



## Regular Council Meeting Agenda

February 5, 2018, 6:00 pm

Essex Civic Centre

360 Fairview Avenue West

Essex, Ontario

Pages

1. **Call to Order**

2. **Closed Meeting Report**

3. **Declarations of Conflict of Interest**

4. **Adoption of Published Agenda**

4.1 **Regular Council Meeting Agenda for February 5, 2018**

Moved by

Seconded by

**That** the published agenda for the February 5, 2018 Regular Council Meeting be adopted as presented / amended.

5. **Adoption of Minutes**

5.1 **Regular Council Meeting Minutes for January 15, 2018**

1

Moved by

Seconded by

**That** the minutes of the Regular Council Meeting held January 15, 2018 be adopted as circulated.

5.2 **Special Council Meeting Minutes for 2017**

Moved by

Seconded by

**That** the 2017 Special Council Meeting minutes listed in Agenda Item 5.2, be adopted as circulated.

5.2.1 **January 16, 2017**

11

RE: Power Point presentation by Jeff Watson, Policy Planner on the Talbot Streetlight Replacement Plan.

5.2.2 **February 13, 2017**

13

RE: 2017 Budget Meeting

5.2.3 **March 6, 2017**

18

RE: Presentation on the Social and Economic Importance of Heritage Preservation.

5.2.4	March 20, 2017	20
	RE: Annual report on the Town's Strategic Plan (adopted March 2016).	
5.2.5	March 27, 2017	23
	RE: Town's Asset Management Plan and adoption of the 2017 Operating and Capital Budget.	
5.2.6	May 8, 2017	26
	RE: Statutory public meeting for a Colchester Centre Community Improvement Plan.	
5.2.7	June 12, 2017	32
	RE: Review and finalize the 2017 General Municipal Mill Rate and the 2018-2021 Operating and Capital Forecast.	
5.2.8	November 6, 2017	35
	RE: Organizational Review Final Report, Version 4.0 Overview	
5.3	<b>Special Council Meeting Minutes for January 15, 2018</b>	37
	Moved by	
	Seconded by	
	<b>That</b> the minutes of the Special Council Meeting held January 15, 2018 be adopted as circulated.	
5.4	<b>Special Council Meeting Minutes for January 22, 2018</b>	39
	Moved by	
	Seconded by	
	<b>That</b> the minutes of the Special Council Meeting held January 22, 2018, be adopted as circulated.	
6.	<b>Public Presentations</b>	
6.1	<b>Fire Chief Rick Arnel</b>	44
	Fire Chief Rick Arnel has been invited to Council this evening to recognize that he was a recent recipient of a Canada 150 Medal. The Canada 150 medals were awarded to Canadians actively involved in their communities who, through generosity, dedication, volunteerism and hard work, make their hometowns, communities, regions, provinces or territories a better place to live.	
6.2	<b>Essex Region Conservation Authority, Kristin Ives, Curator/Education Coordinator</b>	46
	RE: March as Maple Month	
	Moved by	
	Seconded by	
	<b>That</b> the presentation by the Essex Region Conservation Authority's Curator/Education Coordinator Kristin Ives, asking that Council support their efforts in promoting the cultural and natural history of maple trees in the region, be received;	

**And that** the Town of Essex support the cultural and natural history of maple trees and declare March as Maple Month in the Town of Essex.

**7. Unfinished Business**

**8. Reports from Administration**

**8.1 Community Services Report 2018-001 47**

RE: Results of Request for Proposal - Design, Supply and Install Essex Centre Splash Pad

Moved by  
Seconded by

**That** Community Services Report 2018-001, prepared and submitted by Doug Sweet, Director of Community Services, entitled "Results of Request for Proposal - Design, Supply and Install Essex Centre Splash Pad", dated February 5, 2018, be received;

**And that** the Request for Proposal for Design, Supply and Install Essex Centre Splash Pad, be awarded to Open Space Solution Inc. in the amount of \$256,862.59 including non-refundable sales tax.

**8.2 Community Services Report 2018-002 51**

RE: Purchase of Tommy Gate Hydraulic Lift for Community Services Truck Number 861

Moved by  
Seconded by

**That** Community Services Report 2018-002, prepared by John Olsen, Manager of Parks and Facilities and submitted by Doug Sweet, Director of Community Services, entitled "Purchase of Tommy Gate Hydraulic Lift for Community Service Truck Number 861", dated February 5, 2018, be received;

**And that** Council approve the allocation of funds for the Tommy Gate Hydraulic Lift to be purchased in 2018 from the Community Services Building and Equipment Reserve.

**8.3 Drainage Report 2018-01 53**

RE: Appointment of a Drainage Engineer to prepare a Report for a New Access Culvert over the White Drain

Moved by  
Seconded by

**That** Drainage Report 2018-01, prepared by Norman Nussio, Assistant Manager, Operations/Drainage, submitted by Chris Nepszy, Director, Infrastructure and Development, entitled "Appointment of a Drainage Engineer to prepare a Report for a New Access Culvert over the White Drain", dated February 5, 2018, be received;

**And that** pursuant to the Drainage Act, R.S.O. 1990, c. D.17, Council appoint the engineering firm of Rood Engineering Incorporated, to prepare a drainage report for a new access culvert over the White Drain.

**8.4 Planning Report 2018-01 57**

RE: Heritage Listings

Moved by

Seconded by

**That** Planning Report 2018-01, prepared by Rita Jabbour, Assistant Planner and submitted by Chris Nepszy, Director of Infrastructure and Development, entitled "Heritage Listings", dated February 5, 2018, be received;

**And that** the properties known municipally as; 11 King Street West, 103 King Street West, 120 Talbot Street North, 21 King Street East, 49 Talbot Road South, 4005 County Road 11, 18 Talbot Street North, 15 King Street West, 3 King Street West, 314 Queen, 22 King Street West, 44 King Street East and 190 Bagot Street be listed on the Essex Municipal Heritage Register pursuant to subsection 27 (1.2) of the Ontario Heritage Act.

**8.5 Planning Report 2018-04 69**

RE: Harrow Development Potential

Moved by

Seconded by

**That** Planning Report 2018-04, prepared by Rita Jabbour, Assistant Planner and submitted by Chris Nepszy, Director of Infrastructure and Development, entitled "Harrow Development Potential", dated February 5, 2018, providing Council with an overview of residential development potential in Ward 4 and identifying development constraints and outlining options Council has taken to spur development, be received.

**8.6 Planning Report 2018-05 80**

RE: Collavino Business Park Release of Securities

Moved by

Seconded by

**That** Planning Report 2018-05, prepared by Jeff Watson, Policy Planner and submitted by Chris Nepszy, Director of Infrastructure and Development, entitled "Collavino Business Park Release of Securities (Harrow Centre, Ward 4)", dated February 5, 2018, recommending a partial release of the securities in the sum of \$20,772.00 for 1710690 Ontario Incorporated, be received and approved.

**8.7 Planning Report 2018-06 82**

RE: Townsview Estates Release of Securities

Moved by

Seconded by

**That** Planning Report 2018-06, prepared by Jeff Watson, Policy Planner and submitted by Chris Nepszy, Director of Infrastructure and Development, entitled "Townsview Estates Release of Securities (Essex Centre, Ward 1)", dated February 5, 2018, recommending a partial release of the securities in the sum of \$241,684.68 for the Townsview Estates Subdivision, 1849749 Ontario Limited, Developer, be received and approved.

**8.8 Fire Report 2018-001 83**

RE: By-Law 1500, the Town's by-law to establish and regulate fire services update.

Moved by  
Seconded by

**That** Fire Report 2018-001, prepared and submitted by Richard Arnel, Fire Chief entitled "Updating By-Law 1500, being a by-law to Establish and Regulate Fire Services", dated January 25, 2018, providing Council with the revised and recently updated Medical Tiered Response Agreement with Essex Windsor EMS, be received;

**And that** the revised and recently updated Medical Tiered Response Agreement between Essex Windsor EMS (EWEMS) and the Town of Essex Fire Rescue , be approved and the Mayor be authorized to sign the agreement on behalf of the Town of Essex;

**And that** revised agreement be updated as Schedule E to By-Law 1500.

8.9

**Legislative and Legal Services Verbal Report**

85

RE: Animal Control Matter - Appeal Hearing with respect to a Dangerous Dog Declaration and Issuance of a Notice to Muzzle

Moved by  
Seconded by

**That** the Verbal Report provided by Robert Auger, Clerk, Legal and Legislative Services, Robert Auger, regarding an upcoming Appeal hearing to be convened pursuant to Section 4.07.3 of the Animal Control By-Law, be received;

**And that** Council grant an exemption from the requirements of Section 4.01 of the Animal Control By-Law as it relates to the composition of the Appeal Committee, and direct that the members of the Appeal Committee for the said upcoming Appeal hearing shall be comprised of three members of the general public (to be appointed at a future meeting of Council) who have declared that they will serve impartially and that they do not have a conflict of interest in the matter to be adjudicated.

8.10

**Infrastructure and Development Services Report 2018-01**

86

RE: Engineering Services for Harrow Storm and Sanitary Optimization Study

Moved by  
Seconded by

**That** Infrastructure and Development Services Report 2018-01, prepared and submitted by Chris Nepszy, Director, Infrastructure and Development Services, entitled "Engineering Services for Harrow Storm and Sanitary Optimization Study, dated February 5, 2018, be received;

**And that** Stantec Consulting Ltd. be appointed to provide engineering services to design, procure and administer the subject optimization study for Harrow Centre in accordance with the completed request under Section 22(3) of the Town of Essex Procurement By-Law 1043.

8.11

**Economic Development Report 2018-02**

94

RE: Incentives for Vacant School Properties in Harrow

Moved by  
Seconded by

**That** Economic Development Report 2018-02, prepared and submitted by Nelson Silveira, Economic Development Officer, entitled "Incentives for Vacant School Properties in Harrow", dated February 5, 2018, providing Council with an overview of recommended changes to the Harrow Community Improvement Plan (CIP) in order to include both vacant school properties in Harrow as eligible properties under the CIP, be received;

**And that** Council approves moving forward with program changes and expanding the Harrow Community Improvement Plan to include the two vacant school properties.

**9. Reports from Youth Members**

**10. County Council Update**

**11. Correspondence**

**11.1 Correspondence to be received**

Moved by  
Seconded by

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

11.1.1	Harrow and Colchester South Chamber of Commerce	97
	RE: Revitalizing Downtown Harrow	
11.1.2	Windsor-Essex Student Transportation Services	98
	RE: Mr. B. Deman's request for busing	
11.1.3	Erie St. Clair Local Health Integration Network (ESC LHIN)	106
	RE: New Vice Chair Appointed to the Erie St. Clair LHIN Board	
11.1.4	Jeff Ives	108
	RE: Business Owner in Essex Centre concerns	
11.1.5	Chris Nepszy, Director of Infrastructure and Development	111
	RE: Traffic and Geometric Data Collected on Irwin Avenue South (Between Gosfield/County Road 23 and County Road 34).	
11.1.6	Town of Amherstburg	113
	Amherstburg Council supports the Windsor-Essex County Board of Health proposed changes to the Cannabis Act (Bill C-45), dated November 27, 2017.	

**11.2 Correspondence to be considered for receipt and support**

RE: Essex Windsor Solid Waste Authority - Lease  
Agreement extension for Dog Pound Facility

By-Law 1672

Being a by-law to authorize the execution of an Agreement between The Corporation of the County of Essex as Lessor and the Corporation of the Town of Essex, the Corporation of the Town of Lakeshore, the Corporation of the Town of LaSalle and the Corporation of the Town of Tecumseh, collectively the Lessees.

Moved by  
Seconded by

**That** correspondence from the Town of Lakeshore, dated January 17, 2018 notifying Council that the Dog Pound Committee recommends that the partnering municipalities approve the draft lease agreement with the Essex Windsor Solid Waste Authority for the use of the dog pound facility located at 914 Puce Road, Lakeshore, be (received/received and approved);

**And that** if Council chooses to approve the Committee's recommendation, By-Law 1672 being a by-law to authorize the execution of an Agreement between The Corporation of the County of Essex as Lessor, the Corporation of the Town of Essex, the Corporation of the Town of Lakeshore, the Corporation of the Town of LaSalle and the Corporation of the Town of Tecumseh, collectively the Lessees, be read a first and a second time and provisionally adopted on February 5, 2018.

## 11.2.2 Community Heritage Ontario, Wayne Morgan President

128

RE: Federal Action on the Conservation of Heritage Properties

Moved by  
Seconded by

**That** correspondence from Wayne Morgan, President, Community Heritage Ontario (CHO), dated December 29, 2017, asking that Council support the recommendations of the federal House of Commons Standing Committee on Environment and Sustainable Development contained in report 10 regarding the preservation of Canada's heritage, be (received/received and supported);

**And that** if Council chooses to support the request, a letter supporting the recommendations be sent to the federal Minister of Environment, Minister of Finance, Tracey Ramsey, MP and Community Heritage Ontario's President Wayne Morgan.

## 11.2.3 Kyle Flood

131

RE: Essex Fun Fest Committee

Moved by  
Seconded by

**That** the email from Kyle Flood, dated January 30, 2018 offering to sit on the Essex Fun Fest Committee, be received;

**And that** Kyle Flood be appointed to the Essex Fun Fest Committee to November 30, 2018, and that By-Law 1376 be updated.

11.2.4	Riley Jones	132
	RE: Essex Fun Fest Committee	
	Moved by	
	Seconded by	
	<b>That</b> the email from Riley Jones, dated January 30, 2018 offering to sit on the Essex Fun Fest Committee, be received;	
	<b>And that</b> Riley Jones be appointed to the Essex Fun Fest Committee to November 30, 2018, and that By-Law 1376 be updated.	

**12. Committee Meeting Minutes**

12.1	Arts, Culture and Tourism Committee - January 10, 2018	133
	Moved by	
	Seconded by	
	<b>That</b> the Committee Meeting Minutes from the January 10, 2018 Arts, Culture and Tourism Committee (ACT), be received and adopted as circulated.	
12.2	Personnel Committee (Open) - January 31, 2018	138
	Moved by	
	Seconded by	
	<b>That</b> the Personnel Committee (Open) Meeting Minutes, dated January 31, 2018, be received and adopted as circulated.	

**13. Financial**

13.1	2019-2022 Capital and Operating Budget Forecasts	140
	By-Law 1673	
	Being a by-law to adopt the 2019-2022 Operating and Capital Budget Forecasts	
	Moved by	
	Seconded by	
	<b>That</b> 2019 to 2022 Operating and Capital Forecasts be received;	
	<b>And that</b> By-Law 1673 being a by-law to adopt the 2019-2022 Operating and Capital Forecasts be read a first, a second and a third time and finally passed on February 5, 2018.	

**14. New Business**

**15. Notices of Motion**

15.1	The following Notices of Motion were presented at the January 15, 2018 Regular Council Meeting and are being brought forward for	243
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**consideration this evening:**

- 15.1.1 Councillor Bondy
- RE: Administration to review the current speed limit and handicap sign on Ridge Road.
- At the request of Councillor Bondy this Notice of Motion has been withdrawn.
- 15.1.2 Councillor Voakes
- RE: Communicating with the media guidelines
- Moved by Councillor Voakes  
Seconded by
- That** Administration provide information on the guidelines used when communicating with the media.
- 15.1.3 Councillor Voakes
- RE: Request for report on its Request for Proposal (RFP) procedures.
- Moved by Councillor Voakes  
Seconded by
- That** Administration provide a report on its Request for Proposal (RFP) procedures and how the Town determines what proposals to accept or not accept.
- 15.1.4 Councillor Voakes
- RE: That Administration provide the cost of the recent Fire Department third party investigation.
- At the request of Councillor Voakes this Notice of Motion has been withdrawn.
- 15.2 The following Notices of Motion will be brought forward for consideration at the February 20, 2018 Regular Council Meeting:**
- 15.2.1 Councillor Snively 244
- RE: Extension of Municipal Services to Maidstone Avenue
- Moved by Councillor Snively  
Seconded by
- That** Administration provide a report that sets out the cost of bringing municipal services where they end on Maidstone Avenue, east of Highway 3, to the lands west of Highway 3 along County Road 8 to the future intersection of Pinkerton and County Road 8 (Lafferty lands).
- 15.2.2 Councillor Bondy 245
- RE: Funding the Harrow Centre Streetscape project in 2018
- Moved by Councillor Bondy  
Seconded by
- That** Administration provide a report to Council on how the

Harrow Centre Streetscape project could be funded in order to try to expedite the commencement of this project in 2018.

15.2.3      Councillor Rogers 246

RE: Naming of Colchester Lakefront Park

Moved by Councillor Rogers  
Seconded by

That the Town, in recognition of our rich cultural and diverse history and February being Black History Month, designate and assign the name "McCoy Park" in honour of Elijah McCoy an incredible man, inventor and innovator, born and raised in Colchester, to the Colchester lakefront park often referred to as simply the Colchester or Jackson Street park.

16.      **Reports from Council Members**

17.      **Announcements**

18.      **By-Laws**

18.1      **By-Laws that require a third and final reading**

18.1.1      By-Law 1671 247

Being a by-law to confirm the proceedings of the January 15, 2017 Regular Meeting of the Council of The Corporation of the Town of Essex

Moved by  
Seconded by

**That** By-Law 1671 being a by-law to confirm the proceedings of the January 15, 2018 Regular Meeting of the Council of The Corporation of the Town of Essex be read a third time and finally passed on February 5, 2018.

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

18.2.1      By-Law 1675 249

Being a by-law to enter into a Wages and Benefit Agreement between The Corporation of the Town of Essex and its Firefighter Employees

Moved by  
Seconded by

**That** By-Law 1675 being a by-law to enter into a Wages and Benefit Agreement between The Corporation of the Town of Essex and its Firefighter Employees be read a first, a second and a third time and finally passed on February 5, 2018.

18.3      **By-Laws that require a first and second reading**

18.3.1      By-Law 1674 251

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

Moved by  
Seconded by

**That** By-Law 1674 being a by-law to confirm the proceedings of the February 5, 2018 Regular Meeting of The Corporation of the Town of Essex be read a first and a second time and provisionally adopted on February 5, 2018.

**19. Adjournment**

Moved by  
Seconded by

**That** the meeting be adjourned at [TIME].

**20. Future Meetings**

**20.1 Tuesday, February 20, 2018 - 5:00 to 6:00 PM - Consideration Meeting**

RE: Bridge for Joseph & Susan Chisholm

Location: County of Essex, Committee Room C, 360 Fairview Avenue West, Essex.

**20.2 Tuesday, February 20, 2018 - 6:00 to 9:00 PM - Regular Council Meeting**

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

**20.3 Monday, February 26, 2018 - 6:00 to 8:00 PM - Special Council Meeting**

RE: Statutory Public Meeting - Expansion to the Colchester Community Improvement Plan Area

Location: Colchester Community Centre, 100 Jackson Street, Harrow

**20.4 Monday, March 5, 2018 Closed Council Meeting**

RE: Closed Council meeting is being held pursuant to the Municipal Act, S.O. 2001 c. 25 as amended, Section 239 (3.1) (education and training sessions for the Council members).

**20.5 Monday, March 5, 2018 - 6:00 to 9:00 PM - Regular Council Meeting**

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