



Regular Council Meeting Agenda

July 2, 2024, 6:00 pm

Location: Essex Municipal Building, 33 Talbot Street South and by livestream at <https://www.youtube.com/user/EssexOntario>

Accessible formats or communication supports are available upon request. Please contact the Clerk’s Office at clerks@essex.ca or 519-776-7336 extension 1100 or 1101.

Pages

1. Call to Order

2. Land Acknowledgement

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

3. National Anthem

4. Closed Meeting Report

- Closed Council Meeting - July 2, 2024 - 5:30-6:00 PM

5. Declarations of Conflict of Interest

6. Adoption of Published Agenda

6.1 Regular Council Meeting Agenda for July 2, 2024

Moved by _____

Seconded by _____

That the published agenda for the July 2,2024 Regular Council Meeting be adopted as presented / amended.

7. Adoption of Minutes

7.1 Regular Council Meeting Minutes for June 17, 2024

1

Moved by _____

Seconded by _____

That the minutes of the Regular Council Meeting held June 17, 2024 be adopted as circulated.

7.2 Special Council Meeting Minutes for May 6, 2024

17

RE: Zoning By-Law Amendment at 152 County Road 50 East Colchester South, Ward 3

Moved by _____

Seconded by _____

That the minutes of the Special Council Meeting held May 6, 2024 be adopted

as circulated.

7.3 Special Council Meeting Minutes for May 27, 2024

21

RE: Walk-About in the Essex Centre Downtown Core

Moved by _____

Seconded by _____

That the minutes of the Special Council Meeting held May 27, 2024 be adopted as circulated.

8. Public Presentations

8.1 Verbal Report by Mayor Bondy regarding the International Association of Great Lakes Research Conference

RE: International Association of Great Lakes Research Conference: Update from Mayor Bondy

Moved by _____

Seconded by _____

That the verbal report presented by Mayor Bondy regarding the International Association of Great Lakes Research Conference Update be received.

8.2 Pete Zuzek, President, Zuzek Inc., Pelee Coastal Resilience Committee

23

RE: Upcoming Activities for the Pelee Coastal Resilience Committee

Moved by _____

Seconded by _____

That the presentation by Pete Zuzek, President, Zuzek Inc., on behalf of the Pelee Coastal Resilience Committee be received.

9. Unfinished Business

10. Reports from Administration

10.1 Infrastructure Services-2024-03

40

RE: Pelee Coastal Resilience Study

Recommended Action:

Moved by _____

Seconded by _____

That Infrastructure Services Report-2024-03 entitled, Pelee Coastal Resilience Study prepared by Kevin Girard, Director, Infrastructure Services dated July 2, 2024 be received; and

That Council provide authorization to Administration to contribute a maximum amount of \$30,000, being \$10,000 annually from 2024-2026, to Zuzek Inc. for the Pelee Coastal Resiliency Study, to be funded from the Green Fund Reserve.

10.2 Office of the CAO-2024-05

44

RE: OPP Detachment Board Annual Report

Recommended Action:

Moved by _____

Seconded by _____

That Office of the CAO Report-2024-05 entitled OPP Detachment Board Annual Report be received.

10.3 Office of the CAO-2024-07

51

RE: OPP Detachment Board – 2024 Budget

Recommended Action:

Moved by _____

Seconded by _____

That Office of the CAO Report-2024-07 entitled OPP Detachment Board – 2024 Budget be received;

That the proposed budget for the balance of 2024 for the Essex County OPP Detachment Board #1, as appended to the report, be approved;

That the Town of Essex’s recommendation to approve the proposed budget for the balance of 2024 for the Essex County OPP Detachment Board #1 be forwarded to the Town of Tecumseh and the Municipality of Lakeshore, for their consideration of approval; and

That on approval by all three member municipalities of the Essex County OPP Detachment Board #1, the budget for the balance of 2024 be implemented by the administering municipality, being the Town of Tecumseh.

11. Reports from Youth Members

12. County Council Update

13. Correspondence

13.1 Correspondence to be received

Moved by _____

Seconded by _____

That all of the correspondence listed in Agenda Item 13.1 be received and, where indicated, to further share such information with the community using suitable methods of communication.

13.1.1 County of Essex 59

RE: Regional Food and Organic Waste Program Funding Discussion

13.1.2 NSF International Strategic Registrations Audit Report 61

RE: Ontario's Drinking Water Quality Management Standard Version 2

13.1.3 Township of Brudenell, Lyndoch and Raglan 67

RE: Jurisdiction of Ontario's Ombudsman

13.1.4 Township of Larder Lake 70

RE: Asset Retirement Obligation

13.2 Correspondence to be considered for receipt and support

13.2.1 Affordable Housing Task Force 72

RE: Appointment of Affordable Housing Task Force Member

Moved by _____

Seconded by _____

That the application by William (Bill) Baker to be appointed to the Affordable Housing Task Force be received or received and supported.

- 13.2.2 L'Association des communautés francophones de l'Ontario (Windsor-Essex-Chatham-Kent)

79

RE: Flag Request from L'Association des communautés francophones de l'Ontario (Windsor-Essex-Chatham-Kent): Franco-Ontarian Day - September 25, 2024

Moved by _____

Seconded by _____

That the request from L'Association des communautés francophones de l'Ontario (Windsor-Essex-Chatham-Kent) for their flag to be flown at Town Hall on September 25, 2024, in support of Franco-Ontarian Day in the Town of Essex be received or received and supported.

14. Committee Meeting Minutes

Moved by _____

Seconded by _____

That the Committee Meeting minutes listed in Agenda Item 14, together with any recommendations to Council noted therein, be received, approved and adopted as circulated.

- 14.1 Police Services Board - March 7, 2024 81
- 14.2 Essex Centre Business Improvement Area - May 29, 2024 85
- 14.3 Essex Municipal Heritage Committee - May 30, 2024 94
- 14.4 Essex Festival Committee - June 6, 2024 102
- 14.5 Finance Committee - May 27, 2024 110

Recommendations to Council:

FIN24-05-04

Moved By Mayor Bondy

Seconded By Councillor Hammond

That the Finance Committee recommend to Council that a minor amendment be made to the Fees and Charges By-Law Schedule A to include a footnote on NSF Fees and reprint fees to be waived in the case of death or severe illness.

Carried

FIN24-05-07

Moved By Mayor Bondy

Seconded By Councillor Hammond

That the Finance Committee recommend that Council direct Administration to revise the Community Partnership Fund Policy to limit the acceptance of applications to one deadline and no further in-year applications be accepted or considered after that deadline.

Carried

15. Financial

16. New Business

17. Notices of Motion

17.1 The following Notice of Motion was presented at the June 17, 2024 Regular Council Meeting and are being brought forward this evening for Council's consideration:

17.1.1 Mayor Bondy

Moved by _____

Seconded by _____

That Council direct Administration to provide an update at the July 15, 2024 Regular Council Meeting on the Colchester Hamlet Secondary Plan, including consultation efforts to-date, plans for future public consultation, policy directions thus far, and overall goals of the Secondary Plan as a part of the Town's new Official Plan Project.

17.2 The following Notice of Motion is for presentment only and will be brought forward for Council's consideration at the July 17, 2024 Regular Council Meeting:

17.2.1 Councillor McGuire-Blais

Moved by Councillor McGuire-Blais

That Council direct Administration to send a letter to the Windsor Essex Community Housing Corporation (WECHC) requesting that they add a security service to their Brien Street Apartments.

18. Reports and Announcements from Council Members

19. By-Laws

19.1 By-Laws that require a third and final reading

19.1.1 By-Law 2342

113

RE: Being a by-law to confirm the proceedings of the June 17, 2024, Regular Meeting of Council of the Corporation of the Town of Essex

Moved by _____

Seconded by _____

That By-Law 2342 being a by-law to confirm the proceedings of the June 17, 2024, Regular Meeting of Council of the Corporation of the Town of Essex be read a third time and finally passed on July 2, 2024.

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

19.2.1 By-Law 2343

115

RE: Being a by-law to enter into a Municipal Funding Agreement for the Transfer of Canada Community-Building Funds between the Association of Municipalities of Ontario (AMO) and The Corporation of the Town of Essex (Recipient)

Moved by _____

Seconded by _____

That By-Law 2343 being a by-law to enter into a Municipal Funding Agreement for the Transfer of Canada Community-Building Funds between the Association of Municipalities of Ontario (AMO) and The Corporation of the Town of Essex (Recipient) be read a first, a second and a third time and finally passed on July 2, 2024.

19.3 By-Laws that require a first and second reading

19.3.1 By-Law 2346

140

RE: Being a by-law to confirm the proceedings of the July 2, 2024, Regular Meeting of Council of the Corporation of the Town of Essex

Moved by _____

Seconded by _____

That By-Law 2346 being a by-law to confirm the proceedings of the June 17, 2024, Regular Meeting of Council of the Corporation of the Town of Essex be read a first and a second time and provisionally adopted on July 2, 2024.

20. Adjournment

Moved by _____

Seconded by _____

That the meeting be adjourned at [TIME].

21. Future Meetings

21.1 Monday, July 15, 2024, 6:00-9:00 PM, Regular Council Meeting

Location: 33 Talbot Street South, Essex, ON N8M 1A8

Livestream available at <https://www.youtube.com/EssexOntario>

21.2 Monday, August 12, 2024, 5:00-6:00 PM, Special Council Meeting

RE: Development Charges By-Law Adoption

Location: 33 Talbot Street South, Essex, ON N8M 1A8

Livestream available at <https://www.youtube.com/EssexOntario>

21.3 Monday, August 12, 2024, 6:00-9:00 PM, Regular Council Meeting

Location: 33 Talbot Street South, Essex, ON N8M 1A8

Livestream available at <https://www.youtube.com/EssexOntario>



The Corporation of the Town of Essex

Regular Council Meeting Minutes

June 17, 2024, 6:00 pm

Location: Essex Municipal Building, 33 Talbot Street South and by livestream at
<https://www.youtube.com/user/EssexOntario>

Present:

- Mayor Sherry Bondy
- Deputy Mayor Rob Shepley
- Ward 1 Councillor Joe Garon
- Ward 1 Councillor Katie McGuire-Blais
- Ward 2 Councillor Kim Verbeek
- Ward 3 Councillor Brad Allard
- Ward 3 Councillor Jason Matyi
- Ward 4 Councillor Rodney Hammond

Also Present:

- Doug Sweet, Chief Administrative Officer
- Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk
- Jake Morassut, Director, Community Services
- Kate Giurissevich, Director, Corporate Services
- Lori Chadwick, Director, Development Services
- Kevin Girard, Director, Infrastructure Services
- Brandi Sieben, Manager, Human Resources
- Rita Jabbour, Manager, Planning Services
- Lauryn Smith, Youth Council Member
- Cassandra Roy, Legislative Clerk

Accessible formats or communication supports are available upon request. Please contact the Clerk's Office at clerks@essex.ca or 519-776-7336 extension 1100 or 1101.

1. Call to Order

Mayor Bondy called the meeting to order at 6:00 PM.

2. Land Acknowledgement

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

3. National Anthem

4. Closed Meeting Report

5. Declarations of Conflict of Interest

There were no declarations of conflict of interest noted at this time.

6. Adoption of Published Agenda

6.1 Regular Council Meeting Agenda for June 17, 2024

R24-06-245

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

That the published agenda for the June 17, 2024 Regular Council Meeting be adopted with the following amendment:

1. That Agenda Item 8.2 allow to permit a delegation by Laura Daniher.

Carried

7. Adoption of Minutes

7.1 Regular Council Meeting Minutes for June 3, 2024

R24-06-246

Moved By Councillor Garon

Seconded By Deputy Mayor Shepley

That the minutes of the Regular Council Meeting held June 3, 2024 be adopted as circulated.

Carried

7.2 Special Council Meeting Minutes for April 29, 2024

RE: E.L.K. Energy Inc. Director Remuneration

R24-06-247

Moved By Councillor Hammond

Seconded By Councillor Verbeek

That the minutes of the Special Council Meeting held April 29, 2024 be adopted as circulated.

Carried

7.3 Special Council Meeting Minutes for April 29, 2024

RE: Heritage Designation Process

R24-06-248

Moved By Councillor Matyi

Seconded By Councillor Allard

That the minutes of the Special Council Meeting held April 29, 2024 be adopted as circulated.

Carried

8. Public Presentations

8.1 Ontario Senior of the Year 2024 - Theresa Slack

At its April 15, 2024 Regular Council Meeting, Council nominated Theresa Slack for 2024 Senior of the Year in the Town of Essex. The Ministry of Seniors and Accessibility accordingly has awarded Theresa Slack as 2024 Senior of the Year in the Town of Essex in recognition of her outstanding contributions to our community. The Mayor presented this award on behalf of the Town, making note of the many contributions that Ms. Slack has made to the Town including her generosity to the Ukraine refugees as she has provided them shelter, support, and love as they rebuild their lives.

8.2 Patrick Chittle, Chittle Sports Academy

RE: Essex Centre Sports Complex Lease Expansion

Patrick Chittle, Chittle Sports Academy explained that he submitted a request to expand his current lease at the Essex Centre Sports Complex and noted that he has held a lease in good standing with the Town of Essex since 2012. He stated that he has provided sports services to area members for nearly 20 years and is now partnering with Defined Fitness which will provide the Town with approximately \$30,000-\$40,000 of revenue. He explained that Chittle Sport Academy has worked with all user groups without any issues in the past and will continue to accommodate the Essex 73's for game access as previously addressed within the proposal.

Laura Daniher was invited to approach Council with her presentation and declined.

Council addressed concerns surrounding the discount on the ice rental.

Jake Morassut, Director, Community Services, stated that Administration is drawing in additional revenue by bringing in people to use off-peak ice times (non-desirable times). Director Morassut explained that each lease agreement is unique as there are various services that are offered and rented within the Town.

R24-06-249

Moved By Councillor Garon

Seconded By Deputy Mayor Shepley

That the delegation by Patrick Chittle, Chittle Sports Academy regarding the Essex Centre Sports Complex Lease Expansion be received.

Carried

8.3 Kris Wojnarowki, Essex 73's Junior Hockey

RE: Essex Sports Complex Lease Expansion

Kris Wojnarowki, Essex 73's Junior Hockey, explained that they were not informed of this lease agreement until a few days ago and the Essex 73's have inquired about additional space in the past. He noted that they are interested in leasing space in the hallway and would like an opportunity to discuss extra space for lockers in this hallway area. He stated his concerns regarding the use of the hallway as the Essex 73's need access through that hallway on game nights as it is the only accessway to their area.

R24-06-250

Moved By Councillor McGuire-Blais

Seconded By Councillor Verbeek

That the delegation by Kris Wojnarowki, Essex 73's Junior Hockey regarding the Essex Centre Sports Complex Lease Expansion be received.

Carried

9. Unfinished Business

10. Reports from Administration

10.1 Community Services-2024-25

RE: Lease Agreement with Chittle Sports Academy at the Essex Centre Sports Complex

Jake Morassut, Director, Community Services explained that Chittle Sports Academy currently holds a lease agreement with the Town of Essex and has done so since 2012 in different capacities. He noted that from 2012 to 2018, Chittle Sports Academy leased storage rooms as well as the hallway area and in 2018 Chittle Sports Academy focused more on ice training rather than off ice training and reduced their lease to two storage rooms. He explained that the current lease is set to expire in August 2024 and Administration reviewed previous agreements and consulted with the Fire Department and Building Department to determine if the proposal would be permitted. He noted that Chittle Sports Academy is seeking to build a wall with a door at the end of the hallway outside of the Essex 73's dressing room to prevent unauthorized access and safety to the Essex 73's.

Council asked Administration why a RFP was not sent out for the lease of the hallway as other user groups may be interested.

Kate Giurissevich, Director, Corporate Services, explained that Council can ultimately choose to issue an RFP for the subject area however there is no guarantee of bids, and could result in the space being unused or a loss of the proposed lease income presented. She explained that there are multiple user groups interested in the footprint, however each of them is requesting their own piece and their own specifications which makes it difficult to post a RFP as it is no longer for the entire footprint. She stated that Administration believes this to be the best use of the total square footage.

Council discussed the rental rate for the lease agreement and directed additional questions to Administration concerning the rate.

Director Malandrucolo stated that based on the Municipal Act, Administration is responsible for ensuring that the rental rate is at fair market value and since this is undesirable lease space, the rental rate is proportionate to the use that the Town would receive otherwise.

Council directed Administration to postpone this matter pending further review by Administration.

R24-06-251

Moved By Councillor Garon

Seconded By Councillor Verbeek

That Community Services Report-2024-25 entitled Lease Agreement with Chittle Sports Academy at the Essex Centre Sports Complex prepared by Jake Morassut, Director, Community Services dated June 17, 2024, be received;

That By-Law 2340, being a lease for workout space at the Essex Centre Sports Complex with Pat Chittle, operating as Chittle Sports Academy, to operate within the Libro Rink Hallway be deferred pending further review by Administration; and

That any equipment brought in from Defined Fitness or Chittle Sport Academy remain in the hallway until a decision is made by Council.

Carried

10.2 Human Resources-2024-02

RE: Council Remuneration

Doug Sweet, CAO explained that at the May 15, 2023 Regular Council Meeting, Council approved that all future Council compensation reviews be included in the scope of work with the Town's non-union salary review and that the reviews be conducted by a third-party consultant every four years. He noted that the purpose of these reviews is to ensure that the compensation offered to elected officials remains competitive with neighbouring and comparable size municipalities in order to establish a consistent process of ongoing salary.

Jane Mizanski, Consultant, Gallagher and Associates, explained that Gallagher and Associates was retained to review the remuneration and expense policies and practices for the elected officials. She stated that remuneration recognizes time required to attend Council meetings and perform constituency work. She noted that Town base remuneration across all roles is at or approaching the target pay policy of 60th percentile which is the pay policy being used for the Town non-union employee group and recommended that all roles be adjusted to the P60 rate.

Brandi Sieben, Manager, Human Resources, stated that based on the consultants' recommendations Administration is recommending that each of the Council members' base pay be adjusted to the P60 rate and that Administration provide a report at a later date to include options to access the Town non-union insured benefits plan and OMERS pension plan.

R24-06-252

Moved By Councillor Hammond

Seconded By Councillor Verbeek

That Human Resources Report-2024-03 entitled Council Remuneration prepared by Brandi Sieben dated June 17, 2024, be received;

That Council approve the target pay policy, developed as part of the salary administration review, which is provided by Gallagher & Associates, at the P60 level for all comparators, be adopted as the model for salary compensation for all elected official roles in accordance with May 15, 2023 Council resolution;

That the revised target pay policy be implemented with an effective date of January 1, 2024;

That Council approve the post-budget approval impact of \$22,275.00 to be funded from the Town's Salary Stabilization Reserve;

That elected official roles are incorporated in the Town's Non-Union Salary Administration policy, which would ensure that a Council compensation review is conducted every four (4) years and would align annual increases granted to non-union employees; and;

That Council provide direction to Administration to investigate and provide a report on options for extended health benefits and retirement savings options for members of Council.

Carried

10.3 Planning-2024-15

RE: Subdivision Development Agreement for Phase 2 of Ducharme Lane Residential Subdivision (Ward 2)

R24-06-253

Moved By Deputy Mayor Shepley

Seconded By Councillor Hammond

That Planning Report-2024-15 entitled Subdivision Development Agreement for Phase 2 of Ducharme Lane Residential Subdivision (Ward 2) prepared by Rita Jabbour, RPP, Manager, Planning Services dated June 17, 2024 be received; and

That By-Law Number 2338, being a By-Law to enter into a Subdivision Development Agreement between Fantuz Holdings INC. and the Corporation of the Town of Essex, be read a first, a second, and a third time and finally passed on June 17, 2024.

Carried

10.4 Planning-2024-16

RE: Request for Notice of Intention to Designate for Various Properties within the Town of Essex

Rita Jabbour, Manager, Planning Services presented an overview of various properties in the Town of Essex eligible for Heritage Designation and noted the properties historical/associative value and contextual value.

Deputy Mayor Shepley declared a conflict of interest with respect to the property at 49 Talbot Street South (Essex United Church) and Council voted on the Notice of Intention to Designate Essex Unit Church in a separate motion.

R24-06-254

Moved By Councillor Hammond

Seconded By Councillor Matyi

That Council authorize the Notice of Intention to Designate in accordance with Section 29 of the *Ontario Heritage Act* for the property municipally known as 49 Talbot Street South (Essex United Church).

Carried

R24-06-255

Moved By Councillor Garon
Seconded By Councillor Allard

That Planning Report-2024-16 entitled Request for Notice of Intention to Designate for Various Properties within the Town of Essex prepared by Rita Jabbour, RPP, Manager, Planning Services dated June 17, 2024 be received; and

That Council authorize the Notice of Intention to Designate in accordance with Section 29 of the *Ontario Heritage Act* for the properties municipally known as:

1. 190 Bagot Street (Christ Church)
2. 0 Sullivan Street (Christ Church Cemetery)
3. 179 County Road 50 (John Snider House)
4. 9567 County Road 11 (St. Clement Church)
5. 120 Talbot Street North (Grace Baptist Church)
6. 54 Talbot Street South (Dr. Robert B. Potts House)
7. 138 Albert Street (Charles Roberts House)
8. 0 County Road 12 (A.M.E./New Canaan Cemetery)
9. 103 King Street West (John McIntyre's Harness Shop)
10. 4005 County Road 11 (Central Grove African Methodist Episcopal Church)
11. 11 King Street West (E.F. Darby's Drugstore)
12. 3 King Street West (John McAfee's General Store)
13. 44 King Street East (Former Harrow Municipal Building)

Carried

10.5 Community Services-2024-13

RE: Special Event Notice – Essex Steam and Gas Engine Show

R24-06-256

Moved By Councillor Verbeek
Seconded By Councillor McGuire-Blais

That Community Services Report-2024-13 entitled Special Event Notice – Essex Steam and Gas Engine Parade prepared by Jake Morassut, Director, Community Services, dated June 17, 2024, be received; and

That Council approve closing Walker Road from the 11th Concession to Parkside Drive, and Concession 11 from Walker Road to 11081 11th Concession between 8:45 AM and 10:00 AM on August 10th, 2024, for the Steam and Gas Engine Parade.

Carried

10.6 Community Services-2024-23

RE: Special Event Notice – Harrow Kinsmen Bigg WiggleFest

R24-06-257

Moved By Councillor Hammond

Seconded By Councillor Matyi

That Community Services Report-2024-23 entitled Special Event Notice – Harrow Kinsmen Bigg WiggleFest – September 23, 2023, prepared by Jake Morassut, Director, Community Services, dated June 17, 2024, be received;

That Council approve the granting of a temporary noise exemption under Noise By-Law 2038 from 11:00 AM to 12:00 AM on September 21, 2024, at Colchester Park to accommodate the entertainment for the Harrow Kinsmen Bigg WiggleFest; and

That Council approve the Harrow Kinsmen Bigg WiggleFest for Significant Event Status, for the purposes of the Harrow Kinsmen applying to receive a Special Occasion Permit (SOP) for their event on September 21, 2024.

Carried

10.7 Community Services-2024-24

RE: Special Event Notice – Essex Soap Box Derby

R24-06-258

Moved By Councillor McGuire-Blais

Seconded By Councillor Allard

That Community Services Report-2024-24 entitled Special Event Notice – Essex Soap Box Derby, prepared by Jake Morassut, Director, Community Services, dated June 17, 2024, be received;

That Council approve a temporary noise exemption in accordance with Noise By-Law 2038 from 8:00 AM to 4:00 PM on Saturday August 17, 2024, (Rain Date August 18, 2024) to accommodate the entertainment and announcing for the Soap Box Derby; and

That Council approve closing Talbot Street North between Victoria Street and Laird Avenue, and Wilson Avenue between Talbot Street North and 15 Wilson Avenue from 8:00 AM and 4:00 PM for the Essex Soap Box Derby.

Carried

10.8 Community Services-2024-26

RE: Special Event Notice – Essex Centre StreetFest

R24-06-259

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

That Community Services Report-2024-24 entitled Special Event Notice – Essex Centre StreetFest, prepared by Jake Morassut, Director, Community Services, dated June 17, 2024, be received;

That Council approve a temporary noise exemption in accordance with Noise By-Law 2038 from 10:30 AM to 5:30 PM on Saturday, July 13, Saturday, August 10

2024, and Saturday, September 14, 2024 to accommodate the entertainment for the Essex Centre StreetFest; and

That Council approve closing Talbot Street North between Victoria Street and Laird Avenue from 10:30 AM to 5:30 PM on Saturday, July 13, Saturday, August 10 2024, and Saturday, September 14, 2024 for the Essex Centre StreetFest event.

Carried

10.9 Capital Works and Asset Management-2024-08

RE: Essex Centre Storm Sewers

Kevin Girard, Director, Infrastructure Services, provided the recommendations from the storm sewer modelling study in Essex Centre by Stantec Consulting Ltd. in 2023. He stated that Administration is recommending that the rush catchment area be started now as the Town has upcoming projects in this area that will be impacted by these improvements.

R24-06-260

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

That Capital Works and Asset Management Report-2024-08 entitled Essex Centre Storm Sewers by David McBeth, Manager, Capital Work and Asset Management, dated June 17, 2024, be received;

That Council receive the Essex Town Centre Storm Drainage System Study prepared by Stantec Consulting Ltd. dated April 29, 2024; and

That Council appoint Stantec Consulting Ltd. to provide engineering services to design the storm sewers for Phase 1 of the Rush Catchment Area Improvements, including some watermain and asphalt trail design in accordance with the completed request under Section 22 of the Town of Essex Procurement By-Law 2129 for a total cost of \$427,900.80, including non-refundable HST.

Carried

10.10 Capital Works and Asset Management-2024-09

RE: Essex Bridge Rehabilitation Tender for 2024

R24-06-261

Moved By Deputy Mayor Shepley

Seconded By Councillor Hammond

That Capital Works and Asset Management Report-2024-09 entitled Essex Bridge Rehabilitation Tender for 2024 by David McBeth, Manager, Capital Work and Asset Management dated June 17, 2024 be received;

That Council award the Essex Bridge Rehabilitation Tender for 2024 (RFT-ID-24-015) to Intrepid General Ltd. in the amount of \$1,643,930.67, including non-refundable Harmonized Sales Tax;

That Council approve the additional funding of \$36,943.40 above the approved 2023 Capital Budget of PW-23-0019 of \$450,000 for the 5th Concession over

Richmond Drain (Structure #200403) from the Town's Asset Management Reserve;

That Council approve the additional funding of \$17,166.14 above the approved 2023 Capital Budget of PW-23-0020 of \$400,000 for the 3rd Concession over Henderson Drain (Structure #200204) from the Canada Community Building Fund; and

That Council approve the additional funding of \$5,683.30 above the approved 2023 Capital Budget of PW-23-0021 of \$75,000.00 from the Town's Asset Management Reserve for RC Spencer Associates to complete onsite inspection and contract administration services.

Carried

10.11 Infrastructure Services-2024-02

RE: Beach Road Upgrades and Maintenance

R24-06-262

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

That Infrastructure Services Report-2024-02 entitled, Beach Road Upgrades and Maintenance prepared by Kevin Girard, Director, Infrastructure Services dated June 17, 2024 be received;

That Council direct Administration to continue to provide minimal maintenance on owned and not assumed beach roads, including the current snow removal practice; and

That Council direct Administration to upgrade owned and not assumed beach roads to the current Town of Essex development standard in accordance with the process outlined in O.Reg. 586/06: Local Improvement Charges – Priority Lien Status, as amended, upon request from benefitting property owners on these roads.

Carried

10.12 Office of the CAO-2024-04

RE: Summary of Outstanding Council Reports

R24-06-263

Moved By Councillor Verbeek

Seconded By Councillor Garon

That CAO Report-2024-04 entitled Summary of Outstanding Council Reports prepared by Doug Sweet, Chief Administrative Officer dated June 17, 2024, be received for information.

Carried

11. Reports from Youth Members

12. County Council Update

Deputy Mayor Shepley provided an update from County Council regarding the approval of a 5-year lease to farm the land around the Lanfill in the Town of Essex. He announced that Sun Parlour Home issued a satisfaction survey which received 100% satisfaction rating from families and residents. He noted that the County approved the organic waste collection pickup in all municipalities for urban and rural areas beginning in 2025.

Council requested that Administration send a letter to the County of Essex requesting apartment buildings to be included in the Organics Waste Collection Program.

R24-06-264

Moved By Councillor Matyi

Seconded By Councillor McGuire-Blais

That the County of Essex, Regular Meeting minutes listed in Agenda Item 12, be received.

Carried

12.1 County of Essex, Regular Council Meeting Minutes - April 17, 2024

12.2 County of Essex, Regular Council Meeting Minutes - May 1, 2024

13. Correspondence

13.1 Correspondence to be received

R24-06-265

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

That all of the correspondence listed in Agenda Item 13.1 be received and, where indicated, to further share such information with the community using suitable methods of communication.

Carried

13.1.1 Multi-Municipal Energy Working Group

RE: Unwilling Host

13.1.2 Watson and Associates Economists LTD

RE: Minor Amendment – D.C. By-Law Expiry Date

13.2 Correspondence to be considered for receipt and support

13.2.1 Childcan: The Childhood Cancer Research Association

RE: Flag Request from Childcan: The Childhood Cancer Research Association for Childhood Cancer Awareness Month- September 2024

R24-06-266

Moved By Councillor Verbeek

Seconded By Councillor Allard

That the request from Childcan: The Childhood Cancer Research Association for their flag to be flown at Town Hall in September 6, 2024, in support of Childhood Cancer Awareness Month of September in the Town of Essex be received and supported.

Carried

13.2.2 Affordable Housing Task Force

RE: Appointment of Affordable Housing Task Force Member

R24-06-267

Moved By Councillor Verbeek

Seconded By Deputy Mayor Shepley

That the application by Dorene Lester to be appointed to the Affordable Housing Task Force be received and supported.

Carried

14. Committee Meeting Minutes

R24-06-268

Moved By Councillor Hammond

Seconded By Councillor Matyi

That the Committee Meeting minutes listed in Agenda Item 14, together with any recommendations to Council noted therein, be received, approved and adopted as circulated.

Carried

14.1 Co-An Park - April 10, 2024

14.2 Arts, Culture, and Tourism - May 8, 2024

14.3 Essex Accessibility Advisory Committee - May 10, 2024

Recommendations to Council:

EAAC24-05-13

Moved By Linda Parker

Seconded By Richard Kokovai

That the Committee recommend that Council consider reimplementing the Town's Community Improvement Program in all wards commencing in 2025 budget year. The committee is specifically requesting that funding through the budget process provide an incentive to commercial property and/or business owners to making their building or retail/dining space accessible to the public not only at the entrance, but inside navigation and public washroom facilities and for the Town to actively promote this incentive program.

Carried

EAAC24-05-014

Moved By Member - Kurt Schroeder

Seconded By Richard Kokovai

That the Committee recommends to Council, that the upper levels of government involved in the widening of the No. 3 By-Pass be contacted, specifically, to request a plan of how current mobility access deficiencies will be addressed for those using walkers and/or scooters along South Talbot Street N., between Victoria Avenue and the Maidstone business corridor. A plan with appropriate budgetary allocation needs to be implemented to enhance safety in this corridor.

Carried

14.4 Striking Committee - June 3, 2024

Recommendation to Council:

SC24-06-002

Moved By Rob Shepley, Deputy Mayor

Seconded By Kim Verbeek, Councillor Ward 2

That the Committee recommend that Council appoint Fiona Coughlin, Frazier Fathers, Fred Groves, Richard Kokovai and Amanda Morgan, as members of the Affordable Housing Task Force for the term ending November 15, 2026; and

That Kim Verbeek, Councillor Ward 2 and Rodney Hammond, Councillor Ward 4 be appointed as the Council representatives to the Affordable Housing Task Force for the term ending November 15, 2026.

R24-06-269

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

Carried

15. Financial

15.1 March 2024 Capital Variance Report

R24-06-270

Moved By Councillor Hammond

Seconded By Councillor Matyi

That the March 2024 Capital Variance Report be received.

Carried

16. New Business

17. Notices of Motion

17.1 The following Notice of Motions were presented at the June 3, 2024 Regular Council Meeting and are being brought forward this evening for Council's consideration:

17.1.1 Mayor Bondy

R24-06-271

Moved By Mayor Bondy

Seconded By Councillor Matyi

That Council direct Administration to conduct a public satisfaction survey on Ontario Provincial Police services being provided to the Town of Essex and report the results back to Council.

Carried

17.1.2 Councillor Hammond

Councillor Hammond amended his motion as his concerns regarding the installation of a "no-left turn" sign on the north side of King Street was previously addressed by Administration.

R24-06-272

Moved By Councillor Hammond

Seconded By Councillor Allard

That Council direct Administration to review and prepare a Council Report outlining the feasibility of implementing the following traffic and parking changes:

1. Implementing a 2-hour parking limit along King Street from Victoria Street to Walnut Street and Queen Street from King Street to Centre Street.
2. Implementing community safety zones on Centre Street West from Queen Street to Erie Street North and Erie Street North from King Street to Sinasac Street West to serve St. Anthony Catholic School.
3. Implementing community safety zones on Arthur Street North from Sinasac Street to King Street and Centre Street East from Walnut Street North to Arthur Street North to serve Harrow Public School.

Carried

17.2 The following Notice of Motion is for presentment only and will be brought forward for Council's consideration at the July 2, 2024 Regular Council Meeting:

17.2.1 Mayor Bondy

Moved by Mayor Bondy

That Council direct Administration to provide an update at the July 15, 2024 Regular Council Meeting on the Colchester Hamlet Secondary Plan, including consultation efforts to-date, plans for future public consultation, policy directions thus far, and overall goals of the Secondary Plan as a part of the Town's new Official Plan Project.

18. Reports and Announcements from Council Members

Mayor Bondy announced that the Canadian Transportation Museum and Heritage Village is hosting the Kingsville-Essex Highland Games on Saturday, June 22, 2024.

Councillor Hammond announced that Rotary Club will be hosting the Soap Box Derby races on Saturday, June 22, 2024 in Harrow.

Deputy Mayor Shepley thanked Parks and Recreation Department for cleaning up the fish flies at the Colchester harbour.

19. By-Laws

19.1 By-Laws that require a third and final reading

19.1.1 By-Law 2333

RE: Being a by-law to confirm the proceedings of the June 3 2024, Regular Meeting of Council of the Corporation of the Town of Essex

R24-06-273

Moved By Councillor Matyi

Seconded By Councillor Hammond

That By-Law 2333 being a by-law to confirm the proceedings of the June 3, 2024, Regular Meeting of Council of the Corporation of the Town of Essex be read a third time and finally passed on June 17, 2024.

Carried

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

19.2.1 By-Law 2341

RE: Being a by-law to amend By-Law 1850, as amended by By-Law 2030 and By-Law 2043 Respecting Development Charges

R24-06-274

Moved By Councillor Verbeek

Seconded By Councillor McGuire-Blais

That By-Law 2341 being a by-law to amend By-Law 1850, as amended by By-Law 2030 and By-Law 2043 Respecting Development Charges be read a first, a second and a third time and finally passed on June 17, 2024.

Carried

19.3 By-Laws that require a first and second reading

19.3.1 By-Law 2342

RE: Being a by-law to confirm the proceedings of the June 17, 2024, Regular Meeting of Council of the Corporation of the Town of Essex

R24-06-275

Moved By Councillor Allard

Seconded By Deputy Mayor Shepley

That By-Law 2342 being a by-law to confirm the proceedings of the June 17, 2024, Regular Meeting of Council of the Corporation of the Town of Essex be read a first and a second time and provisionally adopted on June 17, 2024.

Carried

20. Adjournment

R24-06-276

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

That the meeting be adjourned at 9:15 PM.

Carried

Mayor

Clerk



The Corporation of the Town of Essex

Special Council Meeting Minutes

May 6, 2024, 5:00 pm

Location: Essex Municipal Building, 33 Talbot Street South

Present:

- Mayor Sherry Bondy
- Deputy Mayor Rob Shepley
- Ward 1 Councillor Joe Garon
- Ward 1 Councillor Katie McGuire-Blais
- Ward 2 Councillor Kim Verbeek
- Ward 3 Councillor Brad Allard
- Ward 3 Councillor Jason Matyi
- Ward 4 Councillor Rodney Hammond

Also Present:

- Doug Sweet, Chief Administrative Officer
- Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk
- Lori Chadwick, Director, Development Services
- Kevin Girard, Director, Infrastructure Services
- Kate Giurissevich, Director, Corporate Services
- Jake Morassut, Director, Community Services
- Cassandra Roy, Legislative Clerk
- Corinne Chiasson, Senior Planner

Accessible formats or communication supports are available upon request. Please contact the Clerk's Office at clerks@essex.ca or 519-776-7336 extension 1100 or 1101.

This statutory meeting was held to consider a Zoning By-Law Amendment at 152 County Road 50 East, Colchester South, Ward 3.

1. Call to Order

Mayor Bondy called the meeting to order at 5:01 PM.

2. Land Acknowledgement

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest noted at this time.

4. Adoption of Published Agenda

4.1 Special Council Meeting Agenda for May 6, 2024

SP24-05-001

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

That the published agenda for the May 6, 2024 Special Council Meeting be adopted as presented.

Carried

5. Reports from Administration

5.1 Corinne Chiasson, Senior Planner, Planning Services, Planning-2024-09

RE: Zoning By-Law Amendment at 152 County Road 50 East, Colchester South, Ward 3

Corinne Chiasson, Senior Planner, Planning Services, explained that the purpose of this proposed zoning by-law amendment at 152 County Road 50 East, Colchester South is to permit a dwelling ancillary to the farming operation for housing farm labour. She further explained that this property is zoned as Agricultural District 1.1 for general agricultural and farm production activities. She noted that the property includes one farm operation building and one ancillary dwelling which the applicant is requesting to convert into farm labour accommodations. She stated that this building met the requirements of the building code in 2023 and was constructed as an ancillary dwelling to the farming operation which is permitted under the zoning by-law.

Ms. Chiasson explained that the vineyard production and processing is labour intensive and requires seasonal labourers with on-site accommodations to offer feasible and efficient operations without the need to transport workers to and from the site. She stated that based on policy considerations, this is a permitted use and requires accommodation for full-time labour as it is of such a size and nature that the operation requires additional employment. She noted that the ancillary dwelling is located on the lot in such a way to prevent the creation of a severable residential lot in the future and that the ancillary dwelling would host 4 rooms with shared facilities and common areas. She stated that Administration consulted with the public and the Essex Region Conservation Authority and there were no comments or objections.

Deputy Mayor Shepley asked what the existing building was constructed for in 2023.

Ms. Chaison stated that the applicant built a dwelling to accommodate farm labour in the future which is permitted under the zoning by-law.

SP24-05-002

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

That the report and presentation from Corinne Chiasson, Senior Planner, Planning Services regarding the Zoning By-Law Amendment at 152 County Road 50 East, be received.

Carried

6. Delegations

6.1 Mark Skipper, Applicant's Legal Representative

RE: By-Law Amendment at 152 County Road 50 East

Mark Skipper, Applicant's Legal Representative explained that the building is not a permanent residence and will house accommodations for nine months out of the year from the beginning of spring and ending in the fall. He explained that this is a new building which has met the required building code and has met all conditions that the immigration authority require for migrant workers.

Council asked Administration if the property was to sell whether the zoning by-law amendment would stay with the property or the owners.

Ms. Chiasson noted that a site-specific zoning amendment stays with the property.

Lori Chadwich, Director, Development Services, further explained that the New Official Plan will allow for agricultural operators to mandate their farm labour accommodations by right.

SP24-05-003

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

That the delegation by Mark Skipper, Applicant's Legal Representative, regarding the zoning by-law amendment at 152 County Road 50 East, be received.

Carried

7. By-Laws

7.1 By-Law 2324

RE: Being a by-law to amend By-Law 1037, the Comprehensive Zoning By-Law for the Town of Essex, for the Lands Located at 152 County Road 50 East

SP24-05-004

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

That By-Law 2324 being a by-law to amend By-Law 1037, the Comprehensive Zoning By-Law for the Town of Essex, for the Lands Located at 152 County Road 50 East be read a first, a second and a third time and finally passed on May 6, 2024.

Carried

8. Adjournment

Corrine Chiasson, Senior Planner, Planning Services, provided a verbal report on

SP24-05-005

Moved By Councillor Hammond

Seconded By Councillor Garon

That the meeting be adjourned at 5:21 PM.

Carried

Mayor

Clerk



The Corporation of the Town of Essex

Special Council Meeting Minutes

May 27, 2024, 4:30 pm

Location: Essex Municipal Building, 33 Talbot Street South

Present: Mayor Sherry Bondy
Deputy Mayor Rob Shepley
Ward 1 Councillor Joe Garon
Ward 1 Councillor Katie McGuire-Blais
Ward 2 Councillor Kim Verbeek
Ward 3 Councillor Brad Allard
Ward 3 Councillor Jason Matyi
Ward 4 Councillor Rodney Hammond

Also Present: Doug Sweet, Chief Administrative Officer
Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk
Lori Chadwick, Director, Development Services
Kevin Girard, Director, Infrastructure Services
Jake Morassut, Director, Community Services
Shelley Brown, Deputy Clerk, Legal and Legislative Services
Norm Nussio, Manager, Operations and Drainage
David McBeth, Manager, Capital Works & Asset Management
Nelson Silveira, Manager, Economic Development

Accessible formats or communication supports are available upon request. Please contact the Clerk's Office at clerks@essex.ca or 519-776-7336 extension 1100 or 1101.

The purpose of this meeting was for a Walk-About in the Essex Centre Downtown Core.

1. Call to Order

Mayor Bondy called the meeting to order at 4:34 PM.

2. Land Acknowledgement

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest noted at this time.

4. Adoption of Published Agenda

4.1 Special Council Meeting Agenda for May 27, 2024

SP24-05-013

Moved By Councillor Allard
Seconded By Deputy Mayor Shepley

That the published agenda for the May 27, 2024 Special Council Meeting for the Essex Centre Core Walk-About be adopted as presented.

Carried

5. New Business

Council conducted a walking tour of the Essex Centre downtown core commencing at the Essex Municipal Office and continuing along Talbot Street.

Administration provided Council with a verbal update on the improvements made to the downtown core in Essex Centre. Administration highlighted areas including options for the new flex space and temporary patios, intersection improvements, crosswalks and work to be completed. Administration answered questions from Council members pertaining to various matters throughout the tour.

Councillor Matyi joined the tour at 5:00pm.

SP24-05-014

Moved By Councillor Verbeek
Seconded By Councillor McGuire-Blais

That the verbal report be received for information.

Carried

6. Adjournment

SP24-05-015

Moved By Councillor Garon
Seconded By Councillor Allard

That the meeting be adjourned at 6:00 PM.

Carried

Mayor

Clerk

Delegation Request Form

This form must be completed and submitted to the Clerk of the Town of Essex by all persons wishing to address Council at a scheduled meeting of Council. Delegation requests must be submitted by 2:00 p.m. on the Tuesday prior to the scheduled meeting.

Any person who wishes to appear before Council as a Delegation on a matter that relates specifically to a matter contained in the Regular Council Meeting Agenda shall submit a Delegation Request Form no later than 4:30 PM on the Friday immediately preceding the date of the Regular Council Meeting. The Clerk shall have the sole authority to determine if the subject matter does in fact relate specifically to a matter contained in the Regular Council Meeting Agenda for purposes of allowing or denying the Delegation and the Clerk will introduce such Delegation Request Form(s) at the time of adopting the Published Agenda.

Presentations to Council are limited to 5 minutes per person to a maximum of 10 minutes for a group of two persons or more.

Personal information that you provide on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Please note that this form, if approved, will appear in the published Council Agenda and may be included in the Council Meeting minutes, both of which become part of the public record and are posted on our municipal website.

Delegates are responsible for indicating when an accommodation is required. The Clerk will determine the best method to address the accommodation in consultation with the individual in advance of the meeting.

First Name *

Pete

Last Name *

Zuzek

Date of meeting you wish to attend *

7/2/2024 

Will you be attending in-person or virtually? *

In-Person

Virtually

Are you representing a group? *

Yes

No

Name of Group

Pelee Coastal Resilience Committee

Provide details on the issue(s) you wish to present to Council and any actions you will be asking Council to take. *

The presentation will summarise the planned activities for the Committee. A request for \$30,000 of funding from the Town of Essex will be made at the end of the presentation.

Is this item on the agenda? *

- Yes
- No
- I don't know

Have you consulted with Administration on this issue? *

- Yes
- No

Have you consulted with a Member of Council on this issue? *

- Yes
- No

If you've consulted with Administration or Council, please provide the names of the individuals you've talked to and the details of those discussions.

Kevin Girard

If this is a property matter, are you an owner?

- Yes
- No
- Not applicable

Have you appeared before Council in the past regarding this issue? *

- Yes
- No

Presentation Materials

*Presentation materials will not be considered for presentation at the meeting unless they are attached to this form.

Will you have presentation materials? Any materials must be provided to the Clerk with this delegation request for review, approval, and circulation to Council and Administration. Materials will be made public. *

- Yes
- No

Please select your presentation material type.

Visual Presentation (Powerpoint, video, photographs, etc.)

Please upload your presentation material .

Your Address or Group Contact Address (full mailing address including postal code) *

[Redacted address information]

Your Phone Numbers

Home

Work

Cell

Use format 519-776-
7336

Use format 519-776-
7336

[REDACTED]

Email Address *Required if joining virtually.

[REDACTED]

Name and address of all representatives attending, including their positions *

Pete Zuzek, President
Zuzek Inc.

[REDACTED]

[REDACTED]

Privacy Statement

This meeting will be broadcast live via YouTube and Delegates will be included in the recording. Be advised that all Council and Committee meeting presentations become part of the public record and you will be listed as a presenter on the Agenda and Minutes of the meeting. Agendas and Minutes are published online, so the listing of your name in connection with the Agenda or Minutes may be indexed by search engines like Google. Further, personal information contained in your correspondence, to Town of Essex Council, is collected under the authority of the *Municipal Act, 2001*, as amended. Any personal information you choose to disclose in your correspondence will be used to receive your views on the relevant issue(s) to enable Town of Essex Council to make its decision on the matter. Questions about the collection of this information can be directed to the Legal and Legislative Services Department.

I have read and understand the above Privacy Statement. *

Yes

No

Thank you!

Thank you for completing the Delegation Request Form.

The Clerk's Office will contact you in the near future to review your request.

Joseph Malandrucolo

Director, Legal and Legislative Services/Clerk

Town of Essex

33 Talbot Street South, Essex, Ontario N8M 1A8

519-776-7336, extension 1132

Supported by Natural Resources Canada's
Climate-Resilient Coastal Communities Program



Natural Resources
Canada

Ressources naturelles
Canada

Canada



Zuzek inc.
— ONE WORLD —

Pelee Coastal Resilience Committee and Action Plan

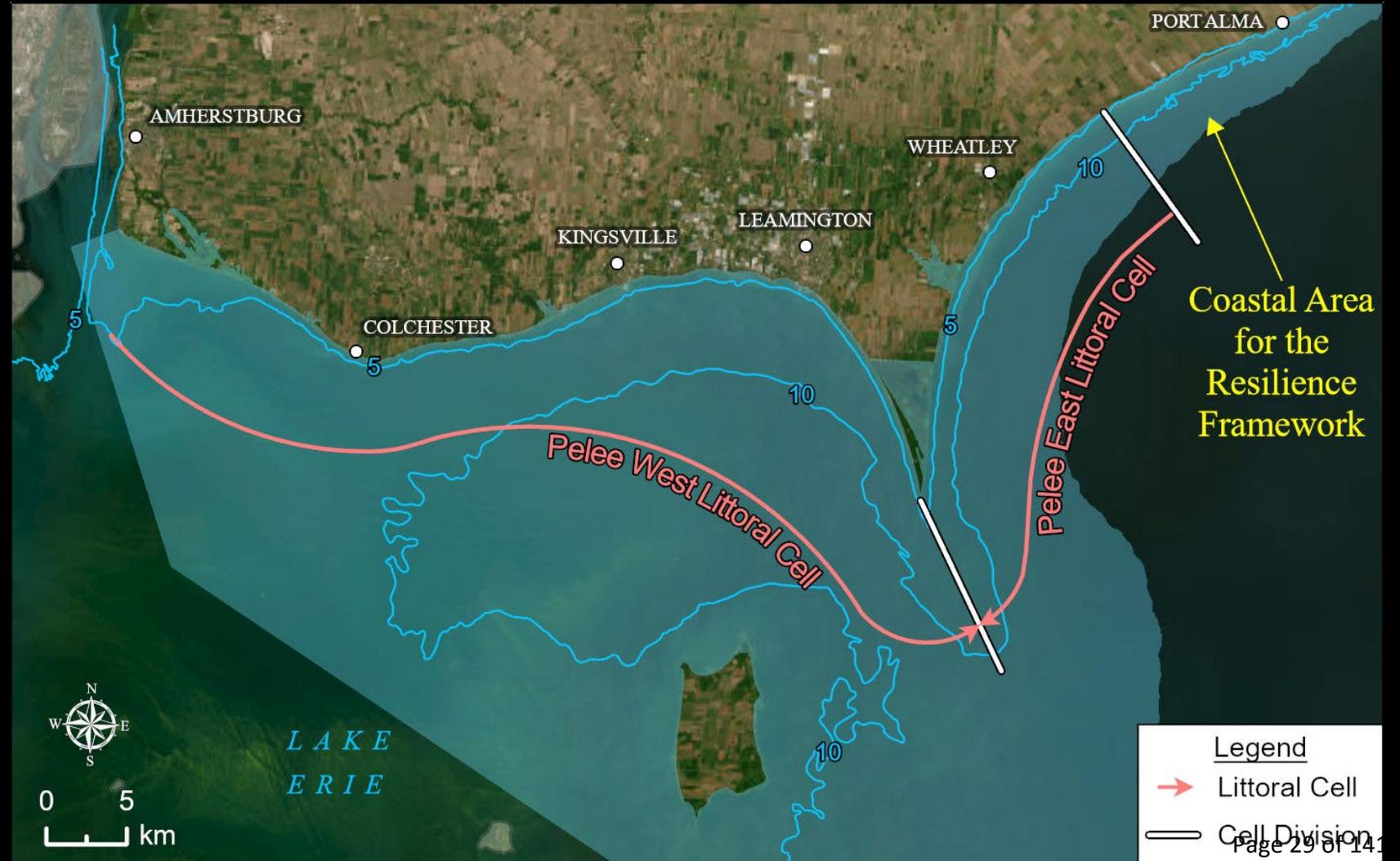
Presentation to the Town of Essex

Pete Zuzek, MES, CFM, P.Geo.
July 2, 2024



Background: Geographic Extent of the Plan

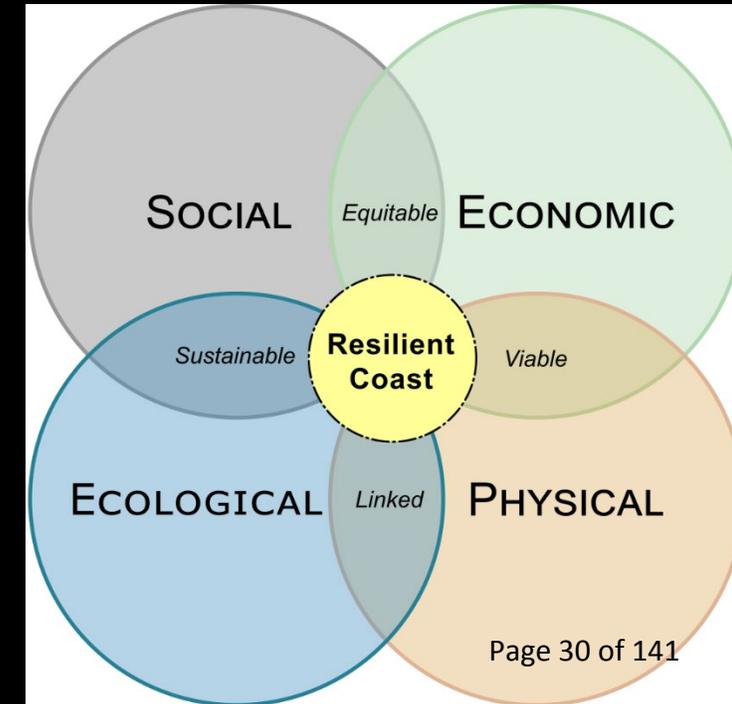
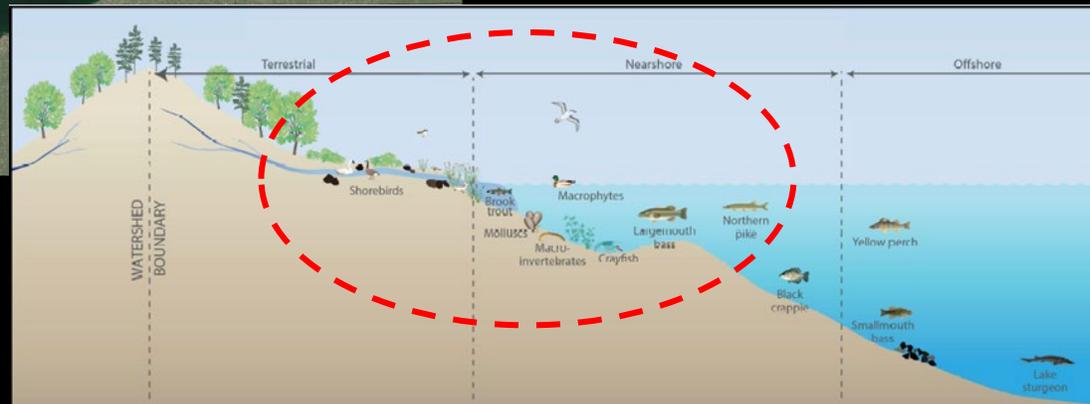
- Pelee West Littoral Cell (mouth of Detroit River to the tip of the Southeast Shoal)
- Pelee East Littoral Cell (~Port Alma to the tip of the Southeast Shoal)





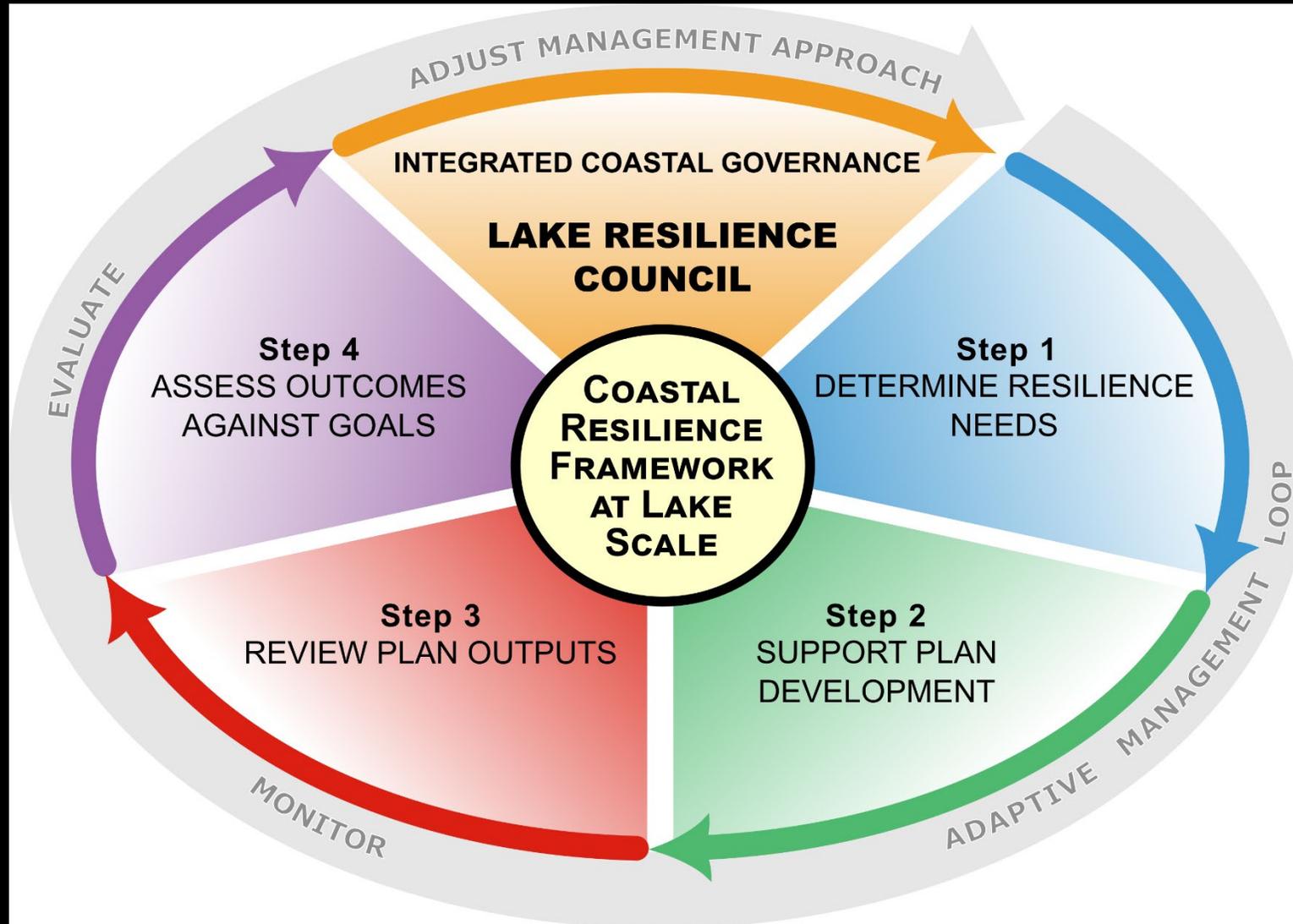
History: Zuzek Inc. has been Developing the Coastal Resilience Framework since 2022

- Scale is a defining aspect of the framework (regional/scale littoral cells)
- The coastal area is an integrated social, economic, ecological, and physical system
- All of society approach (by everyone for everyone)



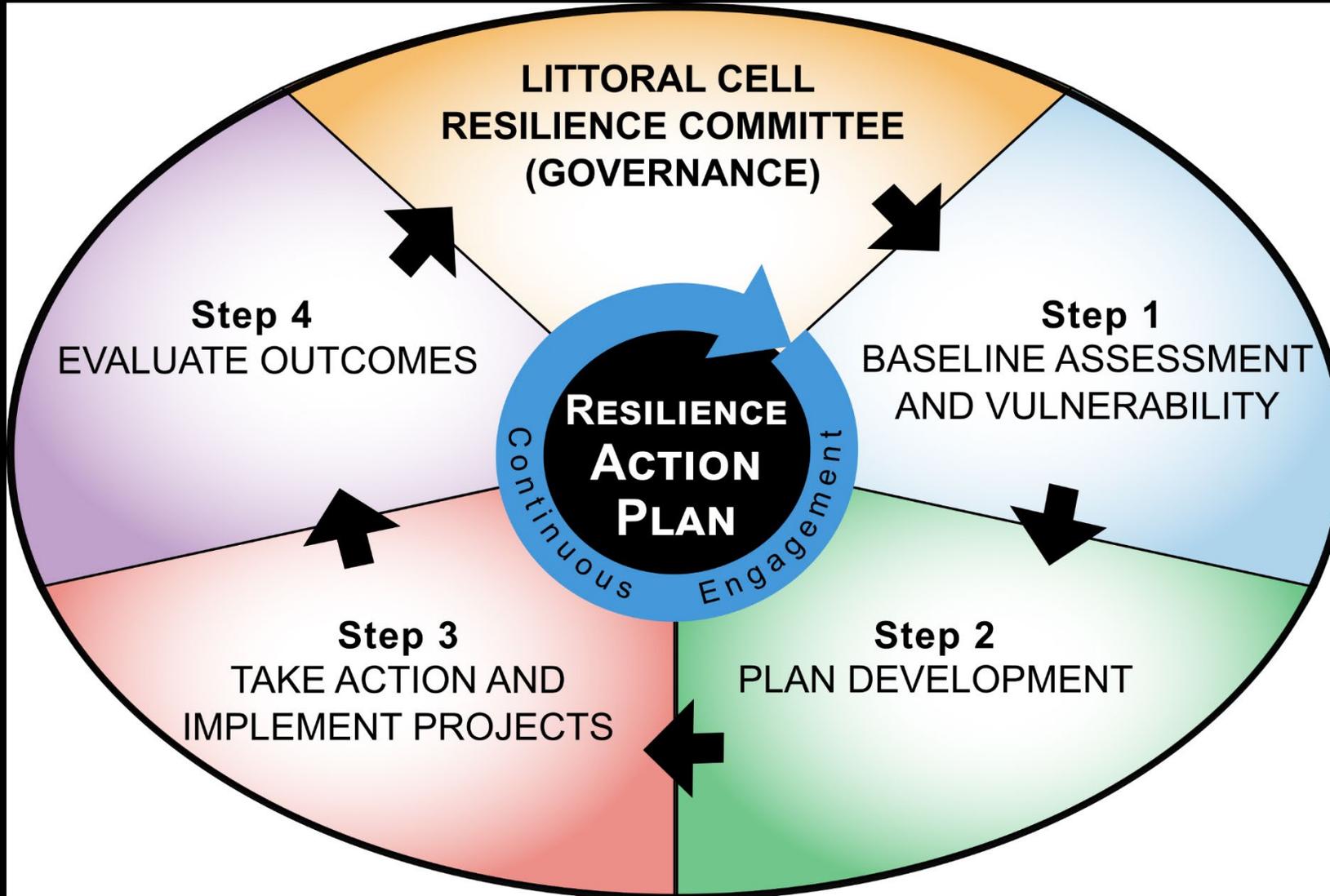


Basin Scale of Framework (CND side of the lakes)





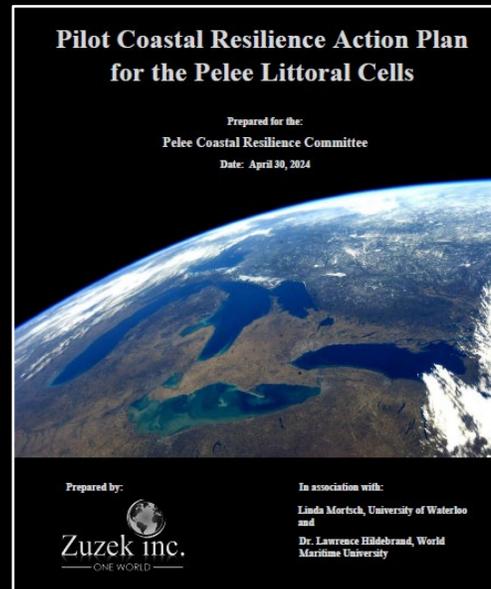
Littoral Cell Scale (regional)





Pelee Coastal Resilience Committee

- Formed in October of 2023 with ECCC funding (current members to right)
- Explored the local governance dimensions for the application of the Coastal Resilience Framework
- Informed the following report:

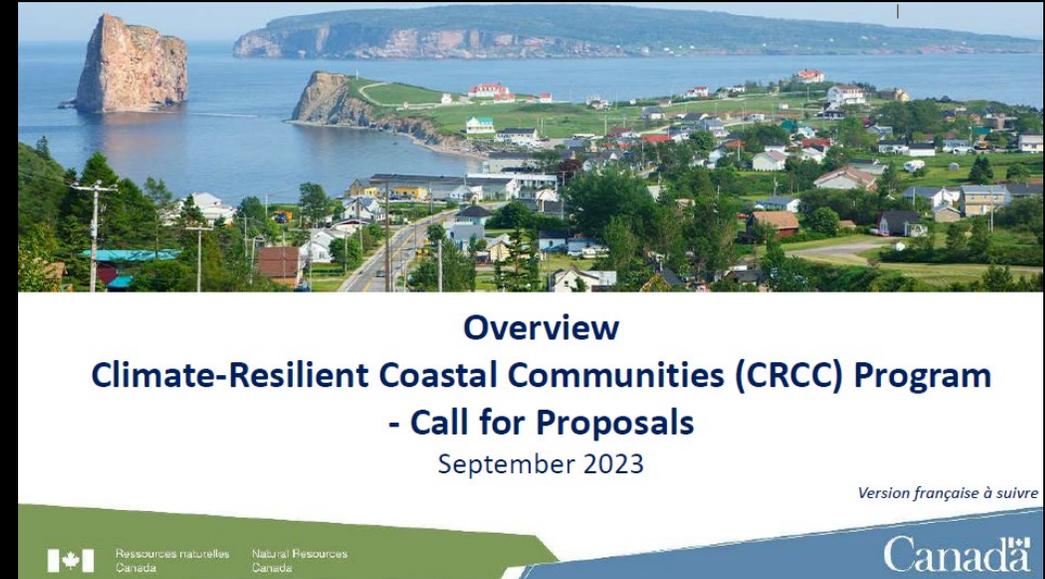


Present	Organization	Member
	Caldwell First Nation	Susan Sullivan
	Walpole First Nation	TBD
	County of Essex	Rebecca Belanger
	Leamington	Bill Fuerth
	Leamington	Rob Sharon
	Kingsville	Richard Wyma
	Kingsville	Tim Del Greco
	Town of Essex	Kevin Girard
	Town of Essex	David McBeth
	Town of Essex	Erica Tilley
	Municipality of Chatham-Kent	Edward Soldo
	Municipality of Chatham-Kent	Brigan Barlow
	LTVCA	Jason Wintermute
	LTVCA	Mark Peacock
	ERCA	James Bryant
	ERCA	Tian Martin
	Community Futures Essex County	Diane Malenfant
	Leamington District Chamber of Commerce	Wendy Parsons
	Leamington Shoreline Association	Wayne King
	PPNP Citizens Advisory Committee	Charbel Saad
	Nature Conservancy of Canada	Kristyn Richardson
	Nature Conservancy of Canada	Luke King
	Nature Conservancy of Canada	Jill Crosthwaite
	Nature Conservancy of Canada	Brett Norman
	Ontario Greenhouse Vegetable Growers	Aaron Coristine
	Presteve Foods Ltd.	Vald DeMelo
	Wheatley Harbour Authority	Bobby Cabral
	DFO, Integrated Planning	Cindy Mitton-Wilkie
	DFO, Integrated Planning	Emily Champagne
	DFO, SCH	Adele Butcher
	DFO, SCH	Jennifer Thomas
	DFO, SCH	Annette Winter
	DFO, SCH	Mike MacDiarmid
	ECCC	Greg Mayne
	ECCC	Jody McKenna
	Parks Canada	Julie Charlton
	Parks Canada	Scott Parker
	Parks Canada	Tammy Dobbie
	Parks Canada	Jyoti Upadhyaya
	University of Waterloo	Linda Mortsch
	Foresight Consulting	Janice Forsyth
	Zuzek Inc.	Pete



Funding Application to NRCan's Climate Resilience Coastal Communities Program

- Zuzek Inc. submitted in December 2023 on behalf of the Committee
- Town of Essex provided a Letter of Support and \$16.5k of in-kind support
- Other partners provided cash support
 - Leamington, 200k
 - County of Essex, 150k
 - Kingsville, 30k
 - ERCA, 10k
- And \$97k of in-kind support





Review of Land Use Zoning, Bylaws, and Regulations with New Hazard Mapping

- Example of recently updated Erosion Hazard Mapping





Assess Risks and Develop Options for Critical Infrastructure Exposed to Coastal Hazards





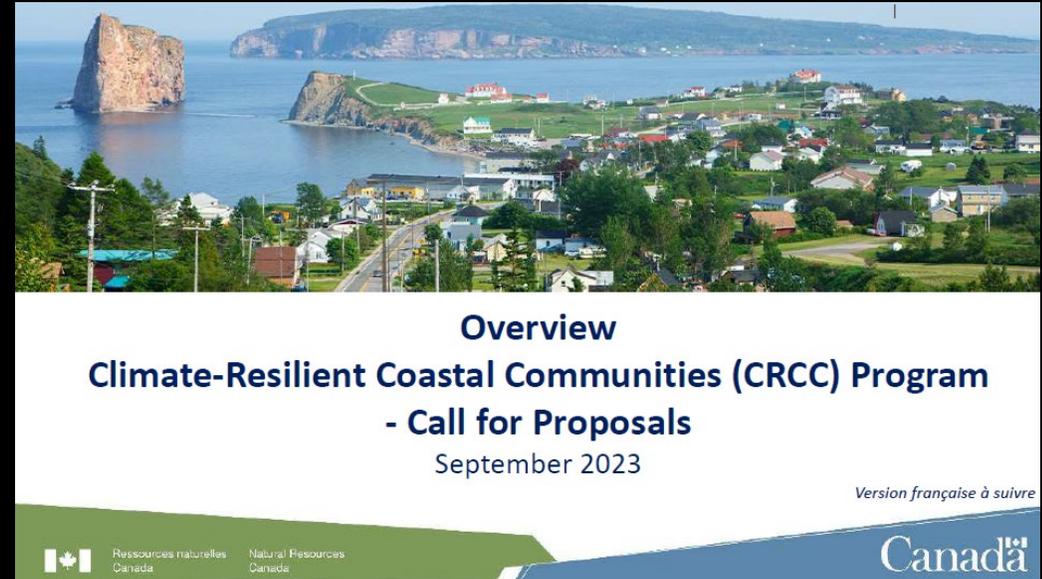
Sediment Bypassing at Harbours and Innovative Dredging Technology





Pelee Coastal Committee Selected for Funding

- Committee awarded \$1M (waiting for signed contribution agreement)
- No public announcements until notified by NRCan
- Requesting: \$30,000 of cash support from the Town of Essex to expand the study





QUESTIONS





Report to Council

Department: Infrastructure Services
Division: Infrastructure Services
Date: July 2, 2024
Prepared by: Kevin Girard, P.Eng., MBA
Director, Infrastructure Services
Report Number: Infrastructure Services-2024-03
Subject: Pelee Coastal Resilience Study
Number of Pages: 3

Recommendation(s)

That Infrastructure Services-2024-03 entitled, " Pelee Coastal Resilience Study" prepared by Kevin Girard, Director, Infrastructure Services dated July 2, 2024 be received, and

That Council provide authorization to Administration to contribute a maximum amount of \$30,000, being \$10,000 annually from 2024-2026, to Zuzek Inc. for the Pelee Coastal Resiliency Study, to be funded from the Green Fund Reserve.

Purpose

To request that Council make a financial contribution toward the Pelee Coastal Resiliency Study being completed by Zuzek Inc.

Background and Discussion

As received in the accompanying presentation by Zuzek Inc., the Coastal Resiliency Study is being completed by Zuzek Inc. as directed by the Pelee Coastal Resilience Committee made up of various stakeholders. Stakeholders identified to date include:

- Town of Leamington
- Town of Essex
- Municipality of Chatham-Kent
- Town of Kingsville
- County of Essex
- Zuzek Inc.
- Essex Region Conservation Authority
- Lower Thames Valley Conservation Authority
- Fisheries and Oceans Canada
- Parks Canada
- Environment and Climate Change Canada
- Ontario Greenhouse Vegetable growers
- Caldwell First Nation
- Pelee Citizens Advisory Committee
- Leamington and District Chamber of Commerce
- Leamington Landowners Association
- Wheatly Harbour Authority

The framework, draft terms of reference, and meeting minutes can be found at the following website, <https://zuzekinc.com/resilienceframework/>.

Financial Impact

As identified in the presentation by Peter Zuzek, the Town of Essex is being requested to make a financial contribution to the project in the amount of \$30,000, or \$10,000 annually for 3 years (2024-2026). This is in addition to the in-kind contributions being made for staff time.

Based on a review of the financial contributions from other municipal partners, as well as the overall benefit to the Town of Essex for this study, it is recommended that Council approve the 2024 post-budget funding for this project, in the amount of \$10,000, to be funded from the Green Fund Reserve, which has sufficient balance to do so. The two remaining \$10,000 annual contributions will be included as an approved project within the 2025 and 2026 Capital Budgets.

Consultations

Kate Giurissevich, Director, Corporate Services/Treasurer

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.**
- Take care of our natural environment and strengthen the sense of belonging to everyone **who makes Essex "home"**.
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Pelee Coastal Resilience Study - Infrastructure Services-2024-03.docx
Attachments:	
Final Approval Date:	Jun 25, 2024

This report and all of its attachments were approved and signed as outlined below:



Kate Giurissevich, Director, Corporate Services - Jun 25, 2024 - 1:25 PM

No Signature - Task assigned to Doug Sweet, Chief Administrative Officer was completed by delegate Jake Morassut, Director, Community Services

Doug Sweet, Chief Administrative Officer - Jun 25, 2024 - 1:51 PM



Report to Council

Department: Office of the CAO
Division: Office of the CAO
Date: July 2, 2024
Prepared by: Doug Sweet, Chief Administrative Officer
Report Number: Office of the CAO-2024-05
Subject: OPP Detachment Board Annual Report
Number of Pages: 7

Recommendation(s)

That Report-CAO-2024-05 entitled "OPP Detachment Board Annual Report" be received.

Purpose

In accordance with the legislative requirement, this report is provided to advise of the Essex County OPP Detachment Board #1 (Board) policing activities.

Background and Discussion

On March 26, 2019, Ontario passed the Community Safety and Policing Act, 2019 (CSPA), as part of the Comprehensive Ontario Police Services Act, 2019. As of April 1, 2024, the CSPA replaced the Police Services Act, 1990 (PSA).

Under the CSPA, Section 68 (1) (f) stipulates the OPP Detachment Board on or before June 30 in each year, provide an annual report to the municipalities and band council regarding the policing provided by the detachment in their municipalities.

In accordance with the legislative requirement, this report is provided to advise of the Essex County OPP Detachment Board #1 (Board) policing activities. Normally, this report would be prepared and submitted by the Detachment Board, however, given that the Board has only been able to meet once due to circumstances surrounding insurance, the Municipal Liaisons have collaborated with the OPP on this brief report for the purposes of meeting the legislative requirements above. In ensuing years, the Board will issue the annual report, in accordance with the intent of **the Act. For Council's information, this report has been provided to Board members.**

Comments

Board Activities

As of April 1, the nine-member Board was established, inclusive of three (3) Council and four (4) Community representatives from the three municipalities represented by the new Board. The provincial appointments (2) have since been made by the Public Appointments Secretariat.

The Board conducted its inaugural meeting on April 22, 2024. Under the advice of the Ontario Association of Police Services Boards (OAPSB), the Board meetings have been suspended while the Board indemnity insurance is reviewed and resolved. This is a provide-wide issue affecting all detachment boards that span multiple municipalities.

Additionally, board members representing all North board communities attended at the June OAPSB Conference. The Board Chair presented on a panel discussion regarding **'Professionalizing Police Governance in Ontario: The Importance of Staff to the Effectiveness of the Board.'**

OPP Policing Activities

During the period from April 1, 2024, to June 12, 2024, the Tecumseh, Lakeshore, and Essex units of the detachment have actively engaged in various special initiatives, programs, and

campaigns aimed at enhancing public safety and serving our communities. Notable initiatives are outlined below.

The OPP addressed concerns surrounding establishments in Tecumseh and Lakeshore by initiating discussions with the owners and partnering with the Alcohol and Gaming Commission of Ontario (AGCO) to bolster both educational outreach and enforcement actions, ensuring the responsible consumption of alcohol and reducing associated risks.

Also, Lakeshore’s detachment is working with the AGCO regarding “over serving” and noise at another establishment. The Municipality has been engaged and has sent out the warning letter to the owners. In Belle River, OPP are prioritizing marina and beach patrols on foot and in a vehicle, focusing on enforcement of Trespass to Property Act (TPA) and Liquor Licence Act (LLA), parking and showing an increased police presence with the intent of sending a clear message for the upcoming summer months.

The OPP’s commitment to combating impaired driving was evident through 138 R.I.D.E. spot-check initiatives conducted across North board communities, aligning with the objectives outlined in the OPP Essex County 2023-2025 Action Plan. As a testament to their efforts, 25 motorists were charged with impaired driving/over 80 mgs, underscoring the importance of this proactive approach. Where possible, R.I.D.E initiatives are set up where OPP administer breath samples to all drivers that pass through, otherwise referred to as Mandatory Alcohol Screening (MAS).

In response to reports of speeding and excessive noise on County Road 22 between Manning Road and Banwell Road, OPP conducted a focused two-week enforcement initiative resulting in the issuance of numerous offence notices as follows:

May 27 to June 2

- 19 tickets and 4 warnings

- 9 Provincial Offence Notices (PON) for Highway Traffic Act (HTA) Section 128 (Speeding)
- **3 PON's for HTA Section 7(1)(a) (Vehicle permits)**
- **3 PON's for HTA Section 62(1) (Vehicle lights related)**
- 1 PON for Compulsory Automobile Insurance Act Section 3(1) (No insurance Card)
- Warnings for HTA Section 9(2) (Documentation related), HTA Section 128 (Speeding), HTA Section 7(1)(a) (Vehicle permits)

June 3 to June 10

- 4 tickets, 1 Part III, and 1 warning.
- **4 PON's for HTA Section 128 (Speeding)**
- 1 Part III for Driving while suspended.
- 1 warning for HTA Section 128 (Speeding)

This enforcement initiative contributed to curbing the identified issues.

Currently, the OPP's attention is directed towards ensuring the safety of students and pedestrians on County Road 12 in Colchester, particularly near the Colchester North Public School, through focused patrols targeting speeding and other Highway Traffic Act offences. This initiative reflects their ongoing commitment to prioritizing public safety and addressing community concerns.

OPP's dedication to promoting traffic safety extended to a specific initiative targeting motorists disobeying school bus stop signs at a daycare on Advance Boulevard in Lakeshore, where multiple individuals were educated on the importance of compliance with this crucial law, emphasizing our proactive approach to enhancing public safety.

Attention was drawn to Lakewood Park in Tecumseh, where a significant number of calls regarding erratic driving within the parking lot had been received. In response, the OPP have undertaken concerted efforts to mitigate the negative impact on the community through heightened enforcement measures and continuous patrols. In collaboration with the OPP, the Town installed gate arms to restrict unauthorized access to the lot after hours, thereby enhancing safety.

During Police Week at the mall, OPP actively engaged with the public, raising awareness of available police resources and services, which garnered positive feedback and support from the community.

OPP have submitted a grant proposal for a new three-year Mobile Crisis Response Team (MCRT) enhancement grant totaling \$360,000, which will bolster members' capacity to serve citizens in crisis situations and strengthen community partnerships with Hotel Dieu Grace Healthcare.

Over the reporting period, the Community Safety Officers have been busy planning and coordinating the following:

- OPP KIDS Program Session (for all grade 6 students) and Graduation ceremonies (13 active schools)
- COPPS for Charity Fundraising
- Planning/ Meeting for Cop Camp
- Planning/Meeting annual Golf Tournament
- Bursary winners (promote/distribute/select/award)
- Eclipse Day – Traffic Control / Collision Response
- Our Kids Are Not OK Initiative
- Teen Drivers Positive Ticketing Initiative
- Meet a Machine
- Police Week
- Coffee with a Cop
- Victoria Day Fireworks Planning/Meetings
- Fraud Talks/Presentations
- Recruitment Ambassador training and event planning
- De-escalation Training Workshop
- Education Week – Open House school event
- Special Olympics Law Enforcement Torch planning committee
- Canada Day Celebration planning /meetings
- Safety Village JK/SK Programming
- Sun splash parade and festival planning/meetings
- Hospice Duck Drop safety planning.
- Comber Fair and Parade planning
- Summer Camp prep training
- Police Liaison committee meetings
- Emergency Services Introduction to New Canadians (ESINC) Meetings
- **Traffic initiatives (St. Gregory's Road -St Andre and L'essor school; Riverside Drive Road closure/construction; ongoing school patrols during high traffic periods)**

- Elementary School Detachment Tours
- On demand school engagement talks for various topics (Respectful Relationships; Online Safety; Bullying)
- Impaired/Distracted Driving Presentation for PROM/GRAD season at high school
- On demand police assistance and engagement with school administrators and Safe Schools Principal for various concerns and incidents involving students (RE: potential violence; absenteeism; bullying/online safety)
- School Resource regional meetings
- **Positive Ticketing for youth “caught” behaving positively** in the community.
- Ongoing community resource support for officers

These initiatives underscore the OPP’s unwavering commitment to safeguarding the communities and fostering a safer, more secure environment for all residents.

Financial Impact

There are no financial implications associated with this report.

Consultations

Ontario Provincial Police – Essex County Detachment

Senior Administration from Municipalities within the Essex County OPP Detachment Board #1

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.**
- Take care of our natural environment and strengthen the sense of belonging to everyone **who makes Essex "home"**.
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.



Report to Council

Department: Office of the CAO
Division: Office of the CAO
Date: July 2, 2024
Prepared by: Doug Sweet, Chief Administrative Officer
Report Number: Office of the CAO-2024-07
Subject: OPP Detachment Board – 2024 Budget
Number of Pages: 7

Recommendation(s)

That Report CAO-2024-07 entitled “**OPP Detachment Board – 2024 Budget**” **be received**.

And that the proposed budget for the balance of 2024 for the Essex County OPP Detachment Board #1, as appended to the report, **be approved**;

And further that the Town of Essex’s recommendation to approve the proposed budget for the balance of 2024 for the Essex County OPP Detachment Board #1 be forwarded to the Town of Tecumseh and the Municipality of Lakeshore, for their consideration of approval;

And furthermore, that on approval by all three member municipalities of the Essex County OPP Detachment Board #1, the budget for the balance of 2024 **be implemented** by the administering municipality, being the Town of Tecumseh

Purpose

To obtain the approval from the partnering 3 municipalities on the new shared 2024 operating budget for the new Essex County OPP Detachment Board #1.

Background and Discussion

On March 26, 2019, Ontario passed the Community Safety and Policing Act, 2019 (CSPA), as part of the Comprehensive Ontario Police Services Act, 2019. As of April 1, 2024, the CSPA replaces the Police Services Act, 1990 (PSA).

On October 25, 2023, the Ministry of the Solicitor General (Ministry) sent a letter to all local municipalities confirming that the Essex County OPP Detachment Board proposal had been approved by the Solicitor General.

In keeping with the Ministry's advice that the new board was to be in place on or about April 1, 2024, Town Administration worked with the senior administrations of the Town of Tecumseh and Municipality of Lakeshore (collectively the 'Senior Administration') to develop the representative appointments and administrative components of the new board for consideration by each respective Council.

This report centers on the next order of business, which is the 2024 operating budget for the new Essex County OPP Detachment Board #1 (Board).

Comments

Section 67 (3) of the CSPA provides for remuneration and expenses of the Board in the regulation. The current description of the regulation provided by the Ministry references the amount of remuneration will be determined by unanimous agreement by the municipalities within the detachment area, or the Province will determine the amount to be paid if an agreement cannot be reached. Board costs are to be allocated equally unless a different arrangement is unanimously agreed to.

Concurrence was obtained from the Councils of the Town of Tecumseh, Town of Essex, and the Municipality of Lakeshore in respect of the remuneration for the Chair, Members and Municipal Liaisons, together with the interim compensation for the Administrative Support.

Administrative Support

A job description for the dedicated Administrative Support was derived jointly with the Senior Administration. This permanent, part-time position, up to 24 hours per week, over a 5-day week will be unionized with Tecumseh CUPE Local 702.5. Working hours are anticipated to be **variable depending on the Board's needs. The starting salary** is \$33.60 per hour (2024) in accordance with the Collective Agreement with CUPE Local 702.5.

Based on the anticipated start date of the Administrative Support, assuming a 14-hour work week, it is estimated that wages and benefits for the balance of the year will total \$10,421 and \$31,264 annually.

Proposed 2024 Balance & Annualized Budget

Senior Administration from all 3 municipalities, together with Finance, have been working on establishing the previous Police Services Boards (PSB) actual expenditures assumed in the first quarter of 2024.

For the balance of 2024, the new Board is expected to operate within the remaining balances of the cumulative approved budgets of the three member municipalities. As the new Board is intended to be administered through Tecumseh, actual Town costs incurred to administer the program will be recovered by the Town of Tecumseh, equally from the three participating municipalities.

Currently, no additional cost to the Town is anticipated because of the new Board structure **and second quarter implementation, and the Town's share of costs towards the new Board is within the remaining balance of the Town's approved 2024 operating budgets.**

Senior Administration from all 3 municipalities and Town of Tecumseh Finance have also drafted the annualized budget based on anticipated costs the new Board will incur. The annualized budget, in 2024 dollars, is calculated at approximately \$101,000. (Attachment - Budget 2024 Summary) The annualized budget is presented herein for reference purposes

only. For the 2025 budget year, the draft budget will be prepared by the Board and submitted to the respective Councils for approval during each of their budget deliberations.

Financial Impact

The Town's 2024 PSB budget is \$19,340 which does not include costs for Council appointees to the Police Service Board to attend PSB conferences and Zone meetings as these costs are charged to the **Town's** corporate training budget.

The Town has incurred approximately \$3,978 in PSB costs during the first quarter of 2024. The April to December 2024 budget requires \$23,371 from each of the three member municipalities, which combined with costs incurred to date is still within the 2024 approved PSB and Corporate operating budgets.

Upon approval of the proposed Detachment Board budget for the balance of 2024 by all three member municipalities, the Town of Tecumseh as the administering municipality for the Board, will invoice the Town of Essex and the Municipality of Lakeshore for their respective shares of the operating budget.

For reference, an annualized budget, in 2024 dollars, is calculated at approximately \$101,000. Each member municipality should expect their 2025 PSB budget to come in around \$34,000. Actual 2025 draft Board budget may vary as it will be prepared by the Board during the budget cycle and presented to each Council for approval during budget deliberations.

Consultations

Senior Administration from Municipalities within the Essex County OPP Detachment Board #1

Kate Giurissevich, CPA, CA, Director, Corporate Services/ Treasurer

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town's competitive advantages to promote jobs and economic investment.**
- Take care of our natural environment and strengthen the sense of belonging to everyone **who makes Essex "home."**
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	OPP Detachment Board - 2024 Budget - Office of the CAO-2024-07.docx
Attachments:	- CAO-2024-04 Attachment 1 - OPP Detachment Board_Budget Summary_Report V1 AXES (1).pdf
Final Approval Date:	Jun 26, 2024

This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Doug Sweet, Chief Administrative Officer was completed by workflow administrator Cassandra Lauzon, Legislative Clerk

Doug Sweet, Chief Administrative Officer - Jun 26, 2024 - 10:17 AM

OPP Detachment Board #1 Budget Summary

at April 25, 2024

	Essex	Lakeshore	Tecumseh	Prop'd 2024 Bal	Annualized
Revenue					
Contributions from Each Municipality				\$70,113	\$100,571
TOTAL Revenue	\$0	\$0	\$0	\$70,113	\$100,571
Expense					
Wages and Benefits					
Wages - Municipal Liaisons			\$5,894	\$6,500	\$8,667
Wages and Benefits - Administrative Support (14 hr work wk)				\$10,421	\$31,264
Wages - Committee Members	\$9,300	\$8,820	\$15,348	\$20,825	\$26,603
Benefits			\$1,588		
Stipend (Cttee Members - Conference Attendance/Zone Mtg)	\$4,020		\$3,400	\$6,050	\$5,170
Total Wages & Benefits	\$13,320	\$8,820	\$26,230	\$43,797	\$71,705
Office Supplies					
Main office Admin Overhead (Financial analyst, office space)	\$500	\$1,000		\$1,000	\$1,000
Total Office Supplies	\$500	\$1,000		\$1,000	\$1,000
Public Relations					
OAPSB Annual Conference Sponsorship	\$500		\$300		\$1,000
Annual Holiday Dinner			\$1,100	\$2,210	\$2,210
Community Policing			\$2,500	\$2,500	\$2,500
Misc Public Relations		\$1,500	\$600	\$1,000	\$1,000
Good Samaritan	\$1,000				
Total Public Relations	\$1,500	\$1,500	\$4,500	\$5,710	\$6,710
Memberships					
OAPSB Annual Membership	\$800	\$1,645	\$1,600	\$0	\$3,300
OAPSB Zone 6	\$55	\$55	\$60		\$150
Total Memberships	\$855	\$1,700	\$1,660	\$0	\$3,450
Professional Development					
OAPSB AGM and Conference	\$5,980	\$13,750	\$9,900	\$14,806	\$13,507
OAPSB Zone Meetings & other PD Events	\$3,500	\$350	\$700	\$3,000	\$1,800
Total Professional Development	\$9,480	\$14,100	\$10,600	\$17,806	\$15,307
Meals and Mileage - workshop, meetings					
Admin Support Wage/Costs - Reporting Secretary in Wages section	\$1,300	\$1,060		\$0	\$0
Regional Bd Host costs -IT Support, Web site, Finance				\$1,800	\$2,400
Insurance				\$2,500	\$5,000
Adjusted Budget - Lakeshore		\$340			
TOTAL Expense	\$26,955	\$28,520	\$42,990	\$70,113	\$100,571
NET	(\$26,955)	(\$28,520)	(\$42,990)	\$0	

OPP Detachment Board #1 YTD Summary

	Essex	Lakeshore	Tecumseh
Revenue			
Contributions from Each Municipality			
TOTAL Revenue	\$0	\$0	\$0
Expense			
Wages and Benefits			
Wages - Municipal Liaisons & Recording Secretary			\$1,445
Wages - Committee Members	\$1,225	\$1,890	\$3,762
Benefits	\$72		\$579
Per Diem (Ctee Members - Conference Attendance)			
Total Wages & Benefits	\$1,297	\$1,890	\$5,785
Office Supplies			
Total Office Supplies	\$0	\$0	\$0
Public Relations			
OAPSB Annual Conference Sponsorship			\$300
Annual Holiday Dinner			
Community Policing			
Misc Public Relations			\$234
Good Samaritan			
Total Public Relations	\$0	\$0	\$534
Memberships			
OAPSB Annual Membership	\$880	\$1,647	\$1,647
OAPSB Zone 6	\$55	\$55	\$55
Total Memberships	\$935	\$1,702	\$1,702
Professional Development			
OAPSB AGM and Conference	\$1,747	\$2,177	
OAPSB Zone Meetings & other PD Events			
Total Professional Development	\$1,747	\$2,177	\$0
Meals and Mileage - workshop, meetings			
Admin Support Wage/Costs	\$1,300	\$500	
Regional Bd Host costs -IT Support, Web site, Finance			
YTD Expense	\$3,978	\$5,769	\$8,021
TOTAL Expense	\$26,955	\$28,520	\$42,990
NET	\$22,977	\$22,751	\$34,969



June 17, 2024

Town of Essex
Joseph Malandrucolo
Director, Legal and Legislative Services/Clerk
33 Talbot St. S.
Essex, ON
N8M 1A8

Via Email: jmalandrucolo@essex.ca

Re: Resolution of Essex County Council – Regional Food and Organic Waste Program Funding Discussion

The County of Essex received correspondence from the Town of Essex dated May 22, 2024 regarding Town of Essex Council resolution SP24-05-007 pertaining to the Regional Food and Organic Waste Program and funding model.

At its June 5, 2024 meeting, Essex County Council received the letter, and reviewed the letter and considered the Regional Food and Organic Waste Program and funding model. As a result of those deliberations, County Council adopted the following resolution:

159-2024

Moved By Dennis Rogers

Seconded By Michael Prue

That Essex County Council receive the Regional Food and Organics Waste Program Funding Model Discussion report for information;

That Essex County Council approve the proposed hybrid model that combines the county levy-based funding model with a user fee methodology for the expenses associated with the Regional Food and Organics Waste (Green Bin) Program; and

That Essex County Council direct Administration to prepare a report that identifies their preferred funding model with the rationale and forward it to the EWSWA Board for their consideration.

Carried



Resolution of Essex County Council – Regional Food and Organic Waste Program Funding Discussion

June 17, 2024

A link to the June 5, 2024 Essex County Council meeting agenda and video recording is bookmarked here for your ease of reference, should you wish to review.

Please do not hesitate to contact me if you have any questions or concerns.

Regards,



Katherine Hebert
County Clerk

Encl.

- [Linked letter from Town of Essex dated May 22, 2024](#) as part of the June 5, 2024 County Council meeting agenda
- [Bookmarked June 5, 2024 County Council Regional Food and Organic Waste Program Funding Model Discussion](#)

CC:

- Sandra Zwiers, CAO, County of Essex
- Doug Sweet, CAO, Town of Essex



519-776-6441 ext. 1353
TTY 1-877-624-4832



202 - 360 Fairview Ave. W.
Essex, ON N8M 1Y6



countyofessex.ca



NSF International Strategic Registrations Audit Report

The Corporation of the Town of Essex

33 Talbot Street South
Essex, Ontario N8M 1A8 CAN

C0123367

Audit Type

Surveillance Audit

Auditor

Rose Johnson

Standard

Ontario's Drinking Water Quality Management Standard Version 2
(Exp Date: 02-AUG-2025)

Audit Date(s):

05/27/2024 - 05/27/2024

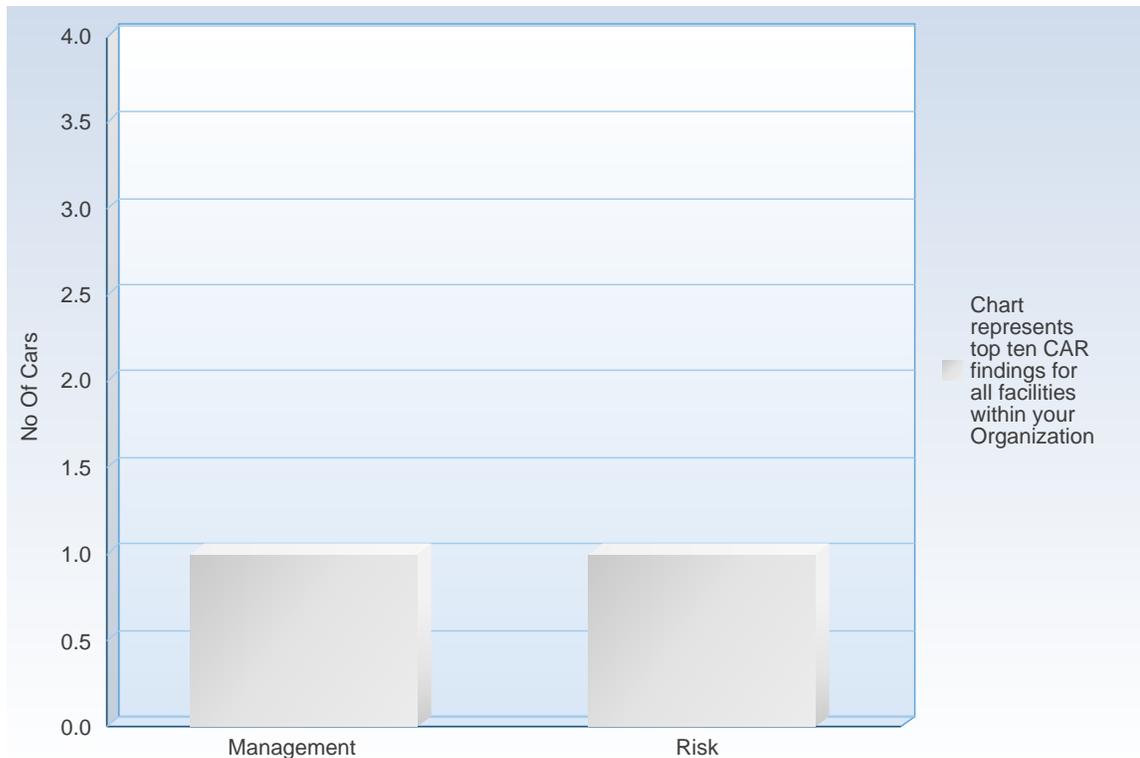
Recommendation

Ontario's Drinking Water Quality Management Standard Version 2 : Continue Certification (No NCRs)



Executive Summary	
Ontario's Drinking Water Quality Management Standard Version 2	<p>This was an annual system audit for the Town of Essex Drinking Water Quality Management System (DWQMS v.2).</p> <p>The audit results are summarized as follows:</p> <ul style="list-style-type: none"> - zero major nonconformities - zero minor nonconformities - one opportunity for improvement (OFI) <p>Please note, OFIs do not require a formal response, but are included in this report for consideration by the DWQMS team.</p> <p>The openness, support and cooperation of all involved in the audit is acknowledged and appreciated. Thank you for choosing NSF-ISR for your DWQMS accreditation.</p>

Top 10 Non Compliant Standard Clauses
CAR Chart Displays Current and Previous Years Data



The Corp Of The Town Of Essex

Standard Clause Description	
Management Review Risk Assessment	
Opportunities	
Ontario's Drinking Water Quality Management Standard Version 2	See below
Corrective Action Requests	
There is NO Corrective Action Request in this audit.	



Site Information

The audit was based on a sampling of the company's management system.

Industry Codes

NACE:E 41

Scope of Registration

Ontario's Drinking Water Quality Management Standard Version 2 : Essex (Harrow-Colchester South) Water Distribution System, Essex (Union) Water Distribution System, 029-OA1, Entire Full Scope Accreditation.



Opportunities for Improvements

Ontario's Drinking Water Quality Management Standard Version 2

Opportunity	Observations / Auditor Notes
Opportunities for Improvements (DWQMS)-01	<p>Location of OFI Management Review Meeting Minutes - October 2023;</p> <p>Discussed With Rob Mackie;</p> <p>Description Although no nonconformity was found, an opportunity exists to clarify the QMS Representative(s);</p>

General Information

Operating Authority: Legal Name & Address	The Corporation of the Town of Essex 33 Talbot Street South Essex, Ontario N8M 1A8
Language Preference: Correspondence	English
Language Preference: Audit	English
Owner: Legal Name and Address	The Corporation of the Town of Essex 33 Talbot Street South Essex, Ontario N8M 1A8
Owner Language Preference: Correspondence	English
Owner Language Preference: Audit	English
Applicant Representative Information; Include Name, Title, Phone, Fax, Email & Website	Rob Mackie Manager Environmental Services / QMS Representative rmackie@essex.ca Tel: 519-776-7336 Xt 1425
Accreditation Option	Full Scope - Entire DWQMS
Date of Previous Systems Audit:	August 31, 2023
Date of Previous On-Site Verification Audit:	September 22-23, 2022

Processes



Summary of Findings	
Requirement	Finding
1. Quality Management System	N/A
2. Quality Management System Policy	N/A
3. Commitment and Endorsement	C
4. Quality Management System Representative	C
5. Document and Record Control	N/A
6. Drinking-Water System	N/A
7. Risk Assessment	C
8. Risk Assessment Outcomes	C
9. Organizational Structure, Roles, Responsibilities, and Authorities	N/A
10. Competencies	N/A
11. Personnel Coverage	N/A
12. Communications	C
13. Essential Supplies and Services	N/A
14. Review and Provision of Infrastructure	N/A
15. Infrastructure Maintenance, Rehabilitation & Renewal	N/A
16. Sampling, Testing & Monitoring	N/A
17. Measurement & Recording Equipment, Calibration & Maintenance	N/A
18. Emergency Management	N/A
19. Internal Audits	C
20. Management Review	OFI
21. Continual Improvement	C
Mj	Major Non-Conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.
Mn	Minor Non-Conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
OFI	Opportunity for Improvement. Conforms to requirement, but there is opportunity for improvement.
C	Conforms to requirement.
	Not Applicable to this audit
*	Additional Comment added by auditor in the body of the report.



Verification of CARs For Ontario's Drinking Water Quality Management Standard Version 2

Have you verified the effectiveness of all previous CARs? (List all new CAR's that you initiated in this report because you did not verify effective implementation of a previous CAR)

Yes.

Discuss your evaluation in detail.

Reviewed corrective action implementation relating to two minor NCs from the previous audit:

T00011727209-1– Risk Assessment

Verified that most recent risk assessment (November 2023) references current version of MECP Hazardous Events; also confirmed that cybersecurity is addressed. October 2023 Management Review record includes confirmation that MECP DWQMS "Best Management Practices" was reviewed. No further issues.

T00011727209-2– Management Review

Verified that most recent Management Review meeting minutes (October 2023) were included in the November 6, 2023 Regular council meeting. No further issues.



**TOWNSHIP OF
BRUDENELL, LYNDOCH AND RAGLAN**

42 Burnt Bridge Road, PO Box 40
Palmer Rapids, Ontario K0J 2E0
TEL: (613) 758-2061 · FAX: (613) 758-2235

June 6, 2024

The Honourable Paul Calandra,
Minister of Municipal Affairs and Housing

Dear Hon. Calandra,

Re: Jurisdiction of Ontario's Ombudsman

Please be advised that at their last Regular Meeting of Council on Wednesday June 5th, 2024, the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan supported the following resolution:

Resolution # 2024-06-05-08
Moved By: Councillor Kauffeldt
Seconded by: Councillor Banks

"Be it resolved that the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby supports the request from the City of Peterborough that the Honourable Paul Calandra, Minister of Municipal Affairs and Housing be requested to introduce a Bill to amend the Ombudsmen Act.

And further that Council directs staff to provide a copy of this resolution to the Honourable Paul Calandra, Minister of Municipal Affairs and Housing; the Honourable John Yakabuski, Member of Provincial Parliament for Renfrew Nipissing Pembroke; the Association of Municipalities of Ontario; and all Ontario Municipalities."

CARRIED.

Sincerely,


Tammy Thompson
Deputy Clerk



April 11, 2024

Hon. Paul Calandra
Minister of Municipal Affairs and Housing
via Email:
minister.mah@ontario.ca

Re: Jurisdiction of Ontario's Ombudsman

The following resolution, adopted by City Council at their meeting on April 8, 2024, is forwarded for your information and necessary action.

That Council approve the recommendations outlined in Report LSOCS24-005, dated April 2, 2024 of the Commissioner, Legislative Services, as follows:

- a) That the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, be requested to introduce a Bill to amend the Ombudsman Act to require the Ontario Ombudsman to provide to each municipality, if requested by the municipality, sufficient particulars of each investigation, matter or case respecting the municipality that is referred to in each of the Ombudsman's Annual Reports to permit the municipality to fully understand and address the subject matter of each such investigation, matter or case including:
 - i) a copy of each complaint, as applicable, redacted only to the extent of individuals' personal information contained therein;
 - ii) the identities of the municipality's employees, officers and members of Council with whom the Ombudsman was consulting in respect of the investigation, matter or case; and
 - iii) particulars of the outcome of the investigation, matter or case including the Ombudsman's findings, conclusions and recommendations, if any.
- b) That the City Clerk forward Council's resolutions resulting from Council's approval of these recommendations to Minister Calandra, MPP David Smith, the Association of Municipalities of Ontario and to the municipal Clerks of Ontario's municipalities.

Sincerely,

J. Kennedy

John Kennedy, City Clerk

cc: David Smith, MPP
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE

69 Fourth Avenue, Larder Lake, ON

Phone: 705-643-2158 Fax: 705-643-2311



MOVED BY:

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

SECONDED BY:

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

Motion #: 12

Resolution #:

Date: June 11, 2024

WHEREAS, the Public Sector Accounting Board (PSAB) establishes accounting standards for the public sector which must be followed by all Ontario municipalities; And

WHEREAS, the Municipal Act, 2001 section 294.1 states that a municipality shall, for each fiscal year, prepare annual financial statements for the municipality in accordance with generally accepted accounting principles for local governments as recommended, from time to time, by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada; And

WHEREAS, PS 3280 is a new accounting standard covering asset retirement obligations (ARO) that was approved by PSAB in March 2018; And

WHEREAS, the standard must be applied by all public sector entities who prepare their financial statements under PSAB, including all Canadian municipalities; And

WHEREAS, many small municipalities do not have accountants or engineers on staff to complete the ARO obligations and this major accounting change will force small municipalities to hire consultants to complete this work and cause a significant financial burden to municipalities;

NOW THEREFORE BE IT RESOLVED THAT The Corporation of the Township of Larder Lake hereby calls upon the province of Ontario to provide financial assistance to municipalities to complete the ARO; And

FINALLY, THAT a copy of this resolution be forwarded to the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, the Association of Municipal Clerks and Treasurers

Recorded vote requested:

	For	Against
Tom Armstrong		
Patricia Hull		
Paul Kelly		
Lynne Paquette		
Patty Quinn		

I declare this motion

<input type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

Disclosure of Pecuniary Interest*

Chair: _____

*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.

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MOVED BY:

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Motion #: 13

Resolution #:

Date: June 11, 2024

of Ontario (AMCTO), the Timiskaming Municipal Association (TMA), the Federation of Ontario Municipalities (FONOM), and all municipalities within the District of Timiskaming.

Recorded vote requested:

	For	Against
Tom Armstrong		
Patricia Hull	✓	
Paul Kelly	✓	
Lynne Paquette	✓	
Patty Quinn	✓	

I declare this motion

<input checked="" type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

Disclosure of Pecuniary Interest*

Chair:

*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.

Affordable Housing Task Force Application

The mandate of the Affordable Housing Task Force (AHTF) is to provide advice, suggestions, and recommendations to Administration and Council on issues related to affordable housing in the Town of Essex, including but not limited to identifying new or existing programs to stimulate new affordable housing development, exploring grant funding opportunities for affordable housing development, and fostering partnership opportunities with housing institutions

The Term of Office for this Committee coincides with the Term of Office for Council and shall end November 14, 2026.

View the [Terms of Reference](#).

Applicant Information

Last Name or Single Name *

First Name *

Middle Name (if applicable)

Street Number *

Street Name *

Apartment/Unit/Level (if applicable)

Town *

Postal Code *

Email Address *

Primary Phone Number *

Availability (Check all that apply) *

Daytime

Evening

Are you comfortable with committee meetings being livestreamed for public viewing? *

Yes

No

Do you have access to electronic communication? (i.e., email)

Yes

No

Questionnaire Part 1

Please answer all questions in full and truthfully.

Have you read the Terms of Reference for this Committee? *

Yes

No

Are you 18 years of age or older? *

Yes

No

Although not a requirement to serve on this Task Force, do you reside and/or own land in the Town of Essex? *

Yes

No

Address of residence or owned land in the Town of Essex

Please tell us about your interest in serving on this Task Force. What do you hope to contribute, and how would you support the Task Force? *

My interest in serving on this Task Force stems from my long-standing commitment to community service and urban development. Having previously served as a Councilor for the Town of Essex and being actively involved in various committees, I am passionate about fostering affordable housing solutions. I aim to contribute strategic insights, particularly in leveraging grant opportunities and fostering partnerships with developers and community organizations. My goal is to support the Task Force by applying my critical thinking and analytical skills to develop innovative and sustainable housing strategies.

Please tell us about your employment background, including any skills and experience relevant to the mandate and scope of work of the Task Force. What are/have been your roles and responsibilities?

My employment background is rooted in public service and strategic development. As the Executive Director of the Leamington and Area Family Health Team and Director of Communications & Strategic Planning at Erie Shores Healthcare, I have honed my leadership and strategic planning skills. In my role as Project Development & Policy Assistant in the City of Windsor Mayor's Office, I developed policies and managed projects that align with the mandate of the Task Force. My responsibilities have included stakeholder engagement, policy development, and strategic communications, all of which are crucial for addressing affordable housing issues.

Please tell us about your skills and experience in community and social housing, such as experience with managing or operating a not-for-profit social enterprise focused on housing support, shelters, homelessness. What were your roles and responsibilities

Throughout my career, I have been involved in initiatives that address community and social housing needs. As Chair of the Colchester Planning Advisory Committee and a member of the Town of Essex Climate Adaptation Team, I have been at the forefront of planning and implementing projects that consider both environmental sustainability and social equity. I have championed projects like the County Wide Active Transportation System (CWATs), which underscores my commitment to creating inclusive community spaces. My roles and responsibilities have involved collaborating with non-profits, securing funding, and ensuring the implementation of housing projects that support vulnerable populations.

Questionnaire Part 1

Please answer all questions in full and truthfully.

Please tell us about your skills and experience in residential housing development, real estate, housing policy, land use planning, or related fields.

My experience in residential housing development and related fields includes my tenure as Vice Chair of the Town of Essex Committee of Adjustment, where I reviewed and approved development proposals. This role required a comprehensive understanding of land use planning, zoning regulations, and housing policies. Additionally, as Chair of the Colchester Planning Advisory Committee, I was involved in strategic planning initiatives that focused on the Colchester Secondary Official plan. My background also includes working with the Town of Essex Climate Adaptation Team, where mitigation and adaption strategies would focus on housing and land use planning.

Please tell us about your skills and experience in finance, grant research and writing, government funding, or related fields.

I have a robust background in finance and grant research, developed through my roles in both the public and healthcare sectors. As the Director of Communications & Strategic Planning at Erie Shores Healthcare, I was responsible for identifying and securing government funding and grants to support various initiatives. My experience includes extensive grant writing, budget management, and financial planning to ensure the sustainability of projects. Additionally, my role as Project Development & Policy Assistant in the City of Windsor Mayor's Office involved researching and applying for grants to support urban development projects.

Please describe any other training, experience, or qualifications you have that you feel would benefit the Task Force.

In addition to my professional experience, I have undergone training in project management and strategic planning, which are critical for the successful execution of housing projects. My qualifications include a strong foundation in public administration and policy development, supported by my academic background and continuous professional development. My involvement in various community boards and committees has equipped me with a deep understanding of the socio-economic factors affecting housing. These experiences have provided me with a well-rounded perspective that I believe would greatly benefit the Task Force in achieving its objectives.

Questionnaire Part 3

Please answer all questions in full and truthfully.

Would you have any conflicts of interest or potential conflicts of interest if appointed?

No I do not perceive any.

Signature of Applicant *

A large black rectangular redaction box covering the signature area.

Date of Signature

6/15/2024



Thank You

Thank you for completing the application form.

To: Morassut, Jake [REDACTED]
Cc: Aloisio, Janice <[REDACTED]>
Subject: Community Flag Request Completed for ACFO WECK, Deslyn Tracey

WARNING: This email originated from someone who is not sending from a Town of Essex email address. Reply only if you recognize the senders email address. Do not click links or open attachments unless you recognize the sender, the senders email address and know the content is safe.

Hello,

Please note the following response to ##COMMUNITY GROUP NAME## has been submitted at Wednesday June 26th 2024 12:49 PM with reference number 2024-06-26-005.

- **Community Group Name?**
ACFO WECK
- **Authorized Agent Full Name?**
Deslyn Tracey
- **Authorized Agent Title/Position within Community Group?**
Administrative project agent
- **Contact Phone Number of Authorized Agent?**
[REDACTED]
- **Contact Email of Authorized Agent?**
[REDACTED]
- **Name of Community Group Event or Celebration?**
Franco-Ontarian day
- **Date of Community Group Event or Celebration?**
September-25-2024
- **Does your Community Group plan to have a public ceremony on the date requested above?**
Yes
- **If yes, please provide time of the event/celebration you intend on having**
01:30 PM

- **If available, would you like the Mayor, or designated member of Council, to attend your flag raising ceremony?**

Yes

- **Does your Community Group wish to have one of your members raise the flag or do you wish town staff to raise it?**

Our Organization will have a representative raise the flag

[This is an automated email notification -- please do not respond]



The Corporation of the Town of Essex
Police Services Board Meeting Minutes

March 7, 2024, 3:30 pm
Location: Essex Municipal Building, 33 Talbot Street South

Present: Chair - Sherry Bondy, Mayor
Vice Chair - Kim Verbeek, Councillor, Ward 2
Member - David Kigar
Member - Timothy Meloche
Member - Karen Robertston

Also Present: Inspector - Angela Ferguson
Chief Administrative Officer - Doug Sweet
Executive Assistant to the CAO and Council - Sarah Bell
Staff Sergeant - Jamie Smith

Accessible formats or communication supports are available upon request. Please contact the Clerk's Office at clerks@essex.ca or 519-776-7336 extension 1100 or 1101.

1. Call to Order

The Chair called the meeting to order at 3:30 PM.

2. Land Acknowledgement

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest noted at this time.

4. Adoption of Published Agenda

4.1 Police Services Board Meeting Agenda for March 7, 2024

EPSB-03-12

Moved By Karen Robertston

Seconded By Councillor Verbeek

That the published agenda for the March 7, 2024 Police Services Board Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Police Services Board Minutes for February 1, 2024

EPSB-03-13

Moved By David Kigar

Seconded By Timothy Meloche

That the minutes of the Police Services Board meeting held February 1, 2024, be adopted as circulated.

Carried

6. New Business

6.1 Update on New OPP Detachment Board

Doug Sweet, Chief Administrative Officer, advised that this was the last Essex Police Services Board meeting as the new Essex County OPP Detachment Board - North will be meeting after April 1, 2024, once it is established.

Mr. Sweet explained that the Chief Administrative Officers of Essex, Lakeshore and Tecumseh are scheduled to meet with the OPP on Friday, March 22, 2024, to discuss next steps in the transition to a regional detachment board.

Mr. Sweet reminded those members that are on the new Essex County OPP Detachment Board to complete the five online training modules by April 1, 2024.

6.2 OPP Rules and Regulations on Towing in Essex County

EPSB-03-14

Moved By Councillor Verbeek

Seconded By David Kigar

That the verbal report by Staff Sergeant Jamie Smith, be received for information.

Carried

7. Reports from Administration

7.1 Monthly Report Ontario Provincial Police - January 2024

Inspector Angela Ferguson advised that the top calls for service for the Town of Essex for January 2024 were property checks, motor vehicle collisions, alarm calls, property calls, suspicious persons, traffic enforcement, family disputes, by-law calls, mental health calls, and well-being checks.

Ms. Ferguson further noted that there were 455 total calls for service, an increase of 56 total calls for service for the month of January over the previous year and an 9.9% increase across the County of Essex.

Inspector Ferguson stated there were 16 violent crimes in the month of January, with a decrease in the County of 2.6% and a clearance rate of 78.6%. Property crimes increased by 6 from the previous year with a 3.5% increase across the County.

Ms. Ferguson further reported that there were 44 motor vehicle collisions for the month of January, 2 impaired and exceed offences, and 3 administrative driver licence suspensions.

Ms. Ferguson advised that Criminal Code charges and Youth Criminal Justice Act ("YCJA") charges decreased by 9 in the Town of Essex in January, with a 13.2% increase in the County. She also explained that there was an increase of 42 POA charges over 2023 in the Town of Essex.

Ms. Ferguson further noted that mental health calls increased by 2 over the previous year in the Town of Essex, while the rest of the County experienced a 27.3% decrease.

Ms. Ferguson noted that there were 3 911 misdials, 18 false alarms, 10 R.I.D.E. programs, 38 foot patrol hours, and 13 Auxiliary service hours in the month of January.

EPSB-03-15

Moved By Karen Robertston

Seconded By Timothy Meloche

That the report listed in Agenda Item 8.1 be received for information.

Carried

8. Correspondence

8.1 Information Purposes Only from Ontario Association of Police Service Boards

24-004 Basic Constable Training Program - Allocation Request for March 8-June 14, 2024

24-005 New Mandatory Online Learning for the Public Safety Sector

24-006 Safer and Vital Communities Grant - Call for Applications

24-007 Building a Case Against Hate Conference

24-008 Missing Persons Act - 2023 Annual Report - New Central Forms Repository Site & Training Supports

24-009 Annual Reporting Requirements Ontario Major Case Management and Violent Crime Linkage Analysis System

24-010 Anti Human Trafficking Training Sessions

24-011 Human Trafficking Awareness Resources

24-012 Safer and Vital Communities Grant - Call for Applications

EPSB-03-16

Moved By Councillor Verbeek

Seconded By David Kigar

That the correspondence listed in Agenda Item 9.1 be received.

Carried

9. Adjournment

EPSB-03-17

Moved By Karen Robertston

Seconded By Timothy Meloche

That the meeting be adjourned at 4:09PM.

Carried

10. Future Meetings

To be determined as of April 1, 2024, by new Essex County OPP Detachment Board - North

Chair

Recording Secretary



Essex Centre BIA Board Meeting Minutes

Wednesday, May 29, 2024, 6:00pm

Location: Essex Centre Sports Complex, 60 Fairview Ave W, Essex, ON in the Shaheen Room.

Accessible formats or communication supports are available upon request. Please contact the Clerk's

Office at clerks@essex.ca or 519-776-7336 extension 1100 or 1101.

Present: Stephanie Winger, Chair
Kim Dennison, Vice Chair
Gregg Laframboise, BIA Board Member
Andrea Schinkel, BIA Board Member
Kelly Baillargeon, Coordinator
Katie McGuire-Blais, Ward 1 Councillor

Also Present: Nelson Silveira, Manager, Economic Development, Town of Essex
Ashley Colarossi, HV & Co. Owner

Regrets: Mesba Qasim, BIA Board Treasurer

1. Call to Order

The Chair called the meeting to order at 6.01pm.

2. Land Acknowledgement

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest noted at this time.

4. Adoption of Published Adoption of Published Agenda

Essex Centre BIA Board Meeting Agenda for May 29, 2024

BIA24-05-001

Moved by K. Dennison

Seconded by G. Laframboise

That the published agenda for the May 29, 2024 Essex Centre BIA Board Meeting be adopted as presented.

Carried

5. Adoption of Minutes

Essex Centre BIA Board Meeting Minutes for April 16, 2024

BIA24-05-002

Moved by G. Laframboise

Seconded by K. Dennison

That the minutes of the Essex Centre BIA Board Meeting held April 16, 2024 be adopted as circulated.

Carried

6. Correspondence

6.1. Treasurer's Report

The Board reviewed the attached Treasurer's Report.

6.2. Report from Council Representative

Councillor McGuire-Blais provided the following report:

- The Town of Essex Council scheduled a walkthrough of the downtown streetscape for review;
 - The council conveyed their dissatisfaction with the current positioning of the bollards, highlighting the challenges it poses for parking and vehicle access. Some also emphasized that they were under the impression that the bollards would be removable, creating a *flex street* for future sidewalk events.;
 - A test project has been planned which will help to identify possible economical improvements/changes to the bollards.;
 - It was noted that the council wishes to have the downtown sound system reinstalled. Currently, the poles lack consistent electrical power necessary to operate the system.;
 - It was noted that the downtown district could benefit from additional garbage receptacles. There is a possibility of refurbishing the existing receptacles to save costs.;
 - It was observed that there is a significant amount of cigarette butts in front of the downtown businesses. It was suggested that receptacles are installed which could be attached to the garbage receptacles to save space and funds.
- Council plans to amend the current proposed patio policy, creating a more cost-effective plan for businesses.

BIA24-05-003

Moved by G. Laframboise

Seconded by A. Schinkel

That the correspondence listed in Agenda Item 6 be received.

Carried

7. Members

7.1. Member Requests

Ms. Colarossi from HV & Co has requested an Open Streets Market style event to be hosted in July, August, and September. These events are suggested to be scheduled for the first Saturday of each month, spanning three months. The concept entails vendors lining the main street alongside live entertainment to attract a broader audience. Drawing from experience with similar events, she suggested a duration of 4-5 hours. Suitable time slots could be either 12-4 PM or 3-7 PM. However, open to feedback regarding the exact hours and can gather input from other local businesses to expedite the process.

Ms. Semperger from Essex Stained Glass Art Studio has requested a *Downtown Dollar* program redemption report. Essex Stained Glass Art Studio is currently not a participant of the program.

RBC Essex Branch provided the 2023 bank statements and a report has been created. This report will be shared with the membership.

7.2. New Businesses/Closing/Change of location

Talbot Street Pharmacy has opening at 2 Talbot Street South Essex.

BIA24-05-004

Moved by A. Schinkel

Seconded by G. Laframboise

That the Member Updates listed in Agenda Item 7 be received.

Carried

8. Marketing and Promotions

8.1. Spring Downtown Dollar Fall Campaign- May 28 Review

RBC Essex branch hosted our spring campaign on Tuesday, May 28 at 10am. The entire \$50,000 worth of downtown dollars were sold by 11am.

Most customers purchased between \$300-\$500 worth of downtown dollars.

We welcomed two new locations to the program; Hometown Cookhouse and The Broeckel Clinic.

8.2. Father's Day Promotion

The Father's Day promotion will begin on June 8, 2024.

8.3. Canada Day BIA County Collaborative

Kelly is scheduled to meet with the participating BIA's on June 5 to discuss the promotion details.

8.4. Website Updates

No updates presented.

BIA24-05-005

Moved by G. Laframboise

Seconded by K. Dennison

That the Marketing and Promotions updates listed in Agenda Item 8 be received.

Carried

9. Events

9.1. BIA Business Mixer- April 23 Review

The Mixer was hosted on Tuesday, April 23 at Billy's Taphouse, Essex.

- 42 business owners and staff attended.
- We surveyed the fellow participants which revealed recurring challenges for our small businesses:
 - Insufficient exposure
 - Competition from big box stores
 - Difficulty in finding quality staff
 - Rising lease costs
 - Impact of inflation
- Consensus on leveraging short commute to Essex to attract out-of-town customers
- Interest in more business mixers and networking events for collaboration and support
- Suggestions:
 - Increase frequency of Downtown Dollars offerings
 - Boost presence of Business Improvement Area (BIA) through regular walkthroughs
 - Need for small grants to support advertising efforts, including TV and radio ads
- Improvement ideas:
 - Consider larger venue for mixers
 - Advocate to town for greater support, including downtown events and markets with food trucks

Kelly had a discussion with Brenkos regarding hosting an upcoming mixer.

9.2. OBIAA Annual Conference

Kelly attended the Ontario Business Improvement Area Association Annual Conference on April 28-May 1.

9.3. Essex Fun Fest Car Show- July 5

The Essex Fun Fest is bringing back the Annual Car Show in downtown Essex on Friday, July 5, 2024, from 4:30 pm to 8:00 pm on Talbot Street North.

Businesses are encouraged to extend hours and host sidewalk sales as the streets will be closed.

9.4. Soap Box Derby Weekend- August 18

Windsor-Essex Soapbox Derby Association (WESDA) will be hosting an Essex Centre Soapbox Derby on August 17, 2024, from 9:00am-4:00pm.

It was suggested to contact the Optimus Club to host a barbeque during the event.

Businesses are encouraged to extend hours and host sidewalk sales as the streets will be closed.

BIA24-05-006

Moved by G. Laframboise

Seconded by K. Dennison

That the Events updates listed in Agenda Item 9 be received.

Carried

10. Beautification

10.1. *My Main Street* Grant Update

No update provided.

10.2. Banner Project

It was noted that the banners will be erected starting in mid June.

A banner policy was requested.

10.3. Christmas Lights

The BIA Board is presently in the stage of estimating costs for new Christmas lighting to substitute the existing snowflakes. The board will be seeking guidance from the Town of Essex infrastructure department. The intention is to have the replacements installed by winter 2024.

10.4. Downtown Parkette

The vacant property at 49 Talbot Street North has been recognized as a visual blight due to the empty green space. A recommendation to reach out to the property owner to explore alternative solutions was proposed.

Several suggestions were made, including creating a sitting area, adding visual interest, incorporating turf, and displaying promotional banners.

BIA24-05-007

Moved by G. Laframboise

Seconded by K. Dennison

That the Beautification updates listed in Agenda Item 10 be received.

Carried

11. Governance

11.1. Constitution Review

No new reports were provided.

BIA24-05-008

Moved by A. Schinkel

Seconded by K. Dennison

That the Governance updates listed in Agenda Item 11 be received.

Carried

12. New Business

A suggestion was made to review the monthly meeting dates due to conflicts with board member availability and the scheduled renovations of the Essex Sports Complex Shaheen room. The discussion was postponed until the June meeting.

The Next BIA Board meeting is scheduled to be held on June 19 at 6:00pm at the Libro Credit Union Essex Branch community centre office at 147 Talbot Street North, Essex.

13. Adjournment

BIA24-05-009

Moved by K. Dennison

Seconded by G. Laframboise

That the meeting be adjourned at 8:00 pm.

Stephanie Winger – Chair

Kelly Baillargeon –Recording
Secretary

2024 Budget vs. 2024 Actual TYD

2024 Budget	Notes '2024 Budget'	2024 Actual
------------------------	---------------------	------------------------

REVENUES

Amounts Added to Taxes and Special Levies		
43800-Business Improvement Levy (1st)	\$ 78,000	\$ 83,102
43800-Business Improvement Levy (2nd) Receive June 2024	\$ 78,000	
43800-Business Improvement Levy Final Adjustments		
Total Amounts Added to Taxes and Special Levies	\$ 156,000	\$ 83,102
Investment and Other Income		
49900-Revenue Contribution from Reserve (From 2023)		\$ -
Total Investment and Other Income		\$ -
TOTAL REVENUE	\$ 156,000	\$ 83,102

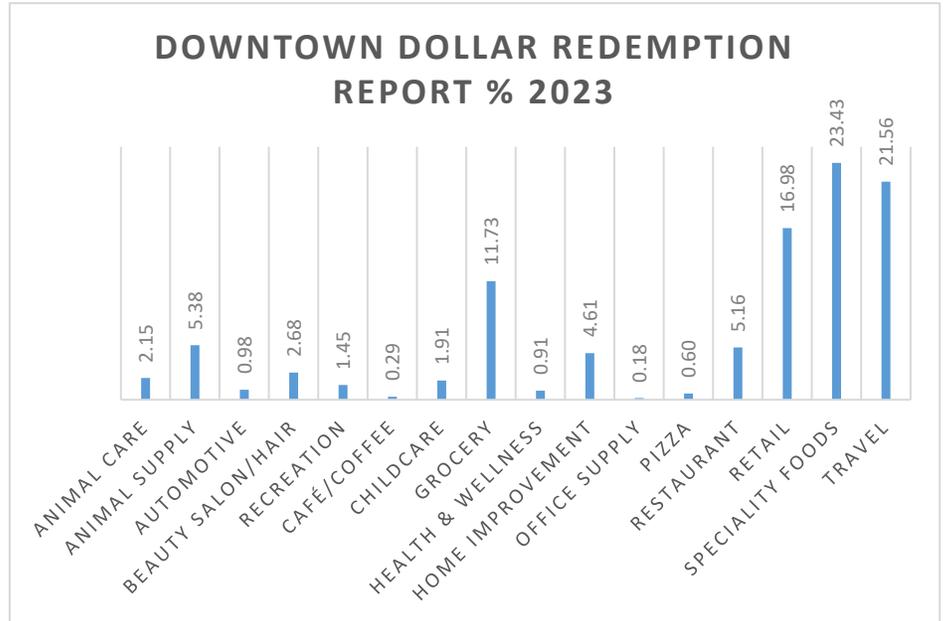
EXPENSES

External Transfers		
55900-Donations Grants	\$ 500	\$ -
Total External Transfers	\$ 500	\$ -
Salaries, Wages, Benefits and Personal Expenses (BIA Coordinator) 58900		
50120-Wages	\$ 28,000	\$ 9,177
50500-CPP expense	\$ 1,400	\$ 474
50510-EI expense	\$ 650	\$ 213
50750-Mileage	\$ 750	\$ 203
Total Salaries, Wages, Benefits and Personal Expenses	\$ 30,050	\$ 9,864
Materials and Supplies		
51100-Office Supplies	\$ 1,000	\$ 42
Total Materials and Supplies	\$ 1,000	\$ 42
51500-Supplies-Memberships and Special Events		
Ribbon Cutting/Grand Openings	\$ 500	\$ 14,500
BIA Downtown Dollars (Spring Campaign)	\$ 10,000	\$ 10,000
BIA Downtown Dollars (Moonlight Madness Event)	\$ 500	\$ -
BIA Downtown Dollars (Winter Campaign)	\$ 15,000	\$ -
BIA Downtown Dollars - (Printable materials)	\$ 1,000	\$ -
Halloween Parade (Candy & Volunteer Pizza)	\$ 1,250	\$ -
Community Tree Lighting (Donation to Salvation Army)	\$ 100	\$ -
Movie Night (August and October)	\$ 1,000	\$ -
Business Excellence Award	\$ 1,500	\$ -
OBIAA Annual Membership	\$ 300	\$ 281
OBIAA Annual Mtg. Travel & Ent	\$ 2,500	\$ 226
Meeting Snacks - Monthly Essex Centre BIA	\$ 500	\$ 48
Working Board Meetings (Dinner and Xmas appreciation)	\$ 1,250	\$ -
AGM (Annual General Meeting)	\$ 1,000	\$ -
Total Supplies-Memberships and Special Events	\$ 36,400	\$ 25,056
51820-Specialty Equipment & Capital Projects		
Street Scapes Xmas Lights		
Murals (Blimeys/Heritage Park)		
Industrial Park Signage Updates	\$ 150	\$ -
Website	\$ 3,000	\$ -
Downtown Xmas Lighting - Snow flake fixing, town hall tree lights	\$ 650	\$ -
BIA Signage/Flag poles	\$ 2,000	\$ -
Planters - Fall	\$ 2,000	\$ -
Planters - Winter	\$ 11,000	\$ -
Total Specialty Equipment & Capital Projects	\$ 18,800	\$ -
53500-Public Relations and Promotions		
Swag BIA Print & Promos	\$ 2,000	\$ 7,416
Valentines Day (Feb)	\$ 600	\$ 563
St. Patricks Day (Mar)	\$ 200	\$ -
Easter (Apr)	\$ 600	\$ 1,000
Mothers Day (May)	\$ 1,000	\$ -
Fathers Day (Jun)	\$ 1,000	\$ -
Fun Fest Sponsor Sip & Shop, Wine Mixer	\$ 3,500	\$ 3,500
Small Business Week	\$ 350	\$ -
Christmas Parade (Dec)	\$ 13,000	\$ -
Santa's Village (Dec)	\$ 3,000	\$ -
Soap Box Derby (Aug) Sponsorship	\$ -	\$ 1,000
Total Public Relations and Promotions	\$ 25,250	\$ 12,479
53510-Advertising		
Digital Media - Dine, Shop, Explore Campaign	\$ 5,000	\$ 9,111
Digital Media - Business commercial video spots (12 ads, each at \$625)	\$ 9,000	\$ -
Digital Media - New Footage and Content for Website	\$ 3,000	\$ -
Print Ads - Profiler (12 ads, 1 business per month)	\$ 6,000	\$ 494
Print Ads - Event Ads, 3 per year	\$ 1,500.00	\$ -
Social Media Boosting Ads on FB & Instagram	\$ 1,500.00	\$ -
Website Hosting, domain renewal (Oliver Marketing)	\$ 200.00	\$ -
Mail Chimp	\$ 350.00	\$ 61.45
Adobe License	\$ 350.00	\$ -
Essex Food Bank Van Advertising	\$ 300.00	\$ -
Canva (graphic design)	\$ 150.00	\$ -
Holiday Lights Tour Prizing (Partnership with ACT Committee)	\$ 1,000.00	\$ -
Total Advertising	\$ 28,350	\$ 9,666
Taxation Adjustments		
57320-Tax Write Offs- Charities, Low Inc.	\$ -	\$ -
57370- Tax Write Offs- BIA	\$ 300	\$ -
Total Taxation Adjustments	\$ 300	\$ -
Utilities, Insurance and Property Taxes, Miscellaneous Services		
54200-Communications-Telephone (Empire, Kelly's phone)	\$ 1,000	\$ 316
54320-Insurance General	\$ 50	\$ -
53900-Miscellaneous Services	\$ 250	\$ -
Total Utilities, Insurance and Property Taxes, Miscellaneous Services	\$ 1,300	\$ 316
TOTAL EXPENSES	\$ 141,950	\$ 57,423
NET INCOME	\$ 14,050	\$ 25,679
RESERVE EARNINGS (UP TO 2023)	\$ 128,679 <small>unaudited amount</small>	\$ 128,679
Funding Balance of Capital Projects		
Total Funding Balance of Capital Projects	\$ -	\$ -
BALANCE RESERVE EARNINGS	\$ 128,679	\$ 128,679
RUNNING CASH BALANCE (INCLUDING RESERVE)	\$ 142,729	\$ 154,358

Downtown Dollar Program Redemption Report 2023

Total \$ Amount Redeemed in 2023 = \$78,740

Business Category	Total %
Animal Care	2.15
Animal Supply	5.38
Automotive	0.98
Beauty Salon/Hair	2.68
Recreation	1.45
Café/Coffee	0.29
Childcare	1.91
Grocery	11.73
Health & Wellness	0.91
Home Improvement	4.61
Office Supply	0.18
Pizza	0.60
Restaurant	5.16
Retail	16.98
Speciality Foods	23.43
Travel	21.56
Total %	<u>100.00</u>



Business Redemption- 40 Locations redeemed in 2023



The Corporation of the Town of Essex

Essex Municipal Heritage Committee Meeting Minutes

May 30, 2024, 5:00 pm

Harrow and Colchester South Community Centre, 243 McAfee Street

Present: Councillor - Matyi, Jason, Ward 3, Vice Chair
Member - Baldwin, Jacqueline
Member - Connie Clarkson
Councillor - Hammond, Rodney, Ward 4
Member - Kokovai, Richard
Member - Kowtiuk, Laurie
Member - Matyi Linda

Absent: Chair - Basden, Perry
Member - Peters, Grant

Also Present: Rita Jabbour, Manager, Planning Services
Ian Rawlings, Junior Planner
Marsha Buchta, Recording Secretary
Cheyenne Mailloux, Heritage and Planning Intern

Accessible formats or communication supports are available upon request. Please contact the Clerk's Office at clerks@essex.ca or 519-776-7336 extension 1100 or 1101.

1. Call to Order

The meeting was called to order by the Vice-Chair Councillor Jason Matyi at 5:05 p.m.

2. Land Acknowledgement

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest noted at this time.

4. Adoption of Published Agenda

4.1 Essex Municipal Heritage Committee Meeting Agenda for May 30, 2024

EMHC24-05-21

Moved By Richard Kokovai

Seconded By Councillor Hammond

That the published agenda for the May 30, 2024 Essex Municipal Heritage Committee Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Essex Municipal Heritage Committee Minutes for April 25, 2024

EMHC24-05-22

Moved By Jacqueline Baldwin

Seconded By Councillor Hammond

That the minutes of the Essex Municipal Heritage Committee meeting held April 25, 2024 be adopted as circulated.

Carried

6. Unfinished Business

6.1 Greater Marketing and Public Education about Heritage - Ongoing

6.2 Official Plan Update - Ongoing

6.3 Heritage Grant Program - Ongoing

6.3.1 Heritage Grant Update

No Heritage Grants have been received to date; however, per Staff Liaison, Rita Jabbour, these Grants are limited to listed or Designated properties. This may change with the addition of listed and designated properties.

6.4 Heritage Designation and Interpretive Plaque Program - Ongoing

6.4.1 Carnegie Library Plaque Unveiling

EMHC24-05-23

Moved By Councillor Hammond

Seconded By Laurie Kowtiuk

That an updated report on the significance of the building, be provided to the Essex Municipal Heritage Committee members to provide insight in determining a date to unveil the plaque.

Carried

6.5 Listing and Designating Properties and Heritage Districts - Ongoing

6.5.1 Update on the Essex Heritage Inventory

Ms. Jabbour provided an introduction of our Heritage & Planning Intern, Ms. Cheyenne Mailloux. Ms. Mailloux provided each Committee member with sections of Ontario Regulation 9/06 of the Ontario Heritage Act detailing the criteria utilized in determining the listing and designation process. Ms. Mailloux provided an overview of 14 of the 22-26 properties within Essex that meet a minimum of 2 criteria that are being recommended for designation to the EMHC Members. The Members will

be required to determine if they will make a motion of intention to Designate to Council.

EMHC24-05-24

Moved By Richard Kokovai

Seconded By Laurie Kowtiuk

Ms. Mailloux provided an overview of Christ Church, 190 Bagot Street, Colchester, detailing the 200-year-old history and 145-year-old church. It has connections to Rev. Richard Pollard, William McCormick and served as the first schoolhouse in Colchester until 1881. The site meets 3 criteria of Designation under the Ontario Heritage Act.

That the Committee recommend to Council that Christ's Church, 190 Bagot Street be designated under the Ontario Heritage Act, R.S.O. 1990.

Carried

EMHC24-05-25

Moved By Laurie Kowtiuk

Seconded By Councillor Hammond

Ms. Mailloux delivered a summary of Christ Church Cemetery at 0 Bagot Street, Colchester. It is a late 19th, early 20 century large scale Settler burial ground, housing original Christ Church remnants. The property is currently unlisted and meets three criteria for designation.

That the Committee recommend to Council that Christ Church Cemetery at 0 Bagot Street, Colchester, be designated under the Ontario Heritage Act, R.S.O. 1990.

Carried

EMHC24-05-26

Moved By Richard Kokovai

Seconded By Councillor Hammond

Ms. Mailloux provided an overview of Snider House, 179 County Road 50, Colchester. The house is a colonial style home from Loyalist architecture, built in 1813, with ties to John Snider, the United Empire Loyalists, the Battle of Lake Erie and has been continuously owned by one of the first settler families in the area. It is currently unlisted and meets 3 designation criteria.

That the Committee recommend to Council that Snider House, 179 County Road 50, Colchester, be designated under the Ontario Heritage Act, R.S.O. 1990.

Carried

EMHC24-05-27

Moved By Councillor Hammond

Seconded By Richard Kokovai

Ms. Mailloux reviewed information for St. Clement Church, 9567 Walker Road, McGregor. The Church was built in 1903 to accommodate the growing French-Catholic population of McGregor and the surrounding area. It houses many original features, including the bell, known as the Ava Maria. It meets 3 designation criteria.

That the Committee recommend to Council that St. Clement Church, 9567 Walker Road, McGregor be designated under the Ontario Heritage Act, R.S.O. 1990.

Carried

EMHC24-05-28

Moved By Richard Kokovai

Seconded By Laurie Kowtiuk

Ms. Mailloux provided an overview of Grace Baptist Church, 120 Talbot Street N, Essex. The Church was originally constructed in 1875 but closed in 1884 when the congregation amalgamated with the Grace Methodist Church. It housed the original Essex High School from 1885 until 1888 and was sold back to the Baptist community in 1888/89. It moved to its current location in 1907/8. It meets 2 of the designation criteria.

That the Committee recommend to Council that Grace Baptist Church, 120 Talbot Street N, Essex, be designated under the Ontario Heritage Act, R.S.O. 1990.

Carried

EMHC24-05-29

Moved By Richard Kokovai

Seconded By Linda Mayti

Ms. Mailloux provided a summary of the Essex United Church, 49 Talbot Street South, Essex. Built in 1908 to replace an earlier structure that was damaged during the 1907 Essex Rail Explosion. The church's congregation dated back to 1876 and was comprised of the congregations of the Grace Methodist and Methodist Episcopal Churches. The first service following the rebuilding was held on February 28, 1909. The pipe organ installed in 1927 by the Casavant Family of Quebec may also be a heritage feature. It meets 3 of the criteria for designation.

That the Committee recommend to Council that the Essex United Church, 49 Talbot Street South, Essex, be designated under the Ontario Heritage Act, R.S.O. 1990.

Carried

EMHC24-05-30

Moved By Connie Clarkson

Seconded By Richard Kokovai

Ms. Mailloux provided an overview of the Dr. Robert B. Potts House, 54 Talbot St. South. Essex. The house was constructed prior to 1885, surveys dated 1878. Dr. Potts worked in Essex from 1893/5-1897, serving on Council from 1895-1897. It meets 2 designation criteria.

That the Committee recommend to Council that Dr. Robert B. Potts House, 54 Talbot St. South. Essex. be designated under the Ontario Heritage Act, R.S.O. 1990.

Carried

EMHC24-05-31

Moved By Richard Kokovai

Seconded By Jacqueline Baldwin

Ms. Mailloux gave a summary of the Charles Roberts House, 138 Albert Street, Essex to Heritage members. The house is one of the oldest buildings remaining of 1876-77 development. It is an example of second empire architectural style, with connections to George Wilson, Alexander Cameron, Charles W, Roberts and Myron C "Tiny" Roberts. It meets 3 designation criteria.

That the Committee recommend to Council that Charles Roberts House, 138 Albert Street, Essex be designated under the Ontario Heritage Act, R.S.O. 1990.

Carried

EMHC24-05-32

Moved By Laurie Kowtiuk

Seconded By Councillor Hammond

Ms. Mailloux provided an overview of the A.M.E/New Canaan Cemetery, 0 County Road 12. It is currently an unlisted property. It is the only remaining part of the New Canaan Settlement –a historically Black settlement formed by individuals fleeing slavery via the Underground Railroad. It is the final resting place of Delos R. Davis – the First Underground Railroad/Freedom Seeker to become a lawyer and the First Black man to be placed on King’s Counsel. Showcases the areas connection to the Davis, Bulter, and Chavis families and the connection that Black families have had to one another since their settlement. In 1900, the community was comprised of 2 churches, cemetery, school, and small grocery store with a post office. In 1909, the population of New Canaan reached 60 people. It meets 3 designation criteria.

That the Committee recommend to Council that New Canaan Cemetery, 0 County Road 12, be designated under the Ontario Heritage Act, R.S.O. 1990.

Carried

EMHC24-05-33

Moved By Connie Clarkson

Seconded By Jacqueline Baldwin

Ms. Mailloux offered a summary of John McIntyre's Harness Shop, 103 King St. W Harrow. Built in 1896, it housed a hardware store, harness shop and library from 1899 until 1904. John McIntyre was a renowned 1890-1920 award winning harness maker, served many residents in Windsor and Essex County. It meets 2 designation criteria.

That the Committee recommend to Council that John McIntyre's Harness Shop, 103 King St. W Harrow be designated under the Ontario Heritage Act, R.S.O. 1990.

Carried

EMHC24-05-34

Moved By Richard Kokovai

Seconded By Laurie Kowtiuk

Ms. Mailloux provided an overview of Central Grove African Methodist Episcopal Church, 4005 County Road 11. Built in 1910-1911 by local Black families, utilizing the frame of the original Essex Methodist Church. The congregation was comprised of people from the surrounding communities of Harrow, Gilgal, New Canaan, and Pleasant Valley. Behind the church there is a historic Black cemetery with connections to prominent Black families dated back to the 1860s. It meets 4 of the designation criteria.

That the Committee recommend to Council that Central Grove African Methodist Episcopal Church, 4005 County Rd. 11 Harrow be designated under the Ontario Heritage Act, R.S.O. 1990.

Carried

EMHC24-05-35

Moved By Jacqueline Baldwin

Seconded By Connie Clarkson

The next property Ms. Mailloux reviewed was E.F. Darby's Drugstore, 11 King Street West Harrow. Built in the late 1880-90s, it housed the drugstore of E. F. Darby, first Mayor of Harrow. He lobbied the provincial government to pass a statue incorporating the Town of Harrow in 1930

and served as Mayor until 1935. Darby was the Town Druggist and Optometrist from 1890 until 1941, owning Darby's Drug Store for over 50 years, with his son, John W. Darby. The store would close in the 1970s, after over 75 years of operation. It meets 2 designation criteria.

That the Committee recommend to Council that E.F. Darby's Drugstore, 11 King Street West Harrow be designated under the Ontario Heritage Act, R.S.O. 1990.

Carried

EMHC24-05-36

Moved By Richard Kokovai

Seconded By Councillor Hammond

Ms. Mailloux delivered a summary of John McAfee's General Store, 3 King Street W. The General Store was constructed prior to 1883 by John McAfee, a civil engineer, who surveyed the area for the railway built by Hiram Walker in the 1880s. He also helped organize the first annual Harrow fair in 1878. It was the McAfee General Store and post office until 1888 when it was sold to C.I. Pastorius and became the Pastorius General Store until 1904. It was rented out, and later bought by J.H. Madill, and became the Madill furniture store and funeral parlor. It meets 2 designation criteria.

That the Committee recommend to Council that John McAfee's General Store, 3 King Street W. Harrow be designated under the Ontario Heritage Act, R.S.O. 1990.

Carried

EMHC24-05-37

Moved By Councillor Hammond

Seconded By Richard Kokovai

That the Harrow News building also be included on the list for consideration as it sits between other properties being considered for designation. This would ensure the entire block is designated together.

Carried

EMHC24-05-38

Moved By Richard Kokovai

Seconded By Jacqueline Baldwin

The final property overviewed by Ms. Mailloux was the Harrow Municipal Building, 44 King Street East. Harrow. Built in 1939 it served as the community's municipal building until 1999, after which it became OPP headquarters for the Town of Essex. The building cost \$30,000 to build, and housed all municipal offices, a banquet hall, the library, the post

office, the hydro offices, and the Harrow Police. It meets 3 designation criteria.

That the Committee recommend to Council that the Harrow Municipal Building, 44 King Street East, Harrow be designated under the Ontario Heritage Act, R.S.O. 1990.

Carried

6.6 Cemeteries - Ongoing

6.6.1 Update on Cemeteries

Ms. Jabbour advised that the Clerk's Department, Intern is looking into the ownership of the cemeteries within the Town of Essex.

6.7 Studies and Master Plans - Ongoing

6.8 Heritage Walking Tour and Digital Component - Ongoing

6.9 Cultural Master Plan - Ongoing

6.10 Historically Significant Name Registry - Ongoing

6.11 Cultural Heritage, Indigenous History - Ongoing

6.12 Barn Quilts - Ongoing

6.12.1 Update on Barn Quilts

Ms. Jabbour advised that a Barn Quilt Guide is currently being created.

7. Adjournment

EMHC24-05-39

Moved By Councillor Hammond

Seconded By Jacqueline Baldwin

That the meeting be adjourned at 6:35 p.m.

Carried

8. Future Meetings

Thursday, June 27, 2024 at 5:00 p.m. at the Colchester Community Centre, 100 Jackson Street.

Chair

Recording Secretary



The Corporation of the Town of Essex
Essex Festival Committee Meeting Minutes

June 6, 2024, 6:00 pm
Shaheen Room, Essex Centre Sports Complex, 60 Fairview Avenue West

Present: Member - Hellinga, Chris
Cate Back, Member
Member - Knapp, Derek
Member - McGuire-Blais, Katie
Member - Verbeek, Kim
Member - Nichol, Leighanne
Member - Atkinson, Nicole
Vice Chair - Tapping, Richard
Councillor - Garon, Joe, Ward 1

Absent: Member - Desjardins, Tiffany

Also Present: Jake Morassut, Director, Community Services
Everett Vanlare, Recording Secretary

Accessible formats or communication supports are available upon request. Please contact the Clerk's Office at clerks@essex.ca or 519-776-7336 extension 1100 or 1101.

1. Call to Order

2. Land Acknowledgement

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

3. Declarations of Conflict of Interest

4. Adoption of Published Agenda

4.1 Essex Festival Committee Meeting Agenda for June 6, 2024

FC24-06-26

Moved By Leighanne Nichol

Seconded By Katie McGuire-Blais

That the published agenda for the June 6, 2024 Essex Festival Committee Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Essex Festival Committee Minutes for May 9, 2024

FC24-06-27

Moved By Richard Tapping, Vice-Chair

Seconded By Kim Verbeek

That the minutes of the Essex Festival Committee meeting held May 9, 2024 be adopted as circulated.

Carried

6. Financials

- Jake Morassut, Director, Community Services, gave a verbal financial report to the Committee.

7. Unfinished Business

7.1 Operations and Site Management

7.1.1 Festival Grounds Layout

- No new updates to report.

7.1.2 Set-up and Take Down

- No new updates to report.

7.1.3 Perimeter Fencing

- Joe Garon, Chair, and Jake Morassut, Director, Community Services, discussed the need for fencing along the different Fun Fest sites and the availability of volunteers to help control traffic.

7.1.4 Signage

- Joe Garon, Chair provided the Committee an update on frames that were bought for signage that will be used to identify the different tents

7.1.5 Admission Fees

- No new updates to report.

7.1.6 Park Hours

- No new updates to report.

7.1.7 Parking

- Derek Knapp, Member and Katie McGuire-Blais, Member told the committee what is expected of parking staff and what they will require when they are performing their duties.

7.1.8 Off-Site Parking

- Katie McGuire-Blais gave an update on parking lots that will be available throughout town through local businesses.

7.1.9 Shuttle Transportation

- Katie McGuire-Blais, Member, told the Committee that the shuttle service provider has confirmed their availability and that different parking lots throughout Essex will be available.

7.1.10 Family Tent

- No new updates to report.

7.1.11 Bike Valet

- Nicole Atkinson, Member, confirmed to the Committee that the bike valet will be available for the entire weekend of the festival.

7.1.12 Gate Staff

- Joe Garon, Chair, discussed with the Committee about different groups that can possibly help run the gate as volunteers.

7.2 Marketing, Social Media and Advertising

- Richard Tapping, Vice Chair, gave a verbal update to the Committee about social media campaigns taking place to increase awareness of the festival.

7.2.1 InstaTakeover

- Joe Garon, Chair, told the Committee about Instatakeover and the photographer that is needed.

7.3 Sponsorship

- Joe Garon, Chair, discussed efforts to gain more sponsorships with the Committee.

7.4 Volunteers

- Cate Back, member and Katie McGuire-Blais discussed volunteer numbers and what is required as well as shirts that volunteer will have to help make them easy to identify.

7.5 Vendors

- Joe Garon, Chair, asked the Committee what they thought of providing the vendors with a survey during the festival for feedback to improve the festival in coming years.

7.5.1 Vendor Rates

- No new updates to report.

7.5.2 Food and Beverage Vendors

- Joe Garon, Chair, gave a verbal update to the Committee regarding payment and insurance of the accepted food vendors.

7.5.3 Non-Food/Craft Vendors

- Katie McGuire-Blais, Member, gave a verbal update to the Committee regarding payment and insurance status of accepted non-food/craft vendors.

7.6 Attractions

7.6.1 Youth Talent Show

- Joe Garon, Chair, gave an update about the number of entries to the youth talent show.

7.6.2 Kid Zone

- Joe Garon, Chair, and Jake Morassut, Director, Community Services, discussed staffing needs and the signage that is required for the kid zone.

7.6.3 Chill Zone

- Nicole Atkinson, Member, updated the Committee on supplies that have been bought to provide games and places to sit as well as the activities that are to take place.

7.6.4 Parade

- Richard Tapping, Vice Chair, gave an updated on the amount of entries into the parade.

7.6.5 Car Show

- Chris Hellinga, Member, and Katie McGuire-Blais, Member, gave an update on the amount of entries into the car show as well as different forms of advertising that can be used.

7.6.6 Watermelon Contest

- Joe Garon, Chair, confirmed to the Committee that the contest is happening.

7.6.7 Visual Display (Fireworks / Drone show)

- No new updates to report.

7.6.8 Bingo

- Nicole Atkinson, Member, updated the Committee on the time it is taking place and volunteers that are needed.

7.6.9 Incirque

- Joe Garon, Chair, confirmed the Incirque performer will be coming to the festival.

7.6.10 Wrestling

- Joe Garon, Chair, confirmed that wrestling will be at the festival.

7.6.11 Thrill Zone

- Joe Garon, Chair, gave an update that the thrill zone is confirmed.

7.6.12 Midway & Amusement Rides

- Joe Garon, Chair, gave an update to the Committee on pricing.

7.6.13 Dog Show

- Joe Garon, Chair, confirmed this event to the Committee.

7.6.14 Horse Show

- Joe Garon, Chair, confirmed this event to the Committee.

7.6.15 Clash of the Voices

- Joe Garon, Chair, confirmed this event to the Committee.

7.7 Sip 'N Shop Wine Mixer

- Joe Garon, Chair, updated the Committee on online ticket sales and the distribution of hard copy tickets.

7.7.1 Decor/Decorations

- Joe Garon, Chair, told the Committee about different ideas for decor at the Sip 'N Shop event.

7.7.2 Non-Profit Beneficiary

- No new updates to report.

7.7.3 Wineries

- Joe Garon, Chair, brought up the applications from wineries to exclusively sell wine during the weekend.

7.7.4 Caterer/Food Vendors

- Joe Garon, Chair, brought up and discussed a possible discount voucher that can be given to Sip 'N Shop patrons to encourage food vendor sales.

7.7.5 BIA Vendors

- No new updates to report.

7.7.6 Hours of Operation

- No new updates to report.

7.7.7 Admission Fees

- No new updates to report.

7.7.8 Entertainment

- No new updates to report.

7.7.9 Raffle

- No new updates to report.

7.7.10 Ticket Pricing

- No new updates to report.

7.7.11 Parking

- Joe Garon, Chair, asked for volunteers to be available for accessibility parking Thursday night.

7.7.12 Layout

- Joe Garon, Chair, discussed blacking out the fence around the tent area to provide privacy.

7.8 Beer Tent

- Joe Garon, Chair, brought up the Tony's Joint sponsorship and the banners needed.

7.8.1 Hours of Operation

- No new updates to report.

7.8.2 Admission

- No new updates to report.

7.8.3 Product and Pricing

- Joe Garon, Chair, provided the Committee with an update on products and different items that will be sold.

7.8.4 Bar Management

- No new updates to report.

7.8.5 Security and Crowd Control

- Joe Garon, Chair, discussed the new security company that was hired and capabilities and responsibility of the security

7.8.6 Entertainment

- No new updates to report.

7.8.7 Parking

- No new updates to report.

7.8.8 Power

- No new updates to report.

7.8.9 Layout

- Jake Morassut, Director, Community Services, asked how to best accommodate the online sales of beer tent admissions and the addition of separate lines.

7.9 Main Stage

- Joe Garon, Chair and Richard Tapping, Vice Chair, discussed staffing needs to help run the main stage.

7.9.1 Entertainment

- No new updates to report.

7.9.2 Stage Rental

- No new updates to report.

7.9.3 Production

- No new updates to report.

7.9.4 Bar Management

- No new updates to report.

7.9.5 Security and Crowd Control

- No new updates to report.

7.9.6 Parking

- No new updates to report.

7.9.7 Power

- No new updates to report.

7.9.8 Other Rentals and Operation

- No new updates to report.

7.9.9 Layout

- No new updates to report.

7.10 Secondary Stage

- Joe Garon, Chair, spoke to the Committee about signage needs and where signage will be located.

7.10.1 Location

- No new updates to report.

7.10.2 Entertainment

- No new updates to report.

7.10.3 Stage Rental

- No new updates to report.

7.10.4 Production

- No new updates to report.

7.10.5 Power

- Joe Garon, Chair, and Leighanne Nichol, Member, spoke about different ways to supply the secondary stage with power.

7.10.6 Other Rentals and Operation

- No new updates to report.

8. Third Party Events

- No new updates to report.

9. New Business

- No new updates to report.

10. Adjournment

FC24-06-28

Moved By Richard Tapping, Vice-Chair

Seconded By Nicole Atkinson

That the meeting be adjourned at 7:50pm.

Carried

11. Future Meetings

The next meeting is to be held Thursday June 27th, 2024, at 6pm, in the Barnett Room of the Essex Sports Complex

Chair

Recording Secretary



**The Corporation of the Town of Essex
Finance Committee Meeting Minutes**

May 27, 2024, 3:30 pm
Shaheen Room, Essex Centre Sports Complex, 60 Fairview Avenue West

Present: Deputy Mayor - Shepley, Rob
Mayor - Bondy, Sherry
Councillor - Hammond, Rodney, Ward 4

Absent: Councillor - Garon, Joe, Ward 1

Also Present: Kate Giurissevich, Director, Corporate Services
Ann-Marie Unis, Manager, Finance & Business Services
Maddison Tulett, Financial Analyst
Jill Brett, Recording Secretary

Accessible formats or communication supports are available upon request. Please contact the Clerk's Office at clerks@essex.ca or 519-776-7336 extension 1100 or 1101.

1. Call to Order

2. Land Acknowledgement

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We value the significant historical and contemporary contributions of local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest noted at this time.

4. Adoption of Published Agenda

4.1 Finance Committee Meeting Agenda for May 27, 2024

FIN24-05-01

Moved By Mayor Bondy

Seconded By Councillor Hammond

That the published agenda for the May 27, 2024, Finance Committee Meeting be adopted with the following amendment:

1. Agenda Item 6.2 be added to review Fees and Charges By-law Schedule A.

Carried

5. Adoption of Minutes

5.1 Finance Committee Minutes for March 19, 2024

FIN24-05-02

Moved By Councillor Hammond

Seconded By Mayor Bondy

That the minutes of the Finance Committee meeting held March 19, 2024, be adopted as circulated.

Carried

6. Reports from Administration/Applications

6.1 2024 Kidney Foundation Community Partnership Fund Application

Councillor Hammond requested a recorded vote.

FIN24-05-03

Moved By Mayor Bondy

Seconded By Deputy Mayor Shepley

That the 2024 Essex Community Partnership Fund cash grant of \$5000 for the Kidney Foundation of Canada be denied.

	Support	Opposed	Conflict
Deputy Mayor Shepley	X		
Mayor Bondy	X		
Councillor Hammond		X	
Results	2	1	0

Carried (2 to 1)

6.2 Amendment to Fees and Charges By-law Schedule A

FIN24-05-04

Moved By Mayor Bondy

Seconded By Councillor Hammond

That the Finance Committee recommend to Council that a minor amendment be made to the Fees and Charges By-law Schedule A to include a footnote on NSF Fees and reprint fees to be waived in the case of death or severe illness.

Carried

7. Closed Meeting

FIN24-05-05

Moved By Councillor Hammond

Seconded By Mayor Bondy

That the Finance Committee move into Closed Session to receive information pursuant to Section 239 (2)(c) of the Municipal Act, 2001, as amended to discuss personal matters about an identifiable individual, including municipal or local board employees.

Carried

FIN24-05-06

Moved By Councillor Hammond

Seconded By Mayor Bondy

That the Finance Committee move out of Closed Session and move back into Open Session.

Carried

8. New Business

FIN24-05-07

Moved By Mayor Bondy

Seconded By Councillor Hammond

That the Finance Committee recommend that Council direct Administration to revise the Community Partnership Fund Policy to limit the acceptance of applications to one deadline and no further in-year applications be accepted or considered after that deadline.

Carried

9. Adjournment

FIN24-05-08

Moved By Councillor Hammond

Seconded By Mayor Bondy

That the meeting be adjourned at 3:55 p.m.

Carried

10. Future Meetings

To be determined.

Chair

Recording Secretary

The Corporation of the Town of Essex

By-Law Number 2342

Being a by-law to confirm the proceedings of the
June 17, 2024, Regular Meeting of Council of the
Corporation of the Town of Essex

WHEREAS pursuant to Section 5(1) of The Municipal Act, 2001, S.O. 2001, c.25 as amended, the powers of a municipality shall be exercised by its Council;

AND WHEREAS pursuant to Section 5(3) of The Municipal Act, 2001, S.O. 2001, c.25 as amended, a municipal power, including a municipality’s capacity, rights, powers and privileges under Section 8 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that a by-law be passed to authorize the execution of Agreements and other documents and that the proceedings of the Council of The Corporation of the Town of Essex at its meetings be confirmed and adopted by by-law;

NOW THEREFORE be it resolved that the Council of The Corporation of the Town of Essex hereby enacts as follows:

1. **That** the actions of the Council of The Corporation of the Town of Essex in respect of all recommendations in reports and minutes of committees, all motions and resolutions and all other actions passed and taken by the Council of The Corporation of the Town of Essex, documents and transactions entered into during the June 17, 2024, meeting of Council, are hereby adopted and confirmed as if the same were expressly contained in this by-law.
2. **That** the Mayor and proper officials of The Corporation of the Town of Essex are hereby authorized and directed to do all the things necessary to give effect to the actions of the Council of The Corporation of the Town of Essex during the said June 17 2024, meeting referred to in paragraph 1 of this by-law.
3. **That** the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary to the actions taken by this Council as described in Section 1 of this by-law and to affix the Corporate Seal of The Corporation of the Town of Essex to all documents referred to in said paragraph 1.

Read a first and a second time and provisionally adopted on June 17, 2024.

Mayor

Clerk

Read a third time and finally passed on July 2, 2024.

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 2343

**Being a By-Law to Enter into a Municipal Funding Agreement for the
Transfer of Canada Community-Building Funds**

Between

The Association of Municipalities of Ontario, ("AMO")

And

The Corporation of the Town of Essex ("Recipient")

Whereas The Corporation of the Town of Essex wishes to enter into a Municipal Funding Agreement in order to participate in the Canada Community Building Fund;

And whereas The Corporation of the Town of Essex acknowledges that Funds received through the Agreement may be invested in an interest bearing reserve account for a maximum of five (5) years;

Now therefore be its resolved that the Council of The Corporation of the Town of Essex, a municipal corporation pursuant to the Municipal Act, 2001, enacts as follows:

1. That the Mayor and Clerk are hereby authorized to execute the Municipal Funding Agreement for the transfer of Canada Community Building Funds between the Association of Municipalities of Ontario and The Corporation of the Town of Essex as outlined in Schedule "A" attached to this by-law.
3. That By-law Number 1325 is hereby repealed.

Read a first, a second and a third time and finally passed on July 2, 2024.

Mayor

Clerk

**SCHEDULE A TO BY-LAW 2343: MUNICIPAL FUNDING
AGREEMENT ON THE CANADA COMMUNITY-BUILDING FUND**

BETWEEN:

THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO

(referred to herein as “**AMO**”)

AND:

THE CORPORATION OF THE TOWN OF ESSEX

(a municipal corporation pursuant to the *Municipal Act, 2001*, referred to herein as the
“**Recipient**”)

WHEREAS the Government of Canada, the Government of Ontario, AMO, and the City of Toronto are signatories to the Administrative Agreement on the Canada Community-Building Fund effective April 1, 2024 (the “**Administrative Agreement**”), which governs the transfer and use of the Canada Community-Building Fund (“**CCBF**”) in Ontario;

AND WHEREAS AMO is responsible for the administration of CCBF funding made available to all Municipalities in Ontario – except the City of Toronto – under the Administrative Agreement, and will therefore undertake (and require the Recipient to undertake) certain activities as set out in this Agreement;

AND WHEREAS the Recipient wishes to enter into this Agreement to access CCBF funding;

NOW THEREFORE the Parties agree as follows:

1. DEFINITIONS AND INTERPRETATIONS

1.1 **Definitions.** For the purposes of this Agreement, the following terms shall have the meanings ascribed to them below:

“Annual Report” means the duly completed report to be prepared and delivered to AMO as described in Section 6.1.

“Asset Management” is a principle/practice that includes planning processes, approaches, plans, or related documents that support an integrated lifecycle approach to the effective stewardship of infrastructure assets to maximize benefits and effectively manage risk.

“Canada” means the Government of Canada, as represented by the Minister of Housing, Infrastructure and Communities.

“Canada Community-Building Fund” or “CCBF” means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

“Contract” means an agreement between the Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

“Eligible Expenditure” means an expenditure described as eligible in Schedule B or deemed eligible by Canada in accordance with Section 4.2.

“Eligible Investment Category” means an investment category listed in Schedule A or deemed eligible by Canada in accordance with Section 3.2.

“Eligible Project” means a project that fits within an Eligible Investment Category.

“Event of Default” has the meaning given to it in Section 13.1 of this Agreement.

“Funds” mean the funds made available to the Recipient through the CCBF or any other source of funding as determined by Canada. Funds are made available pursuant to this Agreement and includes any interest earned on the said Funds. Funds transferred to another Municipality in accordance with Section 5.3 of this Agreement are to be treated as Funds by the Municipality to which the Funds are transferred; and Funds transferred to a non-municipal entity in accordance with Section 5.4 of this Agreement shall remain as Funds under this Agreement for all purposes and the Recipient shall continue to be bound by all provisions of this Agreement with respect to such transferred Funds.

“Housing Needs Assessment” or **“HNA”** means a report informed by data and research describing the current and future housing needs of a Municipality or community according to guidance provided by Canada.

“Ineligible Expenditures” means those expenditures described as ineligible in Schedule C or deemed ineligible by Canada in accordance with Section 4.2.

“Infrastructure” means tangible capital assets that are primarily for public use or benefit in Ontario – whether municipal or regional, and whether publicly or privately owned.

“Lower-Tier Municipality” means a Municipality that forms part of an Upper-Tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001, c. 25.

“Municipal Fiscal Year” means the period beginning January 1st of a year and ending December 31st of the same year.

“Municipality” and **“Municipalities”** means every municipality as defined under the *Municipal Act, 2001*, S.O. 2001, c. 25.

“Non-Municipal Transfer By-law” means a by-law passed by Council of the Recipient pursuant to Section 5.4 of this Agreement.

“Parties” means AMO and the Recipient.

“Prior Agreement” means the municipal funding agreement for the transfer of federal gas tax funds entered into by AMO and the Recipient, effective April 2014 and with an expiry date of March 31, 2024.

“Single-Tier Municipality” means a Municipality, other than an Upper-Tier Municipality, that does not form part of an Upper-Tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001 c. 25.

“Third Party” means any person or legal entity, other than the Parties to this Agreement, who participates in the implementation of an Eligible Project by means of a Contract.

“Transfer By-law” means a by-law passed by Council of the Recipient pursuant to Section 5.3 of this Agreement.

“Unspent Funds” means the amount reported as unspent by the Recipient as of December 31, 2023 in the Recipient’s 2023 Annual Report (as defined under the Prior Agreement).

“Upper-Tier Municipality” means a Municipality of which two or more Lower-Tier Municipalities form part for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001 c. 25.

1.2 Interpretations

- a) **“Agreement”** refers to this agreement as a whole, including the cover and execution pages and all of the schedules hereto, and all amendments made hereto in accordance with the provisions hereof.
- b) The words **“herein”**, **“hereof”** and **“hereunder”** and other words of similar import refer to this Agreement as a whole and not any particular schedule, article, section, paragraph or other subdivision of this Agreement.
- c) The term **“including”** or **“includes”** means including or includes (as applicable) without limitation or restriction.
- d) Any reference to a federal or provincial statute is to such statute and to the regulations made pursuant to such statute as such statute and regulations may at any time be amended or modified and in effect and to any statute or regulations that may be passed that have the effect of supplementing or superseding such statute or regulations.

2. TERM OF THE AGREEMENT

- 2.1 **Term.** Subject to any extension or termination of this Agreement or the survival of any of the provisions of this Agreement pursuant to the provisions contained herein, this Agreement shall come into effect as of April 1, 2024 up to and including March 31, 2034.
- 2.2 **Review.** This Agreement will be reviewed by AMO by June 30, 2027.
- 2.3 **Amendment.** This Agreement may be amended at any time in writing as agreed to by AMO and the Recipient.
- 2.4 **Notice.** Any of the Parties may terminate this Agreement on two (2) years written notice.
- 2.5 **Prior Agreement.** The Parties agree that the Prior Agreement, including Section 15.5 thereof, is hereby terminated. Notwithstanding the termination of the Prior Agreement, including Section 15.5, the reporting and indemnity obligations of the Recipient thereunder with respect to expended Funds governed by the Prior Agreement as set forth in Sections 5, 7, 10.3, 10.4 and 10.5 of the Prior Agreement shall survive the said termination.

3. ELIGIBLE PROJECTS

- 3.1 **Eligible Projects.** Eligible Projects are those that fit within an Eligible Investment Category. Eligible Investment Categories are listed in Schedule A.
- 3.2 **Discretion of Canada.** The eligibility of any investment category not listed in Schedule A is solely at the discretion of Canada.
- 3.3 **Recipient Fully Responsible.** The Recipient is fully responsible for the completion of each Eligible Project in accordance with Schedule A and Schedule B.

4. ELIGIBLE EXPENDITURES

- 4.1 **Eligible Expenditures and Ineligible Expenditures.** Eligible Expenditures are described in Schedule B. Ineligible Expenditures are described in Schedule C.
- 4.2 **Discretion of Canada.** The eligibility of any item not listed in Schedule B or Schedule C to this Agreement is solely at the discretion of Canada.
- 4.3 **Reasonable Access.** The Recipient shall allow AMO and Canada reasonable and timely access to all documentation, records and accounts and those of their respective agents or Third Parties related to the receipt, deposit and use of Funds and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by AMO or Canada or their respective designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Agreement.
- 4.4 **Retention of Receipts.** The Recipient will keep proper and accurate accounts and records of all Eligible Projects including invoices and receipts for Eligible Expenditures for at least six (6) years after the completion of the project.
- 4.5 **Contracts.** The Recipient will award and manage all Contracts in accordance with its relevant policies and procedures and, if applicable, in accordance with any domestic or international trade agreements, and all other applicable laws. The Recipient will ensure any of its Contracts for the supply of services or materials to implement its responsibilities under this Agreement will be awarded in a way that is transparent, competitive, consistent with value for money principles and pursuant to its adopted procurement policy.

5. FUNDS

- 5.1 **Use of Funds.** The Recipient acknowledges and agrees the Funds are intended for and shall be used only for Eligible Expenditures in respect of Eligible Projects.

- 5.2 **Unspent Funds.** Any Unspent Funds, and any interest earned thereon, will be subject to the terms and conditions of this Agreement, and will no longer be governed by the terms and conditions of the Prior Agreement.
- 5.3 **Transfer of Funds to a Municipality.** Where a Recipient decides to allocate and transfer Funds to another Municipality (the “Transferee Municipality”):
- a) The allocation and transfer shall be authorized by a Transfer By-law. The Transfer By-law shall be passed by the Recipient’s council and submitted to AMO as soon thereafter as practicable. The Transfer By-law shall identify the Transferee Municipality and the amount of Funds the Transferee Municipality is to receive for the Municipal Fiscal Year(s) specified in the Transfer By-law.
 - b) The Recipient is still required to submit an Annual Report in accordance with Section 6.1 hereof with respect to the Funds transferred.
 - c) No transfer of Funds pursuant to this Section 5.3 shall be effected unless and until the Transferee Municipality has either (i) entered into an agreement with AMO on substantially the same terms as this Agreement, or (ii) has executed and delivered to AMO a written undertaking to assume all of the Recipient’s obligations under this Agreement with respect to the Funds transferred, such as undertaking in a form satisfactory to AMO.
- 5.4 **Transfer of Funds to a Non-Municipal Entity.** Where a Recipient decides to support an Eligible Project undertaken by a non-municipal entity (whether a for profit, non-governmental, or not-for profit organization):
- a) The provision of such support shall be authorized by a Transfer By-law (a “Non-Municipal Transfer By-law”). The Non-Municipal Transfer By-law shall be passed by the Recipient’s council and submitted to AMO as soon as practicable thereafter. The Non-Municipal Transfer By-law shall identify the non-municipal entity, and the amount of Funds the non-municipal entity is to receive for that Eligible Project.
 - b) The Recipient shall continue to be bound by all the provisions of this Agreement notwithstanding any such transfer.
 - c) No transfer of Funds pursuant to this Section 5.4 shall be effected unless and until the non-municipal entity receiving the Funds has executed and delivered to AMO a written undertaking to assume all of the Recipient’s obligations under this Agreement with respect to the Funds transferred, in a form exclusively satisfactory to AMO.
- 5.5 **Payout of Funds.** Subject to Sections 5.14 and 5.15, AMO will transfer Funds twice yearly, on or before the dates agreed upon by Canada and AMO.

- 5.6 **Deposit of Funds.** The Recipient will deposit the Funds in:
- a) An interest-bearing bank account; or
 - b) An investment permitted under:
 - i. The Recipient's investment policy; and
 - ii. Provincial legislation and regulation.
- 5.7 **Interest Earnings and Investment Gains.** Interest earnings and investment gains will be:
- Proportionately allocated to the CCBF when applicable; and
 - Applied to Eligible Expenditures for Eligible Projects.
- 5.8 **Funds Advanced.** Funds shall be spent (in accordance with Sections 3 and 4) or transferred (in accordance with Sections 5.3 or 5.4) within five (5) years after the end of the year in which Funds were received. Unexpended Funds shall not be retained beyond such five (5) year period without the documented consent of AMO. AMO reserves the right to declare that unexpended Funds after five (5) years become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.
- 5.9 **Expenditure of Funds.** The Recipient shall expend all Funds by December 31, 2038.
- 5.10 **HST.** The use of Funds is based on the net amount of harmonized sales tax to be paid by the Recipient net of any applicable tax rebates.
- 5.11 **Limit on Canada's Financial Commitments.** The Recipient may use Funds to pay up to one hundred percent (100%) of Eligible Expenditures of an Eligible Project.
- 5.12 **Federal Funds.** The Recipient agrees that any Funds received will be treated as "federal funds" for the purpose of other federal infrastructure programs.
- 5.13 **Stacking.** If the Recipient is receiving federal funds under other federal infrastructure programs in respect of an Eligible Project to which the Recipient wishes to apply Funds, the maximum federal contribution limitation set out in any other federal infrastructure program agreement made in respect of that Eligible Project shall continue to apply.
- 5.14 **Withholding Payment.** AMO may, in its exclusive discretion, withhold Funds where the Recipient is in default of compliance with any provisions of this Agreement.
- 5.15 **Insufficient Funds Provided by Canada.** Notwithstanding the provisions of Section 2, if Canada does not provide sufficient funds to continue the Funds for any Municipal

Fiscal Year during which this Agreement is in effect, AMO may immediately terminate this Agreement on written notice to the Recipient.

6. REPORTING REQUIREMENTS

- 6.1 **Annual Report.** The Recipient shall submit a report to AMO by April 30th each year, or as otherwise notified by AMO. The report shall be submitted in an electronic format deemed acceptable by AMO and shall contain the information described in Schedule D.
- 6.2 **Project List.** The Recipient shall ensure that projects are reported in advance of construction. Information required is as noted in Section 2.3 of Schedule E.

7. ASSET MANAGEMENT

- 7.1 **Implementation of Asset Management.** The Recipient will develop and implement an Asset Management plan, culture, and methodology in accordance with legislation and regulation established by the Government of Ontario (e.g., O. Reg. 588/17).
- 7.2 **Asset Data.** The Recipient will continue to improve data describing the condition of, long-term cost of, levels of service provided by, and risks associated with infrastructure assets.

8. HOUSING NEEDS ASSESSMENT

- 8.1 **Requirement.** While an HNA is encouraged for all Municipalities, the Recipient must complete a HNA if it had a population of 30,000 or more on the 2021 Census of Canada and is a Single-Tier Municipality or a Lower-Tier Municipality.
- 8.2 **Content of the HNA.** The Recipient will prepare the HNA in accordance with the guidance provided from time to time by Canada.
- 8.3 **Use of HNA.** The Recipient is expected to prioritize projects that support the growth of the housing supply. The HNA is to be used by Municipalities to prioritize, where possible, Infrastructure or capacity building projects that support increased housing supply where it makes sense to do so.
- 8.4 **Publication of the HNA.** The Recipient will publish the HNA on its website.
- 8.5 **HNA reporting requirements.** The Recipient will send to AMO by March 31, 2025, unless otherwise agreed upon:
- a) A copy of any HNA it is required to complete in accordance with Section 8.1; and

- b) The URL to the published HNA on the Recipient's website.

9. COMMUNICATIONS REQUIREMENTS

- 9.1 The Recipient will comply with all communication requirements outlined in Schedule E.

10. RECORDS AND AUDIT

- 10.1 **Accounting Principles.** All accounting terms not otherwise defined herein have the meanings assigned to them; all calculations will be made and all financial data to be submitted will be prepared in accordance with generally accepted accounting principles ("GAAP") in effect in Ontario. GAAP will include, without limitation, those principles approved or recommended for local governments from time to time by the Public Sector Accounting Board or the Chartered Professional Accountants of Canada or any successor institute, applied on a consistent basis.
- 10.2 **Separate Records.** The Recipient shall maintain separate records and documentation for the Funds and keep all records including invoices, statements, receipts, and vouchers in respect of Funds expended on Eligible Projects in accordance with the Recipient's municipal records retention by-law. Upon reasonable notice by AMO or Canada, the Recipient shall submit all records and documentation relating to the Funds for inspection or audit.
- 10.3 **External Auditor.** AMO or Canada may request, upon written notice to Recipient, an audit of Eligible Project(s) or Annual Report(s). AMO shall retain an external auditor to carry out an audit and ensure that any auditor who conducts an audit pursuant to this Agreement or otherwise, provides a copy of the audit report to the Recipient.

11. INSURANCE AND INDEMNITY

- 11.1 **Insurance.** The Recipient shall put in effect and maintain in full force and effect or cause to be put into effect and maintained for the term of this Agreement all the necessary insurance with respect to each Eligible Project, including any Eligible Projects with respect to which the Recipient has transferred Funds pursuant to Section 5 of this Agreement, that would be considered appropriate for a prudent Municipality undertaking similar Eligible Projects, including, where appropriate and without limitation, property, construction, and liability insurance, which insurance coverage shall identify Canada and AMO as additional insureds for the purposes of the Eligible Projects.
- 11.2 **Certificates of Insurance.** Throughout the term of this Agreement, the Recipient shall have a valid certificate of insurance that confirms compliance with the requirements

of Section 11.1. The Recipient shall produce such certificate of insurance on request, including as part of any AMO or Canada audit.

11.3 **AMO Not Liable.** In no event shall Canada or AMO be liable for:

- Any bodily injury, death or property damages to the Recipient, its employees, agents, or consultants or for any claim, demand or action by any Third Party against the Recipient, its employees, agents, or consultants, arising out of or in any way related to this Agreement; or
- Any incidental, indirect, special, or consequential damages, or any loss of use, revenue or profit to the Recipient, its employees, agents, or consultants arising out of any or in any way related to this Agreement.

11.4 **Recipient to Compensate Canada.** The Recipient will ensure that it will not, at any time, hold the Government of Canada, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Recipient, Third Parties or any other person or entity may suffer in relation to any matter related to the Funds or an Eligible Project and that the Recipient will, at all times, compensate Canada, its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to CCBF funding or an Eligible Project.

11.5 **Recipient to Indemnify AMO.** The Recipient hereby agrees to indemnify and hold harmless AMO, its officers, servants, employees or agents (each of which is called an “**Indemnitee**”), from and against all claims, losses, damages, liabilities and related expenses including the fees, charges and disbursements of any counsel for any Indemnitee incurred by any Indemnitee or asserted against any Indemnitee by whomsoever brought or prosecuted in any manner based upon, or occasioned by, any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights caused by or arising directly or indirectly from:

- The Funds;
- The Recipient’s Eligible Projects, including the design, construction, operation, maintenance, and repair of any part or all of the Eligible Projects;
- The performance of this Agreement or the breach of any term or condition of this Agreement by the Recipient, its officers, servants, employees, and agents, or by a Third Party, its officers, servants, employees, or agents; and
- Any omission or other wilful or negligent act of the Recipient or Third Party and their respective officers, servants, employees, or agents.

12. TRANSFER AND OPERATION OF MUNICIPAL INFRASTRUCTURE

- 12.1 **Reinvestment.** The Recipient will invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance, or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.
- 12.2 **Notice.** The Recipient shall notify AMO in writing 120 days in advance and at any time during the five (5) years following the date of completion of an Eligible Project if it is sold, leased, encumbered, or otherwise disposed of.
- 12.3 **Public Use.** The Recipient will ensure that Infrastructure resulting from any Eligible Project that is not sold, leased, encumbered, or otherwise disposed of, remains primarily for public use or benefit.

13. DEFAULT AND TERMINATION

- 13.1 **Event of Default.** AMO may declare in writing that an Event of Default has occurred when the Recipient has not complied with any condition, undertaking or term in this Agreement. AMO will not declare in writing that an Event of Default has occurred unless it has first consulted with the Recipient. For the purposes of this Agreement, each of the following events shall constitute an “Event of Default”:
- Failure by the Recipient to deliver in a timely manner an Annual Report or respond to questionnaires or reports as required;
 - Delivery of an Annual Report that discloses non-compliance with any condition, undertaking or material term in this Agreement;
 - Failure by the Recipient to co-operate in an external audit undertaken by Canada, AMO or their agents;
 - Delivery of an external audit report that discloses non-compliance with any condition, undertaking or term in this Agreement; and
 - Failure by the Recipient to expend Funds in accordance with the terms of this Agreement, including Section 5.8.
- 13.2 **Waiver.** AMO may withdraw its notice of an Event of Default if the Recipient, within thirty (30) calendar days of receipt of the notice, either corrects the default or demonstrates, to the satisfaction of AMO in its sole discretion that it has taken such steps as are necessary to correct the default.
- 13.3 **Remedies on Default.** If AMO declares that an Event of Default has occurred under Section 13.1, after thirty (30) calendar days from the Recipient’s receipt of the notice

of an Event of Default, it may immediately terminate this Agreement or suspend its obligation to pay the Funds. If AMO suspends payment, it may pay suspended Funds if AMO is satisfied that the default has been cured.

- 13.4 **Repayment of Funds.** If AMO declares that an Event of Default has not been cured to its exclusive satisfaction, AMO reserves the right to declare that prior payments of Funds become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.

14. CONFLICT OF INTEREST

- 14.1 **No Conflict of Interest.** The Recipient will ensure that no current member of the AMO Board of Directors and no current or former public servant or office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from the Funds, the Unspent Funds, and any interest earned thereon, unless the provision of receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

15. NOTICE

- 15.1 **Notice.** Any notice, information or document provided for under this Agreement will be effectively given if in writing and if delivered by hand, or overnight courier, mailed, postage or other charges prepaid, or sent by email to the addresses in Section 15.3. Any notice that is sent by hand or overnight courier service shall be deemed to have been given when received; any notice mailed shall be deemed to have been received on the eighth (8) calendar day following the day on which it was mailed; any notice sent by email shall be deemed to have been received on the sender's receipt of an acknowledgment from the intended recipient (such as by the "return receipt requested" function, as available, return email or other written acknowledgment), provided that in the case of a notice sent by email, if it is not given on a business day before 4:30 p.m. Eastern Standard Time, it shall be deemed to have been given at 8:30 a.m. on the next business day for the recipient.
- 15.2 **Representatives.** The individuals identified in Section 15.3 of this Agreement, in the first instance, act as AMO's or the Recipient's, as the case may be, representative for the purpose of implementing this Agreement.
- 15.3 **Addresses for Notice.** Further to Section 15.1 of this Agreement, notice can be given at the following addresses:

- If to AMO:

Executive Director
Canada Community-Building Fund Agreement
Association of Municipalities of Ontario
155 University Avenue, Suite 800
Toronto, ON M5H 3B7

Telephone: 416-971-9856
Email: ccbf@amo.on.ca

- If to the Recipient:

Treasurer
The Town of Essex
33 Talbot Street S.
Essex, ON N8M 1A8

16. MISCELLANEOUS

- 16.1 **Counterpart Signature.** This Agreement may be signed (including by electronic signature) and delivered (including by facsimile transmission, by email in PDF or similar format or using an online contracting service designated by AMO) in counterparts, and each signed and delivered counterpart will be deemed an original and both counterparts will together constitute one and the same document.
- 16.2 **Severability.** If for any reason a provision of this Agreement that is not a fundamental term is found to be or becomes invalid or unenforceable, in whole or in part, it will be deemed to be severable and will be deleted from this Agreement, but all the other terms and conditions of this Agreement will continue to be valid and enforceable.
- 16.3 **Waiver.** AMO may waive any right in this Agreement only in writing, and any tolerance or indulgence demonstrated by AMO will not constitute waiver of rights in this Agreement. Unless a waiver is executed in writing, AMO will be entitled to seek any remedy that it may have under this Agreement or under the law.
- 16.4 **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable in Ontario.
- 16.5 **Survival.** The Recipient agrees that the following sections and provisions of this Agreement shall extend for seven (7) years beyond the expiration or termination of this Agreement: Sections 4, 5.8, 5.9, 6.1, 11.4, 11.5, 12, 13.4 and 16.8.
- 16.6 **AMO, Canada and Recipient Independent.** The Recipient will ensure its actions do not establish or will not be deemed to establish a partnership, joint venture, principal-

agent relationship, or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Recipient, between AMO and the Recipient, between Canada and a Third Party or between AMO and a Third Party.

- 16.7 **No Authority to Represent.** The Recipient will ensure that it does not represent itself, including in any agreement with a Third Party, as a partner, employee, or agent of Canada or AMO.
- 16.8 **Debts Due to AMO.** Any amount owed under this Agreement will constitute a debt due to AMO, which the Recipient will reimburse forthwith, on demand, to AMO.
- 16.9 **Priority.** In the event of a conflict, the part of this Agreement that precedes the signature of the Parties will take precedence over the Schedules.
- 16.10 **Complementarity.** The Recipient is to use the CCBF to complement, without replacing or displacing, other sources of funding for municipal infrastructure.
- 16.11 **Equity.** The Recipient is to consider Gender Based Analysis Plus (“**GBA+**”) lenses when undertaking a project.

17. SCHEDULES

- 17.1 This Agreement, including:

Schedule A	Eligible Investment Categories
Schedule B	Eligible Expenditures
Schedule C	Ineligible Expenditures
Schedule D	The Annual Report
Schedule E	Communications Requirements

constitute the entire agreement between the Parties with respect to the subject matter contained in this Agreement and supersedes all prior oral or written representations and agreements.

18. SIGNATURES

IN WITNESS WHEREOF, AMO and the Recipient have respectively executed, and delivered this Agreement, effective April 1, 2024.

THE TOWN OF ESSEX

By: _____

Name:	_____	Date	_____
Title:	_____		

_____	_____	_____	_____
Name:		Date	
Title:			

THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO

By: _____

Name:	_____	Date	_____
Title: Executive Director			

_____	_____	_____	_____
Witness:		Date	
Title:			

SCHEDULE A: ELIGIBLE INVESTMENT CATEGORIES

1. **Broadband connectivity** – investments in the construction, material enhancement, or renewal of infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
2. **Brownfield redevelopment** – investments in the remediation or decontamination of a brownfield site within municipal boundaries – provided that the site is being redeveloped to construct a public park for municipal use, publicly owned social housing, or Infrastructure eligible under another investment category listed in this schedule.
3. **Capacity-building** – investments that strengthen the Recipient’s ability to develop long-term planning practices as described in Schedule B, item 2.
4. **Community energy systems** – investments in the construction, material enhancement, or renewal of infrastructure that generates energy or increases energy efficiency.
5. **Cultural infrastructure** – investments in the construction, material enhancement, or renewal of infrastructure that supports the arts, humanities, or heritage.
6. **Drinking water** – investments in the construction, material enhancement, or renewal of infrastructure that supports drinking water conservation, collection, treatment, and distribution systems.
7. **Fire halls** – investments in the construction, material enhancement, or renewal of fire halls and fire station infrastructure.
8. **Local roads and bridges** – investments in the construction, material enhancement, or renewal of roads, bridges, tunnels, highways, and active transportation infrastructure.
9. **Public transit** – investments in the construction, material enhancement, or renewal of infrastructure that supports a shared passenger transport system that is available for public use.
10. **Recreational infrastructure** – investments in the construction, material enhancement, or renewal of recreational facilities or networks.
11. **Regional and local airports** – investments in the construction, material enhancement, or renewal of airport-related infrastructure (excluding infrastructure in the National Airports System).
12. **Resilience** – investments in the construction, material enhancement, or renewal of built and natural infrastructure assets and systems that protect and strengthen the resilience

of communities and withstand and sustain service in the face of climate change, natural disasters, and extreme weather events.

13. **Short-line rail** – investments in the construction, material enhancement, or renewal of railway-related infrastructure for carriage of passengers or freight.
14. **Short-sea shipping** – investments in the construction, material enhancement, or renewal of infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
15. **Solid waste** – investments in the construction, material enhancement, or renewal of infrastructure that supports solid waste management systems (including the collection, diversion, and disposal of recyclables, compostable materials, and garbage).
16. **Sport infrastructure** – investments in the construction, material enhancement, or renewal of amateur sport infrastructure (facilities housing professional or semi-professional sports teams are ineligible).
17. **Tourism infrastructure** – investments in the construction, material enhancement, or renewal of infrastructure that attracts travelers for recreation, leisure, business, or other purposes.
18. **Wastewater** – investments in the construction, material enhancement, or renewal of infrastructure that supports wastewater and storm water collection, treatment, and management systems.

Note: Investments in health infrastructure (e.g., hospitals, long-term care facilities, convalescent centres, and senior centres) are not eligible.

SCHEDULE B: ELIGIBLE EXPENDITURES

Eligible Expenditures will be limited to the following:

1. **Infrastructure investments** – expenditures associated with acquiring, planning, designing, constructing, or renovating a tangible capital asset and any related debt financing charges specifically identified with that asset.
2. **Capacity-building costs** – for projects eligible under the capacity-building category only, expenditures associated with the development and implementation of:
 - Capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, or asset management plans;
 - Studies, strategies, systems, software, third-party assessments, plans, or training related to asset management;
 - Studies, strategies, systems, or plans related to housing or land use;
 - Studies, strategies, or plans related to the long-term management of infrastructure; and
 - Other initiatives that strengthen the Recipient's ability to improve local and regional planning.
3. **Joint communications and signage costs** – expenditures directly associated with joint federal communication activities and with federal project signage.
4. **Employee costs** – the costs of the Recipient's employees for projects eligible under the capacity-building category only – provided that the costs, on an annual basis, do not exceed the lesser of:
 - 40% of the Recipient's annual allocation (i.e., the amount of CCBF funding made available to the Recipient by AMO under Section 5.5 of this Agreement); or
 - \$80,000.

SCHEDULE C: INELIGIBLE EXPENDITURES

The following are deemed Ineligible Expenditures:

1. **Costs incurred before the Fund was established** – project expenditures incurred before April 1, 2005.
2. **Costs incurred before categories were eligible** – project expenditures incurred:
 - Before April 1, 2014 – under the broadband connectivity, brownfield redevelopment, cultural infrastructure, disaster mitigation (now resilience), recreational infrastructure, regional and local airports, short-line rail, short-sea shipping, sport infrastructure, and tourism infrastructure categories; and.
 - Before April 1, 2021 – under the fire halls category.
3. **Internal costs** – the Recipient’s overhead costs (including salaries and other employment benefits), operating or administrative costs (related to planning, engineering, architecture, supervision, management, and other activities normally carried out by the Recipient’s staff), and equipment leasing costs – except in accordance with Eligible Expenditures described in Schedule B.
4. **Rebated costs** – taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates.
5. **Land costs** – the purchase of land or any interest therein and related costs.
6. **Legal fees.**
7. **Routine repair or maintenance costs** – costs that do not result in the construction, material enhancement, or renewal of a tangible capital asset.
8. **Investments in health infrastructure** – costs associated with health infrastructure or assets (e.g., hospitals, long-term care facilities, convalescent centres, and senior centres).
9. **Investments in professional or semi-professional sports facilities** – costs associated with facilities used by professional or semi-professional sports teams.

SCHEDULE D: ANNUAL REPORT

The Annual Report may include – but is not necessarily limited to – the following information pertaining to the previous fiscal year:

1. **Financial information** – and particularly:
 - Interest earnings and investment gains – in accordance with Section 5.7;
 - Proceeds from the disposal of assets – in accordance with Section 12.1;
 - Outgoing transfers – in accordance with Sections 5.3 and 5.4;
 - Incoming transfers – in accordance with Section 5.3; and
 - Amounts paid – in aggregate for Eligible Expenditures on each Eligible Project.
2. **Project information** – describing each Eligible Project that started, ended, or was ongoing in the reporting year.
3. **Results** – and particularly:
 - Expected outputs and outcomes for each ongoing Eligible Project;
 - Outputs generated and outcomes achieved for each Eligible Project that ended construction in the reporting year; and
 - Housing outcomes resulting from each Eligible Project that ended construction in the reporting year, and specifically:
 - i. The number of housing units enabled, supported, or preserved; and
 - ii. The number of affordable housing units enabled, supported, or preserved.
4. **Other information** – such as:
 - Progress made in the development and implementation of asset management plans and systems; and
 - The impact of the CCBF on housing pressures tied to infrastructure gaps, the housing supply, and housing affordability.

SCHEDULE E: COMMUNICATIONS REQUIREMENTS

1. COMMUNICATIONS ACTIVITIES

- 1.1 **Scope.** The provisions of this Schedule apply to all communications activities related to any Funds and Eligible Projects.
- 1.2 **Definition.** Communications activities may include (but are not limited to) public or media events, news releases, reports, web articles, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, award programs, and multi-media products.

2. INFORMATION SHARING REQUIREMENTS

- 2.1 **Notification requirements.** The Recipient must report all active Eligible Projects to AMO in advance of construction each year. Reports must be submitted in an electronic format deemed acceptable by AMO.
- 2.2 **Active Eligible Projects.** Active Eligible Projects are those Eligible Projects that either begin in the current calendar year or are ongoing in the current calendar year.
- 2.3 **Information required.** The report must include, at a minimum, the name, category, description, expected outcomes, anticipated CCBF contribution, anticipated start date, and anticipated end date of each active Eligible Project.

3. PROJECT SIGNAGE REQUIREMENTS

- 3.1 **Installation requirements.** Unless otherwise approved by Canada, the Recipient must install a federal sign to recognize federal funding for each Eligible Project in accordance with design, content, and installation guidelines provided by Canada.
- 3.2 **Permanent signs, plaques, and markers.** Permanent signage, plaques, and markers recognizing municipal or provincial contributions to an Eligible Project must also recognize the federal contribution and must be approved by Canada.
- 3.3 **Responsibilities.** The Recipient is responsible for the production and installation of Eligible Project signage in accordance with Section 3 of this Schedule E, except as otherwise agreed upon.
- 3.4 **Reporting requirements.** The Recipient must inform AMO of signage installations in a manner determined by AMO.

4. DIGITAL COMMUNICATIONS REQUIREMENTS

- 4.1 **Social media.** AMO maintains accounts dedicated to the CCBF on several social media networks. The Recipient must @mention the relevant account when producing content that promotes or communicates progress on one or more Eligible Projects. AMO's CCBF-dedicated social media accounts are identified on www.buildingcommunities.ca.
- 4.2 **Websites and webpages.** Websites and webpages created to promote or communicate progress on one or more Eligible Projects must recognize federal funding using either:
- a) A digital sign; or
 - b) The Canada wordmark and the following wording (as applicable):
 - i. "This project is funded in part by the Government of Canada"; or
 - ii. "This project is funded by the Government of Canada".

The Canada wordmark or digital sign must link to www.infrastructure.gc.ca. Guidelines describing how this recognition is to appear and language requirements are posted at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

5. REQUIREMENTS FOR MEDIA EVENTS AND ANNOUNCEMENTS

- 5.1 **Definitions.** Media events and announcements include, but are not limited to, news conferences, public announcements, and the issuing of news releases to communicate the funding of Eligible Projects or achievement of key milestones (such as groundbreaking ceremonies, grand openings, and completions).
- 5.2 **Authority.** Canada, AMO, or the Recipient may request a media event or announcement.
- 5.3 **Notification requirements.** Media events and announcements must not proceed without the prior knowledge and agreement of AMO, Canada, and the Recipient.
- 5.4 **Notice.** The requester of a media event or announcement must provide at least fifteen (15) business days' notice to other parties of their intention to undertake such an event or announcement. If communications are proposed through a news release with no supporting event, Canada additionally requires five (5) business days with the draft news release to secure approvals and confirm the federal representative's quote.
- 5.5 **Date and location.** Media events and announcements must take place at a date and location that is mutually agreed to by the Recipient, AMO and Canada.

- 5.6 **Representatives.** The Recipient, AMO, and Canada will have the opportunity to participate in media events and announcements through a designated representative. Each Party will choose its own designated representative.
- 5.7 **Responsibilities.** AMO and the Recipient are responsible for coordinating all onsite logistics for media events and announcements unless otherwise agreed on.
- 5.8 **No unreasonable delay.** The Recipient must not unreasonably delay media events and announcements.
- 5.9 **Precedence.** The conduct of all joint media events, announcements, and supporting communications materials (e.g., news releases, media advisories) will follow the [Table of Precedence for Canada](#).
- 5.10 **Federal approval.** All joint communications material related to media events and announcements must be approved by Canada and recognize the funding of all contributors.
- 5.11 **Federal policies.** All joint communications material must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.
- 5.12 **Equal visibility.** The Recipient, Canada, and AMO will have equal visibility in all communications activities.

6. PROGRAM COMMUNICATIONS

- 6.1 **Own communications activities.** The Recipient may include messaging in its own communications products and activities with regards to the use of Funds.
- 6.2 **Funding acknowledgements.** The Recipient must recognize the funding of all contributors when undertaking such activities.

7. OPERATIONAL COMMUNICATIONS

- 7.1 **Responsibilities.** The Recipient is solely responsible for operational communications with respect to the Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official languages policy.
- 7.2 **Federal funding acknowledgement.** Operational communications should include, where appropriate, the following statement (as appropriate):
 - a) "This project is funded in part by the Government of Canada"; or
 - b) "This project is funded by the Government of Canada".

- 7.3 **Notification requirements.** The Recipient must share information promptly with AMO should significant emerging media or stakeholder issues relating to an Eligible Project arise. AMO will advise the Recipient, when appropriate, about media inquiries received concerning an Eligible Project.

8. COMMUNICATING SUCCESS STORIES

- 8.1 **Participation requirements.** The Recipient must work with Canada and AMO when asked to collaborate on communications activities – including, but not limited to, Eligible Project success stories (including positive impacts on housing), Eligible Project vignettes, and Eligible Project start-to-finish features.

9. ADVERTISING CAMPAIGNS

- 9.1 **Responsibilities.** The Recipient may, at its own cost, organize an advertising or public information campaign related to the use of the Funds or Eligible Projects, provided that the campaign respects the provisions of this Agreement.
- 9.2 **Notice.** The Recipient must inform Canada and AMO of its intention to organize a campaign no less than twenty-one (21) working days prior to the launch of the campaign.

The Corporation of the Town of Essex

By-Law Number 2346

Being a by-law to confirm the proceedings of the
July 2, 2024, Regular Meeting of Council of the
Corporation of the Town of Essex

WHEREAS pursuant to Section 5(1) of The Municipal Act, 2001, S.O. 2001, c.25 as amended, the powers of a municipality shall be exercised by its Council;

AND WHEREAS pursuant to Section 5(3) of The Municipal Act, 2001, S.O. 2001, c.25 as amended, a municipal power, including a municipality’s capacity, rights, powers and privileges under Section 8 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that a by-law be passed to authorize the execution of Agreements and other documents and that the proceedings of the Council of The Corporation of the Town of Essex at its meetings be confirmed and adopted by by-law;

NOW THEREFORE be it resolved that the Council of The Corporation of the Town of Essex hereby enacts as follows:

1. **That** the actions of the Council of The Corporation of the Town of Essex in respect of all recommendations in reports and minutes of committees, all motions and resolutions and all other actions passed and taken by the Council of The Corporation of the Town of Essex, documents and transactions entered into during the July 2, 2024, meeting of Council, are hereby adopted and confirmed as if the same were expressly contained in this by-law.
2. **That** the Mayor and proper officials of The Corporation of the Town of Essex are hereby authorized and directed to do all the things necessary to give effect to the actions of the Council of The Corporation of the Town of Essex during the said July 2, 2024, meeting referred to in paragraph 1 of this by-law.
3. **That** the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary to the actions taken by this Council as described in Section 1 of this by-law and to affix the Corporate Seal of The Corporation of the Town of Essex to all documents referred to in said paragraph 1.

Read a first and a second time and provisionally adopted on July 2, 2024.

Mayor

Clerk

Read a third time and finally passed on July 15, 2024.

Mayor

Clerk