

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

March 19, 2018, 6:00 pm  
Essex Civic Centre  
360 Fairview Avenue West  
Essex, Ontario

Present: Mayor McDermott  
Deputy Mayor Meloche  
Councillor Bjorkman  
Councillor Bondy  
Councillor Snively  
Councillor Voakes  
Councillor Rogers

Also Present: Donna Hunter, Chief Administrative Officer  
Chris Nepszy, Director of Infrastructure  
Doug Sweet, Director of Community Services  
Jeff Morrison, Director of Corporate Services  
Rick Arnel, Fire Chief  
Rick Malott, Deputy Fire Chief  
Alex Denonville, Manager, Communications  
Jeff Watson, Policy Planner  
Nelson Silveira, Economic Development Officer  
Laurie Brett, Deputy Clerk  
Lynn Moroz, Administrative Assistant

Evha Hoffman, Youth Council Representative  
Ethan Robinson, Youth Council Representative

**1. Call to Order**

**2. Closed Meeting Report**

Laurie Brett, Deputy Clerk, reported that Council had met in closed session earlier this evening pursuant to Section 239 of the Municipal Act, and had received and or discussed information regarding proposed or pending acquisition of land pursuant to Section 239(2)(c) of the Municipal Act. Council also received and or discussed information regarding litigation or potential litigation affecting the municipality pursuant to Section 239(2)(e) of the Municipal Act.

**3. Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

**4. Adoption of Published Agenda**

**4.1 Regular Council Meeting Agenda for March 19, 2018**

Moved By Councillor Rogers  
Seconded By Councillor Bondy

**(R18-03-103) That** the published agenda for the March 19, 2018 Regular Council Meeting be adopted with the following amendments:

- Notice of Motion by Councillor Rogers that the Town of Essex engage an engineering firm to develop the required engineering to reconstruct Snake Lane in Ward 3,
- A Notice of Motion by Councillor Rogers that upon receipt of the executive summary of the workplace assessment of Essex Fire and Rescue Services that Council be provided the opportunity to review the original document in its entirety prior to implementation of any proposed changes or actions, preceded by the signing of a confidentiality agreement by each Council Member.

**Carried**

## **5. Adoption of Minutes**

### **5.1 Regular Council Meeting Minutes for March 5, 2018**

Moved By Councillor Snively

Seconded By Councillor Voakes

**(R18-03-104) That** the minutes of the Regular Council Meeting held March 5, 2018 be adopted as circulated.

**Carried**

## **6. Public Presentations**

### **6.1 Emergency Alert System**

Presentation by Deputy Fire Chief Rick Malott and Alex Denonville, Manager, Communications

Deputy Fire Chief Rick Malott and Alex Denonville, Manager, Communications appeared before Council to announce the launch of the Emergency Alert System that is now available to Town of Essex residents. The Emergency Alert system is powered by Everbridge to send out simultaneous notifications to any device: phones, emails, fax machines, etc. A media campaign will be launched this week to encourage residents to register for the service. Residents will be able to register on line for this service or by calling into the Municipal Office beginning April 3rd.

Moved By Councillor Snively

Seconded By Councillor Rogers

**(R18-03-105) That** the verbal report and power point presentation on the Essex Emergency Alert System given by Deputy Fire Chief Rick Malott and Alex Denonville, Manager, Communications be received as presented.

**Carried**

## **7. Unfinished Business**

## **8. Reports from Administration**

### **8.1 Corporate Services Report 2018-03**

RE: Extension Agreement - MacPherson

#### **By-Law 1680**

Being a by-law of the Corporation of the Town of Essex to authorize an extension agreement (MacPherson)

Moved By Councillor Bondy

Seconded By Councillor Rogers

**(R18-03-106) That** Corporate Services Report 2018-03, entitled "Extension Agreement - MacPherson", prepared and submitted by Jeffrey Morrison, Director of Corporate Services, dated March 19, 2018 recommending that the Town enter into an extension agreement for the payment of outstanding taxes, be received;

**And that** By-Law 1680 being a by-law of the Corporation of the Town of Essex to authorize an extension agreement between the Town of Essex and Paul and Anna MacPherson for the payment of outstanding taxes be read a first, a second and a third time and finally passed on March 19, 2018.

**Carried**

### **8.2 Community Services Report 2018-004**

RE: April Pools Day and Community CPR Day

Moved By Deputy Mayor Meloche

Seconded By Councillor Rogers

**(R18-03-107) That** Community Services Report 2018-004, entitled "April Pools Day and Community CPR Day", prepared by Cynthia Cakebread, Manager of Recreation and Culture, and submitted by Doug Sweet, Director of Community Services, dated March 19, 2018 informing Council of the April Pools Day and Community CPR Day on Saturday, April 7 at the Essex Recreation Complex, be received.

**Carried**

### **8.3 Community Services Report 2018-006**

RE: 2018 Communities in Bloom Legacy Tree Program

Moved By Councillor Snively

Seconded By Councillor Bondy

**(R18-03-108) That** Community Services Report 2018-006, entitled "2018 Communities in Bloom Legacy Tree Program", prepared and submitted by Doug Sweet, Director of Community Services, dated March 19, 2018 informing Council of the Legacy Tree Program partnership with the six (6) elementary schools within the Town of Essex to recognize Earth Day on Friday, April 20, 2018, be received.

**Carried**

### **8.4 Community Services Report 2018-007**

RE: Special Events Resource Team (SERT) March Update

Moved By Councillor Voakes

Seconded By Councillor Bondy

**(R18-03-109) That** Community Services Report 2018-007, entitled "Special Events Resource Team (SERT) March Update", prepared and submitted by Doug Sweet, Director of Community Services, dated March 19, 2018, be received.

**Carried**

#### **8.5 Building Department Report 2018-02**

RE: February 2018 Building Report

Moved By Councillor Voakes

Seconded By Councillor Bjorkman

**(R18-03-110) That** Building Department Report 2018-02, entitled "February 2018 Building Report", dated March 7, 2018 providing Council with an update on building activity within the Town of Essex for the month of February, be received.

**Carried**

#### **8.6 Planning Report 2018-011**

RE: Agriculture related activities and the Zoning By-Law (Wards 2 and 3)

Moved By Deputy Mayor Meloche

Seconded By Councillor Rogers

**(R18-03-111) That** Planning Report 2018-11, entitled "Agriculture related activities and the Zoning By-Law (Wards 2 and 3)", prepared by Jeff Watson, Policy Planner, and submitted by Chris Nepszy, Director of Infrastructure and Development, dated March 19, 2018 informing Council that revisions are being considered to the Town's General Zoning By-Law 1037, in order to bring closer conformity with the guideline provisions of Ontario's "Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas", be tabled until public consultation has been completed.

**Carried**

#### **8.7 Planning Report 2018-12**

RE: Colchester and County Road 50 Community Improvement Plan (Ward 3)

Moved By Councillor Snively

Seconded By Councillor Rogers

**(R18-03-112) That** Planning Report 2018-12, entitled "Colchester and County Road 50 Community Improvement Plan (Ward 3)", prepared by Jeff Watson, Policy Planner, and submitted by Chris Nepszy, Director of Infrastructure and Development, dated March 19, 2018 recommending the preparation of a by-law to provide for the expansion of the Colchester Centre Community Improvement Plan, be received;

**And that** Council authorize the preparation of a by-law to provide for the expansion of the Colchester Centre Community Improvement Plan to take in the lands fronting on the north and south sides of County Road 50 (CR50), from County Road 41 to Dunn Road, and from County Road 13 to County Road 23, and the south (Lakefront) side of Adelaide Road, west of Dunn Road.

**Carried**

#### **8.8 Clerks Report 2018-04**

RE: Appointment of Animal Control Appeal Committee

Moved By Councillor Bondy

Seconded By Councillor Rogers

**(R18-03-113) That** Clerks Report 2018-04, entitled "Appointment of Animal Control Appeal Committee", prepared by Laurie Brett, Deputy Clerk, and submitted by Robert Auger, Clerk, dated March 19, 2018 recommending the appointment of three members to the Animal Control Appeal Committee, be received;

**And that** Council appoint Diane Pouget, Richard Kokovai and Paul Tonon as members of the Animal Control Appeal Committee for the limited purpose of adjudicating an upcoming appeal.

**Carried**

#### **8.9 Drainage Report 2018-02**

RE: Appointment of a Drainage Engineer to prepare a Report for repairs and improvements to Maple Avenue Drain

Moved By Deputy Mayor Meloche

Seconded By Councillor Bjorkman

**(R18-03-114) That** Drainage Report 2018-02, entitled "Appointment of a Drainage Engineer to prepare a Report for repairs and improvements to Maple Avenue Drain", prepared by Dan Boudreau, Manager, Operations/Drainage and submitted by Chris Nepszy, Director, Infrastructure and Development, dated March 19, 2018, be received;

**And that** Council appoint the engineering firm of Rood Engineering Incorporated, pursuant to the Drainage Act R.S.O. 1990 to prepare a new drainage report for the repairs to the Maple Avenue Drain.

**Carried**

#### **8.10 Infrastructure and Development Report 2018-03**

RE: Engineering Consulting Services for Culvert ID#200302 (4th Concession and Drummond Road)

Request to Council to Waive Requirement for Proposals, Tenders and Quotations

Moved By Councillor Bondy

Seconded By Mayor McDermott

**(R18-03-115) That** Infrastructure and Development Report 2018-03, entitled "Engineering Consulting Services for Culvert ID# 200302 (4th Concession and Drummond Road)", prepared and submitted by Chris Nepszy, Director, Infrastructure and Development, dated March 19, 2018, and the Request to Council to Waive Requirement for Proposals, Tenders and Quotations, be received;

**And that** in accordance with the completed request under Section 22(3) of the Town of Essex Procurement By-Law 1043, Council appoint RC Spencer Associates Incorporated (RC Spencer) to provide engineering design and construction administrative services for Culvert ID# 200302, in the amount of \$44,000.

**Carried**

**9. Reports from Youth Members**

Evha Hoffman, Youth Council Representative, reported that the McGregor Squirettes will be hosting an Easter Egg Hunt at the McGregor Parkette on March 30th. Breakfast will be served prior to the hunt at 9 a.m. Admission is the donation of socks or underwear which will be donated to the St. Vincent de Paul.

Moved By Councillor Bondy  
Seconded By Councillor Rogers

**(R18-03-116) That** the Youth Council Report given by Evha Hoffman on the Easter Egg Hunt put on by the McGregor Squirettes be received.

**Carried**

**10. County Council Update**

Deputy Mayor Meloche reported that the County of Essex and the City of Windsor have partnered to bid jointly on hosting the Association of Municipalities of Ontario (AMO) conference for the years 2021, 2022, 2023, and 2024. He said that if successful in the bidding process they would be looking for volunteers to help. He also noted that the previous AMO Conference in this area had been very successful in attracting many return visitors to the area.

Moved By Councillor Bjorkman  
Seconded By Councillor Rogers

**(R18-03-117) That** the Essex County Report given by Deputy Mayor Meloche regarding the partnership of the County of Essex and the City of Windsor to bid on hosting the Association of Municipalities (AMO) Conference for the years 2021, 2022, 2023, and 2024 be received.

**Carried**

**11. Correspondence**

**11.1 Correspondence to be received**

Moved By Deputy Mayor Meloche  
Seconded By Councillor Bjorkman

**(R18-03-118) 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 Minister of Health and Long Term Care

Honourable Dr. Helena Jaczek

RE: Health Matters in the Region

A copy of the correspondence from the Town of Essex inviting the Minister of Health and Long Term Care to attend an Essex Council Meeting to discuss short and long term plans regarding health matters in the region.

- November 8, 2017 correspondence to the Honourable Dr. Eric Hoskins inviting him to an Essex Council Meeting to discuss health matters in the region.
- November 23, 2017 email from Konstantina Kollias, relaying regrets on behalf of Minister Hoskins.
- January 3, 2018 correspondence to the Honourable Dr. Eric Hoskins extending a second invitation to attend an Essex Council Meeting to discuss Emergency Care and procedures.

#### 11.1.2 OMB Review

RE: Ministry of Municipal Affairs, Provincial Planning Policy Branch  
Planning Act Regulations related to the Building Better Communities  
and Conserving Watersheds Act, 2017

#### 11.1.3 AMO Communications

RE: AMO Policy Update  
Cannabis Legalization Implementation - Municipal Funding  
Announcements

#### 11.1.4 Sylvia Jones, MPP Dufferin-Caledon

A copy of the correspondence from Sylvia Jones M.P.P. Dufferin-Caledon, dated February 8, 2018 sent to the Honourable Chris Ballard, Ministry of Environment and Climate Change, concerning the redundant reporting requirements for municipal Asset Management Plans and urging the Ministry of Environment and Climate Change to share information on sewage bypasses with the Ministry of Infrastructure.

#### 11.1.5 Town of Essex Resolution: Offering School Properties to Municipalities

At the January 15, 2018 Regular Council Meeting, Council passed Resolution (R18-01-013) "That the Town of Essex send a request to the Association of Municipalities of Ontario (AMO), ROMA and all other municipalities in Ontario requesting that when school boards make decisions to close schools, that they have to offer the building to the local municipality for a dollar."

As a result the following letters have been received:

City of Stratford (No action taken)  
Municipality of Dutton Dunwich (Support)  
Municipality of Mattice Val Cote (Support)  
Township of Whitewater Region (Support)  
City of St. Catherines (Filed request)  
Town of Georgina (Support)  
Township of Malahide (Support)  
Township of Tudor and Cashel (Support)  
Municipality of Trent Lakes (Support)  
Municipality of Neebing (Support)  
Township of Macdonald, Meredith & Aberdeen Add'l (Support)  
Township of St. Joseph (Support)  
District of Parry Sound (Support)  
Township of Armour (Support)  
Village of Sunridge (Support)  
Town of LaSalle (Support)  
Township of Hornepayne (Support)

11.1.6 John Scott

RE: Resignation from the Committee of Adjustment and Property  
Standards Committee

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

11.2.1 Jesse Voyer and Bradley Thoman

RE: Essex Noise By-Law 690 Exemption

57 Park Lane on May 20, 2018 past 12:00 AM

Moved By Councillor Voakes

Seconded By Councillor Bjorkman

**(R18-03-119) That** the email from Jesse Voyer and Bradley Thoman, dated March 1, 2018 seeking Council's permission for an exemption from the Town of Essex Noise By-Law 690 at 57 Park Lane in Essex, on May 20, 2018, be received and approved;

**And that** a copy of the correspondence be sent to the By-Law Department and the Ontario Provincial Police Essex Detachment for their records.

**Carried**

**12. Committee Meeting Minutes**

Moved By Councillor Bjorkman

Seconded By Deputy Mayor Meloche

**(R18-03-120) That** correspondence listed in Agenda Item 12, together with any recommendations noted therein be received, and adopted as circulated.

**Carried**



**12.1 Essex Centre B.I.A. - January 9, 2018**

**12.2 Finance Committee - March 12, 2018**

(FC-2018-03-03) **Recommendation to Council** that the 2018 grants for the Essex Community Partnership Fund be approved as attached as Schedule "A".

(FC-2018-03-04) **Recommendation to Council** that the 2018 grants for the Essex Tourism Development Fund be approved as attached as Schedule "B".

**13. Financial**

**13.1 Bank Payments Report**

RE: December 2017

Moved By Councillor Voakes

Seconded By Councillor Rogers

**(R18-03-121) That** the Bank Payments Report, including December cheque register, cheque number 44676 to cheque number 45042 inclusive in the amount of \$4,776,627.89, the Preauthorized Payments for December 2017 in the amount of \$299,751.94, and the Payroll for December 2017 in the amount of \$461,846.39, be ratified as submitted.

**Carried**

**14. New Business**

**15. Notices of Motion**

**15.1 The following Notices of Motion were presented at the March 5, 2018 Regular Council Meeting and are being brought forward for consideration this evening:**

**15.1.1 Councillor Bondy**

RE: That Administration look at the development of a business closure prevention strategy and if unavoidable, conduct exit interviews upon businesses closing or leaving the Town of Essex.

Moved By Councillor Bondy

Seconded By Deputy Mayor Meloche

**(R18-03-122) That** Administration look at the development of a business closure prevention strategy and if unavoidable, conduct exit interviews upon businesses closing or leaving the Town of Essex.

**Carried**

**15.1.2 Councillor Voakes**

RE: That Council discuss the letter that was sent to the Minister of Health inviting him to Town Council and his lack of response, and to further discuss what is Council's position regarding emergency care in our community.

Moved By Councillor Voakes  
Seconded By

**That** Council discuss the letter that was sent to the Minister of Health inviting him to Town Council and his lack of response, and to further discuss what is Council's position regarding emergency care in our community.

Moved By Councillor Voakes  
Seconded By Councillor Bjorkman

**(R18-03-123) That** the Notice of Motion presented by Councillor Voakes requesting Council discussion of the letter of invitation that was sent to the Minister of Health be tabled until the new Minister of Health, Honourable Dr. Helena Jaczek has an opportunity to respond to the revised correspondence inviting her to attend a future meeting to discuss emergency care in our community.

**Carried**

**15.2 The following Notice of Motion will be brought forward for consideration at the April 3, 2018 Regular Council Meeting:**

15.2.1 Councillor Rogers

RE: That the Town of Essex engage an engineering firm to develop the required engineering to reconstruct Snake Lane in Ward 3.

15.2.2 Councillor Rogers

RE: That upon receipt of the executive summary of the workplace assessment of Essex Fire and Rescue Services that Council be provided the opportunity to review the original document in its entirety prior to implementation of any proposed changes or actions, preceded by the signing of a confidentiality agreement by each Council Member.

15.2.3 Councillor Voakes

That all of Essex be included in the Community Improvement Program Area and if need be the monies be taken from the reserves to fund it.

**16. Reports from Council Members**

Councillor Bjorkman reported on the following events:

The Windsor Symphony Orchestra will be performing at the Essex United Church on Friday, March 23rd at 7 PM and;

The Essex and Community Historical Research Society (ECHRS) will be holding its annual Historical Celebration and Fundraiser Dinner at the Essex Royal Canadian Legion, Branch 201 on Saturday, March 31, 2018 at 5:30 PM. Tickets for this event are \$20.

**17. Announcements**

**18. By-Laws**

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

#### 18.1.1 By-Law 1681

Being a by-law to provide Rules of Procedure for the Conduct of Meetings of the Municipal Council and its Committees and Boards

Moved By Councillor Bjorkman

Seconded By Councillor Rogers

**(R18-03-124) That** By-Law 1681 being a by-law to provide Rules of Procedure for the Conduct of Meetings of the Municipal Council and its Committees and Boards be read a third time and finally passed on March 19, 2018.

**Carried**

#### 18.1.2 By-Law 1683

Being a by-law to confirm the proceedings of the March 5, 2018 Regular Meeting of the Council of The Corporation of the Town of Essex

Moved By Deputy Mayor Meloche

Seconded By Councillor Bjorkman

**(R18-03-125) That** By-Law 1683 being a by-law to confirm the proceedings of the March 5, 2018 Regular Meeting of the Council of The Corporation of the Town of Essex be read a third time and finally passed on March 19, 2018.

**Carried**

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

#### 18.2.1 By-Law 1685

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

Moved By Councillor Rogers

Seconded By Councillor Snively

**(R18-03-126) That** By-Law 1685 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 March 19, 2018.

**Carried**

#### 18.2.2 By-Law 1687

Being a by-law to appoint a Weed Inspector for the Town of Essex for the year 2018

Moved By Councillor Bjorkman

Seconded By Councillor Voakes

**(R18-03-127) That** By-Law 1687 being a by-law to appoint a Weed Inspector for the Town of Essex for the year 2018 be read a first, a second and a third time and finally passed on March 19, 2018.

**Carried**

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

**18.3.1 By-Law 1688**

Being a by-law to confirm the proceedings of the March 19, 2018  
Regular Meeting of the Council of The Corporation of the Town of Essex

Moved By Deputy Mayor Meloche

Seconded By Councillor Voakes

**(R18-03-128) That** By-Law 1688 being a by-law to confirm the  
proceedings of the March 19, 2018 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 March 19, 2018.

**Carried**

**19. Adjournment**

Moved By Councillor Bjorkman

Seconded By Deputy Mayor Meloche

**(R18-03-129) That** the meeting be adjourned at 7:33 pm

**Carried**

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Mayor

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Deputy Clerk