

Council Agenda

1. **Call to Order**
2. **Closed Meeting of Council (5:30 PM)**

Recommendation

That Council move into a Closed Meeting of Council at 5:30 PM in the Ante Room pursuant to Section 239 of the Municipal Act, as amended, for the following reasons:

Matters for Consideration:

1. Confidential Report LLS-45-18 dated June 21, 2018 regarding Alley and Mill Street, Plan 375, Staples to be considered in closed session pursuant to Subsection 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board.
3. **Disclosures of Pecuniary Interest and General Nature Thereof**
(Special Closed Meeting)
4. **Adjournment of Closed Meeting**
5. **Resumption of Council Meeting**
(6:00 PM)
6. **National Anthem**
7. **Disclosures of Pecuniary Interest and General Nature Thereof**
8. **Approval of Council Minutes**
 - 8.1. Minutes of the Special Closed Meeting held June 11, 2018
Pages 6 to 7

8.2. Minutes of the Council Meeting held June 11, 2018
Pages 8 to 19

9. Business Arising Out of the Minutes

10. Public Meetings

10.1. Public Meeting, Drainage

Meeting to Consider Engineer's Report regarding Hooker Drain Culvert

1. Notice of Meeting to Consider dated June 14, 2018
Page 20
2. Report DR-11-18 dated June 12, 2018 regarding Hooker Drain - Relocate Existing Culvert at 636 Mersea Road 8 - Blytheswood Auto Ltd.
Pages 21 to 22

(Engineer's Report as prepared by Baird AE Engineering dated May 10, 2018, listed as Addition #1 on the "Agendas, Meetings and Minutes" page of the Municipal Website)

Suggested Recommendation:

1. The report provided by Baird AE, dated May 10, 2018, for the relocation of an existing access culvert over the Hooker Drain for 636 Mersea Road 8, pursuant to the provisions of Section 78 of the Drainage Act be adopted;
2. Council authorize the project to be tendered and should the said tenders be within the engineer's construction estimate of \$18,000, or otherwise consented by the owner, that the Mayor and Clerk be authorized to award the tender and enter into the necessary agreements;
3. By-law 42-18 authorizing the work be presented to Council for 1st and 2nd reading and that the Clerk send by mail a copy of the By-law and Notice of the Court of Revision to each of the affected parties; and
4. A Court of Revision be held on the 23rd day of July, 2018, and that Halliday Pearson, P.Eng., Allan Botham, P.Eng., Manager of Engineering Services and Lu-Ann Marentette, Drainage Superintendent, be appointed as Commissioners to let and superintend the said drainage works; and
5. The Essex Region Conservation Authority be advised of the proposed improvements. (Report DR-11-18)

10.2. Public Meeting, Drainage

Meeting to Consider Engineer's Report regarding Culverts and Berm over the Lebo Creek Drain, Northwest Branch

1. Notice of Meeting to Consider dated June 14, 2018
Page 23
2. Report DR-12-18 dated June 6, 2018 regarding Lebo Creek - Northwest Branch, New Access Culvert and Berm - 2571891 Ontario Inc. 635 Mersea Road 7
Pages 24 to 26

(Engineer's Report as prepared by Baird AE Engineering dated June 12, 2018, listed as Addition #2 on the "Agendas, Meetings and Minutes" page of the Municipal Website)

Suggested Recommendation:

1. The report provided by Baird AE, dated June 12, 2018, for a new secondary access culvert over the Lebo Creek – Northwest Branch, as well as a berm and modifications to the existing culvert, pursuant to the provisions of Section 78 of the Drainage Act be adopted;
2. By-law 43-18 authorizing the work be presented to Council for 1st and 2nd reading and that the Clerk send by mail a copy of the By-law and Notice of the Court of Revision to each of the affected parties;
3. A Court of Revision be held on the 23rd day of July, 2018, and that Halliday Pearson, P.Eng., Allan Botham, P.Eng., Manager of Engineering Services and Lu-Ann Marentette, Drainage Superintendent, be appointed as Commissioners to let and superintend the said drainage works; and
4. The Essex Region Conservation Authority be advised of the proposed improvements. (Report DR-12-18)

11. Reports of Staff and Delegation

- 11.1. Report EDO-08-18 dated June 13, 2018 regarding Leamington Business Leadership Forum
Pages 27 to 30
- 11.2. Report ENG-11-18 dated June 5, 2018 regarding Subdivision Assumption - Saad (Southwinds) Phase 1, McGaw (Babkirk Lane) and Seacliff Heights Phase 3
Pages 31 to 33

- 11.3. Report PW-05-18 dated June 18, 2018 Outfitting for Two Dump Truck Cab and Chassis
Pages 34 to 36
- 11.4. Report FIN-04-18 June 8, 2018 regarding Tax Sale Registration - January 1, 2018
Pages 37 to 41
- 11.5. Report FIN-08-18 dated June 4, 2018 regarding 2017 Development Charges
Pages 42 to 48
- 11.6. Report LLS-35-18 dated May 10, 2018 regarding Transfer of Blocks 133, 134 and 135, Plan 12M-563 to the County of Essex
Pages 49 to 51
- 11.7. Report LLS-39-18 dated June 6, 2018 regarding Noise By-law Exemption Request - 321 Essex Road 14
Pages 52 to 53
- 11.8. Report LLS-43-18 dated June 15, 2018 regarding Essex Power Corporation - Appointment of Proxyholder for the 2017 Annual Meeting of Shareholders
Pages 54 to 56

12. Matters for Approval

- 12.1. Minutes of the Leamington Accessibility Advisory Committee Meeting held May 9, 2018
Pages 57 to 59

13. Other Matters for Consideration

14. Report on Closed Session

Clerk to provide report on closed session.

15. Consideration of By-laws

- 15.1. By-law 42-18, being a by-law to provide for the relocation of the culvert over the Hooker Drain in Lot 6, Concession 7 in the Municipality of Leamington in the County of Essex (DR-11-18) (1st and 2nd reading)
- 15.2. By-law 43-18, being a by-law to provide for access culverts and a berm over the Lebo Creek Drain - Northwest Branch in Lot 6, Concession 7 in the Municipality of Leamington in the County of Essex (DR-12-18) (1st and 2nd reading)

- 15.3. By-law 44-18, being a by-law to confirm the proceedings of the Council of The Municipality of Leamington at its meeting held June 25, 2018

16. Notices of Motion

None

17. Open Session

18. Statement of Members (non-debatable)

19. Adjournment

The Corporation of the Municipality of Leamington

Special Closed Meeting Minutes

Monday, June 11, 2018 at 5:15 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: Director of Legal and Legislative Services/Deputy Clerk, Ruth Orton
Chief Administrative Officer, Peter Neufeld

Mayor Paterson called the meeting to order at 5:15 PM.

No. C-113-18

Moved by: Councillor Dunn
Seconded by: Councillor Jacobs

That Council move into Special Closed Meeting of Council at 5:15 PM in the Ante Room pursuant to Section 239 of the Municipal Act, as amended, for the following reasons:

1. Confidential Report LLS-34-18 dated May 29, 2018 regarding Board of Negotiation Meeting Expropriation of Lands, 323 Erie Street South to be considered in closed session pursuant to Subsection 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
2. Confidential Report LLS-37-18 dated June 7, 2018 regarding Salary Review - Job Evaluations for Identifiable Individuals to be considered in closed session pursuant to Subsection 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

Carried

Disclosures of Pecuniary Interest and General Nature Thereof:

None noted.

Matters for Consideration:

- 1. Confidential Report LLS-34-18 dated May 29, 2018 regarding Board of Negotiation Meeting - Expropriation of Lands, 323 Erie Street South**

Ms. Orton presented the report. Council provided direction to Administration on the matter.

No. S-42-18

Moved by: Councillor Wilkinson

Seconded by: Councillor Dunn

That Administration be directed to take the Suggested Action contained in Confidential Report LLS-34-18 dated May 29, 2018.

Carried

- 2. Confidential Report LLS-37-18 dated June 7, 2018 regarding Salary Review - Job Evaluations for Identifiable Individuals**

Ms. Orton presented the report. No direction was provided at this time.

Adjournment:

No. S-43-18

Moved by: Councillor Hammond

Seconded by: Councillor Verbeke

That the meeting adjourn at 6:10 PM and move into public session.

Carried

John Paterson, Mayor

Ruth Orton, Deputy Clerk

Minutes approved at Council Meeting held
June 25, 2018, Resolution C-XX-18,
Confirmation By-law XX-18

The Corporation of the Municipality of Leamington

Minutes of the Council Meeting

Monday, June 11, 2018 at 5:15 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: Director of Legal and Legislative Services/Deputy Clerk, Ruth Orton
Chief Administrative Officer, Peter Neufeld
Director of Community and Development Services, Paul Barnable
Director of Finance and Business Services, Laura Rauch
Director of Infrastructure Services, Robert Sharon
Manager of Planning Services, Danielle Truax
Manager of Recreation, Terry Symons
Junior Planner, Madeline Gibson
Legislative Coordinator, Brianna Coughlin

Call to Order

Mayor Paterson called the Meeting to order at 5:15 PM.

Special Closed Meeting

No. C-113-18

Moved by: Councillor Dunn
Seconded by: Councillor Jacobs

That Council move into Special Closed Meeting of Council at 5:15 PM in the Ante Room pursuant to Section 239 of the Municipal Act, as amended, for the following reasons:

1. Confidential Report LLS-34-18 dated May 29, 2018 regarding Board of Negotiation Meeting Expropriation of Lands, 323 Erie Street South to be considered in closed session pursuant to Subsection 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.
2. Confidential Report LLS-37-18 dated June 7, 2018 regarding Salary Review - Job Evaluations for Identifiable Individuals to be considered in closed session pursuant to Subsection 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.

Carried

Disclosures of Pecuniary Interest and General Nature Thereof:
(Special Closed Meeting Matters)

None noted.

Adjournment of Special Closed Meeting

The Special Closed meeting adjourned at 6:10 PM.

Resumption of Regular Council Meeting, 6:00 PM

Mayor Paterson called the meeting to order at 6:15 PM. Councillor Dunn left the Council Chambers at this time and did not return to the meeting.

Disclosures of Pecuniary Interest and General Nature Thereof:
(Open Session)

None noted.

Approval of Council Minutes:

No. C-114-18

Moved by: Councillor Verbeke
Seconded by: Councillor Hammond

That the Minutes of the Special Closed Meeting held May 28, 2018 be approved.

Carried

No. C-115-18

Moved by: Councillor Hammond
Seconded by: Councillor Jacobs

That the Minutes of the Council Meetings held May 14 and May 28, 2018 be approved.

Carried

Business Arising Out of the Minutes:

None noted.

Reports of Staff and Delegations:

1. Delegation, Communities in Bloom, Presentation of Best Blooming Street Signs and Update on the 2018 National Communities in Bloom Judge's Tour

Charlie Wright, Communities in Bloom Chair and Catherine Riediger, Vice Chair, provided a presentation regarding the 2018 National Communities in Bloom competition. Council members received an invitation to the Judge's reception at the Marina and were presented with a plaque for Robson Road which won the Best Blooming Street for 2017.

2. Report DR-07-18 dated February 14, 2018 regarding Appointment of Drainage Commissioners and Annual Meetings Report

Mr. Sharon presented the report on behalf of Ms. Marentette. In response to a question from Council, Mr. Sharon advised that the department has discussed safety relating to confined spaces and upgrading infrastructure to ensure safety, and confirmed that it is mandatory for Commissioners to complete the municipal health & safety program.

No. C-116-18

Moved by: Councillor Jacobs
Seconded by: Councillor Wilkinson

1. Council receive the 2017 Annual Meeting minutes of the various drainage schemes;
2. Council appoint the scheme Commissioners as follows:

Drainage Scheme	Commissioner	Paid Annually & Charged to Scheme
Beach & Kay	Bailey Inc.	\$500.00
Cotterie Park	Bailey Inc.	\$500.00
** Dick	Bailey Inc.	\$500.00
East Marsh	John Landschoot	\$500.00
Elmdale	Bailey Inc.	\$500.00
Lakeshore	Bailey Inc.	\$500.00
Lloyd	Mario Barberio	\$500.00
Marentette	Jim Tatomir	\$500.00
Wahl	Tom Dick	\$500.00
West Marsh	Tom Dick	\$500.00
West Part B & C	Jim Belluz	\$500.00
	Total:	\$5,500.00

3. That the following Pump Operators be appointed as Commissioners further to the Drainage Act:

Scheme	Commissioners/Pumpers
East Marsh	Peter Peters, Gerald Dimmick, Michael Landschoot
Lloyd	James Cowan
Marentette	John J. Tatomir (Jr), Jacob Fast

West Marsh	Kevin Derbyshire, Peter Neufeld, Todd Ouellette
West Part B & C	Michael Fox

4. That Council considered By-law 37-18 to appoint Commissioners and establish annual fees for the various Municipal Drainage Schemes. (DR-07-18)

Carried

Mr. Neufeld advised that Report PLA-13-18 regarding Bevel Line Village Plan of Subdivision, 447 Bevel Line Road as well as Addendum Report LLS-38-18 regarding Agreement between 2298764 Ontario Limited and Golfwood Lakes Inc. and Carl Grossi and The Corporation of the Municipality of Leamington - Construction of Sanitary Sewage Pumping Station, Gravity Sanitary Sewer and Sewage Force Main, would not be discussed at this time due to a technical error in the servicing agreement. The reports will return to Council for consideration at a later date.

3. Report IS-06-18 dated May 31, 2018 regarding Sanitary Servicing for Bevel Line Village and Golfwood Lakes Subdivisions

Mr. Sharon presented the report. In response to a question from Council, Mr. Sharon advised that the project is currently on budget and Administration will continue to look for cost saving opportunities.

In response to a question from Council, Mr. Sharon noted that the Infrastructure Reserve will be approximately \$3.7 million at the end of 2018 and that this reserve funds all sanitary and storm sewer projects for the Municipality.

In response to a question from Council, Mr. Sharon confirmed that the cost to build the sewers in the subdivision as well as the connections would likely be included in the purchase price for a new home.

No. C-117-18

Moved by: Councillor Hammond

Seconded by: Councillor Verbeke

1. Council receive the attached report regarding the design and cost sharing of the Pelee/Bevel Sanitary Sewer as it related to the servicing of Bevel Line Villages and Golfwood Lakes subdivisions; and
2. That the \$198,346 in net cost to build the sanitary sewer North of MH 1-N, as described in Report IS-06-18 be paid for by the Municipality of Leamington and funded from the Infrastructure Reserve. (IS-06-18)

Carried

4. Report REC-03-18 dated May 31, 2018 regarding Tender Award - Municipal Wide Janitorial Services

Mr. Symons presented the report.

No. C-118-18

Moved by: Deputy Mayor MacDonald
Seconded by: Councillor Verbeke

Council authorize the Mayor and Clerk to enter into an agreement with M&S Janitorial Service (2002) Ltd., 27 Orchard Heights, Leamington, ON N8H 4Z9, to perform Janitorial Services at various locations throughout the Municipality in the amount of \$220,140 plus HST from July 1, 2018 to June 30, 2020. (REC-03-18)

Carried

5. Report FIN-03-18 dated April 11, 2018 regarding Windsor Essex Provincial Offences Act (POA) Program - 2017 Annual Report

Ms. Rauch presented the report.

No. C-119-18

Moved by: Councillor Jacobs
Seconded by: Councillor Hammond

That the Windsor Essex Provincial Offences Act (POA) Program - 2017 Annual Report be received. (FIN-03-18)

Carried

6. Report FIN-07-18 dated June 1, 2018 regarding Main Street Revitalization Initiative

Ms. Rauch presented the report.

No. C-120-18

Moved by: Councillor Verbeke
Seconded by: Deputy Mayor MacDonald

1. The Mill Street Reconstruction project be approved as the project to receive the Main Street Revitalization Initiative funding;
2. By-law 38-18 to enter into a Municipal Funding Agreement with the Association of Municipalities of Ontario (AMO) on the Main Street Revitalization Initiative Grant Program be considered; and
3. The Mayor and Clerk be authorized to digitally sign the Main Street Revitalization Initiatives Municipal Funding Agreement. (FIN-07-18)

Carried

7. Report LLS-37-18 dated June 5, 2018 regarding Committee to Review Compensation for the Leamington Municipal Council, Committee of Adjustment, Leamington Services Board and Union Water Joint Board of Management (2018-2022) - Follow Up

Ms. Rauch presented the report on behalf of Ms. Percy. In response to a question from Council, Ms. Rauch advised that the biggest impact of keeping the current remuneration rate would be the loss of the 1/3 tax exemption for Council members. It was also advised that it is important to investigate why these committee members are compensated while other committee members are not.

In response to a question from Council, Ms. Rauch advised that Council could choose to reach out to specific members of the community to join the Committee, however it would be difficult to choose members while maintaining an unbiased approach to the compensation review process.

No. C-121-18

Moved by: Councillor Verbeke
Seconded by: Councillor Wilkinson

Council authorize retaining Marianne Love to conduct the review of compensation for Municipal Council, Committee of Adjustment, Leamington Police Services Board and Union Water Joint Board of Management (2018-2022) at a cost of \$5,000 plus HST. (LLS-37-18)

Carried

8. Report LLS-36-18 dated May 29, 2018 regarding Accessible Taxicab Survey

Ms. Coughlin presented the report. In response to a question from Council, Ms. Coughlin confirmed that the Accessibility Advisory Committee did not recommend a financial incentive program to help purchase accessible vehicles, however the Committee did support a training program relating to accessible customer service.

No. C-122-18

Moved by: Councillor Jacobs
Seconded by: Councillor Wilkinson

Administration be directed to investigate a training program for Taxicab Drivers relating to customer service and accessibility needs. (LLS-36-18)

Carried

9. Report PLA-20-18 dated June 11, 2018 regarding Site Plan Application SPC-18-18 - Proposed Residential and Commercial Development, 2078262 Ontario Ltd - West Side County Road 33

Mr. Neufeld prefaced the report by explaining that since there will be no severance of the subject lands, the development will only go through the site plan application process. While site plans are approved by Administration, this is a unique application and Administration is bringing the concept to Council for comments at this time.

Ms. Gibson presented the report. It was also advised that a letter of support had been submitted by Highline Mushrooms. Matthew Baird, Consulting Engineer with Baird AE, and Jim Liovas, Applicant, were present to answer any questions regarding the project.

In response to a question from Council, Ms. Gibson advised that the Provincial Policy Statement (PPS) requires features that create strong, healthy communities and a sense of place, such as different setbacks for homes and open areas for recreation. Mr. Liovas confirmed that a recreation field or facility has been designated on the plans behind Blocks 10-14.

Mr. Baird advised that the development will take place north of Sturgeon Creek and the creek will not be affected.

In response to a question from Council, Ms. Gibson advised that street calming features are not a requirement for the size of development, however minor street calming features are recommended. Ms. Gibson also confirmed that the preliminary site plans include fire hydrants.

Responding to an inquiry regarding timelines for approval, Ms. Truax advised that Administration has been providing the developer with feedback and the timeline for approval will depend on how quickly the developer can address the concerns brought forward by Administration. Mr. Baird advised that much of the background work has already been completed and Mr. Liovas advised that they would like to begin work at the site within 6 weeks. Ms. Truax advised that the biggest hurdle to approval is likely the final comments from the County of Essex.

In response to a question from Council, Ms. Gibson advised that since the development is not going through a severance process, there is no public consultation process for approval. However, the developer must remove the holding symbol on the property and this will require a staff report and notification in the newspaper. Ms. Truax confirmed that the report would not be considered at a public meeting under the Planning Act, however members of the public could register as delegates to make a presentation to Council relating to the report.

After receiving a request for clarification regarding servicing, Mr. Liovas advised that the project is very similar to a subdivision, though there will be only one owner and the homes will be rentals rather than individually-owned properties. Mr. Liovas confirmed that many of the homes will be rented to employees of Highland Mushrooms, however there will be units available for rent to the public as well.

In response to a question from Council, Ms. Gibson advised that the proposed development meets all of the parking requirements under the Zoning By-law. Mr. Liovas confirmed that there will be 14 buildings with a total of 84 three-bedroom units and that those units used for the Foreign Worker Program will house two employees per bedroom.

Councillor Jacobs left the Council Chambers at 8:02 PM and returned at 8:05 PM.

Mr. Liovas asked for direction on whether they could move forward with some of the development prior to final approval of the site plan. Mr. Neufeld advised that the Chief Building Official has the discretion to allow some site work to take place, however it cannot be contrary to application regulations such as the requirement for a permit through the Essex Region Conservation Authority that must be received prior to a partial building permit being issued.

No. C-123-18

Moved by: Councillor Verbeke
Seconded by: Councillor Hammond

1. Council receive the site plan sketch prepared by Baird AE dated May 5, 2018 for the development of 14 multi-unit residential dwellings, a commercial retail site and the creation of a new municipal right of way;
2. Administration prepare a final site plan agreement for Council's consideration and approval, subject to:
 - a. the review and approval of the following:
 - Traffic Impact Assessment;
 - Sanitary Servicing Report and Design;
 - Site Plan Drawing and Planning Analysis;
 - Street 'A' Full Construction Drawings; and
 - b. clearance from the following agencies:
 - County of Essex;
 - Essex Region Conservation Authority (ERCA);
 - Ministry of Natural Resources and Forestry (MNRF);
 - Ministry of Environment and Climate Change (MOECC), if necessary; and
3. The final site plan and serving agreements, and by-law to amend Zoning By-law 890-09, as amended to remove the holding (H) symbol from the zoning of the subject property, be presented to Council together for consideration.
(PLA-20-18)

Carried

Matters for Approval:

No. C-124-18

Moved by: Councillor Verbeke
Seconded by: Deputy Mayor MacDonald

That the Minutes of the Mayor's Youth Advisory Committee Meeting held March 27, 2018 be approved.

Carried

Other Matters for Consideration:

Mayor Paterson presented a proposed resolution relating to the authority to approve or deny landfills at the municipal level.

No. C-125-18

Moved by: Councillor Hammond
Seconded by: Deputy Mayor MacDonald

WHEREAS municipal governments in Ontario do not have the right to approve landfill projects in their communities, but have authority for making decisions on all other types of developments;

WHEREAS, this out-dated policy allows private landfill operators to consult with local residents and municipal councils, but essentially ignore them;

WHEREAS, proposed Ontario legislation (Bill 139) will grant municipalities additional authority and autonomy to make decisions for their communities;

WHEREAS, municipalities already have exclusive rights for approving casinos and nuclear waste facilities within their communities, and the Province has recognized the value of municipal approval for the siting of power generation facilities;

WHEREAS, the recent report from the Ontario's Environmental Commissioner has found that Ontario has a garbage problem, particularly from Industrial, Commercial and Institutional (ICI) waste generated within the City of Toronto, where diversion rates are as low as 15% and, unless significant efforts are made to increase recycling and diversion rates, a new home for this Toronto garbage will need to be found, as landfill space is filling up quickly;

WHEREAS, municipalities across Ontario are quietly being identified and targeted as potential landfill sites for future Toronto garbage by private landfill operators;

WHEREAS, other communities should not be forced to take Toronto waste, as landfills can contaminate local watersheds, air quality, dramatically increase heavy truck traffic on community roads, and reduce the quality of life for local residents;

WHEREAS, municipalities should be considered experts in waste management, as they are responsible for this within their own communities, and often have decades' worth of in-house expertise in managing waste, recycling, and diversion programs; and

WHEREAS, municipalities should have the right to approve or reject these projects, and assess whether the potential economic benefits are of sufficient value to offset any negative impacts and environmental concerns;

THEREFORE, BE IT RESOLVED:

(a) That the Municipality of Leamington calls upon the Government of Ontario, and all political parties, to formally grant municipalities the authority to approve landfill projects in, or adjacent to their communities, prior to June 2018;

(b) That in the case of a two-tier municipality, the approval be required at both the upper-tier and affected lower-tier municipalities;

(c) That the Municipality of Leamington encourage all other municipalities in Ontario to consider this motion calling for immediate Provincial Action; and

(d) That copies of this resolution be forwarded to the Association of Municipalities of Ontario (AMO), the Ontario Good Roads Association and the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA).

Carried

Report on Closed Session

Ms. Orton reported that a closed meeting was held at 5:15 PM prior to the open session of Council pursuant to Subsection 239(2)(e) and Subsection 239(2)(b) of the Municipal Act, 2001 for the purpose of considering 2 items.

The first item - Item #1

Confidential Report LLS-34-18 dated May 29, 2018 regarding Board of Negotiation Meeting - Expropriation of Lands, 323 Erie Street South. Council provided direction to Administration on this matter.

The second item - Item #2

Confidential Report LLS-37-18 dated June 7, 2018 regarding Salary Review - Job Evaluations for Identifiable Individuals. No direction was provided on this matter.

Proper notice of the meeting was given. The meeting adjourned at 6:10 PM.

Consideration of By-laws:

No. C-126-18

Moved by: Councillor Verbeke
Seconded by: Councillor Wilkinson

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

By-law 37-18, being a by-law to appoint Commissioners and establish annual fees for the better maintenance of various Municipal Drainage Schemes throughout the Municipality of Leamington. (DR-07-18)

By-law 38-18, being a by-law to authorize the Municipality of Leamington to enter into a Municipal Funding Agreement with the Association of Municipalities of Ontario on the Main Street Revitalization Initiatives Grant Program. (FIN-07-18)

By-law 41-18, being a by-law to confirm the proceedings of the Council of The Municipality of Leamington at its meeting held June 11, 2018.

Carried

Notices of Motion:

None noted.

Open Session of Council and Administration:

Councillor Wilkinson advised that he has received many positive comments regarding the new four-way stop at Cherry Lane and Seaclyff Drive.

Councillor Jacobs requested that Administration investigate concerns relating to the collection of refuse in the Sturgeon Meadows area and advised that complaints had been added to the CityWorks program.

Deputy Mayor MacDonald inquired if the Municipality will be adding hanging baskets Uptown. Mr. Sharon confirmed that hanging baskets will be coming soon.

Councillor Hammond advised that he attended the 75th anniversary ceremony for the Wheatley Legion.

Mayor Paterson offered Councillor Hammond a formal apology for mixing up his name.

Councillor Wilkinson reminded Council of two upcoming events - the Leamington Fair June 15-17th and the MusicOnthe42 concert series kick-off event June 16th.

Statement of Members: non-debatable

None.

Adjournment:

No. C-127-18

Moved by: Councillor Jacobs

Seconded by: Deputy Mayor MacDonald

That the meeting adjourn at 8:19 PM.

Carried

John Paterson, Mayor

Ruth Orton, Deputy Clerk

Minutes approved at Council Meeting held
June 25, 2018, Resolution C-XX-18,
Confirmation By-law XX-18



Meeting to Consider

June 14, 2018

To: All Affected Owners

Dear Sir or Madam:

Re: **Engineer's Report - Hooker Drain Culvert**
Municipality of Leamington, County of Essex

This is to notify that you have property affected by the above proposed drainage project, pursuant to the provisions of The Drainage Act, R.S.O. 1990, as amended.

The Engineer's Report as prepared by Baird AE dated May 10, 2018, a copy of which is attached, was filed with the Clerk of the Municipality of Leamington on June 14, 2018, and **will be considered** at a meeting of the Leamington Council:

Date: Monday, June 25, 2018

Time: 6:00 p.m.

Location: Council Chambers of the Municipal Building
111 Erie Street North, Leamington, Ontario

Should you have any questions, please contact the Drainage Department at extension 1315.

Yours truly,

Brenda Percy
Clerk

/ld
Attach.

Report

To: Mayor and Members of Council
From: Lu-Ann Marentette, Drainage Superintendent
Date: June 12, 2018
Re: Hooker Drain - Relocate Existing Culvert at 636 Mersea Road 8

Recommendation:

It is recommended that:

1. The report provided by Baird AE, dated May 10, 2018, for the relocation of an existing access culvert over the Hooker Drain for 636 Mersea Road 8, pursuant to the provisions of Section 78 of the Drainage Act be adopted; and
2. Council authorize the project be tendered and should the said tenders be within the engineer's construction estimate of \$18,000, or otherwise consented by the owner, that Mayor and Clerk be authorized to award the tender and enter into necessary agreements; and
3. By-law 42-18 authorizing the work be presented to Council for 1st and 2nd reading and that the Clerk send by mail a copy of the By-law and Notice of the Court of Revision to each of the affected parties; and
4. A Court of Revision be held on the 23rd day of July, 2018, and that Halliday Pearson, P.Eng., Allan Botham, P.Eng., Manager of Engineering Services and Lu-Ann Marentette, Drainage Superintendent, be appointed as Commissioners to let and superintend the said drainage works; and
5. The Essex Region Conservation Authority be advised of the proposed improvements. (Report DR-11-18)

Background:

Administration received a request from the owner of 636 Mersea Road 8 on January 18th, 2018, to relocate an existing access culvert for their proposed development. The Ministry of Transportation has advised the landowner that the existing access is required to be moved as far west on their parcel as allowed.



Figure 1: Parcel relocating access

Comments:

The engineer has provided her report and her findings include that a 1200 mm diameter, corrugated Hel-Cor was recently installed, under a previous report by an engineer, and is considered a legal part of the Municipal Drain. It is proposed that the access can be relocated to the far west of the property using much of the existing materials, including the pipe.

Financial Impact:

A deposit in the amount of \$5,000 has been received from the owner for engineering costs. Once the project is tendered, and prior to construction, the owner will provide a deposit for the total construction cost. Following completion of the works, the owner will be required, if necessary, to pay for any additional costs or be reimbursed any the surplus amount.

This project is not included in the 2018 budget, however, all costs will be assessed to the landowner. The latest estimate of total project costs is \$26,880.

Respectfully submitted,

Peter Neufeld
B.A. LL.B.

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Date: 2018.06.21 13:09:51 -0400

Lu-Ann Marentette
Drainage Superintendent

Allan Botham, P.Eng
Manager of Engineering

Robert Sharon, CMO
Director of Infrastructure Services

/LB attachments - 1. Engineer's Report, Baird AE, dated August 15, 2017- under separate cover

File: T:\Community Services\Community Services\Community Services Council Reports\2018 Reports\Drainage\DR-11-18 - Hooker Dr - Sect 78 - Relocate Access - Bytheswood Auto\DR-11-18 - Hooker Drain - Access Blytheswood Auto.doc



Meeting to Consider

June 14, 2018

To: All Affected Owners

Dear Sir or Madam:

Re: **Engineer's Report - Culverts and Berm over the Lebo Creek Drain -Northwest Branch
Municipality of Leamington, County of Essex**

This is to notify that you have property affected by the above proposed drainage project, pursuant to the provisions of The Drainage Act, R.S.O. 1990, as amended.

The Engineer's Report as prepared by Baird AE dated June 12, 2018, a copy of which is attached, was filed with the Clerk of the Municipality of Leamington on June 12, 2018, and will be considered at a meeting of the Leamington Council:

Date: Monday, June 25, 2018

Time: 6:00 p.m.

**Location: Council Chambers of the Municipal Building
111 Erie Street North, Leamington, Ontario**

Should you have any questions, please contact the Drainage Department at extension 1315.

Yours truly,

Brenda Percy
Clerk

/ld
Attach.

Report

To: Mayor and Members of Council
From: Lu-Ann Marentette, Drainage Superintendent
Date: June 12, 2018
Re: Lebo Creek - Northwest Branch
New Access Culvert and Berm - 635 Mersea Road 7

Recommendation:

It is recommended that:

1. The report provided by Baird AE, dated June 12, 2018, for a new secondary access culvert over of the Lebo Creek - Northwest Branch, as well for a berm and modifications to the existing culvert, pursuant to the provisions of Section 78 of the Drainage Act be adopted; and
2. By-law 43-18 authorizing the work be presented to Council for 1st and 2nd reading and that the Clerk send by mail a copy of the By-law and Notice of the Court of Revision to each of the affected parties; and
3. A Court of Revision be held on the 23rd day of July, 2018, and that Halliday Pearson, P.Eng., Allan Botham, P.Eng., Manager of Engineering Services and Lu-Ann Marentette, Drainage Superintendent, be appointed as Commissioners to let and superintend the said drainage works; and
4. The Essex Region Conservation Authority be advised of the proposed improvements. (Report DR-12-18)

Background:

Administration received a request from the owner of 635 Mersea Road 7, on April 7th, 2017, to install a new access culvert for their proposed greenhouse development at 635 Mersea Road 7. The property currently has one entrance that is too small to accommodate development activities and the location of the storm water management pond and greenhouses.

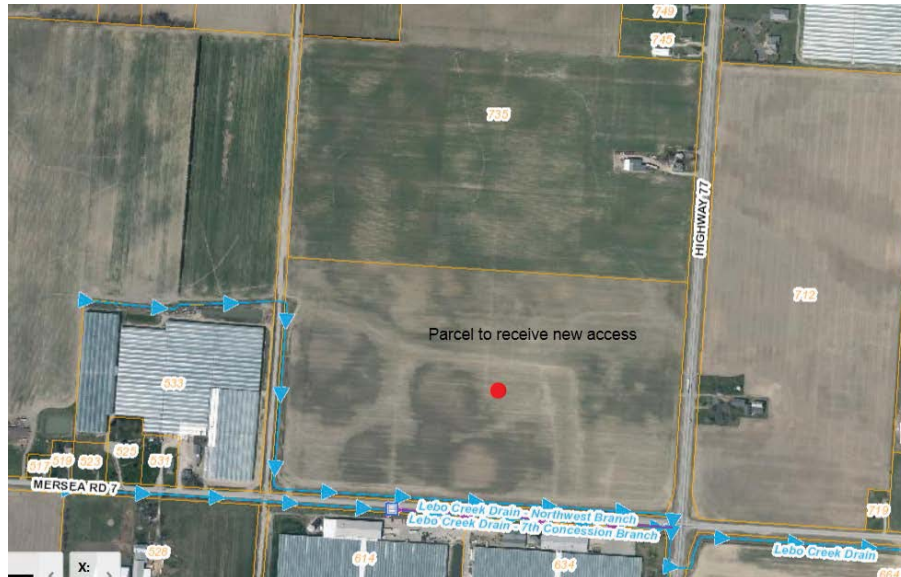


Figure 1: Parcel requesting a second access

Comments:

The engineer has provided her report and her findings include a new 1500 mm diameter, ADS N12 ST IB pipe, and engineered, plain concrete block headwalls. Further, the establishment of a berm along the west property limit is also required as part of the development site grading. Finally, at the owner's request, the existing 1000 mm diameter HEL-COR culvert at Station 0+570 shall remain in place, provided that the top elevation can be lowered by 0.6 metres to satisfy stormwater management design requirements. The engineer also notes that a secondary access crossing is acceptable under the Drainage Act, but not grantable under the OMAFRA ADIP program.

Given that the installation of the access culvert was necessary for construction of the greenhouse development to proceed, Administration worked with the owner to gather all necessary permits and materials to install the access, all in advance of passing of the by-law. The project was not tendered, but awarded to Sawatzky Excavating at the owner's request.

Further, the owner has also acknowledged that the engineer's report may not be approved by Council, and that the said access would, therefore, have to be removed at the owner's expense.

Financial Impact:

A deposit in the amount of \$10,500 has been received from the owner for engineering costs. An additional \$61,500 has also been received to cover the cost of the new access and improvements to the existing access.

The latest estimate of total project costs is \$78,355. This project is not included in the 2018 budget, however, any additional costs over and above of the \$72,000 already received will be assessed to the landowner, of 635 Mersea Road 7.

Respectfully submitted,

Peter Neufeld B.A.
LL.B.



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Lu-Ann Marentette
Drainage Superintendent

Allan Botham, P.Eng
Manager of Engineering

Robert Sharon, CMO
Director of Infrastructure Services

/LB attachments - 1. Engineer's Report, Baird AE, dated June 6, 2018- under separate cover

File: T:\Community Services\Community Services\Community Services Council Reports\2018 Reports\Drainage\DR-12-18- Lebo Cr -NW Br - Sect 78 - Bern & Culvert\DR-12-18 - Lebo Cr NW Br - Sect 78 Berm and Culvert.doc



Report

To: Mayor and Members of Council

From: James Cox, Manager of Economic Development, Tourism & Special Events

Date: June 13, 2018

Re: Leamington Business Leadership Forum

Recommendation:

It is recommended that:

1. Council adopt the Terms of Reference presented for the Leamington Business Leadership Forum; and
2. Council direct Administration to recruit members for the Leamington Business Leadership Forum from the local business community; and
3. Council delegate the authority for appointing members of the Leamington Business Leadership Forum to Administration. (Report EDO-08-18)

Background:

Council received Report EDO-02-18 at their April 9, 2018 regular meeting, which identified the current priorities and planned initiatives of Economic Development Office. This report highlighted the need for a high-level forum for business leaders to directly connect with the Municipality and share ideas about emerging economic development trends and issues.

The Economic Development Office conducts an active corporate calling program, involving in-person visits to local businesses to discuss their operations and identify challenges. While this format is effective in identifying challenges impacting individual businesses, the Municipality does not currently have a venue for strategizing about economic trends that impact whole economy sectors or the general economy of Leamington. Direct consultations with the business community have confirmed that a cross-sector venue for collaboration between business leaders and the municipality remains the 'missing link' in Leamington's business outreach.

The Economic Development Office has conducted benchmarking research on similar groups in other communities. Based on these findings, the Economic Development Office is recommending the creation of a Business Leadership Forum as per the Terms of Reference attached to this report.

Comments:

The proposed Business Leadership Forum will consist of local business leaders who will meet periodically to discuss economic trends, provide feedback on current economic development initiative, and propose ideas that will improve the business climate in Leamington. This forum will serve as a venue for Administration to consult directly with the business leaders of Leamington. The Economic Development Office will facilitate these meetings, record the feedback and ideas discussed, and use them to strengthen Leamington's business support and economic development programs.

Participation in the Business Leadership Forum will only require a light commitment from members. The Forum is proposed to convene three times annually, in January, April, and September of each year. Although the discussions will be substantive, no advance preparation for the Forum is required on the part of business leaders. The Economic Development Office has consulted with the business community about the establishment of a Business Leadership Forum in May and June 2018 and noted considerable interest.

If Council endorses the creation of the Business Leadership Forum, Administration will recruit the necessary participants through public notice to the business community and direct invitations to key employers that have expressed interest in participating. Members will be selected to ensure that all sectors of the economy are represented. The first meeting of the Business Leadership Forum will be held in September 2018.

Financial Impact:

The necessary funds for conducting Business Leadership Forum meetings were allocated in the 2018 budget. No further financial impacts are anticipated for the operation of the Business Leadership Forum. Funding for projects proposed through Business Leadership Forum discussions will be advanced through the regular budget process for future years.

Respectfully submitted,

James Cox

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Leamington, ou=Manager of Economic
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James Cox
Manager of Economic Development,
Tourism & Special Events

JC

Peter Neufeld B.A.
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Paul Barnable

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Paul Barnable
Director of Community and Development
Services

Attachments: 1) Leamington Business Leadership Forum - Terms of Reference

Leamington Business Leadership Forum - Terms of Reference

Mandate:

The Business Leadership Forum is a venue for local business leaders to advance ideas on how to move Leamington forward.

Purpose:

The Business Leadership Forum acts as an economic development advisory body to the Administration of the Municipality of Leamington. Members of the Business Leadership Forum provide input and advice on economic trends and challenges, and express ideas as to how to advance economic development in Leamington.

Function:

The Business Leadership Forum will convene to:

- Identify short and long-term economic trends affecting Leamington and identify necessary strategic actions to address these trends
- Provide input on current municipal economic development initiatives
- Provide input on the changing requirements of business in Leamington
- Engage the business community in an ongoing discussion of issues
- Strengthen business connections within Leamington

Approach:

The Business Leadership Forum is a venue for Leamington's business leaders to discuss ways to advance economic development. Meetings will include time for unstructured discussion, presentations and updates from municipal Administration or other agencies, and facilitated discussion around particular economic trends. The format of meetings will be left open to allow discussion on emergent issues.

No advance preparation is required of the Business Leadership Forum members, although members are encouraged to present ideas for improving Leamington's business climate. Ideas presented will be used to support or improve Leamington's economic development initiatives.

Membership:

The Business Leadership Forum consists of no more than ten (10) business leaders representing the different sectors of Leamington's economy. All business leaders are welcome to apply. The Municipality may directly recruit members if necessary to ensure representation from all economic sectors. The Business Leadership Forum is supported by the Leamington Economic Development Office and other members of Administration as required.

Representatives from provincial and federal economic agencies and academia will be invited to attend meetings to provide updates on new programs or resources that may be of interest to Leamington businesses.

Term:

Members will participate in the Business Leadership Forum for a period of one (1) year, with an option to serve two (2) additional terms. The Municipality may invite members to

serve additional terms beyond this limit if necessary to ensure representation from all economic sectors.

Meetings:

The Business Leadership Forum will convene three (3) times annually, meeting in January, April, and September of each year. Meetings will be two (2) hours in duration (12:00 pm - 2:00 pm). Lunch will be provided.



Report

To: Mayor and Members of Council

From: Allan Botham, P. Eng., Manager of Engineering Services

Date: June 5, 2018

Re: Subdivision Assumption - Saad (Southwinds) Phase 1, McGaw (Babkirk Lane), and Seacliff Heights Phase 3

Recommendation:

It is recommended that:

1. Council hereby accept the sidewalk construction within the Saad (Southwinds) Phase 1 subdivision; and
2. Council hereby assume the municipal services installed in the following subdivisions (ENG-11-18):
 - a. Saad (Southwinds) Phase 1 (12M 563, Lots 32 - 83), save and except sidewalks,
 - b. McGaw (Babkirk Lane) (12M-510),
 - c. Seacliff Heights Phase 3 (Christina Crescent) (12M-528)

Background:

Typically, subdivision developments follow four basic steps that include: development agreement, construction, acceptance and assumption. Assumption is the last step to complete the process, after which the Municipality assumes all responsibilities for municipal services. There are three subdivisions that have been completed in Leamington, and by way of a Council Resolution, should be assumed. These are: Southwinds Phase 1, Babkirk Lane, and Seacliff Heights Phase 3.

Saad (Southwinds) Phase 1 subdivision is located east of County Road 33 and south of Oak Street East. Phase 1 of the development included an extension of Clarence Ave, construction of portions of Sunningdale Drive and Heathview Trail, and the construction of Summerville Avenue.

McGaw subdivision is located east of Erie Street South and connects to Countess Street. The development included an extension of McGaw Street and the construction of Babkirk Lane.

Seacliff Heights Phase 3 subdivision is Christina Crescent, located between Bennie Avenue and Peter Street.



Figure 1 - Subdivision Location Map

Comments:

Saad (Southwinds) Phase 1 consists of Lots 32 - 83 on Plan 12M-563. Municipal services for Southwinds Phase 1, up to and including the surface course of asphalt, have been installed. All conditions outlined in the Development Agreement dated January 28, 2010

and amended October 16, 2012, June 2, 2014, and August 8, 2016, have been fulfilled to the satisfaction of the Municipality, save and except the installation of sidewalks.

Sidewalk construction began May 30, 2018, and is to be completed by June 7, 2018.

McGaw (Babkirk Lane) consists of Blocks 1 - 8 on Plan 12M-510. Municipal services for Babkirk Lane, up to and including the surface course of asphalt, have been installed. All conditions outlined in the Development Agreement dated April 16, 2004 have been fulfilled to the satisfaction of the Municipality.

Seacliff Heights Phase 3 consists of Blocks 1 - 7 on Plan 12M-528. Municipal services for Babkirk Lane, up to and including the surface course of asphalt, have been installed. All conditions outlined in the Development Agreement dated August 17, 2005 have been fulfilled to the satisfaction of the Municipality.

While both the McGaw and Seacliff Heights are older subdivisions agreements, the final works were just completed over the last 2 years.

Financial Impact:

Securities for Saad (Southwinds) in the amount of \$83,310 are currently being held and may now be reduced to an amount that equals 25% of the value of the sidewalk (during maintenance period).

Security	Amount
Currently held	\$83,310
25% of value of sidewalk (to be retained)	(\$15,975)
Total to release	\$67,335
Total to retain	\$15,975

Securities for McGaw (Babkirk Lane) and Seacliff Heights have already been released to the developers.

Respectfully submitted,

Peter Neufeld
B.A. LL.B.

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Allan Botham, P.Eng
Manager of Engineering Services

Robert Sharon, CMO
Director of Infrastructure Services

Attachments: (none)



Report

To: Mayor and Members of Council

From: Ken Brown, P.Eng, Manager of Public Works

Date: June 18, 2018

Re: Outfitting for Two Dump Truck Cab and Chassis

Recommendation:

It is recommended that:

1. The purchase of a dump body, plow, salter and necessary attachments in the amount of \$58,538 (plus HST) from Eloquip Ltd, Elora, Ontario, be approved; and
2. The purchase of a dump body, plow, salter and necessary attachments in the amount of \$114,233 (plus HST) from Viking Cives Ltd, Mount Forest, Ontario, be approved; and
3. The Manager of Public Works be authorized to execute the purchase agreements.
(PW-05-18)

Background:

During the 2018 capital budget deliberations, the following funds were approved to replace two dump trucks.

Asset Description	Total Budget	Reserves	Asset Sale	Net from Revenue
Unit #20 - 1.5 Ton Dump Truck	\$100,000	\$75,000	\$5,000	\$20,000
Unit #32 - Tandem Dump Truck	\$260,000	\$175,000	\$5,000	\$80,000

Pursuant to Council Resolutions, Administration has purchased two diesel cab and chassis with a total financial impact to the Municipality, including net HST, as follows:

Council Resolution	Cab & Chassis Purchased	Supplier	Financial Impact
C-011-18	2018 Ford F550 diesel	Victory Ford, Chatham, ON	\$50,174
C-49-18	2018 International 7500 diesel	Leamington International, Leamington, ON	\$119,240

Separate tender calls were issued for the outfitting of each cab and chassis to include, among other accessories, a dump body, plow, salter and necessary attachments.

Administration notified suppliers and listed the tender on the Municipal website.

Comments:

Administration reviewed the tenders received and determined that one bid for the outfitting of truck #20 did not meet the minimum required specifications and was therefore disqualified.

The following tables summarize the compliant tenders received:

Public Works Unit #20 (Qty = 1)

Bidder	Bidder Location	Bid Amount (excluding HST)
Eloquip Ltd	Elora, ON	\$58,538
Commander Industries	Strathroy, ON	\$65,714

The lowest bid is Eloquip at \$58,538 excluding HST.

Public Works Unit #32 (Qty = 1)

Bidder	Bidder Location	Bid Amount (excluding HST)
Viking Cives Ltd	Mount Forest, ON	\$114,233

Financial Impact:

The following table summarizes the total purchase price (including net HST) for each of the dump trucks to be charged to the applicable Public Works capital accounts.

Capital Account	Asset Description	Total Budget	Cab and Chassis	Outfitting	Total Purchase	Variance
10-7-0630-8040-263020	Unit #20 - 1.5 Ton Dump Truck	\$100,000	\$50,174	\$59,568	\$109,742	\$9,742
10-7-0630-8040-263032	Unit #32 - Tandem Dump Truck	\$260,000	\$119,240	\$116,244	\$235,484	(\$24,516)
Total		\$360,000	\$169,414	\$175,812	\$345,226	(\$14,774)

The 1.5 ton dump truck (unit #20) is over budget by \$9,742, and the Tandem dump truck is under budget by \$24,516, resulting in a net under budget position of \$14,774.

Respectfully submitted,

Peter Neufeld
B.A. LL.B.

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Ken Brown, P.Eng
Manager of Public Works

Robert Sharon, CMO
Director of Infrastructure Services

Attachments: None



Report

To: Mayor and Members of Council

From: Laura Rauch, Director of Finance and Business Services

Date: June 8, 2018

Re: Tax Sale Registration - January 1, 2018

Recommendation:

It is recommended that:

1. Council direct Administration to initiate tax sale registration in accordance with the Modernizing Ontario's Municipal Legislation Act, 2017 against properties that are two years in arrears, and
2. Tax Collection Policy F-22 be rescinded and Council direct Administration to follow current practice and legislation with respect to tax sale registration. (FIN-04-18)

Background:

The Municipality of Leamington (Municipality) primarily uses the following methods to collect tax arrears:

- 1) Issuance of arrears statements of taxes, overdue notices included with interim and final tax billings;
- 2) Correspondence in written letter form;
- 3) Verbal communications with the property owner;
- 4) Notification of tax due dates in the South Point Sun and social media;
- 5) Municipal tax sales.

Effective May 30, 2017, the Modernizing Ontario's Municipal Legislation Act, 2017 provides a municipality with the authority to register a tax arrears certificate against a property that is two years in arrears; the former legislation stated that a property had to be three years in arrears.

Revised section 373 of the Municipal Act, as amended, (Act) states the following:

“Where any part of tax arrears is owing with respect to land in a municipality on January 1 in the second year following that in which the real property taxes become owing, the treasurer of the municipality, unless otherwise directed by the municipality, may prepare and register a tax arrears certificate against the title to that land.

A tax arrears certificate shall indicate that the land described in the certificate will be sold by public sale if the cancellation price is not paid within one year following the date of the registration of the tax arrears certificate.”

This means that on January 1, 2018, a municipality has the authority to commence tax registration procedures on any property with tax arrears owing from the 2016 and prior by registering a tax arrears certificate against that property. One year from the date a tax arrears certificate is registered, the municipality may advertise the property to be sold for unpaid property tax arrears through a tax sale.

A registered tax certificate is the first official step in the process for proceeding to tax sale. This is different than a tax certificate which is used primarily during the sale/purchase of property, requested by solicitors includes roll number, legal description, lot size, plus account balances and tax payment information including local improvements if appropriate. The latter tax certificate is signed by the Treasurer, authorized by Act, s. 352 & 391 and is assessed a \$75 fee based on the 2018 Fees By-law.

The Municipality currently has a Tax Collection Policy (F-22), enacted in May 2000, which allows residential properties to be eligible for registration with 3 years of tax arrears and 2 years for vacant land. The current policy also allows for suitable payment arrangements which would result in the taxpayer paying off the equivalent of 1 ½ times the current year's tax, prior to the year end, by providing the Municipality with postdated cheques. Given that the Municipality no longer accepts postdated cheques, the experience of many of these payments arrangements continue to default and the additional administrative burden, current practice is to require the 3rd year owing of tax arrears as well as all interest and penalties to be paid to avoid registration.

Comments:

Annually, the Municipality reviews its Property Tax Aged Trial Balance for properties whose taxes are at or approaching eligibility for registration for tax sale. Unless payment is made with the property owners, these properties may have the Municipal Tax Sale process imposed. If the ratepayer chooses, they have the option to make any payment, lump sum or otherwise, however if arrears are not cleared prior to registration, tax sale proceedings, if eligible, will commence. Extensive follow-up with the property owner is done by the Tax Team via telephone, email or mail correspondence. The property owners are guided on how to avoid the tax sale process given current arrears.

Under current practice following existing legislation, tax arrears certificates are registered against all properties that are three years in arrears and “suitable arrangements” as defined in Policy F-22 are not accepted. As mentioned, full payment of the 3rd year of outstanding taxes as well as all interest and penalty are required to avoid the tax sale process.

Tax Registration: The property files are sent to Realtax Recovery Specialists, who are experts in municipal property tax registrations and tax sales. The Realtax team is responsible for all notices under federal and provincial legislation, orders the title search, and prepares and registers a Tax Arrears Certificate. One year after registration, if a property is still in tax arrears, the property is eligible to be advertised for tax sale. Realtax provides the Municipality with support during the entire tax registration and tax sale process. Any costs incurred for registration of these properties, are added directly to the tax roll as priority lien and become part of the cancellation price of the tax registration certificate.

In accordance with the Act, after the registration of the Tax Arrears Certificate and before the expiry of the one-year period following registration date of the Tax Arrears Certificate, the Municipality cannot accept partial payment on the tax accounts. Payment in full by the property owner(s) is required to cancel the tax registration.

If payment is not received within the one-year period, the Treasurer has the authority under the Act, to place the property up for public sale using either the auction or tender method. Typically Administration has used a tender method. Sealed bids, which remain closed until time of sale, often result in a tender price closer to the current assessment value of the property. Since the Municipality only retains the amount necessary to collect the outstanding property taxes, any excess amount would be placed with the Provincial Courts for distribution by way of official application by either the property owner or those with a registered interest. It should be noted that until such time as the closing of the tenders (3 o'clock pm) property owners can come forward with payment in full to redeem their property. A property which has been subject to an unsuccessful tax sale may be re-advertised once again in a subsequent tax sale.

Advertising commences approximately four weeks prior to each tax sale running for four consecutive weeks in the Southpoint Sun, the Municipality's website and Ontario Tax Sale website (<https://www.ontariotaxsales.ca>). Any person(s) wanting to place a tender on a property are allowed to do so up until 3:00 p.m. on the date of sale. All costs associated to the tax sale are appropriately assessed to the property.

Should a tax sale, or subsequent resale, not result in a successful purchase, the Municipality has two years upon which to make a decision to vest in the property or return the property to the registered owner. Regardless of its decision to vest, the Municipality also has the ability to write-off any or all accumulated tax arrears after an unsuccessful tax sale.

The purpose of the tax sale statute is to bring finality to the process of tax collection. Tax Team staff have completed the required due diligence following guiding collection principles as approved by Council and have essentially exhausted all efforts to otherwise collect the debt prior to the point in time where a tax arrears lien is registered.

The tax collection process has proven to be very effective. Table A below provides details on the tax collection process.

Table A

Year	Value ⁽¹⁾	1st Letter ⁽²⁾	Payment ⁽³⁾	Registration ⁽⁴⁾	Properties paid ⁽⁵⁾	Advertised thru Tender	Vested
2015	\$624,428	114	88	26	24	2	1
2016	\$627,078	133	129	4	4	0	n/a
2017 ⁽⁶⁾	\$146,922	38	25	13	10 *pending	3	TBD

(1) Total value of property taxes, interest and penalties that are in arrears for three years (includes current year).

(2) Number of properties issued 1st correspondence in the tax sale process. Letter is mailed to property owners with a specified due date that is typically thirty days from the mailing date.

(3) Number of properties fully paid based on correspondence.

(4) Number of properties with a registered tax certificate.

(5) Number of properties paid within one year prior to advertising minimum tender.

(6) 2017 registered tax certificates are scheduled to proceed to advertising thru tender and official tax sale in September 2018.

Some of Leamington's neighbouring municipalities have adopted the new legislation. These include LaSalle, Essex, Chatham and Amherstburg.

Financial Impact:

As demonstrated in Table A, the tax sale process as it currently exists, is very effective on properties with taxes in arrears for three years. The collection process improves the Municipality's cash position by reducing the outstanding receivables.

The change to reduce the time frame from three years in arrears to two years is expected to have a similar impact on the collection of outstanding taxes with minimal effect on property owners. Reducing the time frame to register the property from three years to two years will lessen the amount of debt on the property including interest and penalty which may in fact improve the ability of the property owner to pay. The original correspondence, indicating to property owners that their property will be subject to the tax sale process if not fully paid by a specific period has been instrumental in the collection process (77% in 2015, 97% in 2016 and 66% in 2017).

Respectfully submitted,



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

\LR

Attachments: none

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: June 4, 2018

Re: 2017 Development Charges

Recommendation:

It is recommended that:

1. The 2017 Development Charge Reserve Funds Statements for the year ending December 31, 2017 be received. (FIN-08-18)

Background:

Development Charges (DCs) are collected at the time a building permit is issued, as prescribed by Ontario Regulation 82/98 and in accordance with Leamington By-law 409-14 (DC By-law) and the Development Charges Act, 1997. DCs form part of the municipal funding strategy for growth related costs, and are applied to fund historical costs, existing growth-related debt service and are for future growth related costs, all as outlined in Development Charges Study report (2014).

In 2014, Council approved resolution C-280-14 under By-law 409-14 authorizing that residential and non-residential development charges, with the exception of greenhouse development, be discounted by 100% commencing August 12, 2014 (Non-Greenhouse DC Discount).

In 2003, a discount was established on the greenhouse water development charge (Greenhouse DC Discount) (PLA73/04). In 2014, Council approved resolution C-280-14 under By-law 409-14 authorizing that commencing August 12, 2014 the water development charge for greenhouse development be set at the discounted rate of \$4,204 per acre, resulting in a Greenhouse DC Discount of \$3,678 per acre. After annual indexing effective January 1, 2017, the water development charge for greenhouse development was set at \$4,402 per acre, resulting in a Greenhouse DC Discount of \$3,850 per acre.

On May 31, 2017, Council approved resolution S-60-17 under By-law 37-17 authorizing the repeal of By-law 409-14 (FIN-05-17). As such, the Municipality's development charge program expired on August 11, 2017.

Comments:

Development Charge Reserve Funds Financial Statement

In accordance with legislation, the Treasurer of the Municipality is required to provide Council with an annual financial statement reflecting the activity of Development Charge Reserve Funds (DC Reserve Funds). Once complete, the statement is forwarded to the Minister of Municipal Affairs within 60 days of being presented to Council.

Development charge levies can only be used to fund costs related to new infrastructure and infrastructure capacity expansion, as determined through the development charge calculation process, and in accordance with the DC By-law. The Development Charges Act requires that development charges collected be placed in a separate reserve fund and accumulate interest. If development charges are discounted or waived, then the municipality must fund the discounted/exempted portions of construction from non-growth related sources. DC Reserve Funds are not consolidated with other municipal reserve funds.

This report reflects 2017 transactions in the DC Reserve Funds. Specifically,

- Schedule 1 provides a summary of balances prior to the wind-up of the DCs on August 12, 2017, and on December 31, 2017;
- Schedule 2 shows financial activity for the year ending December 31, 2017 in the DC Reserve Funds.
 - Inflows are directly affected by construction activity and consist of contributions from developers collected at the time of building permit issuance, plus interest earned in the fiscal year. Where development charges are discounted, the inflows are funded from various reserves which in turn are funded from year-end departmental surpluses.
 - Outflows are in accordance with the DC By-law, approved budget amounts, and the final DC wind-up amounts which were transferred to/from various reserves as detailed on Schedule 1; and
- Schedule 3 lists the 2017 capital project funded in part from DC Reserve Funds. Allocations to fund capital projects are approved by Council in the annual capital budget or subsequently by reports and related resolutions of Council.

Where debt is issued on a growth related project, the debt service payments were funded from DC Reserve Funds based on the portion of the project relating to growth.

Financial Impact:

Prior to the wind-up of the DC program on August 11, 2017, DC Reserve Funds in total had a surplus position of \$5,369,217 (Dec 31, 2016 - \$4,099,687). However, it is notable that three of the eight funds were in deficit positions, meaning that debt service and expenditure demands had exceeded the accumulated DC revenues in those categories.

Development Charges Discount Program

In 2017 (Jan to Aug 11), the DC discount for non-greenhouse development cost \$1,227,338 for 43 building permits (2016 - \$1,179,776 for 51 building permits).

- \$775,308 funded by the Contingency Reserve (0226) (2016 - \$766,655),
- \$289,357 funded by the PCC Plant Reserve (0250) (2016 - \$261,378), and
- \$162,673 funded by the Water Reserve (0382) (2016 - \$151,743).

In 2017 (Jan to Aug 11), the greenhouse water DC discount was \$1,180,696 with seven (7) farms participating (2016 - \$451,378 7 farms). The discount was funded by the Water Reserve (0382).

On August 11, 2017, the DC discounts for greenhouse and non-greenhouse development expired. On August 12, 2017, DC and corresponding discount for greenhouse development was replaced by a greenhouse water service connection fee of \$5,000 per growing acre.

Repeal of By-law 409-14

In the May 2017 report FIN-05-17, Administration requested approval from Council to repeal By-law 409-14 so that development charges and the development charge discount would no longer apply within the Municipality after August 12, 2017.

As outlined in the report, upon repealing this by-law, the development charge transactions were calculated up to and including August 12, 2017, and the remaining balances in each development charge reserve funds were treated as follows:

- DC Admin and DC Roads - The remaining balance of these accounts totalling \$995,808 was transferred to the Contingency Reserve (Schedule 1). In 2018 and future years, the Contingency Reserve will pay down the balance of the growth portion of the debt incurred by the departments: General Government, Parks and Kinsmen Complex.
- DC Water - The remaining balance of this account totalling \$7,257,284 was transferred to the new Water System Expansion Reserve Fund (0378) (Schedule 1). In 2018 and future years, the Water System Expansion Reserve Fund will pay down the balance of the growth portion of the Water department's debt. The remaining

funds in this reserve fund can be used to finance future water growth related projects.

- DC Sanitary - As this reserve fund has a deficit balance of \$2,883,875 at August 11, 2017, it was funded from the PCC Plant Reserve to reach a \$0 balance. In 2018 and future years, the growth portion of the WasteWater department debt will also be funded from the PCC Plant Reserve.

Respectfully submitted,



Laura Rauch, CPA, CMA
Director of Finance and Business Services
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Peter Neufeld B.A. LL.B.

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Date: 2018.06.21 11:26:48 -0400

Attachments: Schedule 1 - Development Charge Reserve Funds Balances
Schedule 2 - Development Charge Reserve Funds Statement
Schedule 3 - Development Charge Reserve Funds Statement - Transfers for
Capital Projects

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Schedule 1

Municipality of Leamington
Development Charge Reserve Fund Balances
As at December 31, 2017

Service	Contribution from (Transfer to) Reserves				Dec 31, 2017 Totals
	Totals prior to Wind-up	Contingency (0226)	Water Expansion (0378)	PCC Plant (0250)	
DC Roads					
Roads	\$ (171,326)	\$ 171,326	\$ -	\$ -	\$ -
Fire Protection Services	936,244	(936,244)			-
Police Services	(117,909)	117,909			-
DC Admin					
Outdoor Recreation	37,576	(37,576)			-
Indoor Recreation	118,743	(118,743)			-
Library	170,449	(170,449)			-
Administration	22,031	(22,031)			-
DC Water					
Water Services	7,257,284		(7,257,284)		-
DC Sanitary					
Wastewater Services	(2,883,875)			2,883,875	-
Total	\$ 5,369,217	\$ (995,808)	\$ (7,257,284)	\$ 2,883,875	\$ -

Schedule 2

**Municipality of Leamington
Development Charge Reserve Funds Statement
For the Year Ended December 31, 2017**

	Municipal Wide									Urban Area
	Roads	Fire Protection Services	Police Services	Outdoor Recreation	Indoor Recreation	Library Services	Administration	Water Services	Wastewater Services	
Balance as of January 1	\$ (270,559)	\$ 883,852	\$ (147,273)	\$ (28,269)	\$ (173,352)	\$ 156,218	\$ 9,946	\$ 6,145,966	\$ (2,476,842)	
Plus:										
Development Charge Collections	158,255	47,361	29,364	106,016	409,683	12,662	11,967	1,343,369	289,357	
Accrued Interest	-	5,031	-	802	188	1,569	118	109,985	411	
Repayment of Monies Borrowed from Fund and Related Interest										
Subtotal	(112,304)	936,244	(117,909)	78,549	236,518	170,449	22,031	7,599,320	(2,187,074)	
Less:										
Amount Transferred to Capital Funds									(254,972)	
Monies Borrowed from Fund for Other Municipal Purposes	(59,022)			(40,973)	(117,775)			(342,036)	(441,829)	
Subtotal prior to wind-up	(171,326)	936,244	(117,909)	37,576	118,743	170,449	22,031	7,257,284	(2,883,875)	
Transferred to (from) Reserves	171,326	(936,244)	117,909	(37,576)	(118,743)	(170,449)	(22,031)	(7,257,284)	2,883,875	
Subtotal	-	-	-	-	-	-	-	-	-	
December 31 Closing Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Schedule 3

**Municipality of Leamington
Development Charge Reserve Funds Statement - Transfers for Capital Projects
For the Year Ended December 31, 2017**

Reserve Fund Transfers for Capital Projects									
Capital Project	100% or 90% DC	DC Reserve Fund Draw	Operating Fund Draw	Other Reserves Draw	Grants	Debt	Total		
Pollution Control Plant - Phase 7 Demolition	100%	\$ 254,972	\$ -	\$ 578,541	\$ -	\$ -	\$	\$	833,513
Total		\$ 254,972	\$ -	\$ 578,541	\$ -	\$ -	\$	\$	833,513



Report

To: Mayor and Members of Council

From: Ruth Orton, Director of Legal and Legislative Services

Date: May 10, 2018

Re: Transfer of Blocks 133, 134 and 135, Plan 12M-563 to the County of Essex

Recommendation:

It is recommended that:

1. The Director of Legal and Legislative Services be authorized to execute all documents required to effect the transfer of Blocks 133, 134 and 135 Plan 12M-563 to the County of Essex. (Report LLS-35-18)

Background:

In 2010, the Municipality entered into a Development Control Agreement with 1690025 Ontario Ltd. in connection with the Southwinds Development. In accordance with the provisions of the Development Control Agreement, the developer transferred a portion of its lands to the Municipality for the purposes of widening the highway previously known as the East Side Arterial Road and to establish one foot reserves. The lands form part of the roadway at the Clarence Avenue intersection. These lands are now known as Blocks 133, 134 and 135, Plan 12M-563, as highlighted on the attached map.

In 2012, the Municipality of Leamington and the County of Essex entered into a "Jurisdictional Transfer Agreement" for the East Side Arterial Road which was transferred to the County of Essex and later named County Road 33. The transfer omitted Blocks 133, 134 and 135, Plan 12M-563.

Comments:

It is recommended that Blocks 133, 134 and 135 of Plan 12M-563 be transferred to the County of Essex in order to ensure that all of the lands forming County Road 33 that are under the jurisdiction of the County are owned by the County.

Following the transfer of the Blocks to the County, only Block 133 will be assumed as part of County Road 33. The remaining Blocks will be held as Reserves to prevent access from the adjacent building lots onto County Road 33 through their south property line.

Financial Impact:

There will be no financial impact to the Municipality by authorizing the transfer of the Blocks to the County of Essex, as the transfer is for nominal consideration.

Respectfully submitted,

Peter Neufeld
B.A. LL.B.



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Ruth Orton
Director of Legal and Legislative Services

Attachments: Plan 12M-563

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Report

To: Mayor and Members of Council

From: Brianna Coughlin, Legislative Coordinator

Date: June 6, 2018

Re: Noise By-law Exemption Request - 321 Essex Road 14

Recommendation:

It is recommended that:

1. Council grant an exemption from Leamington's Noise By-law #431-03, Section 2(1) between the hours of 2:00 PM to 11:59 PM on Saturday, July 7, 2018 and from 12:00 AM to 1:00 AM on Sunday, July 8, 2018 for a wedding reception to be held at 321 Essex Road 14. (Report LLS-39-18)

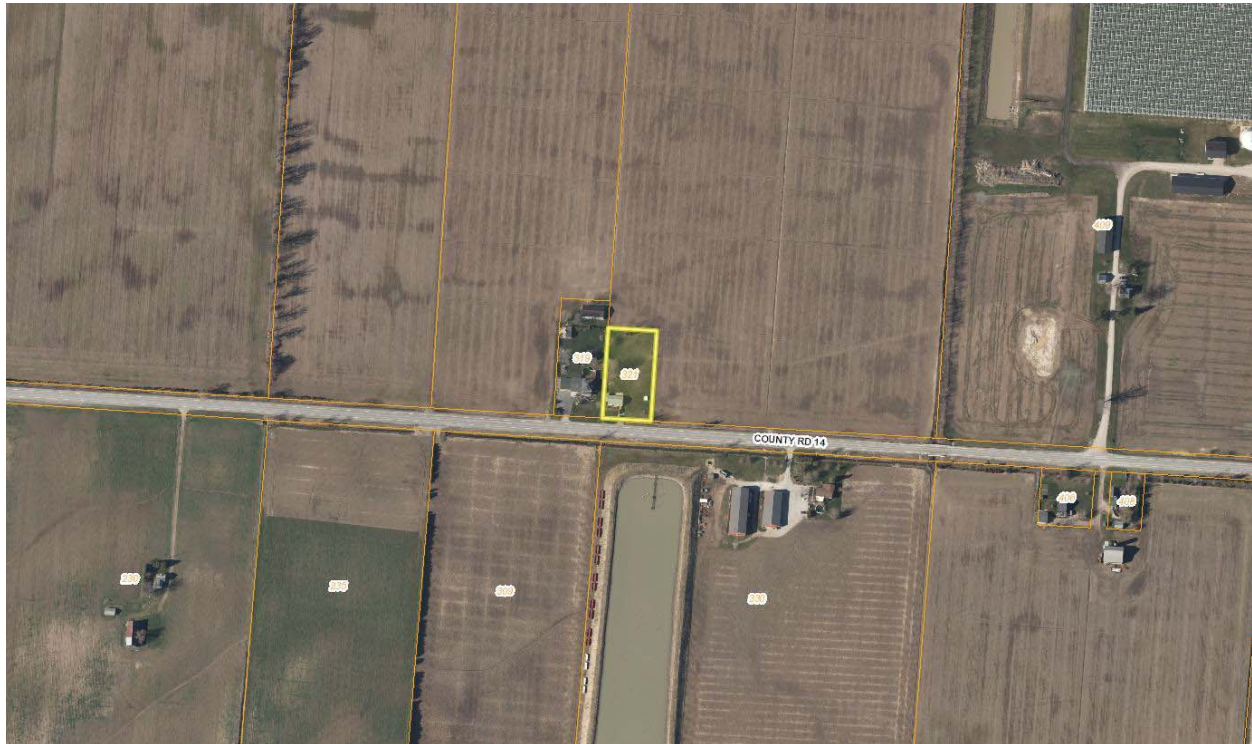
Background:

The Municipality received a request from the tenants of 321 Essex Road 14 for an exemption from the Municipality's Noise By-law for a wedding reception to be held at that location on Saturday, July 7, 2018. The location of the property is shown in yellow on the attached map.

The applicants are requesting permission to have music playing in a tent during the wedding reception for approximately 175 guests. The property owner has been notified and approves of the event taking place on the property.

Leamington's Noise By-law 431-03, Section 2(1) states: "No person shall create unnecessary noise." According to Section 5 of this by-law an application to Council for an exemption from provisions of this by-law may be applied for, and if an exemption is granted, it is to specify the time period and conditions required by Council.

The applicants have submitted a Special Event application in order to address the other aspects of the event such as parking and any other neighbourhood impact. A Special Event Permit has been conditionally approved with a condition for the requirement of a Noise By-law Exemption approved by Council.



Map showing location of subject property

Comments:

The applicants have advised Administration that they have contacted the neighbours within close proximity to the subject property to notify them of the noise by-law exemption request. At the time of the writing of this report, Administration had not heard from any neighbours expressing concern.

Financial Impact:

There is no financial impact on the Municipality by granting the noise exemption request.

Respectfully submitted,

Brianna Coughlin, CMO
Legislative Coordinator

Peter Neufeld
B.A. LL.B.

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Brenda M. Percy, CMO
Manager, Legislative Services/Clerk

Ruth Orton,
Director, Legal & Legislative Services

Attachments: None

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Report

To: Mayor and Members of Council

From: Brenda M. Percy, Manager of Legislative Services /Clerk

Date: June 15, 2018

Re: Essex Power Corporation - Appointment of Proxyholder for the 2017 Annual Meeting of Shareholders

Recommendation:

It is recommended that:

1. Mayor John Paterson be appointed proxyholder for the Municipality of Leamington to cast its shareholder's votes at Essex Power Corporation's 2017 shareholders' annual meeting;
2. Frank Ricci be appointed as an alternate proxyholder for the Municipality of Leamington to cast its shareholder's votes at Essex Power Corporation's 2017 shareholders' annual meeting if Mayor John Paterson is absent from the meeting; and
3. The Clerk be authorized to sign and forward to Essex Power all necessary proxy forms to implement this resolution. (Report LLS-43-18)

Background:

The Municipality of Leamington, together with the Towns of Tecumseh, LaSalle and Amherstburg are the shareholders of Essex Power Corporation. Essex Power is required to hold an annual meeting of shareholders and occasionally requires a special meeting of shareholders.

Leamington's two directors appointed to the Essex Power Board, Mayor John Paterson and Mr. Frank Ricci, vote on behalf of the Municipality at board meetings but that appointment does not authorize them to vote on behalf of the Municipality at a shareholders' meeting.

Essex Power Corporation and its related companies are incorporated pursuant to the Ontario Business Corporations Act (OBCA). Section 110 of the OBCA provides that a

shareholder may appoint a proxyholder to vote by proxy for the shareholder at any shareholders' meeting. The section provides:

110. (1) Every shareholder entitled to vote at a meeting of shareholders may by means of a proxy appoint a proxyholder or one or more alternate proxyholders, who need not be shareholders, as the shareholder's nominee to attend and act at the meeting in the manner, to the extent and with the authority conferred by the proxy. R.S.O. 1990, c. B.16, s. 110 (1)

(2.1) A proxy appointing a proxyholder to attend and act at a meeting or meetings of shareholders of an offering corporation ceases to be valid one year from its date.

Comments:

The only practical way for a municipal council to cast its shareholder vote at a shareholders' meeting is by proxy. It is suggested that Council appoint Mayor Paterson as its proxyholder to vote on behalf of the Municipality at the 2017 shareholders' general meeting. It is also suggested that Mr. Frank Ricci be appointed as an alternate proxyholder if Mayor Paterson is absent from that meeting.

Since a proxy is not valid for more than one year, the appointment of a proxyholder will have to be made every year prior to the annual meeting of shareholders which is usually held in late summer or early fall. This year the meeting is scheduled for July 17, 2018.

The agenda will be circulated prior to the annual meeting and often the matters to be voted on are routine business matters. If the Mayor determines there is a matter on the annual meeting agenda of special importance, then the Mayor can seek direction from Council on how the Municipality's shareholder vote should be cast on that issue.

This proposed proxy appointment is only for the 2017 shareholders' annual meeting. If at any time there is a need for a special shareholders' meeting to vote on an issue, then the matter should be brought before Council. For example, if Essex Power wanted to purchase the shares or assets of another power company, a special meeting of shareholders may be required to approve the transaction. In that case, Council would consider the proposed purchase at a Council meeting and appoint a proxyholder to attend the special meeting and Council would instruct the proxyholder on how to cast the Municipality's shareholder vote on that issue.

Financial Impact:

There is no financial impact.

Respectfully submitted,

Peter Neufeld
B.A. LL.B.

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c=US
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Brenda M. Percy, CMO
Manager of Legislative Services/Clerk

Ruth Orton, Director of
Legal and Legislative Services

Attachments: None

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Proxy Holder Essex Power.doc

**The Corporation of the Municipality of Leamington
Leamington Accessibility Advisory Committee (LAAC) Minutes
May 9, 2018 at 3:00 p.m. - Room 112**

Members Present:

Karen Jones, Chair
Paul Child
John Hammond

Absent:

Donald Giesbrecht
Robert Bahry

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 February 7, 2018 Minutes:

That the minutes of the LAAC committee meeting held February 7, 2018 be adopted.

Moved by: John Hammond
Seconded by: Paul Child

Carried

Delegates:

1) Brianna Coughlin - Legislative Coordinator

Brianna was in attendance to review the accessible taxi issue.

The conclusion from the survey is that it does not seem to be a need for accessible taxis in the municipality. There was a question as to whether the provincial or federal governments offer incentives to cover cost of having accessible taxis. Brianna advised that her report would state that the survey concluded that there is no real need for accessible taxis. There

were a number of suggestions when it's time to review the by-law again. One suggestion was that maybe that if the owner has over a certain number of taxis, then at least one would be required to be accessible. Another suggestions would be to perhaps waive the license fee if the owner provides an accessible taxi.

2) Angela Toole - Licensing Assistant

Angela was in attendance to explain the municipal election process.

Angela advised the committee that the election is taking place October 22, 2018. Open voting will begin October 12, 2018. For accessibility, telephone voting and internet voting will be available. Voter Help Centres will be available at the Town Hall and at the Recreation Complex. The Hours proposed will be from 8 am to 6 p.m. or 8 a.m. to 8 p.m. and the weekends will be 10 a.m. to 4 p.m. This process will be monitored and a report will be presented to Council after the election to highlight what worked and what didn't and how we can improve on what didn't work. Every resident eligible to vote will be given a PIN which can only be used once. There are securities in place to ensure the voter only votes once given the PIN that assigned to them.

Business Arising Out of the Minutes:

- New Symbol for asphalt on Barrier Free Parking Spaces

This item will be placed on the next agenda for an update from Robert Bahry

New Business:

- Accessibility Week

It was suggested that newspaper articles be placed in the Southpoint Sun to introduce and highlight the role of the accessibility committee. Karen has offered to write the first article.

Bechara will contact Mark Ribble at the Southpoint Sun on the process for submitting an article to the paper for publication.

It was suggested that an article on accessibility be placed once a week for the month of June. Other articles to highlight the committee accomplishments, for example, the boardwalk, the arena seating at the recreation complex, etc.

- Bank Theatre

John Hammond advised that he has received a complaint with respect to the accessibility at the Bank Theatre. The Committee will carry out a site visit to assess accessibility issues.

- Summer on the 42nd

Bechara circulated the brochure of all upcoming events for the Summer of 2018.

Announcement of Next Meeting:

The next meeting will be held at the Leamington Municipal Building, 111 Erie Street North on Wednesday, June 20, 2018 at 3:00 pm.

Adjournment:

That the meeting adjourn at 4:10 p.m.

Moved by: Paul Child
Seconded by: John Hammond

Carried

"Signature on File"

Karen Jones, Chair