



Regular Council Meeting Agenda

February 19, 2019, 6:00 pm

Essex Civic Centre

360 Fairview Avenue West

Essex, Ontario

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.

Pages

1. **Call to Order**
2. **Closed Meeting Report**
3. **Declarations of Conflict of Interest**
4. **Adoption of Published Agenda**
 - 4.1 **Regular Council Meeting Agenda for February 19, 2019**

Moved by
Seconded by

That the published agenda for the February 19, 2019 Regular Council Meeting be adopted as presented / amended.
5. **Adoption of Minutes**
 - 5.1 **Regular Council Meeting Minutes for February 4, 2019** 1

Moved by
Seconded by

That the minutes of the Regular Council Meeting held February 4, 2019 be adopted as circulated.
 - 5.2 **Special Council Meeting Minutes for February 4, 2019** 11

Moved by
Seconded by

That the minutes of the Special Council Meeting held February 4, 2019 to provide Council with information on Council's Discretionary Fund and the Procurement Policy Procedure, be adopted as circulated.
 - 5.3 **Special Council Meeting Minutes for December 17, 2018** 13

Moved by
Seconded by

That the minutes of the Special Council Meeting held December 17, 2018 to discuss 2018-2011 Council Committees, be adopted as circulated.
6. **Public Presentations**

Youth Community Heritage Preservation Award:

- Erik Wolgen
- Josh Birch
- Brian Neufeld

Community Heritage Preservation Award:

- Essex and Community Historical Research Society (ECHRS)
- Harrow Early Immigrant Society (HEIRS)

6.2 University of Windsor, Maria Cioppa

In 2018 Maria Cioppa, Associate Professor, Department of Earth and Environmental Sciences at the University of Windsor received a geophysics survey grant for one year for cemetery research in co-operation with the Town of Essex. Ms. Cioppa and a group of students selected some of our historical cemeteries as appropriate sites to survey.

She will be attending this evening's meeting to provide Council with an update on the research/survey.

Moved by
Seconded by

That the presentation by Maria Cioppa, Associate Professor, Department of Earth and Environmental Sciences at the University of Windsor, providing Council with an update on the results of the geophysics survey on historical cemeteries in our area, be received.

6.3 Essex Region Conservation Authority (ERCA)

Richard Wyma, Secretary-Treasurer/Executive Director of the ERCA

Presenting ERCA's 2018 Annual Report and objectives for 2019 based on its Sustainability Plan 2016-2025.

Moved by
Seconded by

That the presentation by Richard Wyma, Secretary, Treasurer/Executive Director of ERCA, providing Council with ERCA's 2018 Annual Report, be received.

6.4 Murray Van Wieringen and Terry Jones

Weston Apartments

RE: Requesting Council to consider eliminating Development Fees in Ward One for the proposed build of a multiple dwelling on lands at 22 Victor Street, Essex Centre

Moved by
Seconded by

That the public presentation by Murray Van Wieringen and Terry Jones proponents of Weston Apartments, asking Council to consider eliminating development fees for the proposed build of a multiple dwelling on lands at 22 Victor Street in Essex Centre, be received.

7. Unfinished Business

8. Reports from Administration

8.1 Planning Report 2019-06

23

RE: 22 Victor Street Site Plan Control Approval
Essex Centre

- By-Law 1787
Being a by-law to enter into a Site Plan Control Agreement
between The Corporation of the Town of Essex and Terry
Jones and Murray Van Wieringen
(22 Victor Street)

Moved by

Seconded by

That Planning Report 2091-06, entitled "22 Victor Street Site Plan Control Approval in Essex Centre", prepared by Jeff Watson, Policy Planner and submitted by Chris Nepszy, Deputy CAO, Director, Infrastructure and Development, dated February 19, 2019, be received; and

That By-Law 1787 being a by-law to enter into a Site Plan Control Agreement between The Corporation of the Town of Essex and Terry Jones and Murray Van Wieringen, be read a first, a second and a third time and finally passed on February 19, 2019.

8.2 Corporate Services Report 2019-02

37

RE: Waiving Multi-Residential Development Charges

Moved by

Seconded by

That Corporate Services Report 2019-02, entitled "Waiving Multi-Residential Development Charges", prepared and submitted by Jeffrey Morrison, Director, Corporate Services, dated February 12, 2019, be received; and

That Council provide direction on whether it is desired to provide a waiver of the municipal wide services portion of development charges through a rebate for multi-residential developments that would be paid back through the incremental tax increase for each development.

8.3 Verbal Report by Jeffrey Morrison, Director, Corporate Services

RE: Launch Virtual City Hall

Moved by

Seconded by

That the verbal report, provided by Jeffrey Morrison, Director, Corporate Services on the Launch of Virtual City Hall, be received.

8.4 Environmental Services Report 2019-03

42

RE: Results of Request for Tender for Clear Water and Wastewater Funding (CWWF) Works

Moved by
Seconded by

That Environmental Services Report 2019-03, entitled "Results of Request for Tender for Clean Water and Wastewater Funding (CWWF) Works", prepared by Andy Graf, Manager, Environmental Services and submitted by Chris Nepszy, Deputy CAO/Director, Infrastructure and Development, dated February 19, 2019, be received; and

That the contract for the Clean Water and Wastewater Funding (CWWF) Works be awarded to BGL Contractors Corporation as outlined in this report in the amount of \$2,364,400 plus applicable taxes.

8.5 Community Services Report 2019-002

46

RE: Transfer of Beachside Eats and Treats Ownership at the Colchester Harbour

- By-Law 1780
Being a by-law to authorize the execution of a lease agreement between the Town of Essex and Michelle Vanhoorne and Carson Broadbent for the Operation of an Ice Cream Parlour located at 101 Jackson Street, Harrow, Ontario

Moved by
Seconded by

That Community Services Report 2019-002, entitled "Transfer of Beachside Eats and Treats Ownership at the Colchester Harbour", prepared and submitted by Doug Sweet, Director of Community Services, dated February 19, 2019, be received; and

That By-Law 1497 an Agreement between the Town of Essex and Steve Forman to operate Beachside Eats and Treats at the Colchester Harbour be repealed effective immediately; and

That an Agreement with Michelle Vanhoorne and Carson Broadbent - Beachside Eats and Treats to operate a concession stand at the Colchester Harbour for a one (1) year term commencing April 1, 2019, be approved, subject to the general terms and conditions as outlined in By-Law 1780; and

That By-Law 1780 being a by-law to authorize the execution of a lease agreement between the Town of Essex and Michelle Vanhoorne and Carson Broadbent for the Operation of an Ice Cream Parlour located at 101 Jackson Street, Harrow, Ontario, be read a first and a second time, and provisionally adopted on February 19, 2019.

8.6 Community Services Report 2019-005

60

RE: Annual Reserve Fund Allocation for Fire Recruitment and Training

Moved by
Seconded by

That Community Services Report 2019-005, entitled "Annual Reserve Fund Allocation for Fire Recruitment and Training", prepared and submitted by Doug Sweet, Director of Community Services, dated February 19, 2019, be received; and

That Council approve that the Finance Department annually at year end, transfer any savings from the Weekly Duties, Meetings, Fire Calls and Medical Calls accounts for each Fire Station Cost Centre to a Fire Training Reserve account to be used for future fire recruitment and training for new hires.

8.7 January 2019 Building Report

63

- January 2019 Development Overview

Moved by
Seconded by

That Building Department Report 2019-01, entitled "January 2019 Building Report", dated February 4, 2019 providing Council with an update on building activity within the Town of Essex for the month of January, be received.

8.8 Legal and Legislative Services Report 2019-004

68

RE: Pregnancy and Parental Leave for Members of Council

- Policy Manual
Pregnancy and Parental Leave for Members of Council

Moved by
Seconded by

That Legal and Legislative Services Report 2019-004, entitled "Pregnancy and Parental Leave for Members of Council", prepared by Robert Auger, Town Solicitor/Clerk, Legal and Legislative Services and submitted by Donna Hunter, CAO, be received; and

That the Pregnancy and Parental Leave for Members of Council Policy, be approved and adopted as of March 1, 2019.

8.9 Legal and Legislative Services Report 2019-005

74

RE: Code of Conduct Policy Amendments

- Policy Manual
Code of Conduct for Members of Council and Local Boards/Committees

Moved by
Seconded by

That Legal and Legislative Services Report 2019-005, entitled "Code of Conduct Policy Amendments", prepared by Robert Auger, Town Solicitor/Clerk, Legal and Legislative Services and submitted by Donna Hunter, CAO, dated February 19, 2019, be received; and

That the "Code of Conduct for Members of Council and Local Boards/Committees" policy, be adopted as of March 1, 2019.

8.10 Legal and Legislative Services Report 2019-006

107

RE: Bill 68 March 1 Amendments to Procedural By-Law

- By-Law 1788
Being a by-law to Amend By-Law 1681 setting out Rules of Procedure for the Conduct of Meetings of the Municipal Council and its Committees and Boards

Moved by
Seconded by

That Legal and Legislative Services Report 2019-006, entitled "Bill 68 March 1 Amendments to Procedural By-Law", prepared by Robert Auger, Town Solicitor/Clerk, Legal and Legislative Services and submitted by Donna Hunter, CAO, dated February 19, 2019, be received; and

That By-Law 1788 being a by-law to amend By-Law 1681 setting out Rules of Procedure for the Conduct of Meetings of the Municipal Council and its Committees and Boards, be read a first, a second and a third time and finally passed on February 19, 2019.

9. Reports from Youth Members

10. County Council Update

11. Correspondence

11.1 Correspondence to be received

Moved by
Seconded by

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.

11.1.1 Town of Lakeshore 115

RE: Lakeshore's Town Council Appointment to the Dog Pound Committee
Correspondence advising that Councillor Steven Wilder has been appointed to the Dog Pound Committee

11.2 Correspondence to be considered for receipt and support

11.2.1 Brad Frenette 116

RE: Offer to sit as a member of the Accessibility Committee

Moved by
Seconded by

That the email from Brad Frenette, dated January 9, 2019 offering to sit as a member of the Accessibility Committee, be received and supported; and

That Brad Frenette be appointed to the Accessibility Committee to November 14, 2022 and that Schedule "A" to By-Law 1777 be updated accordingly.

11.2.2 Youth Council Member 117

Ehva Hoffman has expressed interest in continuing to serve another term as Youth Council Member for Wards 1 and 2

Moved by
Seconded by

That Ehva Hoffman be appointed as Town of Essex Youth

12. Committee Meeting Minutes

12.1 Striking Committee - February 4, 2019 118

(SC19-02-004) **RECOMMENDATION TO COUNCIL** That the verbal report regarding the Appointment of a Drainage Committee, be received; and

That Dan Boudreau, Felix Weight-Bienzle, Luke Martin, Ray Beneteau and Kirk Carter be recommended to Council for appointment to sit as members of the Drainage Committee for 2018-2022 and that such recommended appointments be confirmed at the February 19, 2019 regular meeting Council. "Carried"

Moved by
Seconded by

That the Striking Committee minutes of February 4, 2019 , be received and adopted; and

That Council concurs with the recommendation of the Striking Committee and that Dan Boudreau, Felix Weight-Bienzle, Luke Martin, Ray Beneteau and Kirk Carter, be appointed to sit as members of the Drainage Committee to November 14, 2022.

12.2 Essex Centre B.I.A. - December 18, 2018 120

Moved by
Seconded by

That the minutes of the Essex Centre B.I.A. dated December 18, 2018, be received, approved and adopted as circulated.

13. Financial

13.1 Bank Payment Report 124

RE: December 2018

Moved by
Seconded by

That the Bank Payments Report, including December cheque register, cheque number 48481 to cheque number 48686 and EFT000205 to EFT000268 inclusive in the amount of \$4,329,963.01, the Preauthorized Payments for December 2018 in the amount of \$250,526.05 and the Payroll for December 2018 in the amount of \$485,564.64, be ratified as submitted.

13.2 Bank Payment Report 134

RE: January 2019

Moved by
Seconded by

That the Bank Payments Report, including January cheque register, cheque number 48839 to cheque number 48917 and EFT000269 to EFT000344 inclusive in the amount of \$4,329,963.01, the

Preauthorized Payments for January 2019 in the amount of \$354,544.02 and the Payroll for January 2019 in the amount of \$430,466.13, be ratified as submitted.

14. **New Business**

15. **Notices of Motion**

16. **Reports and Announcements from Council Members**

17. **By-Laws**

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

17.1.1 By-Law 1785 144

Being a by-law to confirm the proceedings of the February 4, 2019 Regular Council Meeting of The Corporation of the Town of Essex

Moved by
Seconded by

That By-Law 1785 being a by-law to confirm the proceedings of the February 4, 2019 Regular Meeting of the Council of The Corporation of the Town of Essex, be read a third time and finally adopted on February 19, 2019.

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

17.2.1 By-Law 1786 146

Being a by-law to appoint Chief Administrative Officer for the Town of Essex
(Chris Nepszy)

Moved by
Seconded by

That By-Law 1786 being a by-law to appoint Chief Administrative Officer for the Town of Essex with an effective date of March 15, 2019, be read a first, a second and a third time and finally adopted on February 19, 2019.

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

17.3.1 By-Law 1789 148

Being a by-law to confirm the proceedings of the February 19, 2019 Regular Meeting of The Corporation of the Town of Essex

Moved by
Seconded by

That By-Law 1789 being a by-law to confirm the proceedings of the February 19, 2019, 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 February 19, 2019.

18. **Adjournment**

Moved by
Seconded by

That the meeting be adjourned at [TIME].

19. Future Meetings

19.1 Monday, February 25, 2019 - 5:30 - 8:30 PM - Special Council Meeting

2019 Budget Deliberations

Location: **McGregor Community Centre**, 9571 Walker Rd., Essex, ON

19.2 Monday, March 4, 2019 - 4:30 - 5:00 PM - Closed Council Meeting

This Closed Meeting is scheduled pursuant to the Municipal Act, S.O. 2001, c.25 as amended, Section 239 (2) (b) personnel matters about an identifiable individual, including municipal or local board employees,

Location: County of Essex Civic Centre, Committee Room C, 360 Fairview Avenue West, Essex, On

19.3 Monday, March 4, 2019 - 5:00 - 6:00 PM - Special Council Meeting

Zoning By-Law Amendment

Location: County of Essex Civic Centre, Committee Room C, 360 Fairview Avenue West, Essex, ON

19.4 Monday, March 4, 2019 - 6:00 - 9:00 PM - Regular Council Meeting

Location: County of Essex Council Chambers, 360 Fairview Avenue West, Essex

The Corporation of the Town of Essex
Regular Council Meeting Minutes

February 4, 2019, 6:00 pm
Essex Civic Centre
360 Fairview Avenue West
Essex, Ontario

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

Regrets: Councillor Sherry Bondy

Also Present: Donna Hunter, Chief Administrative Officer
Chris Nepszy, Deputy CAO, Director, Infrastructure Services
Jeffery Morrison, Director, Finance & Business Services, Treasurer
Rick Arnel, Fire Chief
Jeff Watson, Policy Planner
Nelson Silveira, Economic Development Officer
Alex Denonville, Manager, Communications
Robert Auger, Town Solicitor/Clerk, Legal and Legislative Services
Robin Hall, Administrative Assistant

1. Call to Order

2. Closed Meeting Report

Robert Auger, Town Solicitor/Clerk, Legal and Legislative Services provided a verbal report on the Closed Meeting held prior to tonight's regular council meeting. He stated that it was held pursuant to the Municipal Act, S.O. 2001, c. 25, as amended, Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board Section 239 and (2) (c) a proposed pending acquisition or disposition of land by the municipality or local board.

The Clerk advised that Council received personnel information provided by the Human Resources Department with direction regarding an ongoing personnel matter; provided Administration with approval to finalize the disposition of a particular property, and approved the January 23, 2019 Closed Council Meeting Minutes and the January 24, 2019 Closed Meeting minutes of the Personnel Committee.

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 February 4, 2019.

Moved by Councillor Bjorkman
Seconded by Councillor Garon

(R19-02-026) That the published agenda for the February 4, 2019 Regular Council Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Regular Council Meeting Minutes for January 14, 2019

Moved by Councillor Bowman
Seconded by Councillor Vander Doelen

(R19-02-027) That the minutes of the Regular Council Meeting held January 14, 2019 be adopted as circulated.

Carried

5.2 Special Council Meeting Minutes for January 23, 2019

RE: 2019 and 2020 Spay and Neuter Voucher Program

Moved by Deputy Mayor Meloche
Seconded by Councillor Verbeek

(R19-02-028) That the minutes of the January 23, 2019 Special Council Meeting to consider the 2019 and 2020 Spay and Neuter Voucher Program, be adopted as circulated.

Carried

5.3 Special Council Meeting Minutes for January 21, 2019

RE: Overview of the Fire Services and Fire Service Delivery Model

Moved by Councillor Bowman
Seconded by Councillor Bjorkman

(R19-02-029) That the minutes of the January 21, 2019 Special Council Meeting to provide Council with an overview of Fire Services and Fire Service delivery model, be adopted as circulated.

Carried

5.4 Special Council Meeting Minutes for January 14, 2019

RE: Presentations by the Communication Department and the Economic and Development Office

Moved by Councillor Bjorkman
Seconded by Councillor Bowman

(R19-02-030) That the minutes of the Special Council Meeting held January 14, 2019 for the purpose of presentations from the Departments of Communication and Economic Development, be adopted as circulated.

Carried

5.5 Special Council Meeting Minutes for December 10, 2018

RE: Striking Committee Appointments

Moved by Councillor Garon
Seconded by Deputy Mayor Meloche

(R19-02-031) That the minutes of the Special Council Meeting held December 10, 2018 to consider the appointment of a Striking Committee, be adopted as circulated.

Carried

6. Public Presentations

**6.1 Karen and Rick Balind
Marlyn Sherville, Facilitator and Director for Essex Brokerage for Personal Support
Michelle Friesen, Executive Director for the Essex Family Network**

RE: Independent Facilitation Matters

Moved by Councillor Bjorkman
Seconded by Deputy Mayor Meloche

(R19-02-032) That the presentations by Karen and Rick Balind, Marlyn Sherville, Facilitator and Director for Essex Brokerage for Personal Support, and Michelle Friesen, Executive Director for the Essex Family Network, asking Council to consider sending a letter in support of the critical role that the "Ontario Independent Facilitation Matters" plays in the lives of adults with development disabilities, be received and supported; and

That a letter be sent to the Ministry of Children, Community and Social Services and Taras Natyshak, M.P.P. Essex, asking that the decision to cut this program, be reconsidered.

Carried

6.2 County Wide Active Transportation System (CWATS) – Tourism

Mr. Jeff Watson, Policy Planner for the Town of Essex provided an overview of Planning Report 2019-04 and the proposed CWATS Funding Project.

- **Megan Balsillie, representing a group of business owners on or around County Road 50**
Ms. Balsillie presented to Council on the impact and importance of the cycling infrastructure on businesses from a tourism standpoint and to encourage further development of bike lanes on County Road 50, especially continuing eastward towards Arner Townline
- **Lori Newton, Bike Windsor Essex**
Ms. Newton spoke to Bike Windsor Essex's proposed partnering with the Town of Essex to deliver cycling education for residents of Essex as part of the CWATS Project Funding Requests 2019
- **Correspondence supporting CWATS Project Funding Requests for 2019 Town of Essex:**
Tom and Sue Omstead, Share the Road - Essex County
Thomas O'Brien, President Cooper's Hawk Vineyards
Ann Neydon Wilson, Oxley Estate Winery
Doug Balsillie and Leslie Huffman Balsillie, The Fruit Wagon

6.2.1 Planning Report 2019-04

RE: CWATS Project Funding Requests 2019 Town of Essex

Moved by Deputy Mayor Meloche

Seconded by Councillor Bjorkman

(R19-02-033) That Planning Report 2019-04, entitled "CWATS Project Funding Requests 2019 Town of Essex", prepared by Jeff Watson, Policy Planner and submitted by Chris Nepszy, Deputy CAO/Director, Infrastructure and Development, dated February 4, 2019, be received;

That the presentation by Megan Balsillie, representing business owners on and around County Road 50, the presentation by Lori Newton, representing Bike Windsor Essex, and the correspondence received by Council in support of the CWATS Project Funding Requests 2019 Town of Essex, be received; and further

That Council pre-approves the Town's 60 percent share of the \$1,446,000 in the amount of \$868,000 under the 2019 Capital Budget (to be funded over the 2019 and 2020 Capital Budget) for the extension of 1.5 meter wide paved shoulders on County Road 50 (CR50) from Evergreen Drive to County Road 23, in accordance with the County Wide Active Transportation (CWATS) Plan; and

That Council pre-approves, in accordance with the provisions of the Municipal Partnership Fund, funding in the amount of \$11,500 to permit the continuance and expansion of services and facilities complimentary to the CWATS Program with special regard to public education on bicycle use and the promotion of the Town's active transportation system, \$11,500 being the 50 percent municipal contribution of the total cost of the services to be implemented.

Carried

7. Unfinished Business

8. Reports from Administration

8.1 Fire and Rescue Services Report 2019-001

RE: Simplified Risk Assessment

Moved by Councillor Garon

Seconded by Councillor Bowman

(R19-02-034) That Fire and Rescue Services Report 2019-001, entitled "Simplified Risk Assessment", prepared by Rick Arnel, Fire Chief and submitted by Doug Sweet, Director of Community Services, dated February 4, 2019, providing Council with an update regarding the 2019 Simplified Risk Assessment for the Town of Essex, be received.

Carried

8.2 Community Services Report 2019-003

RE: Prime Consultant Services for New Fire Station 2

Moved by Councillor Bjorkman

Seconded by Councillor Vander Doelen

(R19-02-035) That Community Services Report 2019-003, entitled "Prime Consultant Services for New Fire Station 2", prepared by Jackson Tang, Assistant Manager, Business Services, submitted by Doug Sweet, Director of Community Services, dated February 4, 2019, be received; and

That Council approves the "Request for Proposal Prime Consultant Services for New Fire Station 2" to be awarded to Architectura Inc. Architects in the amount of \$105,830.40 including applicable taxes.

Carried

8.3 CAO Report 2019-03

RE: Amendments to Procedural By-Law for Delegations

- By-Law 1784
Being a by-law to amend By-Law 1681 setting out Rules of Procedure for the Conduct of Meetings of the Municipal Council and its Committees and Boards

Moved by Councillor Verbeek

Seconded by Councillor Bowman

(R19-02-036) That CAO Report 2019-03, entitled "Amendments to Procedural By-Law for Delegations", prepared and submitted by Donna Hunter, Chief Administrative Officer, dated January 21, 2019, be received; and

That By-Law 1784 being a by-law to Amend By-Law 1681 setting out Rules of Procedure for the Conduct of Meetings of the Municipal Council and its Committees and Boards, be read a first, a second and a third time and finally passed on February 4, 2019.

Carried

8.4 Corporate Services Report 2019-01

RE: Tax Adjustments - Section 357 (1) and Section 358 of the Municipal Act, 2001

Moved by Deputy Mayor Meloche

Seconded by Councillor Bjorkman

(R19-02-037) That Corporate Services Report 2019-01, entitled "Tax Adjustments - Section 357 (1) and Section 358", prepared and submitted by Jeffrey Morrison, Director, Corporate Services, dated February 4, 2019, be received.

Carried

8.5 Communications Report 2019-01

RE: 2018 Communications Summary

Moved by Councillor Verbeek

Seconded by Councillor Garon

(R19-02-038) That Communications Report 2019-01, entitled "2018 Communications Summary", prepared by Alex Denonville, Manager, Communications and submitted by Donna Hunter, Chief Administrative Officer, dated February 4, 2019 providing Council with update on communication activities in 2018, be received.

Carried

9. Reports from Youth Members

10. County Council Update

11. Correspondence

11.1 Correspondence to be received

11.1.1 Municipal Property Assessment Corporation

RE: 2018 Year End Assessment Report

11.1.2 Union Water Supply System

RE: Joint Board of Management Meeting
November 21, 2018 Meeting Minutes

11.1.3 Alcohol and Gaming Commission of Ontario (AGCO)

RE: Cannabis Retail Stores – Town of Essex OPT IN
Email confirming that the Registrar received Council’s decision that supports having cannabis retail stores.

11.1.4 Union Gas

RE: Amalgamation of Union Gas Limited and Enbridge Gas Distribution Inc. and Name Change to Enbridge Gas Inc. effective January 1, 2019

11.1.5 Ontario Good Roads Association Connect

RE: Joint and Several Liability Reform
Email providing an update that Premier Doug Ford announced that the Government of Ontario intends to consult on joint and several liability and will look at evidence and develop solutions that make sense.

Moved by Councillor Bowman
Seconded by Councillor Verbeek

(R19-02-039) That correspondence listed in Agenda Item 11.1, be received.

Carried

11.2 Correspondence to be considered for receipt and support

11.2.1 Co-An Park Recreation Committee

RE: Offers to sit as members of the Co-An Park Recreation Committee:

- Chris McAgy
- Jonathon Little

Moved by Councillor Vander Doelen
Seconded by Councillor Bowman

(R19-02-040) That the email from Chris McAgy, dated January 8, 2019 and the email from Jonathon Little, dated January 9, 2019, both offering to sit on the Co-An Park Recreation Committee, be received and supported; and

That Chris McAgy and Jonathon Little be appointed to the Co-An Park Recreation Committee to November 14, 2022 and that Schedule "A" to By-Law 1777 be updated accordingly.

Carried

11.2.2 Municipality of Mattice-Val Cote

RE: Council Resolution - Declaration of Office

Moved by Councillor Vander Doelen

Seconded by Councillor Bjorkman

(R19-02-041) That correspondence from the Township of Mattice-Val Cote to the Ministry of Municipal Affairs and Housing asking that the wording of paragraph four of the Declaration of Office be modified to be more inclusive and representative of the times, be received.

Carried

11.2.3 County of Essex

RE: Request to support SWIFT's position

- Email received by Robert Maisonville from SWIFT regarding suggested verbiage for CRTC submissions
- County of Essex letter to CRTC
- County of Essex letter to Federal government
- County Map

Moved by Councillor Verbeek

Seconded by Councillor Vander Doelen

(R19-02-042) That correspondence from the County of Essex, dated January 29, 2019 asking that Essex Council consider supporting SWIFT's appeal of recent changes to the Broadband funding model, be received; and

That letters supporting SWIFT's appeal be sent to the Canadian Radio-television and Telecommunications Commission (CRTC), the Federal government and to the County of Essex.

Carried

12. Committee Meeting Minutes

12.2 Personnel Committee - January 24, 2019

12.3 Finance Committee - January 21, 2019

12.4 2018-2022 Striking Committee - January 21, 2019

(SC 19-01-002) **Recommendation to Council** that Tracey Bailey and Lydia Miljan be the Town of Lakeshore/Town of Kingsville appointee(s) to the E.L.K. Energy Board.

Moved by Councillor Bjorkman
Seconded by Councillor Bowman

(R19-02-043) That the minutes listed in Agenda Item 12. together with the recommendations noted therein be received, approved and adopted as circulated.

Carried

13. Financial

14. New Business

15. Notices of Motion

15.1 The following Notice of Motion was presented at the January 14, 2019 Regular Council Meeting and is being brought forward for consideration this evening:

Mayor Snively vacated his seat and Deputy Mayor Meloche assumed the Chair to allow Mayor Snively an opportunity to speak to his Notice of Motion.

Moved by Mayor Snively
Seconded by Councillor Bjorkman

(R19-02-044) That Administration provide periodic verbal and/or written reports providing updates to Council on the status of various ongoing development matters or projects in the Town of Essex.

Carried

Mayor Snively assumed the Chair and Deputy Mayor Meloche resumed his seat.

16. Reports and Announcements from Council Members

Each of the Council members were provided an opportunity to discuss their latest news, upcoming events and activities in the municipality.

Councillor Garon advised that Tourism Windsor Essex Pelee Island is current accepting nominations for their favourite things to do in the area. He encouraged the public to visit the Tourism Windsor Essex Pelee Island website and place their vote.

Councillor Verbeek provided Council with an overview of the meetings and sessions that she attended at the recent ROMA Conference.

Councillor Bjorkman advised that Community Heritage Award nominations are currently being accepted for two individuals or organizations for their efforts to preserve and promote the cultural heritage of the Town of Essex. The nomination period ends February 11 and nominations can be sent to rjabbour@essex.ca or by calling 519-776-7336 ext 1112.

17. By-Laws

17.1 By-Laws that require a third and final reading

17.1.1 By-Law 1774

Being a by-law to confirm the proceedings of the January 14, 2019 Regular Meeting of the Council of The Corporation of the Town of Essex

Moved by Councillor Verbeek
Seconded by Councillor Bjorkman

(R19-02-045) That By-Law 1774 being a by-law to confirm the proceedings of the January 14, 2019 Regular Meeting of the Council of The Corporation of the Town of Essex, be read a third time, and finally passed on February 4, 2019.

Carried

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

17.2.1 By-Law 1779

Being a by-law to authorize the execution of an Agreement between Her Majesty the Queen in Right of Ontario as represented by the Minister of Community Safety and Correctional Services and The Corporation of the Town of Essex for the provision of police services under Section 10 of the Police Services Act, R.S.O. 1990, c.P. 15

Moved by Deputy Mayor Meloche

Seconded by Councillor Bowman

(R19-02-046) That By-Law 1779, being a by-law to authorize the execution of an Agreement between Her Majesty the Queen in Right of Ontario as represented by the Minister of Community Safety and Correctional Services and The Corporation of the Town of Essex for the provision of police services under Section 10 of the Police Services Act, R.S.O. 1990, c.P. 15, be read a first, a second and a third time, and finally passed on February 4, 2019.

Carried

17.2.2 By-Law 1782

Being a by-law to authorize an agreement between: Her Majesty the Queen in Right of Ontario as represented by the Minister of Municipal Affairs and Housing (the "Province") and The Corporation of the Town of Essex (the "Recipient")

(National Disaster Mitigation Program)

Moved by Councillor Garon

Seconded by Deputy Mayor Meloche

(R19-02-047) That By-Law 1782 being a by-law to authorize an agreement between: Her Majesty the Queen in Right of Ontario as represented by the Minister of Municipal Affairs and Housing (the "Province") and The Corporation of the Town of Essex (the "Recipient"), be read a first, a second and a third time, and finally passed on February 4, 2019.

Carried

17.2.3 By-Law 1783

Being a by-law to authorize the execution of an Agreement for an Integrity Commissioner between The Corporation of the Town of Essex and Robert J. Swayze Barrister & Solicitor

Moved by Councillor Bjorkman

Seconded by Councillor Vander Doelen

(R19-02-048) That By-Law 1783 being a by-law to authorize the execution of an Agreement for an Integrity Commissioner between The Corporation of the Town of Essex and Robert J. Swayze Barrister & Solicitor, be read a first, a second and a third time and finally passed on February 4, 2019.

Carried

17.3 By-Laws that require a first and second reading

17.3.1 By-Law 1785

Being a by-law to confirm the proceedings of the February 4, 2019 Regular Meeting of the Council of The Corporation of the Town of Essex

Moved by Deputy Mayor Meloche
Seconded by Councillor Bowman

(R19-02-049) That By-Law 1785, being a by-law to confirm the proceedings of the February 4, 2019 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 February 4, 2019.

Carried

18. Adjournment

Moved by Deputy Mayor Meloche
Seconded by Councillor Garon

(R19-02-050) That the meeting be adjourned at 7:15 PM.

Carried

Mayor

Clerk

The Corporation of the Town of Essex
Special Council Meeting Minutes
February 4, 2019

A Special Council Meeting was held on Monday, February 4, 2019 at 5:00 P.M. in Committee Room "C" of the Essex Civic Centre, 360 Fairview Avenue West, Essex for the purpose of providing information on the Council Discretionary Fund and the Procurement Policy Procedure.

The meeting was called to order at 5:00 P.M.

1. Roll Call

Present:	Mayor Larry Snively Deputy Mayor Richard Meloche Ward 1 Councillor Joe Garon Ward 1 Councillor Morley Bowman Ward 2 Councillor Kim Verbeek Ward 3 Councillor Chris Vander Doelen Ward 3 Councillor Steve Bjorkman
Also Present:	Donna Hunter, Chief Administrative Officer Chris Nepszy, Deputy CAO/Director, Infrastructure Services Jeffrey Morrison, Director, Corporate Services and Treasurer Kate Giurissevich, Manager, Finance and Business Services Jackson Tang, Assistant Manager, Business Services Robert Auger, Clerk, Legal and Legislative Services
Regrets:	Councillor Sherry Bondy Doug Sweet, Director, Community Services

2. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

3. Adoption of Published Agenda

a) Special Council Meeting Agenda

Moved by Deputy Mayor Meloche
Seconded by Councillor Bowman

(SP19-02-009) That the published agenda for the February 4, 2019 Special Council Meeting regarding the Council Discretionary Fund and Introduction to Procurement be adopted as presented.

Carried

4. Reports from Administration

a) Jackson Tang, Assistant Manager, Business Services.

Presentation to Council
RE: Introduction to Procurement

Jackson Tang, Assistant Manager, Business Services provided a power point presentation summarizing the procurement process and policy.

Moved by Councillor Bjorkman
Seconded by Councillor Verbeek

(SP19-02-010) That the PowerPoint presentation entitled "Introduction to Procurement", prepared by Jackson Tang, Assistant Manager, Business Services, be received.

Carried

- b) Jeffrey Morrison, Director of Corporate Services and Treasurer
Verbal Report
RE: Council Discretionary Fund

Jeffrey Morrison, Director of Corporate Services and Treasurer distributed the Council Discretionary Fund Summary which was created to enable Council to quickly access information to determine if the allocation of the funding meets the requirements of the Council Discretionary Fund. He also advised Council of the time frames that the funding is available.

Moved by Councillor Bjorkman
Seconded by Councillor Garon

(SP19-02-011) That the verbal report entitled "Council Discretionary Fund", prepared by Jeffrey Morrison, Director, Corporate Services/Treasurer, be received.

Carried

5. Adjournment

Moved by Deputy Mayor Meloche
Seconded by Councillor Verbeek

(SP19-02-012) That the meeting be adjourned at 5:56 P.M.

Carried

MAYOR

CLERK



Special Council Meeting Minutes

County of Essex Civic Building
360 Fairview Avenue West, Essex, Ontario
Committee Room C
Monday, December 17, 2018– 5:00 PM

1. Roll Call

Present: Mayor Larry Snively
Deputy Mayor Richard Meloche
Ward 1 Councillor Joe Garon
Ward 1 Councillor Morley Bowman
Ward 2 Councillor Kim Verbeek
Ward 3 Councillor Chris Vander Doelen
Ward 3 Councillor Steve Bjorkman
Ward 4 Councillor Sherry Bondy

Also Present: Donna Hunter, Chief Administrative Officer
Chris Nepszy, Deputy CAO/Director, Infrastructure Services
Doug Sweet, Director, Community Services
Jeffrey Morrison, Director, Corporate Services
Rob Auger, Town Solicitor/Clerk

2. Declarations of Conflict of Interest

None.

3. Adoption of Published Agenda

- a) Special Council Meeting Agenda
Moved by: Councilor Bjorkman
Seconded by Councillor Bowman
(SP18-12-008) That the published agenda for the December 17, 2018 Special Council Meeting be adopted as presented. "Carried"

4. Reports from Administration

a) Robert W Auger, Town Solicitor/Clerk- Clerks Report 2018-19 "2018-2022 Council Committees"

The Clerk presented Report 2018-19 and discussed the recommendations contained therein

Moved by Councillor Verbeek
Seconded by Councillor Bowman

(SP 18-12-009) That Council receive Clerks Report 2018-19 and further that Council approve the following recommendations as described in Clerks Report 2018-19:

- 1) That a Town of Essex Drainage Board be created to be comprised of 5 lay members to be appointed at a later date by Council;
- 2) That the composition of the Committee of Adjustment be changed from the current composition of two (2) Council members and 3 lay members to a new composition of five (5) layperson members and that Council accordingly appoint the fourth and fifth members of the Committee of Adjustment as recommended by the Striking Committee in Clerks Report 2018-20 dated December 17, 2018;
- 3) That the Colchester Harbour Steering Committee and the Essex Flooding Advisory Committee be formally dissolved;
- 4) That the composition of the Appeal Committee with respect to appeals pursuant to Section 4.01 of the Animal Control By-Law be changed to three (3) lay person members of the general public who will be appointed by Council to convene when necessary to sit and hear any appeals filed during the 2018-2022 Term of Council;
- 5) That Administration to bring the appropriate by-law(s) to reflect the above noted recommendations for passage at the January 14, 2019 regular meeting of Council; and
- 6) That Administration accordingly revise and update the *Town of Essex Local Boards/Committees Procedures and Best Practices* document and report back to Council at a future meeting for its consideration and adoption.

"Carried"

b) Clerks Report 2018-20 RE – Report of the 2018-2022 Striking Committee

- 1) Mr. Auger presented the Report of the 2018-2022 Striking Committee arising from their December 13, 2018 meeting in which recommendations

were made with respect to appointments to the various boards and committees for the 2018-2022 Term of Council .

Moved by Councillor Bondy

Seconded by Councillor Bjorkman

(SP 18-12-010) That Council receive report Clerks Report 2018-20; and that the recommended appointments contained within said Report and the Report of the 2018-2022 Striking Committee attached as Schedule "A" to that Report be hereby approved and confirmed, together with direction for the appropriate by-law(s) to reflect the so appointed Committees to be brought for passage at the January 14, 2019 regular meeting of Council.
"Carried"

c) Verbal Report re-Council Appointments as Alternate Member to the Council of the County of Essex (during absences of the Mayor or Deputy Mayor)

Mr. Auger presented the correspondence dated November 13, 2018 from Mary Birch, County of Essex Director of Council and Community Services/Clerk. This correspondence calls for an Alternate Member to be appointed to the Council of the County of Essex during any absence of the Mayor or the Deputy Mayor.

Moved by Councillor Bondy

Seconded by Councillor Garon

(SP 18-12-011) That Council appoint Morley Bowman to serve as an Alternate Member to the Council of the County of Essex during an absence of the Mayor or the Deputy Mayor during the current term of council and that Administration be directed to bring back the appropriate by-law to give effect to this appointment.

5. Public Presentations

6. Adjournment

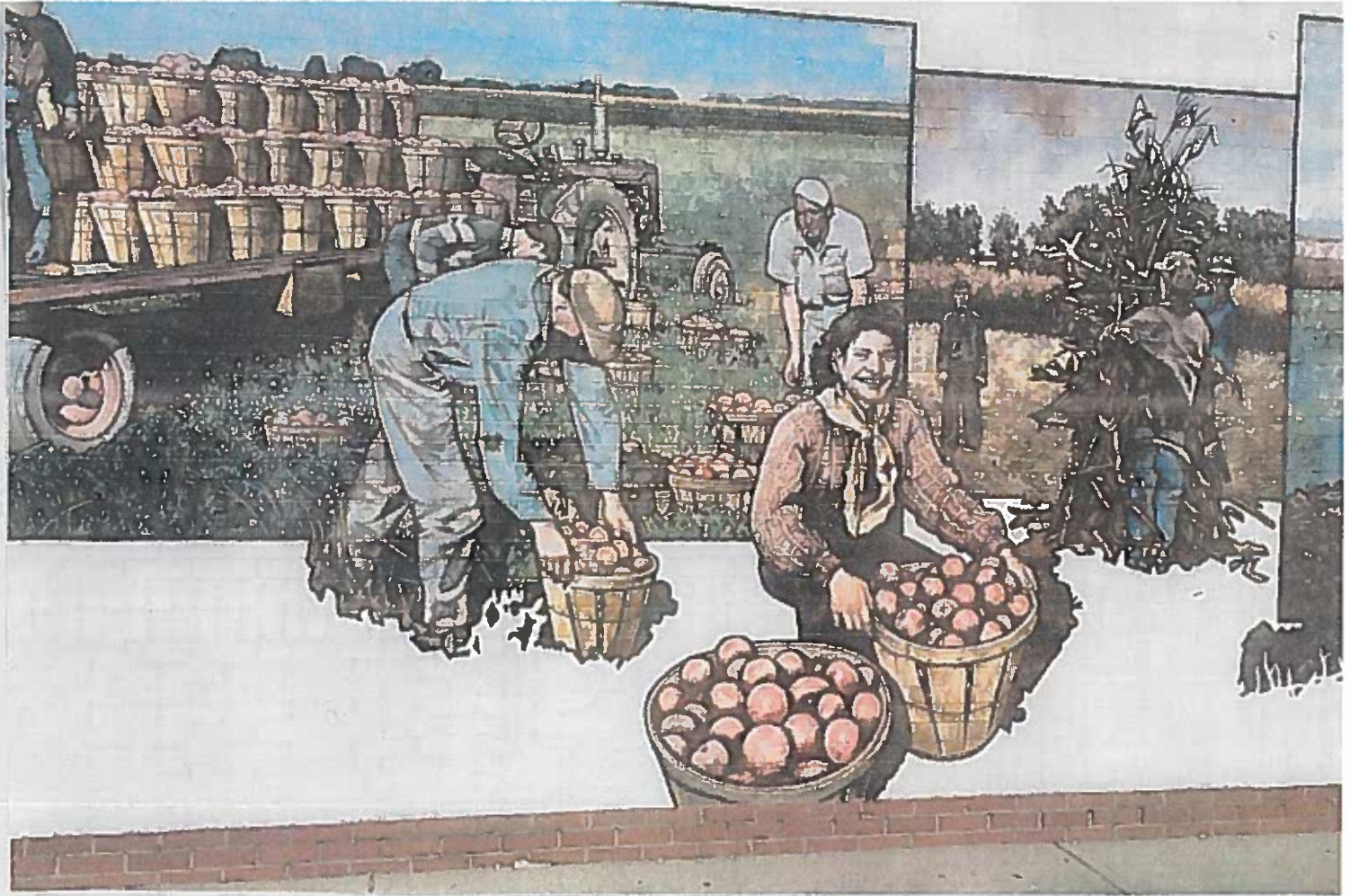
Moved by Deputy Mayor Meloche

Seconded by Councillor Bowman

(SP 18-12-012) That the meeting be adjourned at 5:30 p.m. “Carried”

Mayor

Clerk



As I was walking through the town of Essex, I stopped to take a photo of this mural of tomato farmers. It symbolizes the heritage of Essex County as a farming community and gives flashbacks to those that are part of this group of hardworking people, proud to work with the soil of Essex County.



Erik Wolgen



My Final Abnormal Checkup

It was an average morning at the Essex Railway Station. As usual, my coworkers and I were looking at our schedule; it read 9:30 freight train checkup. Checkup seemed typical, nothing needed fixing, until I checked under the boxcar. It smelt like death approaching. My final breath felt unusual. I knew it was my last.

The Wheels Stopped

Though the wheels of our trains stopped turning our town has not. Through thick and thin our town still stands, growing and changing in only the best of ways. Though some plazas remain unchanged, we still have our Essex pride keeping us strong and composed. Though the wheels stopped, we the people, have not.

No advanced correspondence available for presentation

From: <noreply@esolutionsgroup.ca>
Date: January 31, 2019 at 4:52:02 PM EST
To: <clerks@essex.ca>
Subject: New Response Completed for Delegation Request Form
Reply-To: <clerks@essex.ca>

Hello,

Please note the following response to Delegation Request Form has been submitted at Thursday January 31st 2019 4:51 PM with reference number 2019-01-31-004.

- **Name**
Nicole Kupnicki (on behalf of Richard Wyma)
- **Date of Request**
2/19/2019
- **Are you representing a group?**
Yes
- **Name of Group (if applicable)**
Essex Region Conservation Area (ERCA)
- **Provide details on the issue(s) you wish to present to Council and any actions you will be asking Council to take.**
Mr. Richard Wyma, Secretary-Treasurer/Executive Director of Essex Region Conservation Authority ('ERCA'), to present ERCA's 2018 Annual Report based on ERCA's goals and objectives for 2019 based on our Sustainability Plan 2016-2025. Mr. Wyma may be accompanied by ERCA's Chair, Irek Kusmierczyk (Windsor) depending on his availability.
- **Have you consulted with Town staff on this issue?**
No
- **If this is a property matter, are you an owner?**
Not applicable
- **Have you appeared before Council in the past regarding this issue?**
No
- **Will you have written or printed materials to distribute? If so, please submit 12 copies of printed materials to the Clerk before the meeting.**
Yes
- **Will you be delivering an electronic presentation that requires access to a computer and software? If so, please submit your presentation on CD, DVD or flash drive by**

noon on the Friday before the Council meeting.

Yes

- **Please describe any special needs you may have for your presentation.**

Equipment Request: Projector, Screen, Speakers

2.5 min video: ERCA 2018 Annual Report Video:

<https://www.youtube.com/watch?v=K5JOcZJvKyE&feature=youtu.be>

Electronic copy will be provided as requested.

- **Your Address or Group Contact Address (full mailing address including postal code)**

360 Fairview Ave. West, Suite 311, Essex, ON N8M 1Y6

- **Work**

519-776-5209 x354

- **Email Address**

nkupnicki@erca.org

- **Name and address of all representatives attending, including their positions**

Richard Wyma, Secretary-Treasurer/Executive Director, ERCA, 360 Fairview Ave.

West, Suite 311, Essex, ON N8M 1Y6 rwyma@erca.org

Irek Kusmierczyk, Chair ERCA Board, 360 Fairview Ave. West, Suite 311, Essex, ON N8M 1Y6 irek@citywindsor.ca

[This is an automated email notification -- please do not respond]

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The Place for Life

The **Essex Region Conservation Authority** was established in 1973 to protect, restore and manage the natural resources of the Windsor-Essex region. In keeping with the *Conservation Authorities Act*, ERCA works in partnership with residents, municipalities, the Province of Ontario, Government of Canada, and other agencies to increase natural area coverage through tree planting and habitat restoration, improve water quality across our watersheds and our Great Lakes, protect people and property from flooding and erosion, and further our understanding of the environment through science and education. Our goal is a sustainable future which improves our local environment, helps create a community we can all be proud of, and a more vibrant economy that makes this region **The Place for Life**.

Sustaining the Place for Life

The Essex Region Conservation Authority is one of 36 Conservation Authorities across Ontario. The role of Conservation Authorities and their relationship to various partners, including member municipalities and the provincial government derives primarily from their enabling legislation, the *Conservation Authorities Act*, which provides a broad mandate that allows Conservation Authorities to set priorities in collaboration with member municipalities.

ERCA's programs demonstrate an ongoing and consistent response to real and serious problems and challenges in the region - land degradation, natural area coverage, and flooding and erosion - the same challenges we faced upon establishment. Today, new issues such as water quality and the Great Lakes, climate adaptation, and sustainable communities must be considered in meeting the needs of municipalities.

Building from our successes, ERCA's focus continues to be in finding new ways to leverage resources which more effectively address provincial and watershed priorities. Given our daily reliance on our natural resources, the projects, programs and priorities implemented by ERCA are critically important to ensuring the Windsor/Essex/Pelee Island region will continue to be the **Place for Life**.



2019 WATERSHED ACTIONS

ERCA consistently demonstrates a strong business case to member municipalities, and is unique from other organizations and agencies in our ability to leverage funds and partnerships. The following are some project highlights for 2019.

[actions] refer to actions listed in 2016-2025 Strategic Plan

WATERSHED MANAGEMENT SERVICES

- **Climate Change [1.1].** ERCA's Climate Change Specialist will research regional vulnerabilities, impacts and best practices; and lead the development of a Regional Climate Change Plan to identify impacts and vulnerabilities, implementation priorities, and potential funding supports.
- **Hazard Mapping and Forecasting [2.1/11.3/12.3].** Update regional Flood Contingency Plan; explore development of a shared climate station network with partners to assist in providing flood response, and reporting; update Little River Hazard Mapping with the City of Windsor, and provide technical support to all municipalities on flood control/flood infrastructure, master drainage and stormwater studies.
- **Place for Life Policies [11.2].** Continue to consult on and finalize its Place for Life Policies which integrate ERCA's planning, development, and program policies.
- **Client Services [12.3].** Initiate web-based permit application on essexregionconservation.ca to facilitate development review.
- **Planning/Technical Studies [11.2, 11.3].** Work with Lakeshore and Tecumseh to undertake a Lake St. Clair Shoreline Management Plan and Kingsville to finalize a Natural Heritage Background Study as part of the Town's Official Plan updates;
- **Watershed Planning [10.2].** Finalize a Municipal Agreement acknowledging ERCA's role in integrated watershed planning, and protecting and managing natural hazards, natural heritage and water resources; and provide advice and direction to municipalities on over 750 Planning Act applications.

- **Development Review [12.1].** Review over 1,000 Section 28 permit applications for stormwater management; commercial, residential and large-scale industrial/greenhouse development; over 150 Municipal Drainage Act reviews, and respond to 1,300 general water resource related requests.
- **Water and Erosion Control [11.3].** Apply for and manage Water and Erosion Control Infrastructure (WECI) funding for projects in the City of Windsor, Lakeshore, and JRPH Shoreline Design.

CONSERVATION SERVICES

- **Conservation Area Operations [9.2].** Manage 19 Conservation Areas, and over 80km of Greenways including grading, hazard tree removals, site maintenance, enforcement to support visitor use.
- **Tangible Capital Asset Report/Capital Plan [13.1].** Update ERCA's Tangible Capital Asset Inventory and multi-year Capital Plan based on replacement schedules, asset needs, and program needs as part of the next 5-Year Sustainability Plan.
- **Management Planning [9.2].** Complete Cedar Creek Conservation Area Management Plan with the new Conservation Services Advisory Board.
- **Business Plans [8.1].** Develop Business Plans for John R. Park Homestead and Holiday Beach Conservation Areas to identify and confirm infrastructure needs and investments in visitor services where there is a business case to support that investment.
- **Land Acquisition [7.3].** Restore Clean Water~Green Spaces acquisition funding to support securement of key lands with partnership funding in keeping with the Land Securement Strategy.
- **Restoration and Stewardship [6.1].** Restore more than 60 acres of forest and prairie habitat to improve connections, build ecosystem resilience, and benefit water quality, climate change and quality of life.
- **Innovation [5.1].** Monitor phosphorous levels getting into Lake Erie at the innovative 10 acre University of Windsor Alumni Association Wetland at Hillman Marsh Conservation Area with University of Windsor.



- **Source Water Protection [4.3].** Begin updating the Essex Region Source Protection Plan and Assessment Report based on the Section 36 Workplan, and continue to implement Risk Management Services on behalf of municipalities.
- **Watershed Science [5.1/5.2].** Support for research, monitoring, and partnerships; and managing and maintaining data information systems which is critical for evidence-based decision making.
- **Lake Erie Action Plan [4.1].** ERCA is an effective delivery agent in the Lake Erie Action Plan for reducing phosphorus. The 2019 budget includes federal funding to support agricultural BMPs and associated monitoring and science.
- **Detroit River [5.2/14.2].** Build on efforts to de-list the Detroit River as a designated environmental Area of Concern, rehabilitate a 70 acre wetland on the Canard River; and create new fish habitat on the City of Windsor's Pêche Island.

COMMUNITY OUTREACH SERVICES

- **Communications [14.2].** ERCA will continue to utilize essexregionconservation.ca as a platform to improve customer service, usability and accessibility compliance, and efficiency through web-based tools.
- **Education [8.3].** Provide curriculum-based outdoor education for more than 10,000 elementary and secondary school students, including delivery of the Environmental Special High Skills Major Certifications, and deliver new curriculum programming with our Indigenous partners.
- **Program Integration [14.2].** Continue to integrate communications, outreach and events with ERCF to enhance the region as the Place for Life and build on the strength of this partnership while raising \$1 million dollars for conservation initiatives.
- **Regional Collaboration [15.3].** ERCA will continue to work with Tourism and Economic Development partners demonstrating that Essex Region is a sustainable, vibrant place to attract visitors to and investment in our region.

CORPORATE SERVICES

- **Customer Service [14.1].** New capacity related to applicant/customer service, front desk/reception and related internal support functions (e.g. records management, program support, etc.)
- **File management [13.2].** Refine records classification and retention plans to support MFIPPA and other obligations; and begin implementation of new records management system.
- **Operational Policies [13.3].** Review and update all operational and administrative policies to ensure consistency with legislation; public-sector best practice; and Authority practices.
- **Corporate Culture [14.3].** Develop an Employee Handbook to summarize HR related policies, improve new employee onboarding and address issues identified in the 2018 Employee Survey.
- **Data Management [15.2].** Review feasibility of open data sharing in context of the new website; and develop applications to streamline business processes.
- **Sustainability Plan [13.1].** Develop new 5-Year Plan to support initiatives identified in the Strategic Plan and ensure that ERCA has the appropriate resources, and is managed in the most effective and efficient way to support watershed outcomes.





Essex Region Conservation
the place for life

2019 Draft Budget

FUNDING CONSERVATION

ERCA's 2019 Budget is \$7,708,571, which includes a total levy contribution of \$3,238,667. This is an increase of \$89,915 or 32 cents per person (from \$9.68 to \$10.00/person). The budget includes almost \$2.3 million in leveraged funding and when combined with fee for service revenues, almost 60% of ERCA's budget is funded through non-levy sources of funding.

While this builds a strong case for support, it is only enough to maintain the 'status quo'. It is not enough to improve the health of our watersheds, keep beaches open more, reduce phosphorous and blue-green algae in our lakes, provide open spaces and trails that are accessible for people to use, connect and restore forests, wetlands and habitats. These are essential for sustainable communities to build resilience to climate change, and importantly, attracting and retaining the talent this region desires. Further, as funding programs change and evolve with changes in government priorities, or are reduced or eliminated, and as new interests seek funding, it is harder to continue to support key programs with external support - programs that are funded by levy in other conservation authorities.

Sustaining the Place for Life is not our work alone. It is what we do together with municipalities, our neighbours, our universities and colleges, our donors, our local and regional agencies, and the many other partners we work with. We need to celebrate our successes, but we also need to increase the scope, scale and intensity of our joint efforts to create a place we can be proud of and celebrate – one we can call home. For life.

WHERE DOES YOUR \$10 GO?



ERCA's annual revenues for programs and services are in the top 10 of all 36 Conservation Authorities. At the same time, ERCA's operational levy funds approximately one-third of its operations, placing ERCA in the bottom five of all Conservation Authorities, and well below the provincial average (42%). While the average CA levy supporting operations was \$16.42/capita, ERCA's levy supporting operations in 2018 was only \$9.68/capita, which included funds for land acquisition and capital and operational reserves.

ERCA's complete 2019 Draft Budget is available for review online: www.essexregionconservation.ca.



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[@EssexRegionCA](https://twitter.com/EssexRegionCA)



youtube.com/TheEssexRegionCA

Contact Us

Essex Region Conservation Authority

360 Fairview Avenue West, Suite 311
Essex, Ontario N8M 1Y6

P: 519-776-5209

F: 519-776-8688

W: essexregionconservation.ca



Essex Region Conservation
the *place* for life



Essex Region
Conservation Authority
sustaining the place for life



2018 Annual Report

Message from the Chair



There’s no question that the Windsor-Essex-Pelee Island region has felt the devastating impacts of high lake levels and a changing climate, perhaps more profoundly than any other in Ontario.

The storms of September 2016 and August 2017 resulted in more than \$300 million dollars in insured losses in Windsor, Tecumseh and Lakeshore. The August 2017 flooding in the Windsor area was the most catastrophic insurance loss of that year.

This year, ERCA issued 45 flood messages—a 25% increase over 2017.

Violent storms in the spring battered the Lake Erie and Lake St. Clair shorelines, rendering eight homes uninhabitable in the Municipality of Leamington.

Waves combined with high lake levels along the shores of Pelee Island overtopped roads. The west shoreline of Pelee Island has been devastated with damages exceeding \$10 million. We’re seeing invasive species that are threatening the health of our ecosystems—species that even a decade ago we could not have imagined. And the number of days rated ‘very hot’ continues to increase, putting the health of some of our region’s most vulnerable people at risk.

In late 2017, the ERCA Board of Directors unanimously agreed that a regional approach to developing a Climate Change Strategy would be the most efficient and effective path forward to managing the impacts of climate change, and in 2018, progress was made in this regard. It is critically important to bring together

the work that municipalities have been doing independently towards climate adaptation and mitigation, and to connect that work in a regional context.

On behalf of the Board of Directors, I’d like to extend my heartfelt appreciation to all of the partners and volunteers who have come together this year in order to help create a more resilient and sustainable future for our region.

It is only by moving forward together that we can improve our resiliency to climate change and ensure our region is the Place for Life.

Yours in Conservation,


Rick Fryer

Message from the General Manager



While there were many achievements to celebrate in 2018, there were also some significant challenges to overcome. The impacts of a changing climate continue to be of growing concern.

ERCA’s 2016–2025 Strategic Plan lists Climate Change as one of our primary focuses, and we’ve continued to work with municipalities and other agencies to undertake technical studies that support that strategic direction.

Environmental damage, together with climate change, is driving the water-related crises we see in our region and, in fact, around the world. Floods, droughts and pollution are all made worse by degraded vegetation, soil, rivers and lakes. Our Watershed Report Card confirmed that locally, we have some seriously degraded surface water quality, and despite

significant improvements, our natural area coverage remains amongst the lowest in Ontario.

These issues, and their solutions, are interconnected. We need to move forward together to efficiently share research and data, while identifying gaps to advance resiliency and improve environmental sustainability. Nature-based solutions and green infrastructure, such as wetlands, have the potential to solve many of our local flooding challenges. Planting new forests, creating habitat and restoring wetlands will also help rebalance the water cycle and improve human health and the health of our watersheds.

Moving forward together is the only way to realize true progress. This year, with all regional municipalities, we completed consistent Stormwater Management

Standards for the Windsor and Essex Region to provide guidance and design criteria related to local stormwater management and infrastructure resilience. We hosted multiple workshops to provide a forum for partners to collaborate on flood preparedness, building urban flood resilience, and climate change priorities.

Land use planning is paramount to ensuring that we are open to growth while protecting our critical natural areas. Collaboration is the key to improving our regional resilience. We must stand firm, together, to ensure what remains of our critically important and biodiverse habitat is protected.

Sincerely,



Richard Wyma

2018 Watershed Highlights

In 2018, we continued to implement the priorities identified in our Strategic Plan. The following highlights are a snapshot of the projects and programs implemented this year to enrich and sustain the Essex Region as the Place for Life.

Climate Change

Impacts of a changing climate are continuing to be experienced in our region. Lake levels are reaching all-time highs, and the threshold for flood alerts is lower than ever. A record number of flood messages were issued this year, and spring storms battered the Lake Erie shoreline. While efforts to slow climate change must continue, we also need to help our partner communities adapt to its impacts. This year, ERCA:

- Added a Climate Change Specialist to work with municipalities to research vulnerabilities and impacts, develop an adaptation and mitigation plan, and identify priorities for implementation and potential funding supports.
- Hosted a regional, cross-sector Climate Change Workshop to begin setting priorities for actions associated with a changing climate in partnership with the Ontario Climate Consortium and University of Windsor.
- Issued a record 45 advisories ranging from water safety conditions statements to flood warnings.
- Hosted a Flood Preparedness Workshop for municipal officials to increase our collective level of preparedness, coordination and communications.
- Worked with Green Communities Canada to host a cross-sectoral workshop to Build Urban Flood Resilience.
- Added a Watershed Engineer to support stormwater reviews, drainage reviews, and related engineering and infrastructure reviews to ultimately best support municipalities from a regional perspective.



“Climate change is here. It affects us now.”
—Dr. Dianne Saxe
Environmental Commissioner of Ontario

On December 5th, ERCA brought together municipalities, researchers, and non-profit organizations to take action on climate change. Keynote speaker, Ontario’s Environmental Commissioner Dr. Dianne Saxe, delivered a message of urgency and action.

Ontario is warming faster than global average bringing with it floods, fires, drought, wind, heat, and other unpredictable and severe climatic conditions. It impacts every part of our lives, from being able to protect and insure our houses against flooding to our health. Windsor-Essex-Pelee Island region has been acutely aware of the devastating impacts of a changing climate for over a decade.

What can we do? In Dr. Saxe’s words: “Reduce our carbon footprint. Get ready to adapt. Speak up.” Together, we can tackle the problem and find local solutions.

Great Lakes

The Great Lakes are our most significant natural resource. This year, we released our 2012–2017 Watershed Report Card, which identified failing grades for surface water quality in virtually every watershed. More must be done, together, to protect and improve water quality. This year, ERCA:

- Implemented 30 water quality improvement projects across the region to protect soil health and water resources.
- Initiated a 4-year, \$600,000 program with funding from Environment and Climate Change Canada to work with farmers to plant cover crops and implement other Best Management Practices to reduce phosphorus in Lake Erie.
- Conducted year-round water quality monitoring at surface water, ground water, and benthos monitoring stations across the region to collect data about land and weather-based influences on our rivers and streams.
- Worked with the University of Windsor’s Great Lakes Institute for Environmental Research to resolve issues related to microbial contamination along our beaches and with the provincial and federal governments to monitor and estimate sources of phosphorus entering Lake Erie.
- Partnered with researchers at the University of Waterloo and the University of Guelph to research the effectiveness of phosphorus-reducing Best Management Practices in Wagle Creek.
- Collaborated with the University of Windsor’s Chemistry Department to develop a new off-grid phosphorus filter for installation at the Lebo Creek Research Wetland. This new filter is designed to remove soluble phosphorus from local waterways to reduce harmful algae blooms.
- Showcased Best Management Practices and innovative technologies that will conserve soil, maintain productivity, improve water quality and quantity, and illustrate that farming and the environment can coexist at the Essex County Demonstration Farm, in collaboration with the Essex Soil & Crop Improvement Association, OMAFRA extension personnel, and Agriculture and Agri-Food Canada scientists.
- Protected sources of drinking water by providing Risk Management Services on behalf of our member municipalities. Following a comprehensive review of the Source Protection Plan and Assessment Report, a Work Plan identifying necessary updates was developed under S. 36 of the Clean Water Act to ensure the ongoing protection of our sources of drinking water.



2012–2017 Watershed Report Card

On March 22, International World Water Day, ERCA and Conservation Authorities across the province launched their 5-year Watershed Checkups.

Locally, groundwater in the region continues to score excellently, mainly because of protection offered by our hard clay soils. Surface water quality scores are consistently low, ranging from C – F, with mostly D grades.

Forest conditions also scored low, with most watersheds ranked as a D or an F. Decreases were due to more stringent measurement standards, rather than loss of forest habitat. Standards of measurement are set across the province, and it was recognized it would be difficult to achieve a higher score on this scale within our highly agriculturally-based landscape. For example, to achieve a ‘C’ rating would require 15.1% forest cover.

Landscapes & Habitats

Our landscapes and habitats are among the most significant in Canada. While we have planted more than 6.3 million trees and achieved 8.5% natural areas coverage, more action is needed to reach our 12% target. This year, ERCA:

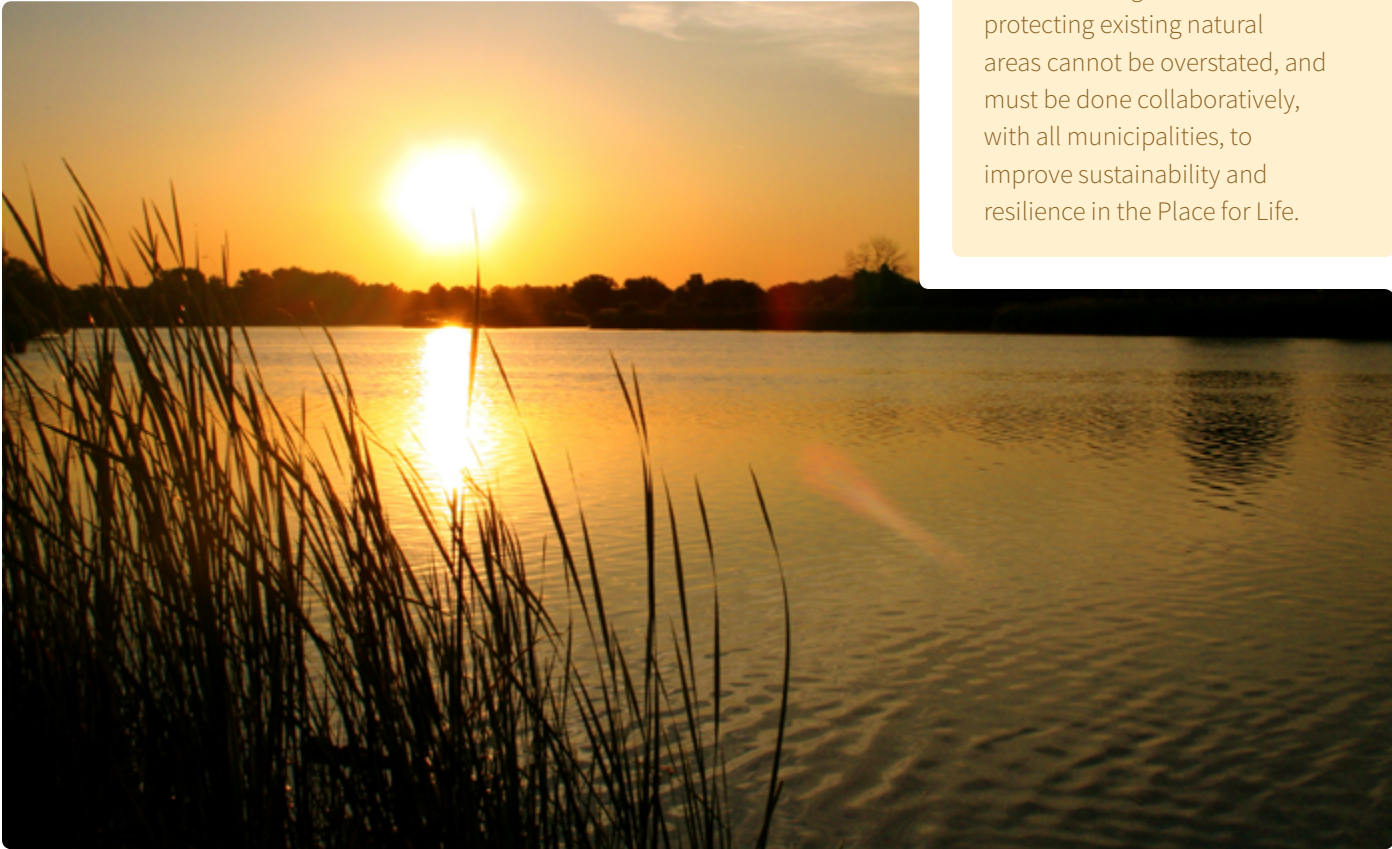
- Planted and distributed 109,000 trees and restored a total 143 acres of habitat to natural area.
- Completed the 10 acre Sturgeon Creek Wetland in partnership with Caldwell First Nation, Environment Canada, Ministry of Natural Resources and the Essex County Field Naturalists.
- Created an additional 20 acres of new wetlands to improve water quality and create new habitat for wildlife.
- Protected 7 acres of natural areas in Kingsville.
- Restored sections of Spring Garden Prairie habitat, owned by the City of Windsor, by removing invasive species such as Autumn Olive and Phragmites. This restoration project will enhance habitat for multiple species-at-risk.
- Completed a Controlled Prairie Burn at Hillman Marsh Conservation Area to improve habitat for nesting birds, reptiles and pollinators.
- Initiated engineering plans to build two major fish and wildlife projects in the Detroit River Area of Concern.

The Importance Of Our Natural Areas

Wetlands provide vital wildlife habitat and resilience to floods and other effects of climate change.

Forests filter pollutants from our air, absorb and filter stormwater and prevent erosion. Our woodlands also provide wildlife habitat for many species, including significant species of conservation concern.

Environment Canada recommends watersheds require 30% forest cover for a functional ecosystem. In our region, natural area coverage currently totals just 8.5%, with a goal to achieve 12%. The importance of planting trees, restoring habitat, and protecting existing natural areas cannot be overstated, and must be done collaboratively, with all municipalities, to improve sustainability and resilience in the Place for Life.



Sustainable Communities

Our urban areas will continue to grow and expand. ERCA will need to continue to work with all partners to collaboratively plan sustainable communities that reduce urban sprawl, are walkable and incorporate green infrastructure. This year, ERCA:

- Completed the Regional Stormwater Management Standards in partnership with all municipalities to provide guidance and design criteria for local stormwater management and infrastructure resilience, and ensure consistent application of requirements.
- Assisted Pelee Island in preparing a shoreline damage assessment that mapped armour stone damage. A photo record was established and specific sections identified for future monitoring. Assisted procuring a consultant to complete drone footage on the west shoreline to assist in a submission for funding for the estimated \$13 million repair work.
- Continued to manage the \$3.2 million improvement project on the Lennon Drain on behalf of City of Windsor.
- Worked with the City of Windsor, Towns of Tecumseh, LaSalle, Lakeshore and the Municipality of Leamington on various drainage and stormwater management technical studies. These collaborations create efficiencies while ensuring natural hazards and natural heritage matters are appropriately considered.
- Provided assistance to Lakeshore, Kingsville, Tecumseh and Leamington on Official Plans updates to ensure the delegated responsibility for Natural Hazards is incorporated into municipal planning documents. Continued to advise on Natural Heritage issues for the region.
- Aided a record 1,113 landowners in ensuring homes and new developments were protected from the dangers of flooding and erosion through development reviews and permit applications.
- Engaged nearly 10,000 students in outdoor and conservation education programs, to provide curriculum-based experiences that teach young people about the importance of protecting our environment and preserving our human and natural heritage.
- Resurfaced the trail and improved drainage at Devonwood Conservation Area, thanks to a partnership with Caesars Windsor Cares and the Essex Region Conservation Foundation. The trail is now known as the Caesars Windsor Nature Trail.
- Welcomed more than 75,000 visitors from near and abroad to enjoy our local natural environment in the Place for Life.
- Completed trail upgrades and boardwalk replacements at Maidstone Conservation Area and initiated boardwalk replacement and enhancements at Holiday Beach Conservation Area.
- Replaced the roof of the sawmill building at the John R. Park Homestead Conservation Area to ensure the protection of the artefacts in the building.

What Makes a Sustainable Community?

The Institute for Sustainable Communities identifies a sustainable community as one that addresses multiple human needs, where all people feel welcome and safe, and decision-making is shared. It manages its human, natural, and financial capital to meet current needs while ensuring adequate resources are available for future generations. Sustainability also requires the ability to quickly adapt to change.

Strong, collaborative, regional planning is critically important to building a sustainable community that addresses environmental, economic and social challenges, builds a better future for all, and ensures that Windsor-Essex-Pelee Island can remain the Place for Life.



A Strong, Resilient Organization

ERCA is a sustainable, resilient and valued agency. Since 1973, ERCA has been striving to achieve a state of sustainability for the Essex Region. In 2018, we worked toward organizational sustainability in the following ways:

- Launched our new website at essexregionconservation.ca to improve customer service, accessibility and engagement.
- Adopted new Administrative Procedure By-Laws to improve clarity and consistency across Ontario’s Conservation Authorities as a requirement of the 2017 amendments to the Conservation Authorities Act.
- Reviewed and simplified ERCA Advisory Board structures and Terms of Reference.
- Initiated web-based permit application process to streamline the service for applicants.
- Continued to support the Essex Region Conservation Foundation in achieving the \$1 million fundraising goal of the Place for Life Campaign. In 2018, the campaign topped \$800,000 in pledges, just halfway through the three-year campaign.
- Added Human Resources capacity and support to ensure increasing government compliance and reporting obligations are achieved.
- Advocated for the Essex Region on 56 local, regional, provincial, national and international boards and committees to ensure the unique needs of our region are represented.



Casey Balvert

2018 ERCA Accountability

The following provides a three-year ‘by-the-numbers’ comparison of achievements. This report follows the priorities identified in our Strategic Plan, and these actions help ensure Windsor-Essex County-Pelee Island are the Place for Life.

Climate Change

		2016	2017	2018
Permits Requested		983	1,042	1,113
Permits Issued		808	1,005	992
Clearances Issued		97	135	179
Request for Information Letters Issued		273	392	273
Permits to Take Water Applications		4	5	3
Appeals		15	10	18
Appeals in CA Favour		15	10	18
Violations Issued		19	34	25
Average Response Time for Permits (days)	Minor Development	10	9.13	9
	Major Development	21	34	12
	Alteration to Waterways	9	8.2	12
Number of Structures Located in Floodplain		10,000	10,000	10,000
Kilometres of Watercourses with Floodplain Mapping Completed		609	609	609
Hectares (area) digitally mapped delineating the CA Regulation Limit		38,304	38,304	38,304
Hectares (area) digitally mapped delineating the flooding hazard limit (flood plains)		38,304	38,304	38,304
Metres of shoreline protected from flooding and erosion		245	250	0
\$ Value of Water/Infrastructure Contributions to Municipalities		287,500	120,000	10,000
Flood Messages	Watershed Conditions	2	13	17
	Flood Watches	7	11	20
	Flood Warnings	3	4	8
	Wind Warnings	0	1	0

Landscapes & Habitats

	2016	2017	2018
Total Landholdings (Hectares)	1,669.6	1,735	1,742
Hectares of recreational land owned and managed	1,036.8	1,056.8	1056.8
Total hectares under forest management plans	44.39	44.39	44.39
Total Taxes for CA Landholdings	\$75,290	\$66,661	\$70,227
Land Acquisition in Reporting Year (in acres)	0	160	7
Value of acquisitions (Fair Market Value)	0	\$1,562,250	\$426,000
Total Acres of Habitat Restored	103.5	92.5	143
Number and Acres of Trees	101,000 trees 87 acres	92,500 trees 70 acres	109,105 trees 96 acres
Number and Acres of Wetlands	5 wetlands 5 acres	6 wetlands 15 acres	6 wetlands 31 acres
Number and Acres of Prairie	8 sites 11.5 acres	5 sites 7.5 acres	5 sites 16 acres
Number of landowners involved in restoration	214	222	191
Trees planted by volunteers	2,603	2,973	3,259
Native plants planted by volunteers	3,858	1,610	1,600

Great Lakes

		2016	2017	2018
Water Quality Improvement Projects Implemented	Agriculture/Other (total)	88	28	30
	Detroit River Watersheds	10	10	3
	Lake Erie Watersheds	19	13	21
	Lake St. Clair Watersheds	12	5	2
	Great Lakes Agricultural Priority Subwatershed Stewardship Initiative	47	23	0*
Number of wells decommissioned		9	5	4
Number of landowners participating		58	23	20
Number of surface water quality monitoring stations		77	58	61
Number of ground water quality monitoring stations		8	8	8
Number of benthos monitoring stations		8	20	15

*Program ended in 2018.

Sustainable Communities

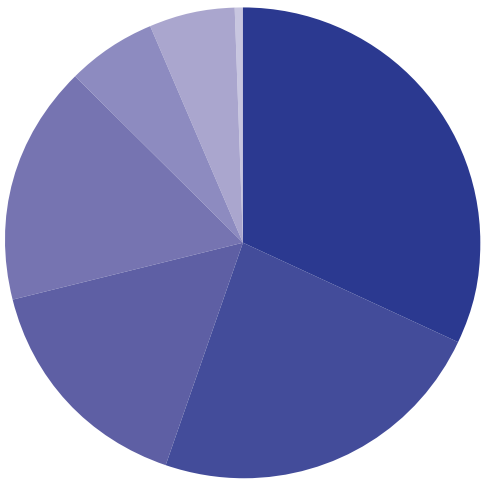
	2016	2017	2018
Planning Services—transactions/year	689	822	850
Kilometres of Trails owned, managed & developed	95.1	98	98
Number of volunteers	1,904	2,064	2,185
Number of outreach events	35	19	30
Number of schoolyard naturalization projects	3	2	2
ERCA hosted special events	36	29	24
Number of schools	96	71	72
Number of unique education programs	294	434	256
Number of students	9,986	12,224	9,958
Number of public meetings/workshops	19	31	22
Day Use Visitors to JRPH (estimated)	11,190	11,830	11,910
Day Use Visitors to HBCA (estimated)	9,000	12,588	9,600
Number of seasonal campsites purchased	69	67	72

A Strong, Resilient Organization

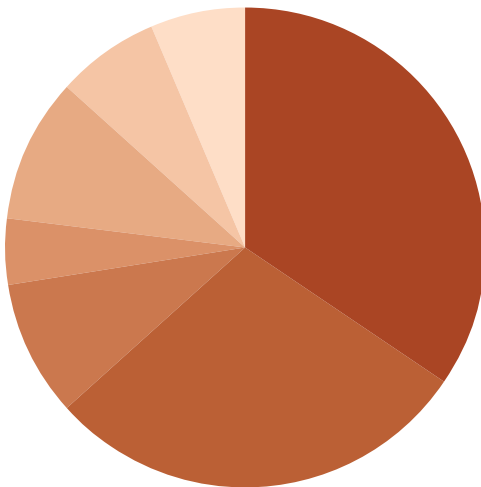
	2016	2017	2018
Area of CA Jurisdiction	1,681.3 km²	1,681.3 km²	1,681.3 km²
Watershed Population	326,105	325,351	323,793
Staff—Permanent and Long-Term Contract	36	36	39
Staff—Special Grant and Short-Term Full-Time Equivalent Contract	8	10	12
Average Full Time Staff Length of Service	10	12	9
Number of Local Committees, Boards and Advisory Panels with ERCA representation	27	29	28
Number of Provincial Committees, Boards and Advisory Panels with ERCA representation	26	28	28
Number of research studies with ERCA involvement	8	8	12
Number of unique visitors to our website	68,591	70,997	65,528*
Number of Facebook followers	2,424	2,948	3,168
Number of Twitter followers	2,428	2,676	2,896
Number of Instagram followers (launched October 2016)	90	225	1,061
Number of Youtube video views	2,134 views 4,334 min	2,550 views 4,893 min	2,400 views 4,500 min

*Some data unavailable due to website changeover.

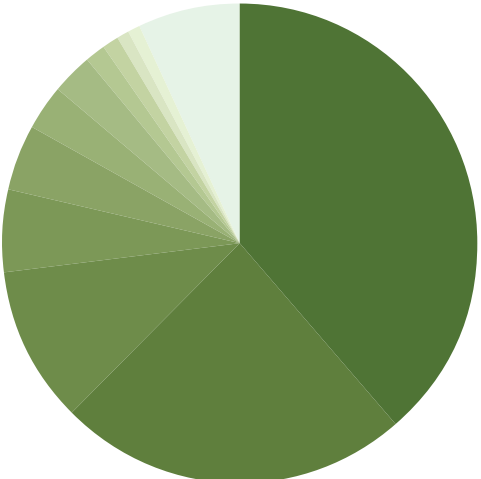
2018 Financial Review



2018 Projected Funding Sources		\$9,799,793
Total Levy		\$3,148,752
Municipal Special Project Contributions		\$2,291,244
Fee for Service		\$1,540,159
Federal Grants		\$1,613,142
Donations (ERCF and others)		\$591,425
Provincial Grants		\$584,049
Prior Years' Surplus		\$31,021



2018 Projected Uses of Funds by Function		\$9,799,793
Watershed Management Services		\$3,386,592
Conservation Services		\$2,844,702
Science & Research		\$876,669
Outreach & Education		\$448,332
Corporate/Admin Shared Services		\$959,636
Transfers to Reserves/Future Years		\$667,120
Asset Replacement/Capital Projects		\$616,741



2018 Projected Uses of Funds by Expense Type		\$9,799,793
Wages & Benefits		\$3,796,727
Subcontracted Construction/Technical Mun Spec Projects		\$2,343,763
Subcontracted Construction/Technical ERCA Capital Projects		\$1,038,727
Plant Materials/Subsidies		\$545,020
Project/Operating Supplies		\$435,010
Travel & Fleet Operations & Replacement		\$299,482
Rent/Taxes/Utilities/Security		\$255,200
Maintenance/Repairs		\$138,930
Insurance, Audit & Legal		\$109,175
IT/Software/Data Services		\$98,148
CO Dues & Board of Directors		\$72,490
Transfers to Reserves/Future Years		\$667,120

2018 At a Glance



109,105

Trees planted to increase green space.



30

Projects implemented to improve **water quality**.



9,958

Students educated through outdoor education programs.



1,113

Permits requested and reviewed to ensure landowner protection.



2,064

Awesome **volunteers** helped enrich & sustain the Place for Life.



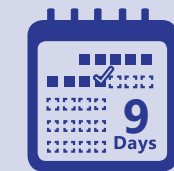
84

Surface, ground and benthos water quality sites **monitored**.



45

Flood messages issued—a record in this changing climate.



9 days

Average **permit response time** for minor developments.




78

Events and **workshops** hosted to connect people with the Place for Life.



143

Acres of forest, tall grass prairie, and wetlands restored.

Front cover image:
 Mel Diotte



facebook.com/**EssexRegionConservation**



@**EssexRegionConservation**



@**EssexRegionCA**



youtube.com/**TheEssexRegionCA**

Contact Us

360 Fairview Avenue West, Suite 311
Essex, Ontario, N8M 1Y6

P: 519-776-5209

F: 519-776-8688

W: essexregionconservation.ca

Hello,

Please note the following response to Delegation Request Form has been submitted at Thursday February 7th 2019 1:45 PM with reference number 2019-02-07-007.

- **Name**
Murray Van Wieringen & Terry Jones
- **Date of Request**
2/19/2019
- **Are you representing a group?**
Yes
- **Name of Group (if applicable)**
Weston Apartments
- **Provide details on the issue(s) you wish to present to Council and any actions you will be asking Council to take.**
We would like to have the development fees eliminated for the proposed build of a multiple dwelling on lands being municipal address 22 Victor Street, Essex Center.
- **Have you consulted with Town staff on this issue?**
Yes
- **If you've consulted with Town staff, please provide the names of staff members you've talked to and the details of those discussions.**
Jeff Watson
Donna Hunter
Chris Nepszy
Jeffrey Morrison
Rita Jabbour
Sarah Audin
- **If this is a property matter, are you an owner?**
Yes
- **Have you appeared before Council in the past regarding this issue?**
No

- **Will you have written or printed materials to distribute? If so, please submit 12 copies of printed materials to the Clerk before the meeting.**

Yes

- **Will you be delivering an electronic presentation that requires access to a computer and software? If so, please submit your presentation on CD, DVD or flash drive by noon on the Friday before the Council meeting.**

Yes

- **Your Address or Group Contact Address (full mailing address including postal code)**

Weston Apartments Inc
875 Foster Ave
Unit 112
Windsor, ON
N8X 4W3

- **Work**

519-250-1551

- **Cell**

313-316-2859

- **Email Address**

vanwieringenm@durobyte.com

- **Name and address of all representatives attending, including their positions**

Murray Van Wieringen - President
Terry Jones - Vice President
875 Foster Ave
Unit 112
Windsor, ON
N8X 4W3

[This is an automated email notification -- please do not respond]

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Report to Council

Department: Planning

Date: February 19, 2019

Prepared by: Jeff Watson, Policy Planner

Submitted by: Chris Nepszy, P.Eng., PE
Director, Infrastructure and Development

Report Number: Planning 2019-06

Subject: 22 Victor Street Site Plan Control Approval
Essex Centre (Ward 1)

Number of Pages: 4

RECOMMENDATION(S)

It is recommended that:

1. Planning report Planning 2019-06, entitled “22 Victor Street Site Plan Control Approval” (Essex Centre-Ward 1) be received and
2. That By-Law 1787 be approved authorizing the execution of a site plan control agreement for a multiple dwelling at 22 Victor Street in Essex Centre.

REASON FOR REPORT

The proponents, Terry Jones and Murray Van Wieringen, have applied for site plan control approval for lands at 22 Victor Street, the site of the former Weston Bakery. The project involves the construction of a 6 storey multiple dwelling with 57 two bedroom rental dwelling units.

COMMENTS

This is a desirable addition to our housing stock. Rental housing has not been introduced to Essex Centre in two decades and there are only two sites zoned for new multiple residential developments, the other being a much smaller lot at the corner of Talbot and Fairview. Currently, the availability of rental housing is essentially non-existent. The rental units will all be 2 bedroom units, being the most popular form of rental accommodation generally, and it is expected that these units will be in demand.



See a larger map below

The property in question is zoned R3.1, a residential category permitting dwellings ranging from semi-detached and townhome dwellings to multiple dwellings of up to 6 storeys. The site plan is attached to this report as Appendix A and the front building elevation is shown in Appendix B. Overall the project satisfies the provisions of General Zoning By-law 1037 regarding multiple dwellings.

The building is oriented north to south with its parking area located to its west. There is provision for 72 parking spaces of which 6 are barrier free spaces (exceeding the by-law minimum requirements). One loading space is provided off the parking area entrance from Laird Avenue. A landscaped amenity area with a gazebo is located on the north side of the building.

The area described as “Future Severance” fronting on Centre Street does not form part of this site plan application. It can be severed from the subject lands for low density residential development e.g. a semi-detached dwelling. The property on Laird also described as “Future Severance” may also be split off of the subject lands and developed for low density residential or for uses related to the multiple dwelling e.g. storm water management or additional parking.

The site plan agreement requires the submission of a storm water management plan, the paving of all parking areas and that all parking area pole lights be baffled to prevent light pollution onto adjacent lands and to help preserve our dark sky commitments. The property fronts on three streets. Each street right of way has a public sidewalk in poor to fair condition along the property frontages.

The sidewalk along Victor Street, particularly, is in need of replacement. The site plan agreement provides for the reconstruction of sidewalks damaged during construction, but it is

also recommended that, as part of project construction, that the sidewalk on Victor Street be replaced at the expense of the proponents. This 57 unit multiple dwelling fronts on Victor and the tenants should have access to a safer sidewalk system. The Official Plan provides that Council may exercise the option to require improvements within public lands to enhance facilities available to new residents to provide a safer and more appealing built environment.

FINANCIAL IMPACT

To be separately reported.

LINK TO STRATEGIC PRIORITIES

The granting of site plan approval helps to satisfy the policies of the Town of Essex Official Plan and the Provincial Policy Statement regarding the provision of a mix of housing types and affordability to meet the varied needs of community residents.

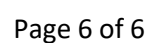
Reviewed by:

Chris Nepszy, Director of Infrastructure and Development - concurs
Rita Jabbour, Planner - concurs

Location Map



22 Victor Site Plan Control Application
Planning 2019-06



The Corporation of the Town of Essex

By-Law Number 1787

Being a By-Law to enter into a Site Plan Control Agreement between:

The Corporation of the Town of Essex and

Terry Jones and Murray Van Wieringen

Whereas pursuant to Section 41 of the Planning Act, R.S.O. 1990 and Amendments thereto, Terry Jones and Murray Van Wieringen are desirous of constructing a multiple dwelling on lands being municipal address 22 Victor Street, Essex Centre, and as such is required to enter into a Site Plan Control Agreement with the Town of Essex;

And Whereas the subject lands are designated as a site plan control area pursuant to Section 41 of the Planning Act, R.S.O. 1990 and Amendments thereto;

And Whereas pursuant to Section 41 of the Planning Act, R.S.O. 1990 and Amendments thereto, municipalities may enter into such agreements;

Now therefore be it resolved that the Council of the Town of Essex enacts as follows:

That the Mayor and Clerk be directed to affix their signatures, on behalf of the Corporation of the Town of Essex, to Schedule 1 attached hereto and forming part of this Bylaw, for the purpose of executing the Site Plan Control Agreement.

Read a first, a second and a third time and finally passed on February 19, 2019.

Mayor

Clerk

Schedule '1' to By-law 1787

Schedule 1

The Corporation of the Town of Essex

Site Plan Control Agreement

This agreement made in triplicate, on February 18, 2019

Between:

Terry Jones and Murray Van Wieringen

hereinafter called

The Owner of the First Part or Owner

And

The Corporation of the Town of Essex

hereinafter called

The Corporation of the Second Part or the Town

Whereas an application has been made by the Owner for approval of a development within the limits of the Town of Essex which lands are more particularly described in Schedule A (the subject lands);

And Whereas the proposed development is in accordance with the Official Plan of the Corporation as amended from time to time;

And Whereas the Corporation has enacted by-laws being by-laws designating the said lands as a site plan control area, pursuant to Section 41(2) of the Planning Act, R.S.O. 1990, as amended;

And Whereas where site plan control is in effect, Section 41 of the Planning Act, R.S.O. 1990, as amended requires the approval of plans and drawings by the Corporation prior to development and the Corporation may require the Owner to enter into an agreement respecting certain prescribed matters;

And Whereas the Owner wishes to undertake a development on the lands described in Schedules B and C, in accordance with the site plan prepared by MHBC Planning Urban Design and Landscape Architecture.

Now Therefore This Agreement Witnesseth that in consideration of the aforesaid mentioned premises and in consideration of the sum of Five Dollars (\$5.00) now paid

by the Owner to the Corporation (the receipt of which is hereby expressly acknowledged), the parties hereto covenant and agree one with the other as follows:

1. The Owner hereby agrees to construct, provide, install and maintain for the life of the proposed development, to the satisfaction of and at no expense to the Corporation, all buildings, structures, landscaping, fencing, light standards, walkways, vehicular and bicycle parking, electric vehicle re-charging stations, garbage disposal facilities, grading and the provision for storm, surface and waste water and other facilities in accordance with the site plan shown in Schedule B and in accordance with all the applicable provisions of the Corporation's Zoning By-law and such other relevant by-laws, as amended, and to the satisfaction of the Corporation.
2. The Owner hereby agrees to provide hard surfaced off-street parking spaces, landscaped and painted islands and manoeuvring aisles, in accordance with the Town's Comprehensive Zoning By-law Number 1037, in the areas depicted on Schedule B. Once completed with a hard surface, the Owner further agrees to delineate all required parking spaces by pavement markings to the satisfaction of the Corporation, as shown on Schedule B. Barrier free parking spaces shall be identified by a pole sign located at the head of each space and curb cuts shall be positioned along the sidewalk so as to provide unhindered access to each space;
3. The Owner agrees to remove the existing sidewalk within the Victor Street right of way between Centre Street and Laird Avenue and to construct a 1.5 meter wide sidewalk to municipal standards within the Victor Street right of way to connect to the existing sidewalks on Centre Street and Laird Avenue.
4. The Owner hereby agrees to complete an engineering analysis, prepared by a professional engineer registered by the Association of Professional Engineers of Ontario, to determine the effect of increased runoff due to the development of the site and to identify storm water management measures as necessary to control any increases in flows in downstream watercourses, up to and including the 1:100 year design storm. The storm water management plan shall be completed to the satisfaction of the Corporation of the Town of Essex and the Essex Region Conservation Authority;
5. All new lighting erected on light standards shall be directed inward and downward within the property and shielded so as to reduce, as much as technically possible, direct light penetration beyond the property lines. The Owner hereby agrees to orient, shield, install and maintain all other outside lighting in such a manner so as to direct all outside lighting away from abutting municipal road allowances and all other properties. The Owner further agrees to use only full cut-off fixtures for any and all new outside lighting purposes;

6. The Owner hereby agrees that in advance of obtaining a building permit for the building addition, a security deposit in the amount of \$5,000 shall be provided to the Corporation to ensure that the works as set out in this agreement are complied with. The Owner agrees to deliver the required security to the Corporation, either as an irrevocable letter of credit (in a form satisfactory to the Corporation's solicitor) or as cash to be kept in an interest bearing account by the Corporation. The Corporation hereby agrees to return the security deposit to the Owner within 30 days of being notified by the Town's Manager of Capital Projects and Chief Building Official that all required works as set out in this agreement have been completed and any deficiencies corrected to the satisfaction of the Corporation and are in compliance with any applicable federal, provincial or municipal statute, by-law or regulation;
7. The Owner agrees to pay all outstanding Realty Taxes to the Corporation in advance of any building permit being issued for the proposed commercial building;
8. The Owner hereby agrees to remove at no expense to the Corporation all snow from all driveways, parking and access areas and to remove and dispose of all refuse from the Subject Lands;
9. The Owner shall keep the public roads adjacent to the Subject Lands free from dirt and debris caused by the construction on the Subject Lands;
10. The Owner shall, at its entire expense, restore any pavements, drains or landscaped areas on the public roads which are damaged during construction and construct any new curbs, gutters, pavements, sidewalks, drains and landscaped areas on the municipal roads abutting the Subject Lands, all to the satisfaction of the Corporation and the County of Essex;
11. The Owner agrees to commence and complete construction of the buildings, parking, landscaping and all other facilities required under this agreement and zoning by-law within three (3) years of the date of issuance of the construction permit for the first dwelling of this agreement, all to the satisfaction of the Town, unless otherwise dictated by this agreement, or this agreement may, at the option of the Corporation, be deemed to be null and void;
12. The Owner hereby agrees to obtain approval from the Town's Chief Building Official before installing any signage on the Subject Lands. As part of his approval, the Chief Building Official, in consultation with the Town Planner, will review the size, location, type and design of any signage proposed, to ensure that the signs are in accordance with the

approved site plan, landscape plan and signage plans and or with the municipal sign bylaw;

13. The Owner hereby agrees to pay to the Corporation the applicable development charges, in accordance with the Town's Development Charges By-law as may be amended from time to time by Council resolution or by-law, in advance of any building permit being issued by the Corporation;
14. The Owner hereby agrees to pay all costs incurred by the Corporation with respect to this Agreement, and without limiting the generality of the foregoing, shall include legal, planning, engineering and administrative costs;
15. The Owner acknowledges and agrees that pursuant to subsection (11) of Section 41 of the Planning Act, R.S.O. 1990, as amended, Section 325 of the Municipal Act applies to all requirements of this agreement. If the Owner neglects to undertake any matter or thing required to be done by this agreement and such default continues, in addition to other remedies available to it, the Corporation may direct that such matter or thing shall be done at the expense of the Owner and the Corporation may recover the expense incurred in doing it and the Owner hereby authorizes the Corporation to enter upon the said land and do such matter or thing;
16. This agreement may be amended at any time with the consent of the Corporation and the registered Owner of the said lands at the time of such amendment;
17. The Corporation shall not be required to issue a building permit for the said development until all the preconstruction provisions of this Agreement have been complied with;
18. If any term, covenant or condition of this agreement shall, to any extent, be declared invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and each term, covenant or condition of this agreement shall be valid and be enforced to the fullest extent permitted by law;
19. The Owner hereby agrees to the registration of the within agreement in the Land Registry Office for the County of Essex (No. 12) by the Corporation's solicitor and at the entire expense of the Owner;
20. This Agreement is not assignable by the Owner (or any person claiming through or under the Owner) unless the assignee thereof shall first in writing covenant and agree with the Corporation to assume the burdens and obligations imposed upon the Owner under this Agreement and to undertake with the Corporation to observe and perform the obligations herein imposed upon the Owner;
21. This agreement shall inure to the benefit of the Corporation and shall be binding upon the Owners and their respective heirs, executors, administrators, successors and authorized agents.

In Witnesseth Whereof, the said parties hereunto affixed their signatures and corporate seals attested to by the hands of their proper officers, duly authorized in that behalf.

Signed, sealed and delivered in the presence of:

The Corporation of the Town Of Essex

Per: _____

Mayor

Per: _____

Clerk

Per: _____

Terry Jones

Per: _____

Murray Van Wieringen

Schedule A

Municipal Address:	22 Victor Street
Legal Description:	22 Victor Street, at the northwest corner of Victor Street and Laird Avenue, comprising Blocks 118 and 119, Part of Blocks 117, 120, 121, and 122, formerly part of the N ½ of Lot 283, Concession South Talbot Road, Geographic Township of Colchester North, now in the Town of Essex, County of Essex, Ontario.

[illegible]



Report to Council

Department: Corporate Services
Date: February 12, 2019
Prepared by: Jeffrey R. Morrison, CPA, CGA
Director, Corporate Services
Submitted by: Jeffrey R. Morrison, CPA, CGA
Director, Corporate Services
Report Number: Corporate Services Report 2019-02
Subject: Waiving Multi-Residential Development Charges
Number of Pages: 5

Recommendation(s)/Conclusion(s)

1. That, Corporate Services Report 2019-02 entitled Waiving Multi-Residential Development Charges be **received**; and
2. That, Council provide direction on whether it is desired to provide a waiver of the municipal wide services portion of development charges through a rebate for multi-residential developments that would be paid back through the incremental tax increase of each development.

Purpose

This report will provide council with an overview of the economic and financial outcomes of waiving multi-residential development charges in the Town of Essex.

Background

Municipalities levy development charges, to pay the capital costs of infrastructure associated with new development. The ability to set the fees is laid out in the *Development Charge Act* (the "Act"), and a municipality then establishes a bylaw for the fee structure. Development

charges are among the most common instruments used to finance growth-related infrastructure, but can also be used to fund projects that benefit a community or to ensure a future reserve fund for infrastructure operation and maintenance. However, the way in which municipalities set development charges may play a significant role in the attraction of industrial, commercial and residential development.

Under the current Act, municipalities may apply development charges in ways that best suit their local growth-related needs and priorities. A number of municipalities use local development charges as an incentive for directing land and building development through reductions and exemptions of development charges in areas such as downtown cores, industrial and commercial areas, and residential areas, where higher-density growth is desired.

It should be noted that this report only deals with development charges collected for municipal wide services, and that the waiving of development charges collected for wastewater is not recommended. The sewage system impacts as a result of intensification, and population growth need to be addressed. In particular, with new intensification and multi-residential developments, sewage use growth should pay for sewage capacity growth and not fall on the shoulders of existing residents paying sewer rates. Accordingly, existing wastewater development charges are in place to finance existing debt associated with the the upgrades at the Harrow and Essex wastewater treatment plants. Additionally, the wastewater development charges help cover future capital costs associated with the immediate increase in planned sewage treatment capacity.

Under the Town's Development Charge by-law multi-residential development charges fall under residential development charges, and for the purposes of this report the term 'multi-residential' refers to apartments.

2019 development charges for multi-residential

Type of Development	Ward 1	Ward 2	Ward 3	Ward 4
Apartments – 2 Bedroom and up				
Municipal Wide Services	\$4,333.16	\$4,333.16	\$4,333.16	\$4,333.16
Area Specific Charges - Wastewater	\$2,168.17	\$464.98	\$1,121.43	\$1,582.21
Apartments – Bachelor and 1 Bedroom				
Municipal Wide Services	\$3,312.44	\$3,312.44	\$3,312.44	\$3,312.44
Area Specific Charges - Wastewater	\$1,657.95	\$355.58	\$857.38	\$1,208.75

Development charge revenue for multi-residential by ward for the period of 2016 to 2018 is summarized below:

Ward	2016	2017	2018
Ward 1	\$0	\$0	\$0
Ward 2	\$0	\$0	\$0
Ward 3	\$0	\$0	\$0
Ward 4	\$0	\$0	\$0
Total – All Wards	\$0	\$0	\$0

Waiving Multi-Residential Development charges in the Town of Essex

As required under the Act, the reduction in development charges must be funded from other sources. Additionally, if it is Council's intent to pass an amending by-law to reduce development Charges for multi-residential, Bill 73, which amended the Act, requires a longer process to achieve this. A background study in the form of a staff report (which this report would act as) would have to be released sixty (60) days prior to considering the amending by-law. Notice of the public meeting will be required in accordance with the Act. Any change to the by-law would be from the date of adoption moving forward and cannot be applied retroactively. If applied retroactively it would be considered bonusing per Section 106(1) of the Municipal Act, 2001 as the reduction was provided outside of the amending by-laws authority.

Through the utilization of a rebate program where the waiver of municipal wide development charges are paid back through the incremental increase in property taxes received on each development; a by-law to waive multi-residential development charges is not required.

Waiving the municipal wide portion of multi-residential development charges would have short-term financial impact on the municipality with long-term taxation and economic spinoff benefits.

To determine the impact on the general tax base an estimated payback period has been identified for three multi-residential developments. Utilizing the proposed 2019 municipal base property tax rate for a new multi-residential property and the 2019 municipal wide service portion of development charges for multi-residential, the estimated payback period can be calculated.

The payback period is defined as:

$$\text{Estimated Payback Period} = \frac{\text{Number of years of New Property Tax Revenue from the Multi-Residential Development needed to pay back the waived Development Charges.}}{\text{Estimated Payback Period (years)}}$$

For the purposes of this model estimated construction values are used to determine assessment, with the pre-development assessed value equal to 10% of the completed projects estimated assessment.

Building Type (50% Bachelor and 1 Bedroom + 50% 2 Bedroom and up)	Estimated Payback Period (years)		
	25 Unit Development (\$7.5 million assessment)	50 Unit Development (\$10 million assessment)	75 Unit Development (\$12.5 million assessment)
Apartment	1.80	2.70	3.24

The payback period ranges from 1.80 to 3.24 years for the waived multi-residential development charges.

Financial Impact

Through the utilization of the incremental multi-residential property tax revenue and the estimated payback period for each new multi-residential development the waiver of the municipal wide services portion of development charges would have no impact on the pre-development tax base, as no existing tax dollars would be required to fund the reduction.

The reduction in multi-residential development charges would be funded through the new tax revenue or incremental multi-residential property tax revenue from each applicable development based on a calculated payback period for the development.

Link to Strategic Priorities

This report is linked to three Strategic Priorities:

1. Manage the Town's infrastructure in a responsible and efficient manner.
2. Manage the Town's finance and human resources in a responsible manner.

Reviewed by:

Donna Hunter, Chief Administrative Officer,

Concur

Chris Nepszy, Director, Infrastructure and Development,

Concur

Jeff Watson, Policy Planner,

Concur

No correspondence available for presentation



Report to Council

Department: Environmental Services

Date: February 19, 2019

Prepared by: Andy Graf
Manager, Environmental Services

Submitted by: Chris Nepszy, P.Eng., PE
Deputy CAO/Director, Infrastructure and Development

Report Number: Environmental Services ID 2019-03

Subject: Results of Request for Tender for Clean Water and
Wastewater Funding (CWWF) works

Number of Pages: 4

Recommendation(s)/Conclusion(s)

It is recommended that:

1. Environmental Services Report 2019-01 entitled "Results of Request for Tender for Clean Water and Wastewater Funding works" be accepted; and
2. Council award the CWWF works to BGL Contractors Corporation as outlined in this report for the amount of \$2,364,400 plus applicable taxes.

Background

The 2016 Federal Budget announced the establishment of the CWWF that proposed to invest up to \$570 million in federal funding and up to \$270 million in provincial funding in the province of Ontario. The CWWF is intended to provide Ontario communities with vital

infrastructure funding to help accelerate short term investments to support the rehabilitation and modernization of drinking water, wastewater and storm water infrastructure, and the planning and design of future facilities and upgrades to existing systems.

The Town applied for, and received Clean Water and Wastewater (CWWF) funding for a total net eligible cost of \$1,965,000. These 13 funded projects include equipment and system replacement and upgrades for the Colchester South Lagoons, Harrow Lagoons, Essex Pollution Control Plant and the Harrow-Colchester South Water Treatment plant. The equipment slated for replacement and upgrade include aerators, motor control centre panels, pumps and pump stations, blowers and a microstrainer.

Late in 2017 Council appointed the Ontario Clean Water Agency (OCWA) to provide engineering services to design, procure, and administer the projects identified in the the Clean Water and Wastewater Fund. OCWA has been the sole operating authority for all Town of Essex sewage and water treatment facilities since its inception as a Crown agency in the Province of Ontario approximately 20 years ago. They currently operate close to 800 facilities across Ontario. As our provider, the Town of Essex has fostered a strong working relationship with OCWA, and has received value, exceptional service, and consistent support.

Furthermore, OCWA has intimate knowledge of all the plants and equipment as well as a full depth understanding of the operations of the Town's facilities they have been managing for almost 20 years.

Approximately \$707,000 of the works (including design components) are now completed and installed; these include the aerator replacement at the Colchester South Lagoons, high to low lift communications replacement at the Harrow Colchester South Water Treatment Plant, and aerators and front pump station in-line grinder replacement at the Harrow Wastewater Lagoons.

For the remaining works, OCWA designed, prepared specifications and a tender for contractor bids. Late in 2018 OCWA closed a Request for Tender for both Essex and Kingsville CWWF works in an attempt to provide cost savings. A total of three tenders were received for the CWWF works and included, BGL Contractors Corporations in the amount of \$2,364,400 (not

including applicable taxes), K&L Construction Limited in the amount of \$2,650,200 (not including applicable taxes), and Kingdom Construction Limited in the amount of \$2,615,865.31 (not including applicable taxes).

The Tenders received were reviewed for arithmetic errors, completeness, legibility, revisions and irregularities. In addition, there were no apparent unbalanced prices in the schedule of items and prices. OWCA completed a thorough review of BGL Contractors with satisfactory results.

In addition to providing design and construction services for the CWWF works for the Town of Essex, OCWA was also retained to provide similar services to the Town of Kingsville and Town of Tecumseh. Although OCWA merged our tender with the Kingsville works, it did not end up with proposed contractor costs under budget estimates. It is noted that short time constraints between announcement of grants and the submission deadline did not allow for detailed investigation of the proposed complex upgrades. In addition, a limited number of local qualified, experienced contractors contributed to the difference between budget estimates and tender results. Discussions with Kingsville administration have confirmed that they will be proceeding with their projects utilizing their reserves.

Financial Impact

The CWWF funding of \$1,473,750 was an unexpected source of revenue that has helped to offset a large component of these capital costs, and it is fiscally prudent for the Town to utilize this funding to the fullest extent.

The difference required to fund the completion of the capital project would be approximately \$890,650 plus applicable taxes on the full tender price (\$2,364,400 less \$1,473,750). Both water and sewage systems in the Town of Essex currently have sufficient reserves and we would use these reserves to fund the difference. The Town has been proactive in setting their water and sewer rates to incorporate lifecycle reserve costs, with the intent to fully fund these types of projects. The projects identified in the report were approved in the 2018 capital budget and have been carried forward to 2019. As such, it is recommended to utilize the

corresponding water and sewage reserves to complete the remainder of these capital works. Completing these works will extend the useful life of all the facilities, and will also improve efficiencies and ensure that we continue to maintain a high standard of service and safety for all of our residents.

Utilizing these reserves would result in no impact to the Environmental Services operating budget or the current water and sewage rates.

Reviewed by: Donna Hunter, Chief Administrative Officer

Concur

Reviewed by: Kate Bailey, Manager, Finance and Business Services

Concur



Report to Council

Department: Community Services
Date: February 19, 2019
Prepared by: Doug Sweet, Director of Community Services
Submitted by: Doug Sweet, Director of Community Services
Report Number: Community Services-2019-002
Subject: Transfer of Beachside Eats and Treats Ownership at the Colchester Harbour
Number of Pages: 4

Recommendation(s)/Conclusion(s)

The following four (4) recommendations are provided for Council's consideration:

- a. That Community Services Report Community Services-2019-002 entitled "Transfer of Beachside Eats and Treats Ownership at the Colchester Harbour" be **received**; and
- b. Council **repeal** By-Law 1497 for Steve Forman to operate Beachside Eats and Treats at the Colchester Harbour effective immediately; and
- c. That an Agreement with Michelle Vanhoorne and Carson Broadbent– Beachside Eats and Treats to operate a concession stand at the Colchester Harbour for a one (1) year term commencing April 1, 2019 be **approved**, subject to the general terms and conditions as outlined in By-Law 1780, and further
- d. That Bylaw 1780 **receive** First and Second readings at the February 19, 2019 Council meeting and the Third Reading and Adoption at a subsequent Council meeting.

Reason for Report

To have Council approve entering into an agreement for one (1) year with Michelle Vanhoorne and Carson Broadbent– Beachside Eats and Treats to take over the lease agreement to operate the concession stand at the Colchester Harbour.

Background

The Town of Essex in April 2016 entered into an agreement with Steve Forman to lease space for purposes of operating a concession stand on the lower level of the Colchester Harbour Building known as Beachside Eats and Treats. The lease was for four (4) years and expires on September 30, 2019. Steve Forman notified Town Administration that he has sold the Beachside Eats and Treats business and requested that a new lease incorporate the new owners name on the lease. Administration met with Mr. Forman, Mr. Broadbent and Ms. Vanhoorne, the new owners on January 15, 2019 and confirmed the new owners are still in agreement with all conditions in the lease. In addition Mr. Forman provided written confirmation that he is no longer an owner or will be involved with operations of Beachside Eats and Treats. The new owners have also shown interest in offering additional events at the beach and park to attract more visitors to the area (for example: beach volleyball tournament, movie night, etc.).

The Colchester Harbour, beach, and park have become very popular over the past few years and having a concession stand on site has been a beneficial amenity to the public.

An agreement with Michelle Vanhoorne and Carson Broadbent – Beachside Eats and Treats would require no changes on the conditions from the previous renewal agreement other than changing the name of the ownership for Beachside Eats and Treats.

Financial Impact

The lease of the lower level of the Colchester Harbour Building for one (1) year based on six (6) months per year will generate revenue for the Colchester Harbour cost centre as well as provide a service for the beach, park, and harbour.

Link to Strategic Priorities

- Enhance economic development activities through business retention and expansion, attraction of light industrial businesses, and downtown improvements.

Reviewed by:

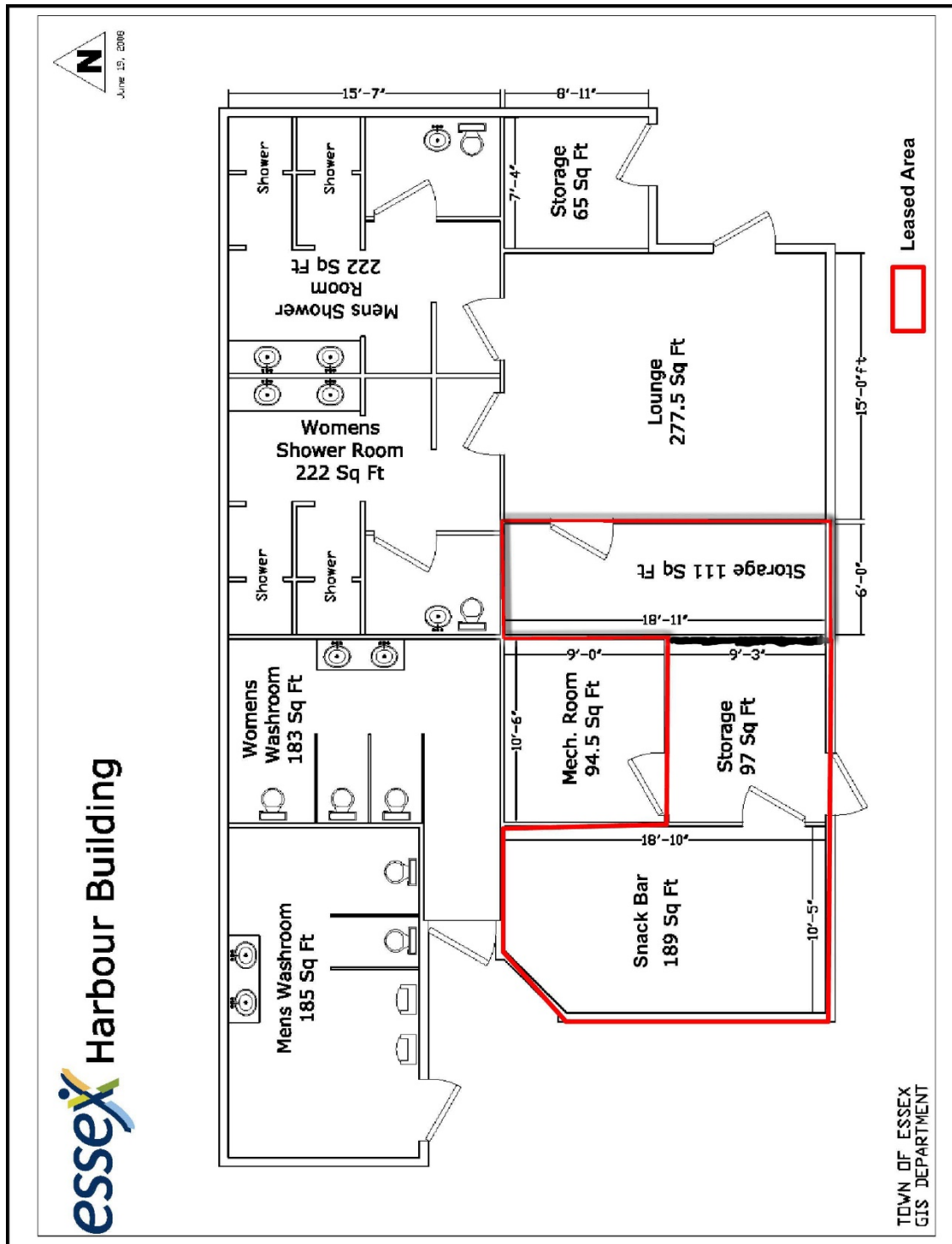
Donna Hunter, Chief Administrative Officer

Concur

Jeffrey Morrison, Director of Corporate Services

Concur

Appendix "A" – Floor Plan



The Corporation of the Town of Essex

By-Law Number 1780

Being a by-law to authorize the execution of a lease agreement between the Town of Essex and Michelle Vanhoorne and Carson Broadbent for the Operation of an Ice Cream Parlour located at 101 Jackson Street, Harrow, Ontario

Whereas the Town is the owner of the property and buildings located at 101 Jackson Street, Harrow, Ontario which has space for lease on the lower level of said building for an Ice Cream Parlour;

And Whereas Michelle Vanhoorne and Carson Broadbent is desirous of leasing space for an Ice Cream Parlour to be located on the lower level of the building at 101 Jackson Street;

And Whereas the Town is desirous of entering into a Lease Agreement with Michelle Forman for the Ice Cream Parlour located as noted above;

Now therefore the Council of The Corporation of the Town of Essex hereby enacts as follows:

1. That the Mayor and Clerk are hereby authorized to execute a Lease Agreement between The Corporation of the Town of Essex and Michelle Vanhoorne and Carson Broadbent leased space for an Ice Cream Parlour to be located on the lower level of the building at 101 Jackson Street Harrow, Ontario, as designated in Appendix "A" to By-Law 1780 a copy of which is attached hereto.
2. Read a first, and second time on February 19, 2019.
3. This by-law shall come into force and take effect upon the final passing thereof.

Mayor

Clerk

Schedule "A" to By-Law Number 1780

This Agreement made in duplicate this February 19, 2019

Between:

**Michelle Vanhoorne and Carson Broadbent doing business as Beach
Side Eats and Treats**

7036 Eagle Crescent, Amherstburg, Ontario N0R 1J0

(the "Lessee")

And

The Corporation of the Town of Essex

(the "Lessor")

Witness that in consideration of the rents, covenants and agreements hereinafter reserved and contained on the part of the said Lessee to be paid observed and performed, the said Lessor hath demised and leased and by these presents doth demise and lease unto the said Lessee all that message and tenement located in the Colchester Harbour Building and consisting of three hundred and ninety square feet (398 sq. ft.) on the lower floor of the building located at 101 Jackson Street, Harrow, Ontario and being composed of the area as shown on Appendix "A" attached hereto (hereinafter called the "premises", upon the following terms and conditions:

To have and to hold the premises for and during the term of one (1) year, commencing on the April 1, 2019 and ending on September 30, 2019.

Yielding and paying therefore as follows:

1. Rental for the first year shall be the sum of Four Hundred and Fifty Five Dollars and Seventy One Cents (\$455.71) per month plus Harmonized Sales Tax (H.S.T.) for a total of Five Hundred and Fourteen Dollars and Ninety Five Cents (\$514.95) per month commencing on April 1, 2019 and ending September 1, of each year of the contract;
2. On each anniversary date of the Lease, the rent will be adjusted by the year over year change in the Total Consumer Price Index as published by The Bank of Canada;
3. The Lessee agrees to deposit with the Lessor the sum of Five Hundred and Fourteen Dollars and Ninety Five Cents (\$514.95) which includes H.S.T, as prepaid rental to be applied towards the last month's rent; and

4. Subject to the Commercial Tenancies Act, if the Lessee abandons or vacates the premises at any time prior to the expiration of the herein term of lease, the Lessor shall be permitted to retain absolutely the aforesaid sum of money so deposited with the Lessor.

The Lessee covenants with the Lessor:

- To pay rent;
- To attend to and pay for the Lessee's improvements/renovations as set out in an agreement with the Town of Essex;
- To pay water rates and charges for gas, electricity and telephone and any and all costs associated with the reasonable operation of the premises herein, unless specifically excluded herein and to install all separate metering devices at the sole expense of the Lessee;
- To maintain the premises in a state of cleanliness and to repair any damage caused thereto by his own willful or negligent conduct or that of persons who are permitted on the premises or employed by him;
- Not to assign or sublet without the consent of the Lessor, such consent not to be arbitrarily or unreasonably withheld. The Lessee shall pay the Lessor's reasonable expenses incurred thereby;
- Not to carry on upon the premises any business that may be deemed a nuisance or by which the insurance on the premises will be increased;
- To operate the business between 6:00 AM and 6:00 PM daily throughout the term of this Lease. Both parties agree the primary season for these business hours of operation will be from the first weekend in May of each year and ending on the September 30 of each year. And further, at the sole discretion of the Assistant Manager, Parks and Facilities during inclement weather and during off season, approval may be given approving an earlier closing time on off season and inclement weather days;
- The Lessee will leave the premises in good repair, reasonable wear and tear and damage by fire, lightning and tempest only excepted;
- The Lessee undertakes and agrees to maintain the surrounding grounds of the Concession Stand in good condition and free from litter and debris;
- That the Lessee will repair according to notice in writing, reasonable wear and tear and damage by fire lightning and tempest only excepted;
- The Lessee agrees that the sales of items from the concession stand shall be restricted as set out in Appendix "B" attached hereto;
- The Lessor covenants during the term of this Lease and any renewal thereof to make structural repairs to the roof, exterior walls, foundations, drains and sewers of the building caused by the structural defect or weakness unless caused by the

misconduct or negligence of the Lessee, its agents, servants, invitees or those for whom the Lessee is at law responsible in which event such repair shall be made by the Lessor at the expense of the Lessee, the cost of such repairs to be paid by the Lessee together with an administrative fee of fifteen percent (15%) of the costs of such repairs, as additional and upon demand;

- The Lessor agrees to maintain one parking spot for the Lessee loading and unloading;
- That the Lessee shall throughout the term of this lease, at his own expense, keep in force for the benefit of the Lessor and the Lessee, comprehensive general liability insurance in respect of injury to or death of one or more persons or property damage with limits of not less than two million (\$2,000,000.00) per occurrence and insurance against loss or damage by fire in respect thereof of the demised premises and any and all improvements and equipment appurtenant thereto, to a value of two million (\$2,000,000.00) under an all-risk policy and covering loss of rent by the Lessee during any reconstruction period;
- The Lessee shall not make any alteration, addition or improvement without first submitting the plans and specifications (including materials to be used) thereof to the Lessor and without first obtaining the approval in writing thereof of the Lessor, such approval may not be unreasonably withheld; and
- To promptly notify the Lessor of any repairs to be made by the Lessor, and upon giving prior notice in accordance with The Commercial Tenancies Act, the Lessor shall be permitted to enter and view the state of repair and to make any such repairs.

Provided that the Lessee may remove his fixtures, if such removal may be, and is, done without injury to the premises;

Provided the Lessee has not been in default during the initial term hereof, THE Lessee shall have and is hereby granted, an option to extend the term of this Lease for an additional three (3) years to begin upon the expiration of the term of this lease, all of the terms, covenants and provisions of this Lease shall apply to the extended term with the exception, however, that the rental shall be subject to negotiation, and that the Lessee shall not have any further option to extend further the term of this Lease following the exercise, if any, of the option to extend. If the Lessee elects to exercise the option to extend, the Lessee shall do so by giving Notice to the Lessor, Notice in writing of his intention not later than three (3) months before the expiration of the term of the Lease. The negotiated rental for the renewal term shall not exceed the amount of the initial rent adjusted by the year over year change in the Total Consumer Price Index as published by the Bank of Canada.

Provided the Lessee, at his own expense, is permitted to erect three (3) signs to advertise the Concession business. One of such signs shall be on the building portion of the Concession, one of such signs shall be over the serving window and one of such signs shall be incorporated into a main gateway sign for the entrance to the harbour, when and if such main gateway sign is erected. All such signs are to be approved by the Town of Essex prior to erecting such signs;

Provided that in the event of damage to the premises by fire, lightning or tempest, rent shall cease until the premises are rebuilt;

Provided that, where the premises become vacant and so remain for a period of thirty (30) days, it shall be presumed that the Lessee has abandoned the premises and the Lessor may re-enter and take immediate possession of the premises;

Proviso for re-entry by the Lessor on non-payment of rent or non-performance of covenants, provided that such re-entry shall, at all times, be in accordance with the provisions of the Commercial Tenancies Act;

Provided that, if the term hereby granted shall be at any time seized or taken in execution or attachment, by any creditor of the Lessee, or if the Lessee shall make an assignment for the benefit of creditors, or becoming bankrupt or insolvent shall take the benefit of any Act that may be in force for bankrupt or insolvent debtors, the then current rent, together with the rent for three (3) months thereafter, (calculated on the average of the rental paid during the previous six (6) months of the term), shall immediately become due and payable, all subject to the provisions of the Commercial Tenancies Act, as amended;

The Lessor shall maintain the premises in a good state of repair and fit for habitation during the herein lease in order the premises comply with health and safety standards required by law;

The Lessor covenants with the said Lessee for quiet enjoyment;

It is hereby agreed between the parties hereto that if, upon the determination of the lease by effluxion of time, the Lessor permits the Lessee to remain in possession of the premises and accepts rents in respect thereto, a tenancy from year to year shall not be created by implication of law, but the Lessee shall be deemed to be a monthly tenant only.

It is hereby declared and agreed that the expressions "Lessor" and "Lessee" wherever used in this Indenture, shall, when the context allows, include, be binding on and enure to the benefit of not only the parties hereto, but also their respective executors, administrators and assigns.

And it is further agreed between the parties hereto that wherever the singular and masculine are used throughout this lease they shall be construed as if the plural or feminine had been used, where the context or the party or parties hereto so require, and the rest of the sentence shall be construed as if the grammatical and terminological changes thereby rendered had been made.

In the event that the Lessee has not exercised his option to extend the term hereof, The Lessee covenants with the Lessor to permit the said Lessor during the last three months of currency of this lease, and any renewal thereof, to put up upon the said premises, notice of its intention to lease the same; and also to permit during the same time, such person or persons as it may be desirous of leasing the said premises at the expiration of this lease to visit and inspect the same on written notice to the Lessee, given at least twenty-four hours before the time of entry, which shall be during daylight hours and specified in the notice.

It is hereby agreed between the parties hereto that if, upon the determination of the lease by effluxion of time, the Lessor permits the Lessee to remain in possession of the premises and accepts rents in respect thereto, a tenancy from year to year shall not be created by implication of law, but the Lessee shall be deemed to be a monthly tenant only.

It is hereby declared and agreed that the expressions "Lessor" and "Lessee" wherever used in this Indenture, shall, when the context allows, include, be binding on and enure to the benefit of not only the parties hereto, but also their respective executors, administrators and assigns.

In Witness Whereof the said parties hereto have hereunto set their hands and seals.

Signed, Sealed and Delivered in the presence of:

The Corporation of the Town of Essex

Mayor – Larry Snively

Clerk – Robert Auger

We have authority to bind the Corporation

Lessee –Michelle Vanhoorne doing business as Beachside Eats and Treats

Lessee –Carson Broadbent doing business as Beachside Eats and Treats

Receipt of Tenancy Agreement:

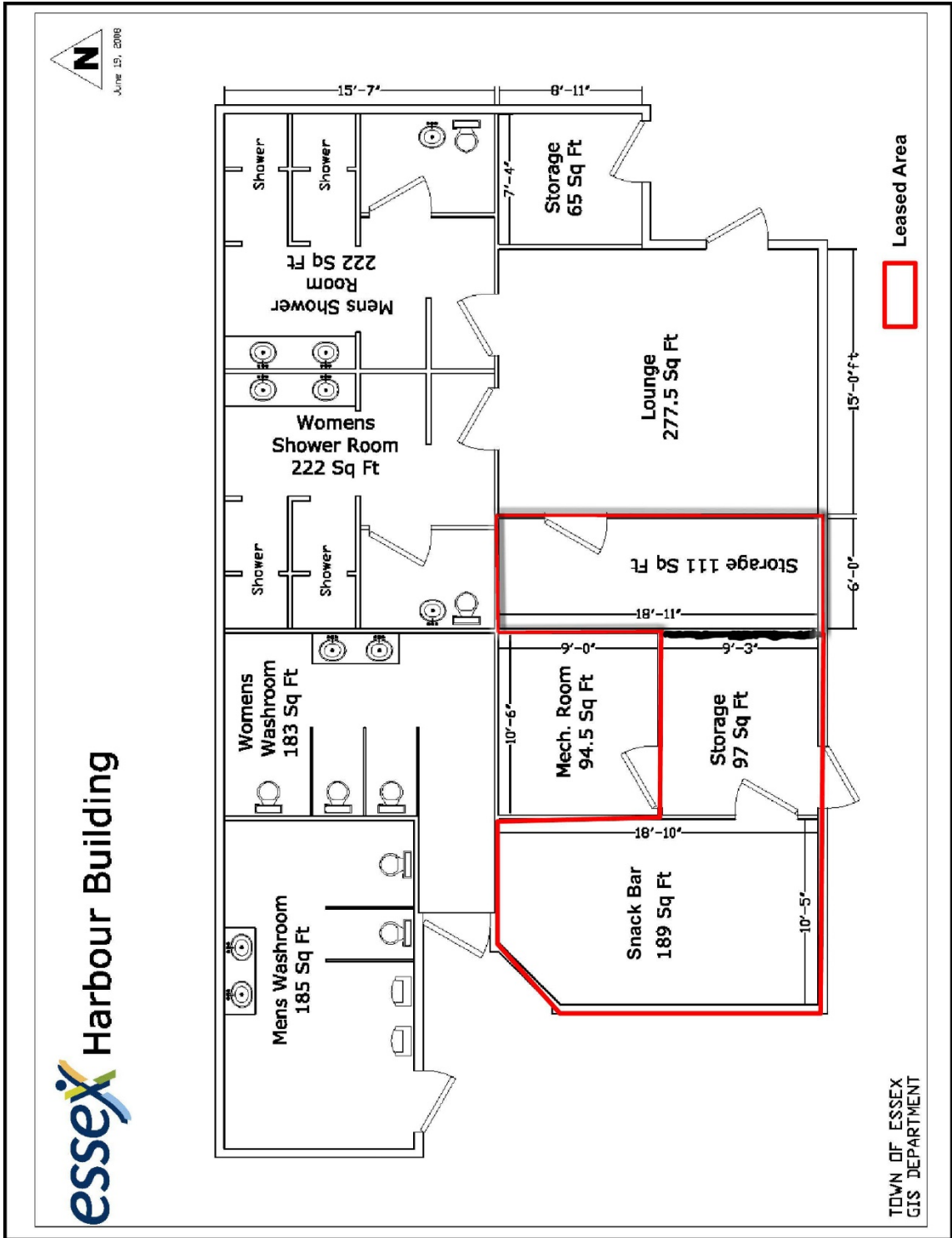
I/We hereby acknowledge receiving a duplicate original copy of the herein lease agreement
this day of February 2019.

Lessee – Michelle Vanhoorne

Lessee – Carson Broadbent

Schedule "A" to By-Law Number 1497

Appendix "A" – Leased Area



Schedule “A” to By-Law Number 1780

Appendix “B” – Food and Beverage List

Beverages:

- Bottled water
- Milk
- Soft drinks and pop - all flavours
- Hot and cold/ice coffees – all flavours
- Ice cream coffee – all flavours
- Slushies – all flavours
- Milkshakes – all flavours
- Juice – all flavours

Food:

- Toast
- Muffins
- Doughnuts
- Cupcakes
- Danish
- Egg Sandwich
- Chicken Fingers
- Hamburgers
- Hot Dogs
- Chili Dogs
- French Fries
- Small – Personal Size pizzas
- Onion Rings

Ice Cream Products:

- Soft Ice Cream – all flavours
- Drumsticks – all flavours
- Ice Cream Cakes
- Log Cakes
- Yogurt

Snack Food:

- Bag Chips – all flavours
- Candy Bars – all flavours
- Bag Pretzels

Schedule “A” to By-Law Number 1780

Appendix “C” – Town Owned Equipment in Beach Side Eats and Treats

Bar Code	Description	Quantity	Make	Model Number	Serial Number
339	Garland GF 14 Fryer & Dump Station	1	Garland	GF145D	9501FM0074
350	Imperial 1R-36BR Charbroiler	1	Imperial	IR-36BR-126	5186897
354	Hobart LX-30H Dishwasher	1	Hobart	EX 30	
357	Custom Fabricated Dishing Center	1	MKE		
854	5' Stainless Steel Table with Shelves	1	No Name		
856	Double Bun Warmer	1	Toastmaster		



Report to Council

Department: Community Services

Date: February 19, 2019

Prepared by: Doug Sweet, Director of Community Services

Submitted by: Doug Sweet, Director of Community Services

Report Number: Community Services Report 2019-005

Subject: Annual Reserve Fund Allocation for Fire Recruitment and Training

Number of Pages: 3

Recommendation(s)/Conclusion(s)

It is recommended that:

1. That Community Services Report 2019-005 entitled "Annual Reserve Fund Allocation for Fire Recruitment and Training" **be received**; and further
2. That Council **approve** that Finance annually at year end transfer any savings from the Weekly Duties , Meetings, Fire Calls and Medical Calls accounts for each Fire Station Cost Centre to a Fire Training Reserve account to be used for future fire recruitment and training for new hires.

Background

At the regular Council meeting of October 16, 2017 Chief Arnel presented a report to Council to recommend amending the current hiring process of Essex Fire and Rescue Service for new recruits.

The report recommended that any surplus funds from each stations operating account would be moved to a reserve fund annually, and these funds would provide the necessary funding for the repayment to successful candidates for all testing during the application process.

On average six (6) personnel are hired every 4-5 years. The reserve will also be used to cover the cost of the new recruitment and selection procedure. The current requirement of NFPA 1001 Level I & II Training for fire personnel, if individuals obtain this training at a learning institution, the cost is approximately Ten thousand to Fifteen thousand Dollars (\$10,000 to \$15,000) and the Town of Essex will be providing this same training in the twelve (12) months after selection.

The annual savings from these accounts will be reallocated to offset all costs related to future hires; all training costs and all required uniforms and bunker gear.

As a result the report and council discussion the following resolution was passed,

“Moved by Deputy Mayor Meloche, Seconded by Councillor Voakes

(R17-10-426) That Fire Report 2017-005, prepared and submitted by Richard Arnel, Fire Chief, entitled "Restructuring Firefighter Hiring Process", dated October 4, 2017, be received;

That Council approve the restructuring of the existing Town of Essex Fire Department Firefighter Auxiliary Hiring Program;

That Council hire the last auxiliary firefighter located at Essex Station 3 (Harrow) as permanent personnel;

That Council approve a new hiring program using Candidate Testing Services, wherein applicants will be required to go through three (3) testing components, National Fire Select Test, Medical Screening and Clinical Assessment;

And that Council authorize any savings related to the auxiliary program be used to fund the transition in 2017, with any remaining funds to be transferred to reserve to offset any future expenditures related to the restructuring program for firefighter recruitment.

Carried”

Financial Impact

The previous resolution from Council (R17-10-426) approved funds being moved to a reserve for future Fire Recruitment but the resolution was not specific on what accounts to specifically draw from. Administration is recommending starting with the 2018 year end that the annual surplus from only the following operating accounts for each Fire Station be moved to the Fire Training Reserve account annually at year end:

- 50210 – Weekly Duties
- 50230 – Meetings
- 50270 – Fire Calls
- 50275 – Medical Calls

In 2018 the annual savings for these four (4) accounts across the three stations will be approximately One Hundred and Seventeen Thousand, and Ninety Seven Dollars (\$117,097)

It is anticipated one new recruit will cost on average around Fifteen Thousand Dollars (\$15,000) and in 2019 the Town is looking to hire at least 6 new recruits.

In 2019, additional training is required by all firefighters to conform to NFPA standards and with this additional training it is anticipated the surplus in the four listed accounts will only be approximately \$10,000 - \$20,000 each year being moved to the Fire Training Reserve.

Link to Strategic Priorities

This report contributes to the following Council strategic policy:

- Manage the Town's finances and human resources in a responsible manner.

Reviewed by: Donna Hunter, Chief Administrative Officer Concur

Reviewed by: Jeffrey Morrison, Director Corporate Services Concur

Reviewed by: Kate Giurissevich, Manager of Finance Concur

Reviewed by: Rick Arnel, Fire Chief Concur

Report Number: Building 2019-01
Date: Feb 4, 2019
Subject: January 2019 Building Report

Number of Permits and Construction Value

Permit Type	Permits Issued	Prior Months	Year Total	Cancelled Permits	Monthly Construction Value	Prior Months Construction Value	Less Cancelled Construction Values	Jan 2019 Construction Values	Jan 2018 Construction Values
Single Family Residence								\$ -	\$ -
Ward 1	2	0	2		\$ 800,000.00	\$ -	\$ -	\$ 800,000.00	\$ -
Ward 2	1	0	1		\$ 400,000.00	\$ -	\$ -	\$ 400,000.00	\$ -
Ward 3	1	0	1		\$ 450,000.00	\$ -	\$ -	\$ 450,000.00	\$ -
Ward 4	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Multiple Residential	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Addition/Sunrooms	1	0	1		\$ 150,000.00	\$ -	\$ -	\$ -	\$ -
Garages/Carports	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Decks/Porches	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Fences/Pool	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Demolition	2	0	2		\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ 5,950.00
House Raising	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Pole Barns	1	0	1		\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	\$ 151,000.00
Commercial/Industrial	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ 55,200.00
Shed	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
Roof	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ 19,000.00
Septic System	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ 1,200.00
Sign	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ 1,300.00
Green Houses/Winery	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Renovations	3	0	3		\$ 60,000.00	\$ -	\$ -	\$ 60,000.00	\$ 149,300.00
Additions/Renovation-Commercial/Industrial/Inst	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Plumbing only	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
Demolition Out Buildings	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Total Permits/Construction Value	11	0	11	0	\$ 1,910,000.00	\$ -	\$ -	\$ 1,760,000.00	\$ 392,950.00

Permit Fee Totals

Permit Fees	18960.15
Monthly Total	\$ 18,960.15
Yearly Total	\$ 18,960.15
Previous Year Total	\$ 4,872.48

Monthly Building Permit Totals

Permit Categories	January	February	March	April	May	June	July	August	September	October	November	December	Total	Cancelled Permits	Year Total
Single Family Residence															
Ward 1	2											0	2		2
Ward 2	1												1		1
Ward 3	1												1		1
Ward 4	0												0		0
Multiple Residential	0												0		0
Addition/Sunrooms	1												1		1
Garages/Carports	0												0		0
Decks/Porches	0												0		0
Fences/Pool	0												0		0
Demolition	2												2		2
House Raising	0												0		0
Pole Barns	1												1		1
Commercial/Industrial	0												0		0
Miscellaneous	0												0		0
Shed	0												0		0
Roof	0												0		0
Septic System	0												0		0
Sign	0												0		0
Green Houses/Winery	0												0		0
Renovations	3												3		3
Additions/Renovation-Commercial/Industrial/Institutional	0												0		0
Plumbing only	0												0		0
Demolition Out Buildings	0												0		0
Total	11	0	0	0	0	0	0	0	0	0	0	0	11	0	11

Monthly Permit Fee Totals

Permit Categories	January	February	March	April	May	June	July	August	September	October	November	December	Cancelled		
													Total	Permits	Year Total
Single Family Residence	\$ 12,940.15												\$ 12,940.15	\$ -	\$ 12,940.15
Single Family Residence-Plumbing	\$ 2,400.00												\$ 2,400.00	\$ -	\$ 2,400.00
Single Family Residence-Septic	\$ 700.00												\$ 700.00	\$ -	\$ 700.00
Multiple Residential	\$ -												\$ -	\$ -	\$ -
Additions/Sunrooms	\$ 1,230.00												\$ 1,230.00	\$ -	\$ 1,230.00
Garages/Carports	\$ -												\$ -	\$ -	\$ -
Decks/Porches	\$ -												\$ -	\$ -	\$ -
Fences/Pools	\$ -												\$ -	\$ -	\$ -
Demolition	\$ 200.00												\$ 200.00	\$ -	\$ 200.00
House Raising	\$ -												\$ -	\$ -	\$ -
Pole Barns	\$ 600.00												\$ 600.00	\$ -	\$ 600.00
Commercial/Industrial	\$ -												\$ -	\$ -	\$ -
Miscellaneous	\$ -												\$ -	\$ -	\$ -
Shed	\$ -												\$ -	\$ -	\$ -
Roof	\$ -												\$ -	\$ -	\$ -
Septic System	\$ -												\$ -	\$ -	\$ -
Sign	\$ -												\$ -	\$ -	\$ -
Green Houses/Winery	\$ -												\$ -	\$ -	\$ -
Renovations	\$ 890.00												\$ 890.00	\$ -	\$ 890.00
Additions/Renovation-Commercial/Industrial/Institutional	\$ -												\$ -	\$ -	\$ -
Plumbing only	\$ -												\$ -	\$ -	\$ -
Demolition Out Buildings	\$ -												\$ -	\$ -	\$ -
Total	\$ 18,960.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,960.15	\$ -	\$ 18,960.15

Monthly Construction Value Total

Permit Categories	January	February	March	April	May	June	July	August	September	October	November	December	Total	Cancelled Permits	Year Total
Single Family Residence															
Ward 1	\$ 800,000.00												\$ 800,000.00	\$ -	\$ 800,000.00
Ward 2	\$ 400,000.00												\$ 400,000.00	\$ -	\$ 400,000.00
Ward 3	\$ 450,000.00												\$ 450,000.00	\$ -	\$ 450,000.00
Ward 4	\$ -												\$ -	\$ -	\$ -
Multiple Residential	\$ -												\$ -	\$ -	\$ -
Additions/Sunrooms	\$ 150,000.00												\$ 150,000.00	\$ -	\$ 150,000.00
Garages/Carports	\$ -												\$ -	\$ -	\$ -
Decks/Porches	\$ -												\$ -	\$ -	\$ -
Fences/Pool	\$ -												\$ -	\$ -	\$ -
Demolition	\$ 10,000.00												\$ 10,000.00	\$ -	\$ 10,000.00
House Raising	\$ -												\$ -	\$ -	\$ -
Pole Barns	\$ 40,000.00												\$ 40,000.00	\$ -	\$ 40,000.00
Commercial/Industrial	\$ -												\$ -	\$ -	\$ -
Miscellaneous	\$ -												\$ -	\$ -	\$ -
Shed	\$ -												\$ -	\$ -	\$ -
Roof	\$ -												\$ -	\$ -	\$ -
Septic System	\$ -												\$ -	\$ -	\$ -
Sign	\$ -												\$ -	\$ -	\$ -
Green Houses/Winery	\$ -												\$ -	\$ -	\$ -
Renovations	\$ 60,000.00												\$ 60,000.00	\$ -	\$ 60,000.00
Additions/Renovation-Commercial/Industrial/Institutional	\$ -												\$ -	\$ -	\$ -
Plumbing only	\$ -												\$ -	\$ -	\$ -
Demolition Out Buildings	\$ -												\$ -	\$ -	\$ -
Total	\$ 1,910,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,910,000.00	\$ -	\$ 1,910,000.00

REAL ESTATE

\$285,062

\$291,813

Ward 1 & 2

Ward 3 & 4

Average Sale Price Jan 2019

Average Sale Price Jan 2018

Ward 1 & 2 = \$259,444
Ward 3 & 4 = \$226,000

HOUSING CONSTRUCTION

Housing Starts

	Q4-18	Q4-17	YTD-18	YTD-17
Single	9	11	42	54
Semi	0	0	0	4
Row	12	3	35	3
Apartment	0	0	0	0
All	21	14	77	61

Housing Completions

	Q4-18	Q4-17	YTD-18	YTD-17
Single	9	26	44	46
Semi	0	0	0	4
Row	12	0	19	7
Apartment	0	0	0	0
All	21	26	63	57

Source: Canada Mortgage and Housing Corporation

BUILDING PERMITS



\$1,760,000

Total Construction Value January 2019

January 2018

\$392,950

Yearly Construction Value



- **2018: \$37,075,424** ✓
- 2017: \$22,805,227
- 2016: \$21,679,287
- 2015: \$24,320,299
- 2014: \$19,003,655

RESIDENTIAL SALES



20

Total Single Family Dwellings sold
in January 2019

Ward 1&2: **16 Homes Sold**

Ward 3&4: **4 Homes Sold**

Jan 2018: **13 Homes Sold**



Report to Council

Department: Office of the Chief Administrative Officer
Date: February 19, 2019
Prepared by: Rob Auger, Town Solicitor/Clerk
Submitted by: Donna E. Hunter, Chief Administrative Officer
Report Number: Legal and Legislative Services 2019-004
Subject: Pregnancy and Parental Leave for Members of Council
Number of Pages: 2

Recommendation(s)/Conclusion(s)

The following recommendations are provided for Council's consideration:

1. That Report Legal and Legislative Services 2019-004 entitled "Pregnancy and Parental Leave for Members of Council" be received;
2. That the Pregnancy and Parental Leave for Members of Council Policy attached to Legal and Legislative Services 2019-004 Report and dated to take effect on March 1, 2019 be adopted;

Purpose

Bill 68, *Modernizing Ontario's Municipal Legislation Act*, provided for, among other matters, the amendment of Section 270 of the Municipal Act which requires certain policies to be adopted and maintained by Municipalities. This section as amended requires additional policies to be adopted by Municipalities one of which is a policy to permit pregnancy and parental leave for members of council. This requirement will be proclaimed in force on March 1, 2019.

Background

The Pregnancy and Parental Leave for Members of Council Policy (the "Policy") attached as Appendix "A" to this Report meets the requirements of the Municipal Act, 2001 as amended by Bill 68. The Act allows for an absence of up to 20 weeks for pregnancy and parental leave and this is what this Policy proposes. This Policy was drafted to ensure as much flexibility as possible for members of council while recognizing their unique representative role.

Of particular note is that:

- a) a Council Member under such leave reserves the right to participate as an active member of council at any time during such leave; and
- b) A Council Member shall continue to receive all remuneration, reimbursements and benefits normally afforded to all Members of Council.

A Council member on such leave maintains in law (by virtue of having been democratically elected to the office) all rights and privileges of that office and accordingly this means that such members can still exercise those rights and privileges at any time they so choose despite being on the leave permitted under the Act. (i.e. right to vote, the right to attend meetings, right to receive all agenda materials etc.). This is unique and unlike a regular employment leave situation where there is in fact a relinquishing of the normal duties of the job during the period of leave during which in most workplace situations another paid employee takes over those duties on a temporary basis. There is no such replacement of a Councillor during this period of leave and no relinquishing of duties and for those reasons Councillor's on such leave should still continue to receive all remuneration and benefits that they otherwise would have received during that period of leave. Administration is further recommending that the member's remuneration be continued because Council members do not pay E.I. premiums and are therefore not normally eligible to collect those benefits.

Financial Impact

None associated with the recommendations in this Report.

Link to Strategic Priorities

Not applicable

Reviewed by: Donna Hunter, Chief Administrative Officer, Concur
Brandi Sieben, Manager, Human Resources, Concur



Policy Manual

Section:	Legal and Legislative Services
Subject:	Pregnancy and Parental Leave for Members of Council
Policy Number:	
Approval Date:	February 19, 2019 and dated to take effect March 1, 2019
Approved By:	
Prepared By:	Rob Auger, Town Solicitor/Clerk, Legal and Legislative Services

Policy Statement

As required by and in accordance with Section 270 of the Municipal Act, 2001, the Corporation of the Town of Essex (the "Town") recognizes a Council Member's right to take leave for the Member's pregnancy, the birth of the Member's child, or the adoption of a child by the Member.

Purpose

The Pregnancy and Parental Leave for Members of Council Policy is intended to set general guidelines for addressing a Council Member's pregnancy or parental leave in a manner that respects a Member's statutory role as an elected representative.

Scope

In accordance with Section 270 of the Municipal Act, 2001, this policy applies to Members of Council.

Definitions

Pregnancy and/or Parental Leave means, in accordance with Section 259 (1.1) of the Municipal Act, 2001, an absence of 20 consecutive weeks or less as a result of a Member's pregnancy, the birth of a Member's child, or the adoption of a child by the Member.

Responsibility

The Town Clerk shall be responsible for monitoring the application of this policy and for receiving complaints and/or concerns related to this policy.

Members of Council and Town staff are responsible for adhering to the provisions of this policy.

Policy Requirements

Town Council supports a Member of Council's right to pregnancy and/or parental leave in keeping with the following principles:

1. General Principles

- 1.1 A Member of Council is elected to represent his or her constituents.
- 1.2 A Member's pregnancy and/or parental leave does not require Council approval and his or her office cannot be declared vacant as a result of the leave.
- 1.3 A Member shall continue to receive communication from the Town as if the Member were not on leave.
- 1.4 A Member reserves the right to participate as an active member of Council at any time during his or her leave.
- 1.5 A Member shall continue to receive all remuneration, reimbursements and benefits afforded to all Members of Council including any remuneration normally associated with sitting on a local Board and/or Committee of the Town of Essex.

2. Written Notice

Where a Member of Council will be absent for 20 consecutive weeks or less due to a pregnancy and/ or parental leave, the Member shall provide written notice to the Town Clerk, indicating the expected start and end dates and listing the board and committee appointments affected by the Member's leave.

3. Temporary Appointments

Following the Town Clerk's receipt of a Member's written notice, the Mayor if deemed necessary, may by way of motion at the next Regular or Special Meeting, recommend temporary appointments, for the duration of the Member's leave, to any boards and committees constituted by the Town of Essex and on which the Council Member sits.

4. Notwithstanding

Notwithstanding the procedural matters addressed in paragraphs 2 and 3 above, the Member may, at any point in time during a pregnancy or parental leave, provide written notice to the Town Clerk of his/her intent to lift any of the temporary appointments and resume his/her statutory role. In addition, the Member shall provide written notice to the Town Clerk of any changes to their return date.

References and Related Documents

Other applicable policies and legislation include but are not limited to the following:

- Municipal Act, 2001
- Town of Essex Procedural By-law



Report to Council

Department: Office of the Chief Administrative Officer
Date: February 19, 2019
Prepared by: Rob Auger, Town Solicitor/Clerk
Submitted by: Donna E. Hunter, Chief Administrative Officer
Report Number: Legal and Legislative Services 2019-005
Subject: Code of Conduct Policy Amendments
Number of Pages: 2

Recommendation(s)/Conclusion(s)

The following recommendations are provided for Council's consideration:

1. That Report Legal and Legislative Services 2019-005 entitled "Code of Conduct Policy Amendments" be received;
2. That the "Code of Conduct for Members of Council and Local Boards/Committees" attached hereto to Legal and Legislative Services 2019-005 Report be adopted.

Purpose

Bill 68, *Modernizing Ontario's Municipal Legislation Act*, provides, among other matters, for the addition of various new subsections of s. 223 of the Municipal Act. These various new subsections have the effect of expanding (as of March 1, 2019) the function and role of the Integrity Commissioner. This has a corresponding impact on the current Town of Essex *Code of Conduct for Council Members* Policy ("Code of Conduct"). Accordingly various amendments to the Code of Conduct are now required to bring the Code of Conduct in compliance with these new subsections of the Municipal Act. The amended or revised document which I now entitled "Code of Conduct for Members of Council and Local Boards/Committees" is attached hereto to this Report

Background

Of particular note for the Town of Essex with respect to these additions of various new subsections of s. 223 of the Municipal Act is the following:

- a) The addition or requirement that all codes of conduct must now include members of local Boards/committees as being subject to its provisions (not just members of Council).
- b) The Integrity Commissioner now has expanded jurisdiction under the Municipal Conflict of Interest Act ("MCIA"). This includes the ability to review the application of the MCIA to Members of Council and local Boards/committees together with the ability to conduct an inquiry/investigate Applications that allege violations of the MCIA. This expanded jurisdiction also includes the ability to provide advice to Councillors and or members of local Boards/committees regarding their obligations under the MCIA and the ability (if satisfied after conducting a MCIA application investigation) to further apply to a judge under the MCIA for a judicial determination as to whether a member has contravened the MCIA.
- c) A request by a member of council or of a local Board/committee for the Integrity Commissioner to provide MCIA, Code of Conduct or municipal policy/procedure advice shall be made in writing and if the Integrity Commissioner provides such advice it shall also be in writing. Further to this requirement new Subsection 223.3(6) of the Act provides that a municipality shall indemnify and save harmless both the Integrity Commissioner and any person requesting and acting under the advice of the Integrity Commissioner pursuant to this section.
- d) As described further below there are now formal prohibitions against the Integrity Commissioner starting or continuing an inquiry (Code of Conduct and MCIA) against a Member during regular elections:
 - i) With respect to continuing an ongoing inquiry pursuant to either the Code of Conduct or the MCIA , if the inquiry has not been completed before nomination

day in the year of a regular election the Integrity Commissioner must terminate the inquiry on that day and may not commence another inquiry in respect of the same matter unless within six weeks after voting day the person who made the request for the inquiry makes a written request to commence the inquiry again.

- ii) With respect to starting a new inquiry under the Code of Conduct there shall be no requests received or inquiries started during the period between nomination day and voting day. This also applies with respect to conducting an inquiry pursuant to an application under the MCIA. However the usual six week limitation period for making such a MCIA application is suspended provided the applicant became aware of the alleged contravention in the time period of six weeks before nomination day and voting day and the applicant makes application no more than six weeks after voting day.
- iii) The Integrity Commissioner cannot report to the Municipality and/or Council on an inquiry or complaint matter and Council or a local Board/committee cannot impose any penalties during the period of time from nomination period to voting day in the year of a regular election.

To bring the Code of Conduct in compliance with all of the new subsections of the Municipal Act, various amendments are required to be made to the Code of Conduct. Current Town of Essex Integrity Commissioner Robert Swayze has provided to Administration suggested standardized wording that could be considered and used by Municipalities as part of making the appropriate amendments to the Code of Conduct. Much of that standardized wording, where necessary, has been incorporated into the amended document entitled "Code of Conduct for Members of Council and Local Boards/Committees" which document is attached hereto to this Report.

Financial Impact

None associated with the recommendations in this Report.

Link to Strategic Priorities

Not applicable

Reviewed by: Donna Hunter, Chief Administrative Officer, Concur



Policy Manual

Section:	Office of the Chief Administrative Officer
Subject:	Code of Conduct for Members of Council and Local Boards/Committees
Policy Number:	
Approval Date:	February 19, 2019
Approved By:	
Prepared By:	Office of the Chief Administrative Officer: Legal and Legislative Services

1.00 Objective

Members of Council and Local Boards/Committees for the Town of Essex ("Town") have been entrusted to serve the public interest in a professional, responsible, transparent and accountable manner.

The Code of Conduct for Members of Council and Local Boards/Committees (hereinfter the "Code of Conduct") outlines the principles of good conduct and ethics that Members are expected to demonstrate in the performance of their duties as elected or appointed officials. The Code of Conduct supplements statutes, legislation and policies that also govern Council and Local Board/Committee conduct including, but not limited to:

- Municipal Act, 2001;
- Municipal Conflict of Interest Act;
- Municipal Freedom of Information and Protection of Privacy Act;
- Municipal Elections Act, 1996;

- Criminal Code of Canada;
- Ontario Human Rights Code;
- Occupational Health and Safety Act; and
- Town of Essex Policies and By-Laws.

2.0 Application and Purpose

This Code shall apply to every Member. For further certainty this Code shall apply to Members who are members of a Local Board/Committee but who are not Members of Council with necessary modifications applied at the discretion of the Integrity Commissioner.

The purpose of this Policy is to establish standards of conduct that ensures Members carry out their duties in a manner that reflects the following six key principles:

2.01 Integrity

Members will uphold the highest standard of ethical behaviour including:

- a) Making impartial decisions that benefit the municipality and are fair and equitable to all residents;
- b) Upholding both the letter and the spirit of Federal and Provincial laws and the laws and policies adopted by the Town; and
- c) Being free from undue influence and not acting for personal gain or the gain of a Member's family, friends or business interests.

2.02 Accountability

Members are responsible for their decisions, including the act of not making a decision when a decision is expected or the act of making a decision that results in harm. Decision-making processes must be transparent and subject to public scrutiny.

2.03 Responsibility

Members will act responsibly, within the law and within the Town's policies and procedures. This includes:

- a) Disclosing actual or potential conflicts of interest related to a Member's public and/or appointed duties;
- b) Taking steps to resolve a conflict for the protection of the public interest;
- c) Following the letter and spirit of policies and procedures; and
- d) Exercising all conferred powers strictly for the purpose for which the powers have been conferred.

2.04 Leadership

Members will demonstrate and promote the key principles of the Code of Conduct through their decisions, actions and behaviour. A Member's behaviour must build and inspire the public's trust and confidence in local government.

2.05 Respect

Members will conduct themselves efficiently, with decorum and with proper attention to the Town's Procedural By-Law. They will treat each other and others with respect at all times, which includes not using derogatory language, respecting the rights of other people, treating people with courtesy, and recognizing the different roles others play in local government decision-making.

Members will ensure that the workplace is free of discrimination, personal harassment and sexual harassment in accordance with the Town's Respectful Workplace Policy, as amended from time to time.

2.06 Openness

Members have a duty to be as open as possible about their decisions and actions. This means communicating appropriate information openly to the public about decision-making processes and issues being considered, encouraging appropriate public participation, communicating clearly and providing an appropriate means for recourse and feedback.

3.0 Scope

This policy applies to all Members of the Town of Essex in their capacity as members of Council and/or members on committees and local boards of the Town.

4.0 Definitions

In this policy:

“Applicant” means a person who has applied for an investigation by the Integrity Commissioner of an alleged contravention of the *Municipal Conflict of Interest Act*;

“Application” means a written request for an investigation with respect to an alleged contravention of the *Municipal Conflict of Interest Act*;

“Child” means a child born within or outside marriage and includes an adopted child and a person who a parent has demonstrated a settled intention to treat as a child of his or her family;

“Clerk” means the Clerk of the Town of Essex;

“Closed Meeting” means a meeting that is closed to the public in order that Council or a committee can consider confidential information as permitted by the Municipal Act, 2001 and the Town’s By-Law that provides for the rules of order and procedure for municipal Council and its committees;

“Complainant” for purposes of this Code of Conduct, means the individual(s) who has made an informal or formal complaint that a Member has contravened the Code of Conduct for Members;

“Confidential Information” includes:

- a) Information in the possession of, or received in confidence by the Town that the Town is prohibited from disclosing, or has decided to refuse to disclose under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), or any other law;
- b) Information of a corporate, commercial, scientific or technical nature received in confidence from third parties, personal information, information that is subject to solicitor-client privilege, information that concerns any confidential matters pertaining to personnel, labour relations, litigation, property acquisition, the security of property of the municipality or a local board, and any other information lawfully determined by the Council or the local board to be confidential, or required to remain or be kept confidential by legislation or order;
- c) A matter, the substance of a matter, and information pertaining to a matter that has been debated or discussed at a meeting closed to the public, unless the matter is subsequently discussed in open Council or it is authorized to be released by Council or the local board or otherwise by law;
- d) Reports of consultants, draft documents and internal communications which, if disclosed may prejudice the reputation of the Town, its officers and employees or its effective operation;
- e) Information concerning litigation, negotiation or personnel matters;
- f) Information, which if published may infringe on the rights of any person e.g. source of a complaint where the identity of a complainant is given in confidence;

- g) Such other Information as may be considered and/or disclosed in a closed meeting of Council or its Local Board or Committee, properly held pursuant to Section 239 (2) and (3.1) of the Municipal Act, S.O. 2001,c.25, as amended (the "Municipal Act").

"Elected Official(s)" refers to those individuals who have been elected to Council and are currently sitting as a member of the Council of the Town;

"Interests" for purposes of this policy, may take two forms, namely:

- a) **"Pecuniary (Financial) Interest"** for purposes of this policy means an interest that a Member has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the Member or another person with whom the Conflict is associated.
- b) **"Non-Pecuniary (Non-Financial) Interest"** means private or personal interests or advantages that commonly arise out of a family or personal relationship, or involvement in sporting, social or other cultural groups and associations.

For purposes of this policy, the pecuniary or non-pecuniary interest of a parent, spouse, child, or friend of the Member shall, if known to the Member, be deemed to be also the pecuniary interest of the Member;

"Local Board(s) or Committee (s) or Local Board(s)/Committee(s)" as referred to herein shall include a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority;

"Member" means those individuals who have been elected as a member of Council for the Town of Essex or appointed (by Council) as a member of a local Board/Committee of the Town of Essex;

“Parent” means a person who has demonstrated an intention to treat a child as a member of her or her family, whether or not that person is the natural parent of the child;

“Spouse” means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage and includes same-sex partners;

“Staff” for purposes of this policy, shall mean all employees of the Town, including temporary and contract employees, firefighters, appointees to agencies, boards and committees, volunteers and any individual retained by the Town to act on the Town’s behalf; and

“Workplace”, for purposes of this policy, includes any location in which work is carried out on behalf of the Town of Essex and is also applicable to any methods used to conduct work-related activities on behalf of the Town, including but not limited to:

- a) All work locations owned, rented or leased by the Town of Essex, including buildings , roads, etc.;
- b) Transportation used to conduct business on behalf of the Town of Essex, including vehicles, equipment, airlines, trains, buses, etc., regardless of whether they are owned, rented or leased by the Town of Essex;
- c) Restaurants, hotels or meeting facilities (for example, County Council Chambers) used for business-related purposes;
- d) Communication devices used to conduct Town of Essex business including telephones, cell phones, smart phones, email or any other method of communication; and
- e) Work-related social events regardless of whether the event is sponsored by the municipality.

5.0 Conflict of Interest

Public confidence in the Town of Essex is at risk when the conduct of a Member involves, or appears to involve, a conflict of loyalties, usually stated as a conflict between public duty and private interests.

To ensure that the public duty and trust is served, Members are required to:

- a) Consider the general wellbeing of the community when making decisions, without improper advantage to any person or group;
- b) Minimize the potential for conflict between personal interests, whether pecuniary or non-pecuniary, and the requirements of public duty; and
- c) Resolve a conflict, including an apparent conflict, between public duty and private interests as quickly as possible and in favour of the public interest.

6.0 Gifts and Benefits

Members shall not accept a fee, advance, gift or personal benefit, advantage or service that is connected directly or indirectly with the performance of their duties of office, unless permitted by the exceptions listed below.

For purposes of this policy, a fee or advance paid to or a gift, benefit, advantage or service provided with the member's knowledge to a member's spouse, child, or parent is deemed to be a gift to that member.

The following are recognized as exceptions:

- c) Compensation authorized by law;
- d) A political contribution otherwise reported by law, in the case of members running for office in a municipal election;
- e) Services provided without compensation by persons volunteering their time;
- f) A suitable memento of a function honouring the member;

- g) Food, lodging, transportation and entertainment provided by federal, provincial, regional and local governments or political subdivisions of such, or by a conference, seminar or event organizer where the Member is either speaking or attending in an official capacity;
- h) Food and beverages consumed at banquets, receptions or similar events, if:
 - i) Attendance serves a legitimate business purpose;
 - ii) The person extending the invitation or a representative of the organization is in attendance; and
- i) The value is reasonable and the invitations infrequent;
- j) Communication to the home or offices of a member, including subscriptions to newspapers and periodicals; and
- k) Other items that are minor in nature, including:
 - i) Small holiday gifts of appreciation, such as cards, cookies or chocolates; or
 - ii) Advertising materials such as calendars, magnets, scratch pads, pens, t-shirts or baseball caps.

With the exception of category c), the exceptions do not apply where such gifts or benefits are provided by an individual lobbying a Member with respect to the:

- a) Development, introduction, passage, defeat, amendment or repeal of a by-law or resolution on any matter;
- b) Procurement of goods or services and awarding of a contract by the Town;
- c) Development, approval, amendment or termination of a policy;
- d) Approval, approval with conditions or denial of an application for a service, grant, planning application, permit or other license or permission;
- e) Award of a financial contribution, grant or other financial benefit by or on behalf of the Town, its committees or local boards; or

- f) Determination of the method for delivering a service.

In the case of the exceptions noted above, but excluding a), b), and e), no member shall accept a gift or benefit worth in excess of \$300 or gifts or benefits from one source during a calendar year worth in excess of \$300.

7.0 Confidential Information

A Member shall not disclose, release, or publish by any means to any person or to the public any Confidential Information, as defined in Section 4.00, "Definitions", acquired by virtue of his or her office, in any form, except when required or authorized to do so. Members shall not use Confidential Information for personal or private gain, or for the gain or benefit of any other person or body.

Matters discussed in a closed meeting shall remain confidential. No Member shall disclose the content of any such meeting, or the substance of deliberations of a closed meeting until the Council or local Board/committee discusses the information at a meeting that is open to the public or releases the information to the public.

Requests for information should always be referred to the appropriate staff to be addressed as either an informal request for access to municipal records, or as a formal request under MFIPPA.

8.0 Use of Town Property, Services and Other Resources

Members will not use, or permit the use of owned or leased Town land, facilities, equipment, supplies, services, staff or other resources for activities other than the business of the Town.

Members shall not realize personal financial gain from the use or sale of intellectual property developed or owned by the Town (for example, creative writings and drawings, Town of Essex logo), technical innovations or other items capable of being patented.

Members are required to follow the provisions of the Municipal Elections Act, 1996. No Member shall use the facilities, equipment, supplies, services or other resources of the Town

for any election campaign or campaign-related activities. Members shall not undertake campaign-related activities on Town property and shall not use the services of persons for election-related purposes during hours in which those persons receive any compensation from the Town.

9.0 Conduct of Members

9.01 Conduct at Meetings

At all meetings of Council, its committees and local boards, Members will conduct themselves with decorum in accordance with all applicable statutes and the Town's By-Law that provides for the rules of order and procedure for municipal Council and its committees.

During Council meetings, Members will address the Mayor as "Mayor (*insert surname*)" or "Your Worship", the Deputy Mayor as "Deputy Mayor (*insert surname*)" Members as "Councillor (*insert surname*)" and staff of the Town of Essex as "Mr. or Ms. (*insert surname*), (*insert position title*)"

Members shall recognize the importance of co-operation and will strive to create an atmosphere that is conducive to solving the issues before Council, its committees and local boards. During meetings Council will listen to various points of view and use respectful language and behaviour to those in attendance at such meetings. Members will not distract from the business of the Town during presentations and when other Members, staff and members of the public have the floor.

During Council Meetings No Member shall maliciously or falsely injure another Member, member of the public or member of staff during a meeting of Council, its committees and local boards.

9.02 Conduct Respecting Staff of the Town of Essex

Members are not permitted to individually direct the actions of staff, except as authorized by Council and with direction provided through the Chief Administrative Officer. Members will be respectful of the fact that staff work for the Town as a body corporate and are charged with making recommendations that reflect their professional expertise and corporate perspective in a politically neutral and objective manner, without undue influence from any individual member or faction of Council or its local Boards or Committees. No Member shall maliciously or falsely injure the professional or ethical reputation of staff and will show respect for the professional capacities of staff.

Members of Council and its Local Boards and Committees shall not compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities. Members shall not use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering with that person's duties, including the duty to disclose improper activity.

9.03 Discreditable Conduct

All Members have a duty to treat members of the public, one another, committee and board members and staff appropriately and without abuse, bullying or intimidation, and to ensure that the work environment is free from discrimination and harassment.

A Member shall not use indecent, abusive or insulting words or expressions toward any other Member, an employee or any member of the public and shall not speak in a manner that is discriminatory to any individual based on that person's race, ancestry, place of origin, creed, gender, sexual orientation, age, colour, marital status or disability.

10.0 Obligation to be Informed

In order to efficiently and effectively advance the business of the Town and its committees, Members shall make every effort to read all written material provided to them by way of agenda in advance of a meeting and direct any questions regarding an agenda item to the

Clerk, Chief Administrative Officer or the staff member responsible for submitting the information provided in the agenda.

11.0 Safeguarding Equipment and Information

During each term of office, Members will be provided with a computer, smart phone and any other equipment deemed necessary to assist them in performing their duties as elected officials. All equipment provided, including licensed software programs and electronically created files and emails are considered the property of the Town.

Members shall take all necessary precautions to protect this equipment, software and information from loss or damage and unauthorized use or access by persons other than themselves. Where appropriate, a user name and password is provided to protect the equipment from unauthorized use. Members shall not share their user account information or passwords with any other person, including family members, friends, business associates and the general public.

Members shall not utilize the Town's equipment for an inappropriate use, including:

- a) Running applications, security programs or utilities that reveal weaknesses in security;
- b) Installing third-party screen savers or changing corporately approved desktop backgrounds or wallpaper;
- c) Downloading or storing MP3 files, MP4 files or Torrents;
- d) Accessing, sending, uploading, downloading or saving inappropriate material which includes, but is not limited to:
 - i) Pornographic , violent or hate material;
 - ii) Information which is derogatory to any individual or group, or which is defamatory or threatening in nature;
 - iii) Information which misrepresents the views, policies, procedures and principles of the Town of Essex;

- iv) Accessing, displaying or storing fraudulent, harassing or obscene email messages, or email messages, graphics or images which are offensive and conducive to a poisoned work environment; or
- v) Information which is disseminated for a purpose which is illegal, or for a purpose which compromises the Town of Essex or which is not in the interest of the Town.

12.0 Corporate Emails and Correspondence

Corporate emails and other types of correspondence provided to Members are the property of the Town. Emails and correspondence received by Members are intended only for the use of Council and its Local Boards/Committees. Any disclosure, dissemination, reproduction or other use of any part of these communications is strictly prohibited

Requests or correspondence or emails provided to Council and its Local Boards/Committees by an individual other than a Member should be referred to the Clerk.

13.0 Smart Phone Usage in Meetings

During meetings of Council, committees and local boards, Members shall turn their smart phones to vibrate. Use of smart phones during meetings shall be restricted to answering emergency calls only. In the case of an emergency call, Members shall excuse themselves from the meeting and take the call in another room or area.

14.0 Environmental Responsibility

The Town is committed to acting responsibly in all of its activities by:

- Protecting and conserving the environment;
- Safeguarding the interests of its residents against unacceptable levels of environmental risk; and
- Supporting the principles of sustainable development.

Members are responsible for taking reasonable care to ensure that the Town's business activities are conducted in an environmentally prudent way.

15.0 Complaint Protocol

The complaint protocol shall not retroactively apply to any alleged transgressions occurring prior to the date on which the Code of Conduct was formally adopted by Council.

16.0 Integrity Commissioner

In accordance with Section 223 of the *Municipal Act*, 2001, S.O. 2001, c.25, the Town of Essex shall appoint an Integrity Commissioner who reports to Council and is responsible for performing, in an independent manner, the following duties:

- a) The application of the code of conduct for members of council and the code of conduct for members of local Boards/committees or of either of them.
- b) The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards/committees or of either of them.
- c) The application of sections 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act to members of council or of local boards/Committees.
- d) Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the Member. All requests for such advice and the advice in response thereto, shall be provided in writing.
- e) Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of Members. All requests for such advice and the advice in response thereto, shall be provided in writing.
- f) Requests from members of council and of local boards for advice respecting their obligations under the Municipal Conflict of Interest Act. All requests for such advice and the advice in response thereto, shall be provided in writing.

- g) The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's code of conduct for members of council and members of local boards and about the *Municipal Conflict of Interest Act*.
- h) The Integrity Commissioner will determine whether a Member has in fact violated a protocol, by-law or policy governing their behaviour, with the final decision making authority resting with Council as to whether the recommendations of the Integrity Commissioner are imposed; and
- i) Annual Reporting

The Integrity Commissioner will provide Council with an annual report on findings of any complaint cases in accordance with Section 223 of the *Municipal Act*, 2001, S.O. 2001, c.25.

17.0 Informal Complaint Procedure

Individuals or organizations, who have identified or witnessed behaviour or an activity by a Member that they believe is in contravention of the Code of Conduct may address the prohibited behaviour or activity themselves in the following manner:

- a) Advise the Member that their behaviour or activity appears to contravene the Code of Conduct;
- b) Encourage the Member to cease the prohibited behaviour or activity;
- c) Keep a written record of the incidents, including dates, times, locations, other persons present and any other relevant information;
- d) If applicable, confirm to the Member that they are satisfied with the response they received, or alternatively, advise the Member of their dissatisfaction with the response;
- e) Consider the need to pursue the matter in accordance with the Formal Complaint Procedure (Section 17).

While individuals or organizations may pursue this Informal Complaint Procedure as a means of stopping and remedying a behaviour or activity that is prohibited by the Code of Conduct, a person is not required to undertake the Informal Complaint Procedure prior to pursuing the Formal Complaint Procedure.

18.0 Formal Complaint Procedure

All the provisions of this Section apply to a request for an inquiry by an individual, an organization, a local board or Council as a whole. A Complaint that a Member has contravened the Code or a corporate policy of the Town may be initiated by any person, any Member of Council, or by Council as follows:

18.01 Complaint

- a) A request for an investigation of a complaint that a Member has contravened the Code of Conduct or corporate policy of the Town shall be in writing using the Formal Complaint and Affidavit form attached hereto as Appendix A;
- b) A complaint shall be made in writing and shall be sent directly to the Integrity Commissioner by mail, e-mail, fax or courier;
- c) A complaint must be signed and dated by the complainant who shall be an identifiable individual (complaints may not be submitted by any group, organization or corporation);
- d) A complaint shall include:
 - i. an explanation, with specific reference to sections of the Code, as to why the issue raised is alleged to be a contravention of the Code;
 - ii. any evidence in support of the allegation;and
 - iii. any witnesses in support of the allegation must be identified.

- e) The alleged violation shall have taken place within sixty (60) days of filing the complaint with the Integrity Commissioner;

18.02 APPLICATION

- i. If filed with the Integrity Commissioner on or after March 1, 2019, an application to the Integrity Commissioner to inquire into an alleged contravention of Sections 5, 5.1 or 5.2 of the Municipal Conflict of Interest Act ("MCIA") may be made by an elector as defined in Section 1 of the MCIA or by a person demonstrably acting in the public interest, as follows:
 - b) an application shall be made in writing and shall be sent directly to the Integrity Commissioner by mail, e-mail, fax or courier;
 - c) an application must be signed and dated by the complainant who shall be an identifiable individual (complaints may not be submitted by any group, organization or corporation);
 - d) an application shall include:
 - 1. an explanation, with specific reference to sections of the MCIA, as to why the issue raised is alleged to be a contravention of the Act;
 - 2. any evidence in support of the allegation; and
 - 3. any witnesses in support of the allegation must be identified; and
 - 4. a statutory declaration attesting to the fact that the applicant became aware of the alleged contravention not more than six weeks before the date of application in accordance with Section 223.4.1(5) & (6) of the *Municipal Act*, as amended.

- e) an application may only be made six weeks after the applicant became aware of the alleged contravention and otherwise in compliance with Section 223.4.1(5) & (6) of the *Municipal Act*, as amended.

18.03 Review of Complaint by Integrity Commissioner

The Integrity Commissioner will review the formal complaint for purposes of determining if the complaint is related to non-compliance with the Code of Conduct or MCIA or whether the complaint is related to other legislation or another policy applicable to the Members and within the jurisdiction of the Integrity Commissioner. The Integrity Commissioner shall have no power or jurisdiction to investigate or otherwise deal with the complaint or application, if it is not alleging such a contravention, or if the complaint relates to the following matters:

- a) If the complaint on its face is an allegation of a criminal nature consistent with the Criminal Code of Canada, the complainant shall be advised that, should they wish to pursue the complaint, they must do so with the police;
- b) If the complaint on its face is with respect to non-compliance with or enforcement of the Municipal Elections Act, the complainant shall be advised to review the matter with their own legal counsel;
- c) If the complaint on its face is with respect to non-compliance with MFIPPA, the complainant shall be advised that the matter will be referred to the person acting as Head of the municipality for purposes of MFIPPA;
- d) If the complaint on its face is with respect to non-compliance with a more specific corporate policy with a separate complaint procedure, the complainant shall be

advised that the matter will be processed under the procedure provided for in that policy;

- e) In all other cases, the complainant shall be advised that the matter is not within the jurisdiction of the Integrity Commissioner to process, with any additional reasons and referrals as the Integrity Commissioner deems appropriate.

The Integrity Commissioner may dispose of a complaint or application on the basis that it is not within the jurisdiction of the Integrity Commissioner in a summary manner and may do so confidentially or report same to Council.

The Integrity Commissioner may also seek further information or clarification from the complainant/applicant and shall endeavour to apprise the complainant/applicant of subsequent steps and the processing of the complaint or application and any ensuing investigation.

18.04 Refusal to Conduct Investigation

The Integrity Commission shall not conduct an investigation of a complaint or may terminate an investigation where, in the opinion of the Integrity Commissioner:

- a) The complaint is frivolous, vexatious, without substance, or not made in good faith;
- b) There are no grounds or insufficient grounds for an investigation; or
- c) The complaint is not germane to the Code of Conduct.

The Integrity Commissioner shall advise the complainant/applicant in writing of his or her decision and reasons for not undertaking an investigation or terminating it.

18.05 Investigation of Complaint

If the Integrity Commissioner determines that a complaint is related to a matter within his or her jurisdiction the Integrity Commissioner shall investigate and attempt to settle the complaint.

Under Section 223.4(2) of the Municipal Act, 2001, the Integrity Commissioner may elect to investigate a complaint by exercising the powers of a commission under Parts I and II of the Public Inquiries Act.

When the Public Inquiries Act applies to an investigation of a complaint, the Integrity Commissioner shall comply with the procedures specified in that Act and this complaint protocol, but, if there is a conflict between a provision of the complaint protocol and a provision of the Public Inquiries Act, the provision of the Public Inquiries Act prevails.

The Integrity Commissioner will proceed to investigate the complaint in the following manner, except where otherwise required by the Public Inquiries Act:

- a) Serve the complaint and supporting material upon the member whose conduct is in question with a request that a written response to the allegation be filed with the Integrity Commissioner within ten (10) business days; and
- b) Serve the complainant with a copy of the member's written response with a request that the complainant provide a written response to the Integrity Commissioner within ten (10) business days.

After reviewing the written materials, the Integrity Commissioner may speak to anyone relevant to the complaint, access and examine any of the information described in Section 223.4 of the Municipal Act, 2001 and may enter any municipal or local board work location relevant to the complaint for the purposes of investigation.

The Integrity Commissioner shall not issue a report finding a violation of the Code of Conduct on the part of any Member unless the Member has had ten (10) days' notice of the basis for the proposed finding and any recommended sanction and has had an opportunity to respond in writing within ten (10) business days to the Integrity Commissioner on his/her findings and recommended sanction.

18.06 Election Period

No investigation shall be commenced or continued, nor shall the Integrity Commissioner report to Council respecting an investigation, within the election period between nomination day and six weeks after voting day, except as provided in s.223.4 and 223.4.1 of the *Municipal Act*.

18.07 Reporting on an Investigation

- a) The Integrity Commissioner may make interim reports to Council where necessary and as required to address any instances of delay, interference, obstruction or retaliation encountered during the investigation, or as otherwise deemed necessary by the Integrity Commissioner.
- b) The Integrity Commissioner shall report the general findings of his/her investigation to the complainant and the Member no later than 90 days after the making of the complaint and the report will indicate when the Integrity Commissioner anticipates presenting his/her recommended corrective action(s) for Council's consideration.
- c) Upon conclusion of an application investigation, the Integrity Commissioner may, if he/she considers it appropriate, apply to a Judge under section 8 of the *Municipal Conflict of Interest Act* for a determination as to whether the member has contravened Section 5, 5.1 or 5.2 of the Act.
- d) The Commissioner shall:
 - (i.) advise the applicant if he or she will not be making an application to a judge; and
 - (ii.) after deciding whether or not to apply to a judge, provide a written report providing reasons for the decision.
- e) Where the complaint is sustained in whole or in part, the Integrity Commissioner shall report to Council or the local board, or both, outlining the findings and recommended corrective action. If the complaint is dismissed or withdrawn, the Integrity Commissioner shall not report to Council or the local board except as part of an annual or other periodic report.

18.08 Recommendations of the Integrity Commissioner

Any recommendations for corrective action by the Integrity Commissioner must be permitted by law and shall be designed to ensure that the inappropriate behaviour or activity does not continue.

In accordance with Section 223.4(5) of the Municipal Act, 2001 Council has the authority (where the Integrity Commissioner has determined there was a violation of the Code) to impose either of the following two penalties on a member of Council:

- a) A reprimand; or
- b) Suspension of the remuneration paid to the member in respect of his or her services as a member of council or of the local board, as the case may be, for a period of up to 90 days.

The Integrity Commissioner may also recommend that Council and/or a local Board /Committee take the following actions:

- a) Removal from membership from an advisory committee or local board;
- b) Removal as Chair of a committee or local board;
- c) Request the repayment or reimbursement of monies received;
- d) \request the return of property or reimbursement of its value; and
- e) Request an apology to Council, the complainant or both.

18.09 Member not in Contravention

If the Integrity Commissioner determines that there has been no contravention of the Code of Conduct, that a contravention occurred which a Member took reasonable measures to prevent, or that the contravention that occurred was trivial or committed through inadvertence or an error of judgement made in good faith, the Integrity Commissioner shall so state in any report and shall recommend that no penalty shall be imposed.

18.10 Integrity Commissioner's Report to Council

The Clerk shall provide the Integrity Commissioner's report for the next meeting of Council or the local board.

18.11 Duty of Council or Local Board

Council or a local board shall consider and respond to the report within 90 days after the day the report is provided to Council or a local board.

18.12 Confidentiality

A complaint shall be processed in compliance with the confidentiality requirements in Section 223.5 of the Municipal Act, 2001, as follows:

- a) The Integrity Commissioner and every person acting under her/his instructions shall preserve secrecy with respect to all matters that come to his/her knowledge in the course of any investigation except as required by law in a criminal proceeding or in accordance with the provisions of Section 223.5(1) of the Municipal Act, 2001;
- b) Pursuant to Section 223.5(3) of the Municipal Act, 2001, this Section of the Act prevails over the Municipal Freedom of Information and Protection of Privacy Act;
- c) If the Integrity Commissioner reports to the municipality or to a local board his/her opinion about whether a member of Council, local board or committee has contravened the Code of Conduct, the Integrity Commissioner may disclose in the report such matters as in the Integrity Commissioner's opinion are necessary for the purposes of the report;
- d) The Town and each local board shall ensure that reports received from the Integrity Commissioner by the municipality or local boards are made available to the public upon the matter being reported out to the members of Council; and
- e) Neither the Integrity Commissioner nor any person acting under the instructions of the Commissioner is a competent or compellable witness in a civil proceeding in connection with anything done under Section 223 of the Municipal Act, 2001.

18.13 Referral to Appropriate Authorities

In accordance with Section 223.8 of the Municipal Act, 2001, if the Integrity Commissioner, when conducting an inquiry, determines that there are reasonable grounds to believe that there has been a contravention of any other Act or of the Criminal Code of Canada, the Integrity Commissioner shall immediately refer the matter to the appropriate authorities and suspend the inquiry until any resulting police investigation and its disposition thereof, and shall report the suspension to Council through the Clerk.

19.0 Annual Report by the Integrity Commissioner

The Integrity Commissioner shall report to Council on complaints received and dealt with during a calendar year and may also report on complaints that were received but were not within the jurisdiction of the Integrity Commissioner. Should no complaints be received within a calendar year, the Integrity Commissioner will advise the Clerk that no annual report will be made by the Integrity Commissioner and the Clerk shall advise Council accordingly.

20.0 Reprisals and Obstruction

Members shall respect the integrity of the Code of Conduct and investigations conducted under it. Any reprisal or threat of reprisal against a complainant or anyone for providing relevant information to the Integrity Commissioner is prohibited. It is also a violation of the Code of Conduct to obstruct the Integrity Commissioner in the carrying out of his/her responsibilities including, but not limited to, the destruction of documents, the erasing of electronic communications, etc.

21.0 Acknowledgement

I, _____, acknowledge that I have read and understand the Code of Conduct for Members and I agree to be bound by it.

Name: _____

Signature: _____

Date: _____

Appendix A

Formal Complaint and Affidavit

(Code of Conduct for Members of Council and Local Boards/Committees)

Please note that signing a false affidavit may expose you to prosecution under Sections 131 and 132 or 134 of the Criminal Code, R.S.C. 1985, c. C-46.

Affidavit of: _____
(full name)

of the _____ of _____ in
(Town/City, etc. of residence)

the County of _____, in the Province of Ontario, make oath and say:

1. I have personal knowledge of the facts as set out in this affidavit, because _____

(insert reasons i.e. I work for...; I attended the meeting at which...; etc.)

2. I have reasonable and probable grounds to believe that a member of Council or local board _____

(specify name of Member)

Has contravened Section(s): _____ of the Code
of Conduct for Members, the particulars of which are summarized in 3 below.

3. Set out the statements of fact in consecutively numbered paragraphs in the space below, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space, please attach a separate piece of paper and check the appropriate box below. If you wish to include exhibits to support this complaint, please list the exhibits in the space provided below and attach them to this form.

Exhibits attached to this form:

Please see the attached page containing additional particulars related to this formal complaint (please check if applicable): ☐

This affidavit is made for the purpose of requesting that this matter be reviewed in accordance with the provisions of the Code of Conduct for Members.

Sworn before me at the)	
)	
_____)	
(City, Town, etc.))	
In the Province of Ontario on this)	
)	
_____ day of _____,)	
_____.)	_____
)	(Signature of Complainant)
_____)	
(Signature of Commissioner))	
A Commissioner for taking affidavits, etc.)	



Report to Council

Department: Office of the Chief Administrative Officer
Date: February 19, 2019
Prepared by: Rob Auger, Town Solicitor/Clerk
Submitted by: Donna E. Hunter, Chief Administrative Officer
Report Number: Legal and Legislative Services 2019-006
Subject: Bill 68 March 1 Amendments to Procedural By-law
Number of Pages: 3

Recommendation(s)/Conclusion(s)

The following recommendations are provided for Council's consideration:

1. That Report Legal and Legislative Services 2019-006 entitled " Bill 68 March 1 Amendments to Procedural By-law" be received; and
2. That By-law 1788 being a by-law to amend By-law 1681 (the "Procedural By-law") to reflect changes required pursuant to the *Municipal Conflict of Interest Act* and the *Municipal Act* as attached hereto to Legal and Legislative Services 2019-006 Report receive all three readings.

Purpose

By-laws and any amendments thereto must be approved by Council.

Background

Bill 68, *Modernizing Ontario's Municipal Legislation Act*, provides, among other matters, for various new requirements effective March 1, 2019 under both the *Municipal Act* and the *Municipal Conflict of Interest Act*. Two of those requirements that have not been addressed

yet in the Town of Essex Procedural By-Law related to the Disclosure of Conflict of Interest and Closed Meeting rules. By-Law 1788 attached hereto to this Report contains the necessary amendments to reflect the following legislative requirements:

- 1) Section 5.1 and 6.1 of the *Municipal Conflict of Interest Act* ("MCIA") as added by Bill 68 and in force as of March 1, 2019 states the following:

5.1 At a meeting at which a member discloses an interest under section 5, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the clerk of the municipality or the secretary of the committee or local board, as the case may be. 2017, c. 10, Sched. 3, s. 4.

6.1 (1) Every municipality and local board shall establish and maintain a registry in which shall be kept,
(a) a copy of each statement filed under section 5.1; and
(b) a copy of each declaration recorded under section 6. 2017, c. 10, Sched. 3, s. 5.

Access to registry

(2) The registry shall be available for public inspection in the manner and during the time that the municipality or local board, as the case may be, may determine. 2017, c. 10, Sched. 3, s. 5.

As a result Section 4.2 of the Town of Essex Procedural By-law has been amended to reflect these new requirements. The Clerk will maintain a registry that will contain the members written statement required by section 5.1 of the MCIA and a copy of the minutes or recording of the declaration pursuant to section 6 of the MCIA. The Registry will be made available to the public on the Town Website.

Attached hereto as Schedule A to this Report is a proposed form that the members can use to file the required written statement under Section 5.1 of the MCIA.

2) Section 239.2 (12) of the *Municipal Act* as amended by Bill 68 states the following:

Requirement to pass resolution re report

(12) If a municipality or a local board receives a report from a person referred to in clause 239.1 (a) or (b) reporting his or her opinion, and the reasons for it, that a meeting or part of a meeting that was the subject-matter of an investigation by that person appears to have been closed to the public contrary to section 239 or to a procedure by-law under subsection 238 (2), the municipality or the local board, as the case may be, shall pass a resolution stating how it intends to address the report. 2017, c. 10, Sched. 1, s. 27.

What this section indicates is that in the event there is a closed meeting investigation into whether the Municipality or its local Board has complied with the requirements of Section 239 and the closed meeting investigator issues a report with the opinion that there was a closed meeting held in contravention of the open meeting requirements of Section 239 then Council or its local Board as the case may be, will be required to pass a resolution in open session at the next regular meeting stating how it intends to deal with the Report.

As a result Section 3.4 of the Town of Essex Procedural By-law has been amended to reflect this new requirement.

Financial Impact

None associated with the recommendations in this Report.

Link to Strategic Priorities

Not applicable

Reviewed by: Donna Hunter, Chief Administrative Officer, Concur

Schedule A

Declaration of Interest

Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50

Council / Committee / Local Board Member's Name: _____

Meeting Date: _____

Agenda Item Title: _____

Agenda Item Number: _____

I, _____ (member name), herein declare a potential (deemed, direct, indirect) pecuniary interest on Council/Committee/Local Board

Agenda, Item Title: _____ for the following general reason(s):

Dated: _____

Member Name (Print)

Member Signature

For an "indirect pecuniary interest", see Section 2 of the Municipal Conflict of Interest Act.

For a "deemed" direct or indirect pecuniary interest, see Section 3 of the Municipal Conflict of Interest Act.

The Corporation of the Town of Essex

By-law Number 1788

Being a by-law to Amend By-law 1681 setting out Rules of Procedure for the Conduct of Meetings of the Municipal Council and its Committees and Boards

Whereas Section 238 of the *Municipal Act*, 2001, S.O. 2001, c.25 as amended (the "Municipal Act"), requires that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of Meetings;

And whereas By-law 1681 sets out the Rules of Procedure for conducting meetings of Council and its Committees and Boards;

And whereas Council of the Town of Essex deems it expedient to revise the procedural rules to reflect amendments required pursuant to Section 6.1 of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c.M.50 as am. (2017, c.10 Sched. 3, s.5, to come into force March 1, 2019) and Section 239.2 (12) of the *Municipal Act*;

Now therefore be it resolved that Council of The Corporation of the Town of Essex enacts as follows:

1. That section 4.2 of By-law 1681 be deleted in its entirety and replaced with the following:

4.2 Disclosure of Conflict of Interest

4.2.1 It is the responsibility of each Member to identify and disclose any pecuniary interest, direct or indirect as defined by the *Municipal Conflict of Interest Act*, R.S.O. 1990, Chapter M.50, as amended, on any item or matter before Council, a Committee, Sub-Committee or Local Board and the general nature thereof.

4.2.2 Where a Member, either on his or her own behalf or while acting with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a Meeting of Council, a Committee, Sub-Committee or Local Board at which the matter is the subject of consideration, the Member shall:

- a. prior to any consideration of the matter at the Meeting, disclose the interest and the general nature thereof;

- b. At the meeting or within Seventy-Two (72) Hours after declaring or disclosing the interest, file a written statement on the prescribed form which indicates the interest and its general nature thereof with the Clerk or the recording secretary of the committee, or local board, as the case may be, for inclusion on the Conflict of Interest Registry.
- c. abstain from taking part in the discussion of, or vote on, any question in respect of the matter (unless and effective as of March 1, 2019 the member wishes to take part in the discussion of, but not vote on any question in respect of the matter if the matter is related to the consideration of a penalty to that member under Section 223.4 (5) or (6) of the Municipal Act) with respect to an Inquiry by the Integrity Commissioner.;
- d. not attempt in any way, whether before, during or after the meeting, to influence the voting of any such question.

4.2.3 In addition to complying with the requirements noted in Subsection 4.2.2 above, when the Meeting is a Closed Meeting, the Member shall leave the Meeting or the part of the Meeting during which the matter is under consideration.

4.2.4 Where the interest of a Member has not been disclosed as required by Subsection 4.2.1 above, by reason of a Member's absence from the Meeting referred to therein, the Member shall disclose the interest and otherwise comply with Subsection 4.2.2 at the first Meeting of Council, Committee, Sub-Committee or Local Board, as the case may be, attended by the Member after the Meeting at which the conflict of interest arose and within Seventy-Two (72) Hours thereafter shall file a written statement on the prescribed form which indicates the interest and its general nature thereof with the Clerk or the recording secretary of the committee, or local board, as the case may be, for inclusion on the Conflict of Interest Registry.

4.2.5 The Clerk or Secretary shall record the declaration of a conflict of interest and the general nature thereof made by a Member and any such record shall appear in the minutes of that particular Meeting. If a Member fails to disclose the nature of the pecuniary interest, the Clerk or Secretary shall immediately request this information.

4.2.6 Where the Meeting is not open to the public, every declaration of a conflict of interest made under subsection 4.2.1 above, but not the general nature of that interest, shall be recorded in the minutes of the next Meeting that is open to the public.

4.2.7 The Municipality and its local board (s) shall establish and maintain a Conflict of Interest Registry in which shall be kept a copy of each statement filed under Section 5.1 of the *Municipal Conflict of Interest Act* and a copy of each declaration recorded under Section 6 of the *Municipal Conflict of Interest Act*. The Conflict of Interest Registry shall be available for public inspection on the Town Website.

4.2.8 Where the number of Members who, by reason of the provisions of the *Municipal Conflict of Interest Act*, R.S.O. 1990, Chapter M.50, are disabled from participating in a Meeting and the remaining Members are not of sufficient number to constitute a Quorum, then, despite any other general or special Act, the remaining number of Members at this meeting shall be deemed to constitute a Quorum for the Meeting, provided such number is not less than two.

2. That section 3.4 of By-law 1681 be amended to include the following provision:

3.4.9 If Council or its Local Board receives a report from a closed meeting investigator, and if the report determined that a meeting was held contrary to subsection 3.4.1 of this by-law , then Council or the Local Board, as the case may be , shall pass a resolution at the next regular meeting of Council or its Local Board stating how it intend to address the report.

3. That this amending By-law upon final passing thereof, take effect as of March 1, 2019.

Read a first, a second and a third time and finally passed on February 19, 2019.

Mayor

Clerk



January 29, 2019

Town of Essex
33 Talbot Street, South
Essex, Ontario
N8M 1A8

Attention: Mr. Robert Auger, Manager, Legislative Services/Clerk

Dear Mr. Auger:

RE: Lakeshore Town Council Appointment to the Dog Pound Committee

At its meeting of January 15, 2019, Mayor Bain announced that Councillor Steven Wilder shall be appointed to the Dog Pound Committee.

The Council of The Corporation of the Town of Lakeshore passed resolution #10-01-2019 confirming this appointment(s) as follows:

**That Council approve the Council Committee Appointments for the 2019
– 2022 Term of Council.**

Carried Unanimously

Sincerely,

Kristen Newman
Director of Legislative & Legal
Services

/km

From: Brad.frenette@cdpwise.net [<mailto:Brad.frenette@cdpwise.net>]
Sent: Wednesday, January 9, 2019 9:04 AM
To: Auger, Robert <rauger@essex.ca>
Subject: Accessibility committee

Hello there, my name is Brad Frenette, I filled out an application form to be on the accessibility committee online back in December.

I would like to be on the accessibility committee. Sent from my iPhone

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No advanced correspondence available for discussion.

Striking Committee Meeting Minutes

Monday, February 4, 2019

Essex County Civic Centre, Committee Room C

360 Fairview Avenue West, Essex, Ontario

1. Roll Call

Present: Mayor Larry Snively
Deputy Mayor Richard Meloche
Ward 1 Councillor Joe Garon
Ward 3 Councillor Kim Verbeek
(Collectively the 2018-2022 Town of Essex Striking Committee as appointed by Council pursuant to Resolution SP18-12-002 on December 10, 2018)

Also Present: Donna Hunter, Chief Administrative Officer
Chris Nepszy, Deputy CAO/Director, Infrastructure Services
Rob Auger, Town Solicitor/Clerk
Norm Nussio, Manager of Operation

2. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

3. Adoption of Published Agenda

- a) 2018-2022 Striking Committee Agenda

Moved by Councillor Garon

Seconded by Councillor Verbeek

(SC19-02-001) That the published agenda for the February 4, 2019 Striking Committee Meeting be adopted as presented. "Carried"

4. Reports from Administration

- a) Norm Nussio, Manager of Operations and Rob Auger, Town Solicitor/Clerk

Mr. Nussio and Mr. Auger provided a verbal report regarding the appointment of a Drainage Committee for 2018-2022.

Moved by Deputy Mayor Meloche
Seconded by Councillor Garon

(SC19-02-002) That at 4:12 pm the 2018-2022 Striking Committee move into Closed session to discuss information pursuant to Section 239 (2) (b) of the Municipal Act, c. 25 personal matters about an identifiable individual. "Carried"

Moved by Deputy Mayor Meloche
Seconded by Councillor Garon

(SC19-002-003) That at 4:26 pm the 2018-2022 Striking Committee move out of Closed session and back into an Open Meeting. "Carried"

Moved by Councillor Garon
Seconded by Councillor Verbeek

(SC19-02-004) That the verbal report regarding the Appointment of a Drainage Committee, be received; and
That Dan Boudreau, Felix Weigt-Bienzle, Luke Martin, Ray Beneteau and Kirk Carter be recommended to Council for appointment to sit as members of the Drainage Committee for 2018-2022 and that such recommended appointments be confirmed at the February 19, 2019 regular meeting of Council. "Carried"

5. Public Presentations

6. Adjournment

Moved by Councillor Garon
Seconded by Councillor Verbeek

(SC19-02-005) That the meeting be adjourned at 4:30 p.m. Carried

MAYOR

CLERK



**ESSEX CENTRE B.I.A.
REGULAR BOARD MEETING MINUTES**
Tuesday, December 18, 2018

1. CALL TO ORDER

Present

Shelly Hodare, Chair
Terri Grondin-Sweet, Vice Chair
Liz Semperger, Secretary
Richard Banwell, Treasurer
Mary-Anne Bjorkman
Pauline Gemmell
Katie McGuire-Blais
Sylene Argent, Coordinator

2. Declarations of Conflict of Interest

None

3. Adoption of Published Agenda

Motion to Accept by Richard Banwell
Seconded by Mary-Anne Bjorkman
B.I.A. 18-12-01
All in Favour-Carried

4. Adoption of Minutes

Motion to Accept the September 11, 2018 minutes as amended by Mary-Ann Bjorkman
Seconded by Pauline Gemmell
B.I.A. 18-12-02
All in Favour-Carried

DEPUTATIONS

None

CORRESPONDENCE

The BIA received correspondence from Candice Dennis of Blackburn Radio regarding future advertising campaigns. Liz Semperger and Katie McGuire-Blais along with Sylene will look into this as well as contact AM800. There is \$25,000 budgeted for the advertising.

The BIA received correspondence regarding the poles of the lights that are in Essex center. We will have Sylene send a letter to council and a response to the concerned constituent.

Motion to accept the correspondence as presented by Mary-Anne Bjorkman

Seconded by Terri Grondin-Sweet

B.I.A. 18-12-03

All in Favour-Carried

TREASURER'S REPORT

Motion to accept the Treasurer's Report as presented by Liz Semperger

Seconded by Pauline Gemmell

B.I.A 18-12-04

All in Favour-Carried

COMMITTEE REPORTS

A. Special Events

1. Tree Lighting was a success. There was a good turn out and having Santa in the pavilion worked quite well. Perhaps next year the schools could be asked to make decorations for the tree to increase the participation.

2. Santa Claus Parade was well received. We will check if there is a desire to close part of Fairview to facilitate the parade set up. The meet and greet with Santa was successful.

Motion to participate in the Business Excellence Awards and sponsor the Rotary Club for \$3000 as well as to subsidize the ticket price by \$15 each by Mary-Ann Bjorkman

Seconded by Richard Banwell

B.I.A 18-12-05

All in Favour-Carried

B. Member Services

The Essex Centre Downtown Dollar\$ program had only one half of our allocation sold (\$20,000).

C. Beautification

There has been no updates on the mural for the parkette from the ACT Committee and Cynthia Cakebread.

Motion to Accept Committee Reports by Pauline Gemmell
Seconded by Mary-Ann Bjorkman
B.I.A. 18-12-06
All in Favour-Carried

NEW BUSINESS and UPDATES

Via email on November 28, 2018, the Essex Centre BIA, at the suggestion of the Coordinator, decided to move its December meeting from the 11th to the 18th as the Town of Essex would not officially appoint members to Town of Essex committees until the December 17, 2018 regular meeting.

Motion via email on November 27, 2018 that the EC BIA, in recognition of former Mayor Ron McDermott, who acted as the Town's liaison for our committee, purchase a Christmas tree with a maximum cost of \$2000 to be planted inside the Heritage Garden's Park, with cooperation with Essex's Community Services Department and that an official presentation to be made to Mr. McDermott at the Town of Essex's Volunteers Appreciation Party by Mary-Ann Bjorkman
Seconded by Liz Semperger
BIA 18-12-07
All in Favour-Carried

Motion made on Monday, December 3, 2018 to pay the Coordinator 51 additional hours that was submitted in her final accounting for 2018 by Mary-Ann Bjorkman
Seconded by Liz Semperger
BIA 18-12-08
All in Favour-Carried

The donations to the Essex Area Food Bank and the Essex Salvation Army were presented on Thursday, December 7, 2018.

The results of the EC BIA elections, held during the November 13, 2018 meeting, were provided to the Town of Essex, ahead of the Striking Committee selecting whom would be on which committees of Council.

The Coordinator asked the Town of Essex if it would be possible to get a phone extension through the municipality.

The Coordinator completed a BIA survey on behalf of the EC BIA at the request of Tourism Windsor Essex Pelee Island. Moving forward, Tourism Windsor Essex Pelee Island would like to arrange for an initial meeting to discuss these initiatives and priorities at a date to be determined.

The next meeting will be on Tuesday, January 8, at 5:30 pm in the Barnett Board Room, Essex Sports Complex.

ADJOURNMENT

Motion to Adjourn by Pauline Gemmell

Seconded by Liz Semperger

B.I.A. 18-12-09

All in Favour-Carried.



December 2018 Bank Payments Report

Contents Include

General Account Cheque Register

Pre-Authorized Payments

Payroll



General Account Cheque Register for December 2018

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
48481	JEF001	Jeff Shepley Excavating Ltd.	December 3, 2018	\$3,137.74
48482	2370851	2370851 Ontario Ltd.	December 5, 2018	\$2,029.37
48483	2613035	2613035 Ontario Ltd.	December 5, 2018	\$452.00
48484	AGR002	Agris Co-Operative Ltd.	December 5, 2018	\$3,314.30
48485	AJS001	A. J. Stone Company Ltd.	December 5, 2018	\$1,810.68
48486	ALL028	Allsop Plumbing Inc.	December 5, 2018	\$158.20
48487	ARR003	Arrow Farms Produce	December 5, 2018	\$250.00
48488	BER023	Bering, Jeremy & Blokker, Sama	December 5, 2018	\$855.37
48489	CAN001	K & S Windsor Salt Ltd	December 5, 2018	\$16,288.08
48490	CAS002	Castle Lock-Smiths	December 5, 2018	\$141.25
48491	CLS001	Canadian Linen and Uniform Ser	December 5, 2018	\$363.58
48492	COM008	Computer Plug Inc.	December 5, 2018	\$187.82
48493	CON002	Conseil scolaire catholique Pr	December 5, 2018	\$65,729.90
48494	CON004	Conseil Scolaire Viamonde	December 5, 2018	\$8,016.11
48495	COR004	Corporate Billing Inc.	December 5, 2018	\$203.05
48496	CTY002	County of Essex	December 5, 2018	\$2,382,016.25
48497	ELO001	Elora Contracting Ltd.	December 5, 2018	\$250.00
48498	EMC002	EMCO Corporation	December 5, 2018	\$640.68
48499	ESS002	Essex 73's	December 5, 2018	\$2,628.50
48500	ESS046	ESSEX METALS	December 5, 2018	\$148.03
48501	HED001	Hedges, Betty	December 5, 2018	\$21.67
48502	INT013	International Fabricating & Ma	December 5, 2018	\$1,095.59
48503	JEF003	Jeffrey, Ed	December 5, 2018	\$240.00
48504	JEF004	Jeff Smith's County Chevrolet	December 5, 2018	\$368.41
48505	KCA001	K Carter Management Ltd.	December 5, 2018	\$250.00
48506	KEL015	Kelcom - Radio Division	December 5, 2018	\$3,994.55
48507	LVG001	LV Giorgi Construction Inc.	December 5, 2018	\$2,260.00
48508	MIC006	Michelin North America (Canada	December 5, 2018	\$620.97
48509	MIL006	Mill-Am Corporation	December 5, 2018	\$39,484.87
48510	NIC007	Nickerson, David	December 5, 2018	\$200.00
48511	ONT016	Ontario Clean Water Agency	December 5, 2018	\$46,532.63
48512	POL016	The Polished Parlour	December 5, 2018	\$920.95
48513	PRA001	Praxair Canada Inc	December 5, 2018	\$447.48
48514	PRI024	Price, Joseph	December 5, 2018	\$1,000.00
48515	REF001	Refac Industrial Contractors	December 5, 2018	\$97.18
48516	REN002	Larry Renaud Ford & RV Sales	December 5, 2018	\$941.03
48517	REN031	Render Construction Inc.	December 5, 2018	\$5,573.16
48518	SAN005	Sanford & Son Supermarket	December 5, 2018	\$77.90
48519	SHR001	Shred-it International ULC	December 5, 2018	\$280.92
48520	SMA006	Smashed Apple Gourmet Catering	December 5, 2018	\$301.71
48521	TEA001	Team Truck Centres	December 5, 2018	\$364.35
48522	TOR004	Toromont Industries Ltd	December 5, 2018	\$99.76
48523	TOW002	Town of Essex	December 5, 2018	\$8,008.64
48524	WAC002	Waco Equipment Repair	December 5, 2018	\$185.32
48525	WIN022	Windsor-Essex Catholic Distric	December 5, 2018	\$17,135.21
48526	WUR001	Wurth Canada Limited	December 5, 2018	\$269.78
48527	SMA006	Smashed Apple Gourmet Catering	December 10, 2018	\$3,283.20
48528	PUR003	Purdy, Joy Elizabeth	December 12, 2018	\$500.00
48529	HAM014	Hampton Landscape Inc.	December 14, 2018	\$548.05
48530	TOW002	Town of Essex	December 17, 2018	\$5,226.55
48531	AIR001	Air Liquide Canada Inc.	December 17, 2018	\$18.16
48532	AMA004	A.M.A. Horticulture Inc.	December 17, 2018	\$251.43
48533	AMC002	AMCTO	December 17, 2018	\$2,330.63
48534	ANC001	Anchem Sales	December 17, 2018	\$990.96
48535	ANN001	Annex Business Media	December 17, 2018	\$2,124.40
48536	ARG001	Argent, Sylene	December 17, 2018	\$208.00
48537	BAT002	Battlefield Equipment Rentals	December 17, 2018	\$535.06
48538	BLA013	Blackburn Radio Inc.	December 17, 2018	\$2,990.74
48539	CAR019	Cardinal Services Group	December 17, 2018	\$782.90
48540	CCC002	Colonial Coffee Co. Ltd.	December 17, 2018	\$59.43
48541	CCD001	Countryside Chrysler-Dodge Ltd	December 17, 2018	\$267.75
48542	CIM001	CIMCO Refrigeration	December 17, 2018	\$1,678.05
48543	CIN001	Cintas Canada Limited	December 17, 2018	\$174.76
48544	CIT009	Citrix Systems, Inc.	December 17, 2018	\$1,400.00
48545	CLA007	Classic Displays	December 17, 2018	\$2,949.43



General Account Cheque Register for December 2018

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
48546	COT006	Cottam Radiator	December 17, 2018	\$338.88
48547	CTY002	County of Essex	December 17, 2018	\$525.00
48548	CUP001	Canadian Union of Public Emplo	December 17, 2018	\$3,212.39
48549	ELM002	Elman, Bruce P.	December 17, 2018	\$1,800.00
48550	EMC002	EMCO Corporation	December 17, 2018	\$6,844.89
48551	ESS003	Essex Animal Hospital	December 17, 2018	\$47.79
48552	ESS017	Essex Free Press	December 17, 2018	\$1,509.03
48553	FLA002	The Flag Shop	December 17, 2018	\$132.16
48554	HAR001	The Harrow News & County Print	December 17, 2018	\$3,077.84
48555	KEL019	Keller, Allan	December 17, 2018	\$556.12
48556	KOZ002	Kozma Bonnie	December 17, 2018	\$100.00
48557	KUM001	Kumar, Rakesh	December 17, 2018	\$118.19
48558	LAC007	Lacasse Spg	December 17, 2018	\$1,011.35
48559	LEA001	Leamington Equipment Rentals	December 17, 2018	\$226.23
48560	LEN002	Len Taylor & Sons Ltd	December 17, 2018	\$1,228.31
48561	MAI010	Maidstone Tree Farm	December 17, 2018	\$696.08
48562	MAR096	Marontate, Marv & Linda	December 17, 2018	\$2,825.00
48563	MON001	Monarch Office Supply Inc.	December 17, 2018	\$541.23
48564	MUN012	Munger Plumbing & Electric	December 17, 2018	\$3,531.25
48565	NEL002	Nella Cutlery (Hamilton) Inc.	December 17, 2018	\$237.30
48566	ONT026	Ontario One Call Ltd	December 17, 2018	\$240.10
48567	PAR006	Parks & Recreation Ontario	December 17, 2018	\$791.00
48568	POO007	Poolocity	December 17, 2018	\$1,203.45
48569	PRA001	Praxair Canada Inc	December 17, 2018	\$441.38
48570	SCL001	Stantec	December 17, 2018	\$13,027.33
48571	SEC002	Security One Alarm Systems Ltd	December 17, 2018	\$336.22
48572	SOU033	South Howard Animal Clinic	December 17, 2018	\$75.00
48573	SUN010	Sunparlour Locksmiths Mobile S	December 17, 2018	\$661.05
48574	SYM003	Symphony Stables	December 17, 2018	\$903.96
48575	TOW002	Town of Essex	December 17, 2018	\$3,570.88
48576	VOL003	Vollmer	December 17, 2018	\$2,261.07
48577	WAC005	Wachs Canada Ltd.	December 17, 2018	\$6,890.25
48578	WAT007	Water & Ice North America Inc	December 17, 2018	\$144.36
48579	WOL004	Wolseley Canada Inc	December 17, 2018	\$2,817.27
48580	XER001	Xerox Canada	December 17, 2018	\$134.65
48582	PRI025	Prieur, Kelly (Petty Cash)	December 20, 2018	\$432.00
48583	ARM010	Armstrong, Gary Alan	December 20, 2018	\$80.00
48584	HER015	Herold, Ron	December 20, 2018	\$169.49
48585	ESS084	Essex County K9 Services	December 20, 2018	\$2,542.50
48586	GIG004	Gignac, Len	December 20, 2018	\$132.20
48587	BEL092	Belawetz, Michael & Darmon, Je	December 20, 2018	\$7,429.73
48588	DRA004	Drainage Superintendents Assoc	December 20, 2018	\$175.00
48589	AGR002	Agris Co-Operative Ltd.	December 21, 2018	\$5,090.16
48590	AIR001	Air Liquide Canada Inc.	December 21, 2018	\$17.63
48591	AMA003	Amaco Equipment	December 21, 2018	\$3,530.30
48592	ANC002	Anchor Doors & Service Inc	December 21, 2018	\$1,228.93
48593	AON002	Aon Reed Stenhouse Inc.	December 21, 2018	\$1,708.56
48594	ARC005	Archon Architects Incorporated	December 21, 2018	\$20,001.00
48595	BEL017	Bell Canada-Public Access	December 21, 2018	\$56.50
48596	BER015	Bernardi Human Resource Law LL	December 21, 2018	\$14,322.75
48597	BIK002	Bike Windsor-Essex	December 21, 2018	\$500.00
48598	BRE012	Brett, Jonathan	December 21, 2018	\$700.00
48599	CAN001	K & S Windsor Salt Ltd	December 21, 2018	\$3,341.92
48600	CED004	Cedar Manor Farms	December 21, 2018	\$4,039.75
48601	CIN001	Cintas Canada Limited	December 21, 2018	\$87.38
48602	CIN004	Cintas Canada Limited	December 21, 2018	\$744.67
48603	COL029	Colasanti, Dennis	December 21, 2018	\$500.00
48604	COM031	Compression Technology Corpora	December 21, 2018	\$4,014.31
48605	COR004	Corporate Billing Inc.	December 21, 2018	\$874.62
48606	CTR001	Canadian Tire #172	December 21, 2018	\$3,411.24
48607	CTY001	The Corporation of the City of	December 21, 2018	\$19,030.19
48608	CTY002	County of Essex	December 21, 2018	\$41,694.00
48609	CUL001	Culligan Water	December 21, 2018	\$54.60
48610	DEP002	Dependable Emergency Vehicles	December 21, 2018	\$1,065.32
48611	ELK001	E.L.K. Solutions Inc	December 21, 2018	\$1,449.77



General Account Cheque Register for December 2018

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
48612	ELK002	E.L.K. Energy Inc	December 21, 2018	\$915.30
48613	EMC002	EMCO Corporation	December 21, 2018	\$137.86
48614	ESS004	Essex Foodland	December 21, 2018	\$843.65
48615	ESS017	Essex Free Press	December 21, 2018	\$11,511.36
48616	ESS020	Essex Minor Hockey Association	December 21, 2018	\$2,857.00
48617	ESS030	Essex Windsor Solid Waste Auth	December 21, 2018	\$87,748.89
48618	ESS046	ESSEX METALS	December 21, 2018	\$148.03
48619	EVA001	Evans Utility & Municipal Prod	December 21, 2018	\$17,195.19
48620	FAS002	Fastenal Canada, LTD	December 21, 2018	\$20.65
48621	FES001	Festival Tent & Party Rentals	December 21, 2018	\$473.48
48622	FIS002	Fisher's Regalia	December 21, 2018	\$115.86
48623	FLA002	The Flag Shop	December 21, 2018	\$3,090.55
48624	FOR001	Forest Machine & Mfg. Inc	December 21, 2018	\$50.85
48625	FRA011	Francotyp - Postalia Canada In	December 21, 2018	\$106.79
48626	GOP001	Gopher	December 21, 2018	\$34.47
48627	GRA043	Grasshopper Solar Corp.	December 21, 2018	\$500.00
48628	HAL015	Haller Mechanical Contractors	December 21, 2018	\$157.64
48629	INT013	International Fabricating & Ma	December 21, 2018	\$161.03
48630	JEF001	Jeff Shepley Excavating Ltd.	December 21, 2018	\$3,788.88
48631	JOB003	Jobin Farms Inc.	December 21, 2018	\$3,898.50
48632	KIM001	L. Kimball Lumber and Building	December 21, 2018	\$180.25
48633	KOT002	Kotowich, Bruce	December 21, 2018	\$125.00
48634	LAC007	Lacasse Spg	December 21, 2018	\$144.64
48635	LEA002	Leamington Glass Limited	December 21, 2018	\$36.95
48636	LEB005	Leblanc, John Paul	December 21, 2018	\$250.00
48637	LEK001	LEKTER INDUSTRIAL SERVICES	December 21, 2018	\$6,896.39
48638	LEN001	LEN TAYLOR TRUCKING	December 21, 2018	\$689.00
48639	LIN007	Lincoln Conveyors	December 21, 2018	\$29,092.98
48640	LVG001	LV Giorgi Construction Inc.	December 21, 2018	\$4,854.48
48641	MAC042	MacPhearson, John Stuart	December 21, 2018	\$250.00
48642	MCT001	McTague Law Firm LLP	December 21, 2018	\$89.27
48643	MER001	Merchants Paper Company Windso	December 21, 2018	\$380.27
48644	MIL001	Essex Source for Sports	December 21, 2018	\$118.64
48645	MIL006	Mill-Am Corporation	December 21, 2018	\$754.25
48646	MIN001	Minister of Finance	December 21, 2018	\$3,246.39
48647	MON001	Monarch Office Supply Inc.	December 21, 2018	\$127.90
48648	MOR006	Morton Industrial Sales & Serv	December 21, 2018	\$16.62
48649	MUL009	Mulcaster, Ernest Richard	December 21, 2018	\$250.00
48650	MUN012	Munger Plumbing & Electric	December 21, 2018	\$1,110.45
48651	OEC001	OE Canada Inc.	December 21, 2018	\$275.72
48652	PAR006	Parks & Recreation Ontario	December 21, 2018	\$987.60
48653	PIC009	Pickel, Gordon Wayne	December 21, 2018	\$250.00
48654	POL001	Pollard Highway Products Ltd.	December 21, 2018	\$2,014.76
48655	POO007	Poolocity	December 21, 2018	\$3,503.00
48656	PRA001	Praxair Canada Inc	December 21, 2018	\$510.00
48657	PRO004	PRO TRADES MECHANICAL INC	December 21, 2018	\$7,593.60
48658	REN036	Rentokil Canada Corporation	December 21, 2018	\$141.25
48659	ROB010	Robson, Susan	December 21, 2018	\$135.50
48660	ROC012	Rocheleau, Kathleen	December 21, 2018	\$100.00
48661	SAB007	Sabbe, Dennis Victor	December 21, 2018	\$500.00
48662	SCH002	Schinkel's Meat Market	December 21, 2018	\$851.97
48663	SCL001	Stantec	December 21, 2018	\$17,771.46
48664	SEX001	SEXAUER LTD	December 21, 2018	\$373.07
48665	SHE051	Shepley, Michael Joseph	December 21, 2018	\$250.00
48666	SHI008	SHI Canada ULC	December 21, 2018	\$3,454.86
48667	SKY004	SkyMobile	December 21, 2018	\$292.67
48668	SOU038	South Shore Contracting of Ess	December 21, 2018	\$7,272.23
48669	STE001	Sterling Marking Products Inc.	December 21, 2018	\$1,065.41
48670	STE004	Stewart Gilbert Limited	December 21, 2018	\$113.76
48671	SUN010	Sunparlour Locksmiths Mobile S	December 21, 2018	\$626.02
48672	SUN012	Suncor Energy Products Partner	December 21, 2018	\$3,257.96
48673	SUN016	SunParlour Chapter, OBOA	December 21, 2018	\$100.00
48674	THI008	Think Wireless Solutions Inc.	December 21, 2018	\$776.31
48675	TOR004	Toromont Industries Ltd	December 21, 2018	\$2,793.68
48676	TRE008	Tremco, A Division of RPM Cana	December 21, 2018	\$3,169.50



General Account Cheque Register for December 2018

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
48677	UNI018	United Rotary Brush Corporatio	December 21, 2018	\$475.14
48678	UNI028	Unique Training & Development	December 21, 2018	\$1,508.55
48679	VOL001	E.R. Vollans Ltd.	December 21, 2018	\$1,349.62
48680	WAD001	Waddick Fuels	December 21, 2018	\$608.49
48681	WUR001	Wurth Canada Limited	December 21, 2018	\$1,013.45
48682	XER001	Xerox Canada	December 21, 2018	\$755.75
48684	OXL005	Oxley Estate Winery	December 21, 2018	\$561.54
48685	SAN005	Sanford & Son Supermarket	December 21, 2018	\$250.96
48686	SAN005	Sanford & Son Supermarket	December 21, 2018	\$107.61
EFT000205	120001	1206662 Ontario Ltd	December 5, 2018	\$282.50
EFT000206	AUG003	Auger, Robert	December 5, 2018	\$136.40
EFT000207	FEE001	The Feed Store	December 5, 2018	\$140.12
EFT000208	GRE003	Greater Essex County District	December 5, 2018	\$879,650.89
EFT000209	MET006	Metcalfe Megan	December 5, 2018	\$115.00
EFT000210	NEP002	Nepszy, Chris	December 5, 2018	\$530.00
EFT000211	SNI001	Snively, Lawrence	December 5, 2018	\$316.25
EFT000212	WIN010	Windsor-Essex County Humane So	December 5, 2018	\$900.00
EFT000213	BEZ001	Bezaire, Mike	December 14, 2018	\$3,716.64
EFT000214	JAB002	Jabbour, Rita	December 14, 2018	\$226.58
EFT000215	AUG003	Auger, Robert	December 17, 2018	\$43.17
EFT000216	BAR003	Barron, Jack	December 17, 2018	\$88.55
EFT000217	BOR007	Bortolotto, Katie	December 17, 2018	\$92.95
EFT000218	FEE001	The Feed Store	December 17, 2018	\$462.17
EFT000219	GRE003	Greater Essex County District	December 17, 2018	\$9,960.41
EFT000220	GRE005	Green Shield Canada	December 17, 2018	\$48,701.81
EFT000221	HOL001	Holland Cleaning Solutions Ltd	December 17, 2018	\$1,074.86
EFT000222	JAC001	Jack's Auto Service	December 17, 2018	\$1,959.99
EFT000223	JOL001	Jolicoeur, Jason	December 17, 2018	\$408.55
EFT000224	JUT001	Jutzi Water Technologies	December 17, 2018	\$192.10
EFT000225	LAS001	Laser Art Inc	December 17, 2018	\$1,002.77
EFT000226	LIF001	Lifesaving Society	December 17, 2018	\$3,430.02
EFT000227	MIL037	Miller, Debbie	December 17, 2018	\$8.25
EFT000228	OME001	OMERS	December 17, 2018	\$110,941.22
EFT000229	PUR001	Purolator Inc.	December 17, 2018	\$138.26
EFT000230	STA007	Stationery & Stuff	December 17, 2018	\$1,054.75
EFT000231	SUN002	Sun Life Assurance Company of	December 17, 2018	\$13,425.11
EFT000232	TUC001	Tucker Electric Ltd	December 17, 2018	\$271.20
EFT000233	WIN010	Windsor-Essex County Humane So	December 17, 2018	\$250.00
EFT000234	XMA001	Town of Essex Employees Christ	December 17, 2018	\$7,215.00
EFT000235	120001	1206662 Ontario Ltd	December 21, 2018	\$3,555.31
EFT000236	BEZ001	Bezaire, Mike	December 21, 2018	\$3,716.64
EFT000237	BRE006	Brett, Jill	December 21, 2018	\$100.00
EFT000238	BRO041	Brown, Shelley	December 21, 2018	\$115.50
EFT000239	CAR011	Carrier Centers	December 21, 2018	\$150.81
EFT000240	EMP003	Empire Communications	December 21, 2018	\$654.13
EFT000241	ESO001	eSolutions Group	December 21, 2018	\$70.63
EFT000242	ESS019	Essex Home Hardware	December 21, 2018	\$3,159.85
EFT000243	GRA025	Grand & Toy	December 21, 2018	\$400.11
EFT000244	GRE003	Greater Essex County District	December 21, 2018	\$5,301.05
EFT000245	HAR060	Harrow Animal Hospital	December 21, 2018	\$380.00
EFT000246	HEA002	Heaton Sanitation	December 21, 2018	\$1,898.40
EFT000247	HHH001	Harrow Home Hardware	December 21, 2018	\$2,118.60
EFT000248	HUN006	Hunter, Donna E	December 21, 2018	\$100.00
EFT000249	HUR007	Hurricane SMS Inc.	December 21, 2018	\$3,904.15
EFT000250	JAC001	Jack's Auto Service	December 21, 2018	\$540.16
EFT000251	KEL001	Kelcom - Windsor Copier Inc.	December 21, 2018	\$267.75
EFT000252	KEL011	Kelcom Wireless Ltd.	December 21, 2018	\$203.40
EFT000253	KEN002	Ken Lapain & Sons Ltd.	December 21, 2018	\$4,970.07
EFT000254	KEY001	Keystone Bridge Management Cor	December 21, 2018	\$16,950.00
EFT000255	LIF001	Lifesaving Society	December 21, 2018	\$89.90
EFT000256	ONT016	Ontario Clean Water Agency	December 21, 2018	\$67,467.53
EFT000257	PUR001	Purolator Inc.	December 21, 2018	\$46.54
EFT000258	RCS001	RC Spencer Associates Inc.	December 21, 2018	\$6,473.14
EFT000259	REG001	Reg Clark Truck Ltd	December 21, 2018	\$299.39
EFT000260	RES002	Resurfice Corp.	December 21, 2018	\$1,349.42



General Account Cheque Register for December 2018

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
EFT000261	SIE006	Sieben, Brandi	December 21, 2018	\$22.55
EFT000262	STA007	Stationery & Stuff	December 21, 2018	\$89.00
EFT000263	SWE004	Sweet, Doug	December 21, 2018	\$281.60
EFT000264	VIK001	Viking Cives Ltd	December 21, 2018	\$2,246.64
EFT000265	WAS004	Waste Connections of Canada In	December 21, 2018	\$1,007.91
EFT000266	WIN005	WFS Ltd	December 21, 2018	\$427.14
EFT000267	WIN010	Windsor-Essex County Humane So	December 21, 2018	\$1,015.00
EFT000268	WOL004	Wolseley Canada Inc	December 21, 2018	\$4,610.25
Total Cheques				\$4,329,963.01



Preauthorized Payments for December 2018

Date	Vendor	Description	Amount
December 17, 2018	957590 Global Leasing 15	Miscellaneous Payment	\$319.89
December 24, 2018	ALLSTREAM BUSINESS INC	Bill Payment	\$60.96
December 24, 2018	ALLSTREAM BUSINESS INC	Bill Payment	\$60.96
December 21, 2018	ALLSTREAM BUSINESS INC	Bill Payment	\$61.64
December 31, 2018	ALLSTREAM BUSINESS INC	Bill Payment	\$61.64
December 18, 2018	ALLSTREAM BUSINESS INC	Bill Payment	\$64.52
December 18, 2018	ALLSTREAM BUSINESS INC	Bill Payment	\$64.52
December 18, 2018	ALLSTREAM BUSINESS INC	Bill Payment	\$66.16
December 21, 2018	ALLSTREAM BUSINESS INC	Bill Payment	\$68.08
December 24, 2018	ALLSTREAM BUSINESS INC	Bill Payment	\$70.00
December 24, 2018	ALLSTREAM BUSINESS INC	Bill Payment	\$71.81
December 31, 2018	ALLSTREAM BUSINESS INC	Bill Payment	\$94.91
December 21, 2018	ALLSTREAM BUSINESS INC	Bill Payment	\$110.68
December 18, 2018	ALLSTREAM BUSINESS INC	Bill Payment	\$117.80
December 21, 2018	ALLSTREAM BUSINESS INC	Bill Payment	\$166.11
December 31, 2018	ALLSTREAM BUSINESS INC	Bill Payment	\$254.45
December 17, 2018	BAM FEE DEC BUSINESS PAD	Lease Payment	\$10.00
December 19, 2018	BELL CANADA	Bill Payment	\$68.80
December 27, 2018	BELL CANADA	Bill Payment	\$68.80
December 3, 2018	BELL CANADA	Bill Payment	\$88.07
December 27, 2018	BELL CANADA	Lease Payment	\$88.07
December 27, 2018	BELL CANADA	Bill Payment	\$88.07
December 27, 2018	BELL CANADA	Bill Payment	\$88.07
December 27, 2018	BELL CANADA	Bill Payment	\$88.07
December 27, 2018	BELL CANADA	Bill Payment	\$88.09
December 24, 2018	BELL CANADA	Bill Payment	\$118.54
December 13, 2018	BELL CANADA	Bill Payment	\$134.89
December 24, 2018	BELL CANADA	Bill Payment	\$141.71
December 27, 2018	BELL CANADA	Bill Payment	\$161.63
December 19, 2018	BELL CANADA	Bill Payment	\$226.96
December 3, 2018	BELL CANADA	Bill Payment	\$382.47
December 21, 2018	COGECO CONNEXION 50 - ONT	Bill Payment	\$101.64
December 21, 2018	COGECO CONNEXION 50 - ONT	Bill Payment	\$248.36
December 21, 2018	COGECO CONNEXION 50 - ONT	Bill Payment	\$275.48
December 21, 2018	COGECO CONNEXION 50 - ONT	Bill Payment	\$436.21
December 3, 2018	DELL FINANCE	Lease Payment	\$87.21
December 6, 2018	DELL FINANCE	Lease Payment	\$124.71
December 31, 2018	DELL FINANCE	Lease Payment	\$260.74
December 17, 2018	DELL FINANCE	Lease Payment	\$463.05
December 20, 2018	DELL FINANCE	Lease Payment	\$2,407.93
December 27, 2018	DELL FINANCE	Lease Payment	\$2,491.03
December 17, 2018	ELK ENERGY IN	Bill Payment	\$12.30
December 17, 2018	ELK ENERGY IN	Bill Payment	\$17.48
December 17, 2018	ELK ENERGY IN	Bill Payment	\$17.48
December 17, 2018	ELK ENERGY IN	Bill Payment	\$17.48
December 17, 2018	ELK ENERGY IN	Bill Payment	\$18.37
December 17, 2018	ELK ENERGY IN	Bill Payment	\$19.30
December 17, 2018	ELK ENERGY IN	Bill Payment	\$19.33
December 17, 2018	ELK ENERGY IN	Bill Payment	\$20.72
December 17, 2018	ELK ENERGY IN	Bill Payment	\$20.89
December 17, 2018	ELK ENERGY IN	Bill Payment	\$20.89
December 17, 2018	ELK ENERGY IN	Bill Payment	\$21.25
December 17, 2018	ELK ENERGY IN	Bill Payment	\$21.34
December 17, 2018	ELK ENERGY IN	Bill Payment	\$24.39
December 17, 2018	ELK ENERGY IN	Bill Payment	\$24.40
December 17, 2018	ELK ENERGY IN	Bill Payment	\$24.64
December 17, 2018	ELK ENERGY IN	Bill Payment	\$25.26
December 17, 2018	ELK ENERGY IN	Bill Payment	\$27.47
December 17, 2018	ELK ENERGY IN	Bill Payment	\$28.46
December 17, 2018	ELK ENERGY IN	Bill Payment	\$49.71



Preauthorized Payments for December 2018

Date	Vendor	Description	Amount
December 17, 2018	ELK ENERGY IN	Bill Payment	\$39.80
December 17, 2018	ELK ENERGY IN	Bill Payment	\$42.62
December 17, 2018	ELK ENERGY IN	Bill Payment	\$43.20
December 17, 2018	ELK ENERGY IN	Bill Payment	\$45.08
December 17, 2018	ELK ENERGY IN	Bill Payment	\$48.77
December 17, 2018	ELK ENERGY IN	Bill Payment	\$64.38
December 17, 2018	ELK ENERGY IN	Bill Payment	\$71.83
December 17, 2018	ELK ENERGY IN	Bill Payment	\$83.20
December 17, 2018	ELK ENERGY IN	Bill Payment	\$88.03
December 17, 2018	ELK ENERGY IN	Bill Payment	\$88.36
December 17, 2018	ELK ENERGY IN	Bill Payment	\$92.62
December 17, 2018	ELK ENERGY IN	Bill Payment	\$103.42
December 17, 2018	ELK ENERGY IN	Bill Payment	\$105.95
December 17, 2018	ELK ENERGY IN	Bill Payment	\$111.79
December 17, 2018	ELK ENERGY IN	Bill Payment	\$111.79
December 17, 2018	ELK ENERGY IN	Bill Payment	\$125.74
December 17, 2018	ELK ENERGY IN	Bill Payment	\$135.06
December 17, 2018	ELK ENERGY IN	Bill Payment	\$141.00
December 17, 2018	ELK ENERGY IN	Bill Payment	\$192.61
December 17, 2018	ELK ENERGY IN	Bill Payment	\$262.91
December 17, 2018	ELK ENERGY IN	Bill Payment	\$287.98
December 17, 2018	ELK ENERGY IN	Bill Payment	\$313.26
December 17, 2018	ELK ENERGY IN	Bill Payment	\$561.07
December 17, 2018	ELK ENERGY IN	Bill Payment	\$689.83
December 17, 2018	ELK ENERGY IN	Bill Payment	\$802.48
December 17, 2018	ELK ENERGY IN	Bill Payment	\$836.82
December 17, 2018	ELK ENERGY IN	Bill Payment	\$937.86
December 17, 2018	ELK ENERGY IN	Bill Payment	\$1,621.19
December 17, 2018	ELK ENERGY IN	Bill Payment	\$1,759.18
December 17, 2018	ELK ENERGY IN	Bill Payment	\$4,314.11
December 17, 2018	ELK ENERGY IN	Bill Payment	\$9,201.87
December 17, 2018	ELK ENERGY IN	Bill Payment	\$9,428.62
December 17, 2018	ELK ENERGY IN	Bill Payment	\$10,241.89
December 17, 2018	ELK ENERGY IN	Bill Payment	\$10,945.30
December 17, 2018	ELK ENERGY IN	Bill Payment	\$33,974.01
December 11, 2018	Hydro One	Bill Payment	\$4.28
December 17, 2018	Hydro One	Bill Payment	\$29.86
December 17, 2018	Hydro One	Bill Payment	\$29.86
December 19, 2018	Hydro One	Bill Payment	\$29.86
December 19, 2018	Hydro One	Bill Payment	\$30.12
December 18, 2018	Hydro One	Bill Payment	\$31.86
December 27, 2018	Hydro One	Bill Payment	\$34.91
December 27, 2018	Hydro One	Bill Payment	\$36.32
December 11, 2018	Hydro One	Bill Payment	\$38.93
December 27, 2018	Hydro One	Bill Payment	\$41.39
December 27, 2018	Hydro One	Bill Payment	\$46.14
December 19, 2018	Hydro One	Bill Payment	\$52.02
December 17, 2018	Hydro One	Bill Payment	\$56.90
December 17, 2018	Hydro One	Bill Payment	\$64.98
December 27, 2018	Hydro One	Bill Payment	\$72.63
December 27, 2018	Hydro One	Bill Payment	\$79.96
December 27, 2018	Hydro One	Bill Payment	\$85.92
December 17, 2018	Hydro One	Bill Payment	\$86.80
December 5, 2018	Hydro One	Bill Payment	\$100.83
December 27, 2018	Hydro One	Bill Payment	\$105.86
December 27, 2018	Hydro One	Bill Payment	\$114.65
December 10, 2018	Hydro One	Bill Payment	\$127.14
December 27, 2018	Hydro One	Bill Payment	\$344.69
December 17, 2018	Hydro One	Bill Payment	\$365.03
December 11, 2018	Hydro One	Bill Payment	\$449.00



Preauthorized Payments for December 2018

Date	Vendor	Description	Amount
December 18, 2018	Hydro One	Bill Payment	\$486.55
December 27, 2018	Hydro One	Bill Payment	\$538.58
December 27, 2018	Hydro One	Bill Payment	\$562.69
December 27, 2018	Hydro One	Bill Payment	\$2,481.49
December 5, 2018	Hydro One	Bill Payment	\$2,754.56
December 12, 2018	Hydro One	Bill Payment	\$4,914.84
December 12, 2018	Hydro One	Bill Payment	\$5,899.69
December 17, 2018	Hydro One	Bill Payment	\$6,559.46
December 10, 2018	ONTARIO CLEAN W	Miscellaneous Payment	\$1,126.00
December 28, 2018	RELIANCECOMFORT	Bill Payment	\$16.95
December 27, 2018	RELIANCECOMFORT	Bill Payment	\$28.70
December 27, 2018	RELIANCECOMFORT	Bill Payment	\$28.70
December 28, 2018	RELIANCECOMFORT	Bill Payment	\$28.70
December 19, 2018	RELIANCECOMFORT	Bill Payment	\$33.90
December 27, 2018	RELIANCECOMFORT	Bill Payment	\$51.30
December 28, 2018	RELIANCECOMFORT	Bill Payment	\$159.10
December 28, 2018	SEPP SUPERPASS CGB	Bill Payment	\$420.34
December 20, 2018	Telus Mobility	Bill Payment	\$3,801.40
December 11, 2018	U.S. BANK NA BUSINESS PAD	Bill Payment	\$17,748.23
December 10, 2018	UNION GAS LIMITED	Bill Payment	\$29.04
December 4, 2018	UNION GAS LIMITED	Bill Payment	\$46.07
December 5, 2018	UNION GAS LIMITED	Bill Payment	\$46.26
December 27, 2018	UNION GAS LIMITED	Bill Payment	\$54.95
December 10, 2018	UNION GAS LIMITED	Bill Payment	\$59.93
December 4, 2018	UNION GAS LIMITED	Bill Payment	\$70.84
December 27, 2018	UNION GAS LIMITED	Bill Payment	\$85.91
December 27, 2018	UNION GAS LIMITED	Bill Payment	\$101.72
December 10, 2018	UNION GAS LIMITED	Bill Payment	\$123.72
December 27, 2018	UNION GAS LIMITED	Bill Payment	\$133.13
December 27, 2018	UNION GAS LIMITED	Bill Payment	\$161.97
December 4, 2018	UNION GAS LIMITED	Bill Payment	\$167.35
December 3, 2018	UNION GAS LIMITED	Bill Payment	\$178.03
December 27, 2018	UNION GAS LIMITED	Bill Payment	\$216.44
December 3, 2018	UNION GAS LIMITED	Bill Payment	\$256.22
December 4, 2018	UNION GAS LIMITED	Bill Payment	\$279.17
December 27, 2018	UNION GAS LIMITED	Bill Payment	\$280.02
December 27, 2018	UNION GAS LIMITED	Bill Payment	\$400.14
December 5, 2018	UNION GAS LIMITED	Bill Payment	\$459.35
December 27, 2018	UNION GAS LIMITED	Bill Payment	\$619.67
December 31, 2018	UNION GAS LIMITED	Bill Payment	\$628.37
December 31, 2018	UNION GAS LIMITED	Bill Payment	\$635.77
December 27, 2018	UNION GAS LIMITED	Bill Payment	\$836.33
December 4, 2018	UNION GAS LIMITED	Bill Payment	\$1,013.64
December 27, 2018	UNION GAS LIMITED	Bill Payment	\$3,047.05
December 7, 2018	Union Water	Bill Payment	\$35,431.73
December 20, 2018	WDS GROUP	Miscellaneous Payment	\$180.03
December 20, 2018	WDS GROUP	Miscellaneous Payment	\$56,115.56
Total Pre-Authorized Payments			\$250,526.05



Payroll for December 2018

Pay Week Ending	Pay Date	Amount
December 1, 2018	December 6, 2018	\$116,639.62
December 8, 2018	December 13, 2018	\$110,934.11
Fire Remuneration	December 13, 2018	\$71,079.99
December 15, 2018	December 20, 2018	\$90,808.43
Council Remuneration	December 20, 2018	\$12,499.59
December 22, 2018	December 27, 2018	\$83,602.90
Total		\$485,564.64



January 2019 Bank Payments Report

Contents Include

General Account Cheque Register

Pre-Authorized Payments

Payroll



General Account Cheque Register for January 2019

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
48839	MON001	Monarch Office Supply Inc.	January 22, 2019	\$6.63
48687	LVG001	LV Giorgi Construction Inc.	January 7, 2019	\$16,585.29
48688	2275694	2275694 Ontario Inc.	January 8, 2019	\$2,580.00
48689	AIR004	Airvoix Communciations Inc	January 8, 2019	\$1,435.10
48690	ANS002	Anson, Margaret	January 8, 2019	\$3,892.90
48691	BOS002	BOSSE, MARK	January 8, 2019	\$100.00
48692	BOW001	Bowman, Morley	January 8, 2019	\$121.87
48693	BRO005	BROUGHTON, KEN	January 8, 2019	\$95.00
48694	CAR030	Cardinal Couriers Ltd	January 8, 2019	\$497.61
48695	CEN014	Central Animal Hospital	January 8, 2019	\$1,000.00
48696	CIB005	CIBC	January 8, 2019	\$3,119.30
48697	CIM001	CIMCO Refrigeration	January 8, 2019	\$765.10
48698	DOM001	Dominion Voting Systems Corpor	January 8, 2019	\$10,444.31
48699	DOU004	Dougall Avenue Veterinary Hosp	January 8, 2019	\$75.00
48700	ELE003	Electrozad Supply Company	January 8, 2019	\$141.36
48701	ERI009	Erie North Shore Minor Hockey	January 8, 2019	\$3,510.00
48702	EST002	Estate of Louis Koziana	January 8, 2019	\$604.00
48703	FLA002	The Flag Shop	January 8, 2019	\$3,090.55
48704	GRE004	Greg Bailey Limited	January 8, 2019	\$469.31
48705	HOD003	Hodare, Shelly	January 8, 2019	\$90.40
48706	HOT007	Hotham Building Materials Inc.	January 8, 2019	\$27.38
48707	LAN010	Landscape Effects Group	January 8, 2019	\$1,532.28
48708	MOR006	Morton Industrial Sales & Serv	January 8, 2019	\$185.09
48709	NEL002	Nella Cutlery (Hamilton) Inc.	January 8, 2019	\$135.60
48710	PIT007	Pittao, Ann	January 8, 2019	\$185.32
48711	PRO004	ProTrades Mechanical Inc.	January 8, 2019	\$221.48
48712	REC003	Receiver General for Canada	January 8, 2019	\$28,086.15
48713	SEX001	SEXAUER LTD	January 8, 2019	\$848.57
48714	SHE029	Wilf Shepley Electrical & Plum	January 8, 2019	\$2,432.60
48715	TUZ001	Tuzlova, Tanya	January 8, 2019	\$151.80
48716	YOR004	York, Dianne and Fred	January 8, 2019	\$21,642.56
48717	AMC002	AMCTO	January 8, 2019	\$447.48
48718	ESS002	Essex 73's	January 8, 2019	\$300.00
48719	ONT009	Ontario Association of Fire Ch	January 8, 2019	\$864.45
48720	AGR002	Agris Co-Operative Ltd.	January 14, 2019	\$3,415.35
48721	AMC002	AMCTO	January 14, 2019	\$447.48
48722	AQU001	Aquam Inc	January 14, 2019	\$197.15
48723	ARN005	Arnel, Richard - Petty Cash	January 14, 2019	\$87.90
48724	CHO006	Chochi's	January 14, 2019	\$764.00
48725	CIN001	Cintas Canada Limited	January 14, 2019	\$332.68
48726	CIN004	Cintas Canada Limited	January 14, 2019	\$163.85
48727	COL001	Colenutt Signs Limited	January 14, 2019	\$553.70
48728	ELE003	Electrozad Supply Company	January 14, 2019	\$126.33
48729	ESS030	Essex Windsor Solid Waste Auth	January 14, 2019	\$33,174.00
48730	ESS044	Town of Essex	January 14, 2019	\$502.25
48731	GFL001	GFL Environmental Inc.	January 14, 2019	\$38.93
48732	GRA028	Grayer, Dennis	January 14, 2019	\$250.00
48733	HEW001	Jeffrey J. Hewitt, Lawyer	January 14, 2019	\$5,954.75
48734	IMA003	Imaginative Imaging	January 14, 2019	\$8,814.00
48735	JUS002	Just Drive Safe Driving School	January 14, 2019	\$75.00
48736	KIN009	Kingsville Roofing	January 14, 2019	\$3,831.41
48737	LEA002	Leamington Glass Limited	January 14, 2019	\$1,062.66
48738	LEK001	LEKTER INDUSTRIAL SERVICES	January 14, 2019	\$4,743.74
48739	MEL042	Meloche, Tim	January 14, 2019	\$500.00
48740	MIN001	Minister of Finance	January 14, 2019	\$6,277.82
48741	MON001	Monarch Office Supply Inc.	January 14, 2019	\$2,726.84
48742	MUN012	Munger Plumbing & Electric	January 14, 2019	\$86.70
48743	NEL002	Nella Cutlery (Hamilton) Inc.	January 14, 2019	\$237.30
48744	REA016	Realtax Inc.	January 14, 2019	\$791.00
48745	ROY001	Royal Canadian Legion Branch 2	January 14, 2019	\$1,400.00
48746	SEX001	SEXAUER LTD	January 14, 2019	\$853.26
48747	SHU003	Shuttleworth, Donald	January 14, 2019	\$500.00
48748	SNG001	Stop N Go	January 14, 2019	\$702.01
48749	SOU033	South Howard Animal Clinic	January 14, 2019	\$150.00
48750	SWA006	Swayze, Robert J.	January 14, 2019	\$6,519.84



General Account Cheque Register for January 2019

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
48751	VAN008	Evert Van Doorn Construction	January 14, 2019	\$476.10
48752	WIN056	Windsor Body Magazine	January 14, 2019	\$974.06
48753	WOL002	Wolf Hooker Professional Corpo	January 14, 2019	\$2,550.73
48754	XER001	Xerox Canada	January 14, 2019	\$84.99
48755	ZUI002	Zuiderveen, Jacob	January 14, 2019	\$250.00
48756	ACC004	Access Doors N More Inc	January 14, 2019	\$2,163.95
48757	AMC002	AMCTO	January 14, 2019	\$238.43
48758	CIN001	Cintas Canada Limited	January 14, 2019	\$87.38
48759	COT006	Cottam Radiator	January 14, 2019	\$56.44
48760	DUL001	Dulux - PPG Architectural Coat	January 14, 2019	\$695.52
48761	HER002	Heritage Essex	January 14, 2019	\$25,000.00
48762	KEL015	Kelcom - Radio Division	January 14, 2019	\$3,994.55
48763	ONT054	Ontario Municipal Management I	January 14, 2019	\$145.00
48764	PRA001	Praxair Canada Inc	January 14, 2019	\$651.08
48765	SUP010	Superior Sport Stitch	January 14, 2019	\$86.45
48766	THY001	Thyssenkrupp Elevator	January 14, 2019	\$813.60
48767	VAN008	Evert Van Doorn Construction	January 14, 2019	\$240.00
48768	WIN027	Windsor Starter's Powerhouse	January 14, 2019	\$1,131.13
48769	AIR001	Air Liquide Canada Inc.	January 22, 2019	\$18.86
48770	ALL024	Allied Fire and Safety	January 22, 2019	\$511.75
48771	ANC002	Anchor Doors & Service Inc	January 22, 2019	\$11,823.62
48772	BAR031	Barrette Excavating Inc.	January 22, 2019	\$4,281.68
48773	BEN001	Beneteau, Denise	January 22, 2019	\$91.30
48774	BER015	Bernardi Human Resource Law LL	January 22, 2019	\$3,031.84
48775	BLA011	Black & McDonald Limited	January 22, 2019	\$889.58
48776	BLA013	Blackburn Radio Inc.	January 22, 2019	\$2,990.74
48777	BTE001	BT Engineering Inc.	January 22, 2019	\$8,008.88
48778	CAN001	K & S Windsor Salt Ltd	January 22, 2019	\$19,930.57
48779	CAR030	Cardinal Couriers Ltd	January 22, 2019	\$406.65
48780	CAR034	Carter Chiropractic Profession	January 22, 2019	\$10,687.80
48781	CHA006	Champion Industrial Equipment	January 22, 2019	\$1,850.66
48782	CHE003	Checker Industrial Ltd	January 22, 2019	\$232.82
48783	CIN001	Cintas Canada Limited	January 22, 2019	\$258.75
48784	CIN004	Cintas Canada Limited	January 22, 2019	\$1,291.59
48785	CLS001	Canadian Linen and Uniform Ser	January 22, 2019	\$757.26
48786	COL001	Colenutt Signs Limited	January 22, 2019	\$271.20
48787	COR004	Corporate Billing Inc.	January 22, 2019	\$963.00
48788	COT006	Cottam Radiator	January 22, 2019	\$30.45
48789	CUL001	Culligan Water	January 22, 2019	\$56.67
48790	DOM002	DOMINION TREE SERVICE INC	January 22, 2019	\$3,955.00
48791	EMC002	EMCO Corporation	January 22, 2019	\$501.81
48792	ESS017	Essex Free Press	January 22, 2019	\$438.06
48793	ESS030	Essex Windsor Solid Waste Auth	January 22, 2019	\$53,993.59
48794	EVA001	Evans Utility & Municipal Prod	January 22, 2019	\$1,299.50
48795	FOR001	Forest Machine & Mfg. Inc	January 22, 2019	\$1,213.16
48796	GAR014	Gardner Denver Canada Corp	January 22, 2019	\$623.18
48797	GRE004	Greg Bailey Limited	January 22, 2019	\$33.20
48798	HAM014	Hampton Landscape Inc.	January 22, 2019	\$548.05
48799	HAR100	THE HARROW NEWS	January 22, 2019	\$885.64
48800	INT013	International Fabricating & Ma	January 22, 2019	\$553.70
48801	JEF001	Jeff Shepley Excavating Ltd.	January 22, 2019	\$2,963.22
48802	JEF003	Jeffrey, Ed	January 22, 2019	\$160.00
48803	LAB018	Dr. Laba-Kaczmarek Medical Gro	January 22, 2019	\$3,500.00
48804	LAN010	Landscape Effects Group	January 22, 2019	\$1,333.40
48805	LEK001	LEKTER INDUSTRIAL SERVICES	January 22, 2019	\$7,210.18
48806	MCT001	McTague Law Firm LLP	January 22, 2019	\$3,984.04
48807	MIN001	Minister of Finance	January 22, 2019	\$177,194.97
48808	MUN012	Munger Plumbing & Electric	January 22, 2019	\$2,094.40
48809	NAT011	Natrix Technologies Inc.	January 22, 2019	\$3,503.70
48810	NOR006	NorJohn Contracting & Paving L	January 22, 2019	\$491,684.93
48811	OEC001	OE Canada Inc.	January 22, 2019	\$515.28
48812	QUE001	Questica Inc.	January 22, 2019	\$7,973.28
48813	SEX001	SEXAUER LTD	January 22, 2019	\$79.01
48814	SHI008	SHI Canada ULC	January 22, 2019	\$2,550.00
48815	SHR001	Shred-it International ULC	January 22, 2019	\$421.38



General Account Cheque Register for January 2019

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
48816	SLR001	SLR Contracting Group Inc	January 22, 2019	\$236,834.11
48817	SOU007	Southwestern Sales Corporation	January 22, 2019	\$1,904.05
48818	STE022	Stempski Kelly Associates Inc.	January 22, 2019	\$758.77
48819	THI008	Think Wireless Solutions Inc.	January 22, 2019	\$776.31
48820	TUZ001	Tuzlova, Tanya	January 22, 2019	\$389.00
48821	WHA002	Whair Else	January 22, 2019	\$6,432.30
48822	WUR001	Wurth Canada Limited	January 22, 2019	\$862.11
48823	XER001	Xerox Canada	January 22, 2019	\$720.10
48824	AOR001	Association of Ontario Road Su	January 22, 2019	\$220.35
48825	BEL017	Bell Canada-Public Access	January 22, 2019	\$56.50
48826	CAN008	Canadian Tods Limited	January 22, 2019	\$345.78
48827	CCC002	Colonial Coffee Co. Ltd.	January 22, 2019	\$37.80
48828	COT006	Cottam Radiator	January 22, 2019	\$967.28
48829	CUL001	Culligan Water	January 22, 2019	\$70.13
48830	ECO002	ECONOMY RENTAL CENTRE	January 22, 2019	\$271.20
48831	ERC001	Essex Region Conservation Auth	January 22, 2019	\$38,986.75
48832	FAM004	Family Funtime Publishing	January 22, 2019	\$39.55
48833	FIR005	Fireservice Management Ltd	January 22, 2019	\$126.97
48834	GRE004	Greg Bailey Limited	January 22, 2019	\$27.69
48835	HDS001	HDS Canada Inc.	January 22, 2019	\$301.24
48836	HEW001	Jeffrey J. Hewitt, Lawyer	January 22, 2019	\$498.33
48837	KIN014	Kinnaird's Painting	January 22, 2019	\$2,853.25
48838	LAW008	Law Society of Ontario	January 22, 2019	\$2,487.13
48840	MUN012	Munger Plumbing & Electric	January 22, 2019	\$614.55
48841	OAC001	OACA	January 22, 2019	\$150.00
48842	OMT001	OMTRA	January 22, 2019	\$248.60
48843	ONT049	Ontario College of Trades	January 22, 2019	\$135.60
48844	SOC001	SOCAN	January 22, 2019	\$252.94
48845	TWO001	Two Way Automotive	January 22, 2019	\$12.87
48846	VAL009	Valvoline Express Care	January 22, 2019	\$126.09
48847	WAV002	Wave Direct Telecommunications	January 22, 2019	\$752.22
48848	ALL024	Allied Fire and Safety	January 25, 2019	\$80.60
48849	BLA011	Black & McDonald Limited	January 25, 2019	\$1,737.52
48850	CED003	Cedar Signs	January 25, 2019	\$4,773.70
48851	CUL001	Culligan Water	January 25, 2019	\$31.58
48852	ELK001	E.L.K. Solutions Inc	January 25, 2019	\$5,350.50
48853	ERC001	Essex Region Conservation Auth	January 25, 2019	\$4,894.82
48854	GFL001	GFL Environmental Inc.	January 25, 2019	\$38.93
48855	GIL008	Gillett Roofing Inc.	January 25, 2019	\$9,266.00
48856	MAR070	Marks Supply Inc	January 25, 2019	\$422.39
48857	ONT026	Ontario One Call Ltd	January 25, 2019	\$227.67
48858	SCL001	Stantec	January 25, 2019	\$7,684.25
48859	TEC004	Technical Standards & Safety A	January 25, 2019	\$230.00
48860	VAN029	Vander Doelen, Chris	January 25, 2019	\$196.59
48861	VOL001	E.R. Vollans Ltd.	January 25, 2019	\$37.90
48862	WAL024	Walker Aggregates Inc.	January 25, 2019	\$597.63
48863	XER001	Xerox Canada	January 25, 2019	\$19.46
48864	AGR002	Agris Co-Operative Ltd.	January 25, 2019	\$5,175.83
48865	AIR001	Air Liquide Canada Inc.	January 25, 2019	\$208.42
48866	AMO001	Association of Municipalities	January 25, 2019	\$6,666.51
48867	ANC002	Anchor Doors & Service Inc	January 25, 2019	\$144.08
48868	AOR001	Association of Ontario Road Su	January 25, 2019	\$3,078.36
48869	BAR027	Barrette's Small Engines Inc.	January 25, 2019	\$6.71
48870	BON037	Bondy, Kristan Ann	January 25, 2019	\$500.00
48871	BRO045	Broser, Michael & Christine	January 25, 2019	\$250.00
48872	BRO046	Brock, Terry	January 25, 2019	\$250.00
48873	BRU003	Bruner, Daniel	January 25, 2019	\$20.00
48874	BUR018	Burrell, Darryl Andrew	January 25, 2019	\$250.00
48875	CAN001	K & S Windsor Salt Ltd	January 25, 2019	\$3,432.77
48876	CAN037	Canadian Diesel Services	January 25, 2019	\$1,067.33
48877	CHA006	Champion Industrial Equipment	January 25, 2019	\$348.49
48878	CHE003	Checker Industrial Ltd	January 25, 2019	\$117.77
48879	CIM001	CIMCO Refrigeration	January 25, 2019	\$765.10
48880	CIN001	Cintas Canada Limited	January 25, 2019	\$87.38
48881	COR004	Corporate Billing Inc.	January 25, 2019	\$1,429.89



General Account Cheque Register for January 2019

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
48882	CTS001	County Towing Inc.	January 25, 2019	\$124.30
48883	CTY002	County of Essex	January 25, 2019	\$1,433.89
48884	CUR022	Curtis, Lorri	January 25, 2019	\$500.00
48885	DIG003	Bart DiGiovanni Construction L	January 25, 2019	\$1,000.00
48886	DRO011	Drouillard, Joe	January 25, 2019	\$20.00
48887	DUB006	Duby's Home Centre	January 25, 2019	\$1,000.00
48888	EME004	Emergency Vehicle Technicians	January 25, 2019	\$100.00
48889	ESS046	ESSEX METALS	January 25, 2019	\$684.22
48890	ESS084	Essex County K9 Services	January 25, 2019	\$2,542.50
48891	EVA001	Evans Utility & Municipal Prod	January 25, 2019	\$308.49
48892	FAM002	Family Services Windsor-Essex	January 25, 2019	\$1,282.50
48893	FIR002	Fire Marshal's Public Fire Saf	January 25, 2019	\$100.00
48894	INT013	International Fabricating & Ma	January 25, 2019	\$22.83
48895	KEL015	Kelcom - Radio Division	January 25, 2019	\$3,994.55
48896	KIN013	Chris King & Sons Construction	January 25, 2019	\$1,000.00
48897	KOT003	Kotyk, Steven Michael	January 25, 2019	\$500.00
48898	LAC007	Lacasse Spg	January 25, 2019	\$233.91
48899	LAN010	Landscape Effects Group	January 25, 2019	\$766.14
48900	MER001	Merchants Paper Company Windso	January 25, 2019	\$1,198.95
48901	MIL032	Mills, Renee Marie	January 25, 2019	\$700.00
48902	MLS001	M & L Supply	January 25, 2019	\$146.90
48903	MUN008	Municipal Employer Pension Cen	January 25, 2019	\$433.07
48904	NEL002	Nella Cutlery (Hamilton) Inc.	January 25, 2019	\$169.50
48905	OCH001	Ochs, Phil	January 25, 2019	\$250.00
48906	PHA004	Phaneuf, Ryan	January 25, 2019	\$20.00
48907	POO003	Pools by Angelo	January 25, 2019	\$500.00
48908	PRE001	Presland, Andrew	January 25, 2019	\$250.00
48909	SCL001	Stantec	January 25, 2019	\$13,569.80
48910	SEC002	Security One Alarm Systems Ltd	January 25, 2019	\$298.12
48911	SZE001	Szecsodi, Alexander	January 25, 2019	\$250.00
48912	TWO001	Two Way Automotive	January 25, 2019	\$14.63
48913	XER001	Xerox Canada	January 25, 2019	\$192.28
48914	CTR001	Canadian Tire #172	January 30, 2019	\$923.39
48915	REC001	Receiver General	January 30, 2019	\$620.00
48916	TOW002	Town of Essex	January 30, 2019	\$8,797.40
48917	TSC002	TSC Stores LP	January 30, 2019	\$15.81
EFT000269	BAL020	Balsam Cindy	January 8, 2019	\$423.50
EFT000270	BEZ001	Bezaire, Mike	January 8, 2019	\$2,233.05
EFT000271	BOR007	Bortolotto, Katie	January 8, 2019	\$127.05
EFT000272	COM030	Commercial Cleaning Services	January 8, 2019	\$4,410.41
EFT000273	HOL001	Holland Cleaning Solutions Ltd	January 8, 2019	\$102.95
EFT000274	JOL001	Jolicoeur, Jason	January 8, 2019	\$181.50
EFT000275	LIF001	Lifesaving Society	January 8, 2019	\$1,326.25
EFT000276	WES018	Westminster International Inc.	January 8, 2019	\$5,462.14
EFT000277	JOL001	Jolicoeur, Jason	January 8, 2019	\$145.78
EFT000278	ABB002	Abbott, Tom	January 14, 2019	\$180.00
EFT000279	COM030	Commercial Cleaning Services	January 14, 2019	\$1,922.36
EFT000280	GRE003	Greater Essex County District	January 14, 2019	\$5,297.83
EFT000281	HOL001	Holland Cleaning Solutions Ltd	January 14, 2019	\$694.31
EFT000282	KEN002	Ken Lapain & Sons Ltd.	January 14, 2019	\$8,697.74
EFT000283	LAS001	Laser Art Inc	January 14, 2019	\$48.65
EFT000284	SNI001	Snively, Lawrence	January 14, 2019	\$305.80
EFT000285	STA007	Stationery & Stuff	January 14, 2019	\$33.90
EFT000286	WAS004	Waste Connections of Canada In	January 14, 2019	\$1,003.76
EFT000287	WOL004	Wolseley Canada Inc	January 14, 2019	\$256.42
EFT000288	BEZ001	Bezaire, Mike	January 14, 2019	\$3,716.64
EFT000289	HOL001	Holland Cleaning Solutions Ltd	January 14, 2019	\$678.00
EFT000290	NEW005	Newton, Sarah	January 14, 2019	\$60.95
EFT000291	120001	1206662 Ontario Ltd	January 22, 2019	\$8,594.01
EFT000292	183943	1839431 Ontario Ltd	January 22, 2019	\$4,410.39
EFT000293	BAI009	Giurissevich, Kate	January 22, 2019	\$34.10
EFT000294	BON026	Bondy, Sherry	January 22, 2019	\$556.60
EFT000295	CAR011	Carrier Centers	January 22, 2019	\$462.90
EFT000296	EMP006	Empire Business Continuity Con	January 22, 2019	\$531.55
EFT000297	FEE001	The Feed Store	January 22, 2019	\$542.34



General Account Cheque Register for January 2019

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
EFT000298	HOL001	Holland Cleaning Solutions Ltd	January 22, 2019	\$773.88
EFT000299	HUR007	Hurricane SMS Inc.	January 22, 2019	\$1,017.00
EFT000300	JAC001	Jack's Auto Service	January 22, 2019	\$1,621.55
EFT000301	ONT016	Ontario Clean Water Agency	January 22, 2019	\$141,099.34
EFT000302	PUR001	Purolator Inc.	January 22, 2019	\$38.95
EFT000303	RCS001	RC Spencer Associates Inc.	January 22, 2019	\$2,583.18
EFT000304	REG001	Reg Clark Truck Ltd	January 22, 2019	\$56,192.31
EFT000305	VIK001	Viking Cives Ltd	January 22, 2019	\$1,345.35
EFT000306	WIN010	Windsor-Essex County Humane So	January 22, 2019	\$275.00
EFT000307	WOL004	Wolseley Canada Inc	January 22, 2019	\$12,518.03
EFT000308	BEZ001	Bezaire, Mike	January 22, 2019	\$581.95
EFT000309	BRE016	Brett, Laurie	January 22, 2019	\$513.00
EFT000310	DIA003	Diamond Software, Inc.	January 22, 2019	\$825.00
EFT000311	FEE001	The Feed Store	January 22, 2019	\$589.78
EFT000312	GRE005	Green Shield Canada	January 22, 2019	\$48,825.05
EFT000313	HAM010	Hamilton, Nathan	January 22, 2019	\$59.00
EFT000314	HOL001	Holland Cleaning Solutions Ltd	January 22, 2019	\$470.61
EFT000315	RCA001	RCAP Leasing Inc.	January 22, 2019	\$168.24
EFT000316	STA007	Stationery & Stuff	January 22, 2019	\$56.44
EFT000317	SUN002	Sun Life Assurance Company of	January 22, 2019	\$12,585.17
EFT000318	WAS004	Waste Connections of Canada In	January 22, 2019	\$1,010.66
EFT000319	AUT001	Auto Barn Parts	January 25, 2019	\$175.56
EFT000320	BEZ001	Bezaire, Mike	January 25, 2019	\$600.95
EFT000321	BJO001	Bjorkman, Stephen	January 25, 2019	\$1,215.07
EFT000322	COM030	Commercial Cleaning Services	January 25, 2019	\$3,504.36
EFT000323	HOL001	Holland Cleaning Solutions Ltd	January 25, 2019	\$1,284.25
EFT000324	JUT001	Jutzi Water Technologies	January 25, 2019	\$192.10
EFT000325	KEL011	Kelcom Wireless Ltd.	January 25, 2019	\$339.00
EFT000326	REG001	Reg Clark Truck Ltd	January 25, 2019	\$34,122.48
EFT000327	STA007	Stationery & Stuff	January 25, 2019	\$33.88
EFT000328	VIK001	Viking Cives Ltd	January 25, 2019	\$75.53
EFT000329	WOL004	Wolseley Canada Inc	January 25, 2019	\$10,376.87
EFT000330	AUT001	Auto Barn Parts	January 25, 2019	\$38.41
EFT000331	BEZ001	Bezaire, Mike	January 25, 2019	\$3,716.64
EFT000332	CAR011	Carrier Centers	January 25, 2019	\$3,078.14
EFT000333	FEE001	The Feed Store	January 25, 2019	\$111.40
EFT000334	HER005	Hernandez Sanitation Services	January 25, 2019	\$1,680.85
EFT000335	HOL001	Holland Cleaning Solutions Ltd	January 25, 2019	\$303.97
EFT000336	HUR007	Hurricane SMS Inc.	January 25, 2019	\$1,356.00
EFT000337	MOR009	Morassut, Jake	January 25, 2019	\$12.00
EFT000338	RCA001	RCAP Leasing Inc.	January 25, 2019	\$484.54
EFT000339	VIK001	Viking Cives Ltd	January 25, 2019	\$352.84
EFT000340	CUP001	Canadian Union of Public Emplo	January 30, 2019	\$1,970.33
EFT000341	ESS019	Essex Home Hardware	January 30, 2019	\$3,454.45
EFT000342	HHH001	Harrow Home Hardware	January 30, 2019	\$291.19
EFT000343	OME001	OMERS	January 30, 2019	\$66,098.90
EFT000344	XMA001	Town of Essex Employees Christ	January 30, 2019	\$6,428.55
Total Cheques				\$4,329,963.01



Preauthorized Payments for January 2019

Date	Vendor	Description	Amount
January 15, 2019	957590 Global Leasing 15	Miscellaneous Payment	\$319.89
January 17, 2019	Allstream	Bill Payment	\$64.52
January 17, 2019	Allstream	Bill Payment	\$64.52
January 17, 2019	Allstream	Bill Payment	\$66.16
January 17, 2019	Allstream	Bill Payment	\$117.80
January 24, 2019	Allstream	Bill Payment	\$60.96
January 24, 2019	Allstream	Bill Payment	\$60.96
January 24, 2019	Allstream	Bill Payment	\$70.00
January 24, 2019	Allstream	Bill Payment	\$71.81
January 30, 2019	Allstream	Bill Payment	\$61.64
January 30, 2019	Allstream	Bill Payment	\$93.90
January 30, 2019	Allstream	Bill Payment	\$257.53
January 10, 2019	Allstream	Bill Payment	\$45.61
January 23, 2019	Allstream	Bill Payment	\$45.54
January 15, 2019	BAM Fee	Lease Payment	\$10.00
January 2, 2019	Bell Canada	Bill Payment	\$382.53
January 14, 2019	Bell Canada	Bill Payment	\$148.34
January 21, 2019	Bell Canada	Bill Payment	\$68.80
January 21, 2019	Bell Canada	Bill Payment	\$226.96
January 23, 2019	Bell Canada	Bill Payment	\$118.54
January 23, 2019	Bell Canada	Bill Payment	\$147.36
January 23, 2019	Bell Canada	Bill Payment	\$187.43
January 23, 2019	Bell Canada	Bill Payment	\$198.31
January 23, 2019	Bell Canada	Bill Payment	\$400.30
January 25, 2019	Bell Canada	Bill Payment	\$68.78
January 25, 2019	Bell Canada	Bill Payment	\$88.05
January 25, 2019	Bell Canada	Bill Payment	\$88.05
January 25, 2019	Bell Canada	Bill Payment	\$88.05
January 25, 2019	Bell Canada	Bill Payment	\$88.05
January 25, 2019	Bell Canada	Bill Payment	\$88.05
January 25, 2019	Bell Canada	Bill Payment	\$161.59
January 15, 2019	Dell Finance	Lease Payment	\$699.44
January 21, 2019	Dell Finance	Lease Payment	\$164.77
January 2, 2019	Dell Finance	Lease Payment	\$87.21
January 28, 2019	Dell Finance	Lease Payment	\$2,491.03
January 16, 2019	ELK Energy	Bill Payment	\$13.89
January 16, 2019	ELK Energy	Bill Payment	\$17.48
January 16, 2019	ELK Energy	Bill Payment	\$17.48
January 16, 2019	ELK Energy	Bill Payment	\$17.48
January 16, 2019	ELK Energy	Bill Payment	\$18.57
January 16, 2019	ELK Energy	Bill Payment	\$19.30
January 16, 2019	ELK Energy	Bill Payment	\$19.30
January 16, 2019	ELK Energy	Bill Payment	\$19.30
January 16, 2019	ELK Energy	Bill Payment	\$19.30
January 16, 2019	ELK Energy	Bill Payment	\$20.76
January 16, 2019	ELK Energy	Bill Payment	\$21.70
January 16, 2019	ELK Energy	Bill Payment	\$25.68
January 16, 2019	ELK Energy	Bill Payment	\$26.47
January 16, 2019	ELK Energy	Bill Payment	\$27.47
January 16, 2019	ELK Energy	Bill Payment	\$27.87
January 16, 2019	ELK Energy	Bill Payment	\$30.70
January 16, 2019	ELK Energy	Bill Payment	\$34.86
January 16, 2019	ELK Energy	Bill Payment	\$39.18
January 16, 2019	ELK Energy	Bill Payment	\$41.56
January 16, 2019	ELK Energy	Bill Payment	\$41.65
January 16, 2019	ELK Energy	Bill Payment	\$42.62
January 16, 2019	ELK Energy	Bill Payment	\$44.28
January 16, 2019	ELK Energy	Bill Payment	\$48.14
January 16, 2019	ELK Energy	Bill Payment	\$49.32
January 16, 2019	ELK Energy	Bill Payment	\$49.55



Preauthorized Payments for January 2019

Date	Vendor	Description	Amount
January 16, 2019	ELK Energy	Bill Payment	\$59.90
January 16, 2019	ELK Energy	Bill Payment	\$61.58
January 16, 2019	ELK Energy	Bill Payment	\$81.44
January 16, 2019	ELK Energy	Bill Payment	\$82.28
January 16, 2019	ELK Energy	Bill Payment	\$97.89
January 16, 2019	ELK Energy	Bill Payment	\$110.15
January 16, 2019	ELK Energy	Bill Payment	\$111.60
January 16, 2019	ELK Energy	Bill Payment	\$112.01
January 16, 2019	ELK Energy	Bill Payment	\$112.28
January 16, 2019	ELK Energy	Bill Payment	\$118.60
January 16, 2019	ELK Energy	Bill Payment	\$127.25
January 16, 2019	ELK Energy	Bill Payment	\$142.81
January 16, 2019	ELK Energy	Bill Payment	\$142.81
January 16, 2019	ELK Energy	Bill Payment	\$147.49
January 16, 2019	ELK Energy	Bill Payment	\$162.74
January 16, 2019	ELK Energy	Bill Payment	\$175.54
January 16, 2019	ELK Energy	Bill Payment	\$193.59
January 16, 2019	ELK Energy	Bill Payment	\$212.59
January 16, 2019	ELK Energy	Bill Payment	\$235.63
January 16, 2019	ELK Energy	Bill Payment	\$262.21
January 16, 2019	ELK Energy	Bill Payment	\$453.39
January 16, 2019	ELK Energy	Bill Payment	\$585.88
January 16, 2019	ELK Energy	Bill Payment	\$612.19
January 16, 2019	ELK Energy	Bill Payment	\$829.86
January 16, 2019	ELK Energy	Bill Payment	\$858.98
January 16, 2019	ELK Energy	Bill Payment	\$863.62
January 16, 2019	ELK Energy	Bill Payment	\$1,259.61
January 16, 2019	ELK Energy	Bill Payment	\$1,693.82
January 16, 2019	ELK Energy	Bill Payment	\$2,166.81
January 16, 2019	ELK Energy	Bill Payment	\$3,114.63
January 16, 2019	ELK Energy	Bill Payment	\$5,745.72
January 16, 2019	ELK Energy	Bill Payment	\$9,455.43
January 16, 2019	ELK Energy	Bill Payment	\$10,898.86
January 16, 2019	ELK Energy	Bill Payment	\$13,589.60
January 16, 2019	ELK Energy	Bill Payment	\$13,645.79
January 16, 2019	ELK Energy	Bill Payment	\$34,685.12
January 7, 2019	Hydro One	Bill Payment	\$5.80
January 7, 2019	Hydro One	Bill Payment	\$106.30
January 7, 2019	Hydro One	Bill Payment	\$258.02
January 7, 2019	Hydro One	Bill Payment	\$3,488.92
January 8, 2019	Hydro One	Bill Payment	\$44.74
January 8, 2019	Hydro One	Bill Payment	\$422.25
January 9, 2019	Hydro One	Bill Payment	\$5,858.44
January 14, 2019	Hydro One	Bill Payment	\$7,838.08
January 14, 2019	Hydro One	Bill Payment	\$8,339.79
January 15, 2019	Hydro One	Bill Payment	\$29.86
January 15, 2019	Hydro One	Bill Payment	\$29.86
January 15, 2019	Hydro One	Bill Payment	\$56.58
January 15, 2019	Hydro One	Bill Payment	\$68.24
January 15, 2019	Hydro One	Bill Payment	\$92.64
January 15, 2019	Hydro One	Bill Payment	\$577.34
January 16, 2019	Hydro One	Bill Payment	\$37.58
January 16, 2019	Hydro One	Bill Payment	\$602.03
January 21, 2019	Hydro One	Bill Payment	\$29.86
January 21, 2019	Hydro One	Bill Payment	\$36.35
January 21, 2019	Hydro One	Bill Payment	\$54.44
January 22, 2019	Hydro One	Bill Payment	\$30.12
January 22, 2019	Hydro One	Bill Payment	\$495.61
January 22, 2019	Hydro One	Bill Payment	\$538.57
January 23, 2019	Hydro One	Bill Payment	\$149.23



Preauthorized Payments for January 2019

Date	Vendor	Description	Amount
January 23, 2019	Hydro One	Bill Payment	\$79.17
January 23, 2019	Hydro One	Bill Payment	\$86.94
January 23, 2019	Hydro One	Bill Payment	\$91.51
January 23, 2019	Hydro One	Bill Payment	\$116.98
January 23, 2019	Hydro One	Bill Payment	\$125.48
January 23, 2019	Hydro One	Bill Payment	\$416.13
January 28, 2019	Hydro One	Bill Payment	\$36.32
January 28, 2019	Hydro One	Bill Payment	\$41.84
January 28, 2019	Hydro One	Bill Payment	\$2,455.71
January 10, 2019	Ontario Clean Water	Miscellaneous Payment	\$87,699.08
January 18, 2019	Reliance Comfort	Bill Payment	\$33.90
January 24, 2019	Reliance Comfort	Bill Payment	\$28.70
January 25, 2019	Reliance Comfort	Bill Payment	\$51.30
January 29, 2019	Reliance Comfort	Bill Payment	\$28.70
January 30, 2019	Reliance Comfort	Bill Payment	\$16.95
January 30, 2019	Reliance Comfort	Bill Payment	\$28.70
January 30, 2019	Reliance Comfort	Bill Payment	\$159.10
January 28, 2019	Sepp Superpass	Bill Payment	\$190.95
January 21, 2019	Telus Mobility	Bill Payment	\$2,924.16
January 9, 2019	US Bank	Bill Payment	\$11,378.17
January 2, 2019	Union Gas Limited	Bill Payment	\$57.90
January 2, 2019	Union Gas Limited	Bill Payment	\$115.98
January 2, 2019	Union Gas Limited	Bill Payment	\$188.28
January 2, 2019	Union Gas Limited	Bill Payment	\$303.95
January 2, 2019	Union Gas Limited	Bill Payment	\$443.29
January 2, 2019	Union Gas Limited	Bill Payment	\$766.30
January 2, 2019	Union Gas Limited	Bill Payment	\$1,455.67
January 7, 2019	Union Gas Limited	Bill Payment	\$70.77
January 7, 2019	Union Gas Limited	Bill Payment	\$77.77
January 7, 2019	Union Gas Limited	Bill Payment	\$118.75
January 23, 2019	Union Gas Limited	Bill Payment	\$82.22
January 23, 2019	Union Gas Limited	Bill Payment	\$292.44
January 23, 2019	Union Gas Limited	Bill Payment	\$367.55
January 23, 2019	Union Gas Limited	Bill Payment	\$587.65
January 24, 2019	Union Gas Limited	Bill Payment	\$108.84
January 28, 2019	Union Gas Limited	Bill Payment	\$179.50
January 28, 2019	Union Gas Limited	Bill Payment	\$730.32
January 28, 2019	Union Gas Limited	Bill Payment	\$1,125.01
January 28, 2019	Union Gas Limited	Bill Payment	\$4,379.57
January 30, 2019	Union Gas Limited	Bill Payment	\$183.50
January 30, 2019	Union Gas Limited	Bill Payment	\$473.95
January 31, 2019	Union Gas Limited	Bill Payment	\$777.57
January 4, 2019	Union Water WBP	Bill Payment	\$38,917.50
January 22, 2019	Windsor Disposal Services Group	Miscellaneous Payment	\$179.40
January 22, 2019	Windsor Disposal Services Group	Miscellaneous Payment	\$56,143.81
Total Pre-Authorized Payments			\$354,544.02



Payroll for January 2019

Pay Week Ending	Pay Date	Amount
December 29, 2018	January 3, 2019	\$81,048.57
January 5, 2019	January 10, 2019	\$85,393.91
January 12, 2019	January 17, 2019	\$81,548.08
January 19, 2019	January 24, 2019	\$82,985.15
January 26, 2019	January 31, 2019	\$86,151.59
Council Remuneration January	January 31, 2019	\$13,338.83
Total		\$430,466.13

The Corporation of the Town of Essex

By-Law Number 1785

Being a by-law to confirm the proceedings of the February 4, 2019, Regular Meeting of Council of The Corporation of the Town of Essex

Whereas pursuant to Section 5(1) of The Municipal Act, 2001, S.O. 2001, c.25 as amended, the powers of a municipality shall be exercised by its Council;

And whereas pursuant to Section 5(3) of The Municipal Act, 2001, S.O. 2001, c.25 as amended, a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

And whereas it is deemed expedient that a by-law be passed to authorize the execution of Agreements and other documents and that the proceedings of the Council of The Corporation of the Town of Essex at its meetings be confirmed and adopted by by-law.

Now therefore be it resolved that the Council of The Corporation of the Town of Essex enacts as follows:

1. That the actions of the Council of The Corporation of the Town of Essex in respect of all recommendations in reports and minutes of committees, all motions and resolutions and all other actions passed and taken by the Council of The Corporation of the Town of Essex, documents and transactions entered into during the February 4, 2019 meeting of Council, are hereby adopted and confirmed as if the same were expressly contained in this by-law.
2. That the Mayor and proper officials of The Corporation of the Town of Essex are hereby authorized and directed to do all the things necessary to give effect to the actions of the Council of The Corporation of the Town of Essex during the said February 4, 2019 meeting referred to in paragraph 1 of this by-law.
3. That the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary to the actions taken by this Council as described in Section 1 of this by-law and to affix the Corporate Seal of The Corporation of the Town of Essex to all documents referred to in said paragraph 1.

Read a first and a second time and provisionally adopted on February 4, 2019.

Mayor

Clerk

Read a third time and finally adopted on February 19, 2019.

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 1786

Being a By-Law to Appoint Chief Administrative Officer for the Town of Essex

Whereas Section 224(d) of the Municipal Act, 2001, S.O. 2001, c.25 and amendments thereto provides that one of the roles of Council is to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;

And whereas, Section 227 of the Municipal Act, 2001, S.O. 2001, c. 25 and amendments thereto provides that it is the role of the officers and employees of the municipality;

- a) To implement council's decisions and establish administrative practices and procedures to carry out council's decisions;
- b) To undertake research and provide advice to council on the policies and programs of the municipality; and
- c) To carry out other duties required under this or any Act and other duties assigned by the municipality.

And whereas, Section 229 of the Municipal Act, 2001, S.O. 2001, c.25 and amendments thereto provides that a municipality may appoint a chief administrative officer who shall be responsible for:

- (a) exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and
- (b) performing such other duties as are assigned by the municipality.

And whereas, the Town of Essex is desirous of appointing a Chief Administrative Officer;

Now therefore be it resolved that the Council of The Corporation of the Town of Essex enacts as follows:

1. That Chris Nepszy be appointed as Chief Administrative Officer for the Corporation of the Town of Essex with an effective date of March 15, 2019;
2. That the terms and conditions of employment for Chris Nepszy shall be those attached hereto and marked as Schedule "A";
3. That this By-Law shall come into full force and effect upon the final passage thereof.

Read a first, a second and a third time and finally passed on February 19, 2019

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 1789

Being a by-law to confirm the proceedings of the February 19, 2019, Regular Meeting of Council of The Corporation of the Town of Essex

Whereas pursuant to Section 5(1) of The Municipal Act, 2001, S.O. 2001, c.25 as amended, the powers of a municipality shall be exercised by its Council;

And whereas pursuant to Section 5(3) of The Municipal Act, 2001, S.O. 2001, c.25 as amended, a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

And whereas it is deemed expedient that a by-law be passed to authorize the execution of Agreements and other documents and that the proceedings of the Council of The Corporation of the Town of Essex at its meetings be confirmed and adopted by by-law.

Now therefore be it resolved that the Council of The Corporation of the Town of Essex enacts as follows:

1. That the actions of the Council of The Corporation of the Town of Essex in respect of all recommendations in reports and minutes of committees, all motions and resolutions and all other actions passed and taken by the Council of The Corporation of the Town of Essex, documents and transactions entered into during the February 19, 2019 meeting of Council, are hereby adopted and confirmed as if the same were expressly contained in this by-law.
2. That the Mayor and proper officials of The Corporation of the Town of Essex are hereby authorized and directed to do all the things necessary to give effect to the actions of the Council of The Corporation of the Town of Essex during the said February 19, 2019 meeting referred to in paragraph 1 of this by-law.
3. That the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary to the actions taken by this Council as described in Section 1 of this by-law and to affix the Corporate Seal of The Corporation of the Town of Essex to all documents referred to in said paragraph 1.

Read a first and a second time and provisionally adopted on February 19, 2019.

Mayor

Clerk

Read a third time and finally adopted on March 4, 2019.

Mayor

Clerk