



Regular Council Meeting Agenda

March 19, 2018, 6:00 pm

Essex Civic Centre

360 Fairview Avenue West

Essex, Ontario

Pages

1. Call to Order
2. Closed Meeting Report
3. Declarations of Conflict of Interest
4. Adoption of Published Agenda
 - 4.1 Regular Council Meeting Agenda for March 19, 2018

That the published agenda for the March 19, 2018 Regular Council Meeting be adopted as presented / amended.
5. Adoption of Minutes
 - 5.1 Regular Council Meeting Minutes for March 5, 2018 1

That the minutes of the Regular Council Meeting held March 5, 2018 be adopted as circulated.
6. Public Presentations
 - 6.1 Emergency Alert System 13

Presentation by Deputy Fire Chief Rick Malott and Alex Denonville, Manager, Communications
7. Unfinished Business
8. Reports from Administration
 - 8.1 Corporate Services Report 2018-03 14

RE: Extension Agreement - MacPherson

By-Law 1680

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

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

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

	19, 2018.	
8.2	Community Services Report 2018-004	21
	RE: April Pools Day and Community CPR Day	
	That Community Services Report 2018-004, entitled "April Pools Day and Community CPR Day", prepared by Cynthia Cakebread, Manager of Recreation and Culture, and submitted by Doug Sweet, Director of Community Services, dated March 19, 2018 informing Council of the April Pools Day and Community CPR Day on Saturday, April 7 at the Essex Recreation Complex, be received.	
8.3	Community Services Report 2018-006	23
	RE: 2018 Communities in Bloom Legacy Tree Program	
	That Community Services Report 2018-006, entitled "2018 Communities in Bloom Legacy Tree Program", prepared and submitted by Doug Sweet, Director of Community Services, dated March 19, 2018 informing Council of the Legacy Tree Program partnership with the six (6) elementary schools within the Town of Essex to recognize Earth Day on Friday, April 20, 2018, be received.	
8.4	Community Services Report 2018-007	25
	RE: Special Events Resource Team (SERT) March Update	
	That Community Services Report 2018-007, entitled "Special Events Resource Team (SERT) March Update", prepared and submitted by Doug Sweet, Director of Community Services, dated March 19, 2018, be received.	
8.5	Building Department Report 2018-02	28
	RE: February 2018 Building Report	
	That Building Department Report 2018-02, entitled "February 2018 Building Report", dated March 7, 2018 providing Council with an update on building activity within the Town of Essex for the month of February, be received.	
8.6	Planning Report 2018-011	32
	RE: Agriculture related activities and the Zoning By-Law (Wards 2 and 3)	
	That Planning Report 2018-11, entitled "Agriculture related activities and the Zoning By-Law (Wards 2 and 3)", prepared by Jeff Watson, Policy Planner, and submitted by Chris Nepszy, Director of Infrastructure and Development, dated March 19, 2018 informing Council that revisions are being considered to the Town's General Zoning By-Law 1037, in order to bring closer conformity with the guideline provisions of Ontario's "Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas", be tabled for public review.	
8.7	Planning Report 2018-12	38
	RE: Colchester and County Road 50 Community Improvement Plan (Ward 3)	
	That Planning Report 2018-12, entitled "Colchester and County Road	

50 Community Improvement Plan (Ward 3)", prepared by Jeff Watson, Policy Planner, and submitted by Chris Nepszy, Director of Infrastructure and Development, dated March 19, 2018 recommending the preparation of a by-law to provide for the expansion of the Colchester Centre Community Improvement Plan, be received;

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

8.8 Clerks Report 2018-04 41

RE: Appointment of Animal Control Appeal Committee

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

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

8.9 Drainage Report 2018-02 43

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

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

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

8.10 Infrastructure and Development Report 2018-03 47

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

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

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

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

in the amount of \$44,000.

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	Minister of Health and Long Term Care	52
	Honourable Dr. Helena Jackzek	
	RE: Health Matters in the Region	
	A copy of the correspondence from the Town of Essex inviting the Minister of Health and Long Term Care to attend an Essex Council Meeting to discuss short and long term plans regarding health matters in the region.	
	<ul style="list-style-type: none">• November 8, 2017 correspondence to the Honourable Dr. Eric Hoskins inviting him to an Essex Council Meeting to discuss health matters in the region.• November 23, 2017 email from Konstantina Kollias, relaying regrets on behalf of Minister Hoskins.• January 3, 2018 correspondence to the Honourable Dr. Eric Hoskins extending a second invitation to attend an Essex Council Meeting to discuss Emergency Care and procedures.	
11.1.2	OMBReview	57
	RE: Ministry of Municipal Affairs, Provincial Planning Policy Branch Planning Act Regulations related to the Building Better Communities and Conserving Watersheds Act, 2017	
11.1.3	AMO Communications	61
	RE: AMO Policy Update Cannabis Legalization Implementation - Municipal Funding Announcements	
11.1.4	Sylvia Jones, MPP Dufferin-Caledon	66
	A copy of the correspondence from Sylvia Jones M.P.P. Dufferin-Caledon, dated February 8, 2018 sent to the Honourable Chris Ballard, Ministry of Environment and Climate Change, concerning the redundant reporting requirements for municipal Asset Management Plans and urging the Ministry of Environment and Climate Change to share information on sewage bypasses with the Ministry of Infrastructure.	
11.1.5	Town of Essex Resolution: Offering School Properties to Municipalities	67

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

As a result the following letters have been received:

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

11.1.6 John Scott

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

11.2 Correspondence to be considered for receipt and support

11.2.1 Jesse Voyer and Bradley Thoman 86

RE: Essex Noise By-Law 690 Exemption

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

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

And that if Council chooses to support their request, a copy of the correspondence be sent to the By-Law Department and the Ontario Provincial Police Essex Detachment for their records.

12. Committee Meeting Minutes

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

12.1 Essex Centre B.I.A. - January 9, 2018 92

12.2 Finance Committee - March 12, 2018 95

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

Schedule "A".

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

13.	Financial	
13.1	Bank Payments Report	103
	RE: December 2017	
	That the Bank Payments Report, including December cheque register, cheque number 44676 to cheque number 45042 inclusive in the amount of \$4,776,627.89, the Preauthorized Payments for December 2017 in the amount of \$299,751.94, and the Payroll for December 2017 in the amount of \$461,846.39, be ratified as submitted.	
14.	New Business	
15.	Notices of Motion	
15.1	The following Notices of Motion were presented at the March 5, 2018 Regular Council Meeting and are being brought forward for consideration this evening:	115
15.1.1	Councillor Bondy	
	RE: That Administration look at the development of a business closure prevention strategy and if unavoidable, conduct exit interviews upon businesses closing or leaving the Town of Essex.	
	Moved by Councillor Bondy	
	Seconded by	
	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.	
15.1.2	Councillor Voakes	
	RE: That Council discuss the letter that was sent to the Minister of Health inviting him to Town Council and his lack of response, and to further discuss what is Council's position regarding emergency care in our community.	
	Moved by Councillor Voakes	
	Seconded by	
	That Council discuss the letter that was sent to the Minister of Health inviting him to Town Council and his lack of response, and to further discuss what is Council's position regarding emergency care in our community.	
16.	Reports from Council Members	
17.	Announcements	

18. By-Laws

18.1 By-Laws that require a third and final reading

18.1.1 By-Law 1681 116

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

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

18.1.2 By-Law 1683 164

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

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

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

18.2.1 By-Law 1685 166

Being a by-law to provide for an interim tax levy and to provide for the payment of taxes and to provide for penalty and interest

That By-Law 1685 being a by-law to provide for an interim tax levy and to provide for the payment of taxes and to provide for penalty and interest be read a first, a second and a third time and finally passed on March 19, 2018.

18.2.2 By-Law 1687 168

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

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

18.3 By-Laws that require a first and second reading

18.3.1 By-Law 1688 170

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

That By-Law 1688 being a by-law to confirm the proceedings of the March 19, 2018 Regular Meeting of the Council of The Corporation of the Town of Essex be read a first, and a second time and provisionally adopted on March 19, 2018.

19. Adjournment

That the meeting be adjourned at [TIME].

20. Future Meetings

20.1 Monday, March 26, 2018 - 5:00 - 6:00 PM - Special Council Meeting

This Special Meeting is being held to receive public input on two applications for rezoning:

- 1) 106 Talbot Street North in Essex Centre, and
- 2) 80 Maidstone Avenue West in Essex Centre

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

20.2 ** TUESDAY April 3, 2018 - 6:00 - 9:00 PM - Regular Council Meeting**

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

20.3 Monday, April 16, 2018 - 4:30 - 6:00 PM - Special Council Meeting

This Special Council Meeting is being held to receive information from Jeff Watson, Policy Planner relating to Ontario's Climate Change Action Plan.

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

20.4 Monday, April 16, 2018 - 6:00 - 9:00 PM - Regular Council Meeting

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

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

Regular Council Meeting Minutes – March 5, 2018

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

No correspondence available for presentation



Report to Council

Department: Corporate Services

Date: March 19, 2018

Prepared by: Jeffrey Morrison, Director of Corporate Services

Submitted by: Jeffrey Morrison, Director of Corporate Services

Report Number: Corporate Services Report 2018-03

Subject: Extension Agreement – MacPherson

Number of Pages: 7, including By-Laws

Recommendation(s)/Conclusion(s)

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

1. That Corporate Services Report Number 2018-03 entitled "Extension Agreement – MacPherson" be received; and
2. That By-Law Number 1680, being a by-law to authorize an Extension Agreement between Paul and Anna Macpherson and the Town of Essex for the payment of outstanding taxes as at March 19, 2018 in the amount of \$10,024.47 receive a first, second and third reading and be passed on March 19, 2018; and

Purpose

By-Laws to enter into Extension Agreements for the payment of outstanding taxes must be adopted by Council.

Background

On May 09, 2017 a Tax Arrears Certificate was registered against a property at 90 Draper Street (Roll Number 640-000-29500-0000), owned by Paul and Anna MacPherson. In the absence of a payment of the outstanding amount during the one-year redemption period following registration, Mrs. MacPherson has requested that the Town enter into an Extension Agreement to allow repayment of outstanding amounts. As at March 19, 2018, the outstanding taxes, including legal fees, are \$10,024.47. Schedule "B" to By-Law Number 1680 provides for full payment of the outstanding amount over a nine-month period. The monthly payments are subject to revision if a lump-sum payment is received at the beginning of the nine-month period.

In the event that either property owner fails to make a payment as outlined in the Schedule "B" to the By-Law, the tax registration process will resume; which includes the sale of lands for tax arrears.

Financial Impact

The Extension Agreement in itself has no financial impact as amounts collected will be applied against outstanding taxes.

Link to Strategic Priorities

Not applicable

Reviewed by: Donna E Hunter, Chief Administrative Officer, Concur

Michaele Woodiwiss, Tax Coordinator, Concur

EXTENSION AGREEMENT

Page 1 of 3 pages

This Agreement made this 19TH day of MARCH, 2018
in pursuance of subsection 378 (3) of the *Municipal Act, 2001*,

BETWEEN THE CORPORATION OF THE TOWN OF ESSEX
Municipality or Board, hereinafter called "the Authority"
and PAUL & ANNA MACPHERSON
Hereinafter called "the Owner"

WHEREAS the Authority has by By-law (number and title) BY-LAW #1680 PAUL & ANNA MACPHERSON EXTENSION AGMT. BY-LAW
authorized an Extension Agreement with the Owner to extend to (final date of extension) November 30, 2018 the
payment period for the cancellation price payable in respect of the Land described in Schedule "A" attached hereto, hereinafter
referred to as "the Land;"

NOW THEREFORE the Authority and Owner agree as follows:

1. The Authority will extend to (final date of extension) November 30, 2018 the payment period for the cancellation price payable in respect of the land.
2. The Owner will make payments to the Authority in accordance with Schedule "B" attached hereto.
3. In addition to paying the amounts provided for in paragraph 2, the Owner will pay:
 - (a) as they become due, all real property taxes levied on the Land that became due and payable during the term of this Agreement; and
 - (b) not later than 14 days following the due date of the last payment under paragraph 2, such additional
charges added to the roll, any additional penalty & interest and any additional legal costs.
4. As long as this Agreement is a subsisting Agreement, the Authority and its officers will not, except as otherwise provided in this Agreement, enforce the collection of real property taxes that, at the time of entering into this Agreement, are overdue or in arrears in respect of the Land but compliance with this provision does not constitute a waiver of the rights of the Authority or its officers to enforce collection of such taxes in the future if the Owner is in default under this Agreement.
5. If the Owner fails to make a payment as required by paragraph 2 or by clause (a) of paragraph 3 within fourteen days following the day that the payment is due, or fails to make the payment as required by clause (b) of paragraph 3, the Owner is in default and on the day that notice of the default is sent to the Owner by the Authority in accordance with paragraph 8, this Agreement shall cease to be considered a subsisting Agreement.
6. This Agreement shall cease to be considered a subsisting Agreement upon the date of the sale or other disposition of the Land by the Owner.
7. Notwithstanding paragraphs 2 and 3, the Owner or any other person may pay the cancellation price at any time and this Agreement terminates when the cancellation price is so paid.
8. Notice to the Owner under this Agreement is sufficiently given if sent by registered post to the Owner at the following address:
90 DRAPER STREET R.R. #3, HARROW, ON N0R 1G0

In witness whereof the said parties hereto have hereunto set their hands and seals.

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF

Witness

Signature of Owner

Witness

Signature of Head of Council
or Chair of Board

Corporate Seal

Witness

Signature of Clerk
or Other Authorized Employee

Cancellation price - means an amount equal to all the tax arrears owing at any time in respect of land together with all current real property taxes owing, interest and penalties thereon and all reasonable costs incurred by the municipality after the treasurer becomes entitled to register a tax arrears certificate under section 373 in proceeding under this Part or in contemplation of proceeding under this Part and may include,

- (a) legal fees and disbursements,
- (b) the costs of preparing an extension agreement under section 378,
- (c) the costs of preparing any survey required to register a document under this Part, and
- (d) a reasonable allowance for costs that may be incurred subsequent to advertising under section 379. *Municipal Act, 2001, c. 25, s. 371(1)*

BY-LAW No. 1680

Being a by-law of the CORPORATION OF THE TOWN OF ESSEX
to authorize an EXTENSION AGREEMENT

WHEREAS the *Municipal Act*, 2001, provides that after the registration of the tax arrears certificate and before the expiry of the one-year period following the date of the registration of the tax arrears certificate, the Municipality or Board may authorize an extension agreement with the owner of the land, the spouse of the owner, a mortgagee or a tenant in occupation of the land extending the period of time in which the cancellation price is to be paid;

AND WHEREAS PAUL MACPHERSON & ANNA MACPHERSON has

petitioned the Municipality or Board to pass a by-law to authorize an extension agreement with respect to certain land against which a tax arrears certificate has been registered, which land is described in Schedule "A" attached hereto and forming part of this by-law, hereinafter referred to as "the land";

AND WHEREAS the statutory period within which such a by-law may be enacted has not elapsed;

NOW THEREFORE, the CORPORATION OF THE TOWN OF ESSEX enacts as follows:

- 1 - The Municipality or Board shall enter into an agreement with the owner of the land for extending to NOVEMBER 30, 2018 the time period in which the cancellation price payable in respect of the land is to be paid.
2. The agreement shall be substantially the same form and contain the same terms and conditions as the agreement set out on Schedule "B" attached hereto and forming part of this by-law.
3. The Head of Council and the Clerk of the Municipality, or the Chair and authorized employee of the Board are hereby authorized and directed to execute the agreement on behalf of the Municipality or Board.
4. This by-law comes into force when it is passed and may be cited as the "TOWN OF ESSEX & PAUL & ANNA MACPHERSON Extension Agreement By-law."

FIRST READING MARCH 19, 2018

SECOND READING MARCH 19, 2018

READ A THIRD TIME AND PASSED

this 19TH day of MARCH

Head of Council or Chair of Board

Clerk or Other Authorized Employee

SCHEDULE "A"

to EXTENSION AGREEMENT NO. 1680

between the Authority and PAUL AND ANNA MACPHERSON
Name of Owner

DESCRIPTION OF THE LAND

Municipality of the TOWN of ESSEX
in the COUNTY of ESSEX
whole/part Lot PT LT Concession
Lot No. 14 E/S DUNN Plan No. 18 COLCHESTER PT I 12R12853 Block No.
Parcel Section
as set out in Instrument No. CE770247 registered in the
Land Registry Office for the Registry/Land Titles Division of ONTARIO
Street DRAPER STREET No. 90

SCHEDULE "B"

to EXTENSION AGREEMENT NO. 1680

between the Authority and Paul and Anna MacPherson

Name of Owner

DATE PAYMENT DUE		BALANCE OF CANCELLATION PRICE	PAYMENT OF CANCELLATION PRICE	ACCRUED INTEREST	TOTAL PAYMENT
OPENING BALANCE		\$ 10,024.47			10,024.47
1	March 30, 2018		\$ 1,113.83	\$	\$
2	April 30, 2018		1,113.83		
3	May 30, 2018		1,113.83		
4	June 30, 2018		1,113.83		
5	July 30, 2018		1,113.83		
6	August 30, 2018		1,113.83		
7	September 30, 2018		1,113.83		
8	October 30, 2018		1,113.83		
9	November 30, 2018		1,113.83		
10					
11	(cancellation price				
12	calculated as of				
13	February 14, 2018				
14	penalty & interest will				
15	be added, additional				
16	legal fees & future				
17	installments, which				
18	be paid by the final				
19	payment.)				
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					

Estimated Property Tax for 640-295

Balance as of Feb 28/18	\$	6,490.50
Mar 01/18 - Penalty	\$	64.80
Apr 01/18 - Penalty	\$	64.80
Apr 30/18- Installment	\$	364.00
May 01/18 - Penalty	\$	69.35
Jun 01/18 - Penalty	\$	69.35
Jul 01/18 - Penalty	\$	69.35
Jul 30/18 - Installment (Estimate)	\$	400.00
Aug 01/18 Penalty (Estimate)	\$	74.35
Sep 01/18 Penalty (Estimate)	\$	74.35
Oct 01/18 Penalty (Estimate)	\$	74.35
Oct 30/18 - Installment (Estimate)	\$	400.00
Nov 01/18 - Penalty (Estimate)	\$	79.35

Legal Fees (Estimate):		
Set up:	\$	457.92
Tax Registration Part 1	\$	391.78
Tax Registration Part 2	\$	483.36
Tax Registration Part 3	\$	396.86

Estimated Balance as of Nov 30/18	\$	10,024.47
\$ 1,113.83 per month		

Department: Community Services

Date: March 19, 2018

Prepared by: Cynthia Cakebread, Manager of Recreation and Culture

Submitted by: Doug Sweet, Director of Community Services

Report Number: Community Services Report 2018-004

Subject: April Pools Day and Community CPR Day

Number of Pages: 2

Recommendation(s)/Conclusion(s)

The following recommendation is provided for Council's consideration:

1. That Community Services Report 2018-004 entitled "April Pools Day and Community CPR Day" be **received**, for council information.

Reason for Report

To inform Council of the April Pools Day and Community CPR Day on Saturday, April 7, at the Essex Recreation Complex.

Background

Since 2008, the Town of Essex Recreation and Culture staff has hosted the Lifesaving Society April Pools Day. Families and others get prepared for seasonal water-related safety activities in an educational and fundraising event. The goal is to educate as many families as possible in a fun, safe way while highlighting our facilities, staff and programs. Since its inception, affiliates from across Ontario have raised thirty thousand, nine hundred dollars (\$30,900) for drowning prevention education. The goal for 2018 is to raise an additional five thousand dollars (\$5000).

The Lifesaving Society April Pools Day includes a Water Smart® safety theme, and includes Swim with a Buddy education, Swim to Survive® water-safety demonstrations, lifejacket education, backyard pool safety and boating safety. Additionally, Essex Fire and Rescue will be on hand with Sparky the Dog and provide key information on keeping families and homes safe from fire.

Also offered on April 7, will be a Community Cardiopulmonary Resuscitation (CPR) Day, which is open to the public at a cost of only five dollars (\$5.00) per individual. CPR is an emergency procedure performed on people suffering cardiac arrest. The purpose of CPR is to provide a continuous flow of oxygen to the lungs and brain until the person regains consciousness. The human brain can only survive an average of five (5) minutes without oxygen; after that, permanent damage is done. By performing CPR on a victim, the rescuer is increasing the chances for a full recovery. Our trained instructors will educate interested participants on administering the life-saving technique along with identifying the signs of choking and heart attack. Our goal is to certify as many people as possible in this lifesaving technique.

Financial Impact

There is no financial cost to the Corporation for April Pools Day or the Community CPR Day.

Link to Strategic Priorities

This report contributes to the following Council strategic policies:

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

Reviewed by: Donna Hunter, Chief Administrative Officer

Concur

Reviewed by: Doug Sweet, Director of Community Services

Concur



Report to Council

Department: Community Services

Date: March 19, 2018

Prepared by: Doug Sweet, Director of Community Services

Submitted by: Doug Sweet, Director of Community Services

Report Number: Community Services Report 2018-006

Subject: 2018 Communities in Bloom Legacy Tree Program

Number of Pages: 2

Recommendation(s)/Conclusion(s)

The following recommendation is provided for Council's consideration:

1. That Community Services Report 2018-006 entitled "2018 Communities in Bloom Legacy Tree Program" be **received**, for council information.

Reason For Report

To inform Council of the Legacy Tree Program partnership with the six (6) elementary schools within the Town of Essex to recognize Earth Day on Sunday April 22, 2018.

Background

In 2014, the Essex Communities in Bloom Committee began a Legacy Tree program in partnership with the six (6) elementary schools within the Town of Essex. The Legacy Tree program is designed to allow the senior graduating class of the school to plant a tree in recognition of Earth Day and present it as a gift to the Senior Kindergarten class. The intent of the program is for the children in the Senior Kindergarten class to adopt the tree and take care of it during their years at the school. The program has been very successful since 2014,

and the Committee has secured funds again through the TD Friends of the Environment Foundation to offer the same program in 2018.

The TD Friends of the Environment Foundation is a national charity, which funds over a thousand local environmental projects annually. The Town of Essex Communities in Bloom Committee was awarded two thousand, one hundred dollars (\$2,100) in 2018, which is to be put towards the purchasing and planting of the six (6) trees – one at each elementary school in the Town of Essex.

The tree plantings in 2018 will occur at all schools Friday April 20, 2018 in recognition of Earth Day.

Financial Impact

There is no financial cost to the Corporation to offer the Legacy Tree Program outside of the grant funding.

Link to Strategic Priorities

This report contributes to the following Council strategic policies:

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

Reviewed by: Donna Hunter, Chief Administrative Officer

Concur

Department: Community Services

Date: March 19, 2018

Prepared by: Doug Sweet, Director of Community Services

Submitted by: Doug Sweet, Director of Community Services

Report Number: Community Services Report 2018-007

Subject: Special Events Resource Team (SERT) March Update

Number of Pages: 3

Recommendation(s)/Conclusion(s)

The following recommendation is provided for Council's consideration:

1. That Community Services Report 2018-007 entitled "Special Events Resource Team (SERT) March 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.	Essex Minor Hockey Day of Champs	March 24
ii.	Bill Jones Annual 3 on 3 Hockey Tournament	April 6-8
iii.	Annual Rosco Hockey Tournament	April 6-7
iv.	Sun County OHF AAA Provincial Championship	April 9 – 13
v.	Knights of Columbus Easter Egg Hunt	April 14
vi.	Legacy Tree Plantings	April 20
vii.	Legends Live Fundraiser at Essex Recreation Complex	April 28
viii.	Annual Guide Dog Walkathon	May 27
ix.	Walleye Derby – Colchester Harbour	June 9
x.	McGregor Music Festival	June 10
xi.	Harrow Minor Baseball Annual Tournament	June 15-17
xii.	Essex Fun Fest	July 5-8
xiii.	Purple Martin Fest	July 7
xiv.	Explore the Shore	July 28-29
xv.	Harrow Blues Slo-Pitch Tournament	August 10-12
xvi.	Harrow Fair	August 30-September 3

Road Closures/Parades and Processions

i.	Essex Fun Fest Parade	July 7
ii.	Harrow Fair Parade	September 1

Special Occasion Permits

i.	Bill Jones 3 on 3 Hockey Tournament	April 6-8
ii.	Legends Live at Essex Recreation Complex	April 28
iii.	Walleye Derby – Colchester	June 9

iv. McGregor Music Fest

June 10

v. Essex Fun Fest

July 5-8

Letter of Non-Objection Requests

i. None

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: Donna Hunter, Chief Administrative Officer

Concur

Report Number: Building 2018-02
Date: Mar 7, 2018
Subject: February 2018 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	Feb 2018 Construction Values	Feb 2017 Construction Values
Single Family Residence								\$ -	\$ -
Ward 1	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Ward 2	1	0	1		\$ 500,000.00	\$ -	\$ -	\$ 500,000.00	\$ -
Ward 3	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Ward 4	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Multiple Residential	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Addition/Sunrooms	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Garages/Carports	1	0	1		\$ 40,000.00	\$ -	\$ -	\$ 40,000.00	\$ -
Decks/Porches	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
Fences/Pools	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Demolition	0	1	1		\$ -	\$ 5,950.00	\$ -	\$ 5,950.00	\$ 44,950.00
House Raising	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ 40,000.00
Pole Barns	1	4	5		\$ 319,564.00	\$ 151,000.00	\$ -	\$ 470,564.00	\$ 87,000.00
Commercial/Industrial	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	1	4	5		\$ 3,900.00	\$ 55,200.00	\$ -	\$ 59,100.00	\$ 25,882.00
Shed	0	1	1		\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -
Roof	1	1	2		\$ 12,000.00	\$ 19,000.00	\$ -	\$ 31,000.00	\$ -
Septic System	1	1	2		\$ 15,000.00	\$ 1,200.00	\$ -	\$ 16,200.00	\$ -
Sign	1	4	5		\$ 1,800.00	\$ 1,300.00	\$ -	\$ 3,100.00	\$ 7,000.00
Green Houses/Winery	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Renovations	2	7	9		\$ 505,600.00	\$ 149,300.00	\$ -	\$ 654,900.00	\$ 28,000.00
Additions/Renovation-Commercial/Industrial/Inst	1	0	1		\$ 9,000.00	\$ -	\$ -	\$ 9,000.00	\$ -
Plumbing only	0	1	1		\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -
Demolition Out Buildings	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Total Permits/Construction Value	10	24	34	0	\$ 1,406,864.00	\$ 392,950.00	\$ -	\$ 1,799,814.00	\$ 237,832.00

Permit Fee Totals

Permit Fees	8483.98
Monthly Total	\$ 8,483.98
Yearly Total	\$ 13,356.46
Previous Year Total	\$ 24,808.58

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	0	0										0	0		0
Ward 2	0	1											1		1
Ward 3	0	0											0		0
Ward 4	0	0											0		0
Multiple Residential	0	0											0		0
Addition/Sunrooms	0	0											0		0
Garages/Carports	0	1											1		1
Decks/Porches	0	0											0		0
Fences/Pool	0	0											0		0
Demolition	1	0											1		1
House Raising	0	0											0		0
Pole Barns	4	1											5		5
Commercial/Industrial	0	0											0		0
Miscellaneous	4	1											5		5
Shed	1	0											1		1
Roof	1	1											2		2
Septic System	1	1											2		2
Sign	4	1											5		5
Green Houses/Winery	0	0											0		0
Renovations	7	2											9		9
Additions/Renovation-Commercial/Industrial/Institutional	0	1											1		1
Plumbing only	1	0											1		1
Demolition Out Buildings	0	0											0		0
Total	24	10	0	0	0	0	0	0	0	0	0	0	34	0	34

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	\$ 637.68	\$ -											\$ 637.68	\$ -	\$ 637.68
Single Family Residence-Plumbing	\$ -	\$ 3,026.03											\$ 3,026.03	\$ -	\$ 3,026.03
Single Family Residence-Septic	\$ -	\$ -											\$ -	\$ -	\$ -
Multiple Residential	\$ -	\$ -											\$ -	\$ -	\$ -
Additions/Sunrooms	\$ -	\$ -											\$ -	\$ -	\$ -
Garages/Carports	\$ -	\$ 400.00											\$ 400.00	\$ -	\$ 400.00
Decks/Porches	\$ -	\$ -											\$ -	\$ -	\$ -
Fences/Pools	\$ -	\$ -											\$ -	\$ -	\$ -
Demolition	\$ 100.00	\$ -											\$ 100.00	\$ -	\$ 100.00
House Raising	\$ -	\$ -											\$ -	\$ -	\$ -
Pole Barns	\$ 1,649.80	\$ 500.00											\$ 2,149.80	\$ -	\$ 2,149.80
Commercial/Industrial	\$ -	\$ -											\$ -	\$ -	\$ -
Miscellaneous	\$ 300.00	\$ -											\$ 300.00	\$ -	\$ 300.00
Shed	\$ 100.00	\$ -											\$ 100.00	\$ -	\$ 100.00
Roof	\$ 100.00	\$ 200.00											\$ 300.00	\$ -	\$ 300.00
Septic System	\$ 100.00	\$ 700.00											\$ 800.00	\$ -	\$ 800.00
Sign	\$ 175.00	\$ 25.00											\$ 200.00	\$ -	\$ 200.00
Green Houses/Winery	\$ -	\$ -											\$ -	\$ -	\$ -
Renovations	\$ 1,560.00	\$ 2,654.95											\$ 4,214.95	\$ -	\$ 4,214.95
Additions/Renovation-Commercial/Industrial/Institutional	\$ -	\$ 978.00											\$ 978.00	\$ -	\$ 978.00
Plumbing only	\$ 150.00	\$ -											\$ 150.00	\$ -	\$ 150.00
Demolition Out Buildings	\$ -	\$ -											\$ -	\$ -	\$ -
Total	\$ 4,872.48	\$ 8,483.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,356.46	\$ -	\$ 13,356.46

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	\$ -	\$ -											\$ -	\$ -	\$ -
Ward 2	\$ -	\$ 500,000.00											\$ 500,000.00	\$ -	\$ 500,000.00
Ward 3	\$ -	\$ -											\$ -	\$ -	\$ -
Ward 4	\$ -	\$ -											\$ -	\$ -	\$ -
Multiple Residential	\$ -	\$ -											\$ -	\$ -	\$ -
Additions/Sunrooms	\$ -	\$ -											\$ -	\$ -	\$ -
Garages/Carports	\$ -	\$ 40,000.00											\$ 40,000.00	\$ -	\$ 40,000.00
Decks/Porches	\$ -	\$ -											\$ -	\$ -	\$ -
Fences/Pool	\$ -	\$ -											\$ -	\$ -	\$ -
Demolition	\$ 5,950.00	\$ -											\$ 5,950.00	\$ -	\$ 5,950.00
House Raising	\$ -	\$ -											\$ -	\$ -	\$ -
Pole Barns	\$ 151,000.00	\$ 319,564.00											\$ 470,564.00	\$ -	\$ 470,564.00
Commercial/Industrial	\$ -	\$ -											\$ -	\$ -	\$ -
Miscellaneous	\$ 55,200.00	\$ 3,900.00											\$ 59,100.00	\$ -	\$ 59,100.00
Shed	\$ 5,000.00	\$ -											\$ 5,000.00	\$ -	\$ 5,000.00
Roof	\$ 19,000.00	\$ 12,000.00											\$ 31,000.00	\$ -	\$ 31,000.00
Septic System	\$ 1,200.00	\$ 15,000.00											\$ 16,200.00	\$ -	\$ 16,200.00
Sign	\$ 1,300.00	\$ 1,800.00											\$ 3,100.00	\$ -	\$ 3,100.00
Green Houses/Winery	\$ -	\$ -											\$ -	\$ -	\$ -
Renovations	\$ 149,300.00	\$ 505,600.00											\$ 654,900.00	\$ -	\$ 654,900.00
Additions/Renovation-Commercial/Industrial/Institutional	\$ -	\$ 9,000.00											\$ 9,000.00	\$ -	\$ 9,000.00
Plumbing only	\$ 5,000.00	\$ -											\$ 5,000.00	\$ -	\$ 5,000.00
Demolition Out Buildings	\$ -	\$ -											\$ -	\$ -	\$ -
Total	\$ 392,950.00	\$ 1,406,864.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,799,814.00	\$ -	\$ 1,799,814.00



Report to Council

Department: Planning
Date: March 19, 2018
Prepared by: Jeff Watson, Policy Planner
Submitted by: Chris Nepszy, Director of Infrastructure and Development
Report Number: Planning 2018-11
Subject: Agriculture related activities and the Zoning By-law
(Wards 2 and 3)
Number of Pages: 6

Recommendation

To be tabled for public review.

Reason for Report

Revisions to General Zoning By-law 1037 are being considered in order to bring Zoning By-law 1037 into closer conformity with the guideline provisions of Ontario's "Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas".

Comments

The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) has introduced a guideline document "Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas", hereinafter referred to as the "Guidelines". This document is intended to expand on the policies of the Provincial Policy Statement (PPS) regarding the use of prime agricultural lands for non-farm activities.

The PPS, which establishes policies and mandates that all municipalities shall have regard to and shall comply with, provides that (in S1.1.5.8) "agricultural uses, agricultural related uses, on-farm diversified uses and normal farm practices should be promoted and protected in accordance with provincial standards."

Agricultural uses relate to farm production and normal farm practices are performance standards related to the farm activities involved with agricultural production.

Agricultural-related uses (ARU's) are defined in the PPS as:

those farm related commercial and industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm

operations and provide direct products and or services to farm operations as a primary activity.

On-farm Diversified Uses (ODU's) are defined as:

uses that are secondary to the principal agricultural use of the property and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses and uses that produce value-added agricultural products.

Except to define these two land uses, the PPS does expand on the policies and limitations applicable to such uses. The Guidelines address that.

The Town of Essex Official Plan recognizes and permits both agriculture-related and on-farm diversified uses. Under Zoning By-law 1037 agriculture-related uses are permitted as "Farm Production Support Uses" and "Farm Equipment Sales and Service Establishments". As well under the A1.1, General Agricultural Zoning District, and A1.2, Restricted Agricultural Zoning District, a nursery, roadside stand, winery and brewery are permitted uses. This adequately addresses the provincial guidelines for agriculture-related uses and no changes to Zoning By-law 1037 are proposed.

This report deals specifically with the policies and mandates related to On-farm Diversified Uses.

The County of Essex Official Plan recognizes ODU's as "Secondary Uses". It limits home industry, a general category for trades, businesses, professions and crafts, by size, to not exceed 90 square meters (m²) (968 square feet) (sq ft). This might be increased by site specific rezoning, subject to municipal policies that ensure compatibility with adjacent uses, demonstrate that the use cannot be located in a settlement area and that such use does not harm the viability of like uses in the settlement area.

An ODU is intended to provide a supplemental income to a farm family in order to maintain farm viability and resilience. The guidelines encourage the re-use of existing buildings no longer required for the farm operation. Such uses should not hinder surrounding agricultural operations and be limited in size. They are permitted with farm operations, but they are not permitted in combination with residential or other non-farm uses in rural areas.

The Guidelines set out ODU permitted uses under the following general classifications:

1. Value-added uses such as food packaging and processing, cheese making and other specialty products made from on farm produce;

2. Home occupations like a bookkeeper, home daycare operator, professional studio;
3. Home industry such as a woodworking shop; equipment repair and seasonal storage of boats and trailers;
4. Agri-tourism and recreation like a bed and breakfast home, petting zoo, equine events and farm-themed educational and recreational activities;
5. Retail uses such as an antique shop, craft shop or other shop selling made on the farm products;
6. Small food service provider like a bakeshop, ice cream shop or other shop selling food products made from on-farm produce.

With regard to ODU's, By-law 1037 permits the following:

8.6 Farm Home Occupation, Agricultural Operation

- a) In an Agricultural Zoning District, unless otherwise specifically provided in this by-law, an agricultural home occupation is a permitted use, in combination with an agricultural operation, in a dwelling or, alternatively, if the lot area is one (1) hectare (2.5a) or greater, in an outbuilding, provided that the home occupation is conducted in accordance with the following regulations:
 - i) a maximum of 25% of the gross floor area of the dwelling can be devoted to the home occupation or it may be located in an accessory building where it may occupy maximum of 75m² (800f²) of net floor area. This limitation on gross floor area shall not apply to guest rooms and guest facilities within a bed and breakfast dwelling, but the bed and breakfast dwelling shall be the only dwelling on the lot and shall not be permitted in an accessory building;
 - ii) there shall be no visible indication from the exterior of the dwelling or accessory building that a home occupation is being carried on except for a sign having a maximum sign face area of 0.5m² (5.4f²);
 - iii) there shall be no retail sale or wholesale of goods, except those produced on the premises;
 - iv) there shall be no external storage of materials, goods or equipment related to the home occupation;
 - v) there is no generation of perceptible noise, odour, fumes or dust beyond the boundaries of the lot;
 - vi) it is conducted entirely within the dwelling or accessory building;
 - vii) it is carried on exclusively by the inhabitants of the dwelling;
 - viii) shall not include a collision shop or other heavy repair shop.

- ix) a bed and breakfast dwelling shall have a maximum of 5 guest bedrooms.

In comparison with OMAFRA’s Guideline policies and the County of Essex Official Plan, the Town’s zoning by-law provisions for on-farm diversified uses vary in the following manner:

OMAFRA Guidelines	County of Essex	Town of Essex
Limits on maximum floor area must be established. Outdoor activities may be permitted but are limited to 2 percent of the farm to a maximum of 1 hectare.	90m2 (968 sq ft) and limited in proportion to the principal use of the buildings and property.	75m2 (800 sq ft) in an accessory building and 25 percent of the floor area in a dwelling, Confined to a building.
Retail sales are permitted.	Retail sales are permitted.	Not permitted except for items produced on the premises.
No outdoor storage of goods and materials.	No outdoor storage of goods and materials.	No outdoor storage of goods and materials.
No limits on ODU visibility.	May be regulated by municipal sign by-law.	No visible indication of the ODU except for a sign of restricted size.
Must ensure land use compatibility through buffering and other measures.	Use cannot create a safety hazard or become a public nuisance with regard to traffic, parking or noxious.	No perceptible generation of fume, dust, odours or noise beyond the property lines.
No limit on who is employed to operate the ODU.	Limits must be established on the total number of employees and the number of employees who do not otherwise work on the farm.	Limited to those persons residing on the farm.
Shall not include large scale operations or prejudice the viability of the principal farm operation.	Shall be a secondary activity to the farm operation.	Shall not include a collision shop or other heavy repair shop. Limited by size (see above)

In conclusion, while our zoning by-law provisions reflect some of the provincial guidelines, they are less flexible in other ways. There is room for more liberal zoning regulations, with the understanding that they must adhere to the policies of the County of Essex Official Plan and or own OP.

Accordingly, it is recommended that the Zoning by-law be amended to provide for the following on-farm diversified uses:

1. Add the definition of an on-farm diversified use:

On-farm Diversified Use means a use, exclusive of a home occupation, that is secondary to the principle agricultural use of the property and is limited in area. They include: a retail or wholesale store, take-out food outlet, workshop or other home industry, an agri-tourism use and uses that produce value-added agricultural products from on farm production.

2. Revise subsection 8.6 to read as follows:

8.6 An On-farm Diversified Use ancillary to an Agricultural Operation

- a) In an Agricultural Zoning District, unless otherwise specifically provided in this by-law, an on-farm diversified use is a permitted use exclusively in combination with an agricultural operation. It shall be located in a dwelling or in an outbuilding in accordance with the following regulations: (Note: a home occupation is separate from the proposed on-farm diversified use provisions below, as they are covered under the separate home occupation regulations in subsection 8.5 of By-law 1037.)
- i) a maximum of 25% of the gross floor area of the dwelling shall be devoted to an on-farm diversified use or, if located in an accessory building, it shall occupy a maximum of 90m² (968f²) of gross floor area. Outdoor areas specifically related to public education about farm life and farm activities or for product display are permitted;
 - ii) the retail sale or wholesale of goods is permitted within that portion of the building exclusively devoted to the on-farm diversified use;
 - iii) there shall be no external storage of materials, goods or equipment related to the on-farm diversified use;
 - iv) there shall be no generation of perceptible noise, odour, fumes or dust beyond the boundaries of the lot;
 - v) the use shall be carried on exclusively by persons participating directly in the day to day operation of the farm or residing on the farm and a maximum of two (2) other persons not directly participating in the operation of the farm or residing on the farm;
 - viii) it shall not include: a motor vehicle repair garage, a motor vehicle sales lot, gas bar, general salvage operation, motor vehicle salvage operation or material transfer centre, automobile collision shop or other heavy repair shop, major or minor commercial centre.

It is also recommended that on-farm diversified uses be subject to site plan control. Site plan control would consider the location and size of the facility and parking areas, as well as lighting, site grading and drainage, landscaping and buffering.

Which on-farm diversified uses might come from these by-law revisions will vary by location within the Town. It is anticipated that agri-tourism activities will gain in popularity along County Road 50, a known and popular tourist route. Other sites in the rural areas of the Town will see secondary operations related to farm production and produce. These changes provide opportunity for new rural enterprise, sanctioned by the Provincial Guidelines, the County OP and our OP, while helping to maintain farm viability and financial support to farm families.

Financial Impact

Not Applicable

Link to Strategic Priorities

This report is linked to this Strategic Priority:

- 1. Enhances economic development activities through the adaptive re-use of existing farm buildings and the development of secondary land uses to maintain viable and resilient farm operations.

Reviewed by:

- Donna Hunter, Chief Administrative Officer- concurs
- Chris Nepszy, Director of Infrastructure & Development - concurs
- Nelson Silveira, Economic Development Officer - concurs
- Rita Jabbour, Assistant Town Planner - concurs
- Kevin Carter, Chief Building Official - concurs
- Wayne Mills, Chief Building Official - concurs



Report to Council

Department: Planning
Date: March 19, 2018
Prepared by: Jeff Watson, Policy Planner
Submitted by: Chris Nepszy, Director of Infrastructure and Development
Report Number: Planning 2018-12
Subject: Colchester and County Road 50 Community Improvement Plan (Ward 3)
Number of Pages: 3

Recommendation

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

Reason for Report

Council authorized the preparation of a CIP expansion plan for the north and south sides of County Road 50 (CR50) within the Town limits and subsequently a public meeting was held on Monday, February 26, 2018 at the Colchester Community Centre to introduce the draft expansion plan and to seek comments and opinions.

Comments

The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) has introduced a guideline document "Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas", hereinafter referred to as the "Guidelines". This document is intended to expand on the policies of the Provincial Policy Statement (PPS) regarding the use of prime agricultural lands.

It recognizes two forms of non-farm land uses acceptable in prime agricultural areas.

Agricultural-related uses (ARU) are defined in the PPS as:

those farm related commercial and industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations and provide direct products and or services to farm operations as a primary activity.

On-farm Diversified Uses (ODU's) are defined as:

uses that are secondary to the principal agricultural use of the property and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses and uses that produce value-added agricultural products.

This provides opportunities for both farm serving uses, such as a food processing plant, and for farm income support uses, such as on farm retail food sales and agri-tourism activities.

Note: The integration of on-farm diversified uses into the general zoning by-law is also the subject of a separate report to Council.

CR50 is well-established as a tourist corridor. The Town, in partnership with the County of Essex, is constructing paved shoulders (bicycle lanes) along CR50 for safe active transit. They form part of a county-wide active transportation system that joins with the Lake Erie Waterfront Trail, which in turn connects to major provincial systems. It is a popular wine route having 6 local wineries along it, within the limits of the Town. Annual and special events of historical and general interest are held along CR50. Places of historical interest located along CR50 imbue a stronger sense of community.

The expansion of the Colchester Centre CIP project area and the establishment of grant policies are intended to serve as a stimulus for regional farm resiliency and farm income stability, as envisioned by the OMAFRA Guidelines, along County Road 50 by recognizing and supporting agriculture related and on-farm diversified uses.

On February 26, 2018, 40 persons attended a public meeting of Council to consider the expansion of the Colchester CIP along CR50. There was general acceptance of and enthusiasm for the proposed expansion. Questions regarding the CIP related primarily to the expansion of tourist accommodation in the form of bed and breakfast accommodation. There is merit in providing incentives for farm bed and breakfast facilities, for example, as there is no hotel or motel accommodation along CR50 or in the immediate region. It was also requested that Council consider the extension of the CIP project along the Colchester lakefront to stimulate bed and breakfast accommodation close to the waterfront recreational amenities at the public beach and harbour. Planning has no objection to this proposal.

The proposed by-law would expand the Colchester CIP Project Area to include all properties fronting on CR50 from CR41 to the west and CR23 to the east and on the south side of Adelaide. Expansion of the CIP along CR50 recognizes the potential for agriculture related and on-farm diversified uses which would complement the current activities characteristic of and

unique to CR 50 today. It will introduce text changes to accommodate agricultural related and on-farm diversified uses under the grant program.

As noted above, in a separate report to Council, Planning proposes revisions to current zoning provisions, under general Zoning By-law 1037, related to on-farm diversified uses. This report is to be tabled by Council to permit the scheduling of a statutory public meeting to seek public input.

Financial Impact

The Harrow and Colchester Community Improvement Plan has \$150,000.00 in allocated funds for 2018 projects that are eligible for grants. It is expected that these funds will be adequate for 2018.

Link to Strategic Priorities

This report is linked to this Strategic Priority:

1. Enhances economic development activities through the adaptive re-use of existing farm buildings and the development of secondary land uses to maintain viable and resilient farm operations and to provide support for agricultural related uses.

Reviewed by:

Donna Hunter, Chief Administrative Officer - concurs

Chris Nepszy, Director of Infrastructure & Development - concurs

Nelson Silveira, Economic Development Officer - concurs

Rita Jabbour, Assistant Town Planner - concurs



Report to Council

Department: Legal and Legislative Services
Date: March 19, 2018
Prepared by: Laurie Brett, Deputy Clerk
Submitted by: Robert Auger, Clerk
Report Number: Clerks Report 2018-04
Subject: Appointment of Animal Control Appeal Committee
Number of Pages: 2

Recommendation(s)/Conclusion(s)

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

1. That Clerks Report 2018-04 entitled "Appointment of Animal Control Appeal Committee" be received; and
2. That Council appoint Diane Pouget, Richard Kokovai, and Paul Tonon as members of the Animal Control Appeal Committee for the limited purpose of adjudicating an upcoming appeal.

Reason for Report

To appoint three members to the Animal Control Appeal Committee.

Background

At the February 5, 2018 Regular Council Meeting, Council considered a Verbal Report from Clerk Robert Auger regarding an upcoming appeal hearing to be convened pursuant to Section 4.07.3 of the Animal Care and Control By-law. By Resolution R18-01-035, Council adopted the report and concurred with the following recommendation:

That Council grant an exemption from the requirements of Section 4.01 of the Animal Control By-Law as it relates to the composition of the Appeal Committee, and direct that the members of the Appeal Committee for the said upcoming Appeal hearing

shall be comprised of three members of the general public (to be appointed at a future meeting of Council) who have declared that they will serve impartially and that they do not have a conflict of interest in the matter to be adjudicated.

In an effort to attract suitable candidates, the Clerk's Department reached out to other local municipalities with existing animal control appeal committees with a view to identifying members with prior adjudicative experience. In addition, advertisements were placed in local newspapers during the week of February 19 and the notice was shared with all committees of Council.

As a result, the following individuals have been identified by the Clerk's Department as suitable candidates and have accepted the responsibility of adjudicating the matter in an impartial manner:

- Diane Pouget, Councillor, Town of Amherstburg
- Richard Kokovai, former Town of Essex Councillor (pre-amalgamation)
- Paul Tonon, former Communities in Bloom Committee Member

The appeal is tentatively scheduled for Wednesday, April 11, 2018 and will be shared with the parties involved and announced on the online public calendar once the details are confirmed.

Financial Impact

As the members of the Animal Control Appeal Committee are serving an adjudicative role for a specific purpose, the Clerk's Department is proposing an honorarium of \$200 be paid to each member.

Link to Strategic Priorities

This report meets the strategic goal of promoting a healthy, safe and environmentally conscious community.

Reviewed by: Robert Auger, Clerk, Legal and Legislative Services, Concur

Reviewed by: Donna Hunter, Chief Administrative Officer, Concur



Report to Council

Department: Municipal Drainage
Date: March 19, 2018
Prepared by: Dan Boudreau
Manager, Operations/Drainage
Submitted by: Chris Nepszy, P.Eng, PE
Director, Infrastructure and Development
Report Number: Municipal Drainage 2018-02
Subject: Appointment of a Drainage Engineer to prepare a
Report for repairs and improvements to Maple Avenue
Drain
Number of Pages: 4

Recommendation(s)/Conclusion(s)

That Report D-2018-01 is accepted and that Council appoints the engineering firm of Rood Engineering Incorporated, pursuant to the Drainage Act R.S.O. 1990 to prepare a new drainage report for repairs to the Maple Avenue Drain.

Background

The Maple Avenue Drain is located on the both sides of Crystal Beach Road. The outlet pipe that discharges into late Erie has deteriorated and no longer extends far enough into the Lake to provide sufficient outlet. High lake levels and strong winds fill in the channel and block the pipe with sand. As a result, frequent flooding occurs at the South end of Crystal Beach Road. In Addition, improvements to existing catch water basins and underground pipping are required.

The last drainage report on file was prepared by C.G.R. Armstrong in July 1968.

According to Section 78 of the Drainage Act Revised Statutes of Ontario 1990.

Improving, upon examination and report of engineer

78. (1) If a drainage works has been constructed under a by-law passed under this Act or any predecessor of this Act, and the council of the municipality that is responsible for maintaining and repairing the drainage works considers it appropriate to undertake one or more of the projects listed in subsection (1.1) for the better use, maintenance or repair of the drainage works or of lands or roads, the municipality may undertake and complete the project in accordance with the report of an engineer appointed by it and without the petition required by section 4. 2010, chapter. 16, Schedule. 1, section. 2 (27).

Projects

(1.1) The projects referred to in subsection (1) are:

1. Changing the course of the drainage works.
2. Making a new outlet for the whole or any part of the drainage works.
3. Constructing a tile drain under the bed of the whole or any part of the drainage works.
4. Constructing, reconstructing or extending embankments, walls, dykes, dams, reservoirs, bridges, pumping stations or other protective works in connection with the drainage works.
5. Otherwise improving, extending to an outlet or altering the drainage works.
6. Covering all or part of the drainage works.
7. Consolidating two or more drainage works. 2010, chapter 16, Schedule. 1, section. 2 (27).

Notice to conservation authority

(2) An engineer shall not be appointed under subsection (1) until thirty days after a notice advising of the proposed drainage works has been sent to the secretary-treasurer of each conservation authority that has jurisdiction over any of the lands that would be affected. Revised Statutes of Ontario 1990, chapter D.17, section 78 (2); 2010, c. 16, Schedule 1, section 2 (28).

Powers and duties of engineer

(3) The engineer has all the powers and shall perform all the duties of an engineer appointed with respect to the construction of a drainage works under this Act. Revised Statutes of Ontario 1990, chapter D.17, section 78 (3).

Proceedings

(4) All proceedings, including appeals, under this section shall be the same as on a report for the construction of a drainage works. Revised Statutes of Ontario 1990, chapter D.17, section 78 (4).

The Drainage Act prescribes the process and timelines that must be followed for a report, under Section 4 of the Drainage Act, for a municipal drain. In brief, the process includes:

- Consideration of the Report by Council; and the appointment of an Engineer to prepare a preliminary report;
- Conduct an On-site Meeting with affected landowners to review their drainage requirements;
- Conduct a Meeting to consider the preliminary report and recommendation whether or not to proceed with the preparation of an Engineer's Report
- Council approval of the Committee recommendation;

Schedule

Should Council appoint an Engineer, the estimated schedule will be as follows:

- Council approval and appointment of Engineer – March 2018
- On Site Meeting -May 2018

- Preparation of the report – August 2018
- Submission of report and notification period – September 2018
- Consideration of the Report by Council – October 2018
- Preparation of Provisional By-law – October 2018
- Court of Revision – November 2018
- Construction- December 2018

Financial Impact

The landowners will be responsible for the new drainage enclosure proportionally, as perscribed in the assessment schedule. The Town of Essex will be responsible to pay for any municipal lands or roads within the drainage area.

Rood Engineering Incorporated was selected through tendering process to provide Drainage Engineering Services for the Town of Essex.

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

Reviewed by:

Reviewed by:

Reviewed by:



Report to Council

Department: Infrastructure and Development

Date: March 19, 2018

Prepared by: Chris Nepszy
Director, Infrastructure and Development

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

Report Number: Infrastructure and Development Report 2018-03

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

Number of Pages: 3

Recommendation(s)/Conclusion(s)

It is recommended that:

1. Infrastructure and Development Report 2018-03 entitled "Engineering Consulting Services for Culvert ID# 200302 (4th Concession and Drummond Road)" be received; and
2. Council appoints RC Spencer Associates Incorporated (RC Spencer) to provide engineering design and construction administrative services for Culvert ID #200302 in accordance with the completed request under Section 22 (3) of the Town of Essex Procurement By-law 1043, in the amount of \$44,000.

Purpose

In accordance with the Town Procurement By-Law Number 1043, Council approval is required to waive the requirements for proposals, tenders and quotations for consulting and

professional services under Section 22.02 of the procurement and disposal of goods and services policy.

Information

The Town has typically constructed and/or rehabilitated culverts every year, as well as had the engineering prepared for the construction of culverts in the following year. Due to budgetary constraints as well as high construction pricing in 2017, three of the culverts with completed engineering design were carried over for construction in 2018. All three of these culverts were designed and will be administered by RC Spencer, who was the successful engineer in a competitive Request for Proposal (RFP) process in 2016. In addition, the Town recently awarded an RFP to RC Spencer for the design of culvert 200302 on the 3rd Concession, which is intended to be constructed in 2019. As a result, RC Spencer is the successful engineer for four Town of Essex culverts currently requiring engineering. Having RC Spencer provide engineering for the subject culvert would provide time savings in ensuring design and construction in 2018. In addition, RC Spencer would be able to tender all 2018 culverts together providing economies of scale to help achieve pricing advantage.

The Town of Essex has received value, exceptional service, and consistent support from RC Spencer in recent years. Furthermore, RC Spencer has intimate knowledge of the expectations and the storm water operations of the Town. That existing knowledge and expertise will allow RC Spencer to competently manage the subject project effectively and efficiently, both creating savings and ensuring timelines are met.

It is proposed that RC Spencer will provide all engineering and construction administrative services, materials and equipment necessary to prepare Contract Drawings and Specifications for the improvement to the structure and guiderails located on the 4th concession, east of Drummond Road (Bridge ID# 200302). The type of structure for the replacement has not been determined and it is intended that the Engineer will assist the Town in choosing the method/type of construction. Furthermore, it is expected that the design engineering and construction will take place in the 2018 construction season.

Financial Impact

RC Spencer estimate of fees for engineering consulting services for Culvert ID# 200302 are \$44,000 (\$26,000 for design and \$18,000 for construction administration based on an estimate of 4 weeks of full time inspection). The 2018 approved budget has \$40,000 for engineering, leaving a shortfall of \$4,000. The subject culvert has \$250,000 approved for construction costs in 2018, which is anticipated to be sufficient to absorb the potential overage in inspections fees. However, based on recent year construction of similar projects, the time for construction will more than likely be less than 4 weeks, resulting in reduction in these engineering inspection costs.

Reviewed by: Jeffrey Morrison, Director, Finance and Business Services

Richard Beausoleil, Manager, Capital Works and Infrastructure



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

33 Talbot St. S. t 519 776 7336
Essex, ON N8M 1A8 f 519 776 8811
www.essex.ca

Note: Requests to waive the requirement for Proposals, Tenders and Quotations are restricted to acquisitions that are predominantly or exclusively for consulting and professional services and must be made in accordance with Section 22.02 of By-Law No. 1043, Procurement & Disposal of Goods & Services Policy. Consulting and professional services means those services requiring the skills of a professional for a defined service and may include architects, engineers, surveyors, planners, financial consultants, lawyers, real estate agents or brokers, etc. Refer to Section 1.02 of the Policy for further examples of consulting and professional services.

1. REASON FOR REQUEST

This represents a formal request to Council to waive the requirement for proposals, tenders and quotations for Consulting and Professional Services under Section 22.02 of the Procurement and Disposal of Goods and Services Policy. This request is being made on the basis of the following criteria (please select at least one of the options below):

- ☒ The works to be performed by the consultant or professional service are a continuation of a previous project (Section 22.02(a) of the By-Law)
- ☐ The firm being recommended has demonstrated unique qualifications to undertake the project (Section 22.02(b) of the By-Law)
- ☒ The project is subject to time constraints (Section 22.02(c) of the By-Law)
- ☐ Other (provide explanation in 3. below)

2. NAME AND TYPE OF CONSULTING OR PROFESSIONAL SERVICE

Name of Professional Service: Structural Engineering

Type of Professional Service (select one):

- ☒ Engineer
- ☐ Architect
- ☐ Surveyor
- ☐ Financial
- ☐ Planner
- ☐ Lawyer
- ☐ Real Estate Agent
- ☐ IT
- ☐ Appraiser
- ☐ Other (specify)

3. EXPLANATION OF REQUEST

Provide full explanation of how this request meets the criteria of Section 22.02 of By-Law No. 1043, Procurement & Disposal of Goods & Services Policy:

The Town has typically constructed and/or rehabilitated culverts every year, as well as had the engineering prepared for the construction of culverts in the following year. Due to budgetary constraints as well as high construction pricing in 2017, three of the culverts with completed engineering design were carried over for construction in 2018. All three of these culverts were designed and will be administered by RC Spencer, who was the successful engineer in a competitive Request for Proposal (RFP) process in 2016. In addition, the Town recently awarded an RFP to RC Spencer for the design of culvert 200302 on the 3rd Concession, which is intended to be constructed in 2019. As a result, RC Spencer is the successful engineer for four Town of Essex culverts currently requiring engineering. Having RC Spencer provide engineering for the subject culvert would provide time savings in ensuring design and construction in 2018. In addition, RC Spencer would be able to tender all 2018 culverts together providing economies of scale to help achieve pricing advantage.



4. REQUESTING DEPARTMENT INFORMATION	
Name of Department Head:	Chris Nepszy
Department Name:	Infrastructure and Development
Date of Request:	February 5, 2018

5. APPROVAL INFORMATION <i>(to be completed by the Mayor and the Clerk of the Town of Essex)</i>	
<input type="checkbox"/> Request Approved	<input type="checkbox"/> Request Not Approved
Date Approved/Not Approved:	
Mayor's Signature:	
Clerk's Signature:	



March 12, 2018

Honourable Dr. Helena Jaczek
Minister of Health and Long Term Care
Hepburn Block, 10th Floor
80 Grosvenor Street
Toronto, Ontario M7A 2C4
Email: hjaczek.mpp@liberal.ola.org

Dear Minister Jaczek,

By way of letter dated January 3, 2018, Essex Town Council extended an invitation to former Minister of Health Dr. Eric Hoskins, asking him to attend a future council meeting to discuss short and long term plans regarding health matters in the region. A copy of the letter has been enclosed for your perusal. To date, Council has not received a response to that request.

We wish to congratulate you on your new appointment as Minister of Health and Long-Term Care. We would also like to extend the same invitation to you and ask that you give consideration to attending a future meeting of Essex Town Council. I enclose for your reference our list of 2018 meeting dates.

We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Auger", with a long horizontal stroke extending to the right.

Robert W. Auger, L.L.B.
Manager, Legislative Services/Clerk
Ext. 1132
Email: rauger@essex.ca

RAW/lam

Enclosure

c.c. The Honourable Kathleen Wynne
Premier of Ontario



**CORPORATION OF THE TOWN OF ESSEX
SCHEDULE OF 2018 COUNCIL MEETINGS**

Tuesday, March 19, 2018
Tuesday, April 3, 2018
Monday, April 16, 2018
Monday, May 7, 2018
Tuesday, May 22, 2018
Monday, June 4, 2018
Monday, June 18, 2018
Tuesday, July 3, 2018
Monday, July 16, 2018
Tuesday, August 7, 2018
Monday, August 20, 2018
Tuesday, September 4, 2018
Monday, September 17, 2018
Monday, October 1, 2018
Monday, October 15, 2018
Monday, November 5, 2018
Monday, November 19, 2018
Monday, December 3, 2018
Monday, December 17, 2018



November 8, 2017

Honourable Dr. Eric Hoskins
Minister of Health and Long Term Care
Hepburn Block, 10th Floor
80 Grosvenor Street
Toronto, Ontario M7A 2C4
Email: ehoskins.mpp@liberal.ola.org

Dear Minister Hoskins,

On behalf of the Essex Town Council I am writing to request your presence at our Council Meeting to discuss short term and long term plans regarding health matters in the region. The well-being of our constituents is of extreme importance to us and we have concerns for their health care that we would like addressed.

Please advise when you would be able to meet with us.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Auger", written over a white background.

Robert W. Auger, L.L.B.
Manager, Legislative Services/Clerk
Ext. 1132
Email: rauger@essex.ca

RAW/lam

From: "Kollias, Konstantina (MOHLTC)" <Konstantina.Kollias@ontario.ca>

Date: November 23, 2017 at 2:07:16 PM EST

To: "rauger@essex.ca" <rauger@essex.ca>

Subject: Regrets on Behalf of Minister Hoskins

Dear Robert W. Auger,

Thank you for your invitation to Minister Hoskins to attend a meeting to discuss the short term and long term plans regarding health matters in the region. Unfortunately the Minister's schedule is extremely tight for the next few months and he won't be able to commit to a time in the foreseeable future.

Kind Regards,

Konstantina Kollias

Office of the Hon. Dr. Eric Hoskins, MPP

Ontario Minister of Health & Long-Term Care

Phone: 416-325-8468

Email: konstantina.kollias@ontario.ca



January 3, 2018

Honourable Dr. Eric Hoskins
Minister of Health and Long Term Care
Hepburn Block, 10th Floor
80 Grosvenor Street
Toronto, Ontario M7A 2C4
Email: ehoskins.mpp@liberal.ola.org

And To: Konstantina Kollias

Office of the Honourable Dr. Eric Hoskins
Minister of Health and Long Term Care
By Email: Konstantina.kollias@ontario.ca

Dear Minister Hoskins,

By way of letter dated November 8, 2017 the Essex Town Council extended an invite requesting your presence at a future Council Meeting to discuss short term and long term plans regarding health matters in the region. By way of email response dated November 23, 2017 (per attached) your Office declined said invite citing the fact that the Ministers schedule was extremely tight for the next few months such that he would not be able to commit to a time in the foreseeable future. However, at its subsequent December 4, 2017 Regular Council Meeting, the Town of Essex passed the following resolution:

Moved By Councillor Voakes
Seconded By Councillor Bondy

(R17-12-502) That a second request be sent to Minister Hoskins to attend an Essex Council Meeting to discuss Emergency care and procedures and that Premier Wynne be copied on the request.

As a result could you please give consideration to your attendance at a future meeting of our Essex Town Council. In considering the same I enclose for your reference/review our 2018 Meeting dates.

Could you please advise if and when you would be able to meet with our Council.



Sincerely,

A handwritten signature in black ink, appearing to read "R. Auger".

Robert W. Auger, L.L.B.
Manager, Legislative Services/Clerk
Ext. 1132
Email: rauger@essex.ca

RAW/lam

cc. The Honourable Kathleen Wynne
Premier of Ontario
Legislative Building, Room 281
Queen's Park
Toronto, ON M7A 1A1
Email: premier@ontario.ca

From: "OMBReview (MMA)" <CSC_OMBReview@ontario.ca>

Date: March 5, 2018 at 4:14:14 PM EST

To: "OMBReview (MMA)" <CSC_OMBReview@ontario.ca>

Subject: Planning Act Regulations related to the Building Better Communities and Conserving Watersheds Act, 2017

Further to the email sent on February 27, 2018, I am writing to provide an update on regulations under the Planning Act related to the Building Better Communities and Conserving Watersheds Act, 2017.

The Planning Act regulations will come into effect on April 3, 2018.

New regulations under the Local Planning Appeal Tribunal Act, 2017 are also proposed and it is anticipated that they will be finalized in the near future. In the interim, please visit the [Ontario Regulatory Registry posting](#) for information on the Local Planning Appeal Tribunal Act, 2017 regulations.

Under the *Planning Act*, changes will be made to existing regulations to facilitate implementation of the Building Better Communities and Conserving Watersheds Act, 2017 changes to the land use planning and appeal system by:

- requiring explanations of how planning proposals are consistent/conform with provincial and local policies and clarify requirements for municipal notices;
- making technical changes, such as changing references from Ontario Municipal Board to Local Planning Appeal Tribunal, and amending cross-references; and
- establishing new transition provisions to set out rules for planning matters in process at the time of proclamation.

You can view copies of the amending *Planning Act* regulations on Ontario's e-Laws:

- [Ontario Regulation 67/18 "Transitional Matters – General"](#) – amending Ontario Regulation 174/16 "Transitional Matters Relating to the *Smart Growth for Our Communities Act*, 2015"
- [Ontario Regulation 68/18](#) – amending Ontario Regulation 543/06 "Official Plans and Plan Amendments"
- [Ontario Regulation 69/18](#) – amending Ontario Regulation 549/06 "Prescribed Time Period – Subsections 17 (44.4), 34 (24.4) and 51 (52.4) of the Act"
- [Ontario Regulation 70/18](#) – amending Ontario Regulation 551/06 "Local Appeal Bodies"
- [Ontario Regulation 71/18](#) – amending Ontario Regulation 200/96 "Minor Variance Applications"
- [Ontario Regulation 72/18](#) – amending Ontario Regulation 197/96 "Consent Applications"
- [Ontario Regulation 73/18](#) – amending Ontario Regulation 545/06 "Zoning By-Laws, Holding By-Laws and Interim Control By-Laws"
- [Ontario Regulation 74/18](#) – amending Ontario Regulation 544/06 "Plans of Subdivision"

- [Ontario Regulation 75/18](#) – amending Ontario Regulation 173/16 “Community Planning Permits”

Questions

If you have any questions about the changes to the land use planning and appeal system, including the Planning Act regulatory changes, please email OMBReview@ontario.ca.

Sincerely,

Laurie Miller, Director
Provincial Planning Policy Branch
Ministry of Municipal Affairs

**Ministry of
Municipal Affairs**

Provincial Planning Policy
Branch
777 Bay Street, 13th Floor
Toronto ON M5G 2E5
Tel. 416-585-6014
Fax 416-585-6870

**Ministère des
Affaires municipales**

Direction des politiques provinciales
d'aménagement
777, rue Bay, 13^e étage
Toronto ON M5G 2E5
Tél. 416-585-6014
Télééc. 416-585-6870



Date: March 5, 2018

Subject: Planning Act Regulations related to the Building Better Communities and Conserving Watersheds Act, 2017

Further to the email sent on February 27, 2018, I am writing to provide an update on regulations under the Planning Act related to the Building Better Communities and Conserving Watersheds Act, 2017.

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- [Ontario Regulation 75/18](#) – amending Ontario Regulation 173/16 “Community Planning Permits”

Questions

If you have any questions about the changes to the land use planning and appeal system, including the Planning Act regulatory changes, please email OMBReview@ontario.ca.

Sincerely,

Laurie Miller, Director
Provincial Planning Policy Branch
Ministry of Municipal Affairs

From: AMO Communications [<mailto:communicate@amo.on.ca>]
Sent: Friday, March 9, 2018 11:22 AM
To: Auger, Robert <rauger@essex.ca>
Subject: AMO Policy Update - Cannabis Implementation – Municipal Funding Announcements

March 9, 2018

Cannabis Implementation – Municipal Funding Announcements

Today, the Ontario Minister of Finance released the outcome of discussions on how the federal cannabis excise tax will support provincial and municipal activities for the next two years. Ontario estimates that it will receive a maximum share of \$100 million over the next two years.

The parties agree that the impacts and costs are not truly known for either the Province or municipal governments – that this is new terrain for all of us. Other jurisdictions with legalized recreational cannabis have different laws and regulated approaches. It is important that we monitor the implementation in Ontario of the new laws when in effect and any future changes to the regulated framework (e.g., introduction of edibles) as all of this will be central to our future discussions.

In the short term, this funding will help pay municipal costs and this is critically important. Keeping municipal governments whole is our goal. As well, AMO's Board believes there is a future case to be made for this new federal and provincial revenue source to support broader community benefits.

The immediate arrangement to help deal with municipal costs is a combination of \$40 million plus some cost avoidance for municipal governments. This \$40 million exceeds the 25%, which the federal government vacated and gave to provinces and territories in recognition that municipal governments will have cost impacts.

Attached is an AMO FAQ. Please read the FAQ – it contains more information on cost containment and funding along with other information. Here's the link to the Ontario News Release:

<https://news.ontario.ca/mof/en/2018/03/ontario-supporting-municipalities-to-ensure-safe-transition-to-federal-cannabis-legalization.html>.

AMO Contacts:

Pat Vanini, Executive Director, E-Mail: pvanini@amo.on.ca , 416-971-9856 ext. 316

Monika Turner, Director of Policy, E-Mail: mturner@amo.on.ca , 416-971-9856 ext. 318

Craig Reid, Senior Advisor, E-Mail: creid@amo.on.ca, 416-971-9856, ext. 334.

PLEASE NOTE: AMO Breaking News will be broadcast to the member municipality's council, administrator, and clerk. Recipients of the AMO broadcasts are free to redistribute the AMO broadcasts to other municipal staff as required. We have decided to not add other staff to these broadcast lists in order to ensure accuracy and efficiency in the management of our various broadcast lists.

DISCLAIMER: Any documents attached are final versions. AMO assumes no responsibility for any discrepancies that may have been transmitted with this electronic version. The printed versions of the documents stand as the official record.

OPT-OUT: If you wish to opt-out of these email communications from AMO please click [here](#).



Cannabis Legalization Implementation Funding for Ontario Municipalities

AMO Member Q and A

Why is the Government of Ontario Providing Funding to Municipal Governments?

- Cannabis legalization experiences in other jurisdictions, while somewhat helpful, took place in different legal and social environments than Ontario's. This has made forecasting needs a challenging task for everyone.
- Ontario recognizes that legally available recreational cannabis (storefront and on-line retail) is likely to impact municipal services such as policing and bylaw enforcement, public health, paramedic, and other services that can deal with community impacts. This will increase municipal costs incrementally.
- New, upfront funds will help Ontario municipal governments manage costs brought by legal cannabis implementation and impacts on their communities for the next two years.

What is the funding approach developed between the Government of Ontario, AMO and the City of Toronto? The funding approach:

- Reflects a provincial estimate of \$100 million as Ontario's portion of the federal cannabis excise duty on recreational cannabis for the first two years. The Province will provide \$40 million over two years to all Ontario municipal government to support their incremental implementation costs.
- If Ontario's portion of the federal excise duty for the first two years of legalization exceeds \$100 million, the Province will provide 50% of the surplus to municipal governments.
- Involves provincial cost containment for some municipal activities that will bring a benefit.
- Half of the \$40 million to flow as soon as possible following federal Royal Assent and before legalization starts in 2018 so that municipal governments have upfront assistance and the second half will flow on the anniversary of that date in 2019.
- Funding will be allocated on a per household basis, adjusted to ensure that each municipality receives no less than \$10,000.
- In the case of counties and regions, funds will be shared equally between the tiers unless an alternate arrangement is made amongst the affected governments.
- Streamlined reporting and key data collection over two years to establish baseline data.
- Ontario, AMO, and the City of Toronto will re-engage in two years to revisit funding when there is a better understanding of implementation costs and impacts.

What are the 'cost avoidance' activities that will help contain municipal cannabis implementation costs?

- In addition to the funding approach, Ontario is taking on some of the costs municipal governments face.
- For example, Ontario is covering the training costs for police officers (OPP and own municipal forces) on Standard Field Sobriety Testing (SFST) certification. The number of officers certified is subject to police service standards and certification is not required for every officer.
- Ontario is also creating a Cannabis Intelligence Coordination Centre to address the illicit market and organized crime.
- Federal funding for police training of \$81 million/5 years will help the capacity in police forces; for example, the Canadian Association of Chiefs of Police is working with the federal government and the RCMP to train 65,000 officers across Canada on the cannabis legalization.
- Federal and provincial public health education campaigns will provide local public health units with support and resources to help address local needs related to cannabis legalization.

What impacts will municipal governments likely encounter from legal recreational cannabis?

Generally, impacts are in the areas of:

- Police services which will implement the drugged driving laws, requiring training and equipment including roadside testing kits (not available yet) to better detect drug impaired drivers.
- Police forces will continue to shut down and prosecute illegal cannabis storefronts.
- Municipal by-law officers may respond to an increase in nuisance complaints as residents adjust to legalization.
- By-law officers can be designated to respond to public consumption complaints instead of police personnel.
- Paramedic services could experience increased calls from cannabis users.
- A change in usage patterns in local communities may require a public health unit response.
- *Provincial Offences Act* (POA) prosecutions in municipal courts may also result from infractions under provincial cannabis legislation; fine revenue from these offences remains with municipal governments.

What else is the Government of Ontario undertaking?

In addition to the OPP and own force policing and public health supports, Ontario will:

- Increase capacity at the Province's Centre of Forensic Sciences to support toxicological testing and expert testimony.
- Develop a program to divert youth involved in minor cannabis-related offences away from the criminal justice system.
- Provide public health units with support and resources that will assist in meeting their mandate to address local needs related to cannabis legalization.
- Raise awareness of the new provincial rules that will take effect when cannabis is legalized federally.

What is the Federal-Provincial/Territorial Cannabis Excise Tax Agreement?

In brief:

In December 2017, federal, provincial, and territorial Finance Ministers agreed to:

- Share cannabis revenues 25/75 per cent for the federal and provincial/territorial governments respectively.
- Cap the federal portion at \$100 million maximum; anything above \$100 million would be distributed to the provinces/territories.
- Review the FPT Agreement at the end of two years post legalization.

As noted by Federation of Canadian Municipalities, the federal government reduced its originally proposed cannabis excise tax share of 50% to 25% in recognition of municipal government responsibilities and the federal expectation is that costs municipal governments across the country would incur see some benefit as a result.

https://www.canada.ca/en/departement-finance/news/2017/12/canada_s_finance_ministers_reach_agreement_on_cannabis_taxation.html.

When will cannabis be legalized?

This will depend on the passage of the federal Bills that are before the Senate and when they receive Royal Assent and a date provided. AMO will monitor this and keep municipal governments informed.



Sylvia Jones, MPP
Dufferin-Caledon

Room 443, Legislative Building
Toronto, Ontario M7A1A8

Tel: 416-325-1898
Fax: 416-325-1936
E-Mail: sylvia.jonesia@pc.ola.org

February 8th, 2018

Hon. Chris Ballard
Ministry of Environment and Climate Change
11th Floor, Ferguson Block
77 Wellesley Street West
Toronto, Ontario M7A 2T5

Dear Minister Ballard,

I want to draw your attention to the work of your colleague, the Minister of Infrastructure. I trust you are aware the newly released requirements for asset management plans for municipal infrastructure include a variety of measures on wastewater assets.

These include the frequency and volume of overflows in combined sewers, and a "description of the effluent that is discharged from sewage treatment plants in the municipal wastewater system."

Municipalities are already required to send notice to the Ministry of Environment regional offices. It seems redundant for municipalities to be required to report the same information to the Ministry of Infrastructure. The government already has this information.

Municipalities are already burdened by red tape and there is concern among smaller municipalities about their ability to comply with the new asset management plans. I encourage you to reduce the burden on municipalities by sharing the information you already have on sewage bypasses with the Ministry of Infrastructure.

Sincerely,

A handwritten signature in black ink, appearing to be "S. Jones", written over the word "Sincerely,".

Sylvia Jones, MPP
Dufferin-Caledon

Cc: Hon. Bob Chiarelli, Minister of Infrastructure
Cc: Progressive Conservative Municipal Affairs Critic, Ernie Hardeman



Corporate Services Department

Clerk's Office

CITY of STRATFORD
City Hall, P.O. Box 818
Stratford ON N5A 6W1

519-271-0250 Ext. 237
Fax: 519-273-5041
TTY: 519-271-5241
www.stratfordcanada.ca

March 2, 2018

Via e-mail:
rauger@essex.ca

Town of Essex
c/o Robert Auger
33 Talbot Street South
Essex, ON N8M 1A8

Dear Mr. Auger:

Re: Resolution - Offering School Property to Municipalities

We acknowledge receipt of your correspondence dated February 1, 2018 regarding the above-mentioned matters.

The said correspondence was provided to Stratford City Council for their information as part of the February 26, 2018 Council meeting Consent Agenda (CA-2018-034).

City Council took no action at this time. If they decide to take action in the future, we will advise.

Yours sincerely,

Joan Thomson
City Clerk

/ja



COUNCIL RESOLUTION

#7

Res: 2018-04.07

Wednesday February 28th, 2018

Moved by:

Bob Fleck

Seconded by:

Fleck

THAT the Council of the Municipality of Dutton Dunwich supports Resolution #R18-01-013 of the Town of Essex requesting the Association of Municipalities of Ontario (AMO), ROMA and all other municipalities in Ontario, requesting that when school boards make decisions to close schools, they must offer the building to the local municipality for a dollar.

<u>Recorded Vote</u>	<u>Yeas</u>	<u>Nays</u>
I.Fleck	___	___
D. McKillop	___	___
M. Hentz	___	___
B. Purcell	___	___
C. McWilliam - Mayor	___	___

Carried:

Comm

Mayor

Defeated:

Mayor



Meeting no. 18-03

Resolution no. 18-35

Date: February 26th, 2018

Moved by: Normand Lemieux

Seconded by: Daniel Grenier

BE IT RESOLVED THAT Council for the Municipality of Mattice - Val Côté hereby supports Resolution no. R18-01-013 made by the Town of Essex, requesting that school boards who decide to close schools offer the building to the local municipality for a dollar, and;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Town of Essex, to MP Carol Hugues and to MPP Gilles Bisson.

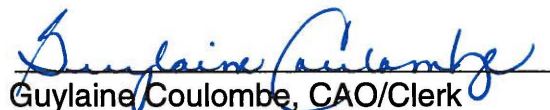
Carried X Defeated Deferred

Mayor, Michel Brière
President Officer

Recorded Vote
(unanimous unless indicated below)

Name	Yeas	Neas	Abstention
Brière, Michel			
Grenier, Daniel			
Lemay, Richard			
Lemieux, Normand			
Malenfant, Joyce			

Certified by:


Guylaine Coulombe, CAO/Clerk



Robert Auger L.L.B.
Clerk, Legal and Legislative Services
Town of Essex
Email rauger@essex.ca

February 27, 2018

Re: Resolution - Option to Purchase Schools due to Closures Resolution - Town of Essex

Dear Robert Auger, L.L.B.,

Please be advised that the following Resolution was passed by Council of the Township of Whitewater Region at its meeting of February 21, 2018:

Moved by Councillor Charlene Jackson, seconded by Councillor Daryl McLaughlin
That Council of the Township of Whitewater Region support the resolution of the Town of Essex regarding the option to purchase schools due to closures.

Resolution # 2018-3723

Do not hesitate to contact the undersigned on this matter. I can be reached at rtremblay@whitewaterregion.ca or 613-646-2282.

Regards,

Robert Tremblay
Chief Administrative Officer/Clerk

c.c. Association of Municipalities of Ontario
Email: amo@amo.on.ca

Rural Ontario Municipal Association
Email: roma@roma.on.ca

John Yakabuski, MPP; Renfrew-Pembroke-Nipissing
Email: john.yakabusko@pc.ola.org



Legal and Clerks Services

Office of the City Clerk
PO Box 3012, 50 Church Street
St. Catharines, ON L2R 7C2

Phone: 905.688.5600
Fax: 905.682.3631
TTY: 905.688.4TTY (4889)

March 6, 2018

Robert Auger
Clerk
Town of Essex
Sent via email: rauger@essex.ca

Re: Offering School Property to Municipalities

Please be advised that the City of St. Catharines Council, at its Regular Meeting held February 26, 2018, were distributed correspondence which included your resolution regarding Offering School Property to Municipalities, dated February 1, 2018.

The Mayor and Members of Council received and filed the correspondence providing no further direction.

Should you have any questions, please do not hesitate to contact the Office of the City Clerk at Extension 1506.

A handwritten signature in black ink, appearing to read 'Bonnie Nistico-Dunk'.

Bonnie Nistico-Dunk
City Clerk
:ks

From: Carolyn Lance [<mailto:clance@georgina.ca>]
Sent: Tuesday, March 6, 2018 11:38 AM
To: Auger, Robert <rauger@essex.ca>
Cc: Moroz, Lynn <LMoroz@essex.ca>
Subject: School Property offered to municipalities

Good morning Mr. Auger

Thank you for the correspondence concerning your Council's position respecting the closure of schools. Georgina Town Council considered your position, agreed with it and I have provided below an excerpt from its February 28th meeting minutes, supporting that position.

Moved by Councillor Sebo, Seconded by Regional Councillor Davison

RESOLUTION NO. C-2018-0106

That correspondence from Robert Auger, Clerk, Town of Essex, suggesting that school boards offer closed school buildings to the local municipality for one dollar, be received and endorsed.

Carried.



Carolyn Lance

Council Services Coordinator
Clerk's Division | Town of Georgina
26557 Civic Centre Road, Keswick, ON | L4P 3G1
905-476-4301 Ext. 2219 | georgina.ca
Follow us on [Twitter](#) and [Instagram](#)
Like us on [Facebook](#)



March 6, 2018.

Town of Essex
Email: rauger@essex.ca

Dear Sirs:

RE: Resolution – Offering School Property to Municipalities

At its regular meeting held on March 1, 2018, the Malahide Township Council passed the following Resolution:

THAT the Town of Essex resolution to the Association of Municipalities of Ontario and Rural Ontario Municipal Association requesting that when school boards make decisions to close schools, that the school buildings are offered to the local municipality for a dollar, be supported.

Please do not hesitate to contact this office if you require any further information or documentation.

Yours very truly,
TOWNSHIP OF MALAHIDE

M. CASAVECCHIA-SOMERS, D.P.A., C.M.O., CMM III
Chief Administrative Officer/Clerk

371 Weslemkoon Lake Road
Box 436, R.R. #2
GILMOUR, ON K0L 1W0
clerk@tudorandcashel.com
www.tudorandcashel.com



WANDA DONALDSON, REEVE
BERNICE CROCKER, CLERK-TREASURER
613-474-2583 (Phone)
613-474-0664 (Facsimile)

TOWNSHIP OF TUDOR AND CASHEL

March 08, 2018

BY EMAIL ONLY TO: rauger@essex.ca

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

Dear Robert Auger:

RE: Offering School Property to Municipalities

At the regular meeting of council held on February 06, 2018, members reviewed Resolution #R18-01-013 from January 15, 2018 from the Essex Town Council. The following resolution was adopted:

MOTION NO.: 2018-074

MOVED BY: BOYDE WALKER

SECONDED BY: NOREEN REILLY

RESOLVED, THAT Council supports the correspondence received from the Town of Essex in regards to requesting that when School Boards make decisions to close schools, the School Board has to offer the building to the local municipality for \$1.00.

Carried: Wanda Donaldson, Head of Council

Sincerely,

Nancy Carrol
Deputy Clerk-Treasurer
Cc; AMO, amo@amo.on.ca ROMA, roma@roma.on.ca

9.
Please be advised that during their Regular Council Meeting held February 20, 2018, the Council of the Municipality of Trent Lakes made the following resolution:

Resolution No. R2018-129

Moved by: Councillor Raymond
Seconded by: Councillor Lambshead

That Council supports the correspondence from the Town of Essex to AMO and ROMA dated February 1, 2018 regarding the offering of school property to municipalities.

Carried.

Kari Stevenson
Director of Corporate Services/Clerk
Municipality of Trent Lakes

Tel: 705-738-3800 x 240
Fax: 705-738-3801
Toll Free: 800-374-4009

*** Individuals who submit letters and other information to Council should be aware that any personal information contained within their communications may become part of the public record and may be made available to the public through the Council Agenda process.**

This e-mail message (including attachments, if any) is intended for the use of the individual to whom it is addressed and may contain information that is privileged and confidential. If you are not the intended recipient, you are notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender and erase this e-mail message immediately.



THE CORPORATION OF THE

Municipality of Neebing

Rosalie Evans,
Solicitor-Clerk
Erika Kromm,
Treasurer, Deputy Clerk

4766 Highway 61
Neebing, Ontario P7L 0B5
TELEPHONE (807) 474-5331
FAX (807) 474-5332
E mail – neebing@neebing.org

Councillors
Erwin Butikofer
Curtis Coulson
Bill Lankinen
Mike McCooeye
Roger Shott
Brian Wright

Mayor Ziggy Polkowski

February 26, 2018

The Association of Municipalities of Ontario (AMO) and
The Rural Ontario Municipal Association (ROMA)
200 University Avenue, Suite 800-801
Toronto, Ontario M5H 3C6

COPY

Re: Town of Essex Resolution R18-01-013

Dear Sir/Madam:

Please be advised that, at its regular meeting held on February 21, 2018, the Council for the Municipality of Neebing considered correspondence from the Town of Essex forwarding the above-noted resolution.

Please be advised that the Council for The Corporation of the Municipality of Neebing endorses and supports the resolution passed by the Town of Essex, which reads as follows:

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.

Council for Neebing respectfully requests that AMO and ROMA take up this cause. Taxpayer dollars originally purchased and developed school properties. Why should property taxpayers pay "again", through the current requirement to buy the property at "fair market value"?

Thank you for taking this issue forward.

Yours truly,

Rosalie A. Evans, Solicitor-Clerk
(On behalf of Council, Resolution # 2018-02-039)

✓ cc. Town of Essex

TOWNSHIP OF
Macdonald, Meredith & Aberdeen Add'l.



P.O. Box 10 • 208 Church Street
ECHO BAY, ONTARIO

POS 1C0

(705) 248-2441

FAX (705) 248-3091

INCORPORATED
1892

February 28, 2018

Town of Essex
33 Talbot St. South
Essex, On
N8M 1A8

Attention: Robert Auger, L.L.B., Clerk, Legal and Legislative Services

At our February 20, 2018 Regular Council Meeting your letter was presented to Council and the following motion passed stating "that we support the Town of Essex in requesting that when school boards make decisions to close schools that they have to offer the building to the local municipality for a dollar."

With the focus in most municipalities on age friendly, active, healthy communities a surplus school would be an ideal location for a community hub. Offering these buildings to municipalities for one dollar would benefit the communities socially and economically. This Council is in full support of this request.

Yours truly,

Lynne Duguay
Clerk Administrator



THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

1669 Arthur Street
P.O. Box 187
Richards Landing, ON P0R 1J0
Telephone: 705-246-2625
Fax: 705-246-3142
www.stjosephtownship.com



February 23, 2018

COPY ONLY

Association of Municipalities of Ontario (AMO)
200 University Avenue, Suite 801
Toronto, Ontario
M5H 3C6

Dear Sir/Madam:

Re: Support Resolution – Offering School Property to Municipalities

The Council of The Township of St Joseph, at its meeting February 21, 2018 gave its support to the letter from The Town of Essex requesting that school boards offer closed school buildings to Municipalities.

As the properties were originally purchased and developed into schools using taxpayer dollars it is asked that Municipalities not have to purchase these properties at fair market value, but at the price of one dollar. These properties may then be used for economic and social development and as a hub in the community.

The Township of St. Joseph appreciates your attention to this important matter.

Yours truly,

Carol O. Trainor, A.M.C.T.
Clerk Administrator

sg

c: The Town of Essex
Rural Ontario Municipal Association.



DISTRICT OF PARRY SOUND

56 ONTARIO STREET
PO BOX 533
BURK'S FALLS, ON
POA 1C0

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

Email: info@armourtownship.ca

Website: www.armourtownship.ca



February 28, 2018

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

Re: Support Resolution

At its meeting held on February 27, 2018, the Township of Armour passed Resolution #8 supporting the resolution from the Town of Essex, requesting that when school boards make the decision to close schools that they have to offer the building to the local municipality for a dollar.

A copy of Council's Resolution #8 dated February 27, 2018 is attached for your consideration.

Sincerely,

Louise Heintzman
Administrative Assistant

Enclosure



CORPORATION OF THE TOWNSHIP OF ARMOUR

RESOLUTION

Date: February 27, 2018

Motion # 8

That the Council of the Township of Armour support the Town of Essex and request that when school boards make decisions to close schools, that they have to offer the building to the local municipality for one dollar.

Moved by: Blakelock, Rod ☒
Brandt, Jerry ☐
Hammond, Marina ☐
Hayes, Patrick ☐
MacPhail, Bob ☐

Seconded by: Blakelock, Rod ☐
Brandt, Jerry ☐
Hammond, Marina ☒
Hayes, Patrick ☐
MacPhail, Bob ☐

Carried / Defeated

Declaration of Pecuniary Interest by:

Recorded vote requested by:

Recorded Vote:

Blakelock, Rod
Brandt, Jerry
Hammond, Marina
Hayes, Patrick
MacPhail, Bob

For	Opposed
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>



P.O. Box 129, 110 Main Street, Sundridge, Ontario, P0A 1Z0

Telephone (705) 384-5316

Fax (705) 384-7874

Email: deputyclerk@sundridge.ca



February 28, 2018

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

Attention: Robert Auger, L.L.B., Clerk, Legal and Legislative Services

Dear Mr. Auger,

Please be advised that Council for the Village of Sundridge passed a resolution at its meeting on February 28, 2018, supporting The Town of Essex in its petitioning efforts to the school boards, asking that the vacant or unused building be offered to the local municipality for a dollar.

A copy of Resolution #2018-044.21 has been included.

Sincerely,

Nancy Austin
Deputy Clerk



P.O. Box 129, 110 Main Street, Sundridge, Ontario, P0A 1Z0

Telephone (705) 384-5316

Fax (705) 384-7874

Email: admin@sundridge.ca

Village of Sundridge Council Resolution

February 28, 2018

Item 6(E.13)

Resolution #2018-044.21

That the Village of Sundridge support the Town of Essex's 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.

Carried by Resolution #2018-044 (Consent)

Moved By: Ryan Jeffers

Seconded By: Russell Becker

That Items listed as Consent Items for February 28, 2018 and the recommendations contained therein be adopted as Resolutions of Council; and

That any Items for which pecuniary interest has been declared are deemed not to have been voted on or discussed by the individual making the declaration.

Carried.



Corporation of the Town of LaSalle

5950 Malden Road, LaSalle, Ontario, N9H 1S4
Phone: 519-969-7770 Fax: 519-969-4029 www.lasalle.ca

March 1, 2018

Association of Municipalities of Ontario
200 University Avenue, Suite 801
Toronto, Ontario
M5H 3C6

Dear Sir/Madam:

RE: Town of Essex Resolution – Offering School Property to Municipalities

Please be advised that Town of LaSalle Council at its meeting held February 27, 2018 gave consideration to correspondence from the Town of Essex dated February 1, 2018 regarding school closures and vacant properties.

At this time, Town of LaSalle Council offered support through the following resolution:

*Moved by: Councillor Renaud
Seconded by: Councillor Akpata*

Resolution #73/18

That the correspondence from the Town of Essex dated February 1, 2018 regarding offerings of school properties to municipalities for \$1.00 BE SUPPORTED.

Enclosed for your reference is a copy of correspondence received from the Town of Essex.

Sincerely,



Linda Jean
Executive Assistant
Department of Council Services

Enc.

Cc: Robert Auger, L.L.B. ✓
Clerk, Legal and Legislative Services
Town of Essex





Corporation of the Town of LaSalle

5950 Malden Road, LaSalle, Ontario, N9H 1S4
Phone: 519-969-7770 Fax: 519-969-4029 www.lasalle.ca

March 1, 2018

Rural Ontario Municipal Association
200 University Avenue, Suite 800
Toronto, Ontario
M5H 3C6

Dear Sir/Madam:

RE: Town of Essex Resolution – Offering School Property to Municipalities

Please be advised that Town of LaSalle Council at its meeting held February 27, 2018 gave consideration to correspondence from the Town of Essex dated February 1, 2018 regarding school closures and vacant properties.

At this time, Town of LaSalle Council offered support through the following resolution:

*Moved by: Councillor Renaud
Seconded by: Councillor Akpata*

Resolution #73/18

That the correspondence from the Town of Essex dated February 1, 2018 regarding offerings of school properties to municipalities for \$1.00 BE SUPPORTED.

Enclosed for your reference is a copy of correspondence received from the Town of Essex.

Sincerely,

Linda Jean
Executive Assistant
Department of Council Services

Enc.

Cc: Robert Auger, L.L.B. ✓
Clerk, Legal and Legislative Services
Town of Essex



The Corporation of the Township of Hornepayne
68 Front Street, PO Box 370
Hornepayne, Ontario
P0M 1Z0



COUNCIL RESOLUTION

MOVED BY:

[Signature]

signature

NO.

2018-91

SECONDED BY:

[Signature]

signature

DATE: FEB 21 2018

Be it resolved that the Council of the Corporation of the Township of Hornepayne hereby supports the Town of Essex's Resolution No. R18-01-013 requesting that when school boards make decisions to close schools, that the school boards be obliged to offer the buildings to local municipalities for a sum of one dollar.

Be it further resolved that a copy of this Resolution will be forwarded to the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), the Federation of Northern Ontario Municipalities (FONOM) and Michael Mantha, Member of Provincial Parliament for their support.

☒ Carried ☐ Defeated ☐ Deferred

[Signature]

signature of presiding officer

RECORDED VOTE:

YES

NO

Councillor Cheryl Fort
Councillor Willy Liebigt
Councillor Drago Stefanic
Councillor Paul Stewart
Mayor Morley Forster

Disclosure of pecuniary interest and the general nature thereof.

(Name) _____ (Name) _____

Disclosed the pecuniary interest and the general nature thereof and abstained from the discussion, vote and influence.

I, Gail Jaremy, CAO/Clerk for the
Corporation of the Township of Hornepayne
do certify that this document is a true copy of:

(Clerk)

Resolution: 2018-91 By-Law: _____

Other: _____

This 23rd day of February, 20 18

Gail Jaremy
CAO/Clerk

Township of Hornepayne

From: John Scott <johnnycscott@gmail.com>

Date: March 15, 2018 at 9:57:49 AM EDT

To: Sherry <sbondy@essex.ca>, "Snively, Larry" <lsnively@essex.ca>, "Joe Iatonna" <jiatonna@hotmail.com>, "Jabbour, Rita" <rjabbour@essex.ca>

Cc: "Hunter, Donna" <dhunter@essex.ca>, Chris Nepszy <cnepszy@essex.ca>, <rauger@essex.ca>, <rmcdermott@essex.ca>

Subject: Resignation letter from John Scott for Committee of Adjustments

Dear Committee of Adjustments and Administration for the Town of Essex,

I am writing to inform you that effective today, I am resigning my appointment on Committee of Adjustments and Property Standards.

I have appreciated the opportunity to serve since 2015, but due to increased work obligations and continued family and personal commitments, I am finding scheduling time for both Committee Meetings and site visits to be a conflict. This continues to be a challenge with me no longer living in the municipality.

I wish the Committee and the Town nothing but the best in the future. Please let me know if there is any other formal or administrative things that are necessary.

Respectfully submitted,

John Scott

March 1, 2018

The Corporation of the Town of Essex
33 Talbot St S
Essex, ON N8M 1A8

Dear Members of City Council:

This letter is in regards to the **Control Noise in the Town of Essex by-Law 690**.

3.4. The operation of any electronic device or group of connected electronic devices incorporating one (1) or more loud speakers or other electro-mechanical transducers, and intended for the production, reproduction or amplification of sound.

3.11. Yelling, shouting, hooting, whistling or singing.

We are getting married in our family's backyard on May 20, 2018. They are located at 57 Park Lane. The reception will be held in a tent, is insured and the wedding is private; by invitation only.

We also intend to notify the neighbours in writing of our impending event.

We seek permission of council to be granted an exemption from the provisions listed above, in order to carry the festivities past 12:00AM.

We appreciate your consideration of our request. If there is any further information you require, please feel free to contact us at 226-344-4015 or by email to jvoyer@pblinsurance.com

Respectfully,

Jesse Voyer and Bradley Thoman

THE CORPORATION OF THE TOWN OF ESSEX

BY-LAW #690

A BY-LAW TO CONTROL NOISE IN THE TOWN
OF ESSEX

WHEREAS Section 129 of the Municipal Act 2001 and amendments thereto, provides that the councils of local municipalities may pass By-Laws for regulating or prohibiting with respect to noise;

AND WHEREAS a recognized body of scientific and technological knowledge exists by which sound and vibration may be substantially reduced;

AND WHEREAS the people have a right to and should be ensured an environment free from unusual, unnecessary, or excessive sound or vibration which may degrade the quality and tranquillity of their life or cause nuisance;

AND WHEREAS it is the policy of the Council to reduce and control such sound or vibration;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF ESSEX ENACTS AS FOLLOWS:

1. INTERPRETATION

(1) In this by-law:

(a) CONSTRUCTION

“construction” includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, moving, land clearing, earth moving, grading, excavating, the laying of pipe and conduit whether above or below ground level, street and highway building, concreting, equipment installation and alteration and the structural installation of construction components and materials in any form or for any purpose, and includes any work in connection therewith;

(b) CONSTRUCTION EQUIPMENT

“construction equipment” means any equipment or device designed and intended for use in construction or material handling, including but not limited to, air compressors, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, scrapers, pavers, generators, off-highway haulers or trucks, ditchers, compactors and rollers, pumps, concrete mixers, graders or other material handling equipment;

(c) CONVEYANCE

“conveyance” includes a vehicle and any other device employed to transport a person or persons or goods from place to place but does not include any such device or vehicle if operated only within the premises of a person;

(d) COUNCIL

“Council” means the Council of the Corporation of the Town of Essex;

(e) HIGHWAY

“highway” includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle designed and intended for, or used by, the general public for the passage of vehicles;

(f) MOTOR VEHICLE

“motor vehicle” includes an automobile, motorcycle, and any other vehicle propelled or driven otherwise than by muscular power; but does not include the cars of electric or steam railways, or other motor vehicles running only upon rails, or a motorized snow vehicle, traction engine, farm tractor, self-propelled implement of husbandry or road-building machine within the meaning of the Highway Traffic Act;

(g) MOTORIZED CONVEYANCE

“motorized conveyance” means a conveyance propelled or driven otherwise than by muscular, gravitational or wind power;

(h) MUNICIPALITY

“municipality” means the land within the geographic limit of the Town of Essex;

(i) NOISE

“noise” means unwanted sound;

(j) NOISE CONTROL OFFICER

“Noise Control Officer” means a Police Officer of the Town of Essex or any person or law enforcement agency designated by Council as responsible for the administration of this by-law from time to time;

(k) POINT OF RECEPTION

“point of reception” means any point on the premises of a person where sound or vibration originating from other than those premises is received.

(2) ZONES

In this by-law:

(a) RESIDENTIAL & INSTITUTIONAL AREA

“Residential & Institutional Area” means those areas of the municipality designated as Residential or Institutional in By-Law No. 694 of the Corporation of the Town of Harrow, By-Law No. 1902 of the Corporation of the Township of Colchester South, By-Law No. 2125 of the Corporation of the Township of Colchester North and By-Law No. 2010 of the Corporation of the Town of Essex as amended from time to time;

2. GENERAL PROHIBITIONS:

No person shall emit or cause or permit the emission of sound resulting from an act listed herein, and which sound is clearly audible at a point of reception:

- (a). Racing of any motorized conveyance other than in a racing event regulated By-Law.
- (b). The operation of a motor vehicle in such a way that the tires squeal.
- (c). The operation of any combustion engine or pneumatic device without an effective exhaust or intake muffling device in good working order and in constant operation.
- (d). The operation of a vehicle or a vehicle with a trailer resulting in banging, clanking, squealing or other like sounds due to improperly secured load or equipment, or inadequate maintenance.
- (e). The operation of an engine or motor in, or on, any motor vehicle or item of attached auxiliary equipment for a continuous period exceeding five (5) minutes, while such vehicle is stationary in a Residential & Institutional Area unless:
 - (i) the original equipment manufacturer specifically recommends in writing or print (which recommendation, upon request made by the Noise Control Officer, shall be produced by the operator within a reasonable length of time) a longer idling period for normal and efficient operation of the motor vehicle in which case such recommended period shall not be exceeded; or,
 - (ii) operation of such engine or motor is essential to a basic function of the vehicle or equipment, including but not limited to, operation of ready-mixed concrete trucks, lift platforms and refuse compactors; or,
 - (iii) weather conditions justify the use of heating or refrigerating systems powered by the motor or engine for the safety and welfare of the operator, passengers or animals, or the preservation of perishable cargo, and the vehicle is stationary for purposes of delivery or loading; or,
 - (iv) prevailing low temperatures make longer idling periods necessary immediately after starting the motor or engine; or,

- (v) the idling is for the purpose of cleaning and flushing the radiator and associated circulation system for seasonal change of antifreeze, cleaning of the fuel system, carburetor or the like, when such work is performed other than for profit.
- (f). The operation of a motor vehicle horn or other warning device except where required or authorized by law or in accordance with good safety practices.
- (g). The operation of any item of construction equipment in a Residential & Institutional Area without effective muffling devices in good working order and in constant operation.
- (h). Dynamic braking or engine braking or engine retarding of a motor vehicle.

3. PROHIBITIONS BY TIME AND PLACE
No person shall emit or cause or permit the emission of sound resulting from any act listed in Table 3 – 1 if clearly audible at a point of reception located in an area of the municipality indicated within a prohibited time shown for such an area.

TABLE 3 - 1
PROHIBITIONS BY TIME AND PLACE

		PROHIBITED PERIOD OF TIME	
	Act		Residential & Institutional Area
1.	The detonation of fireworks or explosive devices not used in construction.		At all times
2.	The discharge of firearms.		At all times
3.	The operation of a combustion engine which: (i) is, or (ii) is used in, or (iii) is intended for use in, a toy, or a model or replica of any device, which model or replica has no function other than amusement and which is not a conveyance.		At all times
4.	The operation of any electronic device or group of connected electronic devices incorporating one (1) or more loud speakers or other electro-mechanical transducers, and intended for the production, reproduction or amplification of sound.		At all times
5.	The operation of any auditory signal-ing device, including but not limited to the ringing of bells or gongs and the blowing of horns or sirens or whistles, or the production, reproduc-tion or amplification of any similar sounds by electronic means except where required or authorized by law or in accordance with good safety practices.		At all times
6.	The operation of any powered rail car including but not limited to refrigera-tion cars, locomotives or self-propelled passenger cars, while stationary on property owned or controlled by a railway governed by the Canada Railway Act.		At all times
7.	The operation of any motorized con-veyance other than on a highway or other place intended for its operation.		At all times

8.	The venting, release or pressure relief of air, steam or other gaseous material, product or compound from any auto-clave, boiler, pressure vessel, pipe, valve, machine, device or system.		9:00 p.m. to 8:00 a.m.
9.	Persistent barking, calling or whining or other similar persistent noise making by any domestic pet or any other animal kept or used for any purpose other than agriculture.		At all times
10.	The operation of any type of commercial car wash.		11:00 p.m. to 8:00 a.m.
11.	Yelling, shouting, hooting, whistling or singing.		At all times
12.	The operation of a power assisted hang glider or parafoil		At all times
13.	The operation of any item of snow making equipment.		At all times
14.	All selling or advertising by shouting or outcry or amplified sound.		At all times
15.	Loading, unloading, delivering, packing, unpacking, or otherwise handling any containers, products, materials, or refuse, whatsoever, unless necessary for the maintenance of essential services or the moving of private household effects.		8:00 p.m. to 8:00 a.m.
16.	The operation of any equipment in connection with construction.		8:00 p.m. to 7:00 a.m.
17.	The operation or use of any tool for domestic or private purposes other than snow removal.		9:00 p.m. to 8:00 a.m.

4. EXEMPTION
PUBLIC SAFETY
Notwithstanding any other provision of this by-law, it shall be lawful to emit or cause or permit the emission of sound or vibration in connection with emergency measures undertaken:
 (a) for the immediate health, safety or welfare of the inhabitants or any of them; or,
 (b) for the preservation or restoration of property; unless such sound or vibration is clearly of a longer duration than is reasonably necessary for the accomplishment of such emergency purpose.

5. GRANT OF EXEMPTION BY COUNCIL:

- (1) APPLICATION TO COUNCIL:
Notwithstanding anything contained in this by-law, any person may make application to Council to be granted an exemption from any of the provisions of this by-law with respect to any source of sound or vibration for which he might be prosecuted and Council, by resolution, may refuse to grant any exemption or may grant the exemption applied for or any exemption of lesser effect and any exemption granted shall specify the time period, not in excess of six (6) months, during which it is effective and may contain such terms and conditions as Council sees fit.
- (2) DECISION:
In deciding whether to grant the exemption, Council shall give the applicant and any person opposed to the application an opportunity to be heard and may consider such other matters as it sees fit.

- (3) BREACH:
Breach by the applicant of any of the terms or conditions of any exemption granted by Council shall render the exemption null and void.

6. EXEMPTION OF TRADITIONAL, FESTIVE OR RELIGIOUS ACTIVITIES:

Notwithstanding any other provision of this by-law, this by-law does not apply to a person who emits or causes or permits the emission of sound or vibration in connection with any of the listed traditional, festive, religious and other activities:

- Harrow Fair Parade
- Camoes Portuguese Festival Parade
- Legion Remembrance Day Parade
- Santa Claus Parade
- Essex Fun Fest Parade

7. SEVERABILITY:

If a Court of Competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of this by-law, and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.

8. PENALTY:

Every person who contravenes any of the provisions of this by-law is guilty of an offence and upon conviction is liable to a fine as provided by the Provincial Offences Act, R.S.O. 1990 c P.33.

- 9. By-Law #220 of the Town of Essex is hereby repealed.

- 10. This by-law shall come into full force and effect upon the final passing thereof.

READ A FIRST, SECOND, THIRD TIME FINALLY PASSED THIS 8th DAY OF AUGUST, 2005.

Mayor

Clerk



**ESSEX CENTRE B.I.A.
REGULAR BOARD MEETING MINUTES**
Tuesday, January 9, 2018

1. CALL TO ORDER

Present

Mary-Anne Bjorkman, Chair
Richard Banwell, Treasurer
Liz Semperger, Secretary
Sylene Argent, Coordinator
Pauline Gemmell
Shelly Hodare
Mark Belisle
Mayor McDermott

2. Declarations of Conflict of Interest

None

3. Adoption of Published Agenda

Motion to Accept by Richard Banwell
Seconded by Liz Semperger
B.I.A. 18-01-01
All in Favour-Carried

4. Adoption of Minutes

Motion to Accept by Liz Semperger
Seconded by Richard Banwell
B.I.A. 18-01-02
All in Favour-Carried

DEPUTATIONS

None

CORRESPONDENCE

None

TREASURER'S REPORT

Motion to Accept by Richard Banwell
Seconded by Pauline Gemmell
B.I.A. 18-01-03
All in Favour-Carried

COMMITTEE REPORTS

A. Special Events

Meet Santa and Mrs. Claus. We are checking into the numbers that attend with the church to see if it is justified with the \$400 expended. Perhaps it should be done at the tree lighting

AGM to be held Tuesday, March 13, 2018 @ 6pm.

Open discussion to be held at next meeting regarding the car show and if it should be continued.

Street Party--\$6250 spent in 2017.

B. Member Services

Radio Advertising campaign discussion to be deferred until February meeting.

C. Beautification

Wish list ideas—new sound system, Christmas lights (current lights to be inspected to determine if we need to repair or replace, we have app. 50, put money aside for them), info kiosk @ pavilion, picnic tables @ pavilion, business flags

Motion to Accept Committee Reports by Liz Semperger
Seconded by Pauline Gemmell
B.I.A. 18-01-04
All in Favour-Carried

NEW BUSINESS and UPDATE

Mary-Ann Bjorkman has stepped down as EC BIA chair.

Motion to designate Sylene Argent as the interim acting chair for EC BIA until a permanent chair is found by Mary-Ann Bjorkman

Seconded by Liz Semperger

B.I.A. 18-01-05

All in Favour-Carried

DISCUSSIONS

Next Meeting Tuesday, February 13, 2018 at 5:30pm at Essex Arena in the Barnett Room.

ADJOURNMENT

Motion to Adjourn by Liz Semperger

Seconded by Richard Banwell

B.I.A. 18-01-06

All in Favour-Carried.



Town of Essex
Finance Committee Meeting Minutes
Monday, March 12, 2018

A meeting of the Finance Committee was held on Monday, March 12, 2018 beginning at 4:31 p.m. at Essex Town Hall, Large Meeting Room, 33 Talbot St. S., Essex, Ontario, N8M 1A8

1. Roll Call

Present:

Ron McDermott, Mayor

Richard Meloche, Deputy-Mayor

Steve Bjorkman, Councillor, Ward 1

Also Present:

Donna E. Hunter, Chief Administrative Officer

Jeffrey R. Morrison, Director, Finance and Business Services

Doug Sweet, Director, Community Services

Chris Nepszy, Director, Infrastructure and Development

Amy Fournier, Tax Clerk

Absent:

Ron Rogers, Councillor, Ward 3

2. Declarations of Conflict Of Interest

No conflicts of interest were declared.

3. Adoption of Published Agenda

Monday, March 12, 2018 Finance Committee Meeting Agenda.

Moved by: Councillor Bjorkman

Seconded by: Mayor McDermott

(FC-2018-03-01) That the published agenda for the Monday, March 12, 2018 Finance Committee Meeting be adopted as presented.

4. Adoption of Minutes

Moved by: Councillor Bjorkman

Seconded by: Mayor McDermott

(FC-2018-03-02) That the minutes of the Finance Committee Meeting held on December 11, 2017 be adopted as presented.

5. Public Presentations

None.

6. Unfinished Business

None.

7. Reports

None.

8. Correspondence

a) 2018 Essex Community Partnership Fund Grant Applications

Background information was provided to the Committee by the Director, Corporate Services and each individual request was reviewed and adjusted accordingly. Schedule "A" was updated to include the approved amounts and any 2018 commitments made in prior years.

Moved by: Mayor McDermott

Seconded by: Councillor Bjorkman

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

b) 2018 Essex Tourism Development Fund Grant Application

Background information was provided to the Committee by the Director, Corporate Services and each individual request was reviewed and adjusted accordingly. Schedule "B" was updated to include the approved amounts and any 2018 commitments made in prior years.

Moved by: Mayor McDermott

Seconded by: Councillor Bjorkman

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

9. New Business

- a) 2018 Essex Community Partnership Fund Grant Request – Kiwanis Club of Windsor

This request was dealt with as part of 8. Correspondence a).

10. Adjournment

Moved by: Councillor Bjorkman

Seconded by: Mayor McDermott

(FC-2018-03-05) That the meeting be adjourned on Monday, March 12, 2018 at 5:17 p.m.

11. Future Meetings:

To be determined

Schedule "A"

Town of Essex

For the Years 2012 to 2018

Essex Community Partnership Fund	Approved 2018	Requested 2018	2017	2016	2015	2014	2013	2012	2011
Budget Balance Transferred To Reserve					\$0.00	\$0.00			
Current Year Budget	\$102,500.00	\$102,500.00	\$102,500.00	\$100,000.00	\$97,380.00	\$100,000.00	\$110,000.00	\$110,000.00	\$129,322.00
Total Amount Available	\$102,500.00	\$102,500.00	\$102,500.00	\$100,000.00	\$97,380.00	\$100,000.00	\$110,000.00	\$110,000.00	\$129,322.00
Committed Donations:									
Co-An Park	\$17,500.00	\$17,500.00	\$17,500.00	\$15,000.00	\$15,000.00	\$15,000.00	\$12,500.00	\$12,500.00	\$12,500.00
Heritage Essex	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
Sub-Total	\$42,500.00	\$42,500.00	\$42,500.00	\$40,000.00	\$40,000.00	\$40,000.00	\$37,500.00	\$37,500.00	\$37,500.00
Annual Donations:									
Essex Community Services ⁵	\$20,160.00	\$20,160.00	\$20,160.00	\$22,160.00	\$20,000.00	\$20,264.94	\$20,134.00	\$20,000.00	\$15,000.00
Essex Retirees ¹	\$8,858.00	\$8,858.00	\$8,858.00	\$8,858.00	\$8,858.00	\$8,858.00	\$8,858.00	\$8,858.00	\$8,858.00
Essex Youth Centre					\$2,731.00	\$10,240.00	\$12,800.00	\$16,000.00	\$29,095.00
Access County Community Support Services	\$9,201.00	\$9,201.00	\$9,201.00	\$6,554.00	\$8,192.00	\$10,240.00	\$12,800.00	\$16,188.00	\$20,000.00
Harrow Early Immigrant Research Society	\$1,500.00	\$2,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00
Harrow Electric Eels Aquatic Team (HEEAT) ⁴			\$750.00	\$610.56	\$389.03	\$534.24	\$1,575.00		
Kingsville Essex Associated Band ²	\$7,500.00	\$10,000.00	\$7,500.00	\$7,499.25	\$7,500.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Sub-Total	\$47,219.00	\$50,719.00	\$47,969.00	\$47,181.81	\$49,170.03	\$56,637.18	\$62,667.00	\$67,046.00	\$78,953.00
Ad-Hoc Donations:									
Facility Room Rentals (to be detailed)					\$367.25				
Canadian Blood Services ⁵	\$1,920.00	\$1,920.00	\$1,920.00						
Canadian Transportation Museum	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00		\$150.00			
Canvas Campus (Earth Week)							\$1,500.00		
Core City Hoops								\$1,000.00	
Dog Park Fundraising Committee ⁵							\$216.00		
Essex and District Lions Club ⁵					\$237.00				
Essex Community Concert Band				\$500.00					
Essex Energizers								\$600.00	\$300.00

Town of Essex
For the Years 2012 to 2018

Essex Community Partnership Fund	Approved 2018	Requested 2018	2017	2016	2015	2014	2013	2012	2011
Essex Minor Hockey Association ⁵				\$5,171.00					
Essex Region Conservation Authority			\$700.00						
Essex Sports Wall of Excellence					\$534.24				
Essex 73s ⁵			\$651.50						
Girl Guides of Canada ⁵				\$35.01					
Harrow Chamber of Commerce ⁵				\$587.63					
Harrow Hockey Moms ⁵									
Harrow Kinsmen ⁵	\$420.00	\$420.00							
Harrow Rotary Club ⁵				\$141.75		\$141.00			
HIC Cup Soccer							\$2,055.00		
Iron Hawk Duathlon ⁵					\$166.50				
Kiwanis Camp ⁵					\$350.00				
Kiwanis Club of Windsor	\$0.00	\$10,000.00							
Knights of Columbus ⁵			\$240.00						
Leamington District Memorial Foundation					\$1,000.00				
Legal Aid ⁵				\$516.25	\$73.75	\$442.50			
Legends Live							\$670.00		
Maple Leaf Cycling Club						\$100.00	\$100.00	\$35.00	
Miscellaneous Disaster Relief	\$0.00	\$1,000.00		\$500.00		\$200.00	\$1,000.00	\$600.00	\$1,000.00
Ontario 911 Advisory Board								\$100.00	
Ontario Provincial Police ⁵	\$0.00	\$1,049.38	\$1,522.00	\$1,140.32	\$423.25	\$2,015.63			
Spitfire					\$1,000.00				
Storybook Early Learning Centre			\$3,000.00						
Sun County Panthers ⁵	\$4,711.70	\$4,711.70							
Syrian Refugee Crisis (AMO)					\$100.00				
Taras Natyshak								\$372.00	
Warren, Curtis ⁵				\$211.62					

Town of Essex
For the Years 2012 to 2018

Essex Community Partnership Fund	Approved 2018	Requested 2018	2017	2016	2015	2014	2013	2012	2011
Windsor Essex Brokerage for Personal Supports ⁵							\$840.00		
Windsor Essex Family Network							\$62.00		
Windsor Historical Society			\$500.00					\$250.00	
Windsor Symphony Orchestra							\$3,400.00		
Windsor Essex Children's Aid							\$100.00		
Wirch, Audrey			\$508.50						
Zeta Kappa Sorority Santa Socks 2016				\$100.00					
Sub-Total	\$12,051.70	\$24,101.08	\$14,042.00	\$13,903.58	\$4,251.99	\$3,049.13	\$9,943.00	\$3,133.00	\$7,755.36
Total Grants / Donations	\$101,770.70	\$117,320.08	\$104,511.00	\$101,085.39	\$93,422.02	\$99,686.31	\$110,110.00	\$107,679.00	\$124,208.36
(Over)/Under Budget	\$729.30	(\$14,820.08)	(\$2,011.00)	(\$1,085.39)	\$3,957.98	\$313.69	(\$110.00)	\$2,321.00	\$5,113.64

¹ Cash grant of \$8,858.00 plus in kind grant of \$6,500 (grass cutting and snow removal)

² In-kind grant of \$2,500 to be used towards Town of Essex Facilities Rentals

⁴ Town pays insurance costs to insurance provider

⁵ Waiver of Fees for rental of municipal facilities

Schedule "B"

Town of Essex

For the Years 2012 to 2018

Events and Tourism Grants and Donations	Approved 2018	Requested 2018	2017	2016	2015	2014	2013	2012	2011
Budget Balance Tsfd. To Reserve									
Current Year Budget	\$15,000.00	\$15,000.00	\$15,000.00	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
Total Amount Available	\$15,000.00	\$15,000.00	\$15,000.00	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
Committed Donations:									
Sub-Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Annual Donations:									
Explore the Shore	\$1,000.00	\$1,000.00	\$1,500.00	\$0.00	\$2,500.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Colchester Guardian ¹	\$1,613.95	\$1,613.95	\$1,613.95	\$1,567.00	\$1,582.00	\$1,457.00	\$1,457.00	\$1,457.00	\$0.00
Sub-Total	\$2,613.95	\$2,613.95	\$3,113.95	\$1,567.00	\$4,082.00	\$6,457.00	\$6,457.00	\$6,457.00	\$5,000.00
Ad Hoc Donations:									
A. Grant - Grant Promotional Material								\$400.00	
Canadian Transportation Museum-Gravel								\$2,000.00	
Colchester Guardian ³								\$12,000.00	
Cooper's Hawk Vineyards						\$2,500.00			
Essex and District Horticultural Society ¹						\$40.50			
Essex Region Children's Water Festival					\$250.00	\$250.00			
Essex Rocks and Rolls			\$663.41						
Horticultural Club ¹							\$349.30		
Iron Hawk Duathlon ²					\$500.00	\$664.50			
Military Muster Contribution					\$4,154.50	\$3,000.00	\$3,000.00		\$1,000.00
Sleddog Sports Association							\$2,000.00		
Tourism Development Fund (R Voakes)			\$530.00						
Tourism Windsor Essex Pelee Island				\$2,000.00					

Town of Essex
 For the Years 2012 to 2018

Events and Tourism Grants and Donations	Approved 2018	Requested 2018	2017	2016	2015	2014	2013	2012	2011
Windsor-Essex Theraputic Riding Association				\$2,000.00				\$450.00	
Sun County Panthers ¹	\$4,711.70	\$4,711.70							
Sub-Total	\$4,711.70	\$4,711.70	\$1,193.41	\$4,000.00	\$4,904.50	\$6,455.00	\$5,349.30	\$14,850.00	\$6,500.00
Total Grants/Donations	\$7,325.65	\$7,325.65	\$4,307.36	\$5,567.00	\$8,986.50	\$12,912.00	\$11,806.30	\$21,307.00	\$11,500.00
(Over)/Under Budget	\$7,674.35	\$7,674.35	\$10,692.64	\$19,433.00	(\$8,986.50)	\$12,088.00	\$13,193.70	\$3,693.00	\$13,500.00

¹Waiver of fees
²Waiver of fees and donation to Harrow District High School
³Vessel for search and rescue



December 2017 Bank Payments Report

Contents Include

General Account Cheque Register

Pre-Authorized Payments

Payroll



General Account Cheque Register for December 2017

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
44676	SNY001	Snyder Automotive	December 1, 2017	\$1,462.91
44677	BOU014	Boudreau Commercial Contractin	December 1, 2017	\$4,584.78
44678	OSH003	Oshell, John	December 1, 2017	\$300.00
44679	JEF001	Jeff Shepley Excavating Ltd.	December 4, 2017	\$11,222.59
44680	COU022	Treasurer, County of Middlesex	December 4, 2017	\$226.00
44681	KIW002	Kiwanis Camp	December 6, 2017	\$500.00
44682	ESS026	Essex Region Conservation Auth	December 6, 2017	\$953.44
44683	AIR004	Airvoix Communciations Inc	December 6, 2017	\$1,435.10
44684	ACC004	Access Doors N More Inc	December 7, 2017	\$271.20
44685	AGR002	Agris Co-Operative Ltd.	December 7, 2017	\$26.92
44686	ALL024	Allied Fire and Safety	December 7, 2017	\$898.35
44687	ANN001	Annex Publishing & Printing	December 7, 2017	\$555.96
44688	ARN004	Arnel, Richard	December 7, 2017	\$113.00
44689	AUT001	Auto Barn Parts	December 7, 2017	\$123.58
44690	BEL017	Bell Canada-Public Access	December 7, 2017	\$56.50
44691	BEZ006	Bezaire Partners	December 7, 2017	\$19,515.10
44692	BLU006	BlueLine Rental	December 7, 2017	\$2,416.03
44693	CAN001	K & S Windsor Salt Ltd	December 7, 2017	\$82,502.18
44694	CAR011	Carrier Centers	December 7, 2017	\$1,729.74
44695	CAR019	Cardinal Services Group	December 7, 2017	\$354.37
44696	CCD001	Countryside Chrysler-Dodge Ltd	December 7, 2017	\$611.26
44697	CHE003	Checker Industrial Ltd	December 7, 2017	\$178.52
44698	CIM001	CIMCO Refrigeration	December 7, 2017	\$6,949.50
44699	CIN001	Cintas Canada Limited	December 7, 2017	\$1,185.37
44700	CLS001	Canadian Linen and Uniform Ser	December 7, 2017	\$569.49
44701	COL001	Colenutt Signs Limited	December 7, 2017	\$395.50
44702	CON002	Conseil scolaire catholique Pr	December 7, 2017	\$55,978.07
44703	CON004	Conseil Scolaire Viamonde	December 7, 2017	\$6,866.91
44704	COR004	Corporate Billing Inc.	December 7, 2017	\$1,664.86
44705	COT006	Cottam Radiator	December 7, 2017	\$592.10
44706	CTS001	County Towing Inc.	December 7, 2017	\$615.85
44707	CTY002	County of Essex	December 7, 2017	\$2,094,489.79
44708	CUL001	Culligan Water	December 7, 2017	\$31.58
44709	DAR001	Darch Fire	December 7, 2017	\$417.65
44710	DEP002	Dependable Emergency Vehicles	December 7, 2017	\$2,056.60
44711	ELE008	Electrx Ltd	December 7, 2017	\$2,164.74
44712	EMC002	EMCO Corporation	December 7, 2017	\$1,090.45
44713	ESB001	E.S. Hubbell Highway & Drainag	December 7, 2017	\$9,040.32
44714	FEE001	The Feed Store	December 7, 2017	\$104.85
44715	FIS002	Fisher's Regalia	December 7, 2017	\$367.76
44716	FLU001	Fluid Basics Inc	December 7, 2017	\$1,682.08
44717	GRE001	Great Lakes Safety Products	December 7, 2017	\$63.47
44718	GRE003	Greater Essex County District	December 7, 2017	\$810,872.53
44719	GRE004	Greg Bailey Limited	December 7, 2017	\$303.85
44720	GUA004	Guardian Fence	December 7, 2017	\$621.50
44721	HEA002	Heaton Sanitation	December 7, 2017	\$3,553.85
44722	HER005	Hernandez Sanitation Services	December 7, 2017	\$203.40
44723	HOL001	Holland Cleaning Solutions Ltd	December 7, 2017	\$113.47
44724	INT013	International Fabricating & Ma	December 7, 2017	\$115.83
44725	JAC001	Jack's Auto Service	December 7, 2017	\$250.00
44726	JEF003	Jeffrey, Ed	December 7, 2017	\$182.50
44727	JOH025	Johnston Construction Grp.	December 7, 2017	\$8,064.81
44728	KEL015	Kelcom - Radio Division	December 7, 2017	\$4,178.97
44729	KEN002	Ken Lapain & Sons Ltd.	December 7, 2017	\$4,048.02
44730	KIN009	Kingsville Roofing	December 7, 2017	\$14,396.20
44731	KIN021	Gerald Kinnaird Painting	December 7, 2017	\$312.67
44732	KLI003	Klie, Rodney	December 7, 2017	\$24.00
44733	LAC007	Lacasse Spg	December 7, 2017	\$67.79
44734	LAS001	Laser Art Inc	December 7, 2017	\$281.94
44735	LEA001	Leamington Equipment Rentals	December 7, 2017	\$8,171.54



General Account Cheque Register for December 2017

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
44799	FEE001	The Feed Store	December 13, 2017	\$1,446.39
44800	FIR005	Fireservice Management Ltd	December 13, 2017	\$1,148.33
44801	GKS001	G&K Services/Department 400004	December 13, 2017	\$72.59
44802	GOA001	Goarley Fire	December 13, 2017	\$439.57
44803	GRE005	Green Shield Canada	December 13, 2017	\$46,346.20
44804	GYO002	Gyori Farms, Inc	December 13, 2017	\$237.30
44805	HEA002	Heaton Sanitation	December 13, 2017	\$1,469.00
44806	HOL001	Holland Cleaning Solutions Ltd	December 13, 2017	\$301.33
44807	JAC001	Jack's Auto Service	December 13, 2017	\$1,194.88
44808	JEF001	Jeff Shepley Excavating Ltd.	December 13, 2017	\$5,534.32
44809	JIR001	Jireh Tools	December 13, 2017	\$1,593.27
44810	KEN002	Ken Lapain & Sons Ltd.	December 13, 2017	\$1,231.98
44811	LAC007	Lacasse Spg	December 13, 2017	\$73.44
44812	LIF001	Lifesaving Society	December 13, 2017	\$28.45
44813	MAR083	Martin & Levesque Inc	December 13, 2017	\$1,361.40
44814	MCT001	McTague Law Firm LLP	December 13, 2017	\$2,871.79
44815	MIN001	Minister of Finance	December 13, 2017	\$226,146.04
44816	MUN012	Munger Plumbing & Electric	December 13, 2017	\$2,520.97
44817	NAT011	Natrix Technologies Inc.	December 13, 2017	\$3,236.50
44818	PUR001	Purolator Inc.	December 13, 2017	\$184.69
44819	QUA006	Quality Turf	December 13, 2017	\$3,419.83
44820	REA016	Realtax Inc.	December 13, 2017	\$13,232.30
44821	SHE005	Wilf Shepley Electrical & Plum	December 13, 2017	\$1,824.95
44822	STA007	Stationery & Stuff	December 13, 2017	\$19.24
44823	STE004	Stewart Gilbert Limited	December 13, 2017	\$24.86
44824	SUN010	Sunparlour Locksmiths Mobile S	December 13, 2017	\$124.30
44825	TOW002	Town of Essex	December 13, 2017	\$80.00
44826	TWO001	Two Way Automotive	December 13, 2017	\$500.31
44827	VAL009	Valvoline Express Care	December 13, 2017	\$132.90
44828	WOL002	Wolf Hooker Professional Corpo	December 13, 2017	\$3,838.61
44829	WOL004	Wolseley Canada Inc	December 13, 2017	\$311.88
44830	XER001	Xerox Canada	December 13, 2017	\$191.86
44831	SUP010	Superior Sport Stitch	December 13, 2017	\$60.40
44832	TIN001	Tintline Window Films	December 14, 2017	\$2,657.76
44833	120001	1206662 Ontario Ltd	December 15, 2017	\$661.05
44834	186173	1861731 Ontario Ltd	December 15, 2017	\$9,005.24
44835	407001	407 ETR	December 15, 2017	\$63.49
44836	ANN001	Annex Publishing & Printing	December 15, 2017	\$1,870.59
44837	AUG003	Auger, Robert	December 15, 2017	\$277.14
44838	AUT001	Auto Barn Parts	December 15, 2017	\$18.76
44839	BAR003	Barron, Jack	December 15, 2017	\$96.12
44840	BEL032	Bell Media Inc.	December 15, 2017	\$3,051.00
44841	BEN017	Ben Schinkel Building & Design	December 15, 2017	\$1,000.00
44842	BLA013	Blackburn Radio Inc.	December 15, 2017	\$1,594.44
44843	CAN043	Canadian Association of Munici	December 15, 2017	\$717.55
44844	CAR019	Cardinal Services Group	December 15, 2017	\$2,126.35
44845	CHI014	Chiesa, Ken	December 15, 2017	\$150.00
44846	CIM001	CIMCO Refrigeration	December 15, 2017	\$813.13
44847	CLS001	Canadian Linen and Uniform Ser	December 15, 2017	\$155.66
44848	COA001	CO-AN PARK COMMITTEE	December 15, 2017	\$8,064.81
44849	CUL001	Culligan Water	December 15, 2017	\$99.88
44850	CUL003	Culliton Inc.	December 15, 2017	\$500.00
44851	EMC002	EMCO Corporation	December 15, 2017	\$1,817.58
44852	EMP003	Empire Communications	December 15, 2017	\$521.18
44853	ERI009	Erie North Shore Minor Hockey	December 15, 2017	\$4,346.00
44854	ESS017	Essex Free Press	December 15, 2017	\$1,843.03
44855	ESS044	Town of Essex	December 15, 2017	\$228.35
44856	ESS045	Essex County Agricultural Hall	December 15, 2017	\$25.00
44857	EVA001	Evans Utility & Municipal Prod	December 15, 2017	\$12,730.46
44858	FRA011	Francotyp - Postalia Canada In	December 15, 2017	\$171.79



General Account Cheque Register for December 2017

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
44859	GKS001	G&K Services/Department 400004	December 15, 2017	\$643.39
44860	GRA040	Graybar Canada	December 15, 2017	\$174.04
44861	GRE001	Great Lakes Safety Products	December 15, 2017	\$147.61
44862	GRE003	Greater Essex County District	December 15, 2017	\$5,918.50
44863	HAM010	Hamilton, Nathan	December 15, 2017	\$12.00
44864	HAR001	The Harrow News & County Print	December 15, 2017	\$302.71
44865	HEA002	Heaton Sanitation	December 15, 2017	\$3,039.70
44866	HER015	Herold, Ron	December 15, 2017	\$180.79
44867	HOL001	Holland Cleaning Solutions Ltd	December 15, 2017	\$777.88
44868	HOM006	Homenuik, Jeff	December 15, 2017	\$282.49
44869	IMA001	Imaginate Inc.	December 15, 2017	\$2,512.50
44870	IMA003	Imaginative Imaging	December 15, 2017	\$5,000.00
44871	JEF001	Jeff Shepley Excavating Ltd.	December 15, 2017	\$13,212.44
44872	JOJ001	Jo Jacks	December 15, 2017	\$500.00
44873	KEL001	Kelcom - Windsor Copier Inc.	December 15, 2017	\$93.09
44874	KEN002	Ken Lapain & Sons Ltd.	December 15, 2017	\$194.62
44875	KLI003	Klie, Rodney	December 15, 2017	\$12.00
44876	LAS001	Laser Art Inc	December 15, 2017	\$66.11
44877	LAT002	Latam, Justin	December 15, 2017	\$250.00
44878	MAI016	Mailloux, Joe	December 15, 2017	\$214.69
44879	MAI020	Mainstreet Diner	December 15, 2017	\$250.00
44880	MAR060	Martynse, Bruce	December 15, 2017	\$24.00
44881	MAR093	Martin, Pam	December 15, 2017	\$171.00
44882	MIN005	Minney, James	December 15, 2017	\$250.00
44883	MON001	Monarch Office Supply Inc.	December 15, 2017	\$1,768.68
44884	NEV002	Neveu, Tom	December 15, 2017	\$12.00
44885	OEC001	OE Canada Inc.	December 15, 2017	\$439.57
44886	ONT026	Ontario One Call Ltd	December 15, 2017	\$213.17
44887	PIG002	Pigeon, Mike	December 15, 2017	\$12.00
44888	PIL002	Pillon, Jason	December 15, 2017	\$113.00
44889	QUI002	Quinlan Thomas	December 15, 2017	\$500.00
44890	RCA001	RCAP Leasing Inc.	December 15, 2017	\$84.12
44891	REG001	Reg Clark Truck Ltd	December 15, 2017	\$446.35
44892	SAL011	Salter, Dennis	December 15, 2017	\$500.00
44893	SCH032	Schartner Construction Ltd.	December 15, 2017	\$250.00
44894	SIL006	Silveira, Nelson	December 15, 2017	\$101.52
44895	STA007	Stationery & Stuff	December 15, 2017	\$23.38
44896	WAS004	Waste Connections of Canada In	December 15, 2017	\$971.51
44897	WAT015	Watson, Jeff	December 15, 2017	\$69.54
44898	WIN003	Windsor-Essex County Health Un	December 15, 2017	\$736.74
44899	WIN010	Windsor-Essex County Humane So	December 15, 2017	\$140.00
44900	WOL004	Wolseley Canada Inc	December 15, 2017	\$81.51
44901	XER001	Xerox Canada	December 15, 2017	\$1,094.35
44902	HCC001	Harrow & Colchester South Cham	December 15, 2017	\$800.00
44903	ENE002	Enerquest Services Inc.	December 18, 2017	\$98,103.43
44904	BON003	Bondy, Cheryl	December 19, 2017	\$1,609.14
44905	TOW002	Town of Essex	December 19, 2017	\$256.60
44906	HAR066	Harrow Daycare	December 20, 2017	\$1,000.00
44907	ROY001	Royal Canadian Legion Branch 2	December 20, 2017	\$1,000.00
44908	HOC002	Hockey for Hospice	December 20, 2017	\$194.00
44909	GES001	Gesstwood Camp & Retreat Centr	December 20, 2017	\$1,000.00
44910	WIN055	Windsor-Essex Therapeutic Ridi	December 20, 2017	\$1,000.00
44911	120001	1206662 Ontario Ltd	December 21, 2017	\$6,544.96
44912	4IM001	4imprint, Inc.	December 21, 2017	\$2,051.17
44913	AFF004	Affleck, Jay	December 21, 2017	\$1,002.24
44914	AGR002	Agris Co-Operative Ltd.	December 21, 2017	\$9,854.63
44915	ALL024	Allied Fire and Safety	December 21, 2017	\$133.78
44916	AMA003	Amaco Equipment	December 21, 2017	\$445.69
44917	ANC001	Anchem Sales	December 21, 2017	\$957.62
44918	AND014	Andrea Docherty Nutrition	December 21, 2017	\$101.00



General Account Cheque Register for December 2017

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
44919	ANN001	Annex Publishing & Printing	December 21, 2017	\$116.18
44920	ANN002	Annex Business Media	December 21, 2017	\$74.58
44921	APP005	Applied Computer Solutions Inc	December 21, 2017	\$1,836.25
44922	ART004	Art Attack Windsor	December 21, 2017	\$3,000.00
44923	AUT001	Auto Barn Parts	December 21, 2017	\$91.65
44924	BEL017	Bell Canada-Public Access	December 21, 2017	\$56.50
44925	BEZ006	Bezaire Partners	December 21, 2017	\$35,628.90
44926	BLA011	Black & McDonald Limited	December 21, 2017	\$1,952.00
44927	BOL003	Bolton, Richard	December 21, 2017	\$200.00
44928	CAN037	Canadian Diesel Services	December 21, 2017	\$3,647.30
44929	CAN065	Canada Lighting & Sign Service	December 21, 2017	\$1,695.00
44930	CAR011	Carrier Centers	December 21, 2017	\$1,528.37
44931	CBR001	CBRE Limited	December 21, 2017	\$16,832.48
44932	CCC002	Colonial Coffee Co. Ltd.	December 21, 2017	\$46.96
44933	CDW002	CDW Canada Inc.	December 21, 2017	\$3,769.32
44934	CEN014	Central Animal Hospital	December 21, 2017	\$100.00
44935	CER003	Certified Laboratories	December 21, 2017	\$531.04
44936	CHA006	Champion Industrial Equipment	December 21, 2017	\$3,556.56
44937	CHE003	Checker Industrial Ltd	December 21, 2017	\$1,936.06
44938	CIM001	CIMCO Refrigeration	December 21, 2017	\$813.13
44939	CIN001	Cintas Canada Limited	December 21, 2017	\$202.27
44940	CLS001	Canadian Linen and Uniform Ser	December 21, 2017	\$275.38
44941	COG001	Cogeco Payment Centre	December 21, 2017	\$493.52
44942	COM030	Commercial Cleaning Services	December 21, 2017	\$6,176.51
44943	COR004	Corporate Billing Inc.	December 21, 2017	\$1,553.59
44944	COT006	Cottam Radiator	December 21, 2017	\$829.38
44945	COX002	Coxon's Sales and Rentals Ltd.	December 21, 2017	\$299.45
44946	CTR001	Canadian Tire #172	December 21, 2017	\$1,669.10
44947	CTY001	The Corporation of the City of	December 21, 2017	\$19,030.19
44948	CTY002	County of Essex	December 21, 2017	\$1,184.47
44949	CUL001	Culligan Water	December 21, 2017	\$128.25
44950	CUP001	Canadian Union of Public Emplo	December 21, 2017	\$2,399.55
44951	DAR001	Darch Fire	December 21, 2017	\$2,974.16
44952	DER007	Derks Formals Ltd.	December 21, 2017	\$1,457.50
44953	DOW002	Dow Sign Systems	December 21, 2017	\$500.00
44954	DRA004	Drainage Superintendents Assoc	December 21, 2017	\$350.00
44955	ECO002	Economy Rental Centre	December 21, 2017	\$312.78
44956	ELE008	Electrx Ltd	December 21, 2017	\$485.90
44957	ELK001	E.L.K. Solutions Inc	December 21, 2017	\$14,141.75
44958	EMP003	Empire Communications	December 21, 2017	\$10,262.71
44959	EMP006	Empire Business Continuity Con	December 21, 2017	\$531.55
44960	ENT002	Enterprise Locksmiths	December 21, 2017	\$79.10
44961	ERC001	Essex Region Conservation Auth	December 21, 2017	\$5,350.00
44962	ERG001	Ergonow Incorporated	December 21, 2017	\$1,141.29
44963	ESS004	Essex Foodland	December 21, 2017	\$973.65
44964	ESS017	Essex Free Press	December 21, 2017	\$730.06
44965	ESS019	Essex Home Hardware	December 21, 2017	\$720.50
44966	ESS084	Essex County K9 Services	December 21, 2017	\$2,226.33
44967	FEE001	The Feed Store	December 21, 2017	\$135.84
44968	FES001	Festival Tent & Party Rentals	December 21, 2017	\$193.80
44969	GFL001	GFL Environmental Inc.	December 21, 2017	\$38.02
44970	GIL004	Gillett Sheet Metal	December 21, 2017	\$579.13
44971	GIR011	Girard, Sarah	December 21, 2017	\$45.52
44972	GOA001	Goarley Fire	December 21, 2017	\$4,212.64
44973	GRA025	Grand & Toy	December 21, 2017	\$233.23
44974	GRA041	Grant, David William	December 21, 2017	\$250.00
44975	GRE004	Greg Bailey Limited	December 21, 2017	\$56.49
44976	GRE023	Green Tree Professional Tree S	December 21, 2017	\$20,136.60
44977	GUA004	Guardian Fence	December 21, 2017	\$1,426.06
44978	HER005	Hernandez Sanitation Services	December 21, 2017	\$101.40



General Account Cheque Register for December 2017

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
44979	HHH001	Harrow Home Hardware	December 21, 2017	\$1,130.27
44980	HIC008	Hicks Morley Hamilton Stewart	December 21, 2017	\$462.74
44981	HOL001	Holland Cleaning Solutions Ltd	December 21, 2017	\$3,061.84
44982	INL001	Inland Lifearts & Marine Limit	December 21, 2017	\$1,937.74
44983	INT013	International Fabricating & Ma	December 21, 2017	\$635.06
44984	JEF001	Jeff Shepley Excavating Ltd.	December 21, 2017	\$11,149.74
44985	JEF003	Jeffrey, Ed	December 21, 2017	\$150.00
44986	JUS001	Just Jeff's Gourmet Express In	December 21, 2017	\$825.75
44987	JUT001	D.H. Jutzi Limited	December 21, 2017	\$192.10
44988	KEL001	Kelcom - Windsor Copier Inc.	December 21, 2017	\$70.01
44989	KEN002	Ken Lapain & Sons Ltd.	December 21, 2017	\$184.86
44990	LAS001	Laser Art Inc	December 21, 2017	\$66.10
44991	LAW008	The Law Society of Upper Canad	December 21, 2017	\$2,466.79
44992	LEA001	Leamington Equipment Rentals	December 21, 2017	\$648.51
44993	LIF001	Lifesaving Society	December 21, 2017	\$37.60
44994	MAT021	Matco Tools Canada	December 21, 2017	\$210.97
44995	MIL006	Mill-Am Corporation	December 21, 2017	\$2,260.29
44996	MIN001	Minister of Finance	December 21, 2017	\$3,334.56
44997	MS2001	MS2 Productions	December 21, 2017	\$3,390.00
44998	MUN012	Munger Plumbing & Electric	December 21, 2017	\$471.29
44999	NEL002	Nella Cutlery (Hamilton) Inc.	December 21, 2017	\$305.10
45000	OME001	OMERS	December 21, 2017	\$84,627.20
45001	ONT016	Ontario Clean Water Agency	December 21, 2017	\$30,612.29
45002	OSH003	Oshell, John	December 21, 2017	\$175.00
45003	PAR006	Parks & Recreation Ontario	December 21, 2017	\$669.95
45004	POL001	Pollard Highway Products Ltd.	December 21, 2017	\$2,899.49
45005	POO007	Poolocity	December 21, 2017	\$519.80
45006	PRA001	Praxair Canada Inc	December 21, 2017	\$532.23
45007	PUR001	Purolator Inc.	December 21, 2017	\$594.75
45008	REG001	Reg Clark Truck Ltd	December 21, 2017	\$21,715.92
45009	REL004	Re-Lighting Inc.	December 21, 2017	\$4,397.96
45010	RES002	Resurfice Corp.	December 21, 2017	\$3,673.23
45011	SAF002	Safedesign Apparel Ltd	December 21, 2017	\$16,359.04
45012	SEC002	Security One Alarm Systems Ltd	December 21, 2017	\$533.93
45013	SHE005	Wilf Shepley Electrical & Plum	December 21, 2017	\$6,426.15
45014	SHE050	Shearer Parnega LLP	December 21, 2017	\$33,570.78
45015	SNA002	Snap-on Tools	December 21, 2017	\$745.68
45016	SOU038	South Shore Contracting of Ess	December 21, 2017	\$4,945.13
45017	STE001	Sterling Marking Products Inc.	December 21, 2017	\$733.31
45018	STE004	Stewart Gilbert Limited	December 21, 2017	\$214.70
45019	STO004	Story Book Early Learning Cent	December 21, 2017	\$3,000.00
45020	SUM003	Summit Windsor Floor & Wall	December 21, 2017	\$15,730.83
45021	SUN002	Sun Life Assurance Company of	December 21, 2017	\$12,913.22
45022	SUN010	Sunparlour Locksmiths Mobile S	December 21, 2017	\$1,006.04
45023	SWE004	Sweet, Doug	December 21, 2017	\$367.20
45024	THI008	Think Wireless Solutions Inc.	December 21, 2017	\$878.86
45025	TOR004	Toromont Industries Ltd	December 21, 2017	\$25.00
45026	TOT005	Totally Mobile	December 21, 2017	\$1,816.76
45027	TOW002	Town of Essex	December 21, 2017	\$10,568.96
45028	TOW010	Town of Essex	December 21, 2017	\$5,226.55
45029	TWO001	Two Way Automotive	December 21, 2017	\$623.25
45030	UNI015	UNITED RENTALS	December 21, 2017	\$932.25
45031	VAL009	Valvoline Express Care	December 21, 2017	\$45.51
45032	VIK001	Viking Cives Ltd	December 21, 2017	\$1,268.05
45033	VOL003	Vollmer	December 21, 2017	\$941.75
45034	WAV002	Wave Direct Telecommunications	December 21, 2017	\$1,694.89
45035	WEI001	Weir Bros. Heating & Cooling L	December 21, 2017	\$242.95
45036	WIN074	Windsor Home Tour Inc.	December 21, 2017	\$204.85
45037	WOL004	Wolseley Canada Inc	December 21, 2017	\$6,136.77
45038	WOR006	Work Tech Inc	December 21, 2017	\$6,171.20



General Account Cheque Register for December 2017

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
45039	WUR001	Wurth Canada Limited	December 21, 2017	\$356.62
45040	XER001	Xerox Canada	December 21, 2017	\$1,425.38
45041	XMA001	Town of Essex Employees Christ	December 21, 2017	\$12,615.34
45042	CAN066	Canadian Cancer Society	December 21, 2017	\$1,000.00
EFT0000000000082	DEN011	Denonville, Alex	December 7, 2017	\$285.72
EFT0000000000083	HUN006	Hunter, Donna E	December 7, 2017	\$71.47
EFT0000000000084	BEZ001	Bezaire, Mike	December 13, 2017	\$4,318.20
EFT0000000000085	HAY001	Hayes Brothers Excavating & Tr	December 13, 2017	\$9,912.93
EFT0000000000086	CAK001	Cakebread, Cynthia	December 15, 2017	\$320.76
EFT0000000000087	JOL001	Jolicoeur, Jason	December 15, 2017	\$132.84
EFT0000000000088	MCG020	McGowan, Tara	December 15, 2017	\$48.60
EFT0000000000089	MOR009	Morassut, Jake	December 15, 2017	\$12.00
EFT0000000000090	NEW005	Newton, Sarah	December 15, 2017	\$99.67
EFT0000000000091	ALO001	Aloisio, Janice	December 21, 2017	\$557.66
EFT0000000000092	BAL020	Balsam Cindy	December 21, 2017	\$264.57
EFT0000000000093	BEZ001	Bezaire, Mike	December 21, 2017	\$4,634.60
EFT0000000000094	BRE016	Brett, Laurie	December 21, 2017	\$51.76
EFT0000000000095	DEN011	Denonville, Alex	December 21, 2017	\$115.09
Total Cheques				\$4,776,627.89



Preauthorized Payments for December 2017

Date	Vendor	Description	Amount
December 15, 2017	957590global15	Miscellaneous Payment	\$959.66
December 27, 2017	Allstream	Bill Payment	\$43.21
December 21, 2017	Allstream	Bill Payment	\$58.70
December 21, 2017	Allstream	Bill Payment	\$58.70
December 27, 2017	Allstream	Bill Payment	\$58.70
December 27, 2017	Allstream	Bill Payment	\$58.70
December 18, 2017	Allstream	Bill Payment	\$62.26
December 18, 2017	Allstream	Bill Payment	\$62.26
December 18, 2017	Allstream	Bill Payment	\$63.90
December 21, 2017	Allstream	Bill Payment	\$65.88
December 27, 2017	Allstream	Bill Payment	\$67.74
December 27, 2017	Allstream	Bill Payment	\$69.55
December 21, 2017	Allstream	Bill Payment	\$108.42
December 18, 2017	Allstream	Bill Payment	\$115.54
December 15, 2017	BAM Fee	Lease Payment	\$10.00
December 19, 2017	Bell Canada	Bill Payment	\$68.01
December 27, 2017	Bell Canada	Bill Payment	\$68.01
December 1, 2017	Bell Canada	Bill Payment	\$88.07
December 27, 2017	Bell Canada	Bill Payment	\$88.07
December 27, 2017	Bell Canada	Bill Payment	\$88.07
December 27, 2017	Bell Canada	Bill Payment	\$88.07
December 27, 2017	Bell Canada	Bill Payment	\$88.07
December 27, 2017	Bell Canada	Bill Payment	\$88.07
December 1, 2017	Bell Canada	Bill Payment	\$93.72
December 27, 2017	Bell Canada	Bill Payment	\$95.77
December 19, 2017	Bell Canada	Bill Payment	\$122.66
December 27, 2017	Bell Canada	Bill Payment	\$161.63
December 27, 2017	Bell Canada	Bill Payment	\$191.54
December 1, 2017	Bell Canada	Bill Payment	\$200.16
December 12, 2017	Bell Canada	Bill Payment	\$361.11
December 6, 2017	Dell Finance	Lease Payment	\$124.71
December 20, 2017	Dell Finance	Lease Payment	\$2,407.93
December 18, 2017	ELK Energy	Bill Payment	\$13.21
December 18, 2017	ELK Energy	Bill Payment	\$17.43
December 18, 2017	ELK Energy	Bill Payment	\$17.46
December 18, 2017	ELK Energy	Bill Payment	\$17.70
December 18, 2017	ELK Energy	Bill Payment	\$18.54
December 18, 2017	ELK Energy	Bill Payment	\$19.11
December 18, 2017	ELK Energy	Bill Payment	\$20.68
December 18, 2017	ELK Energy	Bill Payment	\$20.68
December 18, 2017	ELK Energy	Bill Payment	\$21.03
December 18, 2017	ELK Energy	Bill Payment	\$21.13
December 18, 2017	ELK Energy	Bill Payment	\$24.61
December 18, 2017	ELK Energy	Bill Payment	\$24.98
December 18, 2017	ELK Energy	Bill Payment	\$28.79
December 18, 2017	ELK Energy	Bill Payment	\$32.40
December 18, 2017	ELK Energy	Bill Payment	\$32.67
December 18, 2017	ELK Energy	Bill Payment	\$35.04
December 18, 2017	ELK Energy	Bill Payment	\$38.60
December 18, 2017	ELK Energy	Bill Payment	\$41.17
December 18, 2017	ELK Energy	Bill Payment	\$47.04
December 18, 2017	ELK Energy	Bill Payment	\$50.85
December 18, 2017	ELK Energy	Bill Payment	\$53.91
December 18, 2017	ELK Energy	Bill Payment	\$56.30
December 18, 2017	ELK Energy	Bill Payment	\$60.68
December 18, 2017	ELK Energy	Bill Payment	\$72.40



Preauthorized Payments for December 2017

Date	Vendor	Description	Amount
December 18, 2017	ELK Energy	Bill Payment	\$92.56
December 18, 2017	ELK Energy	Bill Payment	\$103.97
December 18, 2017	ELK Energy	Bill Payment	\$106.20
December 18, 2017	ELK Energy	Bill Payment	\$115.42
December 18, 2017	ELK Energy	Bill Payment	\$123.39
December 18, 2017	ELK Energy	Bill Payment	\$132.44
December 18, 2017	ELK Energy	Bill Payment	\$132.44
December 18, 2017	ELK Energy	Bill Payment	\$138.41
December 18, 2017	ELK Energy	Bill Payment	\$164.14
December 18, 2017	ELK Energy	Bill Payment	\$171.73
December 18, 2017	ELK Energy	Bill Payment	\$202.41
December 18, 2017	ELK Energy	Bill Payment	\$206.94
December 18, 2017	ELK Energy	Bill Payment	\$252.73
December 18, 2017	ELK Energy	Bill Payment	\$275.46
December 18, 2017	ELK Energy	Bill Payment	\$299.54
December 18, 2017	ELK Energy	Bill Payment	\$406.91
December 18, 2017	ELK Energy	Bill Payment	\$469.14
December 18, 2017	ELK Energy	Bill Payment	\$571.47
December 18, 2017	ELK Energy	Bill Payment	\$737.54
December 18, 2017	ELK Energy	Bill Payment	\$744.62
December 18, 2017	ELK Energy	Bill Payment	\$783.67
December 18, 2017	ELK Energy	Bill Payment	\$1,443.04
December 18, 2017	ELK Energy	Bill Payment	\$1,796.20
December 18, 2017	ELK Energy	Bill Payment	\$4,492.36
December 18, 2017	ELK Energy	Bill Payment	\$8,721.71
December 18, 2017	ELK Energy	Bill Payment	\$10,514.38
December 18, 2017	ELK Energy	Bill Payment	\$12,736.06
December 18, 2017	ELK Energy	Bill Payment	\$34,098.78
December 19, 2017	Hydro One	Bill Payment	\$4.81
December 27, 2017	Hydro One	Bill Payment	\$5.10
December 18, 2017	Hydro One	Bill Payment	\$12.41
December 19, 2017	Hydro One	Bill Payment	\$12.41
December 19, 2017	Hydro One	Bill Payment	\$12.41
December 19, 2017	Hydro One	Bill Payment	\$12.41
December 19, 2017	Hydro One	Bill Payment	\$12.41
December 19, 2017	Hydro One	Bill Payment	\$12.41
December 19, 2017	Hydro One	Bill Payment	\$12.41
December 19, 2017	Hydro One	Bill Payment	\$12.41
December 19, 2017	Hydro One	Bill Payment	\$13.67
December 19, 2017	Hydro One	Bill Payment	\$13.67
December 19, 2017	Hydro One	Bill Payment	\$13.67
December 19, 2017	Hydro One	Bill Payment	\$13.67
December 19, 2017	Hydro One	Bill Payment	\$13.67
December 19, 2017	Hydro One	Bill Payment	\$13.67
December 19, 2017	Hydro One	Bill Payment	\$14.47
December 19, 2017	Hydro One	Bill Payment	\$14.47
December 19, 2017	Hydro One	Bill Payment	\$14.66
December 19, 2017	Hydro One	Bill Payment	\$19.66
December 6, 2017	Hydro One	Bill Payment	\$24.79
December 19, 2017	Hydro One	Bill Payment	\$25.27
December 18, 2017	Hydro One	Bill Payment	\$30.86
December 18, 2017	Hydro One	Bill Payment	\$30.86
December 19, 2017	Hydro One	Bill Payment	\$30.86
December 27, 2017	Hydro One	Bill Payment	\$30.87
December 18, 2017	Hydro One	Bill Payment	\$31.16
December 18, 2017	Hydro One	Bill Payment	\$31.23



Preauthorized Payments for December 2017

Date	Vendor	Description	Amount
December 5, 2017	Hydro One	Bill Payment	\$32.68
December 19, 2017	Hydro One	Bill Payment	\$32.89
December 5, 2017	Hydro One	Bill Payment	\$33.89
December 18, 2017	Hydro One	Bill Payment	\$34.25
December 4, 2017	Hydro One	Bill Payment	\$36.62
December 27, 2017	Hydro One	Bill Payment	\$37.41
December 27, 2017	Hydro One	Bill Payment	\$42.32
December 19, 2017	Hydro One	Bill Payment	\$50.95
December 19, 2017	Hydro One	Bill Payment	\$54.35
December 27, 2017	Hydro One	Bill Payment	\$65.23
December 6, 2017	Hydro One	Bill Payment	\$66.96
December 27, 2017	Hydro One	Bill Payment	\$69.65
December 27, 2017	Hydro One	Bill Payment	\$78.61
December 27, 2017	Hydro One	Bill Payment	\$84.96
December 27, 2017	Hydro One	Bill Payment	\$87.63
December 27, 2017	Hydro One	Bill Payment	\$93.31
December 27, 2017	Hydro One	Bill Payment	\$112.88
December 18, 2017	Hydro One	Bill Payment	\$114.55
December 27, 2017	Hydro One	Bill Payment	\$117.71
December 6, 2017	Hydro One	Bill Payment	\$123.19
December 6, 2017	Hydro One	Bill Payment	\$136.41
December 6, 2017	Hydro One	Bill Payment	\$137.20
December 6, 2017	Hydro One	Bill Payment	\$140.58
December 19, 2017	Hydro One	Bill Payment	\$177.01
December 6, 2017	Hydro One	Bill Payment	\$251.71
December 5, 2017	Hydro One	Bill Payment	\$308.90
December 6, 2017	Hydro One	Bill Payment	\$350.49
December 27, 2017	Hydro One	Bill Payment	\$381.01
December 27, 2017	Hydro One	Bill Payment	\$386.39
December 18, 2017	Hydro One	Bill Payment	\$392.86
December 11, 2017	Hydro One	Bill Payment	\$428.51
December 5, 2017	Hydro One	Bill Payment	\$444.14
December 18, 2017	Hydro One	Bill Payment	\$496.24
December 6, 2017	Hydro One	Bill Payment	\$595.53
December 6, 2017	Hydro One	Bill Payment	\$1,801.67
December 11, 2017	Hydro One	Bill Payment	\$4,486.83
December 18, 2017	Hydro One	Bill Payment	\$5,041.91
December 18, 2017	Hydro One	Bill Payment	\$6,408.00
December 11, 2017	Ontario Clean Water	Miscellaneous Payment	\$66,234.40
December 28, 2017	Reliance Comfort	Bill Payment	\$16.95
December 22, 2017	Reliance Comfort	Bill Payment	\$28.70
December 27, 2017	Reliance Comfort	Bill Payment	\$28.70
December 28, 2017	Reliance Comfort	Bill Payment	\$28.70
December 19, 2017	Reliance Comfort	Bill Payment	\$33.90
December 27, 2017	Reliance Comfort	Bill Payment	\$51.30
December 13, 2017	Reliance Comfort	Bill Payment	\$62.15
December 28, 2017	Reliance Comfort	Bill Payment	\$159.10
December 28, 2017	Sepp Superpass	Bill Payment	\$600.01
December 21, 2017	Telus Mobility	Bill Payment	\$2,841.95
December 11, 2017	US Bank	Bill Payment	\$17,891.31
December 4, 2017	Union Gas Limited	Bill Payment	\$23.73
December 5, 2017	Union Gas Limited	Bill Payment	\$23.73
December 7, 2017	Union Gas Limited	Bill Payment	\$27.40
December 7, 2017	Union Gas Limited	Bill Payment	\$38.06
December 4, 2017	Union Gas Limited	Bill Payment	\$42.52
December 27, 2017	Union Gas Limited	Bill Payment	\$75.33



Preauthorized Payments for December 2017

Date	Vendor	Description	Amount
December 21, 2017	Union Gas Limited	Bill Payment	\$84.91
December 27, 2017	Union Gas Limited	Bill Payment	\$107.71
December 7, 2017	Union Gas Limited	Bill Payment	\$128.29
December 27, 2017	Union Gas Limited	Bill Payment	\$137.98
December 21, 2017	Union Gas Limited	Bill Payment	\$149.66
December 4, 2017	Union Gas Limited	Bill Payment	\$159.03
December 4, 2017	Union Gas Limited	Bill Payment	\$168.39
December 5, 2017	Union Gas Limited	Bill Payment	\$170.80
December 21, 2017	Union Gas Limited	Bill Payment	\$289.23
December 27, 2017	Union Gas Limited	Bill Payment	\$437.12
December 21, 2017	Union Gas Limited	Bill Payment	\$462.59
December 28, 2017	Union Gas Limited	Bill Payment	\$499.39
December 27, 2017	Union Gas Limited	Bill Payment	\$649.94
December 27, 2017	Union Gas Limited	Bill Payment	\$981.23
December 4, 2017	Union Gas Limited	Bill Payment	\$1,262.55
December 27, 2017	Union Gas Limited	Bill Payment	\$3,578.43
December 1, 2017	Union Water System	Bill Payment	\$34,860.39
December 27, 2017	Windsor Disposal Services Group	Miscellaneous Payment	\$174.02
December 27, 2017	Windsor Disposal Services Group	Miscellaneous Payment	\$55,909.58
Total Pre-Authorized Payments			\$299,751.94



Payroll for December 2017

Pay Week Ending	Pay Date	Amount
December 2, 2017	December 7, 2017	\$111,149.29
December 9, 2017	December 14, 2017	\$103,685.52
December 16, 2017	December 21, 2017	\$78,371.30
December 23, 2017	December 28, 2017	\$83,557.72
Firefighter Pay	December 14, 2017	\$74,519.02
Council Remuneration	December 21, 2017	\$10,563.54
Total		\$461,846.39

The following Notices of Motion are being brought forward for consideration at this evening's meeting:

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.

The Corporation of the Town of Essex

By-Law Number 1681

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

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

And whereas on April 3, 2017, Council of the Town of Essex enacted By-Law Number 1592 to provide procedural rules for the conduct of its Meetings;

And whereas Council of the Town of Essex deems it expedient to revise the procedural rules to reflect changes to the Municipal Act, 2001 as a result of Bill 68, the Modernizing Ontario's Municipal Legislation Act, 2017;

And whereas Council of the Town of Essex deems it expedient to revise the procedural rules to reflect changes to the position of Deputy Mayor that were approved on October 16, 2017 through By-law 1648;

And whereas Council of the Town of Essex deems it desirable to repeal and replace By-law 1592, as amended.

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

Part I – Interpretation

1.1 Short Title

1.1.1 This by-law may be cited as the "Procedural By-Law".

1.2 Application

1.2.1 The rules of procedure contained in this by-law shall be observed in all proceedings of Council and, unless specifically provided otherwise, shall apply to all meetings of Committees, Sub-Committees or Local Boards.

- 1.2.2 All Points of Order or procedure for which rules have not been provided in this by-law shall be decided by the Chair in accordance with, and as far as is reasonably practicable, the rules of parliamentary procedure contained in Robert's Rules of Order.

1.3 Definitions

In this by-law:

"Accessible", in relationship to documents, means documents that have been prepared using plain language, proper text formatting, alternative text, etc. and that pass the accessibility checking tools provided in software such as Microsoft Word and Adobe Acrobat X Pro without errors;

"Ad Hoc Committee" means a Committee appointed by Council to perform a specific task which is dissolved when the task is completed. An Ad Hoc Committee has no authority for decision making or independent actions;

"Administration" means an employee or a group of employees who have been charged with the responsibility for administering business operations or segments of business operations of the Town of Essex;

"Agenda" means the document issued in accordance with this by-law that sets out the order of proceedings for a meeting and the business to be considered at a meeting;

"By-law" means an enactment, in a form approved by Council, passed for the purpose of governing matters within the Town of Essex or giving effect to a decision or proceedings of Council;

"Chair" means the person presiding over a meeting, including the Mayor, Deputy-Mayor, Chair or Vice-Chair or any other Member of Council, a Committee, Sub-Committee or Local Board appointed to act as Chair and is charged with the responsibility to decide questions and points of order or practice, preserve order and maintain decorum in the proceeding;

"Chief Administrative Officer" means the Chief Administrative Officer of The Corporation of the Town of Essex or his or her designate;

"Civic or Public Holiday" means those dates listed as "Paid Holidays" in the current Collective Agreement between the Town of Essex and the Canadian Union of Public Employees, Local 702.3, and the Agreement between the Town and its non-union employees;

“Clerk” means the Clerk of The Corporation of the Town of Essex and includes the Deputy Clerk or anyone designated by the Clerk to carry out duties of the Clerk;

“Closed Meeting” means a meeting, or a part of a meeting of Council, a Committee, Sub-Committee or Local Board, which is closed by resolution, to the public as permitted by the *Municipal Act*, S.O. 2001, Chapter 25;

“Committee” means an Advisory or other Committee, Sub-Committee or similar entity;

“Confidential Information” means information in the possession of, or received in confidence by the Town that the Town is either prohibited from disclosing, or is required to refuse to disclose under the *Municipal of Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, Chapter M.56, or other legislation. Confidential information includes information that concerns personnel, labour relations, litigation or potential litigation, advice that is subject to solicitor-client privilege, negotiations, disposal and acquisition of property, the security of property of the Town and matters authorized in other legislation;

“Council” means the Council of The Corporation of the Town of Essex, comprised of the Mayor, Deputy Mayor and Councillors;

“Councillor” means a Member of Council, other than the Mayor and Deputy-Mayor;

“Delegation” means a person or group making a presentation to Council;

“Deputy Mayor” means that Member of Council elected by general vote to assist or act in the place of the Mayor in accordance with this By-Law;

“Director” means an employee of the Town of Essex where the designation of Director forms part of his or her formal job title;

“Disorderly Conduct” means conduct which results in any obstruction to the deliberations of or impedes the proper action of Council;

“Employee” means an employee of the Town of Essex, including any union or non-union employee, regular full-time, part-time, temporary, casual or contract employee, and includes volunteer firefighters;

“Emergency Meeting” means a Meeting of the Council called to address circumstances that arise suddenly and require immediate consideration;

“Ex officio” means that, by virtue of his or her office or position, a person has the right to participate fully in a Committee, Sub-Committee or Local Board and to vote, unless prohibited by law;

“Friendly Amendment” means an amendment offered by someone who is in sympathy with the purposes of the main motion, in the belief that the amendment will either improve the statement or effect of the main motion, presumably to the satisfaction of its maker, or will increase the chances of the main motion’s adoption;

“Inaugural Meeting” means the first meeting of the term of Council held after a municipal election in a regular election year;

“Local Board” means a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority;

“Majority” means, for the purpose of voting, more than half the total number of Members of Council, Committee, Sub-Committee or Local Board present at the vote and not prohibited by any Act from voting;

“Mayor” means the Head of Council elected by general vote;

“Meeting” means any regular, special or other meeting of Council, a Local Board or a Committee of either of them, where,

- (a) a Quorum of Members is present, and
- (b) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council, a Local Board, or a Committee.

Member” means a Member of Council, a Committee, a Sub-Committee or a Local Board of the Town of Essex;

“Minor”, for purposes of permitting the addition of New Business to an Agenda, means matters that do not require extensive research and background information and do not have a significant cost or impact on the Town or resident(s) of the Town;

“Motion” means a proposed resolution brought forward for adoption by a Member and seconded by another Member, for the consideration of Council, a Committee, Sub-Committee or a Local Board (see Schedule B);

“Municipal Act” means the *Municipal Act*, 2001, S.O. 2001, c.25 as amended from time to time;

“Municipal Freedom and Protection of Privacy Act (MFIPPA)” means the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, Chapter M.56;

“Municipality” means The Corporation of the Town of Essex;

“Non-Pecuniary (Non-Financial) Interest” means private or personal interests or advantages that commonly arise out of a family or personal relationship, or involvement in sporting, social or other cultural groups and associations. For purposes of this by-law, the non-pecuniary interest of a parent, spouse, child, or friend of a Member shall, if known to the Member, be deemed to be also the pecuniary interest of the Member;

“Notice” means notice provided to Members and to the public which advises of the time and place of a meeting;

“Order of Business” means the sequence of business to be introduced and considered in a meeting;

“Pecuniary (Financial) Interest” means an interest that a Member has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the Member or another person with whom the Member is associated. For purposes of this by-law, the pecuniary interest of a parent, spouse, child, or friend of the Member shall, if known to the Member, be deemed to be also the pecuniary interest of the Member;

“Point of Order” means a matter that a Member wishes to call attention to as a departure from or a violation of the rules of procedure (see Schedule B);

“Question of Privilege” means a matter that a Member considers urgent in nature and affecting a right of Council as a whole (for example, noise, inadequate ventilation, introduction of a confidential subject), or of an individual Member (for example, incorrect record of a member’s participation in a meeting or charges against a member’s character) (see Schedule B);

“Quorum” means a majority of Members of Council, a Committee, a Sub-Committee or a Local Board;

“Regular Meeting” means a scheduled meeting held at regular intervals in accordance with the approved calendar/schedule of Meetings;

“Reports and Announcements from Council Members” as it relates to the Order of Business in an Agenda, means a brief statement about a fact, occurrence, event or other matter related to the Town which may be of interest to Members, employees or the public in general, with no further discussion or debate permitted on the matter and no motion arising therefrom;

“Rules of Procedure” means the applicable procedural rules and rules of conduct set out in this by-law;

“Secretary” means the staff person assigned by the Clerk to attend at and take minutes of any Committee, Sub-Committee or Local Board meeting;

“Special Meeting” means a meeting that is separate from a Regular Meeting and is called for a specific time and for specific purposes to deal with important matters that arise between Regular Meetings;

“Sub-Committee” means a sub-committee of a Committee appointed by and directly reporting to the Committee on matters which the Committee has deemed appropriate for the Sub-Committee to consider;

“Task Force” means a Committee formed by Council with approved terms of reference to examine and provide recommendations related to a specific problem;

“Unfinished Business” means matters listed in the meeting agenda which have not been dealt with in their entirety at a previous meeting;

“Urgent”, for purposes of permitting the addition of New Business to an Agenda, means a matter that is time sensitive and, if delayed until the next scheduled Meeting, could result in or cause:

- a) danger to the life, health or safety of individuals;
- b) damage to property;
- c) an interruption of essential services provided by the Town;
- d) loss of revenue by the Town, or
- e) prejudice the Town.

“Vice Chair” means a Member of a Committee, a Sub-Committee or Local Board appointed by the Committee, Sub-Committee of Local Board who shall have all the power and duties of the Chair in their absence; and

“Youth Member” means an individual who is less than eighteen (18) years of age, is enrolled as a full-time student in school, is a resident of the Town of Essex and has been appointed by Council to sit as a Youth Member of Council.

Part II – Roles, Responsibilities and Duties

2.1 Mayor

2.1.1 It is the role of the Mayor to:

- 1) act as the Chief Executive Officer of the municipality;
- 2) review and approve Agenda items in conjunction with the Clerk and Chief Administrative Officer prior to publishing or distributing an Agenda to ensure items meet the requirements of the Procedural By-Law, and that there is sufficient information provided for each item to facilitate Council deliberations;
- 3) preside over Council meetings so that its business can be carried out efficiently and effectively;
- 4) assign the seating arrangements in Council Chambers for all Members of Council;
- 5) provide leadership to the Council;
- 6) provide, without limiting clause (3) above, information and recommendations to the Council with respect to the role of Council;
- 7) represent or assign a designate to represent the municipality at official functions;
- 8) carry out the duties of the Head of Council under the Municipal Act or any other Act;
- 9) sit as an Ex-officio Member of all Committees of Council with the right to vote at meetings;
- 10) act as Council’s representative and provide information/updates to council where appropriate when dealing with other levels of government, their agencies and the private sector; and
- 11) act as head of the municipality for purposes of the Municipal Freedom of Information and Protection of Privacy Act.

2.1.2 It is the duty of the Mayor to preside over meetings and to:

- 1) open the meeting of Council by taking the chair and calling the meeting to order;
- 2) receive and submit, in the proper manner, all motions presented by Members of Council;

- 3) put to a vote all Motions which are moved and seconded, and to announce the result of a vote;
- 4) decline to put Motions to a vote which infringe upon the Rules of Procedure;
- 5) inform the Members of the proper procedure to be followed and to enforce the Rules of Procedure;
- 6) enforce, on all occasions, the observance of order and decorum among all present at a meeting;
- 7) call by name any Member persisting in a breach of the Rules of Procedure and order the Member to vacate the Council Chamber;
- 8) permit questions to be asked through the Mayor of any Member of Administration for information to assist in any debate, when the Mayor deems it proper;
- 9) provide information to Members on any matter relating to the business of the Town;
- 10) authenticate by signature all By-Laws and minutes of Council;
- 11) rule on any points of order raised by Members;
- 12) represent and support the Council;
- 13) maintain order and, where it is not possible to maintain order, to adjourn the meeting to a time to be named by the Mayor without any Motion being put;
- 14) call for adjournment of the meeting when the business is concluded; and
- 15) act in accordance with his or her Declaration of Office.

2.1.3 Only the elected Mayor shall wear the Chain of Office, save and except if the Mayor resigns the office and Council appoints a new Mayor from its own ranks. The Chain of Office shall be worn at all Regular Meetings and otherwise at the discretion of the Mayor.

2.2 Deputy Mayor

2.2.1 It is the role of the Deputy Mayor to:

- 1) fulfill the normal duties of a Member of Council as established in Section 224 of the Municipal Act, 2001, and outlined in section 2.4.1 of this by-law;
- 2) assist the Mayor in carrying out the Mayoral responsibilities as established in Section 225 of the Municipal Act, and delegated to the Deputy Mayor in the Town of Essex Delegation of Authority By-law; and
- 3) serve as a member of County Council and attend all regular and special meetings of County Council, as well as any committees to which the Deputy Mayor may be appointed.

- 2.2.2 In the event the Mayor is absent, refuses to act, has declared a pecuniary interest, or resigns from office, it is the duty of the Deputy Mayor to act in the place of the Mayor and, while so acting, shall have all of the powers and duties of the Mayor with respect to presiding at meetings and fulfilling the delegated duties set out in the Town of Essex delegation of authority by-law.
- 2.2.3 In the event that the Deputy Mayor is unable to act in the place and stead of the Mayor with respect to presiding at meetings, the Clerk shall call the meeting to order and a Council Member shall be appointed by a resolution of Council Members present to act as the presiding Chair and shall preside over the meeting and have all the powers and authority of the Deputy Mayor while so acting.
- 2.2.4 This by-law does not authorize the Deputy Mayor to take the place of the Mayor as a municipal representative on, or to assume any of the rights, power and authority of the Head of Council on boards or committees that require a resolution to appoint its members, without being duly appointed.

2.3 Council

- 2.3.1 It is the role of Council to:
- 1) represent the public and to consider the well-being and interests of the municipality;
 - 2) develop and evaluate the policies and programs of the municipality;
 - 3) determine which services the municipality provides;
 - 4) ensure that administrative policies, practices and procedures are in place to implement the decisions of Council;
 - 5) ensure the accountability and transparency of the operations of the municipality, including the activities of senior management of the municipality;
 - 6) maintain the financial integrity of the municipality; and
 - 7) carry out the duties of Council under the Municipal Act or any other Act.

2.4 Councillor

- 2.4.1 It is the role of a Councillor to:
- 1) participate at Council meetings so that its business can be carried out effectively and efficiently;
 - 2) ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;

- 3) ensure the accountability and transparency of the operations of the municipality, including the activities of Administration of the municipality;
- 4) seek information and recommendations from Administration;
- 5) represent the municipality at official functions, as directed by the Mayor; and
- 6) carry out the duties of Council under the Municipal Act or any other Act.

2.4.2 It is the duty of a Councillor to:

- 1) prepare for meetings, including reviewing the Agenda and background information prior to the meeting;
- 2) declare any conflict of interest at a meeting where a conflict exists;
- 3) speak only to the subject under debate at a meeting;
- 4) vote on all Motions before the Council unless prohibited from voting by law;
- 5) observe proper procedure and decorum at all meetings;
- 6) refrain from disturbing, through disorderly conduct, other Members, speakers or Delegations in attendance;
- 7) refrain from the use of profane or offensive words or insulting expressions at a meeting;
- 8) state questions to be asked through the Mayor or Chair at a meeting;
- 9) support the Council;
- 10) act in accordance with his/her Declaration of Office
- 11) notify the Clerk when the Member is aware that he or she will be absent from a scheduled Meeting; and
- 12) attend Meetings of Committees, Sub-Committees, and Local Boards to which the Member has been appointed by Council.

2.5 Youth Members

- 2.5.1 Youth Members shall be appointed by Council after the Inaugural Meeting of the new Council.
- 2.5.2 The number of Youth Members shall be limited to two, with one from Ward 4, the former Town of Harrow or Ward 3, the former Township of Colchester South, and one from Ward 1, the former Town of Essex or Ward 2, the former Township of Colchester North.
- 2.5.3 Youth Members will attend, participate and /or report in Regular Meetings of Council for the purpose of bringing a youth perspective to Council matters or discussions.

- 2.5.4 Youth Members shall not be permitted to move or second any resolution, nor shall the Youth Members be counted for the purpose of deciding a vote of the Council.
- 2.5.5 Youth Members shall not be included in constituting a quorum of Council.
- 2.5.6 The term of office for a Youth Member shall be established with the appointment, but shall not exceed two years.
- 2.5.7 Youth Members shall not be compensated with wage or per diem.

2.6 Clerk

- 2.6.1 It is the duty of the Clerk or Secretary to:
- 1) record, without note or comment, all resolutions, decisions and other proceedings of Council, Committees, Sub-Committees or Local Boards;
 - 2) record the name and vote of every member voting on any matter or question, if required by any member present at a vote;
 - 3) keep the originals or copies of all by-laws and minutes of the proceedings of Council, Committees, Sub-Committees or Local Boards;
 - 4) perform other duties required under the Municipal Act or any other Act; and
 - 5) to perform such other duties as are assigned by the municipality.

2.7 Code of Conduct for Members of Council

- 2.7.1 Members of Council shall adhere to the Code of Conduct for Members of Council, as adopted by Council and, as amended from time to time.

2.8 Council-Staff Relationship and Roles

- 2.8.1 No Member of Council, a Committee, Sub-Committee or Local Board shall have the authority to direct or interfere with the performance of any work being carried out by an employee of the Town of Essex. Employees are subject only to direction provided by their supervisors, as established in the formal organizational structure of the Town.
- 2.8.2 Council shall request reports from Administration by Council motion.
- 2.8.3 The role of Council is to develop policies for the municipality, while the role of Administration, under the direction of the Chief Administrative Officer, is to develop strategies for the implementation of the policies established by Council.

- 2.8.4 Council Members are encouraged to contact the appropriate Director or the Chief Administrative Officer prior to the meeting to raise questions or clarify issues relevant to matters on the Council meeting agenda and to secure additional information as may be required.
- 2.8.5 Directors shall have regard to providing a verbal response to the matters raised and will make every reasonable effort to provide the information to the Council Member within a reasonable period of time.

Part III – Meetings, Agendas and Minutes

3.1 Inaugural Meeting

- 3.1.1 The Inaugural Meeting of the newly-elected Council shall be held on the first Monday in December in each regular municipal election year.
- 3.1.2 The location and time of the Inaugural Meeting shall be determined by the Chief Administrative Officer.
- 3.1.3 The Clerk shall prepare the agenda for the Inaugural Meeting and the order of business shall be as follows:
- 1) Call to Order
 - 2) Declarations of Elected Office
 - 3) Address by the Mayor
 - 4) Address by Councillors
 - 5) Business matters incidental to the above or of an urgent matter
 - 6) Adjournment
- 3.1.4 The business of the Inaugural Meeting shall be taken up in the order in which it stands on the Agenda unless otherwise decided by the Mayor or a majority vote of the Members present.
- 3.1.5 No business shall be conducted at the Inaugural Meeting until the Council Members have made their Declaration of Office.

3.2 Regular Meeting

- 3.2.1 Regular Meetings of Council shall be held in the County of Essex Civic Centre Council Chambers, 360 Fairview Avenue West, Essex, Ontario on the first and third Mondays of each month commencing at 6:00 PM., unless otherwise decided by a majority of Members.

- 3.2.2 When a Regular Meeting falls on a Monday that is a Civic or Public Holiday or on a day when Town Hall is closed for business, the Regular Meeting shall be held on the next following date that is not a public holiday or on a date agreed to by Council.
- 3.2.3 Council may, by resolution, alter the time, date and location of any Regular Meeting approved under Section 3.2.1 or Section 3.2.2.
- 3.2.4 The Clerk or Secretary shall prepare the Agenda for Regular Meetings and the order of business shall be as listed on Schedule "A" to this By-Law, as amended from time to time. The Agenda for Regular Meetings of Committees, Sub-Committees and Local Boards may exclude some of the Agenda Sections listed in Schedule "A" that are not relevant to the Committee, Sub-Committee or Local Board, such as Reports from Youth Members, County Council Update, Committee Meeting Minutes.
- 3.2.5 The business of the Regular Meeting shall be taken up in the order in which it stands on the Agenda unless otherwise decided by the Mayor or a majority vote of the Members present.
- 3.2.6 The deadline for receipt of material by the Clerk to be included on the Agenda for Regular Council Meetings shall be the time stated on Schedule "A" attached to this by-law, as amended from time to time.
- 3.2.7 The Mayor, in consultation with the Clerk and Chief Administrative Officer, may defer or remove an item from the Agenda if, in the Mayor's opinion, it does not meet the requirements of the Procedural By-Law, there is insufficient information provided to facilitate Council deliberations or the item is operational and should first be referred to Administration for follow-up.
- 3.2.8 The Mayor, in consultation with the Chief Administrative Officer, may cancel a Regular Meeting if it is determined there is not sufficient business to be conducted or special circumstances or an emergency (for example, weather) has arisen. Council Members, senior staff, the public and the media will be advised immediately after making the decision to cancel a Regular Meeting.
- 3.2.9 The Mayor may reschedule a cancelled Regular Meeting or may include the Agenda items from the cancelled meeting on the next Regular Meeting Agenda or a Special Meeting.

3.3 Special Meeting

- 3.3.1 The Mayor or the Clerk, in consultation with the Mayor or the Chief Administrative Officer, may, at any time, call a Special Meeting of Council.

- 3.3.2 The Mayor shall also call a Special Meeting of Council when so requested by a majority of the Members of Council.
- 3.3.3 No business other than the business stated in the Agenda of the Special Meeting shall be transacted at the Special Meeting.
- 3.3.4 The business of the Special Meeting shall be taken up in the order in which it stands on the Agenda unless otherwise decided by the Mayor or a majority vote of the Members present.

3.4 Closed Meeting

- 3.4.1 A Meeting that is closed to the public may only be held in accordance with the Municipal Act. The only subject matters that may be considered at a Closed Meeting are as follows:
- 1) the security of the property of the municipality or local board;
 - 2) personal matters about an identifiable individual, including municipal or local board employees;
 - 3) a proposed or pending acquisition or disposition of land by the municipality or local board;
 - 4) labour relations or employee negotiations;
 - 5) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - 6) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - 7) a matter in respect of which a Council, a Board, Committee or other body may hold a Closed Meeting under another Act;
 - 8) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
 - 9) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - 10) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
 - 11) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

- 3.4.2 As per subsection 3.4.1 (7) above, additional subject matters that may be considered at a Closed Meeting are as follows:
- 1) the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act if the Council, Board, Commission or other body is the head of an institution for the purposes of that Act; or
 - 2) an ongoing investigation respecting the municipality, a local board or a municipally controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman appointed by Council in accordance with Section 223.13 (1) of the Municipal Act or a closed meeting Investigator appointed by Council in accordance with section 239.2 (1) of the Municipal Act.
- 3.4.3 A Meeting of Council, a Committee, Sub-Committee or Local Board may be closed to the public if, as set out in the Municipal Act, the following conditions are both satisfied:
- 1) The Meeting is held for the purpose of educating or training the Members; and
 - 2) At the Meeting, no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, Committee, Sub-Committee or Local Board.
- 3.4.4 The Mayor or the Clerk, in consultation with the Mayor or the Chief Administrative Officer, may, at any time, call a Closed Meeting of Council.
- 3.4.5 The Mayor shall also call a Closed Meeting when so requested by a majority of the Members of Council.
- 3.4.6 The Clerk may only delegate, in writing, the duties of the Clerk with respect to recording minutes in a Closed Meeting of Council to a full-time employee of the Town.
- 3.4.7 The Rules of Procedure, as outlined in the Procedural By-law, shall apply during Closed Meetings.
- 3.4.8 The business of the Closed Meeting shall be taken up in the order in which it stands on the Agenda unless otherwise decided by the Chair or a majority vote of the Members present.

3.5 Emergency Meeting

- 3.5.1 An Emergency Meeting of Council to deal with an emergency or extraordinary situation may be called by the Mayor at any time and at any location within or outside the municipality as may be convenient.
- 3.5.2 Only business dealing directly with the emergency shall be transacted at the Meeting.
- 3.5.3 The business of the Emergency Meeting shall be taken up in the order in which it stands on the Agenda unless otherwise decided by the Mayor or a majority vote of the Members present.

3.6 Notice of Meetings

3.6.1 Regular Meeting

- 3.6.1.1 The Clerk or Secretary shall electronically deliver to each member of Council, a Committee, Sub-Committee or Local Board, an Agenda for each Regular Meeting of Council, based on the time requirements set out in Schedule "A" to this By-Law. In the case of Regular Council Meetings, the Agenda shall also be electronically delivered to the Chief Administrative Officer and Directors.
- 3.6.1.2 The Agenda of the Regular Council Meeting shall be posted on the Town's website based on the time requirements set out in Schedule "A" to this By-Law.
- 3.6.1.3 The order of business for a Regular Meeting will be as set out in Schedule "A" to this By-Law, as amended from time to time.

3.6.2 Special Meeting

- 3.6.2.1 The Clerk or Secretary shall electronically deliver to each member of Council, a Committee, Sub-Committee or Local Board, an Agenda for each Special Meeting, based on the time requirements set out in Schedule "A" to this By-Law. In the case of Special Council Meetings, the Agenda shall also be electronically delivered to the Chief Administrative Officer and Directors.
- 3.6.2.2 The Agenda of the Special Council Meeting shall note the date, time and location of the Special Meeting and shall be posted on the Town's website based on the time requirements set out in Schedule "A" to this By-Law.

3.6.3 Closed Meeting

- 3.6.3.1 The Clerk or Secretary shall electronically deliver to each member of Council, a Committee, Sub-Committee or Local Board, an Agenda for each Closed

Meeting based on the time requirements set out in Schedule "A" to this By-Law. In the case of Closed Council Meetings, the Agenda shall also be electronically delivered to the Chief Administrative Officer and Directors.

3.6.3.2 A notice of the Closed Meeting, including date, time and location shall be posted on the Town's website, based on the time requirements set out in Schedule "A" to this By-Law.

3.6.4 Emergency Meeting

3.6.4.1 The Clerk shall attempt to notify all Council Members of an Emergency Meeting as soon as practicable after the Meeting is called and in the most expedient manner.

3.6.4.2 A notice of the Emergency Meeting, including date, time and location shall be posted on the Town's website based on the time requirements set out in Schedule "A" to this By-Law.

3.7 Lack of Notice of Meeting or Agenda

3.7.1 Lack of receipt of notice or an Agenda by the Members of Council, a Committee, Sub-Committee or Local Board shall not affect the validity of the Meeting or any action lawfully taken at the Meeting.

3.8 Closed Meeting Protocol

3.8.1 Council, a Committee, Sub-Committee or Local Board shall move into a Closed Meeting from a Meeting that is open to the public. To enter into a Closed Meeting from an open Meeting, a motion to move into Closed Meeting is required. Once the matters in the Closed Meeting have been dealt with, the Members shall pass a motion to adjourn the Closed Meeting and, if applicable, move back into open session.

3.8.2 The Closed Meeting Agenda shall note:

- 1) the general nature of the matter(s) being considered at the Closed Meeting and the appropriate section(s) of the Municipal Act that provide for the Meeting to be closed; or
- 2) in the case of a Closed Meeting for the purpose of educating or training the Members, the general nature of the subject matter and the relevant section of the Municipal Act that provides for the Meeting to be closed.

- 3.8.3 The information noted in Section 3.8.2 of this By-Law shall be announced by the Chair, Clerk or Secretary in the open Meeting just prior to considering a Motion to move into a Closed Meeting.
- 3.8.4 After moving into the Closed Meeting, the Chair, Clerk, or Secretary will remind Members that the Closed Meeting matters are Confidential Information within the meaning of this By-Law and shall not be discussed after the meeting with any person(s) not related to the subject matter outside of the Closed Meeting.
- 3.8.5 In a Closed Meeting, the Council, Committee, Sub-Committee or Local Board shall only vote on motions pertaining to procedural matters or for giving directions or instructions to officers, employees or agents of the Town.
- 3.8.6 Immediately after moving from a Closed Meeting to an open Meeting, the Clerk or Secretary shall disclose, in a general manner, how the agenda items were dealt with in the Closed Meeting.
- 3.8.7 If an open Meeting does not immediately follow a Closed Meeting, the Clerk or Secretary shall disclose, at the outset of the next Regular Meeting and in a general manner, how the agenda items were dealt with in the Closed Meeting.

3.9 Quorum

- 3.9.1 As soon after the published time for a Meeting as a quorum is present, the Meeting shall be called to order by the Mayor or Chair.
- 3.9.2 If there is no quorum present within thirty minutes after the time published for the Meeting, the Meeting shall stand adjourned until the next established Meeting date and the Clerk or Secretary shall record the names of the members present upon adjournment.
- 3.9.3 If during the course of any type of Meeting, quorum is lost, then the Meeting shall stand adjourned to reconvene as determined by the Chair. If, in the opinion of the Chair, it is not essential that the balance of the agenda be dealt with before the next regularly scheduled Meeting, then the Chair shall announce that the unfinished business will be considered at that time.

Part IV – Rules of Order and Debate

4.1 Formalities to be Observed

- 4.1.1 The Mayor shall be addressed as “Mayor (*surname*) or as “Your Worship”.
- 4.1.2 The Deputy Mayor shall be addressed as “Deputy Mayor (*surname*)”.
- 4.1.3 All Members of Council, except the Mayor and Deputy Mayor, shall be addressed as “Councillor (*surname*).”
- 4.1.4 Chairs or Vice-Chairs of Committees, Sub-Committees and Local Boards shall be addressed as “Chair (*surname*) or “Vice-Chair (*surname*)”, as the case may be.
- 4.1.5 Staff of the Town of Essex shall be addressed as “Mr. or Ms. (*surname*), (*position title*)”;
- 4.1.6 Members of Council, a Committee, Sub-Committee or Local Board, members of Administration, and members of the public shall only speak at a Meeting when they have been recognized by the individual chairing a meeting.
- 4.1.7 Members of Council, a Committee, Sub-Committee or Local Board and members of Administration shall raise their hand at a Meeting and wait to be recognized by the individual chairing a meeting.
- 4.1.8 Members of Council, a Committee, Sub-Committee or Local Board, members of Administration, and members of the public shall address only the individual chairing the meeting, or address each other through the individual chairing the meeting.
- 4.1.9 The observance of order and decorum at all Meetings shall be enforced by the individual chairing the meeting.
- 4.1.10 When, in the opinion of the individual chairing a Meeting, the words or conduct of any person, including a Member, is in contravention of the Procedural By-Law, or is causing unreasonable disruption to the Meeting, or, in the case of a Council Member, is in contravention of the Town’s Code of Conduct for Council Members, the individual chairing a Meeting may rule the person out of order and require the person to cease the activity. If the person refuses to cease the activity, the Chair may order the person to vacate their seat or leave the meeting.
- 4.1.11 Any Council Member or Member of a Committee, Sub-Committee or Local Board may require that the question or motion under discussion be read by the

Clerk or Secretary at any time during the debate but not so as to interrupt the member who has the floor.

- 4.1.12 When a Member is speaking, no other Member shall pass between that Member and the Chair, or interrupt the Members except to raise a Point of Order or to raise a Question of Privilege.
- 4.1.13 If any person, including a Member, does not leave his or her seat or leave the meeting after being ordered to do so pursuant to Section 4.1.9, such person will be escorted from the Meeting with the assistance of the local police department.
- 4.1.14 No Member shall be permitted to retake his or her seat at any Meeting after being ordered by the Mayor or Chair to vacate the Meeting or his or her seat after committing a breach of any rule of order, without making an apology and without the consent of the Members present at the Meeting, expressed, without debate, by a majority vote.
- 4.1.15 No Member shall walk across the floor, or out of the Meeting room, or make any noise or disturbance when the Chair is putting a question.
- 4.1.16 No Member shall leave his or her seat while a vote is being taken and until the result of the vote is declared.
- 4.1.17 No Member shall leave a Meeting when he or she does not intend to return without first advising the Chair.
- 4.1.18 Members leaving their seats prior to adjournment shall do so in a manner that does not disrupt the proceedings of Council.
- 4.1.19 Members shall respect the rules set out in this By-Law and shall not disobey the decision of the Chair on questions of order or practice, or upon the interpretations of the rules of order.
- 4.1.20 During Meetings, all Members, employees of the Town and members of the public shall have their smart phones or electronic devices turned to vibrate and shall only answer a call in the event of an emergency and only upon leaving the Meeting.
- 4.1.21 No persons, except Members of Council and municipal employees of the Town of Essex, shall be permitted to stand behind Council or advance beyond the delegation table during a Council Meeting.

- 4.1.22 The Chair or Members may call upon the Clerk, Secretary or Chief Administrative Officer to provide advice with respect to interpretation of the Rules of Procedure.

4.2 Disclosure of Conflict of Interest

- 4.2.1 It is the responsibility of each Member to identify and disclose any pecuniary interest, direct or indirect as defined by the *Municipal Conflict of Interest Act*, R.S.O. 1990, Chapter M.50, as amended, on any item or matter before Council, a Committee, Sub-Committee or Local Board and the general nature thereof.
- 4.2.2 Where a Member, either on his or her own behalf or while acting with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a Meeting of Council, a Committee, Sub-Committee or Local Board at which the matter is the subject of consideration, the Member shall:
- a) prior to any consideration of the matter at the Meeting, disclose the interest and the general nature thereof;
 - b) abstain from taking part in the discussion of, or vote on, any question in respect of the matter; and
 - c) not attempt in any way, whether before, during or after the meeting, to influence the voting of any such question.
- 4.2.3 In addition to complying with the requirements noted in Subsection 4.2.2 above, when the Meeting is a Closed Meeting, the Member shall leave the Meeting or the part of the Meeting during which the matter is under consideration.
- 4.2.4 Where the interest of a Member has not been disclosed as required by Subsection 4.2.1 above, by reason of a Member's absence from the Meeting referred to therein, the Member shall disclose the interest and otherwise comply with Subsection 4.2.2 at the first Meeting of Council, Committee, Sub-Committee or Local Board, as the case may be, attended by the Member after the Meeting at which the conflict of interest arose.
- 4.2.5 The Clerk or Secretary shall record the declaration of a conflict of interest and the general nature thereof made by a Member and any such record shall appear in the minutes of that particular Meeting. If a Member fails to disclose the nature of the pecuniary interest, the Clerk or Secretary shall immediately request this information.
- 4.2.6 Where the Meeting is not open to the public, every declaration of a conflict of interest made under subsection 4.2.1 above, but not the general nature of that

interest, shall be recorded in the minutes of the next Meeting that is open to the public.

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

4.3 Public Presentations and Delegations

- 4.3.1 Any person who wishes to appear before Council as a Delegation shall submit the prescribed "Delegation Request Form" to the Clerk by 2:00 PM on the Tuesday preceding the Regular Council Meeting.
- 4.3.2 The Clerk, Mayor, Chief Administrative Officer and Director of Corporate Services shall review the Delegation Request Form to determine if the subject matter and nature of the request falls within the jurisdiction of Council, or if the request needs to be referred to Administration for comments.
- 4.3.3 The Clerk shall contact the Delegation to advise if and when their submission will be presented to Council and will ensure that they have been provided with the "Guide to Delegations" information brochure.
- 4.3.4 The Mayor, in consultation with the Chief Administrative Officer, has the authority to deny Delegation requests under the following circumstances:
- 1) the request is not submitted within the time required in Section 4.3.1 of this By-Law;
 - 2) no written submission together with handouts or materials is provided with the request or the submission is incomplete;
 - 3) the subject matter is deemed to be beyond the jurisdiction of Council;
 - 4) the issue is specific to a labour/management dispute, or other matter properly held in closed session;
 - 5) the issue has been or is to be considered by the Committee of Adjustment;
 - 6) Council has previously considered or made a decision on the issue and a Delegation has appeared before Council with respect to the same issue previously considered or decided by council within a period of twelve (12) months following the date on which the issue was last considered or decided by Council.;
 - 7) Council previously indicated it will not hear further from this Delegation; or
 - 8) the issue should be referred to Administration for action.

- 4.3.5 A Delegation shall not be received by Council on matters relating to litigation or potential litigation affecting the Town, including matters which are before and under the jurisdiction of any court or tribunal, unless such matter is referred to Council by the said court or tribunal or, in the alternative, Council deems the matter to be sufficiently important to allow the Delegate to be heard.
- 4.3.6 If applicable, Delegations shall provide a copy of their presentation materials to the Clerk, together with the Delegation Request Form. If using presentation software, such as PowerPoint, Delegations shall provide an electronic version to the Clerk, which shall be uploaded onto a Town-supplied laptop that Delegations will use during the Meeting. Presentation materials shall be attached to the circulated Meeting agenda.
- 4.3.7 Delegations shall not distribute printed materials on the Council floor. All printed materials must be submitted to the Clerk prior to the commencement of the Meeting.
- 4.3.8 The display of placards and signs is not permitted during a Meeting.
- 4.3.9 The Clerk will only circulate material that complies with the provisions of MFIPPA, as amended.
- 4.3.10 Delegations that are for the sole purpose of generating publicity for an event shall not be permitted.
- 4.3.11 Delegations will be scheduled in the order in which they were received by the Clerk.
- 4.3.12 No more than four (4) Delegations shall be permitted at any Meeting.
- 4.3.13 Delegations shall confine their remarks to the business stated in the Delegation Request Form.
- 4.3.14 Delegations shall be permitted to speak for up to five (5) minutes. A Delegation of two (2) or more persons shall be permitted to speak for up to ten (10) minutes.
- 4.3.15 The Chair shall, at the conclusion of the permitted time limit, inform the Delegation that the time limit has expired. An extension to the time limit may be granted by a majority vote of the Members present at the Meeting.
- 4.3.16 Delegations shall address their remarks through the Chair.
- 4.3.17 Except on matters of order, Members shall not interrupt a Delegation while he or she is addressing Council.
- 4.3.18 Members may address a Delegation only to ask questions and not to express opinions or enter into debate or discussion.

- 4.3.19 Once a Motion to receive the presentation has been moved and seconded, no further representation or questions of the Delegation shall be permitted.
- 4.3.20 The Chair may curtail any Delegation, any questions of a Delegation or debate during the presentation, as a result of disorder or other breach of the Procedural By-Law. If the Chair rules that the Delegation is concluded, the person or persons appearing before Council shall withdraw from the table.
- 4.3.21 If a Delegation is not registered with the Clerk, and Council, by a two-thirds vote of the Members present at the Meeting, gives the Delegation permission to address Council, the Delegation shall only address Council with respect to an item on the published Agenda.
- 4.3.22 All of the general rules to address Council as established for Delegations will apply to public presentations unless otherwise noted.

4.4 Public Attendance at Meetings

- 4.4.1 During Meetings, members of the public shall not:
- 1) speak disrespectfully of Members, employees or any other person;
 - 2) use offensive words or gestures;
 - 3) speak on any subject other than the subject for which they have received approval to address Council;
 - 4) disobey a decision of the Chair;
 - 5) display placards or signs; or
 - 6) enter into debate with other Delegations, Members or employees.
- 4.4.2 During Meetings, members of the public shall:
- 1) conduct themselves respectfully; and
 - 2) refrain from public outbursts, shouting, or behaviour intended to disrupt the debate, discussion and general proceedings of the Meeting.
- 4.4.3 In the event the Chair does not address the member of the public who is disrupting the Meeting, a Member may make a Point of Order.
- 4.4.4 The Chair may request that a Member or members of the public vacate the Council Chambers, or the room in which the Meeting is taking place, if their behaviour is deemed to be disruptive to the business at hand. The Chair may unilaterally recess the Meeting until order is restored.
- 4.4.5 If a member of the public who has been ordered to vacate the Council Chambers or the room in which the Meeting is taking place, refuses to leave the Council Chambers or the room in which the Meeting is taking place, the

member of the public will be escorted from the Meeting with the assistance of the local police department.

- 4.4.6 If a member of the public who has been ordered to vacate the Council Chambers or the room in which the Meeting is taking place, voluntarily offers an apology to Council and/or withdraws objectionable statements or remarks, he or she may be permitted to return or resume his or her presence at a Meeting, provided a majority of the Members present at the Meeting vote in favour.

4.5 Reports from Administration

- 4.5.1 Reports from Administration shall be listed in the section on Regular Meeting Agendas designated for "Reports from Administration". The reports must be prepared using the pre-approved Reports to Council template, must be accessible and must be presented to the appropriate senior staff and the Chief Administrative Officer for review and concurrence prior to submitting the report to the Clerk or Secretary.
- 4.5.2 Notwithstanding the foregoing, if a report from Administration relates specifically to a matter located earlier in the Agenda (for example, a Delegation), such report may be listed in the earlier section of the Agenda.

4.6 Correspondence

- 4.6.1 Items of correspondence shall be legible, contain no obscene language or defamatory allegations, and shall be signed by the author(s) together with their return mailing address or email address.
- 4.6.2 No person, except the Clerk or Secretary, shall, before or during a Meeting, place on the desks of Members or otherwise distribute any material whatsoever. Materials for distribution shall be provided to the Clerk or Secretary prior to the commencement of the Meeting.
- 4.6.3 Correspondence or petitions containing obscene or defamatory language shall not be included on the Meeting Agenda, and shall be directed to the Chief Administrative Officer.
- 4.6.4 Requests from persons, organizations, associations and other municipal governments to endorse resolutions shall be included in the Correspondence section of the Agenda.
- 4.6.5 Where the subject matter of the correspondence is within the jurisdiction of a Committee, Sub-Committee or Local Board, such correspondence shall be

forwarded directly to the appropriate Committee, Sub-Committee or Local Board.

- 4.6.6 Correspondence of a routine administrative nature shall be referred directly to the appropriate senior staff member.

4.7 New Business

- 4.7.1 Members of Council, a Committee, Sub-Committee or Local Board may, after the Agenda has been published, introduce matters that are minor and urgent in nature to an Agenda during a Regular Meeting under the heading "New Business", if the Member introducing the New Business is able to demonstrate, to the satisfaction of the Chair, that the matter is in fact Minor and Urgent in nature, as defined in Section 1.3 of this By-Law and should be added to the Agenda. The decision of the Chair in determining whether an item will be added as New Business shall be final.
- 4.7.2 If a Member is aware of a New Business item prior to the Meeting, the Member shall contact the Mayor at any time prior to 2:00 p.m. on the day of the meeting to provide details of the New Business item(s), at which time the Mayor may make a determination of whether the New Business item(s) will be added to the Agenda.
- 4.7.3 The general nature of how the New Business item(s) met the requirements of Urgent and Minor in nature will be disclosed by the Mayor at the time that the New Business item(s) is introduced at the Meeting.
- 4.7.4 .At the sole discretion of the Chair, the question of whether a New Business item meets the requirement of being minor and urgent in nature may be referred to the whole of Council, a Committee, Sub-Committee or Local Board to be decided by a majority vote.

4.8 Reports and Announcements from Council Members

- 4.8.1 Each Council Member will be provided with a maximum of five (5) minutes, with no extension of time permitted, to make reports to the rest of Council on matters that they are working on as a Council Member and any announcements or other matters which they deem may be of interest to other Council Members,
- 4.8.2 Items brought forward by Council under Reports from Council Members, shall not be discussed by any other Council Member, are not debatable and shall not be the subject of a motion or resolution of Council.

4.9 Discussion with No Motion on the Table

- 4.9.1 Members are permitted to speak more than once on a matter prior to the introduction of a Motion, provided the information being presented by the Member is new and does not repeat any prior discussion by that Member.
- 4.9.2 At the sole discretion of the Chair, a Member who has spoken on a matter more than once may be asked to cease speaking if, in the opinion of the Chair, the information being presented is not new and repeats prior discussion by that Member.

4.10 Motions

- 4.10.1 Motions shall be seconded before being debated or put to a vote.

4.10.2 Types of Motions

- 4.10.2.1 Schedule "B" to this By-Law provides a description of the most common types of Motions encountered at a Meeting, together with a table entitled "Rules Relating to Motions". This table summarizes the ranking of Motions and other characteristics of Motions, such as whether a Motion can be amended, debated, etcetera.

4.10.3 Speaking to a Motion

- 4.10.3.1 Each Member shall be permitted to speak only once to a Motion.
- 4.10.3.2 When speaking to a Motion, a Member shall confine his or her discussion to the Motion and, in speaking, will be limited to a maximum of 5 minutes unless otherwise decided by the Chair.
- 4.10.3.3 Notwithstanding Section 4.10.3.2, the Member who made the Motion shall be permitted to reply for a maximum of five (5) minutes, after all other Members who wish to speak to the Motion have spoken.
- 4.10.3.4 When a Motion is under debate, a Member may ask a concisely worded question through the Chair to the Chief Administrative Officer, the Clerk or another Employee of the Town regarding the Motion, prior to the Motion being put to a vote by the Mayor.
- 4.10.3.5 A Member may request that the Motion under debate be read at any time during the debate, but shall not interrupt a Member who is speaking.
- 4.10.3.6 If the Chair wishes to speak to a Motion for the purposes of taking a position on the Motion and endeavouring to persuade other Members to

record the name of the Member and the reason that he or she is prohibited from voting.

- 4.11.2 A Member of Council may request that the Chair “call the question”, at which time the Chair may accept or deny the request with the decision of the Chair being final.
- 4.11.3 If any Member does not vote when a question is put, they shall be deemed to have voted in the negative, except where the Member has not voted as a result of declaring a conflict of interest in the matter or question before Council.
- 4.11.4 After a question is put by the Chair, no Member shall speak to the question nor shall any other Motion be made until after the vote is taken and the result has been declared.
- 4.11.5 When the Chair calls for a vote on a question, each Member shall occupy their seat and shall remain in their seat until the result of the vote has been declared by the Chair.
- 4.11.6 When a vote is taken and a tie results, the motion is defeated.
- 4.11.7 Upon making a Motion to Divide the Question, the question may be divided, and the vote upon each question shall be taken separately. The parts of the motion must be able to stand alone for division of a question to be in order (refer to Schedule B, “Motions”, Section B.3).
- 4.11.8 A Motion to amend an amendment shall be voted on first.
- 4.11.9 Voting of the main Motion and amending Motions shall be conducted in the following order:
 - 1) a Motion to amend a Motion to amend the main Motion;
 - 2) a Motion, as amended, to amend the main Motion; and
 - 3) the main Motion, as amended.
- 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.
- 4.11.11 The Chair shall announce the result of every vote taken as either Carried or Defeated.
- 4.11.12 If a Member disagrees with the result announced by the Chair, he or she may object immediately and the vote shall be retaken, and this shall be noted in the minutes by the Clerk.

- 4.11.13 The Clerk shall not record dissenting votes in the Minutes unless the member(s) of Council voting against the motion has made such a request.
- 4.11.14 In any vote required of the whole Council, a Committee, Sub-Committee or Local Board, the number of members constituting the whole Council, a Committee, Sub-Committee or Local Board shall be determined by excluding:
- 1) the number of Members who are present at the Meeting but who are excluded from voting by reason of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended; and
 - 2) the number of Member seats that are vacant by reason of Section 259 of the *Municipal Act*, "Vacant Seat".
- 4.11.15 The Chair, except where disqualified from voting by reason of interest or otherwise, may vote with the Members on all questions. If the Chair desires to introduce a Motion, he or she shall leave the Chair for that purpose and shall call upon the Deputy Mayor or Vice Chair to fill his or her place while the matter is being considered. Upon completion of the matter, the Chair shall resume the Chair and preside over the Meeting.

4.12 Recorded Vote

- 4.12.1 A Recorded Vote shall be taken when called for by any Member. The Clerk or Secretary shall call upon each Member of Council, a Committee, Sub-Committee or Local Board entitled to vote on the Motion, to answer "support" or "opposed" beginning with the member who requested the recorded vote and then proceeding in a clock-wise direction to the other Members.
- 4.12.2 A Member may call for a Recorded Vote immediately prior to or immediately after the taking of the vote.
- 4.12.3 When a Recorded Vote is taken, the names of the Members who voted in support and those who voted in opposition to the motion shall be entered in the minutes. The names of the members declaring a conflict of interest shall be entered in the minutes.
- 4.12.4 All Members present shall vote when a Recorded Vote is called for, except when they have been disqualified from voting by reason of the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50 or any other Act.

4.13 By-Laws

- 4.13.1 By-Laws shall be introduced in the section on the Council agenda designated for By-Laws. However, if a By-Law is attached to a Report from Administration, the By-Law may be given the required readings at the time the report is received and the recommendations contained therein are approved.
- 4.13.2 Every By-Law shall receive First Reading, Second Reading and Third Reading by Council before being enacted, unless provided otherwise by law.
- 4.13.3 Unless prohibited by law, a By-Law may proceed to second reading at the same Meeting that it received first reading, provided the first reading was supported by at least two-thirds of the Members of Council present and entitled to vote. A By-Law shall not proceed to third reading at the same Meeting that it received first and second reading unless specifically approved by the Clerk, and the third reading was supported by at least two-thirds of the members of Council present and entitled to vote.
- 4.13.4 By-Laws of an urgent nature that were not included on the Regular Council Meeting Agenda prior to distribution, may be included as "New Business" and introduced as an addition to the published Agenda prior to adoption of the published Agenda.
- 4.13.5 Every By-Law shall contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any Act.
- 4.13.6 Every By-Law enacted by Council shall be numbered and shall be signed by the Mayor and the Clerk, sealed with the seal of the Corporation and shall show the dates of the three readings by Council.
- 4.13.7 Every By-Law shall be kept in numerical order in the specified By-Law book and in the electronic filing system.
- 4.13.8 A confirmatory By-Law should be considered at the end of each Regular Meeting, immediately prior to adjournment, to confirm all proceedings and resolutions passed by Council, except for those resolutions that require or are still subject to the approval of the Ontario Municipal Board or other mandatory statutory approval.
- 4.13.9 The Clerk may make changes to By-Laws or resolutions to:
- 1) correct spelling, punctuation or grammatical errors, or errors that are of a clerical, typographical or similar nature;

- 2) alter the style or presentation of text or graphics to improve electronic or print presentation and accessibility;
- 3) replace a description of a date or time with the actual date or time;
- 4) if a provision provides that it is contingent on the occurrence of a future event and the event occurs, remove text referring to the contingency and make any other changes that are required as a result;
- 5) when the name, title, location or address of a body, office, person, place or thing has been altered, change any reference to the name, title, location or address to reflect any alteration in name, title, location or address;
- 6) correct errors in the numbering of provisions or other portions of a By-Law and make any changes in cross-references that are required as a result;
- 7) if a provision of a transitional nature is contained in a By-Law, make any changes that are required as a result;
- 8) make a correction, if it is apparent both that an error has been made and what the correction should be;

4.14 Petitions

4.14.1 Petitions must adhere to guidelines provided in the Town of Essex Petition Policy.

4.14.2 Petitions from residents requesting Council to consider the introduction, expansion, enhancement, restoration, reduction, alteration or cessation of a service or program of the Town of Essex, must be directed to the Clerk for inclusion on an agenda, including those received by the Mayor or a Member of Council.

4.14.3 A motion directing receipt of the petition and the action required shall be in order.

4.14.4 Petitions to Council to be included on the agenda may be submitted by residents and included under Correspondence. Any such petition must be submitted to the Clerk, in accordance with Section 4.3.1 of this By-Law regarding Public Presentations and Delegations.

Part V – Committees, Sub-Committees and Local Boards of Council

5.1 Appointments to Committees, Sub-Committees and Local Boards of Council

- 5.1.1 Council shall appoint Council Members and members of the public to its Committees, Sub-Committees and Local Boards after the Inaugural Meeting of the new Council.
- 5.1.2 Immediately after the municipal election, the Clerk shall provide the Mayor-elect, Deputy Mayor-elect, and Councillors-elect with a list of Committees, Sub-Committees and Local Boards to which Council appoints member(s) to sit.
- 5.1.3 By December 1 in an election year, Members of Council-elect shall meet to consider and make recommendations related to committee structure and composition and to select the Committees, Sub-Committees and Local Boards to which they seek appointment.
- 5.1.4 Appointments of Council Members and the public will be made during a Special Council Meeting.

5.2 Committee, Sub-Committee and Local Board Meeting Minutes

- 5.2.1 Committee, Sub-Committee and Local Board Meeting minutes must be completed and circulated by the Secretary to the Committee, Sub-Committee or Local Board Chair and then forwarded to the Clerk within one week of the Meeting date.
- 5.2.2 Recommendations to Council as a result of Committee, Sub-Committee or Local Board Meeting Minutes shall be listed with the Minutes on the Council Agenda. Council may vote on the recommendations collectively or may vote on each resolution separately if it is capable of standing on its own.

5.3 General Information for Committees and Local Boards

- 5.3.1 The Mayor is Ex-officio of all Committees of Council.
- 5.3.2 Where a Committee or Sub-Committee is established with a specified number of Members that does not provide for the membership of the Mayor as an Ex-Officio Member, such number of committee members will be automatically increased by one, except where prohibited by law. The Mayor, as an Ex-Officio Member, may vote and otherwise participate in such Committee or Sub-Committee on the same basis as any other Member.

- 5.3.3 The term of the Committee, Sub-Committee or Local Board shall be for four (4) years and generally ends at the conclusion of Council's term.
- 5.3.4 The Clerk will advertise for interested citizens to make application to serve on Committees, Sub-Committees and Local Boards prior to the conclusion of the current Council's term of office. Once applications have been received, they will be reviewed by the Clerk and Council Members elected to the new term of Council.
- 5.3.5 The election of public Committee, Sub-Committee and Local Board members to the various Committees, Sub-Committee and Local Board will be done via a roll call.
- 5.3.6 Vacancies on Committees, Sub-Committees and Local Boards that occur during the term will be filled as soon as practicable.
- 5.3.7 Council shall establish Ad Hoc Committees or Task Forces, as required and shall provide a mandate for each Ad Hoc Committee or Task Force.
- 5.3.8 Committee, Sub-Committee and Local Board members will be provided with a copy of the Town of Essex Local Boards/Committees Procedures and Best Practices Manual adopted by Council, as amended from time to time, and will be required to adhere to the procedures and best practices outlined in the manual.

Part VI – General

6.1 Repeal

- 6.1.1 By-law 1592 and all amendments thereto are hereby repealed.

6.2 Severability

- 6.2.1 Should any section, subsection, clause, paragraph or provision of this by-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof, other than the provision so declared to be invalid.

6.3 Effective Date

- 6.3.1 This by-law shall come into force and take effect on the final passing.

Read a first and a second time and provisionally adopted on March 5, 2018.

Mayor

Clerk

Read a third time and finally passed on March 19, 2018.

Mayor

Clerk

Schedule “A” to By-Law Number 1681

Agenda - Order of Business, Deadlines and Notice

(Revised March 5, 2018)

A.1 Order of Business for Regular Meetings

A.1.1 The order of business for Regular Meetings shall be as follows:

1. Call to Order
2. Closed Meeting Report
3. Declarations of Conflict of Interest
4. Adoption of Published Agenda
5. Adoption of Minutes
6. Public Presentations
7. Unfinished Business
8. Reports from Administration
9. Reports from Youth Members
10. County Council Update
11. Correspondence
12. Committee Meeting Minutes
13. Financial
14. New Business
15. Notices of Motion
16. Reports and Announcements from Council Members
17. By-Laws
18. Adjournment

A.2 Deadline for Material Included in Regular Meeting Agenda

A.2.1 The deadline for receipt of material by the Clerk to be included on the Agenda for Regular Meetings shall be 2:00 PM on the Tuesday preceding the Regular Meeting.

A.3 Notice of Meetings

A.3.1 Regular Meeting

A.3.1.1 The Agenda for a Regular Meetings shall be posted on the Town of Essex website and electronically delivered in accordance with Section 3.6.1 of this By-Law, by no later than ninety-six (96) hours before the hour appointed for the holding of the Regular Meeting.

A.3.2 Special Meeting

A.3.2.1 The Agenda for a Special Meeting shall be posted on the Town of Essex website and electronically delivered in accordance with Section 3.6.2 of this By-Law by no later than 24 hours before the hour appointed for the holding of the Special Meeting.

A.3.3 Closed Meeting

A.3.3.1 Notice for a Closed Meeting shall be posted on the Town's website no later than twenty-four (24) hours before the hour appointed for the holding of the Closed Meeting. The Agenda for the Closed Meeting shall be electronically delivered in accordance with Section 3.6.3 of this By-Law.

A.3.4 Emergency Meeting

A.3.4.1 Notice for an Emergency Meeting shall be posted on the Town of Essex website no less than two (2) hours before the hour appointed for the holding of the Emergency Meeting.

Schedule “B” to By-Law Number 1681

Motions

B.1 Point of Order

- B.1.1 When a Member desires to call attention to a departure from or a violation of the rules of procedure, including a breach of the rules of procedure related to Delegations and members of the public, he or she shall ask leave of the Chair to raise a Point of Order promptly and at the time that the breach occurs.
- B.1.2 After leave is granted, he or she shall briefly state the reasons for a Point of Order and the Chair shall then decide upon the Point of Order and advise the Members of his or her decision.
- B.1.3 The Mayor or Chair has the ability to refer the Point of Order to the rest of Council for debate when in doubt as how to rule on an important point.
- B.1.4 Points of Order shall be noted in the Minutes by the Clerk and shall include any rulings made by the Chair or the Members.
- B.1.5 Unless a Member immediately appeals the Chair’s decision to the Council, the decision of the Chair shall be final.
- B.1.6 When the Chair calls a Member to order, that Member shall immediately refrain from speaking until the Point of Order is dealt with. The Member shall not speak again to the matter under discussion without the permission of the Chair.

B.2 Appeal the Decision of the Chair

- B.2.1 Any two Members have the right to Appeal the decision of the Chair on a Point of Order by one Member making the Appeal and another seconding it.
- B.2.2 An appeal has the effect of taking the question from the Chair and vesting it with the Members for a final decision.
- B.2.3 If any debate or business has intervened since the Chair made the decision on a Point of Order, it is too late to appeal.

B.3 Motion to Divide the Question

- B.3.1 Where a series of resolutions related to a single subject exist, a Member may request one or more of the resolutions be considered separately by making a Motion to Divide the Question, which is adopted by a majority vote.

- B.3.2 Where a series of resolutions relate to completely different subjects and a Motion to Divide is adopted, any resolutions in the series must be voted on separately.

B.4 Motion to Withdraw

- B.4.1 If a Motion has not been received by the Chair, it is the property of its mover, who can withdraw it or modify it without asking the consent of anyone.
- B.4.2 After a Motion is received by the Chair, it is deemed to be in possession of Council, a Committee, Sub-Committee or Local Board, but may, at the request of the mover and with the permission of Members, be withdrawn at any time before decision or amendment.

B.5 Motion to Adjourn

- B.5.1 A Motion to Adjourn is made for the purpose of closing a Meeting and, once adopted, has the effect of closing the meeting immediately.
- B.5.2 All Regular Council Meetings shall stand adjourned when Council, a Committee, Sub-Committee or Local Board has completed the business as listed on the Agenda, or upon the arrival of 11:00 PM.

B.6 Motion to Recess (while business is pending)

- B.6.1 Members may make a motion to recess while another question is pending for the purpose of securing information relevant to the pending question or to allow for informal consultation on the pending question.
- B.6.2 A Motion to Recess while business is pending provides for an immediate intermission which does not close the meeting. A Motion to Recess can only be amended as to the length of the recess.
- B.6.3 Following the recess, the meeting immediately resumes at the exact point where it was interrupted.
- B.6.4 When a Motion to Recess has been adopted for the purpose of informal discussion on the pending question, all Members shall be present at the discussion.

B.7 Motion to Recess (while no business is pending)

- B.7.1 Members may make a Motion to Recess while no business is pending, with the recess either beginning immediately or at a future time.

B.8 Question of Privilege

- B.8.1 Raising a Question of Privilege permits a Member to make a request relating to the rights and privileges of the Members as a whole or any one Member.
- B.8.2 A Question of Privilege with respect to the Members as a whole may be related to the comfort of the Members (for example, heating, ventilation, lighting, noise, etcetera), the conduct of employees or visitors, the accuracy of published reports, etcetera.
- B.8.3 A Question of Privilege with respect to a Member, may relate to an incorrect record of a Member's participation in a meeting contained in minutes adopted in that Member's absence, a factual error relating to a Member that arises during debate or discussion, or to charges against a Member's character.
- B.8.4 A Question of Privilege shall take precedence over all other matters.
- B.8.5 If a Question of Privilege related to the Members as a Whole and a Question of Privilege related to any one Member are raised consecutively, the Question of Privilege relating to the privileges of the Members as a whole takes precedence over the Question of Privilege relating to an individual Member.
- B.8.6 In raising a Question of Privilege, a Member addresses the Chair who will ask the Member to state the Question of Privilege at which time the Member will either describe the situation briefly and ask that it be remedied, or if the Member believes that the matter will require formal action by Council, make a Motion covering the Question of Privilege.
- B.8.7 When the Question of Privilege has been disposed of, the business of the Meeting is resumed at the point at which it was interrupted.
- B.8.8 Questions of Privilege shall be noted in the Minutes, including any rulings by the Chair or Motions.
- B.8.9 A Member may appeal a decision by the Chair immediately after the Chair has rendered a decision, at which time the Chair will turn the appeal over to the Members as a whole.

B.9 Motion to Table

- B.9.1 A Motion to Table a particular matter removes the subject from consideration until Members vote to take it from the table. A matter can be tabled for a specific period of time or tabled indefinitely.

- B.9.2 A Motion to Table applies to the main Motion and any amendments to it under debate at the time the Motion to Table was made. A Motion to Table shall not include additional statements.
- B.9.3 A Motion to Take from the Table is required to bring the matter back before the Members for consideration.

B.10 Motion to Postpone (or Defer) to a Certain Time

- B.10.1 A Motion to Postpone or Defer to a Certain Time is a motion requesting that a pending question be delayed to a definite day, Meeting, or hour, or until after a certain event.
- B.10.2 A Motion to Postpone or Defer to a Certain Time is debatable as to its merits only, with no discussion of the main question and is amendable only to change the length of the postponement.
- B.10.3 A Motion to Postpone or Defer to a Certain Time shall include a fixed date for the question to come back before consideration, must be made while the main Motion or an amendment is on the floor and takes precedence over that motion or amendment.

B.11 Motion to Refer

- B.11.1 A Motion to Refer is a Motion to request that a pending Motion be referred to Administration, a Committee, Sub-Committee, a Local Board, or elsewhere to be investigated before bringing the matter back to the Members for consideration.
- B.11.1 A Motion to Refer should include:
- 1) the name of the Department, Committee, Sub-Committee, Local Board or other body to whom the request is to be referred; and
 - 2) instructions or directions respecting the information requested.

B.12 Motion to Amend

- B.12.1 A Motion to Amend is a Motion to modify the wording of a pending Motion before the pending motion is acted upon.
- B.12.2 A Motion to Amend is debatable if the Motion to be amended is debatable.
- B.12.3 A Motion to Amend shall:

- 1) be made only to a previous Motion or to amend an amendment to the Motion;
- 2) be relevant to the question to be decided; and
- 3) take precedence over the Motion to which it is applied, even if that Motion ranks higher than Motion to Amend in the regular order of precedence of Motions.

B.13 Motion to Reconsider

- B.13.1 A Motion to Reconsider is a Motion requesting to bring back, for further consideration, a Motion that has already been decided on by Council, a Committee, Sub-Committee or Local Board.
- B.13.2 If the action approved in the original Motion cannot be reversed, the Motion cannot be reconsidered.
- B.13.3 A Motion may be reconsidered at the same Meeting or any Meeting following the Meeting when the Motion was considered provided that a Member who voted with the majority on the original Motion moves for reconsideration of the original Motion.
- B.13.4 Each Member shall be responsible for making a determination on how the Member voted on a specific matter.
- B.13.5 A Motion to reconsider a decided matter shall only be moved and seconded by two members who voted with the majority on the original Motion.
- B.13.6 A Motion to Reconsider suspends action on the Motion to which it applies until it has been decided.
- B.13.7 No discussion of the main question which is proposed for reconsideration shall be allowed until the Motion to reconsider is carried.
- B.13.8 No motion shall be reconsidered more than once during a period of twelve (12) months following the date on which the question was decided.
- B.13.9 When a question is brought before a succeeding Council, it shall be deemed to be new business and not a matter of reconsideration.
- B.13.10 The following motions cannot be reconsidered:
- 1) Motion to Adjourn;
 - 2) Motion to Recess;
 - 3) Motion to Suspend the Rules; and

4) Motion to Reconsider.

B.13.11 A Motion to Reconsider a decided matter shall require the approval of two-thirds support of the whole of Council, a Committee, Sub-Committee or Local Board.

B.14 Motion to Rescind

B.14.1 A Motion to Rescind is a motion requesting that a previous action or resolution be cancelled or reversed. Motions cannot be rescinded when something has been done as a result of the vote on the main Motion that is impossible to undo.

B.15 Motion to Extend

B.15.1 In the event that the business before Council has not been completed by 11:00 PM, then Council, by majority vote of the Members present, may approve an extension of the Meeting in thirty (30) minute increments.

B.15.2 If other business on the Agenda is not completed after an extension or extensions, the Meeting shall reconvene at 6:00 PM on the subsequent day or on another day and time as agreed upon by Council by a majority vote.

Rules Relating to Motions

(Based on Robert’s Rules of Order)

Order of Preference	In Order when Member has Floor	Must be Seconded	Is Amend-able	Is Debat-able	Vote Required for Adoption
No Ranking					
Point of Order	Yes	No ¹	No	No	No Vote (Ruled on by Chair)
Appeal the Decision	No	Yes	No	Yes	50% vote sustains the Chair
Divide the Question	No	Yes	Yes	No	Majority
Withdraw	Yes/No ²	Yes/No ²	No	No	Majority
Ranked					
Adjourn	No	Yes	No	No	Majority
Recess (while business is pending)	No	Yes	Yes	No	Majority
Recess (while no business is pending)	No	Yes	Yes	Yes	Majority
Question of Privilege	Yes	No/Yes ³	No	No	No Vote (Chair decides)
Table	No	Yes	No	No	Majority
Postpone Definitely	No	Yes	Yes	Yes	Majority
Refer to Committee	No	Yes	Yes	Yes	Majority
Amend	No	Yes	Yes	Yes (motion to be amended is)	Majority
Postpone Indefinitely	No	Yes	No	Yes	Majority
Main Motion	No	Yes	Yes	Yes	Majority

¹Chair can permit full explanation and can submit question to Members.

²If not granted by unanimous consent, can be moved by person requesting permission, or by another while the former has the floor. Motion must be seconded if

motion is made by person requesting permission, but does not need to be seconded if it is made by another Member.

³Does not need to be seconded unless the Question of Privilege raised is in the form of a Motion, in which case the Motion must be seconded.

The order of precedence of the motions in the chart above is **top to bottom**. A motion higher in precedence (rank) is higher in the chart. If a motion is pending, any motion listed above it is in order. Those listed below it are not in order.

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¹ The Table of Contents is provided for reference purposes only.

The Corporation of the Town of Essex

By-Law Number 1683

Being a by-law to confirm the proceedings of the March 5, 2018 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 March 5, 2018 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 March 5, 2018 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 March 5, 2018.

Mayor

Clerk

Read a third time and finally passed on March 19, 2018.

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 1685

Being a by-law to provide for an interim tax levy and to provide for the payment of taxes and to provide for penalty and interest

Whereas Section 317(1), (2) and (3) of The Municipal Act, 2001, S.O. 2001, c.25 and amendments thereto provides that the Council of a local municipality may, in 2018, before the adoption of the estimates for the year, pass a by-law to levy on the whole of the assessment for real property according to the last revised assessment roll, a sum not to exceed that which would be produced by applying fifty (50) percent of the previous year's property taxes for each property class;

And whereas failure to receive a tax notice does not exempt the property owner from penalty and interest charges.

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

1. An interim tax rate is hereby imposed and levied on real property according to the last revised assessment roll.
2. The said interim tax levy shall become due and payable in two (2) installments as follows:

Installment 1 - Fifty (50) percent of the interim levy shall become due and payable on February 28, 2018.

Installment 2 - Fifty (50) percent of the interim levy shall become due and payable on April 30, 2018.

Non-payment of the amount on the dates stated in accordance with this section shall constitute default.

3. In default of payment of the installment of taxes, a percentage charge of one and one-quarter percent (1-1/4%) shall be imposed as penalty for non-payment and shall be added to the tax installment or any part thereof remaining unpaid on the first day following the due date thereafter and an additional charge of one and one-quarter percent (1-1/4%) shall be imposed and added to any part remaining unpaid on the first of each calendar month in which default continues to and includes December in this year. Penalty is at a rate of fifteen percent (15%) per annum.

4. On all taxes of the interim tax levy in default on January 1, 2019, interest will be added at a rate of one and one-quarter percent (1-1/4%) per month for each month or fraction thereof in default. On all other taxes in default on January 1, 2019, interest shall be added at the rate of one and one-quarter percent (1-1/4%) per month or fraction thereof in default, and all by-laws and parts of the by-laws inconsistent with this policy are hereby rescinded.
5. Penalties and interest shall be added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
6. Taxes shall be payable to the Corporation of the Town of Essex.
7. The Treasurer is hereby authorized to accept part payment from time to time on account of any taxes due and to give a receipt for such part payment, provided that acceptance of any part payment shall not affect the collection of any percentage charge imposed under Section 3. and 4. in respect of nonpayment of taxes or any installment thereof.
8. That all by-laws inconsistent with this by-law are hereby amended to read in conformity with the provisions of this by-law.

Read a first, a second and a third time and finally passed on March 19, 2018.

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 1687

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

Whereas Section 8(1) of the Weed Control Act, R.S.O. 1990, Chapter W.5 as amended provides that Council may by by-law appoint one or more persons as municipal weed inspectors to enforce this Act in the areas within the Council's jurisdiction;

And Whereas the Council of the Town of Essex is desirous of appointing a Weed Inspector for 2018;

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

1. That Norman Nussio be appointed as Weed Inspector for the Town of Essex for the year 2018.

Read a first, a second and a third time and finally passed on March 19, 2018.

Mayor

Clerk

3rd Floor
1 Stone Road West
Guelph, Ontario N1G 4Y2
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Fax: (519) 826-3567

3^e étage
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Agriculture Development Branch

Date: February 28, 2018

To: Clerks of County, District, Regions and other Municipalities

From: Mike Cowbrough
Chief Weed Inspector

Subject: Weed Control Act R.S.O. 1990 and appointment of Weed Inspectors

The following requirements of municipalities exist under the *Weed Control Act, R.S.O. 1990, Chapter W.5*:

- Section 6 (1) the council of every upper-tier and single-tier municipality shall by by-law appoint one or more persons as area weed inspectors to enforce this Act in the area within the council's jurisdiction and fix their remuneration or other compensation.
- Section 7 (1) the clerks of each upper-tier and single-tier municipality shall report the names of all area weed inspectors before April 1, 2018.
- Section 8 (1) municipalities may by by-law appoint one or more persons as municipal weed inspectors.
- Section 9 (1) the clerks of municipalities who have appointed municipal weed inspectors shall report the names of all municipal weed inspectors before April 1, 2018.

If since last year (2017) there has been no change in personnel appointed as weed inspector in your municipality, then there is no need to fill out the attached form.

If there has been a new person appointed as a weed inspector, please fill out the attached form and return it to the attention of Vaughan Allan at the address below before April 1, 2018.

Vaughan Allan
Ministry of Agriculture, Food and Rural Affairs
1 Stone Road West, 3rd Floor SW
Guelph, Ontario N1G 4Y2

.../2



The Corporation of the Town of Essex

By-Law Number 1688

Being a by-law to confirm the proceedings of the March 19, 2018 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 March 19, 2018 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 March 19, 2018 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 March 19, 2018.

Mayor

Clerk

Read a third time and finally passed on April 3, 2018.

Mayor

Clerk