



Regular Council Meeting Agenda

February 7, 2022, 6:00 pm

Location: <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.

This meeting will be hosted and chaired from the Town of Essex Municipal Building. Due to the ongoing COVID-19 pandemic this meeting is 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

Pages

1. **Call to Order**

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**

6. **Adoption of Published Agenda**

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

Moved by _____

Seconded by _____

That the published agenda for the February 7, 2022 Regular Council Meeting be adopted as presented / amended.

7. **Adoption of Minutes**

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

1

Moved by _____

Seconded by _____

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

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

Moved by _____

Seconded by _____

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.

8.2. David Mota, Resident

13

RE: Affordable Housing Presentation

Moved by _____

Seconded by _____

That the presentation by David Mota entitled "Affordable Housing" be received.

9. Unfinished Business

10. Reports from Administration

10.1. Capital Works and Infrastructure-2022-01

27

RE: 2022 Bridge and Culvert Inspections

Recommended Action:

Moved by _____

Seconded by _____

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.

10.2. Capital Works and Infrastructure-2022-02

34

RE: 2021 Engineering Services for Bridge Replacement/Rehabilitation

Recommended Action:

Moved by _____

Seconded by _____

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.

10.3. Community Services-2022-01

39

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

Recommended Action:

Moved by _____

Seconded by _____

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.

10.3.1. By-Law 2121

42

10.4. Community Services-2022-02

52

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

Recommended Action:

Moved by _____

Seconded by _____

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.

10.5. Corporate Services-2022-01 58

RE: 2022 Capital Financing

Recommended Action:

Moved by _____

Seconded by _____

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.

10.5.1. By-Law 2120 63

10.6. Fire and Rescue Services-2022-01 73

RE: Essex Fire 2021 Annual Review

Recommended Action:

Moved by _____

Seconded by _____

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.

10.7. Parks and Facilities-2022-01 103

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

Recommended Action:

Moved by _____

Seconded by _____

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.

10.8. Parks and Facilities-2022-02 108

RE: Request of Additional Funds for Harbour Gate Installation

Recommended Action:

Moved by _____

Seconded by _____

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.

10.9. Economic Development-2022-02 113

RE: Community Improvement Plan – Annual Summary 2021

Recommended Action:

Moved by _____

Seconded by _____

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.

11. Reports from Youth Members

12. County Council Update

12.1. Essex County Council Regular Meeting Minutes - December 15, 2021 121

Moved by _____

Seconded by _____

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

13. Correspondence

13.1. Correspondence to be received

Moved by _____

Seconded by _____

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.

13.1.1. Town of Essex Community Heritage Preservation Award and Heritage Bursary 135

RE: Call for Nominations

13.1.2. Ministry of Finance 137

RE: Property Tax Decisions for the 2022 Taxation Year

148

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	152
	RE: Municipal Modernization Program	
13.1.5.	Ministry of the Environment, Conservation and Parks	154
	RE: Regulatory and Policy Proposals under the Conservation Authorities Act	
13.1.6.	Essex Region Conservation Authority	156
	RE: 2021 Annual Report	
13.1.7.	County of Essex	178
	Re: Integrated Management Plan for Plastics	
13.1.8.	County of Essex	182
	RE: Calling on the Province to Give More Support to Small Businesses	
13.1.9.	Essex-Windsor Solid Waste Authority	185
	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	187
	RE: Joint Board of Management Minutes of December 15, 2021	
13.1.11.	Plympton-Wyoming	193
	Re: Fire Safety Measures - Request to Review the Ontario Fire Code Retrofit Section 9.5	
13.1.12.	Town of Caledon and Town of Mono	196
	RE: Letter regarding Provincial Offence Courts in Dufferin and Caledon	

13.2. Correspondence to be considered for receipt and support

14. Committee Meeting Minutes

Moved by _____

Seconded by _____

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.

14.1.	Property Standards - November 17, 2021	199
14.2.	Drainage Board - November 24, 2021	204

14.3. Personnel Committee - January 21, 2022 211

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 214

15. Financial

15.1. November 2021 Bank Payments Report 218

Moved by _____
Seconded by _____

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.

15.2. December 2021 Bank Payments Report 228

Moved by _____
Seconded by _____

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.

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
Seconded by _____

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.

18. Reports and Announcements from Council Members

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

19. By-Laws

19.1. By-Laws that require a third and final reading

19.1.1. By-Law 2113 237

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

Moved by _____

Seconded by _____

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.

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

19.2.1. By-Law 2118 239

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

Moved by _____

Seconded by _____

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.

19.2.2. By-Law 2119 242

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 _____

Seconded by _____

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.

19.2.3. By-Law 2123 244

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

Moved by _____

Seconded by _____

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.

19.2.4. By-Law 2124 245

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 Housing Affairs and Housing (the “Province”)

Moved by _____

Seconded by _____

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 Housing Affairs and Housing (the “Province”) be read a first, a second and a third time and finally passed February 7, 2022.

19.2.5. By-Law 2125 271

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 Housing Affairs and Housing (the “Province”)

Moved by _____

Seconded by _____

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 Housing Affairs and Housing (the “Province”) be read a first, a second, and a third time and finally passed on February 7, 2022.

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

19.3.1. By-Law 2122 297

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

Moved by _____

Seconded by _____

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.

20. Adjournment

Moved by _____

Seconded by _____

That the meeting be adjourned at [TIME].

21. Future Meetings

21.1. Tuesday, February 22, 2022 - 4:30 - 6:00 PM Special Council Meeting

RE: Rezoning at 1110 Ridge Road

Location: Electronic Meeting via Zoom

Livestream Available at www.youtube.com/Essex/Ontario

21.2. Tuesday, February 22, 2022 - 6:00 - 9:00 PM Regular Council Meeting

Location: Electronic Meeting via Zoom

Livestream Available at www.youtube.com/Essex/Ontario