



Regular Council Meeting Agenda

December 18, 2017, 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 December 18, 2017.**

Moved by
Seconded by

That the published agenda for the December 18, 2017 Regular Council Meeting be adopted as presented / amended.
5. **Adoption of Minutes**
 - 5.1 **Regular Council Meeting Minutes for December 4, 2017.** 1

That the minutes of the Regular Council Meeting held December 4, 2017 be adopted as circulated.
6. **Public Presentations**
 - 6.1 **Economic and Development Officer - Nelson Silveira** 12

RE: Rural Business and Tourism Community Improvement Plan
A Case for County Road 50 Expansion into the Colchester Community Improvement Plan.

Moved by
Seconded by

That the presentation by the Economic Development Officer, Nelson Silveira, entitled "Rural Business and Tourism Community Improvement Plan: A case for County Road 50 expansion into the Colchester Community Improvement Plan", be (received/received and approved).
7. **Unfinished Business**
 - 7.1 **By-Law 1657** 22

Being a by-law to amend By-Law 1344, being a by-law for the imposition of Development Charges for The Corporation of the Town of Essex.

Moved by
Seconded by

That By-Law 1657 being a by-law to amend By-Law 1344, being a by-

law for the imposition of Development Charges for The Corporation of the Town of Essex be read a first, a second and a third time and finally passed on December 18, 2017.

8. Reports from Administration

8.1 Planning Report 2017-40 24

RE: Community Improvement Plan (CIP) Update.

Moved by
Seconded by

That Planning Report 2017-40, prepared by Rita Jabbour, Assistant Planner, and submitted by Chris Nepszy, Director of Infrastructure and Development, dated December 18, 2017, entitled "Community Improvement Plan (CIP) Update", summarizing the activity under the Harrow, Essex Centre and Colchester Community Improvement Plans for 2017, be received;

And that the Rehabilitation Grant (Landscaping and Buffering) under the Harrow, Essex Centre and Colchester Community Improvement Plans be amended to include the construction of ground signs with peripheral landscaping as an eligible project.

8.2 Community Services Report 2017-030 32

RE: Results of Request for Tender for the Essex Centre BIA Pavilion.

Moved by
Seconded by

That Community Services Report 2017-030, prepared and submitted by Doug Sweet, Director of Community Services, dated December 18, 2017 entitled "Results of Request for Tender for the Essex Centre BIA Pavilion", be received;

And that Council award the request for tender for the construction of the Essex Centre BIA Pavilion to Goodreau Sawmill Inc. in the amount of \$319,564 including harmonized sales tax or \$287,778 inclusive of non refundable sales tax;

And that Council approve the additional funding of \$37,800 above the allocated 2017 Essex Centre BIA Pavilion capital budget with \$12,800 coming from the 2017 Heritage Park capital project and the remaining \$25,000 being committed by the Essex Centre BIA.

8.3 Community Services Report 2017-031 35

RE: Subsidized Recreation Programming.

Moved by
Seconded by

That Community Services Report 2017-031, prepared by Cynthia Cakebread, Manager, Recreation and Culture, and submitted by Doug Sweet, Director of Community Services, dated December 18, 2017, entitled "Subsidized Recreation Programming", be received;

And that Council support the subsidy funding for unsponsored recreational programs which includes free public skating sessions at both the Essex Centre Sports Complex and the Harrow and Colchester

	South Community Centre, as well as free public swim sessions at the Essex Recreation Complex between December 27, 2017 and January 6, 2018.	
8.4	Economic Development Report RE: September- October 2017 Update. Moved by Seconded by That Economic Development Report, prepared and submitted by Nelson Silveira, Economic Development Officer, providing Council with an Economic Development activity report for the months of September - October 2017 within the Town of Essex, be received.	38
8.5	Economic Development Report 2017-06 RE: Downtown Walkabout 2017. Moved by Seconded by That Economic and Development Report 2017-06, prepared and submitted by Nelson Silveira, Economic Development Officer, entitled "Downtown Walkabout 2017", providing Council with an overview of the walkabouts held in Essex and Harrow in September and October, 2017, be received.	39
8.6	Chief Administrative Officer Report 2017-006 RE: Ward Open Houses - Fall 2017. Moved by Seconded by That Chief Administrative Officer's Report 2017-006, prepared and submitted by Donna Hunter, Chief Administrative Officer, dated December 6, 2017, entitled "Ward Open Houses - Fall 2017", be received.	42
8.7	Clerk Report 2017-012 RE: 2018 Municipal Election procedures and forms for voting and the use of vote-counting equipment. Moved by Seconded by That Clerk Report 2017-012, prepared by Robert Auger, Clerk, and submitted by Donna Hunter, Chief Administrative Officer, dated December 18, 2017 entitled "2018 Municipal Election Procedures, Forms for voting and the use of Vote-counting equipment", be received.	45
8.8	Clerk Report 2017-013 RE: 2017 Ward 3 By-Election Post Report. Moved by Seconded by That Clerk Report 2017-013, prepared by Robert Auger, Clerk, and submitted by Donna Hunter, Chief Administrative Officer, dated	69

December 18, 2017 entitled "2017 Ward 3 By-Election Post Report", be received.

8.9 Clerk Report 2017-014

77

RE: Court of Revision for Thompson Drain: Bridges for Kelly Strong and 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 as per Report prepared by Gerard Rood, Professional Engineer, Rood Engineering Ltd. dated October 11, 2017.

By-Law 1666

Being a by-law to provide for Thompson Drain: Bridges for Kelly Strong and 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

Seconded by

That Clerk Report 2017-014, prepared by Robert Auger, Clerk, and submitted by Donna Hunter, Chief Administrative Officer, dated December 18, 2017 entitled "Court of Revision for Thompson Drain: Bridges for Kelly Strong and David and Karen Kendrick", be received;

And that Deputy Mayor Meloche, Councillor Snively and Councillor Voakes be selected and appointed to sit as members of the Court of Revision for the Thompson Drain: Bridges for Kelly Strong and 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 as per Report prepared by Gerard Rood, Professional Engineer, Rood Engineering Ltd. dated October 11, 2017 (hereinafter the "Report"), such Court of Revision to be scheduled for 5:00 PM on February 5, 2018 in the County of Essex Civic Centre Council Chambers, 360 Fairview Avenue West, Essex, Ontario;

And that By-Law 1666 being a by-law to provide for the Thompson Drain: Bridges for Kelly Strong and Davin and Karen Kendrick and Updated Maintenance Schedule be read a first and second time and be provisionally adopted on December 18, 2017.

8.10 Clerk Report 2017-015

85

RE: Procedural By-Law Amendments Required to Comply with Bill 68, *Modernizing Ontario's Municipal Legislation Act, 2017*.

By-Law 1665

Being a by-law to amend By-Law 1592 setting out Rules of Procedure for the Conduct of Meetings of the Municipal Council and its Committees and Boards.

Moved by

Seconded by

That Clerk Report 2017-015, prepared by Laurie Brett, Deputy Clerk, and submitted by Robert Auger, Manager of Legal and Legislative Services/Clerk, dated December 18, 2017 entitled "Procedural By-Law Amendments Required to Comply with Bill 68, *Modernizing Ontario's*

Municipal Legislation Act, 2017", be received;

That the "housekeeping" amendment to align the definition of "meeting" with the definition provided in Bill 68, be adopted; and

That the four new discretionary exceptions to the open meetings requirement set out in subsection 3.4.1, be adopted;

And that By-Law 1665 being a by-law to amend By-Law 1592 setting out Rules of Procedure for the Conduct of Meetings of the Municipal Council and its Committees and Boards be read a first, a second and a third time and finally passed on December 18, 2017.

9. Reports from Youth Members

10. County Council Update

11. Correspondence

11.1 Correspondence to be received

Moved by
Seconded by

That correspondence listed in Agenda item 11.1 be received and, where indicated, to further share such information with the community using suitable methods of communications.

11.1.1	Tracey Ramsey, Essex, MP	92
	RE: Honouring Local Hero and Veteran, Tom Robson	
11.1.2	Erie St. Clair Local Health Integration Network (ESC LHIN)	93
	RE: News Release - Ontario Reducing Carbon Footprint, Boosting Care at Hospitals	
	Energy Savings to be Reinvested in Patient Care	

12. Committee Meeting Minutes

Moved by
Seconded by

That the Committee Meeting Minutes in agenda item 12 be adopted as presented and that any recommendations to Council contained therein be approved.

12.1	Essex Accessibility Advisory Committee (EAAC) - September 21, 2017	96
	(EAAC17-09-008) Recommendation to Council that the Town of Essex continue with the ramp and mobi pad.	
12.2	Co-An Park Committee - November 8, 2017	100
12.3	Essex Municipal Heritage Committee (EMHC) - November 30, 2017	108
12.4	Finance Committee - December 11, 2017	114
	(FC-2017-12-038) Recommendation to Council: that a per meeting credit of \$10 per hour be provided through the 2018 Community Partnership Fund for use of the Harrow Community Centre from January 9, 2018 until the Harrow Kinsmen's second June 2018	

meeting with a total credit of \$420 (12 meetings x 3.5 hours per meeting x \$10 credit per hour).

(FC-2017-12-039) **Recommendation to Council:** that the request for the waiver of rental fees in the amount of \$9,423.40 be approved to be funded in 2018 with 50% from the Essex Tourism Development Fund and 50% from the Community Partnership Fund.

(FC2017-12-040) **Recommendation to Council:** that the request for advertising for the MADD Message Yearbook in the amount of \$279 for a business card sized ad be approved through the 2018 Community Partnership Fund.

12.5

Essex Centre B.I.A. Board - September 12, 2017

117

13.

Financial

13.1

Bank Payments Report

120

RE: September to November 2017.

Moved by
Seconded by

That the Bank Payments Report including, September cheque register, cheque number 43721 to cheque number 43969 inclusive in the amount of \$4,843,956.72; October cheque register, cheque number 43970 to cheque number 44319 inclusive in the amount of \$2,648,847.18; and the November cheque register, cheque number 44320 to cheque number 44675 inclusive in the amount of \$1,927,784.72;

And that the Preauthorized Payments for September in the amount of \$294,988.66; Payments for October in the amount of \$318,078.62; and payments for November in the amount of \$334,173.12;

And that the Payroll for September in the amount of \$413,403.09; October in the amount \$334,452.59; and November in the amount of \$410,445.81, be ratified as submitted.

14.

New Business

15.

Notices of Motion

15.1

The following Notices of Motion were presented at the December 4, 2017 Regular Council Meeting and are being brought forward for consideration this evening:

154

15.1.1

Councillor Bondy

RE: That Council direct Administration to expand (if possible) the Community Improvement Program (CIP) area in Harrow to include the lands involving the Junior School and High School, and further that Council direct Administration to explore if there is any way possible to expand the demolition grant to above \$6,000.

Moved by Councillor Bondy
Seconded by

That Council direct Administration to expand (if possible) the Community Improvement Program (CIP) area in Harrow to

include the lands involving the Junior School and High School, and further that Council direct Administration to explore if there is any way possible to expand the demolition grant to above \$6,000.

15.1.2 Councillor Bondy

RE: That Administration investigate the feasibility of fiber optics throughout the entire Town of Essex.

Moved by Councillor Bondy
Seconded by

That Administration investigate the feasibility of fiber optics throughout the entire Town of Essex.

15.1.3 Councillor Snively

RE: That Administration review our current by-laws in regards to protecting water run-off from adjacent properties including reviewing the fill permit and/or property standards by-laws and if necessary to provide recommendations on same.

Moved by Councillor Snively
Seconded by

That Administration review our current by-laws in regards to protecting water run-off from adjacent properties including reviewing the fill permit and/or property standards by-laws and if necessary to provide recommendations on same.

15.2 **The following Notices of Motion will be brought forward for consideration at the Regular Council Meeting of Monday, January 15, 2017:** 155

Councillor Bondy:

That the Town of Essex send a request to the Association of Municipalities of Ontario (AMO) and all other municipalities in Ontario requesting that when schools boards make decisions to close schools, that they have to offer the building to the local municipality for a dollar.

Councillor Bondy:

That Administration receive and review the Ward 4 Feedback items on the list provided and report back to Council with an update on same, or if required, obtain Council's endorsement for any further action items recommended by Administration.

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 1663 158

Being a by-law to confirm the proceedings of the December 4, 2017 Regular Meeting of the Council of The Corporation of the Town of Essex.

Moved by
Seconded by

That By-Law 1663 being a by-law to confirm the proceedings of the December 4, 2017 Regular Meeting of the Council of The Corporation of the Town of Essex be read a third time and finally passed on December 18, 2017.

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

18.2.1 By-Law 1664 160

Being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Essex and The Corporation of the City of Windsor.
(Children's Services Funding from October 1, 2017 to December 31, 2017)

Moved by
Seconded by

That By-Law 1664 being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Essex and The Corporation of the City of Windsor (Children's Services funding from October 1, 2017 to December 31, 2017) be read a first, a second and a third time and finally passed on December 18, 2017.

18.2.2 By-Law 1668 198

Being a by-law to adopt the 2018 Operating and Capital Budget Estimates.

Moved by
Seconded by

That By-Law 1668 being a by-law to adopt the 2018 Operating and Capital Budget Estimates be read a first, a second and a third time and finally passed on December 18, 2017.

18.3 By-Laws that require a first and second reading

18.3.1 By-Law 1659 199

Being a by-law to amend By-Law 1037 The Comprehensive Zoning By-Law for the Town of Essex

Moved by
Seconded by

That By-Law 1659 being a by-law to amend By-Law 1037 The Comprehensive Zoning By-Law for the Town of Essex be read a first and a second time and provisionally adopted on December 18, 2017.

18.3.2 By-Law 1667 205

Being a by-law to confirm the proceedings of the December 18, 2017 Regular Meeting of the Council of The Corporation of the Town of Essex.

Moved by

Seconded by

That By-Law 1667 being a by-law to confirm the proceedings of the December 18, 2017 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 December 18, 2017.

19. Adjournment

That the meeting be adjourned at [TIME].

20. Future Meetings

20.1 Monday, January 15, 2017 - 4:30 - 6:00 PM Special Council Meeting

RE: Climate Change (Jeff Watson, Policy Planner)

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

20.2 Monday, January 15, 2018 - 6:00 - 9:00 PM Regular Council Meeting

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

20.3 Monday, January 22, 2017 - 4:30 - 7:30 PM Special Council Meeting

RE: 2019-2022 Budget Forecast

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

The Corporation of the Town of Essex
Regular Council Meeting Minutes

December 4, 2017, 6:00 pm
Essex Civic Centre
360 Fairview Avenue West
Essex, Ontario

Present: Mayor McDermott
Deputy Mayor Meloche
Councillor Bondy
Councillor Snively
Councillor Voakes
Councillor Rogers

Absent: Councillor Bjorkman

Also Present: Donna Hunter, Chief Administrative Officer
Chris Nepszy, Director, Infrastructure and Development
Doug Sweet, Director, Community Services
Jeffrey Morrison, Director, Finance and Business Services/Treasurer
Alex Denonville, Manager, Communications
Tara McGowan, Manager, Human Resources
Jeff Watson, Policy Planner
Robert Auger, Clerk, Legal and Legislative Services
Lynn Moroz, Administrative Assistant

1. Call to Order

Mayor McDermott called the meeting to order and announced that Norm Nussio, Assistant Manager of Operations had completed the certification for Road Supervisors through the Association of Ontario Road Supervisors. The Mayor advised that this recognition is a significant accomplishment for Norm and for the municipality as it recognizes the high standard of education and experience of public works' professionals throughout Ontario. With this certification Norm joins over 1,400 certified professionals that have a deep knowledge of public work technologies, regulations and processes of maintaining public roadways. The Mayor called Mr. Nussio to the front and awarded him his certification.

2. Closed Meeting Report

3. Declarations of Conflict of Interest

There were no conflicts of interest noted.

4. Adoption of Published Agenda

4.1 Regular Council Meeting Agenda for December 4, 2017

Moved By Councillor Snively
Seconded By Deputy Mayor Meloche

(R17-12-490) That the published agenda for the December 4, 2017 Regular Council Meeting be adopted with the following additions:

Councillor Bondy advised she would be presenting a Notice of Motion regarding high fiber optics.

Councillor Snively advised he would be presenting a Notice of Motion regarding drainage

Carried

5. Adoption of Minutes

5.1 Regular Council Meeting Minutes for November 20, 2017

Moved by Councillor Rogers
Seconded by Deputy Mayor Meloche

(R17-12-491) That the minutes of the Regular Council Meeting held November 20, 2017 be adopted as circulated.

Carried

6. Public Presentations

6.1 Councillor Bondy-Ward 4 Feedback Form

Councillor Bondy distributed a written summary of the results she obtained from the Ward Feedback Form she had delivered to every home in Ward 4. She then proceeded to give a brief outline of the report to Council. Positive responses were received on the new businesses, the flowers downtown, services for garbage, recycling and snow removal. People also like the televised council meetings, the improvements to Erie Street and the cat vouchers. They also believe Council needs to pass zero development fees.

Some of the negative feedback received included the condition of County Road 20, lack of affordable housing for seniors, the need for a 4-way stop at the corner of Walnut and Centre, and the inability to get cat vouchers in Harrow Centre.

Councillor Bondy advised she has been working through the responses and is getting back to the people.

Moved by Councillor Snively
Moved by Councillor Rogers

(R17-12-492) That the report given by Councillor Bondy regarding the results of the Ward 4 Feedback Form be received.

Carried

7. Unfinished Business

7.1 Bill 148

RE: On-Call Provisions in the Employment Standards Act

At the November 6, 2017 Regular Council Meeting the following resolution was passed:

"Moved by Councillor Bondy
Seconded by Councillor Bjorkman
(R17-11-452) That correspondence from The Corporation of the Township of Montague, dated October 2, 2017 providing Council with a copy of correspondence that they sent to the Premier of Ontario requesting that all municipal employees be specifically exempted from the on-call changes

proposed by Bill 148, be tabled until the next Regular Council Meeting on November 20, 2017 to allow Administration to prepare a report explaining Bill 148. Carried"

Moved By Councillor Bondy

Seconded By Deputy Mayor Meloche

(R17-12-493) That Resolution R17-11-452 be removed from the table.

Carried

7.1.1 Human Resources Verbal Report

RE: Bill 148

Fair Workplaces, Better Jobs Act

Moved By Councillor Bondy

Seconded By Councillor Snively

(R17-12-494) That the Verbal Report and Presentation provided by Tara McGowan, Manager, Human Resources, on Bill 148, Fair Workplaces, Better Jobs Act, be received;

And that the correspondence from The Corporation of the Township of Montague, dated October 2, 2017 providing Council with a copy of correspondence that they sent to the Premier of Ontario requesting that all municipal employees be specifically exempted from the on-call changes proposed by Bill 148, be received.

Carried

7.2 Invitation to E.L.K. to attend the December 4, 2017 Council meeting

At its November 20, 2017 Regular Council meeting Council passed the following resolution:

"Moved by Councillor Bondy

Seconded by Councillor Snively

(R17-11-479) **That** Council extend an invitation to ELK Energy Inc. to the next Regular Council Meeting on December 4, 2017 to have an opportunity to explain the recent power interruptions and hydro complaints in our municipality."

Council was advised that Mike Audet, C.E.O. of ELK Energy Inc. was scheduled to meet with two senior officials from Ontario Hydro regarding the issues that have been occurring with power interruptions and hydro complaints. A Board meeting has been called for December 21st to discuss this issue following which Mr. Audet will meet with Council.

Moved By Councillor Bondy

Seconded By Councillor Snively

(R17-12-495) That Resolution Number R17-11-479 be rescinded.

Carried

8. Reports from Administration

8.1 Planning Report 2017- 43

RE: Proposed Revisions to the Town's Zoning By-Law 1037.

Mr. Watson informed Council that most of the changes to the Zoning By-law were housekeeping measures except for the rezoning issues east and west of Highway 3. Recently comments had been received from ERCA regarding the repealing of the natural heritage provision requirements. In order to look at the natural heritage issues Mr. Watson asked Council to defer the removal of Subsection 10.8 at this time and include it in the third part of the Official Plan review expected in the spring of 2018. Mr. Watson asked that Council approve the proposed changes to the zoning by-law with the exemption of the removal of Subsection 10.8 which will be reviewed in the spring.

Moved by Councillor Bondy

Seconded by Councillor Snively

(R17-12-496) That Planning Report 2017-43, prepared by Jeff Watson, Policy Planner and submitted by Chris Nepszy, Director, Infrastructure and Development, dated December 4, 2017 entitled "Proposed Zoning By-Law Revisions", be received;

And that Council authorize the preparation of a zoning amendment by-law to implement revisions to the General Zoning By-Law 1037 without the removal of Subsection 10.8.

Carried

8.2 Chief Administrative Officer (CAO) Report 2017-005

RE: Revised Schedules to By-Laws 1186, 1331 and 1344

The following schedules be revised effective January 1, 2018:

Schedule "C" to By-Law 1186

Being a by-law respecting the maintenance, management, regulation and control of any cemetery owned by The Corporation of the Town of Essex; and

Schedule "A" to By-Law 1331

Being a by-law to establish a schedule of miscellaneous fees and charges; and

Schedule "B" to By-Law 1344

Being a by-law for the imposition of Development Charges.

Moved by Deputy Mayor Meloche

Seconded by Councillor Bondy

(R17-12-497) That Chief Administrative Officer's Report 2017-005, prepared and submitted by Donna Hunter, Chief Administrative Officer, dated November 28, 2017 entitled "Revised Schedules to By-Laws 1186, 1331 and 1344", be received;

And that the following schedules be revised effective January 1, 2018:

Schedule "C" to By-Law 1186

Being a by-law respecting the maintenance, management, regulation and control of any cemetery owned by The Corporation of the Town of Essex; and

Schedule "A" to By-Law 1331
Being a by-law to establish a schedule of miscellaneous fees and charges; and

Schedule "B" to By-Law 1344
Being a by-law for the imposition of Development Charges.

Carried

8.3 Infrastructure and Development Report 2017-12

RE: Consulting Services for Town of Essex Cross Connection Control Program

Request to Council to Waive 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.

Moved by Councillor Snively
Seconded by Mayor McDermott

(R17-12-498) That Infrastructure and Development Report 2017-012, prepared by Andy Graf, Manager, Environmental Services, and Kevin Carter, Chief Building Official, and submitted by Chris Nepszy, Director, Infrastructure and Development, entitled "Consulting Services for Town of Essex Cross Connection Control Program", be received;

And that Council appoint Preview Inspections and Consulting to provide, administer and implement a Cross Connection Control Program, and review and revise the Town's existing By-Law 321 to adequately address current Ministry of the Environment and Climate Change (MOECC) requirements in accordance with the completed request under Section 22.02 of the Town of Essex Procurement By-Law 1043.

Carried

8.4 Infrastructure and Development Verbal Report

RE: Grading Operations on Given Road (Snake Lane) in Ward Three

At the November 20, 2017 Regular Council Meeting the following resolution was passed:

Councillor Bondy - Grader issues on Given Road (Snake Lane) in Ward Three.
"Moved by Councillor Bondy
Seconded by Councillor Voakes
(R17-11-480) That Brenda Dunn be allowed to address Council with regards to the condition of Snake Lane.

Carried

Moved by Councillor Bondy
Seconded by Councillor Snively
(R17-11-481) That Administration be asked to provide a verbal report on grader issues on Given Road (Snake Lane) in Ward Three at the next Regular Council Meeting on December 4, 2017."

Carried

Director of Infrastructure and Development Chris Nepszy gave a brief verbal report to Council on the grading procedures. Grading is done in the spring and fall and is done with a slope from the crown of the road. The amount of times it is done depends on the weather, traffic and the road geometrics. Too much

grading brings the fine aggregate out and the road turns to mush. In the summer grading is not done because brine is used for dust control and that binds the road. He noted that a road is only as good as its base and the drainage there. The issue with Snake Lane is the wet condition of the base. It is one of the highest travelled gravel roads and, with four 90 degree turns and the high water table, deterioration of the road occurs.

Mr. Nepszy also noted that some people are better at grading due to their experience. With fewer and fewer gravel roads within the municipality it is difficult sometimes for staff in the roads department to develop the art of grading.

The next step to improve Snake Lane is to look at it through the municipal drain process to repair the drainage and determine costs for said drainage repairs.

Moved by Councillor Bondy
Seconded by Councillor Rogers

(R17-12-499) That the verbal report by Chris Nepszy, Director of Infrastructure and Development providing Council with grading operations on Given Road (Snake Lane) in Ward Three, be received.

Carried

9. Reports from Youth Members

10. County Council Update

Essex County Council will be holding a budget meeting on Wednesday, December 6th at 4 p.m. at the County Council Chambers. Deputy Mayor Meloche advised that the total proposed budget is \$116,000,000 with an increase of \$17,000,000 for 2018. County Council directed Administration to keep the increase at 2% and they were able to come back with a 1.54% increase.

Moved by Councillor Rogers
Seconded by Councillor Snively

(R17-12-500) That the County Council Report given by Deputy Mayor Meloche be received.

Carried

11. Correspondence

11.1 Correspondence to be received

Moved by Councillor Rogers
Seconded by Councillor Snively

(R17-12-501) That correspondence listed in Agenda Item 11.1 be received with the exclusion of Item 11.1.5 and, where indicated, to further share such information with the community using suitable methods of communication ;

11.1.1 Windsor Essex County Environment Committee

RE: October 26, 2017 Minutes

11.1.2 Ministry of the Environment and Climate Change

RE: Availability of the Minister's Report on Drinking Water 2017. This report is available online at ontario.ca/drinkingwater.

11.1.3 Association of Municipalities of Ontario (AMO) Policy Update

RE: AMO Queen's Park Legislative Update, dated November 21, 2017

11.1.4 AMO Communications

RE: AMO Policy Update - Federal Government Releases National Housing Strategy

11.1.6 Essex-Windsor Solid Waste Authority (EWSWA)

RE: Landfill Liaison Committee Meeting Agenda - November 29, 2017.

11.1.7 United Way Centraide Windsor-Essex County

RE: Leadership Windsor/Essex
40 Leaders under 40 Awards - Nomination Deadline December 18, 2017.

11.1.8 Tracy Ramsey, M.P. Essex

RE: Recognizing Fire Chief Rick Arnel as the recipient of a Canada 150 Medal Award.

Carried

11.1.5 Regrets on Behalf of Minister Hoskins

RE: Invitation from Town of Essex to attend a meeting to discuss the short term and long terms plans regarding health matters in the region.

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.

Carried

Councillor Bondy in referring to Item 11.1.6 asked Deputy Mayor Meloche if he had any comments or updates in regard to the use of auto shredder fluff at the landfill. Deputy Mayor Meloche proceeded to provide comments on the issue of auto shredder fluff at the landfill and noted that it may be in the Town's best interest to determine what are the auto shredder fluff coverage regulations or requirements for the landfill.

Moved By Deputy Mayor Meloche

Seconded By Councillor Bondy

(R17-12-503) That Council direct the Clerk to contact a consultant to provide the Town with information on the required amount of auto shredder fluff coverage in landfill operations.

Carried

11.2 Correspondence to be considered for receipt and support

There were no items of correspondence for receipt and support.

12. Committee Meeting Minutes

Moved by Councillor Snively
Seconded by Councillor Rogers

(R17-12-504) That the Committee Meeting Minutes in agenda item 12. be adopted as presented and that any recommendations to Council contained therein, be approved.

Carried

12.1 Arts, Culture and Tourism (ACT) - November 8, 2017

12.2 Committee of Adjustment - November 21, 2017

12.3 Essex Police Services Board - November 2, 2017

12.4 Finance Committee - November 20, 2017

(FC-2017-11-034) **Recommendation to Council** that the request for the waiver of legal fees accrued to date in the amount of \$508.80 related to the registration of Roll 610-121-01 for tax arrears be denied.

13. Financial

14. New Business

15. Notices of Motion

15.1 The following Notices of Motion were presented at the November 20, 2017 Regular Council Meeting and are being brought forward for consideration this evening:

15.1.1 Councillor Voakes

RE: Development Charges report related to commercial development over the past five years by Ward, to facilitate a discussion by Council on the possible waiver of Development Charges for commercial development.

Moved by Councillor Voakes
Seconded by Councillor Rogers

(R17-12-505) That Administration provide a report on the number and value of Development Charges related to commercial development for the years 2015 to 2017 by Ward, to facilitate a discussion by Council on the possible waiver of Development Charges for commercial development with the time frame to be decided at the discretion of Administration.

Carried

15.1.2 Councillor Bondy

RE: The installation of banner poles at the location agreed to at the November 6, 2017 Regular Council Meeting be deferred until Council has had an opportunity to have a site visit.

From the November 6, 2017 Regular Council Meeting:

"Moved by Councillor Bondy
Seconded by Councillor Bjorkman
(R17-11-440) That the site location for one set of banner poles in Harrow Centre be placed on Queen Street, between Munger and Sinasac Streets.
Carried"

Moved by Councillor Bondy
Seconded by

That Council re-consider resolution R17-11-440 passed at the November 6, 2017 Regular Council Meeting.

Notice of Motion as presented at the November 20, 2017 Regular Council Meeting:

Moved by Councillor Bondy
Seconded by

That the site selection and installation for one set of banner poles in Harrow Centre be deferred until Administration has had an opportunity to have a site visit at the proposed site of Queen Street, between Munger and Sinasac Streets and obtain more information.

The Notice of Motion was withdrawn at the request of Councillor Bondy.

15.2 The following Notices of Motion will be brought forward for consideration at the Regular Council Meeting of Monday, December 18, 2017:

Councillor Bondy:

RE: That Council direct Administration to expand (if possible) the Community Improvement Program (CIP) area in Harrow to include the lands involving the Junior School and High School, and further that Council direct Administration to explore if there is any way possible to expand the demolition grant to above \$6,000.

Councillor Bondy:

RE: That Administration investigate the feasibility of fiber optics throughout the entire Town of Essex.

Councillor Snively :

RE: That Administration review our current by-laws in regard to protecting water run-off from adjacent properties including reviewing the fill permit and/or property standard by-laws and if necessary to provide recommendations on same.

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 1660

Being a by-law to confirm the proceedings of the November 20, 2017 Regular Meeting of the Council of The Corporation of the Town of Essex.

Moved by Councillor Bondy
Seconded by Councillor Rogers

(R17-12-506) That By-Law 1660 being a by-law to confirm the proceedings of the November 20, 2017 Regular Meeting of the Council of The Corporation of the Town of Essex be read a third time and finally passed on December 4, 2017.

Carried

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

18.2.1 By-Law 1661

Being a by-law of The Corporation of the Town of Essex to authorize the borrowing upon amortizing debentures in the principal amount of \$5,590,047.57 towards the cost of the municipal roads infrastructure, recreation infrastructure and sewage treatment infrastructure.

Moved by Councillor Snively
Seconded by Councillor Rogers

(R17-12-507) That By-Law 1661 being a by-law of The Corporation of the Town of Essex to authorize the borrowing upon amortizing debentures in the principal amount of \$5,590,047.57 towards the cost of the municipal roads infrastructure, recreation infrastructure and sewage treatment infrastructure be read a first, a second and a third time and finally passed on December 4, 2017.

Carried

18.2.2 By-Law 1662

Being a by-law of The Corporation of the Town of Essex to authorize the borrowing upon amortizing debentures in the principal amount of \$601,664.12 towards the cost of the municipal roads infrastructure and recreation infrastructure.

Moved by Councillor Bondy
Seconded by Councillor Voakes

(R17-12-508) That By-Law 1662 being a by-law of The Corporation of the Town of Essex to authorize the borrowing upon amortizing debentures in the principal amount of \$601,664.12 towards the cost of the municipal roads infrastructure and recreation infrastructure be read a first, a second and a third time and finally passed on December 4, 2017.

Carried

18.3 By-Laws that require a first and second reading

18.3.1 By-Law 1663

Being a by-law to confirm the proceedings of the December 4, 2017
Regular Meeting of the Council of The Corporation of the Town of Essex.

Moved by Councillor Bondy
Seconded by Councillor Rogers

(R17-12-509) That By-Law 1663 being a by-law to confirm the
proceedings of the December 4, 2017 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 December 4, 2017.

Carried

19. Adjournment

Moved By Deputy Mayor Meloche
Seconded By Councillor Bondy

(R17-12-510) That the meeting be adjourned at 8:10 pm

Carried

Mayor

Clerk

Rural Business and Tourism CIP

A Case for County Road 50 expansion into the Colchester Community Improvement Plan





Essex and Harrow CIP

Current Status

Since the introduction of the program to Harrow in 2012, there has been a significant uptake in the Community Improvement Plan in both urban centres. In 2017, investments from the Town of Essex toward the CIP program resulted in unprecedented increases in private sector investment in Essex and Harrow Centres. These investments not only contributed to downtown beautification but also empowered business owners to move ahead with refurbishment projects based on the financial incentive that the Town of Essex provides. The recent introduction of the Colchester CIP will serve as a starting point for focusing on rural business and tourism.

Building on the Success of the Downtown CIP Programs

What have we learned about the programs?

- Incentives and programs are needed to encourage redevelopment;
- Waiving development charges, building permits and providing property tax incentives can offset the cost of introducing business improvements such as renovating or modifying existing buildings;
- Marketing and communications of CIP programs should be a priority to address existing public awareness challenges.
- Current Downtown CIP programs are effective, however not favourable to rural-based businesses.





County Road 50

Economic Significance

A growing wine region and a lakeside location have created a perfect tourist destination and a favourable business climate for entrepreneurs to flourish. Not only has the rural landscape and wine industry provided niche business opportunities for bricks and mortar stores, it has opened the door for other businesses that provide tours and alternative accommodation. Although our downtown centres are growing, County Road 50 is by far the most traveled part of our municipality by tourists and most of our visitor dollars are spent along this stretch of road. This section of road has not only become an agri-tourism hub, it is historically significant, recently celebrating 225 years since Europeans first settled in the area. In order to maintain the agricultural significance, empower farm operators and be a leader in diversifying the rural economy, the Town of Essex should consider the creation of an incentive for value-added agriculture and tourism development along County Road 50.



How to encourage rural business expansion?

Create a tool for value added agriculture and tourism development

- Introduce a Rural and Tourism Business component to the Colchester CIP program focusing on County Road 50. This program would be the first of its kind in Essex County.
- County Road 50 businesses are growing and the area is well positioned to become the most visited rural destination in the Windsor-Essex region. By providing businesses and entrepreneurs in this area with financial incentives to spur development, we are contributing not only to economic development but to destination development.



Rural and Tourism Business CIP

Program Goals

- Support the growing agricultural and tourism sector on County Road 50 by implementing incentives and programs to support expansions in this increasingly popular tourist area.
- Support value-added agricultural uses such as agri-tourism, small-scale on-farm processing and promote on-farm diversification.
- Develop key tourism supportive uses along County Road 50 that support the Essex wine industry.
- Encourage the development of alternate roofed accommodations.



Guidelines on Permitted Uses

in Ontario's Prime Agricultural Areas

Permitting a wide range of compatible uses in prime agricultural areas is intended to enable:

- **agriculture and farm operators to prosper**
- **development of new farm products**
- **valued/necessary rural services to be available**
- **diversification of the rural economy and tax base**
- **job creation that helps stabilize and grow rural communities**
- **greater awareness and appreciation of agriculture in the area.**

The expansion of the Colchester CIP to include County Road 50 for rural and agri-tourism business development aligns with the guidelines set out by the Ontario Ministry of Agriculture and Rural Affairs.



Permitted Uses

Rural Business and Tourism CIP

The boundary for the proposed program would expand the current Colchester CIP to encompass agricultural zoned properties on County Road 50.

- **Greenhouse** (retailing of plants)
- **Value-add food processing or packaging**
- **Pick your own operation**
- **Winery, cidery or meadery**
- **Microbrewery or distillery**
- **Agri-tourism venture** (e.g., bed and breakfasts, playgrounds, hayrides, corn mazes, haunted barns)
- **Cheese factory, bakery or abattoir**
- **Retail uses** (e.g. farm market)
- **Café/small restaurant, cooking classes or food store**

Example

Small Farm

On-Farm Diversified Use

The applicant wants to construct a storefront addition to an existing barn to open a farmers market.

The applicant is subject to site plan control, building permit fees and development charges.

Eligible for:

1. Development Permit Fee Grant
2. Development Charges Grant
3. Facade Improvement Grant





Conclusion

This proposal seeks to expand the current boundary of the Colchester Community Improvement Plan to include County Road 50. Expansion of the Colchester CIP to include a Rural and Tourism Business Program would provide incentives and promote diversification of the rural economy and tax base. This program would empower agriculture and farm operators with the incentives to expand their operations in a fast-growing agri-tourism region.

By implementing this program, the Town of Essex would be a promoting and taking the lead on rural economic development in Essex County and would be aligning our efforts with the Ministry of Agriculture and Rural Affairs.

The Corporation of the Town of Essex

By-Law Number 1657

Being a By-Law to Amend By-Law Number
1344, Being a By-Law for the Imposition of
Development Charges for The Corporation
of the Town of Essex

Whereas on August 25, 2014, The Corporation of the Town of Essex did pass By-Law Number 1344;

And whereas on December 19, 2016 The Corporation of the Town of Essex did pass By-Law Number 1558 which amended certain sections of By-Law Number 1344

And whereas Council of The Corporation of the Town of Essex further desires to amend certain sections of By-Law Number 1344;

Now Therefore The Corporation of the Town of Essex enacts as follows:

1. That section 3.11.2 be deleted in its entirety and replaced as follows:

3.11.2 The following percentage of each service for residential uses within Ward 4 as provided in Schedule B, shall be imposed between January 1, 2018 and August 25, 2019, after which the percentage of each service will be returned to 100%:

Service	Residential - Single and Semi- Detached Dwelling	Residential - Apartments - 2 Bedrooms +	Residential - Apartments - Bachelor and 1 Bedroom	Residential - Other Multiples
Municipal Wide Services:				
Roads and Related	0%	0%	0%	0%
Fire Protection Services	0%	0%	0%	0%
Police Services	0%	0%	0%	0%
Outdoor Recreation Services	0%	0%	0%	0%
Indoor Recreation Services	0%	0%	0%	0%
Library Services	0%	0%	0%	0%
Administration	0%	0%	0%	0%
	-			
Area Specific Charges – Wastewater				
Ward 4	0%	0%	0%	0%

2. That By-Law Number 1657 shall come into effect on January 1, 2018.

Read a first, a second and a third time and finally passed on December 18, 2017.

Mayor

Clerk



Report to Council

Department: Planning
Date: December 18, 2017
Prepared by: Rita Jabbour, Assistant Planner
Submitted by: Chris Nepszy, Director of Infrastructure and Development
Report Number: Planning 2017-40
Subject: Community Improvement Plan (CIP) Update
Number of Pages: 8

Recommendation

- 1) That Report Number Planning 2017-40, summarizing the activity under the Harrow, Essex Centre and Colchester Community Improvement Plans for 2017, be received by Council for information purposes, and,
- 2) That the Rehabilitation Grant (Landscaping and Buffering) under the Harrow, Essex Centre and Colchester Community Improvement Plans be amended to include the construction of ground signs with peripheral landscaping as an eligible project.

Background

Through a series of grant programs, a Community Improvement Plan (CIP) provides municipal funding incentives to property owners within a defined geographical area to stimulate physical improvements to commercial buildings, spur new business activity and encourage the development of affordable residential and tourist accommodations.

Since its inception, the CIP program has assisted over 40 business owners and operators with the revitalization of their storefronts, the creation of new affordable dwelling units and the rehabilitation of existing units, the construction of accessible entrances, and the development

of outdoor commercial space for the enjoyment of their patrons. The overall intent of the CIP program has been primarily centered on strengthening the economic base of the downtowns of Harrow Centre and Essex Centre.

In 2017, Council implemented a CIP for the Colchester Centre in hopes of addressing deficiencies related to commercial services there. Council also approved the expansion of the Essex Centre Community Improvement Plan (ECCIP) project area to incorporate properties on the north side of Maidstone Avenue (13 to 87 Maidstone Avenue East), Heritage Park, a portion of the former Canadian National Railway corridor and the properties at 87 Station and 91 Scratch Street.

Essex Centre has historically had greater success with uptake of the CIP program despite Harrow's two year advantage in terms of program implementation. Consequently, Council also approved a transfer of \$61,000 to the ECCIP budget from the Contingency Reserve to supplement a predicted shortfall in 2017.

Comments

Note: Appendix A shows the number of applications received and the total amount of grants given in the Harrow and Essex centre CIP Project Areas.

Appendix B shows the location of CIP grant recipients and properties where grant applications have been accepted projects but not yet completed.

Harrow and Essex Centre

The volume of applications and interest in the CIP program for both Harrow and Essex Centre continues to grow. In 2017, Planning received a total of 14 new CIP applications for Essex Centre and 10 new applications for Harrow Centre. The Planning Department has distributed \$189,545.67 under the ECCIP budget and \$196,697.44 under the HCCIP budget in 2017.

Figures 1 and 2, in Appendix A depict a considerable increase in the volume of applications received and the amount of money disbursed under the Harrow and Essex Centre CIP

programs since 2012 and 2014, respectively, with 2017 being the most successful year for both centres.

Colchester

No applications have been filed under the Colchester CIP in 2017. Prior to the adoption of the Colchester CIP, Planning staff met with individual business owners within the CIP Project Area and distributed copies of the Implementation Strategy. A brochure on the program has also been developed and is available at Town Hall, the Harrow Arena and the Gesto Office. A webpage for the Colchester CIP is also in development. Planning staff continue to work with the Manager of Communications, Economic Development Officer, local media and business owners to market the program.

Considerations for Improvement in the CIP Programs

Recently there has been a spike in requests for funds for the installation of free-standing ground signs. The removal of inappropriate or out-dated signage and the installation of new signage is eligible for refund under the Façade Improvement Grant where the sign is to be placed on the building façade.

To encourage the erection of aesthetically pleasing signs, ground signs as opposed to pole signs, the Planning Department is recommending the incorporation of ground signs and peripheral landscaping under the Rehabilitation Grant (Landscaping and Buffering). Pole signs and other less aesthetically pleasing signs will not be eligible for a grant.

In Appendix B, Maps 1 and 2 provide a visual of all businesses that have utilized one or more grants under the Harrow and Essex Centre CIP program. As the maps illustrate, a number of eligible businesses in both Harrow and Essex Centre have still not taken up any grants under the CIP. To spur development interests in the Harrow Junior School and Harrow High School, it is recommended that Council consider expanding the boundaries of the Harrow CIP project area to include the properties at 230 Centre Street East and 243 McAfee Street.

County Road 50 as a CIP Project Area

The boundaries of the Colchester CIP project area extends from lands on the north side of Murdoch Street (County Road 50) to the waterfront and from the west side of Dunn Road to County Road 13 (See Map. 3). It includes the Main Street Area and portions of the Hamlet Residential Area where the potential for and desirability of new bed and breakfast accomodation is greatest.

In combination with Colchester, County Road 50 is historically significant, recently celebrating 225 years since Europeans first settled in the area. It is by far the most traveled part of our municipality by tourists and a significant portion of our visitor dollars are spent along this road.

With the introduction of the Province's Guidelines on Permitted Uses in Prime Agricultural Areas, the Town of Essex should consider taking the lead in the creation of an incentive for value added agriculture and tourism development along County Road 50 in order to recognize the significance of agriculture to our local economy, add greater resilience to farm operations and be a leader in diversifying the rural economy.

County Road 50's growing importance as a wine region and recreational route has created a perfect tourist destination and a favourable business climate for entrepreneurs to flourish. Not only has the attractive rural landscape and expanding wine industry provided niche business opportunities for brick and mortar stores, it has opened the door for other businesses that provide tours and alternative accommodation.

Financial Impact

None.

Reviewed by:

Jeffrey Morrison, Director of Finance and Business Services –concurs

Chris Nepszy, P.Eng., PE, Director of Infrastructure and Development –concurs

Jeff Watson, Policy Planner - concurs

Nelson Silveira, Economic Development Officer –concurs

Appendix A

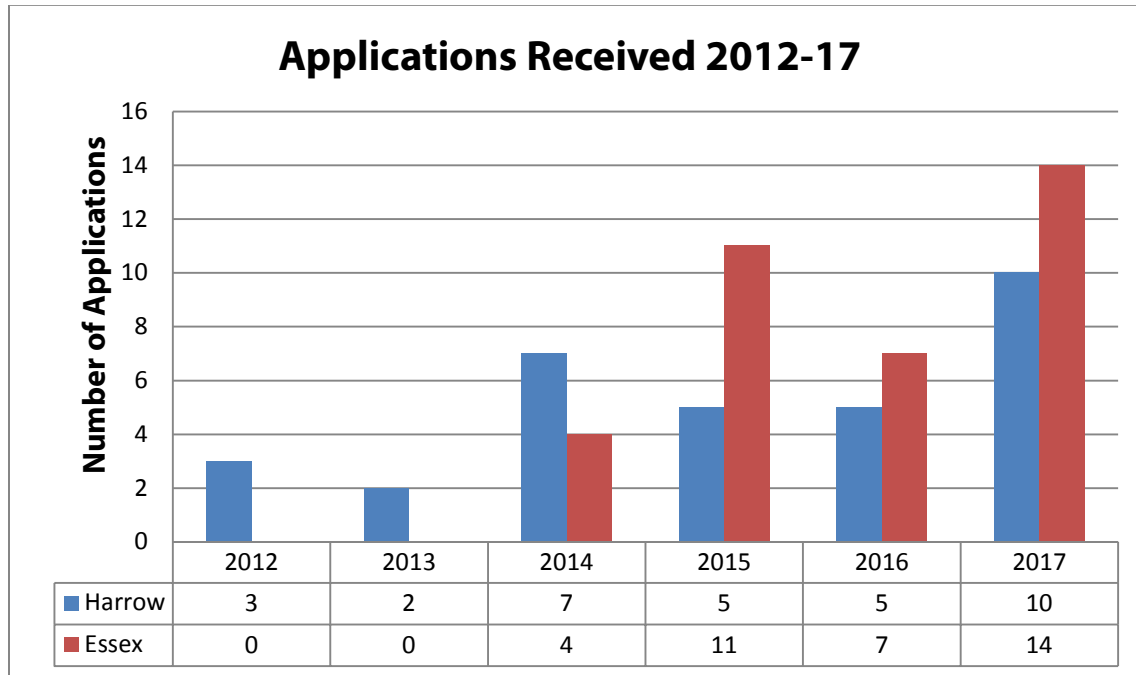


Figure 1. Total number of CIP applications filed in Harrow and Essex Centre, 2012-17.

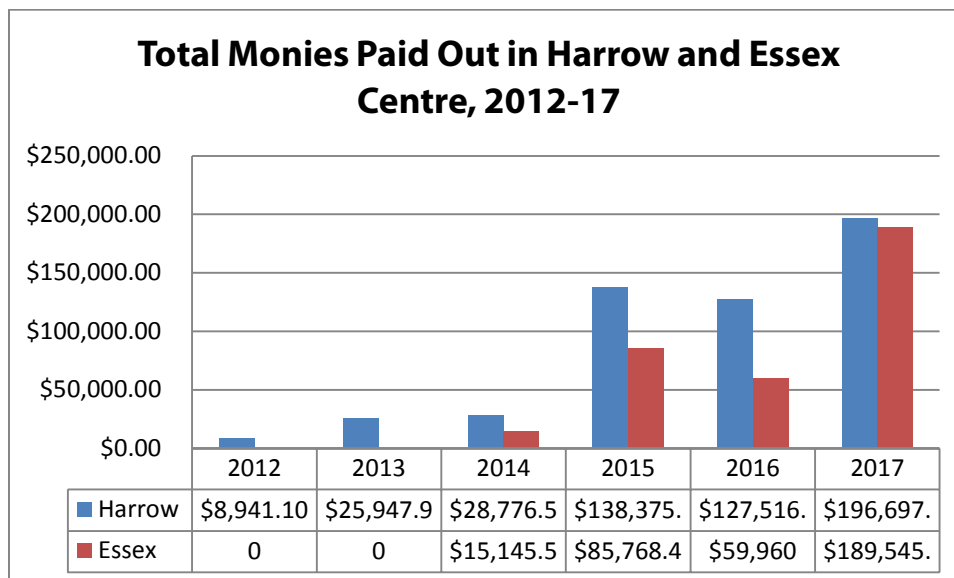


Figure 2. Total monies paid out in Harrow and Essex Centre, 2012-17.

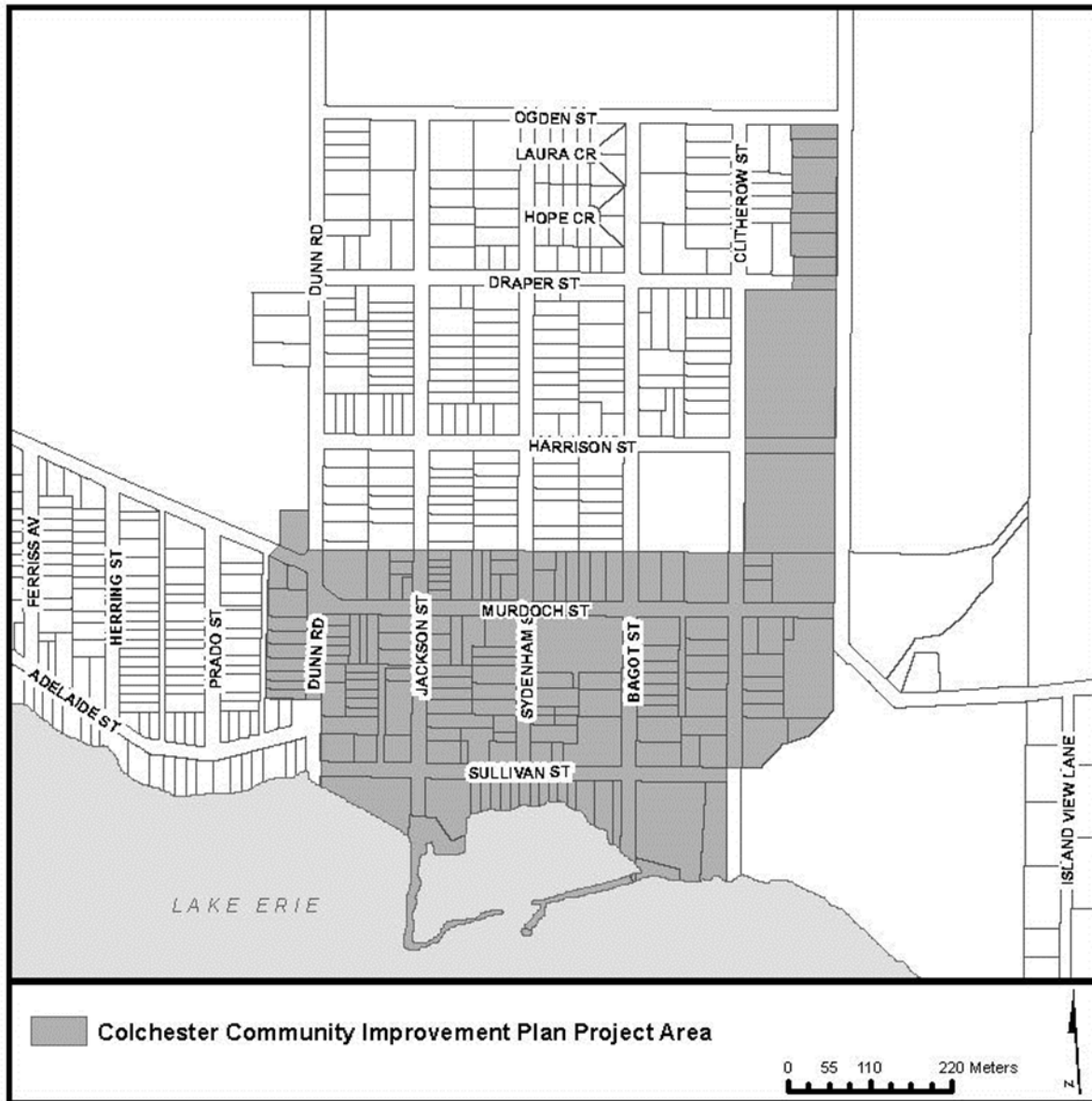
APPENDIX B



Map 1. Depicts all CIP program participants in Harrow to date and properties with applications in progress.



Map 2. Depicts all CIP program participants in Essex Centre to date and properties with applications in progress.



Map3. Current Colchester CIP project area.



Report to Council

Department: Community Services

Date: December 18, 2017

Prepared by: Doug Sweet, Director of Community Services

Submitted by: Doug Sweet, Director of Community Services

Report Number: Community Services Report 2017-030

Subject: Results of Request for Tender for the Essex Centre BIA Pavilion

Number of Pages: 3

Recommendation(s)/Conclusion(s)

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

- i. That Community Services Report 2017-030 entitled "Results of Request for Tender for the Essex Centre BIA Pavilion" **be received**, and further
- ii. That Council **award** the request for tender for the construction of the Essex Centre BIA Pavilion to Goodreau Sawmill Inc. in the amount of three hundred and nineteen thousand, five hundred and sixty-four dollars (\$319,564) including harmonized sales tax or (two hundred and eighty-seven dollars, seven hundred and seventy-eight dollars (\$287,778.) inclusive of non-refundable sales tax) and further
- iii. That Council **approve** the additional funding of thirty-seven thousand, eight hundred dollars (\$37,800.) above the allocated 2017 Essex Centre BIA Pavilion capital budget with twelve thousand, eight hundred dollars (\$12,800) coming from the 2017 Heritage Park capital project and the remaining twenty-five thousand (\$25,000.) being committed by the Essex Centre BIA.

Reason for Report

To have Council approve awarding the request for tender to Goodreau Sawmill Inc. and that the additional funds for the project be approved as per recommendation above.

Background

During the 2017 Capital Budget deliberations, Council approved two hundred and fifty thousand (\$250,000) towards the construction of a pavilion in the Essex Centre located in Heritage Park.

A total of six (6) tenders were received for the request for Tender CS-17-019 for the Supply and Install of the Heritage Park Pavilion, and the tender was opened at Essex Town Hall on Wednesday, November 22, 2017 at 3:15 PM. The Tenders were reviewed for arithmetic errors, completeness, legibility, revisions and irregularities. The result of the valid tender prices are noted below:

Bidder Name	Total Tender Price (including HST)
Goodreau Sawmill Inc.	\$319,564.00
Vince Ferro Construction Ltd.	\$343,872.11
Westhoek Construction Ltd.	\$344,973.18
Oscar Construction Company Ltd.	\$361,786.86
RAND-CO Construction Inc.	\$401,150.00
Amico Design Build	\$469,774.00

Administration reviewed the tender submissions for specification compliance and found them all to be complete.

Financial Impact

The total cost to the Town of Essex Centre BIA Pavilion to be constructed is two hundred and eighty-seven dollars, seven hundred and seventy-eight dollars (\$287,778.) non-refundable sales tax included. The Town, in partnership with the Essex Centre BIA has allocated two hundred and fifty thousand dollars (\$250,000) in the 2017 approved capital budget and the Essex Centre BIA has agreed to add an additional twenty-five thousand (\$25,000) to cover part of the project over the approved budget. Administration is recommending the remaining twelve thousand, eight hundred dollars (\$12,800) be transferred from the 2017 Heritage Park Capital account as this project will be one of the focal points for the Heritage Park.

Link to Strategic Priorities

This report contributes to Council's following strategic policies:

- Manage the Town's infrastructure in a responsible and efficient manner;
- Promote a healthy, safe, and environmentally conscious community;
- Promote healthy and active living through recreational and cultural opportunities.

Reviewed by: Donna Hunter, Chief Administrative Officer

Concur

Reviewed by: Jeffrey Morrison, Director of Corporate Services

Concur

Department: Community Services

Date: December 18, 2017

Prepared by: Cynthia Cakebread, Manager, Recreation and Culture

Submitted by: Doug Sweet, Director of Community Services

Report Number: Community Services Report 2017-031

Subject: Subsidized Recreation Programming

Number of Pages: 3

Recommendation(s)/Conclusion(s)

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

- i. That Community Services Report 2017-031 entitled "Subsidized Recreation Programming" **be received**, and further
- ii. That Council is updated on subsidy funding for unsponsored recreational programs which include free public skating sessions both at the Essex Centre Sports Complex and the Harrow and Colchester South Community Complex as well as, free public swim sessions at the Essex Recreation Complex between December 27, 2017 and January 6, 2018.

Reason for Report

To promote subsidized, family orientated recreational activities at town facilities over the holiday break and support continued access to recreation discount programs.

Background

The Town of Essex has for many years supported recreation as an essential service and recognizes the importance of resident participation in recreation activities. The Town of Essex has been committed to providing all residents recreational opportunities and made every effort to ensure they are affordable, inclusive and responsive to community needs.

The Town of Essex has been a provider of multiple subsidy programs that assist in access to recreational opportunities for families in financial need, one of which is the Pathway to Potential Recreation Discount Program. Eligibility is based on annual income and funds ninety percent (90%) of program costs for Town of Essex and affiliated program providers. So far, in 2017 we have been able to provide funding to three hundred and forty three (343) participants in a variety of programs such as hockey, gymnastics, dance, soccer and swimming. This funding allows us to reduce barriers and increase access to participation in recreation, ensuring support for affordable recreation.

Early in December, we received notice of a one-time Pathway to Potential funding enhancement that will allow us to provide unprecedented access, at no cost for each of the remaining unsponsored Recreational Skates and Swims at the Essex Centre Sports Complex, Harrow and Colchester South Community Centre and the Essex Recreation Complex.

Financial Impact

All financial impacts will be offset by enhanced funding through Pathway to Potential.

Link to Strategic Priorities

This report contributes to Council's following strategic policy:

- 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



90%

RECREATION Discount

**CONTACT YOUR LOCAL RECREATION
DEPARTMENT TO APPLY**

#1 eligibility

Program eligibility is based on annual income.

#2 funding

Funding is limited & based on a first come first serve basis.

#3 pay 10%

The registrant is responsible to pay 10% of the program cost at the time of registration.

www.essex.ca

Hockey | Gymnastics | Dance | Outdoor Soccer | Gymnasium Activities | Swimming | Baseball | Crafts



FUNDING
PROVIDED BY



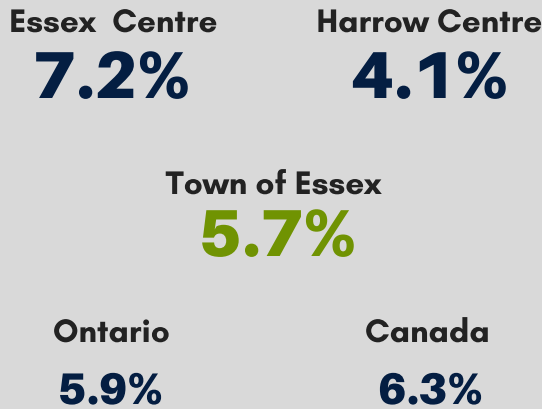
County of
Essex



519.776.8992

242 Talbot St N
Essex ON | N8M 2E1

UNEMPLOYMENT RATE



Stats Canada 2016 Census (Posted November 29th, 2017)

NEW BUSINESS



Cedar Circle Bed & Breakfast, 1270 Snake Lane, Harrow



14th Coffee Company, 14451 Concession Road 14, Essex

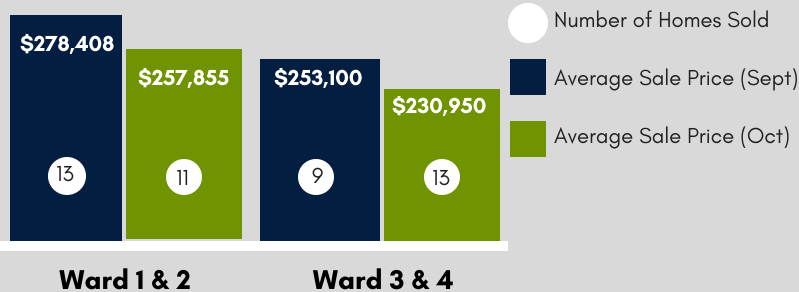
BUSINESS EXPANSION



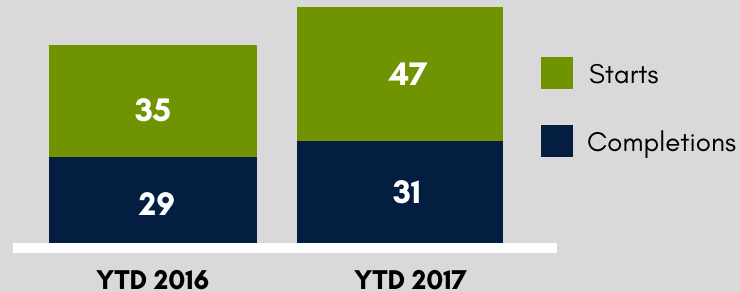
Colio Estate Winery in Harrow added one million litres of tank capacity, an automated crush pad and expanded the ability to receive and process more grapes.

\$1,500,000

REAL ESTATE



NEW HOUSING CONSTRUCTION



BUILDING PERMITS

January-October 2017



\$19,857,877.00

YTD Total Construction Value

January-October 2016

\$19,207,037.00

YTD Total Construction Value

RESIDENTIAL SALES



299

Total Single Family Dwellings sold to date in 2017

Ward 1&2: **183 Homes Sold**

Ward 3&4: **116 Homes Sold**

2016: **233 Homes Sold**

COMMUNITY IMPROVEMENT PLAN

50% increase in applications received

2017: **24**

2016: **12**



Report to Council

Department: Chief Administrative Officer (CAO)
Date: December 18, 2017
Prepared by: Nelson Silveira, EDO
Submitted by: Nelson Silveira, EDO
Report Number: EDO 2017-06
Subject: Downtown Walkabout 2017
Number of Pages: 3

Recommendation(s)/Conclusion(s)

1. That, EDO report 2017-06 entitled Downtown Walkabout 2017 be **received**.

Reason for Report

This report will give an overview of the walks held in Essex and Harrow in September and October of 2017 and provide council with successful projects over the past year and plans for the downtown areas in the future.

Background

Downtown Walkabouts have taken place in both Essex and Harrow Centres over the past several years. The purpose of the walkabout is to examine and celebrate the successes of the Town of Essex Community Improvement Plan (CIP), beautification efforts and private sector investment in our downtown cores. Walking through the downtown with Council and administration allows for a more visual impression of projects that have been funded by the municipality.

Discussion

CIP Projects

Over the past year, an increase of CIP applications including uptake in the new Mini-Grant program which provides building owners with up to \$2,000 in non-repayable grant funding has benefitted the overall appearance of several buildings in the downtown. Properties that were identified in the 2016 walkabout as storefronts in need of a façade improvement were able to leverage matching dollars from the CIP program to complete upgrades to the front of their building. In Essex, 14 applications were received and 10 from Harrow all requesting funding from the CIP program to contribute to the overall goal of creating a more attractive downtown.

Walkabout

The walkabouts with council and staff provided an opportunity to see the success in the downtown over the past year. During both walkabouts, there were some operational projects mostly related to sidewalk issues that will be addressed by Town of Essex administration in the near future. However, for the most part, participants of the walkabout were able to see the benefits of both the CIP program and projects completed in Essex Centre that align with Stempski Kelly Associates Inc. Streetscape Plan. In Harrow, walkabout participants received an update regarding the old Shep's building and the work that was being completed to bring the building back to acceptable standards.

Successful 2017 Projects for Downtown Essex and Harrow

- Essex branded parking signs for municipally owned parking lots (Essex and Harrow)
- Tourist Information Kiosk (Harrow)
- Addition of black flower planters (Essex and Harrow)
- 24 CIP projects approved (Essex and Harrow)
- Essex Centre BIA Parkette (Essex)
- Rubber mulch added to base of trees in downtown (Essex)
- Christmas Lights (Harrow)

Future Downtown Projects for Downtown Essex and Harrow

- Phase 1 of Streetlight improvements – 2018 (Essex)
- Essex Centre BIA Pavillion – 2018 (Essex)
- Rubber mulch to be added to base of trees in downtown – 2018 (Harrow)
- Harrow Banner Poles – 2018 (Harrow)

Financial Impact

None.

Link to Strategic Priorities

This report is linked to one Strategic Priority:

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

Reviewed by:

Donna Hunter, Chief Administrative Officer - Concurs

Doug Sweet, Director of Corporate Services - Concurs

Chris Nepszy, Director of Infrastructure and Development - Concurs



Report to Council

Department: Office of the Chief Administrative Officer
Date: December 6, 2017
Prepared by: Donna E. Hunter, Chief Administrative Officer
Submitted by: Donna E. Hunter, Chief Administrative Officer
Report Number: CAO Report 2017-006
Subject: Ward Open Houses – Fall 2017
Number of Pages: 3

Recommendation(s)/Conclusion(s)

It is recommended that CAO Report 2017-006 entitled “Ward Open Houses – Fall 2017” be received.

Purpose

To provide Council with a summary of the number of attendees and some of the topics discussed at the Ward Open Houses held on November 27 and 28, 2017.

Background

Council had requested that Open Houses be scheduled by Ward in order to provide residents with an opportunity to meet with their Ward Councillor(s). Accordingly, the first Open Houses were held in each Ward in May and June of 2017. For purposes of the November Open Houses, Wards 1 and 2 were combined and Wards 3 and 4 were combined, and held on November 27 and 28, respectively. The number of participating residents are also noted for each open house, together with comparative information from the May Open Houses.

Ward	Date of Open House	Number in Attendance November, 2017 Open Houses	Number in Attendance May 2017 Open Houses
1 and 2	November 27, 2017	21	13
3 and 4	November 28, 2017	46	27

All members of Council, excluding the Mayor were in attendance at both Open Houses. Councillor Voakes did not attend the Ward 3 and 4 Open House. The newsletter entitled “Essex Matters” was provided for each Open House. While numbers attending the Fall Open Houses did increase in comparison to the Spring Open Houses, the total number of residents attending is less than 1% of the Town of Essex population.

Financial Impact

The cost of providing the four Open Houses was just under \$500, exclusive of wages. These costs covered advertising, refreshments and the cost to print the newsletter and other documents provided such as the budget, Asset Management Plan, etc.

Link to Strategic Priorities

This report is linked to the following Strategic Priority:

- Enhance communications and community engagement.

Reviewed by:

Chris Nepszy, Director of Infrastructure and Development, Concur

Doug Sweet, Director of Community Services, Concur

Jeffrey Morrison, Director of Finance and Business Services, Concur

Summary of Questions/Topics Discussed	
Fall Constituent Open Houses - 2017	
Question/Topic	Ward (s)
Sidewalks on Thomas Street	1/2
Mud in front of Essex Public School	1/2
Tax dollars spent on beautification and facilities vs. roads and sidewalks	1/2
Irwin Avenue - Road width and sidewalks	1/2
School buses for children living on Irwin Avenue	1/2
Peeling paint on buildings in downtown core	1/2
Number of staff being added in the budget	1/2 and 3/4
Power outages - Harrow/Colchester	3/4
Two employees travelling in Town vehicles	3/4
Cost of Integrity Commissioner to date in 2017	3/4
Addition of Council Member for 2018 elections	3/4
Rehabilitation of Concession 4	3/4
County Rd. 50 Trail Maintenance	3/4
Walker Rd. and 3rd Concession - Speeding	3/4
Salaries and wage costs over the past ten years	3/4



Report to Council

Department: Legal and Legislative Services
Date: December 18, 2017
Prepared by: Robert W Auger, Manager of Legislative Services/Clerk
Submitted by: Donna Hunter, Chief Administrative Officer
Report Number: Clerk 2017-012
Subject: 2018 Municipal Election Procedures and Forms for voting and the use of Vote-counting equipment
Number of Pages: 3

Recommendation(s)/Conclusion(s)

It is recommended that:

1. Report Clerks 2017-12 entitled: 2018 Municipal Election Procedures and Forms for Vote-counting equipment be received for Council information purposes.

Reason for Report

Section 42 (3) and (4) of the Municipal Elections Act, 1996 S.O. 1996, c. 32. Sched. as amended (hereinafter "*Municipal Elections Act*") states that the Clerk shall establish procedures and forms for the use of any voting and vote counting equipment authorized by by-law and that the Clerk shall comply with this requirement on or before December 31 in the year before the year of the regular election.

Background

The Council of the Corporation of the Town of Essex on April 18, 2017 enacted By-law Number 1598 authorizing the use of a paper ballot vote (using mark sense ballots) together with the use of Optical Scanning Vote Tabulators for the 2018 Municipal Election.

Section 42 (3) and (4) of the *Municipal Elections Act* states:

Procedures and forms

(3) The clerk shall,
(a) establish procedures and forms for the use of,
(i) any voting and vote-counting equipment authorized by by-law, and
(ii) any alternative voting method authorized by by-law; and
(b) provide a copy of the procedures and forms to each candidate when his or her nomination is filed. 2009, c. 33, Sched. 21, s. 8 (22); 2016, c. 15, s. 31 (3).

Same

(4) The following rules apply with respect to the clerk's duties under clause (3) (a):
1. The clerk shall comply with subsection (3),
i. in the case of a regular election, on or before December 31 in the year before the year of the election, and
ii. in the case of a by-election, at least 60 days before the first day on which an elector can vote.
2. The procedures and forms, if they are consistent with the principles of this Act, prevail over anything in this Act and the regulations made under it.

The Town Clerk is responsible for the conduct of municipal and school board elections in the Town of Essex. Section 12 of the *Municipal Elections Act* states as follows:

Powers of clerk

12 (1) A clerk who is responsible for conducting an election may provide for any matter or procedure that,
(a) is not otherwise provided for in an Act or regulation; and
(b) in the clerk's opinion, is necessary or desirable for conducting the election. 1996, c. 32, Sched., s. 12 (1).

Forms

(2) The power conferred by subsection (1) includes power to establish forms, including forms of oaths and statutory declarations, and power to require their use. 1996, c. 32, Sched., s. 12 (2).

For the 2018 Municipal Election, the Town of Essex will be awarding a contract to a service provider for the provision of Optical Scan Vote Tabulator equipment and services. This technology has a proven track record of reliability and efficiency and has been used in municipal jurisdictions across Ontario and Canada. This technology was recently used with success in the 2017 Ward 3 Town of Essex Municipal By-election. The Clerks Department is

currently in the process of obtaining and reviewing quotes from such equipment and service providers.

Attached as Schedule "A" to this Report is a copy of the 2018 Municipal Election Procedures and Forms for Voting and the use of Vote-counting equipment.

Financial Impact

Costs associated with the 2018 Municipal Election are included in the Town of Essex 2018 Budget as approved in principle by Council.

Link to Strategic Priorities

This report meets the strategic goals of enhancing Communications and Community Engagement.

Reviewed by: Donna Hunter, Chief Administrative Officer, Concur

SCHEDULE "A"



Policy Manual

Section:	Legal and Legislative Services
Subject:	2018 Municipal Election Procedures and Forms for voting and the use of Vote-counting equipment
Policy Number:	
Approval Date:	December 18, 2017
Approved By:	
Prepared By:	Clerk, Legal and Legislative Services

Purpose

The purpose of this policy is to establish voting procedures and forms for voting and the use of vote counting equipment in the 2018 Municipal Election.

Introduction

The Council of the Corporation of the Town of Essex on April 18, 2017 enacted By-law Number 1598 authorizing the use of a paper ballot vote (using mark sense ballots) together with the use of Optical Scanning Vote Tabulators for the 2018 Municipal Election.

The Town Clerk is responsible for the conduct of municipal and school board elections in the Town of Essex. In accordance with Section 42(3) of the *Municipal Elections Act, 1996*, the Town Clerk is authorized to establish procedures and forms for the use of voting and vote counting equipment.

Definitions

Act means the *Municipal Elections Act, 1996 S.O. 1996, c. 32. Sched. as amended (hereinafter "Municipal Elections Act, 1996")*

Advance Voting means certain dates and times prior to Voting Day where an Advance Voting Place is open to the public for voting.

Advance Voting Place means a Voting Place that will be open to the public for voting prior to Voting Day.

Ballot means a piece of paper or like material containing the names of the Candidates and the office they are running for, as well as any questions submitted to electors as authorized by the Act.

Ballot Box means a box (cardboard or otherwise) provided to an Election Official for the purpose of securely storing Ballots and other election documents.

Ballot Marking Device means a device that produces a human and machine-readable marked paper Ballot from a blank sheet of paper, completely indistinguishable from a paper Ballot marked by hand.

Ballot Marking Pen means the pen provided to the Voter by an Election Official for the purposes of marking a Ballot within the Defined Areas on the Ballot.

Ballot Statement means a statement completed by an Election Official at the close of the Voting Place on which all Ballots either used, unused, declined, cancelled, defective or taken from the Voting Place are recorded and reconciled to the total number of Ballots provided to the Election Official by the Town Clerk.

Candidate means a person who has filed a Nomination Paper that has been certified by the Town Clerk.

Defined Area means the area within a circle, oval or other enclosed geometric shape that is filled in by the Voter in order to cast a vote.

Deputy Returning Officer (DRO) means a person whose duties will include assisting with opening and closing the poll; processing voters, issuing ballots, administering oaths and managing the voters' list.

Election Coordinator means a person appointed to assist the Town Clerk in the performance of duties as they relate to the.

Election Official means a person who has been delegated or assigned election duties/responsibilities by the Town Clerk.

Election Reporting System means the hardware and software used to capture voting results and then totaled with results from other Voting Places and displayed to the public.

Election Results Envelope means an envelope into which the original signed copies of the Voting Place Ballot Statement, Ballot Statements and Report Tapes generated by the Vote Tabulator are placed.

Election Supervisor means a person delegated duties and responsibilities by the Town Clerk with respect to the direction and management of multiple Voting Places in certain Voting Locations or at an Advance Voting Place.

Elector means a person who meets the qualifications to vote as determined by Section 17 of the Act and who appears on the Town of Essex Voters' List, or is added to the List during the Revision Period, at the Advance Voting Place, or Voting Place.

Flash Memory Card means a removable compact storage device sealed in a Vote Tabulator where all tabulated results are stored. The Flash Memory Card is supplied by the manufacturer/supplier of the Vote Tabulator.

Nomination Day means July 27, 2018.

Poll (Voting Subdivision) means a defined geographical area within the Town of Essex where a qualified Elector resides or is the owner or tenant of land there or the spouse of such owner or tenant of land.

Polling Station or Voting Place means the location designated by the Town Clerk through by-law or otherwise where Voters may attend to vote.

Registration Clerk/Deputy Returning Officer (RCDRO) means a person whose duties include assisting with the opening and closing the poll; directing voters to the proper polling station; assisting voters in filling in the prescribed Form to add their name to the voters' list; and providing relief to the DRO and PC when needed.

Report Tape means the printed tape produced by the Vote Tabulator before and after the close of voting indicating the total votes cast for each Candidate and all questions on the Ballot.

Scrutineer means a person appointed, in writing, by a Candidate to scrutinize the voting process at one or more Voting Places.

Secrecy Folder means a cardboard or paper folder into which a Ballot can be placed to conceal the Voter's selections as marked on the face of the Ballot.

Special Voting Place means a Voting Place on the premises of a retirement home, which on Nomination Day has beds that are occupied by 50 or more persons, or a Voting Place on the premises of institutions, which on Nomination Day have beds that are occupied by 20 or more persons who are disabled, chronically ill or infirm.

Tabulator Deputy Returning Officer (TDRO) means a person whose duties will include assisting with set-up; opening and closing of the poll; receiving ballots from voters and feed ballots into the vote tabulator; troubleshooting tabulator issues; returning equipment, supplies and ballots to the Town Clerk or Elections Coordinator; and, unless otherwise stated the TDRO will also act as Elections Supervisor at all Regular and Advance Polls.

Town Clerk means the individual appointed by Town Council as Town Clerk and the individual responsible for conducting elections in the Town of Essex pursuant to Section 11(1) of the Act.

Vote Tabulator (Tabulator) means a device that optically scans Ballots to read and record votes and tabulate the results.

Vote Tabulator Identification means a unique combination of Voting Place name and number.

Vote Tabulator Station means the location where vote tabulating equipment accepts Ballots, records votes and tabulates the results.

Voter means an Elector who accepts a Ballot at a Voting Place.

Voters' List means a document prepared by the Town Clerk, which lists the names and voting entitlement of eligible electors as provided by the Municipal Property Assessment Corporation (MPAC) in accordance with the Act.

Voting Area means the area of the Voting Place where a Voter marks their Ballot in secrecy behind a screened enclosure.

Voting Day means October 22, 2018.

Voting Place or Polling Station means the location (s) designated by the Town Clerk through by-law or otherwise where Voters may attend to vote.

Voting Place Ballot Statement means a statement completed by the Election Supervisor after the close of voting on Voting Day on which all Ballots either used, unused, cancelled, declined, defective or taken from the voting place for each Election Official are recorded and reconciled to the total number of Ballots provided by the Town Clerk.

Voting Subdivision (Poll) means a defined geographical area within the Town of Essex where a qualified Elector resides or is the owner or tenant of land there or the spouse of such owner or tenant of land.

Election Procedures

1. Elected Offices

The offices of Mayor and Deputy Mayor in the 2018 Municipal Elections in the Town of Essex will be elected by general vote at large. The six (6) Councillors will be elected by each of the respective Wards as follows:

Ward 1: Two (2) Councillors to be elected.

Ward 2: One (1) Councillor to be elected.

Ward 3: Two (2) Councillors to be elected.

Ward 4: One (1) Councillor to be elected.

2. Voting Subdivisions (Polls)

For election purposes, the Town of Essex is divided into Voting Subdivisions or Polls. On or about August 31, 2018, the Town Clerk shall prepare and distribute a Voters' List setting out each Voting Subdivision and the names of all Electors eligible to vote within each Voting Subdivision. In conjunction with the Voters' List, the Town Clerk will prepare and make available a map identifying the boundaries of all Voting Subdivisions within the Town of Essex.

3. Voting Places

Voters residing within a Voting Subdivision may attend at a Voting Place as designated by the Town Clerk to cast their Ballot. Voting Places shall be located in facilities that are accessible to persons with disabilities and well known to Electors residing in the area. On Voting Day, Voting Places shall be open for Electors to vote from 10:00 a.m. until 8:00 p.m.

The Town Clerk shall establish Special Voting Places on the premises of retirement homes, which on Nomination Day have beds that are occupied by 50 or more persons. The Town Clerk shall also establish Special Voting Places on the premises of institutions, which on Nomination Day have beds that are occupied by 20 or more persons who are disabled, chronically ill or infirm. The Town Clerk may reduce hours of voting for Special Voting Places on Voting Day.

Advance Voting Places shall be established where Electors can cast their Ballot prior to Voting Day. Public notice will be provided concerning the location, dates and voting hours for each Advance Polling Station.

After August 31, 2018, the Town Clerk shall prepare and make available a map identifying the boundaries of all Voting Subdivisions and the Voting Places where Electors within each Voting Subdivision are to vote.

4. Ballots

The Ballots to be used in conjunction with the Vote Tabulators for the 2018 Municipal Election will be printed on paper, or like material and shall be at a size as determined by the Town Clerk. The Town Clerk at his sole discretion may determine that an individual Ballot be used for one or a combination of offices. The Town Clerk further has discretion to select the paper stock and colouring of the Ballot(s). Ballots will contain the names of all certified Candidates except where a Candidate has been elected by acclamation. The Candidates' names for each office shall appear on the Ballot in alphabetical order based on their surnames and, in the case of identical surnames, by their forenames. There will be a Defined Area on the ballot (oval, circle or similar shape) corresponding to each Candidate's name suitable for the Voter to mark the Candidate of their choice.

If a Candidate wishes and the Town Clerk agrees, another name that the Candidate also uses may appear on the Ballot instead of, or in addition to, his/ her legal name. No reference to a Candidate's occupation, degree, title, honour or decoration will appear on the Ballot. If the surnames of two or more Candidates for an office are identical or in the Town Clerk's opinion so similar as to cause possible confusion, every Candidate's qualifying address will appear under his/her name.

5. Vote Tabulators

Each Voting Place, shall have at least one optical scan Vote Tabulator for the purpose of scanning Ballots and tabulating votes. Vote scanning and tabulating equipment may not be used at Special Voting Places due to the small number of Electors. Ballots cast at a Special Voting Place may be sealed in the Ballot Box and brought to the Voting Place in the Voting Subdivision where the Special Voting Place is located and tabulated using the Vote Tabulator at that Voting Place, and in that case will be counted at as soon as possible after the close of the Special Voting Place poll.

6. Logic and Accuracy Certification

Prior to Voting Day, the Town Clerk, or delegate, will test all Vote Tabulators to ensure they accurately scan and count the votes cast for all Candidates. The certification process shall be carried out as established below:

Initial Tabulator Verification

A pre-audited set of Ballots shall be prepared and processed by each Vote Tabulator to be used at Advance Voting and on Voting Day. The pre-audited set of Ballots shall have the same specifications as those to be used at Advance Voting and on Voting Day except for the actual names of the Candidates. The pre-audited Ballots shall include Ballots, which are blank, marked ambiguously or improperly marked. The Ballots shall also contain a predetermined number of valid votes for each test Candidate and any test question.

Where the Ballot is blank, marked ambiguously or improperly marked or there are over votes, the Vote Tabulator will be tested with respect to returning the Ballot without further processing. For those Ballots that contain valid votes, the votes shall be tabulated and compared to the pre-audited verified totals. Vote Tabulators correctly returning the blank, ambiguously marked, improperly marked and over voted Ballots and with the same totals as the pre-audited totals shall be certified as functioning properly and pass initial testing. Any issues arising resulting in Vote Tabulators not passing initial testing shall be returned to the vendor for correction. Once returned or replaced, the Vote Tabulator will again be tested using the above procedure. Testing and issue correction will continue until all Vote Tabulators have been tested and certified to be operating and tabulating accurately.

The Image-Cast Tabulators (Vote Tabulators) to be used for accessible voting that produce a human and machine-readable marked paper Ballot shall be tested in the same manner with the same pre-audited set of Ballots, however the input from each test Ballot will be made through assistive devices connected to the Vote Tabulator.

Final Tabulator Certification

After Nomination Day and before Voting Day the same testing procedure as followed during initial verification will be conducted using a pre-audited set of the Ballots that are the same as those to be used at Advance Voting and on Voting Day. Upon successful completion of the testing regime, the Vote Tabulator shall be certified for use at Advance Voting events and on Voting Day.

Election Results Reporting System

Once each Vote Tabulator has been certified, the results as recorded in the Vote Tabulator's Flash Memory Card will uploaded or entered into the Election Reporting System to be used on Voting Day.

7. Procedures at the Voting Place

Prior to Opening the Voting Place

Every Voting Place, except Special Voting Places, shall have one Election Supervisor and at least 2 other Election Officials, one of which will be responsible for the proper functioning and use of the Vote Tabulator. Prior to opening the Voting Place, the Election Officials shall complete the following:

- 1) Check the Vote Tabulator identification located on the Vote Tabulator to verify it has been assigned to the correct Voting Place;
- 2) In the presence of any Scrutineers, inspect the Ballot Box to ensure it is empty and then seal the Ballot Box to ensure Ballots may only enter the Ballot Box through the Vote Tabulator;
- 3) One Election Official will power on the Vote Tabulator and cause it to print two (2) copies of all totals in its Flash Memory Card on a Report Tape confirming zero (0) totals for all Candidates and any questions on the Ballot;
- 4) Two Election Officials will verify that the heading at the top of the Report Tape reports the correct Voting Place and lists all Candidates' offices and any questions on the Ballot in the exact order as they appear on the Ballot;
- 5) Two Election Officials will check the public counter on the operator screen of the Vote Tabulator to ensure it displays zero (0) ballots processed;
- 6) Two Election Officials, along with any Candidates or Scrutineers who are present and choose to do so, provided it does not prohibit or delay the opening of the Polling Station, will sign and display the first copy of the Report Tape in a publicly available area during voting hours;
- 7) If the Report Tape heading or offices are incorrect, or the Report Tape totals are not zero (0) for all Candidates and any questions on the Ballot, or the public counter showing the number of Ballots processed does not display zero (0), the Election Supervisor shall immediately notify the Town Clerk and conduct the vote using the back-up compartment of the Ballot Box until the Vote Tabulator functions accurately, or is replaced by one that does.

Voting Procedures

- 1) The Town Clerk shall designate DROs to initial a Ballot before the Ballot is provided to the Voter.
- 2) The DRO shall provide each Voter with an initialed Ballot, Secrecy Folder and Ballot Marking Pen and instruct the Voter with respect to the voting process.

- 3) Upon receiving the Ballot and Secrecy Folder, the Voter will:
 - a) Proceed to the designated Voting Area;
 - b) Using the Ballot Marking Pen provided, vote by completely filling in the Defined Area (oval, circle, or other enclosed geometric shape) corresponding to the Candidate(s) name they intend to vote for and completely fill in the Defined Area to the right of the "Yes" or "No" response to any questions on the Ballot;
 - c) Insert the Ballot into the secrecy Folder allowing for only the DRO Initials to be visible;
 - d) Leave the Voting Area without delay;
 - e) Deliver the Secrecy Folder containing the Ballot to the TDRO at the Vote Tabulator Station; and
 - f) Deposit the Ballot Marking Pen in the tray provided at the Vote Tabulator Station.
- 4) The TDRO will ask the Voter to remain at the Vote Tabulator Station until the Vote Tabulator processes the Ballot. In the presence of the Voter and without removing the Ballot from the Secrecy Folder, the TDRO will verify the initials of the DRO on the Ballot, and:
 - a) Insert the Secrecy Folder containing the Ballot with the initials of the DRO face down into the feed area of the Voter Tabulator in full view of the Voter; or
 - b) If a Vote Tabulator is not available in the Voting Place, insert the Ballot with the initials of the DRO face down directly into the Ballot Box from the Secrecy Folder in full view of the Voter.
- 5) If a Vote Tabulator fails to function properly, the TDRO will:
 - a) Insert all marked Ballots into the back-up compartment of the Ballot Box in full view of the Voter; and
 - b) Remove and insert the Ballots from the back-up compartment into the feed area of the Vote Tabulator once the Vote Tabulator becomes operational or is replaced.

Detection and Correction of Voting Errors

Blank Ballot

If the Vote Tabulator detects a blank Ballot, the Election Official responsible for the Tabulator will explain to the Voter that no marks were detected on the Ballot, and:

- a) Ask the Voter if they would like the Ballot returned and advise the Voter that once the Ballot is accepted by the Vote Tabulator the Voter will not receive a new Ballot;
- b) If the Ballot is returned to the Voter, instruct the Voter concerning the Ballot marking process and allow the Voter to return to the Voting Area to mark the Ballot correctly;
- c) If the Voter indicates that he or she would like to cast a blank ballot, allow the Vote Tabulator to accept the Ballot.

Ambiguous Mark

If the Vote Tabulator detects an ambiguous mark, it will automatically return the Ballot. The Election Official responsible for the Tabulator will explain to the Voter that the Ballot was not counted because an ambiguous mark was detected and the Voter's intent cannot be determined. The Voter will be asked to review the Ballot to ensure it is clearly marked in the Defined Area (oval, circle or other enclosed geometric shape) provided and allow the Voter to return to the Voting Area to mark the Ballot correctly. The Voter will be instructed concerning the Ballot marking process. There are two possible types of ambiguous marks:

- a) The Voter has made a mark that is too light or too small which needs to be darkened in order to be clearly counted as a vote;
- b) The Voter has inadvertently made a small mark in an oval or similar area where they had not intended to, in which case they must return the Ballot to the Election Official and obtain a new Ballot. The Election Official shall mark the Ballot "cancelled," place the Ballot in the cancelled Ballot envelope, deliver another Ballot to the Voter, and instruct the Voter how to properly mark the Ballot.

Over Vote

If the Tabulator detects more votes for an office or question than is allowed, the Election Official will explain to the Voter the Ballot has not yet been counted because the Voter has filled in too many choices. It may be that the Voter has inadvertently made a mark where the Vote Tabulator can read it. The Election Official will:

- a) Offer the Voter the choice of having the Ballot returned or accepted by the Vote Tabulator (in which case only the correctly marked offices will be tabulated) and explain that once the Ballot is accepted, the Voter cannot receive a new Ballot;
- b) If the Voter requests the Ballot be returned, place the returned Ballot back into the secrecy sleeve. The Ballot shall be returned to the Election Official who shall mark the Ballot "cancelled," place the Ballot in the cancelled Ballot envelope, deliver another Ballot to the Voter, and instruct the Voter how to properly mark the Ballot;

c) If over voting is the Voter's intention, the Election Official will allow the Vote Tabulator to accept the Ballot. The Vote Tabulator will not record the votes with respect to Candidates and questions for which the Voter has over voted, but will accept votes for Candidates and questions where there is no over vote.

Defective Ballot

If the Vote Tabulator detects a defective Ballot it will automatically return the Ballot. The Election Official will explain to the Voter that the Ballot was not counted and needs to be reinserted. If the Ballot is not accepted on the second try, the Ballot will be returned to the DRO who shall mark the Ballot "defective," place the Ballot in the defective Ballot envelope and deliver another Ballot to the Voter.

Voter Has Left the Vote Tabulator Station

Where the Vote Tabulator has returned a Ballot for any reason and the Voter has left the Vote Tabulator Station, the Election Official will permit the Vote Tabulator to accept the Ballot and votes on the Ballot shall be counted to the full extent possible given the nature of votes that exist on the Ballot.

Close of Voting Procedures

If a Vote Tabulator has been used to tabulate the votes cast in a Voting Place, the Election Supervisor and one other Election Official will, after the close of voting, check the back-up compartment of the Ballot Box to ensure all Ballots have been tabulated, then immediately:

- a) Secure the Vote Tabulator against receiving any more Ballots;
- b) Cause the Vote Tabulator to print two Report Tapes indicating the total votes for each Candidate and any questions on the Ballot;
- c) Sign the Report Tapes along with any Candidates or Scrutineers who are present and wish to initial the Report Tape.

The Election Supervisor will then attach one signed Report Tape to the signed Report Tape generated prior to the opening of the Voting Place. The Report Tape generated at the close of voting is used by the Election Supervisor to reconcile all Ballots using the Voting Place Ballot Statement. Once the Voting Place Ballot Statement is completed, both the statement and the Report Tapes are placed in the Election Results Envelope to be delivered to the Town Clerk. The second copy of the signed Report Tape generated after the close of voting is to be placed in the Ballot Box.

The TDRO shall then remove one of the memory cards from the Vote Tabulator and give it to an Election Official who will bring it immediately to the location designated by the Town Clerk in order to have its contents safeguarded and/or uploaded into the Election Reporting System.

The TDRO or another Election Official will then package and transport the Vote Tabulator along with the election reports to the Town Hall designated secure storage location.

Each DRO in the Voting Place will:

a) Complete the DRO Ballot Statement, indicating the following items:

- Ballots received from the Town Clerk;
- Unused Ballots;
- Declined Ballots;
- Cancelled Ballots;
- Defective Ballots;
- Ballots taken from the Voting Place; and
- Ballots processed by the Vote Tabulator

Most Voting Subdivisions (Polls) will contain two (2) or more voting places. In these subdivisions, the statements from the two (2) or more DROs regarding "Ballots Received from the Town Clerk", "Unused Ballots", "Declined Ballots", "Cancelled Ballots", "Defective Ballots", "Ballots taken from the Voting Place" and "Ballots Processed by the Vote Tabulator" shall be added together and deemed to be one document for the purposes of ballot balancing by the Election Supervisor.

In addition to the foregoing, in the case where a poll receives the ballots from a Special Voting Place pursuant to Section 3 of this policy, the statements of the DROs regarding "Ballots Received from the Town Clerk", "Unused Ballots", "Declined Ballots", "Cancelled Ballots", "Defective Ballots", "Ballots taken from the Voting Place" and "Ballots Processed by the Vote Tabulator" shall be added together and deemed to be one document for the purposes of ballot balancing by the Election Supervisor.

b) Provide the Election Supervisor with the original copy of the completed Ballot Statement;

c) Provide the Election Supervisor with the Ballot Envelope containing a the completed Ballot Statement along with other specified election materials and documents, including separate sealed envelopes containing all "Unused Ballots", "Declined Ballots", "Cancelled Ballots" and "Defective Ballots."

- d) Place the remaining specified election documents and supplies in the container provided for that purpose.

The Election Supervisor will:

- a) Ensure all calculations and results as set out on the Ballot Statements are completed accurately, signed and dated;
- b) Using the Ballot Statements, complete the Voting Place Ballot Statement ensuring all Ballots reconcile correctly with the Ballot Statements;
- c) Place the original copies of the signed Voting Place Ballot Statement and Ballot Statements in the Election Results Envelope;
- d) Place into the Ballot Box a duplicate copy of the signed Voting Place Ballot Statement and all Ballot Envelopes containing duplicate copies of all completed Ballot Statements along with separate sealed envelopes containing all "Unused Ballots", "Declined Ballots", "Cancelled Ballots" and "Defective Ballots."
- e) Place other designated documents and election supplies into the Ballot Box;
- f) Seal the Ballot Box and personally deliver to the Town Clerk or Election Coordinator the Election Results Envelope, sealed Ballot Box and the containers containing all other election materials and supplies.

If a Vote Tabulator has been used to tabulate votes cast in a Voting Place but the tabulation of the votes cannot be completed because the Vote Tabulator is not operating or cannot be made to operate within a reasonable time following the close of voting, the Election Supervisor will, after the close of voting:

- a) Seal the Ballot Box in such a manner that it cannot be opened or any Ballots be deposited in it without breaking the seal;
- b) Secure the Vote Tabulator against receiving any more Ballots;
- c) Personally deliver the Ballot Box, Ballots, forms and election supplies to a place designated by the Town Clerk where a back-up Vote Tabulator is located;
- d) Follow the steps as set out in this procedure to ensure the totals of the back-up Vote Tabulator are zero (0) for all Candidates and questions on the Ballot;
- e) Assist the Election Official in following the steps as set out in this procedure for processing Ballots at the close of voting.

If a Vote Tabulator has not been provided at a Voting Place, the Town Clerk will designate a Voting Place to which the Ballots will be taken to be tabulated after the close of voting.

8. Advance Voting

One or more Election Supervisors will supervise each Advance Vote.

At each Advance Vote, the Election Supervisor will open the Voting Place following the procedures as set out under Section 7 of this policy.

At the close of each Advance Vote, the Election Supervisor will proceed as follows:

- a) Check the back-up compartment of the Ballot Box for Ballots to ensure that all Ballots have been processed;
- b) In accordance with the Vote tabulator instructions provided by tabulator equipment vendor/supplier, secure and shut down the Vote Tabulator against receiving more Ballots and return the tabulator for safe keeping in a secure location;
- c) complete the DRO Ballot Statement
- d) Return to the Town Clerk or Election Coordinator the sealed Ballot Box(es), forms, election documents and other supplies for safekeeping.
- e) Deliver to the Town Clerk or Election Coordinator a list of persons who voted as the Advanced Poll.

In accordance with the close of voting procedures established by this policy, the total of all votes cast at the Advance Votes will be tabulated and disclosed after 8:00 p.m. on Voting Day.

Vote Tabulators deployed at all Advance Voting Places and at designated regular Voting Places on Voting Day will be equipped with the Ballot Marking Device and other assistive devices to permit the casting of ballots by individuals with accessibility needs. The Vote Tabulator will record the vote in the same manner as a paper Ballot, as outlined in Section 9 of this policy.

9. Accessible Voting

Persons with disabilities represent a large and growing part of our population. About 1.8 million or 15 % of Ontarians have a disability. The Town of Essex recognizes that many members of our municipality may have special needs and as such is committed to make the 2018 municipal election as accessible as possible.

Accessible Voting Technologies – Advance Voting

Advance Voting Places will be equipped with Vote Tabulators (s) with Ballot Marking Devices, which permit the independent casting of Ballots by individuals with accessibility needs and those who cannot mark a paper Ballot with a Ballot Marking Pen. The system consists of the following four components:

- Image-Cast Vote Tabulator;
- Accessible Voting Handheld Controller (Figure 1) and a set of headphones that a Voter uses to interact with the system;
- External printer for printing the audio session Ballot once the Voter has made his or her selections; and
- Other input interfaces as necessary to accommodate a Voter's individual needs, including a Sip and Puff Input Interface and a Paddle Button Input Interface.

The Voter uses headphones to hear the Ballot presentation and a handheld controller device (Audio-Tactile Interface) to control the voting session and select Candidates as well as respond with a “yes” or “no” to questions on the Ballot. The Voter can also use the other available assistive devices such as sip and puff or paddles if they are unable to use their hands to press the selection buttons on the handheld controller.



Figure 1 - Accessible Voting Handheld Controller, with Braille labels and buttons of different colours and shapes for visually-impaired voters

When a Voter wishes to use the accessible voting equipment, the TDRO will assist the Voter into position close to the Vote Tabulator. The Voter will hear the audio ballot through the available headphones and use the Accessible Voting Handheld Controller or other assistive devices to adjust volume, speed of the audio presentation, move between contests, and select votes. The audio presentation will confirm votes selected for Voter verification. When the Voter has made and confirmed all their vote selections, they use the Accessible Voting Handheld Controller to direct the Ballot Marking Device to print their actual paper Ballot. The Ballot Marking Device will automatically process and print the full Ballot on the sheet complete with the vote markings selected by the Voter.

The printed Ballot is indistinguishable from a Ballot marked by hand. The Ballot Marking Device contains a library of random hand-made marking images that it uses to print the Ballot so the printed markings look just like marks made by hand with a Ballot Marking Pen.

This feature ensures that if the paper ballots are later reviewed by Election Officials, they will not be able to determine which Ballots were made by the Ballot Marker Device, thereby maintaining Voter privacy.

The printed paper Ballot emerges from the Ballot Marking Device and printer into a Secrecy Folder. The TDRO will then insert the Ballot face down into the scanner component of the Vote Tabulator. The scanner will be configured to perform a second independent review of the Ballot, by interpreting the vote markings in order to ensure the paper Ballot generated by the printer is correctly marked with the votes they selected. T

While an accessible voting session is underway, the Vote Tabulator can continue processing paper Ballots delivered to the TDRO by other Voters, allowing the Vote Tabulator to handle both voting channels and maintain the flow of Voters through the Voting Place.

Accessible Voting Technologies – Voting Day

A Voting Place or places will be located at designated location (s) on Voting Day specifically designated for persons with accessibility needs. The same procedures as set out above for Advance Voting Places will be used on Voting Day.

10. Candidates and Scrutineers

Candidates who appoint Scrutineers to represent them at a Voting Place shall do so in writing.

Scrutineers and Candidates have the following rights:

- a) to enter the Voting Place 15 minutes prior to the official opening in order to inspect the Ballots, Ballot Box, and other election documentation; however this right, and any actions taken in relation to it, shall not in any way impede or delay the opening of the Voting Place;

- b) to sign the Report Tapes which are generated by the Vote Tabulator prior to the opening of the Voting Place, at any point throughout the day should the Vote Tabulator need to be restarted or replaced, and at the conclusion of voting when the results have been tabulated;
- c) to object to a person voting. In the event a Scrutineer or Candidate objects to a person voting, it will be the responsibility of the Deputy Returning Officer to note the objection beside the name of the voter on the Voters' List, including the relevant facts of the objection provided by the Scrutineer or Candidate. If the Elector swears a Declaration of Identity to the effect that he or she is the person named on the Voters' List and has not already voted, he or she shall be issued a Ballot and be permitted to vote; and
- d) to observe the election process.

Scrutineers and Candidates shall:

- a) swear an Oath of Secrecy upon attending a Voting Place and before being permitted to remain in the Voting Place;
- b) notify the Election Supervisor in a Voting Place, or any Election Official within a Special Voting Place, of any concerns with respect to the conduct of the election process within the Voting Place, or Special Voting Place.

Scrutineers shall:

- a) be appointed in writing by the Candidate;
- b) produce, upon request by any Election Official or Elector, evidence of their appointment by the Candidate;
- c) leave the Voting Place when the Candidate enters the Voting Place;
- d) wear, at all times within the Voting Place, a button, sticker or other item supplied by an Election Official identifying them as a Scrutineer, without reference to a particular Candidate.

Scrutineers and Candidates shall not:

- a) compromise the secrecy of the voting;
- b) examine or object to Ballots or to the counting of votes on a Ballot as provided for in clauses 47(5)(e), 47(5)(f) and Subsection 54(3) of the Act;
- c) interfere or attempt to interfere directly or indirectly with how a Voter votes;

- d) interfere or attempt to interfere with an Elector who is marking a Ballot;
- e) obtain, or attempt to obtain, in a Voting Place, any information about how an Elector intends to vote or has voted;
- f) communicate any information about how an Elector intends to vote or has voted;
- g) display or distribute a Candidate's election campaign material in, or on the property of, the Voting Place;
- h) communicate, or attempt to communicate with any Elector on any matter;
- i) sit at any table used by any Election Official;
- j) use a cellular phone or other method of mobile communication within the Voting Place; and,
- k) attempt to directly or indirectly interfere with the duties of any Election Official.

Where a Candidate or Scrutineer violates any of the above noted prohibitions, an Election Supervisor in the case of a Voting Place, or any Election Official in the case of an Advance Voting Place or Special Voting Place, may order that individual to vacate the Voting Place. Once ordered, the individual shall vacate the Voting Place, shall not remain anywhere in, or on the property of the Voting Place, and may not return to the Voting Place. The decision of the Election Official is final and binding.

11. Emergency Situations

The Town Clerk may declare an emergency if he or she is of the opinion that circumstances have arisen that are likely to prevent the election from being conducted in accordance with the Act. This authority relates not only to the conduct of the vote but also to any aspect of the election process. When declaring an emergency, the Town Clerk will make such arrangements as she or he considers advisable for the proper conduct of the election. Such arrangements, if they are consistent with the principles of the Act, prevail over anything in the Act and regulations made under it. The emergency continues until the Town Clerk declares it has ended. If the declaration of any emergency is done in good faith, the declaration and the related arrangements will not be reviewed or set aside by a court on account of unreasonableness or supposed unreasonableness (Section 53, *Municipal Elections Act, 1996*).

12. Posting Results

The Town Clerk will, as soon as possible following Voting Day, declare the Candidate or Candidates having the highest number of votes for each office to be elected and publicly post the results along with the results of any questions on the Ballot.

13. Recounts

Subject to the order of a judge under Subsection 60(3) of the Act, if a recount of votes is held, the votes will be counted using the scanned image of each Ballot recorded on the Vote Tabulator. The Town Clerk shall attend the recount and bring the Vote Tabulators, Ballot Boxes and all documents that, in the opinion of the Town Clerk, are relevant to the recount. The recount will be limited to the Ballots tabulated by the Vote Tabulators during Advance Voting and on Voting Day.

Subject to an order of a judge under Subsection 60(3) of the Act, if a Vote Tabulator is used for a recount, those persons referred to in paragraph 2, 3 or 4 of Subsections 61(1), 61(2) or 61(4) will be able to examine the Ballots and dispute the validity of a Ballot or the counting of votes on a Ballot as provided for in Subsection 61(5) of the Act, as the Ballots are being fed into the Vote Tabulators by the Election Officials.

14. Retention of Records

The Town Clerk will retain, at the completion of the count, all Ballots, Vote Tabulator verification and certification records, Voting Place documents, elections reports and other completed election forms and documents for the same period as established by Section 88 of the Act.

15. Statement of Certification

These are the certified procedures for voting and for the use of vote counting equipment that shall be followed for the 2018 Municipal Elections in the Town of Essex.

These procedures may be amended from time to time as deemed necessary by the Town Clerk.

Dated at the Town of Essex this 18th day of December, 2017.



Robert W. Auger
Manager, Legislative Services/Clerk
Town of Essex



Report to Council

Department: Legal and Legislative Services
Date: December 18, 2017
Prepared by: Robert W Auger, Manager of Legislative Services/Clerk
Submitted by: Donna Hunter, Chief Administrative Officer
Report Number: Clerk 2017-013
Subject: 2017 Ward 3 By-Election Post Report
Number of Pages: 3

Recommendation(s)/Conclusion(s)

It is recommended that:

1. Report Clerks 2017-013 entitled: 2017 Ward 3 By-Election Post Report be received for Council information purposes.

Reason for Report

This Report is for the purpose of providing Council with a summary of the 2017 Ward 3 By-Election and its results.

Background

Ward 3 Councillor Bill Caixeiro filed his resignation in writing with the Clerk on July 3, 2017. Accordingly, Council at its July 24, 2017 special meeting passed By-Law 1627 to authorize: 1) the holding of a By-election in Ward 3 on October 23, 2017 in order to fill the vacancy created in the office of Councillor Ward 3 and 2) the use of a paper ballot (with mark sense technology) with optical scan tabulator machines for the purpose of conducting and counting the vote in the 2017 Ward 3 By-election. Council further passed on July 24, 2017 By-Law 1630 which authorized the holding of a Ward 3 By-election Advance Poll on October 14, 2017.

The Deadline for filing nominations was set as September 7, 2017 at 2:00 pm (Nomination day) and the closing date for voting was set as Monday October 23, 2017 at 8:00 p.m. (Election Day) in accordance with the timelines set out in the *Municipal Elections Act, 1996 S.O. 1996, c. 32. Sched. as amended (hereinafter “MEA”)*.

Following the close of the nomination period, the persons listed below were certified by the Clerk as Candidates in the 2017 Ward 3 By-election:

Hammond, Rodney
Jenner, Mike
Kokovai, Richard William
Rogers, Ronald Stewart

The By-election vote and vote counting was conducted using marked paper ballots (mark sense technology) together with optical scan tabulator machines employed at designated locations for the Advance Poll and on Election Day. This method of voting represented a shift or change from the methods employed by the Town in past elections. The mail-in vote method was used in the 2014 and 2010 Municipal general elections. The last “in person” method of voting was in the 2006 Municipal general election however for that election optical scan tabulators were not used and instead the traditional system of counting votes was employed. To facilitate this change in vote method and vote counting technology an equipment and service contract was entered into with Dominion Voting in order to use their Image Cast Precinct Tabulators (hereinafter “Tabulators”). Attached as Schedule “A” to this Report is an excerpt from the Dominion Voting Proposal which highlights the technology and its benefits. The main benefits of a ballot tabulation system are speed, accuracy, and cost-savings on election staff:

- The ability to automatically generate election results quickly, greatly improving the efficiency of the election;

- The system removes human subjectivity from the election. All ballots will be scanned and tabulated exactly the same across the whole election, providing an unprecedented level of fairness and accuracy. In addition, there is a full audit trail, including a digital image of every ballot, to ensure you have all the information you need in case of close results or potential recounts; and
- The system removes the need for staff to perform the lengthy, costly, and error prone task of counting ballots.

The Tabulators were deployed at the Advance Poll (held October 14, 2017 between the hours of 9:00AM and 4:00PM at the Harrow and Colchester South Community Centre, 243 McAfee Street) and at the two locations designated for Election Day (Harrow Agricultural Hall, 134 McAfee Street, Harrow (Polls 1-2 and 5-9) and Colchester Community Centre, 100 Jackson Street at Colchester Harbour (Polls 3-4)).

From the feedback received by the Clerks Department and other election officials, the tabulators were received well by the electorate. The process was easy to understand and exceptionally quick with most voters being able to walk into the voting stations and complete the voting process in under 5 minutes. There were no delays experienced and no significant issues that arose with the use of this technology.

Voter Turnout

There were 4,825 eligible voters on the Voters List on Election Day. There were 1,067 electors that participated in the By-Election, resulting in a 22.1% voter turnout.

While it is arguably difficult to compare voter turnouts from prior elections and perhaps even more difficult to compare voter turnout in a By-election to that of a general election, voter

turnout in Ward 3 in the 2014 general municipal election was at 53% of eligible voters. The only local basis for comparison would be the Town of Tecumseh which held a By-election 2016 using internet and telephone voting and experienced a 45.1% voter turnout.

While election officials strive to achieve a high voter turnout there are many factors that can affect voter turnout upward or downward, most of which are outside the control of an election official.

Some of these factors include:

- Number of positions being elected
- Number of candidates
- The presence or lack of major controversial issues
- The timing of the election (i.e. time of year)
- Accessibility and convenience of voting for electors
- In the case of polling stations, the weather

The fact that it was a by-election to fill a vacancy for the remaining 12 months of the current council term may or may not have been a factor for the voter turnout that resulted. The fact that the vacancy was created during the summer may or may not have been a factor as a portion of the electorate may not have been aware that there was a By-election to be conducted.

Certainly best efforts were made to encourage a high voter turnout. The Clerks Department advertised extensively, engaged social media and even incurred additional expenses (i.e. Voter Notification cards) in order to try get the word out to the electorate that there was a By-election in process. Two well-known and accessible locations were selected for voting day and an advance poll made available. Together with the speed and ease of use of the optical scan tabulator machines it is arguably not likely that accessibility or convenience of voting

was a factor in the low voter turnout. While there are many factors that could have been involved it is difficult to determine precisely why the voter turnout in the Ward 3 By-election was low in this particular case.

Voting Results

The following table provides the results of the 2017 Ward 3 By-election.

Candidate	Office	Votes
Hammond, Rodney	Ward 3 Councillor	250
Jenner, Mike	Ward 3 Councillor	237
Kokovai, Richard William	Ward 3 Councillor	25
Rogers, Ronald Stewart	Ward 3 Councillor	555

The successful candidate Ronald Stewart Rogers received 52% of the votes and was accordingly sworn in as a Ward 3 Councillor on November 30, 2017.

The results of the voting were returned at 8:15 p.m. on Election Day, following the close of the polls at 8:00 p.m.

Accessible Voting

During the Ward 3 By-Election, Dominion Voting provided accessible voting equipment with a ballot marking device for the primary voting location at the Harrow Agricultural Building.

Assistive devices included headphones with disposable headphone covers and a choice of three interfaces. Using the interface of their choice, the voter would listen to audio instructions and make choices as per the directions provided. The three interfaces offered were as follows:

- Audio Tactile Interface (ATI) device (handheld controller)

- Paddle Device
- Sip and Puff Device

The accessible voting equipment was connected to a printer that could transfer the voter's selections onto a ballot using a ballot marking device. The printed ballot would be indistinguishable from ballots marked with markers and would be processed through the optical scan tabulator

In preparation for the Ward 3 By-Election, election officials were trained on the use of all assistive devices and were prepared to respond to requests for their use. On Election Day no voters requested use of the accessible voting equipment.

Financial Impact

The final cost of the by-election is approximately \$29,000. The Initial estimated cost of the 2017 By-election was in the range of \$15,000-\$20,000. However in the process of preparing for and conducting the election it was determined to be necessary and in the best interests of the Town to incur additional expenses relating to :1) the decision to lease and make available accessible voting equipment for both the advance poll and on election day (this was an additional add on component to our contract with Dominion voting) and 2) the decision to employ and mail out Voter Notification Cards as an additional method to try to inform and bring the By-election to the attention of the eligible voters.

In addition, the decision was made to lease three (3) tabulator machines .This was done in order to make voting available on election day at a second location (Colchester Harbour) so that the majority of the residents in Colchester village area (Ward 3 Polls 3 and 4) would have access to a closer voting station at the Harbour.

Finally as it was the Town's first time using the optical scan tabulator system of voting it was difficult to anticipate or ascertain the volume and speed/efficiency at which voters could be processed at the voting stations on Election Day and so the Clerks Department erred on the

side of caution in deciding upon the quantity of election workers to have in place at each of the voting locations on election day. After now having the opportunity to conduct and observe the election using this technology and voting process it is anticipated that proportionately fewer election workers will be required in the 2018 General Election

Link to Strategic Priorities

This report meets the strategic goals of enhancing Communications and Community Engagement.

Reviewed by: Donna Hunter, Chief Administrative Officer, Concur

IMAGECAST® PRECINCT TABULATOR

The ImageCast® Precinct tabulator is the main component of our automated paper ballot optical scan tabulation system.

The system is designed to scan marked paper ballots, interpret voter marks on the paper ballot, safely store the paper ballot, and tabulate each vote from each paper ballot.

The tabulator reads single and double-sided ballots in all four orientations, and accepts coloured stock, striping and coloured headers (used to distinguish ballot styles).



ImageCast Precinct Tabulator

At the voting location, the voter makes their selections by filling in the voting targets next to their choices on the paper ballot, using a standard marking pen. The voter (or election official in the presence of the voter) then inserts the ballot directly into the tabulator, which performs the following functions:

- scans the ballot, and produces a digital image of the ballot
- Interprets the votes as shown on the digital image, and appends to the bottom of the image a record of how that ballot was counted on Election Day (known as the AuditMark® feature).
- Redundantly stores and tallies the results
- Prints cumulative result totals of all votes cast after the polls have been closed



ImageCast Precinct Tabulator on Large Cardboard Ballot Box

AUDITING & TRANSPARENCY

The most important question regarding a tabulation system is *'How do I know every ballot was counted correctly?'* Attempting to answer this question was one of the founding principles of Dominion Voting.

With legacy ballot tabulation equipment, the only way to audit the machine was to count each ballot by hand, for every machine involved, and compare that to the machine total. However, the hand counting method itself is susceptible to counting errors, making the process ineffective. Ballot faces with multiple contests, different rules (vote for one only, or not more than 4), etc., make hand counting even more difficult and error-prone. Finally, when a discrepancy was discovered, there was absolutely no way to determine which specific ballot was miscounted.

Dominion's revolutionary tabulation system solves all these problems.

With Dominion's patented audit trail technology, **our system is the only one that stores a complete image of every ballot cast, along with the audit trail for that ballot visually affixed to the image.** The audit trail shows how the tabulator interpreted that ballot when it was cast. By viewing this image, an election official can easily verify that the tabulator has correctly interpreted the voter marks on the ballot. Furthermore, by randomly opening a small number of image files and verifying that the audit trail displays the correct results, the election official can quickly develop a high level of confidence that all of the ballots have been interpreted correctly.

In practice, this ballot audit trail image feature can be used as:

- a method to test machine integrity before an election
- a method of obtaining confidence that the equipment is functioning properly
- a method to completely audit the entire election
- a method to avoid recounts

Whenever a candidate is considering applying for a recount, all that is needed is to sit down with that candidate and go through the image files. In our experience, we have never seen a candidate or any other election agent question the ability to completely and fully audit the Dominion tabulation process. In the past, our audit features have prevented the need for recounts and/or the complete re-running of elections, which illustrates the peace of mind the Dominion system can offer election officials.

Every Returning Officer who has faced the prospect of a judicial recount using the Dominion system has claimed they would never consider running an election again without Dominion's level of auditing and transparency. Our revolutionary audit features are also the reason why countries such as the United States are adopting these concepts into regulatory rules (2005 FEC guideline based on the IEEE recommendation of digital imprinting of every ballot for audit purposes).

A Dominion Exclusive - AuditMark® Ballot Audit Feature

Dominion Voting has created a patented process that not only images and stores a copy of the ballot, but also records on that image how that ballot was counted by the scanner on Election Day (see Figure below). Using this process, the comparison can easily be made by any Election Official.

Ballot image with audit trail:

This is a sample ballot image for a ballot processed by the system. All ballots are imaged and stored for auditing purposes. The image contains:

1. Image of front side of ballot
2. Clear image of all text, ballot identifiers, candidates and voter markings.
3. Ballot-level audit trail feature showing the results interpreted by the system for this ballot.
4. If the reverse side of the ballot is used, the image is also captured

Demonstration Ballot
Anywhere County, CA
Tuesday, November 8, 2017

Instructions
Making Selections

To vote, completely fill in the oval to the left of your choice. Use only the marking pen provided. You do not have to vote in every race.

If you make a mistake, ask a poll worker for a new ballot. If you erase or make any other marks, your vote may not count.

Optional write-in:
● or write-in:
Ann

To add a candidate, fill in the oval to the left of "or write-in" and print the name clearly on the dotted line.

President and Vice President of the United States
Vote for 1 pair

○ Joseph Barahol and Joseph Hallaren Blue
○ Adam Cramer and Greg Vuocola Yellow
○ Daniel Court and Amy Blumhardt Green
● Alvin Boone and James Lian Grey
○ or write-in:

U.S. Representative
Vote for 1

○ Brad Plunkard Blue
○ Bruce Roeder Yellow
● Brad Schott Green
○ or write-in:

County Commissioners
Vote for up to 2

● Camille Argent Blue
● Chloe Witherspoon Yellow
○ Amanda Marascini Green
○ or write-in:

U.S. Senator
Vote for 1

● Dennis Wolford Blue
○ Lloyd Garrie Yellow
○ Bybly Wentworth Grey
○ John Hewetson Grey
○ or write-in:

Judge Retention: State Supreme Court
Vote yes or no

Keep Robert Demargue as Chief Justice of the State Supreme Court?
● Yes
○ No

Ballot Measure 101: Ballot Usability
Vote yes or no

Was this ballot easy to use?
This ballot was inspired by the EAC best practices report for ballot design. It uses sample content originally developed by the National Institute of Standards and Technology (NIST). Based on the instructions, ballot layout, and overall appearance, did you find this ballot easy to use?
● Yes
○ No

BALLOT MANIFESTATION ID: 2

Contest: President and Vice President of the United States
Choice: Alvin Boone and James Lian (Grey); Mark: Mark level: 100

Contest: U.S. Senator
Choice: Dennis Wolford (Blue); Mark: Mark level: 100

Contest: Ballot Measure 101: Ballot Usability
Choice: Yes; Mark: Mark level: 100

Contest: U.S. Representative
Choice: Brad Schott (Green); Mark: Mark level: 100

Contest: County Commissioners
Choice: Camille Argent (Blue); Mark: Mark level: 99
Choice: Chloe Witherspoon (Yellow); Mark: Mark level: 100

Contest: Judge Retention: State Supreme Court
Choice: Yes; Mark: Mark level: 100



Report to Council

Department: Legal and Legislative Services
Date: December 18, 2017
Prepared by: Robert W Auger, Manager of Legislative Services/Clerk
Submitted by: Donna Hunter, Chief Administrative Officer
Report Number: Clerks 2017-014
Subject: Court of Revision for Thompson Drain: Bridges for Kelly Strong and 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 as per Report prepared by Gerard Rood, Professional Engineer, Rood Engineering Ltd. dated October 11, 2017

Number of Pages: 3

Recommendation(s)/Conclusion(s)

That Deputy Mayor Meloche, Councillor Snively and Councillor Voakes be selected and appointed to sit as members of the Court of Revision for the Thompson Drain: Bridges for Kelly Strong and 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, pursuant to the Report prepared by Gerard Rood, Professional Engineer, Rood Engineering Ltd. and dated October 11, 2017 (hereinafter the "Report"), such Court of Revision to be scheduled for 5:00pm on February 5th, 2018, in the County of Essex Civic Centre Council Chambers, 360 Fairview Avenue West, Essex Ontario; and

That By-law 1666 being a by-law to provide for the Thompson Drain: Bridges for Kelly Strong and Davin & Karen Kendrick and Updated Maintenance Schedule be read a first and second time and be provisionally adopted on December 18, 2017.

Reason for Report

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

Background

Rood Engineering was instructed by the Town of Essex on or about April 7, 2016 to prepare a report for the above referenced Thompson Drain pursuant to Section 78 of the Drainage Act.

On October 11, 2017 the Report was prepared by Rood Engineering Inc. to provide the details, estimates and assessments therein.

A Consideration Meeting for this Report was held on December 4th, 2017 at which time said Report was adopted as presented with direction to prepare a provisional By-Law.

Appointment of Court of Revision Members:

At its September 19, 2016 Regular Council Meeting Council resolved as follows:

" Moved by Councillor Caixeiro

Seconded by Councillor Snively

(R16-09-412) That a new policy be established for selecting names to sit on the Court of Revision, that Council's names be placed on the list alphabetically and as needed moved down the list, if your name is selected and you are unable to meet this commitment it will be your responsibility to contact the next available Council member. "Carried"

As a result of Resolution R16-09-412 the following is the Alphabetical list of Council names that was thereafter established for the purpose of a rotating alphabetical roster for selecting future Court of Revision members:

Ward 1 Councillor Steve Bjorkman

Ward 4 Councillor Sherry Bondy

Ward 3 Councillor Bill Caixeiro

Mayor Ron McDermott, Chair

Deputy Mayor Richard Meloche

Ward 3 Councillor Larry Snively

Ward 1 Councillor Randy Voakes

With the resignation of former Ward 3 Councillor Bill Caixeiro on July 4, 2017 and subsequent election of Ward 3 Councillor Ron Rogers on October 23, 2017 to fill the Council vacancy created as a result thereof, it is proposed that for the remainder of the current term of Council, Councillor Rogers spot in the Alphabetical roster list remain in the same rotational order formerly occupied by former Councillor Caixeiro.

At the last Court of Revision held August 8 2017 (Court of Revision for the Malden Road Drain & Extension Bridge for Richard & Kimberly Myers) Councilor Bjorkman, Councilor Voakes (in substitution for Ward 4 Councilor Sherry Bondy) and Mayor Ron McDermott sat as members of the Court of Revision.

Therefore it is recommended that (in accordance with R16-09-412), Deputy Mayor Meloche Councillor Snively and Councilor Voakes be therefore selected and appointed to sit as members of the Court of Revision for the Thompson Drain: Bridges for Kelly Strong and Davin & Karen Kendrick and Updated Maintenance Schedule Geographic Township of Colchester North, Project REI 2016D025.

It is further recommended that By-law 1666 adopting the recommendations in the Rood Engineering Report dated October 11th 2017 be provisionally adopted so that said Report can proceed to the Court of Revision specified in this report.

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

Financial Impact

There is no financial impact.

Link to Strategic Priorities

None

The Corporation of the Town of Essex

By-Law Number 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

Whereas the Town of Essex Drainage Department recommended that Council appoint a Drainage Engineer to prepare a drainage report 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

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

And Whereas a drainage report dated October 11th, 2017 and considered by Council at its December 4th, 2017 Consideration of Report meeting, has been procured and made by Gerard Rood, Professional Engineer, Rood Engineering Inc. and that the said report is attached hereto and forms part of this by-law;

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

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

1. That the considered report dated October 11th, 2017 and attached hereto as Schedule A to this By-law is hereby adopted and the said drainage works and/or improvements as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.

2. That the Corporation of the Town of Essex may borrow on the credit of the Corporation the amount of \$53,600.00, the amount necessary for the construction of the said drainage works.
3. That the Corporation may issue debentures for the amount borrowed less the total amount of:
 - Grants received under Section 85 of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended, 2010;
 - Commuted payments made in respect of lands and roads assessed within the Municipality;
 - Money paid under Section 61(3) of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended 2010;

and such debentures shall be made payable within (5) five years from the date of the debenture and shall bear interest at a rate not higher than the lending rates published by Infrastructure Ontario for municipalities.

4. That a special equal annual rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule, to be collected in the same manner as other taxes collected in each year for (5) five years after the passing of this by-law.
5. For paying the amount assessed upon the lands and roads belonging to or controlled by the Municipality, a special rate sufficient to pay the amount assessed plus interest thereon, shall be levied upon the whole rateable property in the Town of Essex, in each year for five years after the passing of this by-law to be collected in the same manner and at the same time as other taxes are collected.
6. All assessments of \$500.00 or less are payable in the first year in which the assessment is imposed.
7. The by-law comes into force on the passing thereof and may be cited as "Thompson Drain: Kelly Strong Bridge and Bridge for Davin & Karen Kendrick".

**Read a first and a second time and provisionally adopted on December 18,
2017**

Mayor

Clerk

Read a third time and finally passed on

Mayor

Clerk

SCHEDULE A



Report to Council

Department: Legal and Legislative Services
Date: December 18, 2017
Prepared by: Laurie Brett, Deputy Clerk
Submitted by: Rob Auger, Clerk
Report Number: Clerk 2017-015
Subject: Procedural By-law Amendments Required to Comply with Bill 68, *Modernizing Ontario's Municipal Legislation Act, 2017*
Number of Pages: 5

Recommendation(s)/Conclusion(s)

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

1. That Report Number Clerk 2017-015 entitled "Procedural By-law Amendments Required to Comply with Bill 68, *Modernizing Ontario's Municipal Legislation Act, 2017*" be received;
2. That the "housekeeping" amendment to align the definition of "meeting" with the definition provided in Bill 68, be adopted; and
3. That the "housekeeping" amendment to add four new discretionary exceptions to the open meetings requirement set out in subsection 3.4.1, be adopted.

Reason for Report

To propose minor "housekeeping" changes to Procedural By-law 1592 to align the by-law with statutory changes through Bill 68 that come into force on January 1, 2018.

Background

At the November 6, 2017 regular meeting of Council, Chief Administrative Officer Donna Hunter gave a verbal report and presentation on Bill 68, the *Modernizing Ontario's Municipal Legislation Act, 2017*. Among other things, Bill 68 makes changes to the *Municipal Act, 2001* that come into force on January 1, 2018.

The purpose of this report is to address minor “housekeeping” changes to Procedural By-law 1592 that will bring it in compliance with Bill 68. The Clerk’s Department anticipates returning to Council in early 2018 with a report that addresses the establishment of the role and duties of the elected office of Deputy Mayor.

In addition, the Clerk’s Department will begin work on developing recommendations that address the more complex requirements under Bill 68 coming into effect on March 1, 2019. Among other things, these requirements include changes to the conflict of interest framework, the requirement for a mandatory code of conduct for local boards, and the expanded role of the Integrity Commissioner.

Matters for Council to Consider at This Time

The two “housekeeping” matters that Council is asked to consider are as follows:

1. Definition of “Meeting”

As of January 1, 2018, Bill 68 expands the definition of “meeting” in section 238 (1) of the *Municipal Act, 2001* as follows:

“meeting” means any regular, special or other meeting of a council, of a local board or of 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 the council, local board or committee.

The current definition of “meeting” in Procedural By-law 1592 is as follows:

“Meeting” means a gathering of Members of Council, a Committee, Sub-Committee or Local Board to transact business for a length of time during which there is no cessation of

proceedings and the Members do not separate, except for a short recess, and includes regular, special, inaugural, public, committee, closed or other Meetings.

To align the definition of “meeting” in the procedural by-law with the definition provided in Bill 68, the following wording is proposed:

“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.

2. Exceptions to the Open Meetings Requirement

Section 239 (2) of the *Municipal Act* currently allows seven discretionary exceptions to open meetings:

- 1) Security of municipal property;
- 2) Personal matters about an identifiable individual;
- 3) Proposed/pending acquisition/disposition of land;
- 4) Labour relations or employee negotiations;
- 5) Litigation or potential litigation, including matter before tribunal;
- 6) Advice subject to solicitor-client privilege;
- 7) Matter that may be held as Closed Meeting under another Act.

Subsection 3.4.1 of Procedural By-law 1592 includes these seven discretionary exceptions and also lists two statutory exceptions:

- 8) Consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if Council is head of an institution for the purposes of that Act; and
- 9) 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*.

To align the list of exceptions found in the procedural by-law with the list of exceptions provided by Bill 68, the addition of the following four new discretionary exceptions is proposed:

10) 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;

11) 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;

12) 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

13) 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.

On the matter of closed meetings, Bill 68 amends section 239.2 of the *Municipal Act* related to closed meeting reports, effective January 1, 2018. If an investigator finds that a meeting was closed to the public contrary to section 239 or to a procedural by-law under subsection 238(2), the council is required to pass a resolution stating how it intends to address the closed meeting report. A change to the procedural by-law is not required on this matter. Council is simply reminded of this statutory obligation in the event that a closed meeting report is received in future.

Financial Impact

There are no financial costs associated with making these changes to the procedural by-law.

Link to Strategic Priorities

This report meets the strategic goal of enhancing the visibility and transparency of Council to the community.

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

Reviewed by: Donna Hunter, Chief Administrative Officer, Concur

The Corporation of the Town of Essex

By-law Number 1665

Being a by-law to Amend By-law 1592 setting out Rules of Procedure for the Conduct of Meetings of the Municipal Council and its Committees and Boards

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

And whereas By-law 1592 sets out the Rules of Procedure for conducting meetings of Council and its Committees and Boards;

And whereas Council of the Town of Essex deems it expedient to revise the procedural rules to reflect changes to the *Municipal Act*, 2001 that come into force on January 1, 2018 as a result of Bill 68, the *Modernizing Ontario's Municipal Legislation Act*, 2017;

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

1. That the definition of "Meeting" in subsection 1.3 of By-law 1592 be amended as follows:
"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;
2. That the discretionary exceptions to the open meetings requirement set out in subsection 3.4.1 of By-law 1592 be amended to add the following four new discretionary exceptions:
 - 10) 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;
 - 11) 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;

12) 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

13) 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.

Read a first, a second and a third time and finally passed on December 18, 2017.

Mayor

Clerk

Tracey Stands in the House to Honour Local Hero and Veteran, Tom Robson

December 8th, 2017 - 11:37am

Ms. Tracey Ramsey (Essex, NDP):

Today I rise in this House deeply saddened by the loss of a dear friend and community hero- Tom Robson. Tom was a WWII veteran who died yesterday at the age of 94 and he will be so deeply missed.

Tom joined the navy in Windsor on May 6, 1941 and fought in the Battle of Madagascar defending ports in South Africa, Malta, Sri Lanka, Mumbai, Kolkata and many more in the Indian Ocean. He spoke of the war, matter of factly.

He once told me “We were deep in enemy territory, laying mines in water laced with enemy traps, with U-boats travelling beneath us and air bombers flying over top of us”.

After the war ended, Tom was discharged and he returned to Windsor to reunite with his family. He knew the importance of community setting an example for all through his service in the Royal Canadian Legion Branch 201 and the Knights of Columbus, Tom volunteered with St. Vincent de Paul and the Essex Food Bank. He also drove cancer patients to and from their treatments and appointments.

The people of Essex honoured Tom’s service last month at a dinner I attended where he was named the 2017 Essex Citizen of the Year!

Tom - thank you for your kindness, selflessness, courage, strength and friendship. You will be missed by all.

From: Tompsett, Andrew [<mailto:Andrew.Tompsett@lhins.on.ca>]
Sent: Tuesday, December 5, 2017 1:43 PM
To: CouncilClerks <CouncilClerks@essex.ca>
Subject: News Release - Ontario Reducing Carbon Footprint, Boosting Care at Hospitals

Good afternoon,

The Erie St. Clair LHIN (ESC LHIN) is pleased to announce the Hospital Energy Efficiency Program. This program will help hospitals save energy and encourage the use of more renewable energy technologies. Hospitals across the ESC LHIN are receiving \$2.4 million in funding for their energy-efficiency projects.

Please see the attached news release for additional information.

For information specific to each hospital's project, please contact the hospital's Communications Department.

For general information please contact Shannon Sasseville, Director of Communication, Public Affairs, and Organizational Development at 519-351-5677 ext. 3225 or at shannon.sasseville@lhins.on.ca

Have a great day,

Andrew Tompsett
Lead, External Communications
Erie St. Clair Local Health Integration Network
Réseau local d'intégration des services de santé d'Érié St-Clair
180 Riverview Drive, Chatham ON N7M 5Z8
Telephone/Téléphone: 519-351-5677 x.3209
Fax/Télécopieur: 519-351-9672
Email/Courriel : Andrew.Tompsett@lhins.on.ca
Websites/Sites Web: www.healthcareathome.ca/eriestclair |
www.eriestclairlhins.on.ca

Ontario Reducing Carbon Footprint, Boosting Care at Hospitals in Erie St. Clair

Energy Savings to be Reinvested in Patient Care

NEWS

December 5, 2017

Ontario is investing in hospitals to improve energy efficiency, reduce greenhouse gases, and redirect savings into patient care across the province.

The Erie St. Clair LHIN (ESC LHIN) is pleased to announce the Hospital Energy Efficiency Program. This program will help hospitals save energy and encourage the use of more renewable energy technologies. Hospitals across the ESC LHIN are receiving \$2.4 million in funding for their energy-efficiency projects.

Hospital	Project	Investment
Bluewater Health	Pneumatic to DDC Upgrades	\$400,000
Erie Shores Health Care	Lighting Equipment Replacement	\$70,000
CKHA – Chatham Site	Built-Up Roofing & Exterior Windows Upgrade	\$282,000
CKHA - Sydenham District Hospital	Heating Generation System, Cooling Generation System and Internal Distribution	\$1,500,000
Windsor Regional Hospital	Roofing Repair and Upgrade	\$150,000

This year, Ontario is funding 180 projects at 98 hospitals across the province, including 117 heating, ventilation, and air conditioning projects, 35 lighting projects and 28 projects that address other energy efficiency needs at hospitals. As a result of these and other improvements, almost five megatons of carbon dioxide equivalent gases are expected to be eliminated from the environment by 2050, the equivalent to taking about 40,000 vehicles off our roads. By 2020-21, it is estimated that over \$60 million will be generated in annual energy-related savings.

This program is an initiative of the Climate Change Action Plan and uses proceeds from Ontario's carbon market to modernize facilities such as hospitals, universities, and heritage buildings.

Improving patient care at hospitals across the province is part of Ontario's plan to create fairness and opportunity during this period of rapid economic change. The plan includes a higher minimum wage and better working conditions, free tuition for hundreds of thousands of students, easier access to affordable child care, and free prescription drugs for everyone under 25 through the biggest expansion of medicare in a generation.

QUOTES

"The Hospital Energy Efficiency Program is another example of the government's commitment to reducing the environmental impact of our health care system. These new investments will help ensure hospitals can focus on helping patients get timely access to appropriate, high-quality health care within a sustainable system."

— Dr. Eric Hoskins, Minister of Health and Long-Term Care

“Ontario’s actions to help hospitals fight climate change and improve energy efficiency will reduce greenhouse gas pollution, increase patient comfort and redirect savings into patient care across the province. Our Climate Change Action Plan and carbon market are working together to help reduce greenhouse gas pollution and save energy costs while ensuring a cleaner, healthier, and more prosperous low-carbon future for all Ontarians.”

— Chris Ballard, Minister of the Environment and Climate Change

“A health care system is more than just what is done to keep ourselves feeling well. A health care system also includes investing in our hospitals to run optimally in order that they are accessible when people need care the most. The new provincial HEEP funds will help ensure that our hospitals are delivering the best care for our communities.”

— Ralph Ganter, CEO, Erie St. Clair LHIN

QUICK FACTS

- Ontario is investing \$64 million this year in the Hospital Energy Efficiency Program.
- As part of the [2017 Budget](#), Ontario is also spending an additional \$9 billion for new hospital projects, bringing the total planned investment in hospital infrastructure to more than \$20 billion over the next 10 years.
- Ontario is making the largest investment in hospitals, schools, public transit, roads, and bridges in the province's history – more than \$190 billion in public infrastructure over 13 years, starting in 2014-15. To learn more about what's happening in your community, go to Ontario.ca/BuildON.
- The Climate Change Action Plan and carbon market form the backbone of Ontario's strategy to cut greenhouse gas pollution to 15 per cent below 1990 levels by 2020, 37 per cent by 2030 and 80 per cent by 2050. The government will report on the plan's implementation annually and review the plan at least every five years.
- Ontario's carbon market proceeds will be invested into projects that help families lower their energy costs and save money.

LEARN MORE

- Read more about Erie St. Clair LHIN at www.eriestclairhin.on.ca
- [Climate Change Action Plan](#)
- [Cap and Trade Program](#)
- [Patients First: Action Plan for Health Care](#)
- [2017 Ontario Budget](#)
- [Building Together, Ontario's Long-Term Infrastructure Plan](#)

- 30 -

For information specific to each hospital's project, please contact the hospital's Communications Department.

For general information please contact Shannon Sasseville, Director of Communication, Public Affairs, and Organizational Development at 519-351-5677 ext. 3225 or at shannon.sasseville@lhins.on.ca

Essex Accessibility Advisory Committee

Meeting Minutes

The Essex Accessibility Advisory Committee meets in session this 21st day of September, 2017 at the Essex Municipal Office.

This meeting was called to order at 10:00 a.m.

1. Roll Call

	Lisa Wallace, Chair
	Richard Kokovai, Vice Chair
	Jim Slikboer-Boose
	Rob McLean
	Claudette Gauthier
Also Present:	Debbie Alexander
	Lynn Moroz, Secretary
Absent:	Earl Brownell
	Darlene Edwards
	Geraldine Dozois
	Julia Welch
	Councillor Sherry Bondy
	Doug Sweet, Director of Community Services
	Donna Hunter, Director of Corporate Services/Treasurer

2. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

4. Adoption of Published Agenda

a) Thursday, September 21, 2017 Essex Accessibility Advisory Committee Agenda

Moved by Richard Kokovai

Seconded by Rob McLean

(EAAC17-09-005) That the Thursday, September 21, 2017 Essex Accessibility Advisory Committee Agenda be adopted as received. "Carried"

5. Adoption of Minutes

a) Tuesday, May 23, 2017 Essex Accessibility Advisory Committee Minutes

Moved by Rob McLean

Seconded by Claudette Gauthier

(EAAC17-09-006) That the Tuesday, May 23, 2017 Essex Accessibility Advisory Committee Minutes be adopted as received. "Carried"

6. Public Presentations

There were no public presentations.

7. Unfinished Business

a) Festival Events – Invitation to organizers of outdoor events in the Town of Essex to share the success and challenges of providing accessibility in these events.

Lisa suggested that the Committee invite organizers of outdoor events in the Town of Essex to share the success and challenges of providing accessibility in the festival events.

Lynn reported that that the Director of Community Services had suggested the Committee make up a list of things the Committee would want to see to make an event accessible. This list could then be distributed through the SERTS Committee who is involved with events in the Town.

Richard wondered if there might be a list already prepared by another group that the Committee would be able to use.

Jim volunteered to look into the matter and see what he could come find.

Moved by Richard Kokovai

Seconded by Claudette Gauthier

(EAAC17-09-007) That Jim Slikboer-Boose investigate suggestions for event organizers to make them accessible and report back to the Committee. "Carried"

b) Update on Mobi-Mat and Aquatics Lift

Lynn advised the Committee that she had spoken to the Director of Community Services and had received a verbal report on the mobi-mat and aquatics lift.

Mr. Sweet had advised that the mobi-mat and a ramp was part of the Five Year Capital Plan. He noted that without a ramp down to the beach it would be difficult to access the mobi-mat, which is a floating pad that allows scooters, wheel chairs and strollers access to the beach. His thought was that the ramp should go in first followed by the mobi-mat. Hopefully monies could be obtained through grants for the ramp.

Lynn also brought a message from Councillor Bondy in which she asked if any of the Accessibility Committee members would be interested in fund raising for the mobi-mat. She hoped to raise half the cost of the mobi-mat.

The Committee felt they needed to know the total cost of the mobi-mat and a timeline of the projects.

Moved by Richard Kokovai

Seconded by Claudette Gauthier

(EAAC17-09-008) RECOMMENDATION: That the Town of Essex continue with the ramp and mobi pad. "Carried"

c) Aquatics Lift Update

The Aquatics Centre is in the process of getting quotes for the lift.

9. Reports

a) Accessibility Directorate AAC Forum – April 26, 2017

On April 26th, Richard attended the Accessibility Directorate AAC Forum at the University of Windsor. He reported that the keynote speaker was a former member of the National Hockey League, Jim Kyte. Mr. Kyte is legally deaf and attributed his success to his parents who instilled in him that he was no less than anyone else, just different. He got into hockey and adapted in order to play. He lives by the five "p's" – perspiration, positive attitude, preparation, perseverance and passion which equates into performance.

Some of the workshop speakers were:

- Jim Sanders, CEO of the Canadian National Institute for the Blind who said he was an abled bodied person who was blind. He believed the greatest barrier is the blind towards sight, and the greatest threat;
- Thomas Merritt, a rower and volunteer adaptive sports coach in Sudbury started an accessible sporting program that offers rowing and paddling to people of all

abilities. He changes people's perception and believes partnership is important to the long term success and;

- Peter Armstrong of Accessible Media Inc. who spoke on the future of accessibility. He teaches people to make media more inclusive.

Richard also passed around a booklet he received at the forum regarding Accessibility Resources in Ontario. The Committee requested the secretary to see if she could get more copies.

10. Correspondence

11. New Business

a) County of Essex Accessibility Workshop

The Accessibility Workshop hosted by the County of Essex is being held on Tuesday, October 24th at Heritage Alliance. Registration is necessary for attending so please contact the Secretary if you wish to attend.

b) Innovative Accessible Devices

Lisa advised the Committee of an opportunity to provide input with the University of Windsor EpiCentre who is working with Hotel Dieu Grace Healthcare to gather ideas about gaps in assistive devices and exploring the capability of 3D printing. They will choose a few projects to produce by January that can be marketed and mass produced locally. They are looking for the identification of needs for new or improved devices.

11. Notice of Motion

12. Adjournment

Moved by Jim Slikboer-Boose

Seconded by Richard Kokovai

(EAAC17-09-009) That this meeting adjourn at 10:31 PM "Carried"

Lisa Wallace, Chair

Lynn Moroz, Secretary

Committee of Council

Regular Co-An Park Committee – Minutes

Meeting of November 8, 2017

The regular meeting of the Co-An Park Committee meet at on Wednesday November 8, 2017 at 5:00 PM for a park tour, meeting scheduled for 6:30 PM at the McGregor Library located at 9571 Walker Road, McGregor, Ontario. The Chair, Christine McAgy called the meeting to order and welcomed members and guests.

1. Roll Call

Present: Tina McAgy, Town of Essex, Committee Chair
Jim Meloche, Town of Essex, Vice Chair
Jonathan Little, Town of Essex
Richard Meloche, Deputy Mayor, Town of Essex
Murray Sellars, Town of Amherstburg
Leo Meloche, Councilor, Town of Amherstburg
Chris Drew, Town of Amherstburg
Joanne Bissonnette, Recording Secretary and Treasurer

Regrets: None

2. Meeting Called to Order

- Tina McAgy, Chair of the Co-An Park Committee called the meeting to order.

3. Declarations of Conflict of Interest

- Jim Meloche noted a conflict of interest with item 8 e – Tricia Meloche Letter re: Concession Stand

4. Adoption of Published Agenda

- a) November 8, 2017 Regular Co-An Park Committee Agenda

Moved by Jonathan Little

Seconded by Richard Meloche

(CAP-2017-11-47) That the published agenda for November 8, 2017 Regular Co-An Park Committee meeting be adopted as presented. "Carried"

5. Adoption of Minutes

- a) September 14, 2017 Co-An Park Committee Regular Meeting

Moved by Chris Drew

Seconded by Jonathan Little

(CAP-2017-11-48) That the minutes of the Regular Meeting for the Co-An Park held September 14, 2017 be adopted as presented. "Carried"

6. Costing Report

- a) Costing Report at November 1, 2017

- Committee reviewed the costing report;

Moved by Murray Sellars

Seconded by Jonathan Little

(CAP-2017-11-49) That the Costing Report dated November 1, 2017 be received as presented. "Carried"

7. Old Business

- a) Secretary-Treasurer Hours and Mileage Report

- Secretary-Treasurer Joanne Bissonette was asked to provide an hours and mileage report to the Co-An Committee and provided the following which was reviewed and noted.

Month	Hours	Kilometers Travelled
December 2016	42	308
January 2017	71.25	260
February 2017	54.25	286
March 2017	84.25	260
April 2017	96	240
May 2017	82.25	432
June 2017	111.25	332
July 2017	85.25	322
August 2017	85	322
September 2017	88	394
October	70	220
Totals	869.5 hrs.	3,376 kms

b) Enclosure and Wood Fencing around Garbage Dumpster

- Co-An Committee received three (3) quotes for review;

Quoting Company	Amount including HST
Allen Mickle	\$8,084.00
Johnston Construction Group	\$8,064.81
JL Fencing Company	\$7,947.29 to be confirmed no demo cost

Moved by Chris Drew

Seconded by Leo Meloche

(CAP-2017-11-50) That the Garbage Dumpster Enclosure be awarded to Johnston Construction Group. "Carried"

c) Co-An Appreciation Day 2018

- Next year will be the 40th Anniversary for the Co-An Park

d) Komedy Night 2018

- Komedy Night will be on June 23, 2018 to be tentatively held at the Knights of Columbus Hall in McGregor.

e) Co-Ed Ball Tournament and Steak Bar-b-que

- The 2018 Ball Tournament and Steak Bar-b-que is scheduled for July 28, 2018;
- The 2017 'Mush' ball tournament was received ok, but need to add a 'hard-ball derby" and try to extend scheduling to later in the afternoon for the 2018 tournament day.

8. New Business

a) Break-In at Co-An Park Concession and Pavilion Bar Areas

- A break-in at the Co-An Park concession stand and pavilion bar area occurred on Thursday, September 20, 2017;
- Candy and ice-cream appeared to be the only thing taken;
- A window and the bar fridge lock were repaired by the parks maintenance man, Gary Rocheleau;
- Police Report to be obtained and forwarded to the two towns.

b) Capital Purchase of Bleachers

- The bleachers were purchased from 'The Bleacher Guy" for two thousand, two hundred and forty-five dollars (\$2,245.) plus freight and harmonized sales tax for an

approximate total of two thousand, six hundred and sixty two dollars (\$2,262.) assembled.

- The Secretary-Treasurer received an email from 'The Bleacher Guy' stating that they have surplus bleachers for the same price available if interested;
- The Committee will defer the offer from "The Bleacher Guy" in the budget in the new year after the budget has been confirmed.

c) 2018 Park Maintenance

- Gary Rocheleau, current Park Maintenance has indicated that he has no concerns with the present contract and will commit to the same if the committee considers extending the current contract.

Moved by Chris Drew

Seconded by Jonathan Little

(CAP-2017-11-51) That the Co-An Parks Maintenance currently with Gary Rocheleau be extended for the 2018 season. "Carried"

d) Co-An Park Secretary-Treasurer Contract

- The current Secretary-Treasurer contract is due for renewal on January 31, 2018;

Moved by Murray Sellars

Seconded by Jonathan Little

(CAP-2017-11-52) That Joanne Bissonnette's Secretary-Treasurer contract be extended to January 31, 2019 with a wage increase to thirteen thousand, five hundred dollars (\$13,500) including mileage. "Carried"

e) Tricia Meloche Letter – re: Concession Stand

- The committee received a letter from Tricia Meloche, 2017 Concession Manager, expressing interest in running the Concession stand for the 2018 season with the

same rate of pay of eight thousand dollars (\$8,000.) plus one thousand dollars (\$1,000) for mileage;

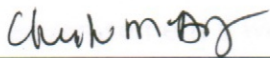
- Jim Meloche noted a Conflict of Interest; the committee asked if he would stay to answer any questions and leave when deliberations took place.
- Summary of hours worked in 2017 with mileage noted were as follows:


Period	Scheduled Hours	Un-Schedule Hours	Kilometers Travelled
May – July 9, 2017	147	20	607.2
July 10 – Sept 9, 2017	83	19	293.7
Sept 10 – Oct 15, 2017	47	2	75
Totals	277 hrs.	41 hrs.	975.9 km

- Tricia Meloche's rate of pay for the 2017 season from May thru to October 15, 2017 was \$8,000 and was noted that the town remitted eight thousand, eight hundred and ninety-two dollars (\$8,892) including employer portion of source deductions, plus additional one thousand dollars (\$1,000) for mileage remuneration.
- Conflict of interest was declared and Jim Meloche left the meeting at 7:30 PM.
- Discussion took place by committee and the Co-An Committee has decided to defer this decision until the new year.

9. Adjournment

Meeting adjourned.


Christine McAgy – Chairman


Joanne Bissonnette - Secretary Treasurer

Schedule 'A' – Costing Report November 1, 2017 - Page 1 - Revenue

CO-AN Park - Costing Report 11/01/17

REVENUE	Proposed	2017	
Operating Line	2017 Budget	2017 Actual	Varriance
4030 Town of Amherstburg	17,500	17,500	-
4020 Town of Essex	17,500	17,500	-
Attorney General	-	1,025	1,025
2654 Town of Amherstburg 2016 Captial rec'd	2,820	2,820	-
2654 Town of Essex 2016 Capital Rec'd	2,820	2,820	-
2654 Town of Amherstburg 2017 Capital Due	-	4,374	4,374
2654 Town of Essex 2017 Capital Due	-	4,374	4,374
1060 RBC Balance @ Year End	8,782	7,496	(1,286)
	49,422	57,909	8,487
User Fees & Services			
4460 Minister of Finance	-	100	100
4425 Banner Advertising	225	-	(225)
4450 Donations			-
4040 User fees / Baseball	6,500	7,816	1,316
4205 Events -Family Reunions/Organizations	2,200	3,500	1,300
4200 Events - Jack n Jills	3,000	3,150	150
4430 Insurance - Town of Essex Rider	550	573	23
4201 Events - Heater			-
4240 Rubber Base Revenue	330	540	210
4230 Set Up Fees	2,400	2,250	(150)
4040 User Fees / Soccer	2,250	1,892	(358)
4040 User Fees / Tennis			-
4210 Events - Baseball Tournaments	2,780	2,250	(530)
	20,235	22,071	1,836
Concession Stand			
4420 Appreciation Day/Komedy Korner	6,500	8,345	1,845
4220 Pop stand	37,500	31,987	(5,513)
	44,000	40,332	(3,668)
Total Revenue - Operating Funds			
	113,657	120,312	6,655

Schedule 'A' Costing Report July 28, 2017 – page 2 - Expense

EXPENDITURES

	Proposed	2017	
	2017 Budget	2017 Actual	Variance
Contracted Services			
5720 Park Maintenance Wage	23,900	24,818	918
5784 Office Wage	12,600	12,600	-
	36,500	37,418	918
Concession Stand -Supplies & wages			
5751 Pop Stand - Gas mileage	-	1,000	1,000
5755 Pop Stand - repairs, maintenance	1,250	746	(505)
5750 Pop stand - supplies	20,000	21,849	1,849
5751 Pop Stand Tricia	8,000	8,892	892
5751 Pop stand - wages	10,000	10,813	813
	39,250	43,300	4,050
Materials, Supplies & Services			
5615 Advertising	-	-	-
5620 Bank fees	200	130	(71)
5630 Baseball Diamonds - supplies	5,000	948	(4,052)
5625 Building Maintenance - supplies/repairs	3,000	1,639	(1,361)
5645 Co-An Appreciation Day/Komedy Korner	6,000	6,003	3
5730 Equipment Vehicle - Fuel & repair	1,200	1,105	(95)
2654 Capital spent thru Operating line	-	8,748	8,748
5890 Waste Collection fees	1,200	1,174	(26)
5680 Grounds, parking lot, landscape	750	517	(233)
5685 Insurance - Town of Essex Rider	575	540	(35)
5695 Janitorial supplies	1,750	1,339	(411)
5700 Office supplies	2,000	859	(1,141)
5781 Sanitation	300	294	(6)
4200 Security deposits reimbursed	1,300	1,175	(125)
5630 Soccer field - supplies	750	225	(525)
5790 Utilities	11,000	8,571	(2,429)
	35,025	33,265	(1,760)
Total Operating Expenses	110,775	113,983	3,208
Net Total - Revenue less Expenses	2,882	6,329	3,447

Break Down of RBC Account

Outstanding Accounts Receivable @ Nov 1/17	994
Fundraising/ held @ RBC	1,003
Rubber Base held @ RBC	2,620
Operating Funds balance - Held @ RBC	2,706
Total held at RBC @Year End	7,323

Investments & Other Income

Capital Grants

	Revenue	Expensed	Forward Balance
Town of Amherstburg - 2016 Reserve	10,000	10,000	0
Town of Essex - 2016 Reserve	10,000	10,000	0
Town of Amherstburg - 2017 Reserve	15,000	10,549	4,451
Town of Essex - 2017 Reserve	15,000	10,549	4,451
Total Reserve Funds	50,000	41,098	8,902



Essex Municipal Heritage Committee (EMHC)

Regular Meeting Minutes

Town of Essex Municipal Building, 33 Talbot Street South, Large Meeting Room – Thursday

November 30, 2017 - 5:00 PM

"The EMHC is the resource base for information and knowledge for Council, administration and the community on all matters of heritage"

1. Roll Call

Present: Deputy Mayor Richard Meloche, Chair
Claudette Gauthier, Vice - Chair
Laurie Kowtiuk
Joseph Lucas
Megan Meloche
Phil Pocock

Also Present: Rita Jabbour, Assistant Planner
Sarah Girard, Planning Assistant

Regrets: Fred Groves
Linda Iler

2. Declarations of Conflict of Interest

None.

3. Adoption of Published Agenda

- a) Thursday, November 30, 2017 Regular EMHC Meeting Agenda

Moved by Megan Meloche

Seconded by Joseph Lucas

(HC17-11-20) That the published agenda for the November 30, 2017 EMHC meeting, be adopted as presented.

"Carried"

4. Adoption of Minutes

- a) September 28, 2017 EMHC Meeting

Moved by Laurie Kowtiuk

Seconded by Phil Pocock

(HC17-11-21) That the minutes of the September 28, 2017 Regular EMHC Meeting, be adopted as circulated.

"Carried"

5. Public Presentations

None.

6. Unfinished Business

a) Listing –ongoing

Rita Jabbour informs the Committee that she has notified all owners of property the Committee has identified as properties they would like to list. She explains that they were provided with a letter that invited them to attend the November meeting and with a heritage property analysis form that explains the significance of their property. She states that the owners also had the option of calling or emailing her with any questions, concerns or opposition to the listing. She states that she only received one call from the owner of the property at 44 Sinasac Street in Harrow, which is the location of the Old Mill, asking for his property not to be listed because there are redevelopment plans. She explains that the owner is interested in listing the property in the future and that the Old Mill is a major focal point of his redevelopment plans so it will be conserved.

Rita also states that she spoke with the owners of the property at 22 King Street West in Harrow, which is the old Oddfellows building. She states that they are in support of a listing.

Rita states that there are people in the audience who are interested in learning more about listing and asks that the Chair open it up for discussion.

Jean Bondy states that her mother owns the property at 314 Queen Street in Harrow which was the station masters house. She states that she would like to learn more about listing and whether the Town has money from heritage properties.

Rita states that she has had conversations with Ms. Bondy and her mother in the past regarding the merits of designation. She explains that listing is different than a designation. She states that it is done through Council resolution and only serves to stall the issuance of a demolition permit until the Heritage Committee and Council is consulted. She explains that there is no requirement to consult with the Town if an alteration is proposed, unless it results in demolition. Designation covers alterations too whereas Listing only covers demolitions.

She explains that the Committee understands that there are instances in which the building or structure is too damaged and cannot be salvaged. She states that the Committee would ask for information to determine if they would recommend Council accept the demolition proposal.

Rita explains that there are funds available but only for designated properties.

Rita states that the main objective of listing is to prevent the unnecessary demolition of cultural resources.

Jean Bondy asks if anyone has privately owned designated buildings in the Town.

Rita states that Laurie Kowtiuk, a member of the Committee, initiated the designation of her home at 78 Fox Street and could help debunk some of the myths of designation.

Laurie Kowtiuk states that designation does not increase your insurance premiums and that it is a great way to ensure the building keeps its original form.

Deputy Mayor Meloche asks Rita how many properties they are proposing to list.

Rita states that there are fourteen.

Jean Bondy states that they would like to list the property.

Deputy Mayor Richard Meloche states that they could apply to Council to de-list their property in the future.

Rita explains that the next step would involve presenting the recommendation for listing to Council.

Mary Wachna, 314 Queen Street, asks when the listing will take effect.

Rita states that it will take effect when Council passes a resolution to list the property.

Mr. Dennis Meloche, who serves on the building committee for St. Clements Parish, a property that is proposed to be listed, states that he was told the Town can just designate a property without informing the owner.

Rita states that that is not true. She explains that this is a listing and not a designation. She states that the Committee is not obliged to inform the owner if they wish to list but that the Essex Heritage Committee has adopted a policy to inform because they want to build get relationships with owners of our cultural resources. She states that with a designation, the owner must be informed and that they have the right to appeal.

Deputy Mayor Richard Meloche states that the diocese might be confusing listing with designation. He states that he would speak with the church's finance committee on the matter.

Rita suggest holding off on listing the property until Richard speaks to the finance committee.

Moved by Joseph Lucas

Seconded by Laurie Kowtiuk

(HC17-11-22) That the following properties be forwarded to Council for list: 11 King Street West, 103 King Street West, 120 Talbot Street North, 21 King Street East, 49 Talbot Road South, 4005 County Road 11, 18 Talbot Street North, 15 King Street West, 3 King Street West, 314 Queen, 22 King Street West, 44 King Street East and 190 Bagot Street.

"Carried"

b) Greater Marketing and Public Education about Heritage– Ongoing

Rita asks the Committee if they know of any upcoming marketing opportunities.

Megan Meloche states that Willistead Manner is hosting a Christmas event.

Rita states that she will contact the Economic Development Officer and ask whether he plans on taking part.

Rita states that the heritage event with Seamus Gunn on October 26 was very well attended with early 100 attendees from across the county. She states that she has been receiving inquiries for part two.

Rita presents the Committee with a breakdown of costs for the night. She states that the event came in right on budget and helped build significant bridges with the Harrow Early Immigrant Research Society (HEIRS).

c) Heritage Designation and Interpretive Plaque Program – Ongoing

d) 98 Talbot Street South –Ongoing

e) Designation By-Law Revisions – Ongoing

Rita presents the Committee with revised designation bylaws. She states that the only bylaw she is still waiting on revising is the Tofflemire Snider Cemetery because the land surveyor has not yet provided her with the reference plan.

Rita explains that Council now has to give her approval to notify the owners. She states that the Committee can choose to advertise the amendments and adopt the same process for designating a property, or they can simply notify the property owner, observe a 30 day appeal period and proceed to Council with adoption.

Rita states that she recommends the designation process because the bylaws for the Carnegie building and the train station have changed drastically.

The Committee agrees with Rita.

f) Heritage Property Standards By-Law – Ongoing

g) Master Plan for Heritage - Ongoing

h) Cultural and Archaeological Mapping – Ongoing

i) Section 33 (15) of the Ontario Heritage Act

Rita presents the Committee with a draft bylaw to delegate authority for consent to alterations to designated property to staff.

Rita explains that the Committee cannot refuse an application. If the Committee does not approve of an alteration request, it must be forwarded to Council.

Rita explains that the bylaw also empowers her to make decisions without needing to wait for the Committee to meet if it is a matter of urgency or is very minor. She states that the Committee will be informed of any consents to alterations at the next available meeting and that the Chair will be notified in emergency cases, if possible.

Rita states that the Bylaw also empowers staff and the Committee to approve heritage grant applications.

j) Heritage Week 2018

Sarah Girard, Planning Assistant, explains that the cost of catering and renting a hall for a heritage week dinner is too high. She states that she has been working on a colouring book to be distributed to grade 3-5 students across Town. She states that she has also been working with the school board on a call for submissions of artwork, poetry, essays, music that illustrate the history of the Town.

Rita states that the submissions will be judged by the Committee at their January meeting and two students will be chosen to receive a Youth Community Heritage Preservation Award at the Council meeting on Tuesday February 20. She states that two residents of the Town of Essex will also be chosen to receive a Community Heritage Preservation Award. She states that the Committee should choose the residents based on their efforts to preserve the Town's built and cultural heritage. She uses the example of a person who initiates the designation of their own home. Rita provides the Committee with an example of the plaque to be produced for both awards. She states that the plaque will utilize Essex colours (blue and white) and will be produced by Essex Source for Sports. She states that the cost for a 9" X 11" plaque is \$40.

Rita states that she is also working on securing speakers for Heritage week. She states that she will be in contact with HEIRS and Doug Robinson (Seamus Gunn) for a part 2 of Robinson's original speech. She states that there is also opportunity to provide for a lecture on the Essex-Kent Scottish Regiment and have a professional speak on a recent restoration project in town.

Rita states that there is also opportunity to have a scan-a-thon and that she will be working the Manager of Communications on Facebook posts for the week.

Rita states that she has contacted the trolley service for further information regarding price. She states that this is still an option for the Committee to consider.

Deputy Mayor Richard Meloche states that he likes the ideas.

Megan Meloche states that there might be an opportunity to postpone the trolley tour until the Spring or Summer if the weather is inclement. She suggests the company be asked if postponement is possible should there be inclement weather.

Phil Pocock suggest community services be contacted for information about their bus service.

7. Reports from Administration

a) Heritage Grant Annual Report

Rita informs the Committee that she has not distributed any funds under the Heritage Grant yet but that she expects to in the New Year as more people become aware of the program and more properties are listed.

She states that the program has been highly marketed.

8. Correspondence

None.

9. New Business

None.

Adjournment

Moved by Laurie Kowtiuk

(HC17-11-23) That the meeting be adjourned at 6:05 pm.

"Carried"

Next Meeting Date – Thursday January 25, 2018 at 5pm, Large Meeting Room, 33
Talbot Street South



Town of Essex
Finance Committee Meeting Minutes
Monday, December 11, 2017

A meeting of the Finance Committee was held on Monday, December 11, 2017 at 4:31 p.m. at Essex Town Hall, Small Meeting Room, 33 Talbot Street S, Essex, Ontario, N8M 1A4

1. Roll Call

Present:

Ron McDermott, Mayor

Richard Meloche, Deputy-Mayor

Steve Bjorkman, Councillor, Ward 1

Ron Rogers, Councillor, Ward 3

Also Present:

Donna E. Hunter, Chief Administrative Officer

Jeffrey R. Morrison, Director, Finance and Business Services

Doug Sweet, Director, Community Services

Absent

Deputy Mayor Meloche called the meeting to order at 4:31 p.m.

2. Declarations of Conflict Of Interest

No conflicts of interest were declared.

3. Adoption of Published Agenda

Monday, December 11, 2017 Finance Committee Meeting Agenda.

Moved by: Councillor Rogers

Seconded by: Councillor Bjorkman

(FC-2017-12-036) That the published agenda for the Monday, December 11, 2017 Finance Committee Meeting be adopted as presented. "Carried"

4. Adoption of Minutes

Moved by: Mayor McDermott

Seconded by: Councillor Bjorkman

"FC-2017-12-037) That the minutes of the Finance Committee Meeting held on November

20, 2017 be adopted as presented. "Carried"

5. Public Presentations

None.

6. Unfinished Business

None.

7. Reports

None.

8. Correspondence

a) Community Partnership Fund Request: Harrow Kinsmen – Waiver of Rental Fees

Group Name:	Harrow Kinsmen		
Contact Name:	Tim Olson	Contact Position:	President
Request Type:	Waiver of Rental Fees	Event Date:	On-Going
Total Value of Request:	\$1,470 (12 Meetings x 3.5hrs per Meeting x \$35/hr)		

Background information as it pertains to the Harrow Kinsmen request was provided by Doug Sweet (Director, Community Services). It was identified that the Harrow Community Centre is also available during the requested time and there are staff already at the facility to service the request.

Moved by: Councillor Bjorkman

Seconded by: Councillor Rogers

(FC-2017-12-038) **Recommendation to Council** that a per meeting credit of \$10 per hour be provided through the 2018 Community Partnership Fund for use of the Harrow Community Centre from January 9th, 2018 until the Harrow Kinsmen’s second June 2018 meeting with a total credit of \$420.00 (12 Meetings x 3.5 hours per Meeting x \$10 credit per hour). "Carried"

b) Community Partnership Fund Request: Sun County Panthers – Waiver Rental Fees

Group Name:	Sun County Panthers		
Contact Name:	Cliff Tucker	Contact Position:	Team Manager
Request Type:	Waiver of Fees	Event Date:	April 9-13, 2018
Total Value of Request:	\$9,423.40		

Background information as it pertains to the Sun County Panthers waiver of rental fees request was provided by Doug Sweet (Director, Community Services). It was identified

that based on the tourism component that funding could potentially be utilized from both the Community Partnership Fund and the Essex Tourism Development Fund.

Moved by: Councillor Bjorkman

Seconded by: Mayor McDermott

(FC-2017-12-039) **Recommendation to Council** that the request for the waiver of rental fees in the amount of \$9,423.40 be approved to be funded in 2018 with 50% from the Essex Tourism Development Fund and 50% from the Community Partnership Fund. “Carried”

c) MADD Message Yearbook - Advertisement

Group Name:	MADD		
Contact Name:	Stacey Biekx	Contact Position:	Not Identified
Request Type:	Advertisement	Event Date:	Not Identified
Total Value of Request:	Range \$279 - \$2,200		

Background information on the MADD Message Yearbook request was provided by Jeffrey R. Morrison (Director, Finance and Business Services).

Moved by: Mayor McDermott

Seconded by: Councillor Bjorkman

(FC-2017-12-040) **Recommendation to Council** that the request for advertising for the MADD Message Yearbook in the amount of \$279.00 for a business card sized ad be approved through the 2018 Community Partnership Fund. “Carried”

9. New Business

10. Adjournment

Moved by: Councillor Bjorkman

Seconded by: Councillor Rogers

(FC-2017-12-041) That the meeting be adjourned on Monday, December 11, 2017 at 5:28 p.m. “Carried”

11. Future Meetings:

To be determined



ESSEX CENTRE B.I.A.
REGULAR BOARD MEETING MINUTES
Tuesday, September 12, 2017

1. CALL TO ORDER

Present:

Mary-Anne Bjorkman, Chairperson
Ann Pittao, Vice-Chairperson
Richard Banwell, Treasurer
Mark Belisle, Director
Ron McDermott, Director
Sylene Argent, Coordinator

2. Declarations of Conflict of Interest

None

3. Adoption of Published Agenda

Motion to Accept by Ann Pittao
Seconded by Richard Banwell
B.I.A. 17-09-12
All in Favour. Carried

4. Adoption of Minutes

Motion to Accept by Richard Banwell
Seconded by Mark Belisle
B.I.A. 17-09-12
All in Favour. Carried

DEPUTATIONS

None

CORRESPONDENCE

None

TREASURER'S REPORT

Richard Banwell gave the Treasurer's report.

Motion to Accept by Ann Pattao
Seconded by Mark Belisle
B.I.A. 17-09-12
All in Favour. Carried

Richard Banwell proposed the 2018 budget.

Motion to accept the proposed 2018 budget by Ann Pattao
Seconded by Mark Belisle
B.I.A. 17-09-12
All in Favour. Carried

COMMITTEE REPORTS

A. Special Events

- The Tiny Tots parade will take place on Tuesday, October 31. It will begin at 10 am, starting at BMO. It is expected to have around 300 young trick-or-treaters. Businesses are welcome to hand out candy between Arthur and Victoria. EDHS students will help hand out candy that the BIA will provide.
- The “Fall in Love with Our Local Street Party,” will take place on September 29. Sylene will contact service groups to see if any will want to do a 50/50.
- The 2017 Business Excellence Awards night will take place at Essex United Church on Friday, October 13. Sylene will put another FB message out there to help sell more tickets.

Motion to give away \$400 worth of Essex Centre Downtown Dollars in \$50 increments by Mary-Anne Bjorkman.
Seconded by Anne Pattao.
B.I.A. 17-09-12
All in Favour. Carried.

B. Member Service

C. Beautification

- Mary-Anne Bjorkman reported the engineer stamp has been added to the Essex Centre pavilion design. The RFT will be put out soon.
- The BIA will consider art in all mediums for the mural at the parkette. \$10,000 is set aside in the budget. It is expected to have the mural installed in the spring.

UNFINISHED BUSINESS

None.

OTHER BUSINESS

- It was decided to give ECHRS the same donation amount as last year.
- On November 18, the Essex Community Policing Association will host a casino fundraising night. The BIA has made a donation to the event. Board members who want to go should contact the Chairperson. There is \$500 in the budget for this already.

DISCUSSIONS

There will be no October meeting. Next Meeting will be Tuesday, November 14, 2017.

ADJOURNMENT

Motion to Adjourn by Ann Pattao

Seconded by Richard Banwell

B.I.A. 17-09-12

All in Favour-Carried.



September 2017 to November 2017

Bank Payments Report

Contents Include

General Account Cheque Register

Pre-Authorized Payments

Payroll



General Account Cheque Register for September 2017

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
43721	ESS084	Essex County K9 Services	September 1, 2017	\$2,191.26
43722	APP004	AppRiver, LLC	September 5, 2017	\$2,151.00
43723	SWE004	Sweet, Doug	September 8, 2017	\$495.72
43724	HAR020	Harrow Health Centre	September 8, 2017	\$14,447.06
43725	MUL018	Muldoon, Curtis	September 8, 2017	\$100.00
43726	AVE001	Avelar, Michael	September 8, 2017	\$10.00
43727	REA016	Realtax Inc.	September 8, 2017	\$33,335.00
43728	ACC004	Access Doors N More Inc	September 8, 2017	\$349.17
43729	CTY002	County of Essex	September 8, 2017	\$2,085,926.00
43730	GRE003	Greater Essex County District	September 8, 2017	\$829,142.95
43731	WIN022	Windsor-Essex Catholic Distric	September 8, 2017	\$305,365.03
43732	CON004	Conseil Scolaire Viamonde	September 8, 2017	\$7,291.07
43733	CON002	Conseil scolaire catholique Pr	September 8, 2017	\$60,332.51
43734	SNI001	Snively, Lawrence	September 8, 2017	\$117.18
43735	GAR015	Garon, Jared	September 8, 2017	\$150.12
43737	AMA003	Amaco Equipment	September 13, 2017	\$468.36
43738	AMC002	AMCTO	September 13, 2017	\$435.05
43739	ANC001	Anchem Sales	September 13, 2017	\$685.29
43740	ARI002	ARI-hetra Eastern Canada	September 13, 2017	\$1,049.77
43741	ATM002	ATM Pharmacies Ltd.	September 13, 2017	\$5,000.00
43742	AUG003	Auger, Robert	September 13, 2017	\$104.95
43743	BEA014	Beaton, Laurie	September 13, 2017	\$100.00
43744	BEL032	Bell Media Inc.	September 13, 2017	\$1,412.50
43746	BLU006	BlueLine Rental	September 13, 2017	\$113.00
43747	CAR019	Cardinal Services Group	September 13, 2017	\$3,310.34
43748	CED003	Cedar Signs	September 13, 2017	\$278.00
43749	CIN001	Cintas Canada Limited	September 13, 2017	\$1,227.18
43750	CLS001	Canadian Linen and Uniform Ser	September 13, 2017	\$435.21
43751	CRA016	Craftsmen Contractors	September 13, 2017	\$250.00
43752	CTV001	CTV Two London (CFPL-TV)	September 13, 2017	\$565.00
43753	ELK001	E.L.K. Solutions Inc	September 13, 2017	\$8,649.65
43754	EMC002	EMCO Corporation	September 13, 2017	\$121.93
43755	EMP003	Empire Communications	September 13, 2017	\$248.60
43756	ESS002	Essex 73's	September 13, 2017	\$6,077.51
43757	ESS004	Essex Foodland	September 13, 2017	\$888.18
43758	ESS012	Essex Equipment Rentals	September 13, 2017	\$74.58
43759	ESS017	Essex Free Press	September 13, 2017	\$3,393.21
43760	ESS030	Essex Windsor Solid Waste Auth	September 13, 2017	\$63,822.80
43761	ESS044	Town of Essex	September 13, 2017	\$326.55
43762	GAG001	Gagnon Demolition Inc	September 13, 2017	\$500.00
43763	GKS001	G&K Services/Department 400004	September 13, 2017	\$72.59
43764	GOP001	Gopher	September 13, 2017	\$912.24
43765	GRE003	Greater Essex County District	September 13, 2017	\$1,525.00
43766	GRE023	Green Tree Professional Tree S	September 13, 2017	\$5,214.95
43767	HEA002	Heaton Sanitation	September 13, 2017	\$2,825.00
43768	HOL001	Holland Cleaning Solutions Ltd	September 13, 2017	\$113.53
43769	INT013	International Fabricating & Ma	September 13, 2017	\$263.29
43770	JEF003	Jeffrey, Ed	September 13, 2017	\$150.00
43771	LIF001	Lifesaving Society	September 13, 2017	\$412.45
43772	MIC006	Michelin North America (Canada	September 13, 2017	\$220.41
43773	NEE001	Neely, James	September 13, 2017	\$25.00
43774	NOR008	Nortrax Canada Inc.	September 13, 2017	\$757.10
43775	ONT016	Ontario Clean Water Agency	September 13, 2017	\$22,021.30
43776	PEA012	Pearce, Vince	September 13, 2017	\$389.58
43777	POL001	Pollard Highway Products Ltd.	September 13, 2017	\$5,636.51
43778	POO007	Poolocity	September 13, 2017	\$1,189.89
43779	PRA001	Praxair Canada Inc	September 13, 2017	\$532.23
43780	RCS001	RC Spencer Associates Inc.	September 13, 2017	\$2,746.47
43781	RIV009	Riverside Elevators	September 13, 2017	\$135.60
43782	SAL009	Saliba, Frank Joseph	September 13, 2017	\$250.00
43783	SAV007	Savich, Mike	September 13, 2017	\$500.00



General Account Cheque Register for September 2017

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
43784	SCH002	Schinkel's Meat Market	September 13, 2017	\$22.00
43785	SHA007	Sharp Bus Lines Limited	September 13, 2017	\$638.45
43786	SHE015	Shepley Road Maintenance Ltd	September 13, 2017	\$18,068.70
43787	SIM008	Simplistic Lines Inc	September 13, 2017	\$983.10
43788	SOU007	Southwestern Sales Corporation	September 13, 2017	\$2,389.95
43789	SOU033	South Howard Animal Clinic	September 13, 2017	\$154.14
43790	STA007	Stationery & Stuff	September 13, 2017	\$51.87
43791	UNC001	Unconquered Sun Solar	September 13, 2017	\$1,000.00
43792	WAT001	Jack Watson Sports Inc.	September 13, 2017	\$1,453.73
43793	WAT002	Watson & Associates Economists	September 13, 2017	\$7,241.10
43794	WAY002	2-Way Automotive & Industrial	September 13, 2017	\$1,884.08
43795	WIN058	WINDSOR TIRE INC	September 13, 2017	\$13.56
43796	WRI001	Wright, Paul	September 13, 2017	\$320.00
43797	WUR001	Wurth Canada Limited	September 13, 2017	\$53.93
43798	XER001	Xerox Canada	September 13, 2017	\$291.53
43799	VER014	Verbeek, Kim	September 13, 2017	\$51.30
43800	SCO011	Scott, Jessica Lynn	September 14, 2017	\$80.00
43801	RID004	Ridley, Sharon	September 14, 2017	\$75.00
43802	DUB005	Dube, Claude	September 14, 2017	\$446.16
43803	BRE006	Brett, Jill	September 14, 2017	\$433.20
43804	MIN001	Minister of Finance	September 14, 2017	\$276,925.00
43805	ACC009	Access County Community Suppor	September 14, 2017	\$1,748.00
43806	BOW001	Bowman, Morley	September 14, 2017	\$293.89
43807	CLS001	Canadian Linen and Uniform Ser	September 14, 2017	\$975.60
43808	GRE005	Green Shield Canada	September 14, 2017	\$45,998.76
43809	HAR054	Harrow Early Immigrant Researc	September 14, 2017	\$1,500.00
43810	LAN015	Landscape Ontario	September 14, 2017	\$185.32
43811	MCD001	McDermott, Ron	September 14, 2017	\$38.50
43812	MEL007	Meloche, Richard	September 14, 2017	\$423.61
43813	PUR001	Purolator Inc.	September 14, 2017	\$35.82
43814	SUN002	Sun Life Assurance Company of	September 14, 2017	\$12,103.11
43815	VER014	Verbeek, Kim	September 14, 2017	\$293.89
43816	GIB002	James Gibb Signs	September 15, 2017	\$960.50
43817	FES001	Festival Tent & Party Rentals	September 15, 2017	\$1,220.00
43818	SOU038	South Shore Contracting of Ess	September 18, 2017	\$62,235.23
43819	120001	1206662 Ontario Ltd	September 21, 2017	\$9,435.50
43820	208001	2080750 Ontario Limited	September 21, 2017	\$508.16
43821	AGI001	Acklands-Grainger Inc.	September 21, 2017	\$131.28
43822	AGR002	Agris Co-Operative Ltd.	September 21, 2017	\$6,116.43
43823	AUG003	Auger, Robert	September 21, 2017	\$149.28
43824	BAR003	Barron, Jack	September 21, 2017	\$38.34
43825	BIG001	Big Beaver Ice & Coffee Co.	September 21, 2017	\$144.50
43826	BLA011	Black & McDonald Limited	September 21, 2017	\$567.49
43827	BRO002	BROCKMAN, RICHARD	September 21, 2017	\$2,000.00
43828	CAR031	Carswell, Sydney	September 21, 2017	\$25.92
43829	CED004	Cedar Manor Farms	September 21, 2017	\$2,429.50
43830	CIM001	CIMCO Refrigeration	September 21, 2017	\$1,633.28
43831	COL001	Colenutt Signs Limited	September 21, 2017	\$1,220.40
43832	COM030	Commercial Cleaning Services	September 21, 2017	\$3,926.68
43833	CTY002	County of Essex	September 21, 2017	\$636.00
43834	CUL001	Culligan Water	September 21, 2017	\$77.43
43835	CUP001	Canadian Union of Public Emplo	September 21, 2017	\$1,651.80
43836	DAR001	Darch Fire	September 21, 2017	\$3,712.40
43837	DEL013	Delta Power Equipment	September 21, 2017	\$358.83
43838	DRA003	THE DRAFTING CLINIC CANADA LIM	September 21, 2017	\$2,093.64
43839	DRO007	Drouillard, Joseph Ernest	September 21, 2017	\$1,226.05
43840	ELK002	E.L.K. Energy Inc	September 21, 2017	\$241.48
43841	EMC002	EMCO Corporation	September 21, 2017	\$178.48
43842	ERS001	E.R. Schepens Electrical Servi	September 21, 2017	\$539.86
43843	ESS017	Essex Free Press	September 21, 2017	\$8,801.46
43844	FIR002	Fire Marshal's Public Fire Saf	September 21, 2017	\$219.27



General Account Cheque Register for September 2017

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
43845	FOR021	FOREMOST PROMOTIONS	September 21, 2017	\$203.03
43846	GAR016	Garant, Sandra	September 21, 2017	\$250.00
43847	GIB008	Gibb, Rob	September 21, 2017	\$223.73
43848	GIL004	GILLETT SHEET METAL	September 21, 2017	\$2,847.60
43849	GKS001	G&K Services/Department 400004	September 21, 2017	\$461.31
43850	GRA025	Grand & Toy	September 21, 2017	\$287.59
43851	GRO013	Grossi Plumbing & Heating	September 21, 2017	\$133.34
43852	HEA002	Heaton Sanitation	September 21, 2017	\$1,808.00
43853	HUN014	Huntley, Angel	September 21, 2017	\$333.02
43854	ICE004	Iceco Advanced Arena Products	September 21, 2017	\$277.69
43855	JEF001	Jeff Shepley Excavating Ltd.	September 21, 2017	\$604.89
43856	KEL001	Kelcom - Windsor Copier Inc.	September 21, 2017	\$123.79
43857	KEL015	Kelcom - Radio Division	September 21, 2017	\$3,994.55
43858	KEN002	Ken Lapain & Sons Ltd.	September 21, 2017	\$151.88
43859	LAC007	Lacasse Spg	September 21, 2017	\$1,317.58
43860	MAA001	Maag, Liisa	September 21, 2017	\$25.00
43861	MAG001	Mag Mec Inc	September 21, 2017	\$1,000.06
43862	MAR004	Marchand Excavating Contractor	September 21, 2017	\$2,825.00
43863	MCT001	McTague Law Firm LLP	September 21, 2017	\$4,103.26
43864	MER001	Merchants Paper Company	September 21, 2017	\$37.06
43865	MIN001	Minister of Finance	September 21, 2017	\$10,122.16
43866	MON001	Monarch Office Supply Inc.	September 21, 2017	\$779.83
43867	MOR027	MORGAN, BILLIE	September 21, 2017	\$300.00
43868	MUN012	Munger Plumbing & Electric	September 21, 2017	\$2,522.09
43869	OME001	OMERS	September 21, 2017	\$80,752.88
43870	PUR001	Purolator Inc.	September 21, 2017	\$43.54
43871	REG001	Reg Clark Truck Ltd	September 21, 2017	\$62,374.61
43872	RID004	Ridley, Sharon	September 21, 2017	\$120.00
43873	ROO002	Rood Engineering	September 21, 2017	\$8,515.68
43874	SAI001	Saint's Interior Services	September 21, 2017	\$3,164.00
43875	SCL001	Stantec	September 21, 2017	\$2,974.11
43876	SHE015	Shepley Road Maintenance Ltd	September 21, 2017	\$4,127.56
43877	SHR001	Shred-it International ULC	September 21, 2017	\$126.80
43878	STA007	Stationery & Stuff	September 21, 2017	\$18.85
43879	STE004	Stewart Gilbert Limited	September 21, 2017	\$1,140.15
43880	TES007	TESKEY, MELANIE	September 21, 2017	\$600.00
43881	TOW002	Town of Essex	September 21, 2017	\$2,286.00
43882	TRE004	Tremblar Building Supplies	September 21, 2017	\$13.00
43883	ULI002	ULINE CANADA CORPORATION	September 21, 2017	\$240.77
43884	VAL009	Valvoline Express Care	September 21, 2017	\$94.50
43885	VOL001	E.R. Vollans Ltd.	September 21, 2017	\$251.18
43886	WAD001	Waddick Fuels	September 21, 2017	\$7,265.67
43887	WOL005	Wolf, Meghan	September 21, 2017	\$35.00
43888	XER001	Xerox Canada	September 21, 2017	\$217.59
43889	XMA001	Town of Essex Employees Christ	September 21, 2017	\$4,365.00
43890	SMA006	Smashed Apple Gourmet Catering	September 25, 2017	\$2,443.52
43891	ALO002	Aloisio, Claudio	September 27, 2017	\$225.00
43892	ABB005	Abbas, John	September 28, 2017	\$1,980.07
43893	RAL001	Ralston, Tracey	September 28, 2017	\$9,000.00
43894	TOW002	Town of Essex	September 28, 2017	\$9,000.00
43895	AGR002	Agris Co-Operative Ltd.	September 29, 2017	\$5,357.48
43896	AIR004	Airvoix Communciations Inc	September 29, 2017	\$1,435.10
43897	ALL024	Allied Fire and Safety	September 29, 2017	\$241.44
43898	ALL026	Allie Cat's Pawttery	September 29, 2017	\$206.50
43899	AQU001	Aquam Inc	September 29, 2017	\$682.64
43900	AUT001	Auto Barn Parts	September 29, 2017	\$190.18
43901	BEL017	Bell Canada-Public Access	September 29, 2017	\$56.50
43902	BIG001	Big Beaver Ice & Coffee Co.	September 29, 2017	\$51.00
43903	BIZ001	Biz X Magazine	September 29, 2017	\$2,203.50
43904	BLA013	Blackburn Radio Inc.	September 29, 2017	\$1,594.44
43905	CED004	Cedar Manor Farms	September 29, 2017	\$2,441.00



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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
43906	CEN013	Central Sanitation	September 29, 2017	\$4,949.16
43907	CLA007	Classic Displays	September 29, 2017	\$129.16
43908	COG001	Cogeco Payment Centre	September 29, 2017	\$399.71
43909	COT006	Cottam Radiator	September 29, 2017	\$1,615.06
43910	COU005	Countryside Disposal Service	September 29, 2017	\$398.66
43911	CTR001	Canadian Tire #172	September 29, 2017	\$1,265.27
43912	CTY002	County of Essex	September 29, 2017	\$402,346.99
43913	CUS003	CUSTOM ELECTRONICS & AUTOMATIO	September 29, 2017	\$211.88
43914	ECO002	ECONOMY RENTAL CENTRE	September 29, 2017	\$67.80
43915	EMC002	EMCO Corporation	September 29, 2017	\$1,842.93
43916	ESB001	E.S. Hubbell Highway & Drainag	September 29, 2017	\$3,211.23
43917	ESS017	Essex Free Press	September 29, 2017	\$951.94
43918	ESS019	Essex Home Hardware	September 29, 2017	\$612.47
43919	ESS030	Essex Windsor Solid Waste Auth	September 29, 2017	\$58,199.41
43920	ESS084	Essex County K9 Services	September 29, 2017	\$2,191.26
43921	EVA001	Evans Utility & Municipal Prod	September 29, 2017	\$15,545.57
43922	FAC004	FACKRELL, HUGH	September 29, 2017	\$500.00
43923	FAR006	Far Products Inc.	September 29, 2017	\$233.00
43924	FES001	Festival Tent & Party Rentals	September 29, 2017	\$3,014.67
43925	FLA001	Flag & Sign Depot	September 29, 2017	\$379.68
43926	GAR014	Gardner Denver Canada Corp	September 29, 2017	\$2,579.80
43927	GKS001	G&K Services/Department 400004	September 29, 2017	\$145.18
43928	GLO004	Global Industrial Canada Inc.	September 29, 2017	\$2,014.27
43929	GRE003	Greater Essex County District	September 29, 2017	\$12,934.15
43930	HAL015	Haller Mechanical Contractors	September 29, 2017	\$1,301.05
43931	HAR001	The Harrow News & County Print	September 29, 2017	\$818.72
43932	HEA002	Heaton Sanitation	September 29, 2017	\$2,270.17
43933	HER005	Hernandez Sanitation Services	September 29, 2017	\$3,531.25
43934	HHH001	Harrow Home Hardware	September 29, 2017	\$1,631.31
43935	HOL001	Holland Cleaning Solutions Ltd	September 29, 2017	\$149.84
43936	JAC001	Jack's Auto Service	September 29, 2017	\$3,037.29
43937	JUS001	Just Jeff's Gourmet Express In	September 29, 2017	\$446.35
43938	JUT001	D.H. Jutzi Limited	September 29, 2017	\$192.10
43939	KEL001	Kelcom - Windsor Copier Inc.	September 29, 2017	\$134.57
43940	LEK001	LEKTER INDUSTRIAL SERVICES	September 29, 2017	\$414.71
43941	LEN002	Len Taylor & Sons Ltd	September 29, 2017	\$906.26
43942	LIF001	Lifesaving Society	September 29, 2017	\$1,006.68
43943	MAR004	Marchand Excavating Contractor	September 29, 2017	\$2,825.00
43944	MIN004	Minister of Finance	September 29, 2017	\$180.80
43945	MON001	Monarch Office Supply Inc.	September 29, 2017	\$1,565.48
43946	MOR001	MOROZ, LYNN	September 29, 2017	\$115.00
43947	MUN012	Munger Plumbing & Electric	September 29, 2017	\$96.05
43948	OEC001	OE Canada Inc.	September 29, 2017	\$386.46
43949	ONT026	Ontario One Call Ltd	September 29, 2017	\$327.53
43950	POO003	Pools by Angelo	September 29, 2017	\$250.00
43951	PRA001	Praxair Canada Inc	September 29, 2017	\$699.42
43952	QUA006	Quality Turf	September 29, 2017	\$2,890.99
43953	REA016	Realtax Inc.	September 29, 2017	\$1,615.90
43954	RIV009	Riverside Elevators	September 29, 2017	\$135.60
43955	ROO002	Rood Engineering	September 29, 2017	\$2,513.12
43956	SCL001	Stantec	September 29, 2017	\$29,550.71
43957	SHA021	Sharp, Wade	September 29, 2017	\$300.00
43958	SLA003	Slam Signs	September 29, 2017	\$328.00
43959	SOU033	South Howard Animal Clinic	September 29, 2017	\$86.40
43960	STA007	Stationery & Stuff	September 29, 2017	\$14.97
43961	SWA006	Swayze, Robert J.	September 29, 2017	\$18,270.15
43962	SWI001	Switzer-Carty Transportation S	September 29, 2017	\$834.05
43963	TEC004	Technical Standards & Safety	September 29, 2017	\$252.69
43964	UNI013	University of Windsor	September 29, 2017	\$1,500.00
43965	WAD001	Waddick Fuels	September 29, 2017	\$4,012.48
43966	WAS004	Waste Connections of Canada In	September 29, 2017	\$820.56



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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
43967	WAT007	Water & Ice North America Inc	September 29, 2017	\$501.27
43968	WIN003	Windsor-Essex County Health Un	September 29, 2017	\$515.43
43969	XER001	Xerox Canada	September 29, 2017	\$734.60
EFT0000000000039	CAM022	Campbell, Carrie	September 13, 2017	\$199.80
EFT0000000000040	BEZ001	Bezaire, Mike	September 14, 2017	\$7,889.00
EFT0000000000041	CAM022	Campbell, Carrie	September 21, 2017	\$175.52
EFT0000000000042	HOU001	Houf, Kevin	September 21, 2017	\$14.88
EFT0000000000043	JOL001	Jolicoeur, Jason	September 21, 2017	\$76.40
EFT0000000000044	MCG020	McGowan, Tara	September 21, 2017	\$30.24
EFT0000000000045	NEW005	Newton, Sarah	September 21, 2017	\$27.05
EFT0000000000046	BEZ001	Bezaire, Mike	September 29, 2017	\$3,493.30
EFT0000000000047	NEW005	Newton, Sarah	September 29, 2017	\$91.24
Total Cheques				\$4,843,956.72



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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
43970	SOU038	South Shore Contracting of Ess	October 6, 2017	\$68,605.80
43971	734032	734032 Ontario Ltd.	October 6, 2017	\$97.75
43972	AGI001	Acklands-Grainger Inc.	October 6, 2017	\$101.69
43973	AIR001	Air Liquide Canada Inc.	October 6, 2017	\$73.41
43974	AIR005	Airon Hvac & Control Ltd	October 6, 2017	\$183.06
43975	ANG001	Anglin, Colin	October 6, 2017	\$100.00
43976	AUT001	Auto Barn Parts	October 6, 2017	\$92.41
43977	BAI007	Baird AE Inc.	October 6, 2017	\$3,627.30
43978	BAR003	Barron, Jack	October 6, 2017	\$209.62
43979	BAR031	Barrette Excavating Inc.	October 6, 2017	\$7,113.72
43980	BDO002	BDO Canada LLP	October 6, 2017	\$804.00
43981	CAR019	Cardinal Services Group	October 6, 2017	\$1,371.37
43982	CCC002	Colonial Coffee Co. Ltd.	October 6, 2017	\$47.28
43983	CIM001	CIMCO Refrigeration	October 6, 2017	\$1,500.08
43984	CLS001	Canadian Linen and Uniform Ser	October 6, 2017	\$450.31
43985	COL001	Colenutt Signs Limited	October 6, 2017	\$1,084.80
43986	COT006	Cottam Radiator	October 6, 2017	\$3,829.44
43987	CUL001	Culligan Water	October 6, 2017	\$88.25
43988	DEL013	Delta Power Equipment	October 6, 2017	\$138.82
43989	DIA005	DIAS & DIAS ELECTRONICS	October 6, 2017	\$452.00
43990	DIG003	Bart DiGiovanni Construction L	October 6, 2017	\$858.80
43991	ELK001	E.L.K. Solutions Inc	October 6, 2017	\$1,100.17
43992	ENN003	Ennis Paint Canada ULC	October 6, 2017	\$1,584.65
43993	ESS002	Essex 73's	October 6, 2017	\$5,614.56
43994	ESS017	Essex Free Press	October 6, 2017	\$101.09
43995	ESS048	ESSEX APPLIANCE CENTRE LTD	October 6, 2017	\$4,194.61
43996	FAM002	Family Services Windsor-Essex	October 6, 2017	\$250.00
43997	FRA011	Francotyp - Postalia Canada In	October 6, 2017	\$106.79
43998	GIL008	Gillett Roofing Inc.	October 6, 2017	\$42,612.30
43999	GRE023	Green Tree Professional Tree S	October 6, 2017	\$3,542.55
44000	HAL025	Hall, Nicole	October 6, 2017	\$301.59
44001	HAM010	Hamilton, Nathan	October 6, 2017	\$12.00
44002	HAR007	Harrow Country Depot	October 6, 2017	\$199.98
44003	HEA002	Heaton Sanitation	October 6, 2017	\$1,243.00
44004	HEA008	Heath, Cody	October 6, 2017	\$250.00
44005	HED001	Hedges, Betty	October 6, 2017	\$9.61
44006	HER005	Hernandez Sanitation Services	October 6, 2017	\$678.00
44007	HOL001	Holland Cleaning Solutions Ltd	October 6, 2017	\$653.10
44008	HUR007	Hurricane SMS Inc.	October 6, 2017	\$524.40
44009	JOH017	Johnson Controls #T6067	October 6, 2017	\$3,399.04
44010	JUT001	D.H. Jutzi Limited	October 6, 2017	\$192.10
44011	KEL015	Kelcom - Radio Division	October 6, 2017	\$257.32
44012	KEN002	Ken Lapain & Sons Ltd.	October 6, 2017	\$3,001.12
44013	KIM001	L. Kimball Lumber and Building	October 6, 2017	\$287.47
44014	KLI003	Klie, Rodney	October 6, 2017	\$12.00
44015	LAC007	Lacasse Spg	October 6, 2017	\$135.55
44016	LEA001	Leamington Equipment Rentals	October 6, 2017	\$745.80
44017	LEN002	Len Taylor & Sons Ltd	October 6, 2017	\$375.72
44018	LEV001	Levy, James	October 6, 2017	\$443.38
44019	LIF001	Lifesaving Society	October 6, 2017	\$184.70
44020	MAJ003	Major Construction (2010) Ltd	October 6, 2017	\$76,142.55
44021	MAR060	Martynse, Bruce	October 6, 2017	\$24.00
44022	MAR068	Marontate, Anne	October 6, 2017	\$89.29
44023	MAR070	Marks Supply Inc	October 6, 2017	\$1,864.05
44024	MIC006	Michelin North America (Canada	October 6, 2017	\$220.41
44025	MOR034	Morton, Mary Ellen	October 6, 2017	\$99.95
44026	MSJ001	M S J Automotive Services Ltd.	October 6, 2017	\$11,251.17
44027	NEI005	Neilpovitz, Benny	October 6, 2017	\$2,700.00
44028	NEL002	Nella Cutlery (Hamilton) Inc.	October 6, 2017	\$226.00
44029	NOR008	Nortrax Canada Inc.	October 6, 2017	\$1,170.49
44030	ONT016	Ontario Clean Water Agency	October 6, 2017	\$1,130.54



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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
44031	OXF001	Oxford Dodge Chrysler	October 6, 2017	\$37,632.77
44032	QUI003	Quinlan Inc.	October 6, 2017	\$12,034.51
44033	RCA001	RCAP Leasing Inc.	October 6, 2017	\$484.54
44034	RCS001	RC Spencer Associates Inc.	October 6, 2017	\$12,758.27
44035	REN002	Larry Renaud Ford & RV Sales	October 6, 2017	\$522.57
44036	ROB026	Robinson, Julie	October 6, 2017	\$225.00
44037	SCL001	Stantec	October 6, 2017	\$14,998.42
44038	SEC002	Security One Alarm Systems Ltd	October 6, 2017	\$589.10
44039	SEX001	SEXAUER LTD	October 6, 2017	\$106.17
44040	SHE018	Jeff Shepley Excavating Ltd	October 6, 2017	\$9,290.89
44041	SIV001	Siverns, Ryan	October 6, 2017	\$189.83
44042	SNA002	Snap-on Tools	October 6, 2017	\$42.88
44043	SNG001	Stop N Go	October 6, 2017	\$980.66
44044	SNI001	Snively, Lawrence	October 6, 2017	\$187.92
44045	STA007	Stationery & Stuff	October 6, 2017	\$51.87
44046	STA026	St. Andrew's Anglican Church	October 6, 2017	\$23,192.00
44047	STE004	Stewart Gilbert Limited	October 6, 2017	\$666.52
44048	SUN010	Sunparlour Locksmiths Mobile S	October 6, 2017	\$129.89
44049	THY001	Thyssenkrupp Elevator	October 6, 2017	\$813.60
44050	TOR007	Toritto Paving Inc.	October 6, 2017	\$27,621.99
44051	TUR013	Turf Net Sports Supplies	October 6, 2017	\$511.13
44052	TWO001	Two Way Automotive	October 6, 2017	\$518.48
44053	VAL009	Valvoline Express Care	October 6, 2017	\$89.15
44054	VEO001	Veolia ES Canada Industrial Se	October 6, 2017	\$755.44
44055	WAD001	Waddick Fuels	October 6, 2017	\$1,104.90
44056	WEA002	Weatherproofing Technologies C	October 6, 2017	\$4,921.15
44057	WIN005	WFS Ltd	October 6, 2017	\$1,690.48
44058	WIN010	Windsor-Essex County Humane So	October 6, 2017	\$2,190.00
44059	WIN027	Windsor Starter's Powerhouse	October 6, 2017	\$196.62
44060	WOL004	Wolseley Canada Inc	October 6, 2017	\$168.14
44061	WOR010	Work Authority	October 6, 2017	\$177.95
44062	WSA001	WINDSOR SPRING AND ALIGNMENT	October 6, 2017	\$788.74
44063	WUR001	Wurth Canada Limited	October 6, 2017	\$202.22
44064	XER001	Xerox Canada	October 6, 2017	\$93.88
44065	WAV002	Wave Direct Telecommunications	October 6, 2017	\$599.73
44066	120001	1206662 Ontario Ltd	October 13, 2017	\$9,297.08
44067	157174	1571749 Ontario Limited	October 13, 2017	\$500.00
44068	ACC004	Access Doors N More Inc	October 13, 2017	\$1,375.21
44069	AGR002	Agris Co-Operative Ltd.	October 13, 2017	\$1,237.72
44070	ALL024	Allied Fire and Safety	October 13, 2017	\$906.31
44071	ANC001	Anchem Sales	October 13, 2017	\$642.35
44072	BEL032	Bell Media Inc.	October 13, 2017	\$1,017.00
44073	BLA011	Black & McDonald Limited	October 13, 2017	\$2,563.37
44074	BLA013	Blackburn Radio Inc.	October 13, 2017	\$1,594.44
44075	BON024	Dianne Bondy Yoga Inc.	October 13, 2017	\$113.00
44076	BRE006	Brett, Jill	October 13, 2017	\$127.79
44077	BRO041	Brown, Shelley	October 13, 2017	\$130.00
44078	CED004	Cedar Manor Farms	October 13, 2017	\$22,091.50
44079	CHE003	Checker Industrial Ltd	October 13, 2017	\$988.81
44080	CHO006	Chochi's	October 13, 2017	\$448.07
44081	CIM001	CIMCO Refrigeration	October 13, 2017	\$813.13
44082	CIN001	Cintas Canada Limited	October 13, 2017	\$861.06
44083	CIT009	Citrix Systems, Inc.	October 13, 2017	\$1,358.00
44084	CLS001	Canadian Linen and Uniform Ser	October 13, 2017	\$147.58
44085	COL036	Colenutt, Clarence Jay	October 13, 2017	\$250.00
44086	COM008	Computer Plug Inc.	October 13, 2017	\$76.33
44087	COM030	Commercial Cleaning Services	October 13, 2017	\$5,876.00
44088	CUL001	Culligan Water	October 13, 2017	\$107.68
44089	DAR001	Darch Fire	October 13, 2017	\$1,399.62
44090	DEL009	Dell Canada Inc	October 13, 2017	\$980.79
44091	DRO007	Drouillard, Joseph Ernest	October 13, 2017	\$478.00



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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
44092	ELK001	E.L.K. Solutions Inc	October 13, 2017	\$8,226.69
44093	EMP003	Empire Communications	October 13, 2017	\$631.98
44094	EMP006	Empire Business Continuity Con	October 13, 2017	\$531.55
44095	ESS003	Essex Animal Hospital	October 13, 2017	\$67.80
44096	ESS017	Essex Free Press	October 13, 2017	\$1,297.01
44097	ESS026	Essex Region Conservation Auth	October 13, 2017	\$300.00
44098	ESS052	Essex Area Food Bank	October 13, 2017	\$300.00
44099	ESS072	Essex D.H.S Admin	October 13, 2017	\$60.00
44100	ESS098	Essex Centre B.I.A	October 13, 2017	\$7,150.00
44101	FEE001	The Feed Store	October 13, 2017	\$137.80
44102	GAL005	Gallant, Tanner	October 13, 2017	\$137.84
44103	GFL001	GFL Environmental Inc.	October 13, 2017	\$38.02
44104	GIL004	GILLETT SHEET METAL	October 13, 2017	\$404.54
44105	GKS001	G&K Services/Department 400004	October 13, 2017	\$340.57
44106	GRA040	Graybar Canada	October 13, 2017	\$750.73
44107	GRE003	Greater Essex County District	October 13, 2017	\$10,662.38
44108	GRE005	Green Shield Canada	October 13, 2017	\$45,874.08
44109	HOL001	Holland Cleaning Solutions Ltd	October 13, 2017	\$2,388.65
44110	JEF001	Jeff Shepley Excavating Ltd.	October 13, 2017	\$17,917.59
44111	JOH017	Johnson Controls #T6067	October 13, 2017	\$625.82
44112	JUS001	Just Jeff's Gourmet Express In	October 13, 2017	\$493.81
44113	JUT001	D.H. Jutzi Limited	October 13, 2017	\$2,435.15
44114	KEL014	KELCOM	October 13, 2017	\$162.70
44115	KEL015	Kelcom - Radio Division	October 13, 2017	\$3,994.55
44116	KEN002	Ken Lapain & Sons Ltd.	October 13, 2017	\$4,324.62
44117	KIN004	Kingsville Reporter	October 13, 2017	\$267.13
44118	LEA001	Leamington Equipment Rentals	October 13, 2017	\$180.80
44119	LEK001	LEKTER INDUSTRIAL SERVICES	October 13, 2017	\$3,768.55
44120	LIF001	Lifesaving Society	October 13, 2017	\$1,055.13
44121	MAR060	Martynse, Bruce	October 13, 2017	\$131.07
44122	MIC006	Michelin North America (Canada	October 13, 2017	\$1,093.16
44123	MIN001	Minister of Finance	October 13, 2017	\$276,925.00
44124	MUN012	Munger Plumbing & Electric	October 13, 2017	\$265.55
44125	NEL002	Nella Cutlery (Hamilton) Inc.	October 13, 2017	\$56.50
44126	NEP003	Neptune Security Services Inc	October 13, 2017	\$5,232.47
44127	ONT016	Ontario Clean Water Agency	October 13, 2017	\$18,767.94
44128	PED001	Pedro, Domingos & Delfina	October 13, 2017	\$2,952.25
44129	ROB019	ROBINSON, DOUGLAS	October 13, 2017	\$375.00
44130	SCH002	Schinkel's Meat Market	October 13, 2017	\$56.00
44131	SEC002	Security One Alarm Systems Ltd	October 13, 2017	\$133.87
44132	SHE015	Shepley Road Maintenance Ltd	October 13, 2017	\$222.58
44133	SHR001	Shred-it International ULC	October 13, 2017	\$126.24
44134	SIL006	Silveira, Nelson	October 13, 2017	\$20.63
44135	STA007	Stationery & Stuff	October 13, 2017	\$361.19
44136	SUN002	Sun Life Assurance Company of	October 13, 2017	\$12,660.24
44137	THI008	Think Wireless Solutions Inc.	October 13, 2017	\$1,091.30
44138	TOW010	Town of Essex	October 13, 2017	\$63.17
44139	UPS001	UPS Canada	October 13, 2017	\$76.90
44140	WAD001	Waddick Fuels	October 13, 2017	\$11,687.52
44141	WAL024	Walker Aggregates Inc.	October 13, 2017	\$7,171.67
44142	WDS001	Windsor Disposal Services Ltd	October 13, 2017	\$416.17
44143	WOL004	Wolseley Canada Inc	October 13, 2017	\$453.21
44144	XER001	Xerox Canada	October 13, 2017	\$741.59
44145	ALL027	Allison, Suzanne	October 19, 2017	\$736.70
44146	WIN064	Windsor Historical Society	October 19, 2017	\$500.00
44147	BEN015	BENNETT, ARTHUR	October 19, 2017	\$2,688.03
44148	4IM001	4imprint, Inc.	October 20, 2017	\$1,925.03
44149	APP005	Applied Computer Solutions Inc	October 20, 2017	\$3,553.85
44150	BAR031	Barrette Excavating Inc.	October 20, 2017	\$3,556.86
44151	BDO001	BDO Canada LLP	October 20, 2017	\$5,270.32
44152	BUT007	Butt, Steve	October 20, 2017	\$498.50



General Account Cheque Register for October 2017

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
44153	CAN037	Canadian Diesel Services	October 20, 2017	\$2,998.87
44154	CHA030	Challenge Corporation Consulti	October 20, 2017	\$2,825.00
44155	CLS001	Canadian Linen and Uniform Ser	October 20, 2017	\$47.54
44156	COA003	Co-An Park	October 20, 2017	\$8,747.88
44157	COG001	Cogeco Payment Centre	October 20, 2017	\$391.88
44158	COT006	Cottam Radiator	October 20, 2017	\$1,705.58
44159	CTR001	Canadian Tire #172	October 20, 2017	\$1,240.98
44160	CTS001	County Towing Inc.	October 20, 2017	\$222.61
44161	CUP001	Canadian Union of Public Emplo	October 20, 2017	\$2,934.59
44162	DEL009	Dell Canada Inc	October 20, 2017	\$183.05
44163	ESS030	Essex Windsor Solid Waste Auth	October 20, 2017	\$59,590.09
44164	ESS065	Essex County Locksmiths	October 20, 2017	\$103.40
44165	GIL004	GILLETT SHEET METAL	October 20, 2017	\$223.42
44166	GKS001	G&K Services/Department 400004	October 20, 2017	\$72.59
44167	HAL015	Haller Mechanical Contractors	October 20, 2017	\$280.01
44168	HAR001	The Harrow News & County Print	October 20, 2017	\$544.42
44169	HAR060	Harrow Animal Hospital	October 20, 2017	\$960.00
44170	HEA002	Heaton Sanitation	October 20, 2017	\$4,294.00
44171	HOL001	Holland Cleaning Solutions Ltd	October 20, 2017	\$439.72
44172	JAN003	JaniSafe Inc.	October 20, 2017	\$43.54
44173	JEF001	Jeff Shepley Excavating Ltd.	October 20, 2017	\$312.16
44174	JEF003	Jeffrey, Ed	October 20, 2017	\$176.00
44175	KEL015	Kelcom - Radio Division	October 20, 2017	\$210.82
44176	KEN002	Ken Lapain & Sons Ltd.	October 20, 2017	\$3,057.22
44177	KIN021	Gerald Kinnaird Painting	October 20, 2017	\$4,949.40
44178	KLI003	Klie, Rodney	October 20, 2017	\$77.90
44179	KWO001	Kwong, Cheung	October 20, 2017	\$12,150.00
44180	LAC007	Lacasse Spg	October 20, 2017	\$271.16
44181	LAK001	Lakeshore News	October 20, 2017	\$351.72
44182	LEA001	Leamington Equipment Rentals	October 20, 2017	\$792.13
44183	LEN002	Len Taylor & Sons Ltd	October 20, 2017	\$468.07
44184	LIF001	Lifesaving Society	October 20, 2017	\$2,679.93
44185	MAI010	Maidstone Tree Farm	October 20, 2017	\$1,130.00
44186	MAR060	Martynse, Bruce	October 20, 2017	\$12.00
44187	MAR083	Martin & Levesque Inc	October 20, 2017	\$1,438.49
44188	MCT001	McTague Law Firm LLP	October 20, 2017	\$4,435.25
44189	MEL020	Karl G Melinz	October 20, 2017	\$445.52
44190	MUN012	Munger Plumbing & Electric	October 20, 2017	\$69.16
44191	NEV002	Neveu, Tom	October 20, 2017	\$12.00
44192	OME001	OMERS	October 20, 2017	\$103,612.00
44193	ONT016	Ontario Clean Water Agency	October 20, 2017	\$23,110.97
44194	ONT026	Ontario One Call Ltd	October 20, 2017	\$246.11
44195	PUR001	Purolator Inc.	October 20, 2017	\$201.74
44196	QUA006	Quality Turf	October 20, 2017	\$4,653.79
44197	ROO002	Rood Engineering	October 20, 2017	\$4,225.07
44198	SAF002	Safedesign Apparel Ltd	October 20, 2017	\$3,591.58
44199	SOU033	South Howard Animal Clinic	October 20, 2017	\$103.98
44200	TOR007	Toritto Paving Inc.	October 20, 2017	\$1,571.83
44201	TOW002	Town of Essex	October 20, 2017	\$10,923.57
44202	TSC002	TSC Stores LP	October 20, 2017	\$886.42
44203	TUC001	Tucker Electric Ltd	October 20, 2017	\$473.47
44204	VAL009	Valvoline Express Care	October 20, 2017	\$129.92
44205	VEL004	Velocity Volleyball	October 20, 2017	\$734.50
44206	WAD001	Waddick Fuels	October 20, 2017	\$3,773.53
44207	WAS004	Waste Connections of Canada In	October 20, 2017	\$916.20
44208	WAV002	Wave Direct Telecommunications	October 20, 2017	\$290.11
44209	WDS001	Windsor Disposal Services Ltd	October 20, 2017	\$8.32
44210	WIN056	Windsor Body Magazine	October 20, 2017	\$974.06
44211	XER001	Xerox Canada	October 20, 2017	\$160.57
44212	XMA001	Town of Essex Employees Christ	October 20, 2017	\$8,997.87
44213	MIN004	Minister of Finance/MTO	October 25, 2017	\$50.00



General Account Cheque Register for October 2017

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
44214	MIN004	Minister of Finance/MTO	October 25, 2017	\$18,436.50
44215	J4H001	J 4 Holdings Inc.	October 25, 2017	\$159.31
44216	J4H001	J 4 Holdings Inc.	October 25, 2017	\$25.00
44217	RIC016	Richardson, Heather	October 25, 2017	\$144.10
44218	BRO042	Brown, Shelley (Petty Cash)	October 25, 2017	\$257.70
44219	BRO042	Brown, Shelley (Petty Cash)	October 27, 2017	\$440.00
44220	AIR004	Airvoix Communciations Inc	October 27, 2017	\$1,435.10
44221	AGO001	AGO Industries Inc.	October 30, 2017	\$158.56
44222	AIR001	Air Liquide Canada Inc.	October 30, 2017	\$14.13
44223	AJS001	A. J. Stone Company Ltd.	October 30, 2017	\$2,268.02
44224	ALL024	Allied Fire and Safety	October 30, 2017	\$155.41
44225	AMA003	Amaco Equipment	October 30, 2017	\$76.61
44226	AME005	Amec Foster Wheeler Enviroment	October 30, 2017	\$7,062.50
44227	ANN001	Annex Publishing & Printing	October 30, 2017	\$410.64
44228	AUT001	Auto Barn Parts	October 30, 2017	\$151.06
44229	AUX001	Auxilium Group	October 30, 2017	\$6,780.00
44230	BAR003	Barron, Jack	October 30, 2017	\$131.58
44231	BEL017	Bell Canada-Public Access	October 30, 2017	\$56.50
44232	CAN037	Canadian Diesel Services	October 30, 2017	\$7,273.90
44233	CBR001	CBRE Limited	October 30, 2017	\$3,869.12
44234	CCD001	Countryside Chrysler-Dodge Ltd	October 30, 2017	\$1,735.88
44235	CED003	Cedar Signs	October 30, 2017	\$84.75
44236	CED004	Cedar Manor Farms	October 30, 2017	\$9,096.50
44237	CHE003	Checker Industrial Ltd	October 30, 2017	\$86.74
44238	CLS001	Canadian Linen and Uniform Ser	October 30, 2017	\$462.97
44239	COL001	Colenutt Signs Limited	October 30, 2017	\$909.65
44240	COL037	Colchester Ridge Estate Winery	October 30, 2017	\$242.15
44241	COM030	Commercial Cleaning Services	October 30, 2017	\$3,926.68
44242	COO011	Cooper's Hawk Vineyards LP	October 30, 2017	\$942.94
44243	COR004	Corporate Billing Inc.	October 30, 2017	\$1,009.66
44244	COT006	Cottam Radiator	October 30, 2017	\$469.63
44245	COX002	Coxon's Sales and Rentals Ltd.	October 30, 2017	\$299.45
44246	CTS001	County Towing Inc.	October 30, 2017	\$172.28
44247	CTY002	County of Essex	October 30, 2017	\$30,378.29
44248	CUL001	Culligan Water	October 30, 2017	\$31.58
44249	DEL013	Delta Power Equipment	October 30, 2017	\$61.26
44250	DLM001	D.L.M. Emissions Testing Inc.	October 30, 2017	\$315.00
44251	ECO002	ECONOMY RENTAL CENTRE	October 30, 2017	\$90.40
44252	EDD001	Ed Dunn Auctions & Appraisers	October 30, 2017	\$113.00
44253	ELK001	E.L.K. Solutions Inc	October 30, 2017	\$32,212.49
44254	EMP006	Empire Business Continuity Con	October 30, 2017	\$531.55
44255	ESS012	Essex Equipment Rentals	October 30, 2017	\$42.94
44256	ESS017	Essex Free Press	October 30, 2017	\$1,333.26
44257	ESS019	Essex Home Hardware	October 30, 2017	\$662.40
44258	ESS026	Essex Region Conservation Auth	October 30, 2017	\$37,541.00
44259	ESS030	Essex Windsor Solid Waste Auth	October 30, 2017	\$1,063.39
44260	ESS044	Town of Essex	October 30, 2017	\$194.50
44261	FAM002	Family Services Windsor-Essex	October 30, 2017	\$1,282.50
44262	FEE001	The Feed Store	October 30, 2017	\$247.41
44263	FOR024	Fort Garry Fire Trucks Ltd.	October 30, 2017	\$590,317.65
44264	GOA001	Goarley Fire	October 30, 2017	\$8,081.76
44265	GOL001	Golder Associates Ltd.	October 30, 2017	\$246.27
44266	GRE001	Great Lakes Safety Products	October 30, 2017	\$432.73
44267	GRE003	Greater Essex County District	October 30, 2017	\$5,142.01
44268	GUA004	Guardian Fence	October 30, 2017	\$354.82
44269	HEA002	Heaton Sanitation	October 30, 2017	\$1,582.00
44270	HHH001	Harrow Home Hardware	October 30, 2017	\$914.61
44271	HOL001	Holland Cleaning Solutions Ltd	October 30, 2017	\$804.83
44272	JAC001	Jack's Auto Service	October 30, 2017	\$1,285.87
44273	JEF003	Jeffrey, Ed	October 30, 2017	\$150.00
44274	JEF004	Jeff Smith's County Chevrolet	October 30, 2017	\$650.08



General Account Cheque Register for October 2017

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
44275	JJT001	JJ Tires Ltd	October 30, 2017	\$103.96
44276	KEL015	Kelcom - Radio Division	October 30, 2017	\$300.90
44277	KIM001	L. Kimball Lumber and Building	October 30, 2017	\$2,151.24
44278	KIN021	Gerald Kinnaird Painting	October 30, 2017	\$4,819.45
44279	LEA001	Leamington Equipment Rentals	October 30, 2017	\$406.12
44280	MAJ003	Major Construction (2010) Ltd	October 30, 2017	\$9,898.53
44281	MAN004	Managed Network System Inc	October 30, 2017	\$440.36
44282	MEL039	Meloche, Jim	October 30, 2017	\$155.02
44283	MIC006	Michelin North America (Canada	October 30, 2017	\$1,151.92
44284	MIL001	Essex Source for Sports	October 30, 2017	\$33.81
44285	MUN012	Munger Plumbing & Electric	October 30, 2017	\$532.56
44286	NEL002	Nella Cutlery (Hamilton) Inc.	October 30, 2017	\$169.50
44287	NOR006	NorJohn Contracting & Paving L	October 30, 2017	\$407,170.38
44288	ONT018	On-Trux Ltd	October 30, 2017	\$255.61
44289	OSH003	Oshell, John	October 30, 2017	\$2,800.00
44290	OXF001	Oxford Dodge Chrysler	October 30, 2017	\$47,187.14
44291	PAT001	PAT DANIHER TOPSOIL	October 30, 2017	\$287.02
44292	PLA008	Plant Products Inc.	October 30, 2017	\$1,130.00
44293	PRA001	Praxair Canada Inc	October 30, 2017	\$121.59
44294	PUR001	Purolator Inc.	October 30, 2017	\$64.69
44295	QUA006	Quality Turf	October 30, 2017	\$587.60
44296	RCS001	RC Spencer Associates Inc.	October 30, 2017	\$17,006.50
44297	REG001	Reg Clark Truck Ltd	October 30, 2017	\$217.86
44298	REN002	Larry Renaud Ford & RV Sales	October 30, 2017	\$293.74
44299	SAF002	Safedesign Apparel Ltd	October 30, 2017	\$2,094.49
44300	SCL001	Stantec	October 30, 2017	\$39,111.23
44301	SEC002	Security One Alarm Systems Ltd	October 30, 2017	\$405.84
44302	SOC002	Society of St. Vincent de Paul	October 30, 2017	\$3,246.70
44303	SOU038	South Shore Contracting of Ess	October 30, 2017	\$36,334.87
44304	STA007	Stationery & Stuff	October 30, 2017	\$5.19
44305	TEC004	Technical Standards & Safety	October 30, 2017	\$100.00
44306	THO016	Thomson Reuters Canada	October 30, 2017	\$183.75
44307	TOR004	Toromont Industries Ltd	October 30, 2017	\$16.77
44308	TRE004	Tremblar Building Supplies	October 30, 2017	\$5,644.35
44309	TWO001	Two Way Automotive	October 30, 2017	\$331.53
44310	ULI002	ULINE CANADA CORPORATION	October 30, 2017	\$10,242.33
44311	VEH001	Vehicle Venture	October 30, 2017	\$150.31
44312	WAD001	Waddick Fuels	October 30, 2017	\$546.98
44313	WAL024	Walker Aggregates Inc.	October 30, 2017	\$385.64
44314	WEA002	Weatherproofing Technologies C	October 30, 2017	\$519.80
44315	WIN058	WINDSOR TIRE INC	October 30, 2017	\$103.96
44316	WOR010	Work Authority	October 30, 2017	\$172.88
44317	WUR001	Wurth Canada Limited	October 30, 2017	\$607.26
44318	XER001	Xerox Canada	October 30, 2017	\$107.63
44319	DAN003	DANIELLE'S	October 30, 2017	\$148.30
EFT000000000048	ALO001	Aloisio, Janice	October 6, 2017	\$181.16
EFT000000000049	BON026	Bondy, Sherry	October 6, 2017	\$248.40
EFT000000000050	CAM022	Campbell, Carrie	October 6, 2017	\$190.08
EFT000000000051	HUN006	Hunter, Donna E	October 6, 2017	\$418.57
EFT000000000052	MCG020	McGowan, Tara	October 6, 2017	\$439.13
EFT000000000053	PRI023	Prieur, Kelly	October 6, 2017	\$229.03
EFT000000000054	ALO001	Aloisio, Janice	October 13, 2017	\$327.91
EFT000000000055	BEZ001	Bezaire, Mike	October 13, 2017	\$3,493.30
EFT000000000056	JOL001	Jolicoeur, Jason	October 13, 2017	\$83.16
EFT000000000057	MCG020	McGowan, Tara	October 13, 2017	\$159.88
EFT000000000058	CAM022	Campbell, Carrie	October 20, 2017	\$133.92
EFT000000000059	HUN006	Hunter, Donna E	October 20, 2017	\$44.97
EFT000000000060	MOO007	Moore, Scott	October 20, 2017	\$60.00
EFT000000000061	TAN003	Tang, Kam Yui	October 20, 2017	\$254.76
EFT000000000062	BEZ001	Bezaire, Mike	October 30, 2017	\$3,493.30
EFT000000000063	TAN003	Tang, Kam Yui	October 30, 2017	\$19.76



General Account Cheque Register for October 2017

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
Total Cheques				\$2,648,847.18



General Account Cheque Register for November 2017

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
44320	ESS084	Essex County K9 Services	November 3, 2017	\$2,191.26
44321	ESS084	Essex County K9 Services	November 3, 2017	\$99.44
44322	DES020	Desjarlais, Chad	November 3, 2017	\$200.00
44323	TRA005	Travis, Cynthia	November 3, 2017	\$200.00
44324	DES021	Desjarlais, Gayle	November 3, 2017	\$200.00
44325	SHE016	Shepley, Harriet	November 3, 2017	\$200.00
44326	HEY002	Heyrman, Joanne	November 3, 2017	\$200.00
44327	REA017	Reaume, Joanne	November 3, 2017	\$200.00
44328	MCD022	McDermott, Kelvin	November 3, 2017	\$200.00
44329	CLI004	Clifford, Kyle	November 3, 2017	\$200.00
44330	REN033	Renaud, Laurel	November 3, 2017	\$200.00
44331	COP001	Copat, Luanne	November 3, 2017	\$200.00
44332	WOO011	Wood, Marie	November 3, 2017	\$200.00
44333	TOM010	Tomek, Mary	November 3, 2017	\$200.00
44334	MOR007	Morand, Renee	November 3, 2017	\$200.00
44335	TER003	Terziani, Sandra	November 3, 2017	\$200.00
44336	MUT004	Mutterback, Sharon	November 3, 2017	\$200.00
44337	BAL021	Baltin, Shelley	November 3, 2017	\$200.00
44338	DES022	Desjarlais, Sherri	November 3, 2017	\$200.00
44339	BAL015	Baltin, Bob	November 3, 2017	\$200.00
44340	CHA008	Charko, Barb	November 3, 2017	\$200.00
44341	ROY007	Royal Canadian Legion, Poppy F	November 3, 2017	\$45.00
44342	MAI008	Mailloux, R. John	November 7, 2017	\$390.78
44343	ATM002	ATM Pharmacies Ltd.	November 8, 2017	\$5,000.00
44344	SAL008	Salvation Army - Essex	November 8, 2017	\$1,000.00
44345	SAL008	Salvation Army - Essex	November 8, 2017	\$1,000.00
44346	ESS052	Essex Area Food Bank	November 8, 2017	\$2,000.00
44347	ESS086	Essex Community Historical Res	November 8, 2017	\$500.00
44348	ROY001	Royal Canadian Legion Branch 2	November 8, 2017	\$45.00
44349	COM007	Community Living Essex County	November 8, 2017	\$1,000.00
44350	SNO001	Snow, Brittany	November 9, 2017	\$62.64
44351	1670057	1670057 ONTARIO LIMITED	November 10, 2017	\$1,000.00
44352	AFF011	Affleck, Jay (Petty Cash)	November 10, 2017	\$762.75
44353	ALL024	Allied Fire and Safety	November 10, 2017	\$2,788.86
44354	AMA002	A.M.A. Plastics	November 10, 2017	\$1,342.44
44355	ANN001	Annex Publishing & Printing	November 10, 2017	\$2,930.66
44356	ARN005	Arnel, Richard - Petty Cash	November 10, 2017	\$139.80
44357	ART001	ARTSCRUSHING & RECYCLING INC	November 10, 2017	\$79,544.66
44358	AZZ003	Azzopardi, Kerry Lawrence	November 10, 2017	\$250.00
44359	BRA025	Braga Jr., Zacarias Carreira	November 10, 2017	\$999.00
44360	CAN006	Canada Post Corporation	November 10, 2017	\$2,162.41
44361	CAR019	Cardinal Services Group	November 10, 2017	\$1,082.19
44362	CHE011	Cheung, Kin Kwong	November 10, 2017	\$250.00
44363	CIM001	CIMCO Refrigeration	November 10, 2017	\$813.13
44364	CLI002	Clifford, Todd	November 10, 2017	\$500.00
44365	COM030	Commercial Cleaning Services	November 10, 2017	\$2,249.83
44366	COX002	Coxon's Sales and Rentals Ltd.	November 10, 2017	\$299.45
44367	CTY002	County of Essex	November 10, 2017	\$1,185.00
44368	CTY005	The Corporation of the City of	November 10, 2017	\$808.54
44369	CUL001	Culligan Water	November 10, 2017	\$99.88
44370	DEL027	Delaurier, Bruce	November 10, 2017	\$1,000.00
44371	DER006	DeRose, Steve	November 10, 2017	\$257.50
44372	DUF015	Dufault, Francois	November 10, 2017	\$250.00
44373	ESB001	E.S. Hubbell Highway & Drainag	November 10, 2017	\$2,294.93
44374	ESS026	Essex Region Conservation Auth	November 10, 2017	\$2,508.51
44375	ESS104	Essex Rotary Foundation	November 10, 2017	\$300.00
44376	FOX005	Fox, Arthur	November 10, 2017	\$250.00
44377	GKS001	G&K Services/Department 400004	November 10, 2017	\$753.73
44378	GUS001	Guspro Inc.	November 10, 2017	\$294.93
44379	HEA002	Heaton Sanitation	November 10, 2017	\$1,949.25
44380	HEN008	HENDERSON RECREATION EQUIPMENT	November 10, 2017	\$1,141.14



General Account Cheque Register for November 2017

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
44381	HOL001	Holland Cleaning Solutions Ltd	November 10, 2017	\$930.15
44382	JAC001	Jack's Auto Service	November 10, 2017	\$896.26
44383	JUT001	D.H. Jutzi Limited	November 10, 2017	\$192.10
44384	KEL001	Kelcom - Windsor Copier Inc.	November 10, 2017	\$119.24
44385	KIR012	Kiritsis, Ilias	November 10, 2017	\$1,000.00
44386	KOZ002	Kozma Bonnie	November 10, 2017	\$100.00
44387	LEO004	Leonard, John Graham	November 10, 2017	\$250.00
44388	LIF001	Lifesaving Society	November 10, 2017	\$1,227.11
44389	LRS001	LRS Paging Canada	November 10, 2017	\$522.63
44390	MAI016	Mailloux, Joe	November 10, 2017	\$12.00
44391	MAR004	Marchand Excavating Contractor	November 10, 2017	\$2,825.00
44392	MAR060	Martynse, Bruce	November 10, 2017	\$12.00
44393	MCA002	MCAP Service Corporation	November 10, 2017	\$771.00
44394	MER001	Merchants Paper Company	November 10, 2017	\$926.26
44395	MIL001	Essex Source for Sports	November 10, 2017	\$25.25
44396	MIN001	Minister of Finance	November 10, 2017	\$281,435.82
44397	MON001	Monarch Office Supply Inc.	November 10, 2017	\$3,163.43
44398	MUN012	Munger Plumbing & Electric	November 10, 2017	\$3,435.51
44399	NEP003	Neptune Security Services Inc	November 10, 2017	\$1,922.47
44400	NOR001	Nor Built Construction	November 10, 2017	\$1,000.00
44401	ONT016	Ontario Clean Water Agency	November 10, 2017	\$10,779.12
44402	OXL004	Oxley Farms	November 10, 2017	\$500.00
44403	PIC007	Pickle, Randy Lawrence	November 10, 2017	\$250.00
44404	PIT007	Pittao, Ann	November 10, 2017	\$1,212.29
44405	PRA001	Praxair Canada Inc	November 10, 2017	\$267.27
44406	RCA001	RCAP Leasing Inc.	November 10, 2017	\$336.48
44407	REA016	Realtax Inc.	November 10, 2017	\$15,226.75
44408	REG001	Reg Clark Truck Ltd	November 10, 2017	\$88,692.58
44409	REN031	Render Construction Inc.	November 10, 2017	\$3,955.00
44410	RIV009	Riverside Elevators	November 10, 2017	\$135.60
44411	SAL010	Salter, David Michael	November 10, 2017	\$500.00
44412	SHA007	Sharp Bus Lines Limited	November 10, 2017	\$508.50
44413	SHE018	Jeff Shepley Excavating Ltd	November 10, 2017	\$10,611.85
44414	STE004	Stewart Gilbert Limited	November 10, 2017	\$355.95
44415	STE024	Steve's Pest Management	November 10, 2017	\$197.75
44416	SUN010	Sunparlour Locksmiths Mobile S	November 10, 2017	\$146.90
44417	TAL004	Talbot, Garnet Andrew	November 10, 2017	\$250.00
44418	TEA002	Team Aquatic Supplies East	November 10, 2017	\$335.05
44419	TEC004	Technical Standards & Safety	November 10, 2017	\$100.00
44420	THI008	Think Wireless Solutions Inc.	November 10, 2017	\$878.86
44421	THO017	Thompson Jr., John Randolph	November 10, 2017	\$250.00
44422	TUZ001	Tuzlova, Tanya	November 10, 2017	\$63.72
44423	ULI002	ULINE CANADA CORPORATION	November 10, 2017	\$247.00
44424	WIN003	Windsor-Essex County Health Un	November 10, 2017	\$342.26
44425	WOL004	Wolseley Canada Inc	November 10, 2017	\$3,959.52
44426	2569247	2569247 Ontario Ltd.	November 14, 2017	\$166.05
44427	AGO001	AGO Industries Inc.	November 14, 2017	\$195.49
44428	AJS001	A. J. Stone Company Ltd.	November 14, 2017	\$447.48
44429	AMA003	Amaco Equipment	November 14, 2017	\$1,409.18
44430	AND013	Andy Cap Truck Stuff	November 14, 2017	\$8,510.03
44431	CAN037	Canadian Diesel Services	November 14, 2017	\$1,250.89
44432	CAR019	Cardinal Services Group	November 14, 2017	\$18,982.40
44433	CAR029	Carstar Essex	November 14, 2017	\$1,505.16
44434	CED003	Cedar Signs	November 14, 2017	\$2,417.48
44435	CIN001	Cintas Canada Limited	November 14, 2017	\$344.65
44436	COB002	Cobby Marine & Crane Service	November 14, 2017	\$4,520.00
44437	CTS001	County Towing Inc.	November 14, 2017	\$2,062.25
44438	DAN008	Daniher Top Soil	November 14, 2017	\$287.02
44439	DAR002	Darem Hardware	November 14, 2017	\$481.11
44440	GIL008	Gillett Roofing Inc.	November 14, 2017	\$4,734.70
44441	GRE001	Great Lakes Safety Products	November 14, 2017	\$1,192.39



General Account Cheque Register for November 2017

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
44442	GRE022	Green Stream Lawn & Vegetation	November 14, 2017	\$14,238.00
44443	HEA002	Heaton Sanitation	November 14, 2017	\$5,706.50
44444	HYD001	Hydro One Networks Inc.	November 14, 2017	\$715.02
44445	JEF004	Jeff Smith's County Chevrolet	November 14, 2017	\$626.16
44446	KRO003	Kropf Industrial Inc.	November 14, 2017	\$154,934.30
44447	MYE002	Myers Truck & Trailer Repair	November 14, 2017	\$254.25
44448	ONT016	Ontario Clean Water Agency	November 14, 2017	\$47,712.90
44449	OXF001	Oxford Dodge Chrysler	November 14, 2017	\$33,151.53
44450	REG001	Reg Clark Truck Ltd	November 14, 2017	\$1,524.37
44451	REN002	Larry Renaud Ford & RV Sales	November 14, 2017	\$1,307.48
44452	SCL001	Stantec	November 14, 2017	\$10,437.17
44453	SHE018	Jeff Shepley Excavating Ltd	November 14, 2017	\$4,264.45
44454	SIG004	Sigma Safety Corp.	November 14, 2017	\$3,797.84
44455	SLR001	SLR Contracting Group Inc	November 14, 2017	\$146,656.76
44463	SOU038	South Shore Contracting of Ess	November 14, 2017	\$111,005.86
44464	TOR007	Toritto Paving Inc.	November 14, 2017	\$23,052.00
44465	TUR013	Turf Net Sports Supplies	November 14, 2017	\$1,031.18
44466	TWO001	Two Way Automotive	November 14, 2017	\$1,088.93
44467	WAT002	Watson & Associates Economists	November 14, 2017	\$16,742.40
44468	WOR010	Work Authority	November 14, 2017	\$162.71
44469	WUR001	Wurth Canada Limited	November 14, 2017	\$229.78
44470	MEL012	Meloche, Richard	November 14, 2017	\$1,000.00
44471	KIR011	Kirwin Partners LLP, In Trust	November 16, 2017	\$9,946.11
44472	APP004	AppRiver, LLC	November 16, 2017	\$49.12
44473	120001	1206662 Ontario Ltd	November 16, 2017	\$23,840.19
44474	1670057	1670057 ONTARIO LIMITED	November 16, 2017	\$25,119.64
44475	AGR002	Agris Co-Operative Ltd.	November 16, 2017	\$8,132.79
44476	ALL024	Allied Fire and Safety	November 16, 2017	\$1,045.31
44477	AMC002	AMCTO	November 16, 2017	\$565.00
44478	ANC001	Anchem Sales	November 16, 2017	\$693.20
44479	AOR001	Association of Ontario Road Su	November 16, 2017	\$804.56
44480	AUT001	Auto Barn Parts	November 16, 2017	\$310.43
44481	AUT002	Autism Ontario Windsor Essex	November 16, 2017	\$831.20
44482	BAC007	Back-N-Time	November 16, 2017	\$600.00
44483	BAL022	Balga, John	November 16, 2017	\$206.25
44484	BAR003	Barron, Jack	November 16, 2017	\$131.58
44485	BAR025	Barnett Veterinary Services	November 16, 2017	\$150.00
44486	BLA011	Black & McDonald Limited	November 16, 2017	\$16,258.29
44487	CAN032	Canadian Transportation Museum	November 16, 2017	\$200.00
44488	CAN065	Canada Lighting & Sign Service	November 16, 2017	\$1,886.69
44489	CAR003	Carter, Kevin	November 16, 2017	\$320.00
44490	CLA007	Classic Displays	November 16, 2017	\$254.48
44491	CLS001	Canadian Linen and Uniform Ser	November 16, 2017	\$411.84
44492	COG001	Cogeco Payment Centre	November 16, 2017	\$593.15
44493	CTY002	County of Essex	November 16, 2017	\$525.00
44494	CUL001	Culligan Water	November 16, 2017	\$63.40
44495	ECO002	ECONOMY RENTAL CENTRE	November 16, 2017	\$67.80
44496	EMC002	EMCO Corporation	November 16, 2017	\$1,695.41
44497	EMP003	Empire Communications	November 16, 2017	\$62.15
44498	ESB001	E.S. Hubbell Highway & Drainag	November 16, 2017	\$1,525.50
44499	ESS002	Essex 73's	November 16, 2017	\$4,060.20
44500	ESS003	Essex Animal Hospital	November 16, 2017	\$1.39
44501	ESS017	Essex Free Press	November 16, 2017	\$1,445.44
44502	EVA001	Evans Utility & Municipal Prod	November 16, 2017	\$707.61
44503	FIS002	Fisher's Regalia	November 16, 2017	\$90.26
44504	GIL004	Gillett Sheet Metal	November 16, 2017	\$528.95
44505	GKS001	G&K Services/Department 400004	November 16, 2017	\$72.59
44506	GRA025	Grand & Toy	November 16, 2017	\$487.14
44507	GRE003	Greater Essex County District	November 16, 2017	\$11,556.80
44508	GRE005	Green Shield Canada	November 16, 2017	\$45,957.20
44509	HAR001	The Harrow News & County Print	November 16, 2017	\$132.00



General Account Cheque Register for November 2017

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
44510	HEA002	Heaton Sanitation	November 16, 2017	\$1,892.75
44511	HER005	Hernandez Sanitation Services	November 16, 2017	\$84.75
44512	HOL001	Holland Cleaning Solutions Ltd	November 16, 2017	\$779.49
44513	JEF001	Jeff Shepley Excavating Ltd.	November 16, 2017	\$1,508.68
44514	KEL001	Kelcom - Windsor Copier Inc.	November 16, 2017	\$83.30
44515	KEL011	Kelcom	November 16, 2017	\$71.18
44516	KEL015	Kelcom - Radio Division	November 16, 2017	\$3,994.55
44517	LAC007	Lacasse Spg	November 16, 2017	\$913.13
44518	LAY002	Layrience Construction	November 16, 2017	\$1,094.62
44519	MAN004	Managed Network System Inc	November 16, 2017	\$287.98
44520	MAR070	Marks Supply Inc	November 16, 2017	\$296.29
44521	MAR083	Martin & Levesque Inc	November 16, 2017	\$281.03
44522	MAR092	Martindale, Keith	November 16, 2017	\$250.00
44523	MAT014	Matte, Jordan	November 16, 2017	\$250.00
44524	MCT001	McTague Law Firm LLP	November 16, 2017	\$2,389.61
44525	MIL001	Essex Source for Sports	November 16, 2017	\$90.40
44526	MIN001	Minister of Finance	November 16, 2017	\$2,064.51
44527	MIO001	Mio, Mark Anthony	November 16, 2017	\$250.00
44528	MUN012	Munger Plumbing & Electric	November 16, 2017	\$944.80
44529	NEL002	Nella Cutlery (Hamilton) Inc.	November 16, 2017	\$113.00
44530	NJP001	N.J. Peralta Engineering Ltd	November 16, 2017	\$4,972.00
44531	OEC001	OE Canada Inc.	November 16, 2017	\$1,240.74
44532	PAL006	Paladin Security Group Ont. Lt	November 16, 2017	\$995.81
44533	PAR006	Parks & Recreation Ontario	November 16, 2017	\$830.55
44534	PEA001	Pearsall, Marshall, Halliwill	November 16, 2017	\$493.08
44535	PED001	Pedro, Domingos & Delfina	November 16, 2017	\$5,452.25
44536	PIL002	Pillon, Jason	November 16, 2017	\$106.00
44537	PUR001	Purolator Inc.	November 16, 2017	\$324.24
44538	QUI003	Quinlan Inc.	November 16, 2017	\$1,028.30
44539	ROO002	Rood Engineering	November 16, 2017	\$16,261.83
44540	RPH001	RPH DISTRIBUTORS LTD	November 16, 2017	\$3,226.65
44541	SCH009	Schinkel, Ben Edward	November 16, 2017	\$500.00
44542	SHE005	Wilf Shepley Electrical & Plum	November 16, 2017	\$969.54
44544	SOU033	South Howard Animal Clinic	November 16, 2017	\$225.00
44545	STA007	Stationery & Stuff	November 16, 2017	\$206.08
44546	TEC004	Technical Standards & Safety	November 16, 2017	\$870.10
44547	THI011	Thibeault, Robert	November 16, 2017	\$250.00
44548	THO018	Thompson, Heath	November 16, 2017	\$200.00
44549	TOD002	Matthew R. Todd Professional C	November 16, 2017	\$395.50
44550	TOW011	Town of Lakeshore	November 16, 2017	\$19,973.67
44551	ULI002	ULINE CANADA CORPORATION	November 16, 2017	\$157.61
44552	UPS001	UPS Canada	November 16, 2017	\$3.84
44553	VLO003	Vlodarchyk, Paul	November 16, 2017	\$320.00
44554	VOL001	E.R. Vollans Ltd.	November 16, 2017	\$206.89
44555	WEA002	Weatherproofing Technologies C	November 16, 2017	\$2,055.47
44556	WIN010	Windsor-Essex County Humane So	November 16, 2017	\$1,990.00
44557	WOL002	Wolf Hooker Professional Corpo	November 16, 2017	\$1,061.61
44558	WOL004	Wolseley Canada Inc	November 16, 2017	\$794.64
44559	XER001	Xerox Canada	November 16, 2017	\$795.86
44560	ESS003	Essex Animal Hospital	November 16, 2017	\$91.32
44561	SWE004	Sweet, Doug	November 16, 2017	\$497.88
44562	TEA002	Team Aquatic Supplies East	November 16, 2017	\$1,248.25
44564	SMA006	Smashed Apple Gourmet Catering	November 24, 2017	\$1,728.00
44565	SIG004	Sigma Safety Corp.	November 23, 2017	\$182.00
44566	AUG003	Auger, Robert	November 24, 2017	\$319.14
44567	AUT001	Auto Barn Parts	November 24, 2017	\$18.78
44568	CED004	Cedar Manor Farms	November 24, 2017	\$12,656.00
44569	COM030	Commercial Cleaning Services	November 24, 2017	\$2,249.83
44570	CTR001	Canadian Tire #172	November 24, 2017	\$1,036.06
44571	CUP001	Canadian Union of Public Emplo	November 24, 2017	\$2,360.94
44572	DEL013	Delta Power Equipment	November 24, 2017	\$70.46



General Account Cheque Register for November 2017

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
44573	EMP006	Empire Business Continuity Con	November 24, 2017	\$531.55
44574	ESB001	E.S. Hubbell Highway & Drainag	November 24, 2017	\$1,665.85
44575	FIR006	First Reference Inc.	November 24, 2017	\$810.78
44576	HAR001	The Harrow News & County Print	November 24, 2017	\$1,724.69
44577	HOL001	Holland Cleaning Solutions Ltd	November 24, 2017	\$113.47
44578	JAC001	Jack's Auto Service	November 24, 2017	\$2,360.85
44579	JEF001	Jeff Shepley Excavating Ltd.	November 24, 2017	\$2,390.75
44580	KEN001	Ken Knapp Ford Sales Ltd	November 24, 2017	\$191.03
44581	KEN002	Ken Lapain & Sons Ltd.	November 24, 2017	\$1,264.08
44582	KLI003	Klie, Rodney	November 24, 2017	\$490.00
44583	LIF001	Lifesaving Society	November 24, 2017	\$19.30
44584	MAI010	Maidstone Tree Farm	November 24, 2017	\$345.78
44585	MET006	Metcalfe Megan	November 24, 2017	\$385.98
44586	OME001	OMERS	November 24, 2017	\$83,205.26
44587	ONT026	Ontario One Call Ltd	November 24, 2017	\$282.16
44588	PRA001	Praxair Canada Inc	November 24, 2017	\$270.68
44589	REN002	Larry Renaud Ford & RV Sales	November 24, 2017	\$96.05
44590	RIV009	Riverside Elevators	November 24, 2017	\$135.60
44591	SAN005	Sanford & Son Supermarket	November 24, 2017	\$417.19
44592	SHI008	SHI Canada ULC	November 24, 2017	\$772.36
44593	SHR001	Shred-it International ULC	November 24, 2017	\$126.80
44594	SIL006	Silveira, Nelson	November 24, 2017	\$283.53
44595	SNG001	Stop N Go	November 24, 2017	\$1,049.37
44596	SUN002	Sun Life Assurance Company of	November 24, 2017	\$12,838.30
44597	TOW002	Town of Essex	November 24, 2017	\$3,115.56
44598	WEB002	Webber, Richard	November 24, 2017	\$2,305.20
44599	WOL002	Wolf Hooker Professional Corpo	November 24, 2017	\$4,699.50
44600	XMA001	Town of Essex Employees Christ	November 24, 2017	\$5,950.00
44601	SHI001	Shilson Excavation & Trucking	November 27, 2017	\$71,457.59
44602	155284	1552843 Ontario Ltd.	November 30, 2017	\$1,000.00
44603	158385	1583855 Ontario Ltd	November 30, 2017	\$250.00
44604	AIR001	Air Liquide Canada Inc.	November 30, 2017	\$17.11
44605	ALL024	Allied Fire and Safety	November 30, 2017	\$599.22
44606	ARG001	Argent, Sylene	November 30, 2017	\$43.79
44607	BAR003	Barron, Jack	November 30, 2017	\$192.78
44608	BLA013	Blackburn Radio Inc.	November 30, 2017	\$1,594.44
44609	BON003	Bondy, Cheryl	November 30, 2017	\$1,609.14
44610	BRO042	Brown, Shelley (Petty Cash)	November 30, 2017	\$267.30
44611	CAN065	Canada Lighting & Sign Service	November 30, 2017	\$638.14
44612	CAR032	Carleton Uniforms Inc	November 30, 2017	\$193.23
44613	CED003	Cedar Signs	November 30, 2017	\$3,609.32
44614	CEN014	Central Animal Hospital	November 30, 2017	\$100.00
44615	CIN001	Cintas Canada Limited	November 30, 2017	\$418.10
44616	COM030	Commercial Cleaning Services	November 30, 2017	\$3,926.68
44617	CTY002	County of Essex	November 30, 2017	\$525.00
44618	DOM001	DOMINION VOTING SYSTEMS	November 30, 2017	\$20,406.67
44619	ELE003	Electrozad Supply Company	November 30, 2017	\$1,833.34
44620	EMP003	Empire Communications	November 30, 2017	\$134.79
44621	ERG001	Ergonow Incorporated	November 30, 2017	\$700.59
44622	ESS003	Essex Animal Hospital	November 30, 2017	\$47.34
44623	ESS017	Essex Free Press	November 30, 2017	\$1,072.87
44624	ESS019	Essex Home Hardware	November 30, 2017	\$441.03
44625	ESS030	Essex Windsor Solid Waste Auth	November 30, 2017	\$64,065.19
44626	ESS037	Essex United Church	November 30, 2017	\$300.00
44627	ESS084	Essex County K9 Services	November 30, 2017	\$2,370.49
44628	FAM002	Family Services Windsor-Essex	November 30, 2017	\$250.00
44629	FEE001	The Feed Store	November 30, 2017	\$1,073.38
44630	FIR005	Fireservice Management Ltd	November 30, 2017	\$95.08
44631	FPT001	FP - Teleset	November 30, 2017	\$11,300.00
44632	GRA025	Grand & Toy	November 30, 2017	\$686.70
44633	GRE001	Great Lakes Safety Products	November 30, 2017	\$518.72



General Account Cheque Register for November 2017

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
44634	GRE003	Greater Essex County District	November 30, 2017	\$5,415.11
44635	HAL026	Hall, Cassandra	November 30, 2017	\$1,000.00
44636	HHH001	Harrow Home Hardware	November 30, 2017	\$875.20
44637	HOL001	Holland Cleaning Solutions Ltd	November 30, 2017	\$281.51
44638	KEL001	Kelcom - Windsor Copier Inc.	November 30, 2017	\$140.69
44639	KEN002	Ken Lapain & Sons Ltd.	November 30, 2017	\$788.92
44640	KIN007	King, Brian	November 30, 2017	\$250.00
44641	KRE003	Krech, Mark	November 30, 2017	\$1,000.00
44642	LAC007	Lacasse Spg	November 30, 2017	\$25.97
44643	LAS001	Laser Art Inc	November 30, 2017	\$1,982.30
44644	LEA001	Leamington Equipment Rentals	November 30, 2017	\$499.69
44645	LIF001	Lifesaving Society	November 30, 2017	\$55.50
44646	MAN012	Manning Road Animal Hospital	November 30, 2017	\$75.00
44647	MAR083	Martin & Levesque Inc	November 30, 2017	\$366.69
44648	MON001	Monarch Office Supply Inc.	November 30, 2017	\$1,506.62
44649	NEL002	Nella Cutlery (Hamilton) Inc.	November 30, 2017	\$197.75
44650	ONT009	Ontario Association of Fire Ch	November 30, 2017	\$830.55
44651	ONT031	Ontario Professional Planners	November 30, 2017	\$1,129.90
44652	OPP002	OPP Community Policing Committ	November 30, 2017	\$500.00
44653	PIT007	Pittao, Ann	November 30, 2017	\$158.20
44654	PLA008	Plant Products Inc.	November 30, 2017	\$1,421.26
44655	PUR001	Purolator Inc.	November 30, 2017	\$40.99
44656	REC003	Receiver General for Canada	November 30, 2017	\$26,939.88
44657	ROB005	Robinson, Cathy	November 30, 2017	\$250.00
44658	SCH032	Schartner Construction Ltd.	November 30, 2017	\$500.00
44659	SHR001	Shred-it International ULC	November 30, 2017	\$127.92
44660	SNI001	Snively, Lawrence	November 30, 2017	\$242.46
44661	SOU025	SOULLIERE SOLUTIONS	November 30, 2017	\$12,350.00
44662	SOU033	South Howard Animal Clinic	November 30, 2017	\$324.86
44663	STA027	Stark, Dorothy	November 30, 2017	\$561.00
44664	TAP002	Tapping, Richard	November 30, 2017	\$254.12
44665	THI008	Think Wireless Solutions Inc.	November 30, 2017	\$878.86
44666	TOW002	Town of Essex	November 30, 2017	\$610.00
44667	TOW010	Town of Essex	November 30, 2017	\$19,100.11
44668	TWO001	Two Way Automotive	November 30, 2017	\$29.54
44669	VER010	Vermeulen, Nancy	November 30, 2017	\$250.00
44670	VOL006	Vollans, Constance	November 30, 2017	\$733.72
44671	WAS004	Waste Connections of Canada In	November 30, 2017	\$931.58
44672	WIN010	Windsor-Essex County Humane So	November 30, 2017	\$825.00
44673	WIN061	Windsor Parade Corporation	November 30, 2017	\$10,000.00
44674	WOL002	Wolf Hooker Professional Corpo	November 30, 2017	\$3,485.68
44675	ESS019	Essex Home Hardware	November 30, 2017	\$165.87
EFT000000000064	BAL020	Balsam Cindy	November 10, 2017	\$438.61
EFT000000000065	BEZ001	Bezaire, Mike	November 10, 2017	\$10,804.40
EFT000000000066	BRO041	Brown, Shelley	November 10, 2017	\$39.96
EFT000000000067	MOR025	Morrison, Jeffrey	November 10, 2017	\$59.29
EFT000000000068	CAM022	Campbell, Carrie	November 10, 2017	\$146.92
EFT000000000069	BON026	Bondy, Sherry	November 17, 2017	\$395.65
EFT000000000070	BRE016	Brett, Laurie	November 17, 2017	\$213.88
EFT000000000071	CAM022	Campbell, Carrie	November 17, 2017	\$279.72
EFT000000000072	JOL001	Jolicoeur, Jason	November 17, 2017	\$55.08
EFT000000000073	NEW005	Newton, Sarah	November 17, 2017	\$265.00
EFT000000000074	BON026	Bondy, Sherry	November 17, 2017	\$334.13
EFT000000000075	BJO001	Bjorkman, Stephen	November 24, 2017	\$44.00
EFT000000000076	HAY001	Hayes Brothers Excavating & Tr	November 24, 2017	\$29,267.01
EFT000000000077	JOL001	Jolicoeur, Jason	November 24, 2017	\$146.00
EFT000000000078	BAL020	Balsam Cindy	November 30, 2017	\$183.60
EFT000000000079	BEZ001	Bezaire, Mike	November 30, 2017	\$3,979.20
EFT000000000080	BON026	Bondy, Sherry	November 30, 2017	\$367.20
EFT000000000081	MOR009	Morassut, Jake	November 30, 2017	\$88.00
Total Cheques				\$921,780.72



Preauthorized Payments for September 2017

Date	Vendor	Description	Amount
September 15, 2017	957590global15	Miscellaneous Payment	\$959.66
September 20, 2017	Allstream	Bill Payment	\$62.26
September 20, 2017	Allstream	Bill Payment	\$62.26
September 20, 2017	Allstream	Bill Payment	\$63.90
September 20, 2017	Allstream	Bill Payment	\$115.57
September 21, 2017	Allstream	Bill Payment	\$58.70
September 21, 2017	Allstream	Bill Payment	\$58.77
September 21, 2017	Allstream	Bill Payment	\$65.82
September 21, 2017	Allstream	Bill Payment	\$108.42
September 25, 2017	Allstream	Bill Payment	\$43.36
September 25, 2017	Allstream	Bill Payment	\$58.70
September 25, 2017	Allstream	Bill Payment	\$58.70
September 25, 2017	Allstream	Bill Payment	\$67.74
September 25, 2017	Allstream	Bill Payment	\$70.03
September 15, 2017	BAM Fee	Lease Payment	\$10.00
September 1, 2017	Bell Canada	Bill Payment	\$88.07
September 1, 2017	Bell Canada	Bill Payment	\$93.72
September 1, 2017	Bell Canada	Bill Payment	\$221.12
September 12, 2017	Bell Canada	Bill Payment	\$355.35
September 19, 2017	Bell Canada	Bill Payment	\$68.01
September 19, 2017	Bell Canada	Bill Payment	\$122.66
September 25, 2017	Bell Canada	Bill Payment	\$68.01
September 25, 2017	Bell Canada	Bill Payment	\$88.07
September 25, 2017	Bell Canada	Bill Payment	\$88.07
September 25, 2017	Bell Canada	Bill Payment	\$88.07
September 25, 2017	Bell Canada	Bill Payment	\$88.07
September 25, 2017	Bell Canada	Bill Payment	\$88.07
September 25, 2017	Bell Canada	Bill Payment	\$92.38
September 25, 2017	Bell Canada	Bill Payment	\$161.65
September 27, 2017	Bell Canada	Bill Payment	\$191.54
September 20, 2017	Dell Finance	Lease Payment	\$2,407.93
September 18, 2017	ELK Energy	Bill Payment	\$13.56
September 18, 2017	ELK Energy	Bill Payment	\$17.66
September 18, 2017	ELK Energy	Bill Payment	\$18.20
September 18, 2017	ELK Energy	Bill Payment	\$18.55
September 18, 2017	ELK Energy	Bill Payment	\$18.71
September 18, 2017	ELK Energy	Bill Payment	\$20.29
September 18, 2017	ELK Energy	Bill Payment	\$20.68
September 18, 2017	ELK Energy	Bill Payment	\$23.23
September 18, 2017	ELK Energy	Bill Payment	\$23.87
September 18, 2017	ELK Energy	Bill Payment	\$25.39
September 18, 2017	ELK Energy	Bill Payment	\$29.91
September 18, 2017	ELK Energy	Bill Payment	\$33.86
September 18, 2017	ELK Energy	Bill Payment	\$34.00
September 18, 2017	ELK Energy	Bill Payment	\$35.09
September 18, 2017	ELK Energy	Bill Payment	\$41.03
September 18, 2017	ELK Energy	Bill Payment	\$43.51
September 18, 2017	ELK Energy	Bill Payment	\$43.86
September 18, 2017	ELK Energy	Bill Payment	\$45.36
September 18, 2017	ELK Energy	Bill Payment	\$48.41
September 18, 2017	ELK Energy	Bill Payment	\$52.12
September 18, 2017	ELK Energy	Bill Payment	\$57.92
September 18, 2017	ELK Energy	Bill Payment	\$59.37
September 18, 2017	ELK Energy	Bill Payment	\$71.52
September 18, 2017	ELK Energy	Bill Payment	\$74.86
September 18, 2017	ELK Energy	Bill Payment	\$77.96
September 18, 2017	ELK Energy	Bill Payment	\$97.61
September 18, 2017	ELK Energy	Bill Payment	\$109.01
September 18, 2017	ELK Energy	Bill Payment	\$109.18



Preauthorized Payments for September 2017

Date	Vendor	Description	Amount
September 18, 2017	ELK Energy	Bill Payment	\$115.93
September 18, 2017	ELK Energy	Bill Payment	\$130.85
September 18, 2017	ELK Energy	Bill Payment	\$138.99
September 18, 2017	ELK Energy	Bill Payment	\$138.99
September 18, 2017	ELK Energy	Bill Payment	\$177.73
September 18, 2017	ELK Energy	Bill Payment	\$196.49
September 18, 2017	ELK Energy	Bill Payment	\$209.71
September 18, 2017	ELK Energy	Bill Payment	\$216.00
September 18, 2017	ELK Energy	Bill Payment	\$233.16
September 18, 2017	ELK Energy	Bill Payment	\$251.76
September 18, 2017	ELK Energy	Bill Payment	\$282.04
September 18, 2017	ELK Energy	Bill Payment	\$292.16
September 18, 2017	ELK Energy	Bill Payment	\$297.44
September 18, 2017	ELK Energy	Bill Payment	\$361.66
September 18, 2017	ELK Energy	Bill Payment	\$450.96
September 18, 2017	ELK Energy	Bill Payment	\$481.81
September 18, 2017	ELK Energy	Bill Payment	\$508.17
September 18, 2017	ELK Energy	Bill Payment	\$869.44
September 18, 2017	ELK Energy	Bill Payment	\$946.97
September 18, 2017	ELK Energy	Bill Payment	\$962.79
September 18, 2017	ELK Energy	Bill Payment	\$1,151.44
September 18, 2017	ELK Energy	Bill Payment	\$1,227.29
September 18, 2017	ELK Energy	Bill Payment	\$2,552.97
September 18, 2017	ELK Energy	Bill Payment	\$2,885.34
September 18, 2017	ELK Energy	Bill Payment	\$3,598.29
September 18, 2017	ELK Energy	Bill Payment	\$8,421.98
September 18, 2017	ELK Energy	Bill Payment	\$8,681.86
September 18, 2017	ELK Energy	Bill Payment	\$9,065.19
September 18, 2017	ELK Energy	Bill Payment	\$22,867.28
September 5, 2017	Hydro One	Bill Payment	\$34.38
September 6, 2017	Hydro One	Bill Payment	\$26.11
September 6, 2017	Hydro One	Bill Payment	\$34.51
September 6, 2017	Hydro One	Bill Payment	\$35.83
September 6, 2017	Hydro One	Bill Payment	\$71.10
September 6, 2017	Hydro One	Bill Payment	\$130.96
September 6, 2017	Hydro One	Bill Payment	\$145.06
September 6, 2017	Hydro One	Bill Payment	\$145.91
September 6, 2017	Hydro One	Bill Payment	\$149.49
September 6, 2017	Hydro One	Bill Payment	\$267.80
September 6, 2017	Hydro One	Bill Payment	\$328.66
September 6, 2017	Hydro One	Bill Payment	\$373.02
September 6, 2017	Hydro One	Bill Payment	\$472.79
September 6, 2017	Hydro One	Bill Payment	\$634.21
September 6, 2017	Hydro One	Bill Payment	\$1,918.11
September 11, 2017	Hydro One	Bill Payment	\$543.41
September 11, 2017	Hydro One	Bill Payment	\$5,175.56
September 11, 2017	Hydro One	Bill Payment	\$7,207.95
September 12, 2017	Hydro One	Bill Payment	\$6,836.93
September 13, 2017	Hydro One	Bill Payment	\$30.86
September 13, 2017	Hydro One	Bill Payment	\$30.86
September 13, 2017	Hydro One	Bill Payment	\$36.25
September 13, 2017	Hydro One	Bill Payment	\$391.74
September 18, 2017	Hydro One	Bill Payment	\$12.41
September 18, 2017	Hydro One	Bill Payment	\$30.86
September 18, 2017	Hydro One	Bill Payment	\$35.08
September 18, 2017	Hydro One	Bill Payment	\$71.15
September 18, 2017	Hydro One	Bill Payment	\$90.92
September 18, 2017	Hydro One	Bill Payment	\$501.49
September 19, 2017	Hydro One	Bill Payment	\$4.81



Preauthorized Payments for September 2017

Date	Vendor	Description	Amount
September 19, 2017	Hydro One	Bill Payment	\$12.41
September 19, 2017	Hydro One	Bill Payment	\$12.41
September 19, 2017	Hydro One	Bill Payment	\$12.41
September 19, 2017	Hydro One	Bill Payment	\$12.41
September 19, 2017	Hydro One	Bill Payment	\$12.41
September 19, 2017	Hydro One	Bill Payment	\$12.41
September 19, 2017	Hydro One	Bill Payment	\$12.41
September 19, 2017	Hydro One	Bill Payment	\$13.67
September 19, 2017	Hydro One	Bill Payment	\$13.67
September 19, 2017	Hydro One	Bill Payment	\$13.67
September 19, 2017	Hydro One	Bill Payment	\$13.67
September 19, 2017	Hydro One	Bill Payment	\$13.67
September 19, 2017	Hydro One	Bill Payment	\$13.67
September 19, 2017	Hydro One	Bill Payment	\$14.47
September 19, 2017	Hydro One	Bill Payment	\$14.47
September 19, 2017	Hydro One	Bill Payment	\$14.66
September 19, 2017	Hydro One	Bill Payment	\$19.66
September 19, 2017	Hydro One	Bill Payment	\$32.88
September 19, 2017	Hydro One	Bill Payment	\$50.05
September 19, 2017	Hydro One	Bill Payment	\$174.48
September 25, 2017	Hydro One	Bill Payment	\$5.09
September 25, 2017	Hydro One	Bill Payment	\$30.86
September 25, 2017	Hydro One	Bill Payment	\$37.41
September 25, 2017	Hydro One	Bill Payment	\$42.46
September 25, 2017	Hydro One	Bill Payment	\$76.45
September 25, 2017	Hydro One	Bill Payment	\$93.15
September 25, 2017	Hydro One	Bill Payment	\$119.63
September 25, 2017	Hydro One	Bill Payment	\$143.96
September 25, 2017	Hydro One	Bill Payment	\$145.42
September 25, 2017	Hydro One	Bill Payment	\$157.04
September 25, 2017	Hydro One	Bill Payment	\$2,517.40
September 27, 2017	Hydro One	Bill Payment	\$36.09
September 27, 2017	Hydro One	Bill Payment	\$99.33
September 11, 2017	Ontario Clean Water	Miscellaneous Payment	\$66,234.40
September 13, 2017	Reliance Comfort	Bill Payment	\$62.15
September 20, 2017	Reliance Comfort	Bill Payment	\$33.90
September 26, 2017	Reliance Comfort	Bill Payment	\$28.70
September 27, 2017	Reliance Comfort	Bill Payment	\$51.30
September 29, 2017	Reliance Comfort	Bill Payment	\$28.70
September 27, 2017	Sepp Superpass	Bill Payment	\$358.01
September 18, 2017	Telus Mobility	Bill Payment	\$2,912.01
September 11, 2017	US Bank	Bill Payment	\$13,865.51
September 5, 2017	Union Gas Limited	Bill Payment	\$23.73
September 5, 2017	Union Gas Limited	Bill Payment	\$23.73
September 5, 2017	Union Gas Limited	Bill Payment	\$24.71
September 5, 2017	Union Gas Limited	Bill Payment	\$27.26
September 5, 2017	Union Gas Limited	Bill Payment	\$27.26
September 5, 2017	Union Gas Limited	Bill Payment	\$29.03
September 5, 2017	Union Gas Limited	Bill Payment	\$79.87
September 11, 2017	Union Gas Limited	Bill Payment	\$23.73
September 11, 2017	Union Gas Limited	Bill Payment	\$43.40
September 11, 2017	Union Gas Limited	Bill Payment	\$179.74
September 25, 2017	Union Gas Limited	Bill Payment	\$23.73
September 25, 2017	Union Gas Limited	Bill Payment	\$28.15
September 25, 2017	Union Gas Limited	Bill Payment	\$30.80
September 25, 2017	Union Gas Limited	Bill Payment	\$33.43
September 26, 2017	Union Gas Limited	Bill Payment	\$55.49
September 27, 2017	Union Gas Limited	Bill Payment	\$27.25
September 28, 2017	Union Gas Limited	Bill Payment	\$34.32



Preauthorized Payments for September 2017

Date	Vendor	Description	Amount
September 28, 2017	Union Gas Limited	Bill Payment	\$59.02
September 28, 2017	Union Gas Limited	Bill Payment	\$1,678.00
September 1, 2017	Union Water System	Bill Payment	\$47,050.40
September 18, 2017	Windsor Disposal Services Group	Miscellaneous Payment	\$180.45
September 18, 2017	Windsor Disposal Services Group	Miscellaneous Payment	\$56,814.32
Total Pre-Authorized Payments			\$294,988.66



Preauthorized Payments for October 2017

Date	Vendor	Description	Amount
October 2, 2017	Allstream	Bill Payment	\$59.38
October 2, 2017	Allstream	Bill Payment	\$96.33
October 2, 2017	Allstream	Bill Payment	\$251.93
October 18, 2017	Allstream	Bill Payment	\$62.26
October 18, 2017	Allstream	Bill Payment	\$62.26
October 18, 2017	Allstream	Bill Payment	\$63.90
October 18, 2017	Allstream	Bill Payment	\$115.54
October 24, 2017	Allstream	Bill Payment	\$43.42
October 24, 2017	Allstream	Bill Payment	\$58.70
October 24, 2017	Allstream	Bill Payment	\$58.70
October 24, 2017	Allstream	Bill Payment	\$58.70
October 24, 2017	Allstream	Bill Payment	\$58.77
October 24, 2017	Allstream	Bill Payment	\$65.91
October 24, 2017	Allstream	Bill Payment	\$67.74
October 24, 2017	Allstream	Bill Payment	\$69.55
October 24, 2017	Allstream	Bill Payment	\$108.42
October 31, 2017	Allstream	Bill Payment	\$59.38
October 31, 2017	Allstream	Bill Payment	\$94.73
October 31, 2017	Allstream	Bill Payment	\$251.93
October 16, 2017	May BAM Fee	Lease Payment	\$10.00
October 2, 2017	Bell Canada	Bill Payment	\$88.07
October 2, 2017	Bell Canada	Bill Payment	\$93.72
October 2, 2017	Bell Canada	Bill Payment	\$96.05
October 2, 2017	Bell Canada	Bill Payment	\$128.93
October 2, 2017	Bell Canada	Bill Payment	\$214.62
October 12, 2017	Bell Canada	Bill Payment	\$355.35
October 19, 2017	Bell Canada	Bill Payment	\$68.01
October 19, 2017	Bell Canada	Bill Payment	\$122.66
October 23, 2017	Bell Canada	Bill Payment	\$92.38
October 25, 2017	Bell Canada	Bill Payment	\$68.01
October 25, 2017	Bell Canada	Bill Payment	\$88.07
October 25, 2017	Bell Canada	Bill Payment	\$88.07
October 25, 2017	Bell Canada	Bill Payment	\$88.07
October 25, 2017	Bell Canada	Bill Payment	\$88.07
October 25, 2017	Bell Canada	Bill Payment	\$88.07
October 25, 2017	Bell Canada	Bill Payment	\$161.63
October 27, 2017	Bell Canada	Bill Payment	\$191.54
October 31, 2017	Bell Canada	Bill Payment	\$96.05
October 31, 2017	Bell Canada	Bill Payment	\$128.93
October 2, 2017	Dell Finance	Lease Payment	\$260.74
October 10, 2017	Dell Finance	Lease Payment	\$127.59
October 23, 2017	Dell Finance	Lease Payment	\$1,394.93
October 16, 2017	ELK Energy	Bill Payment	\$14.09
October 16, 2017	ELK Energy	Bill Payment	\$17.91
October 16, 2017	ELK Energy	Bill Payment	\$18.63
October 16, 2017	ELK Energy	Bill Payment	\$18.67
October 16, 2017	ELK Energy	Bill Payment	\$18.90
October 16, 2017	ELK Energy	Bill Payment	\$19.11
October 16, 2017	ELK Energy	Bill Payment	\$19.61
October 16, 2017	ELK Energy	Bill Payment	\$21.01
October 16, 2017	ELK Energy	Bill Payment	\$23.31
October 16, 2017	ELK Energy	Bill Payment	\$23.82
October 16, 2017	ELK Energy	Bill Payment	\$24.66
October 16, 2017	ELK Energy	Bill Payment	\$31.73
October 16, 2017	ELK Energy	Bill Payment	\$32.33
October 16, 2017	ELK Energy	Bill Payment	\$33.98



Preauthorized Payments for October 2017

Date	Vendor	Description	Amount
October 16, 2017	ELK Energy	Bill Payment	\$36.15
October 16, 2017	ELK Energy	Bill Payment	\$36.31
October 16, 2017	ELK Energy	Bill Payment	\$38.60
October 16, 2017	ELK Energy	Bill Payment	\$41.16
October 16, 2017	ELK Energy	Bill Payment	\$44.90
October 16, 2017	ELK Energy	Bill Payment	\$51.46
October 16, 2017	ELK Energy	Bill Payment	\$56.26
October 16, 2017	ELK Energy	Bill Payment	\$60.68
October 16, 2017	ELK Energy	Bill Payment	\$81.91
October 16, 2017	ELK Energy	Bill Payment	\$82.27
October 16, 2017	ELK Energy	Bill Payment	\$116.79
October 16, 2017	ELK Energy	Bill Payment	\$117.04
October 16, 2017	ELK Energy	Bill Payment	\$122.56
October 16, 2017	ELK Energy	Bill Payment	\$138.83
October 16, 2017	ELK Energy	Bill Payment	\$149.39
October 16, 2017	ELK Energy	Bill Payment	\$149.39
October 16, 2017	ELK Energy	Bill Payment	\$174.21
October 16, 2017	ELK Energy	Bill Payment	\$180.18
October 16, 2017	ELK Energy	Bill Payment	\$197.02
October 16, 2017	ELK Energy	Bill Payment	\$199.65
October 16, 2017	ELK Energy	Bill Payment	\$208.88
October 16, 2017	ELK Energy	Bill Payment	\$225.15
October 16, 2017	ELK Energy	Bill Payment	\$258.59
October 16, 2017	ELK Energy	Bill Payment	\$312.89
October 16, 2017	ELK Energy	Bill Payment	\$506.14
October 16, 2017	ELK Energy	Bill Payment	\$570.39
October 16, 2017	ELK Energy	Bill Payment	\$853.75
October 16, 2017	ELK Energy	Bill Payment	\$863.94
October 16, 2017	ELK Energy	Bill Payment	\$943.71
October 16, 2017	ELK Energy	Bill Payment	\$945.20
October 16, 2017	ELK Energy	Bill Payment	\$974.86
October 16, 2017	ELK Energy	Bill Payment	\$1,024.98
October 16, 2017	ELK Energy	Bill Payment	\$1,114.17
October 16, 2017	ELK Energy	Bill Payment	\$4,158.76
October 16, 2017	ELK Energy	Bill Payment	\$5,365.54
October 16, 2017	ELK Energy	Bill Payment	\$9,678.08
October 16, 2017	ELK Energy	Bill Payment	\$9,733.73
October 16, 2017	ELK Energy	Bill Payment	\$27,973.60
October 2, 2017	Hydro One	Bill Payment	\$24.90
October 2, 2017	Hydro One	Bill Payment	\$34.17
October 2, 2017	Hydro One	Bill Payment	\$470.11
October 2, 2017	Hydro One	Bill Payment	\$3,162.56
October 3, 2017	Hydro One	Bill Payment	\$35.26
October 4, 2017	Hydro One	Bill Payment	\$147.83
October 10, 2017	Hydro One	Bill Payment	\$25.58
October 10, 2017	Hydro One	Bill Payment	\$33.89
October 10, 2017	Hydro One	Bill Payment	\$35.18
October 10, 2017	Hydro One	Bill Payment	\$70.11
October 10, 2017	Hydro One	Bill Payment	\$129.47
October 10, 2017	Hydro One	Bill Payment	\$143.44
October 10, 2017	Hydro One	Bill Payment	\$144.25
October 10, 2017	Hydro One	Bill Payment	\$265.05
October 10, 2017	Hydro One	Bill Payment	\$325.38
October 10, 2017	Hydro One	Bill Payment	\$369.33
October 10, 2017	Hydro One	Bill Payment	\$468.19
October 10, 2017	Hydro One	Bill Payment	\$628.12



Preauthorized Payments for October 2017

Date	Vendor	Description	Amount
October 10, 2017	Hydro One	Bill Payment	\$1,900.55
October 11, 2017	Hydro One	Bill Payment	\$492.07
October 16, 2017	Hydro One	Bill Payment	\$30.86
October 16, 2017	Hydro One	Bill Payment	\$30.86
October 16, 2017	Hydro One	Bill Payment	\$39.70
October 16, 2017	Hydro One	Bill Payment	\$507.36
October 16, 2017	Hydro One	Bill Payment	\$5,326.83
October 16, 2017	Hydro One	Bill Payment	\$6,870.08
October 16, 2017	Hydro One	Bill Payment	\$9,004.78
October 17, 2017	Hydro One	Bill Payment	\$12.41
October 17, 2017	Hydro One	Bill Payment	\$30.86
October 17, 2017	Hydro One	Bill Payment	\$543.37
October 18, 2017	Hydro One	Bill Payment	\$26.53
October 18, 2017	Hydro One	Bill Payment	\$30.86
October 18, 2017	Hydro One	Bill Payment	\$36.33
October 18, 2017	Hydro One	Bill Payment	\$45.15
October 18, 2017	Hydro One	Bill Payment	\$94.01
October 23, 2017	Hydro One	Bill Payment	\$4.81
October 23, 2017	Hydro One	Bill Payment	\$5.09
October 23, 2017	Hydro One	Bill Payment	\$12.41
October 23, 2017	Hydro One	Bill Payment	\$12.41
October 23, 2017	Hydro One	Bill Payment	\$12.41
October 23, 2017	Hydro One	Bill Payment	\$12.41
October 23, 2017	Hydro One	Bill Payment	\$12.41
October 23, 2017	Hydro One	Bill Payment	\$12.41
October 23, 2017	Hydro One	Bill Payment	\$12.41
October 23, 2017	Hydro One	Bill Payment	\$13.67
October 23, 2017	Hydro One	Bill Payment	\$13.67
October 23, 2017	Hydro One	Bill Payment	\$13.67
October 23, 2017	Hydro One	Bill Payment	\$13.67
October 23, 2017	Hydro One	Bill Payment	\$13.67
October 23, 2017	Hydro One	Bill Payment	\$14.47
October 23, 2017	Hydro One	Bill Payment	\$14.47
October 23, 2017	Hydro One	Bill Payment	\$14.66
October 23, 2017	Hydro One	Bill Payment	\$19.66
October 23, 2017	Hydro One	Bill Payment	\$32.88
October 23, 2017	Hydro One	Bill Payment	\$37.41
October 23, 2017	Hydro One	Bill Payment	\$50.79
October 23, 2017	Hydro One	Bill Payment	\$81.02
October 23, 2017	Hydro One	Bill Payment	\$136.34
October 23, 2017	Hydro One	Bill Payment	\$408.10
October 25, 2017	Hydro One	Bill Payment	\$30.86
October 25, 2017	Hydro One	Bill Payment	\$36.10
October 25, 2017	Hydro One	Bill Payment	\$41.83
October 25, 2017	Hydro One	Bill Payment	\$105.47
October 25, 2017	Hydro One	Bill Payment	\$115.22
October 25, 2017	Hydro One	Bill Payment	\$141.07
October 25, 2017	Hydro One	Bill Payment	\$146.81
October 25, 2017	Hydro One	Bill Payment	\$2,424.90
October 30, 2017	Hydro One	Bill Payment	\$49.94
October 30, 2017	Hydro One	Bill Payment	\$82.01
October 10, 2017	Ontario Clean Water	Miscellaneous Payment	\$66,234.40
October 2, 2017	Reliance Comfort	Bill Payment	\$16.95
October 2, 2017	Reliance Comfort	Bill Payment	\$28.70
October 2, 2017	Reliance Comfort	Bill Payment	\$159.10



Preauthorized Payments for October 2017

Date	Vendor	Description	Amount
October 13, 2017	Reliance Comfort	Bill Payment	\$62.15
October 18, 2017	Reliance Comfort	Bill Payment	\$33.90
October 25, 2017	Reliance Comfort	Bill Payment	\$28.70
October 26, 2017	Reliance Comfort	Bill Payment	\$51.30
October 30, 2017	Reliance Comfort	Bill Payment	\$28.70
October 27, 2017	Sepp Superpass	Bill Payment	\$479.62
October 19, 2017	Telus Mobility	Bill Payment	\$2,824.21
October 11, 2017	US Bank	Bill Payment	\$20,422.92
October 2, 2017	Union Gas Limited	Bill Payment	\$23.73
October 2, 2017	Union Gas Limited	Bill Payment	\$29.03
October 3, 2017	Union Gas Limited	Bill Payment	\$23.73
October 4, 2017	Union Gas Limited	Bill Payment	\$26.71
October 5, 2017	Union Gas Limited	Bill Payment	\$23.73
October 5, 2017	Union Gas Limited	Bill Payment	\$28.15
October 5, 2017	Union Gas Limited	Bill Payment	\$29.03
October 5, 2017	Union Gas Limited	Bill Payment	\$174.76
October 10, 2017	Union Gas Limited	Bill Payment	\$23.73
October 10, 2017	Union Gas Limited	Bill Payment	\$23.73
October 10, 2017	Union Gas Limited	Bill Payment	\$31.69
October 10, 2017	Union Gas Limited	Bill Payment	\$46.97
October 10, 2017	Union Gas Limited	Bill Payment	\$105.32
October 23, 2017	Union Gas Limited	Bill Payment	\$23.73
October 23, 2017	Union Gas Limited	Bill Payment	\$26.85
October 23, 2017	Union Gas Limited	Bill Payment	\$27.26
October 23, 2017	Union Gas Limited	Bill Payment	\$30.80
October 24, 2017	Union Gas Limited	Bill Payment	\$38.71
October 25, 2017	Union Gas Limited	Bill Payment	\$33.10
October 26, 2017	Union Gas Limited	Bill Payment	\$23.73
October 26, 2017	Union Gas Limited	Bill Payment	\$89.79
October 26, 2017	Union Gas Limited	Bill Payment	\$3,111.34
October 31, 2017	Union Gas Limited	Bill Payment	\$24.05
October 31, 2017	Union Gas Limited	Bill Payment	\$65.23
October 6, 2017	Union Water System	Bill Payment	\$57,423.06
October 19, 2017	Windsor Disposal Services Group	Miscellaneous Payment	\$172.44
October 19, 2017	Windsor Disposal Services Group	Miscellaneous Payment	\$56,377.35
Total Pre-Authorized Payments			\$318,078.62



Preauthorized Payments for November 2017

Date	Vendor	Description	Amount
November 17, 2017	Allstream	Bill Payment	\$62.26
November 17, 2017	Allstream	Bill Payment	\$62.26
November 17, 2017	Allstream	Bill Payment	\$63.90
November 17, 2017	Allstream	Bill Payment	\$115.54
November 21, 2017	Allstream	Bill Payment	\$58.70
November 21, 2017	Allstream	Bill Payment	\$58.77
November 21, 2017	Allstream	Bill Payment	\$65.92
November 21, 2017	Allstream	Bill Payment	\$108.42
November 23, 2017	Allstream	Bill Payment	\$43.22
November 24, 2017	Allstream	Bill Payment	\$58.70
November 24, 2017	Allstream	Bill Payment	\$58.70
November 24, 2017	Allstream	Bill Payment	\$67.74
November 24, 2017	Allstream	Bill Payment	\$69.55
November 30, 2017	Allstream	Bill Payment	\$59.38
November 30, 2017	Allstream	Bill Payment	\$98.04
November 30, 2017	Allstream	Bill Payment	\$252.15
November 15, 2017	May BAM Fee	Lease Payment	\$10.00
November 1, 2017	Bell Canada	Bill Payment	\$88.07
November 1, 2017	Bell Canada	Bill Payment	\$93.72
November 1, 2017	Bell Canada	Bill Payment	\$204.85
November 14, 2017	Bell Canada	Bill Payment	\$355.35
November 20, 2017	Bell Canada	Bill Payment	\$68.01
November 20, 2017	Bell Canada	Bill Payment	\$122.66
November 23, 2017	Bell Canada	Bill Payment	\$97.12
November 27, 2017	Bell Canada	Bill Payment	\$68.01
November 27, 2017	Bell Canada	Bill Payment	\$88.07
November 27, 2017	Bell Canada	Bill Payment	\$88.07
November 27, 2017	Bell Canada	Bill Payment	\$88.07
November 27, 2017	Bell Canada	Bill Payment	\$88.07
November 27, 2017	Bell Canada	Bill Payment	\$161.64
November 27, 2017	Bell Canada	Bill Payment	\$191.54
November 30, 2017	Bell Canada	Bill Payment	\$98.31
November 30, 2017	Bell Canada	Bill Payment	\$131.19
November 14, 2017	Dell Finance	Lease Payment	\$2,062.40
November 15, 2017	Dell Finance	Lease Payment	\$240.67
November 16, 2017	ELK Energy	Bill Payment	\$14.52
November 16, 2017	ELK Energy	Bill Payment	\$17.39
November 16, 2017	ELK Energy	Bill Payment	\$17.42
November 16, 2017	ELK Energy	Bill Payment	\$17.66
November 16, 2017	ELK Energy	Bill Payment	\$18.71
November 16, 2017	ELK Energy	Bill Payment	\$19.11
November 16, 2017	ELK Energy	Bill Payment	\$19.11
November 16, 2017	ELK Energy	Bill Payment	\$21.56
November 16, 2017	ELK Energy	Bill Payment	\$21.64
November 16, 2017	ELK Energy	Bill Payment	\$23.92
November 16, 2017	ELK Energy	Bill Payment	\$24.87
November 16, 2017	ELK Energy	Bill Payment	\$28.53
November 16, 2017	ELK Energy	Bill Payment	\$33.17
November 16, 2017	ELK Energy	Bill Payment	\$36.71
November 16, 2017	ELK Energy	Bill Payment	\$36.80
November 16, 2017	ELK Energy	Bill Payment	\$37.43
November 16, 2017	ELK Energy	Bill Payment	\$37.86
November 16, 2017	ELK Energy	Bill Payment	\$41.51
November 16, 2017	ELK Energy	Bill Payment	\$41.98
November 16, 2017	ELK Energy	Bill Payment	\$42.45



Preauthorized Payments for November 2017

Date	Vendor	Description	Amount
November 16, 2017	ELK Energy	Bill Payment	\$45.89
November 16, 2017	ELK Energy	Bill Payment	\$53.95
November 16, 2017	ELK Energy	Bill Payment	\$56.26
November 16, 2017	ELK Energy	Bill Payment	\$66.42
November 16, 2017	ELK Energy	Bill Payment	\$78.34
November 16, 2017	ELK Energy	Bill Payment	\$81.55
November 16, 2017	ELK Energy	Bill Payment	\$115.88
November 16, 2017	ELK Energy	Bill Payment	\$122.98
November 16, 2017	ELK Energy	Bill Payment	\$123.45
November 16, 2017	ELK Energy	Bill Payment	\$126.80
November 16, 2017	ELK Energy	Bill Payment	\$129.28
November 16, 2017	ELK Energy	Bill Payment	\$147.20
November 16, 2017	ELK Energy	Bill Payment	\$155.63
November 16, 2017	ELK Energy	Bill Payment	\$157.65
November 16, 2017	ELK Energy	Bill Payment	\$157.65
November 16, 2017	ELK Energy	Bill Payment	\$191.55
November 16, 2017	ELK Energy	Bill Payment	\$202.41
November 16, 2017	ELK Energy	Bill Payment	\$213.98
November 16, 2017	ELK Energy	Bill Payment	\$244.99
November 16, 2017	ELK Energy	Bill Payment	\$248.46
November 16, 2017	ELK Energy	Bill Payment	\$286.12
November 16, 2017	ELK Energy	Bill Payment	\$315.51
November 16, 2017	ELK Energy	Bill Payment	\$336.40
November 16, 2017	ELK Energy	Bill Payment	\$560.67
November 16, 2017	ELK Energy	Bill Payment	\$571.78
November 16, 2017	ELK Energy	Bill Payment	\$881.50
November 16, 2017	ELK Energy	Bill Payment	\$968.73
November 16, 2017	ELK Energy	Bill Payment	\$1,023.80
November 16, 2017	ELK Energy	Bill Payment	\$1,066.23
November 16, 2017	ELK Energy	Bill Payment	\$1,951.68
November 16, 2017	ELK Energy	Bill Payment	\$2,382.74
November 16, 2017	ELK Energy	Bill Payment	\$4,839.25
November 16, 2017	ELK Energy	Bill Payment	\$10,054.31
November 16, 2017	ELK Energy	Bill Payment	\$11,326.49
November 16, 2017	ELK Energy	Bill Payment	\$15,234.94
November 16, 2017	ELK Energy	Bill Payment	\$16,145.76
November 16, 2017	ELK Energy	Bill Payment	\$36,087.64
November 27, 2017	Essex Power	Bill Payment	\$153.27
November 27, 2017	Essex Power	Bill Payment	\$420.96
November 1, 2017	Hydro One	Bill Payment	\$34.84
November 6, 2017	Hydro One	Bill Payment	\$155.62
November 6, 2017	Hydro One	Bill Payment	\$286.19
November 7, 2017	Hydro One	Bill Payment	\$27.21
November 7, 2017	Hydro One	Bill Payment	\$36.14
November 7, 2017	Hydro One	Bill Payment	\$37.59
November 7, 2017	Hydro One	Bill Payment	\$75.39
November 7, 2017	Hydro One	Bill Payment	\$139.61
November 7, 2017	Hydro One	Bill Payment	\$154.74
November 7, 2017	Hydro One	Bill Payment	\$159.50
November 7, 2017	Hydro One	Bill Payment	\$351.37
November 7, 2017	Hydro One	Bill Payment	\$398.99
November 7, 2017	Hydro One	Bill Payment	\$505.95
November 7, 2017	Hydro One	Bill Payment	\$679.15
November 7, 2017	Hydro One	Bill Payment	\$2,054.51
November 14, 2017	Hydro One	Bill Payment	\$30.86
November 14, 2017	Hydro One	Bill Payment	\$30.86



Preauthorized Payments for November 2017

Date	Vendor	Description	Amount
November 14, 2017	Hydro One	Bill Payment	\$31.25
November 14, 2017	Hydro One	Bill Payment	\$497.11
November 14, 2017	Hydro One	Bill Payment	\$589.47
November 14, 2017	Hydro One	Bill Payment	\$3,943.76
November 14, 2017	Hydro One	Bill Payment	\$5,047.18
November 14, 2017	Hydro One	Bill Payment	\$7,246.77
November 14, 2017	Hydro One	Bill Payment	\$7,270.10
November 20, 2017	Hydro One	Bill Payment	\$4.81
November 20, 2017	Hydro One	Bill Payment	\$12.41
November 20, 2017	Hydro One	Bill Payment	\$12.41
November 20, 2017	Hydro One	Bill Payment	\$12.41
November 20, 2017	Hydro One	Bill Payment	\$12.41
November 20, 2017	Hydro One	Bill Payment	\$12.41
November 20, 2017	Hydro One	Bill Payment	\$12.41
November 20, 2017	Hydro One	Bill Payment	\$12.41
November 20, 2017	Hydro One	Bill Payment	\$13.67
November 20, 2017	Hydro One	Bill Payment	\$13.67
November 20, 2017	Hydro One	Bill Payment	\$13.67
November 20, 2017	Hydro One	Bill Payment	\$13.67
November 20, 2017	Hydro One	Bill Payment	\$13.67
November 20, 2017	Hydro One	Bill Payment	\$13.67
November 20, 2017	Hydro One	Bill Payment	\$14.47
November 20, 2017	Hydro One	Bill Payment	\$14.47
November 20, 2017	Hydro One	Bill Payment	\$14.66
November 20, 2017	Hydro One	Bill Payment	\$19.66
November 20, 2017	Hydro One	Bill Payment	\$26.39
November 20, 2017	Hydro One	Bill Payment	\$30.86
November 20, 2017	Hydro One	Bill Payment	\$30.86
November 20, 2017	Hydro One	Bill Payment	\$32.88
November 20, 2017	Hydro One	Bill Payment	\$36.78
November 20, 2017	Hydro One	Bill Payment	\$42.12
November 20, 2017	Hydro One	Bill Payment	\$52.65
November 20, 2017	Hydro One	Bill Payment	\$110.74
November 20, 2017	Hydro One	Bill Payment	\$123.71
November 20, 2017	Hydro One	Bill Payment	\$422.95
November 20, 2017	Hydro One	Bill Payment	\$492.85
November 22, 2017	Hydro One	Bill Payment	\$5.09
November 22, 2017	Hydro One	Bill Payment	\$37.41
November 22, 2017	Hydro One	Bill Payment	\$71.81
November 27, 2017	Hydro One	Bill Payment	\$30.86
November 27, 2017	Hydro One	Bill Payment	\$39.62
November 27, 2017	Hydro One	Bill Payment	\$41.28
November 27, 2017	Hydro One	Bill Payment	\$61.81
November 27, 2017	Hydro One	Bill Payment	\$86.75
November 27, 2017	Hydro One	Bill Payment	\$103.94
November 27, 2017	Hydro One	Bill Payment	\$109.97
November 27, 2017	Hydro One	Bill Payment	\$112.37
November 27, 2017	Hydro One	Bill Payment	\$125.10
November 27, 2017	Hydro One	Bill Payment	\$1,782.25
November 28, 2017	Hydro One	Bill Payment	\$3,527.22
November 10, 2017	Ontario Clean Water	Miscellaneous Payment	\$66,234.40
November 1, 2017	Reliance Comfort	Bill Payment	\$16.95
November 1, 2017	Reliance Comfort	Bill Payment	\$28.70
November 1, 2017	Reliance Comfort	Bill Payment	\$159.10
November 14, 2017	Reliance Comfort	Bill Payment	\$62.15



Preauthorized Payments for November 2017

Date	Vendor	Description	Amount
November 17, 2017	Reliance Comfort	Bill Payment	\$33.90
November 23, 2017	Reliance Comfort	Bill Payment	\$28.70
November 24, 2017	Reliance Comfort	Bill Payment	\$51.30
November 28, 2017	Reliance Comfort	Bill Payment	\$28.70
November 29, 2017	Reliance Comfort	Bill Payment	\$16.95
November 29, 2017	Reliance Comfort	Bill Payment	\$28.70
November 29, 2017	Reliance Comfort	Bill Payment	\$159.10
November 27, 2017	Sepp Superpass	Bill Payment	\$487.98
November 20, 2017	Telus Mobility	Bill Payment	\$2,889.75
November 9, 2017	US Bank	Bill Payment	\$13,334.33
November 1, 2017	Union Gas Limited	Bill Payment	\$38.74
November 2, 2017	Union Gas Limited	Bill Payment	\$23.73
November 6, 2017	Union Gas Limited	Bill Payment	\$23.73
November 6, 2017	Union Gas Limited	Bill Payment	\$23.73
November 6, 2017	Union Gas Limited	Bill Payment	\$27.28
November 6, 2017	Union Gas Limited	Bill Payment	\$31.76
November 6, 2017	Union Gas Limited	Bill Payment	\$37.03
November 6, 2017	Union Gas Limited	Bill Payment	\$445.59
November 8, 2017	Union Gas Limited	Bill Payment	\$23.73
November 8, 2017	Union Gas Limited	Bill Payment	\$23.73
November 8, 2017	Union Gas Limited	Bill Payment	\$38.86
November 22, 2017	Union Gas Limited	Bill Payment	\$29.75
November 22, 2017	Union Gas Limited	Bill Payment	\$30.89
November 22, 2017	Union Gas Limited	Bill Payment	\$42.55
November 22, 2017	Union Gas Limited	Bill Payment	\$59.55
November 23, 2017	Union Gas Limited	Bill Payment	\$30.90
November 27, 2017	Union Gas Limited	Bill Payment	\$29.11
November 27, 2017	Union Gas Limited	Bill Payment	\$257.00
November 27, 2017	Union Gas Limited	Bill Payment	\$431.61
November 27, 2017	Union Gas Limited	Bill Payment	\$3,416.62
November 29, 2017	Union Gas Limited	Bill Payment	\$50.88
November 29, 2017	Union Gas Limited	Bill Payment	\$118.32
November 30, 2017	Union Gas Limited	Bill Payment	\$177.34
November 3, 2017	Union Water System	Bill Payment	\$37,940.95
November 22, 2017	Windsor Disposal Services Group	Miscellaneous Payment	\$173.70
November 22, 2017	Windsor Disposal Services Group	Miscellaneous Payment	\$55,895.94
Total Pre-Authorized Payments			\$334,173.12



Payroll for September 2017

Pay Week Ending	Pay Date	Amount
September 2, 2017	September 7, 2017	\$81,606.51
September 9, 2017	September 14, 2017	\$84,514.30
Firefighter Pay	September 14, 2017	\$78,299.85
September 16, 2017	September 21, 2017	\$81,336.46
September 23, 2017	September 28, 2017	\$78,917.14
Council Remuneration September	September 28, 2017	\$8,728.83
Total		\$413,403.09



Payroll for October 2017

Pay Week Ending	Pay Date	Amount
September 30, 2017	October 5, 2017	\$81,891.00
October 7, 2017	October 12, 2017	\$79,898.82
October 14, 2017	October 19, 2017	\$86,606.77
October 21, 2017	October 26, 2017	\$77,969.11
Council Remuneration	October 26, 2017	\$8,086.89
Total		\$334,452.59



Payroll for November 2017

Pay Week Ending	Pay Date	Amount
October 28, 2017	November 2, 2017	\$78,520.89
November 4, 2017	November 9, 2017	\$79,775.02
November 11, 2017	November 16, 2017	\$79,676.08
November 18, 2017	November 23, 2017	\$80,220.99
November 25, 2017	November 30, 2017	\$80,799.18
Council Remuneration	November 30, 2017	\$11,453.65
Total		\$410,445.81

The following Notices of Motion will be brought forward for consideration at this evening's Council Meeting:

Councillor Bondy:

RE: That Council direct Administration to expand (if possible) the Community Improvement Program (CIP) area in Harrow to include the lands involving the Junior School and High School, and further that Council direct Administration to explore if there is any way possible to expand the demolition grant to above \$6,000.

Councillor Bondy:

RE: That Administration investigate the feasibility of fiber optics throughout the entire town of Essex.

Councillor Snively :

RE: That Administration review our current by-laws in regards to protecting water run-off from adjacent properties including reviewing the fill permit and/or property standard by-laws and if necessary provide recommendations on same.

From: Bondy, Sherry

Sent: Thursday, December 7, 2017 9:02 AM

To: Auger, Robert <rauger@essex.ca>; Hunter, Donna <dhunter@essex.ca>; CouncilMembers <CouncilMembers@essex.ca>

Subject: NOM

Hi Robert for the Dec 18th. I would also like to add another notice of motion for debate in Jan

“ That the town of Essex send a request to AMO and all other municipalities in Ontario requesting that when school boards make decisions to close schools they have to offer the building to the local municipality for a dollar”

Sherry

Sent from my iPhone

From: Bondy, Sherry
Sent: Tuesday, December 12, 2017 11:23 AM
To: Auger, Robert <rauger@essex.ca>; Hunter, Donna <dhunter@essex.ca>
Subject: Fwd: Ward 4 - feedback form action items:

Robert,

Can I add this as a notice of motion for Dec 18-

That this list of action items to be received by council for discussion for direction to administration.

Sherry

Sent from my iPhone

Begin forwarded message:

From: <sbondy@essex.ca>
Date: December 9, 2017 at 10:12:20 AM EST
To: Council Members <CouncilMembers@essex.ca>, Donna Hunter <dhunter@essex.ca>, Chris Nepszy <cnepszy@essex.ca>, Doug Sweet <dsweet@essex.ca>, Jeffrey Morrison <jmorrison@essex.ca>
Subject: Ward 4 - feedback form action items:

Ward 4 - feedback form action items:

Development fees- majority of the residents in Harrow support the waiving of development fees.

Action item needed for council support- Support the waiving of fees in Harrow to zero percent.

Corner of Walnut and Center - perceived traffic issues.

Action item needed for Council and Admin- monitor corner, traffic counts on the the south side during a school week.

Parking on the South side of Centre Street by Tim Hortons

Action item- Continue to monitor

Lack of Police Patrol in Harrow. Speeding on Con 3 in the 50 km zone. High numbers of transport trucks on class.

Action item- send letter to Jeff Coulter and Councilor Snively will inform Police Services Board. More police enforcement on Con 3.

Vouchers for cats should be given out in Harrow.

Action Item- Administration advise council if this is possible out of the Harrow Arena.

Lack of a Welcoming Group in Harrow.

Councillor Bondy (Councillor Snively and Rogers if they wish) to work with Chamber to develop a door knocker for new residents.

Stop light at the Corner of Erie and King. Keep on our radar, County program.

Hydro Outages, several complaints from both ward 3 and 4.

Action item- Public update to come forward after ELK meeting. Keep on Councils radar. Possibly work with MPP office and Hydro one.

Garbage always full in front of Colonial in. Add additional garbage pail by the beer store

Action item- have staff empty garbage pail more often. Order additional garbage pail out of Harrow beautification funds.

County Road 20 in bad repair.

Action item- Deputy Mayor says County road 20 in the County Budget, make sure County follows through with 2019 budget.

Sherry

The Corporation of the Town of Essex

By-Law Number 1663

Being a by-law to confirm the proceedings of the December 4, 2017 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 December 4, 2017 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 December 4, 2017 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 December 4, 2017.

Mayor

Clerk

Read a third time and finally passed on December 18, 2017.

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 1664

**Being a by-law to authorize the execution of
an Agreement between
The Corporation of the Town of Essex and
The Corporation of the City of Windsor**

Whereas, Section 11(1) of the Municipal Act, 2001, S.O. 2001, c. 25 and amendments thereto, provides that a Municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And Whereas the Corporation of the Town of Essex desires to enter into an Agreement with The Corporation of the City of Windsor in order to receive Children's Services funding from October 1, 2017 to December 31, 2017;

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

1. That the Mayor and Clerk be authorized to sign the Agreement attached as Schedule "A" to By-Law Number 1664 between The Corporation of the Town of Essex and The Corporation of the City of Windsor in order to receive Children's Services funding from October 1, 2017 to December 31, 2017.
2. That this By-Law shall come into full force upon the final passing thereof.

Read a first, a second, and a third time and finally passed on December 18, 2017.

Mayor

Clerk

TO: Community Development & Health Services Department
FROM: Contract Clerk
DATE: November 23, 2017
SUBJECT: Purchase of Service Agreement from October 1st, 2017 – December 31st, 2017 between
The Corporation of the City of Windsor and The Corporation of The Town of Essex.

Attached, please find in triplicate the Purchase of Service Agreement from October 1st, 2017 – December 31st, 2017 between The Corporation of the City of Windsor and The Corporation of The Town of Essex along with the authorizing *Council Report and Resolution CR52/2015; Child Care License and Insurance Certificate*.

In order for the agreement/contract to be completely executed please sign as soon as possible.

Please indicate your approval by:

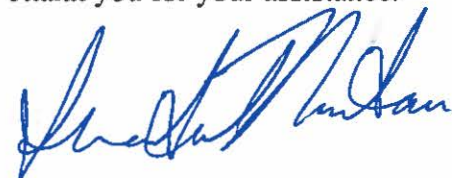
- 1) Initialing/stamping/signing according to your designated authority*
- 2) Verifying your approval by checking the appropriate box on the cover memo*
- 3) Forwarding to the next person on the approval list*

- ☐ Executive Director of Housing and Children's Services
- ☐ Intergovernmental Subsidies and Financial Administration
- ☐ Licencee
- ☐ Community Development and Health Commissioner
- ☐ Chief Administrative Officer (for Service Contracts exceeding \$150,000 net City Cost or \$1,000,000 gross City contribution)

Upon full execution of the agreement/contract, please return all three copies to the Contract Clerk for distribution as follows:

- 1) City Clerk
- 2) Operator
- 3) File

Thank you for your assistance.



Shantal Nantau
Contract Clerk
519-255-5200 ext. 5353

SERVICE AGREEMENT

Basic Provisions: Children's Services

B-1. The following are certain basic provisions of this Agreement, which are part of this Agreement, and which are correspondingly referred to in the General Provisions, Special Provisions and Schedules of this Agreement:

Item	Provision
(a) Name & Address of Corporation:	THE CORPORATION OF THE CITY OF WINDSOR Att'n: Community Development and Health Commissioner Suite 301 400 City Hall Square East Windsor, Ontario, N9A 7K6
(b) Name & Address of Licensee/Service Provider:	THE CORPORATION OF THE TOWN OF ESSEX Att'n: Manager, Recreation & Culture 242 Talbot Street North Essex, Ontario, N8M 2E1
(c) Initial Signing date:	October 1, 2017
(d) Authorization:	Council Resolution: CR52/2015
(e) Term:	October 1, 2017 - December 31, 2017
(f) Commencement Date:	October 1, 2017

B-2. This Agreement consists of these Basic Provisions, the attached General Provisions, Special Provisions and Schedules, as well as any other attachments referred to herein or therein, and all such material forms part of this Agreement together with all things, terms and provisions so incorporated.

B-3. In the event of any inconsistency or conflict in this Agreement between the Basic Provisions, Special Provisions, General Provisions and Schedules, then the terms, covenants and conditions of this Agreement shall prevail in the following order:

- (a) Basic Provisions
- (b) Special Provisions
- (c) Schedules
- (d) General Provisions

Amendments bearing later dates shall prevail within each of the above noted categories of this Agreement.

IN WITNESS WHEREOF the Parties hereto have hereunto affixed their corporate seals duly attested by the hands of their proper signing officers in that behalf respectively.

SIGNED, SEALED AND DELIVERED

THE CORPORATION OF THE CITY OF WINDSOR

Authority
CR52/2015
Approved as to
Form and Content
LL

Deputy City Solicitor

Signature: _____

Name: Jelena Payne

**Title: Community Development and Health
Commissioner OR CAO**

I have the authority to bind the Corporation

Authority
CR52/2015
Approved as to
Technical Content

Executive Director
of Housing &
Children's Services

THE CORPORATION OF THE TOWN OF ESSEX

Signature _____

Name: _____

Title_____

I have the authority to bind the Corporation

Authority
CR52/2015
Approved as to
Financial Content

City Treasurer and
CFO

**APPROVED BY THE CHIEF
ADMINISTRATIVE OFFICER**

(The Corporation of the City of Windsor)
THIS DAY OF _____,

(Second signature by CAO only required if the net City contribution relative to the Service Contract exceeds \$150,000.00 or is in excess of \$1,000,000.00 gross contribution.)

SPECIAL PROVISIONS

AUTHORIZED RECREATION AND SKILL BUILDING PROGRAMS

1.0 INTERPRETATION

1.1 In this Agreement,

- a) "Absence Policy" means the policy outlined in Schedule "F".
- b) "Act" means the *Child Care and Early Years Act, 2014*.
- c) "Assessed Parent Contribution" means the fee payable to the Service Provider by the Parent or Guardian of a Subsidized Child determined in accordance with the Regulations.
- d) "Child" means a person who is younger than 13 years old, and "Children" means more than one of them.
- e) "Child with Special Needs" means a child whose cognitive, physical, social, emotional or communicative needs, or those whose needs relating to overall development, such a nature that the additional supports are required for the child.
- f) "CMSM" means the consolidated municipal service manager designated by the Regulations as the service system manager.
- g) "College" means the College of Early Childhood Educators.
- h) "Corporation" means the Corporation set out in paragraph B-1(a) of this Agreement.
- i) "Corporate Staff" means the staff of the Corporation authorized to exercise the rights and perform the duties of the Corporation under this Agreement.
- j) "Emergency" means an urgent or pressing situation in which immediate action is required to ensure the safety of Children and adults in a Recreation Program.
- k) "Full-day" means six (6) or more hours of consecutive Child Care Services.
- l) "Funding Streams" has the meaning ascribed to it in section 2.3 herein.
- m) "Inclusion, Access and Equity Policy" means the policy as outlined in Schedule "F".
- n) "Ministry" means the Ministry of Education.
- o) "Parent" or "Guardian" means a person having lawful custody of a Child or a person who has demonstrated a settled intention to treat a Child as a child of his or her family.
- p) "Part-day" means less than six (6) hours of consecutive Child Care Services.
- q) "Per Diem Rate Structure" has the meaning ascribed to it in section 4.20.1 herein.
- r) "Person in Need" means a person who is eligible for assistance on the basis of their adjusted net income.
- s) "RECE" means an Early Childhood Educator registered with the College.

- t) "Record of Attendance" means the record of attendance outlined in Schedule "C".
- u) "Recreation Fee Subsidy" means the provision of financial assistance paid for by the Corporation for a Subsidized Child.
- v) "Recreation Program" means a program where the primary purpose is to promote recreational, artistic, musical or athletic skill or to provide religious, cultural or linguistic instruction.
- w) "Recreation Schedule" means the schedule for Recreation provided to a Subsidized Child and approved by the Corporation in accordance with section 4.5 herein.
- x) "Regulations" means the regulations made under the Act.
- y) "Resource Consultant" means an employee of a community agency qualified to support Children with developmental and/or behavioural needs.
- z) "Serious Occurrence" means:
 - i. Death of a child occurs while participating in a service.
 - ii. An injury to a child participating in a Recreation Program and the child requires professional medical treatment.
 - iii. Alleged abuse or mistreatment of a child occurs while participating in a Recreation Program. This includes all allegations of abuse or mistreatment of children against staff, foster parents, volunteers, or temporary care workers.
 - iv. Child goes missing while participating in a Recreation Program.
 - v. A disaster, such as a fire, on the premises where a Recreation Program is provided.
 - vi. A complaint is made concerning the operational, physical, or safety standards of the service that is considered by the Service Provider to be of a serious nature, including any report of adverse water quality.
 - vii. A complaint is made by or about a child, or any other serious occurrence concerning a child, that is considered by the Service Provider to be of a serious nature.
- aa) "Service Provider" means the Service Provider set out in paragraph B-1(b) of this Agreement.
- bb) "Services" has the meaning ascribed to it in section 3.1 herein.
- cc) "Statutory Holiday" means any one of New Years Day, Family Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day, and "Statutory Holidays" means more than one of them.
- dd) "Subsidized Child" has the meaning ascribed to it in section 4.2 herein, and "Subsidized Children" means more than one of them.
- ee) "Subsidized Families" means families with one or more Subsidized Children.
- ff) "WindsorEssexOneHSN" means the online centralized registry for Child Care in Windsor-Essex.

2.0 MINISTRY OF EDUCATION FUNDING

- 2.1 The Service Provider receiving funding from the Corporation shall comply with all of the terms and conditions set out by the Ministry, and contained in the Act and this Agreement.
- 2.2 The Service Provider may receive funding from the Ministry from more than one Funding Stream.
- 2.3 The various funding streams are as follows (collectively, the “Funding Streams”):
 - a) *School-age Recreation Funding*. This funding is received from the Corporation in order to purchase Recreation spaces.
 - b) *Program Support Funding*. This funding is received to support the inclusion of Children with special needs in Authorized Recreation and Skill Building Programs.

3.0 SERVICE DESCRIPTION

- 3.1 The Service Provider shall provide the services outlined in Schedule “A” (the “Services”).
- 3.2 In addition to the requirements of Section G-12 of this Agreement, the Service Provider shall have a current and valid Accreditation by the Ontario Camping Association or affiliation with the High Five quality assurance process administered by Parks & Recreation Ontario.
- 3.3 The Service Provider shall submit proof of the following on an annual basis to the Corporation:
 - (i) Verification of registration as a member of the High Five quality assurance process
 - (ii) Verification of at least one High Five self-evaluation submission to Parks and Recreation Ontario. The High Five self-evaluation submitted to Parks and Recreation Ontario must include Part 1 (Reviewing Best Practices) and Part 2 (Observing the Child’s Experience) of the Quality Experience Scanning Tool (QUEST). The evaluation must have been completed by a staff member who is trained in the use of High Five QUEST;
 - (iii) Verification that at least 75% of program staff have received High Five training (i.e. staff working with children and supervisors of front-line staff);
 - (iv) The Corporation will verify that a Recreation Program Service Provider who is seeking a Purchase of Service Agreement has submitted an evaluation.

3.4 Inclusion, Access and Equity Policy

- 3.3.1 The Service Provider shall provide the Corporation with a copy of their Inclusion, Access and Equity Policy. The content of said policy must meet the requirements as outlined in Schedule “E”.

- 3.3.2 In the event that a Child is not accepted for services by a Recreation Program operated by the Service Provider, the Service Provider shall provide the Corporation with documentation regarding the reasons that demonstrate compliance with the Service Provider's Inclusion, Access and Equity Policy.

3.5 WindsorEssexOneHSN

- 3.4.1 The Service Provider shall assist the Corporation in promoting WindsorEssexOneHSN by posting a link to WindsorEssexOneHSN's website on the Service Provider's website and including information about WindsorEssexOneHSN on the Service Provider's printed materials, which shall include but not be limited to parent handbooks.
- 3.4.2 Whenever an application or inquiry is made to the Service Provider regarding Recreation Services, the Service Provider shall direct the applicant to the WindsorEssexOneHSN's website to complete an on-line application for registration.

3.6 Emergency Management

- 3.5.1 The Service Provider shall have written policies and procedures regarding the management of Emergencies that:
- a. Set out the roles and responsibilities of staff in case of an Emergency;
 - b. Require that additional support, including consideration of special medical needs, be provided in respect of any Child or adult who requires the same in the case of an Emergency;
 - c. Identify the location of a safe and appropriate off-site meeting place, in case of evacuation;
 - d. Set out the procedures that will be followed to ensure the Children's safety and maintain appropriate levels of supervision;
 - e. Set out requirements regarding communications with Parents and Guardians;
 - f. Set out requirements regarding contacting appropriate local emergency response agencies; and
 - g. Address recovery from an Emergency, including,
 - i. Requiring that staff, Children and Parents/Guardians be debriefed after the Emergency,
 - ii. Setting out how to resume normal operations of the Recreation Program, and
 - iii. Setting out how to support Children and staff that may have experienced distress during the Emergency.
- 3.5.2 Despite section 3.5.1 herein, the Service Provider is not required to have Emergency management policies and procedures described in that section if,
- a. The Recreation Program is located in a school, and the Service Provider uses or adopts the school's Emergency management policies and procedures and those policies and procedures adequately address the same matters as described in section 3.5.1;
- or

- b. The Service Provider is otherwise required to have a plan that addresses the same matters as described in section 3.5.1.

3.7 Whenever an application is made to the Service Provider for Recreation Services and it appears that the applicant may be a Person in Need the Service Provider shall refer such applicant to the Housing and Children's Services division of the Corporation.

4.0 PAYMENT

- 4.1 Corporate Staff shall determine whether the Parent or Guardian of each Child enrolled in a Recreation operated by the Service Provider is a Person in Need
- 4.2 The Child of a Parent or Guardian determined to be a Person in Need in accordance with section 4.1 herein, shall be referred to as a "Subsidized Child" for the purposes of this Agreement.
- 4.3 Corporate Staff shall also determine the Assessed Parent Contribution payable by the Parent or Guardian of a Subsidized Child.
- 4.4 Collection of the Assessed Parent Contribution shall be the sole responsibility of the Service Provider.
- 4.5 The Corporation shall, in its sole discretion, approve a Recreation Schedule for each Subsidized Child based on the documented needs of his or her Parent or Guardian. Each Recreation Schedule shall include a minimum of two days per week (Full-day or Part-day) based on aforementioned documented needs.
- 4.6 The Service Provider shall not bill the Parent or Guardian of a Subsidized Child additional fees for the cost of the Recreation Services, save for the fees set out in section 4.7 herein, in excess of the Assessed Parent Contribution. Service Providers shall not require Subsidized Families to register or pay for more Recreation Services than approved by the Corporation.
- 4.7 Any surcharges, administration fees or holding fees imposed by the Service Provider, including but not limited to registration fees, late pick-up fees and duplicate tax receipt fees, are the sole responsibility of each Subsidized Child's Parent or Guardian and shall not be paid by the Corporation.
- 4.8 The Service Provider acknowledges that the Corporation in no way warrants or represents that the Service Provider will be guaranteed any minimum number of Children requiring Recreation Services.
- 4.9 The Corporation shall pay the Service Provider, in respect of each Subsidized Child, the cost of providing the Recreation Services in accordance with his or her Recreation Schedule and the approved Per Diem Rates Structure less the Assessed Parent Contribution.
- 4.10 Provided the Service Provider is in compliance with the terms and conditions herein and subject to the terms of this Agreement, the Service Provider shall submit to the Corporation a monthly Record of Attendance which includes the number of children served within seven business (7) days following the first day of each and every month in the format outlined in Schedule "C" for all Services provided during the previous month in accordance with the Recreation Schedule for each Subsidized Child. Each Record of Attendance shall be processed by the Corporation as they are received.

- 4.11 The Corporation will provide the Service Provider with a monthly cash flow advance equal to seventy-five percent (75%) of the total Recreation Fee Subsidy payable by the Corporation associated with the most recently processed Record of Attendance, provided that the Service Provider has established that Recreation Fee Subsidy has been funded by the Corporation for at least the six (6) most recent consecutive months. The Corporation reserves the right to vary this amount at any time.
- 4.12 The monthly Record of Attendance shall be reconciled with the Recreation Schedule to determine if:
- a. any further Recreation Fee Subsidy is required relative to the previous month's Record of Attendance; or
 - b. recovery of any portion of the Recreation Fee Subsidy relative to the previous month's Record of Attendance.
- 4.13 If additional Recreation Fee Subsidy is required in accordance with section 4.12(a) herein relative to the previous month's Record of Attendance, the Corporation shall tender payment, subject to the other provisions of this Agreement on or before the last day of the month in which the most recent Record of Attendance is received.
- 4.14 If recovery of any portion of the Recreation Fee Subsidy is required relative to the previous month's Record of Attendance in accordance with section 4.12(b) herein, the Corporation shall reduce the next monthly cash flow by an amount equal to the difference in the previous month's Record of Attendance and the Recreation Schedule approved for said Subsidized Child.
- 4.15 Provided the Service Provider is in compliance with the terms and conditions of this Agreement, the Corporation agrees to pay the Service Provider the cost of providing Recreation Services for each Subsidized Child, less the Assessed Parent Contribution based on the Recreation Schedule.
- 4.16 The Corporation shall be responsible for payments of Recreation Fee Subsidy in accordance with the Absence Policy in Schedule "F".
- 4.17 The Service Provider shall follow the Absence Policy as outlined in Schedule "F".
- 4.18 In the event a Recreation Program operated by the Service Provider closes due to inclement weather, i.e. a snow storm, the Service Provider shall not charge Recreation Fee Subsidy to the Corporation for such closure days. Such closure days shall be shown on the Record of Attendance as "Non-Paid" days.
- 4.19 Statutory Holidays
- 4.19.1 The Service Provider can claim Recreation Fee Subsidy for Statutory Holidays that occur while a Subsidized Child is attending a Recreation Program. This includes Statutory Holidays that occur during Christmas Break periods, provided that it is the normal practice of the Service Provider to bill their full-fee-paying customers for such Statutory Holidays.
 - 4.19.2 In order for the Service Provider to receive Recreation Fee Subsidy from the Corporation for Statutory Holidays, the Subsidized Child must be attending the Recreation Program the week of the Statutory Holiday in accordance with the Recreation Schedule. The Corporation shall also need to be satisfied that the Subsidized Child would have otherwise attended the Recreation Program that day, if not for the Statutory Holiday occurring.
- 4.20 Per Diem Rates and Budget Schedule
- 4.20.1 The Service Provider shall accept Recreation Fee Subsidy from the Corporation in accordance with the negotiated per diem rate

structure listed in Schedule "B" (the "Per Diem Rate Structure") as full payment for each Subsidized Child, less the Assessed Parent Contribution.

4.20.2 If the Service Provider is seeking changes to the Per Diem Rate Structure for Subsidized Families, the Service Provider will be required to submit:

- a. a letter of request for the changes to the Per Diem Rate Structure at least 60 days in advance of the implementation date of the new per diem rate;
- b. a schedule showing the current per diem rates for both subsidized and full-fee-paying families and the effective date of same; and
- c. a schedule showing the new per diem rates for both the subsidized and full-fee-paying families and the effective date for same.

4.20.3 The Service Provider shall sign a revised Schedule "B" confirming that the Per Diem Rate Structure being approved for each Subsidized Family is the same as or lower than the rates payable for full-fee-paying families for comparable Recreation Services.

4.21 If the Service Provider informs the Corporation of any unpaid Assessed Parent Contribution requirements relative to a Subsidized Child's last month of subsidized enrolment at a Recreation Program at the time the Subsidized Child is withdrawn and subsidy is terminated, the debt will be noted by the Corporation's Children's Services Department. Should the Parent or Guardian reapply for subsidy at a later date, the Parent or Guardian will be required to make repayment arrangements that are deemed to be reasonable by the Corporation to address the outstanding account related to each Subsidized Child's last month of subsidized enrolment, before Recreation Fee Subsidy will be approved or reinstated by the Corporation.

4.22 The Corporation may at its option withhold payment of any amount of Recreation Fee Subsidy payable under this Agreement if not eligible for subsidy by the Ministry under the Act.

5.0 TERMINATION AND WITHDRAWAL OF CHILDREN

5.1 Where the Corporation is notified in writing of the forthcoming withdrawal of a Subsidized Child's enrollment at a Recreation Program operated by the Service Provider, the Corporation shall provide the Service Provider with two weeks' prior notice of withdrawal of Recreation Fee Subsidy funding for said Subsidized Child. Where a Subsidized Child is withdrawn from the Recreation Program prior to the expiration of the two weeks' notice period, the Recreation Fee Subsidy charges payable by the Corporation shall be pro-rated for each approved Subsidized Child involved up to the date of withdrawal.

5.2 Each Subsidized Child who attends the Service Provider's Recreation Program beyond the termination date as outlined in the Recreation Schedule (the "Termination Date") shall be deemed full fee paying effective the first day following the Termination Date.

5.3 Where the Service Provider is aware of a forthcoming withdrawal of a Subsidized Child, notification in writing shall be given by the Service Provider to the Corporation immediately.

5.4 Where a Subsidized Child's enrollment is withdrawn without prior notice by the Parent or Guardian to the Service Provider, a maximum of two weeks of Recreation Fee Subsidy, based on the Subsidized Child's Recreation Schedule, shall be paid by the Corporation to the Service Provider from the last day of attendance. In the case of the vacancy being filled by another Subsidized Child

(the "Replacing Child"), the aforementioned Recreation Fee Subsidy will be paid by the Corporation to the Service Provider up to the start of the placement of the Replacing Child, should the type of Child Care being provided to the Replacing Child have not otherwise been available.

- 5.5 The two weeks' of Recreation Fee Subsidy payable in accordance with section 5.4 herein shall only be paid by the Corporation should the established Termination Date be later than the expiration of the two weeks' notice of withdrawal.
- 5.6 Upon a Subsidized Child failing to attend the Service Provider's Recreation Program for five (5) consecutive days without prior written notification of the Subsidized Child's absence to the Service Provider by his or her Parent or Guardian, the Service Provider shall provide the Subsidized Child and his or her Parent or Guardian with two weeks' notice of termination of enrollment at the Service Provider's Recreation Program. If a Service Provider requests payment of Recreation Fee Subsidy from the Corporation for the one week of non-attendance period immediately preceding the two weeks' notice period, payment of Recreation Fee Subsidy of that week will be subject to availability of sufficient absence days in accordance with the Absence Policy in Schedule "F".
- 5.7 Sections 5.4 and 5.5 are not applicable if the Service Provider terminates Child Care Services without notice.
- 5.8 In the event that a Subsidized Child's enrollment at a Recreation Program is terminated by the Service Provider, the Service Provider shall provide the Corporation with documentation regarding the reasons that demonstrate compliance with the Service Provider's Inclusion, Access and Equity Policy.
- 5.9 In the event that a Subsidized Child does not commence attendance at the Service Provider's Recreation Program in accordance with his or her Recreation Schedule, and the Parent or Guardian of said Subsidized Child does not provide the Service Provider with at least one week's prior notice that the Subsidized Child's enrollment at the Recreation Program is no longer required, a maximum of two weeks' of Recreation Fee Subsidy shall be paid by the Corporation to the Service Provider.
- 5.10 All fees to be paid for withdrawal of a Subsidized Child's Child Care Services without notice shall be determined by the Corporation.

6.0 TERMINATION OF THE AGREEMENT

- 6.1 If in the opinion of the Corporation the Service Provider fails to comply with any of the terms of this Agreement, and the Corporation gives to the Service Provider written notice of the non-compliance, the Corporation may forthwith terminate this Agreement without any further notice to the Service Provider upon the expiry of the said twenty (20) days.
- 6.2
- 6.3 The Corporation may terminate this Agreement for any reason and at any time upon providing sixty (60) days written notice to the Corporation.

7.0 RECORDS, INVOICES AND REPORTING REQUIREMENTS

- 7.1 The Service Provider shall keep accurate records of all Services provided, including but not limited to daily attendance logs, receipts for Services and payroll records, and shall supply to the Corporation any information from these records that the Corporation may request.
- 7.2 The Service Provider shall assist the Corporation in determining whether a Parent or Guardian is a Person in Need in accordance with section 4.2 herein by providing the Corporation with all relevant information within its knowledge or control.

- 7.3 The Service Provider shall submit to the Corporation all required records, reports and invoices for fees outlined in section 7.1 herein in a form satisfactory to the Corporation.
- 7.4 The Service Provider shall submit invoices for payment of Recreation Fee Subsidy in the format of the Record of Attendance in Schedule "C".
- 7.5 The Corporation shall review all Records of Attendance and invoices for approval and processing of payment in accordance with the terms of this Agreement.
- 7.6 The Record of Attendance shall be supported by such substantiating documentation as may be required by the Corporation, which shall include but not be limited to:
 - a. Daily attendance log; and
 - b. Parental fees.
- 7.7 The Service Provider shall maintain financial records and books of account respecting Services provided for each Recreation Program where Services are being provided and will allow Corporate Staff or such other persons appointed by the Corporation to inspect and audit such books and records at all reasonable times both during the term of this Agreement and subsequent to its expiration or termination.
- 7.8 The Corporation requires the Service Provider to submit reports outlined in Schedule "D" for any of the Funding Streams identified herein.
- 7.9 The Corporation requires the Service Provider to submit Serious Occurrence Reports to the Corporation as outlined in Schedule G.

8.0 ACCESS

- 8.1 The Service Provider shall allow designated representatives of the Corporation to conduct on-site visits and funding and program reviews within each of its Recreation Programs.
- 8.2 The Service Provider shall provide reasonable access to a Resource Consultant for each Subsidized Child enrolled at one of its Recreation Programs with special needs. The Resource Consultant may schedule regular visits and provide support which shall include but not be limited to:
 - a. Early identification and intervention;
 - b. Individual and program consultation;
 - c. Training and coaching to staff;
 - d. Consultative/intensive resource support, as required;
 - e. Program adaptations and modifications; and
 - f. Service coordination.

9.0 DISPOSITION OF EQUIPMENT/FURNISHINGS

- 9.1 The Service Provider shall not sell, change the use or otherwise dispose of any item, furnishing, or equipment purchased with any amount of Recreation Fee Subsidy received from the Corporation which were made available from the Ministry, pursuant to this Agreement, without the written consent of the Corporation, which may be given subject to such conditions as the Corporation deems advisable.

10.0 FRENCH LANGUAGE SERVICES**10.1 The Service Provider shall:**

- a. Ensure Services are made available in French; and
- b. Notify the public (through signs, notices, other information on services, and initiation of communication in French) that Services provided to and communications with the public in connection with Services are available in French.

10.2 The Service Provider shall provide the Corporation with an attestation that Services are available in French.

SCHEDULE A

SERVICE DESCRIPTION-CHILDREN'S SERVICES

SPECIAL NEEDS RESOURCING

As a Service Provider involved in the provision of Special Needs Resourcing services, the Service Provider shall comply with legislative and regulatory requirements for provision of services, obtaining parental consent for service and information exchange for any purpose (e.g. referrals).

Special Needs Resourcing funding shall be used for the purpose of:

- Hiring or acquiring the services of a resource teacher/consultant and/or supplemental staff where necessary (including salary and benefits) to support the inclusion of children with special needs;
- Providing professional development opportunities to support staff in licensed child care settings and family support programs working with children with special needs and their parents/families to support inclusion; and
- Purchasing or leasing specialized/adaptive equipment and supplies to support children with special needs.
- Resource teachers/consultants shall provide a wide range of services and supports for children with special needs and their families. They may support several children in multiple locations and can also provide professional learning experiences for individuals working with children with special needs in licensed child care settings and approved recreation programs. These supports may include providing child care staff with program adaptation strategies and professional development, supporting the development of individualized support plans (per O. Reg. 137/15 – see section 52), conducting developmental screens, providing referrals to community agencies, providing information and resources for parents and obtaining specialized equipment as required.

Please Note:

Special Needs Resourcing -funded resource teachers/consultants and supplemental staff may not be counted toward the required ratio of employees to children in licensed child care programs.

At a minimum, the ministry recommends that resource teachers/consultants hold a diploma in Early Childhood Education, have additional training/experience/education related to working with children with special needs, and hold a standard first aid including infant/child CPR certificate.

PLANNING AND COLLABORATION

Service Providers are encouraged to collaborate in the planning and provision of services and supports with Special Needs Resourcing service providers, Licensees, Parents/Guardians, schools/school board personnel, and other professionals and community service programs and agencies such as Healthy Babies Healthy Children, Infant Development, Preschool Speech and Language, Best Start Networks, Ontario Early Years Centres, Parenting and Family Literacy Centres, children's mental health, the Autism Intervention Program and Applied Behavioural Analysis autism initiatives. Cross-disciplinary collaboration will help to improve Special Needs Resourcing services, promote seamlessness between services for children and their families, support transitions between support settings and minimize potential barriers to service delivery.

SCHEDULE “B”

**Recreation Fee Subsidy Per Diem Rate Structure
THE CORPORATION OF THE TOWN OF ESSEX**

- (a) The Corporation, subject to Ministry approved funding, agrees to pay the Service Provider a per diem amount for Recreation Program Services provided to each Subsidized Child. The per diem rate shall be in an amount and for such periods of time, as may be mutually agreed upon by the Corporation and the Service Provider and so may be amended from time to time during the period of this Agreement. The amount of the per diem rate and the number of days per month for which the rate is payable for each Subsidized Child will be specified in his or her Recreation Schedule.


- (b) The maximum per diem rate for Recreation Program Services, provided pursuant to this Agreement shall be in accordance with the chart listed below. The per diem rate is subject to change pending notification from the Service Provider and upon approval by the Corporation.

Effective: October 1st, 2017

<u>AGE GROUP AND TYPE OF CARE</u>	<u>PER DIEM RATE</u>
School Age:	
Full Day (Day Camp)	\$29.00

SIGNED, SEALED AND DELIVERED) THE CORPORATION OF THE CITY OF
) WINDSOR

Authority
CR52/2015

Approved as to
Technical Content

Executive Director
Housing and
Children's
Services


) Signature:

) Name: **Jelena Payne**

1) Title: Community Development and Health
Commissioner or CAO

) I have the authority to bind the Corporation

THE CORPORATION OF THE TOWN
OF ESSEX

Authority
CR52/2015
Approved as to
Financial Content

City Treasurer
and CFO
Fol.

) Signature: _____

) Name: _____

1) Title: _____

) Signature: _____

) Name: _____

) Title: _____

3) I/We have the authority to bind the Corporation

**APPROVED BY THE CHIEF
ADMINISTRATIVE OFFICER**

(The Corporation of the City of Windsor)
THIS DAY OF ,

(Second signature by CAO only required if the net City contribution relative to the Service Contract exceeds \$150,000.00 or is in excess of 1,000,000.00 gross contribution)

SCHEDULE C

Special Needs Resourcing Reports

Services Providers are required to report to the Corporation on the following:

- Total of the average monthly number of Children served
- Total average monthly number of Children served from 0 up to kindergarten* and school aged**
- Number of Child Care Programs supported (centre-based and home-based);
- Number of children served, up to and including age 12;
- Number of children served in licensed child care or enrolled in a recreation program;
- Number of full-time equivalent staff.

*"Kindergarten" includes both junior and senior kindergarten

**"School Age" includes both the Primary/Junior school age categories (age 6-12).

SCHEDULE “D”

REPORTS

The Licensee/Service Provider shall maintain financial records and books of account respecting services provided pursuant to this Agreement for each site where service is being provided and will allow Corporation’s staff or such other persons appointed by the Corporation to inspect and audit such books and records at all reasonable times both during the term of this Agreement and subsequent to its expiration or termination.

The Corporation requires the following reports if the Licensee/Service Provider is receiving any type of Funding identified within the “Funding Streams” identified in Section 2.3 of the Special Provisions that forms part of this Agreement.

Annual Reporting Requirements	
Report Type	Due Date
<p>Statement of Revenue and Expenditure Report (“SRER”):</p> <ul style="list-style-type: none">• Based on January 1 to December 31 contract year.• Includes the breakdown of expenditures and revenues related to funding provided by the Corporation.• Licensee/Service Provider verification that all requirements as explained in Agreement have been adhered to.• The SRER must be submitted with a “Review Engagement Report” prepared in accordance with the Canadian generally accepted standards for review engagements. <p>NOTE: The SRER submission may be subject to an audit by the Corporation.</p>	<p>Earlier of 90 days from December 31st or the termination of the Agreement</p>

The Corporation requires the Licensee/Service Provider to sign-off on the SRER in order to verify that:

- All funding provided by the Corporation was used for the intended purpose as outlined in the Agreement.
- Eligible Expenditures shall only be applied to the Funding Stream in accordance to the terms and conditions set out for the Funding Stream.
- Funding received in prior years under the same Funding Stream has not been included, except for approved capital retrofits carry-over funding prior to 2015.
- Funding and/or expenditures from other sources have not been included in the SRER
- Shared costs have been properly apportioned to the correct Funding Stream.
- Eligible expenditures may only include actual costs to the Licensee/Service Provider, less any costs (including taxes) for which the Licensee/Service Provider has received, will receive, or is eligible to receive a rebate, credit, or refund.

RECOVERIES :

- The SRER will form the basis of the Corporation's reconciliation process. Any unused funds identified will be recoverable from Licensee/Service Provider s.
- The Licensee/Service Provider shall retain and preserve all the Licensee/Service Provider's records related to this Agreement for a period of seven (7) years after each such record has been received or created, as the case may be. The Licensee/Service Provider shall not dispose of any records related to this Agreement before the expiration of any such period without the prior written consent of the Corporation, which consent may or may not be given in the Corporation's sole discretion, subject to such conditions as the Corporation deems advisable. For greater certainty, the obligations of the Licensee/Service Provider under this Section shall survive the termination or expiration of this Agreement.
- The Licensee/Service Provider shall prepare and submit to the Corporation for each quarter or at any other time upon reasonable request, a financial report containing such information as the Corporation may require, in a form acceptable to the Corporation.
- The Licensee/Service Provider shall adhere to any additional financial reporting requirements specified by the Corporation. In the event that such financial reports are not submitted as required, then the Corporation will withhold payment to the Licensee/Service Provider until the financial reports are submitted.
- The Licensee/Service Provider shall comply with Generally Accepted Accounting Principles (GAAP) in the treatment of revenues and expenditures.

Note: Revenues and Expenditures shall be reported using the modified accrual basis of accounting in their "SRER".

Modified Accrual Basis of Accounting:

The modified accrual accounting requires the inclusion of short-term accruals of normal operating expenditures in the determination of operating results for a given time period. Short-term accruals are defined as payable usually within 30 days of year-end.

The modified accrual basis of accounting does not recognize non-cash transactions such as amortization, charges/appropriations to reserves or allowances as these expenditures do not represent an actual cash expenditure related to the current period.

Under modified accrual accounting, expenditures that would be amortized under full accrual accounting must be recognized as expenditures in the budget year the goods or services are received.

Expenditures made once a year (e.g. property taxes, insurance) must be recorded in one of the following two methods:

1. Expenditures will be charged to the period in which they are paid.
2. The part of the expenditure that applies to the current year will be expensed in that year.

Either method of accounting for expenditures made once a year is acceptable. However, the selected method must be consistent from year to year.

All expenditures arising from transactions not conducted at arm's length from the Licensee/Service Provider must receive prior approval from the Corporation.

Sample Review Engagement Report (Page 1 of 2)

REVIEW ENGAGEMENT REPORT TO

THE CORPORATION OF THE CITY OF WINDSOR

We have reviewed the Licensee/Service Provider's Statement of Revenue and Expenditure Report of (Insert Licensee/Service Provider Name) for the year ended December 31, 20__ to meet the financial reporting requirements to the Corporation of the City of Windsor in accordance with the Children's Services Funding Provisions Terms & Conditions for Licensee/Service Provider s applicable for the year ended December 31, 20__. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the Licensee/Service Provider.

A review does not constitute an audit and, consequently, we do not express an audit opinion on this financial information.

Based on our review, nothing has come to our attention that causes us to believe that this financial information is not, in all material aspects, in accordance with the Children's Services Funding Provisions Terms & Conditions for Licensee/Service Provider s applicable for the year ending December 31, 20__.

The Licensee/Service Provider's Statement of Revenue and Expenditure Report has not been, and was not intended to be prepared in accordance with (Insert financial reporting provisions), are solely for the information and use of the (Insert Licensee/Service Provider Name) and the Corporation of the City of Windsor for the stated purpose, and are not intended to be and should not be used by anyone other than the specified users, or for any other purposes.

Chartered Accountants, Licensed Public Accountants

(Date)

THE (LICENSEE/SERVICE PROVIDER)

Children's Services Program

Notes to Statement of Revenue and Expenditures

Year ended December 31, 20__

The (Licensee/Service Provider) has a Children's Services contract with the Corporation of the City of Windsor.

1. Significant Accounting Policies

The Statement of Revenues and Expenditures of (Licensee/Service Provider), pursuant to the guidelines issued by the Corporation of the City of Windsor in the Children's Services Funding Provisions Terms and Conditions for Licensee/Service Provider s issued in December of 20__ . Significant aspects of the accounting policies adopted in the preparation of the Statement of Revenues and Expenditures are as follows:

(a) Revenue recognition:

Revenue is recognized when it is determined to be receivable.

(b) Basis of Accounting:

Ministry reporting is based on modified accrual accounting which forms the basis of funding and is also guided by the admissible/inadmissible expenditures policy.

This method of accounting requires the inclusion of short term accruals of revenue and normal operating expenditures in the determination of operating results for a given time period. Short-term accruals are defined as payable or receivable usually within 30 days of the budget year-end.

The modified accrual basis of accounting, as defined by the ministry, does not recognized non-cash transactions such as amortization, charges/appropriations to reserves or allowances as these expenses do not represent an actual cash expenditure related to the current period.

SCHEDULE "E"

INCLUSION, ACCESS AND EQUITY POLICY - CHILDREN'S SERVICES

POLICY

The Corporation recognizes as the CMSM appointed under the Act, it is the Corporation's responsibility to develop and administer local policies respecting the operation of Recreation Programs.

The Corporation understands that as the CMSM it is the Corporation's responsibility to ensure that the Special Needs Resourcing Funding is used to support the inclusion of Children with special needs in Recreation Program settings.

This policy acknowledges the commitment by the Corporation to ensure Recreation Programs are accessible to all Children and families.

PURPOSE

The purpose of this policy is to ensure that programs and services in our community reflect Ontario's strategy for special needs services.

"Putting It All Together: A Strategy for Special Needs Services that Makes Sense for Families" is a four Ministry strategy (Ministry of Children and Youth Service, Community and Social Services, Education, and Health and Long Term Care) designed to improve services for children and youth with special needs and their families.

This strategy's vision:

"An Ontario where children and youth with special needs get the timely and effective services they need to participate fully at home, at school, in the community and as they prepare to achieve their goals for adulthood".

The purpose of this policy is to ensure that Recreation Programs in our community reflect Ontario's Vision for the Early Years.

Ontario's Early Years Policy Framework: Our Vision for the Early Years:

"Ontario's children and families are well supported by a system of responsive, high-quality, accessible, and increasing integrated early years programs and services that contribute to healthy child development today and a stronger future tomorrow."

The purpose of this policy is to assist the Service Provider in developing policies that align with the Ministry's program statement on programming and pedagogy.

SCOPE

This policy applies to the Corporation and Corporate Staff.

This policy applies to the Service Provider providing Services under this Agreement.

This policy applies to all Recreation Programs offered by the Service Provider under this Agreement.

This policy applies to all staff employed by the Service Provider.

RESPONSIBILITY

The parties agree that the Corporation:

- Shall ensure that the Service Provider has developed an Inclusion, Access and Equity Policy that aligns with the Ministry's policy statement on programming and pedagogy and the Corporation's *Inclusion, Access, Equity Policy*
- Shall ensure access to Program Support Funding for children ages 0-12 years pending approval of the Levels of Service-Program Support Application
- Shall provide access to professional development that is responsive to expressed needs of staff in Recreation Programs.

The parties agree that the Service Provider:

- Shall ensure that all Children have access to Recreation Programs, regardless of their diverse strengths and needs
- Shall develop policies that promote inclusion and are aligned with the Ministry's policy statement on programming and pedagogy as well as the Corporation's policies as outlined in this Agreement
- Shall provide an environment for staff that supports inclusion
- Shall provide staff access to professional development and training
- Shall include their Inclusion, Access and Equity Policy in its parent handbook
- Shall provide or access physical resources that are important for inclusive practice that include an accessible environment that provides adaptive materials, specialized equipment and a well planned layout
- Shall provide programs that are flexible, responsive, and use current best practices to plan and make decisions
- Shall make every effort to ensure families feel that they belong and are valuable contributors to their Children's learning
- Shall apply for Program Support Funding through the Corporation (6-12 Years) if necessary to reduce the child to staff ratio in order to service all Children and families and provide a quality program
- Shall provide the Corporation with written documentation regarding reasons and steps taken that demonstrate compliance with their Inclusion, Access and Equity Policy in the event that a Child is not accepted or is terminated from Recreation Program Services by the Service Provider
- Shall ensure upon approval of Program Support Funding, a written program plan is developed for their age grouping to ensure goals for Children, program expectations, and strategies and in place to provide quality Child Care for all Children

The parties agree that all staff of the Service Provider:

- Shall use a warm, responsive and inclusive approach to build positive relationships with all Children and families
- Shall engage in reciprocal relationships with families and caregivers, learning about, with and from them
- Shall align with the Ministry's policy statement for program development and pedagogy
- Shall ensure upon approval of Program Support Funding, a written program plan is developed for their age grouping to ensure goals for Children, program expectations, and strategies and in place to provide quality child care for all Children
- Shall be committed to ongoing learning

The parties agree that Corporate Staff:

- Shall ensure that when the Service Provider does not accept or terminates Recreation Program Services for a Subsidized Child written documentation is received regarding the reasons and steps taken that demonstrate compliance with its Inclusion, Access and Equity Policy
- Shall complete the Levels of Service-Program Support Application to determine if the Service Provider qualifies for Program Support Funding for Children 5.7-12 years
- Shall ensure upon approval of Program Support Funding, a written program plan is received from the Service Provider that outlines goals for Children, program expectations, and strategies to provide quality Child Care for all Children
- Shall review the Service Provider's Inclusion, Access and Equity Policy prior to entering into this Agreement to ensure that it aligns with the Ministry's policy statement on programming and pedagogy and the Corporation's *Inclusion, Access, Equity Policy*

GOVERNING RULES AND REGULATIONS

Regulations:

All Inclusion, Access and Equity Policies must be in line with the *Child Care and Early Years Act, 2014* Ontario Regulations 137/15.

SCHEDULE "F"

ABSENCE POLICY - CHILDREN'S SERVICES

POLICY

The Corporation recognizes as the CMSM appointed under the Act, it is the Corporation's responsibility to develop and administer local policies respecting the operation of Recreation Program Services.

The Corporation understands that as the CMSM, it is the Corporation's responsibility to ensure that Recreation Fee Subsidy is administered in a fiscally responsible manner to meet the needs of the community. In order to ensure that subsidized Recreation Program Services are the level of services that are required, it is expected that Subsidized Children attend Recreation Programs on a regular basis.

PURPOSE

The purpose of this policy is:

- to deal with all forms of absenteeism of Subsidized Children attending Recreation Program operated by the Service Provider;
- to communicate the Corporation's expectations to the Service Provider and the Parents and Guardians of Subsidized Children that all Subsidized Children should be attending Recreation Program according to his or her Recreation Schedule on a regular basis; and
- to establish a system for measuring and dealing with absenteeism and to treat all Parent and Guardians of Subsidized Children fairly and consistently

This policy shall allow absentee days for Subsidized Children that **exclude** Statutory Holidays. The number of absentee days approved shall be prorated on the basis of the number of months in the calendar year for which Recreation Program Services are approved. A maximum of twenty-four (24) absentee days will be approved for each Subsidized Child per calendar year, without said Subsidized Child's Parent or Guardian being required to pay the full-fee.

SCOPE

This policy applies to all Subsidized Children enrolled in Recreation Program Services operated by the Service Provider for Full-days or Part-days on an ongoing basis.

This policy does not apply to such short-term care requirements where a Subsidized Child is only enrolled in Recreation Program Services on Professional Activity Days, the March Break period, and/or the Christmas Break period. Recreation Fee Subsidy will only be paid by the Corporation for Subsidized Children for actual days attended.

The Absence Policy includes absentee days for:

- Illness
- Vacation
- Any other unexplained absences by a Subsidized Child.

The Corporation shall not pay subsidy for absence days over the absence day entitlement for each Subsidized Child approved by the Corporation except under exceptional or extraordinary circumstances.

Absence day entitlement shall be transferred with each Subsidized Child from program to program.

RESPONSIBILITY

The parties agree that the Parent or Guardian of a Subsidized Child shall be responsible for the full cost of the Recreation Program Services for any absentee days in excess of the approved number of absentee days allowed for each Subsidized Child for a calendar year up to the maximum of twenty four (24) days.

The parties agree that the Service Provider shall be responsible for collecting the fees for the full cost of Recreation Program Services for any absentee days in excess of absentee days approved by the Corporation.

The parties agree that Corporate Staff shall determine the number of absentee days approved prorated on the basis of the number of months in the calendar year for which Recreation Program is approved, up to the maximum of twenty-four (24) absentee days per calendar year.

The parties agree that the Corporation shall have the ability to waive absence days incurred under exceptional or extraordinary circumstances such as but not limited to:

- Court Ordered visitations/vacations with non-custodial parent
- Hospitalization
- Reoccurring out-of-town medical appointments for treatment by a specialist

SCHEDULE G

RECREATION PROGRAMS SERIOUS OCCURRENCE REPORTS

Service Providers shall ensure that there are written policies and procedures in place with respect to Serious Occurrences at each recreation site where enrolled children are in attendance.

Services Providers are required to report all Serious Occurrences to the Corporation within 48 hours of the Serious Occurrence.

Serious Occurrence Reports can be submitted to the Corporation by fax to 519-255-5303 to the attention of the Children's Services Program & Policy Supervisor.

The Service Provider shall provide to the Community Development and Health Services Department, Children's Services Division, a copy of the annual roll up of Serious Occurrence reports once every year at the request of the Supervisor of Program and Policy.

GENERAL PROVISIONS**G-1.0 INTERPRETATION:****G-1.1 In this Agreement,**

- a) "Executive Director" means the Executive Director of Housing and Children's Services for the Corporation or a Designate;
- b) "Agreement" means this Agreement and the attached Schedule(s) which embody the entire Agreement between the parties;
- c) "Service Provider" means Service Provider set forth in paragraph B-1(b) of this Agreement.
- d) "Corporation" means The Corporation of the City of Windsor acting as a body corporate;
- e) "Year" means a period of twelve (12) months starting on the Commencement Date in B-1(f) of this Agreement.

G-1.2 All of the provisions of this Agreement are to be construed as covenants even where not expressed as such. If any such provision is held to be or rendered invalid, unenforceable, or illegal, then it shall be considered separate and severable from this Agreement and the remaining provisions of this Agreement shall remain in force.

G-1.3 Wherever a word importing the singular number only is used in this Agreement, such word shall include the plural. Words importing either gender or firms or corporations shall include the other gender and individuals, firms or corporation where the context so requires.

G-1.4 This Agreement shall be governed by, interpreted and enforced in accordance with the laws in force in the Province of Ontario.

G-1.5 This Agreement constitutes the entire agreement between the Parties concerning the premises and may only be amended or supplemented by an agreement in writing signed by both parties.

G-2.0 ADMINISTRATION OF THIS AGREEMENT

G-2.1 The Service Provider shall deal at all times with the Executive Director or a Designate, and any information, instructions, directions, or assistance required by the Service Provider shall be obtained through the Executive Director or Designate.

G-2.2 Where any approval is required, or any decision must be made under the provisions of this Agreement by the Corporation, such approval or decision will be made by the Executive Director or Designate.

G-3.0 SERVICE(S)

G-3.1 The Service Provider agrees to provide services in accordance with the attached Service Description Schedules, Budget Schedule(s), and/or Service Data Schedule(s), and in accordance with the policies, guidelines, and requirements of the Corporation of the City of Windsor as communicated to it.

G-3.2 The Service Provider acknowledges that it has been fully advised of and is completely familiar with the nature and purpose of the services to be provided under this Agreement.

G-3.3 The Service Provider represents and warrants that the Service Provider has the expertise, experience, and knowledge required to provide the Services pursuant to this Agreement and that the Corporation is relying upon such representation and warranty in entering into this Agreement.

G-4.0 PAYMENT

G-4.1 The Parties to this Agreement hereby acknowledge and agree that the Corporation is purchasing the Services under this Agreement pursuant to funding from the Corporation, provincial government, federal government or a combination thereof as the case may be. If at any time this funding is altered, rescinded or terminated, the Corporation reserves the right to terminate this Agreement. The Parties further acknowledge and agree that the purchase of Services under this Agreement in no way obligates the Corporation to continue to purchase the Services or similar services from the Service Provider after the end of the term or the termination of this Agreement.

G-4.2 Subject to the provisions of section 4.1 herein, the Corporation shall pay to the Service Provider, for approved expenditures incurred pursuant to this Agreement, an amount not to exceed the amount stipulated in the Budget Schedule. The Corporation reserves the right to determine the amounts, times, and manner of such payments.

G-4.3 The Service Provider agrees that any errors or omissions with respect to payments made under the Agreement must be reconciled within ninety (90) days of receipt of the payment by the Service Provider.

G-4.4 The Parties agree that the approved budget will be negotiated on or before the start of the applicable fiscal year while this Agreement is in force. In the event of the budget not being re-negotiated by that time, payments will continue to be made in accordance with the approved budget for the immediately preceding fiscal year until such time as the budget is re-negotiated or this Agreement is terminated.

G-4.5 It is agreed and understood that the Corporation may withhold payment if the Service Provider is in breach of its obligations under this Agreement.

G-4.6 The Corporation reserves among all other rights and remedies available to it at law or equity, the right to recover payment in part or in full should the Service Provider breach its obligations under this Agreement.

G-4.7 It is further agreed and understood that in the event targets are not achieved to the level indicated in the Service Data Schedule, or the Service Provider does not spend monies advanced by the Corporation for the approved services, the Corporation may in the Corporation's sole discretion, require the Service Provider to refund such amounts as may be determined by the Corporation. The Service Provider agrees to return such unspent monies to the Corporation.

G-5.0 **TERM OF AGREEMENT AND TERMINATION OF AGREEMENT**

G-5.1 This Agreement shall be in force for the Term set out in paragraph B-1(e) of this Agreement, or until it is superseded or replaced by a subsequent Agreement.

G.5.2 The Corporation may terminate this Agreement by giving sixty (60) days written notice to the Service Provider. Upon such notice being given this Agreement shall terminate and be of no further force and effect on the expiration of the said sixty (60) days.

G.5.3 In the event that the Service Provider terminates this Agreement, either before the end of the Term, or at the end of the Term, the Service Provider shall give the Corporation 60 days prior written notice. Upon such notice being given this Agreement shall terminate and be of no further force and effect on the expiration of the said sixty (60) days.

G-5.4 That if in the opinion of the Corporation the Service Provider fails to comply with any of the terms of this Agreement, and the Corporation gives to the Service Provider written notice of the non-compliance, and the Service Provider fails to remedy the breach within twenty (20) days of the written notice being given, then the Corporation may forthwith terminate this Agreement without any further notice to the Service Provider upon the expiry of the said twenty (20) days.

G.5.5 In the event that the Service Provider becomes bankrupt or insolvent, goes into receivership, takes the benefit of any statute relating to bankrupt or insolvent debtors, ceases operations, or in the case of a corporation ceases to be a corporation in good standing under the applicable laws of Ontario or Canada, then this agreement shall terminate upon the date of the happening of such an event.

G-5.6 In case of any dispute under this Agreement, the decision of the Executive Director shall be final and binding upon both Parties.

G-5.7 If the Agreement is terminated in part with respect to the provision of a specific service as outlined in the Service Schedules of the Agreement, all obligations with respect to the provision of all other services continue in full force and effect.

G-5.8 In the event of termination, the Service Provider shall refund to the Corporation any money advanced by the Corporation and not expended in accordance with the approved budget.

G-5.9 It is a condition of this Agreement and every agreement entered into in pursuance of the performance of this Agreement that no right under the Human Rights Code, or other applicable Human Rights Policy will be infringed. Breach of this condition is sufficient grounds for the termination of this Agreement.

G-5.10 Any termination of this Agreement shall be without prejudice to any other rights or remedies the Corporation may have at law or equity, and the Service Provider acknowledges that upon termination, the Corporation may re-procure services the same or similar to the services provided pursuant to this Agreement.

G-5.11 In the case of termination or expiry of this agreement, the provisions of the following sections continue to apply: G-4.3, G-4.5, G-4.6, G-4.7, G-5.8, G-7.1, G-7.2, G-7.3, G-7.3, G-8.1, G-8.2, G-8.3, G-8.4, G-8.5, G-8.6, G-11.1, G-16.1, G-17.1 and G-20.1.

G-6.0 **ACCESS AND CONSULTATION**

G-6.1 The Service Provider will permit the Corporation's staff to enter at reasonable times any premises used by the Service Provider in connection with the provision of services pursuant to this Agreement and under its control in order to observe and evaluate the services and inspect all records relating to the services provided pursuant to this Agreement.

G-6.2 The Service Provider agrees that the staff providing services pursuant to this Agreement will upon reasonable request, be available for consultation with the Corporation's staff.

G-7.0 **SERVICE RECORDS AND REPORTS**

G-7.1 The Service Provider shall maintain full and complete service records respecting each site where service is being provided and prepare and submit at such intervals as indicated in the Service Data Schedule, a report respecting the services being provided pursuant to this Agreement, acceptable to the Corporation's staff which shall include program data such as statistics on target achievements and other such information as the Corporation requires.

G-7.2 For each and every quarter or at other times as the Corporation may

reasonably request, the Service Provider will prepare and submit service reports respecting the services provided pursuant to this Agreement. The service reports shall comply with the Corporation's requirements as to form and content.

G-7.3 In the event the Service Provider ceases operation or is succeeded by a successor Service Provider, it is agreed that the Service Provider will not dispose of any records related to the services provided for under this Agreement without the prior consent of the Corporation, which consent may be unreasonably withheld or given subject to such conditions as the Corporation may impose.

G-8.0 FINANCIAL RECORDS AND REPORTS

G-8.1 The Service Provider shall maintain financial records and books of account respecting services provided pursuant to this Agreement for each site where service is being provided and will allow Corporation's staff or such other persons appointed by the Corporation to inspect and audit such books and records at all reasonable times both during the term of this Agreement and subsequent to its expiration or termination.

G-8.2 The Service Provider shall, unless the Corporation indicates otherwise, submit to the Corporation in a form acceptable to the Corporation an audited financial statement with respect to the services provided pursuant to this Agreement within three (3) months of the Service Provider's financial year-end.

G-8.3 The Service Provider shall retain and preserve all the Service Provider's records related to this Agreement for a period of seven (7) years after each such record has been received or created, as the case may be. The Service Provider shall not dispose of any records related to this Agreement before the expiration of any such period without the prior written consent of the Corporation, which consent may or may not be given in the Corporation's sole discretion, subject to such conditions as the Corporation deems advisable. For greater certainty, the obligations of the Service Provider under this Section 8.3 shall survive the termination or expiration of this Agreement.

G-8.4 The Service Provider shall prepare and submit to the Corporation for each quarter or at any other time upon reasonable request, a financial report containing such information as the Corporation may require, in a form acceptable to the Corporation.

G-8.5 The Service Provider shall adhere to any additional financial reporting requirements specified by the Corporation. In the event that such financial reports are not submitted as required, then the Corporation will withhold payment to the Service Provider until the financial reports are submitted.

G-8.6 The Service Provider shall comply with Generally Accepted Accounting

Principles (GAAP) in the treatment of revenues and expenditures.

G-9.0 CONFIDENTIALITY

G-9.1 The Service Provider, its directors, officers, employees, agents, and volunteers shall hold confidential and not disclose or release other than to the Corporation or its delegate at any time during or following the term of this Agreement, except, where required by law, any information or document that identifies any individual in receipt of services without first obtaining the written consent of the individual or the individual's parent or guardian prior to the release or disclosure of such information or document.

G-9.2 The Service Provider acknowledges that any information collected by the Corporation pursuant to this Agreement is subject to the *Municipal Freedom of Information and Protection of Privacy Act*.

G-10.0 CONFLICT OF INTEREST

G-10.1 The Service Provider, any of its sub-contractors and any of their respective advisors, partners, directors, officers, employees, agents and volunteers shall not engage in any activity or provide any services to the Corporation where such activity or the provision of such services, creates a conflict of interest (actually or potentially in the sole opinion of the Corporation) with the provision of services pursuant to the Agreement. The Service Provider acknowledges and agrees that it shall be a conflict of interest for it to use confidential information of the Corporation relevant to the services where the Corporation has not specifically authorized such use.

G-11.0 INDEMNIFICATION AND INSURANCE

G-11.1 The Service Provider shall both during and following the term of this Agreement, indemnify and save harmless the Corporation, its employees, officers, agents, Council members, from and against any and all costs, losses, injuries, damages, judgments, claims, expenses, demands, suits, actions, complaints or any other proceedings, fines, or recoveries whatsoever in any manner based upon, occasioned by or attributable to anything done or omitted to be done by the Service Provider, its directors, officers, employees, agents or volunteers or anyone for whom the Service Provider is responsible at law, for or in connection with services provided, purported to be provided or required to be provided by the Service Provider pursuant to this Agreement.

G-11.2 During the term of this Agreement or any renewal thereof, the Service Provider shall obtain and maintain in full force and effect, general liability insurance coverage issued

by an insurance company authorized by law to carry on business in the Province of Ontario. The policy must include abuse liability coverage unless waived by the Corporation's Manager of Purchasing and Risk Management. Such policy shall be issued in the name of the Service Provider, shall have inclusive limits of not less than TWO MILLION DOLLARS (\$2,000,000.00) for bodily injury and property damage resulting from any one occurrence in respect of and during the provision of services by the Service Provider pursuant to this Agreement, shall contain a clause including liability arising out of this Agreement, shall contain a cross liability clause with the Corporation as an additional insured, and be in a form satisfactory to the Corporation.

G-11.3 The Service Provider shall also obtain and maintain insurance against liability for bodily injury and property damage caused by vehicles owned by the Service Provider and used in connection with the day to day operation of the contracted services or vehicles not owned by the Service Provider, but used in connection with the day to day operation of the contracted services, including a passenger hazard in the amount of TWO MILLION DOLLARS (\$2,000,000.00).

G-11.4 All such insurance policies required of the Service Provider shall contain a provision requiring the insurers to notify the Corporation not less than 30 days prior to any material change, cancellation, or termination.

G-11.5 The Agreement shall forthwith terminate in the event that any insurance policy required by sections 11.1 and 11.2 is terminated or amended without written consent of the Corporation.

G-11.6 The Service Provider shall, immediately upon the execution of this Agreement and annually within 30 days of the renewable date of the policy, provide to the Corporation either copies of the liability and vehicle insurance policies as required by this Agreement or certificates of the said insurance policies.

G-12.0 **OBSERVANCE OF LAW**

G-12.1 The Service Provider shall provide all services required under this Agreement in compliance with all applicable statutes, laws, by-laws, regulations and orders in force during the term of this Agreement. Notwithstanding the generality of the foregoing, the Service Provider shall comply with:

- a) the Act and Regulations including the requirement that it holds a valid, clear license, where applicable;
- b) all zoning, police, building safety, fire safety and sanitary requirements, regulations and by-laws, laws and lawful orders imposed by any Municipal,

Provincial, or Federal authority relating to the premises, and will observe and obey any other requirements governing the operation of the contracted services.

G-12.2 Where applicable, at the time of execution of this Agreement, the Service Provider must submit a copy of its current license to operate the service and therefore, must file annually with the Executive Director or Designate, a copy of the license renewal.

G-13.0 **NON-ASSIGNMENT**

G-13.1 The Service Provider will not assign this Agreement, or any part thereof, without the prior written approval of the Corporation, which approval may be withheld by the Corporation in its sole discretion or given subject to such conditions as the Corporation may require.

G-14.0 **AMENDMENT**

G-14.1 This Agreement may be amended from time to time by the addition or substitution of Schedule(s), duly signed by the Parties to this Agreement.

G-15.0 **SCHEDULES**

G-15.1 This Agreement and Schedules(s) attached hereto, embody the entire Agreement between the Parties and supersedes any other understanding or agreement, collateral, oral or otherwise, existing between the Parties at the date of execution and relating to the subject matter of this Agreement.

G-16.0 **NOTICES**

G-16.1 Any notice, demand, acceptance, or request to be given under the provisions of this Agreement by either Party to the other herein shall be in writing and shall be deemed to have been received by the other Party on the day it was delivered in person or, if mailed, on the 5th day next following the day on which it was mailed or, if sent by facsimile, deemed received on the date transmitted if transmitted during normal business hours. The facsimile will be deemed received on the next business day where it is transmitted outside of normal business hours. If transmitted by facsimile machine, confirmation of successful transmission must be obtained.

G-16.2 Any Notice given under this Agreement shall be addressed, in the case of the Service Provider to the address as set forth in paragraph B-1.(b) of this Agreement, and in the case of the Corporation to the Community Development and Health Services Department

to the address set forth in paragraph B-1.(a) of this Agreement, or to such other address as either Party may from time to time designate by written notice to the other Party.

G-17.0 DISPOSITION

G-17.1 The Service Provider will not sell, change the use, or otherwise dispose of any item, furnishings or equipment purchased with Corporation funds pursuant to this Agreement without the prior written consent of the Corporation, which may be given subject to such conditions as the Corporation deems advisable.

G-18.0 STATUS OF SERVICE PROVIDER

G-18.1 The Service Provider acknowledges and agrees this Agreement is in no way deemed or construed to be an Agreement of Employment. Specifically, the Parties agree that it is not intended by this Agreement, that the Service Provider, or its employees, be employees of the Corporation for the purpose of the *Income Tax Act*, R.S.C. 1985 c. 1 (1st Supp); the *Canada Pension Plan Act*, R.S.C. 1985, c. C-8; the *Employment Insurance Act* S.O. 1996, c. 23; the *Workplace Safety and Insurance Act*, 1997 S.O. 1997, c.26 (Schedule "A"); the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1; the *Pay Equity Act*, R.S.O. 1990, c. P.7; or the *Health Insurance Act*, R.S.O. 1990, c. H. 6; all as amended from time to time, and any legislation in substitution therefore.

G-18.2 Notwithstanding the provisions of section 18.1 herein, it is the sole and exclusive responsibility of the Service Provider to make its own determination as to its status under the Acts referred to above and, in particular, to comply with the provisions of any of the aforesaid Acts and to make any payments required there under.

G-18.3 The Service Provider shall indemnify and hold harmless the Corporation from any and all amounts required to be paid by the Service Provider, or claimed to be due and owing and for any and all legal costs, including fees and disbursements and for any administrative costs, incurred by the Corporation, relating to any failure of the Service Provider to comply with all provisions of the Acts described above.

G-18.4 The Parties hereto expressly disclaim any intention to create a partnership, joint venture or joint enterprise. It is understood, acknowledged and agreed that nothing contained in this Agreement nor any acts of the Corporation or the Service Provider shall constitute or be deemed to constitute the Corporation and the Service Provider as partners, joint venturers, or principal and agent in any way or for any purpose. It is expressly understood that the Parties are independent contractors and no partnership of any kind is inferred between the parties. The Service Provider shall not represent or hold itself out to be

an agent of the Corporation. No Party hereto shall have any authority to act for or to assume any obligation or responsibility on behalf of the other Party hereto.

G-19.0 WAIVER

G-19.1 Except as specifically set out in this Agreement, no waiver of any clause, term, or condition of this Agreement by an employee, agent or contractor of the Corporation shall constitute an enforceable or continuing waiver by the Corporation, nor shall the Service Provider be entitled to rely thereon.

G-20.0 RIGHTS AND REMEDIES

G-20.1 Nothing contained in this Agreement shall be construed as restricting or preventing either Party from relying on any right or remedy otherwise available to it at law in the event of any breach of this Agreement.

G-21.0 BINDING EFFECT

G-21.1 This Agreement and everything herein contained shall inure to the benefit of and be binding upon the Parties, hereto, and their respective successors, administrator, and permitted assigns.

G-22.0 NON-EXCLUSIVITY

G-22.1 Nothing in this Agreement shall be construed as to give the Service Provider any exclusive right or privilege in providing the Services to the Corporation. The Corporation shall, during or after the term of this Agreement, retain the right to perform or contract for the same or similar services to be provided for its citizens in the same geographic area.

G-23.0 MISCELLANEOUS

G-23.1 The Service Provider and the Corporation shall, upon the reasonable request of the other, make, do, execute, or cause to be executed, all such further and other lawful acts, deeds, things, documents and assurances whatsoever necessary to give effect to this Agreement.

G-23.2 No condoning, excusing or overlooking by the Corporation of any default, breach or non-observance by the Service Provider at any time or times in respect of any covenant, obligation or agreement under this Agreement shall operate as a waiver of the Corporation's rights hereunder in respect of any continuing or subsequent default, breach or non-observance, or so as to defeat or affect in any way the rights of the Corporation herein in

respect of any such continuing or subsequent default or breach, and no waiver shall be inferred from or implied by anything done or omitted by the Corporation save only an express waiver in writing.

G-23.3 If any portion of this Agreement is, or becomes illegal, invalid, or unenforceable, then the illegality, invalidity or unenforceability of that provision will not affect the legality, validity or enforceability of the remaining provisions of this agreement.

The Corporation of the Town of Essex

By-Law Number 1668

**Being a by-law to adopt the 2018 Operating
and Capital Budget Estimates**

Whereas Section 290 of the Municipal Act, 2001, S.O. 2001, c.25, and amendments thereto, requires that a local municipality shall prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

And whereas, the Council of The Corporation of the Town of Essex ("Town of Essex") did provide notice of two Special Council Meetings to deliberate the municipal 2018 Operating and Capital Budget Estimates on October 30 and November 13, 2017;

And whereas, at a Special Council Meeting held on November 13, 2017, the Council of the Town of Essex did adopt the municipal 2018 Operating and Capital Budget Estimates as presented and revised during that meeting, in principle;

And whereas, the Council of the Town of Essex did provide notice of its intent to formally adopt the municipal 2018 Operating and Capital Budget Estimates at the Regular Council Meeting to be held on December 18, 2017;

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

1. That the municipal Operating and Capital Budget Estimates for the year 2018 in the amounts of \$40,403,015 and \$12,845,677, respectively, and attached hereto, be approved and adopted.

Read a first, a second and a third time and finally passed on December 18, 2017.

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 1659

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

The Comprehensive Zoning By-Law for the Town of Essex

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

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

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

1. In Section 7, "Definitions", the definitions of "Attached", "Detached", "Existing" and "Lot" are deleted and the following substituted therefor:

"Attached" when used in reference to a building or structure, means a building or structure, which depends on the structural support of another building or structure or, if buildings, they share a common division wall between them."

"Detached means a building or structure that is not dependent on another building or structure for its structural support."

"Existing means a lot, building or other structure or a use lawfully existing at the time of the passing of this by-law or such other date specifically provided by this by-law."

"Lot means a parcel or tract of land which:

- a) is the whole of a lot on a registered plan of subdivision, so long as such registered plan is not deemed pursuant to Section 49 of The Planning Act, R.S.O. 1990, as may be amended from time to time or
- b) is all land held or owned under distinct and separate ownership, that is legally capable of being conveyed as a separate parcel from one person to another or
- c) for which a consent has been granted and remains in effect pursuant to Section 53, of The Planning Act, R.S.O. 1990, as may be amended from time to time or
- d) is a whole unit or common element within the meaning of Section 9, of The Condominium Act, S.O. 1998, as may be amended from time to time."

2. Section 7, "Definitions", is hereby further amended by adding the definitions "Storage Container" and "Tertiary Septic Treatment System" as follows:

“Storage Container” means a pre-fabricated transportable enclosure intended for the temporary or permanent storage of goods, materials or equipment. It is not equipped with wheels. A cargo container originally used for the transport of freight by rail, truck or ship, is a storage container.

“Tertiary Treatment Septic System” means a septic system that complies with the Effluent Quality Criteria as regulated by the Ontario Building Code (OBC) table 8.6.2.2.A or as the same may be amended from time to time.

3. Subsection 8.2 c), “Temporary Buildings or Other Structures”, is hereby amended by adding the words “storage container” between the words “building” and “or” where they occur in line one and between the words “building” and “or” where they occur in line three.
4. Subsection 8.2, “Permitted Supplementary Uses” is hereby amended by adding the following paragraph:

“f) Storage of Goods, Equipment and Materials in Storage Containers

- i) When not used in accordance with the provisions of paragraph c), of this subsection, a storage container having a gross floor area of 10m²(109f²) or greater shall be deemed to be an accessory building, subject to all applicable accessory building provisions of the zoning district in which the lot is located and to the following additional provisions.

As an accessory building, a storage container shall:

1. be permitted exclusively in the following zoning districts: A1.1; C3.1; M1.1; M1.2; M2.1 and M2.2 and not otherwise permitted;
2. not be located in a front yard;
3. be screened from view where it is visible from a Residential or Green District or a street and within 30 meters of the Residential or Green District or street;
4. be limited to a maximum of one storage container on a lot of less than 0.5 hectares and shall be limited to not more than two (2) storage containers on a lot of greater than 0.5 hectares;
5. be permitted exclusively for storage purposes and not for human occupancy.”

5. Subsection 8.4, paragraph v) is hereby amended by adding after the word “building” in line 3, the following words: “or a building within a registered plan of subdivision in

which the street is to be assumed under the terms of a registered development agreement or servicing agreement”.

6. Subsection 9.3 a) is hereby deleted in its entirety.
7. Subsection 13.1, b) xviii (under Regulations-A1.1 District) is hereby amended by adding the following subclause:

“5. A tertiary treatment septic system shall be required for any new dwelling or when the replacement of an existing septic system is mandated by the Ontario Building Code. For a lot on an existing registered plan of subdivision, the minimum lot area for a dwelling shall be 925m² (10,000f²).”

and in subclause xviii, 3, by deleting the word “rear” and substitute the word “front”.
8. Subsection 13.2, b) (under Regulations-A1.2 District) is hereby amended by adding the following subclause:

“xxii. For a lot having a lot area of less than 1850m² (20,000f²), a tertiary treatment septic system shall be required for any new dwelling or where the replacement of an existing septic system is mandated by the Ontario Building Code. For a lot on an existing registered plan of subdivision, the minimum lot area for a dwelling shall be 925m² (10,000f²).”
9. Subsection 14.1, b), viii (under R1.1 District-Regulations) is hereby amended by adding the following words:

“When a lot not serviced by a sanitary sewer, for a lot having a lot area of less than 1850m² (20,000f²), a tertiary treatment septic system shall be required for any new dwelling or where the replacement of an existing septic system is mandated by the Ontario Building Code.”
10. Subsection 14.3, b), ii (under R1.3 District- Regulations) is hereby amended to state that the minimum lot area shall be “the lesser of 925m² (10,000 ft²) or as lawfully existing”.
11. Subsection 14.3, b), viii (under R1.3 District-Regulations) is hereby amended by adding the following words:

“When a lot not serviced by a sanitary sewer, for a lot having a lot area of less than 1850m² (20,000f²), a tertiary treatment septic system shall be required for any new dwelling or where the replacement of an existing septic system is mandated by the Ontario Building Code.”

12. Subsection 21, “Manufacturing Districts 1.”, Is hereby amended by adding the following Subsection 1.3:

SECTION 21 – MANUFACTURING DISTRICTS 1.		
Subsection 1.3 – Manufacturing District 1.3 (M1.3)		
Light industrial and Business Park		
a) Permitted Uses		
i) Main use	<div>Bakery</div> <div>Business Office</div> <div>Coin-operated Car Wash</div> <div>Commercial Printer, engraver, stereotyping, publishing, photographic processing</div> <div>Construction and repair of electrical products, industrial, scientific or professional equipment, signs, billboards and other commercial advertising structures</div> <div>Contractor’s Office</div> <div>Day Nursery</div> <div>Dry Cleaning</div> <div>Farm Equipment Sales and Service Establishment</div> <div>Food Catering Service</div> <div>Laundry</div> <div>Light Repair Shop</div> <div>Manufacture of: cosmetics, drugs, other pharmaceutical products and toiletries goods from textiles, fur, glass, leather, plastics, wood, yarns, tobacco, rubber and rubberized materials moulds, dies, patterns, machine tools, jigs and fixtures musical instruments, ceramics, jewellery, toys, cutlery and other small metal products small parts for motor vehicles</div> <div>Machinery, Tool and Equipment Sales, Lease or Rental Agency</div> <div>Medical Office</div> <div>Micro-brewery</div> <div>Motor vehicle detailing, washing and customizing</div> <div>Preparation, packaging and processing of food products, exclusive of the rendering of fats and oils, the slaughtering of poultry or animals, the processing of sauerkraut, vinegar or yeast</div> <div>Protective coatings application</div> <div>Self-storage Facility</div> <div>Veterinary Clinic</div> <div>Warehouse</div> <div>Welding Shop for the welding of small metal products</div>	
ii) Additional Permitted Uses	For the lands comprising Part of Farm Lot 285, Concession 285, being more particularly described as Parts 20 and 24, Plan 12R-21183, at the north limit of South Talbot Road: a	

	Heavy Equipment and Machinery Moving Operation, including a Heavy Repair Shop accessory thereto.
iii) Accessory Uses	Any use accessory to the main use, which may include but not be limited to the following: an outdoor storage yard, exclusive of an outdoor storage yard for the storage of salvaged materials, sand or other aggregates; greenhouse; retail or wholesale store in combination with and accessory to any industrial use permitted above as a main use
b) Regulations	
i) Lot Width - Minimum	24m (80f)
ii) Front Yard Depth - Minimum	7.5m (25f)
iii) Side Yard Width - Minimum	3m (10f) from an interior lot line 7.5m (25f) from an exterior lot line
iv) Building Height – Maximum	12m (39f)
v) Landscaped Area - Minimum	15% of the lot area
vi) The gross floor area of a permitted retail store, wholesale store or both together shall not exceed the greater of 25% of the gross floor area of the main building or 15% of the lot area.	
vii) Truck transportation facilities are not permitted, except as an accessory use to an industrial use permitted under this subsection.	
c) Supplementary Regulations: See Sections	
7: Definitions	10: Supplementary Building Regulations
8: Supplementary Use Regulations	11: Parking Space Regulations
9: Supplementary Lot Regulations	12: Parking Area Regulations.

13. Subsection 22, “Manufacturing Districts 2”, is hereby amended in Subsection 2.1 a) by deleting “Motor Vehicle Salvage Yard” as a permitted use.

14. The zoning of the following lands, is hereby changed from A1.1 to 'H'M2.1:

14978 14th Concession Road, south side of County Road 8, east of Pinkerton Sideroad;

Con 14 E PT LOT 15 PT LOT 16 RP 12R11669, PART 1 RP 12R15234 PART 2, south side of County Road 8, west of Pinkerton Sideroad.
15. The zoning of the following lands, is hereby changed from C3.4 to M1.3:

Colchester CON STR Part Lot 285, comprising Parts 20, 23, 24, 25, 28 and 29, Plan 12R-21183 Registered Plan, on the east side of South Malden Road, south of Maidstone Avenue West.
16. This by-law shall take effect on the day of its passing by Council.

Read a first and a second time and provisionally adopted on December 18, 2017.

Mayor

Clerk

Read a third time and finally passed on January 15, 2018.

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 1667

Being a by-law to confirm the proceedings of the December 18, 2017 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 December 18, 2017 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 December 18, 2017 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 December 18, 2017.

Mayor

Clerk

Read a third time and finally passed on January 15, 2018.

Mayor

Clerk