

The Corporation of the Town of Essex
Regular Council Meeting Minutes

March 5, 2018, 6:00 pm
Essex Civic Centre
360 Fairview Avenue West
Essex, Ontario

Present: Deputy Mayor Richard Meloche
Councillor Sherry Bondy
Councillor Steve Bjorkman
Councillor Ron Rogers
Councillor Larry Snively
Councillor Randy Voakes

Regrets: Mayor Ron McDermott

Also present: Donna Hunter, Chief Administrative Officer
Jeffrey Morrison, Director of Finance and Business Services/Treasurer
Chris Nepszy, Director of Infrastructure and Development
Doug Sweet, Director of Community Services
Rick Arnel, Fire Chief
Rick Malott, Deputy Fire Chief
Cynthia Cakebread, Manager, Recreation & Culture
Alex Denonville, Manager, Communications
Laurie Brett, Deputy Clerk
Robert Auger, Clerk
Robin Hall, Administrative Assistant

Ehva Hoffmann, Youth Council Representative

1. Call to Order

Deputy Mayor Meloche advised that he would be chairing this evening's meeting as Mayor McDermott was unable to attend.

2. Closed Meeting Report

Deputy Mayor Meloche reported that there was a Closed Meeting held earlier this evening pursuant to Section 239 (3.1) of the Municipal Act, S.O. 2001 c.25, as amended, to provide educational information and training for Council members.

3. Declarations of Conflict of Interest

Deputy Mayor Meloche declared a conflict of interest with respect to Agenda Item 8.7, Clerks Report 2018-03 RE Fees for Civil Marriage Officiants, as his wife is currently a marriage officiant for the Town of Essex.

4. Adoption of Published Agenda

4.1 Regular Council Meeting Agenda for March 5, 2018

Moved by Councillor Snively
Seconded by Councillor Bjorkman

(R18-03-081) That the published agenda for the March 5, 2018 Regular Council Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Regular Council Meeting Minutes for February 20, 2018

Moved by Councillor Voakes
Seconded by Councillor Snively

(R18-03-082) That the minutes of the Regular Council Meeting held February 20, 2018 be adopted as circulated.

Carried

5.2 Consideration of Report Meeting for February 20, 2018

Moved by Councillor Voakes
Seconded by Councillor Bjorkman

(R18-03-083) That the minutes of the Consideration of Report Meeting held February 20, 2018 for the Shepley Drain: Bridge for Joseph and Susan Chisholm, prepared by Rood Engineering dated December 5, 2017 be adopted as circulated.

Carried

6. Public Presentations

6.1 Harrow Rotary Presentation

Harrow Rotary presented a donation to the Essex Fire and Rescue Services for the new fire extinguisher training.

Peggy Golden and Corrie Bramhall on behalf of the Harrow Rotary Club, presented a cheque in the amount of \$11,523.81 to Essex Fire and Rescue Services for the new fire extinguisher training.

6.2 Essex Region Conservation Authority

Richard Wyma, for the Essex Region Conservation Authority (ERCA), appeared before Council to provide ERCA's 2017 Annual Report, 2018 Budget and to provide an update on other activities planned throughout the year.

Moved by Councillor Bondy
Seconded by Councillor Rogers

(R18-03-084) That the presentation by Richard Wyma, General Manager/Secretary Treasurer of the Essex Region Conservation Authority, providing Council with the 2017 Annual Report and the 2018 Draft Budget, be received.

Carried

Councillor Voakes left the meeting at 6:38 PM to discuss a drainage concern with Richard Wyma, General Manager/Secretary Treasurer of ERCA, Chris Nepszy, Director of Infrastructure and Development, and a resident of Keystone Properties.

7. Unfinished Business

8. Reports from Administration

8.1 Community Services Report 2018-003

RE: Harrow Ontario Provincial Police (OPP) Back-Up Generator Server Room Connection

Moved by Councillor Bondy

Seconded by Councillor Bjorkman

(R18-03-085) That Community Services Report 2018-003, entitled "Harrow Ontario Provincial Police (OPP) Back-Up Generator Server Room Connection", prepared by Jay Affleck, Assistant Manager of Parks and Facilities, and submitted by Doug Sweet, Director of Community Services, dated March 5, 2018 be received;

And that Council approve the amount of \$9,040 including harmonized sales tax to have this emergency repair completed, with funding to be allocated from the savings obtained from the 2017 Harrow OPP Facility Capital Works Projects.

Carried

8.2 Community Services Report 2018-005

RE: HIGH FIVE Accreditation Certification

Moved by Councillor Bjorkman

Seconded by Councillor Rogers

(R18-03-086) That Community Services Report 2018-005, entitled "HIGH FIVE Accreditation Verification", prepared by Cynthia Cakebread, Manager of Recreation and Culture, and submitted by Doug Sweet, Director of Community Services, dated March 5, 2018 providing Council with an update on the Community Services Recreation and Culture Division's success in maintaining HIGH FIVE Accreditation, be received.

Carried

8.3 Fire Report 2018-004

RE: Amendment to User Fee By-Law 1331

Moved by Councillor Bjorkman

Seconded by Councillor Snively

(R18-03-087) That Fire Report 2018-004 entitled "Amendment to User Fee By-Law 1331", prepared and submitted by Richard Arnel, Fire Chief, dated March 5, 2018, be received;

And that Council approve the addition of a Fire Extinguisher Training fee in the flat amount of \$150 for up to twenty participants and a fee of \$5.00 per person over the twenty participants, to By-Law 1331 Schedule A.

Carried

8.4 Corporate Services Report 2018-02

RE: Results of Request for Proposal - Corporate Banking Services

Moved by Councillor Bondy

Seconded by Councillor Rogers

(R18-03-088) That Corporate Services Report 2018-02, entitled "Results of Request for Proposal - Corporate Banking Services", prepared by Jackson Tang, Assistant Manager, Business Services, and submitted by Jeffrey Morrison, Director, Corporate Services, dated March 5, 2018, be received;

And that Council approve and award the Request for Proposal for Corporate Banking Services to CIBC Commercial Banking for a five (5) year term with an option to extend one or more five (5) year terms, subject to satisfactory performance and price negotiation.

Carried

8.5 Clerks Report 2018-001

RE: Court of Revision for Shepley Drain: Bridge for Joseph & Susan Chisholm (Part Lot 7, Gore Concession) and Updated Maintenance Schedule Geographic Township of Colchester South, Project REI 2016D027 as per the Report prepared by Gerard Rood, Professional Engineer, Rood Engineering Ltd. dated December 5, 2017.

By-Law 1682

Being a by-law to provide for the Shepley Drain: Bridge for Joseph & Susan Chisholm (Part Lot 7, Gore Concession) and Updated Maintenance Schedule Geographic Township of Colchester South, Project REI 2016D027, Town of Essex, County of Essex

Moved by Councillor Bondy

Seconded by Councillor Rogers

(R18-03-089) That Clerks Report 2018-001, entitled "Court of Revision: Bridge for Joseph and Susan Chisholm (Part of Lot 7, Gore Concession), prepared by Robert Auger, Clerk/Legislative and Legal Services and submitted by Donna Hunter, Chief Administrative Officer, dated March 5, 2018, be received;

And that Councillor Bjorkman, Councillor Bondy and Councillor Snively be selected and appointed to sit as members of the Court of Revision scheduled for 5:00 PM on May 7, 2018 in the County of Essex Civic Centre Council Chambers, 360 Fairview Avenue West, Essex for the Shepley Drain: Bridge for Joseph and Susan Chisholm (Part Lot 7, Gore Concession) and updated Maintenance Schedule, Project REI 2016D027, pursuant to the Report prepared

by Gerard Rood, Professional Engineer, Rood Engineering Ltd., dated December 5, 2017;

And that By-Law 1682, being a by-law to provide for the Shepley Drain: Bridge for Joseph and Susan Chisholm (Part Lot 7, Gore Concession) and Updated Maintenance Schedule, be read a first and second time and be provisionally adopted on March 5, 2018.

Carried

Councillor Voakes returned to his chair at 6:44 PM.

Rick Malott Deputy Fire Chief, Alex Denonville Manager, Communications, and Cynthia Cakebread Manager, Recreation and Culture left the meeting.

8.6 Clerks Report 2018-02

RE: Changes to the Procedural By-Law and Schedule "A" of Delegation of Authority By-Law re: Addressing and Enhancing the Role and Duties of the Deputy Mayor

By-Law 1681

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

By-Law 1404 Delegation of Authority
Schedule A (Revised March 5, 2018)

Moved by Councillor Bondy

Seconded by Councillor Rogers

(R18-03-090) That Clerks Report 2018-02, entitled "Changes to Procedural By-Law and Schedule "A" of Delegation of Authority By-Law re: Addressing and Enhancing the Role and Duties of the Deputy Mayor", prepared by Laurie Brett, Deputy Clerk, and submitted by Robert Auger, Clerk/Legal and Legislative Services, dated March 5, 2018, be received;

That By-Law 1592, being a by-law to provide Rules of Procedure for the Conduct of Meeting of Municipal Council and its Committees and Boards, and all amendments thereto, be repealed;

That By-Law 1681, being a revised by-law to provide Rules of Procedure for the Conduct of Meetings of Municipal Council and its Committees and boards, page 31, Section 4.10.10. be changed to read "Section 4.11.10 "Voting for a Motion shall not be permitted by ballot or by any other method of secret voting, and every vote so taken will be of no effect", and be read a first and second time and provisionally adopted May 5, 2018;

And that the proposed revisions to Schedule A to By-Law 1404, being a by-law to delegate the duties and powers of the Council of the Town of Essex, be approved.

Carried

Moved by Councillor Bjorkman
Seconded by Councillor Voakes

(R18-03-091) That Agenda item 9. Reports from Youth Members be moved forward and heard at this time.

Carried

9. Reports from Youth Members

Evha Hoffmann reported that she did not have a report for this evening.

8.7 Clerks Report 2018-03

RE: Fees for Civil Marriage Officiants

Deputy Mayor Meloche declared a conflict of interest with respect to this item as his wife is currently a marriage officiant for the Town of Essex.

Deputy Mayor Meloche vacated the Mayor's chair and Councillor Snively assumed the chair. Deputy Mayor Meloche took no part in the discussion or vote.

Moved by Councillor Voakes
Seconded by Councillor Rogers

(R18-03-092) That Clerks Report 2018-03, entitled "Fees for Civil Marriage Officiants", prepared by Laurie Brett, Deputy Clerk, and submitted by Robert Auger, Clerk/Legal and Legislative Services, be received;

And that the fees for civil marriage officiants be revised to \$350 for an Offsite Wedding Ceremony, mileage to be \$0.55 per kilometer as may be adjusted by the Town from time to time, and that \$50 of the collected amount be remitted to the Town of Essex for administration of marriage services.

Carried

Deputy Mayor Meloche returned to the chair and Councillor Snively returned to his seat.

8.8 Chief Administrative Officer Verbal Report

RE: ELK - Harrow Service Area - Momentary Outages

Chief Administrative Officer, Donna Hunter provided a verbal report re momentary outages in the Harrow Services Area. She told Council at the E.L.K. Energy Board Meeting held on February 22, 2018, Chief Executive Officer Michael Audet, provided the Board with an update on the momentary outages affecting E.L.K.'s Harrow Service Area. Since January 25, 2018 there have been zero momentary outages for unknown causes. At the time of writing his report, Mr. Audet advised that it has been 60 days since the last outage and that since November 20, 2017, the average interruptions has dropped from 2.4 to 1.7 interruptions per month. Hydro One advises that the R10 recloser will be upgraded to a G&W Viper, which has been ordered and will be installed in September/October 2018. The Viper, among other things, will allow for better

coordination with downstream fusing thereby minimizing interruptions, and can report back to and be controlled by the Ontario Grid Control Centre.

Moved by Councillor Rogers
Seconded by Councillor Bondy

(R18-03-093) That Chief Administrative Officer Donna Hunter's Verbal Report providing an update on ELK - Harrow Service Area- Momentary Outages, be received.

Carried

9. Reports from Youth Members

This item was moved forward and heard after Agenda Item 8.6, Clerks Report 2018-02.

10. County Council Update

11. Correspondence

11.1 Correspondence to be received

Moved by Councillor Rogers
Seconded by Councillor Snively

(R18-03-094) That correspondence listed in Agenda Item 11.1 be received and, where indicated, to further share such information with the community using suitable methods of communication.

Carried

11.1.1 Town of Essex Resolution: Offering School Properties to Municipalities

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

As a result the following letters of support have been received:

Township of Addington Highlands
Township of Prince
Township of Machar
Town of Laurentian Hills
Municipality of North Middlesex
Village of Burk's Falls
Township of McKellar
Municipality of Marmora and Lake
Township of North Huron
Town of Bruce Mines
Township of Stirling-Rawdon

11.1.2 Parks and Recreation Ontario, Bill Allen President

Letter of congratulation to the Town of Essex upon the successful renewal of Accredited Organization status with HIGH FIVE.

11.1.3 Ontario Municipal Board Review

RE: Proclamation of the *Building Better Communities and Conserving Watersheds Act, 2017*, changes to the land use planning and appeal system

11.1.4 County of Essex

RE: Essex County Council Resolution RE Essex County Library Reserve Funds

11.1.5 Tracey Ramsey, MP Essex

Letter of support from Tracey Ramsey, MP Essex to the Minister of Environment and Climate Change, supporting the Town of Essex resolution for federal action on conservation of heritage properties.

11.1.6 Erie St. Clair Local Health Integration Network

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11.1.7 Essex Centre BIA

RE: 2017 Highlights

Providing Council with a summary of events, projects and programs the Essex Centre BIA hosted or sponsored in 2017.

11.1.8 Union Water Supply System

RE: Joint Board of Management Meeting Minutes - December 20, 2017

11.1.9 Ontario Clean Water Agency

RE: 2017 Summary Report for the Harrow-Colchester South Water Treatment Plant

Drinking-Water Systems Regulation - Harrow-Colchester South Water Treatment Plant

11.1.10AMO Communications

Draft Ministry of Community Safety and Correctional Services (MCSCS) Regulations on Mandatory Certification and Training for Firefighters and Community Risk Assessments by Municipalities - Briefing Note

11.1.11Essex County Agricultural Hall of Fame

Reminder of the Annual Meeting on Monday, March 12 at the Civic Centre at 7:00 PM

11.1.12Municipality of Leamington

Request from the Municipality of Leamington to support their application for the "Community Transportation Grant Program" for funding under the "Long-distance Scheduled Intercommunity Bus Service" stream.

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Town of Essex letter of support for the Municipality of Leamington's proposal to establish a Long-distance Scheduled Intercommunity Project under the Community Transportation Grant Program.

11.1.13 Ministry of Municipal Affairs

RE: 2018 Annual Repayment Limit (ARL) for the Town of Essex

12. Committee Meeting Minutes

12.1 Fun Fest Committee

February 15, 2018 Meeting

Moved by Councillor Bondy

Seconded by Councillor Rogers

(R18-03-095) That the Essex Fun Fest Committee Meeting minutes dated February 15, 2018, be received and adopted as circulated.

Carried

13. Financial

14. New Business

15. Notices of Motion

15.1 The following Notice of Motion was presented at the February 20, 2018 Regular Council Meeting and is being brought forward for consideration this evening:

15.1.1 Councillor Bondy

RE: User Pay for Childcare Services at the Association of Municipalities of Ontario (AMO) Conferences

Moved by Councillor Bondy

Seconded by Councillor Voakes

(R18-03-096) That the Association of Municipalities of Ontario (AMO) and the Federation of Canadian Municipalities (FCM) be requested to offer user pay childcare services at conferences during conference hours;

And that this resolution be circulated to all Ontario municipalities.

Carried

15.2 The following Notices of Motions will be brought forward for consideration at the Regular Council Meeting on Monday, March 19, 2017:

Councillor Bondy

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

Councillor Voakes

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

16. Reports from Council Members

17. Announcements

Councillor Bondy announced that she had a baby on Wednesday. She wanted to let the public know how impressed she was with the help she received in delivering her baby. She gave accolades to the nurses and staff at Erie Shores Health Care hospital, and encouraged mother's-to-be to give our County Hospital consideration for birthing their babies.

18. By-Laws

18.1 By-Laws that require a third and final reading

18.1.1 By-Law 1666

Being a by-law to provide for Thompson Drain: Kelly Strong Bridge and Bridge for Davin and Karen Kendrick, Part of Lots 31 and 32 N.M.R. Concession, and Updated Maintenance Schedule, Geographic Township of Colchester North, Project REI 2016D025, Town of Essex, County of Essex

Moved by Councillor Voakes
Seconded by Councillor Rogers

(R18-03-097) That By-Law 1666 being a by-law to provide for Thompson Drain: Kelly Strong Bridge and Bridge for Davin & Karen Kendrick, Part of Lots 31 and 32 N.M.R. Concession, and Updated Maintenance Schedule, Geographic Township of Colchester North, Project REI 2016D025, Town of Essex, County of Essex be read a third time and finally passed on March 5, 2018.

Carried

18.1.2 By-Law 1676

Being a by-law to enter into a Site Plan Control Agreement between The Corporation of the Town of Essex and The International Door Company (Lands on the East Side of County Road 13)

Moved by Councillor Voakes
Seconded by Councillor Snively

(R18-03-098) That By-Law 1676 being a by-law to enter into a Site Plan Control Agreement between The Corporation of the Town of Essex and The International Door Company be read a third time and finally passed on March 5, 2018.

Carried

18.1.3 By-Law 1678

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Being a by-law to confirm the proceedings of the February 20, 2018 Regular Meeting of the Council of The Corporation of the Town of Essex

Moved by Councillor Bjorkman
Seconded by Councillor Bondy

(R18-03-099) That By-Law 1678 being a by-law to confirm the proceedings of the February 20, 2018 Regular Meeting of the Council of The Corporation of the Town of Essex be read a third time and finally passed on May 5, 2018.

Carried

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

18.2.1 By-Law 1684

Being a by-law to appoint a Manager, Finance and Business Services, and a Deputy Treasurer for the Town of Essex

Moved by Councillor Voakes
Seconded by Councillor Bjorkman

(R18-03-100) That By-Law 1684 being a by-law to appoint a Manager, Finance and Business Services, and a Deputy Treasurer for the Town of Essex be read a first, a second and a third time and finally passed on March 5, 2018.

Carried

18.3 By-Laws that require a first and second reading

18.3.1 By-Law 1683

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

Moved by Councillor Voakes
Seconded by Councillor Bondy

(R18-03-101) That By-Law 1683 being a by-law to confirm the proceedings of the March 5, 2018 Regular Meeting of the Council of The Corporation of the Town of Essex be read a first, and a second time and provisionally adopted on March 5, 2018.

Carried

19. Adjournment

Moved by Councillor Voakes
Seconded by Councillor Rogers

(R18-03-102) That the meeting be adjourned at 7:15 PM.

Carried

Mayor

Clerk