

Council Agenda

1. **Call to Order**
2. **National Anthem**
3. **Disclosures of Pecuniary Interest and General Nature Thereof**
4. **Approval of Council Minutes**
 - 4.1. Minutes of the Council Meeting held November 14, 2017
Pages 4 to 14
5. **Business Arising Out of the Minutes**
6. **Reports of Staff and Delegation**
 - 6.1. Chamber of Commerce Feasibility Study Results on the Greenhouse and Agri Centre of Excellence
 - Denise Ghanam, Ghanam Consulting Inc.
 - 6.2. Report BLD-01-17 dated October 25, 2017 regarding Township of Pelee Agreement
Pages 15 to 17
 - 6.3. Report ENG-24-17 dated October 16, 2017 regarding Tender Results - 2017 Maintenance of Traffic Control Signals and Related Electrical Devices
T07-17-012-RTS
Pages 18 to 21
 - 6.4. Report REC-10-17 dated November 20, 2017 regarding Leamington Kinsmen Recreation Complex Sherk Elevator Refurbishment
Pages 22 to 23

- 6.5. Report EDO-03-17 dated September 25, 2017 regarding Sip and Savour Event 2017
Pages 24 to 27
- 6.6. Report FIN-17-17 dated November 22, 2017 regarding 2018 Interim Tax Levy By-Law
Pages 28 to 30
- 6.7. Report FIN-18-17 dated November 22, 2017 regarding 2018 Borrowing By-law
Pages 31 to 32

7. Matters for Approval

- 7.1. Minutes of the Leamington Municipal Heritage Advisory Committee held July 26, 2017
Pages 33 to 34
- 7.2. Minutes of the Leamington Accessibility Advisory Committee Meeting held October 25, 2017
Pages 35 to 37
- 7.3. Minutes of the Leamington Police Services Board Meeting held October 25, 2017
Pages 38 to 44

8. Other Matters for Consideration

None

9. Report on Closed Session

None

10. Consideration of By-laws

- 10.1. By-law 85-17 being a by-law to confirm the proceedings of the Council of The Municipality of Leamington at its Special Meeting held November 22, 2017
- 10.2. By-law 86-17 being a amend Schedule M of By-law 73-17, being a by-law to impose fees and charges by The Corporation of the Municipality of Leamington (LLS-50-17)
- 10.3. By-law 87-17 being a by-law to provide for an interim tax levy and to provide for the payment of taxes (FIN-17-17)

- 10.4. By-law 88-17 being a by-law to authorize the borrowing of money to meet the current expenditures of the Municipality (FIN-18-17)
- 10.5. By-law 89-17 being a by-law to confirm the proceedings of the Council of The Municipality of Leamington at its meeting held November 27, 2017

11. Notices of Motion

None

12. Open Session

13. Statement of Members (non-debatable)

14. Adjournment

The Corporation of the Municipality of Leamington

Minutes of the Council Meeting

Tuesday, November 14, 2017 at 6:00 PM

Council Chambers, 111 Erie Street North, Leamington

Members Present: Mayor John Paterson, Deputy Mayor Hilda MacDonald
Councillors: Bill Dunn, John Hammond, John Jacobs,
Larry Verbeke and Tim Wilkinson

Staff Present: Clerk/Manager of Legislative Services, Brenda Percy
Chief Administrative Officer, Peter Neufeld
Director of Finance and Business Services, Laura Rauch
Director of Community and Development Services, Paul Barnable
Director of Infrastructure Services, Robert Sharon
Director of Legal and Legislative Services, Ruth Orton
Planner, Heather Jablonski
Legislative Coordinator, Brianna Coughlin

Call to Order

Mayor Paterson called the Meeting to order at 6:00 PM

Disclosures of Pecuniary Interest and General Nature Thereof:

None noted.

Approval of Council Minutes:

No. C-302-17

Moved by: Councillor Wilkinson

Seconded by: Councillor Jacobs

That the Minutes of the Council Meeting held October 23, 2017 be approved.

Carried

Business Arising Out of the Minutes:

None noted.

Court of Revision:

Court of Revision, Drainage

Attendance

Members Present:

Deputy Mayor MacDonald, Chair;
Councillors: John Hammond, John Jacobs, Larry Verbeke and Tim Wilkinson

Others Present:

Mayor John Paterson
Councillor Bill Dunn

Opening of Court of Revision, Drainage

No. C-303-17

Moved by: Councillor Verbeke
Seconded by: Councillor Wilkinson

That the Court of Revision, Drainage held November 14, 2017, be opened.

Carried

Disclosures of Pecuniary Interest and General Nature Thereof:

None noted.

Item for Consideration

1. Engineer's Report, Lebo Creek, Northwest Branch, New Access Schedule

Mr. Sharon presented the report. He advised that there were no concerns with the proposed assessment schedule, as the sole landowner assessed agrees with the assessment schedule.

Deputy Mayor MacDonald confirmed there was no one from the public in attendance who wished to address Council on the matter.

No. C-304-17

Moved by: Councillor Verbeke
Seconded by: Councillor Wilkinson

That the Engineer's Report dated September 26, 2017 for the construction of a new access culvert over the Lebo Creek Drain, Northwest Branch in Part Lot 6, Concession 7, corner of Mersea Road 7 and Highway 77 in the Municipality of Leamington in the County of Essex in accordance with By-law 75-17, be confirmed.

Carried

No. C-305-17

Moved by: Councillor Jacobs
Seconded by: Councillor Hammond

That the Court of Revision, Drainage held November 14, 2017, be closed.

Carried

Mayor Paterson reconvened the Council Meeting at 6:05 PM.

Public Meetings:

7.1 Public Meetings, Planning

1. Notice of a Complete Application and Public Meeting to consider Zoning By-law Amendment #159 (696 and 698 Talbot Road East)

Ms. Jablonski presented the report.

In response to a question from Council, Ms. Jablonski advised that this particular site is different from the Bergen site considered a few months ago, which was a larger agricultural site with a typical agricultural building. She advised that it would be difficult to conduct a typical agricultural operation on the subject property due to the building construction as well as the amount of hard surfacing in the centre of the property. In addition, it is a small parcel of land which would limit the type of agricultural uses on the site.

Mr. Neufeld noted that the proposed use is for innovation and research, which would be a good addition to the community.

In response to a question from Council, Ms. Rauch advised that zoning does not affect taxation, rather the Municipal Property Assessment Corporation (MPAC) reviews the use of the building when creating the tax assessment.

In response to a question from Council, Ms. Jablonski confirmed that the proposed Zoning By-law Amendment is site-specific to the subject property and that the hard surfacing is a gravel-type hard surface.

John Friessen was present on behalf of the Applicant, 10-Tech Industrial Inc., as well as Jackie Lassaline of Lassaline Planning Consultants Inc. who represented the Applicant in the matter. Ms. Lassaline concurred with Ms. Jablonski's report and confirmed that the Applicant will be creating prototypes which will then be manufactured elsewhere.

In response to a question from Council, Mr. Friessen confirmed that the business will work solely with agricultural and greenhouse businesses.

Mayor Paterson confirmed there were no other people in attendance who wished to address Council on the matter.

No. C-306-17

Moved by: Councillor Jacobs
Seconded by: Councillor Hammond

1. Zoning By-law Amendment Application ZBA #159, to change the zoning of the property at 696-698 Talbot Road East to a site-specific Agricultural Hobby Farm (A3) zone to permit a workshop and offices for the design and fabrication of prototypes, along with the installation and servicing and support of the final built product(s) and/or system(s), all for use in and with agricultural operations, along with uses accessory thereto, be approved by Council; and
2. If no concerns are raised at the public meeting which require a further report to Council, that amending By-law #83-17 be considered at the November 14, 2017 Council meeting. (PLA-39-17)

Carried

Reports of Staff and Delegations:

1. **Report IS-08-17 dated November 3, 2017 regarding Ontario Municipal GHG Challenge Fund Application**

Councillor Verbeke left the Council Chambers at 6:35 PM and returned at 6:37 PM.

Mr. Sharon presented the report and advised that Administration confirmed that the Province would allow the application to be submitted the following day even though the deadline has passed due to a technical issue with the Province's website.

No. C-307-17

Moved by: Councillor Jacobs
Seconded by: Councillor Dunn

1. The Municipal GHG Challenge Fund Application be supported;
2. Tecumseh be the lead applicant in the Municipal GHG Challenge Fund Application with Essex Energy Corporation and the municipalities of Leamington, LaSalle and Amherstburg; and
3. An amount of up to \$15,000 be approved in 2017 to support the partnership and application. (IS-08-17)

Carried

2. Report LLS-56-17 dated October 23, 2017 regarding Noise By-law Exemption Request, The Salvation Army Youth Drop In

Ms. Orton presented the report.

No. C-308-17

Moved by: Deputy Mayor MacDonald

Seconded by: Councillor Dunn

1. Council grant an exemption from Leamington's Noise By-law #431-03, Section 2(1) between the hours of 5:30 PM and 7:00 PM every Tuesday from November 21, 2017 to November 20, 2018 for outdoor sport activities for The Salvation Army Youth Drop In program; and
2. Council grant an exemption from Leamington's Noise By-law #431-03, Section 2(1) between the hours of 7:00 PM and 9:00 PM the last Friday of each month, beginning November 24, 2017 and ending October 26, 2018, to project outdoor movies. (LLS-56-17)

Carried

3. Report LLS-54-17 dated November 2, 2017 regarding Renewal of Seacliff Park Concession Stand Operational Lease

Ms. Orton presented the report. Angela and Pierre Jitani were present to speak to the matter.

In response to a question from Council, Mr. Sharon advised that the proposed cost to upgrade the facility in the 2018 budget is approximately \$30,000.

In response to a question from Council, Ms. Orton confirmed that the Municipality would be responsible for the utilities. It was noted that the cost of utilities would be monitored, however, the project is meant to provide a service to the public rather than a program intended for large profits.

In response to a question from Council, Mr. Neufeld noted that the waterfront revitalization is a work in progress and Administration felt the proposed lease was best suited for short-term. There could potentially be many changes and the Municipality, as well as the provider, may wish to review different services for the long-term.

Angela and Pierre Jitani advised that they were looking for a 3-year lease to match their liquor licence. They requested that Council consider a longer lease term or alternatively, an option to extend the contract for an additional year.

Ms. Orton advised that it is the recommendation of Administration to remain with the 2 year lease term and expressed concern with the process of offering first right to extend the contract. She noted that once the waterfront revitalization takes shape, Administration will involve the Jitanis in the discussions early on.

Mr. Neufeld advised that the 2 year lease term is not a reflection of the service provided by the Jitanis; Administration is recommending a kitchen upgrade due to the good work provided by the Jitanis in the past. However, it is difficult to anticipate the effects of the

waterfront revitalization and it is recommended that the Municipality remain flexible in order to maximize the opportunities. Mr. Neufeld noted that the Municipality may wish to approach the Jitanis in the future to expand the current services and would like the flexibility offered by a 2 year lease.

In response to a question from Council, Ms. Jitani advised that the initial cost to set up the liquor licence was approximately \$7,000 and the 3-year renewal will cost approximately \$900.

No. C-309-17

Moved by: Deputy Mayor MacDonald

Seconded by: Councillor Dunn

1. That the Municipality enter into an Operational Lease Agreement with Jitani Enterprises Inc. (C.O.B. as Burgess Refreshments) for the Seacliff Park concession pursuant to the terms described in Report LLS-54-17;
2. That the Mayor and Clerk be authorized to sign the said Operational Lease Agreement.

Carried

Councillor Wilkinson left the Council Chambers at 7:11 PM and returned at 7:13 PM.

4. Report LLS-50-17 dated October 12, 2017 regarding Comprehensive Business Licensing By-law

Ms. Percy presented the report, which was deferred from the Council meeting held October 23, 2017.

In response to a question from Council, Ms. Percy advised that catering businesses would fall under Schedule 1 which includes a requirement for health inspection. She advised that health inspections can take up to a year to complete by the Windsor-Essex Health Unit therefore the Municipality would accept proof of inspection within the past year.

In response to a question from Council, Ms. Percy advised that there is no grandfathering clause in the proposed by-law. Whether or not a licence is issued will depend on a successful inspection and submission of required documents.

In response to a question from Council, Ms. Percy advised that in the case of a home occupation, By-law Enforcement Services, Building Services and Fire Services may all inspect based on the circumstances. By-law Enforcement officers will look for compliance with the Zoning By-law regarding signs, parking, the percentage of the home used for the business as well as property standards. Ms. Percy advised that the Building Code does not require barrier-free access to homes at this time.

In response to a question from Council, Ms. Percy advised that there were approximately 9 people in attendance at the two feedback sessions regarding the proposed Business Licensing By-law.

In response to a question from Council, Ms. Percy noted that the Municipality needs to find a balance between no regulations and over-regulation. The proposed by-law provides the “teeth” needed to ensure compliance, however, this is usually on a complaint basis.

Ms. Orton advised that most of the work will be expended during the application process and ensuring that all the required documentation is received. The first year is intended to be an educational year; enforcement will be for those who choose not to licence their business and if necessary, these businesses will be fined pursuant to the By-law.

In response to a question from Council, Ms. Percy confirmed that cemeteries are included in the by-law and adult entertainment events are prohibited.

In response to a question from Council, Ms. Orton advised that the installation of a sign is not required for a home occupation, however, there are size restrictions if a sign is installed.

In response to a question from Council, Ms. Percy advised that based on comments received from a feedback session, Administration changed the wording of the proposed by-law in order to allow food vehicles in the agricultural zones. Ms. Percy also confirmed that food vehicles will need to apply for each location they would like to operate from, as the applications are site specific and reviewed for zoning, parking and traffic flow.

Councillor Verbeke left the Council Chambers at 7:39 PM and returned at 7:41 PM.

In response to a question from Council, Ms. Percy advised that the proposed by-law exempts those businesses that are operating solely for a special event during the time the Permit is issued for, as these events are required to receive a Special Event Permit from the Municipality.

In response to a question from Council, Ms. Percy noted that those companies offering free samples of food in the Superstore would not need a licence as they will be promoting the food that Superstore is licensed to sell. However, these businesses will need to meet the requirements of the Health Unit.

In response to a question from Council, Ms. Percy explained that a Master Business Licence is not required if they are operating the business under their personal name or under the corporate name. Ms. Orton confirmed that the Master Business Licence is essentially the registration of the business name with the Province.

In response to a question from Council, Ms. Percy provided an example of refusing to issue a licence if the Issuer of Licences believes that operating the business may be adverse to the public interest or if there are reasonable grounds to believe that the Applicant will not comply with a federal or provincial regulation.

In response to a question from Council, Ms. Orton advised that a fruit stand selling their own products on the farm is allowed, however, a fruit wagon selling at a different location can't be licensed. It was noted that someone wishing to establish a fruit wagon can discuss the proposed business with Administration to determine if it will fit in one of the other categories.

No. C-310-17

Moved by: Deputy Mayor MacDonald

Seconded by: Councillor Hammond

1. A by-law to provide for the licensing and regulating of businesses in the Municipality of Leamington be presented to Council for consideration;
2. The By-law come into effect January 1, 2018;
3. Administration be authorized to submit set fines created under the by-law to the Ministry of the Attorney General for approval; and
4. Administration be directed to bring forward a by-law to amend the 2018 User Fee By-law to include the licensing fees as set out in the report. (LLS-50-17)

Carried

5. Report LLS-52-17 dated October 29, 2017 regarding Award of Contract, Animal Control Services

Councillor Dunn left the Council Chambers at 7:52 PM and returned at 7:56 PM.

Ms. Orton presented the report. In response to a question from Council, Ms. Orton confirmed that if there are dead animals on a County road, the County of Essex will be called for removal.

No. C-311-17

Moved by: Councillor Jacobs

Seconded by: Councillor Verbeke

1. Essex County K9 Services be awarded the contract for Animal Control Services for the Municipality of Leamington and the Town of Kingsville for a three year term commencing on January 1, 2018 at an annual cost of \$70,000, plus HST; and a cost of \$70, plus HST for each wildlife removal call; and
2. The Mayor and Clerk be authorized to enter into the necessary agreements. (LLS-52-17)

Carried

6. Report LLS-55-17 dated November 2, 2017 regarding Application for Sign Variance, 24 Seacliff Drive East

Ms. Orton presented the report.

No. C-312-17

Moved by: Councillor Jacobs

Seconded by: Councillor Dunn

That Council approve the proposed variance to Sign By-law 110-11 in connection with 24 Seacliff Drive. East as described in Report LLS-55-17.

Carried

Matters for Approval:

No. C-313-17

Moved by: Councillor Jacobs

Seconded by: Councillor Dunn

That the Minutes of the Leamington Police Services Board Meeting held July 26, 2017 be approved.

Carried

No. C-314-17

Moved by: Councillor Hammond

Seconded by: Councillor Dunn

That the Minutes of the Kingsville-Leamington Animal Control Committee Meeting held May 17, 2017 be approved.

Carried

No. C-315-17

Moved by: Councillor Dunn

Seconded by: Councillor Hammond

That the Minutes of the Leamington Accessibility Advisory Committee Meeting held September 13, 2017 be approved.

Carried

Other Matters for Consideration:

None.

Report on Closed Session:

None.

Notices of Motion:

None.

Consideration of By-laws:

No. C-316-17

Moved by: Councillor Verbeke
Seconded by: Councillor Hammond

That the following by-laws be read a first, second and third time and finally enacted:

By-law 80-17, being a by-law to provide for Licensing and Regulating of Businesses in the Municipality of Leamington (LLS-50-17);

By-law 83-17 being a by-law to amend Comprehensive Zoning By-law 890-09 for the Municipality of Leamington which pertains to the subject lands ZBA #159, 696 and 698 Talbot Road East (PLA-39-17);

By-law 84-17 being a by-law to confirm the proceedings of the Council of The Municipality of Leamington at its meeting held November 14, 2017.

Carried

Open Session of Council and Administration:

Councillor Hammond advised that he attended the Salvation Army the previous week to help Councillor Dunn prepare soup for over 70 people. He congratulated Councillor Dunn for his hard work.

Councillor Dunn advised that the Salvation Army prepares soup for the community every second Thursday through the winter months. He also advised that they will be conducting the Giving Spoon fundraiser at the Bridge November 28th & 29th.

Deputy Mayor MacDonald advised that she attended two conferences: the Net Zero Conference regarding wastewater and the possibility of reducing the ecological footprint, and the Kingsville Economic Development Conference. She noted that there was interest in inviting Jan Paulie to the area in 2019 to discuss economic renewal and filling empty stores Uptown.

Councillor Verbeke advised that there will be a soup and salad luncheon at November 29th at the Leamington Portuguese Club, with all proceeds to be donated to the Canadian Cancer Society.

Councillor Wilkinson thanked Administration regarding a speeding concern and noted that he is very pleased with the new speed sign.

Councillor Jacobs noted there are big corporations investing in the community, such as the Erie Street South area. He congratulated Mayor Paterson and Administration for their work in creating an environment for community investment.

Mayor Paterson noted that the Staff Appreciation Dinner was a great event and was pleased to see staff recognizing staff for their professionalism. He also noted that he was proud to see over 500 people attend the Remembrance Day ceremony November 11th and congratulated the Wheatley Legion for their hard work in organizing the event.

Statement of Members: non-debatable

None noted.

Adjournment:

No. C-317-17

Moved by: Councillor Hammond
Seconded by: Councillor Dunn

That the meeting adjourn at 8:15 PM.

Carried

John Paterson, Mayor

Brenda M. Percy, Clerk

Minutes approved at Council Meeting held
November 27, 2017, Resolution C-XXX-17,
Confirmation By-law XX-17



Report

To: Mayor and Members of Council

From: Bechara Daher, Manager of Building Services

Date: October 25, 2017

Re: Township of Pelee Agreement

Recommendation:

It is recommended that:

Council authorize the Mayor and Clerk to enter into an agreement with the Corporation of the Township of Pelee for the joint enforcement of the Building Code Act for a period of 2 years. (BLD - 01 -17)

Background:

The Ontario Building Code Act (OBCA), 1992 delegates the enforcement of the Act and the Ontario Building Code (OBC) to Local Council to appoint a Chief Building Official (CBO) and such inspectors as are necessary for the enforcement of the Act and the Code.

The OBCA also allows councils of two or more municipalities to enter into an agreement for:

- a) Providing for the joint enforcement of the Act and the Code;
- b) Providing for sharing of such costs incurred in the enforcement;
- c) Providing for the appointment of a Chief Building Official and inspectors.

The current agreement with the Township of Pelee is for a period of 2 years, commencing January 1, 2016 and expires on December 31, 2017. The agreement states that Leamington shall retain all permit fees collected for all permits issued and perform the services outlined in the agreement.

The Township of Pelee administration is requesting that Leamington continue to provide the services pursuant to an agreement for a period of two to four years.

Comments:

The Municipality of Leamington has been providing the Township of Pelee with the services under agreement on a continuous basis since 2005. The previous agreements included conditions for permit fees collected, travel expenses, vehicle allowance and costs associated with professional development for one inspector to attend Pelee Island on an average of once every two weeks or upon a request received for an inspection for up to 15 trips in the calendar year.

The Inspector attends Pelee Island for the purpose of undertaking building inspections, review permit applications, meeting with owners and contractors to address their concerns and follow-up on any outstanding building related issues.

All permit applications, documents received and issuance of building permits are being undertaken at the Leamington office and building staff are working closely with the Township of Pelee administration to address any concerns that they may have.

The agreement has many provisions including the right of either party to terminate the agreement on December 31st of any given year by providing the other party with a minimum of 60 calendar days written notice.

Financial Impact:

The following table depicts a summary of building permit revenues generated over the past five years, including the number of trips made to Pelee Island and the number of building permits issued each year.

Table 1: Stats 2013-2017

	2013	2014	2015	2016	2017
Total Revenue \$	12,691	12,691	14,000	15,000	16,000
No of trips	17	18	13	14	14
No of estimated hrs of staff time	272	272	208	224	224
No of permits issued	9	16	10	11	9

Building permit revenues from 2013 to 2017 as shown above in Table 1 reflect the permit fees collected for each year including the difference of the shortfall for the amount stipulated in the agreement. The Township of Pelee agrees to indemnify and save harmless the Municipality and its employees or agents and pay all reasonable costs of transportation, lodging, meals and other expenses when it is necessary for the employees of Leamington to remain on the Island overnight.

The total building fees collected pursuant to the 2016 agreement are calculated to provide a full cost recovery for the services delivered based on an average of two days of work associated with each trip and the revenue amount increased per year indicated in the agreement.

The Township of Pelee has requested that Leamington continue to provide the service as outlined in the agreement. Administration proposed an annual amount of \$16,500 in 2018 and \$17,000 in 2019 plus \$2000 per year allocated for professional development for one inspector.

Respectfully submitted,



Bechara Daher, CBO
Manager of Building Services

Paul
Barnable

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Paul Barnable,
Director of Community and
Development Services

/BD

Attachments: None

Peter Neufeld B.A.
LL.B.

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Report

To: Mayor and Members of Council

From: Andy Dowling, Engineering Project Manager

Date: Monday, October 16, 2017

Re: Tender Results - 2017 Maintenance of Traffic Control Signals and Related Electrical Devices T07-17-012-RTS

Recommendation:

It is recommended that:

1. The Maintenance of Traffic Control Signals and Related Electrical Devices T07-17-012-RTS be awarded to Ron Field and Son Electrical Ltd, 90 Borrowman St, PO Box 673, Chatham, Ontario, N7M 5K8; and
2. The Mayor and Clerk be authorized to enter into the necessary agreements. (ENG 24-17)

Background:

On Friday September 8, 2017 two tenders were received for the subject maintenance program.

Contractor	Amount (Excluding All Taxes)
Ron Field and Sons Electrical Limited	\$159,939.55
874672 Ontario Limited o/a Maple City Electric	\$193,652.05

No errors were found during the tender check

To date the Municipality has completed maintenance of traffic signal systems on an “as needed” basis, using a local electrical contractor, Greene Electric. Greene Electric has provided this service for over 15 years.

This new program was developed to meet the Minimum Maintenance Standards for Municipal Highways, specific to maintenance of traffic control devices, according to the

Ontario Regulation 239/02. The program will allow the Municipality to control the cost and timing of regular repairs and maintenance to traffic signal systems, based on Municipal and Provincial Standards, thus meeting the minimum maintenance requirements.

The tenderers were asked to provide unit prices in 4 main sections:

1. Preventative Maintenance (Spring)
 - The Spring Maintenance will take place every spring no earlier than April 1st and shall be completed by April 30th each contract year, which satisfies the requirements of O. Reg. 239/02.
2. Preventative Maintenance (Fall)
 - The Fall Maintenance will take place every fall no earlier than October 1st and shall be completed by October 31 each contract year, which satisfies the requirements of O. Reg. 239/02.
3. Hourly Rates - Trucks, Labour and Manpower(Regular and Overtime)
 - Allowing for unscheduled maintenance and emergency work to take place.
 - Creates an on call system for work that is of the utmost importance.
4. Miscellaneous Planned Maintenance - including locate services.
 - Will give the municipality the ability to program specific needs into construction projects and keep cost to a minimum for these services.

This contract shall be in effect for a period of 48 months commencing on January 1, 2018, and end on December 31, 2021.

Comments:

The subject program is intended to be a four year maintenance contract. To facilitate a comparison and award a contract, tenderers were asked to submit their pricing for the various works with estimated quantities for a four year term. Therefore, the total tendered prices do not reflect the expected annual cost of traffic signal maintenance, but rather the expected cost to maintain traffic signals over a four year period.

Ron Field submitted the best pricing and satisfied the requirements of the tender.

As noted in the background, tenderers provided prices in four areas: preventative maintenance (Spring), preventative maintenance (Fall), hourly rates for equipment and labour, and rates for other miscellaneous services. Spring and Fall preventative maintenance will be a fixed cost and occur annually. The remaining repair works will be paid for “as needed” and based on the rates provided by the successful tenderer.

The Municipality currently owns and operates 18 full intersection and 3 full pedestrian signal systems. One additional signal system will be added shortly at the Oak/Wigle intersection. By way of the recently awarded Active Transportation Plan and Pedestrian Crossover (PXO) project, the Municipality will own and operate an additional 8 PXO systems by the summer of 2018.

All of the systems are subject to the Minimum Maintenance Standards for Provincial Highways, O.Reg. 239/02, which states minimum response times, repair times, and minimum standard inspection times.

Financial Impact:


Historically, the annual expenditures for maintenance of Leamington traffic signal systems is approximately \$30,000.

Considering the history of traffic signal maintenance, recent and planned new signals, and the new PXO systems, Administration is estimating that the annual maintenance program expenditures will be \$55,000 annually moving forward.

While the maintenance costs will increase on an annual basis in the short term, Leamington will ensure compliance with minimum maintenance standards. Additionally, the preventive maintenance aspects are likely to defer long term maintenance and replacement costs.

Respectfully submitted:

Peter Neufeld
B.A. LL.B.

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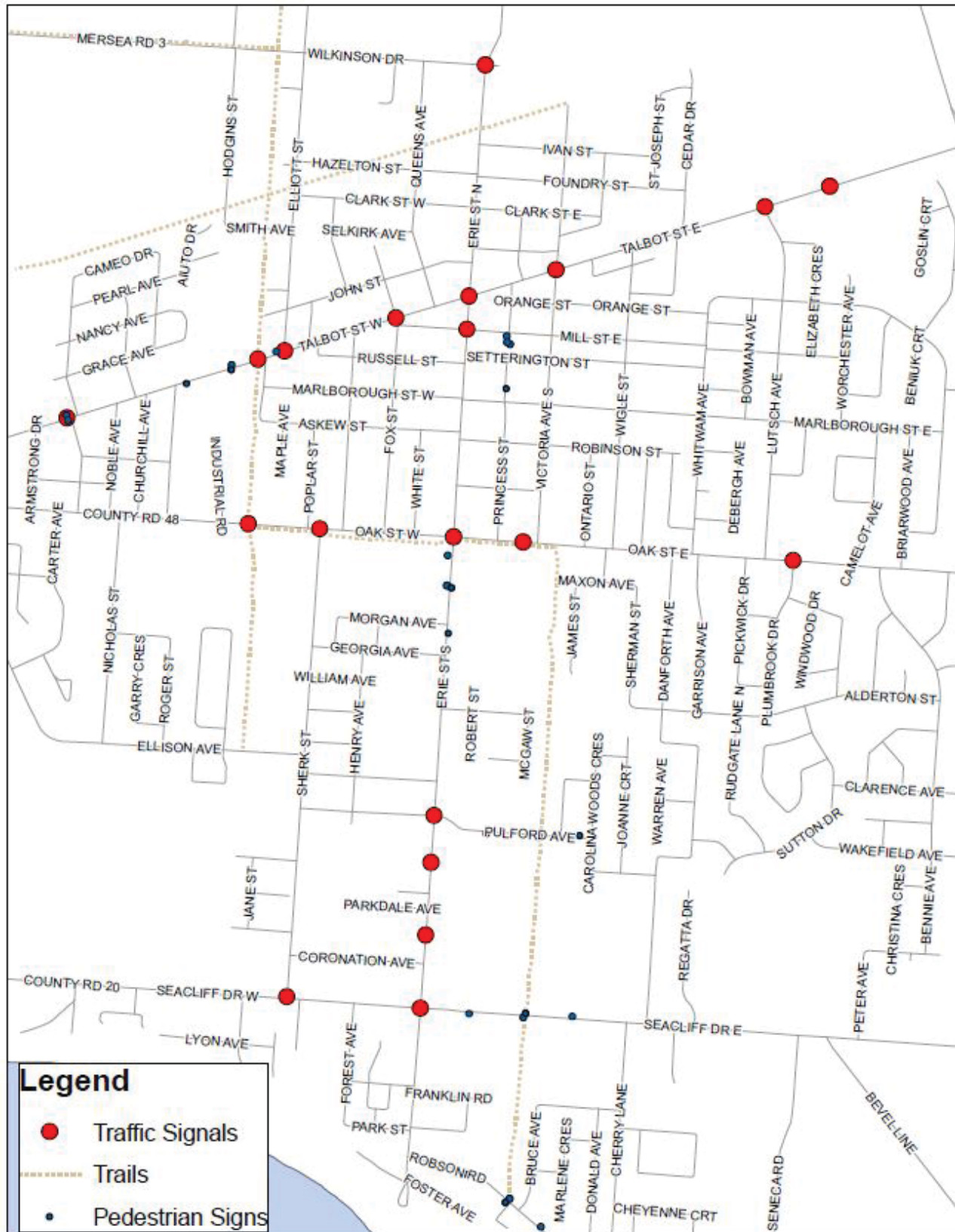
Andy Dowling
Engineering Project Manager

Allan Botham, P.Eng
Manager of Engineering
Services

Robert Sharon, CMO
Director of Infrastructure
Services

Attachments: Schedule 'A' - Signal Location Map

Schedule 'A' - Signal Location Map





Report

To: Mayor and Members of Council

From: Terry Symons, Manager of Recreation Services

Date: November 20, 2017

Re: Leamington Kinsmen Recreation Complex Sherk Elevator Refurbishment

Recommendation:

It is recommended that:

1. The LKRC Sherk Elevator Refurbishment tender be awarded to Otis Elevator Company, 536 Newbold Street, London, ON N6E 5E5 in the amount of \$72,125 (excluding HST); and
2. That the Mayor and Clerk be authorized to execute the contract. (REC-10-17).

Background:

The Sherk area elevator cab and components are mostly original to the building. Annual certification inspections have been completed as well as emergency repairs as required. Due to a significant amount of breakdowns over the last few years, Administration investigated the existing condition and determined that a major upgrade to the elevator components was necessary. This work includes a rebuild to the interior cab and all mechanical components which will improve the functionality and mitigate the breakdowns.

Comments:

Administration has completed the tender process for the Sherk Elevator Refurbishment project.

On October 31, 2017, the Municipality posted the tender documents online. We reached out to local contractors and advised them of this project.

On November 16, 2017 the Municipality received 2 submissions. The summary of the tenders are as follows:

Tender Submissions	
Company	Total (excluding HST)
OTIS Elevator Company	\$72,125
ThyssenKrupp Elevator	\$89,500

Financial Impact:

The 2017 Complex Capital account (10-7-0670-8000-303130-100500) has approved funding in the amount of \$85,000 for the Elevator Refurbishment Project.

Respectfully submitted,

**Terry
Symons**

Terry Symons
Manager of Recreation Services

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Corporation of the Municipality of
Leamington, ou=Manager of
Recreation,
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**Paul
Barnable**

Paul Barnable
Director of Community Services

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**Peter Neufeld B.A.
LL.B.**

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Report

To: Mayor and Members of Council

From: Paul Barnable, Director, Community and Development Services

Date: November 07, 2017

Re: Summary Report on Sip and Savour Event 2017

Recommendation:

It is recommended that:

1. Council accept the 2017 Summary Report for the Sip and Savour Event; and
2. Council approve the continuance of the Sip and Savour Event for 2018.

Background:

On August 18-20, 2017, the Municipality held the second annual Sip and Savour Experience on the waterfront lands adjacent to the Pelee Island Ferry and the Promenade.

The event is described as a way to celebrate local food, beverage and Leamington's diverse culinary landscape. The two day event included a marketplace, an entertainment and music stage, a Fish Fry, a VIP Signature Experience, County Fair Recipe Contest, and a demonstration and appearance by Canadian Celebrity Chef Lynn Crawford.

The first annual event in 2016 was disrupted by severe thunderstorms and it was therefore difficult for Administration to do a complete and thorough assessment of the event. In 2017 weather did not play a factor for the event and administration were able to do a more comprehensive review.

Comments:

In evaluating the 2017 Sip and Savour, Administration met with the primary consultant, Carmina Halstead, discussed feedback received from staff involved in the organization of the event and participants/vendors, as well as staff and the general public who were in attendance.

While there were positive outcomes from the 2017 event (for example, people liked the concept and diversity of food experiences, the layout and the entertainment) there were also some negative experiences people encountered, more specifically, issues with respect to the two new anchor events presented this year; the VIP Signature Experience and the Friday evening Fish Fry. These can be summarized as follows:

- People expressed concern regarding the exclusivity of the VIP Signature Event;
- There were many in attendance who felt they did not receive value for the cost to attend;
- There was not enough food provided for the Signature Event and the food was not evenly distributed amongst the guests;
- Many believed that the events were poorly communicated both in the amount of publicity and the substance of those communications;
- Attendance was much less than projected for both events.

With regard to the location and layout for the event much of the feedback received was positive however there were some concerns expressed by vendors with the lack of availability of power. Many vendors required more power than could be provided at the site. There were also some minor issues conveyed with respect to sound quality. Administration believes that these types of issues were anticipated given the limitations of the site and going forward, can be rectified through better communication with the vendors on the availability of power and adjustments to the stage location to improve sound quality.

Overall attendance, based upon revenues indicate that approximately 3,100 people attended the 2017 event. Of those that attended, 2,800 paid general admission. While these numbers could be considered low for a 2.5 day event, the majority of these people attended Friday evening and Saturday.

Table 1.0 (below) shows overall financial burden for the entire event. While expenses were lower than originally projected the cost to taxation was much higher than predicted. The primary reasons for the variance to the 2017 budget were as a result of the denial of a grant request to Celebrate Ontario totaling \$50,000 that was accounted for in revenues and less than expected revenues from sponsorships. The total revenue from Sponsorships was \$13,250 and the amount budgeted was \$30,000. Table 2 (below) shows the overall budget for 2017 and the year to date revenues/expenses.

Table 1: Sip and Savour 2017 Cost Breakdown Summary

Revenue	
Ticket Sales	19,913
Sponsorship	13,250
Token Sales	2,360
Vendor Revenue	863
Grant	0
Total	36,386
Expenses	
Professional Services	45,695
Entertainment	32,771
Prodn/Equip/Rentals	21,760
Operations	19,000
Total	119,226
Net Deficit	(82,840)

Table 2: 2017 YTD Financial

	Budget 2017	YTD Actual Cost
Revenue	94,050	36,386
Expense	139,468	119,226
Net Total	(45,418)	(82,840)

In 2018, Administration is recommending that the Sip and Savour Experience be once again presented in the Municipality. Administration believes that the core essence of the event which is to celebrate Leamington's culinary diversity has merit and therefore should be continued, but also redefined so that it is more festive and accessible to all residents of the municipality and attractive to tourists visiting the Windsor-Essex Region. While planning for the 2018 has yet to begin, Administration is recommending that consideration be given to the following:


- elimination of the VIP Signature Event and Fish Fry. The VIP Signature Event accounted for 29 percent of the overall expenses in 2017;
- reduction or elimination of the general admission fee to allow for greater participation;
- reduction to the number of days of the event from 2.5 days to 1.5 days;
- allow vendors from outside of the municipality to participate. In 2017, it was noted by the consultant that while Leamington has a diversity of food experiences many local vendors simply did not have the capacity to participate and continue their onsite operations;
- place a greater emphasis on the stage entertainment;
- begin the planning process for the event in January 2018;
- expand the responsibilities of the consultant to include sponsorships and promotion. These were two areas that were considered to be problematic for this year's event and both were the responsibility of the Municipality; and
- retain the services of an event planning consultant beginning in January 2018. This will allow for greater organization and planning and increase the potential for more sponsorship. Also, it is anticipated that the Tourism Officer position will remain vacant until early in 2018.

Financial Impact:

Cost overruns for the Sip and Savour Event can be absorbed from the existing surplus within the Tourism and Economic Development Budgets. There will be no financial impact on the Municipality in the 2017 Budget. While the 2018 Budget has not yet been presented to Council, Administration anticipates that the amounts requested for the event will be significantly reduced.

Respectfully submitted,

Peter Neufeld
B.A. LL.B.

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Paul Barnable
Director of Planning and Community Development



Report

To: Mayor and Members of Council

From: Laura Rauch, Director of Finance and Business Services

Date: November 22, 2017

Re: 2018 Interim Tax Levy By-Law

Recommendation:

It is recommended that:

1. A by-law to provide for the 2018 interim tax levy in the Municipality of Leamington be presented to Council for consideration. (FIN-17-17)

Background:

Section 317 of the Municipal Act, 2001 provides that the council of a municipality may pass a by-law to levy an interim tax based on the latest available property assessment roll. The amount of this interim tax is not to exceed 50 percent of the total taxes for municipal, county and school purposes levied on the property in the previous year.

Section 208 of the Municipal Act, 2001 provides that the council of a municipality can levy a special charge to properties located in the business improvement area.

In addition, Part X of the Municipal Act, 2001 states that the council of a municipality may require payment for other rents, such as uptown parking.

Comments:

Charges Included in the Interim Tax Levy

The Municipality of Leamington includes the following types of taxes and rent charges in the calculation of the interim tax levy:

- Municipal levy,
- County levy,

- School purposes levy,
- Business improvement area (BIA) levy,
- Uptown parking levy, and
- Garbage levy.

The following tax-related charges are not included in the interim tax levy, but instead are included only in the two final tax installments, which are historically levied in June and September each year:

- Local improvement loan repayments,
- Tile loan repayments,
- Capital drainage loan repayments, and
- Annual maintenance drainage charges.

Installment Due Dates

Two installment due dates are recommended for the 2018 interim tax levy as follows: Wednesday, February 14th and Wednesday, April 18th. However, where the amount of interim tax owing is \$200 or less, the full amount will be due on the first installment date of February 14th. The Municipality of Leamington provides 2 days of grace to allow for late payments without penalty on the Thursday and Friday after each of these due dates.

Penalty

After each of the interim tax due dates and corresponding grace days, penalty, or interest, will be charged at 1.25% on the non-payment of the installment, in part or in full. On the first day of each month, for any overdue installments an additional interest charge of 1.25% shall be imposed.

Where the property owner is not in default, the owner can participate in the 10-month pre-authorized payment plan to pay their interim and final taxes. The interim tax levy is allocated equally across the first five months of the plan. Each payment is due on the first Friday of each month beginning in January. Penalty, or interest, charges of 1.25% per month are added if payments are in default.

Financial Impact:

The purpose of this interim tax by-law is to allow for Administration to manage the municipal cash flow position effectively and to ensure timely collection of amounts owing to the Municipality.

The total penalty and interest earned on overdue interim and final taxes has been as follows:

Year	Penalty & Interest
2017 (as of Nov. 22)	\$414,600
2016	\$457,800
2015	\$494,200
2014	\$563,600
2013	\$484,100

Respectfully submitted,



Laura Rauch, CPA, CMA
Director of Finance & Business Services

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Attachments: none

T:\Finance\Reports\2017\FIN-17-17 2018 Interim Tax Levy

Peter Neufeld
B.A. LL.B.

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Report

To: Mayor and Members of Council

From: Laura Rauch, Director of Finance and Business Services

Date: November 22, 2017

Re: 2018 Borrowing By-Law

Recommendation:

It is recommended that:

1. A by-law to provide 2018 borrowing in the Municipality of Leamington be presented to Council for consideration. (FIN-18-17)

Background:

Section 407(1) of the Municipal Act, 2001 provides that a municipality may authorize temporary borrowing until property taxes and other revenues are collected in order to meet the current expenditures for the year.

Section 407(2) states that the total amount borrowed shall not exceed:

- From January 1 to September 30 in the year, 50 per cent of the total estimated revenues of the municipality as set out in the adopted annual budget; and
- From October 1 to December 31 in the year, 25 per cent of the total estimated revenues of the municipality as set out in the adopted annual budget.

The borrowing by-law is presented to Council each year to establish the borrowing limits for the Municipality. For several years the borrowing request has been \$20,000,000, and in the form of a line of credit.

Comments:

For the 2018 calendar year, the Borrowing By-Law 88-17 has set the borrowing request at \$20,000,000.

No lines of credit have been used in recent years to fund current obligations.

The Municipality's monies are held in fully liquid bank accounts or investments. As such, the preferred method of accessing cash on a short term basis, which avoids interest charges, is to use funds held in the Municipal bank accounts.

Financial Impact:

There is no cost to having the line of credit available for use. The Municipality will only incur interest charges should funds be borrowed.

Respectfully submitted,



Laura Rauch, CPA, CMA
Director of Finance & Business Services and Treasurer

Peter Neufeld
B.A. LL.B.

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Attachments: none

T:\Finance\Reports\2017\FIN-18-17 2018 Borrowing By-law

Leamington Municipal Heritage Advisory Committee (LMHAC)
MINUTES

Wednesday, July 26, 2017
Ante Room, 111 Erie Street North, Leamington

Members Present: Maria Kouhang
Mark Stevenson - Chair
Tony Duncan
Scott Holland

Regrets Only: Lee-Anne Settingington, Chris Chopchik, Bill Dunn

Staff Present: Manager of Planning Services- Danielle Truax
Heritage Research Student- Olivia Ashton
Junior Planner- Madeline Gibson

Call to Order:

Minutes:

Moved by: Scott Holland **Seconded by:** Mark Stevenson

That the minutes of the July 26th, 2017 meeting of the Leamington Municipal Heritage Advisory Committee be adopted.

CARRIED

Business Arising from Minutes: None

Reference Materials: Received

New Business:

1. Sip & Savour Event- The members discussed ideas for displays and possible restaurants to contact for Sip & Savour. A volunteer sign-up sheet will be emailed around to members before the event.
2. Update on Heritage Leamington Webpage- Olivia showed members the new "*Heritage Leamington*" page on the www.leamington.ca website. The page now contains information about heritage properties within the municipality and various resources. The link is <http://leamington.ca/en/discover/heritage.asp>

Adjournment:

That the meeting adjourned at 3:38 PM

Carried

The next LMHAC Committee meeting date is Wednesday, **August 23, 2017** at 3:00 PM.

Signature on File

****To be signed by the Chair acting on the day the above LMHAC meeting was held.**

:oa

**The Corporation of the Municipality of Leamington
Leamington Accessibility Advisory Committee (LAAC) Minutes
October 25th, 2017 at 3:00 p.m. - Room 112**

Members Present:

Karen Jones, Chair
Donald Giesbrecht
Paul Child
Robert Bahry
John Hammond

Staff Present:

Bechara Daher, Manager of Building Services
Denise McGregor, Building Technician

Call to Order:

Karen Jones called the meeting to order at 3:00 pm

Adoption of LAAC June 7th, 2017 Minutes:

That the minutes of the LAAC committee meeting held September 13, 2017 be adopted.

Moved by: Robert Bahry
Seconded by: Paul Child

Carried

Delegates:

Mr. Ken Brown, Manager of Public Works

- Boardwalk at Volleyball Courts at Seacliff Beach

Mr. Brown explained the size and transition of the boardwalk to the volleyball courts. The boardwalk will end at the beach and not the water's edge. It was suggested that maybe

a beach access pad can be placed from the boardwalk to the water. Mr. Brown advised that he would take it into consideration in the future. The Manager of Building Services advised that an edge along the length of the board will be installed to avoid anyone going off the side of the boardwalk.

- Rickway Park - New Play Equipment

Mr. Brown discussed the design of the new play equipment at Rickway Park. The new swings will be accessible. Some design of the other play equipment will be accessible as well.

Business Arising Out of the Minutes:

- 448 Talbot Street West

The Manager of Building Services advised that the owner has submitted an updated site plan. The new site plan will show additional barrier free parking in the front of the building. It is recommended that a power button be installed on the door to the convenience store.

New Business:

- Essex County Accessibility Committee Workshop:

Those who attended commented on the format used this year compared to the previous years. It was noted that the format was better this year however, it appeared that the attendance was a bit lower than previous years. The keynote speaker was well received but hope that a different speaker will be introduced for next year's event.

- Budget:

The Manager of Building Services advised that \$2,500.00 was included in the 2018 budget for the accessibility committee. The same amount was in the 2017 budget which was used for the guest speaker for accessibility week presentation.

- 2018 Accessibility Week:

The guest speaker was so well received for the accessibility week in 2017 that perhaps the committee could start thinking and coming up with ideas for 2018 Accessibility Week.

- 270 - 274 Erie Street South:

The Committee members advised that there are no barrier free signs posted on the accessible parking at this plaza. The Manager of Building Services will review.

- New Symbol for asphalt on Barrier Free Parking Spaces

This item will be placed on the next agenda for discussion.

- Leamington Kinsmen Recreation Complex:

The Committee members advised that the accessible seating in the arena is being well used. The Committee members would like to see additional accessible seating being installed. The Manager of Building Services will review with appropriate staff.

- Accessible Taxis

The Committee felt that at least one taxi company should provide an accessible taxi within the Municipality of Leamington.

Announcement of Next Meeting:

The next meeting will be held at the Leamington Municipal Building, 111 Erie Street North on Wednesday, November 22nd, 2017 at 3:00 pm.

Adjournment:

That the meeting adjourn at 3:40 pm

Moved by: Rob Bahry
Seconded by: Donald Giesbrecht

Carried

“Signature on File”

Karen Jones, Chair

Minutes

Leamington Police Services Board Meeting

Held Wednesday, October 25, 2017

Commencing at 8:30 AM

In the Ante Room

Members Present: John Jacobs, Vice Chair
Lorraine Hodgson
Joan McSweeney

Members Absent: John Paterson, Chair

Also Present: Inspector Glenn Miller
Staff Sergeant Bradley Sakalo
Sergeant Jerry Ribble
Secretary/Director of Legal and Legislative Services Ruth Orton
Director of Finance and Business Services Laura Rauch
Recording Secretary/Legal Assistant Jennifer Bavetta

Vice Chair John Jacobs called the meeting to order at 8:35 AM.

Disclosures of Pecuniary Interest: None.

Delegations:

1. Ms. Gloria Sorrell, Resident, Concerns regarding speeding vehicles on Bennie Avenue

Ms. Sorrell informed the Board that she moved into her current home on Bennie Avenue, South of Clarence, approximately six years ago. She noted at the time she moved in there were very few children at that end of the street, however the number has increased in the last few years.

Ms. Sorrell noted the posted speed limit on Bennie Avenue is 40 km/h however most cars travel at least 60 km/h on the road, which poses a danger for young children in the area. She further noted one morning between 5:30 AM and 6:00 AM she witnessed heavy traffic on the road travelling above the speed limit.

Ms. Sorrell explained she has discussed the situation with her neighbours who informed her that speed bumps were considered in the past, but it was decided they would not be installed. She noted her understanding that they can cause liability issues for the Municipality.

Ms. Sorrell noted the construction on Danforth Avenue may have caused an increase in traffic on Bennie Avenue.

Ms. Sorrell suggested that the installation of four-way stops where Bennie Avenue intersects with Christina Crescent and Clarence Avenue may discourage drivers from driving too fast.

Ms. Sorrell noted the speed trailer was positioned on Bennie Avenue, however it appeared that many drivers did not see it.

Sergeant Ribble informed the Board that a month ago a targeted patrol took place on Bennie Avenue and that seven tickets were issued. He further noted the speed trailer was there for a week.

Ms. Sorrell noted an officer sat in his vehicle in her driveway the previous day, however she was not aware of what happened.

John Jacobs suggested that increased patrols of the area may deter speeding requested that administration inquire with the Municipality's Engineering department about the installation of speed bumps and four-way stops. He noted that they may have already been considered.

Joan McSweeney noted the new four-way stops on Chestnut Street seem to discourage drivers from speeding. Ms. Sorrell confirmed that she has spoken with people who live in that area and they informed her they have helped a little.

Ms. Sorrell stated her concern with the safety of children and people who walk and jog on Bennie Avenue as there are no sidewalks.

Sergeant Ribble confirmed the OPP will continue to patrol the area.

Ms. Sorell left the meeting at 8:43 PM.

2. Presentation by the Mental Health Response Unit

- Constable Raquel Otterman, OPP
- Luke DiPaolo, Social Worker, Hotel Dieu Grace Hospital

Staff Sergeant Sakalo introduced Constable Otterman and Luke DiPaolo and provided a brief overview of the mandate of the Mental Health Response Unit (MHRU), noting there is a partnership between the OPP, Hotel Dieu Grace Hospital and Erie Shores Health Care (formerly Leamington District Memorial Hospital).

Constable Otterman noted she began working with the MHRU in January, but has worked as a police officer in Leamington for a number of years.

Luke DiPaolo informed the Board that he is a social worker with Hotel Dieu Grace Hospital (HDGH) and provided an overview of his work experience.

Constable Otterman explained when a client is referred to the MHRU she obtains a history of the person from a police perspective and Mr. DiPaolo reviews their medical history. The information is then compiled to create a profile of the person.

Constable Otterman noted they have received over 700 calls this year and that all of the clients that they meet with must be over the age of sixteen.

Constable Otterman noted they hope to see more first responder visits and would like to work with youth in the future.

Mr. DiPaolo noted they keep statistics about calls regarding youth under the age of sixteen. He further noted the Regional Children's Centre at HDGH work with those under sixteen.

Mr. DiPaolo explained in one case they received a referral for a twelve year old. Since the youth was under sixteen, they worked with the parents in an effort to provide assistance to the youth.

It was noted there are two MHRU's in the County and two in the City of Windsor, which work with the Windsor Police Service.

Mr. DiPaolo explained he has access to hospital records in order to complete assessments. Further, when following-up with a client, they try and ensure the discharge plan is being followed.

Joan McSweeney inquired how the Canadian Mental Health Association (CMHA) is involved. It was noted they work in collaboration with the MHRU. It was further noted the CMHA has a wait list of over one hundred people and they contact the MHRU to make well-being checks.

The Board was informed that when an officer apprehends a client, there is a good working relationship with the ER. The Board was further informed if a client does not want members of the MHRU there, they must leave, which is why it is important to foster good relationships with clients.

In response to an inquiry from the Board, Constable Otterman noted the MHRU is not affiliated with a Court Officer, however the possibility has been discussed and it is hoped that as the program evolves a relationship is created.

It was noted the MHRU is a model program for the Province and that other detachments have studied the program and created similar programs in their areas.

Inspector Miller thanked the Board and the community for supporting the program. He noted new funding was not used for the creation of the program.

Inspector Miller noted the MHRU was presented with the Amethyst Award, presented by the Premier and Minister. He further noted the program has completed so much in its five year history and is a program that saves lives. Inspector Miller noted the program prevents people from doing harm to themselves and others.

Inspector Miller explained it is hoped the division will grow in the future and that he did not expect so many officers to consider this as a career path.

In response to an inquiry from the Board, Constable Otterman confirmed clients are flagged in the OPP's internal program in order to notify officers of potential concerns. Mr. DiPaolo further confirmed information is stored in the client's hospital records, and stressed that confidentiality is strictly maintained.

Mr. DiPaolo informed the Board that for this month alone, forty in-person visits and thirty phone calls were undertaken by the MHRU in the Leamington, Kingsville and Harrow area.

John Jacobs thanked Constable Otterman and Mr. DiPaolo for their presentation, noting he had not been aware that this unit is based in Leamington.

Items for Consideration:

Public Portion of the Meeting:

Business Arising from the Minutes: None.

1. Review of Draft 2018 Police Services Budget

Laura Rauch, Director of Finance and Business Services informed the Board that Administration will be presenting the proposed 2018 budget to Council before the end of the year.

Ms. Rauch explained that the budget actuals are up to date to mid-October. She further explained the proposed budget has an increase of approximately \$15,800.00 over the 2017 budget.

Ms. Rauch noted the following regarding the proposed budget;

1. The OPP contract costs include two adjustments for 2015 and 2016 actual costs;
2. A \$100,000 transfer to reserves is included to provide rate stabilization. The current Police reserves include \$800,000;
3. Funding in the amount of \$50,000 for tile replacement, washroom upgrades, painting and lighting are included in the budget.

Inspector Miller noted he attended the Town of Tecumseh Council meeting the previous evening to present their 2018 budget.

No. 27-10-17

Moved by: Joan McSweeney

Seconded by: Lorraine Hodgson

That the Board recommend Council approval of the draft 2018 Police Services Budget.

"Carried"

2. Minutes of the Leamington Police Services Board Meeting held July 26, 2017

No. 28-10-17

Moved by: Joan McSweeney

Seconded by: Lorraine Hodgson

That the Minutes of the Leamington Police Services Board Meeting held July 26, 2017 be approved.

“Carried”

3. Windsor and Essex County Crime Stoppers Statistical Reports for the months of July, August and September, 2017

Staff Sergeant Sakalo informed the Board that Crimes Stopper payouts for traffic related tips is at an all-time high and noted it is expected the amounts will continue to increase.

No. 29-10-17

Moved by: Joan McSweeney

Seconded by: Lorraine Hodgson

That the Windsor & Essex County Crime Stoppers Statistical Reports for the months of July, August and September, 2017 be received.

“Carried”

4. All Chief's Memo dated February 7, 2017 regarding 2017/18 Grant Repurposing Update

Inspector Miller explained the 1000 Officer Grant will be evolving into another model which will require the creation of a business case specific to the community in the hopes of maintaining current or increased levels of funding.

Inspector Miller noted the OPP are designing a template for all detachments to use to create business cases in the future, but in the meantime they will continue to seek other grant opportunities. He further noted \$73 Million is available in grants per year and that we have been fortunate in this area to receive funding for program such as “BEST” (Believe, Empower, Support, Together) which looks after victims of sexual violence.

Inspector Miller noted it is expected the current funding will be maintained for the next two years and the OPP will keep the Board up to date with any new information.

Joan McSweeney noted one of the presentations at the recent OAPSB conference suggested that it is most effective to gear funding towards cyber crime, as stopping the source of money stops the flow of the criminal act.

Inspector Miller confirmed the OPP invest heavily in cyber crime as so many people are impacted.

Inspector Miller noted only three percent of fraud cases are reported as are only 32 out of every 1,000 sexual assaults.

No. 30-10-17

Moved by: Lorraine Hodgson

Seconded by: Joan McSweeney

That the Leamington Police Services Board direct the OPP to continue with applying for the Community Policing Partnership (CPP) and 1000 Officer Grants for the terms of 2017-2018 and 2018-2019

“Carried”

5. Detachment Commander's Reports for the months of July, August and September, 2017

Inspector Miller noted there is a great deal of data contained in the monthly reports, and that it is a challenge to keep the data current.

Inspector Miller explained that in an effort to be as relevant and timely as possible, local Boards have passed resolutions authorizing the OPP to share information among the boards.

Staff Sergeant Sakalo noted the format of the new report is easier to understand and provides a more real-time snapshot of what is going on in the community.

Staff Sergeant Sakalo reviewed the report, noting over the next three years the Essex County detachment of the OPP will be focusing on sexual violence and harassment, the big four (distracted driving, aggressive driving, impaired driving and lack of safety restraint use), youth at-risk, drug/substance abuse and human trafficking.

Staff Sergeant Sakalo noted that there had been 1094 calls for service for September as of that date, including 26 incidents of violent crime. He further noted there had been an increase in property crime and break and enters and a decrease in motor vehicle collisions.

Inspector Miller informed the Board that all jurisdictions have seen an increase in property crimes, noting many of the incidents were preventable by locking cars or by taking other precautions.

There was a discussion regarding the opioid epidemic taking place in North America. Inspector Miller explained the OPP want to educate people and have been spending a great deal of resources in order to identify high level traffickers.

The Board was assured that a large amount of resources are spent on dealing with the issue in a proactive manner and that there is a hope there will be a change in the trend.

There was an overview of the 2017-2019 OPP Action Plan and 2016 Progress Report for the Essex County Detachment.

Questions and Statement Session:

Joan McSweeney stated the importance of hearing what the front-line officers are facing.

Inspector Miller noted he was happy the MHRU representatives were able to attend the meeting and suggested the Traffic Management Unit attend a future meeting. He explained the unit is one of the highest performing specialized units in the OPP and that their work decrease the number of motor vehicle collisions and injury causing collisions. Inspector Miller noted it is a joint force between the OPP and the Windsor Police Service.

In response to an inquiry from the Board, Inspector Miller explained traffic enforcement is a tool used to change driver habits and therefore increase safety on the roads.

John Jacobs noted he spoke to Staff Sergeant Sakalo about a complaint he received regarding a property on Mersea Road 6 with respect to medical marijuana. Staff Sergeant Sakalo explained Health Canada issues permits to individuals to grow their own marijuana and that the OPP Community Drug Action Team (CDAT) has looked into the concerns. Staff Sergeant Sakalo further explained there are challenges with enforcing restrictions on the permit. Sergeant Ribble suggested the CDAT team could provide a presentation to the Board at a future meeting.

There was a brief discussion of the forthcoming legalization of recreational marijuana.

Adjournment:

No. 31-10-17

Moved by: Joan McSweeney

Seconded by: Lorraine Hodgson

That the meeting be adjourned at 9:53 AM.

“Carried”

Signature on file

John Jacobs, Vice Chair

Signature on file

Ruth Orton, Secretary

Next Meeting: Wednesday, November 22, 2017 at 8:30 AM.