



Regular Council Meeting Agenda

April 15, 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.

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 April 15, 2019

Moved by
Seconded by

That the published agenda for the April 15, 2019 Regular Council Meeting be adopted as presented / amended.

5. Adoption of Minutes

5.1 Regular Council Meeting Minutes for April 1, 2019

Moved by
Seconded by

That the minutes of the Regular Council Meeting held April 1, 2019, be adopted as circulated.

5.2 Special Council Meeting Minutes for February 11, 2019

Moved by
Seconded by

That the minutes of the Special Council Meeting held February 11, 2019 for the 2019 Proposed Budget and 4 Year Forecast, be adopted as circulated.

5.3 Special Council Meeting Minutes for March 25, 2019

Moved by
Seconded by

That the minutes of the Special Council Meeting held March 25, 2019 for a public meeting for the purpose of amending the General Zoning By-Law 1037, to permit the conversion of the first floor of the McGregor Home Hardware to 5 multiple dwelling units and to construct a semi-detached dwelling on a portion of the lands from Arquette, be adopted as circulated.

5.4 Special Council Meeting Minutes for April 2, 2019

Moved by
Seconded by

That the minutes of the Special Council Meeting held April 2, 2019 for a public meeting for the purpose of authorizing the preparation of Official Plan Amendment 7 and to amend the Town's General Zoning By-Law 1037, to permit the conversion of the Essex Motel at 263 Talbot Street North to multiple residential zoned units, be adopted as circulated.

6. Public Presentations

6.1 Kevin McShan, Ontario Chamber of Commerce: Discover Ability Network Project

RE: Discover Ability Network Community Forum

- Key Messaging Points
- Brochure
- Powerpoint

Moved by
Seconded by

That the presentation by Kevin McShan of the Discover Ability Network Windsor-Essex, asking Council to support and to consider a partnership with the Discover Ability Network to hold a community forum in the near future to inform employers and job seekers about the benefits of the network, be (received/received and supported).

6.2 Victor and Deborah Anber Rezoning Application, 6954 6th Concession

- Victor Anber, Applicant
- Frank Saroli, Shibley Righton LLP
- Anber Rezoning additional correspondence received - Carrie Perrone
- Anber Rezoning additional information received-Councillor Garon/Victor Anber

6.2.1 Planning Report 2019-18

RE: Victor and Deborah Anber Rezoning Application
6954 6th Concession

Moved by
Seconded by

That Planning Report 2019-18, entitled "Victor and Deborah Anber Rezoning Application, 6954 6th Concession", prepared by Jeff Watson, Policy Planner and submitted by Chris Nepszy, CAO, Director, Infrastructure Services, dated April 15, 2019, be received;

That the presentation by Victor Anber and Frank Saroli of Shibley Righton, LLP, together with the additional correspondence and information received in respect of the subject rezoning application be received; and

If Council so choses to support the recommendations contained in Planning Report 2019-18, **That** the Planning Department accordingly be directed to prepare for Council's consideration a zoning by-law permitting the storage of fireworks at 6954 6th Concession Road in accordance with the recommendations contained in the Report; and further

That, prior to the issuance of any building permits for construction of a fireworks storage facility, a site plan control agreement satisfactory to the Town and setting out the location of the storage building, pond and outdoor storage container, be executed and registered on title.

7. Unfinished Business

8. Reports from Administration

8.1 Economic Development Officer's Report 2019-02

- Essex Tourism Events Fund Policy

Moved by

Seconded by

That Economic Development Officer's Report 2019-02, entitled "Essex Tourism Events Fund Policy", prepared by Nelson Silveira, Economic Development Officer and submitted by Chris Nepszy, Chief Administrative Officer, dated April 15, 2019, providing Council with a policy on municipal grant support of tourism events, be received; and

That the Essex Tourism Events Fund Policy Number 037, be approved.

8.2 Community Services Report 2019-014

RE: Colchester Family Fun Event - Request to Waive Noise By-Law 690 and Road Closure

Moved by

Seconded by

That Community Services Report 2019-014, entitled "Colchester Family Fun Event - Request to Waive Noise By-Law 690 and Road Closure", prepared and submitted by Doug Sweet, Director of Community Services, dated April 15, 2019, be received;

That Council approves waiving the Town's Noise By-Law 690 from 11:00 AM to 10:00 PM on Saturday, July 27 at Colchester Park to accommodate the main stage entertainment for the Town of Essex's Colchester Annual Family Fun event; and further

That Council approve closing Jackson Street in Colchester between County Road 50 West and Sullivan Street (adjacent to Colchester Park) between 11:00 AM and 10:00 PM as needed, to accommodate the foot traffic for the Colchester Family Fun event and Explore the Shore.

8.3 Community Services Report 2019-015

RE: Special Events Resource Team (SERT) April Update

Moved by

Seconded by

That Community Services Report 2019-015, entitled "Special Events Resource Team (SERT) April Update", prepared and submitted by Doug Sweet, Director of Community Services, dated April 15, 2019, be received.

8.4 Community Services Report 2019-017

RE: Results of Request for Proposal - Supply of Janitorial Services

Moved by

Seconded by

That Community Services Report 2019-017, entitled "Results of Request for Proposal - Supply of Janitorial Services", prepared by Jackson Tang, Assistant Manager, Business Services and submitted by Doug Sweet, Director of Community Services, dated April 15, 2019, be received; and

That Council award the Request for Proposal Supply of Janitorial Services to Commercial Cleaning Services commencing May 1, 2019.

8.5 Community Services Report 2019-018

RE: Communities in Bloom Proclamation - Week of May 6

Moved by
Seconded by

That Community Services Report 2019-018, entitled "Community in Bloom Proclamation - Week of May 6", prepared and submitted by Doug Sweet, Director of Community Services, dated April 15, 2019, be received; and

That Council proclaim Communities in Bloom Week in the Town of Essex for the week of May 6, 2019 by adopting the following resolution:

Whereas, in Canada, we are fortunate to have a multitude of communities committed to fostering civic pride, environmental responsibility and beautification; and

Whereas, communities are committed to ensuring sustainable development for future generations; and

Whereas, participation in Communities in Bloom builds communities, strengthens volunteer and community development, enhances social interaction, and creates community pride; and

Whereas, the benefits provided by Communities in Bloom may boost the economy, create sustainability, enhance property values, attract new business, and increase tourism; and

Whereas, our parks, open spaces, green spaces and trails ensure sustainability, provide space to enjoy nature, help maintain clear air and water, and preserve plant and animal wildlife; and

Whereas, all community levels: municipal, residential, commercial and institutional work together to ensure the voluntary sector and private enterprise throughout the Country participate in the planning, development and operation of recreation and parks programs, services and facilities.

Now, therefore be it Resolved, that the Communities in Bloom does hereby proclaim that the week of May 6, has been designated as Communities in Bloom Week, which will annually recognize and celebrate the benefits derived from Communities in Bloom and the countless volunteers and individuals that make our communities great places to live.

Therefore, the Town of Essex, in recognition of the benefits and values that Communities in Bloom does provide, do hereby designate the week of May 6, 2019 as Communities in Bloom Week.

8.6 Building Report

RE: March 2019 Building Report

- Development Overview, March 2019

Moved by

Seconded by

That Building Department Report 2019-03, entitled "March 2019 Building Report", dated April 1, 2019, providing Council with an update on building activity within the Town of Essex for the month March, be received.

8.7 Planning Report 2019-17

RE: The Essex Motel, 263 Talbot Street North, Essex Centre (Ward 1)

- By-Law 1805
Being a by-law to adopt Official Plan Amendment Number 7 to the Town of Essex Official Plan (Essex Motel)
- By-Law 1806
Being a by-law to Amend By-Law 1037, The Comprehensive Zoning By-Law for the Town of Essex (263 Talbot Street North)

That Planning Report 2019-17, entitled "The Essex Motel, 263 Talbot Street North, Essex Centre (Ward 1)", prepared by Jeff Watson, Policy Planner and submitted by Chris Nepszy, CAO, Director, Infrastructure Services, dated April 15, 2019, be received;

That Council approves an amendment to the Town of Essex Official Plan to permit multiple residential dwelling units at 263 Talbot Street North, and that By-Law 1805, being a by-law to adopt Official Plan Amendment Number 7 to the Town of Essex Official Plan, be read a first, a second and a third time and finally passed on April 15, 2019; and

That By-Law 1806, being a by-law to amend By-Law 1037 The Comprehensive Zoning By-Law for the Town of Essex, be read a first, a second and a third time and a third time and finally passed on April 15, 2019.

8.8 Planning Report 2019-19

RE: Colchester Secondary Plan Discussion

Moved by
Seconded by

That Planning Report 2019-19, entitled "Colchester Secondary Plan Discussion", prepared by Jeff Watson, Policy Planner, and submitted by Chris Nepszy, CAO, Director, Infrastructure Services, dated April 15, 2019, be received for Council and public information purposes.

8.9 Legal and Legislative Services Report 2019-011

RE: Court of Revision for James Shepley Drain: Updated Maintenance Schedule of Assessment and Bridge for Karl Neudorf

- By-Law 1807
Being a by-law to provide for James Shepley Drain: Updated Maintenance Schedule of Assessment and Bridge for Karl Neudorf, Parcel (510-00300), Geographic Township of Colchester North, Project REI2015D015, Town of Essex, County of Essex

Moved by
Seconded by

That Legal and Legislative Report 2019-011, prepared by Robert Auger, Town Solicitor/Clerk and submitted by Chris Nepszy, CAO, Director, Infrastructure

Services, dated April 15, 2019 entitled "Court of Revision for James Shepley Drain: Updated Maintenance Schedule of Assessment and Bridge for Karl Neudorf (Parcel 510-00300)", be received and supported;

That the following three members of the Drainage Board, Percy Dufour, Felix Weight-Benzle and Dan Boudreau be appointed to sit as members of the Court of Revision for the James Shepley Drain, such Court of Revision to be scheduled on May 6, 2019 at 5:00 PM in the County of Essex Civic Centre Council Chambers, 360 Fairview Avenue West, Essex, Ontario; and

That By-Law 1807 being a by-law for James Shepley Drain: Updated Maintenance Schedule of Assessment and Bridge for Karl Neudorf, (Parcel 510-00300), be read a first and a second time and provisionally adopted on April 15, 2019.

8.10 Legal and Legislative Services Report 2019-012

RE: Court of Revision for the 8th Concession West Drain: Bridge for Frank Preston (Parcel 370-05800)

- By-Law 1808
Being a by-law to provide for 8th Concession West Drain (Bridge for Frank Preston, Parcel 370-05800), Geographic Township of Colchester North, Project REI2018D013, Town of Essex, County of Essex

Moved by
Seconded by

That Legal and Legislative Report 2019-012, prepared by Robert Auger, Town Solicitor/Clerk and submitted by Chris Nepszy, Chief Administrative Officer, dated April 15, 2019 entitled "Court of Revision for 8th Concession West Drain: Bridge for Frank Preston, Parcel 370-05800", be received and supported;

That the following three members of the Drainage Board: Percy Dufour, Felix Weight-Benzle and Dan Boudreau, be appointed to sit as members of the Court of Revision for the 8th Concession Drain: Bridge for Frank Preston (Parcel 370-5800, Part of Lot 11) , such Court of Revision to be scheduled on May 6, 2019 at 5:00 PM in the County of Essex Civic Centre Council Chambers, 360 Fairview Avenue West, Essex, Ontario; and

That By-Law 1808 being a by-law for the 8th Concession West Drain: Bridge for Frank Preston (Parcel 370-05800), be read a first and a second time and provisionally adopted on April 15, 2019.

8.11 Legal and Legislative Services Report 2019-013

RE: Agreement with Mike Bezaire for Cemetery Superintendent and Caretaker Duties

- By-Law 1804
Being a by-law to enter into an Agreement with Mike Bezaire to perform the duties of Superintendent and Caretaker for certain cemeteries in the Town of Essex

Moved by
Seconded by

That Legal and Legislative Services Report 2019-013, entitled "By-Law 1804 Agreement with Mike Bezaire for Cemetery Superintendent and Caretaker Duties", prepared by Shelley Brown, Deputy Clerk and submitted by Robert Auger, Town Solicitor/Clerk, dated April 15, 2019, be received;

That the Agreement identified as Schedule A to By-law 1804, be approved; and

That By-Law 1804 being a by-law to enter into an Agreement with Mike Bezaire to perform the duties of Superintendent and Caretaker Duties for certain cemeteries in the Town of Essex, be read a first, a second and a third time and finally passed April 15, 2019.

9. Reports from Youth Members

10. County Council Update

11. Correspondence

11.1 Correspondence to be received

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 Harrow and Colchester South Chamber of Commerce

- **Zero Development Fees**

Correspondence from the Harrow and Colchester South Chamber of Commerce, dated March 27, 2019 asking Council to consider extending the zero development fee in Ward 4 for another year to encourage building in the area.

- **Streetscape Plan for Harrow Center**

Correspondence from the Harrow and Colchester South Chamber of Commerce, dated March 27, 2019 asking that the Streetscape Plan for Essex and Harrow Centers to be dealt with in a separate manner.

11.1.2 Municipal Property Assessment Corporation (MPAC)

Municipal Stakeholder Newsletter dated April, 2019

11.1.3 Minister of Infrastructure and Communities

Correspondence from the Minister of Infrastructure and Communities, The Honourable Francois-Philippe Champagne, dated March 27, 2019 providing information on Ontario's Federal Gas Tax Fund.

11.1.4 Community Award - The Share the Road Cycling Coalition

Bronze Level Bicycle Friendly Community Award, presented to the Town of Essex in recognition of the Town's efforts to create a great community for people who bike.

11.2 Correspondence to be considered for receipt and support

11.2.1 Essex Fun Fest Committee Member Resignation

Jenny Drouillard

Moved by

Seconded by

That the resignation by Jenny Drouillard from the Essex Fun Fest Committee, dated March 28, 2019, be received with regret; and

That a letter be sent thanking her time spent on the Committee, and that Schedule "A" to By-Law 1777 be updated accordingly.

11.2.2 Town of Kingsville

Resolution on Phragmites Control

Moved by

Seconded by

That correspondence from the Town of Kingsville, dated March 29, 2019 asking Council to consider supporting their resolution that is calling on the Federal Government to take appropriate regulatory measures to expedite and approve the use of herbicides in aquatic environments by the 2019 growing season, as well as the use of aerial control measures to control Phragmites, be (received/received and supported); and

If Council chooses to support Kingsville's request, letters of support be sent to Tracey Ramsey MP, Taras Natyshak, MPP for Essex, the Premier of Ontario, the Prime Minister of Canada and the Town of Kingsville.

12. Committee Meeting Minutes

Moved by

Seconded by

That the minutes listed in Agenda Item 12, together with any recommendations noted therein, be received, approved and adopted as circulated.

12.1 Essex Police Services Board - March 14, 2019

12.2 Drainage Board - March 18, 2019

Consideration of Report (James Shepley Drain)

12.3 Essex Fun Fest Committee - March 28, 2019

12.4 Court of Revision - April 1, 2019

Bowler/South Malden Road Drain (Bridge for Keith Shepley)

13. Financial

13.1 2019 Operating Expense Budget Variance Report

Moved by

Seconded by

That the 2019 Operating Expense Budget Variance Report for the Town of Essex for the month ending February 28, 2019, be received.

13.2 Bank Payment Report - February 2019

Moved by

Seconded by

That the Bank Payments Report, including the February cheque register, cheque number 48918 to cheque number 49057 inclusive in the amount of \$4,329,963.01, the Preauthorized Payments for February 2019 in the amount of \$298,400.21, and Payroll for February 2019 in the amount of \$353,667.65, be ratified as submitted.

14. New Business

15. Notices of Motion

15.1 The following Notice of Motion was presented at the April 1, 2019 Regular Council Meeting and is being brought forward for consideration this evening:

15.1.1 Councillor Bondy

RE: Affordable Municipal Housing Strategy

Moved by Councillor Bondy

Seconded by

That Council direct Administration to develop an affordable municipal housing strategy, due to the urgent crisis in Windsor and Essex County.

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 1800

Being a by-law to confirm the proceedings of the April 1, 2019 Regular Meeting of the Council of The Corporation of the Town of Essex

Moved by

Seconded by

That By-Law 1800 being a by-law to confirm the proceedings of the April 1, 2019, Regular Meeting of the Council of The Corporation of the Town of Essex, be read a third time and finally adopted on April 15, 2019.

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

17.2.1 By-Law 1802

Being a by-law to provide for the issue of debentures in the amount of \$17,551.04 for works completed for drains

Moved by

Seconded by

That By-Law 1802, being a by-law to provide for the issue of debentures in the amount of \$17,551.04 for works completed for drains, be read a first, a second and a third time and finally passed April 15, 2019.

17.2.2 By-Law 1809

Being a by-law to raise money to aid in the construction of drainage works under the Tile Drainage Act
(Pt Lot 14, County Rd 15 North)

Moved by

Seconded by

That By-Law 1809 being a by-law to raise money to aid in the construction of drainage works under the Tile Drainage Act, be read a first, a second and a third time and finally passed on April 15, 2019.

17.2.3 By-Law 1811

Being a by-law to provide for the issue of debentures in the amount of \$71,930.84 for works completed for drains

Moved by
Seconded by

That By-Law 1811 being a by-law to provide for the issue of debentures in the amount of \$71,930.84 for works completed for drains, be read a first, a second and a third time and finally passed April 15, 2019.

17.3 By-Laws that require a first and second reading

17.3.1 By-Law 1810

Being a by-law to confirm the proceedings of the April 15, 2019, Regular Meeting of the Council of The Corporation of the Town of Essex

Moved by
Seconded by

That By-Law 1810 being a by-law to confirm the proceedings of the April 15, 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 April 15, 2019.

18. Adjournment

That the meeting be adjourned at [TIME].

19. Future Meetings

19.1 Saturday, April 27, 2019 - 8:30 - 3:00PM - Special Council Meeting

Facility Tour #2 - Wards 3 & 4

Location: Tour Starts Town Hall

19.2 Wednesday, May 1, 2019 - 4:30 - 6:00 PM - Special Council Meeting

Development Charges Review

Location: Town of Essex Municipal Building, 33 Talbot Street South, Large Meeting Room

19.3 Monday, May 6, 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

April 1, 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 Sherry Bondy
Regrets: Councillor Vander Doelen
Also Present: Chris Nepszy, CAO, Director, Infrastructure Services
Jeffrey Morrison, Director, Finance & Corporate Services
Doug Sweet, Director, Community Services
Jeff Watson, Policy Planner
Robert Auger, Town Solicitor/Clerk, Legal and Legislative Services
Robin Hall, Administrative Assistant

Cameron Soucie, Youth Council Member

1. Call to Order

Mayor Snively introduced the Town's newest Youth Council Member Cameron Soucie, representing the youth in our community for the 2019-2020 term.

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) (c) a proposed or pending acquisition or disposition of land by the municipality or local board.

He reported that Council received a verbal report from Administration on lands at County Road 15 and North Malden Road.

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 April 1, 2019

Moved by Councillor Bondy
Seconded by Councillor Bowman

(R19-04-124) That the published agenda for the April 1, 2019 Regular Council Meeting, be adopted with the following changes:

- 1) The Clerk advised of a correction to Agenda Item 8.5. Planning Report 2019-05, that the Site Plan Control Agreement should reference the proper corporate name of CT Real Estate Investment Trust therein, and
- 2) Councillor Bondy advised that she would be adding a Notice of Motion to Agenda Item 15. to be brought forward for consideration at the next Regular Council Meeting.

Carried

5. Adoption of Minutes

5.1 Regular Council Meeting Minutes for March 18, 2019

Moved by Deputy Mayor Meloche

Seconded by Councillor Verbeek

(R19-04-125) That the minutes of the Regular Council Meeting held March 18, 2019, be adopted as circulated.

Carried

5.2 Special Council Meeting Minutes for March 12, 2019

Moved by Councillor Bjorkman

Seconded by Councillor Bowman

(R19-04-126) That the minutes of the Special Council Meeting held March 12, 2019, for Council to conduct a walking tour of the downtown Essex Centre District, be adopted as circulated.

Carried

5.3 Special Council Meeting Minutes for March 11, 2019

Moved by Deputy Mayor Meloche

Seconded by Councillor Garon

(R19-04-127) That the minutes of the Special Council Meeting held March 11, 2019, for Council to conduct a walking tour of the downtown Harrow Centre District, be adopted as circulated.

Carried

6. Public Presentations

7. Unfinished Business

8. Reports from Administration

8.1 Community Services Report 2019-10

RE: Significant Event Status - 27th Annual Colchester Walleye Derby - Saturday, June 8, 2019

Moved by Councillor Bjorkman

Seconded by Councillor Verbeek

(R19-04-128) That Community Services Report 2019-10, entitled "Significant Event Status - 27th Annual Colchester Walleye Derby - Saturday, June 8, 2019",

prepared and submitted by Doug Sweet, Director of Community Services, dated April 1, 2019, be received; and

That the 27th Annual Colchester Walleye Derby be approved for Significant Event Status for the purposes of applying for their Special Occasion Permit (SOP) for their event on Saturday, June 8, 2019.

Carried

8.2 Community Services Report 2019-11

RE: Significant Event Status - 32nd Essex Fun Fest - July 4, 5, 6 and 7, 2019

Moved by Councillor Bowman

Seconded by Councillor Garon

(R19-04-129) That Community Services Report 2019-11, entitled "Significant Event Status - 32nd Essex Fun Fest - July 4,5,6, and 7, 2019", prepared and submitted by Doug Sweet, Director of Community Services, dated April 1, 2019, be received; and

That the 32nd Essex Fun Fest be approved for Significant Event Status for the purpose of applying for their Special Occasion Permit (SOP) for their event on July 4, 5, 6, and 7, 2019.

Carried

8.3 Community Services Report 2019-12

RE: Significant Event Status - McGregor Music Festival

Moved by Deputy Mayor Meloche

Seconded by Councillor Bowman

(R19-04-130) That Community Services Report 2019-12, entitled "Significant Event Status - McGregor Music Festival - Sunday, June 9, 2019", be received; and

That the McGregor Music Festival be approved for Significant Event Status for the purpose of applying for their Special Occasion Permit (SOP) for their event on Sunday, June 9, 2019.

Carried

8.4 Community Services Report 2019-13

RE: Essex Centre Sports Complex Parking Lot - Phase 3 Engineering

Moved by Councillor Verbeek

Seconded by Councillor Garon

(R19-04-131) That Community Services Report 2019-13, entitled "Essex Centre Sports Complex Parking Lot - Phase 3 Engineering", prepared and submitted by Doug Sweet, Director of Community Services, dated April 1, 2019, be received; and

That Council appoints the engineering firm of Haddad, Morgan and Associates Ltd. to provide engineering services for Phase 3 of the Replacement of the

Essex Centre Sports Complex Parking Lot in accordance with the completed request under Section 22.02 (b) of the Procurement By-Law (Appendix A).

Carried

8.5 Planning Report 2019-05

RE: CT Real Estate Investment Trust Application

- By-Law 1781
Being a by-law to enter into a Site Plan Control Agreement between The Corporation of the Town of Essex and CT Real Estate Investment Trust

Moved by Councillor Bjorkman
Seconded by Deputy Mayor Meloche

(R19-04-132) That Planning Report 2019-05, entitled "CT Real Estate Investment Trust Site Plan Control Application Essex Centre", prepared by Jeff Watson, Policy Planner and submitted by Chris Nepszy, CAO, Director, Infrastructure and Development, dated April 1, 2019, be received; and

That Council approves the rezoning of lands to permit the construction of a drive-through restaurant on the Canadian Tire property at 300 Maidstone Avenue West; and

That By-Law 1781, being a by-law to enter into a Site Plan Control Agreement between The Corporation of the Town of Essex and CT Real Estate Investment Trust, be read a first, a second and a third time and finally passed on April 1, 2019.

Carried

8.6 Planning Report 2019-15

RE: Townsview Estates Partial Release of Securities, Dillon Consulting, Agents, Essex Centre

Moved by Councillor Bondy
Seconded by Councillor Bowman

(R19-04-133) That Planning Report 2019-15, entitled "Townsview Estates Partial Release of Securities, Dillon Consulting Agents (Essex Centre)", prepared by Jeff Watson, Policy Planner and submitted by Chris Nepszy, CAO, Director, Infrastructure and Development, dated April 1, 2019, be received; and

That Council authorizes the partial release of securities for the Townsview Subdivision, Dillon Consulting, Agents, in the sum of \$15,816.33.

Carried

9. Reports from Youth Members

10. County Council Update

Deputy Mayor Meloche advised that County Council’s Agenda for the April 3, 2019 Meeting has been posted on their website. He stated that a report is bring brought forward for consideration on pavement recycling and the series of roads to be done as part of the County’s 2019 Rehabilitation Program.

11. Correspondence

11.1 Correspondence to be received:

11.1.1 AMO Communications (Association of Municipalities of Ontario)

RE: Federal Budget Commits to One-time Doubling of Gas Tax Funds

11.1.2 Ministry of Municipal Affairs and Housing

Correspondence from Steve Clark, Minister of Municipal Affairs, dated March 20, 2019 advising of a one-time payment in the 2018-2019 fiscal year to support small and rural municipalities' efforts to become more efficient and reduce expenditure growth in the longer term.

11.1.3 OMAFRA (Ontario Ministry of Agriculture, Food and Rural Affairs)

RE: Free Interactive Community Economic Development Workshops
Essex Centre Sports Complex - April 30, 2019 at 1:00 - 4:00 PM

11.1.4 Richard and Judy Wirch

RE: Upgrading gravel roads to hard surface - Old Malden Road

Correspondence from Richard and Judy Wirch, dated March 6, 2019, requesting that Essex Council consider upgrading Old Malden Road to a hard surface and that it be a priority for completion in 2020.

11.1.5 2018 Annual Drinking Water Reports

- **Union Water Supply System**
Annual Performance Report, Essex Distribution System
- **Ontario Clean Water Agency**
Annual Summary Report, Harrow-Colchester South Water Treatment Plant

Moved by Deputy Mayor Meloche

Seconded by Councillor Verbeek

(R19-04-134) That the correspondence listed in Agenda Item 11.1 be received and, where indicated, to further share such information with the community using suitable methods of communication.

Carried

11.2 Correspondence to be considered for receipt and support:

11.2.1 City of Quinte West Resolution

RE: Promoting the use of municipal water in effort to reduce bottled water usage

Moved by Councillor Verbeek

Seconded by Councillor Bondy

(R19-04-135) That correspondence from the City of Quinte West, dated March 8, 2019 asking Essex Council to consider their initiative and encourage limited use of bottled water and promote the use of

municipal drinking water in our municipality, be received and supported.

Carried

11.2.2 Municipality of Leamington

RE: Long-Distance Scheduled Intercommunity Transit Initiative - Request for Support

- Correspondence from the Town of Essex, dated February 23, 2018 supporting Leamington's Long-Distance Scheduled Intercommunity Project
- Email updating Council on the status of the Leamington-Kingsville-Essex-Windsor transit route, and request for letter of support to be sent to the Ontario Highway Transit Board (OHTB) for Transit Windsor to provide the transit service

Moved by Councillor Bjorkman
Seconded by Deputy Mayor Meloche

(R19-04-136) That correspondence from the Municipality of Leamington, dated March 26, 2019, updating Council on the status of the Leamington-Kingsville-Essex, Windsor transit route and that their request for a letter of support to be sent to the Ontario Highway Transit Board (OHTB) for Transit Windsor to provide the transit service, be received and supported; and

That a letter of support be sent to the Ontario Highway Transit Board (OHTB) to grant a licence to Transit Windsor to operate in our communities.

Carried

12. Committee Meeting Minutes

12.1 Essex Centre B.I.A. - January 8, 2019

12.2 Essex Fun Fest - February 21, 2019

12.3 Committee of Adjustment - March 19, 2019

Moved by Deputy Mayor Meloche
Seconded by Councillor Bowman

(R19-04-137) That the minutes listed in Agenda Item 12, together with any recommendations noted therein, be received, approved and adopted as circulated.

Carried

13. Financial

14. New Business

15. Notices of Motion

15.1 The following Notices of Motions were presented at the March 18, 2019 Regular Council Meeting and are being brought forward for consideration this evening:

15.1.1 Councillor Garon

RE: Sign By-Law Revision

Moved by Councillor Garon

Seconded by Councillor Verbeek

(R19-04-138) That the Town's Sign By-Law 1350 be amended to require commercial property owners to remove or conceal business branding signs, windows and doors within a reasonable period of time following the closure of a business.

Carried

15.1.2 Mayor Snively

RE: Colchester Commercial Rezoning

Mayor Snively asked Councillor Bowman to Chair the meeting so that he could speak to the Notice of Motion.

Councillor Bowman assumed the Chair.

Moved by Mayor Snively

Seconded by Deputy Mayor Meloche

(R19-04-139) That Administration be directed to prepare a report outlining the processes and steps in a detailed plan to move forward with rezoning Colchester Centre from residential to commercial.

Carried

Mayor Snively resumed the Chair at 6:30 PM.

15.2 The following Notice of Motion will be brought forward for consideration at the Regular Council Meeting on Monday, April 15, 2019:

Moved by Councillor Bondy

Seconded by

That Council direct Administration to develop an affordable municipal housing strategy, due to the urgent housing crisis in Windsor and Essex County.

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 1796

Being a by-law to amend By-Law 1037, The Comprehensive Zoning By-Law for the Town of Essex
(Harrow Junior School Rezoning Application)

Moved by Councillor Bondy
Seconded by Councillor Bowman

(R19-04-140) That By-Law 1796 being a by-law to amend By-Law 1037 The Comprehensive Zoning By-Law for the Town of Essex (Harrow Junior School Rezoning), be read a third time and finally adopted on April 1, 2019.

Carried

17.1.2 By-Law 1798

Being a by-law to confirm the proceedings of the March 18, 2019 Regular Meeting of the Council of The Corporation of the Town of Essex

Moved by Councillor Bowman
Seconded by Councillor Bjorkman

(R19-04-141) That By-Law 1798 being a by-law to confirm the proceedings of the March 18, 2019 Regular Meeting of the Council of The Corporation of the Town of Essex, be read a third time, and finally adopted on April 1, 2019.

Carried

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

17.2.1 By-Law 1794

Being a by-law to adopt the 2019 Operating and Capital Budget Estimates

Moved by Councillor Bowman
Seconded by Councillor Garon

(R19-04-142) That By-Law 1794 being a by-law to adopt the 2019 Operating and Capital Budget Estimates, be read a first, a second and a third time and finally passed on April 1, 2019.

Carried

17.3 By-Laws that require a first and second reading

17.3.1 By-Law 1800

Being a by-law to confirm the proceedings of the April 1, 2019, Regular Meeting of the Council of The Corporation of the Town of Essex

Moved by Councillor Verbeek
Seconded by Councillor Bondy

(R19-04-143) That By-Law 1800 being a by-law to confirm the proceedings of the April 1, 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 April 1, 2019.

Carried

18. Adjournment

Moved by Deputy Mayor Meloche
Seconded by Councillor Bowman

(R19-04-144) That the meeting be adjourned at 6:45 PM.

Carried

Mayor

Clerk

The Corporation of the Town of Essex
Special Council Meeting Minutes
February 11, 2019

A Public Meeting was held on Monday, February 11, 2019 at 5:30 p.m. in the Large Meeting Room at the Essex Municipal Building, 33 Talbot Street South, Ontario. The meeting was called to order at 5:30 p.m.

1. Roll Call

Present:	Mayor Larry Snively Deputy Mayor Richard Meloche Ward 1 Councillor Joe Garon Ward 3 Councillor Kim Verbeek Ward 3 Councillor Chris Vander Doelen Ward 4 Councillor Sherry Bondy
Regrets:	Ward 1 Councillor Morley Bowman Ward 3 Councillor Steve Bjorkman
Also Present:	Donna Hunter, Chief Administrative Officer Chris Nepszy, Deputy CAO/Director, Infrastructure Doug Sweet, Director, Community Services Jeffrey Morrison, Director, Corporate Services Kate Guirissevich, Manager, Finance and Business Services Kelly Prieur, Accounting Clerk, Financial Services Robert Auger, Town Solicitor/Clerk

2. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

3. Adoption of Published Agenda

a) February 11, 2019 Special Council Meeting Agenda

Moved by Councillor Verbeek

Seconded by Deputy Mayor Meloche

(SP19-02-016) That the published agenda for the February 11, 2019 Special Council Meeting be adopted as presented. "Carried"

4. Reports from Administration

- a) Donna Hunter, Chief Administrative Officer, Jeffrey Morrison, Director, Corporate Services and Kate Giurissevich, Manager, Finance and Business Services.

Ms. Hunter provided an overview of the budget process. Mr. Morrison and Ms. Giurissevich provided a verbal report of the 2019 Budget Survey Results and Community Feedback.

- b) Jeffrey Morrison, Director, Corporate Services and Kate Giurissevich, Manager, Finance and Business Services.

Mr. Morrison provided a verbal report regarding the 2019 Proposed Budget and 4-Year Forecast, noting key changes and/or responding to inquiries from Council. In providing his report Mr. Morrison made reference to the proposed 2019 Capital and 2019 Operating Budget documents that were distributed to Council and made available to the public prior to the meeting.

Moved by Councillor Bondy

Seconded by Councillor Vander Doelen

(SP19-02-017) That the 2019 Proposed Budget as presented, be received and that the 2019 Operating Budget, be adopted in principle. "Carried"

Moved by Councillor Vander Doelen

Seconded by Councillor Garon

(SP19-02-018) That the Engineering Services for Queen Street capital project PW-19-0049, be approved. "Carried"

Moved by Councillor Bondy

Seconded by Councillor Verbeek

(SP19-02-019) That capital project CS-19-0098 Colchester Beach Ramp Access, be approved in principle. "Carried"

Moved by Councillor Bondy

Seconded by Councillor Verbeek

(SP19-02-020) That the 2019 Road Projects, as identified in the 2019 Proposed Capital Budget, be approved in principle. "Carried"

5. Public Presentations

None.

6. Adjournment

Moved by Deputy Mayor Meloche
Seconded by Councillor Vander Doelen
(SP19-02-021) That the meeting be adjourned at 8:00 p.m. "Carried"

MAYOR

CLERK

The Corporation of the Town of Essex

Special Council Meeting Minutes

March 25, 2019

A Public Meeting was held on Monday, March 25, 2019 at 6:00 PM in the McGregor Community Centre, Essex, Ontario, for the purpose of amending the General Zoning By-Law 1037 under the provisions of the Planning Act, R.S.O. 1990 to permit the conversion of the first floor of the McGregor Home Hardware, 9529 County Road 11 (Walker Road) to 5 multiple dwelling units and to construct a semi-detached dwelling on a portion of the lands from Arquette. A portion of the property on Arquette will be retained for parking (11 spaces) for the 9 multiple dwelling units with access to Arquette.

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 Chirs Vander Doelen
Regrets:	Ward 3 Councillor Steve Bjorkman Ward 4 Councillor Sherry Bondy
Also Present:	Chris Nepszy, Chief Administrative Officer Jeff Watson, Policy Planner Rita Jabbour, Planner Sarah Aubin, Planning Assistant Rob Auger, Town Solicitor/Clerk Members of the Public (Sign-in sheet attached)

2. Declarations of Conflict of Interest

None.

3. Adoption of Published Agenda

a) Special Council Meeting Agenda

Moved by Deputy Mayor Meloche

Seconded by Councillor Garon

(SP19-03-012) That the published agenda for the March 25, 2019 Special Council Meeting be adopted as presented. "Carried"

4. Reports from Administration

a) Jeff Watson, Policy Planner

Re: Planning Report 2019-09 McGregor Home Hardware Rezoning Application
1530343 Ontario Limited.

Jeff Watson, Policy Planner provided an overview of the application together with a PowerPoint presentation. Mr. Watson stated that the owner would like to convert the building because the commercial use is no longer viable and the long time business has ceased operations.

Mr. Watson stated that the current zoning does not allow for dwelling units. He stated that the upper units are legal non-conforming and that there are currently 4 dwelling units and the proposal is for the 5 additional dwelling units to be built in the lower section for a total of 9 dwelling units for this location.

Mr. Watson stated that the Arquette parking is for the area that services the store. He reviewed the existing layout and advised that the parking area is gravel.

With the current proposal, the applicant will be required to provide 11 parking spaces on site to have the 9 units. The parking would be located on Scott Street and the remainder of 60 to 70 feet on Arquette would be home to a future dwelling. The applicants will be required to go to the Committee of Adjustment to obtain a severance for that.

Mr. Watson provided a status of the current state of the building and advised that the canopy must be torn down. The side area will be eliminated and the top portion will have a covered area. This will allow for a canopy to enter the proposed dwellings on the main floor. He stated that the fencing, the white shed and barriers will be removed and cleaned up.

Mr. Watson advised that to the left would be a dwelling lot and the remainder will be parking area. He stated that drainage, stormwater et cetera will have to be discussed and reviewed to ensure it is up to code.

Mr. Watson advised that to the north, there is a single dwelling in the back and the fence that is owned by the applicant it will be removed and cleaned up.

Mr. Watson is recommending as part of the anticipated site plan control, that the first floor be converted to 5 dwelling units. The applicant would be required to tear down the old and repave the driveway.

In regard to the Provincial Policy Statement, Mr. Watson advised that the reference is to affordable housing and that this would provide a greater mix to the community.

Mr. Watson advised that the purpose of this meeting is to obtain public feedback and not to receive a formal Council direction. A report and proposed by-law will be presented at the April 15th, 2019 regular meeting.

Moved by Councillor Verbeek

Seconded Deputy Mayor Meloche

(**SP19-03-013**) that Council receive Planning Report 2019-09. "Carried"

5. Public Presentations

The Chair asked if members of Council and the public would like to provide comments:

a) Councillor Verbeek

Councillor Verbeek inquired as to what will happen to the residents that are currently residing there.

Mr. Watson advised that the current residents would remain and would not be required to move.

Councillor Verbeek inquired whether during the demolition the current residents could stay and if the building would not be torn down and rebuilt.

Mr. Watson advised that the work will be internal only.

b) Councillor Vander Doelen

Councillor Vander Doelen felt that the issues were primarily parking and inquired as to the maximum parking permitted in that area.

Mr. Watson advised that they could almost double the permitted parking and that 2 accessible parking spaces will be provided. Eleven parking spaces on the north could be provided and with the new lot line, an additional 4 parking spots could be added if needed.

c) Deputy Mayor Meloche

Deputy Mayor Meloche inquired whether the units were 1 or 2 bedrooms.

Mr. Watson stated that they are expected to be 1 bedroom apartments at this time.

Deputy Mayor Meloche inquired as to how would garbage be handled.

Mr. Watson advised that according to our by-law, the garbage would be at the back of the building and would be concealed.

d) Valerie Davis, 35 Poplar Drive

Ms. Davis inquired as to how many people will be living there.

Mr. Watson advised that with 1 bedroom units you can expect 1 to 2 people at most. If they are 2 bedrooms, you can expect possibly 3 people.

Ms. Davis inquired as to how many people in total would be using the area.

Mayor Snively advised that it depends on whether they are 1 bedroom or 2 bedroom units as the 2 bedroom units could have 2 to 3 people per unit.

Ms. Davis expressed concerns about the 11 parking spots and felt that the parking to be designated was not sufficient.

e) Anne Drouillard, 9527 Walker Road

Ms. Drouillard expressed concerns with parking as most families have 2 vehicles and is concerned that the 11 spaces will not be sufficient.

Mr. Watson advised that this is the present layout being proposed. Where you see the 3 parking spaces on the map provided, the semi-detached dwelling can be reduced, therefore you could have up to 16 parking spaces.

Ms. Drouillard expressed concerns regarding where renters will park with that many people.

Mr. Watson advised that in his recommendations, if council sees fit to rezone, he is seeking Site Plan Control which would seek to provide for a suitable parking framework.

f) Valerie Davis, 35 Poplar

Ms. Davis expressed concerns regarding egress during a potential fire and inquired whether there are any other exits for the building other than in the back.

Mr. Watson explained that Arquette is under-utilized and is an intersection area. Access to the site is very good and the actual traffic is very minimal. Mr. Watson does not foresee any emergency vehicle being hindered from access.

g) Noel Meloche, 9525 County Road 11

The map currently shows 11 parking spaces and Mr. Meloche does not believe 11 cars could fit in those spots. Mr. Meloche inquired about a by-law that dictates how many parking spots are required per unit as the City of Windsor allows for 1 ¼ parking spaces.

Mr. Watson advised that the requirement in the Town of Essex is the same as the City of Windsor.

Mr. Meloche did not agree and stated that 2 cars per unit would be 19 cars and inquired where the overflow would be parked. Currently there are vehicles parking on the road and he does not believe that there will be sufficient parking.

Mr. Meloche would like to ensure that the residents would not be parking on the road.

Mr. Watson explained that there is a parking by-law that would address this.

Mr. Meloche inquired about accessible parking and that with the 2 spots, only 9 parking spots instead of 11 spaces would remain.

Mr. Watson confirmed that two parking spots will be for accessible parking only and yes that will remain the 9 spaces.

Mr. Meloche expressed concerns about the lack of parking and that it will have to be addressed.

h) Valerie Davis, 35 Poplar

Ms. Davis stated that she believes that 5 or 6 units should be the maximum for this area and that due to traffic on Walker Road, traffic could be a concern.

Mr. Watson explained that when Home Hardware was a viable use, there was much more traffic with trucks coming and going. There was only parking on Arquette, where business parking gets busy. Residential is more predictable than business and traffic would not be as busy.

i) Jason Stanley, 35 Poplar

Mr. Stanley inquired as to who the target demographic would be for these units.

Mr. Watson explained that anyone is able to move into the area.

Mr. Stanley advises that he is concerned that drug use is a problem in McGregor and has concerns that the area will be filled with drug dealers.

Mayor Snively replied that that is a police matter.

Councillor Vander Doelen inquired as to whether there have been complaints regarding bad behavior. Ms. Davis stated that the problem area is across the road. Mayor Snively stated that is a matter for the police not council.

j) Anne Drouillard, 9527 Walker Road

Ms. Drouillard stated that she lives next door and has had no problems with the current tenants.

k) Noel Meloche, 9525 County Road 11

Mr. Meloche asked if they would asphalt the parking lot. Mr. Watson confirmed that it would be.

Mr. Watson stated that when the applicant purchased the lot he raised the parking lot. There is run off on his daughter's property and the asphalt will raise it higher.

Mr. Watson advised that this concern was brought to the owner’s attention and that he is required to take care of his run off, and not allowed to flood other people with your water.

Mr. Meloche stated that this has been a problem for years and nothing has been done about it. There has been salt piled up, water drained and as a result, killed a 45 year old tree and grass.

l) Valerie Davis, 35 Poplar

Ms. Davis stated that her property is directly across the street from this property and that she had to install underground drainage. They need to ensure that proper drainage is complete. In the winter time the drainage in that area is slow.

Mayor Snively stated any development is responsible for stormwater on their own property and is a requirement.

m) Councillor Vander Doelen

Councillor Vander Doelen inquired whether we could we ask for the developer to hold off on the severance until the neighbours are satisfied with the parking.

Mayor Snively advised that the next step is for the amendment to go to council for consideration.

Jeff Watson, Policy Planner, concluded by stating that the semi-detached lot does not have to be as large as it is on the plan. This is a derelict building and its esthetics are not ideal. This development would improve the building and make it asthetically pleasing.

Mayor Snively believes that with this development, property values would increase.

6. Adjournment

Moved by Councillor Vander Doelen

Seconded by Councillor Garon

(SP19-03-014) That the meeting be adjourned at 6:34 p.m. “Carried”

Mayor

Clerk

The Corporation of the Town of Essex

Special Council Meeting Minutes

April 2, 2019

A Public Meeting was held on Tuesday, April 2, 2019 at 5:00 PM in the Large Meeting Room, Town Hall, Essex, Ontario for the purpose of authorizing the preparation of Official Plan Amendment 7 to the Town of Essex Official Plan (OP) and to amend the General Zoning By-Law 1037 under the provisions of the Planning Act, R.S.O. 1990 to permit the conversion of the Essex Motel, 263 Talbot Street North, to multiple residential zoning units.

1. Roll Call

Present:	Deputy Mayor Richard Meloche Ward 1 Councillor Joe Garon Ward 1 Councillor Morley Bowman Ward 3 Councillor Steve Bjorkman Ward 4 Councillor Sherry Bondy
Regrets:	Mayor Larry Snively Ward 2 Councillor Kim Verbeek Ward 3 Councillor Chris Vander Doelen
Also Present:	Chris Nepszy, Chief Administrative Officer Jeff Watson, Policy Planner Rita Jabbour, Planner Sarah Aubin, Planning Assistant Rob Auger, Town Solicitor/Clerk Members of the Public (Sign-in sheet attached)

2. Declarations of Conflict of Interest

None.

3. Adoption of Published Agenda

a) Special Council Meeting Agenda

Moved by Councillor Bowman

Seconded by Councillor Bondy

(SP19-04-004) That the published agenda for the April 2, 2019 Special Council Meeting be adopted as presented. "Carried"

4. Reports from Administration

a) Jeff Watson, Policy Planner

Re: Planning Report 2019-14 Essex Motel Rezoning Application, 263 Talbot St. North.

Jeff Watson, Policy Planner provided an overview of the application for rezoning together with a PowerPoint presentation. Mr. Watson advised that the Planning Department had proposed to Council an Official Plan Amendment for C3.1 zoning within the Town of Essex at a previous special meeting to add residential uses as permitted uses and that The Essex Motel was one of those parcels within the area affected.

Mr. Watson stated that Council was advised through the County of Essex to defer the Official Plan Amendment (OPA) pending a local comprehensive review of our residential and employment lands to ensure that we are not taking away from our current employment lands. He stated that in meeting with the County it was decided that the Planning Department would move forward with a site specific rezoning 263 Talbot Street (Essex Motel), one of the properties proposed for residential conversion.

Mr. Watson advised that the new owner had wanted to convert the hotel units into dwelling units and that the parcel of land is under 1 acre and is currently designated Highway Commercial C3.1. The current provision does not allow for residential dwellings. Mr. Watson advised that to allow conversion into dwelling units, Council would need to approve both the zoning change and the OPA for the subject lands. He advised that the current C3.1 zoning will remain but that he is seeking supplementary zoning to allow for residential dwellings.

Mr. Watson advised that the current building is in an L-shape and that there is an attached dwelling in front of the motel that will remain. Currently there are 10 motel units along the north line. The south side is open space with a parking area. Mr. Watson stated that the property is currently not serving as a motel, that it does not meet current standards for tourism accommodation and that it has good potential for affordable dwelling units.

Mr. Watson advised council that south of the Essex Motel there are two 4-plex units, and further south a single-family dwelling and an apartment complex next to the Tim Hortons on Maidstone Avenue and Talbot Street. This conversion would fit in with what is currently in the area.

Mr. Watson advised that he did complete a pre-consultation with the County of Essex. The County advised that they would support this conversion, as they believe this would be a good utilization of the property.

Mr. Watson stated that it has been 20 years or more since rental housing has been built or provided in the Town of Essex. This Official Plan Amendment and zoning change, it would

help to meet our obligation under the Provincial Policy Statement (PPS) and our Official Plan (OP) to provide for a mix of housing types and to meet our affordability objections.

Mr. Watson stated that the property is located in the Community Improvement Plan (CIP) area and that under the CIP, the proponent could receive \$5,000 per unit to assist with costs. Mr. Watson stated that currently the CIP grant is for residents that are above commercial spaces but advised that council could approve the grants for first floor conversion by approving this OPA and rezoning and that the CIP grants could assist with the conversion.

Mr. Watson advises that the next steps include a report to council on April 15th agenda and, if approved, the OPA would be reviewed by the County of Essex. Upon approval of the OPA by the County, both the Official Plan Amendment and the Zoning By-Law Amendment would be released.

Moved by Councillor Morley Bowman

Seconded by Councillor Steve Bjorkman

(**SP19-04-05**) that Council receive Planning Report 2019-14, entitled "The Essex Motel, 263 Talbot Street North" (Essex Centre – Ward 1), as prepared by Jeff Watson, Policy Planner, and submitted by Chris Nepszy, Chief Administrative Officer, dated April 2, 2019, along with the PowerPoint presentation presented by Mr. Watson, be received. "Carried"

5. Public Presentations

a) Councillor Bjorkman

Councillor Bjorkman asks if the multi dwellings on Talbot Street were there before the zoning of the C3.1 was implemented.

Mr. Watson advised that they were constructed over 20 years ago and that the property was rezoned to accommodate the dwellings.

b) Councillor Bondy

Councillor Bondy inquired whether the motel is currently being utilized as a motel.

Austin Wycisk, 144 Hayes Ave, Proponent, advised that the current owner is renting out the motel on a monthly basis.

Councillor Bondy asked what was our definition of "affordable".

Mr. Watson advised that the units must rent for \$1,000 per month or less. Mr. Watson stated that "affordable" is generally 20% less than the market value and agreed with

Councillor Bondy that with rising rental rates regionally, that Planning should review that rental limit.

c) Councillor Bowman

Councillor Bowman inquired whether the proponent plans to expand the units.

Mr. Watson advised that he would like to draft the OPA and ZBA to allow for expansion in the future.

d) Councillor Garon

Councillor Garon inquired if the expansion will be a second level or additions to the current building.

Mr. Watson advised that would be determined through a site plan but only half of the land is being utilized and that an expansion would likely be a mirror image of the current layout of the building.

e) Deputy Mayor Meloche

Deputy Mayor Meloche asked if the Proponent has a specific market in mind.

Austin Wycisk, 144 Hayes Avenue, confirms that he will take ownership of the motel as of the end of April. He would like to rent to seniors, as the units would be 250 square feet bachelor units and he would like to make the units wheelchair accessible. The downtown core is within walking distance and Mr. Wycisk believes it would be good for the retirement community.

6. Adjournment

Moved by Councillor Garon

Seconded by Councillor Bondy

(SP19-04-006) That the meeting be adjourned at 5:25 p.m. "Carried"

Mayor

Clerk

From: Discover Ability [<mailto:discoverabilitynetworkproject@gmail.com>]
Sent: Thursday, March 21, 2019 3:27 PM
To: Auger, Robert <rauger@essex.ca>
Subject: Re: FW: Discover Ability Network Community Forum

Hi Robert:

I am available to attend a council meeting on Apr. 15. I have attached all the materials councillors would need in order to get fully up to speed on the network.

Below is the link the local Discover Ability network website.

<https://windsor.discoverability.network/>

I have also copied the members of the staff of the Ontario Chamber of Commerce will assist in preparation for this meeting. I will review the delegation information and I look forward to addressing council on Apr. 15.

Should have additional questions please let me know. Thank you for your efforts in connection to this matter its most appreciated.

Regards,

Kevin McShan

Discover Ability Network - Key Messaging

- Launched in September 2017, the Discover Ability Network, is an online portal and resource for Ontario employers and persons with disabilities seeking employment launched by the Ontario Chamber of Commerce and the Discover Ability Network provincial partners.
- DAN connects people with disabilities seeking employment directly with Ontario businesses looking to meet their talent requirements. It showcases the business advantages of employing persons with disabilities and outlines guidelines on how they can hire a person with disabilities.
- DAN is now in its second phase with two new additions to the portal: an integrated job seeker site and local regional hub site in Windsor.
 - The soft launch for the job seeker portal and regional hub site was September 20, 2018 in Windsor.
- Our 2019 Business Confidence Survey revealed 75 percent of respondents believe the ability to recruit and retain talent is critical to business competitiveness - filling a job position with the appropriate talent is essential for employers.
 - 15 per cent of Ontario's population has a disability and almost 41 per cent of this population has postsecondary accreditation.
- People with disabilities are an untapped resource with skillsets that many businesses need. From technology to health care, to banking, to manufacturing, to retail, to transportation, to real estate, there's no one place that people with disabilities cannot work.
- When it comes to hiring people with disabilities the business opportunity is irrefutable. Seventy-five per cent of employers who have employees with disabilities say they meet or exceed their expectations.
 - The Government of Ontario has provided funding for DAN.

Supplementary Messaging

Benefits to Businesses

- There are real, proven advantages to employing people with disabilities. Businesses can benefit from:
 - Increasing the size of its skilled labour pool;
 - Reducing costs associated with turnover, training and safety;
 - Improving the engagement of all your employees;
 - Harnessing the value of innovative processes and new perspectives; and
 - Attracting an underserved consumer market worth \$55 billion per year in Canada.

Benefits to Jobseekers

- Access a growing database of employers in the Windsor-Essex region
- Get exclusive built-in learning content that will assist with your job search
- Receive job invites specifically tailored to your interests and skills delivered straight to your inbox.
- All of your information, including your self-declaration, remains private until you decide to connect with an employer about an opportunity that meets your interests and qualifications.

**It's never been
easier than
now to hire
someone with
a disability!**

Disability inclusion isn't just about hiring people with disabilities. It's also about increased profits, lower costs, improved productivity.

**Ontario Chamber of Commerce
180 Dundas Street West, Suite 1500
Toronto, ON M5G 1Z8**

Discover Ability Network

Supported by the Province of Ontario and powered by Magnet, a data-rich, job-matching technology platform, the Discover Ability Network is a free online portal and resource that connects Ontario businesses directly to people with disabilities.



DISCOVER ABILITY
NETWORK



The true value for organizations doesn't come from ticking the right boxes, but from accessing the benefits of an inclusive environment.

Making the case

The Business Case

Hiring people with disabilities is the smart thing to do.

The Numbers

1 in 7 Canadians has a disability. Can you afford to ignore almost 15% of job seekers?

- People with disabilities are the largest minority group in Ontario and growing
- 1.8 million Ontarians.
- 15% of the population

The Right Thing for Business!

There are real, proven advantages to employing people with disabilities. Your business can benefit from:

- Increasing the size of its skilled labour pool
- Reduced costs associated with turnover, training and safety
- Improving the engagement of all your employees
- Harnessing the value of innovative processes and new perspectives
- Attracting an underserved consumer market worth \$55 billion per year in Canada

Key Offerings

The online portal connects employers directly with persons with disabilities seeking employment, includes a 6-step hiring road map and provides answers to any questions employers may have when hiring and retaining employees with disabilities.

Key Partners

The Discover Ability Network includes a variety of associations, community and government partners:

- Business Council of Canada
- BioTalent Canada
- Canadian Manufacturers and Exports
- Excellence in Manufacturing Consortium
- Human Resources Professionals Association
- Information and Communications Technology Council
- Information Technology Association of Canada
- Magnet
- Ontario Chamber of Commerce
- OTEC
- Canadian Business SenseAbility
- Toronto Financial Services Alliance
- Province of Ontario



Discover Ability Network

Hiring People With Disabilities:
Discover the Opportunity for Your Business

WHY CARE? SKILLED TALENT |

An Untapped Talent Pool

- 77% of Ontario's SMEs reported their number one challenge was finding talent.
- At the same time, people with disabilities represent an untapped talent pool that can help fuel innovative growth and a measured return on investment.

50%

of people with
disabilities have high
school diplomas

40%

of Ontarians with disabilities
have some type of post-
secondary credentials

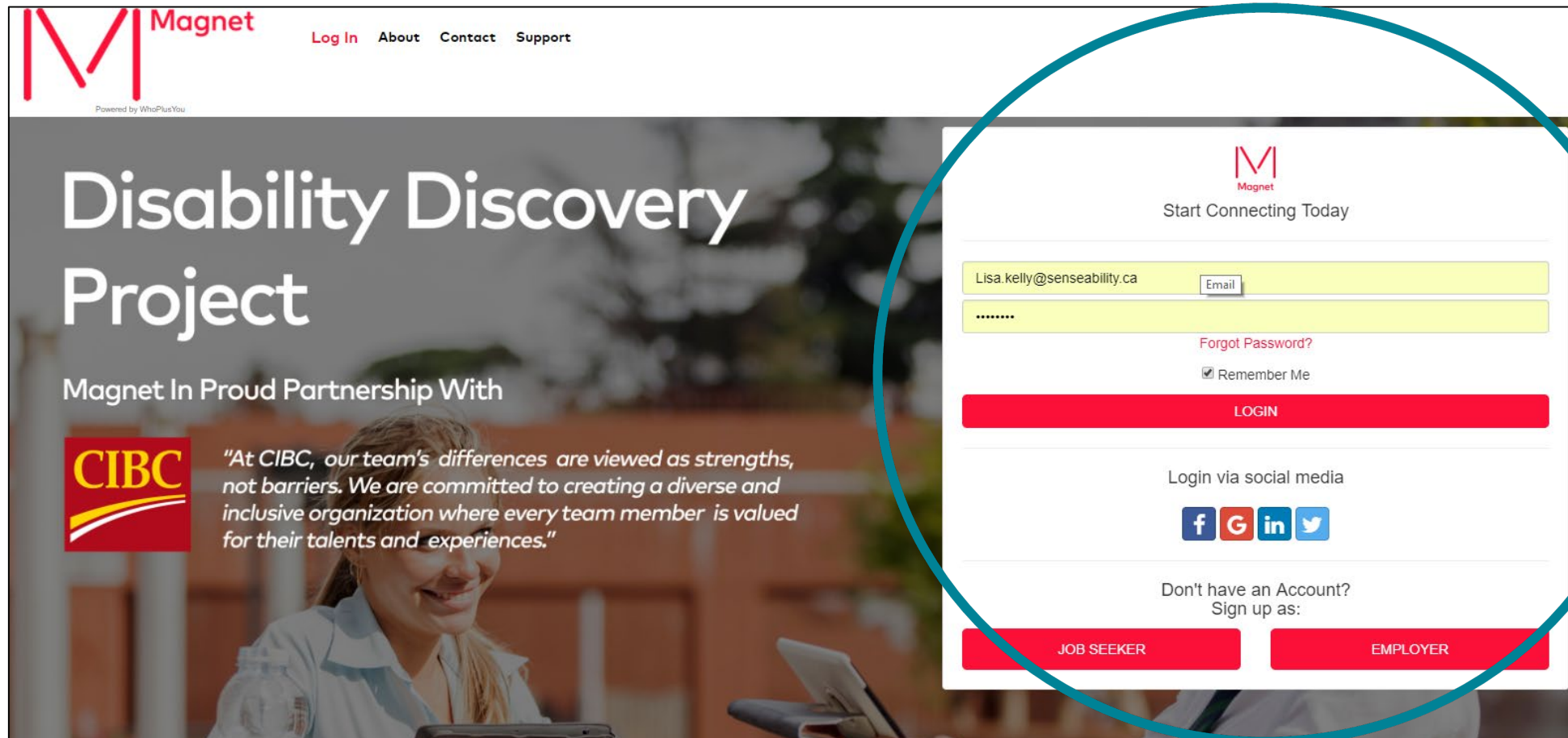
50,000

students with disabilities in
colleges and universities
across Ontario

// People with disabilities represent an almost untapped talent pool who bring a wide range of education, experience, expertise and perspective to the workforce.

-Forbes, July 30, 2015 (Business's Next Frontier: People With Disabilities)

FIND TALENT PAGE




Magnet
Powered by WhoPlusYou

[Log In](#) [About](#) [Contact](#) [Support](#)

Disability Discovery Project

Magnet In Proud Partnership With



"At CIBC, our team's differences are viewed as strengths, not barriers. We are committed to creating a diverse and inclusive organization where every team member is valued for their talents and experiences."

Magnet
Start Connecting Today

[Forgot Password?](#)

☒ Remember Me

LOGIN

Login via social media

[f](#) [G](#) [in](#) [t](#)

Don't have an Account?
Sign up as:

JOB SEEKER **EMPLOYER**

CURRENT LOCAL PARTNERS



Welcome to the Windsor Discover Ability Network

Join the Discover Ability Network, powered by Magnet, to access a variety of resources that will help you advance your business or keep meaningful employment.

RESOURCES FOR
BUSINESSES

RESOURCES FOR
JOBSEEKERS

DISCOVER ABILITY ROADMAP

1. Ask the Person
2. Find Talent
3. Interview and hire
4. Onboard
5. Accommodations
6. Promote your success



STEP 3: INTERVIEW AND HIRE

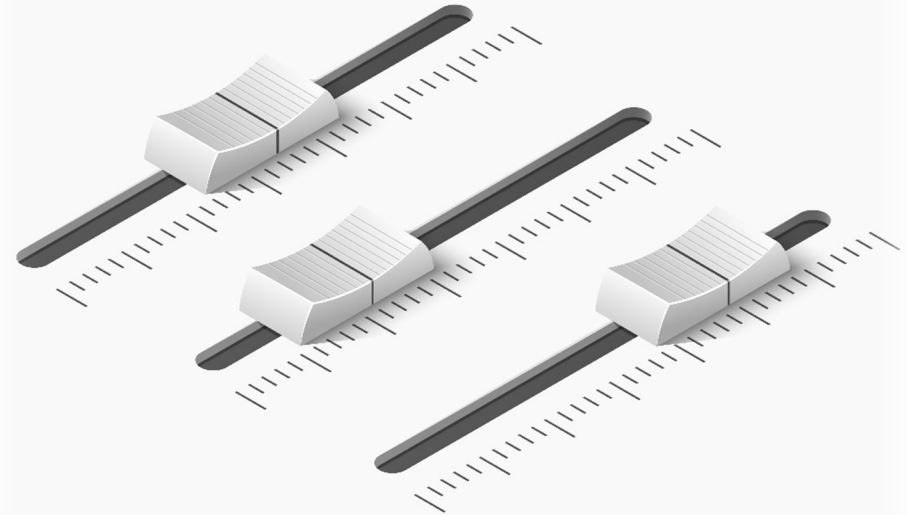
- The dangers of 'gut feel'
- Tools
- Plan an interview
- Conduct an interview
- Interview questions
- Job Carving



© 2017 Canadian Business SenseAbility

STEP 5: ACCOMMODATIONS

- What is an accommodation (with examples)
- How to accommodate
- The cost of accommodating
- Assistive technologies examples



© 2017 Canadian Business SenseAbility

KEY BENEFITS

Several research reports have shown that hiring people with disabilities has a positive effect on overall business performance.



PRODUCTIVITY

Employees with disabilities are highly motivated at work

75%

SMEs with employees with disabilities report they meet or exceed expectations

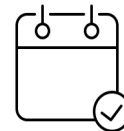


RETENTION

Employees with disabilities more likely to stay in the job longer

20%

lower job turnover compared to their counterparts without disabilities

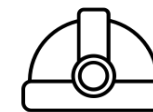


ATTENDANCE

Employees with disabilities take less absence days

86%

employees with disabilities rate average or better on attendance



HEALTH & SAFETY

Employees with disabilities have safer work outcomes

98%

employees with disabilities rate average or better on safety than counterparts without disabilities

THE TAKE AWAY

SOME KEY FEATURES

The portal will feature dynamic content that will capture visitor interest and provide valuable information for employers.



RESOURCES

Employers will be able to access HR resources, toolkits and industry reports to grow their ability in hiring people with disabilities.



VIDEO CONTENT

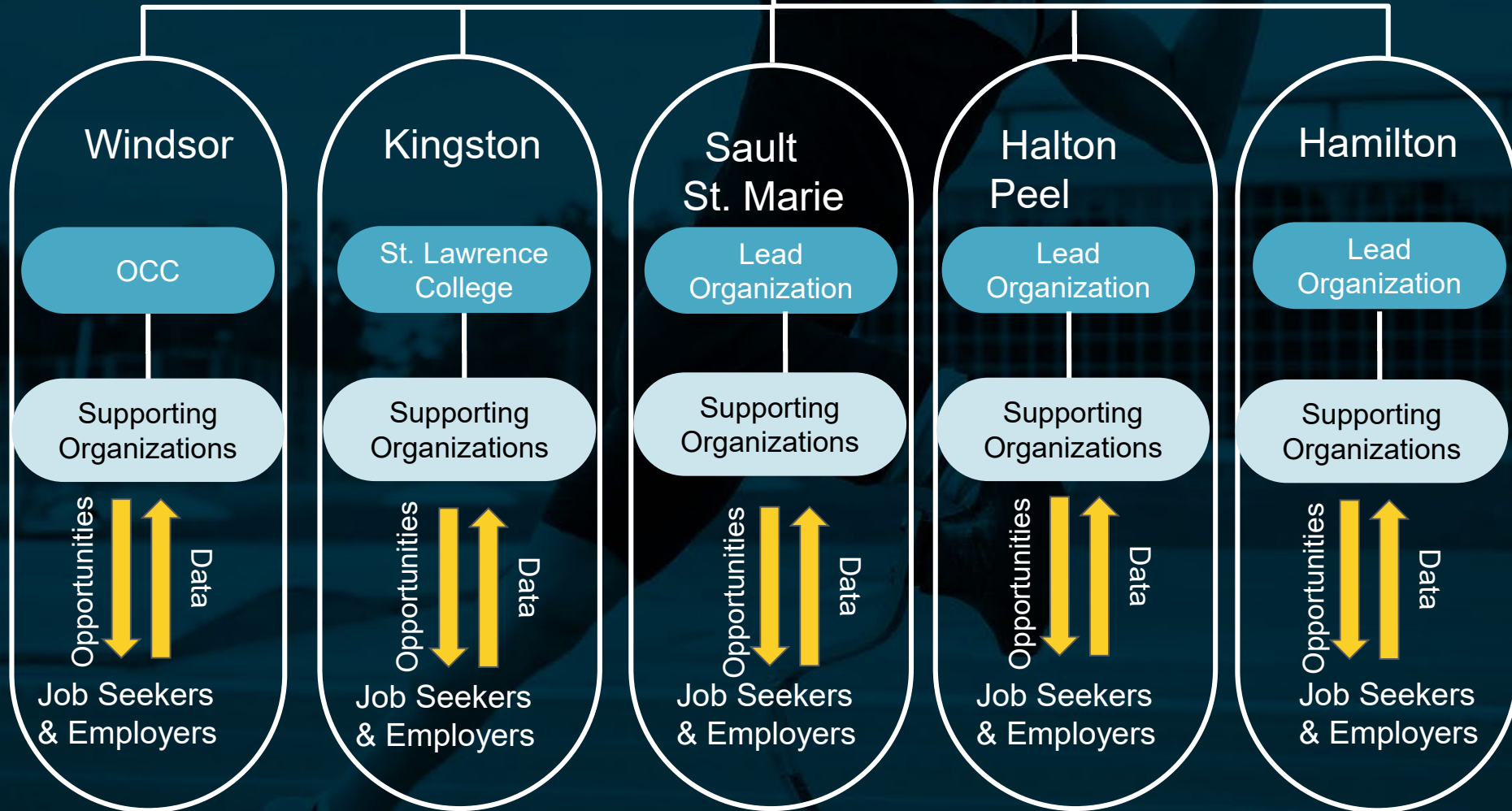
Promotional videos interviewing leading companies will drive home the business case and promote best practices in this space.



SOCIAL MEDIA

Variety of social media to raise awareness of the portal and promote the business case with regular posts (i.e., 2-3 posts/week).

Discover Ability Network Talent Hubs



STEP 4: ONBOARDING

- Sign up to Magnet
- Tools
- Individual Accommodation Plans
- Employee Emergency Response Info



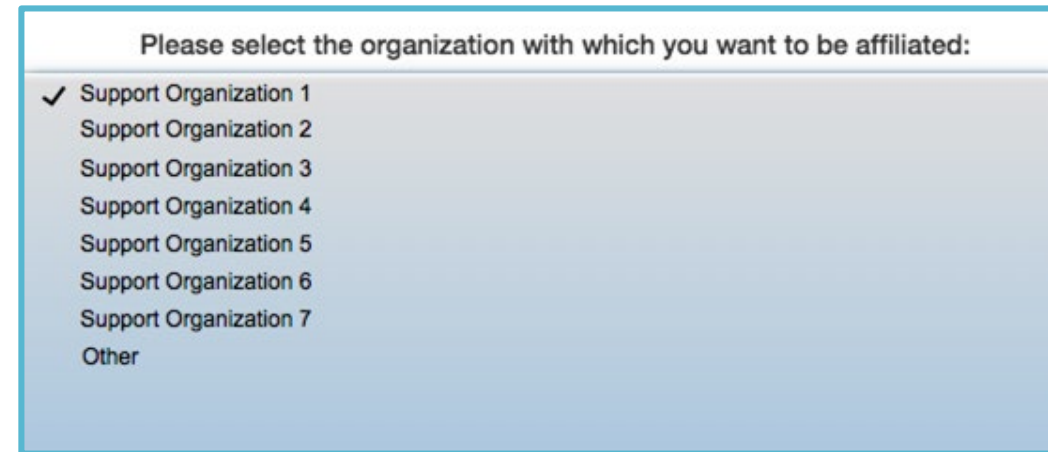
JOIN THE REGIONAL DAN AS A JOB SEEKER OR EMPLOYER



Join as a Close x

JOB SEEKER EMPLOYER

1. Join the DAN as a job seeker or employer



Please select the organization with which you want to be affiliated:

- ✓ Support Organization 1
- Support Organization 2
- Support Organization 3
- Support Organization 4
- Support Organization 5
- Support Organization 6
- Support Organization 7
- Other

2. Select the organization in the region to be affiliated with

3. Job Seekers and Employers Sign in Through Partner's Landing Page

STEERING COMMITTEE MEMBERS

ORGANIZATION
Province of Ontario
Biotalent Canada
OTEC
Canadian Manufacturers & Exporters (CME)
Canadian Business SenseAbility
Information Technology Association of Canada (ITAC)
Human Resources Professionals Association
Magnet
Information and Communications Technology Council (ICTC)
Toronto Financial Services Alliance (TFSA)
Canadian Business Council
Excellence in manufacturing Consortium / Canadian Manufacturing Network
Ontario Chamber of Commerce

PRESENTED BY:

Canadian Business SenseAbility
Ontario Chamber of Commerce



Delegation Request Form

This form must be completed and submitted to the Clerk of the Town of Essex by all persons wishing to address Council at a scheduled meeting of Council. **Delegation requests must be submitted by 2:00 p.m. on the Tuesday prior to the scheduled meeting.** Please refer to our online Community Calendar at www.essex.ca for scheduled Council meetings.

Presentations to Council are limited to 5 minutes per person to a maximum of 10 minutes for a group of two persons or more.

Name: VICTOR ANBER

Date of Request: APRIL 5, 2019

Are you representing a group? Yes ☐ No ☒

Name of group (if applicable): _____

Please provide details on the issue(s) you wish to present to Council and any actions you will be asking Council to take:

PLEASE SEE APPLICATION FOR SITE-SPECIFIC REZONING
SUBMITTED TO TOWN OF ESSEX

Have you consulted with Town staff on this issue? Yes ☒ No ☐

If yes, please provide the names of staff consulted and the details of your discussions:

MET WITH JEFF WATSON TO GET ASSISTANCE WITH
COMPLETING THE APPLICATION FOR SITE-SPECIFIC
REZONING.

If this is a property matter, are you an owner? Yes ☒ No ☐ N/A ☐

Have you appeared before Council in the past regarding this issue? Yes ☒ No ☐

If so, please tell us the year in which you appeared: PUBLIC HEARING APRIL 1/2019

Will you have written or printed materials to distribute? Yes ☐ No ☒

Please submit 12 copies of printed materials to the Clerk before the meeting.

Will you be delivering an electronic presentation that requires access to a computer and software? Yes ☐ No ☒

Please submit your presentation on CD, DVD or flash drive by noon on the Friday before the Council meeting.

Do you have any additional special needs for your presentation? Yes ☐ No ☒

If yes, please describe your special needs:

Your address or group contact address (including postal code):

497 ELM AVE., WINDSOR, ON N9A 5H2

Your phone numbers: Home _____

Work (519) 979-2471

Cell (519) 562-3604

Your email address: vanber@khfireworks.ca

Name and address of all representatives attending, including their positions:

1.	
2.	
3.	

Personal information that you provide on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Please note that this form, if approved, will appear in the published Council Agenda and may be included in the Council Meeting minutes, both of which become part of the public record and are posted on our municipal website.

Please remit this form and copies of material being presented to:

Robert Auger, Manager of Legislative Services/Clerk
33 Talbot Street South, Essex, Ontario N8M 1A8
Telephone: 519-776-7336 x1132 | Fax: 519-776-8811
Email: rauger@essex.ca



Delegation Request Form

This form must be completed and submitted to the Clerk of the Town of Essex by all persons wishing to address Council at a scheduled meeting of Council. **Delegation requests must be submitted by 2:00 p.m. on the Tuesday prior to the scheduled meeting.** Please refer to our online Community Calendar at www.essex.ca for scheduled Council meetings.

Presentations to Council are limited to 5 minutes per person to a maximum of 10 minutes for a group of two persons or more.

Name: FRANK SAROLI (SHIBLEY RIGMOND LLP)

Date of Request: APRIL 5, 2019

Are you representing a group? Yes ☒ No ☐

Name of group (if applicable): APPLICANTS (VICTOR + DEBORAH ANBER)

Please provide details on the issue(s) you wish to present to Council and any actions you will be asking Council to take:

PLEASE SEE APPLICATION FOR SITE-SPECIFIC
REZONING SUBMITTED TO TOWN OF ESSEX

Have you consulted with Town staff on this issue? Yes ☒ No ☐

If yes, please provide the names of staff consulted and the details of your discussions:

JEFF WATSON + RITA JABBOUR
MET WITH MR. WATSON + MS. JABBOUR TO GET
ASSISTANCE WITH COMPLETING THE APPLICATION FOR
SITE-SPECIFIC REZONING; MET WITH THEM TO
DISCUSS POSSIBILITY OF SITE PLAN CONTROL

If this is a property matter, are you an owner? Yes ☐ No ☒ N/A ☐

Have you appeared before Council in the past regarding this issue? Yes ☒ No ☐

If so, please tell us the year in which you appeared: PUBLIC HEARING APRIL 1/2019

Will you have written or printed materials to distribute? Yes ☐ No ☒

Please submit 12 copies of printed materials to the Clerk before the meeting.

Will you be delivering an electronic presentation that requires access to a computer and software? Yes ☐ No ☒

Please submit your presentation on CD, DVD or flash drive by noon on the Friday before the Council meeting.

Do you have any additional special needs for your presentation? Yes ☐ No ☒

If yes, please describe your special needs:

Your address or group contact address (including postal code):

SHIBLEY RIGHTON LLP - 2510 OUELLETTE AVE., SUITE 301,
WINDSOR, ON N8X 1A4

Your phone numbers: Home _____

Work (519) 969-9844

Cell (519) 981-9864

Your email address: frank.sarolie.shibleyrighton.com

Name and address of all representatives attending, including their positions:

1.	
2.	
3.	

Personal information that you provide on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Please note that this form, if approved, will appear in the published Council Agenda and may be included in the Council Meeting minutes, both of which become part of the public record and are posted on our municipal website.

Please remit this form and copies of material being presented to:

Robert Auger, Manager of Legislative Services/Clerk
33 Talbot Street South, Essex, Ontario N8M 1A8
Telephone: 519-776-7336 x1132 | Fax: 519-776-8811
Email: rauger@essex.ca

From: Carrie Perrone [<mailto:Carrie.Perrone@wrh.on.ca>]

Sent: Tuesday, April 2, 2019 1:26 PM

To: Snively, Larry; Meloche, Richard; Garon, Joe; Verbeek, Kim; Vander Doelen, Chris; Bjorkman, Steve; Bondy, Sherry; Watson, Jeff

Cc: johnaperrone81@gmail.com; carrieperrone@yahoo.com; Jhicksfarms@gmail.com

Subject: Anber Rezoning

Hi everyone,

I want to thank you all for taking the time out of your busy schedules to meet with the public (neighbours of the Anber's) last night April 1st 2019. After being able to hear Mr. Anber's side to the story and the outline of his proposal dictated by Jeff Watson, there arose many concerns. First off, Mr Anber stated that he purchased the property approximately 8 years ago, and he stated he has been running a commercial business out of the stated property for approximately 7 years, all tax paying parties are intrigued to know if his tax ranking was altered the past 7 years to coordinate with his disclosure. We all pay taxes, and our property taxes are high in our area to begin with being zoned residential/ agricultural, if his hands have been washed all tax payers hands should be washed equally.

What is extremely concerning to me is that when we bought the our property 2 years ago, there was never any disclosure of highly flammable fireworks/explosives just a few doors down from us, had this been discussed this may have changed our perspective of the property we purchased. The packed Sea cans are literally a ticking time bomb. No one was aware that for the past 7 years he was storing these explosives, he currently has no water access besides the ditch, and stating that the wooded area acts as a buffer zone baffles my mind, as we all know that wood and leaves fuel a fire, looks how hard it is for professionals to contain a wild fire, this would be no different. In my opinion this only acted as a curtain to hide the facts.

Mr Mayor, you stated yourself last night that you frequently drive down our road and that you knew exactly where the property was located, so you know first hand how awful our road conditions are on a regular basis with only local traffic using it. It is extremely dangerous, as I already noted in my previous email to all of you. I'm not sure why we are the only road in the area that is not either chip and tar or blacktopped, having his transport trucks and heavy moving trucks in and off our road will only make the current road conditions more extreme. If you are travelling south on the Arner and turning onto our road, is a daily death trap. The pot holes and the discontinuation of the cement road to our gravel road with people driving excessively, you are literally taking your life in your own hands daily, by either getting hit from behind because the general public don't want to slow down while using the Arner, or you hit the hole at the end of the road and your risking, blowing your tire and going into the ditch or oncoming traffic.

Another concern would be if you pass his rezoning from agricultural to commercial, and allowing him to store explosives, will this affect our home insurance? We pay extra now as it is if we don't have a fire hydrant within a certain footage, will the use of his property as a

storage facility for explosives cause concern and rate increases for the property owners around here.

Another concern was that someone on council mentioned that there was no by-law written at the time Mr Anber chose to bring in all the Sea Cans and store them on his Zoned Agricultural Land to the allowance amount. I believe it was stated that this by-law only came into affect 2 years ago that it was permitted to have only 2 Sea Cans/ storage units on your land at any given time. First off, then two years ago why wasn't he told to remove the remaining 24 storage units, and secondly another neighbor 10-12 years ago was forced to have a permit for one storage unit and the unit had to be inspected, and was told he could only have two at any given time.

I strongly encourage all of you to take the time and think to yourselves if giving permission to rezone this property is the best decision for all parties involved. This should not be considered a business decision, but a quality of life decision, would you want your family, and children and pets/wildlife living next to a potential life threatening disaster zone?

I look forward to your response.

Thank you for your time
Carrie Perrone

We all stated in the meeting last night that Mr Anber has not followed any rules since day one, in all honestly what makes you think he will follow the rules if you pass this rezoning permit.

NOTICE OF CONFIDENTIALITY This communication, including any attachments, is intended only for the use of the addressee(s) to this email and is confidential. If you are not an intended recipient or acting on behalf of an intended recipient, any review, disclosure, conversion to hard copy, dissemination, reproduction or other use of any part of this communication is strictly prohibited. If you receive this communication in error or without authorization, please notify the originator immediately and remove it from your system.

NOTICE OF CONFIDENTIALITY This communication, including any attachments, is intended only for the use of the addressee(s) to this email and is confidential. If you are not an intended recipient or acting on behalf of an intended recipient, any review, disclosure, conversion to hard copy, dissemination, reproduction or other use of any part of this communication is strictly prohibited. If you receive this communication in error or without authorization, please notify the originator immediately and remove it from your system.

Can you please better help me understand the following so that I can better draw a conclusion on your recent request.

- What measures do you currently have in place to ensure your property and it's contents are secure? There are three Spyypoint cameras, live and they send notifications my cell phone if activated. Photos are also saved online. When the media picked up this story, and with the ensuing publicity, I immediately ordered 5 more cameras to increase coverage they should be here by the end of the week. The locks on the containers are approved by The Explosives Branch in Ottawa and are puck locks that cannot be easily tampered with, most containers have 2 of these puck locks, not just one. I have installed a gate across the front drive access, 2" tubing with a strong chain and a special, shrouded lock. This will stop vehicular access.
- Are you familiar with the road rating for the tractor-trailer type trucks that will be coming and going from your property? I am somewhat familiar but would welcome any details and instruction you have on this. I understand it is a class B road. I understand the weight per axle and the maximums. I also understand that if a vehicle of excess weight needs to access a class B road that they must take the shortest route, ie) Arner Townline to the 6th.
- Is the existing bridge on your property capable of supporting the tractor-trailer type trucks that will be coming and going from your property? If yes, has the Town of Essex verified this? Yes it is, it took a tractor trailer to deliver the empty containers. The building of this bridge was overseen by the Town of Essex at the time. I would also like to mention that I assumed the full cost for the installation of the new, safe culvert/bridge. There was no cost to the town, or any sharing/burden of cost to anyone else.
- Can you assure us that tractor-trailer type trucks that will be coming and going from your property, that their activity will be limited to the months of March and April each year, and that there will be no more than 1 coming and going, per day? Tractor-trailer type trucks will possibly be coming to and leaving from (this being the same truck in both directions,) from March through July, which is the busiest season for fireworks. It is highly unusual for more than one to arrive on the same day. I estimate a total of 20 transports per season. [March-July]

- Have you, or will you, be storing airbags, or any other commercial products other than fireworks, on your property? Air bags are stored there, it is the same class of explosive and legally covered by our Magazine License. As you are aware, we have not fired off/destroyed one, single piece since being asked by the Town to stop as it was bothering some of the neighbours. When we first started with destruction, we applied for a permit from the Fire Department from Chief Pillon every single time, we were advised by the Chief that we did not need to get a permit for this, via telephone Sept. 16, 2012. However if this is an issue for council ,I am prepared to remove them from the property .
- Can you assure us that there will be no more than the following on your property at any one time: 4 storage containers in wooded area to contain pro fireworks, 2 storage containers outside wooded area (to contain pro fireworks and to by designated "picking containers" only), and one additional storage container north of proposed storage barn to contain pro fireworks. Yes.
- What size is each of your storage containers and what are the regulations set forth by Natural Resources Canada? the majority are 40' x 8' x 8'. Some are 20' x 8' x 8'. The storage containers are approved for every level of fireworks. The Government insists that no bare steel is exposed, you can paint or in my case, for the most part, we insulated with fire rated spray foam that hardens and covers the steel interior. The Government also insists on the special locks, as we discussed above and they also insist on multiple air vents which have been installed. This is normally inspected annually by an Inspector from Ottawa.
- How much insurance do you have on your property... can you provide details or copy of? K&H carries \$5,000,000.00 in liability insurance covering all aspects of our scope of operations. A sample certificate is provided.
- Can you share many of the regulations that Natural Resources Canada bind you to, this will help us and residents understand better what you can and can't do with respect to storage of pro fireworks, example, units must be locked, building must be built to a certain code when storing pro fireworks, etc. Professional fireworks are rated by the amount of weight you have and the distance from any structure, road or potential hazard. To be in or have a key to a licensed magazine, you must be on K&H's list of authorized persons. All persons handling professional fireworks at K&H, are Federally licensed Supervisors. They are all fully trained in the safe handling, storage and transportation of dangerous goods. We have a storage area of product and a picking area of product, when picking from a 40' container, there must be two exits and a 20', one

exit. There can be no more than 2 people in a container at one time. There is no smoking, there is a set smoking area for staff, away from the containers. There is a "no sparking" tools rule, no lighters in pockets etc. Any building built on this property would adhere to all Federal regulations, submitted previously and be alarmed as well as have the cameras. If allowed the building, we will have to run power to the building, this will allow a new, state of the art camera security system to be installed covering the entire property. We haven't been able to do so as there is no self contained power source, (even solar powered,) camera system that can maintain a charge long enough, especially in cold weather. The Federal Government, in conjunction with the United Nations, International Standards, has done many tests and studies on the safety storage in containers and storage in buildings. It is from this testing that the regulations and distances are set. We have never been charged or fined for any misconduct.

- Can you tell me again why you are moving everything from Tecumseh. Is it because you are being asked to move out by Town of Tecumseh or because you have outgrown your current space and Essex location is preferred K&H has not been asked to move out of Tecumseh. K&H's allowed storage amounts were reduced when neighbouring buildings were added to. When Tecumseh planned to build Vista Academy school, behind K&H it would have infringed on the remaining. existing magazine storage. K&H having been in business so long and pre-existing the school was granted a "no go/play zone" in the school field. a 1.7 acre buffer was created and the School cannot use that part of the property. This is existed now for over 10 years. There are plans to widen and expand County Rd. 42 and it is getting more and more built up in this area. We have stored professional product elsewhere with the increased traffic in that area we felt it necessary and safer to move it to the farm. This was not done in isolation. There were meetings and discussions, even with the Fire Chief at the time. Diagrams and plans were discussed and reviewed. The fireworks storage part of the business is becoming inappropriate in that area because of encroachment of new urban development.
-
- How much tax do you pay on the Essex property now based on it's current zoning? Has the Town of Essex told you what your tax will be should you be granted your request? I currently pay about \$4,600.00 in taxes expect it will increase greatly should my request be granted.

- Would you be obliged to allow the Town of Essex to conduct inspections of your property either semi-annually or annually? [They would be more than welcome to inspect but of course, for safety, escorted by myself or other staff member.](#)
- [I would like to restate that the County Road 42 location of my Company is NOT for sale, is NOT closing and is NOT moving. There will be no retail sales from the Concession 6 site .](#)

Thanks

Joe Garon
Councillor Town of Essex
Ward 1
(519) 980-8405



Report to Council

Department: Planning

Date: April 15, 2019

Prepared by: Jeff Watson, Policy Planner

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

Report Number: PLANNING2019-18

Subject: Victor and Deborah Anber Rezoning Application
6954 6th Concession
(Ward 3)

Number of Pages: 5

RECOMMENDATION(S)

It is recommended that:

1. Planning report Planning 2019-18, entitled “Victor and Deborah Anber Rezoning Application” (Ward 3) be received;
2. Planning be directed to prepare a rezoning by-law permitting the storage of fireworks at 6954 6th Concession Road in accordance with the recommendations of Planning as set out in Planning report number PLANNING2019 –18
3. Prior to the issuance of building permits for the construction of a fireworks storage facility, an executed site plan control agreement setting out the location of the storage building, pond and outdoor storage containers shall be registered on title.

REASON FOR REPORT

A rezoning application has been received to permit the use of the subject property for the storage of fireworks, a use which is not currently permitted under the existing A1.1, general agricultural zoning.

COMMENTS

Description of Property and Intended Land Uses

With reference to the site, shown below, the 52 acre (860 foot by 2200 foot) property is used for the production of field crops. It is also occupied by a woodlot, which is not provincially significant, so no special zoning applies to it. The square box indicates the portion of the

entrance, no internal air conditioning or heating and restrictions on who can access the building. The pond would serve as a water source and would have to be designed for all season use by emergency responders. In approximately one year, the applicants intend to construct a dwelling which will be constructed closer to the front of the property to serve as their residence.

With the construction of the storage building, the number of storage containers is proposed to be reduced to 8. It is intended that they remain at the north edge of the woodlot to keep them from view from the adjoining residents. Due to Federal requirements, the commercial grade fireworks are required to be stored separately, and they must be placed a minimum of 570 feet from the proposed storage building. The area occupied by the storage containers would be significantly reduced by the removal of most of them.

Town of Essex Official Plan and Zoning Provisions

The property and surrounding area are designated Agricultural in the Town of Essex Official Plan, permitting a variety of agricultural operations and farm serving activities, such as food processing, farm equipment repair and farm supply services, mushroom farms and greenhouse crop production, including cannabis production.

The property and surrounding area is zoned A1.1, general agricultural, reflecting the provisions of the Official Plan (OP). While farm related storage is permitted in barns, the zoning by-law does not generally permit the full time storage of goods unrelated to the farm operation or permitted farm support or secondary use. The Official Plan does permit secondary activities intended to supplement the income of a farmer, such as the seasonal indoor storage of boats and trailers, but the storage of fireworks, as a permanent activity, is a unique situation.

Under the Agricultural designation of the Official Plan, special provision exists for the accommodation of certain non-farm uses. It provides that an existing dry industry (one not dependent on a piped water supply), which becomes inappropriate in a settlement area, usually because of the encroachment of new urban development, may be relocated in an area designated Agricultural by site specific zoning amendment. This operation is experiencing that situation in the Town of Tecumseh.

Provincial Policy Statement (PPS) Provisions:

The PPS strictly limits the encroachment of non-farm activities on prime agricultural lands. However, it provides that planning authorities may permit non-agricultural uses for mineral and petroleum extraction and other non-residential uses, provided that it can be demonstrated that:

1. the land does not compromise a specially crop area - it does not;
2. the proposed use complies with the minimum distance separation formulae - it does;
3. there is an identified need within the planning horizon for additional land to be designated to accommodate the proposed use - re-designation is not required;
4. there are no reasonable alternative locations which avoid prime agricultural areas
- almost all lands outside of our settlement areas are prime agricultural lands and physical separation from urban land uses is difficult to achieve;
5. impacts from any new non-agricultural use on surrounding agricultural operations are to be mitigated to the extent feasible - see below.

With regard to Policy 5 above, the proposed pole barn would be located immediately south of the internal road, within the circle shown on the air photo above, and the remaining storage containers are at the edge of the woodlot (within the boxed in area on the air photo). Potential impacts would be mitigated by separation from other agricultural operations and dwellings and by the woodlot. While not provincially significant, its preservation is important, both as a buffer and for its benefits as a natural environment feature.

Statutory Public Meeting

A public meeting held on April 1, 2019 was attended by 28 persons, the applicant and his solicitor. Public response to the notice of rezoning was not in favour of the proposed use. In summary, concern was expressed about harm to the public should the fireworks be set off accidentally, damage to the woodlot in which shipping containers storing fireworks are located, the impact on wildlife accessing the pond, distance to the woodlot of the Canadian Transportation Museum and Heritage Village from the property (1500 feet) and the presence of firework storage facilities for several years in violation of the Town's zoning regulations.

Planning Considerations

The storage of fireworks is a unique proposition. The location of a storage facility such as this relative to other land uses needs to be considered when land use compatibility is a potential issue. Like mushroom farms and cannabis production facilities, both permitted uses at this location, physical separation is a key consideration. As well the safety of the facility and the measures taken to mitigate and address potential "fireworks" has to be assessed.

Planning is satisfied that the level of care, achieved by means of physical separation and licensing requirements, will be sufficient to accommodate this use. The area is agricultural with a very low residential density and the property is large enough for the proposed storage building built and maintained to NRC standards.

Under the Town's Official Plan, the right of Council to grant this rezoning is permissive, not obligatory. Two options might be considered.

Option 1 – permanent storage facilities (recommended by Planning):

If Council looks favourably on the rezoning, the recommended zoning by-law should include the following provisions:

1. the storage of fireworks would be added as a supplementary permitted use;
2. minimum setback for the storage building:
 - 300 meters (984 feet) from 6th Concession Road;
 - 30 meters (100 feet) from the east lot line;
 - 150 meters (492 feet) from the west lot line;
3. a maximum of 8 shipping containers shall be maintained on the property for the storage of fireworks, after May 1, 2021. On or before May 1, 2021, all other storage containers located on the property shall be removed.

It is also recommended that the storage location of the storage building, pond, 8 storage containers and driveway be subject to site plan control approval. This would fix their locations and address concerns about harm to the woodlot and driveway access.

Option 2 - temporary zoning permission:

If council is not in favour of the rezoning to permit this property for a permanent fireworks storage facility, Council has the option of granting a temporary zoning to permit the retention of the existing storage containers for the storage of fireworks for up to 3 years. This would provide Mr. Anber reasonable opportunity to relocate his storage activity.

FINANCIAL IMPACT

Not applicable.

LINK TO STRATEGIC PRIORITIES

Not applicable.

Reviewed by:

Chris Nepszy, CAO, Manager of Infrastructure and Development Services –concurs

Rita Jabbour, Planner - concurs



Report to Council

Department: Chief Administrative Officer (CAO)
Date: April 15, 2019
Prepared by: Nelson Silveira, EDO
Submitted by: Chris Nepszy, CAO
Report Number: EDO 2019-02
Subject: Essex Tourism Events Fund Policy
Number of Pages: 4

Recommendation(s)/Conclusion(s)

1. That, EDO report 2019-02 entitled Essex Tourism Development Fund Policy be received; and
2. That, the Essex Tourism Events Fund Policy, being Policy No. 037 be approved.

Reason for Report

To provide Council with a policy on municipal grant support of tourism events through the Essex Tourism Events Fund.

Background

At the Regular Council meeting of March 18, 2019, the Economic Development Officer presented Council with a framework and plan for implementing a revised municipal fund for eligible tourism events in the Town of Essex. One of those steps included the development of a policy on grant support from the municipality, including a definition of tourism events.

Discussion

Throughout the year, the Town of Essex receives requests for funding community events. These can be funded through various channels such as the Council Discretionary Fund and direct requests to Council. In many instances, the town has been able to provide some

financial assistance, however, this funding was not specific to tourism related events. This Policy would help dedicate funding for non-profit organizations hosting tourism events. The following definitions were created for the Policy:

Tourism Event:

“An event with a unique audience or participant experience, which may result in an economic or tourism benefit to the Town of Essex. The focus of the event must be to attract visitors to the Town of Essex from the local, regional, national and international markets.”

Non-Profit Organization:

“Any entity established for a purpose other than to make a profit and an entity that is a registered charity or a non-profit organization governed by a volunteer board of directors.”

The goal of the policy is to ensure that a fair, equitable, and transparent framework exists to guide the allocation of funding from the Essex Tourism Events Fund for non-profit-led tourism events which benefit the Town of Essex.

Eligibility

The following criteria are recommended as part of the Policy:

- a) Must meet the definition of a “Tourism Event”;
- b) Event must make an effort to draw visitors from outside of the municipality, resulting in increases to attendance;
- c) “Tourism event “ can include festivals or sporting events that otherwise meet the criteria specified in this Policy;
- d) The event must take place in the Town of Essex;
- e) “Weather Permitting” cannot be a factor for the holding of the Tourism Event(event proceeds “rain or shine” with an alternative plan);
- f) Funding can be used to leverage other sources of funding;
- g) Funding will be ineligible if the event is receiving other sources of funding or grants from the Town of Essex (i.e. Council Discretionary Fund);
- h) The applicant’s organization must meet the definition a “Non-Profit Organization”;

- i) The applicant must provide proof of the quality and sustainability of the event. This can be done through the submission of an event plan and budget;
- j) The event must align with Council's Strategic Priorities, and comply with all bylaws, policies, and procedures
- k) Groups or organizations must be located in the Town of Essex or provide evidence that the primary focus of their event is to draw people from all areas to the Town of Essex.
- l) Funding for groups and organizations can only be used to support short-term project-specific costs (for example, marketing costs). It is not available to pay for the operating costs of core services or functions of the organization itself.
- m) There should be no expectation of future funding by successful grant applicants as no applicants will be grandfathered. Previous funding does not guarantee future funding.
- n) Applicants will be expected to demonstrate how the proposed Tourism Event benefits a wide range of groups and activities, for example, to encourage and help promote a diverse culture, to celebrate local heritage, to promote sports, grow tourism to Essex, to grow volunteerism within the community, provide a safe community, and to attract people to our community.
- o) Grants from the Fund may be used to facilitate matching funding from other organizations, but is not a requirement of the Fund.
- p) Except where an exemption is granted, grants shall not exceed 50% of the required financial need for the Tourism Event; therefore organizations must provide financial documentation that expected expenditures for the Tourism Event are at least double the amount of the Applicant's grant request.
- q) Grants from the Fund shall be used within 12 months of the date the Grant has been awarded.

Financial Impact

The Essex Tourism Events Fund has a total budget of \$30,000 for the remainder of 2019.

Based on the reporting of funds distributed this year, administration will come back with a report to Council in 2020 to address the status of funds and whether an increase is required.

Link to Strategic Priorities

This report is linked to two Strategic Priorities:

1. Enhance economic development activities through business retention and expansion, the attraction of light industrial businesses, and downtown improvements;
2. Enhance communications and community engagement.

Reviewed by:

Chris Nepszy, Chief Administrative Officer, Concurs

Rob Auger, Town Clerk, Concurs



Policy Manual

Section:	Chief Administrative Officer: Economic Development
Subject:	Essex Tourism Events Fund
Policy Number:	
Approval Date:	April 15, 2019
Approved By:	Council Resolution No. _____
Prepared By:	Economic Development Officer

Objective

The objective of this program is to provide monetary grants to encourage and facilitate activities which promote the Town of Essex as a tourist destination and as a community for the hosting of festivals, tournaments and other such tourism events. It is designed to assist non-profit organizations attract visitors and keep tourism dollars invested in our community.

This program provides grant funds for events and festivals in Essex for the successful applicants. Grant Funds are available on a first come, first served basis. Fund administrators will review and determine the appropriate amount of grant funding based on the assessment of each application, together with a review of the proposed impact of the Applicant's proposed event. Preference will be given to proposed events which will increase economic and tourism business, as well as the development and the marketing of those activities. The decision to provide grant funds to applicants will be based solely on the application submitted.

Purpose

The purpose of this Policy is to ensure that a fair, equitable, and transparent framework exists to guide the allocation of funding from the Essex Tourism Events Fund (the "Fund") for non-profit-led Tourism Events which benefit the Town of Essex. The Town of Essex recognizes that

promoting the hosting of Tourism Events with Grant funds pursuant to this Policy is an important tourism resource that can drive further economic growth in the Town of Essex.

More specifically, this policy addresses:

- Annual allocations to the Fund;
- Eligibility requirements for organizations and projects;
- Application and approval process for funding requests;
- Amount and timing of grants;
- Acknowledgement and reporting by groups or organizations;
- Recordkeeping and reporting of grant allocations; and
- Notice of the availability of the Fund and publicity obligations.

Scope

This policy will establish procedures for applications and guidelines for the making of recommendations to provide limited grant funds for Tourism Events which will promote tourist visitation together with providing economic benefits to the Town of Essex.

This policy will be made available to all grant applicants. Questions regarding the application process should be directed to the Economic Development officer for the Town of Essex.

Qualifying applications that are recommended for specified grant funds will be accommodated to the extent possible within the availability of the annual grant amount(s) made available or allocated by Council. Priority will be assigned to applications based on an evaluation of the Tourism Event being proposed, demonstrated financial need, alignment with strategic tourism objectives of the Town, level of risk involved and demonstrated ability to provide the necessary resources to complete the proposed Tourism Event.

Definitions

“Tourism Event” means an event with a unique audience or participant experience, which may result in an economic or tourism benefit to the Town of Essex. The focus of the event must be to attract visitors to the Town of Essex from the local, regional, national and international markets.

“Non-Profit Organization” means any entity established for a purpose other than to make a profit and an entity that is a registered charity or a non-profit organization governed by a volunteer board of directors. Further, Non-Profit Organization, for the purposes of this Policy,

shall further mean an organization that demonstrates to the satisfaction of the town, fiscal responsibility, effective management and financial need.

Annual Allocations to the Fund

During the budget process Council will determine the total amount of funds to be allocated to the Fund which shall be made available to qualifying annual applicants pursuant to the terms of this Policy.

Types of Ineligible Events

The Fund may not be used to fund events for the following purposes:

- a) The event is a fundraiser (Terry Fox Run, Relay for Life, etc.);
- b) The event is political in nature (partisan rally or gathering, issue-based fundraiser, etc.);
- c) The event is religious in nature (Christmas, etc.);
- d) The event is held annually in communities across the province or country (Canada Day celebrations, Remembrance Day memorials, or New Year's parades etc.);
- e) The event is solely an artisan and craft fair;
- f) The event attendees will primarily reside in the Town of Essex;
- g) The event takes place outside the municipality.

Event and Grant Eligibility

Event and Grant eligibility criteria shall include (without limiting) the following:

- a) Must meet the definition of a "Tourism Event";
- b) Event must make an effort to draw visitors from outside of the municipality, resulting in increases to attendance;
- c) "Tourism event " can include festivals or sporting events that otherwise meet the criteria specified in this Policy;
- d) The event must take place in the Town of Essex;
- e) "Weather Permitting" cannot be a factor for the holding of the Tourism Event(event proceeds "rain or shine" with an alternative plan);
- f) Funding can be used to leverage other sources of funding;

- g) Funding will be ineligible if the event is receiving other sources of funding or grants from the Town of Essex (i.e. Council Discretionary Fund);
- h) The applicant's organization must meet the definition a "Non-Profit Organization";
- i) The applicant must provide proof of the quality and sustainability of the event. This can be done through the submission of an event plan and budget;
- j) The event must align with Council's Strategic Priorities, and comply with all bylaws, policies, and procedures
- k) Groups or organizations must be located in the Town of Essex or provide evidence that the primary focus of their event is to draw people from all areas to the Town of Essex.
- l) Funding for groups and organizations can only be used to support short-term project-specific costs (for example, marketing costs). It is not available to pay for the operating costs of core services or functions of the organization itself.
- m) There should be no expectation of future funding by successful grant applicants as no applicants will be grandfathered. Previous funding does not guarantee future funding.
- n) Applicants will be expected to demonstrate how the proposed Tourism Event benefits a wide range of groups and activities, for example, to encourage and help promote a diverse culture, to celebrate local heritage, to promote sports, grow tourism to Essex, to grow volunteerism within the community, provide a safe community, and to attract people to our community.
- o) Grants from the Fund may be used to facilitate matching funding from other organizations, but is not a requirement of the Fund.
- p) Except where an exemption is granted, grants shall not exceed 50% of the required financial need for the Tourism Event; therefore organizations must provide financial documentation that expected expenditures for the Tourism Event are at least double the amount of the Applicant's grant request
- q) Grants from the Fund shall be used within 12 months of the date the Grant has been awarded.

Application and Approval Process

Applicants shall complete and submit an application at least 90 days prior to the Tourism Event referenced in the application. Applications shall be required to provide information including but not limited to:

- a. Proof of Non-profit status including a list of current Board of Directors and Officers;
- b. Copy of bylaws for the organization
- c. Statement of objectives, purposes and activities;
- d. Budget for current fiscal year;
- e. Statement of intended use for grant funds;
- f. Project Plan or Program Plan clearly identifying:
 - i. Statement of intended use for grant funds;
 - ii. Detailed description of the proposed project or program;
 - iii. Identify the resources required (human, physical and financial) to complete the project or program including those supplied by the applicant and those being applied for under the Tourism Grant Program;
 - iv. List of any other funding applied for, including other municipal grants and funding from any other organization or government body.

Upon receipt of an application for funding:

- a) Town of Essex Administration will review applications to ensure all criteria are met;
and
- b) A recommendation will be made to the Chief Administrative Officer, who, if approved, will recommend the application to Council for approval.

Administration will notify the applicant on the status and outcome of the application. Upon approval of the funding, the applicant may be required to enter into a contract or letter of understanding before funds are released.

Timing and Amount of Grants

Grants shall be available on an ongoing basis throughout the calendar year or until all monies in the Fund have been allocated.

The maximum grant payable through the Essex Tourism Events Fund for projects with an operating budget of less than \$35,000 is \$1,000.00 and the maximum payable for project budgets over \$35,000 is \$2,000.00. The maximum grant that may be made to any non-profit organization from the Tourism Events Fund is \$2,000.00.

Acknowledgement and Reporting by Groups or Organizations

Grant recipients must appropriately acknowledge the Town's contribution in all literature by the group or organization pertaining to the project funded.

Grant recipients will be expected to submit to the Town an evaluation report within 60 days of the Tourism Event completion. The evaluation report to be submitted will attach a set of accounts and copies of receipts detailing how the funds were used together with statistics relating to visitors to the Tourism Event. The evaluation report form will be provided when the grant is awarded. Failure to submit required report will make applicants ineligible for future funding.

Recordkeeping and Reporting of Grant Allocations

Administration will maintain financial records of all grants approved and will publish a report annually on the details of grants approved at a public meeting of Council.

Grants approved under the Tourism Events Fund will be subject to the same scrutiny as all other matters of the municipality and will form part of the Town's Audited Financial statements.

Notice of Availability of Fund and Publicity

Notice of the availability of the Fund will be made available and publicized through mechanisms such as the Town's website and social media platforms. Further support from the Manager, Communications will be available to publicize available funding.

Acknowledgement

I, _____, acknowledge that I have read and understand the Essex Tourism Events Fund Policy.

Name: _____

Signature: _____

Date: _____



Report to Council

Department: Community Services

Date: April 15, 2019

Prepared by: Doug Sweet, Director of Community Services

Submitted by: Doug Sweet, Director of Community Services

Report Number: Community Services Report 2019-014

Subject: Colchester Family Fun Event – Request to Waive Noise By-Law
690 and Road Closure

Number of Pages: 2

Recommendation(s)/Conclusion(s)

The three (3) following recommendations are provided for Council's consideration:

1. That Community Services Report 2019-014 entitled "Colchester Family Fun Event – Request to Waive Noise By-Law 690 and Road Closure" be **received**;
2. That Council **approve** waiving Noise By-Law 690 from 11:00 AM to 10:00 PM on Saturday July 27, at Colchester Park to accommodate the main stage entertainment for the Town of Essex's Colchester Annual Family Fun event; and further
3. That Council approve closing Jackson Street in Colchester between County Road 50 West and Sullivan Street (adjacent to Colchester Park) between 11:00 AM and 10:00 PM as needed to accommodate the foot traffic for the Colchester Family Fun event and Explore the Shore.

Reason for Report

To receive Council's approval to waive Noise By-Law 690 and close Jackson Street on Saturday July 27, for the Town of Essex's Colchester Family Fun event in Colchester Park.

Background

In 2017 during the annual Explore the Shore weekend the Town of Essex hosted a family friendly Canada 150/Colchester 225 event in Colchester Park. The event was very successful and a similar event was held in 2018 now called the Colchester Family Fun Event and was very successful. The event format will be the same as the past two years and will consist of:

- Opening Ceremonies;
- Kids Bike Rodeo;
- Kids Zone with inflatables, crafts and main stage entertainment;
- Main stage entertainment at night; and
- Fireworks on Lake Erie

Town Administration and the Special Events Resource Team (SERT) have reviewed the event and have no objection to any of the activities and recommend that Noise By-Law 690 be waived until 10:00 PM and concur with closing Jackson Street between County Road 50 and Sullivan Street.

Financial Impact

N/A

Link to Strategic Priorities

This report contributes to the strategic policy:

- Promote healthy and active living through recreational and cultural opportunities.

Reviewed by: Chris Nepszy, Chief Administrative Officer

Concur



Report to Council

Department: Community Services

Date: April 15, 2019

Prepared by: Doug Sweet, Director of Community Services

Submitted by: Doug Sweet, Director of Community Services

Report Number: Community Services Report 2019-015

Subject: Special Events Resource Team (SERT) April Update

Number of Pages: 4

Recommendation(s)/Conclusion(s)

The following recommendation is provided for Council's consideration:

1. That Community Services Report 2019-015 entitled "Special Events Resource Team (SERT) April Update" be **received** for council information.

Reason For Report

To update Council on a regular basis of the events and requests that have been reviewed by the Town of Essex Special Events Resource Team (SERT).

Background

The Department of Community Services in April 2014 established an internal administration group called the Special Events Resource Team to review Special Event requests on Town of Essex property. The Special Events Resource Team consists of Town of Essex staff from a number of departments as well as outside agencies to assist groups in the initial planning stages of their events.

Summary of Events

Below is list of upcoming events reviewed by the Special Events Resource Team. Please note some events will be listed under more than one section depending on their event/request:

Special Events

i.	Brian Bildfell Annual Hockey Tourn	April 17, 18 (SERT Reviewed)
ii.	McGregor Easter Egg Hunt	April 19 (SERT Reviewed)
iii.	Annual Legacy Tree Plantings	April 24 (SERT Reviewed)
iv.	Annual Guide Dog Walkathon	May 26 (SERT Reviewed)
v.	Rock and Roll Cruise In	June 1
vi.	Walleye Derby – Colchester Harbour	June 8 (SERT Reviewed)
vii.	Rotary Rubber Duck Race	June 8 (SERT Reviewed)
viii.	McGregor Music Festival	June 9 (SERT Reviewed)
ix.	Harrow Minor Baseball Annual Tournament	June 14-16 (SERT Reviewed)
x.	Essex Optimist 100 Year Ice Crean Social	June 23 (SERT Reviewed)
xi.	Essex Fun Fest	July 4-7 (SERT Reviewed)
xii.	Essex Centre Outdoor Movie	July 17 (SERT Reviewed)
xiii.	Colchester Outdoor Movie	July 18 (SERT Reviewed)
xiv.	Colchester Family Fun Day	July 27 (SERT Reviewed)
xv.	Explore the Shore	July 27-28 (SERT Reviewed)
xvi.	Essex BIA Car Show	Aug 2 (SERT Reviewed)
xvii.	Harrow Blues Slo-Pitch Tournament	August 9-11 (SERT Reviewed)
xviii.	McGregor Gas and Steam Engine Show	August 9-11 (SERT Reviewed)
xix.	Harrow Fair	August 29-Sept. 2 (SERT Reviewed)
xx.	Harrow Rotary Fright Night	Oct 18, 19 (SERT Reviewed)

Road Closures/Parades and Processions

i.	Rock and Roll Cruise In	June 1
ii.	Essex Fun Fest Parade	July 6 (SERT Reviewed)

- | | |
|----------------------------------|----------------------------------|
| iii. Colchester Family Fun Day | July 27 (SERT Reviewed) |
| iv. Essex BIA Car Show | Aug 2 (SERT Reviewed) |
| v. McGregor Gas and Steam Parade | August 10 (SERT Reviewed) |
| vi. Harrow Fair Parade | August 30 (SERT Reviewed) |

Special Occasion Permits

- | | |
|---------------------------------------|---------------------------------|
| i. Walleye Derby – Colchester | June 8 (SERT Reviewed) |
| ii. McGregor Music Fest | June 9 (SERT Reviewed) |
| iii. Essex Fun Fest | July 4-7 (SERT Reviewed) |
| iv. Harrow Blues Slo Pitch Tournament | Aug 9-11 (SERT Reviewed) |

Letter of Non-Objection Requests

- | | |
|------------------------------|------------------------------------|
| i. CTMHV – Spring Car Show | June 9 (SERT Reviewed) |
| ii. CTMHV – British Car Show | July 14 (SERT Reviewed) |
| iii. CTMHV – Fall Car Show | September 1 (SERT Reviewed) |

Financial Impact

There is no financial cost to the Corporation for the development of the Special Events Resource Team.

Risk Analysis

The creation of an Essex Special Events Resource Team will limit the risk of holding events within the Town as a formal tool and will now be in place which will be reviewed by all parties in collaboration to ensure all requirements are in place prior to an event.

Link to Strategic Priorities

The creation of the Special Events Resource Team has allowed for a more streamlined process for event organizers and has allowed for more successful events within the Town of Essex.

This report contributes to the strategic policy:

- Promote healthy and active living through recreational and cultural opportunities.

Reviewed by: Chris Nepszy, Chief Administrative Officer

Concur



Report to Council

Department: Community Services

Date: April 15, 2019

Prepared by: Jackson Tang, Assistant Manager, Business Services

Submitted by: Doug Sweet, Director of Community Services

Report Number: Community Services Report 2019-017

Subject: Results of Request for Proposal – Supply of Janitorial Services

Number of Pages: 3

Recommendation(s)/Conclusion(s)

The following two (2) recommendations are provided for Council's consideration:

1. That Community Services report 2019-017 entitled "Results of Request for Proposal – Supply of Janitorial Services" be **received**; and further
2. That Council **award** the Request for Proposal Supply of Janitorial Services to Commercial Cleaning Services commencing May 01, 2019.

Reason For Report

In accordance with the Town Procurement By-Law Number 1043, Council approval is required for purchases where the total contract price is in excess of one hundred thousand dollars (\$100,000.). This report is to seek Council's approval to appoint a qualified supplier, to provide the Town with Janitorial Services in six locations for a period of three (3) years with an optional two (2) years of extension.

Background

The Town of Essex has six (6) locations requiring Janitorial Services as follows:

1. Municipal Office (Essex Centre)
2. Essex Fire Hall (Essex Centre)
3. Ontario Provincial Police Satellite Office (Essex Centre)
4. Gesto Office (Essex Centre)
5. Harrow Ontario Provincial Detachment (Harrow Centre)
6. Essex Recreation Complex

The existing contract for our current Janitorial Services will expire on April 30, 2019.

A Request for Proposal following the guidelines as set out in the Town's Procurement By-Law Number 1043 for the Supply of Janitorial Services was posted both on the Town's website and Merx, and closed on March 13, 2019 at 3:00:00 PM.

The proposals received were evaluated using a scorecard approach, taking into consideration the experience with similar projects, qualifications of key personnel and staff availability, understanding of the proposal scope, quality of the proposal, ability of proponents, proposal work plan and methodology.

The proposal review process included the public opinion and a team made up of:

- Doug Sweet, Director, Community Services
- John Olsen, Manager, Parks and Facilities
- Jackson Tang, Assistant Manager, Business Services

After reviewing each proposal as submitted and totaling the scores, Commercial Cleaning Services submitted the lowest price and scored the highest. Commercial Cleaning Services, addressed all areas of the scope as identified in the request for proposal and is our current

Janitorial Services Provider. The Town is satisfied with their services provided during the past four (4) years.

Financial Impact

The estimated total cost for year (1) one, of a three (3) year term with an option for a two year renewal including all applicable taxes as submitted by Commercial Cleaning Services is fifty-five thousand, three hundred and sixteen dollars and seventy-four cents (\$55,316.74) which will be absorbed by the annual operating budget of respective departments.

The price during the remaining four (4) years of the contract will be adjusted annually based on the year over year change in the Total Consumer Price Index as published by the Bank of Canada.

Link to Strategic Priorities

This report contributes to the following Council strategic policies:

- Manage the Town's finances and human resources in a responsible manner; and
- Promote a healthy, safe and environmentally conscious community.

Reviewed by:

Chris Nepszy, Chief Administrative Officer	Concur
Doug Sweet, Director, Community Services	Concur
Jeffery R. Morrison, Director, Corporate Services	Concur
John Olsen, Manager, Parks and Facilities	Concur
Kate Giurissevich, Manager, Finance and Business Services	Concur

Department: Community Services

Date: April 15, 2019

Prepared by: Doug Sweet, Director of Community Services

Submitted by: Doug Sweet, Director of Community Services

Report Number: Community Services Report 2019-018

Subject: Communities in Bloom Proclamation – Week of May 6

Number of Pages: 3

Recommendation(s)/Conclusion(s)

The following two (2) recommendations are provided for Council's consideration:

1. That Community Services report entitled "Communities in Bloom Proclamation – Week of May 6" be **received** for Council information; and further
2. That Council **proclaim** Communities in Bloom Week for the week of May 6, 2019 by adopting the following resolution:

Whereas, in Canada, we are fortunate to have a multitude of communities committed to fostering civic pride, environmental responsibility and beautification; and

Whereas, communities are committed to ensuring sustainable development for future generations; and

Whereas, participation in *Communities in Bloom* builds communities, strengthens volunteer and community development, enhances social interaction, and creates community pride; and

Whereas, the benefits provided by *Communities in Bloom* may boost the economy, create sustainability, enhance property values, attract new business, and increase tourism; and

Whereas, our parks, open spaces, green spaces and trails ensure sustainability, provide space to enjoy nature, help maintain clean air and water, and preserve plant and animal wildlife; and

Whereas, all community levels: municipal, residential, commercial and institutional work together to ensure the voluntary sector and private enterprise throughout the Country participate in the planning, development and operation of recreation and parks programs, services and facilities.

Now, therefore be it Resolved, that *Communities in Bloom* does hereby proclaim that the week of May 6, has been designated as *Communities in Bloom* Week, which will annually recognize and celebrate the benefits derived from *Communities in Bloom* and the countless volunteers and individuals that make our communities great places to live.

Therefore, the Town of Essex, in recognition of the benefits and values that *Communities in Bloom* does provide, do hereby designate the week of May 6, 2019 as *Communities in Bloom* Week.

Reason For Report

To have Council proclaim the week of May 6, 2019 as Communities in Bloom week in the Town of Essex.

Background

The Town of Essex has been a partner in the Communities in Bloom program since 1999. In 2019, Communities in Bloom is celebrating its twenty-fifth (25) year anniversary. The Town over the years has been very successful in implementing numerous initiatives and continues to be amongst the leaders in promoting civic pride in our community. In 2015, the Town of Essex won the Communities in Bloom National Award for municipalities with a population

fewer than twenty thousand (20,000) and in 2017; the Town of Essex was the Finalist for Class of Champions National Award. The local Communities in Bloom program has worked very hard over the years to advocate and increase community pride in our Town and by proclaiming the week of May 6, 2019 as Communities in Bloom week it will be a kick off to the upcoming season.

Financial Impact

There is no financial impact.

Link to Strategic Priorities

This report contributes to the following Council strategic policies:

- Promote healthy and active living through recreational and cultural opportunities.
- Promote a healthy, safe and environmentally conscious community

Reviewed by: Chris Nepszy, Chief Administrative Officer

Concur

Report Number: Building 2019-03
Date: April 1, 2019
Subject: March 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	Mar 2019 Construction Values	Mar 2018 Construction Values
Single Family Residence								\$ -	\$ -
Ward 1	1	2	3		\$ 550,000.00	\$ 800,000.00	\$ -	\$ 1,350,000.00	\$ 1,823,000.00
Ward 2	1	1	2		\$ 590,000.00	\$ 400,000.00	\$ -	\$ 990,000.00	\$ 1,175,000.00
Ward 3	1	1	2		\$ 400,000.00	\$ 450,000.00	\$ -	\$ 850,000.00	\$ 400,000.00
Ward 4	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Multiple Residential	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Addition/Sunrooms	3	1	4		\$ 225,000.00	\$ 150,000.00	\$ -	\$ 375,000.00	\$ -
Garages/Carports	3	0	3		\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	\$ 190,000.00
Decks/Porches	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
Fences/Pools	1	2	3		\$ 2,000.00	\$ 36,000.00	\$ -	\$ 38,000.00	\$ 190,600.00
Demolition	0	2	2		\$ -	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 18,950.00
House Raising	1	0	1		\$ 45,000.00	\$ -	\$ -	\$ 45,000.00	\$ -
Pole Barns	0	4	4		\$ -	\$ 173,000.00	\$ -	\$ 173,000.00	\$ 494,564.00
Commercial/Industrial	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	0	2	2		\$ -	\$ 28,600.00	\$ -	\$ 28,600.00	\$ 229,450.00
Shed	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
Roof	1	0	1		\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	\$ 66,000.00
Septic System	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ 16,200.00
Sign	2	3	5		\$ 13,500.00	\$ 63,000.00	\$ -	\$ 76,500.00	\$ 4,250.00
Green Houses/Winery	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Renovations	2	3	5		\$ 130,000.00	\$ 60,000.00	\$ -	\$ 190,000.00	\$ 674,900.00
Additions/Renovation-Commercial/Industrial/Inst	0	1	1		\$ -	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 904,000.00
Plumbing only	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
Demolition Out Buildings	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Total Permits/Construction Value	16	22	38	0	\$ 2,075,500.00	\$ 2,195,600.00	\$ -	\$ 4,271,100.00	\$ 6,206,914.00

Permit Fee Totals

Permit Fees	
Monthly Total	\$ 17,346.80
Yearly Total	\$ 37,974.75
Previous Year Total	\$ 64,782.46

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	1									0	3		3
Ward 2	1	0	1										2		2
Ward 3	1	0	1										2		2
Ward 4	0	0	0										0		0
Multiple Residential	0	0	0										0		0
Addition/Sunrooms	1	0	3										4		4
Garages/Carports	0	0	3										3		3
Decks/Porches	0	0	0										0		0
Fences/Pools	0	2	1										3		3
Demolition	2	0	0										2		2
House Raising	0	0	1										1		1
Pole Barns	1	3	0										4		4
Commercial/Industrial	0	0	0										0		0
Miscellaneous	0	2	0										2		2
Shed	0	0	0										0		0
Roof	0	0	1										1		1
Septic System	0	0	0										0		0
Sign	0	3	2										5		5
Green Houses/Winery	0	0	0										0		0
Renovations	3	0	2										5		5
Additions/Renovation-Commercial/Industrial/Institutional	0	1	0										1		1
Plumbing only	0	0	0										0		0
Demolition Out Buildings	0	0	0										0		0
Total	11	11	16	0	0	0	0	0	0	0	0	0	38	0	38

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	\$ -	\$ 10,459.50										\$ 23,399.65	\$ -	\$ 23,399.65
Single Family Residence-Plumbing	\$ 2,400.00	\$ -	\$ 1,800.00										\$ 4,200.00	\$ -	\$ 4,200.00
Single Family Residence-Septic	\$ 700.00	\$ -	\$ 1,400.00										\$ 2,100.00	\$ -	\$ 2,100.00
Multiple Residential	\$ -	\$ -											\$ -	\$ -	\$ -
Additions/Sunrooms	\$ 1,230.00	\$ -	\$ 1,224.00										\$ 2,454.00	\$ -	\$ 2,454.00
Garages/Carports	\$ -	\$ -	\$ 588.50										\$ 588.50	\$ -	\$ 588.50
Decks/Porches	\$ -	\$ -	\$ -										\$ -	\$ -	\$ -
Fences/Pools	\$ -	\$ 120.00	\$ 60.00										\$ 180.00	\$ -	\$ 180.00
Demolition	\$ 200.00	\$ -	\$ -										\$ 200.00	\$ -	\$ 200.00
House Raising	\$ -	\$ -	\$ 400.00										\$ 400.00	\$ -	\$ 400.00
Pole Barns	\$ 600.00	\$ 711.80	\$ -										\$ 1,311.80	\$ -	\$ 1,311.80
Commercial/Industrial	\$ -	\$ -	\$ -										\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ 286.00	\$ -										\$ 286.00	\$ -	\$ 286.00
Shed	\$ -	\$ -	\$ -										\$ -	\$ -	\$ -
Roof	\$ -	\$ -	\$ 200.00										\$ 200.00	\$ -	\$ 200.00
Septic System	\$ -	\$ -	\$ -										\$ -	\$ -	\$ -
Sign	\$ -	\$ 300.00	\$ 200.00										\$ 500.00	\$ -	\$ 500.00
Green Houses/Winery	\$ -	\$ -	\$ -										\$ -	\$ -	\$ -
Renovations	\$ 890.00	\$ -	\$ 1,014.80										\$ 1,904.80	\$ -	\$ 1,904.80
Additions/Renovation-Commercial/Industrial/Institutional	\$ -	\$ 250.00	\$ -										\$ 250.00	\$ -	\$ 250.00
Plumbing only	\$ -	\$ -	\$ -										\$ -	\$ -	\$ -
Demolition Out Buildings	\$ -	\$ -	\$ -										\$ -	\$ -	\$ -
Total	\$ 18,960.15	\$ 1,667.80	\$ 17,346.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,974.75	\$ -	\$ 37,974.75

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	\$ -	\$ 550,000.00										\$ 1,350,000.00	\$ -	\$ 1,350,000.00
Ward 2	\$ 400,000.00	\$ -	\$ 590,000.00										\$ 990,000.00	\$ -	\$ 990,000.00
Ward 3	\$ 450,000.00	\$ -	\$ 400,000.00										\$ 850,000.00	\$ -	\$ 850,000.00
Ward 4	\$ -	\$ -	\$ -										\$ -	\$ -	\$ -
Multiple Residential	\$ -	\$ -	\$ -										\$ -	\$ -	\$ -
Additions/Sunrooms	\$ 150,000.00	\$ -	\$ 225,000.00										\$ 375,000.00	\$ -	\$ 375,000.00
Garages/Carports	\$ -	\$ -	\$ 100,000.00										\$ 100,000.00	\$ -	\$ 100,000.00
Decks/Porches	\$ -	\$ -	\$ -										\$ -	\$ -	\$ -
Fences/Pool	\$ -	\$ 36,000.00	\$ 2,000.00										\$ 38,000.00	\$ -	\$ 38,000.00
Demolition	\$ 10,000.00	\$ -	\$ -										\$ 10,000.00	\$ -	\$ 10,000.00
House Raising	\$ -	\$ -	\$ 45,000.00										\$ 45,000.00	\$ -	\$ 45,000.00
Pole Barns	\$ 40,000.00	\$ 133,000.00	\$ -										\$ 173,000.00	\$ -	\$ 173,000.00
Commercial/Industrial	\$ -	\$ -	\$ -										\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ 28,600.00	\$ -										\$ 28,600.00	\$ -	\$ 28,600.00
Shed	\$ -	\$ -	\$ -										\$ -	\$ -	\$ -
Roof	\$ -	\$ -	\$ 20,000.00										\$ 20,000.00	\$ -	\$ 20,000.00
Septic System	\$ -	\$ -	\$ -										\$ -	\$ -	\$ -
Sign	\$ -	\$ 63,000.00	\$ 13,500.00										\$ 76,500.00	\$ -	\$ 76,500.00
Green Houses/Winery	\$ -	\$ -	\$ -										\$ -	\$ -	\$ -
Renovations	\$ 60,000.00	\$ -	\$ 130,000.00										\$ 190,000.00	\$ -	\$ 190,000.00
Additions/Renovation-Commercial/Industrial/Institutional	\$ -	\$ 25,000.00	\$ -										\$ 25,000.00	\$ -	\$ 25,000.00
Plumbing only	\$ -	\$ -	\$ -										\$ -	\$ -	\$ -
Demolition Out Buildings	\$ -	\$ -	\$ -										\$ -	\$ -	\$ -
Total	\$ 1,910,000.00	\$ 285,600.00	\$ 2,075,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,271,100.00	\$ -	\$ 4,271,100.00

REAL ESTATE

\$326,543

Ward 1 & 2

\$339,131

Ward 3 & 4

Average Sale Price March 2019

Average Sale Price March 2018

Ward 1 & 2 = \$263,694
Ward 3 & 4 = \$244,607

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



\$2,075,500

Total Construction Value March 2019

March 2018

\$4,812,100

Year to Date Construction Value



\$4,271,100

RESIDENTIAL SALES



20

Total Single Family Dwellings
sold in March 2019

Ward 1&2: **7 Homes Sold**

Ward 3&4: **13 Homes Sold**

Homes Sold in 2019: **69**



Report to Council

Department: Planning

Date: April 15, 2019

Prepared by: Jeff Watson, Policy Planner

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

Report Number: Planning 2019-17

Subject: The Essex Motel, 263 Talbot Street North
Essex Centre (Ward 1)

Number of Pages: 5

RECOMMENDATION(S)

For consideration by Council, it is recommended that:

1. Planning report Planning 2019-17, entitled “The Essex Motel, 263 Talbot Street North” (Essex Centre-Ward 1) be received;
2. Council approve By-law 1805 adopting Official Plan Amendment 7 (OPA7) to the Town of Essex Official Plan permitting multiple residential dwelling units at 263 Talbot Street North;
3. Council approve By-law 1806 amending Zoning By-law 1037 to permit the conversion of the Essex Motel and additions thereto to accommodate multiple dwelling units, such by-law to take effect upon approval of OPA7 by the County of Essex Manager of Planning Services.

REASON FOR REPORT

On March 4 and 18 Council considered the addition of a residential component in various forms as permitted uses on lands designated and zoned Highway Commercial. Further consideration would follow from the recommendations of a Local Comprehensive Plan that would examine the availability, distribution and suitability of various land uses, particularly employment and residential land uses, from the present and into the future (2031).

However, concurrent with the larger discussion, talks did take place with a proponent who wishes to convert the Essex Motel in Essex Centre to affordable multiple residential dwelling

units. The motel is no longer viable for accommodating the travelling public and it currently operates more as transient facility for persons seeking accommodation on a monthly basis.

In the previous reports to Council the rationale for entertaining multiple residential development along this section of Talbot Street and under the Highway Commercial designation of the Official Plan in general was set out for the information Council and the Manager of Planning Services for the County of Essex. In summary, the Town has not seen new rental housing construction for over two decades and affordable rental accommodation is essentially non-existent given the extremely low vacancy rate. The Town amended its zoning by-law in 2014 to permit second dwelling units in low density residential housing, but the uptake to date has been very low. In this light opportunities to create affordable rental dwelling units should be encouraged.

COMMENTS

The Highway Commercial land use designation in the Official Plan that applies to the motel lands permits retail, office and service commercial uses. It does not permit residential uses as of right, nor does it provide flexibility for the re-use of facilities more conducive to residential use rather than general commercial uses, like this motel, which is not particularly suitable as tourist accommodation by modern standards.

Next south of the motel are two multiple dwellings at 255 and 259 Talbot Street North, such that the motel conversion would not be out of place. The two multiple dwellings are two of four residential properties along this section of Talbot Street.



The property to the north is occupied by Valvoline Express Oil Change. The motel units face south and the rear of the units face the rear yard of the service use. Essex District High School is situated across the street.



The motel is generally in good physical condition. In front of the motel is the residence of the operator, which is attached to the motel itself. The motel units form an L shape behind the dwelling unit which provides a buffer from street activities. Sufficient parking is available on-site and lands can be devoted to passive recreational activities.



The site is located within the Community Improvement Project Area for Essex Centre. The CIP plan encourages the conversion of obsolete and under-utilized commercial space to affordable dwelling units (where permitted). An affordable dwelling unit must rent for a maximum of \$1000 (all in) monthly in order to qualify for grants monies.

If the commercial motel units are converted to affordable dwelling units, grant monies are available for such conversions, including a professional services grant, the grant equivalent of the municipal portion of development charges and a rebate on building permit fees. A \$5000.00 per unit conversion grant would also be available, but normally these grants apply to above ground floor conversions. Council has permitted the conversion of ground floor commercial space where the building is less viable for new commercial uses but reasonable for affordable dwelling units e.g. 35 Gordon Avenue. If Council endorses the conversion of the motel for multiple dwelling units, the conversion grant and related grants will take effect and would encourage the conversion to affordable dwelling units.

No affordable housing has been constructed in Essex Centre for several decades and the lack of such has been the topic of considerable discussion in recent months. While modest, this project helps to satisfy the need for affordable rental housing. It also makes good use of a commercial building that no longer serves its original purpose and is of a form that is not particularly conducive to commercial development otherwise.

Official Plan Amendment Process

In order to accommodate multiple dwelling units, a site specific amendment to the Official Plan is necessary. Justification for the OPA is based on the policies of the Provincial Policy Statement as described in our previous reports to Council regarding the addition of a multiple residential component to the highway commercial land use designation and zoning. OPA approval rests with the Manager of Planning Services for the County. Once the OPA by-law is adopted by Council, it is sent to the County with an application for approval. The concurrent rezoning by-law takes effect upon final approval of the OPA.

FINANCIAL IMPACT

Not applicable as these are text changes to the Official Plan and General Zoning By-law.

LINK TO STRATEGIC PRIORITIES

Under the PPS, planning authorities shall provide for an appropriate range and mix of housing types and densities to meet the projected requirements of current and future residents of the regional market area. This is reflected in our Official Plan and zoning by-law.

The proposed amendments to our OP and zoning by-law will enhance our opportunities for a more balanced mix of residential accommodation, affordable housing and efficient use of our urban services.

Reviewed by:

Chris Nepszy, CAO, Director of Infrastructure and Development -conurs

Rita Jabbour, Planner -conkurs

The Corporation of the Town of Essex

By-Law Number 1805

Being a By-Law to Adopt Official Plan Amendment Number 7

To the Town of Essex Official Plan

Whereas the Town of Essex Official Plan contains goals, objectives and policies to provide guidance for the development of lands within the Town of Essex;

And whereas the Council of the Corporation of the Town of Essex deems it expedient and in the best interest of proper planning to amend the Town of Essex Official Plan;

And whereas this amendment conforms to the County of Essex Official Plan and the Provincial Policy Statement;

Now therefore the Corporation of the Town of Essex enacts as follows:

1. Amendment Number 7 to the Official Plan for the Town of Essex consisting of the attached explanatory text is hereby adopted;
2. That the Clerk is hereby authorized and directed to make application to the County of Essex for approval of Amendment Number 7 to the Official Plan;
3. This by-law shall come into force and take effect on the day of the final passing thereof.

Read a first, second and third time and finally approved on April 15, 2019.

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 1806

Being a By-Law to Amend By-Law Number 1037

The Comprehensive Zoning By-Law for the Town of Essex

Whereas By-law Number 1037 is the Town's Comprehensive Zoning By-law regulating the use of lands and the character, location and use of buildings and structures within the Town of Essex;

And whereas the Council of the Corporation of the Town of Essex deems it expedient and in the best interest of proper planning to amend By-law Number 1037;

Now therefore the Corporation of the Town of Essex enacts as follows:

1. Section 28, subsection 1, Site Specific Zoning Provisions, of By-law 1037, is hereby amended by adding the following paragraph:
 43. For the lands comprising Part Lot 284, Con NTR including Blocks 29 to 35 Maidstone (Essex) as in R1230166 Lakeshore, on the east side of Talbot Street North, north of Maidstone Avenue, municipal address 263 Talbot Street North, multiple dwelling units, each having a minimum gross floor area of 20 square meters, shall be additional permitted uses within the existing main building and any addition thereto. ZDM 3"
2. This By-law shall come into force and take effect upon approval of Official Plan Amendment 7 (OPA7).

Read a first and second time and finally approved on April 15, 2019.

Mayor

Clerk



Report to Council

Department: Planning

Date: April 15, 2019

Prepared by: Jeff Watson, Policy Planner
Rita Jabbour, Planner

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

Report Number: PLANNING2019-19

Subject: Colchester Secondary Plan Discussion

Number of Pages: 8

RECOMMENDATION(S)

1. Planning report Planning 2019-19, entitled “Colchester Secondary Plan Discussion” be received for the information of Council.

REASON FOR REPORT

This report responds to Council’s request of April 2, 2019, for Planning to undertake the necessary steps toward the expansion of the commercial zoning in Colchester Centre.

COMMENTS

Colchester Secondary Plan

With the adoption of the comprehensive Town of Essex Official Plan in 2009, the Secondary Development Plan for Colchester was also adopted. A secondary development plan expands on the general land use policies and objectives of the Official Plan for specific geographical areas of the Town. In 2007, it was observed that Colchester was evolving as a regional recreational center. As well, the Town was in the process of acquiring private lands to expand Colchester Park and was exploring the potential for the divestiture of Colchester Harbour from the federal government.

In order to both anticipate and guide new development, in 2007-8 the consulting firm, Marshall, Macklin, Monaghan were retained to establish a cohesive vision and planning framework for the community. It would draw together the history of Colchester, its lakefront attributes and its expanding regional significance.

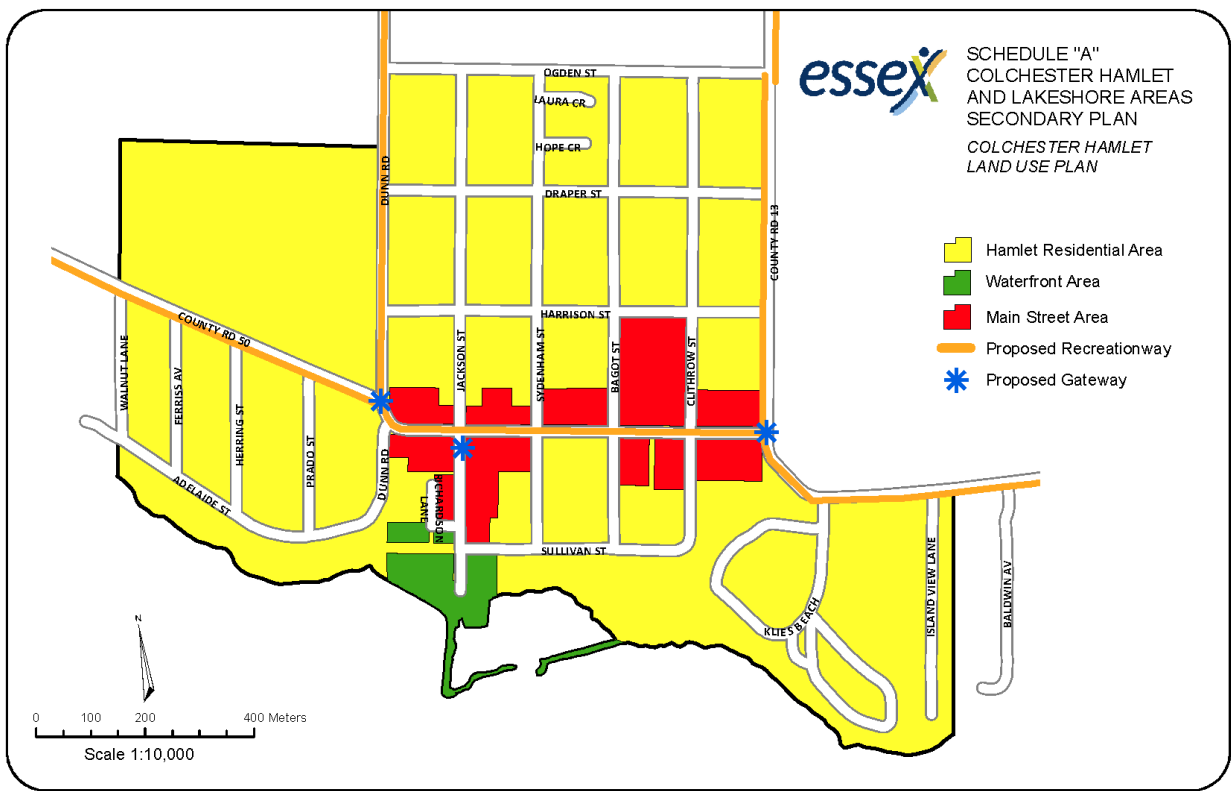
Since 2009, there have been many changes to the community:

- the expansion of and significant facility improvements to Colchester Park and Marina;
- the acquisition of Colchester school house;
- the construction of the regional active transportation (CWATS) system along CR50 and the Town’s improvements to Dunn Road and
- the shelter and bicycle rider facilities in Colchester Park.

However, the resident population of Colchester is at a level that does not meet the critical mass necessary to attract businesses serving local needs. But with the increasing popularity of Colchester as a regional recreational center, more services are needed to benefit both local residents and visitors.

Colchester Secondary Plan Provisions

Colchester Hamlet Land Use Plan of the Town of Essex Official Plan



The Main Street designation (red colour on the land use plan above) along both Murdock (CR50) and Jackson Street permits zoning to accommodate a wide variety of retail, service commercial and office uses as well as tourist accommodation and above ground floor residential. The range of uses and related policies are set out in Appendix A.

As such, no amendments to the Official Plan are necessary in order to expand the commercial zoning along either Murdock or Jackson and the OP policies in place for new development are intended to reflect and enhance the nautical and historical character of Colchester.

Existing Zoning

Most properties along both Murdock and Jackson are residentially zoned and used for residential purposes. Rezoning to a mixed use commercial category will be necessary in order

to provide more opportunity for non-residential uses in combination with or mixed with residential uses.

One possible zoning category to consider is the C1.3 zoning of General Zoning By-law 1037, attached as Appendix B.

Under the C1.3 zoning (or a similar modified zoning), a variety of commercial uses would be permitted plus above ground floor dwelling units, single detached, duplex and semi-detached dwellings, bed and breakfast facilities and restaurants, exclusive of drive-through restaurants.

This would permit both the retention of a dwelling for its residential purpose and the conversion of a dwelling for commercial and mixed use purposes and new mixed use development on the vacant lands zoned for such purposes.

Land Use Considerations

The adoption of zoning permitting the conversion of existing dwellings for mixed use (commercial and residential) or commercial purposes can hinder the ability of a home buyer to obtain a mortgage.

Rear yard parking impacts the rear yard amenities of the abutting neighbours' properties.

Front yard parking changes the character of the street and conflicts with the policies of the Secondary Plan.

On-site parking would be very limited due to the small lot sizes.

Driveway access to each on-site parking area needs to be carefully considered to limit traffic conflicts on the street.

Parking Options for Consideration

As was done for downtown Essex Centre and Harrow, a **Parking Exception Zone** can be created. This relieves business owners of the requirement to provide parking for most commercial uses.

However, no on-street parking is permitted on Murdock and parking on Jackson is often at capacity. To compensate for the relief of parking on-site, Council would need to consider the construction of municipally owned public parking at strategic locations to provide for both public events and for customer parking.

One other option is to provide **Transitional Public Parking Areas**. The zoning by-law permits the acquisition of residential properties abutting commercially zoned lands for public parking e.g. purchasing the first property on a side street for parking to the rear of the main street commercial use.

Transitional parking areas can be constructed and maintained by private businesses or by the municipality. Examples of such parking areas are off of Erie Street in Windsor e.g. Freeds. The regulations related to a transitional public parking area are set out in Appendix C.

Phasing of the Commercial Rezoning

Rather than rezoning Murdock and potentially Jackson Street all at once, Council could first consider phasing in commercial zoning, with particular focus on the large vacant lots at the east and west ends of Murdock at CR13 and Dunn respectively. These larger parcels are fully serviced and have the lot area to accommodate on-site parking. Business success at these anchor locations could stimulate more commercial interest elsewhere along Murdock and Jackson.

Next Steps

Public notice by means of mail and media notification, the holding of a public open house and a statutory public meeting are necessary to gather public input as part of Council's consideration of zoning changes to stimulate more commercial development. Rezoning initiatives should provide for new business creation while also recognizing the existing residential uses.

If Council wishes to begin the rezoning process to provide more land use opportunities for commercial and mixed use development in Colchester, the following initial steps must be taken:

1. Give written public notice to all property owners directly affected by the zoning change and within 120 meters of the lands affected. Give notice in the Harrow News and Essex Free Press concerning the holding of a public open house and subsequent statutory public meeting;
2. Convene a public open house to provide information to the public about the intent and objectives of the rezoning initiative;
3. Convene a statutory public meeting to hear public delegations regarding specific changes to the general zoning by-law to implement the appropriate zoning to provide opportunities for commercial and mixed use development.

This would be followed by the normal rezoning process related to zoning by-law approval and the public appeal format.

FINANCIAL IMPACT

Not applicable.

LINK TO STRATEGIC PRIORITIES

To enhance economic development activities through business expansion. To develop and balanced, sustainable and complete community.

Reviewed by:

Chris Nepszy, CAO, Director of Infrastructure and Development – concurs

Nelson Silveira, Economic development Officer -concurs

Appendix A - Colchester Secondary Plan – Main Street Designation

3.2 Main Street Area

The Guideline Plan creates a discernable Main Street Area within Colchester, centered along Murdock and extending south along Jackson Street to strengthen connections to the Waterfront Area, which includes the harbour marina, park and beach area. The boundaries of the Main Street Area designation are shown on Schedule “A”.

The Main Street Area is the central commercial core that will provide opportunities for commercial and entertainment uses, which cater to residents and tourists alike, and ancillary residential uses. The Main Street Area will provide

a pedestrian-oriented environment, through improvements to the streetscape, including sidewalks, street furniture, bicycle parking, lighting and landscaping, and through the implementation of the Community Design Guidelines.

Policies

Permitted Uses:

- a) retail, office, personal service activities, restaurants, clinics, entertainment and recreational commercial uses. Drive-through uses and facilities will not be permitted;
- b) civic, cultural and municipal recreational uses;
- c) a roofed farmer’s market; a home occupation;
- d) roofed accommodation uses including motels, hotels, small inns in accordance with the policies of Section 4.1; bed and breakfast establishments within an existing dwelling;
- e) existing dwellings; apartment style dwelling units in a mixed use building.

The redevelopment of existing dwellings for new and/or more intensive residential uses may be permitted provided that Council is satisfied that the redevelopment does not hinder the future development of the planned commercial and tourism functions of the Main Street Area. In this regard, for development proposals for residential uses, preference will be given to dwelling units above the ground floor in a mixed use building to preserve the continuity of commercial activities at the pedestrian level.



- f) accessory buildings and structures.

Provisions:

- a) The development will reinforce and preserve, to the extent possible, a vibrant commercial presence at street level;
- b) The density, height and character of the development should be compatible with the adjacent uses;
- c) Apartment style residential uses may be located above the ground floor in a mixed use building provided that:
 - i) the building does not exceed a maximum height of 3 stories;
 - ii) adequate on-site recreational facilities or amenities, such as private open space or playground equipment, are available and

- iii) the development is consistent with the applicable policies pertaining to the Main Street Area.
- d) The height and massing of the buildings at the edge of the Main Street Area will have regard to the height and massing of the buildings in adjacent residential area and may be subject to additional setbacks or buffering in order to provide an appropriate transition.
- e) Municipal services must be capable of accommodating the development;
- f) The road network must adequately accommodate the traffic generated from the development and the site will accommodate the anticipated parking needs, unless alternative or reduced parking provision is accepted by Council or the Committee of Adjustment;
- g) The development should be designed in such a manner to create and maintain safe and convenient pedestrian linkages, be barrier free for persons with disabilities and to encourage shared parking;
- h) The development will help to create a pedestrian oriented environment along Murdock and Jackson Streets which may include: reduced front yard setbacks to create a street edge; limiting the number of driveways to the extent possible and an improved streetscape, through the provision of street furniture, bicycle parking, wider sidewalks, lighting and landscaping;
- i) Council will promote the reuse of existing buildings, where feasible, and encourage a mix of uses;
- j) The Town will endeavour to provide and maintain on-street parking on both sides of Murdock and Jackson Streets where feasible and appropriate;
- k) The Town may request a minimum right-of-way width of 28 metres for County Road 50 (Murdock Street), within the Colchester Hamlet, subject to the policies of the County, and the Town may require a minimum right-of-way width of 28 metres for Jackson Street to accommodate on-street parking, future public transit opportunities, bicycle lanes and wider boulevards, by acquisition through the development approvals process, dedication, or other means;
- l) Buildings will be located close to the street and on-site vehicular parking areas will be accommodated at the rear of buildings, where feasible and appropriate, with suitable buffering from adjacent residential land uses. Access to parking areas will be encouraged from rear lanes, accessible from existing side streets;
- m) Provision for bicycle parking and storage is generally required in accordance with the provisions of the Zoning By-law;
- n) Parkland dedication or cash-in-lieu of parkland will support parkland improvements to the Waterfront Area in accordance with the provisions of the Planning Act;
- o) The amount of gross floor area for commercial units will be limited in the Zoning By-law at a scale consistent with the main street character and theme;
- p) The development will have consideration for the protection and enhancement of significant views and vistas of the lakeshore, which may include the use of lower profile building forms, smaller building footprints, building setbacks or other built form considerations;
- q) The development will incorporate architectural and design elements in keeping with the vision and design objectives for the Main Street Area.

Transitional Commercial/Residential Uses		
a) Permitted Uses		
i. Main use	Bed and Breakfast Dwelling Business Office Commercial School Day Nursery Duplex Dwelling Dwelling Unit(s) in combination with any other permitted non-residential main use Financial Office	Light Repair Shop Medical Office Personal Service Shop Professional Studio Retail Store, exclusive of a retail store for the sale of motor vehicles or heavy machinery Restaurant Single Detached Dwelling (one) Semi-detached Dwelling (one) Take-out Food Outlet
ii. Accessory use	Any use accessory to the main use, not including an outdoor storage yard	
b) Regulations		
i. Building Height – Maximum	10m (32f) for a main building 1 storey for an accessory building	
ii. Gross Floor Area – Maximum	250m2 (2700f2) for each business, financial or medical office, light repair shop, personal service shop, professional studio, retail store, restaurant or takeout food outlet	
iii. Landscaped Area - Minimum	15% of the lot area	
iv.	All dwelling units, not including entrances thereto, shall be located above the ground floor. No parking space shall be permitted in the front yard.	
v.	The maximum lot coverage, minimum front yard and rear yard depth, minimum side yard width and maximum building height for a combined use building and a bed and breakfast dwelling and any use accessory thereto shall conform to the regulations of subsection 14.1, R1.1 District , of this by-law applicable thereto.	
vi.	A single-detached dwelling, semi-detached dwelling or duplex dwelling and any use accessory to the foregoing uses shall conform to the regulations of subsection 15.1, R2.1 District , of this by-law applicable thereto.	
c) Supplementary Regulations: See Sections		
7: Definitions	10: Supplementary Building Regulations	
8: Supplementary Use Regulations	11: Parking Space Regulations	
9: Supplementary Lot Regulations	12: Parking Area Regulations.	

12.10 Transitional Public Parking Area Regulations

- a) A public parking area is permitted on a lot in a Green District, Residential District or Institutional District provided that:
 - i) a side lot line of the lot to be used as a parking area is the mutual boundary line between the Commercial District or the Manufacturing District and the Green District, Residential District or Institutional District, or
 - ii) a side lot line of the lot to be used as a parking area abuts an alley within which is located the mutual boundary line between the Commercial District or the Manufacturing District and the Green District, Residential District or Institutional District;
 - iii) such parking area may extend a maximum of 30m (98f) from the mutual boundary line between the Commercial District or the Manufacturing District and the Green District, Residential District or Institutional District;
 - iv) the minimum lot width of the lot to be used as a parking area shall be 9 m (30f);
 - v) the minimum lot area of the lot to be used as a parking area shall be 250m² (2691f²);
 - vi) such parking area shall be used exclusively for the surface parking of automobiles and no activity involving the sale, lease, rental or repair of motor vehicles is permitted;
 - vii) all regulations of subsections 1 to 8 inclusive, of this Section shall also apply to a transitional public parking area.



Report to Council

Department: Office of the Chief Administrative Officer
Date: April 15, 2019
Prepared by: Robert W Auger, Town Solicitor/Clerk
Submitted by: Chris Nepszy, Chief Administrative Officer
Report Number: Legal and Legislative Services Report 2019-011
Subject: Court of Revision for James Shepley Drain: Updated Maintenance Schedule of Assessment and Bridge for Karl Neudorf, Parcel 510-00300, Geographic Township of Colchester North, Project REI2015D015, Town of Essex, County of Essex as per Report prepared by Gerard Rood, Professional Engineer, Rood Engineering Ltd, dated October 12, 2018.

Number of Pages: 3

Recommendation(s)/Conclusion(s)

That the following three (3) members of the Drainage Board: Percy Dufour, Felix Weigt-Benzle and Dan Boudreau be appointed to sit as members of the Court of Revision to be convened for the James Shepley Drain: Updated Maintenance Schedule of Assessment and Bridge for Karl Neudorf, (Parcel 510-00300), Geographic Township of Colchester North, Project REI 2015D015), pursuant to the Report prepared by Gerard Rood, Professional Engineer, Rood Engineering Ltd. and dated October 12, 2018 (hereinafter the "Report"), such Court of Revision to be scheduled for 5:00pm on May 6, 2019, in the County of Essex Civic Centre Council Chambers, 360 Fairview Avenue West, Essex Ontario; and

That By-law 1807 being a by-law to provide for the James Shepley Drain: Updated Maintenance Schedule of Assessment and Bridge for Karl Neudorf, (Parcel 510-00300) be read a first and second time and be provisionally adopted on April 15, 2019.

Reason for Report

A Court of Revision is required in accordance with Section 46 of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended 2010 (hereinafter the "Drainage Act").

Background

Rood Engineering was instructed by the Town of Essex on or about April 10, 2018 to prepare a report for the above referenced James Shepley Drain pursuant to Section 78 of the Drainage Act.

On October 12, 2018 the Report was prepared by Rood Engineering Inc. to provide the details, estimates and assessments therein.

A Consideration Meeting for this Report was held on March 18, 2019 at which time said Report was recommended for adoption with direction to prepare a provisional By-Law for Council's consideration.

Appointment of Court of Revision Members:

The Court of Revision is to be comprised of three (3) members of the Drainage Board and so accordingly it is recommended that Court of Revision members when required to be convened shall be appointed on a rotating, alphabetical order basis. If an appointed member is not available then that appointed member shall be replaced by the next available member of the Drainage Board (based on the aforementioned rotating, alphabetical order basis).

It is therefore recommended that Percy Dufour, Felix Weigt-Benzle and Dan Boudreau, be selected and appointed to sit as members of the Court of Revision for the James Shepley Drain: Bridge for Karl Neudorf.

It is further recommended that By-law 1807 adopting the recommendations in the Rood Engineering Report dated October 12, 2018 be provisionally adopted so that said Report can proceed to the Court of Revision specified in this report.

The Court of Revision is the next step in the process in accordance with Section 46 of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended 2010.

Financial Impact

There is no financial impact.

Link to Strategic Priorities

None

The Corporation of the Town of Essex

By-Law Number 1807

Being a by-law to provide for James Shepley Drain (Updated Maintenance Schedule of Assessment and Bridge for Karl Neudorf, Parcel 510-00300), Geographic Township of Colchester North, Project REI2015D015, Town of Essex, County of Essex

Whereas the Town of Essex Drainage Department recommended that Council appoint a Drainage Engineer to prepare a drainage report for the James Shepley Drain: Bridge for Karl Neudorf (Parcel 510-00300), Geographic Township of Colchester North, Project REI 2015D015, Town of Essex, County of Essex;

And Whereas Section 78 of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended 2010, states that the Council of any municipality whose duty it is to maintain and repair the drainage works or any part thereof, may on the report of an Engineer appointed by it, complete the drainage works as set forth in such report;

And Whereas a drainage report dated October 12, 2018 and considered by the Drainage Board at its March 18, 2019 Consideration of Report meeting, has been procured and made by Gerard Rood, Professional Engineer, Rood Engineering Inc. and that the said report is attached hereto and forms part of this by-law;

And Whereas the Council of The Corporation of the Town of Essex is of the opinion that the said drainage works and/or improvements are warranted and desirable;

Now therefore the Council of The Corporation of the Town of Essex pursuant to the Drainage Act enacts as follows:

1. That the considered report dated October 12, 2018 and attached hereto as Schedule A to this By-law is hereby adopted and the said drainage works and/or improvements as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. That the Corporation of the Town of Essex may borrow on the credit of the Corporation the amount of \$95,330.00, the amount necessary for the construction of the said drainage works.

3. That the Corporation may issue debentures for the amount borrowed less the total amount of:

- Grants received under Section 85 of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended, 2010;
- Commuted payments made in respect of lands and roads assessed within the Municipality;
- Money paid under Section 61(3) of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended 2010;

and such debentures shall be made payable: a) in the case of assessments in value of between \$500.00 and \$9,999.99 within (5) five years from the date of the debenture and shall bear interest at a rate not higher than the lending rates published by Infrastructure Ontario for municipalities; or b) in the case of assessments in value of \$10,000.00 and greater, within (10) ten years from the date of the debenture and shall bear interest at a rate not higher than the lending rates published by Infrastructure Ontario for municipalities

4. That a special equal annual rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule, to be collected in the same manner as other taxes collected in each year for (5) five or (10) ten years (as applicable) after the passing of this by-law.
5. For paying the amount assessed upon the lands and roads belonging to or controlled by the Municipality, a special rate sufficient to pay the amount assessed plus interest thereon, shall be levied upon the whole rateable property in the Town of Essex, in each year for five years after the passing of this by-law to be collected in the same manner and at the same time as other taxes are collected.
6. All assessments of \$499.99 or less are payable in the first year in which the assessment is imposed.
7. The by-law comes into force on the passing thereof and may be cited as-"James Shepley Drain: Updated Maintenance Schedule of Assessment and Bridge for Karl Neudorf".

Read a first and a second time and provisionally adopted on April 15, 2019.

Mayor

Clerk

Read a third time and finally passed on

Mayor

Clerk

SCHEDULE A



Report to Council

Department: Office of the Chief Administrative Officer
Date: April 15, 2019
Prepared by: Robert W Auger, Town Solicitor/Clerk
Submitted by: Chris Nepszy, Chief Administrative Officer
Report Number: Legal and Legislative Services Report 2019-012
Subject: Court of Revision for 8th Concession West Drain: Bridge for Frank Preston, Parcel 370-05800, Part of Lot 11, Concession 8, Geographic Township of Colchester North, Project REI2018D013, Town of Essex, County of Essex as per Report prepared by Gerard Rood, Professional Engineer, Rood Engineering Ltd, dated August 17, 2018.

Number of Pages: 3

Recommendation(s)/Conclusion(s)

That the following three (3) members of the Drainage Board: Percy Dufour, Felix Weigt-Benzle and Dan Boudreau be appointed to sit as members of the Court of Revision to be convened for the 8th Concession West Drain: Bridge for Frank Preston, (Parcel 370-05800, Part of Lot 11, Geographic Township of Colchester North, Project REI 2018D013), pursuant to the Report prepared by Gerard Rood, Professional Engineer, Rood Engineering Ltd. and dated August 17, 2018 (hereinafter the "Report"), such Court of Revision to be scheduled for 5:00pm on May 6, 2019, in the County of Essex Civic Centre Council Chambers, 360 Fairview Avenue West, Essex Ontario; and

That By-law 1808 being a by-law to provide for the 8th Concession West Drain: Bridge for Frank Preston, (Parcel 370-05800) be read a first and second time and be provisionally adopted on April 15, 2019.

Reason for Report

A Court of Revision is required in accordance with Section 46 of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended 2010 (hereinafter the "Drainage Act").

Background

Rood Engineering was instructed by the Town of Essex on or about April 10, 2018 to prepare a report for the above referenced 8th Concession West Drain pursuant to Section 78 of the Drainage Act.

On August 17, 2018 the Report was prepared by Rood Engineering Inc. to provide the details, estimates and assessments therein.

A Consideration Meeting for this Report was held on March 18, 2019 at which time said Report was recommended for adoption with direction to prepare a provisional By-Law for Council's consideration.

Appointment of Court of Revision Members:

The Court of Revision is to be comprised of three (3) members of the Drainage Board and so accordingly it is recommended that Court of Revision members when required to be convened shall be appointed on a rotating, alphabetical order basis. If an appointed member is not available then that appointed member shall be replaced by the next available member of the Drainage Board (based on the aforementioned rotating, alphabetical order basis).

It is therefore recommended that Percy Dufour, Felix Weigt-Benzle and Dan Boudreau, be selected and appointed to sit as members of the Court of Revision for the James Shepley Drain: Bridge for Karl Neudorf.

It is further recommended that By-law 1808 adopting the recommendations in the Rood Engineering Report dated August 17, 2018 be provisionally adopted so that said Report can proceed to the Court of Revision specified in this report.

The Court of Revision is the next step in the process in accordance with Section 46 of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended 2010.

Financial Impact

There is no financial impact.

Link to Strategic Priorities

None

The Corporation of the Town of Essex

By-Law Number 1808

Being a by-law to provide for 8th Concession West Drain (Bridge for Frank Preston, Parcel 370-05800), Geographic Township of Colchester North, Project REI2018D013, Town of Essex, County of Essex

Whereas the Town of Essex Drainage Department recommended that Council appoint a Drainage Engineer to prepare a drainage report for the 8th Concession West Drain: Bridge for Frank Preston (Parcel 370-05800), Geographic Township of Colchester North, Project REI 2018D013, Town of Essex, County of Essex;

And Whereas Section 78 of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended 2010, states that the Council of any municipality whose duty it is to maintain and repair the drainage works or any part thereof, may on the report of an Engineer appointed by it, complete the drainage works as set forth in such report;

And Whereas a drainage report dated April 3, 2018 and considered by the Drainage Board at its March 18, 2019 Consideration of Report meeting, has been procured and made by Gerard Rood, Professional Engineer, Rood Engineering Inc. and that the said report is attached hereto and forms part of this by-law;

And Whereas the Council of The Corporation of the Town of Essex is of the opinion that the said drainage works and/or improvements are warranted and desirable;

Now therefore the Council of The Corporation of the Town of Essex pursuant to the Drainage Act enacts as follows:

1. That the considered report dated April 3, 2018 and attached hereto as Schedule A to this By-law is hereby adopted and the said drainage works and/or improvements as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. That the Corporation of the Town of Essex may borrow on the credit of the Corporation the amount of \$32,700.00, the amount necessary for the construction of the said drainage works.

3. That the Corporation may issue debentures for the amount borrowed less the total amount of:

- Grants received under Section 85 of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended, 2010;
- Commuted payments made in respect of lands and roads assessed within the Municipality;
- Money paid under Section 61(3) of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended 2010;

and such debentures shall be made payable: a) in the case of assessments in value of between \$500.00 and \$9,999.99 within (5) five years from the date of the debenture and shall bear interest at a rate not higher than the lending rates published by Infrastructure Ontario for municipalities; or b) in the case of assessments in value of \$10,000.00 and greater, within (10) ten years from the date of the debenture and shall bear interest at a rate not higher than the lending rates published by Infrastructure Ontario for municipalities

4. That a special equal annual rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule, to be collected in the same manner as other taxes collected in each year for (5) five or (10) ten years (as applicable) after the passing of this by-law.
5. For paying the amount assessed upon the lands and roads belonging to or controlled by the Municipality, a special rate sufficient to pay the amount assessed plus interest thereon, shall be levied upon the whole rateable property in the Town of Essex, in each year for five years after the passing of this by-law to be collected in the same manner and at the same time as other taxes are collected.
6. All assessments of \$499.99 or less are payable in the first year in which the assessment is imposed.
7. The by-law comes into force on the passing thereof and may be cited as-"8th Concession West Drain: Bridge for Frank Preston".

Read a first and a second time and provisionally adopted on April 15, 2019.

Mayor

Clerk

Read a third time and finally passed on

Mayor

Clerk

SCHEDULE A



Report to Council

Department: Office of the Chief Administrative Officer

Date: April 15, 2019

Prepared by: Shelley Brown, Deputy Clerk

Submitted by: Robert Auger, Town Solicitor/Clerk

Report Number: Legal and Legislative Services 2019-013

Subject: By-Law Number 1804 Agreement with Mike Bezaire for Cemetery Superintendent and Caretaker Duties

Number of Pages: 2

Recommendation(s)/Conclusion(s)

1. That Report Legal and Legislative Services 2019-013 be received;
2. That the attached Agreement identified as Schedule A to By-Law Number 1804 be approved;
3. That By-law 1804 being a by-law to enter into an Agreement with Mike Bezaire to perform the duties of Superintendent and Caretaker Duties for certain cemeteries in the Town of Essex receive three readings and be finally passed on April 15, 2019.

Purpose

To propose for approval and adoption by Council, an agreement with Mike Beziare to continue to perform the duties of Superintendent and Caretaker for certain cemeteries in the town of Essex.

Background

The Superintendent and Caretaker of Cemeteries is responsible for 12 of the cemeteries located within the Town. Mr. Bezaire has been performing these duties on behalf of the Town dating back to pre-amalgamation.

On November 18, 2013, Council of the Town of Essex adopted By-Law Number 1270, being a by-law to enter into an Agreement with Mike Bezaire to perform the duties of Superintendent and Caretaker for certain cemeteries in the Town of Essex. This latest Agreement was duly extended by the parties beyond the original Five year term (ending December 31 2018) to April 15, 2019.

With the current agreement set to expire the Town on or about February 22, 2019 issued a Request for Proposal (RFP-CAO-19-001) for the aforementioned Superintendent and Caretaker duties with a closing date for submitted proposals of March 13, 2019.

Only one proponent, being Mr. Bezaire, submitted a Proposal in response to RFP-CAO-19-001. Having reviewed the Proposal together with the terms and conditions of the issued RFP-CAO-19-001), Administration is satisfied with the recommendation that Council approve the entering into of a further two year term (with an option for an additional 2 year term) Agreement with Mr. Bezaire to continue to perform the duties of Superintendent and Caretaker for those identified cemeteries in the Town of Essex.

While the new proposed Agreement is similar to the existing Agreement, the Town in an effort to improve and enhance our customer service, has proposed the following amendments to the current agreement:

1.01 Grounds Maintenance

As the current term of the Agreement was coming to an end in 2018/2019, Town staff reviewed and identified a number of clarifications that were needed as it related to contract language and intent. To that end a number of amendments were proposed to the contract language and these amendments include greater clarifications and enhancements regarding specific grounds maintenance duties and requirements (see sections 1.10 a) to f)) and section

1.10 (m), (o), and (s) which are additions made to the contract maintenance duties) . In addition a provision providing for mandatory inspections/ walk-about has been added. This will facilitate staff to be more proactive in identifying and resolving any maintenance issues that may arise.

1.02 Operation of Cemeteries

As a means to continually improve customer service, additional prescribed forms have been introduced and the process by which a lot is purchased and/or an interment is scheduled has been further defined and improved.

3.00 Fees for Service

Growing trends indicate that Saturday services are quickly becoming the norm within the industry. As a result and in anticipation of this trend the Town asked the proponent to submit a proposal that includes Saturday services as part of the proponent's per service regular fees. The Proponent was also asked to price per service fees as between cremation and regular casket services. Trends again indicate that the demand for cremation services is steadily increasing. As a result the pricing model proposed under the new Agreement now includes Saturdays as part of the regular pricing model and includes separate fees for casket and cremation services. Further, headstone removal is now part of the services/pricing model and is no longer priced as a separate billable service.

Financial Impact

The contract allows for an increase in the general maintenance and operation annual fee which is consistent with the year over year increase based on the Core Consumer Price Index provided for in the previous contract.

Link to Strategic Priorities

Not applicable

Reviewed by: Rob Auger, Town Solicitor/Clerk, Concur

The Corporation of the Town of Essex
By-Law Number 1804
Being a by-law to enter into an Agreement
with Michael Bezaire to perform the duties of
Superintendent and Caretaker for certain
cemeteries in the Town of Essex.

Whereas The Corporation of the Town of Essex owns and operates certain cemeteries within its municipal boundaries;

And Whereas the Council of the Corporation of the Town of Essex pursuant to By-Law 1270, entered into a certain agreement with Michael Bezaire (as duly extended from time to time but with an expiry date of April 15, 2019), for the performance of the duties of Superintendent and Caretaker for certain cemeteries within its municipal boundaries;

And Whereas the Council of the Corporation of the Town of Essex deems it expedient to enter into a new Agreement dated April 15, 2019 with Michael Bezaire to continue to perform the duties of Superintendent and Caretaker for certain cemeteries within its municipal boundaries for a two year term commencing on April 15, 2019, which term, subject to the terms and conditions of the Agreement, may be subject to an extension for a further two year term in accordance with the terms and conditions of said Agreement.

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

1. That the Mayor and Clerk be authorized to sign and execute the Agreement between Mike Bezaire and the Corporation of the Town of Essex, which outlines the duties and remuneration of the Superintendent and Caretaker which is attached hereto, and identified as Schedule A.
2. This By-Law shall come into force and take effect upon the final passing thereof.
3. **Read a first, a second and a third time and finally passed this 15th day of April, 2019.**

Mayor

Clerk

This Agreement made in duplicate this 15th day of April, 2019.

Between

The Corporation of the Town of Essex

(hereinafter referred to as the "Corporation")

and

Mike Bezaire

(hereinafter referred to as the "Contractor")

Whereas the Corporation is the owner of the cemeteries listed in Appendix A to this Agreement and wishes to engage the services of a Superintendent and Caretaker of Cemeteries;

And Whereas the Contractor wishes to enter into an agreement to provide services to the Corporation as the Superintendent and Caretaker of Cemeteries;

Therefore the parties hereto covenant and agree as follows:

1.00 Services of Superintendent and Caretaker of Cemeteries

The Contractor will provide for the full maintenance and care of the cemetery grounds identified in Appendix A including, but not limited to, the following services as the Superintendent and Caretaker of Cemeteries thereof

1.01 Grounds Maintenance

- a) Attend all cemeteries regularly and additionally upon request from time to time, inspect and maintain in good repair and free of debris, the properties up to fence lines, ravines, and the road's edge including removing dead grass, paper, branches and other refuse, and making any minor repairs as necessary.
- b) Repair, backfill and reseeding of any sunken graves, headstones and markers in a timely manner.
- c) Hedges, shrubs, trees et cetera around cemetery perimeters shall be pruned throughout the season to maintain the aesthetics of the properties and enable clear access for interment and maintenance equipment.
- d) Pickup and properly dispose of all litter, all fallen and pruned branches and all fallen trees and/or shrubs.
- e) Noxious or poisonous weed are to be reported to the Town and will be disposed/removed in accordance with best practices.
- f) Maintain all fences and gates forming part of the cemeteries in a state of neatness and good repair. Keep fencing around cemeteries free of weeds and debris this would

include removal of small saplings and shrubs growing up into and within fence and property lines and making such related minor repairs as necessary.

- g) Cemetery maintenance shall not be conducted while an interment/service is underway.
- h) Any roadway repairs, unsafe conditions, vandalism, damage or major repairs must be reported to the Clerk or designate immediately.
- i) Cut grass on all cemetery grounds, including cemetery roadways on a weekly basis at a minimum. Grass on cemetery grounds to be cut to a maximum height of 2.5" in the spring and 3.5" in the summer with particular attention and additional grass cutting prior to holidays such as Mother's Day, Father's Day, Easter et cetera. The frequency of lawn mowing/trimming shall be according to seasonal growth and weather conditions.
- j) Trim grass and weeds around all markers, monuments and roadways within all cemetery grounds.
- k) Dispose of all grass trimmings, dead and fading flowers, brush and floral tributes in accordance with the Town of Essex By-Law.
- l) Roll grass area and repair uneven areas in the spring and fall including sites, roadways and other grassed areas and apply grass seed as required.
- m) Work performed shall take into consideration any necessary spring and fall leaf removal.
- n) Monitor condition of all structures on the cemetery grounds to ensure they do not pose a safety threat to the public. Report any deficiencies such as repairs needed to fencing or other structures to the Town.
- o) Ensure overall cleanliness of all properties and perform such other miscellaneous general maintenance as is necessary to maintain the cemeteries in a condition acceptable to the Town at its sole discretion.
- p) Notify Town staff of any structural damages to Town property such as fencing and upon approval to proceed with repairs, obtain three quotes for the work required and oversee completion of the work.
- q) Remove snow, as required, to allow access to the cemeteries and gravesites.
- r) Maintain, repair and replace as necessary any and all equipment required to fulfill the duties outlined above.
- s) Attend two (2) annual walk-about with Town staff of the cemeteries identified in Appendix A for the purposes of identifying maintenance issues, if any.
- t) Any other maintenance required to ensure the safety of the public and to preserve the dignity of the cemetery.

1.02 Operation of Cemeteries

The Contractor will provide for the operation of the cemetery grounds identified in Appendix A including, but not limited to, the following services as the Superintendent and Caretaker of Cemeteries for all cemeteries listed in Appendix A:

- a) Attend on-site meetings with family members to assist in lot selection. The Superintendent and Caretaker of Cemeteries must be available at all times to meet with family members and as many times as needed by family members. Once a proposed lot location has been selection and the Interment Request Form has been signed, the purchasing family members are referred to Town staff in order to process payment and approve said Interment Request Form.
- b) All forms are to be submitted to Town staff for approval prior to provision of Interment and/or services.
- c) Maintain and provide prescribed forms in conjunction with Town staff of all burials and lots sold.
- d) No interment is to be conducted until all prescribed forms are received and approved by Town staff. Interments will be restricted to the terms in By-Law 1186.
- e) Maintain records of all burials and lots sold. Such records shall be made available upon request and at minimum, submitted to Town staff on a quarterly basis.
- f) Authorize, in conjunction with Town staff, and supervise the opening, closing and preparation of all graves as and when required, and the leveling of the earth from the graves and other work necessary to maintain and be in compliance with industry standards. The Superintendent and Caretaker of Cemeteries must remain on site at all times during this process.
- g) Remove and haul away excess dirt, which will be stored at proponent's site for future use.
- h) During winter months, place and monitor pan throughout the night to ensure frost is removed from ground to allow for excavation.
- i) Properly store, maintain and replace cylinders used for the removal of frost (pan).
- j) Remove and replace headstones as required for funerals.
- k) Attend on-site meetings as requested and as many times, as needed by family members of deceased to address questions and concerns.
- l) Maintain overall safety of all cemeteries including but not limited to the monitoring of headstone and markers that may become unstable.
- m) Maintain, repair and replace as necessary any and all equipment required to fulfill the duties outlined herein.
- n) Supervise and mark locations of grave markers and notify Monument Company if headstone is to be placed in the normal position or opposite.
- o) In the event any monument or marker becomes unstable, the caretaker is to repair, reset or lay down the monument or marker to ensure there is no risk to public safety.

- p) Notify Town staff every time a new headstone is installed noting the company name, address and telephone number as well as the type of headstone installed.
- q) Attend on-site meetings with municipal staff and council as required.
- u) Have knowledge of the Cemeteries Act and applicable Town of Essex by-laws.

Request For Proposal No. CAO-19-001

The Terms and Conditions of Town of Essex Request for Proposal No. CAO-19-001 dated February 22, 2019 shall apply and are expressly incorporated as part of this Agreement.

2.00 Term of Agreement

The agreement will be for a 3-year term commencing April 15, 2019 and ending on April 14, 2021. This Agreement may be extended for a further two-year term provided all Terms and Conditions of this Agreement have been met (as determined by the Town at its sole discretion) and a fee for services can be negotiated.

3.00 Fees for Services

The Contractor will perform all services as outlined in Section 1.00 Services of Superintendent and Caretaker of Cemeteries for the fees as listed in Schedule 1 attached. The annual increase in fees will be retroactive to the Anniversary Day of this Agreement (April 15) in each year during this term of this Agreement.

4.00 Independent Contractor

The Contractor will be deemed to be an independent contractor and not an employee, servant or agent of the Corporation. The Contractor shall provide capable and responsible personnel, as required, to carry out the terms of this Agreement, and it is understood and agreed that the Contractor's employees, servants or agents, will not be employees, servants or agents of the Corporation.

5.00 Equipment and Subcontractors

The cost of all equipment and subcontractor(s) required by the Contractor to carry out the services outlined in Section 1.00 of this Agreement will be the full and complete responsibility of the Contractor.

The Contractor will supply and maintain all equipment necessary to fulfill the duties as outlined in this Agreement including but not limited to the equipment listed in Appendix B to this Agreement (the 'Equipment').

With respect to the Equipment the Contractor will follow an equipment maintenance and replacement program in accordance with commercially reasonable best practices throughout the duration of this Agreement.

The Contractor is responsible for ensuring that all insurance, health and safety and quality control requirements as specified or required pursuant to r this Agreement are fulfilled by its subcontractor(s) hired by the Contractor to fulfill the services outlined in Section 1.00 of this Agreement.

6.00 Quality Control

The Contractor will be responsible for ensuring the services provided as Superintendent and Caretaker of Cemeteries are performed to the highest quality standards and in accordance with industry best practices with such quality standards and best practices to be maintained throughout the term of this Agreement.

7.00 Workplace Safety

The Contractor will provide the following documentation to the Corporation as required and when requested:

- a) Evidence of registration and good standing with the Workplace Safety and Insurance Board (WSIB) every 60 days during the term of the agreement
- b) Description of the Proponent's Corporate Health and Safety Policy annually on or before January 1st in each year of this Agreement

8.00 Insurance and Indemnification

The Contractor shall, at its own expense, obtain and maintain until the termination of the contract and provide the Town of Essex with evidence of Comprehensive General Liability Insurance on an occurrence basis for an amount not less than Two Million Dollars (\$2,000,000) with the Town of Essex named as an additional insured.

The policy described above will not be cancelled or permitted to lapse. The insurer must notify the Town of Essex in writing of any cancellation or expiry of insurance at least 30 days before the effective date of cancellation or expiry. In the absence of the insurance coverage indicated above, the Town has the right to suspend the contract with the Contractor. A Certificate of Insurance shall be provided by the Contractor upon signing of this Agreement and annually thereafter on or before January 1st.

The Contractor further agrees to hold harmless and indemnify the Corporation against any liability, loss, claims, costs and expenses whatsoever, arising from bodily injury or harm of any persons, or the damage or destruction of any property arising out of, or in connection with the Contractor's performance of any work or obligations under this Agreement, based upon or in any way related to any act or omission, negligent or otherwise, of (a) the contractor or any of its employees or (b) any subcontractor or supplier of the contractor.

9.00 Payment of Fees

The Contractor will issue invoices for services as Superintendent and Caretaker of Cemeteries on the 15th of each month covering the period from the 1st to the 15th of that month and on the last day of the month, covering the period from the 16th to the last day of that month. Invoices for additional services will be issued after the service has been completed on terms of Net 30.

10.00 Notices

All notices or other documents required or which may be given under this agreement shall be in writing, duly signed by the party giving such notice and transmitted by registered, certified mail, or facsimile as follows:

Corporation

The Corporation of the Town of Essex
33 Talbot Street South
Essex, ON N8M 1A8
Telephone: 519.776.7336
Facsimile: 519.776.8811

Contractor

Mike Bezaire
PO Box 533, 109 Kael Crescent
Harrow, ON N0R 1G0
Telephone: 519.738.6430

Any notice or document so given shall be deemed to have been received on the second business day following the date of mailing, if sent by registered mail, but shall be deemed to have been received on the next business day of transmittal by facsimile.

In Witness Whereof the parties hereto have executed this Agreement.

Signed, sealed and delivered
in the presence of

The Corporation of the
Town of Essex

As to the signature of

Mayor

As to the signature of

Clerk

As to the signature of

Michael Bezaire

Appendix A

List of Cemeteries

1. Colchester Memorial Cemetery is located off County Road 13 between Draper Street and Harrison Street. This is one of the few active cemeteries with lots available for purchase within the municipality. This cemetery covers 6 acres of land.
2. Erie Cemetery is located off County Road 50 West between Bagot Street and Sydenham Street. This is another active cemetery however there are no lots available for purchase. This cemetery covers 2.14 acres of land.
3. Iler Cemetery is uniquely located off a laneway leading from Dolson Road near County Road 50 East. There are a few lots available for purchase within this cemetery. This property has a frontage of 344.85' and a depth of 165' giving it a total square footage of 56,628 square feet.
4. Tofflemire Cemetery is located on County Road 50 East between Iler Road and Park Street. This is a quaint little cemetery with a depth of 85.14' and a total lot coverage of 8,276 square feet. This cemetery is no longer active.
5. Iler Settlement Cemetery is located on Twin Gables Drive just off County Road East. This cemetery has a frontage of 98.63' and a total lot coverage of 8,087 square feet. This cemetery is no longer active.
6. Ferris Cemetery is located on Ferris Road between the 3rd Concession and County Road 20 East. Located within farmland, access to this site may be limited. This property has a frontage of 103' and a total lot coverage of 8,240 square feet. This cemetery is no longer active.
7. Gilgal Cemetery is located on County Road 11 between the 5th Concession and 6th Concession. This property has a front of 240' and total lot coverage of 27,115 square feet. This cemetery is no longer active.
8. McCormick Cemetery is located on Dunn Road between County Road 13 and Fox Sideroad. This cemetery is located amidst an agricultural field giving it limited access. The front is 48' with an overall lot coverage of 2,256 square feet. This cemetery is no longer active.
9. Quick Cemetery is located on Dunn road between Gore Road and Dunn Road. This cemetery is located amidst an agricultural field giving it limited access. The front is 32' with an overall lot coverage of 1,600 square feet. This cemetery is no longer active.
10. BME Cemetery is located at 25 Walnut Street South. The frontage of this cemetery is 73' with an overall lot coverage of 25,892 square feet. This cemetery is no longer active.
11. Huffman Cemetery is located on agricultural farmland on County Road 50 East between Evergreen Road and Cloverdale Beach Road giving this cemetery limited access. This cemetery has a frontage of 127' and an overall lot coverage of 18,288 square feet. This cemetery is no longer active.
12. Hutchins Cemetery is located off County Road 50 West between Cornwall Beach Road and Lakecrest Beach Road. The frontage of this cemetery is 36' and the overall lot coverage is 1,332 square feet. This cemetery is no longer active.

Appendix B
List of Equipment

Make/Model	Year	Use of Equipment
Ford F550	2004	Dump Truck
Ford F150	2009	Pickup
Ford F150	2016	Pickup
Trailers (2)	n/a	Hauling
Rollers (2)	n/a	Roll Grass
John Deere 455	1998	Mower with Loader
JX X500	2014	Tractor
Toro	2017	Riding Mower
John Deere 500	n/a	Mower
Cub Cadet LX46	n/a	Riding Mower
John Deere Z717A	n/a	Tractor
John Deere 540 (3)	n/a	Tractor

Schedule 1 to By-Law Number 1804 Fees for Superintendent and Caretaker of Cemeteries – Mike Beziare		
Item	Project	Pricing (Excluding HST)
	Ground Maintenance and Operation of Cemeteries for the April 15, 2019 – April 14, 2020 contract year:	\$80,000.00
	Interment (includes opening/closing grave, lowering/raising device, grass seeding, headstone moving):	
	Casket – Regular Standard Hours Summer – April 1 to November 14 Monday to Saturday 10 am to 5 pm	\$645.00
	Casket – Outside Regular Standard Hours Summer – April 1 to November 14 Sunday, Holiday 10 am to 2 pm	\$745.00
	Casket – Regular Standard Hours Winter – November 15 to March 31 Monday to Saturday 10 am to 5 pm	\$720.00
	Casket – Outside Regular Standard Hours Winter – November 15 to March 31 Sunday, Holiday 10 am to 2 pm	\$820.00
	Cremation – Regular Standard Hours Summer – April 1 to November 14 Monday to Saturday 10 am to 5 pm	\$615.00
	Cremation – Outside Regular Standard Hours Summer – April 1 to November 14 Sunday, Holiday 10 am to 2 pm	\$745.00
	Cremation – Regular Standard Hours Winter – November 15 to March 31 Monday to Saturday 10 am to 5 pm	\$690.00
	Cremation – Outside Regular Standard Hours Winter – November 15 to March 31 Sunday, Holiday 10 am to 2 pm	\$790.00

March 27, 2019

Dear Council:

RE: Zero Development Fees

The Harrow and Colchester Chamber of Commerce wishes to thank you for providing zero development fees in our area. We are quite concerned about the slow progress with ERCA, etc. and are afraid that we may lose the developments that are to commence in Harrow this spring. We have not actually had any development yet and are at risk to lose those that are coming. Residential development is a huge problem in Harrow. We have young people and seniors alike who are moving out of the area because there is no housing available. It continues to be a challenge for our businesses who are trying to attract skilled labour to work for them. Many employees will not come to this area as there is no housing available.

We would like to have a commitment from Council to extend the zero development fees for another year in order to encourage building in our area. This commitment would give the developers peace of mind that they can still keep on track with their developments. We believe that if we wait until August to ensure them, they will continue to move to other areas like Kingsville, Amherstburg and Leamington as we saw last summer. We thank you for your consideration and time to review this issue.

Sincerely,

Harrow and Colchester Chamber of Commerce

March 27, 2019

Dear Council:

RE: Streetscape Plan for Harrow Center

The Harrow and Colchester Chamber of Commerce wishes to thank you for providing the Streetscape Plan and wanted to let you know that we are quite pleased with it. When the budget was prepared we were informed that the Streetscape for Essex and Harrow centers would be dealt with in a separate manner. We were hoping to find out when that will take place and what it might look like. We would also like to know if we will have a chance to attend that meeting or have any input? Thanks

Sincerely,

Harrow and Colchester Chamber of Commerce



InTouch - April 2019

[View online](#)

[La version française](#)

Review complete: small-scale on-farm business sub-classes

In 2018, the Government of Ontario introduced two new optional sub-classes for small-scale on-farm businesses to promote and support local farms across Ontario. The commercial and industrial sub-classes were created to provide a tax rate that is 75% lower than the commercial and industrial tax rates that would otherwise apply.

We recently completed a full review to determine which farms qualify for the small-scale on-farm business sub-classes. Approximately 250 properties were eligible for the new optional sub-classes which impact the 2018 and 2019 tax years. [We mailed Special Amended Notices](#) to these property owners on March 15, 2019, which included a letter explaining the recent changes to their assessment. If you have any questions, please contact a member of [your local MPAC Municipal and Stakeholder Relations team](#).

Connect with MPAC up north this spring

We continue to work closely with you to understand the needs of communities in every part of Ontario. This spring, we are once again looking forward to connecting with municipal leaders at the [Northwestern Ontario Municipal Association \(NOMA\) conference](#), taking place in Thunder Bay from April 24 to 26, as well as the [Federation of Northern Ontario Municipalities \(FONOM\) conference](#) held in Sudbury from May 8 to 10. Drop by our booth or attend one of our information sessions and get to know MPAC – learn about Ontario's property assessment and taxation system, ask questions about your property assessment base, and find out how we play a part in strengthening northern communities.

Cannabis facilities: industrial or agricultural?

Cannabis facilities are relatively new in Ontario. As the industry continues to develop, MPAC is reviewing the assessment and classification of these types of facilities based on differences in operations at each property.

Are cannabis facilities considered industrial or agricultural?

We've been hearing this question a lot lately, and in MPAC's view the answer is "both." The determination of a property's classification is based on the property's use and is driven by the facts at each site.

A property may be classified as industrial for locations that:

- process cannabis similar to other pharmaceutical facilities
- change the consistency of the plant into a more marketable product
- are generally located in urban areas
- have a licence for processing cannabis

A property may be classified as farm (or residential if the farm does not qualify for the farm tax class) for locations that:

- are used solely for the growth and harvesting of the plant
- are similar to other farming operations such as nurseries or tobacco
- are generally located in rural areas
- have a licence for cultivating cannabis

Assessment and classification based on use

At facilities where the growing and processing of cannabis is occurring on the same site, and where they have a licence for both cultivating and processing, the property may be classified as value-added farm. In this case, the land used for cultivating would be assessed as farmland and the buildings valued base on their design, for example as a greenhouse, warehouse, etc. The buildings used for cultivation and the land under the building would be classified as farm (or residential if the farm does not qualify) – whereas the building used for processing and the land under the building would be classified as industrial. Stay tuned for further updates.

mpac.ca



[Municipal Connect](https://www.facebook.com/municipalconnect)

mpac.ca

aboutmyproperty.ca

Confirm that you like this.

Click the "Like" button.



March 27, 2019

His Worship Larry Snively
Mayor
Town of Essex
33 Talbot Street S.
Essex, Ontario N8M 1A8

Dear Mr. Mayor:

I am pleased to inform you that, in accordance with the commitment in Budget 2019, the Government of Canada will provide an additional \$2.2 billion to the Gas Tax Fund. This one-time top-up will provide additional support to municipalities that face infrastructure deficits to support improved productivity, economic growth, a clean environment, and help to build strong cities and communities.

This special funding will be provided to Ontario recipients under the Canada–Ontario–Association of Municipalities of Ontario–Toronto Gas Tax Fund Administrative Agreement. An amount of \$819,443,895 will be provided to Ontario as well as individual signatories, and will then be distributed to ultimate recipients in accordance with the allocation formula used for gas tax payments made in 2018, as follows:

• Ontario:	\$819,443,895
○ Association Municipalities of Ontario	\$649,940,923
○ City of Toronto	\$167,421,424
○ Province of Ontario	\$2,081,548

Funds must be used in accordance with all the terms of the current Gas Tax Fund Administrative Agreement. Information on Ontario's federal Gas Tax Fund allocations per community prior to Budget 2019 can be found on Infrastructure Canada's website¹.

The gas tax top-up funding is expected to be transferred following royal assent of Budget 2019.

March 14, 2019 marked one year since the Canada–Ontario Integrated Bilateral Agreement was signed.

¹ <https://www.canada.ca/en/office-infrastructure/news/2018/backgrounder-ontarios-2018-19-federal-gas-tax-fund-allocations.html>

As I know you appreciate, under the Investing in Canada Infrastructure Program, proposed projects must first be prioritized by the province before they are submitted to Infrastructure Canada for consideration.

As a reminder, through the Integrated Bilateral Agreement with Ontario, \$11.9 billion is available to the province and is broken down as follows:

- \$8.3 billion for public transit;
- \$2.8 billion for green infrastructure;
- \$407 million for community, culture, and recreation infrastructure; and
- \$250 million for infrastructure in rural and northern communities.

The one-time top-up to the Gas Tax Fund adds substantial dollars to this Agreement. More importantly, those dollars flow to you.

We believe this is an important step to take to ensure your local priorities have the resources needed so projects can get moving and, crucially, the summer construction season is not missed. We all know how important that season is to make real progress on projects, not to mention job creation locally.

In the meantime, we continue to press the Ontario government to open intakes for all four streams so as to maximize the number of projects we can build together for Ontarians in 2019 and the years ahead.

We know you have proposals ready, and last week's announcement in Budget 2019 is a clear signal that we are there to support you.

Spring is already (at last) in the air. It is time to get projects moving so we do not lose a historic opportunity to build our communities and create good-paying jobs now.

I look forward to continuing to work with you on our shared infrastructure interests.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'F. Champagne', with a stylized flourish at the end.

The Honourable François-Philippe Champagne, P.C., M.P.
Minister of Infrastructure and Communities

c.c. City Clerk and Council

Enclosure – Gas Tax Fund fact sheet

THE FEDERAL GAS TAX FUND IN ONTARIO

The federal Gas Tax Fund delivers over \$2 billion every year to over 3600 communities across the country. For the 2018-19 fiscal year, this represents an investment of more than \$819 million from the Government of Canada to Ontario municipalities.

The **federal Gas Tax Fund (GTF) is a permanent source of annual funding to provinces and territories**, who in turn flow this funding to their municipalities to support local infrastructure priorities.

Every year, municipalities benefit from the support and flexibility of the federal Gas Tax Fund. They can pool, bank, and borrow against this funding — providing significant financial flexibility to plan infrastructure projects over the long term. Projects are chosen locally and prioritized according to the infrastructure needs of each community.

Communities select how best to direct the funds and have the flexibility to make strategic investments across 18 different project categories.

Because many municipalities across Canada continue to face serious infrastructure deficits, **Budget 2019** proposes a **one-time transfer of \$2.2 billion** through the federal Gas Tax Fund to address short-term priorities in municipalities and First Nations communities. This will double the Government of Canada's commitment to municipalities in 2018-19, with **Ontario municipalities of all sizes sharing an additional federal investment in local infrastructure of over \$819 million, for a total of approximately \$1.64 billion.**

QUICK FACTS:

- The federal Gas Tax Fund is allocated on a per capita basis for provinces, and provides a base funding amount of 0.75 percent of total annual funding for Prince Edward Island and each territory.
- On-reserve First Nations communities in provinces also receive an allocation on a per capita basis.
- The federal Gas Tax Fund has been indexed at two percent per year, meaning that it will continue to grow to provide additional support to municipalities.
- To date, more than \$23 billion has been invested in municipalities through the federal Gas Tax Fund.

THE FEDERAL GAS TAX FUND

Eligible projects include investments in infrastructure for construction, renewal or material enhancement in each of the following categories:



1. **Local roads and bridges** – roads, bridges and active transportation infrastructure (active transportation refers to investments that support active methods of travel. This can include: cycling lanes and paths, sidewalks, hiking and walking trails).
2. **Highways** – highway infrastructure.
3. **Short-sea shipping** – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways.
4. **Short-line rail** – railway-related infrastructure for carriage of passengers or freight.
5. **Regional and local airports** – airport-related infrastructure (excludes the National Airport System).
6. **Broadband connectivity** – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
7. **Public transit** – infrastructure that supports a shared passenger transport system which is available for public use.
8. **Drinking water** – infrastructure that supports drinking water conservation, collection, treatment and distribution systems.
9. **Wastewater** – infrastructure that supports wastewater and storm water collection, treatment and management systems.
10. **Solid waste** – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.
11. **Community energy systems** – infrastructure that generates or increases the efficient usage of energy, including energy retrofits of municipal buildings.
12. **Brownfield redevelopment** – remediation or decontamination and redevelopment of a brownfield site.
13. **Sport infrastructure** – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams, e.g. Junior A).
14. **Recreational infrastructure** – recreational facilities or networks.
15. **Cultural infrastructure** – infrastructure that supports arts, humanities, and heritage.
16. **Tourism infrastructure** – infrastructure that attracts travelers for recreation, leisure, business or other purposes.
17. **Disaster mitigation** – infrastructure that reduces or eliminates the long-term impacts and risks associated with natural disasters.
18. **Capacity building** – investments related to strengthening the ability of municipalities to develop long-term planning practices (e.g., including local asset management planning, public transit network planning, etc.)

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

The Share the Road Cycling Coalition

**Is proud to present a Bronze Level
Bicycle Friendly Community Award to:**

The Town of Essex

**In recognition of your efforts to create a great community
for people who bike**

– Est. 2008 –



**Jamie Stuckless, Executive Director,
Share the Road Cycling Coalition**



In Partnership with:



**BICYCLE FRIENDLY
COMMUNITY**



Good morning Joe,

See below for an email from Jenny Drouillard regarding her resignation from the Festival Committee.

Jake Morassut | Facility Clerk

| Town of Essex | 60 Fairview Avenue West, Essex |

| Mail: 33 Talbot Street South, Essex, N8M 1A8 |

| Phone: 519-776-7336 ext 1301 | Fax: 519-776-8233 |



-----Original Message-----

From: Jenn Drouillard [mailto:jenn_drouillard@hotmail.com]

Sent: March 28, 2019 8:10 AM

To: Morassut, Jake <jmorassut@essex.ca>

Subject: Essex Fun Fest Committee

Good morning Jake,

I am unfortunately going to have to step down from my position on the Essex Fun Fest Committee as Derek has recently been hired as a custodian with Greater Essex County District School Board and will be working in the afternoons/evenings. I do not have anyone to watch the children so I cannot make any of the meetings. I am sorry for the inconvenience this may cause.

Regards,

Jenny Drouillard

NOTICE OF CONFIDENTIALITY This communication, including any attachments, is intended only for the use of the addressee(s) to this email and is confidential. If you are not an intended recipient or acting on behalf of an intended recipient, any review, disclosure, conversion to hard copy, dissemination, reproduction or other use of any part of this communication is strictly prohibited. If you receive this communication in error or without authorization, please notify the originator immediately and remove it from your system.



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Phone: (519) 733-2305
www.kingsville.ca
kingsvilleworks@kingsville.ca

SENT VIA EMAIL

March 29, 2019

The Right Honourable Justin Trudeau
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

-and-

The Honourable Catherine McKenna
Minister of Environment and Climate Change
Fontaine Building 12th floor
200 Sacré-Coeur Blvd
Gatineau, QC K1A 0H3

Dear Sir/Madam:

RE: KINGSVILLE TOWN COUNCIL RESOLUTION ON PHRAGMITES CONTROL

At its Regular Meeting held Monday, March 25, 2019 Council of the Town of Kingsville passed the following resolution:

"214-2019

Moved By Councillor Thomas Neufeld

Seconded By Councillor Laura Lucier

WHEREAS *Phragmites australis* (herein referred to as "Phragmites") is an invasive perennial grass that continues to cause severe damage to our wetlands, beaches and municipal drainage systems across Essex County;

AND WHEREAS *Phragmites* grows and spreads rapidly, allowing the plant to invade new areas and grow into large monoculture stands in a short amount of time, and is a plant that secretes toxins from its roots into the soil which impede the growth of neighbouring plant species;

AND WHEREAS *Phragmites* results in loss of biodiversity and species richness, loss of habitat, changes in hydrology due to its high metabolic rate, changes in nutrient cycling as it is slow to decompose, an increased fire hazard due to the combustibility of its dead stalks, and can have an adverse impact on agriculture, particularly in drainage ditches;

AND WHEREAS invasive *Phragmites* has been identified as Canada's worst invasive plant species by Agriculture and AgriFood Canada;

AND WHEREAS controlling invasive Phragmites before it becomes well established reduces environmental impacts, time, and costs;

AND WHEREAS according to the Ministry of the Environment, best management practices for Phragmites include early detection, herbicide application, mowing, compressing or rolling, prescribed burning, and controlled flooding;

AND WHEREAS these best management practices are most effective when used in tandem as opposed to when used as stand-alone control measures;

AND WHEREAS herbicides containing surfactants are prohibited for use in aquatic environments in Canada, meaning that Canadians are not able to fully implement best management practices.

NOW THEREFORE BE IT RESOLVED that the Municipality of Kingsville, having recognized the need to implement best management practices, and being a leader among Ontario municipalities in efforts to control Phragmites, calls on the Canadian Federal Government to take the appropriate regulatory measures to expedite and approve the use of herbicides in aquatic environments by the 2019 growing season as well as the use of aerial control measures; and

BE IT FURTHER RESOLVED that this Resolution be forwarded to Essex County municipalities, the local MP and MPP for Essex, the Premier of Ontario, Conservation Ontario, the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM), the Leader of the Official Opposition, and the Prime Minister of Canada.

CARRIED”

Yours very truly,



Jennifer Astrologo, Director of Corporate Services/Clerk
Corporate Services Department

cc: The Hon. Doug Ford, Premier of Ontario
The Hon. Andrew Scheer, Leader of the Official Opposition
Andrea Horwath, Leader of the Official Opposition (Ontario)
Ministry of the Environment, Conservation and Parks
Tracey Ramsey, MP
Taras Natyshak, MPP
Federation of Canadian Municipalities
Association of Municipalities of Ontario
Conservation Ontario
Agriculture and Agri-food Canada
Town of Amherstburg
Town of Essex
Town of Lakeshore
Town of LaSalle
Municipality of Leamington
Town of Tecumseh

premier@ontario.ca
andrew.scheer@parl.gc.ca
ahorwath-qp@ndp.on.ca
minister.mecp@ontario.ca
tracey.ramsey@parl.gc.ca
tnatyshak-qp@ndp.on.ca
info@fcm.ca
amo@amo.on.ca
info@conservationontario.ca
aafc.info.aac@canada.ca



Essex Police Services Board Regular Meeting Minutes

A regular meeting of the Essex Police Services Board was held on Thursday, March 14th, 2019 @ 4:30 p.m. in the Town of Essex Large Meeting Room, 33 Talbot Street South, Essex, Ontario.

Roll Call:

Present: Chair Mayor Larry Snively

Vice Chair Councillor Kim Verbeek

Katie McGuire Blais

Inspector Glenn Miller, Ontario Provincial Police

A/Staff Sergeant Kelly Labonte, Ontario Provincial Police

A/Staff Sergeant Mike Symons, Ontario Provincial Police

Donna Hunter, CAO

Chris Nepszy, Deputy CAO

Jill Brett, Secretary

Regrets: John Garinger

1. Call To Order

The Chair called the meeting to order at 4:30 p.m.

2. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

3. Adoption of the Published Agenda

a) Moved by Vice Chair Councillor Kim Verbeek

Seconded by Katie McGuire-Blais

(EPSB19-03-011) That the agenda for the March 14th, 2019 Essex Police Services Board regular meeting be adopted with amendments. "Carried"



Essex Police Services Board Regular Meeting Minutes

4. Adoption of Minutes

- a) Moved by Katie McGuire-Blais

Seconded by Vice Chair Councillor Kim Verbeek

(EPSB19-03-012) That the minutes of the January 15th, 2019 Essex Police Services Board regular meeting be adopted as presented. "Carried"

5. Public Presentation

None

6. Unfinished Business

- a) Correspondence from the Town of Tecumseh Police Services Board – Discussion paper on Board Amalgamation was reviewed by secretary. The Tecumseh Police Services Board has requested that the Essex Police Services Board provide input on the questions provided by the Tecumseh Police Services Board.

7. Reports from Administration

- a) Moved by Vice Chair Councillor Kim Verbeek

Seconded by Katie McGuire-Blais

(EPSB19-03-013) That the Ontario Provincial Report to the Essex Police Services Board and the Detachment Sergeant's Report for the months of January and February 2019 be received. "Carried"

8. Correspondence

- a) Moved by Vice Chair Councillor Kim Verbeek

Seconded by Katie McGuire-Blais

(EPSB19-03-014) That the correspondence from the OAPSB – 2019 Annual General Meeting – Friday, May 24th, 2019 @ 2:15 p.m. be received. "Carried"



Essex Police Services Board Regular Meeting Minutes

- b) Moved by Vice Chair Councillor Kim Verbeek

Seconded by Katie McGuire-Blais

(EPSB19-03-015) That the correspondence from the Town of Lakeshore Police Services Board and the OAPSB – Donation to OAPSB Spring Conference be received and the Essex Police Services Board agrees to donate \$1000 in a joint donation with the Essex County OPP Police Services Boards to achieve the platinum level donation. "Carried"

- c) Moved by Vice Chair Councillor Kim Verbeek

Seconded by Katie McGuire-Blais

(EPSB19-03-016) That the correspondence from the Tecumseh Police Services Board – Inspector Miller's costs to attend the OAPSB Conference be received and approved for payment. "Carried"

- d) CAO Donna Hunter spoke to the Board and the OPP about the four year financial forecast for the Ontario Provincial Police and requested a report be provided to the Town on the capital items they would like included in the forecast.

CAO Donna Hunter also spoke about the Community Safety and Well-Being Planning Framework. It will be mandatory for communities across the province to develop and implement a community safety and well-being plan under the Police Services Act in the next two years. Municipalities will work in partnership with a multi-sectoral advisory committee comprised of representation from the police services board and other local service providers in health/mental health, education, community social services and youth services.



Essex Police Services Board Regular Meeting Minutes

e) Moved by Vice Chair Councillor Kim Verbeek

Seconded by Katie McGuire-Blais

(EPSB19-03-017) That the **For Information Purposes Only**

correspondence be received and filed. "Carried

9. New Business

None

10. Announcements

The Board and the Ontario Provincial Police thanked retiring CAO Donna Hunter for her many years of dedication to the Town of Essex and for all the assistance and support she has provided to the Board throughout the years.

11. Future Meeting Date

Thursday, May 3rd, 2019

12. Adjournment

Moved by Katie McGuire-Blais

Seconded by Vice Chair Councillor Kim Verbeek

(EPSB19-03-018) That the meeting be adjourned @ 5:45 p.m.

Chair

Secretary



Drainage Board

Consideration of Report Minutes

County of Essex Council Chambers

360 Fairview Ave. W., Essex, Ontario

Monday, March 18, 2019 - 4:00 p.m.

James Shepley Drain (Updated Maintenance Schedule of Assessment and Bridge for Karl Neudorf, Parcel 510-00300), Geographic Township of Colchester North, REI Project 2015D015, Town of Essex, County of Essex; and 8th Concession West Drain (Bridge for Frank Preston, Parcel 370-05800) Part of Lot 11, Concession 8, Geographic Township of Colchester North, Project REI2018D013, Town of Essex, County of Essex

1. Roll Call

Present: Felix Weight-Benzle

Kirk Carter

Luke Martin

Percy Dufour

Dan Boudreau

Regrets: None

Also Present: Chris Nepszy, Chief Administrative Officer

Rob Auger, Town Solicitor/Clerk

Norm Nussio, Manager, Operations and Drainage

Tanya Tuzlova, Drainage Clerk

Gerard Rood, PE, Rood Engineering Inc.

Cory Snelgrove, EIT, Rood Engineering Inc.

General Public: Per attached Sign-In Sheet

The Clerk to confirm that all notices have been sent in accordance with The Drainage Act.

2. Declarations of Conflict of Interest

None declared.

3. Adoption of Published Agenda

i) Drainage Board Meeting Agenda

Moved by Board Member Dufour

Seconded by Board Member Weight-Benzle

That the published agenda for the March 18, 2019 Drainage Board Meeting be adopted as presented. "Carried"

4. Election of Committee Chair

i) Election of Chair

Moved by Board Member Dufour

Seconded by Board Member Weight-Benzle

That Dan Boudreau be elected as the Chair of the Drainage Board. "Carried"

ii) Election of Vice-Chair

Moved by Board Member Weight-Benzle

Seconded by Board Member Dufour

That Luke Martin be elected as the Vice-Chair of the Drainage Board. "Carried"

5. Regular Meeting Schedule

Establish a regular meeting schedule for the 2019 calendar year.

Robert Auger, Town Solicitor/Clerk has informed that the Drainage Board Meetings will be held on Mondays starting at 5:00 pm before the regular Council Meeting as required by drainage projects.

6. Public Presentations

i) Gerard Rood, Professional Engineer

Report from Rood Engineering Incorporated dated October 12, 2018 regarding the James Shepley Drain (Updated Maintenance Schedule of Assessment and Bridge for Karl Neudorf, Parcel 510-0030), Geographic Twp. of Colchester North, Project REI2015D015, Town of Essex, County of Essex.

Mr. Rood presented an overview of the Report. The report provides for the development of an updated maintenance schedule which is needed to fairly assess properties which were severed. The report also provides for the future cost sharing of maintenance for each bridge. The development of a new assessment schedule is in accordance with Section 76 of the Drainage Act. During the process of the development of an updated schedule Mr. Neudorf requested a new bridge. Therefore the report also provides for the construction of a new farm access bridge for parcel 510-00300. The construction of the bridge proposed under this report is in accordance with Section 78 of the Drainage Act. Mr. Rood advised that 100% of the cost of the bridge construction will be assessed to the owner and that future maintenance costs for this bridge be assessed in accordance with the bridge cost sharing table. Mr. Rood also explained how allowances and bridge sharing table were calculated and

detailed the Essex Region Conservation Authority (ERCA) and Fisheries and Oceans Canada (DFO) requirements.

- ii) Karl Neudorf, 8580 Concession 8, asked why the cost of the bridge is not presented as a separate line.

Norm Nussio, Manager, Operations and Drainage explained that at the moment the full cost of the bridge is unknown due to pending invoices from the Engineer.

- iii) Joanne Heyrman, County Road 12, asked if all four bridges on the drain will be replaced and billed this year.

Norm Nussio, Manager, Operations and Drainage replied that after the Court of Revision it will be determined when works may start. It will depend on crop rotation and ERCA requirements. Mr. Nussio added that possibly some work can be done in September or at the beginning of the next year.

Joanne Heyrman said that she saw a new bridge that was installed at the area and it is all cement.

Norm Nussio, Manager, Operations and Drainage replied that that bridge was built in the County's right of way and is not related to the Town of Essex municipal drains.

Joanne Heyrman asked how to receive information about the grant for farm properties.

Chair Boudreau, advised Mrs. Heyrman to contact the Ministry of Agriculture, Food and Rural Affairs (OMAFRA). Mr. Boudreau added that properties with Farm Tax Rate assessed by the Municipal Property Assessment Corporation (MPAC) are eligible for the agricultural grant.

Board Member Dufour, asked if all the entire drain is going to be cleaned or only in sections.

Norm Nussio, Manager, Operations and Drainage, replied that it was recommended that all drain and its culverts be cleaned.

Board Member Dufour, asked if the cost of the project and tender process will be changed.

Norm Nussio, Manager, Operations and Drainage, replied that the cost of the project will not be changed. He added that Mr. Rood provides an estimate only based on the construction projects completed in the area. Mr. Nussio explained that if the tender comes in 133% over the estimate provided in the report, the cost will be reviewed by the Drainage Board.

iv) Lori Atkinson, 2480 County Road 12, asked if she will be billed a yearly maintenance fee for this drain and when the work will be completed.

Norm Nussio, Manager, Operations and Drainage, explained that there is no yearly maintenance fee. He added that the maintenance of the drain may be done once a year or once in 25 years. Mr. Nussio said that the works may be completed this year, but it depends on crop rotation and fish windows prescribed by ERCA. Mr. Nussio added that if there are no cost of maintenance, then the costs for this project will be for the development of the drainage schedule. The bill will be mailed out in spring-summer of 2020.

v) Karl Neudorf, 8580 Concession 8, asked why this project took too long to process.

Norm Nussio, Manager, Operations and Drainage explained that the project took longer than usual since the bridge was added to the initial project. Mr. Nussio added that the Town will try to expedite projects with the help of a new Drainage Board.

vi) Joanne Heyrman, County Road 12, asked if the cost of the maintenance schedule is \$10,000.00 and how much she will be charged for the maintenance schedule.

Norm Nussio, Manager, Operations and Drainage, said that after the meeting he will explain to Mrs. Heyrman how the cost of the maintenance schedule will be calculated.

Moved by Board Member Weight-Benzle

Seconded by Board Member Martin

That the presentation by Gerard Rood be received and that the Report for the James Shepley Drain (Drain (Updated Maintenance Schedule of Assessment and Bridge for Karl Neudorf, Parcel 510-0030), Geographic Twp. of Colchester North, Project REI2015D015, Town of Essex, County of Essex as prepared by Gerard Rood, Professional Engineer dated October 12, 2018 be adopted, that a provisional by-law be prepared for Council's consideration and that the Report proceed to a Court of Revision to be scheduled. "Carried"

vii) Gerard Rood, Professional Engineer

Re: Report from Rood Engineering Incorporated dated August 7, 2018 regarding the 8th Concession West Bridge (Bridge for Frank Preston, Parcel 370-05800), Part of Lot 11, Concession 8, Geographic Twp. of Colchester North, Project REI2018D013, Town of Essex, County of Essex.

Mr. Rood presented an overview of the reconsidered report. The report provides for the construction of a new secondary farm access bridge to serve lands of Frank Preston. The construction of the bridge proposed under this report is in accordance with Section 78 of the Drainage Act. Mr. Rood advised that 100% of the cost of the bridge construction and future maintenance will be assessed to the owner. Mr. Rood added that the cost of the bridge will be approximately \$36,000 and will not be eligible for the agricultural grant.

- vii) Frank Preston, proposed bridge owner, said that his understanding was that the future maintenance of the bridge will be cost shared.

Norm Nussio, Manager, Operations and Drainage, explained that the future maintenance cost will be 100% responsibility of the owner since this is the secondary access bridge serving the same parcel. Mr. Rood added that the maintenance of the primary access bridge remains cost shared with the upstream owners.

Moved by Board Member Dufour

Seconded by Board Member Weight-Benzle

That the presentation by Gerard Rood be received and that the Report for the 8th Concession West Bridge (Bridge for Frank Preston, Parcel 370-05800), Part of Lot 11, Concession 8, Geographic Twp. of Colchester North, Project REI2018D013, Town of Essex, County of Essex as prepared by Gerard Rood, Professional Engineer dated August 7, 2018 be adopted, that a provisional by-law be prepared for Council's consideration and that the Report proceed to a Court of Revision to be scheduled. "Carried"

7. Adjournment

Moved by Board Member Weight-Benzle

Seconded by Board Member Martin

That the meeting be adjourned at 5:20 pm. "Carried"

Chair

Vice-Chair

Date



Fun Fest Committee Meeting Minutes

28 March, 2019

Minutes of a meeting of the Essex Fun Fest Committee held on Thursday 28th of March, 2019 at 6:15 PM at the Barnett Board Room. This meeting was called to order by Joe Garon, Chairperson of the Essex Fun Fest Committee at 6:20 PM.

1. Roll Call

Present: Joe Garon, Chair

Katie McGuire-Blais

Kelly McIntyre

Ron McDermott

Mike Janisse

Richard Tapping

Jake Morassut, Recording Secretary

Doug Sweet, Director of Community Services

Regrets: Kim Verbeek, Vice Chair

Pam McDermott

Kyle Flood

Tanya Fryer

Heather McDonald, Assistant Manager of Finance and Business Services

Absent: N/A

2. Additions to Agenda

Committee Member Update

Monster Mural

Theme

3. Adoption of Agenda

Moved by Mike Janisse

Seconded by Kelly McIntyre

(FF19-03-011) The agenda of the 28th of March, 2019 be approved as circulated. "Carried"

4. Declaration of Conflict of Interest

There were no declarations of conflicts of interest.

5. Approval of Previous Minutes

Moved by Kelly McGuire-Blais

Seconded by Mike Janisse

(FF19-03-012) The minutes of the meeting on the 21st of February, 2019 be approved as circulated. "Carried".

6. Old Business:

- a) Peanut Products – The use of peanut products will be up to the vendors.
- b) Monster Mural – No new updates.
- c) Theme – The committee determined that the 2019 theme will be "Life's a Beach".

7. Sub-Committee Updates

a) Sponsorship (Joe, Katie, Mike)

- i. Joe will be meeting with Katie and Mike regarding a sponsorship game plan.

b) Vendors (Kelly, Jake, Joe)

- i. In order for a vendor to register, they will be required to have a deposit of 50% and final payment due one month prior to the event;
- ii. Electrical requirements will be strictly enforced;
- iii. New fee schedule approved by committee, which include a retainer of \$100.00 for food vendors. The fees are as follows:

Type of Vendor and Spacing Requirements

Food: One space - \$450; two spaces - \$650; three+ spaces - \$800

Snack and Beverage Vendor: One space - \$250; two spaces - \$400; three+ spaces - \$500

Commercial Vendor (Buy/sell) One space - \$150; two spaces - \$250; three+ spaces - \$325

Non-Commercial (Homemade) One space - \$50; two spaces - \$100; three+ spaces - \$150

Non-Profit/Service Groups One space - \$50; two spaces - \$100; three+ spaces - \$150

Utilities and Insurance

Electrical (Per outlet) 110 volt/15 amps - \$25; 220 volt/30 amps - \$40

Water Hook-Up (Only for food/snack/beverage) Single (1) Valve Hook-up - Free

Insurance (Refer to point 5 on Terms and Conditions) Insurance through Town of Essex - \$65

Moved by Mike Janisse

Seconded by Kelly McGuire-Blais

(FF19-03-013) The vendor fees for 2019 are changed to the above prices and a \$100.00 deposit is held for food vendors. "Carried".

iv. Kelly is looking to receive a number of non-food vendors that the festival can accommodate.

c) Parade (Jake, Kyle, Richard, Committee)

i. No new updates.

d) Entertainment and Attractions (Joe, Kim)

i) Main Stage

- Joe has been pricing out the cost for the entertainment. He is looking at applications and should have bookings for next meeting.

ii) Secondary Stage

- Kim will be contacting those involved from last year and looking for new recruits this year.

iii) Bavarian Gardens

- Thursday night will likely be an 80's night;
- CIAO is booked on Friday; and
- DJ Rye is booked for Saturday.

iv) Kids Zone

- The Town of Essex recreation staff will be on site for the hours of the kid's zone during the operational hours.

v) Attractions

- Fun Fest Attractions (Thrills)
 - Cra-Z-Crew BMX Stunt Team – On hold.
 - Wrestling – There are several different organizations that have approached us. Joe will go through the applications and determine what is best.
 - Fireworks – Booked with no new updates.
 - NASCAR Bob – Will not be able to attend the 2019 Festival.

- Fun Fest Attractions (Family Friendly)
 - The Ben Show – Cost of the Ben Show is \$1,500.00. Available if needed.
 - Zoo2U – Will bring in 20 different animals. Katie is looking into the details and will provide more information next meeting.
 - Youth Talent Show – Katie will work with Joe's wife on this.
 - Watermelon Eating Contest – No new updates.
 - Pony Rides – Joe has pricing and is reviewing.
 - Silver Stars Precision Drill Team – Joe has pricing and is reviewing.
 - Arts Culture and Tourism Awards – Will not take place during the 2019 Festival.
 - Super Dogs Show – Offered the same pricing as previous attendance. Joe will work with them to see if they can attend.
 - Water Barrel Challenge – Kate has talked to Essex Fire and there are three other departments that are willing to participate. Possible locations are on Wilson Avenue, in front of Foodland, or at the Essex Community Centre.
- Third Party Attractions
 - Doug will send out applications to third party vendors from previous years.

8. Volunteers

- a) Doug's summer student will be assisting with the volunteers. There will be a package with information and a night that people can show up if they want further information; and
- b) Doug followed up with human resources and the legal department and found out that 14 year olds are permitted to volunteer.

9. Admission Fees, Park Hours and Credentials

- a) The admission fees will be Thursday free. Friday/Saturday/Sunday will be \$5.00 per person and free for 12 and under. Sunday is free for seniors (65 and older).

Moved by Katie McGuire-Blais

Seconded by Ron McDermott

(FF19-03-014) The admission fee for 2019 will be charged on Friday, Saturday and Sunday. The cost will be \$5.00 per person with kids 12 and under having free admission. Sunday will be free for senior citizens aged 65 and above. "Carried".

10. Parking

- a) Doug is going to work with the Manager of Parks and Facilities to come up with a parking plan for next meeting.

11. Amusement and Midway

- a) No new updates.

12. Bavarian Gardens

- a) Hours of Operation
 - i. No new updates.
- b) Tents/Operations
 - i. Doug is going to contact the Optimist Club for use of the rollers.
- c) Serving Staff
 - i. No new updates.
- d) Permit/Insurance
 - i. No new updates.
- e) Product Inventory/Ordering
 - i. If we have a margarita night we will need to know early on so we can ensure the proper alcohol selection is on site.

13. Security

- a) No new updates.

14. Financial

- a) If you have to spend your own money for the Festival, make sure to keep a receipt and send it to Doug for reimbursement.

15. Marketing and Social Media

- a) If anyone wants to help out with this area let Joe know.

16. Operations and Site Management

- a) There must be an emergency and safety plan. Doug wants to ensure that the committee is aware of this procedure once we get closer to the event.
- b) Doug and Joe will work on the fencing plan as Fitness Fury will be around.

17. New Business

- a) There was no new business.

18. Next Meeting Date:

- a) The next meeting will take place April 25th 2019, at 6:15PM.

19. Adjournment:

The meeting was adjourned at 8:00PM.

Moved by Ron McDermott

Seconded by Kelly McIntyre

(FF19-02-015) that the meeting be adjourn at 8:00PM. "Carried"



Joe Garon, Chair



Jake Morassut, Recording Secretary



Court of Revision Minutes

County of Essex Council Chambers

360 Fairview Ave. W., Essex, Ontario

Monday April 1, 2019 - 4:00 PM

The purpose of the meeting is to hold the Court of Revision for:
Bowler/South Malden Road Drain (Bridge for Keith Shepley, Parcel 440-00300)
Part of Lot 14, Concession S.M.R., Geographic Township of Colchester North,
Project REI2018D014, Town of Essex, County of Essex

This is pursuant to the report prepared by Gerard Rood, Professional Engineer, Rood Engineering Inc. dated July 27th, 2018 which was considered and adopted by at a Consideration Meeting held October 15, 2018 and pursuant to By-Law 1793 which received two readings by Council at its regular meeting held March 4, 2019.

This sitting of this Court of Revision was duly appointed by Council on March 4, 2019. Section 54 (1) of The Drainage Act provides that the decision of the Court of Revision can be appealed to the Drainage Tribunal within twenty-one (21) days from the date of the Court of Revision. The final day for appeal is April 22, 2019. At the first Council meeting after this date the third reading to By-Law Number 1793 will be given.

1. Roll Call:

Present: Dan Boudreau, Chair
 Kirk Carter, Board Member
 Luke Martin, Board Member

Also Present: Norman Nussio, Manager, Operations and Drainage
 Tanya Tuzlova, Drainage Clerk
 Robert Auger, Town Solicitor/Clerk
 Gerard Rood, Professional Engineer, Rood Engineering Inc.

General Public: No one from the public was in attendance

The Clerk confirmed having administered the Oaths to the Members of the Court of Revision.

The Clerk confirmed that all notices have been sent in accordance with The Drainage Act.

The meeting was called to order by the Chair at 4:05 P.M.

2. Declarations of Conflict of Interest

None declared.

3. Appeals from Landowners

The Chair advised that the purpose of the Court of Revision is to hear appeals regarding the Schedule of assessment only. The Schedule of Assessment may be altered but the total assessment must remain the same. If one assessment is reduced then another must be increased to balance.

4. List of Written Appeals of Assessment Received by the Clerk

The Chair asked if there were any appeals from landowners. The Clerk confirmed that there were no appeals.

5. Engineer to provide Background on the Drain and Proposed Project

Gerard Rood, Professional Engineer, Rood Engineering Inc. provided the summary of his Report from Rood Engineering Inc. dated July 27th, 2018.

6. Questions from Landowners

There were no questions from the landowners or the Members of the Court of Revision.

7. Court of Revision Decision

Moved by Board Member Carter

Seconded by Board Member Martin

That the assessments contained in the Report for the Bowler/South Malden Road Drain (Bridge for Keith Shepley, Parcel 440-00300) Part of Lot 14, Concession S.M.R., Geographic Township of Colchester North, Project REI2018D014, Town of Essex, County of Essex), as prepared by Gerard Rood, Professional Engineer, Rood Engineering Inc. dated July 27, 2018, be confirmed.

8. Adjournment

Moved by Board Member Carter

Seconded by Board Member Martin

That the Court of Revision be adjourned at 4:09 P.M. "Carried"

Chair

Vice-Chair

Date



2019 Operating Expense Budget Variance Report

For the month ending February 28, 2019

Please note that this Operating Report is reflective of only invoices processed to date.



2019 Operating Budget Variance Report by Division

Expenses as of February 28, 2019

Division	Actual	Budget	% Complete	Variance
General Government	\$655,581	\$8,091,444	8%	\$7,435,863
Protection to Persons and Property	\$596,873	\$6,717,237	9%	\$6,120,364
Public Works	\$685,998	\$4,955,006	14%	\$4,269,008
Health Services	\$44,175	\$282,962	16%	\$238,787
Community Services	\$864,392	\$7,111,790	12%	\$6,247,398
Planning and Development	\$101,960	\$1,836,511	6%	\$1,734,551
Environmental Services	\$625,769	\$13,536,088	5%	\$12,910,319
Totals	\$3,574,748	\$42,531,038	8%	\$38,956,290



2019 Operating Budget Variance Report

Division: General Government

Expenses as of February 28, 2019

	Actual	Budget	% Complete	Variance
Expense				
Amortization Expense	\$0	\$90,982	0%	\$90,982
Contracted Services	\$240	\$5,500	4%	\$5,260
Debt Servicing	\$0	\$8,847	0%	\$8,847
External Transfers	\$81,013	\$120,000	68%	\$38,987
Interfund Transfers - Expense	\$0	\$3,794,423	0%	\$3,794,423
Materials and Supplies	\$38,290	\$318,007	12%	\$279,717
Miscellaneous Services	\$4,075	\$461,499	1%	\$457,424
Professional Fees	\$6,087	\$193,049	3%	\$186,962
Rents and Financial Services	\$11,108	\$142,818	8%	\$131,710
Repairs and Maintenance	\$2,075	\$16,768	12%	\$14,693
Salaries, Wages, Benefits and Personnel Expenses	\$414,434	\$2,630,106	16%	\$2,215,672
Taxation Adjustments	\$936	\$170,000	1%	\$169,064
Uncollectible Taxes and Accounts Receivable	\$0	\$500	0%	\$500
Utilities, Insurance and Property Taxes	\$97,323	\$138,945	70%	\$41,622
Total Expenses	\$655,581	\$8,091,444	8%	\$7,435,863



2019 Operating Budget Variance Report

Division: Protection to Persons and Property
Expenses as of February 28, 2019

	Actual	Budget	% Complete	Variance
Expense				
Contracted Services	\$278,568	\$3,347,382	8%	\$3,068,814
Debt Servicing	\$0	\$466,294	0%	\$466,294
External Transfers	\$38,987	\$177,988	22%	\$139,001
Interfund Transfers - Expense	\$0	\$375,902	0%	\$375,902
Internal Allocations - Expense	\$0	\$121,730	0%	\$121,730
Materials and Supplies	\$9,030	\$192,353	5%	\$183,323
Miscellaneous Services	\$6,318	\$84,886	7%	\$78,568
Professional Fees	\$2,541	\$49,275	5%	\$46,734
Rents and Financial Services	\$397	\$6,300	6%	\$5,903
Repairs and Maintenance	\$22,661	\$127,746	18%	\$105,085
Salaries, Wages, Benefits and Personnel Expenses	\$159,331	\$1,624,445	0%	\$1,465,114
Utilities, Insurance and Property Taxes	\$79,040	\$142,936	55%	\$63,896
Total Expenses	\$596,873	\$6,717,237	9%	\$6,120,364



2019 Operating Budget Variance Report

Division: Public Works

Expenses as of February 28, 2019

	Actual	Budget	% Complete	Variance
Expenses				
Contracted Services	\$53,491	\$1,001,215	5%	\$947,724
Debt Servicing	\$0	\$281,209	0%	\$281,209
Internal Allocations - Expense	\$0	\$62,243	0%	\$62,243
Materials and Supplies	\$115,022	\$1,151,802	10%	\$1,036,780
Miscellaneous Services	\$2,221	\$12,675	18%	\$10,454
Professional Fees	\$12,220	\$170,000	7%	\$157,780
Rents and Financial Services	\$0	\$24,416	0%	\$24,416
Repairs and Maintenance	\$5,941	\$205,000	3%	\$199,059
Salaries, Wages, Benefits and Personnel Expenses	\$277,891	\$1,575,523	18%	\$1,297,632
Utilities, Insurance and Property Taxes	\$219,212	\$470,923	47%	\$251,711
Total Expenses	\$685,998	\$4,955,006	14%	\$4,269,008



2019 Operating Budget Variance Report

Division: Health Services

Expenses as of February 28, 2019

	Actual	Budget	% Complete	Variance
Expenses				
Contracted Services	\$40	\$160	25%	\$120
External Transfers	\$0	\$4,250	0%	\$4,250
Interfund Transfers - Expense	\$0	\$15,304	0%	\$15,304
Materials and Supplies	\$0	\$2,220	0%	\$2,220
Miscellaneous Services	\$18,576	\$107,962	17%	\$89,386
Professional Fees	\$0	\$4,000	0%	\$4,000
Rents and Financial Services	\$0	\$10,000	0%	\$10,000
Salaries, Wages, Benefits and Personnel Expenses	\$24,606	\$137,409	18%	\$112,803
Utilities, Insurance and Property Taxes	\$953	\$1,657	58%	\$704
Total Expenses	\$44,175	\$282,962	16%	\$238,787



2019 Operating Budget Variance Report

Division: Community Services

Expenses as of February 28, 2019

	Actual	Budget	% Complete	Variance
Expense				
Contracted Services	\$27,099	\$312,474	9%	\$285,375
Debt Servicing	\$0	\$1,279,521	0%	\$1,279,521
External Transfers	\$3,614	\$19,000	19%	\$15,386
Interfund Transfers - Expense	\$0	\$286,395	0%	\$286,395
Materials and Supplies	\$20,335	\$514,875	4%	\$494,540
Miscellaneous Services	\$1,937	\$157,981	1%	\$156,044
Professional Fees	\$0	\$28,000	0%	\$28,000
Rents and Financial Services	\$16,319	\$123,454	13%	\$107,135
Repairs and Maintenance	\$13,253	\$237,465	6%	\$224,212
Salaries, Wages, Benefits and Personnel Expenses	\$538,441	\$3,236,941	17%	\$2,698,500
Uncollectible Taxes and Accounts Receivable	\$0	\$2,775	0%	\$2,775
Utilities, Insurance and Property Taxes	\$243,394	\$912,909	27%	\$669,515
Total Expenses	\$864,392	\$7,111,790	12%	\$6,247,398



2019 Operating Budget Variance Report

Divison: Planning and Development
Expenses as of February 28, 2019

	Actual	Budget	% Complete	Variance
Expense				
Contracted Services	\$400	\$2,951	14%	\$2,551
Debt Servicing	\$0	\$154,051	0%	\$154,051
External Transfers	\$500	\$320,000	0%	\$319,500
Interfund Transfers - Expense	\$0	\$12,836	0%	\$12,836
Internal Allocations - Expense	\$0	\$151,080	0%	\$151,080
Materials and Supplies	\$354	\$101,584	0%	\$101,230
Miscellaneous Services	\$0	\$51,865	0%	\$51,865
Professional Fees	\$0	\$20,000	0%	\$20,000
Repairs and Maintenance	\$1,311	\$3,284	40%	\$1,973
Salaries, Wages, Benefits and Personnel Expenses	\$97,684	\$1,005,529	10%	\$907,845
Taxation Adjustments	\$0	\$2,000	0%	\$2,000
Uncategorized Expenses	\$0	\$7,500	\$0	\$7,500
Utilities, Insurance and Property Taxes	\$1,711	\$3,831	45%	\$2,120
Total Expenses	\$101,960	\$1,836,511	6%	\$1,734,551



2019 Operating Budget Variance Report

Division: Environmental Services

Expenses as of February 28, 2019

	Actual	Budget	% Complete	Variance
Expense				
Contracted Services	\$373,787	\$3,229,656	12%	\$2,855,869
Debt Servicing	\$0	\$951,999	0%	\$951,999
External Transfers	\$0	\$65,000	0%	\$65,000
Interfund Transfers - Expense	\$0	\$7,527,106	0%	\$7,527,106
Internal Allocations - Expense	\$5,877	\$226,333	3%	\$220,456
Materials and Supplies	\$2,731	\$147,557	2%	\$144,826
Miscellaneous Services	\$394	\$32,950	1%	\$32,556
Professional Fees	\$0	\$350	0%	\$350
Repairs and Maintenance	\$4,819	\$333,300	1%	\$328,481
Salaries, Wages, Benefits and Personnel Expenses	\$78,171	\$551,897	14%	\$473,726
Uncollectible Taxes and Accounts Receivable	\$0	\$2,000	0%	\$2,000
Utilities, Insurance and Property Taxes	\$159,990	\$467,940	34%	\$307,950
Total Expenses	\$625,769	\$13,536,088	5%	\$12,910,319



February 2019 Bank Payments Report

Contents Include

General Account Cheque Register

Pre-Authorized Payments

Payroll



General Account Cheque Register for February 2019

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
48918	AFF010	AFF Farms Limited	February 1, 2019	\$2,965.00
48919	AIR001	Air Liquide Canada Inc.	February 1, 2019	\$17.63
48920	AON002	Aon Reed Stenhouse Inc.	February 1, 2019	\$551,911.80
48921	ATL003	Atlas Tube Canada	February 1, 2019	\$115,074.83
48922	CAN008	Canadian Tods Limited	February 1, 2019	\$444.09
48923	CAN010	Canadian Tire Real Estate	February 1, 2019	\$12,950.82
48924	CED002	Cedar Branches Farms Inc.	February 1, 2019	\$250.00
48925	CTY002	County of Essex	February 1, 2019	\$6,692.90
48926	EMC002	EMCO Corporation	February 1, 2019	\$1,453.23
48927	ESS017	Essex Free Press	February 1, 2019	\$130.09
48928	ESS024	Essex Railway Station	February 1, 2019	\$500.00
48929	FES001	Festival Tent & Party Rentals	February 1, 2019	\$2,780.00
48930	HOW003	Howson, Walter	February 1, 2019	\$60.00
48931	HVM001	HVM Holdings Inc.	February 1, 2019	\$21,753.16
48932	MAC043	MacDonald, Heather (Petty Cash	February 1, 2019	\$244.80
48933	MAG001	Mag Mec Inc	February 1, 2019	\$146.11
48934	MAN004	Managed Network System Inc	February 1, 2019	\$124.19
48935	MCL005	McLean, Morley	February 1, 2019	\$500.00
48936	MIL032	Mills, Renee Marie	February 1, 2019	\$250.00
48937	MIN001	Minister of Finance	February 1, 2019	\$130.00
48938	PAH001	Pahl, Rainer & Lynn	February 1, 2019	\$221.00
48939	PRO004	ProTrades Mechanical Inc.	February 1, 2019	\$561.75
48940	REA016	Realtax Inc.	February 1, 2019	\$18,758.00
48941	RUS008	Russco Training Services	February 1, 2019	\$621.50
48942	SEX001	SEXAUER LTD	February 1, 2019	\$468.52
48943	TOW002	Town of Essex	February 1, 2019	\$42,712.32
48944	WEB004	Webb, Mitchel	February 1, 2019	\$1,000.00
48945	WHI022	Whitehead, Robert Andrew	February 1, 2019	\$184.00
48946	LAC007	Lacasse Spg	February 8, 2019	\$6,521.89
48947	2366803	2366803 Ontario Inc.	February 11, 2019	\$12,000.00
48948	AFF001	Afflect Sheet Metal	February 11, 2019	\$723.20
48949	CEA001	CEA AUDIO VIDEO	February 11, 2019	\$5,582.20
48950	CIN004	Cintas Canada Limited	February 11, 2019	\$487.03
48951	CLS001	Canadian Linen and Uniform Ser	February 11, 2019	\$1,198.40
48952	COO015	Coon, Michael	February 11, 2019	\$4,000.00
48953	FAS002	Fastenal Canada, LTD	February 11, 2019	\$635.48
48954	GIB008	Gibb, Rob	February 11, 2019	\$12.00
48955	JJL001	J & J Lepera Infrastructures I	February 11, 2019	\$13,221.00
48956	MIN001	Minister of Finance	February 11, 2019	\$278,449.00
48957	MIN005	Minney, James	February 11, 2019	\$6,000.00
48958	MUN009	Municipal World Inc.	February 11, 2019	\$133.90
48959	NJP001	N.J. Peralta Engineering Ltd	February 11, 2019	\$7,942.21
48960	PRE012	Preview Inspections & Consulti	February 11, 2019	\$5,085.00
48961	REF001	Refac Industrial Contractors	February 11, 2019	\$167.04
48962	STR020	Streetscan Canada ULC	February 11, 2019	\$53,327.41
48963	TIE004	Tiessen, Scott & Natasha	February 11, 2019	\$750.00
48964	WOL002	Wolf Hooker Professional Corpo	February 11, 2019	\$4,878.02
48965	ESS063	Essex Community Services	February 11, 2019	\$20,000.00
48966	ACC009	Access County Community Suppor	February 15, 2019	\$9,201.00
48967	ANC001	Anchem Sales	February 15, 2019	\$633.71
48968	APP005	Applied Computer Solutions Inc	February 15, 2019	\$206.51
48969	AQU001	Aquam Inc	February 15, 2019	\$756.12
48970	BEL017	Bell Canada-Public Access	February 15, 2019	\$56.50
48971	CAN006	Canada Post Corporation	February 15, 2019	\$1,516.19
48972	CAN032	Canadian Transportation Museum	February 15, 2019	\$2,000.00
48973	CCC002	Colonial Coffee Co. Ltd.	February 15, 2019	\$45.92
48974	CED004	Cedar Manor Farms	February 15, 2019	\$5,531.35
48975	CIN001	Cintas Canada Limited	February 15, 2019	\$87.38
48976	CLA007	Classic Displays	February 15, 2019	\$365.63
48977	COM008	Computer Plug Inc.	February 15, 2019	\$172.40
48978	COR004	Corporate Billing Inc.	February 15, 2019	\$466.65
48979	CTY002	County of Essex	February 15, 2019	\$7,632.00
48980	CUL001	Culligan Water	February 15, 2019	\$60.67
48981	DAR001	Darch Fire	February 15, 2019	\$7,436.11
48982	ESS027	Essex Retirees' Social Club	February 15, 2019	\$8,898.00



General Account Cheque Register for February 2019

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
48983	ESS096	Essex Law Association	February 15, 2019	\$125.00
48984	FAM002	Family Services Windsor-Essex	February 15, 2019	\$150.00
48985	GAR014	Gardner Denver Canada Corp	February 15, 2019	\$1,722.72
48986	HAR054	Harrow Early Immigrant Researc	February 15, 2019	\$1,500.00
48987	KIN003	Kingsville Essex Associated Ba	February 15, 2019	\$5,000.00
48988	KIN009	Kingsville Roofing	February 15, 2019	\$2,030.27
48989	KIW001	Kiwanis Club of Windsor	February 15, 2019	\$7,000.00
48990	LAC007	Lacasse Spg	February 15, 2019	\$327.01
48991	MAI016	Mailloux, Joe	February 15, 2019	\$12.00
48992	MAR097	Marion, Christine	February 15, 2019	\$60.00
48993	MCC027	McCoy, Matt	February 15, 2019	\$72.00
48994	MCT001	McTague Law Firm LLP	February 15, 2019	\$857.67
48995	MIN004	Minister of Finance	February 15, 2019	\$169.50
48996	MYE002	Myers Truck & Trailer Repair	February 15, 2019	\$152.55
48997	OMF001	OMFPOA	February 15, 2019	\$150.00
48998	PRE007	Precision Motor Repair	February 15, 2019	\$4,265.75
48999	SEX001	SEXAUER LTD	February 15, 2019	\$1,871.50
49000	SOU016	Sound Barriers	February 15, 2019	\$1,877.25
49001	VAB001	Vabs Stages	February 15, 2019	\$1,000.00
49002	VAN008	Evert Van Doorn Construction	February 15, 2019	\$348.60
49003	VIC007	Vickerd, Josh	February 15, 2019	\$72.00
49004	WIN027	Windsor Starter's Powerhouse	February 15, 2019	\$640.71
49005	WIN055	Windsor-Essex Therapeutic Ridi	February 15, 2019	\$1,500.00
49006	XER001	Xerox Canada	February 15, 2019	\$777.69
49007	MIN004	Minister of Finance	February 19, 2019	\$612.00
49008	CHA035	Chaps and Spurs Country Fest	February 22, 2019	\$320.00
49009	155002	1552843 Ontario Ltd	February 26, 2019	\$1,000.00
49010	2370851	2370851 Ontario Ltd.	February 26, 2019	\$1,524.82
49011	AIR001	Air Liquide Canada Inc.	February 26, 2019	\$17.16
49012	AON002	Aon Reed Stenhouse Inc.	February 26, 2019	\$204.12
49013	BER015	Bernardi Human Resource Law LL	February 26, 2019	\$2,951.00
49014	BKC001	B.K. Cornerstone	February 26, 2019	\$2,000.00
49015	CAD002	Caduceon Enterprises Inc.	February 26, 2019	\$646.38
49016	COG001	Cogeco Payment Centre	February 26, 2019	\$1,009.70
49017	COM016	Communities in Bloom	February 26, 2019	\$456.75
49018	COT006	Cottam Radiator	February 26, 2019	\$1,191.58
49019	CTS001	County Towing Inc.	February 26, 2019	\$138.43
49020	CTY004	The Corporation of the City of	February 26, 2019	\$11,421.97
49021	CUL001	Culligan Water	February 26, 2019	\$43.21
49022	ERC001	Essex Region Conservation Auth	February 26, 2019	\$6,804.08
49023	ESS017	Essex Free Press	February 26, 2019	\$2,073.13
49024	FAM002	Family Services Windsor-Essex	February 26, 2019	\$950.00
49025	GAG021	Gagnon Construction	February 26, 2019	\$500.00
49026	GIB008	Gibb, Rob	February 26, 2019	\$254.24
49027	HAR001	The Harrow News & County Print	February 26, 2019	\$1,043.74
49028	HAR009	Harrow Fair	February 26, 2019	\$175.00
49029	HAR062	Harris, Ken	February 26, 2019	\$1,500.00
49030	HEW001	Jeffrey J. Hewitt, Lawyer	February 26, 2019	\$2,203.50
49031	HOM006	Homenuik, Jeff	February 26, 2019	\$101.69
49032	JIR001	Jireh Tools	February 26, 2019	\$642.97
49033	KNI003	1797465 Ontario Ltd.	February 26, 2019	\$9,706.70
49034	LAC007	Lacasse Spg	February 26, 2019	\$6,778.96
49035	LAK006	Lakeshore Paint and Supply	February 26, 2019	\$63.79
49036	LEN002	Len Taylor & Sons Ltd	February 26, 2019	\$728.85
49037	LIG003	Lighthouse Electric	February 26, 2019	\$495.20
49038	MUN012	Munger Plumbing & Electric	February 26, 2019	\$1,562.09
49039	PAR006	Parks & Recreation Ontario	February 26, 2019	\$607.60
49040	PRA001	Praxair Canada Inc	February 26, 2019	\$515.80
49041	PRE007	Precision Motor Repair	February 26, 2019	\$75.15
49042	REA016	Realtax Inc.	February 26, 2019	\$1,231.70
49043	REC001	Receiver General	February 26, 2019	\$850.00
49044	REC003	Receiver General for Canada	February 26, 2019	\$569.00
49045	SEX001	SEXAUER LTD	February 26, 2019	\$1,092.73
49046	SNG001	Stop N Go	February 26, 2019	\$444.84
49047	SOS001	SOS 4 Kids Inc	February 26, 2019	\$1,685.43



General Account Cheque Register for February 2019

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
49048	SOU040	Southwest Fire Academy	February 26, 2019	\$1,900.66
49049	SUN010	Sunparlour Locksmiths Mobile S	February 26, 2019	\$755.41
49050	TEC004	Technical Standards & Safety A	February 26, 2019	\$528.00
49051	TOW002	Town of Essex	February 26, 2019	\$4,730.00
49052	TOW010	Town of Essex	February 26, 2019	\$497.62
49053	VLO003	Vlodarchyk, Paul	February 26, 2019	\$506.00
49054	WIN067	Windsor Window Imaging Inc.	February 26, 2019	\$367.25
49055	XER001	Xerox Canada	February 26, 2019	\$17.38
49056	CTR001	Canadian Tire #172	February 27, 2019	\$648.97
49057	GAG018	Gagne, Martin	February 28, 2019	\$3,468.00
EFT000345	BEZ001	Bezaire, Mike	February 1, 2019	\$581.95
EFT000346	COM030	Commercial Cleaning Services	February 1, 2019	\$4,410.41
EFT000347	EMP003	Empire Communications	February 1, 2019	\$654.13
EFT000348	EMP006	Empire Business Continuity Con	February 1, 2019	\$531.55
EFT000349	GIR011	Aubin, Sarah	February 1, 2019	\$35.96
EFT000350	HAM010	Hamilton, Nathan	February 1, 2019	\$12.00
EFT000351	HEA002	Heaton Sanitation	February 1, 2019	\$1,017.00
EFT000352	HOL001	Holland Cleaning Solutions Ltd	February 1, 2019	\$1,756.08
EFT000353	KEL001	Kelcom - Windsor Copier Inc.	February 1, 2019	\$78.46
EFT000354	MAR060	Martynse, Bruce	February 1, 2019	\$12.00
EFT000355	NEV002	Neveu, Tom	February 1, 2019	\$146.89
EFT000356	PUR001	Purolator Inc.	February 1, 2019	\$40.23
EFT000357	REG001	Reg Clark Truck Ltd	February 1, 2019	\$40,434.24
EFT000358	SNI001	Snively, Lawrence	February 1, 2019	\$356.12
EFT000359	VER014	Verbeek, Kim	February 1, 2019	\$1,497.65
EFT000360	WAV002	Wave Direct Telecommunications	February 1, 2019	\$662.39
EFT000361	WIN010	Windsor-Essex County Humane So	February 1, 2019	\$290.00
EFT000362	WOL004	Wolseley Canada Inc	February 1, 2019	\$111.97
EFT000363	AFF004	Affleck, Jay	February 11, 2019	\$175.40
EFT000364	BEZ001	Bezaire, Mike	February 11, 2019	\$3,716.64
EFT000365	BOW001	Bowman, Morley	February 11, 2019	\$97.56
EFT000366	DIA003	Diamond Software, Inc.	February 11, 2019	\$48,370.20
EFT000367	DOM002	DOMINION TREE SERVICE INC	February 11, 2019	\$14,040.25
EFT000368	KLI003	Klie, Rodney	February 11, 2019	\$36.00
EFT000369	LAN010	Landscape Effects Group	February 11, 2019	\$1,740.20
EFT000370	LEK001	Lekter Industrial Services Inc	February 11, 2019	\$11,749.74
EFT000371	MEL044	Meloche, Jeff	February 11, 2019	\$17.81
EFT000372	RCS001	RC Spencer Associates Inc.	February 11, 2019	\$2,263.39
EFT000373	SKY004	SkyMobile	February 11, 2019	\$16,519.47
EFT000374	SLR001	SLR Contracting Group Inc.	February 11, 2019	\$52,678.40
EFT000375	VOL001	E.R. Vollans Ltd.	February 11, 2019	\$53.21
EFT000376	120001	1206662 Ontario Ltd	February 15, 2019	\$17,718.40
EFT000377	ABB002	Abbott, Tom	February 15, 2019	\$84.00
EFT000378	AGR002	Agris Co-Operative Ltd.	February 15, 2019	\$10,621.25
EFT000379	AUT001	Auto Barn Parts	February 15, 2019	\$224.78
EFT000380	BAK006	Baker, Glen	February 15, 2019	\$48.00
EFT000381	BEZ001	Bezaire, Mike	February 15, 2019	\$1,163.90
EFT000382	BLA011	Black & McDonald Limited	February 15, 2019	\$360.23
EFT000383	CIM001	CIMCO Refrigeration	February 15, 2019	\$1,856.03
EFT000384	COM030	Commercial Cleaning Services	February 15, 2019	\$6,332.77
EFT000385	DER002	Deroy, Clint	February 15, 2019	\$60.00
EFT000386	DIA003	Diamond Software, Inc.	February 15, 2019	\$2,915.40
EFT000387	DIE003	Diemer, Al	February 15, 2019	\$84.00
EFT000388	EMP003	Empire Communications	February 15, 2019	\$3,584.19
EFT000389	EVA001	Evans Utility & Municipal Prod	February 15, 2019	\$257.08
EFT000390	GRA025	Grand & Toy	February 15, 2019	\$446.37
EFT000391	HAM010	Hamilton, Nathan	February 15, 2019	\$24.00
EFT000392	HAY001	Hayes Brothers Excavating & Tr	February 15, 2019	\$5,921.20
EFT000393	HOL001	Holland Cleaning Solutions Ltd	February 15, 2019	\$1,891.07
EFT000394	HUR007	Hurricane SMS Inc.	February 15, 2019	\$1,186.50
EFT000395	JAC001	Jack's Auto Service	February 15, 2019	\$1,722.70
EFT000396	JAN005	Janisse, Chris	February 15, 2019	\$96.00
EFT000397	JEF001	Jeff Shepley Excavating Ltd.	February 15, 2019	\$340.36
EFT000398	JOL001	Jolicoeur, Jason	February 15, 2019	\$253.75
EFT000399	JUT001	Jutzi Water Technologies	February 15, 2019	\$192.10



General Account Cheque Register for February 2019

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
EFT000400	KNI001	Knight, James	February 15, 2019	\$84.00
EFT000401	LAN010	Landscape Effects Group	February 15, 2019	\$8,427.54
EFT000402	LEK001	Lekter Industrial Services Inc	February 15, 2019	\$473.47
EFT000403	LIF001	Lifesaving Society	February 15, 2019	\$1,530.75
EFT000404	MOO007	Moore, Scott	February 15, 2019	\$96.00
EFT000405	MOR009	Morassut, Jake	February 15, 2019	\$12.00
EFT000406	NEL002	Nella Cutlery (Hamilton) Inc.	February 15, 2019	\$67.80
EFT000407	NEV002	Neveu, Tom	February 15, 2019	\$12.00
EFT000408	ONT026	Ontario One Call Ltd	February 15, 2019	\$207.54
EFT000409	PUR001	Purolator Inc.	February 15, 2019	\$123.99
EFT000410	SEC002	Security One Alarm Systems Ltd	February 15, 2019	\$459.31
EFT000411	SEW003	The Sewing Shoppe	February 15, 2019	\$242.95
EFT000412	SMI037	Smith, Sara	February 15, 2019	\$26.68
EFT000413	TWO001	Two Way Automotive	February 15, 2019	\$37.64
EFT000414	VAL009	Valvoline Express Care	February 15, 2019	\$48.53
EFT000415	VAN029	Vander Doelen, Chris	February 15, 2019	\$250.45
EFT000416	VIK001	Viking Cives Ltd	February 15, 2019	\$259.21
EFT000417	WIN005	WFS Ltd	February 15, 2019	\$303.34
EFT000418	WOL004	Wolseley Canada Inc	February 15, 2019	\$6,046.43
EFT000419	AUT001	Auto Barn Parts	February 26, 2019	\$297.27
EFT000420	BEZ001	Bezaire, Mike	February 26, 2019	\$7,150.14
EFT000421	BOR007	Bortolotto, Katie	February 26, 2019	\$29.00
EFT000422	CAR011	Carrier Centers	February 26, 2019	\$194.01
EFT000423	COM030	Commercial Cleaning Services	February 26, 2019	\$644.10
EFT000424	CUP001	Canadian Union of Public Emplo	February 26, 2019	\$3,409.60
EFT000425	ESO001	eSolutions Group	February 26, 2019	\$35.31
EFT000426	ESS084	Essex County K9 Services	February 26, 2019	\$2,700.70
EFT000427	GRE001	Great Lakes Safety Products	February 26, 2019	\$1,424.81
EFT000428	GRE003	Greater Essex County District	February 26, 2019	\$20,312.19
EFT000429	GRE005	Green Shield Canada	February 26, 2019	\$49,419.92
EFT000430	HAM010	Hamilton, Nathan	February 26, 2019	\$36.00
EFT000431	KEL001	Kelcom - Windsor Copier Inc.	February 26, 2019	\$135.60
EFT000432	KEN002	Ken Lapain & Sons Ltd.	February 26, 2019	\$126.48
EFT000433	KLI003	Klie, Rodney	February 26, 2019	\$36.00
EFT000434	LEK001	Lekter Industrial Services Inc	February 26, 2019	\$2,448.57
EFT000435	MON001	Monarch Office Supply Inc.	February 26, 2019	\$2,614.28
EFT000436	NEL002	Nella Cutlery (Hamilton) Inc.	February 26, 2019	\$237.30
EFT000437	NEP002	Nepszy, Chris	February 26, 2019	\$471.90
EFT000438	OME001	OMERS	February 26, 2019	\$111,684.16
EFT000439	REG001	Reg Clark Truck Ltd	February 26, 2019	\$25,458.01
EFT000440	RES002	Resurfice Corp.	February 26, 2019	\$199.39
EFT000441	SUN002	Sun Life Assurance Company of	February 26, 2019	\$12,980.71
EFT000442	VAL009	Valvoline Express Care	February 26, 2019	\$129.30
EFT000443	WAS004	Waste Connections of Canada In	February 26, 2019	\$998.16
EFT000444	WIN010	Windsor-Essex County Humane So	February 26, 2019	\$100.00
EFT000445	WOL004	Wolseley Canada Inc	February 26, 2019	\$4,008.07
EFT000446	XMA001	Town of Essex Employees Christ	February 26, 2019	\$7,070.00
EFT000447	ESS019	Essex Home Hardware	February 27, 2019	\$734.57
EFT000448	HHH001	Harrow Home Hardware	February 27, 2019	\$4,731.52
Total Cheques				\$4,329,963.01



Preauthorized Payments for February 2019

Date	Vendor	Description	Amount
February 15, 2019	957590 Global Leasing 15	Miscellaneous Payment	\$319.89
February 19, 2019	Allstream	Bill Payment	\$64.52
February 19, 2019	Allstream	Bill Payment	\$64.52
February 19, 2019	Allstream	Bill Payment	\$66.16
February 19, 2019	Allstream	Bill Payment	\$117.80
February 21, 2019	Allstream	Bill Payment	\$60.96
February 21, 2019	Allstream	Bill Payment	\$60.96
February 21, 2019	Allstream	Bill Payment	\$70.00
February 21, 2019	Allstream	Bill Payment	\$71.81
February 25, 2019	Allstream	Bill Payment	\$61.64
February 25, 2019	Allstream	Bill Payment	\$93.90
February 25, 2019	Allstream	Bill Payment	\$257.53
February 25, 2019	Allstream	Bill Payment	\$45.61
February 21, 2019	Allstream	Bill Payment	\$45.54
February 15, 2019	BAM Fee	Lease Payment	\$10.00
February 1, 2019	Bell Canada	Bill Payment	\$382.53
February 4, 2019	Bell Canada	Bill Payment	\$148.34
February 13, 2019	Bell Canada	Bill Payment	\$68.80
February 19, 2019	Bell Canada	Bill Payment	\$226.96
February 19, 2019	Bell Canada	Bill Payment	\$118.54
February 25, 2019	Bell Canada	Bill Payment	\$147.36
February 25, 2019	Bell Canada	Bill Payment	\$187.43
February 25, 2019	Bell Canada	Bill Payment	\$198.31
February 25, 2019	Bell Canada	Bill Payment	\$400.30
February 25, 2019	Bell Canada	Bill Payment	\$68.78
February 25, 2019	Bell Canada	Bill Payment	\$88.05
February 25, 2019	Bell Canada	Bill Payment	\$88.05
February 25, 2019	Bell Canada	Bill Payment	\$88.05
February 25, 2019	Bell Canada	Bill Payment	\$88.05
February 25, 2019	Bell Canada	Bill Payment	\$88.05
February 25, 2019	Bell Canada	Bill Payment	\$161.59
February 25, 2019	Bell Canada	Bill Payment	\$699.44
February 26, 2019	Dell Finance	Lease Payment	\$164.77
February 21, 2019	Dell Finance	Lease Payment	\$87.21
February 11, 2019	Dell Finance	Lease Payment	\$2,491.03
February 15, 2019	Dell Finance	Lease Payment	\$13.89
February 19, 2019	Dell Finance	Lease Payment	\$17.48
February 4, 2019	Dell Finance	Lease Payment	\$17.48
February 19, 2019	ELK Energy	Bill Payment	\$17.48
February 19, 2019	ELK Energy	Bill Payment	\$18.57
February 19, 2019	ELK Energy	Bill Payment	\$19.30
February 19, 2019	ELK Energy	Bill Payment	\$19.30
February 19, 2019	ELK Energy	Bill Payment	\$19.30
February 19, 2019	ELK Energy	Bill Payment	\$19.30
February 19, 2019	ELK Energy	Bill Payment	\$20.76
February 19, 2019	ELK Energy	Bill Payment	\$21.70
February 19, 2019	ELK Energy	Bill Payment	\$25.68
February 19, 2019	ELK Energy	Bill Payment	\$26.47
February 19, 2019	ELK Energy	Bill Payment	\$27.47
February 19, 2019	ELK Energy	Bill Payment	\$27.87
February 19, 2019	ELK Energy	Bill Payment	\$30.70
February 19, 2019	ELK Energy	Bill Payment	\$34.86
February 19, 2019	ELK Energy	Bill Payment	\$39.18
February 19, 2019	ELK Energy	Bill Payment	\$41.56
February 19, 2019	ELK Energy	Bill Payment	\$41.65
February 19, 2019	ELK Energy	Bill Payment	\$42.62
February 19, 2019	ELK Energy	Bill Payment	\$44.28
February 19, 2019	ELK Energy	Bill Payment	\$48.14
February 19, 2019	ELK Energy	Bill Payment	\$49.32
February 19, 2019	ELK Energy	Bill Payment	\$50.55



Preauthorized Payments for February 2019

Date	Vendor	Description	Amount
February 19, 2019	ELK Energy	Bill Payment	\$59.90
February 19, 2019	ELK Energy	Bill Payment	\$61.58
February 19, 2019	ELK Energy	Bill Payment	\$81.44
February 19, 2019	ELK Energy	Bill Payment	\$82.28
February 19, 2019	ELK Energy	Bill Payment	\$97.89
February 19, 2019	ELK Energy	Bill Payment	\$110.15
February 19, 2019	ELK Energy	Bill Payment	\$111.60
February 19, 2019	ELK Energy	Bill Payment	\$112.01
February 19, 2019	ELK Energy	Bill Payment	\$112.28
February 19, 2019	ELK Energy	Bill Payment	\$118.60
February 19, 2019	ELK Energy	Bill Payment	\$127.25
February 19, 2019	ELK Energy	Bill Payment	\$142.81
February 19, 2019	ELK Energy	Bill Payment	\$142.81
February 19, 2019	ELK Energy	Bill Payment	\$147.49
February 19, 2019	ELK Energy	Bill Payment	\$162.74
February 19, 2019	ELK Energy	Bill Payment	\$175.54
February 19, 2019	ELK Energy	Bill Payment	\$193.59
February 19, 2019	ELK Energy	Bill Payment	\$212.59
February 19, 2019	ELK Energy	Bill Payment	\$235.63
February 19, 2019	ELK Energy	Bill Payment	\$262.21
February 19, 2019	ELK Energy	Bill Payment	\$453.39
February 19, 2019	ELK Energy	Bill Payment	\$585.88
February 19, 2019	ELK Energy	Bill Payment	\$612.19
February 19, 2019	ELK Energy	Bill Payment	\$829.86
February 19, 2019	ELK Energy	Bill Payment	\$858.98
February 19, 2019	ELK Energy	Bill Payment	\$863.62
February 19, 2019	ELK Energy	Bill Payment	\$1,259.61
February 19, 2019	ELK Energy	Bill Payment	\$1,693.82
February 19, 2019	ELK Energy	Bill Payment	\$2,166.81
February 19, 2019	ELK Energy	Bill Payment	\$3,114.63
February 19, 2019	ELK Energy	Bill Payment	\$5,745.72
February 19, 2019	ELK Energy	Bill Payment	\$9,455.43
February 19, 2019	ELK Energy	Bill Payment	\$10,898.86
February 26, 2019	Essex Power	Bill Payment	\$13,589.60
February 26, 2019	Essex Power	Bill Payment	\$13,645.79
February 5, 2019	Hydro One	Bill Payment	\$34,685.12
February 11, 2019	Hydro One	Bill Payment	\$5.80
February 11, 2019	Hydro One	Bill Payment	\$106.30
February 11, 2019	Hydro One	Bill Payment	\$258.02
February 11, 2019	Hydro One	Bill Payment	\$3,488.92
February 11, 2019	Hydro One	Bill Payment	\$44.74
February 12, 2019	Hydro One	Bill Payment	\$422.25
February 12, 2019	Hydro One	Bill Payment	\$5,858.44
February 19, 2019	Hydro One	Bill Payment	\$7,838.08
February 19, 2019	Hydro One	Bill Payment	\$8,339.79
February 19, 2019	Hydro One	Bill Payment	\$29.86
February 19, 2019	Hydro One	Bill Payment	\$29.86
February 19, 2019	Hydro One	Bill Payment	\$56.58
February 19, 2019	Hydro One	Bill Payment	\$68.24
February 19, 2019	Hydro One	Bill Payment	\$92.64
February 19, 2019	Hydro One	Bill Payment	\$577.34
February 19, 2019	Hydro One	Bill Payment	\$37.58
February 19, 2019	Hydro One	Bill Payment	\$602.03
February 19, 2019	Hydro One	Bill Payment	\$29.86
February 19, 2019	Hydro One	Bill Payment	\$36.35
February 20, 2019	Hydro One	Bill Payment	\$54.44
February 20, 2019	Hydro One	Bill Payment	\$30.12
February 25, 2019	Hydro One	Bill Payment	\$495.61
February 25, 2019	Hydro One	Bill Payment	\$538.57
February 25, 2019	Hydro One	Bill Payment	\$190.23



Preauthorized Payments for February 2019

Date	Vendor	Description	Amount
February 25, 2019	Hydro One	Bill Payment	\$79.17
February 25, 2019	Hydro One	Bill Payment	\$86.94
February 25, 2019	Hydro One	Bill Payment	\$91.51
February 25, 2019	Hydro One	Bill Payment	\$116.98
February 25, 2019	Hydro One	Bill Payment	\$125.48
February 25, 2019	Hydro One	Bill Payment	\$416.13
February 25, 2019	Hydro One	Bill Payment	\$36.32
February 27, 2019	Hydro One	Bill Payment	\$41.84
February 11, 2019	Ontario Clean Water	Miscellaneous Payment	\$2,455.71
February 19, 2019	Reliance Comfort	Bill Payment	\$87,699.08
February 22, 2019	Reliance Comfort	Bill Payment	\$33.90
February 25, 2019	Reliance Comfort	Bill Payment	\$28.70
February 26, 2019	Reliance Comfort	Bill Payment	\$51.30
February 27, 2019	Reliance Comfort	Bill Payment	\$28.70
February 27, 2019	Reliance Comfort	Bill Payment	\$16.95
February 27, 2019	Reliance Comfort	Bill Payment	\$28.70
February 27, 2019	Sepp Superpass	Bill Payment	\$159.10
February 19, 2019	Telus Mobility	Bill Payment	\$190.95
February 11, 2019	US Bank	Bill Payment	\$2,924.16
February 4, 2019	Union Gas Limited	Bill Payment	\$11,378.17
February 4, 2019	Union Gas Limited	Bill Payment	\$57.90
February 4, 2019	Union Gas Limited	Bill Payment	\$115.98
February 4, 2019	Union Gas Limited	Bill Payment	\$188.28
February 4, 2019	Union Gas Limited	Bill Payment	\$303.95
February 4, 2019	Union Gas Limited	Bill Payment	\$443.29
February 5, 2019	Union Gas Limited	Bill Payment	\$766.30
February 5, 2019	Union Gas Limited	Bill Payment	\$1,455.67
February 7, 2019	Union Gas Limited	Bill Payment	\$70.77
February 7, 2019	Union Gas Limited	Bill Payment	\$77.77
February 7, 2019	Union Gas Limited	Bill Payment	\$118.75
February 21, 2019	Union Gas Limited	Bill Payment	\$82.22
February 21, 2019	Union Gas Limited	Bill Payment	\$292.44
February 21, 2019	Union Gas Limited	Bill Payment	\$367.55
February 21, 2019	Union Gas Limited	Bill Payment	\$587.65
February 25, 2019	Union Gas Limited	Bill Payment	\$108.84
February 25, 2019	Union Gas Limited	Bill Payment	\$179.50
February 26, 2019	Union Gas Limited	Bill Payment	\$730.32
February 26, 2019	Union Gas Limited	Bill Payment	\$1,125.01
February 26, 2019	Union Gas Limited	Bill Payment	\$4,379.57
February 28, 2019	Union Gas Limited	Bill Payment	\$183.50
February 28, 2019	Union Gas Limited	Bill Payment	\$473.95
February 1, 2019	Union Water WBP	Bill Payment	\$777.57
February 21, 2019	Windsor Disposal Services Group	Miscellaneous Payment	\$38,917.50
February 21, 2019	Windsor Disposal Services Group	Miscellaneous Payment	\$179.40
Total Pre-Authorized Payments			\$298,400.21



Payroll for February 2019

Pay Week Ending	Pay Date	Amount
February 2, 2019	February 7, 2019	\$84,742.26
February 9, 2019	February 14, 2019	\$87,664.93
February 16, 2019	February 21, 2019	\$83,990.71
February 23, 2019	February 28, 2019	\$84,763.94
Council Remuneration February	February 28, 2019	\$12,505.81
Total		\$353,667.65

The following Notice of Motion was presented at the April 1, 2019 Regular Council Meeting and is being brought forward for consideration this evening:

Moved by Councillor Bondy

Seconded by

That Council direct Administration to develop an affordable municipal housing strategy, due to the urgent housing crisis in Windsor and Essex County.

The Corporation of the Town of Essex

By-Law Number 1800

Being a by-law to confirm the proceedings of the April 1, 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 April 1, 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 April 1, 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 April 1, 2019.

Mayor

Clerk

Read a third time and finally adopted on April 15, 2019.

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 1802

Being a by-law to provide for the issue of debentures in the amount of \$17,551.04 for works completed for drains

Whereas the Council of the Corporation of the Town of Essex by way of By-Law approved works for the Drains outlined in Schedule “A” to this By-Law;

And whereas certain benefitting property owners as set out in Schedule “A” have opted to have their portion of the costs for the Drain works added to their annual tax bill over a five-year period as detailed in Schedule “B” attached to this By-Law;

And whereas the Town of Essex Landfill Reserve has sufficient funds to provide such long-term borrowing in the amount of \$17,551.04;

And whereas the Council of the Corporation of the Town of Essex is, by Section 408 of the Municipal Act, 2001 and amendments thereto, authorized to enact as hereinafter set forth;

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

1. The amounts authorized to be borrowed in lawful money of Canada by this by-law is hereby consolidated into the sum of \$17,551.04 in lawful money of Canada and debentures shall be issued in the principal amount of \$17,551.04 and shall be payable as to both principal and interest in lawful money of Canada.
2. The debentures shall be dated the 15th day of April, 2019 and shall be payable in five (5) annual installments of principal on the 31st day of July in each of the years 2019 to 2023, inclusive, and shall bear interest payable annually commencing on July 31st, 2019, and in each of the years 2019 to 2023 inclusive, with final interest payable in 2023 as set forth in Schedule “B” attached hereto and forming part of this by-law. The debentures maturing in the years 2019 to 2023, inclusive, shall bear interest at a rate of 3.45% per annum. Interest and principal shall be proportionately added to the tax accounts of the property owners specified in Schedule “A” at the amounts set out in Schedule “B”.
3. The rates established by this by-law shall be levied, collected and applied for the purpose of providing for the payment of the debentures issued under this by-law and the interest thereon, as set forth in Schedule “B”.

4. This by-law shall come into force and effect on April 15th, 2019.

Read a first, a second and a third time and finally passed this 15th day of April 2019.

Mayor

Clerk

The Corporation of the Town of Essex

Schedule "A" to By-Law Number 1802

Approved Drain Works

Description of Drain Works	Roll Number	By-Law Number	Amount to be Debentured
Thompson Drain	470000005200000	1666	\$17,551.04

The Corporation of the Town of Essex

Schedule "B" to by-Law Number 1802

Approved Drain Works - Long-Term Borrowing Repayment

Year	Principal Payment	Interest Payment	Total Principal and Interest	Unmatured Principal
				\$17,551.04
2019	\$3,272.59	\$554.09	\$3,826.68	\$14,278.45
2020	\$3,387.30	\$439.38	\$3,826.68	\$10,891.15
2021	\$3,506.03	\$320.65	\$3,826.68	\$7,385.12
2022	\$3,628.92	\$197.76	\$3,826.68	\$3,756.20
2023	\$3,756.20	\$70.54	\$3,826.74	\$0.00

**Borrowing By-law for Municipalities
Not Within a Regional Municipality,
the County of Oxford or The District
Municipality of Muskoka – Form 1**
Tile Drainage Act, R.S.O. 1990, c. T.8, subs. 2(1)

Borrowing By-law of the Corporation of the Town **of** Essex
By-law Number 1809

A by-law to raise money to aid in the construction of drainage works under the *Tile Drainage Act*.

The council, pursuant to the *Tile Drainage Act*, enacts as follows:

1. The Corporation of the Town of Essex may, subject to the provisions of this by-law, borrow on the credit of the Corporation such sums not exceeding in the whole \$45,000.00 as determined by the council, and may issue debentures of the Corporation for the amount borrowed as provided in the *Act* payable to the Minister of Finance, which debentures shall reserve the right to prepay the whole or any part of principal and interest owing at the time of such prepayment.
2. Where an application for a loan under the *Act* is approved by the council and the inspector of drainage has filed with the clerk an Inspection and Completion Certificate, the council may include a sum, not exceeding the amount applied for or seventy-five percent of the total cost of the drainage works with respect to which the loan is made, in a debenture payable to the Minister of Finance in accordance with the *Act*, and may approve of the Corporation lending the said sum to the applicant.
3. A special annual rate shall be imposed, levied and collected over and above all other rates upon the land in respect of which the money is borrowed, sufficient for the payment of the principal and interest as provided by the *Act*.

First reading 2019/04/15

Second reading 2019/04/15

Provisionally adopted this 15 day of April, 2019

Name of Head of Council (Last, First Name) Snivey, Larry	Signature
Name of Clerk (Last, First Name) Auger, Robert	Signature

Third reading 2019/04/15

Enacted this 15 day of April, 2019

Name of Head of Council (Last, First Name)

Snively, Larry

Signature

Corporate Seal

Name of Clerk (Last, First Name)

Auger, Robert

Signature

I, Robert Auger

clerk of the Corporation of the Town of Essex,

certify that the above by-law was duly passed by the council of the Corporation and is a true copy thereof.

Corporate Seal

Name of Clerk (Last, First Name)

Auger, Robert

Signature

The Corporation of the Town of Essex

By-Law Number 1811

Being a by-law to provide for the issue of debentures in the amount of \$71,930.84 for works completed for drains

Whereas the Council of the Corporation of the Town of Essex by way of By-Law approved works for the Drains outlined in Schedule "A" to this By-Law;

And whereas certain benefitting property owners as set out in Schedule "A" have opted to have their portion of the costs for the Drain works added to their annual tax bill over a ten-year period as detailed in Schedule "B" attached to this By-Law;

And whereas the Town of Essex Landfill Reserve has sufficient funds to provide such long-term borrowing in the amount of \$71,930.84;

And whereas the Council of the Corporation of the Town of Essex is, by Section 408 of the Municipal Act, 2001 and amendments thereto, authorized to enact as hereinafter set forth;

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

1. The amounts authorized to be borrowed in lawful money of Canada by this by-law is hereby consolidated into the sum of \$71,930.84 in lawful money of Canada and debentures shall be issued in the principal amount of \$71,930.84 and shall be payable as to both principal and interest in lawful money of Canada.
2. The debentures shall be dated the 15th day of April, 2019 and shall be payable in ten (10) annual installments of principal on the 31st day of July in each of the years 2019 to 2028, inclusive, and shall bear interest payable annually commencing on July 31st, 2019, and in each of the years 2019 to 2028 inclusive, with final interest payable in 2028 as set forth in Schedule "B" attached hereto and forming part of this by-law. The debentures maturing in the years 2019 to 2028, inclusive, shall bear interest at a rate of 3.95% per annum. Interest and principal shall be proportionately added to the tax accounts of the property owners specified in Schedule "A" at the amounts set out in Schedule "B".
3. The rates established by this by-law shall be levied, collected and applied for the purpose of providing for the payment of the debentures issued under this by-law and the interest thereon, as set forth in Schedule "B".

4. This by-law shall come into force and effect on April 15th, 2019.

Read a first, a second and a third time and finally passed this 15th day of April 2019.

Mayor

Clerk

The Corporation of the Town of Essex

Schedule "A" to By-Law Number 1811

Approved Drain Works

Description of Drain Works	Roll Number	By-Law Number	Amount to be Debentured
Southwest Branch of Shepley Drain	640000325000000	1575	\$34,794.48
Southwest Branch of Shepley Drain	640000323010000	1575	\$19,115.95
Southwest Branch of Shepley Drain	640000327010000	1575	\$848.66
Southwest Branch of Shepley Drain	640000328000000	1575	\$997.35
Southwest Branch of Shepley Drain	640000328700000	1575	\$1,672.20
Southwest Branch of Shepley Drain	640000328500000	1575	\$1,000.00
Southwest Branch of Shepley Drain	700000022900000	1575	\$4,259.73
Southwest Branch of Shepley Drain	710000064200000	1575	\$4,964.41
Southwest Branch of Shepley Drain	700000022010000	1575	\$4,278.06
			\$71,930.84

The Corporation of the Town of Essex

Schedule "B" to by-Law Number 1811

Approved Drain Works - Long-Term Borrowing Repayment

Year	Principal Payment	Interest Payment	Total Principal and Interest	Unmatured Principal
				\$71,930.84
2019	\$5,985.04	\$2,733.68	\$8,718.72	\$65,945.80
2020	\$6,225.77	\$2,492.95	\$8,718.72	\$59,720.03
2021	\$6,476.18	\$2,242.54	\$8,718.72	\$53,243.85
2022	\$6,736.67	\$1,982.05	\$8,718.72	\$46,507.18
2023	\$7,007.63	\$1,711.09	\$8,718.72	\$39,499.55
2024	\$7,289.50	\$1,429.22	\$8,718.72	\$32,210.05
2025	\$7,582.71	\$1,136.01	\$8,718.72	\$24,627.34
2026	\$7,887.72	\$831.00	\$8,718.72	\$16,739.62
2027	\$8,204.97	\$513.75	\$8,718.72	\$8,534.65
2028	\$8,534.65	\$183.71	\$8,718.36	\$0.00

The Corporation of the Town of Essex

By-Law Number 1810

Being a by-law to confirm the proceedings of the April 15, 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 April 15, 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 April 15, 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 April 15, 2019.

Mayor

Clerk

Read a third time and finally adopted on May 6, 2019.

Mayor

Clerk