



**The Corporation of the Town of Essex**

**Regular Council Meeting Minutes**

April 2, 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](mailto: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  
Rita Jabbour, Manager, Planning Services  
Vince Murphy, Assistant Manager, Parks and Facilities  
Ann Marie Unis, Manager, Finance and Business

Regrets: Jason Matyi, Councillor Ward 3  
Kate Giurissevich, Director, Corporate Services  
Colin Pyne, Youth Council Member

Also Present: Doug Sweet, Chief Administrative Officer  
Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk  
Jake Morassut, Director, Community Services  
Lori Chadwick, Director, Development Services  
Kevin Girard, Director, Infrastructure Services  
Cassandra Roy, Legislative Clerk  
Lauryn Smith, Youth Council Member

**1. Call to Order**

Mayor Bondy 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**

**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 April 2, 2024**

**R24-04-114**

Moved By Councillor Verbeek

Seconded By Deputy Mayor Shepley

**That** the published agenda for the April 2, 2024 Regular Council Meeting be adopted with the following amendment:

That Councillor Matyi's Notice of Motion listed in Agenda Item 17.1.1 be deferred to the next Regular Meeting of Council.

**Carried**

**7. Adoption of Minutes**

**7.1 Regular Council Meeting Minutes for March 18, 2024**

**R24-04-115**

Moved By Councillor Garon

Seconded By Councillor McGuire-Blais

**That** the minutes of the Regular Council Meeting held March 18, 2024 be adopted as circulated.

**Carried**

**7.2 Special Council Meeting Minutes for March 6, 2024**

**R24-04-116**

Moved By Councillor Allard

Seconded By Deputy Mayor Shepley

**That** the minutes of the Special Council Meeting held March 6, 2024 be adopted as circulated.

**Carried**

**8. Public Presentations**

**9. Unfinished Business**

**10. Reports from Administration**

**10.1 Fire and Rescue Services-2024-01**

RE: Essex Fire and Rescue 2023 Annual Report

**R24-04-117**

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

**That** Fire and Rescue Services Report 2024-01 entitled Essex Fire and Rescue 2023 Annual Report prepared by Jason Pillon, Fire Chief, dated April 2, 2024, be received for information.

**Carried**

**10.2 Fire and Rescue Services-2024-02**

RE: Emergency Management Program and Emergency Response Plan

**R24-04-118**

Moved By Councillor McGuire-Blais

Seconded By Councillor Verbeek

**That** Fire and Rescue Services Report 2024-02 entitled Emergency Management Program and Emergency Response Plan prepared by Jason Pillon, Fire Chief dated April 2, 2024, be received;

**That** the Essex Emergency Management Program and Emergency Response Plan be approved, as submitted; and

**That** By-Law No. 2315 being a by-law to adopt an Emergency Management Program and Emergency Response Plan governing the provisions of necessary services during emergencies for the Town of Essex be read a first, a second and a third time and finally passed on April 2, 2024.

**Carried**

**10.3 Planning-2024-08**

RE: Draft Plan of Subdivision Approval, Ducharme Lane Residential Subdivision, Phase 2 (Applicant: Fantuz Holdings Inc. c/o Gary Taveirne) (County of Essex File No.: 37-T-24003), Ward 2

Rita Jabbour, Manager, Planning Services provided Council with the details of the Draft Plan of Subdivision for Phase 2 of Ducharme Lane Residential Subdivision. She explained that the subject lands are located in the McGregor Secondary Settlement Area and are zoned to permit low density residential dwellings subject to the Holding (H) Zone restriction. She stated that proposed subdivision is for the construction of eighteen single-detached dwelling units which is under the land designation for the established zoning district. She noted that Administration is recommending Council conditionally approve the Draft Plan of Subdivision.

Council directed questions to Administration regarding the stormwater management pond and the sanitary sewage collection system for the proposed subdivision.

**R24-04-119**

Moved By Councillor Garon

Seconded By Councillor Hammond

**That** Planning Report 2024-08 prepared by Rita Jabbour, RPP, Manager, Planning Services dated April 2, 2024 be received; and

**That** the Manager of Planning Services for the County of Essex be requested to give Draft Plan of Subdivision Approval to 1128737 Ontario Limited for the

development of Phase 2 of the Ducharme Lane Residential Subdivision on lands comprising PT LTS 1 and 2 CONCESSION 12 to permit the development of eighteen (18) single detached dwellings, in accordance with the draft plan prepared by Dillon Consulting and dated February 20, 2024 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 subdivision agreement include a condition to the satisfaction of the Town of Essex that acknowledges that sanitary allocation equivalent to 18 single detached dwellings for the proposed development will be available for a period of three (3) years commencing on the date of adoption of draft plan approval and that the allocation shall be deemed null and void should in the opinion of the corporation, construction of the dwellings not commence within the period specified in the condition,
3. That the Applicant be required to provide to the Municipality cash in lieu of parkland,
4. That the Applicant provide an easement along those lots that abut the Walker Drain to the satisfaction of the Town of Essex and for the purposes of drain maintenance and prohibiting buildings and structures within the easement, and,
5. 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**

**10.4 Finance and Business Services-2024-02**

RE: 2024 Union Water Supply System Wholesale Water Rate

**R24-04-120**

Moved By Councillor McGuire-Blais

Seconded By Councillor Garon

**That** Finance and Business Services Report 2024-02 entitled 2024 Union Water Supply System Wholesale Water Rate prepared by Kate Giurissevich, CPA,CA, Director, Corporate Services/ Treasurer dated April 2, 2024 be received; and

**That** Council approve an amendment to Schedule “A” to By-Law Number 2291 to reflect the new fee presented by Union Water Supply System (UWSS) effective April 1, 2024.

**Carried**

#### **10.5 Parks and Facilities-2024-03**

RE: Colchester Harbour Security Services RFQ-CS-24-002

##### **R24-04-121**

Moved By Councillor Garon

Seconded By Deputy Mayor Shepley

**That** Parks and Facilities Report 2024-03 entitled Colchester Harbour Security Services RFQ-CS-24-002 prepared by Vince Murphy, Assistant Manager, Parks and Facilities, dated April 2, 2024 be received;

**That** Council award the Colchester Harbour Security Services RFQ-CS-24-002 to Inesa Security Services for the 2024 Harbour season from May 1 to October 14, 2024; and

**That** Council allow the contract to be extended for the 2025 and 2026 Harbour Season, pending Inesa Security fulfills the RFQ requirements in 2024.

**Carried**

#### **10.6 Capital Works and Asset Management-2024-04**

RE: 2024 and 2025 Asset Management Plan Consulting Services

##### **R24-04-122**

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

**That** Capital Works and Asset Management-2024-04 entitled 2024 and 2025 Asset Management Plan Consulting Services by Erica Tilley, Assistant Manager, Capital Work & Asset Management dated April 2, 2024 be received, and

**That** Council award the 2024 and 2025 Asset Management Plan consulting services to PSD Citywide Ltd. in the amount of \$90,871.68, including non-refundable Harmonized Sales Tax.

**That** Council approve the additional funding of \$30,871.68 above the approved 2024 Capital Budget of \$60,000 from the Town's Ontario Community Infrastructure Reserve.

**Carried**

#### **10.7 Operations-2024-03**

RE: Deer Crossing Sign on 3rd Concession

##### **R24-04-123**

Moved By Councillor Allard

Seconded By Deputy Mayor Shepley

**That** Operations Report 2024-03 entitled Deer Crossing Sign on 3<sup>rd</sup> Concession prepared by Norm Nussio Manager, Operations and Drainage dated March 18, 2024, be received; and

**That** Council direct Administration to install the signs as recommended within this Report.

## **10.8 Environmental Services-2024-02**

RE: Housing-Enabling Water Systems Fund

Kevin Girard, Director, Infrastructure Services, presented a timeline and the estimated cost associated with the Colchester South Sewage Works Expansion. He recommended that the Town of Essex submit a grant application to the Housing-Enabling Water Systems Fund to fund the Colchester South Sewage Works Expansion and if the Town successfully secures the grant, the Province will fund a maximum of 73% (up to 35 Million) toward the cost of the project.

Council requested that if this grant was successful that Administration review reserve money to fund the additional monies.

Council further requested that a letter be sent to Anthony Leardi, MPP, Essex Ridding, outlining the grant application for the Colchester Water Pollution Control Plant.

### **R24-04-124**

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

**That** Environmental Services 2024-02 entitled, Housing-Enabling Water Systems Fund Application prepared by Kevin Girard, Director, Infrastructure Services and Kate Giurissevich, Director, Corporate Services dated April 2, 2024 be received; and

**That** Council approve Option 1 as outlined below:

**That** Council direct Administration to make an application to the Housing-Enabling Water Systems Fund for the design and construction of the Colchester Water Pollution Control Plant;

**That** Council appoint Stantec Consulting Ltd. to provide engineering design services in the amount of \$2,143,065.60 (including non-refundable HST) to complete preliminary and detailed design of the Colchester Water Pollution Control Plant in accordance with the completed request under Section 22 of the Town of Essex Procurement By-Law 2129; and

**That** Council authorize the expenditure of \$2,453,433.60 (including non-refundable HST) to complete the design of the Colchester Water Pollution Control Plant with funding of 16% from Ward 3 Wastewater Reserve and 84% from the Development Charges Reserves.

Carried

## **10.9 Operations-2024-04**

RE: Results of Request for Tender- Supply of Wood-Brush Chipper 2024

### **R24-04-125**

Moved By Councillor Garon

Seconded By Councillor McGuire-Blais

**That** Operations Report 2024-04 entitled Results of Request for Tender-Supply of Wood-Brush Chipper 2024 prepared by Norm Nussio Manager, Operations and Drainage dated April 2, 2024, be received;

**That** Council award Request for Tender- Supply of Wood-Brush Chipper 2024 to Vermeer Canada Inc in the amount of \$135,340.80 including non-refundable Harmonized Sales Tax; and

**That** Council approve an additional \$340.80 to be funded from Asset Management Reserve for capital project PW-24-0004.

**Carried**

**11. Reports from Youth Members**

**12. County Council Update**

**13. Correspondence**

**13.1 Correspondence to be received**

**R24-04-126**

Moved By Councillor Verbeek

Seconded By Deputy Mayor Shepley

**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 Ministry of the Environment Conservation and Parks**

RE: January 2024 Inspection - Essex Drinking Water System

**13.1.2 Environment and Climate Change Canada**

RE: Protection of Chimney Swift and its Habitat

**13.1.3 Township of Adelaide Metcalfe**

RE: Increase Tile Drain Loan Amount

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

**13.2.1 Township of Amaranth**

RE: Operation Budget Funding

**R24-04-127**

Moved By Councillor Verbeek

Seconded By Councillor McGuire-Blais

**That** the correspondence from the Township of Amaranth dated March 12, 2024 regarding operation budget funding be received and supported; and

**That** a letter of support be sent to the Honourable Doug Ford, Premier of Ontario, Anthony Leardi, MPP Essex Ridding, and Marit Stiles, Leader, Official Opposition.

**Carried**

#### 13.2.2 The Corporation of Loyalist Township

RE: Significant Financial and Budgetary Pressures

**R24-04-128**

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

**That** the correspondence from the Corporation of Loyalist Township dated March 18, 2024 regarding significant financial and budgetary pressures be received and supported; and

**That** a letter of support be sent to the Honourable Doug Ford, Premier of Ontario, Anthony Leardi, MPP Essex Ridding, and Marit Stiles, Leader, Official Opposition.

**Carried**

#### 13.2.3 The Corporation of the Town of Bracebridge

RE: New Provincial - Municipal Fiscal Framework

**R24-04-129**

Moved By Councillor Verbeek

Seconded By Councillor Allard

**That** the correspondence from the Corporation of Bracebridge dated March 14, 2024 regarding new provincial Municipal fiscal framework be received and supported; and

**That** a letter of support be sent to the Honourable Doug Ford, Premier of Ontario, Anthony Leardi, MPP Essex Ridding, and Marit Stiles, Leader, Official Opposition.

**Carried**

#### 13.2.4 Township of Puslinch

RE: Enbridge Gas

**R24-04-130**

Moved By Councillor Hammond

Seconded By Deputy Mayor Shepley

**That** the correspondence from the Township of Puslinch dated March 14, 2024 regarding Enbridge Gas follow-up be received and supported; and



**That** a letter of support be sent to the Honourable Doug Ford, Premier of Ontario, the Honourable Todd Smith, Minister of Energy, Anthony Leardi, MPP Essex Ridding, and Chris Lewis, MP.

**Carried**

#### 13.2.5 Ministry for Seniors and Accessibility

RE: 2024 Ontario Senior of the Year Award: Request of Nominee

**R24-04-131**

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

**That** Council defer the 2024 Ontario Senior of the Year Award to the next Regular Council Meeting on April 15, 2024.

**Carried**

#### 13.2.6 Essex Festival Committee

RE: Resignation of Cori McLean from the Essex Festival Committee

**R24-04-132**

Moved By Councillor Garon

Seconded By Councillor McGuire-Blais

**That** the resignation of Cori McLean from the Essex Festival Committee be received; and

**That** Council direct Administration to write a letter of appreciation and thanks for her commitment to the Essex Fun Festival Committee.

**Carried**

#### 13.2.7 OPP Detachment Board

RE: OPP Detachment Board Appointments and Administration

**R24-04-133**

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

**That** the correspondence from the Corporation of the Town of Tecumseh, dated March 25, 2024, regarding OPP Detachment Board Appointments and Administration be received and supported;

**That** Paul Sweet be appointed as the local community representative on the new Essex County OPP Detachment Board North for the remainder of this term in office;

**That** Christopher Hales be selected as the at-large representative on the new Essex County OPP Detachment Board North

**That** the new Essex County OPP Detachment Board-North be administered through Tecumseh, with costs incurred to administer the program being recovered equally from the three participating municipalities (Tecumseh, Lakeshore, Essex); and

**That** Administration send a letter to the Corporation of the Town of Tecumseh confirming the forgoing.

**Carried**

13.2.8 Essex Festival Committee

RE: Appointment of Essex Festival Committee Member

**R24-04-134**

Moved By Councillor Garon

Seconded By Councillor McGuire-Blais

**That** the application by Caitlyn Back to be appointed to the Essex Festival Committee be received/received and supported.

**Carried**

**14. Committee Meeting Minutes**

**R24-04-135**

Moved By Councillor McGuire-Blais

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 Committee of Adjustment - February 13, 2024**

**14.2 Essex Centre BIA - February 27, 2024**

**15. Financial**

**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 18, 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 15, 2024.

Moved By

**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 first presented at the March 4, 2024 Regular Council Meeting and subsequently deferred at the March 18, 2024 Regular Council Meeting and is being brought forward this evening for Council's consideration:**

17.2.1 Mayor Bondy

**R24-04-136**

Moved By Mayor Bondy

Seconded By Councillor McGuire-Blais

**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.

**Carried**

**17.3 The following Notice of Motion was presented at the March 18, 2024 Regular Council Meeting and is being brought forward this evening for Council's consideration:**

17.3.1 Councillor Verbeek

**R24-04-137**

Moved By Councillor Verbeek

Seconded By Councillor Allard

**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.

**Carried**

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

Councillor Allard advised everyone to stay safe during the Solar Eclipse and advised that the Town of Essex was offering a solar eclipse viewing event at the Colchester Harbour on April 8, 2024, from 12:00 - 4:00 PM.

## **19. By-Laws**

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

#### **19.1.1 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

##### **R24-04-138**

Moved By Councillor McGuire-Blais

Seconded By Councillor Allard

**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 third time and finally passed on March 18, 2024.

**Carried**

#### **19.1.2 By-Law 2299**

RE: Being a by-law to provide for the Austin C. Wright Drain: Replacement Bridge for Nelner & New Bridge for Broser, Geographic Township of Colchester South, Project REI2023D017, Town of Essex, County of Essex

##### **R24-04-139**

Moved By Deputy Mayor Shepley

Seconded By Councillor Garon

**That** By-Law 2299 being a by-law to provide for the Austin C. Wright Drain: Replacement Bridge for Nelner & New Bridge for Broser, Geographic Township of Colchester South, Project REI2023D017, Town of Essex, County of Essex be read a third time and finally passed on April 2, 2024.

**Carried**

#### **19.1.3 By-Law 2300**

RE: Being a by-law to provide for the Bondy No. 1 Drain: Maintenance Schedules of Assessment, Geographic Township of Colchester South, Project D22-063, Town of Essex, County of Essex

##### **R24-04-140**

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

**That** By-Law 2300 being a by-law to provide for the Bondy No. 1 Drain: Maintenance Schedules of Assessment, Geographic Township of Colchester South, Project D22-063, Town of Essex, County of Essex be read a third time and finally passed on April 2, 2024.

**Carried**

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

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

**19.3.1 By-Law 2319**

RE: Being a by-law to confirm the proceedings of the April 2, 2024,  
Regular Meeting of Council of the Corporation of the Town of Essex

**R24-04-138**

Moved By Councillor McGuire-Blais

Seconded By Councillor Garon

**That** By-Law 2319 being a by-law to confirm the proceedings of the April 2, 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 April 2, 2024.

**Carried**

**20. Adjournment**

**R24-04-139**

Moved By Deputy Mayor Shepley

Seconded By Councillor Hammond

**That** the meeting be adjourned at 8:34 PM.

**Carried**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk