March 28, 2024 at 5:00 PM.

Councillor Garon announced that the Essex 73's Junior Hockey Team is moving onto the league finals in Lakeshore.

19. By-Laws

19.1 By-Laws that require a third and final reading

19.1.1 By-Law 2314

RE: Being a by-law to confirm the proceedings of the March 4, 2024, Regular Meeting of Council of the Corporation of the Town of Essex

R24-03-109

Moved By Councillor Hammond

Seconded By Councillor McGuire-Blais

That By-Law Number 2314 being a by-law to confirm the proceedings of the March 4, 2024, Regular Meeting of Council of the Corporation of the Town of Essex be read a third time and finally passed on March 18, 2024.

Carried

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

19.2.1 By-Law 2312

RE: Being a by-law to Enter into an Agreement between the Town of Essex and Doctor Jessica Laba-Kaczmarek to Provide Consulting Services for a Nurse Practitioner

R24-03-110

Moved By Councillor Garon

Seconded By Councillor Allard

That By-Law 2312 being a by-law to Enter into an Agreement between the Town of Essex and Doctor Jessica Laba-Kaczmarek to Provide Consulting Services for a Nurse Practitioner be read a first, a second, and a third time and finally passed on March 18, 2024.

Carried

19.2.2 By-Law 2317

RE: Being a by-law to Amend By-Law No. 2215, being a by-law to Establish and Appoint Town of Essex Boards and Committees for the 2022-2026 Term of Council, to dissolve the Police Services Board

R24-03-111

Moved By Councillor Verbeek

Seconded By Councillor Hammond

That By-Law 2317 being a by-law to Amend By-Law No. 2215 being a by-law to Establish and Appoint Town of Essex Boards and Committees for the 2022-2026 Term of Council be read a first, a second, and a third time and finally passed on March 18, 2024.

Carried

19.3 By-Laws that require a first and second reading

19.3.1 By-Law 2316

RE: Being a by-law to confirm the proceedings of the March 18, 2024, Regular Meeting of Council of the Corporation of the Town of Essex

R24-03-112

Moved By Councillor Hammond

Seconded By Councillor Garon

That By-Law 2316 being a by-law to confirm the proceedings of the March 18, 2024, Regular Meeting of Council of the Corporation of the Town of Essex be read a first and a second time and provisionally passed on March 18, 2024.

Carried

20. **Adjournment**

R24-03-113

Moved By Councillor Allard

Seconded By Councillor Hammond

That the meeting be adjourned at 8:13 PM.

Carried

Mayor

Clerk