

**The Corporation of the Municipality of
Chatham-Kent**

Chatham-Kent Council Meeting

Council Chambers, Chatham-Kent Civic Centre

April 10, 2017

4:00 P.M.

1. Call to Order

The Mayor called the meeting to Order.

Present: Mayor Randy Hope, Councillors Authier, Bondy, Canniff, Faas, Fluker, Herman, Leclair, B. McGregor, C. McGregor, Myers, Pinsonneault, Robertson, Thompson, VanDamme, Vercooteren, and Wesley

Absent: Councillor Sulman

2. Disclosures of Pecuniary Interest (Direct or Indirect) and the General Nature Thereof for items on the closed session agenda

3. Recess to Closed Session

That Council move into a Closed Session Meeting of Council pursuant to Section 239 of the Municipal Act, 2001, as amended, to discuss the following four items:

- Personal matters about identifiable individuals with regard to Appointment to the Age Friendly Committee. Section 239(2)(b), Municipal Act, 2001.
- Proposed or pending disposition of land by the municipality or local board with regard to 159 Chestnut Street West, Bothwell. Section 239(2)(c), Municipal Act, 2001.
- Proposed or pending disposition of land by the municipality or local board and advice that is subject to solicitor-client privilege, including communications necessary for that purpose with regard to 445 Grand Avenue West, Chatham. Section 239(2)(c) & (f), Municipal Act, 2001.
- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose with regard to Area Rating Taxation – Item 13(c) on the Open Session Agenda. Section 239(2)(f), Municipal Act, 2001.

4. Adjournment of Closed Session

5. Approval of Supplementary Agenda

The Municipal Clerk advised that Councillor Bondy has withdrawn his motion regarding Area Rating Taxation.

6. Disclosures of Pecuniary Interest (Direct or Indirect) and the General Nature Thereof for items on the open session agenda

There were no disclosures of pecuniary interest.

7. CK Community Development Forum

- a) Feature Act Recognition – Sponsorship Agreement Holders
- b) Canada’s First Welcoming Community

**8. Deputations - items on current agenda
(requests must be received by 3:00 p.m.)**

Council received the following two deputations for items on the current agenda:

- Karen DeBergh spoke with regard to Item 13(a) Connect to Innovate Funding Application
- Marc Gaudrault spoke with regard to Item 13(a) Connect to Innovate Funding Application

9. Consent Agenda

- a) Information Report
 - (i) Employment Community Improvement Plan Administrative Evaluation Committee
- b) Committee Reports
 - (i) Library Board minutes from its meeting held on February 28, 2017
- c) Council Meeting Minutes
 - (i) Council Meeting minutes from its meeting held on April 3, 2017

Councillor VanDamme requested that Items 9(a)(i) and 9(b)(i) be placed aside for discussion.

Councillor Vercooterren moved, Councillor Myers seconded:

“That the items listed on the Consent Agenda be approved as presented and that action be taken as required, excluding those items placed aside.”

The Mayor put the Motion

Motion Carried

9a(i) - Employment Community Improvement Plan Administrative Evaluation Committee

Municipality Of Chatham-Kent

Legislative Services

Planning Services

Information Report

To: Mayor and Members of Council

From: Bruce McAllister, MCIP, RPP
Director, Planning Services

Date: March 14, 2017

This report is for the information of Council.

Background

Council recently approved the Employment Community Improvement Plan (ECIP).¹ The ECIP is a ten-year plan with an incentive program intended to stimulate private sector investment.

The objectives of the ECIP are to:

- A. Stimulate development activity in the region that increases investment in existing and new industrial buildings/employment uses and employment growth.
- B. To provide incentives through planning policy in strategic areas that support new investment in existing and new industrial properties.
- C. To assist the build-out and occupancy levels in areas where large groupings of industrial lands exist.
- D. To assist the redevelopment of properties within existing industrial park areas which may be more marketable for different and higher-order employment uses.

ECIP Program Summary

In summary, the ECIP Programs are comprised of three primary incentives, one back-end and two front-end development incentives:

1. Tax Increment Grant (TIG)
2. Development Charge Grant
3. Planning & Building Permit Grants

The ECIP Program eligibility is outlined as follows:

- i. Under no circumstances will grant support be provided retroactively through the ECIP.
- ii. No applicant is guaranteed the benefit of approval under the ECIP. All applications for funds under the ECIP must be approved by Council.
- iii. All successful applicants will be required to enter into a payment/program agreement with the Municipality in a form acceptable to the Municipality. In all instances, the payment of grants will be at project completion.

Further details of the programs and eligibility are provided in the ECIP and its appendices, and should be read in conjunction.

Comments

ECIP – General Eligibility Requirements

The decision to fund and the amount of funding will generally be determined through the application of minimum criteria which measure each application based on the quality of the proposed property enhancement and/or development project. Eligibility will be on a discretionary basis and based on the merits of each application.

¹ <http://www.chatham-kent.ca/Council/CouncilMeetings/2016/Documents/September/Sep-12-9a.pdf>

Applications will be subject to a screening process and the evaluation criteria include items such as:

- scale of development and new taxes generated;
- amount of private funds leveraged;
- number of jobs created or retained as a result of development; and
- potential to enable further development on-site or within the Municipality over medium to long-term.

The general eligibility requirements must be read in association with the program-specific eligibility requirements detailed in the ECIP.

As part of the next steps, the ECIP recommended the development of an application form and other monitoring forms and tools. A draft application form has been prepared by Administration.

In addition, the ECIP recommended that Administration establish an Evaluation Committee to develop specific evaluation criteria and to review applications and forward recommendations through a report, for Council's consideration.

Based on this, the Chief Administrative Officer has appointed the following members of Administration (or designate) as the ECIP Administrative Evaluation Committee (ECIP AEC):

- Director, Economic Development Services
- Director, Planning Services
- Director, Building Development Services
- Director, Financial Services
- Director, Engineering and Transportation
- Director, Public Works
- Director, Community Attraction and Leisure Services

The initial tasks of the ECIP AEC will be to develop a more formal Terms of Reference and to establish specific application evaluation criteria. The ECIP AEC would be supported by staff from Economic Development Services and Planning Services for application intake to ensure applications are complete and include necessary documentation.

Areas of Strategic Focus and Critical Success Factors

The recommendation in this report supports the following areas of strategic focus:

- Economic Prosperity:
Chatham-Kent is an innovative and thriving community with a diversified economy
- A Healthy and Safe Community:
Chatham-Kent is a healthy and safe community with sustainable population growth
- People and Culture:
Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community
- Environmental Sustainability:
Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendation(s) in this report support the following critical success factors:

- Financial Sustainability:
The Corporation of the Municipality of Chatham-Kent is financially sustainable
- Open, Transparent and Effective Governance:
The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership
- Has the potential to support all areas of strategic focus & critical success factors
- Neutral issues (does not support negatively or positively)

Consultation

All proposed members of the proposed ECIP AEC have been consulted.

Financial Implications

There are no financial implications resulting from the recommendation. Council previously approved the creation of an ECIP Reserve, through a transfer of \$250,000 from the Reserve for Strategic Development to fund successful applicants under the ECIP. It was also recommended that further financial requirements of the plan be referred to future budget deliberations.

Prepared by:

Reviewed by:

Bruce McAllister, Director
Planning Services

John Norton, Corporate Leader
Legislative Services

Consulted and confirmed the content of the consultation section of the report by:

Stuart McFadden, Acting Director
Economic Development Services

Paul Lacina, Director
Building Development Services

Steven Brown, Director
Financial Services

Adam Sullo, Director
Engineering and Transportation

Evelyn Bish, Director
Community Attraction and Leisure Services

Miguel Pelletier, Director
Public Works

In response to a question by Councillor VanDamme, the Director of Planning Services explained that administration works with investors to meet any provincial or municipal regulations and approval processes.

The Director of Planning Services noted that the next step will be for the committee to bring back a marketing strategy as well as evaluation criteria for applications.

Councillor VanDamme moved, Councillor Authier seconded:

“That the report be received for information.”

The Mayor put the Motion

Motion Carried

9b(i) – Library Board minutes from its meeting held on February 28, 2017

Councillor VanDamme sought clarification on library trust funds and how they are utilized. The Chief Administrative Officer explained that the library receives designated donations for a specific item or program. Those donations are treated like a restricted reserve and the donors wishes are respected in how the money is spent. The General Manager of Community Development noted that further information will be circulated to Council.

Councillor VanDamme moved, Councillor Bondy seconded:

“That the minutes be received for information.”

The Mayor put the Motion

Motion Carried

10. Notices of Motion

- a) Presentation of new Notices of Motion

Councillor Wesley presented notice of motion regarding Water Testing. The matter will be added to the April 24, 2017 Council agenda for discussion and voting.

Councillor Westley presented a notice of motion regarding Waterline Extensions. The matter will be added to the April 24, 2017 Council agenda for discussion and voting.

11. Tender Awards

- a) Tender Award: T17-104 Supply and Application of Dust Suppressants

Municipality Of Chatham-Kent

Infrastructure and Engineering Services

Public Works

To: Mayor and Members of Council
From: Jerry Corso
Manager, Public Works South
Date: March 30, 2017
Subject: Tender Award: T17-104 Supply and Application of Dust Suppressants

Recommendations

It is recommended that:

1. The low bids for salt brine from Den-Mar Brines Limited be accepted in the amount of \$46.82 per m³ (including HST) for Tilbury East and Thamesville divisions, \$47.88 per m³ (including HST) for the Ridgetown, Dover, and Chatham Township divisions, and \$48.03 per m³ (including HST) for Raleigh and Harwich (Kent Centre) divisions.
2. The low bids for alternative calcium chloride solutions from Den-Mar Brines Limited be accepted in the amount of \$205.29 per tonne (including HST) for Tilbury East division, \$201.72 per tonne (including HST) for Raleigh division, \$153.65 per tonne (including HST) for Harwich (Kent Centre) division, and \$193.40 per tonne (including HST) for Ridgetown, Dover, Chatham Township, and Thamesville divisions.
3. Public Works Administration be authorized to approve two additional one year options to extend the contract if performance is satisfactorily completed after the first year of the tender.
4. The Mayor and Clerk be authorized to sign the necessary agreement.

Background

Contract T17-104 provides for the supply and application of dust suppressants on various gravel roads in Chatham-Kent. Bidders were asked to submit prices for specific areas, with the option to bid on all areas within the entire Municipality.

The total tender price is made up of 3 sections: (1) salt brine; (2) calcium chloride solution (flaked); and (3) alternative calcium chloride solutions. Bidders may bid on section 1, or section 2, or section 3, or any combination thereof.

The established service level provides for one dust control application per year. Public Works has consistently managed to use less product and be environmentally responsible with dust suppressant use on our roadways. Contractors were advised that quantities are approximate only, and that the Municipality is not obligated to purchase the estimated quantities. Conversely, if dry conditions dictate during summer, Chatham-Kent may purchase more if an additional application is necessary in areas with excessive dust.

Comments

On March 30, 2017, tenders were received for T17-104 Supply and Application of Dust Suppressants. There were three tenders received and the results are shown in Appendix A.

This tender is for one year with two additional one year options. If the contractor performs this contract adequately, Public Works will extend by one year and then assess that year for the next year. It should be noted that the Contractor has not requested a price increase for the additional two years.

Areas of Strategic Focus and Critical Success Factors

The recommendations in this report support the following areas of strategic focus:

- Economic Prosperity:
Chatham-Kent is an innovative and thriving community with a diversified economy
- A Healthy and Safe Community:
Chatham-Kent is a healthy and safe community with sustainable population growth
- People and Culture:

Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community

- Environmental Sustainability:
Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

- Financial Sustainability:
The Corporation of the Municipality of Chatham-Kent is financially sustainable
- Open, Transparent and Effective Governance:
The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership
- Has the potential to support all areas of strategic focus & critical success factors
- Neutral issues (does not support negatively or positively)

Consultation

This Tender was opened by CK Purchasing, and reviewed by Public Works, Infrastructure and Engineering Services.

Financial Implications

Based on the placement of salt brine for all gravel roadways that are not receiving lifecycle gravel and alternative calcium chloride on all new graveled roads the historical costs for the supply and application of dust suppressants is summarized below in Table 2.

**Table 2: Historical Costs
Supply and Application of Dust Suppressants**

Year	Total Cost	Annual Budget
2011	\$ 639,851	\$ 965,460
2012	\$ 719,922	\$ 965,460
2013	\$ 619,464	\$ 915,266
2014	\$ 595,906	\$ 915,266
2015	\$ 654,120	\$ 915,266
2016	\$ 731,850	\$ 915,266

Estimated quantities are based on historical values to allow for Administration to be flexible in the amount of dust suppressant purchased if summer weather conditions are favourable, or to align the use with annual budget allotments as directed by Council. The tender pricing in this year's request has increased 12% from last year but Public Works will make every effort to stay within the 2017 approved dust layer budget of \$859,155.

Administration will continue to monitor usage and weather conditions. If increased usage is necessary due to a dry season, Administration will make a supplementary budget request for additional funding.

Prepared by:

Reviewed by:

Jerry Corso
Manager, Public Works South

Miguel Pelletier, CD, P.Eng, PMP, MBA
Director, Public Works

Reviewed by:

Thomas Kelly, P.Eng, MBA
General Manager
Infrastructure and Engineering Services

Consulted and confirmed the content of the consultation section of the report by:

Jennifer Scherle
Purchasing Officer, Financial Services

Councillor Leclair moved, Councillor Fluker seconded:

“That

- 1. The low bids for salt brine from Den-Mar Brines Limited be accepted in the amount of \$46.82 per m³ (including HST) for Tilbury East and Thamesville divisions, \$47.88 per m³ (including HST) for the Ridgetown, Dover, and Chatham Township divisions, and \$48.03 per m³ (including HST) for Raleigh and Harwich (Kent Centre) divisions.**
- 2. The low bids for alternative calcium chloride solutions from Den-Mar Brines Limited be accepted in the amount of \$205.29 per tonne (including HST) for Tilbury East division, \$201.72 per tonne (including HST) for Raleigh division, \$153.65 per tonne (including HST) for Harwich (Kent Centre) division, and \$193.40 per tonne (including HST) for Ridgetown, Dover, Chatham Township, and Thamesville divisions.**
- 3. Public Works Administration be authorized to approve two additional one year options to extend the contract if performance is satisfactorily completed after the first year of the tender.**
- 4. The Mayor and Clerk be authorized to sign the necessary agreement.”**

The Mayor put the Motion

Councillor	Vote	Councillor	Vote
Authier	Yes	Myers	Yes
Bondy	Yes	Pinsonneault	Yes
Canniff	Yes	Robertson	Not Present
Faas	Yes	Sulman	Absent
Fluker	Yes	Thompson	Yes
Herman	Yes	VanDamme	Yes
Leclair	Yes	Vercouteren	Yes
B. McGregor	Yes	Wesley	Yes
C. McGregor	Yes	Mayor Hope	Yes

Yes Votes: 16

No Votes: 0

Motion Carried

b) Tender Award: T17-103 Supply and Place Gravel

Municipality Of Chatham-Kent

Infrastructure and Engineering Services

Public Works

To: Mayor and Members of Council
From: Dennis Chepeka
Manager, Public Works North
Date: March 28, 2017
Subject: Tender Award: T17-103 Supply and Place Gravel

Recommendations

It is recommended that:

1. The low tender of Southwestern Sales Corporation Limited for the per tonne unit price of \$21.25 be accepted for the supply and haul of an estimated 15,720 tonnes of 100% crushed dolomite quarry stone 0-7/8" granular "A" for the Dover division.
2. The low tender of Southwestern Sales Corporation Limited for the per tonne unit price of \$20.30 be accepted for the supply and haul of an estimated 22,660 tonnes of 100% crushed dolomite quarry stone 0-7/8" granular "A" for the Chatham Township division.
3. The low tender of Johnston Bros. (Bothwell) Ltd. for the per tonne unit price of \$16.36 be accepted for the supply and haul of an estimated 12,644 tonnes of 0-5/8" granular "M" for the Thamesville division.
4. The low tender of Rene Blain Trucking Ltd. for the per tonne unit price of \$17.75 be accepted for the supply and haul of an estimated 3,200 tonnes of 0-7/8" Limestone "A" for the Wallaceburg division.
5. The low tender of Rene Blain Trucking Ltd. for the per tonne unit price of \$18.49 be accepted for the supply and haul of an estimated 24,300 tonnes of 0-3/4" limestone "A" for the Tilbury division.
6. The shortfall of \$80,000 be transferred from the Gravel Lifecycle reserves in order to maintain the suggested maintenance cycle of 3 years.
7. The Mayor and Clerk be authorized to sign the necessary agreements.

Background

There are 1,750 km of gravel roads throughout Chatham-Kent that require resurfacing on average every three to five years, depending on traffic volume and the maintenance demand of each road. In order to maintain the application of gravel on a three year rotation approximately 180,000 tonnes of granular material must be purchased and applied annually.

In 2017, 100,000 tonnes of recycled material will be purchased from Entegrus Power Corporation. 83,000 tonnes of this material will be allocated to the Raleigh, Kent Centre and Ridgetown divisions to replace the material previously supplied to these areas by the Harwich Gravel Pit. 17,000 tonnes will be evenly utilized in the Dover, Thamesville and Chatham Township divisions. The remaining 80,000 tonnes necessary to supply

the remaining quantities to Dover, Tilbury East, Wallaceburg, Thamesville and Chatham Township areas is addressed in this report.

On March 23, 2017 tenders were received for T17-103 Supply and Place Gravel. The tender calls for the supply and haul 78,524 tonnes of granular “A” and “M”. There were four (4) bids received.

Comments

The total tender quantity of 78,524 tonnes would need to be reduced by 4,120 tonnes (5.20%) in order to remain within budget. Therefore, Appendix A (attached) would be the final 2017 gravel program based on the results of the tender.

The following is a breakdown of the impact that the reduction in tonnage would have on the 2016 Lifecycle gravel program for each Division.

2017 Impact of Gravel Reduction (by Division)

Ward	Service Area	Shortfall on Service Level Funding	2017 KM Roads Impacted (300 Tonne/KM)
North Kent Ward 4	Dover	-\$9,480.00	1.5 (1.0%)
North Kent Ward 4	Chatham Township	-\$12,529.00	2.0 (0.7%)
East Kent Ward 3	Thamesville	-\$8,097.00	1.6 (0.9%)
East Kent Ward 3	Ridgetown	-\$15,247.00	2.7 (0.8%)
South Kent Ward 2	Kent Centre	-\$10,428.00	1.8 (0.8%)
South Kent Ward 2	Raleigh	-\$10,902.00	2.0 (0.8%)
West Kent Ward 1	Tilbury East	-\$10,744.00	7.0 (0.8%)
Ward 4&5	Wallaceburg	-\$1580.00	0.3 (0.9%)
	TOTAL	-\$79,000	20.6 km (12%)

The increased cost of material since amalgamation has decreased the maintenance cycle on gravel roads from once every 2.5 years at amalgamation to presently once every 3.2 years. In order to maintain the gravel roads efficiently, once every three years at minimum is essential. An increase of 4,120 tonnes would be required to achieve this level of service. This would require a budget increase of \$80,000 per year plus inflation at the current quantity prices.

Administration recommends that Council approve the transfer of \$80,000 from the Gravel Lifecycle reserves in order to maintain the suggested maintenance cycle of 3 years. A historical summary from 1999 to 2017 including average cost per tonne is attached as Appendix B.

Areas of Strategic Focus and Critical Success Factors

The recommendations in this report support the following areas of strategic focus:

- Economic Prosperity:
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- Open, Transparent and Effective Governance:
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- Has the potential to support all areas of strategic focus & critical success factors
- Neutral issues (does not support negatively or positively)

Consultation

The Tenders were opened by the Purchasing Officer, and reviewed by the Manager of Public Works North, Infrastructure and Engineering Services.

Financial Implications

The 2017 base gravel budget is as follows:

2016 Lifecycle Gravel Budget	\$3,337,198.00
2016 Gravel Tender Award	\$1,533,534.23
Service Level Agreement – Entegrus	\$1,882,560.00
Variance	(-\$78,896.23)
Transfer from reserves	\$80,000.00

Prepared by:

Reviewed by:

Dennis Chepeka
Manager, Pubic Works North

Miguel Pelletier, CD, P.Eng, PMP, MBA
Director, Public Works

Reviewed by:

Thomas Kelly, P.Eng., MBA
General Manager
Infrastructure and Engineering Services

Consulted and confirmed the content of the consultation section of the report by:

Jennifer Scherle
Purchasing Officer, Financial Services

Councillor Fluker moved, Councillor Vercouteren seconded:

“That

- 1. The low tender of Southwestern Sales Corporation Limited for the per tonne unit price of \$21.25 be accepted for the supply and haul of an**

estimated 15,720 tonnes of 100% crushed dolomite quarry stone 0-7/8” granular “A” for the Dover division.

2. The low tender of Southwestern Sales Corporation Limited for the per tonne unit price of \$20.30 be accepted for the supply and haul of an estimated 22,660 tonnes of 100% crushed dolomite quarry stone 0-7/8” granular “A” for the Chatham Township division.
3. The low tender of Johnston Bros. (Bothwell) Ltd. for the per tonne unit price of \$16.36 be accepted for the supply and haul of an estimated 12,644 tonnes of 0-5/8” granular “M” for the Thamesville division.
4. The low tender of Rene Blain Trucking Ltd. for the per tonne unit price of \$17.75 be accepted for the supply and haul of an estimated 3,200 tonnes of 0-7/8” Limestone “A” for the Wallaceburg division.
5. The low tender of Rene Blain Trucking Ltd. for the per tonne unit price of \$18.49 be accepted for the supply and haul of an estimated 24,300 tonnes of 0-3/4” limestone “A” for the Tilbury division.
6. The shortfall of \$80,000 be transferred from the Gravel Lifecycle reserves in order to maintain the suggested maintenance cycle of 3 years.
7. The Mayor and Clerk be authorized to sign the necessary agreements.”

In response to a question by Councillor Pinsonneault, the Manager of Public Works North explained that an independent laboratory was hired by Entegrus to test the gravel from the rail road and testing will be ongoing. The gravel was used on some roads as a pilot project with mostly favourable results.

Councillor C. McGregor expressed concern with the recycled gravel that was used in her area. She requested more information on how this gravel is performing across Chatham-Kent.

The Mayor put the Motion

Councillor	Vote	Councillor	Vote
Authier	Yes	Myers	Yes
Bondy	Yes	Pinsonneault	No
Canniff	Yes	Robertson	Yes
Faas	Yes	Sulman	Absent
Fluker	Yes	Thompson	Yes
Herman	Yes	VanDamme	No
Leclair	Yes	Vercouteren	Yes
B. McGregor	Yes	Wesley	Yes
C. McGregor	Yes	Mayor Hope	Yes

Yes Votes: 15

No Votes: 2

Motion Carried

12. Community Development / Fire & Emergency Services

- a) 2017 Cemetery Lifecycle Projects

Municipality Of Chatham-Kent

Community Development

Community Attraction and Leisure Services - Parks and Open Spaces

To: Mayor and Members of Council
From: Collin Mardling
Supervisor, Cemetery Operations
Date: March 27, 2017
Subject: 2017 Cemetery Lifecycle Projects

Recommendation

It is recommended that:

1. The list of 2017 Cemetery Lifecycle Projects totalling \$54,625 funded through the Cemetery Lifecycle Reserve, be approved.

Background

Presently, Cemetery Operations receives \$40,520 annually for lifecycle issues. This covers such items as general maintenance repairs to mausoleums, chapels, mortuary, garages, gates and water systems, plus an allotment for future land acquisition.

Comments

The 2017 priority projects that require immediate repair/replacement are as follows:

	Cemetery	Location	Item	Budget
1.	Evergreen Cemetery	Blenheim	East entrance gate masonry repairs	\$7,500
2.	Bothwell Cemetery	Bothwell	Entrance gate masonry repairs	\$15,000
3.	Maple Leaf/St. Anthony	Chatham	Old Mausoleum ceiling (scrape, repaint), repair damage to front doors, repoint failing mortar joints on building exterior	\$9,000
4.	Maple Leaf/St. Anthony	Chatham	St. Anthony Mortuary roof replacement and window repairs	\$8,500
5.	Maple Leaf/St. Anthony	Chatham	*Removal of Old Protestant Mortuary building	\$4,000
6.	Dresden Cemetery	Dresden	Chapel exterior aluminum cladding and lighting repairs	\$3,500
			Contingency: 15%	\$7,125
Total Funding Required				\$54,625

*On April 20, 2016, the Municipal Heritage Committee was informed of the intention to remove the Protestant Mortuary Building in Maple Leaf Cemetery in the Community of Chatham. The building is not deemed to be of historical significance and is not designated as a heritage structure. The building has not been used for any functional purpose by Cemetery Operations in many years. The interior is unsafe and the entire structure has fallen into significant disrepair.

Areas of Strategic Focus and Critical Success Factors

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- Neutral issues (does not support negatively or positively)

Consultation

Financial Services has verified the current balance of the Cemetery Lifecycle Reserve.

Financial Implications

The following is the status of the Cemetery Lifecycle Reserve:

2017 Cemetery Lifecycle Reserve	
2017 Balance Forward	(\$143,514)
2017 Lifecycle Allotment	(\$40,520)
Total Funding Available for 2017 projects	(\$184,034)
2017 Proposed Lifecycle Projects	\$54,625
Balance remaining in reserve	(\$129,409)

The balance remaining in the Cemetery Operations Lifecycle Reserve at the end of 2017 will be used for future lifecycle projects.

Prepared by:

Reviewed by:

Collin Mardling, Supervisor
Cemetery Operations

Jeff Bray, Manager
Parks and Open Spaces

Reviewed by:

Reviewed by:

Evelyn Bish, Director
Community Attraction and Leisure Services

Bob Crawford, General Manager
Community Development

Councillor Herman moved, Councillor Authier seconded:

“That

1. The list of 2017 Cemetery Lifecycle Projects totalling \$54,625 funded through the Cemetery Lifecycle Reserve, be approved.”

The Mayor put the Motion

Councillor	Vote	Councillor	Vote
Authier	Yes	Myers	Yes
Bondy	Yes	Pinsonneault	Yes
Canniff	Yes	Robertson	Yes
Faas	Yes	Sulman	Absent
Fluker	Yes	Thompson	Yes
Herman	Yes	VanDamme	Yes
Leclair	Yes	Vercouteren	Yes
B. McGregor	Yes	Wesley	Yes
C. McGregor	Yes	Mayor Hope	Yes

Yes Votes: 17

No Votes: 0

Motion Carried

b) Motion by Councillor Pinsonneault re Stennet Park

Councillor Pinsonneault moved, Councillor VanDamme seconded:

“Whereas the Ridgetown Kiwanis has been financially involved with the construction of the pool, the splash pad and the pavilion in this park;

And Whereas the Ridgetown Kiwanis have taken it upon themselves to be responsible for the maintenance and up keep of this park;

And Whereas the Stennet family no longer reside in Ridgetown or immediate area;

Therefore Be It Resolved That Council authorize the name change of Stennet Park in Ridgetown to The Kiwanis Park. Also the Kiwanis club will be responsible for

the complete cost of the sign.”

Councillor Herman expressed concern with changing the name without knowing the history of this park and why it was named after the Stennet family.

The Mayor put the Motion

Councillor	Vote	Councillor	Vote
Authier	Yes	Myers	Yes
Bondy	Yes	Pinsonneault	Yes
Canniff	Yes	Robertson	Yes
Faas	Yes	Sulman	Absent
Fluker	Yes	Thompson	Yes
Herman	No	VanDamme	Yes
Leclair	Yes	Vercouteren	Yes
B. McGregor	Yes	Wesley	Yes
C. McGregor	Yes	Mayor Hope	Yes

Yes Votes: 16
No Votes: 1

Motion Carried

13. Finance, Budget and Information Technology Services

a) Connect to Innovate Funding Application

Municipality Of Chatham-Kent

Finance, Budget and Information Technology Services

To: Mayor and Members of Council
From: Mike Turner, CPA, CMA Chief Financial Officer, Treasurer
Helen McLaren, Director Information Technology, CMMIII
Date: March 29, 2017
Subject: Connect To Innovate Funding Application

Recommendation(s)

It is recommended that:

- 1) Municipal Council endorse and support Entegrus Inc.'s and TekSavvy Solutions Inc.'s plan to submit an application to Innovation, Science and Economic Development (ISED) Canada's Connect to Innovate (CTI) program, seeking the maximum subsidy available for installing fibre broadband infrastructure in rural areas of Chatham-Kent; and
- 2) Municipal Council authorize the Municipality to invest up to \$3.15 million in Entegrus Inc. as an equity investment over the next four years, to allow Entegrus Inc.'s and TekSavvy Solutions Inc.'s proposed joint venture to invest in supporting the initial capital outlay for installation of backbone fibre in Chatham-Kent consistent with the CTI application. These funds are to be matched by TekSavvy Solutions Inc. with an additional \$3.15 million to fully support the project applied for in CTI program; and

- 3) Municipal Council endorse and support that municipal facilities that are in close proximity to the new fibre line be deemed as anchor institutions for the CTI application and connect to the fibre line as customers as soon as contractually able; and
- 4) Municipal Council authorize the Municipality to invest up to \$3.35 million in Entegrus Inc. as an additional equity investment over the next four years, to allow the joint venture of Entegrus Inc. and TekSavvy Solutions Inc., funding for installation of the first phase of a last-mile build for entities along the fibre lines and to provide working capital for the joint venture company. These funds are to be matched by TekSavvy Solutions Inc. with an additional \$3.35 million. This funding is not part of the CTI application process.
- 5) The type of investment by the Municipality into Entegrus Inc. listed above, of \$3.15 million and \$3.35 million for a total of \$6.5 million, will be brought back before Council for approval at a later time and before any funds are dispersed to Entegrus Inc.

Background

On March 20, 2017, an Information report, "RTC 17-02 High-Speed Internet Connectivity" was submitted to Council.

The report identified that the Municipality of Chatham-Kent, Entegrus Inc. and additional partners were working on an initiative to expand our community's access to high-speed fibre optic cable.

Similar to roads and electricity, high-speed fibre is essential infrastructure to support economic development and the provision of health care and educational services. It is well-documented that young adults and entrepreneurial businesses, whom we hope to retain and attract to the Municipality of Chatham-Kent, consider access to high-speed internet as an essential service. The estimated costs to provide long-lasting high-speed internet (defined as the ability to provide at least 1 gigabit per second (Gbps) service to every household, business and organization within Chatham-Kent) would exceed \$210 million.

For that reason, the need for government grants and partnerships is critical. The scope and financial requirements of these projects require collaboration from all levels of government as well as the private and voluntary sectors, to develop and address the need.

There are multiple such grants and partnerships in existence. Some will help bring broadband to Chatham-Kent, including the following:

- SWIFT (SouthWestern Integrated Fibre Technology), the regional project with which the Municipality of Chatham-Kent and Entegrus Inc. are working to build fibre broadband infrastructure in rural and urban areas of Chatham-Kent;
- The CRTC's \$750 million contribution fund, following its December 2016 ruling that broadband is a basic telecommunication service, and targeting the availability of 50 megabits per second (Mbps) broadband services throughout Canada;
- A \$2 billion federal investment over 10 years, starting in 2018-19 and announced in the Fall Economic Statement, in rural and northern communities' infrastructure needs—such as roads, bridges and transportation, renewable energy, and internet services expansion.
- ISED's \$500 million Connect to Innovate (CTI) program.

This report focuses on CTI.

Connect to Innovate Funding (CTI)

On December 15, 2016, Innovation, Science and Economic Development Canada (ISED), announced the launch of the Connect to Innovate (CTI) program. This new program will invest up to \$500 million by 2021 to upgrade and build broadband infrastructure in rural and remote communities across Canada.

The Municipality of Chatham-Kent qualifies for backbone infrastructure funded projects only. This means that funding is only provided for the high-speed fibre installations and not the funding required to directly connect homes, businesses and organizations.

Communities within Chatham-Kent that are eligible for backbone infrastructure development include: Charing Cross, Thamesville, Erieau, Highgate, Morpeth, Shrewsbury, Dealtown, Duart, Grande Pointe, Holiday Harbour, North Buxton, Tupperville and the First Nations of Moravian of the Thames and Walpole Island. Connect to Innovate funding requires at least 1 Gbps fibre connectivity to at least one new Point of Presence (PoP) in the eligible community and requires connections of at least one anchor institution per project. Anchor institutions are broadly defined as:

- Medical or healthcare providers
- Schools, Community Colleges, Other Institutions of Higher Learning
- Community Support Organizations, Community Centres
- Government Facilities
- Band Offices (First Nations)
- Public Safety Institutions (Fire, Police, Ambulance, etc)

Municipal buildings such as service centres, fire halls, arenas, garages are some examples of institutions that would qualify as an anchor institution.

Entegrus Inc. and TekSavvy Solutions Inc. will submit an application for CTI funding prior to April 20, 2017 (the funding deadline). The application will target building fibre backbone to a majority of the eligible communities listed above. Notification of the funding will be received in the fall of 2017.

At that time, the Municipality of Chatham-Kent, Entegrus Inc. and TekSavvy Solutions Inc. will know how much funding will be available for this project and determine how to move forward based on the business case.

Comments

The CTI application demonstrates the commitment to improving high-speed internet access throughout our community. If successful, this application is expected to result in access to high-speed broadband in underserved areas, which is critical to our region's economic vitality and social well-being. This initiative will result in a long-term investment essential for the future of our community. Return on investment initially will be negligible, as most of the initial expense will be establishing the backbone infrastructure and slowly building the last-mile to customers. It will take a number of years to establish a customer base that provides the long-term economic returns.

Incumbent telecom providers concentrate on areas with greatest population density to increase their return on investment, therefore many residents and businesses in Chatham-Kent have only one provider and broadband access is limited or not available at all. This has resulted in higher rates, fewer service choices and poorer services available for Citizens in Chatham-Kent. Inequality and unaffordable broadband access has resulted in businesses and potential investors choosing other communities who have broadband access available. Investment in fibre broadband access is essential for Chatham-Kent's growth.

There are many community benefits to the Community of Chatham-Kent such as:

- Unemployed and underemployed people need broadband access in order to search for jobs or start new businesses, social network with their community and potential employers or customers, access social services support, healthcare and education and other community-based resources.
- Farmers need broadband access to: connect with their supply chain and marketplaces; stay connected to embedded sensors for monitoring and control of soil conditions and irrigation systems; livestock location, feeding, and condition; crop environments; plant and equipment operation and maintenance; and receive up to the second weather information.
- Small and medium sized businesses need broadband access to compete and market their goods and services, communicate with customers and suppliers, source funding and interact with employees working from home or on the road.
- Large commercial enterprise rely on broadband access to communicate with head office and peer locations, interact with suppliers and customers, and connect with employees working remotely.
- Public sector organizations such as school boards, hospitals, county and municipal governments, First Nations, and federal and provincial government sites, need connection to provide services and support for their students/patients/citizens and employees.
- Families and seniors require access to broadband to connect with family and friends, to access healthcare, education, government services, marketplaces, and entertainment.
- As people and organizations employ an increasing array of applications and embedded sensors that require connectivity, the “Internet of Everything,” is rapidly emerging in Southwestern Ontario. Chatham-Kent needs fibre broadband access in order for the community to survive and compete in a technology connected world. It is estimated that by 2020 there will be 50 billion connected devices or 7 devices per person.

TekSavvy Solution Inc. and Entegrus Inc. are entering in formal joint venture to build, own and operate a fibre based system in the Municipality of Chatham-Kent to be known as “CK Openfibre Inc.” The entities are currently working on a Memorandum of Understanding (MOU) for the joint venture, which will be a 50/50 partnership and requires Municipal support to facilitate the development of the fibre system.

Once due diligence is completed and the MOU is finalized, further reports with the details of the new company and the partnership will be presented to Council, with additional requests for the establishment of the new company.

There will be no equity investment from the Municipality until the MOU on the joint venture is agreed upon and the funding application process is complete and we are notified of any potential funding towards the project. At that point the joint venture and the Municipality will complete due diligence on required next steps and final funding requirements.

Areas of Strategic Focus and Critical Success Factors

The recommendations in this report support the following areas of strategic focus:

- Economic Prosperity: Chatham-Kent is an innovative and thriving community with a diversified economy
- A Healthy and Safe Community: Chatham-Kent is a healthy and safe community with sustainable population growth

- People and Culture: Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community
- Environmental Sustainability: Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

- Financial Sustainability: The Corporation of the Municipality of Chatham-Kent is financially sustainable
- Open, Transparent and Effective Governance: The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership
- Has the potential to support all areas of strategic focus & critical success factors
- Neutral issues (does not support negatively or positively)

Consultation

A presentation and consultation has taken place with the Smartgrowth Committee, Entegrus Inc. and municipal staff. On March 20, Council received an information RTC and a presentation from Entegrus related to CTI and High Speed Internet in the community.

Consultation with TekSavvy Solutions Inc. as a private-sector partner, that is a local employer with national reach, occurred during all phases of the application, business case and the report to Council.

The CTI funding application requirements, background information and analysis was worked on by Municipal staff (Project Manager, Manager Technology Services, GIS Technician, GIS Coordinator Spatial Applications, Director, Information Technology Services, Chief Financial Officer) and Entegrus Inc. staff (President Entegrus Services Inc., Director, Communications and Conservation, Entegrus Powerlines Inc.)

The investment in Entegrus Inc. and background related information was worked on with the Entegrus Inc. administration (President and CEO, Vice President Administration & Chief Financial and Regulatory Officer, President-Entegrus Services Inc.) and executive municipal administrators (Chief Administrative Officer, Chief Legal Officer, Chief Financial Officer).

Financial Implications

This investment would be coming from our cash reserves, an accumulation of the funds held for various reserve accounts and operating working capital. The investment would be in lieu of an external investment, such as a GIC, or bank interest.

This application to CTI is for a backbone fibre project, which covers a loop throughout Chatham-Kent and will cost approximately \$25.2 million. The municipal funding towards the planned installation of the backbone fibre, of up to \$3.15 million be provided to Entegrus Inc. for the new fibre company which will be the joint venture between Entegrus Inc. and TekSavvy Solutions Inc.

The amount required will ultimately be determined by the program approval of any or all of the CTI application and the funding would be over a period of years, as the various approved phases get installed. The net overall investment by the Municipality is proposed to be matched by TekSavvy Solutions Inc. The applicants may receive CTI funding back from the approval in ranges of 50-90% for different phases of the project that are part of the CTI application and will also occur over the period of years the installation occurs for the project.

This funding is specific to provide the support for the CTI program application. This funding will remain as an equity investment in Entegrus Inc.

The additional amount of the funding of up to \$3.35 million is not part of the support for the CTI application and it will also remain as an equity investment in Entegrus Inc. that they would use in the fibre company. \$2 million of this would be contributed to the investment to support “last mile” funding for the homes and businesses that are directly on the new fibre lines, with the remaining \$1.35 million going towards working capital of the new joint venture. The Municipality’s investment of \$3.35 million is also proposed to be matched by TekSavvy Solutions Inc.

If the fibre company were based strictly on business perspective, this investment would not be a high priority for the municipality, due to the limited returns. However, the benefits listed above to the citizens and businesses in the community must be weighed against the risks associated with this investment. It is unlikely that the fibre company itself will have a positive dividend return to the municipality for the short-term. However, the other benefits to the community could be substantial.

Prepared by:

Prepared by:

Mike Turner, CPA CMA
Chief Financial Officer, Treasurer

Helen McLaren, CMMIII
Director, Information Technology
Services

Reviewed by:

Reviewed by:

Don Shropshire
Chief Administrative Officer

Tomo Matesic
President Entegrus Services Inc.

Councillor B. McGregor moved, Councillor Canniff seconded:

“That

- 1. Municipal Council endorse and support Entegrus Inc.’s and TekSavvy Solutions Inc.’s plan to submit an application to Innovation, Science and Economic Development (ISED) Canada’s Connect to Innovate (CTI) program, seeking the maximum subsidy available for installing fibre broadband infrastructure in rural areas of Chatham-Kent; and**
- 2. Municipal Council authorize the Municipality to invest up to \$3.15 million in Entegrus Inc. as an equity investment over the next four years, to allow Entegrus Inc.’s and TekSavvy Solutions Inc.’s proposed joint venture to invest in supporting the initial capital outlay for installation of backbone fibre in Chatham-Kent consistent with the CTI application. These funds are to be matched by TekSavvy Solutions Inc. with an additional \$3.15 million to fully support the project applied for in CTI program; and**
- 3. Municipal Council endorse and support that municipal facilities that are in close proximity to the new fibre line be deemed as anchor institutions for the CTI application and connect to the fibre line as customers as soon as contractually able; and**
- 4. Municipal Council authorize the Municipality to invest up to \$3.35 million in Entegrus Inc. as an additional equity investment over the next four years, to allow the joint venture of Entegrus Inc. and TekSavvy Solutions Inc., funding**

for installation of the first phase of a last-mile build for entities along the fibre lines and to provide working capital for the joint venture company. These funds are to be matched by TekSavvy Solutions Inc. with an additional \$3.35 million. This funding is not part of the CTI application process.

5. The type of investment by the Municipality into Entegrus Inc. listed above, of \$3.15 million and \$3.35 million for a total of \$6.5 million, will be brought back before Council for approval at a later time and before any funds are dispersed to Entegrus Inc.”

The Mayor put the Motion

Councillor	Vote	Councillor	Vote
Authier	Yes	Myers	Yes
Bondy	Yes	Pinsonneault	Yes
Canniff	Yes	Robertson	Yes
Faas	Yes	Sulman	Absent
Fluker	Yes	Thompson	Yes
Herman	Yes	VanDamme	Yes
Leclair	Yes	Vercouteren	Yes
B. McGregor	Yes	Wesley	Yes
C. McGregor	Yes	Mayor Hope	Yes

Yes Votes: 17

No Votes: 0

Motion Carried

- (b) CKLAG WAN Renewal

Municipality Of Chatham-Kent

Finance, Budget and Information Technology Services

Information Technology Services

To: Mayor and Members of Council
From: Matthew Payne, Manager of Technology Services
Date: March 3, 2017
Subject: RTC 17-01 CKLAG WAN Renewal

Recommendations

It is recommended that:

1. The current contract between The Corporation of the Municipality of Chatham-Kent and Cogeco Connexion Inc. for WAN (Wide Area Network) Services and Internet Services be extended for an additional 2 years, from March 17, 2020 until March 17, 2022, for a total contracted term of 5 years.
2. The Municipality of Chatham-Kent leverages the renegotiated pricing and services secured by the Chatham-Kent Lambton Administrators Group (CKLAG) and agreed upon by Cogeco Connexion Inc. based upon a 5-year commitment.
3. The Director of Information Technology Services be authorized to negotiate and execute the final contracts and terms with Cogeco Connexion Inc.,

subject to the terms and conditions being acceptable to the Purchasing Officer and Solicitor.

Background

On February 23, 2005, Council approved the recommendations within RTC 163 CKLAG WAN Request for Proposal (RFP). This RFP was for a fiber network that would connect municipal buildings and service the connectivity needs of the whole CKLAG group (Municipality of Chatham-Kent included). The Municipality signed a 10 year, 4 month contract with Maxess which included options to extend up to 2020 (three additional years) on a month-to-month basis. In 2008, Cogeco bought Maxess and all associated fiber assets and indicated that Cogeco would continue servicing all CKLAG contracts.

In 2015/2016, CKLAG reached out to alternative fibre providers in Southwestern Ontario to determine if any existing providers could provide fibre WAN services. No provider could commit to the work, nor had enough existing fibre assets in Southwestern Ontario to make a cost effective solid proposal. In order to accomplish a new fibre build in Southwestern Ontario, providers would need a long lead-time to allow for the build process (design, construction, permits, environmental assessments) and an associated long contract term (10 years plus or longer) to reasonably amortize the capital costs of such a build in the service fees (higher monthly spend). CKLAG looked towards maximizing the utilization of the existing fibre through a contract renewal as a vessel for additional time to review future opportunities for fiber connectivity and for maturity of the Southwestern Integrated Fibre Technology (SWIFT) initiatives, and other fibre funding opportunities.

CKLAG have renegotiated pricing and terms with Cogeco Connexion Inc. to coincide with the end date of the agreement, based upon a shorter 5 year renewed contract. This will provide the members of CKLAG (and our municipality) business continuity for WAN services, the bulk pricing effect, stable operations, meet growth requirements, and for CKLAG members to be in a position to fully support the Southwestern Integrated Fibre Technology (SWIFT) initiatives in the future. swiftnetwork.ca

Comments

Under this contract renewal, Cogeco will upgrade the municipal Wide Area Network (WAN) to meet our growing business requirements for bandwidth and provide fibre connectivity for an additional six municipal buildings at the same annual cost.

This renewal will allow time for SWIFT initiatives to mature to a business operational level. This will also allow time to leverage and to plan for the outcomes of the Connect to Innovate Funding, Canadian Radio-television and Telecommunications Commission (CRTC) funding, as well any other fibre initiatives the Municipality may undertake.

Working with CKLAG has ensured Chatham-Kent is operating with regional perspective when working with fibre providers. Additional funding opportunities, such as SWIFT are needed to help promote and entice providers to build more open access fibre in our communities.

Areas of Strategic Focus and Critical Success Factors

The recommendations in this report support the following areas of strategic focus:

- Economic Prosperity:
Chatham-Kent is an innovative and thriving community with a diversified economy
- A Healthy and Safe Community:
Chatham-Kent is a healthy and safe community with sustainable population growth

- People and Culture:
Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community
- Environmental Sustainability:
Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

- Financial Sustainability:
The Corporation of the Municipality of Chatham-Kent is financially sustainable
- Open, Transparent and Effective Governance:
The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership
- Has the potential to support all areas of strategic focus & critical success factors
- Neutral issues (does not support negatively or positively)

Consultation

The Legal Officer was involved in the review and negotiation of the terms of the contracts with Cogeco, along with other CKLAG members.

The Purchasing Officer was consulted during the negotiation process. No concerns were raised as the CKLAG group did go through a competitive evaluation process.

Financial Implications

There are no financial implications resulting from the recommendations. All costs are in existing operational budgets.

Prepared by:

Reviewed by:

Matthew Payne
Manager, Technology Services
Services

Helen McLaren
Director, Information Technology

Reviewed by:

Mike Turner, CPA, CMA
Chief Financial Officer, Treasurer

Consulted and confirmed the content of the consultation section of the report by:

Dave Taylor
Senior Legal Officer, Legal Services
Barrister & Solicitor

Jennifer Scherle
Purchasing Officer

Councillor Faas moved, Councillor Vercouteren seconded:

“That

1. **The current contract between The Corporation of the Municipality of Chatham-Kent and Cogeco Connexion Inc. for WAN (Wide Area Network) Services and Internet Services be extended for an additional 2 years, from March 17, 2020 until March 17, 2022, for a total contracted term of 5 years.**
2. **The Municipality of Chatham-Kent leverages the renegotiated pricing and services secured by the Chatham-Kent Lambton Administrators Group (CKLAG) and agreed upon by Cogeco Connexion Inc. based upon a 5-year commitment.**
3. **The Director of Information Technology Services be authorized to negotiate and execute the final contracts and terms with Cogeco Connexion Inc., subject to the terms and conditions being acceptable to the Purchasing Officer and Solicitor.”**

The Mayor put the Motion

Councillor	Vote	Councillor	Vote
Authier	Yes	Myers	Yes
Bondy	Yes	Pinsonneault	Yes
Canniff	Yes	Robertson	Yes
Faas	Yes	Sulman	Absent
Fluker	Yes	Thompson	Yes
Herman	Yes	VanDamme	Yes
Leclair	Yes	Vercouteren	Yes
B. McGregor	Yes	Wesley	Yes
C. McGregor	Yes	Mayor Hope	Yes

Yes Votes: 17
No Votes: 0

Motion Carried

(c) Motion by Councillor Bondy re Area Rating Taxation

Councillor Bondy withdrew his motion; therefore it was not put on the floor for discussion and voting.

14. Legislative Services

- a) 2017 Downtown and Main Street Areas & Commercial Community Improvement Plans – Financial Incentive Funding

Municipality of Chatham-Kent

Legislative Services

Planning Services

To: Mayor and Members of Council

From: Bruce McAllister, MCIP, RPP
Director, Planning Services

Date: March 14, 2017

Subject: 2017 Downtown and Main Street Areas & Commercial
Community Improvement Plans – Financial Incentive Funding

Recommendation

It is recommended that:

1. In addition to Commercial Community Improvement Plan financial incentive program applications currently being accepted, that Downtown and Main Street Areas Community Improvement Plan financial incentive program applications also be accepted in 2017, subject to the program budget.

Background

The Municipality implemented the Chatham-Kent Downtown and Main Street Areas Community Improvement Plan (DCIP) from 2004 to 2014. The DCIP affected the downtown and main street areas of Blenheim, Bothwell, Chatham, Dresden, Erieau, Highgate, Merlin, Morpeth, Ridgetown, Thamesville, Tilbury, Wallaceburg and Wheatley.

The DCIP put in place a framework of incentive programs to encourage downtown and main street neighbourhood improvements, and to facilitate public and private sector investment in Chatham-Kent's downtown and main street areas. A component of the plan allowed the Municipality to provide loans, grants and rebates as incentives to property owners undertaking improvements to their property.

In total, 147 successful applications for financial incentive grants were received through the DCIP. These applications facilitated the transfer of approximately \$2,004,000 in improvement grants. For every dollar contributed in improvement grants, private property owners invested approximately \$4.40.

In addition to the grants noted above, \$1,425,000 in interest-free loans were made in support eligible projects. Several projects were also eligible for property tax rebates following their successful completion, on the increased assessment.

Since 2015, the budget for Community Improvement Plan grants has been entirely dedicated to the implementation of the new Commercial Community Improvement Plan (CCIP) financial incentive programs. These grant programs apply to several commercial neighbourhoods across Chatham-Kent's Urban Centres outside of the downtown and main street areas. This funding decision refocused financial resources toward the CCIP, and away from the DCIP. At that time, it was anticipated that the uptake of new CCIP applications would exhaust the available annual budget for improvement grants. Additional information on the history of these programs is contained in the 2014 Financial Incentive Funding Summary for Community Improvement Incentives.²

Comments

² <http://www.chatham-kent.ca/Council/CouncilMeetings/2014/Documents/September/Sep-8-17e.pdf>

While there has been some uptake in grant funding for CCIP projects, the demand has been less than what was anticipated prior to its implementation. Due to the low demand for grants, the Reserve for Community Improvement Plan has accumulated \$251,543. In addition to the reserve account balance, the CCIP is funded by an additional \$134,000 base budget allotment. Therefore, the total amount available in 2017 for community improvement grants is \$385,543.

Recently, there have been several inquiries regarding the availability of DCIP grants to support proposed private redevelopment projects in the downtown and main street areas. These projects would be beneficial to contributing to the Chatham-Kent's vibrant and attractive downtown and main street areas. These private investments will encourage people to shop downtown and in turn, attract even more investment to these areas.

There is adequate budget available to meaningfully fund both the CCIP and the DCIP financial incentive programs in 2017. The DCIP programs include:

- Planning & Building Fee Rebate
- Parkland Dedication Exemption
- Property Tax Increment Equivalent Grant
- Façade Improvement Loan & Grant
- Cafes, Patios, Court Yards and Display Areas Improvement Loan & Grant
- Residential Conversion & Rehabilitation Improvement Loan & Grant
- Project Feasibility Study Grant

Therefore, it is recommended that Downtown and Main Street Areas Community Improvement Plan financial incentive program applications be accepted in 2017, subject to the program budget. If approved, eligible property owners would be required to submit complete applications to the Municipality. Applications must demonstrate that the proposed projects meet all eligibility criteria set out in the DCIP, prior to being approved. Grants are paid following successful completion of eligible projects.

Areas of Strategic Focus and Critical Success Factors

The recommendation in this report supports the following areas of strategic focus:

- ECONOMIC PROSPERITY:**
Chatham-Kent is an innovative and thriving community with a diversified economy
- A HEALTHY AND SAFE COMMUNITY:**
Chatham-Kent is a healthy and safe community with sustainable population growth
- PEOPLE AND CULTURE:**
Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community
- ENVIRONMENTAL SUSTAINABILITY:**
Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendation(s) in this report support the following critical success factors:

- FINANCIAL SUSTAINABILITY:**
The Corporation of the Municipality of Chatham-Kent is financially sustainable
- OPEN, TRANSPARENT AND EFFECTIVE GOVERNANCE:**

The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership

- Has the potential to support all areas of strategic focus & critical success factors
- Neutral issues (does not support negatively or positively)

Consultation

Financial Services confirmed the financial information provided in this report.

Financial Implications

There is no change to the base operating budget for CIP programs as a result of the recommendations in this report.

Below is the status of the Reserve for Community Improvement Plan:

Reserve for Community Improvement Plan	
2015 Balance Forward	(\$251,543)
2016 Budget Allotment	(\$134,000)
Total Funding Available for 2017 projects	(\$385,543)
2017 Eligible Projects (to date March 10)	\$0
Balance remaining in reserve	(\$385,543)

Prepared by:

Reviewed by:

Ryan Jacques, MCIP, RPP
Planner, Planning Services

Bruce McAllister, MCIP, RPP
Director, Planning Services

Reviewed by:

John Norton, Chief Legal Officer
Legislative Services

Consulted and confirmed the content of the consultation section of the report by:

Mike Turner
Chief Financial Officer

Councillor Fluker moved, Councillor Robertson seconded:

“That

- 1. In addition to Commercial Community Improvement Plan financial incentive program applications currently being accepted, that Downtown and Main Street Areas Community Improvement Plan financial incentive program applications also be accepted in 2017, subject to the program budget.”**

The Mayor put the Motion

Councillor	Vote	Councillor	Vote
Authier	Yes	Myers	Yes
Bondy	Yes	Pinsonneault	Yes
Canniff	Yes	Robertson	Yes
Faas	Yes	Sulman	Absent
Fluker	Yes	Thompson	Yes
Herman	Yes	VanDamme	Yes
Leclair	Yes	Vercouteren	Yes
B. McGregor	Yes	Wesley	Yes
C. McGregor	Yes	Mayor Hope	Yes

Yes Votes: 17
No Votes: 0

Motion Carried

b) 2018 Municipal Election Voting Method

Municipality of Chatham-Kent

Legislative Services

Municipal Governance

To: Mayor and Members of Council
From: Judy Smith, Director Municipal Governance/Clerk
Date: March 28, 2017
Subject: 2018 Municipal Election Voting Method

Recommendations

It is recommended that:

1. The method of voting for the 2018 municipal election be a combined method of:
 - a. Advance polls
 - i. paper ballots with optical scan vote tabulators, and
 - ii. internet voting
 - b. Election Day
 - i. paper ballots with optical scan vote tabulators only
2. A bylaw to authorize the use of mark sense ballot and optical scan vote tabulators for the purpose of counting votes at the 2018 Municipal Election and the use of internet voting as an alternative voting method for advance voting is attached for approval.

Background

At the December 5, 2016 Council meeting, Council passed a recommendation that the existing first-past-the-post election model for the 2018 municipal election be maintained.

The Municipal Elections Act, 1996 Section 42(1) provides that the council of a local municipality may pass by-laws,

- a. authorizing the use of voting and vote-counting equipment such as voting machines, voting recorders or optical scanning vote tabulators;
- b. authorizing electors to use an alternative voting method, such as voting by mail or by telephone, that does not require electors to attend at a voting place in order to vote.

Such authorizing bylaws must be passed on or before May 1st in the year before the year of the election. Also, the procedures and forms for the use of voting and vote-counting equipment or alternative voting methods must be available by December 29th of the year proceeding the election.

These dates were recently amended during the Municipal Elections Act review.

Optic scan tabulating equipment was used effectively in the 2010 and 2014 municipal election and is being recommended for the 2018 municipal election. In addition, internet voting for advance polls is being recommended as an accessory method of voting again.

Comments

The Act provides that the municipal council determines the method of voting to be used. Alternative methods to choose from are mail-in balloting, telephone and/or internet. A combination of these methods is often used by municipalities. Alternative voting methods can also be used in combination with traditional (paper ballot) polling stations.

The majority of Ontario municipalities now use some alternative form of voting other than or in combination with paper ballots at polling stations.

Attachment A represents the statistics from the 2014 Chatham-Kent municipal election. It notes that 7,330 citizens voted by internet during the advance polls. Voter turnout increased from 39.93% (2010 election – traditional voting only) to 42.11% (2014 election – traditional voting in combination with internet voting during the advance polls period). In 2014, the provincial voter turnout average for municipalities using traditional voting in combination with an alternative voting method was 38.66%.

Combined internet voting and traditional voting (with optical scan vote tabulators) is being recommended for the 2018 municipal election.

Reasons for Continuing with Internet Voting for advance voting only

- Internet voting allows electors to vote twenty-four (24) hours a day for eight (8) to twelve (12) days from any location in the world. Snowbirds and students away at school would be able to vote themselves and not need a proxy.
- It allows for convenience for the voter. The internet option allows individuals the ability to vote at home rather than driving to the voting location.
- Internet voting also addresses most accessibility issues since people can vote from anywhere. Many people with accessibility issues have, where necessary, already made accommodation to be able to use the internet. For example, people who have challenges with their sight may already have the use of an internet reader.
- Using internet voting is one way for the municipality to encourage involvement in the election process. The more the municipality uses internet technology to communicate and connect with its residents the more the municipality becomes relevant and more interest is promoted by community involvement.

- The method of internet voting for advance polls only during the 2014 election allowed both the community and administration to explore the opportunity this type of voting has. Administration feels this was successful.
- Offering internet for advance voting only is being recommended due to the ability to strike off names on the voters list. Chatham-Kent utilizes Voterview as our voter list software. Voterview can accompany internet voting. When a voter cast a ballot online their name is immediately stricken off the list. Once the advance polls are closed a final voters list can be printed with the voters names that have already voted marked off. This is helpful on Election Day for the Deputy Returning Officers to know who has already voted.
- The voters list is not available online on Election Day due to the higher costs of obtaining numerous laptops and adequate internet connection. Therefore, it would be impossible to know who has already voted online earlier in the day and if they were eligible for a paper ballot on Election Day.

Security, Secrecy, Integrity

In any type of election, three essential elements are the security, secrecy and integrity of the process. The internet election process is tested in actual elections and can achieve all three of these essential elements.

To ensure secrecy, the system needs to be designed so that no one is able to associate a ballot with the elector. The system also needs to be secure from being “hacked” or subject to interference from unauthorized personnel. Election officials also have to ensure the system will record and track votes accurately and will operate efficiently during the entire election period.

Another common question regarding internet voting is the potential for Voter Notification Cards and PIN numbers to be used by strangers or other family members within the household and allowing an individual to place multiple votes. Voting twice is a criminal offence and offenders may be prosecuted. The courts take election offences seriously.

By-law for Voting Method

A By-law (Attachment B) to authorize the use of mark sense ballot and optical scan vote tabulators for the purpose of counting votes in the 2018 municipal election and the use of internet voting as an alternative voting method for advance voting is attached for approval.

Areas of Strategic Focus and Critical Success Factors

The recommendations in this report support the following areas of strategic focus:

- ECONOMIC PROSPERITY:
Chatham-Kent is an innovative and thriving community with a diversified economy
- A HEALTHY AND SAFE COMMUNITY:
Chatham-Kent is a healthy and safe community with sustainable population growth
- PEOPLE AND CULTURE:
Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community
- ENVIRONMENTAL SUSTAINABILITY:
Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

- FINANCIAL SUSTAINABILITY:
The Corporation of the Municipality of Chatham-Kent is financially sustainable
- OPEN, TRANSPARENT AND EFFECTIVE GOVERNANCE:
The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership
- Has the potential to support all areas of strategic focus & critical success factors
- Neutral issues (does not support negatively or positively)

Consultation

The Clerk's Office will invite the companies who offer internet election services that are compatible with existing election software to make a written proposal based on criteria provided.

The Clerk's Office will work closely with Information Technology Services regarding the recommended method of voting.

Financial Implications

Election related costs for the 2014 municipal election totaled \$ 380,765.

A yearly allocation of funds to the election reserve is \$113,456 resulting in \$453,824 available for the 2018 municipal election.

The recommendations of this report are the same method of voting as the 2014 election and no additional dollars are anticipated.

As per the procurement by-law, once written proposals are received, a report will be prepared for approval.

Prepared by:

Reviewed by:

Judy Smith
Director Municipal Governance, Clerk

John Norton
Chief Legal Officer

Councillor VanDamme moved, Councillor Pinsonneault seconded:

“That

- 1. The method of voting for the 2018 municipal election be a combined method of:**
 - a. Advance polls**
 - i. paper ballots with optical scan vote tabulators, and**
 - ii. internet voting**
 - b. Election Day**
 - i. paper ballots with optical scan vote tabulators only**
- 2. A bylaw to authorize the use of mark sense ballot and optical scan vote tabulators for the purpose of counting votes at the 2018 Municipal Election**

and the use of internet voting as an alternative voting method for advance voting is attached for approval.”

The Mayor put the Motion

Councillor	Vote	Councillor	Vote
Authier	Yes	Myers	Yes
Bondy	Yes	Pinsonneault	Yes
Canniff	Yes	Robertson	Yes
Faas	Yes	Sulman	Absent
Fluker	Not Present	Thompson	Yes
Herman	Yes	VanDamme	Yes
Leclair	Yes	Vercouteren	Yes
B. McGregor	Yes	Wesley	Not Present
C. McGregor	Yes	Mayor Hope	Yes

Yes Votes: 15
No Votes: 0

Motion Carried

15. Closed Session Reports

Council Closed Session Report

Monday, April 10, 2017

4:45 p.m. – 5:39 p.m.

MEMBERS: Acting Chair Thompson, Mayor Hope, Councillors Authier, Bondy, Canniff, Faas, Fluker, Herman, Leclair, B. McGregor, C. McGregor, Myers, Pinsonneault, Robertson, VanDamme, Vercouteren and Wesley

Not Present: Councillor Sulman

Council directed administration on:

- Personal matters about identifiable individuals, including municipal or local board employees with regard to Appointment to the Age Friendly Committee. Section 239(2)(b), *Municipal Act, 2001*.
- Proposed or pending disposition of land by the municipality or local board with regard to 159 Chestnut Street West, Bothwell. Section 239 (2)(c), *Municipal Act, 2001*.
- Proposed or pending disposition of land by the municipality or local board with regard to 445 Grand Avenue West, Chatham. Section 239 (2)(c), *Municipal Act, 2001*.

The following item was removed from the closed session agenda:

- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose with regard to Area Rating Taxation – Item 13(c) on the Open Session Agenda. Section 239(2)(f), *Municipal Act, 2001*. Councillor B. McGregor declared a conflict of interest on this item.

Councillor Thompson moved, Councillor Vercouteren seconded:

“That the April 10, 2017 Closed Session Report be received.”

The Mayor put the Motion

Councillor	Vote	Councillor	Vote
Authier	Yes	Myers	Yes
Bondy	Yes	Pinsonneault	Yes
Canniff	Yes	Robertson	Yes
Faas	Yes	Sulman	Absent
Fluker	Not Present	Thompson	Yes
Herman	Yes	VanDamme	Yes
Leclair	Yes	Vercouteren	Yes
B. McGregor	Yes	Wesley	Yes
C. McGregor	Yes	Mayor Hope	Yes

Yes Votes: 16

No Votes: 0

Motion Carried

16. Approval of Communication Items

- (a) Approval of the April 10, 2017 Council Information Package
-

1. Staff Reports and Information

- (a) Action items from the April 3, 2017 Council Meeting.

2. Correspondence From

- (a) Letter from the Canadian Mental Health Association dated March 28, 2017 re 66th Anniversary of Canadian Mental Health Association – Mental Health Week, May 1-7, 2017 and an Executive Leaders' Workshop Wellness Summit being held May 8, 2017.
- (b) Communication from the Lower Thames Valley Conservation Authority dated March 2017 re 2016 Annual Report.
- (c) Letter from Dan Parr, Director of Education, St. Clair Catholic District School Board to Don Shropshire dated March 28, 2017 re Chatham Elementary Schools Pupil Accommodation Review – Final Report.

3. Resolutions

- (a) Resolution from the Municipality of East Ferris dated March 28, 2017 re Request that the Ministry of Municipal Affairs move forward with proposed Building Code Change B-08-09-03 – Mandatory five year septic tank pump out and records retention by owner.
- (b) Resolution from the Peel Regional Council dated March 9, 2017 re Community Water Fluoridation Monitoring.
-

Councillor Thompson spoke with regard to Item 2a - Letter from the Canadian Mental Health Association dated March 28, 2017 re 66th Anniversary of Canadian Mental Health Association – Mental Health Week, May 1-7, 2017 and an Executive Leaders' Workshop Wellness Summit being held May 8, 2017.

Councillor Thompson noted that Canadian Mental Health Association is encouraging organizations to shine a green light on our buildings in support of Mental Health Week.

Councillor Thompson moved, Councillor C. McGregor seconded:

“That the Civic Centre and other Municipal Centres, where feasible, shine green for Mental Health Week to raise awareness for this far reaching and impactful issue.”

The Mayor put the Motion

Motion Carried

Councillor Thompson moved, Councillor C. McGregor seconded:

“That the April 10, 2016 Council Information Package be approved.”

The Mayor put the Motion

Motion Carried

17. Non Agenda Business

Councillor C. McGregor moved, Councillor Authier seconded:

“That administration provide Council with a report on the various gravel materials including recycled material purchased from Entegrus. That the benefits on the use of various types of gravel be provided. The report is to include community comments and/or complaints to various gravel types. Information to include comments and concerns from Road Supervisors as to working with the various types of gravel. Also to include information on the environmental testing of the recycled material purchased from Entegrus.”

The Mayor put the Motion

Motion Carried

18. Reading of By-laws

(a) First Reading

Councillor Vercooteren moved, Councillor Pinsonneault seconded:

“That the By-laws be taken as read for the first time.”

The Mayor put the Motion

Motion Carried

(b) Second Reading

Councillor Vercooteren moved, Councillor Pinsonneault seconded:

“That the By-laws be taken as read for the second time.”

The Mayor put the Motion

Motion Carried

(e) Council to go into Committee, if Required, to Discuss By-laws

(f) Resumption of Council

(g) Third and Final Reading

- i. By-law to authorize the use of optical scan vote tabulators for the purpose of counting votes in the municipal election and the use of internet voting as an alternative voting method for advance voting
- ii. By-law to confirm proceedings of the Council of The Corporation of the Municipality of Chatham-Kent at its meeting held on the 10th day of April, 2017

Councillor Pinsonneault moved, Councillor Authier seconded:

“That the by-laws be taken as read for a third time and finally passed.”

The Mayor put the Motion.

Motion Carried

19. Resolution Council in Closed Session & Adjournment

Councillor Thompson moved, Councillor C. McGregor seconded:

”That Chatham-Kent Council adjourn to its next Meeting to be held on Monday, April 24, 2017 and that Chatham-Kent Council authorize itself to meet in closed session on that day to discuss any matters permitted by The Municipal Act.”

The Mayor put the Motion

Motion Carried

The meeting adjourned at 8:05 p.m.

Original signed by:

Mayor – Randy R. Hope

Original signed by:

Clerk – Judy Smith