

#### **Essex County Council Regular Meeting Agenda**

Date: Wednesday, March 15, 2023

Time: Meeting Time: Closed Meeting 5:15 PM; Regular Meeting 6:00 PM

Location: Council Chambers, 2nd Floor

360 Fairview Avenue West Essex, Ontario N8M 1Y6

https://video.isilive.ca/countyofessex/live.html

Accessible formats or communication supports are available upon request. Contact Clerk's Office, clerks@countyofessex.ca, 519-776-6441 extension 1335

**Pages** 

#### 1. Closed Meeting

A Closed Meeting has been scheduled for 5:15 PM on March 15, 2023.

Re	co	m	m	en	ıd	а	ti	OI	n	:
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following reason(s):

Moved by	
Seconded by	
That Council move into a closed me	eeting pursuant to Section 239 (2)
(c), (f) and (3.1) 1. of the Municipal	Act, 2001, as amended for the

 a proposed or pending acquisition or disposition of land by the municipality or local board;

- advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- for the purpose of educating or training the members.

#### 2. Moment of Reflection

# 3. Singing of 'O Canada'

#### 4. Land Acknowledgement Statement

We begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, Odawa and Potawatomie Peoples.

To recognize the land is an expression of gratitude to those whose territory you reside on, and a way of honouring the Indigenous people who have been living and working on the land from time immemorial.

We value the significant historical and contemporary contributions of local and regional First Nations and all the Original Peoples of Turtle Island.

- 5. Recording of Attendance
- 6. County Warden's Welcome and Remarks
- 7. Disclosure of Pecuniary Interest

#### 8. Adoption of Regular Meeting Minutes

Minutes of the March 1, 2023, Essex County Council, Regular meeting

Recommendation:
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Moved by $\_\_$	
Seconded by	

That the minutes of the March 1, 2023 Regular Meeting of Essex County Council be adopted as presented.

# 9. Delegations and Presentations

#### Recommendation:

Moved by	
Seconded by	

That the delegation regarding ElderCollege be permitted to address County Council.

# 9.1 Canterbury ElderCollege

Dr. C. Lloyd Brown-John to provide an update on the success of Canterbury ElderCollege, launched in 2011, serving the "aged 55 and better" community throughout Windsor and Essex County.

#### 10. Communications

8

# 10.1 Correspondence

Moved	mendation: by ded by	
	ne correspondence listed on the Regular Agenda for 15, 2023, be received and any noted action approved.	
10.1.1	Enbridge Gas Expansion Project to Boblo Island Letter from Stantec Consulting Ltd. RE In-person Information Session rescheduled for March 20, 2023.	23
10.1.2	Windsor-Essex Chamber of Commerce February 28, 2023: <u>Chamber Events</u>	
10.1.3	Ministry of Natural Resources and Forestry Policy Division Online Information Sessions RE amendments to Ontario Regulation 161/17 under the Public Lands Act	24
10.1.4	Ministry of the Environment, Conservation and Parks Environmental Assessment Modernization Branch Notice to Stakeholders RE Municipal Class Environmental Assessment (EA) amendments	26
10.1.5	Niagara Region Declaration of Emergency Resolution RE Declarations of Emergency for Homelessness, Mental Health and Opioid Addiction	28
10.1.6	Town of Cobourg Resolution RE Homeless and Unsheltered Persons	32
10.1.7	Town of Grimsby Resolution RE Barriers for Women in Politics	36
10.1.8	Municipality of Trent Lakes Resolution RE request to the Minister of Municipal Affairs and Housing to update the municipal oath of office	38
10.1.9	Municipality of Chatham-Kent Resolution RE Reducing Municipal Insurance Costs	40

	10.1.10	Municipality of Chatham-Kent Resolution RE Support for Bill 5: Stopping Harassment and Abuse by Local Leaders Act	41
	10.1.11	<ul> <li>Association of Municipalities of Ontario (AMO)</li> <li>March 2, 2023 - AMO Watchfile</li> <li>March 6, 2023 - AMO &amp; Local Authority         Services (LAS) Municipal Energy Symposium</li> <li>March 8, 2023 - AMO Events - Save the Date         for AMO's 2023 Ending Homelessness         Symposium</li> <li>March 9, 2023 - AMO Watchfile</li> </ul>	
	10.1.12	Western Ontario Wardens Caucus Correspondence issued by the Western Ontario Wardens Caucus (WOWC)	42
	10.2 Resolu	tions	
	10.2.1	Western Ontario Warden's Caucus - A Call to the Provincial Government to End Homelessness in Ontario That Essex County Council [support] or [receive] the resolution from the Western Ontario Warden's Caucus calling on the Provincial Government to end Homelessness in Ontario.	48
11.	Consent Agen	da	
	Seconded by That the minu 15, 2023, be		
	Essex	County Accessibility Advisory Committee County Accessibility Advisory Committee minutes dated ary 9, 2023.	49

	11.2	Essex County Library Board Essex County Library Board Meeting minutes dated January 11, 2023.	57
	11.3	Essex Windsor Solid Waste Authority Essex Windsor Solid Waste Authority minutes dated February 7, 2023.	
12.	Report	ts and Questions	
	12.1	Acquisition of Parts 1 and 2 on Reference Plan 12R-28989 Report number 2023-0315-LCS-R03-DMS, Acquisition of Parts 1 and 2 on Reference Plan 12R-28989, dated March 15, 2023, from David Sundin, County Solicitor.	65
		Recommendation:  Moved by  Seconded by  That Essex County Council authorizes the purchase of the Lands described as Parts 1 and 2 on Reference Plan 12R-28989, providing the purchase of the said Lands are for the amounts previously approved by County Council per Report 2023-0315-LCS-R01-DMS, and authorizes the Clerk and the Warden to execute such documents as may be required to complete the purchase of the said Lands.	
	12.2	Human Resources Annual Service Report 2022 Report Number 2023-0315-HR-R02-GF, Human Resources Annual Service Report 2022, dated March 15, 2023, from Gary Filiatrault, HR Business Partner.	70
		Recommendation:  Moved by  Seconded by  That Essex County Council receive the Human Resources Annual Services Report Number 2023-0315-HR-R02-GF.	
	12.3	Human Resources Policy Approval Report number 2023-0315-HR-R03-KC, Human Resources Policy Approval, dated March 15, 2023 from Kristie Cronin, Director, Human Resources	77

	Recommendation:
	Moved by
	Seconded by
	That Essex County Council approves the Right to Disconnect Policy 2022-001, Electronic Monitoring of Employees Policy 2022-006, and the Work-Life Integration Policy (Non-Union) 2023-001.
Unfinis	shed Business
13.1	Notice of Motion from March 1, 2023
	Deputy Mayor Kimberly DeYong, at the March 1, 2023 meeting brought forward a Notice of Motion seeking consideration of a tree cutting and site alteration by-aw pertaining to designated protected natural heritage features and land identified on the natural environment overlay in the Essex County Official Plan.
	Recommendation:
	Moved by
	Seconded by That Essex County Council direct County Administration to review the feasibility of a tree cutting and site alteration by-law pertaining to designated protected natural heritage features and land identified on the natural environment overlay in the Essex County Official Plan and report back to County Council with recommendations.
New B	usiness
14.1	Public Reporting of Closed Meeting
Adopti	on of By-Laws
Moved Second	hmendation:  by  ded by  by-law 2023-11, having been read a first, second and third time,

15.1 By-law 2023-11

be finally passed and enacted.

Being a By-law to confirm the proceedings of the Council of the County of Essex for the meeting held March 15, 2023.

13.

14.

15.

- 16. Notice of Motion
- 17. Adjournment



# **Essex County Council Regular Meeting Minutes**

# Wednesday, March 1, 2023 6:00 PM Council Chambers, 2nd Floor 360 Fairview Avenue West Essex, Ontario N8M 1Y6 https://video.isilive.ca/countyofessex/live.html

Council: Michael Akpata, Deputy Mayor - Town of LaSalle

Joe Bachetti, Deputy Warden / Deputy Mayor - Town of

Tecumseh

Tracey Bailey, Mayor - Municipality of Lakeshore

Sherry Bondy, Mayor - Town of Essex

Kimberly DeYong, Deputy Mayor - Town of Kingsville Chris Gibb, Deputy Mayor - Town of Amherstburg Hilda MacDonald, Warden / Mayor - Municipality of

Leamington

Gary McNamara, Mayor - Town of Tecumseh Crystal Meloche, Mayor - Town of LaSalle Michael Prue, Mayor - Town of Amherstburg Dennis Rogers, Mayor - Town of Kingsville Rob Shepley, Deputy Mayor - Town of Essex Larry Verbeke, Deputy Mayor - Municipality of

Leamington

Kirk Walstedt, Deputy Mayor - Municipality of Lakeshore

Administration: Mary Birch, Interim CAO & Director, Legislative and

Community Services/Clerk

Michelle Bishop, General Manager, EWSWA

Allan Botham, Director, Infrastructure & Planning

Services

Jayne Brooks Keller, Administrator - Sun Parlor Home

Kristie Cronin, Director of Human Resources

Jeanie Diamond Francis, Manager, Community Services

Katherine Hebert, Manager, Records and

Accessibility/Deputy Clerk

Don McArthur, Manager, Communication and

Organizational Development

David Sundin, County Solicitor
Crystal Sylvestre, Administrative Assistant, Legislative
and Community Services
Sandra Zwiers, Director, Financial Services/Treasurer
Jerry Behl, Manager, Transportation Planning and
Development
Steffan Brisebois, Manager of Finance and
Administration
Justin Lammers, Deputy Chief, Planning and Physical
Resources
Ellen Van Wageningen, Communications Officer

#### 1. Closed Meeting

A Closed Meeting was held at 5:30PM on March 1, 2023.

039-2023 Moved By Gary McNamara Seconded By Rob Shepley

That Council move into a closed meeting pursuant to Section 239 (2) (d) of the Municipal Act, 2001, as amended for the following reason(s):

• Labour relations and employee negotiations

Carried

**041-2023 Moved By** Rob Shepley **Seconded By** Sherry Bondy

That Council rise from the Closed meeting at 5:36 PM and that the Closed meeting for March 1, 2023 be adjourned.

**Carried** 

#### 2. Moment of Reflection

# 3. Singing of 'O Canada'

# 4. Land Acknowledgement Statement

We begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, Odawa and Potawatomie Peoples.

To recognize the land is an expression of gratitude to those whose territory you reside on, and a way of honouring the Indigenous people who have been living and working on the land from time immemorial.

We value the significant historical and contemporary contributions of local and regional First Nations and all the Original Peoples of Turtle Island.

#### 5. **Recording of Attendance**

Warden MacDonald and all members of Council attended the meeting at the Essex County Civic Centre, Council Chambers.

#### 6. County Warden's Welcome and Remarks

Warden MacDonald welcomed Council, Administration and the viewing public to the meetings.

The Warden reflected on the ice storm experienced throughout the County in the week prior. The Warden praised utility providers and municipal services for their efforts during and after the event that restored critical services and provided clean-up of debris.

Warden MacDonald provided an update on a meeting with MPP's held recently. She noted that MPP Leardi did not attend, however MPP's Andrew Dowie and Trevor Jones were in attendance. The Warden anticipated that the information exchanged during the lively conversation would be delivered on the County's behalf and the conversation would continue.

### 7. **Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interest raised.

# 8. Adoption of Regular Meeting Minutes

Minutes of the February 15, 2023 Essex County Council, Regular Meeting

**042-2023 Moved By** Rob Shepley **Seconded By** Dennis Rogers

That the minutes of the February 15, 2023 Regular Meeting of Essex County Council be adopted as presented.

In Favour (14): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

**Carried** 

#### 9. **Delegations and Presentations**

#### 9.1. Essex County Homelessness Hub

Barb Iacono, Housing Manager, Family Services Windsor-Essex to bring forward an update regarding the Essex County Homelessness Hub.

\*To be considered in conjunction with agenda item 12.1, Reports and Questions

**043-2023 Moved By** Joe Bachetti **Seconded By** Gary McNamara

That the delegation from Family Services Windsor-Essex be permitted to address Essex County Council.

In Favour (14): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

**Carried** 

Jeanie Diamond-Francis listed some of the high-level challenges in the housing system for those experiencing homelessness in the County.

Jeanie reminded Council of the request by Administration in June 2022, to enter into a pilot program with Family Services Windsor Essex (FSWE) to develop a homelessness hub program located in the Municipality of Leamington, but servicing the entire County. Funding for the two-year pilot program was drawn from the Ontario Safe Restart funding received by the County and did not impact the County budget.

Jeanie introduced Barb Iacono, Housing Manager, Family Services Windsor-Essex (FSWE). Barb oversaw the startup of the Essex County Homelessness Hub pilot project. Barb reiterated the unique challenges related to rural homelessness verses urban homelessness. The Essex County Homelessness Hub (the Hub) was a drop-in program designed to meet needs of people experiencing homelessness at a variety of levels; 7 days per week.

Barb explained that, beginning in July 2022, communication of available services was through community partners in addition to an outreach worker seeking engagement with members of the community onsite or elsewhere. Following the official publicized opening of the Hub in September 2022, there was an increase of people seeking assistance.

Barb reviewed the data collected, highlighting that first-time visits and total visits indicated people were returning month over month; for a total of 167 unique individuals and 740 total visits from September 2022 to January 2023.

Of the services provided, food support was in the greatest demand for a variety of reasons, followed by referrals to support and housing related needs. Barb stated that community support was overwhelmingly positive and thanked local business organizations, faith communities, schools and members of the public who had visited the site, offered to do fundraising and provided contributions.

Barb explained that the next steps for the Hub included engaging more service providers to offer services onsite, develop an identification bank, and offering mail services.

Discussion included that there was data-based evidence to conclude there was need for these services and it was suggested the group proactively investigate sustainable funding opportunities through higher levels of government to continue this program beyond the two-year pilot timeframe.

#### 9.2. Essex-Windsor Solid Waste Authority

Michelle Bishop, General Manager, and Stephan Brisebois, Manager, Finance and Administration presented the 2023 Essex-Windsor Solid Waste Authority Budget.

\*To be considered in conjunction with agenda item 12.2, Reports and Questions

**045-2023 Moved By** Rob Shepley **Seconded By** Gary McNamara

That the delegation from the Essex-Windsor Solid Waste Authority be permitted to address County Council.

In Favour (14): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

**Carried** 

Michelle Bishop provided an overview of the 1994 agreement between the County of Essex and the City of Windsor that created the Essex-Windsor Solid Waste Authority (EWSWA); highlighting the provision in the agreement requiring the approval of the annual budget.

Michelle confirmed that the 2023 budget was reviewed and approved by the EWSWA Board of Directors and included a planned increase for 2023 of 4.1%; valued at \$261,050 for County of Essex municipalities.

Each of the recommendations were reviewed providing details to revenue and expenditures variances including impact to the budget pertaining to the Blue Box Transition Plan.

The Warden called for a motion to bring forward item number 12.2 under the Reports and Questions section of the agenda.

#### 10. Communications

#### 10.1. Correspondence

**047-2023 Moved By** Tracey Bailey **Seconded By** Crystal Meloche

That the correspondence listed on the Regular Agenda for March 1, 2023, be received and any noted action approved.

In Favour (13): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

#### **10.1.1** Association of Municipalities of Ontario (AMO)

- February 13, 2023 <u>AMO Policy Update Pre-Budget Submission and Call to Action on Housing and Homelessness</u>
- February 14, 2023 <u>AMO New Councillor Training</u>
- February 16, 2023 AMO Watchfile
- February 16, 2023 <u>AMO Land Use Planning Training</u> for Elected Officials
- February 18, 2023 <u>AMO Training: Navigating</u> <u>Conflict Relationships as an Elected Official</u>
- February 22, 2023 <u>Legal Compliance and Due</u> <u>Diligence / Double Rebates from WSIB for Municipal</u> Health and Safety Programs
- February 23, 2023 AMO Watchfile

#### 10.1.2 Pathway to Potential

- January 2023 P2P Newsletter
- February 2023 P2P Newsletter

#### **10.1.3** Windsor-Essex Chamber of Commerce

February 14, 2023 - <u>Information for Members</u>

#### 10.1.4 Hydro One Networks Inc.

Comprehensive Environmental Assessment (EA) for the Longwood to Lakeshore Project

#### 10.1.5 Ontario Ministry of Health

February 21, 2023 News Release - <u>Ontario Reducing Wait</u> <u>Times for Publicly Funded Surgeries and Diagnostics - New legislation outlines next steps in province's plan to connect people to convenient care, close to home</u>

# 10.1.6 Ontario Ministry of Economic Development, Job Creation and Trade

February 22, 2023 News Release - Ontario Strengthening Competitiveness to Attract Investment - Proposed legislation will consolidate an investment-ready mega site in Southwestern Ontario

#### 10.1.7 County of Essex - Notice

Notice of a Public Meeting Regarding the Proposed New Official Plan - April 5, 2023

#### 10.2. Resolutions

There were no resolutions for the consideration of County Council for March 1, 2023.

#### 11. Consent Agenda

**048-2023 Moved By** Chris Gibb **Seconded By** Larry Verbeke

That the recommendations in the Administrative Reports listed as item 11.1, and 11.2 on the Consent Agenda for March 1, 2023, be received.

In Favour (13): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

#### 11.1. 2022 Statement of Councillors' Remuneration

Report number 2023-0301-FIN-R06-SZ, 2022 Statement of Councillors' Remuneration, dated March 1, 2023, from Sandra Zwiers, Director, Financial Services/Treasurer

# 11.2. Windsor Essex Community Housing Corporation

Minutes of the Windsor Essex Community Housing Corporation for:

- February 24, 2022 Board Meeting
- April 28, 2022 Board Meeting
- June 23, 2022 Board Meeting
- June 23, 2022 Annual General Meeting
- August 25, 2022 Board Meeting
- September 22, 2022 Board Meeting
- November 8, 2022 Board Meeting

#### 12. Reports and Questions

#### 12.1. Essex County Homelessness Hub

Report number 2023-0301-LCS-R02-JDF, Essex County Homelessness Hub, dated March 1, 2023 from Jeanie Diamond-Francis, Manager, Community Services

\*Report to be considered in conjunction with agenda item 9.1 Delegations

044-2023

**Moved By** Kimberly DeYong **Seconded By** Larry Verbeke

That Essex County Council receive Report #2023-0301-LCS-R02-JDF on the Essex County Homelessness Hub, as information.

In Favour (14): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

## 12.2. Essex-Windsor Solid Waste Authority - 2023 Budget

The Essex-Windsor Solid Waste Authority - 2023 Budget Report, dated March 1, 2023, from Michelle Bishop, General Manager, EWSWA.

\*Report to be considered in conjunction with agenda item 9.2 Delegations.

Michael Prue, Mayor, Town of Amherstburg left the meeting at 7:17 pm.

046-2023

**Moved By** Gary McNamara **Seconded By** Rob Shepley

THAT Essex County Council receive the Essex-Windsor Solid Waste Authority 2023 Budget Report and approve the 2023 Essex-Windsor Solid Waste Authority budget and a 4.1% increase to the 2022 total municipal assessment of \$13,810,740 based on a fixed cost allocation calculated on population and a Total Waste Management Fee of \$41.00 per tonne fee for refuse delivered for disposal. The total assessment to County of Essex municipalities and to the City of Windsor is to also include the

increase in municipal tonnage from 2022 to 2023 being an additional 1,020 tonnes representing \$41,820. The overall 2023 assessment to Windsor and the County municipalities will be \$14,418,800.

In Favour (13): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

**Carried** 

#### 12.3. Community Safety Zone in the Hamlet of Gesto

Report number 2023-0301-IPS-R04-JB, Community Safety Zone in the Hamlet of Gesto, dated March 1, 2023, from Jerry Behl, Manager, Transportation Planning and Development.

As requested by the Town of Essex, Jerry Behl provided Council with the report beginning with the information regarding the current speed limits in the Gesto hamlet area of County Road 12.

Statistics pertaining to the area were reviewed and through examination of the data it was determined that no specific incidents had occurred in the area, however, onsite observations indicated that speeding was present.

Due to the location of Colchester North Public School, two engineering remedies were available; activate a School Safety Zone which provided increased fines for speeding during limited times of the weekday or a Community Safety Zone which provided increased fines for speeding at all times.

Jerry recommended that activating a Community Safety Zone would provide incentive to respect the posted limit under the deterrent of increased fines.

**049-2023 Moved By** Sherry Bondy **Seconded By** Rob Shepley

That Essex County Council adopt By-Law number 2023-09 to amend By-law 26-2002 (A By-Law to regulate traffic and parking on highways within the Essex County Roads System), amending Schedule I, designating Community Safety Zones to add a Community Safety Zone, in the Hamlet of Gesto, in the Town of Essex, along County Road 12 from 620m west of Gesto Sideroad

to 620m east of Gesto Sideroad, and will be in effect 24 hours per day, 7 days per week, January to December.

In Favour (13): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

# 12.4. County Wide Active Transportation System - Annual Report

Report number 2023-0301-IPS-R05-JB, County Wide Active Transportation System - Annual Report, dated March 1, 2023, from Jerry Behl, Manager, Transportation Planning and Development

Jerry Behl provided an overview of the CWATS program that began formally with the 2012 Master Plan. Jerry explained that the network of on and off-road routes promoted community connections, health and active living, as well as assists economic development and tourism.

Jerry explained the founding principles of the CWATS project and the processes involved with collecting data and making decisions for development. An update on projects completed in 2022 and projects scheduled for 2023 were provided.

Consultations had taken place with the local tier municipalities to update the CWATS Master Plan from November 2022 to January 2023. The draft report had been prepared and was being reviewed by the CWATS committee. Jerry expected the report to be ready for Council review and adoption later in the Spring.

**050-2023 Moved By** Kimberly DeYong **Seconded By** Crystal Meloche

That Essex County Council receive report 2023-0301-IPS-R05-JB on the Annual Report for the County Wide Active Transportation System, for information.

In Favour (13): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

**Carried** 

#### 12.5. Appointment of Weed Inspectors for the County of Essex

Report number 2023-0301-IPS-R06-AB, Appointment of Weed Inspectors for the County of Essex, dated March 1, 2023 from Allan Botham, Director, Infrastructure and Planning Services

Allan Botham provided Council with the report as required by the Weed Control Act.

Allan informed Council that the individuals named have completed the required courses and would perform the duties of the role alongside their regular duties.

#### 051-2023

**Moved By** Sherry Bondy **Seconded By** Gary McNamara

That Essex County Council rescind By-law 18-2000, a by-law to appoint an Area Week Inspector for the County of Essex, assigned the duties and responsibilities of Area Weed Inspector to the Essex County Road Maintenance Foreman.

And further that, Essex County Council endorse By-law 2023-08, to appoint the Manager, Maintenance & Operations, Jeremy Krueger, and Road Supervisors, Donald Kraynack, Roger Demars and Shawn Mulder as Area Weed Inspectors for the County of Essex to carry out and perform the duties required under the provisions of the Weed Control Act.

In Favour (13): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

# 12.6. Digital Ortho-Photographic Services - Contract Award

Report Number 2023-0301-FIN-R07-SZ, Digital Ortho-Photographic Services - Contract Award, dated March 1, 2023 from Sandra Zwiers, Director, Financial Services/Treasurer Sandra Zwiers provided Council with the report for Digital Ortho-Photographic Services. The agreement would provide service for the County of Essex, the seven local tier municipalities of Essex County, the City of Windsor and the Township of Pelee.

The high-quality aerial photos were required for many purposes and are taken every year. Any additional services were billed to the requesting municipality.

Sandra indicated that consultation had occurred and the other municipalities supported the tender results.

052-2023

**Moved By** Dennis Rogers **Seconded By** Crystal Meloche

That Essex County Council approve the award for Digital Ortho-Photographic Services to J.D. Barnes in the amount of \$608,274 (plus applicable taxes).

In Favour (13): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Carried

#### 13. Unfinished Business

There was no unfinished business for March 1, 2023.

#### 14. New Business

#### 14.1. Public Reporting of Closed Meeting

A Closed Meeting of Essex County Council was held at 5:00 p.m., prior to the regular Council meeting this evening, pursuant to Section 239 (2) (d) of the Municipal Act, 2001, as amended

• (d) labour relations or employee negotiations;

Council was provided with and update regarding the CAO recruitment process.

# 15. Adoption of By-Laws

**053-2023 Moved By** Joe Bachetti **Seconded By** Kimberly DeYong

That By-law(s) 2023-08 through 2023-10, having been read a first, second and third time, be finally passed and enacted.

In Favour (13): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

**Carried** 

## 15.1. By-Law Number 2023-08

Being a By-law to Appoint Area Weed Inspectors for the Corporation of the County of Essex

#### 15.2. By-Law Number 2023-09

Being a By-law to Amend By-law Number 26-2002, Being a By-law to Regulate Traffic and Parking on Highways within the Essex County Roads System, Schedule 'I' Community Safety Zone

#### 15.3. By-Law Number 2023-10

Being a By-law to confirm the proceedings of the Council of the Corporation of the County of Essex for March 1, 2023

#### 16. **Notice of Motion**

# 16.1. Feasibility Report on a Tree Cutting and Site Alteration By-law

Deputy Mayor Kimberly DeYong raised the following motion:

That administration report back on the feasibility of a tree cutting and site alteration by-law pertaining to designated protected natural heritage features and land identified on the natural environment overlay in the Essex County Official Plan.

# 17. Adjournment

**054-2023 Moved By** Rob Shepley **Seconded By** Chris Gibb

That the Essex County Council meeting for March 1, 2023 be adjourned at 8:15 PM.

Carried

Essex County Council Minutes - March 1, 2023	
Hilda MacDonald, Warden, County of Essex	
Mary Birch Director, Legislative and Community Services/Clerk	<

Date Signed

# **Enbridge Gas Inc. Notice of Study Commencement and Information Sessions**

# **Boblo Island Community Expansion Project**

Enbridge Gas Inc. (Enbridge Gas) is proposing to construct the Boblo Island Community Expansion Project (the "Project") to supply the community of Boblo Island with affordable natural gas. The Project is located in the Town of Amherstburg, Essex County, Ontario.

The Project will involve the construction of approximately 2.9 kilometres (km) of a combination of 2-inch plastic and 4-inch steel pipeline. The proposed pipeline will tie-in to an existing Enbridge Gas 4-inch steel pipeline near the intersection of Dalhousie Street and Park Street in Amherstburg. The pipeline will cross the Detroit River (approximately 600m) to reach Boblo Island. The distribution system on the island will be approximately 2.3 km in length. The Project is planned to be within the existing

municipal road Right-of-Way (RoW) with the potential for Temporary Working Space (TWS). The proposed pipeline route has been developed for purposes of an assessment of potential environmental and socioeconomic impacts and does not represent the final project scope/design that will provide access to natural gas to end-use customers. For further details, please refer to the map below.

Consultation with Indigenous communities and engagement with landowners, government agencies, the general public, and other interested persons is an integral component of the planning process. As such, two Information Session options will be held.

As a result of inclement weather, the planned In-person Information Session on February 22, 2023 was cancelled and has been rescheduled as follows:

#### **In-person Information Session**

Mondy, March 20, 2023 5:00 PM – 8:00 PM Libro Credit Union Centre 3295 Meloche Road, Amherstburg, ON

#### **Virtual Information Session**

Tuesday, February 21, 2023, to Tuesday, March 7, 2023

https://www.solutions.ca/Enbridge-BobloIsland

A copy of the Information Session story boards will be available for viewing on the Enbridge Gas project website provided below. A questionnaire will be available as part of the Information Sessions, and you will have the opportunity to provide comments and/or questions about the proposed Project. Input received during the Information Sessions will be used to develop site-specific environmental protection and mitigation measures for the Project. Input and comments for the Project should be provided by **April 19, 2023**.

As part of the planning process, Enbridge Gas has retained Stantec Consulting Ltd. (Stantec) to undertake an Environmental Study for the Project. The Environmental Study will fulfill the requirements of the Ontario Energy Board's (OEB) "Environmental Guidelines for the Location, Construction, and Operation of Hydrocarbon Pipelines and Facilities in Ontario, 7th Edition (2016)". It is anticipated that an Environmental Report for the study will be completed in June 2023, after which Enbridge Gas will file an application to request an OEB Leave to Construct (LTC) for the Project. Should the OEB find the Project to be in the public's interest, construction is anticipated to commence as early as Q2 2024.

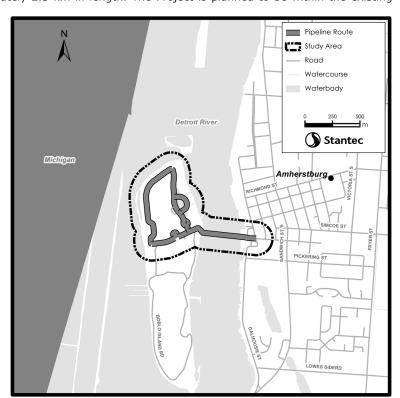
For any questions or comments regarding the Environmental Study or the proposed Boblo Island Community Expansion Project, please reach out to:

#### **Michael Candido**

Environmental Scientist Stantec Consulting Ltd. **Telephone:** (519) 585-3439 **Email:** BobloEA@stantec.com

Or visit the project website at: <a href="https://www.enbridgegas.com/BobloIsland">https://www.enbridgegas.com/BobloIsland</a>





# Ministry of Natural Resources and Forestry

Policy Division

Director's Office Crown Forests and Lands Policy Branch 70 Foster Drive, 3<sup>rd</sup> Floor Sault Ste. Marie, ON P6A 6V5

# Ministère des Richesses naturelles et des Forêts

Division de la politique

Bureau du directeur Direction des politiques relatives aux forêts et aux terres de la Couronne 70, rue Foster, 3e étage Sault Sainte Marie, ON P6A 6V5



February 24, 2023

#### Hello,

We are writing to let you know that the Ministry of Natural Resources and Forestry is proposing to make amendments to <a href="Ontario Regulation 161/17">Ontario Regulation 161/17</a> under the <a href="Public Lands">Public Lands</a> Act regarding the use of floating accommodations and camping on water over public lands in Ontario. In addition, minor changes (listed below) are proposed for added clarity and consistency in the regulation.

The proposed changes are described in a regulation proposal notice that was posted on Ontario's Regulatory Registry and the Environmental Registry of Ontario (ERO) on February 24, 2023 (ERO number <u>019-6590</u>).

The proposed changes related to floating accommodations were informed by feedback received by the ministry in response to the March 2022 ERO bulletin titled, "Seeking input about the use of floating accommodations on waterways over Ontario's public lands" (ERO number <u>019-5119</u>).

We are proposing to amend Ontario Regulation 161/17 to clarify the types of camping units that can be used to camp on water over public land. It is proposed that the definition of 'camping unit' will be clarified to allow for camping on liveaboards and houseboats but will exclude floating accommodations, float homes and barges with residential units or camping facilities.

We are also proposing to change the conditions that must be met when camping on water over public lands in Ontario by:

- reducing the number of days that a person can camp on water over public land (per location, per calendar year) from 21 days to 7 days
- increasing the distance that a person camping on water must move their camping unit to be occupying a different location from 100 metres to 1 kilometre
- adding a new condition to prohibit camping on water within 300 metres of a developed shoreline, including any waterfront structure, dock, boathouse, erosion control structure, altered shoreline, boat launch and/or fill.

In addition, we are proposing to:

- harmonize the conditions for camping on public land so that residents and nonresidents are required to follow the same conditions when camping on water over public lands or on public lands
- specify conditions for swim rafts, jumps, ramps for water sports, heat loops and water intake pipes
- clarify that camping on a road, trail, parking lot or boat launch is prohibited
- amend the regulation to add the following to the list of excluded public lands to which section 21.1 of the *Public Lands Act* and Ontario Regulation 161/17 do not apply:
  - o lands subject to an agreement authorizing the use of those lands
  - o lands subject to an authorization under the Aggregate Resources Act.

We encourage you to review the proposal notice (ERO number <u>019-6590</u>) and provide feedback through the ERO. The comment period for the proposal closes on **April 11**, **2023**.

#### **Online Information Sessions**

We invite you to attend an online information session during which ministry staff will present an overview of the regulatory proposal and answer questions. Sessions will be held on the following dates:

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Session 1 – Wednesday, March 8: 10:00 am to 11:30 am Session 2 – Monday, March 20: 2:00 pm to 3:30 pm
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If you wish to attend an online information session, please register by emailing <a href="mailto:public.lands@ontario.ca">public.lands@ontario.ca</a> with the subject line "Regulatory Proposal Information Session" and indicate your preferred session date. You will receive a reply to your email with the session start/end times and information on how to join.

Sincerely,

Peter D. Henry, R.P.F. Director, Crown Forests and Lands Policy Branch Ministry of Natural Resources and Forestry

c: Pauline Desroches, Manager, Crown Lands Policy Section
Michelle Dano, Senior Program Advisor, Crown Lands Policy Section

# Ministry of the Environment, Conservation and Parks

Environmental Assessment Modernization Branch

135 St. Clair Avenue West 4th Floor Toronto ON M4V 1P5

# Ministère de l'Environnement, de la Protection de la nature et des Parcs

Direction de la modernisation des processus d'évaluation environnementale

135, avenue St. Clair Ouest 4e étage Toronto ON M4V 1P5



March 3, 2023

Good morning/afternoon,

Ontario is taking action to streamline and modernize its almost 50-year-old environmental assessment process that is too slow, unnecessarily burdensome and costly, to build Ontario while continuing to protect the environment. As part of this plan, we are making practical changes that would ensure strong environmental oversight while reducing delays to get shovels in the ground on projects that matter most to Ontario communities.

Today, on behalf of the Ministry of the Environment, Conservation and Parks, I am writing to let you know that the Municipal Class Environmental Assessment (EA) has been amended as part of the ministry's work on EA modernization.

Over the last three years, our modernization efforts have focused on ensuring strong environmental oversight while reducing delays on infrastructure projects that matter most to Ontario communities. This process includes considering input from stakeholders and Indigenous communities and streamlining requirements for low-risk municipal infrastructure projects, while maintaining strong environmental oversight and protection.

In 2019, the Ministry of the Environment, Conservation and Parks invited the proponents of class environmental assessments to review their assessment process and to propose changes to reduce duplication and better align assessment requirements with risk. We started consulting with municipalities, government agencies and Indigenous communities on the proposed amendments to the Municipal Class EA in 2020. I want to thank all who have offered feedback on the proposed amendments, through submitting comments, participating in webinars and correspondence. We have considered all comments received during the consultation, in addition to conducting our own analysis before the minister decided on the proposed amendments to the Municipal Class EA.

After careful consideration, the decision was made to approve many of the proposed amendments to the Municipal Class EA, including amendments proposed by the ministry. Various changes were made to the Municipal Class EA to update project schedules to better align the level of assessment with the environmental impact of the project. By looking at smarter, more modern ways of doing business, we're making sure important public services and infrastructure projects can get off the ground faster without unnecessary costs and delays.

Amendments to the Municipal Class Environmental Assessment Page 2.

Based on input received from Indigenous communities and Ministry of Citizenship and Multiculturalism (formerly the Ministry of Tourism, Culture and Sport) regarding the need to ensure the protection of archaeological resources and burial sites, an archaeological screening process will be required for various project types that are now eligible for exemption. The exemption will be conditional on the completion and outcome of the screening. The archaeological screening process consists of three questions with links to various tools and criteria developed under the *Ontario Heritage Act*. Proponents must carry out the specified research and consultation to accurately respond to each question, including consultation with Indigenous Communities, municipal governments, and Ministry of Citizenship and Multiculturalism, and may require the assistance of a licensed archaeologist. A project that the screening process applies to would not be exempt unless the archaeological screening process is completed as required, project documentation maintained and all mitigation measures that are identified through the screening process are implemented.

Please see Appendix 1 of the Municipal Class EA for more information on the new archaeological screening process.

Detailed information on the approved amendments to the Municipal Class EA, including the Minister of the Environment, Conservation and Parks' reasons for making the amendments, can be found at: <a href="https://ero.ontario.ca/notice/019-5069">https://ero.ontario.ca/notice/019-5069</a>. The changes are effective as of the date of posting on the Environmental Registry of Ontario, March 3, 2023.

Proponents authorized to proceed with projects through the Municipal Class EA are required to proceed in accordance with the transition provisions set out in the amended Municipal Class EA, as it came into effect on March 3, 2023. Municipalities should review the amended Municipal Class EA to determine the impact on their project.

If you have any questions, please contact Stephen Deneault, Project Officer, by e-mail at: Stephen.Deneault@ontario.ca and the Environmental Assessment Modernization Team at: EAModernization.MECP@ontario.ca.

Sincerely,

Annamaria Cross

A. Cross

Director, Environmental Assessment Modernization Branch Ministry of the Environment, Conservation and Parks



#### Administration

Office of the Regional Clerk
1815 Sir Isaac Brock Way, PO Box 1042, Thorold, ON L2V 4T7
Telephone: 905-980-6000 Toll-free: 1-800-263-7215 Fax: 905-687-4977
www.niagararegion.ca

February 24, 2023

CL 3-2023, February 23, 2023 PHSSC 2-2023, February 14, 2023 COM-C 14-2023, February 14, 2023

#### **DISTRIBUTION LIST**

#### SENT ELECTRONICALLY

Motion Respecting Declarations of Emergency for Homelessness, Mental Health and Opioid Addiction
COM-C 14-2023

Regional Council, at its meeting held on February 23, 2023, passed the following recommendation, as amended, of its Public Health and Social Services Committee:

Whereas Niagara Regional Council acknowledges that the challenges of homelessness, mental health and the opioid crisis are exceptionally complex issues that have a measurable and significantly detrimental impact on the residents of the Niagara region, including the loss of life;

Whereas addressing these issues places extreme stress on upper and lower-tier municipal programs and services, the Niagara Regional Police, Niagara Health, Emergency Medical Services and various non-profit service providers across the region;

Whereas the challenges of homelessness, mental health and opioids have seen a trend of becoming more prevalent in recent years and continue to have a significant impact on the Niagara community;

Whereas Niagara Region, through the staff in Community Services and Public Health, has taken many steps to address these issues with the development and provision of best-practice programming designed to mitigate their impact on the community;

Whereas Niagara Regional Council acknowledges that the challenges of homelessness, mental health and the opioid crisis are intrinsically diverse and should not be viewed as a single monolithic problem;

Whereas addressing these challenges will require strategies and tactics that are specifically designed for each of the unique issues;

Whereas Niagara Region accepts that the responsibility to address these challenges rests with multiple stakeholders, including the provincial government and its agencies;

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Whereas 26 Niagara agencies within the Region, including Public Health and Emergency Medical Services, have collaboratively developed a Substance Use Prevention Strategy known as the Opioid Prevention and Education Network of Niagara, and are actively implementing it;

Whereas Niagara Region is a "Built for Zero" community that has accurate and timely data regarding its homeless population and delivers programs and services targeted for strategically helping those individuals experiencing homelessness;

Whereas the challenges of homelessness, mental health and opioid addiction are found throughout the entire province of Ontario and are not unique to Niagara;

Whereas Niagara Regional Council recognizes that municipal emergencies in Ontario are declared by the head of council as per the process detailed in the Emergency Management and Civil Protections Act; and

Whereas Niagara Regional Council acknowledges that the declaration of an emergency does not immediately result in a municipality receiving any additional funds or resources from senior levels of government.

#### NOW THEREFORE BE IT RESOLVED:

- That the Regional Chair BE DIRECTED to formally issue three separate declarations of emergency, in the areas of homelessness, mental health and opioid addiction, as per the procedure outlined in the Emergency Management and Civil Protection Act;
- 2. That the Regional Chair **BE DIRECTED** to send correspondence to the Provincial Government requesting that action be taken on the eight measures proposed by the Association of Local Public Health Agencies (as previously endorsed by Regional Council on June 23, 2022), including:
  - a. Creation of a multi-sectoral task force to guide the development of a robust provincial opioid response plan that will ensure necessary resourcing, policy change, and health and social system coordination;
  - Expanding access to evidence informed harm reduction programs and practices including lifting the provincial cap of 21 Consumption and Treatment Service (CTS) Sites, funding Urgent Public Health Needs Sites (UPHNS) and scaling up safer supply options;
  - Revision of the current CTS model to address the growing trends of opioid poisoning amongst those who are using inhalation methods;
  - d. Expanding access to opioid agonist therapy for opioid use disorder through a range of settings (e.g. mobile outreach, primary care, emergency departments, Rapid Access to Addiction Medicine Clinics), and a variety of medication options;

- e. Providing a long-term financial commitment to create more affordable and supportive housing for people in need, including people with substance use disorders;
- f. Addressing the structural stigma and harms that discriminate against people who use drugs, through provincial support and advocacy to the Federal government to decriminalize personal use and possession of substances and ensure increased investments in health and social services at all levels;
- g. Increasing investments in evidence-informed substance use prevention and mental health promotion initiatives that provide foundational support for the health, safety and well-being of individuals, families, and neighbourhoods, beginning from early childhood; and
- h. Funding additional and dedicated positions for public health to support the critical coordination and leadership of local opioid and substance abuse strategies;
- 3. That the Regional Chair **BE DIRECTED** to send correspondence to the Minister of Municipal Affairs and Housing requesting action be taken to correct the funding allocation model for homelessness based on the results of Auditor General's 2021 report which found that provincial funding in this area is incorrect;
- 4. That the Regional Chair **BE DIRECTED** to send correspondence to the Ministry of Health and the CEO of Ontario Health requesting that the province immediately commit to fully funding gaps in mental health service as have been identified in the Needs Based Planning project by Niagara Ontario Health Team's Mental Health and Addictions Working Group, as well as funding ongoing annual increases as required by inflation and population need;
- 5. That the Regional Chair **BE DIRECTED** to send correspondence to Federal Minister of Justice and Attorney General, David Lametti, and Federal Minister of Health, Jean-Yves Duclos, reaffirming Regional Council's October 22, 2020 motion urging the Federal government convene a task force to explore the legal regulation and decriminalization of all drugs in Canada;
- 6. That the Regional Chair **BE DIRECTED** to send correspondence to the Association of Municipalities of Ontario (AMO) requesting that targeted advocacy be conducted in these areas, including the development of a singular motion that can be ratified by municipal councils across Ontario calling on the province to take immediate action;
- 7. That Niagara Region, through its Public Health and Social Services Committee, **URGE** the federal government to declare homelessness as a humanitarian crisis; and

8. That this motion **BE CIRCULATED** to the local area municipalities, all municipalities in Ontario, the Federation of Canadian Municipalties (FCM), and local MPs and MPPs.

Yours truly,

Ann-Marie Norio Regional Clerk

:kl

CLK-C 2023-019

Distribution List:

Local Area Municipalities
All Ontario Municipalities
Federation of Canadian Municipalities
Chris Bittle, Member of Parliament, St. Catharines
Vance Badawey, Member of Parliament, Niagara Centre
Tony Baldinelli, Member of Parliament, Niagara Falls
Dean Allison, Member of Parliament, Niagara West
Jennie Stevens, Member of Provincial Parliament, St. Catharines
Jeff Burch, Member of Provincial Parliament, Niagara Centre
Wayne Gates, Member of Provincial Parliament, Niagara Falls
Sam Oosterhoff, Member of Provincial Parliament, Niagara West



# THE CORPORATION OF THE TOWN OF COBOURG

The Corporation of the Town of Cobourg Legislative Services Department Victoria Hall 55 King Street West Cobourg, ON K9A 2M2 Brent Larmer
Municipal Clerk/
Director of Legislative Services
Telephone: (905) 372-4301 Ext. 4401
Email: blarmer@cobourg.ca
Fax: (905) 372-7558

#### **SENT VIA EMAIL**

March 2, 2023

David Piccini, Member of Provincial Parliament

Hon. Doug Ford, Premier

Hon. Steve Clark, Minister of Municipal Affairs and Housing

Hon. Merrilee Fullerton, Minister of Children, Community and Social Services

Hon. Sylvia Jones, Minister of Health

#### Re: Town of Cobourg Resolution - Homeless and Unsheltered Persons

At a meeting held on February 27, 2023, the Municipal Council of the Town of Cobourg approved the following Resolution #045-23:

#### **Homeless and Unsheltered Persons**

Moved by Deputy Mayor Nicole Beatty

Seconded by Councillor Adam Bureau

WHEREAS at the Regular Council meeting on February 27, 2023, Council considered a Delegation Action from the Committee of the Whole meeting on February 21, 2023, regarding Homelessness and Unsheltered Residents with an understanding and appreciation of the impacts and importance of the issue of homelessness has to the local community; and

WHEREAS the Town of Cobourg acknowledges that there are complex issues which can be presented through the challenges of homelessness and a lack of transitional and affordable housing, which are most significantly felt at the local level on a daily basis; and therefore have a measurable and detrimental impact on the well-being of all citizens of the Town of Cobourg; and

WHEREAS the Town of Cobourg does not have the resources, capacity or tools to address these complex challenges without the partnership of the designated service providers being the County of Northumberland, and the Province of Ontario;

NOW THEREFORE BE IT RESOLVED THAT Council acknowledges that homelessness in the Town of Cobourg is a social, economic and health crisis; and

FURTHER THAT Council requests the support of the County of Northumberland as the regional service manager and facilitator of the Community Safety and Well-Being Taskforce by including Cobourg representatives and people with lived experience on it in an effort to address the local issues of homelessness in the Town of Cobourg; and



# THE CORPORATION OF THE TOWN OF COBOURG

The Corporation of the Town of Cobourg Legislative Services Department Victoria Hall 55 King Street West Cobourg, ON K9A 2M2 Brent Larmer Municipal Clerk/ Director of Legislative Services Telephone: (905) 372-4301 Ext. 4401 Email: blarmer@cobourg.ca Fax: (905) 372-7558

FURTHER THAT Council requests a need for immediate action from the Province of Ontario to develop, resource and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario; and,

FURTHER THAT Council invites the delegates to submit their presentations to the Northumberland County Social Services Standing Committee and County Council and member municipalities; and

FURTHER that a copy of this motion be sent to all Northumberland County Lower-Tier municipalities for support; and

FURTHER THAT that a copy of this motion be sent to Premier Doug Ford, MPP David Piccini, the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services, the Minister of Health, HKPR Board of Health, the Association of Municipalities of Ontario (AMO) and all 444 municipalities in Ontario.

045-23 Carried

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at <a href="mailto:blarmer@cobourg.ca">blarmer@cobourg.ca</a> or by telephone at (905)-372-4301 Ext. 4401.

Sincerely,

**Brent Larmer** 

Municipal Clerk/Director of Legislative Services

Returning Officer

Legislative Services Department



# Resolution

Moved By	Deputy Mayor Nicole Beatty	Resolution No.:
Last Name Printed	BEATTY	045-23
Seconded By	Councillor Adam Bureau	Council Date:
Last Name Printed	BUREAU	February 27, 2023

WHEREAS at the Regular Council meeting on February 27, 2023, Council considered a Delegation Action from the Committee of the Whole meeting on February 21, 2023, regarding Homelessness and Unsheltered Residents with an understanding and appreciation of the impacts and importance of the issue of homelessness has to the local community; and

WHEREAS the Town of Cobourg acknowledges that there are complex issues which can be presented through the challenges of homelessness and a lack of transitional and affordable housing, which are most significantly felt at the local level on a daily basis; and therefore have a measurable and detrimental impact on the well-being of all citizens of the Town of Cobourg; and

WHEREAS the Town of Cobourg does not have the resources, capacity or tools to address these complex challenges without the partnership of the designated service providers being the County of Northumberland, and the Province of Ontario:

NOW THEREFORE BE IT RESOLVED THAT Council acknowledges that homelessness in the Town of Cobourg is a social, economic and health crisis; and

FURTHER THAT Council requests the support of the County of Northumberland as the regional service manager and facilitator of the Community Safety and Well-Being Taskforce by including Cobourg representatives and people with lived experience on it in an effort to address the local issues of homelessness in the Town of Cobourg; and

FURTHER THAT Council requests a need for immediate action from the Province of Ontario to develop, resource and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario; and, Page 34 of 106

FURTHER THAT Council invites the delegates to submit their presentations to the Northumberland County Social Services Standing Committee and County Council and member municipalities; and

FURTHER that a copy of this motion be sent to all Northumberland County Lower-Tier municipalities for support; and

FURTHER THAT that a copy of this motion be sent to Premier Doug Ford, MPP David Piccini, the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services, the Minister of Health, HKPR Board of Health, the Association of Municipalities of Ontario (AMO) and all 444 municipalities in Ontario.

## Recorded vote requested by Councillor Adam Bureau

	For	Against	Absent
Councillor Adam Bureau	Х		
Councillor Aaron Burchat	Х		
Councillor Brian Darling	Х		
Councillor Miriam Mutton	Х		
Councillor Randy Barber	Х		
Mayor Lucas Cleveland		Х	
Deputy Mayor Nicole Beatty	Х		
TOTAL:	6	1	



# The Corporation of the Town of Grimsby Administration

Office of the Town Clerk 160 Livingston Avenue, Grimsby, ON L3M 0J5

**Phone:** 905-945-9634 Ext. 2171 | **Fax:** 905-945-5010

Email: bdunk@grimsby.ca

February 24, 2023

SENT VIA E-MAIL

Premier of Ontario Legislative Building Queen's Park Toronto ON M7A 1A1

Attention: Doug Ford, Premier

Dear Mr. Ford

**RE:** Barriers for Women in Politics

Please be advised that the Council of the Corporation of the Town of Grimsby at its meeting held on February 21, 2023 passed the following resolution:

#### C-23-055

Moved by: Councillor DiFlavio; Seconded by: Councillor Freake

WHEREAS, the Town of Grimsby values equality and inclusivity in all areas of life, including politics;

WHEREAS, women have historically been underrepresented in politics, and continue to face barriers and discrimination in their pursuit of elected office;

WHEREAS, misogyny and harassment have been identified as significant challenges for women in politics, both in Canada and around the world;

WHEREAS, the Town of Grimsby believes that all individuals have the right to participate in a political environment that is free from discrimination, harassment, and misogyny;

THEREFORE, BE IT RESOLVED, that the Town of Grimsby expresses its support for women in politics and their right to participate in a political environment that is free from misogyny and harassment, and where everyone feels equal.

BE IT FURTHER RESOLVED, that the Town of Grimsby commits to taking steps to ensure that our political environment is inclusive and welcoming to all individuals, regardless of gender, race, ethnicity, religion, sexual orientation, or other identity factors.

BE IT FURTHER RESOLVED, that the Town of Grimsby encourages other municipalities in Ontario and across Canada to join us in supporting women in politics and promoting gender equality in all areas of society.

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to all Ontario Municipalities for endorsement, the Premier of Ontario, the Minister of Municipal Affairs and Housing, Grimsby's MP and MPP, and the Association of Municipalities of Ontario to express the Town of Grimsby's commitment to this issue and encourage action at the provincial level to create legislation to ensure equality, safety, and security.

**UNANIMOUSLY CARRIED** 

If you require any additional information, please let me know.

Regards,

Bonnie Nistico-Dunk

Town Clerk

CC.

All Ontario Municipalities
Steve Clark, Minister of Municipal Affairs and Housing
Dean Allison, MP – Niagara West
Sam Oosterhoff, MPP – Niagara West
Association of Municipalities of Ontario



760 Peterborough County Road 36, Trent Lakes, ON K0M 1A0 Tel 705-738-3800 Fax 705-738-3801

February 28, 2023

#### Via email only

To: The Honourable Steve Clark, Minister of Municipal Affairs and Housing minister.mah@ontario.ca

The Honourable Doug Ford, Premier of Ontario

doug.fordco@pc.ola.org

The Honourable Dave Smith, MPP Peterborough-Kawartha

dave.smithco@pc.ola.org

The Honourable Michelle Ferreri, MP Peterborough-Kawartha

michelle.ferreri@parl.gc.ca

Curve Lake First Nation

audreyp@curvelake.ca

The Association of Municipalities Ontario

amo@amo.on.ca

#### Re: Oath of Office

Please be advised that during their Regular Council meeting held February 21, 2023, Council passed the following resolution:

Resolution No. R2023-119

Moved by Councillor Franzen Seconded by Deputy Mayor Armstrong

**Whereas** most municipalities in Ontario have a native land acknowledgement in their opening ceremony; and

**Whereas** a clear reference to the rights of Indigenous people is the aim of advancing Truth and Reconciliation; and

**Whereas** Call to Action 94 of the Truth and Reconciliation Commission of Canada called upon the Government of Canada to replace the wording of the Oath of Citizenship to include the recognition of the laws of Canada including Treaties with Indigenous Peoples; and

**Whereas** on June 21, 2021 an Act to amend The Citizenship Act received royal assent to include clear reference to the rights of Indigenous peoples aimed at advancing the Truth and Reconciliation Commission's Calls to Action within the broader reconciliation framework; and

**Whereas** the Truth and Reconciliation Commission of Canada outlines specific calls to action for municipal governments in Canada to act on, including education and collaboration;

Therefore be it resolved that Council request to the Minister of Municipal Affairs and Housing that the following changes be made to the municipal oath of office: I will be faithful and bear true allegiance to His Majesty King Charles III and that I will faithfully observe the laws of Canada including the Constitution, which recognizes and affirms the Aboriginal and treaty rights of First Nations, Inuit and Metis peoples; and further

**That** this resolution be forwarded to the Association of Municipalities of Ontario (AMO), all Ontario municipalities, MPP Dave Smith, MP Michelle Ferreri, Premier Doug Ford and Curve Lake First Nation.

Carried.

Sincerely,

Mayor and Council of the Municipality of Trent Lakes

Cc: All Ontario municipalities



Municipality of Chatham-Kent Corporate Services Municipal Governance 315 King Street West, P.O. Box 640 Chatham ON N7M 5K8

March 6, 2023

To All Ontario Municipalities

## Resolution re Reducing Municipal Insurance Costs

Please be advised the Council of the Municipality of Chatham-Kent, at its regular meeting held on March 6, 2023 passed the following resolution:

"Whereas Chatham-Kent has faced multiple double digit increases to insurance premiums over the past years;

And Whereas the costs on insurance are having a significant impact on municipal budgets in Chatham-Kent and around the Province;

Now Therefore, Council direct administration to engage with other municipalities, the Association of Municipalities of Ontario, and any other relevant municipal associations, to determine what tools may be available to reduce insurance costs, including cooperative purchasing of insurance, creation of a municipal reciprocal insurance provider, or legislative changes to address insurance costs to municipalities.

And administration report back to Council regarding the result of this engagement and any recommended Council resolutions to support improvements to municipal insurance in Ontario.

Further that administration be directed to forward this motion to all other municipalities in Ontario seeking support and collaboration on this issue."

If you have any questions or comments, please contact Judy Smith at ckclerk@chatham-kent.ca

Sincerely,

Judy Smith, CMO

Director Municipal Governance/Clerk

C AMO



Municipality of Chatham-Kent Corporate Services Municipal Governance 315 King Street West, P.O. Box 640 Chatham ON N7M 5K8

March 6, 2023

The Honourable Doug Ford <a href="mailto:Premier@ontario.ca">Premier@ontario.ca</a>

Re: Support Bill 5 - Stopping Harassment and Abuse by Local Leaders Act

Please be advised the Council of the Municipality of Chatham-Kent, at its regular meeting held on March 6, 2023 passed the following resolution:

"That Chatham-Kent Council express its support for Bill 5 - Stopping Harassment and Abuse by Local Leaders Act which would require the code of conduct for municipal Councillors and members of local boards to include a requirement to comply with workplace violence and harassment policies and permit municipalities and local boards to direct the Integrity Commissioner to apply to the court to vacate a member's seat if the Commissioner's inquiry determines that the member has contravened this requirement;

And further that this resolution be circulated to the Honourable Doug Ford, Premier of Ontario; the Honourable Steve Clark, Minister of Municipal Affairs and Housing; the Honourable Stephen Blais, and local MPPs."

If you have any questions or comments, please contact Judy Smith at <a href="mailto:ckclerk@chatham-kent.ca">ckclerk@chatham-kent.ca</a>

Sincerely,

Judy Smith, CMO

Director Municipal Governance/Clerk

C

Minister of Municipal Affairs and Housing Local MPPs Ontario Municipalities



Friday, February 10, 2023

The Honourable Peter Bethlenfalvy Minister of Finance c/o Budget Secretariat Frost Building North, 3rd Floor 95 Grosvenor Street Toronto, Ontario M7A 1Z1

#### Re: WOWC Submission to Provincial 2023 Budget Consultations

Dear Minister Bethlenfalvy,

On behalf of the Western Ontario Wardens' Caucus (WOWC), thank you for this opportunity to provide a submission to the Provincial government on the Ontario 2023 Budget consultations.

The WOWC is a not-for-profit organization representing 15 upper and single-tier municipalities and 1.5 million residents across Southwestern Ontario, aiming to enhance the prosperity and overall well-being of rural and small urban communities across the region.

As always, the WOWC is a strong partner and supporter of the provincial government, and our members look forward to continuing the excellent collaboration between the Province of Ontario and the municipalities in Southwestern Ontario.

Together, both levels of government must use their expertise and collective regional knowledge to work through our mutual priorities – from workforce and housing challenges to social services and health care improvements. Investing in municipal services will lay foundations for the continued recovery and future prosperity of our communities.

#### Mental Health and Addictions in Rural Areas

The mental health and addictions epidemic is deeply affecting and impacting the communities in small and rural communities, which have even fewer resources to tackle this growing problem. The Ministry of Health (MOH) and the Solicitor General (SOLGEN) must be on board as full partners, particularly in our small communities, where a lack of access to adequate community health services – and integrated mental health and addictions services – are major barriers to reducing homelessness and poverty.

The WOWC's meetings with regional stakeholders have revealed the excellent collaboration and multi-partner efforts that are being undertaken in rural Southwestern Ontario to address the growing mental health and addictions crisis. One of the best examples of such partnerships are the Mobile Crisis Response Teams (MCRT) – also known under various other names – which combine front-line OPP officers with mental-health workers, to apply new approaches to police interventions and provide additional support and follow-up to individuals.

However, regional OPP detachments and their partners have expressed their concern that the MCRT programs are currently funded on a case-by-case basis, through application-based provincial funding from MOH and SOLGEN. The WOWC therefore requests the permanence of these programs – through annualized funding and permanently-funded mental health officer positions – using a formula based on the number of calls, population size, and geographic area.

This permanent, predictable funding would provide much-needed stability to our partners providing these services to our communities. These service providers are stretched thin and have noted that these programs could eventually be expanded to provide more resources – in some cases up to 24 hours a day, seven days a week.

#### **Investment in Rural Cellular Infrastructure**

The provincial government has demonstrated leadership and has devoted significant financial resources toward providing high-speed internet and cellular access to Ontarians. These efforts are recognized and appreciated and reaffirm the Province's strong commitment to broadband and cellular infrastructure.

The WOWC and the Southwestern Integrated Fibre Technology (SWIFT) team are currently undertaking a due diligence exercise in Southwestern Ontario, to determine the magnitude of the cellular gap in our region. Given the strong support that the government has shown for these improvements throughout the Province, the WOWC and SWIFT are seeking project funding from both levels of government. The total provincial ask is \$90 million to \$95 million.

SWIFT is currently working to complete the required due diligence exercise, which is due at the end Q2 2023. The goal is to provide 5G coverage throughout the region, which is critical for economic growth and development. The benefits of 5G include capacity (not simply coverage), in addition to latency as well as traffic management and prioritization. The project will also descope any improvements already being implemented by the carriers in their three-year plan. Preliminary numbers include a requirement for approximately 275 new towers, and upgrades to 50 existing towers, for a total estimated construction cost of \$320 million to \$340 million.

The subsidy requirement is therefore estimated at between 50% to 60%, and the WOWC would be requesting that the provincial government fund half of that amount. It is worth noting that the \$23 million in project administration fees would be entirely absorbed by the municipalities. Assuming that the project funding is in place by the end of 2024, the project would begin in 2025 with a completion date of 2029.

In conclusion, being part of the process and the conversation will be crucial as we move forward. This strong partnership between our governments will help ensure collective success for both Southwestern Ontario and the Province of Ontario as a whole. Governments need to be all in this together.

Sincerely,

Warden Glen McNeil Chair, Western Ontario Wardens' Caucus



## **Media Release**

FOR IMMEDIATE RELEASE - February 14, 2023

## **WOWC Advocacy Retains Rural Federal Seat Count**

**Southwestern Ontario** – Western Ontario will retain their rural federal seat count as part of the federal riding redistribution plan.

In the fall of 2022, the WOWC advocated strongly to the Commission to ensure communities of interest remain whole and the importance of maintaining the current rural seat count for the region.

Under the original proposal, multiple rural communities across the region would not have been kept whole, including but not limited to: Dawn-Euphemia, Zorra, Tillsonburg, Warwick, and Chatham-Kent.

"While the WOWC understands that the location and density of population growth required the Commission to move boundaries, the originally proposed federal electoral districts unnecessarily fragmented many of our region's communities – and jeopardized our rural seat count in Southwestern Ontario," stated Chair Glen McNeil. "We are pleased to see that the Commission considered our suggestions and kept communities whole while maintaining the rural seat count in Western Ontario."

Municipal community organizations will now be able to continue to engage with one federal government representative and the risk of contradictory positions by area MPs where they represent competing political parties, is greatly diminished.

#### About

The *Western Ontario Wardens' Caucus (WOWC)* is a not-for-profit organization representing 15 upper and single-tier municipalities in Southwestern Ontario, representing more than 1.5 million residents. The WOWC aims to enhance the prosperity and overall wellbeing of rural and small urban communities across the region. Caucus members work collectively to influence federal and provincial legislation and programs through advocacy, research, analysis and education. For more information, visit <a href="https://www.wowc.ca">www.wowc.ca</a>.

## **Media Contact**

Kate Burns Gallagher, Executive Director Western Ontario Wardens' Caucus T: 519-495-6059 E: <a href="mailto:kate@wowc.ca">kate@wowc.ca</a>



Thursday, February 23, 2023

MPP Mike Schreiner, Leader Green Party of Ontario Room 186, Main Legislative Building Queen's Park Toronto, ON M7A 1A5

Re: WOWC Multi-Ministerial Delegation at the ROMA 2023 Conference

Dear MPP Schreiner,

On behalf of the Western Ontario Wardens' Caucus (WOWC), I am writing to thank you for the productive discussions and exchanges during our Multi-Ministerial delegation at the Rural Ontario Municipal Association (ROMA) 2023 Conference. Our 15 upper-tier and single-tier member municipalities appreciated the discussions on our regional issues and priorities and hearing updates from your perspective.

As Chair of the WOWC, I want to personally reiterate that the collaboration between municipal and provincial governments is more important than ever. Whether it be regarding affordable and attainable housing, or mental health and addictions, I encourage you and your colleagues to call on the WOWC when needed – and to regularly involve and consult our membership – because we are here, ready to listen, and ready to provide advice, support, and local perspectives.

To summarize the delegation, I would like to bring your attention to the requests:

- Ensure that rural municipalities are adequately consulted and provided the same access as our urban counterparts to provincial discussions and consultations on affordable and attainable housing.
- Receive an update and reassurance on how the Government of Ontario is planning to fulfill its commitment to keep municipalities whole.
- Provide permanent funding for the Mobile Crisis Response Team (MCRT) programs, through annualized funding and permanently funded mental health officer positions, using a formula based on the number of calls, population size, and geographic area.
- Expand the occupations that can qualify for the Ontario Immigrant Nominee Program (ONIP) to allow for positions in health care, manufacturing, retail trade, and administrative services, to address regional workforce gaps.
- Allow the WOWC to work with the Province to encourage the federal government to transition temporary workers to permanent residence faster, to stabilize our workforce.

 Support the WOWC's forthcoming funding request for its cellular infrastructure gap project, following completion of the due diligence exercise being completed by SWIFT.

Thank you once again for your commitment and engagement, and for taking the time to hear the WOWC's concerns and requests. Our membership appreciates your attentiveness to these rural issues. We are here to work together with the Province of Ontario, and we look forward to being an active partner in future discussions with your party.

Sincerely,

Warden Glen McNeil

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Chair, Western Ontario Wardens' Caucus



#### A Call to the Provincial Government to End Homelessness in Ontario

WHEREAS the homeless crisis is taking a devastating toll on families and communities, undermining a healthy and prosperous Ontario;

WHEREAS the homelessness crisis is the result of the underinvestment and poor policy choices of successive provincial governments;

WHEREAS homelessness requires a range of housing, social service and health solutions from government;

WHEREAS homelessness is felt most at the level of local government and the residents that they serve;

WHEREAS municipalities and District Social Administration Boards are doing their part, but do not have the resources, capacity or tools to address this complex challenge; and,

WHEREAS leadership and urgent action is needed from the provincial government on an emergency basis to develop, resource, and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario.

THEREFORE BE IT RESOLVED THAT the Western Ontario Wardens' Caucus (WOWC) calls on the Provincial Government to urgently:

- a. Acknowledge that homelessness in Ontario is a social, economic, and health crisis;
- b. Commit to ending homelessness in Ontario;
- c. Work with AMO and a broad range of community, health, Indigenous and economic partners to develop, resource, and implement an action plan to achieve this goal.

AND FURTHER THAT a copy of this motion be sent to the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services; the Minister of Health; and to the Association of Municipalities of Ontario.



## **Essex County Accessibility Advisory Committee Meeting Minutes**

# Thursday, February 9, 2023 5:00 PM Essex County Civic Centre, Council Chambers 360 Fairview Avenue West, Upper Floor Essex, Ontario N8M1Y6

Committee Members: Debbie Alexander

Sherri Currie Rachel Jewell Diana Kirkbride Julie Miles

Dennis Sanson

Absent: Sherry Bondy, Mayor, Town of Essex

Administration: Katherine Hebert, Manager, Records and Accessibility/Deputy

Clerk

Crystal Sylvestre, Administrative Assistant, Legislative and

Community Services

#### 1. Call to Order

Katherine Hebert, Manager, Records and Accessibility/Deputy Clerk called the meeting to order at 5:12 PM, and acted as the Chairperson until the conclusion of the election of a Chair and Vice Chair.

#### 2. Land Acknowledgement Statement

We begin by acknowledging that the land on which we gather is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, Odawa and Potawatomie Peoples.

To recognize the land is an expression of gratitude to those whose territory you reside on, and a way of honouring the Indigenous people who have been living and working on the land from time immemorial.

We value the significant historical and contemporary contributions of local and regional First Nations and all the Original Peoples of Turtle Island.

## 3. **Recording of Attendance**

All members of the ECAAC were in attendance in the Council Chambers, with the exception of Mayor Sherry Bondy who was absent.

#### 4. Introduction of Committee Members and Administration

Katherine Hebert welcomed the 2023-2026 Essex County Accessibility Advisory Committee (ECAAC) members to the meeting.

Each member introduced themselves and provided a brief introduction on their background and their intentions for the committee.

#### 5. Election of the Chair and Vice Chair for 2023

Katherine Hebert explained that the position of Chair and Vice Chair would be for a one-year term per the Terms of Reference.

Debbie Alexander nominated Dennis Sanson to the position of Chair.

Dennis Sanson nominated Debbie Alexander to the position of Vice Chair.

Both agreed to stand.

Moved By Rachel Jewell Seconded By Diana Kirkbride

That Dennis Sanson be appointed as Chair of the Essex County Accessibility Advisory Committee for the year 2023.

And that Debbie Alexander be appointed as Vice Chair of the Essex County Accessibility Advisory Committee for the year 2023.

Carried

## 6. **Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interest raised.

## 7. **Adoption of the Minutes**

ECAAC Meeting Minutes of October 13, 2022.

**Moved By** Debbie Alexander **Seconded By** Sherri Currie

That the minutes of the October 13, 2022 meeting of the Essex County Accessibility Advisory Committee be adopted as presented.

## 8. **Delegations and Presentations**

There were no delegations scheduled for February 9, 2023.

#### 9. Communications

Moved By Rachel Jewell Seconded By Julie Miles

That the items listed under Communications, in the ECAAC agenda for February 9, 2023 be received, and any noted action taken.

**Carried** 

## 9.1. Accessibility for Ontarians with Disabilities Act (AODA)

AODA Toolbox Latest Edition and Archives

Join the AODA Toolbox Mailing List

## 9.2. Accessibility for Ontarians with Disabilities Act Alliance

AODA Alliance - What's New in Our Program?

#### 9.3. Ontario Ministry for Seniors and Accessibility

Latest News Releases and Program Information from the OMSAA

## 9.4. AODA 4th Legislative Update

News and Updates

#### 9.5. Inclusion Canada

Championing Inclusion: <u>Let's Make Budget 2023 Work for People with Intellectual Disabilities and their Families</u>

## 9.6. Disability Scoop Magazine

Latest News Online

## 9.7. Abilities Magazine

Winter 2022 Edition Online

#### 10. Orientation

Moved By Sherri Currie Seconded By Julie Miles

That the items listed under item 10. Orientation, of the February 9, 2023 ECAAC agenda be received as information.

#### 10.1. ECAAC Terms of Reference

<u>Terms of Reference for the Essex County Accessibility Advisory</u> <u>Committee</u> - As Approved by Essex County Council, June 6, 2007

## 10.2. County of Essex, Committee and Board Meeting Stipends

An overview of Committee/Board Meeting Stipends, Mileage Policy and Outline of Payment of Remuneration for County Council and Committees was provided.

It was noted that mileage was calculated based on their home address to and from the meeting location.

## 10.3. County of Essex Council - Code of Conduct

As approved by Essex County Council on 2019-02-20

- By-law 49-2016, A By-law to Establish a Code of Conduct for Members of Council, Local Boards and Committee Members
- Code of Conduct Council, Local Boards and Committee <u>Members</u>

Members were provided with Code of Conduct - Council, Local Boards and Committee Members Appendix C: Statement of Commitment to review and sign.

## **10.4. County of Essex - Procedure By-law**

By-law Number 2022-31, A By-law to Provide Rules Governing the Order and Proceedings of the Council of the Corporation of the County of Essex

Discussion included the merits of in-person, virtual and hybrid meeting arrangements.

**Moved By** Debbie Alexander **Seconded By** Sherri Currie

That the Essex County Accessibility Advisory Committee will stream their meetings live via Facebook Live for the 2023 calendar year.

## **Moved By** Debbie Alexander **Seconded By** Sherri Currie

That the Essex County Accessibility Advisory Committee will permit members occasional virtual attendance according to the County of Essex Procedural By-law.

**Carried** 

#### 10.5. County of Essex Accessibility Policies

- Accommodation Policy
- Accessible Customer Service Policy
- Integrated Accessibility Standards Regulation Policy

#### 10.6. Social Media

The ECAAC social media accounts are:

- ECAAC Facebook <u>EssexCountyAccessibility</u>
- ECAAC Twitter <u>@EssexCountyAAC</u>

Members were encouraged to promote Accessibility related activities through the standing social media outlets.

Sherri Currie volunteered to provide support to the ECAAC Facebook page and post on behalf of the ECAAC.

#### 10.7. Ontario Provincial Guidelines

How to serve on a municipal accessibility advisory committee: A guide to help members of municipal accessibility advisory committees carry out their responsibilities, engage with their municipal government and work well as a team.

## 10.8. Multi-Year Accessibility Plan

2023-2027 County of Essex, Multi-Year Accessibility Plan

## 10.9. County of Essex - General

Overview of the County of Essex services - <u>Council and</u> <u>Departmental Summary</u>

Discussion included the differences between lower and upper tier accessibility advisory committees and the opportunities provided through collaboration.

#### 11. Unfinished Business

There were no items of unfinished business to consider.

#### 12. New Business

#### 12.1. ECAAC 2023 Meeting Schedule

Discussion included moving the March 9, 2023 meeting to March 2, 2023.

The ECAAC agreed to maintain the 5:00 PM start time.

Moved By Julie Miles Seconded By Sherri Currie

That the 2023 ECAAC proposed meeting schedule be received.

**Carried** 

#### 12.2.2023 ECAAC Initiatives for 2023

Discussion took place regarding previous ECAAC initiatives prior to and during pandemic restrictions including:

- Advocacy: Multi-Year Accessibility Plan (MYAP): This report includes a list of accessibility initiatives developed through consultation with stakeholders and County departments to achieve accessibility goals. Discussion included the ongoing design features of the Civic Centre renovations.
- Advocacy: The ECAAC and local advisory committees collaborated on the development of a flag that was raised at all municipal offices to highlight and bring awareness to the start of National AccessAbility Week.
- Participation: WE Check the Trails: A collaborative initiative between Essex Region Conservation Authority (ERCA), County Wide Active Transportation Systems (CWATS) and the ECAAC that provided for the independent virtual gathering of information through an online platform to report accessibility concerns in the trail systems throughout the County. Monthly reports were generated and reviewed by the ECAAC.
- Participation: The ECAAC hosted a walk in a newly developed community pathway to highlight the benefits of accessible design.
- Education: The ECAAC hosted an Accessibility Workshop that included speakers and information sessions in an inperson format.

 Education: The ECAAC hosted a virtual Speaker's Forum with Julie Sawchuk and Michael Jacques to learn of their lived experiences; is event was open to the public via Zoom.

Brainstorming ideas for the coming term included:

- Advocacy: Continue and enhance the MYAP goals.
- Advocacy: Connect with established businesses about built environments and accessible customer service.
- Advocacy: Continue to participate in National AccessAbility Week flag raising activities.
- Participation: Maintain and support events with community partners including:
  - Local tier advisory committees
  - Seniors groups
  - Local club activities
- Participation: Continue the WE Check the Trails program.
- Education: Host a speaker's event that includes accessibility subjects including invisible disabilities and mental health.
- Education: Encouraging the implementation of accessible spaces for off-path outdoor activities such as hunting and angling.
- Education: Attend planning meetings and openings of new public spaces to increase awareness of accessible amenities.

ECAAC would present their 2023 initiatives to Essex County Council as a delegation at a May meeting and then report back to Council at a December meeting.

ECAAC agreed to consider other options available to advance the committee objectives and develop a focused list at the March 2, 2023 meeting.

## 13. **Next Meeting Date**

The next meeting of the ECAAC was scheduled for March 2, 2023 at 5:00PM in Council Chambers.

## 14. Adjournment

**Moved By** Diana Kirkbride **Seconded By** Sherri Currie

That the February 9, 2023 meeting of the Essex County Accessibility Advisory Committee be adjourned at 7:00 PM.



## **Essex County Library Board Regular Meeting Minutes**

(also available at <a href="https://www.essexcountylibrary.ca">www.essexcountylibrary.ca</a> under About the Library)

Wednesday, January 11, 2023
6pm

Council Chambers, 2<sup>nd</sup> Floor 360 Fairview Avenue West Essex, Ontario N8M 1Y6

#### **Mission**

Essex County Library welcomes you to a world of discovery, creativity and lifelong learning through accessible resources, programs, and innovative services.

#### **Vision**

ECL strives to welcome a diverse community to a warm and inviting space where:

- Knowledgeable staff are sensitive to the needs and aspirations of the community.
- Innovative ideas and cutting-edge technology are embraced.
- Engaging programs and current comprehensive collections are created.
- Creative partnerships encourage social interaction and cultural vitality.

#### **Members:**

Joe Bachetti, Chair Tracey Bailey Sherry Bondy – Vice Chair Sue Desjarlais Chris Gibb Heather Latam Lauren Segedin

#### Administration:

Adam Craig, Chief Librarian / C.E.O Manuela Denes, Manager, Community Services Natalie Hatch, Manager, Support Services Grant Munroe, Manager, Public Services Bianca Azzopardi, Administrative Assistant, Human Resources

#### 1. Recording of Attendance

Members of the Board attended the meeting at the Essex County Civic Centre, Council Chambers.

Ms. Latam was not in attendance for this meeting.

## 2. Essex County Library Board Election

- a) Mr. Bachetti was elected as Essex County Library Board Chair.
- b) Ms. Bondy was elected as Essex County Library Board Vice Chair.
- c) Adam Craig, C.E.O, was elected as Essex County Library Board Treasurer/Secretary. Adam delegated the role of Secretary to Bianca Azzopardi, Administrative Assistant, Human Resources.

## 3. Approval of the Agenda

## 22/01

Moved by Ms. Desjarlais Seconded by Mr. Gibb **That** the Agenda be accepted as distributed.

Carried

## 4. Disclosure of Pecuniary Interest

There was no disclosure of pecuniary interest.

#### 5. Discussion Period

There was no discussion period.

## 6. Adoption of Regular Meeting Minutes

23/02

Moved by Mr. Gibb Seconded by Ms. Bondy **That** the minutes of the November 9, 2022 Regular Meeting of Essex County Library Board be adopted as presented.

**Carried** 

## 7. Delegations and Presentations

There were no delegations' requests.

## 8. Business Arising from the Minutes of November 9, 2022

## A) Resolution Number: 22/57

Implementation of the Electronic Monitoring Policy.

#### 9. Communications

No communications were received.

#### 10. Consent Agenda

## A) C.E.O Report

Adam Craig provided a verbal report.

Stoney Point and Comber branches are being prepared for reopening.

Renovation plans for the Tecumseh branch are underway and will be entering the bidding process later this month.

Administration and the Town of Tecumseh are currently seeking for a temporary location to provide services during the construction timeframe; estimated to be 1 year.

Comber and Ruthven branches are ready to open except for minor facility concerns. The Town of Kingsville is actively working towards resolving the matters as soon as possible.

ECL has recently begun a partnership with AM800 to host the Dan McDonald Book Club. Library staff have been working with Dan to identify and purchase titles, and to host in-person programs beginning with an author-talk at the LaSalle branch.

ECL Administration has begun discussions with the Ontario Library Services (OLS) about facilitating the development of a new strategic plan.

As of January 1, 2023, ECL has entered a service contract with the County of Essex Human Resources Department. This agreement outlines terms of support to be provided, upon request from the Library, in respect to recruitment, health and safety, disciplinary matters, and collective bargaining.

Annual circulation of library materials was highlighted during this report.

#### 23/03

Moved by Ms. Desjarlais Seconded by Mr. Gibb

**That** the Board receive the consent items: C.E.O report for information.

Carried

## 11. Motion to Move into a Closed Meeting

Moved by Ms. Bondy Seconded by Mr. Gibb

**That** the Board move into Closed session to discuss matters pertaining to identifiable individuals.

## 23/04

Carried

## 12. Reports

## A) 2023 Hours of Operation Report

Adam Craig provided a verbal report.

This report represents current hours of operations for all branches. Harrow and McGregor branches are the two branches operating in accordance to the enhanced community service model which revolves around the use of Open+. Open+ allows for patrons to enter and utilize the library during non-staffed

hours. The Comber branch will be following the same model once it reopens this year.

With the current operations of Open+, patrons from the Harrow community have requested more staffed hours at the branch. As a result, Administration will take this as an opportunity to survey and obtain statistical reviews for all branches.

#### 23/05

Moved by Ms. Desjarlais Seconded by Mr. Gibb

**That** the Board receive the 2023 Hours of Operation report for information; and approve the proposed change of hours for Harrow and McGregor branches.

**That** the Board approve the conduction of a friendly amendment study of open hours for good community services to ensure a viable library system that is accessible for all ages.

**Carried** 

## B) 2023 Essex County Library Board Meeting Schedule

The meeting schedule for 2023 was presented to the Board for approval.

## 23/06

Moved by Ms. Bondy Seconded by Mr. Gibb

**That** the Board receive the meeting schedule Report for information; and, approve the 2023 Essex County Library Board Meeting Schedule.

Carried

## C) 2023 Capital and Operating Budget Report

Prior to the verbal report made by Adam Craig, Ms. Bondy declared a conflict of interest as it pertains to the 2023 Capital and Operating Budget Report.

The budget presented to the Board has been submitted and received by County Council, awaiting approval by the ECL Board.

The budget accounts for a 0.05% increase from 2023.

In 2022, a 9-year Joint Job Evaluation pay equity settlement was finalized, impacting multiple job classes within the CUPE 2813 bargaining unit. Pay adjustments on current hourly rates were processed in December and the \$~154,000 increase per year, as a result, has been accounted for in the budget. Retro pay for all impacted, including past employees, totals to \$1.6 million. To account for this retro payment, the Library will be utilizing multiples financial sources. \$750,000 will be accessed through the ECL reserves funds. The Library received County Council approval to utilize their excess payroll accrual of \$505,000 if ECL accruals are insufficient. In addition, County of Essex Director of Financial Services/Treasurer recommends that the Library access \$310,000 from the ECL Rate Stabilization reserve funds. The Library has been provided with a timeframe of 1 year to produce retro payments.

The budget is mindful of information service needs and collections. In the past, the budget for this department has been underspent resulting in a 0% increase for 2023.

Programming and outreach have received an increase of \$12,000, totaling \$20,000 for 2023.

Branch upgrades and renovation are also accounted for in the budget. This includes the \$500,000 for the Tecumseh renovation and \$100,000 for the Comber renovation.

Technology infrastructure, security, website upgrade, and electronic resources are additional items addressed in the budget.

Total budget for 2023 is \$6.29 million.

## 23/07

Moved by Mr. Gibb Seconded by Ms. Desjarlais

**That** the Board receive the 2023 Capital and Operating Budget Report for information; and, approve the Essex County Library Capital and Operating Budget of 6.29 million dollars for 2023.

#### 13. Unfinished Business

There was no unfinished business.

#### 14. New Business

#### A) Public Reporting of Closed Meeting

Essex County Library Board transitioned into a closed meeting during this evening's meeting pursuant to Section 16.1 of the *Public Libraries Act*, R.S.O. 1990, as amended to discuss personal matters pertaining to identifiable individuals.

#### B) Motion

Mr. Gibb informed the Board that 2023 will be the 110<sup>th</sup> anniversary for the Amherstburg branch. He requested that the Board make a motion as it pertains to library staff collaborating with the Town of Amherstburg to recognize that milestone.

#### 23/08

Moved by Mr. Gibb Seconded by Ms. Segedin

**That** the Board approve the collaboration between Essex County Library and the Town of Amherstburg to recognize the 110<sup>th</sup> anniversary milestone for the Amherstburg branch.

**Carried** 

## C) Notice of Motion

There was no notice of motion.

## 15. Date and Location of Next Meeting

Date: Wednesday, February 22

Location: Essex County Civic Centre, Room C

## 16. Adjournment

Upon motion of Ms. Bailey and Mr. Gibb, the Chair declared the meeting adjourned at 7:28 PM.

Joe Bachettí (Original Copy Signed)

Essex County Library Board Minutes Regular Meeting Page **8** of **8** January 11, 2023

Joe Bachetti Chair – Essex County Library Board

Adam Craig (Original Copy Signed)

Adam Craig CEO/Chief Librarian, Essex County Library Secretary and Treasurer to the Board



## **Administrative Report**

## Office of the Director, Infrastructure & Planning Services

To: Warden MacDonald and Members of Essex County

Council

From: David Sundin, BA (Hons), LL.B.

**County Solicitor** 

Date: Wednesday, March 15, 2023

Subject: Acquisition of Parts 1 and 2 on Reference Plan 12R-

28989

Report #: 2023-0315-LCS-R03 -DMS

## **Purpose**

The purpose of this Administrative Report (the "**Report**") is to seek County Council approval to negotiate the purchase of the lands identified as Parts 1 and 2 on Reference Plan 12R-28989 (the "**Lands**"), for certain improvements at the intersection of County Road 46 and Rochester Townline Road, including the installation of a roundabout (the "**Project**").

## **Background**

The County is planning certain infrastructure improvements at the intersection of County Road 46 and Rochester Townline to be tendered and completed in the 2023 construction season. The Project to be completed includes the installation of a roundabout, for which additional lands will be required from private owners.

The County specifically requires the Lands identified as Parts 1 and 2 on Reference Plan 12R-28989, a copy of which is attached hereto as **Schedule** "A". The County believes that the owners of the Lands are willing to sell the lands to the County.

The County will also require Parts 3 and 4 on Reference Plan 12R-28989, but has not yet been able to contact the owner of those Parts.

A sketch of the proposed Project is attached hereto as Schedule "B".

#### **Discussion**

The County's long standing preference is to attempt to purchase lands when required rather than expropriate lands. A purchase completed between a willing buyer and a willing seller has often proven to be more cost effective and timely than the potential delays and uncertainty of the expropriation process.

With respect to the Lands in question, the County believes that the owners are willing to complete a transaction to sell the Lands to the County.

A further report to County Council will be required once it is confirmed as to whether the owner of Parts 3 and 4 is also willing to enter into a sales transaction.

## Financial Implications

County Council has previously approved amounts in the budget for completion of this Project. It is anticipated that the costs for acquiring the Lands will be covered under the budget for that Project.

## **Consultations**

In preparing this Report, I have consulted with the Finance Department, the County Solicitor, and the Interim CAO.

## Recommendation

That Essex County Council authorizes the purchase of the Lands described as Parts 1 and 2 on Reference Plan 12R-28989, providing the purchase of the said Lands are for the amounts previously approved by County Council per Report 2023-0315-LCS-R01-DMS, and authorizes the Clerk and the Warden to execute such documents as may be required to complete the purchase of the said Lands.

## **Approvals**

Respectfully Submitted,

David Sundin

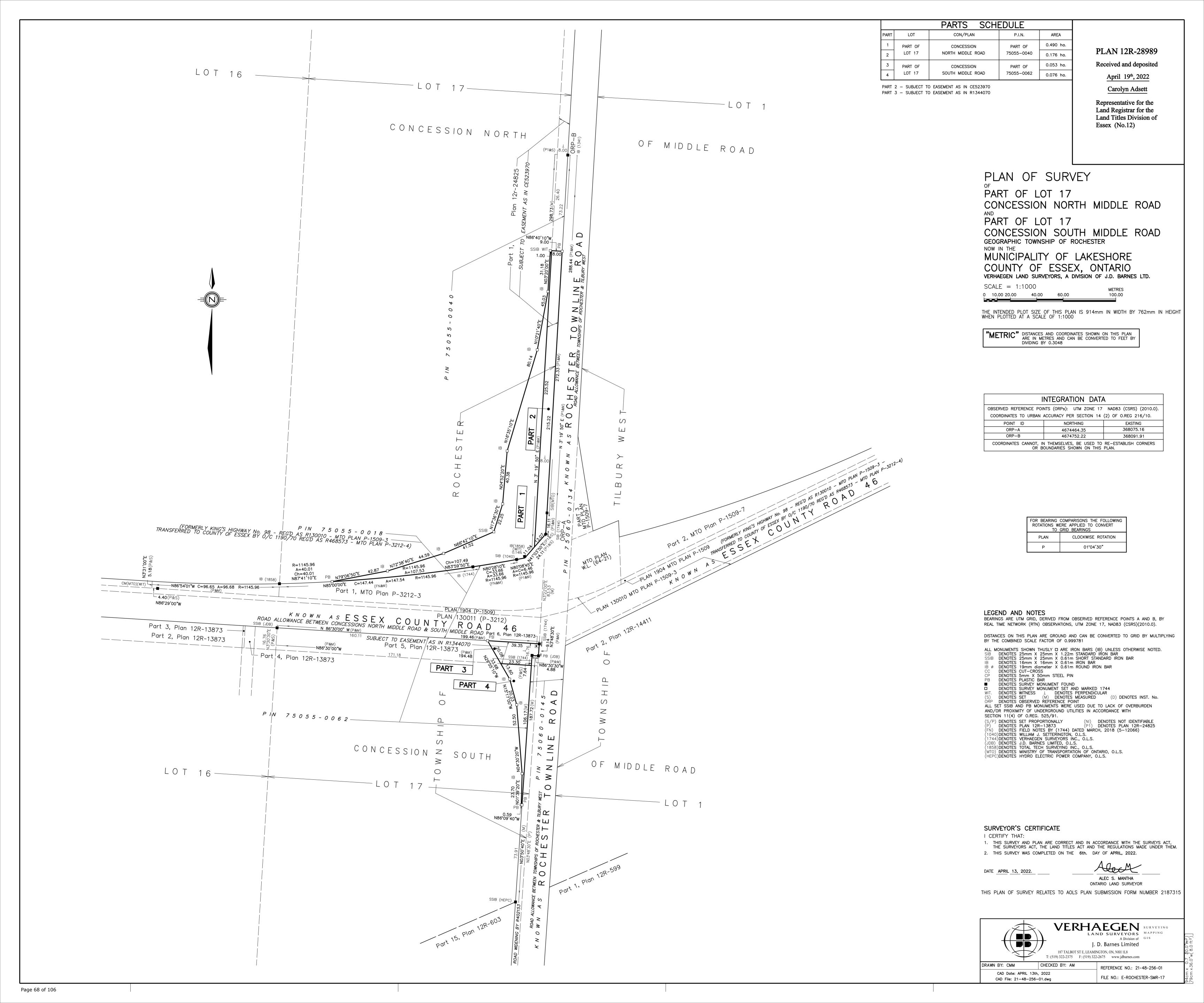
David Sundin, BA (Hons), LL.B., County Solicitor

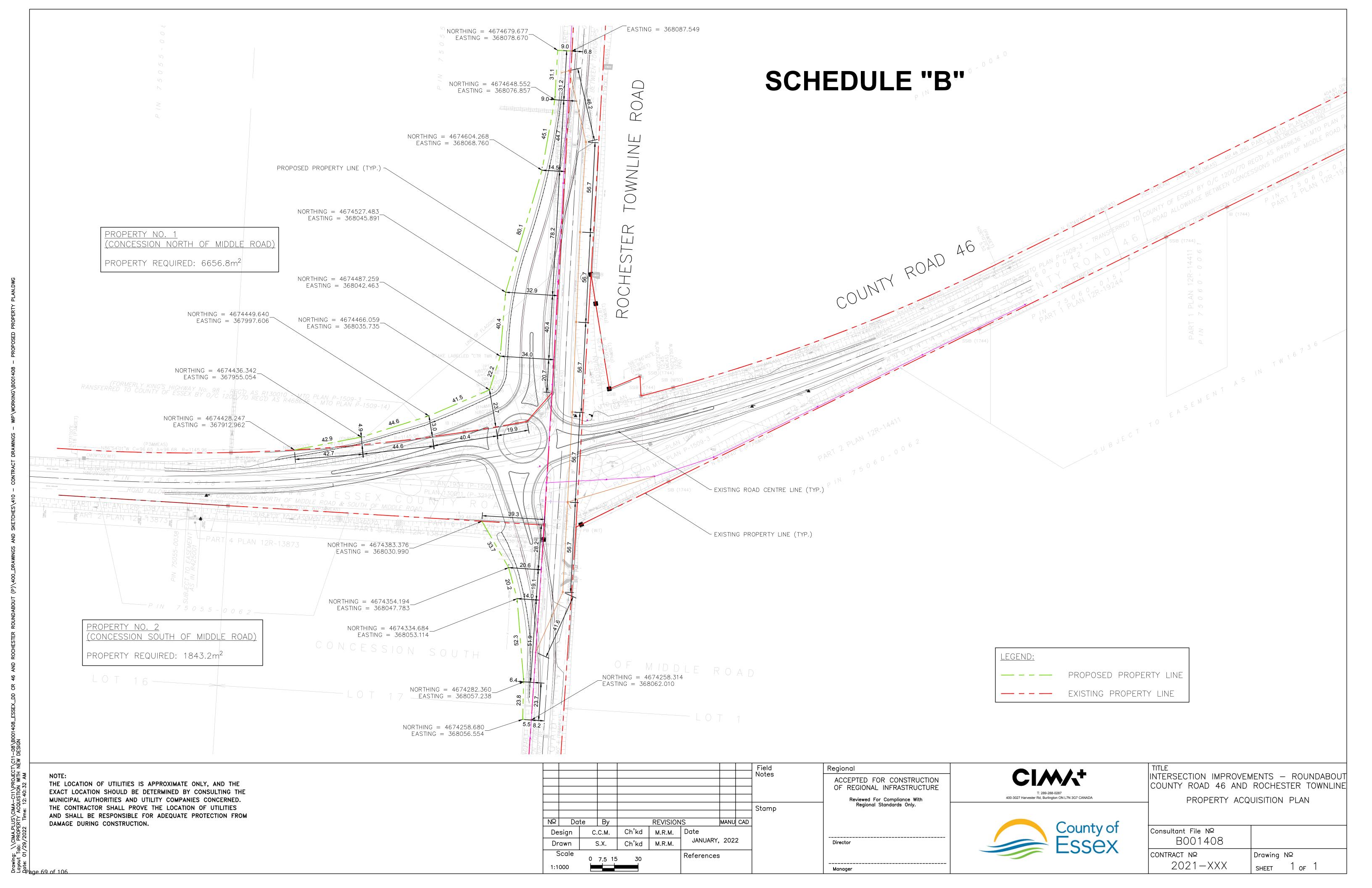
Concurred With,

Mary Birch

Mary Birch, Interim Chief Administrative Officer

<b>Appendix Number</b>	Title
Schedule A	Reference Plan 12R-28989
Schedule B	Proposed Project Plan







## **Administrative Report**

## Office of the Director, Human Resources

To: Warden MacDonald and Members of Essex County

Council

From: Gary Filiatrault, CHRL

**HR Business Partner, Human Resources** 

Date: Wednesday, March 15, 2023

**Subject:** Human Resources Annual Service Report 2022

Report #: 2023-0315-HR-R02-GF

## **Purpose**

For members of Essex County Council to receive a report outlining some key analytic data regarding the delivery of Human Resources (HR) services for the 2022 year. This is the first service report from HR for the new Council. It is intended to be an annual report. Please note the information contained within this report covers the annual period from January 1, 2022 – December 31, 2022.

## Background

Human Resources is a team of dedicated professionals responsible for the following HR functions within the organization (including EWSWA and some HR services for Essex County Library):

- Recruitment and Selection
- Training and Development
- Performance Management
- Employee Relations
- Labour Relations and Collective Bargaining
- Compensation and Benefits
- HR Systems, Reporting, and Data
- Health and Safety, Ability and Wellness

The work performed by the HR team has a meaningful impact on every department within the organization. The intention of this report is to provide some insight into the nature of the work performed.

#### **Discussion**

The following information represents data specifically for the year 2022.

## **Employee Demographics:**

- 1) Overall staffing level **900** total employees
  - 66 employees (CUPE 2974.1 Inside/Outside)
  - 319 employees (CUPE 2974.2 EMS)
  - 328 employees (CUPE 860 SPH)
  - 24 employees (Ontario Nurses Association SPH)
  - 33 employees (Teamsters)
  - 92 employees (Management and Non-Union)
- 2) Total Compensation Expense: \$63.4 million
- 3) Average Age: 42
- 4) Overall average Length of Service: 12 years

#### **Recruitment and Retention:**

- 1) 139 Departures
  - 70 Resignations
  - 11 Retirements
  - 15 Terminations
  - 43 Other
- 2) 89 job postings resulting in 142 new hires
- 3) 2800 individual applicants and over 170,000 job views
- 4) The 2-year retention rate for the County in 2022 was 66%

# Health & Safety, Benefits, and Pension, Wellness and Training and Development:

- 1) 50 people received first aid training
- 2) 19 individual ergonomic assessments were completed
- 3) 4 individuals completed the emerging leader's program
- 4) 31 individuals were approved for and started a program under our tuition reimbursement program

- 5) 780 employees are members of OMERS and 685 are included in one of our various benefit plans
- 6) 508 WSIB, STD, LTD and Medical Claims managed
  - 218 EMS
  - 23 COE
  - 267 SPH

## **Labour Relations and Collective Bargaining**

- 1) Successfully bargained two (2) agreements
- 2) Schedule for negotiating four (4) agreements in 2023
- 3) 37 grievances were filed
- 4) 2 Arbitrations (legacy)
- 5) 33% of STIPP Time Taken

## Recommendation

That Essex County Council receive the Human Resources Annual Services Report Number 2023-0315-HR-R02-GF.

## **Approvals**

Respectfully Submitted,

Gary Filiatrault

Gary Filiatrault, CHRL, Human Resources Business Partner

Concurred With,

Kristie Cronin

Kristie Cronin, CHRL, Director, Human Resources

Concurred With,

Mary Birch

Mary Birch, Interim Chief Administrative Officer



**The Corporation of the County of Essex -** HR Services Report 2022

# An HR team dedicated to:

"Optimize the Potential" of all County of Essex employees.



Page 74 of 106



Human Resources supports the work and well-being of more than **900 staff**, with total compensation expenses of **\$63.4 million**.

CUPE Local 2974.1

66

CUPE Local 860 **328** 

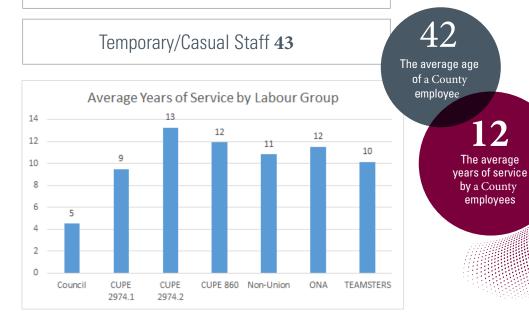
**ONA** Local 772 **24** 

Teamsters
Local 879
33

CUPE Local 2974.2 319

Management and Non-Union Staff

92



\*Note: This report focuses on data primarily collected for the fiscal period of January 2022 - December 31, 2022.







## Recruitment Compensation Benefits

Human Resources manages compensation and benefits for the entire County.

**780** 

685

approximate number of active members in the OMERS pension plans

members in the County Benefit Program

#### Compensation

The County of Essex offers competitive total rewards to recruit and retain top talent.

#### Recruitment and Retention

In 2022, the County saw the following:

 139
 Departures

 142
 New Hires

 89
 Job Postings

2800

Applicants

#### Retirement Tools and Support

The County of Essex employees participate in the OMERS pension plan with unique tools, calculators and information readily available at their finger tips.

A retirement workshop was offered on in 2022 to aid employees with retirement preparedness

employees attending retirement planning sessions in 2022

12

31

Tuition Reimbursement applications processed

## Tuition Reimbursement Program

The Tuition Reimbursement program is and example of the dedication and emphasis the County places on helping employees achieve their professional potential and enhance their capabilities.

#### Psychological Health and WellBeing

A psychologically healthy work environment supports employee engagement, worker health and well-being, recruitment and retention, productivity, effective risk management and corporate social responsibility. The supports provided by the County aim to foster mental wellness in you and those you know — including access to:

 FSEAP –Employee Family Assistance Program

Psychological Benefit Coverage

chological Benefit Coverage

First Aid Training

Ergonomic Assessements 50 First Aid program completions 19 ergonomic assessments

facilitated







## Labor Relations Ability and Wellness

Our team manages labor relations between the organization and its 5 union groups in addition to supporting the Essex County Library.

2

collective agreements bargained

4

collective agreements to bargain in 2023

### Collective Bargaining

We continue to plan for and bargain with each of our bargaining units with the goal of reaching agreements for each.

2 Legacy Arbitrations
218 EMS Claims
COE Claims
COE Claims

#### **Labor Relations**

Our department's goal is to continue to maintain and develop strong labor relations. This includes working with leaders to address issues as they arise and education on the collective agreements and their interpretation and application.

% of STIPP time taken

33

500+

WSIB Short and Long term claims

### Ability and Wellness

The goal within this program is to help ensure employees received the best chance of early and safe return to work after dealing with an occupational or non-occupational injury.

### Workplace Accommodation

Our ability and wellness specialists work with department leadership, union officials and employees to identify and implement opportunities for accommodated work in an effort to reduce lost time and increase return to work efforts.



Thank you!



### **Administrative Report**

#### Office of the Director, Human Resources

To: Warden MacDonald and Members of Essex County

Council

From: Kristie Cronin, CHRL

**Director, Human Resources** 

Date: Wednesday, March 15, 2023

**Subject:** Human Resources Policy Approval

Report #: 2023-0315-HR-R03-KC

#### **Purpose**

For Council to review and approve the following Human Resources Policies:

- 1. 2022-001 Right to Disconnect Policy
- 2. 2022-006 Electronic Monitoring of Employees Policy
- 3. 2023-001 Work-Life Integration (Non-Union Employees) Policy

### **Background**

- 1. The <u>Right to Disconnect Policy</u> (2022-001), attached as Appendix I, was previously approved by the Chief Administrative Officer and issued on March 1, 2022. This policy is legislatively required under the *Working for Workers Act, 2021* (which amended various pieces of provincial legislation) for organizations with more than twenty-five (25) employees. The requirement was for this policy to be in place by June 2, 2022. The policy before Council has one revision to the current policy, which is an updated link to the governing legislation.
- 2. The <u>Electronic Monitoring of Employees Policy</u> (2022-006), attached as Appendix II, was previously approved by the Chief Administrative Officer on October 7, 2022. This policy is legislatively required under the *Working for Workers Act, 2022* (which amended various pieces of provincial legislation) for organizations with more than twenty-five (25) employees. The requirement was for this policy to be in place by October 11, 2022. The policy before Council has one revision to the current policy, which is an updated link to the governing legislation.

3. The Work-Life Integration framework, attached as Appendix III, has been in place as a pilot program since September of 2021. The program continues to be monitored by the Senior Leadership Team. Several employee surveys were completed over this period, from both an employee and leader standpoint, and the program is considered to be very successful.

The framework has a number of options for non-union employees to balance their work and personal lives while achieving the County's objectives. The only modification throughout the pilot period was the increase from one (1) to two (2) days of remote work per week. The Work-Life Integration Policy (Non-Union Employees) (2023-001) before Council is unchanged from its current state in a pilot program.

#### **Discussion**

The policies being presented were implemented a number of months ago which ensured compliance with new legislation (in the case of the Right to Disconnect and Electronic Monitoring policies). No issues have arisen from their implementation.

The Work-Like Integration policy was originally piloted following the successful work from home experience created by the COVID 19 work from home requirements. It is acknowledged that not all employee positions lend themselves to having an opportunity to work from home. For those employee positions who can work from home periodically, however, this policy allows that opportunity and establishes the guidelines for doing that.

Discussions are ongoing at Senior Leadership Team about developing a pilot program applicable to unionized positions as well, where it is possible.

It is anticipated that the implementation of these types of policies will assist with employee attraction and retention.

Administration is available to respond to any questions as they related to the three policies before Council.

### **Financial Implications**

There are no additional financial implications to implementing these policies.

#### **Consultations**

- Information Technology Team (Electronic Monitoring of Employees Policy)
- Sandra Zwiers, Director, Financial Services/Treasurer (Electronic Monitoring of Employees Policy)
- David Sundin, County Solicitor (Electronic Monitoring of Employees Policy, Right to Disconnect Policy)
- Members of the Senior Leadership Team (All Policies)

#### Recommendation

That Essex County Council approves the Right to Disconnect Policy 2022-001, Electronic Monitoring of Employees Policy 2022-006, and the Work-Life Integration Policy (Non-Union) 2023-001.

### **Approvals**

Respectfully Submitted,

Kristie Cronin

Kristie Cronin, CHRL, Director, Human Resources

Concurred With,

Mary Birch

Mary Birch, Interim Chief Administrative Officer

<b>Appendix Number</b>	Title
Appendix A	2022-002 Right to Disconnect Policy
Appendix B	2022-006 Electronic Monitoring of Employees Policy
Appendix C	2023-01 Work Life Integration Policy (Non-Union)



### **Administrative Policy - Right to Disconnect**

Policy Number: 2022-001

Policy Type: Administrative Policy

**Approval Authority:** Essex County Council

Office of Responsibility: Human Resources

Issuance Date: 2022-03-01
Revised on Date: 2023-03-15
Scheduled Review Date: 2027-01-01

**Replaces Policy:** N/A

### 1.0 Purpose

The County of Essex prioritizes the health and well-being of employees, including their mental health. This Policy provides the framework for disconnecting from work, understanding that it is vital for a person's well-being to maintain a balance between their work and personal lives.

### 2.0 Scope

This Policy applies to all County of Essex employees and excludes members of County Council.

### 3.0 Right to Disconnect Policy

- 3.1 Disconnecting from work is defined as not engaging in work-related communications, including emails, telephone calls, video calls/conferencing or the sending or reviewing of other messages, so as to be free from the performance of work.
- 3.2 While technology allows the flexibility to work anywhere and at any time, the County recognizes that an always-connected work culture has the potential for psychosocial risks, such as anxiety, depression and burnout.

### **Right to Disconnect**

Policy Number: 2022-001

3.3 The County recognizes that employees have a right to disconnect from work and are under no obligation to answer emails, telephone calls, video conferencing or the sending and reviewing of messages outside normal working hours, unless there is an emergency, emerging crisis or agreement within a Job Description, such as having to be "on-call" for a set schedule or to be available for "call in."

For some County staff, it is a requirement of their role to be a contact in emergency situations. These employees are aware of this requirement and will be contacted by phone call in such situations when it is warranted and immediate attention is required.

- 3.4 While the right to disconnect is vital, it is also important to be mindful that situations can arise where it is not possible to deal with matters during normal working hours. There may, on occasion, be unavoidable situations when it is necessary to contact employees outside of normal working hours, including but not limited to:
  - Fill in at short notice for an unscheduled absence of a team member;
  - Attend to urgent unforeseeable circumstances which may arise;
  - Attend to an emergency which may arise;
  - Attend to urgent operational matters requiring contact out of normal working hours; and
  - HR Wellness team contact regarding facilitation of attendance wellness program/safe return to work/workplace accommodation.

### 3.5 Role of the County

- Ensure employees are aware of their required working hours and the terms and conditions of their employment, including what their normal working hours and schedules are reasonably expected to be.
- Support and encourage employees in taking their rest periods and vacation time/time off.
- Ensure all employees receive a copy of this Policy within thirty (30) days of being in effect and all new hires are provided with a copy during orientation.

Policy Number: 2022-001

 Communicate to all employees any updates/revisions to the Policy within thirty (30) days of the revised policy taking effect.

#### 3.6 Role of the Employee

- Manage their working time while at work.
- Take reasonable care to protect their safety, health and welfare, and the health and safety of co-workers.
- Be mindful of co-workers, and all others, right to disconnect (e.g., by not routinely emailing or calling outside normal working hours).
- Be conscious of their work pattern and aware of their workrelated well-being, and remedy if necessary.
- If unable to disconnect, discuss with their Manager/Supervisor.

#### 3.7 Role of Management

Managers/Supervisors have the most interaction with their employees. It is important they:

- Ensure the employees within their team are able to disconnect from work outside of normal working hours.
- Should an employee have concerns surrounding their working time, or be unable to disconnect from work, it is important that this is brought to the attention of their immediate supervisor in order to try to resolve any concerns.
- Be mindful of times emails are sent and should they notice that a member of their team is sending emails at odd hours or are logging in excessively, they should speak to the employee as soon as possible, as this may indicate they are finding it difficult to manage their workload during normal working hours.

### 3.8 Working Hours

Employee's working hours will naturally vary within the County and each individual's working hours are set out in their terms and conditions of employment. All employees have the right to disconnect from work outside of their normal working pattern.

Policy Number: 2022-001

#### 3.9 Communications

It is important all employees' personal time is respected, and everyone has the right to disconnect from work outside normal working hours. Therefore, where possible, emails and other communications should be checked and/or sent only during normal working hours, whilst also appreciating that where work patterns differ, some employees may send communications at a time which is inconvenient to others (i.e., where one employee works during the weekend and another does not). Where this is the case, the sender should consider the timing of their communication and understand that the recipient will not be expected to respond until their return to work.

Where a Manager/Supervisor/colleague/subordinate sends communications outside normal working hours, unless business and operational needs dictate that an immediate response is required, email recipients should not feel the need to respond immediately to communications received outside normal working hours.

#### 3.10 Automatic Replies

All employees are required to activate an automatic response when taking vacation or time off. The response should advise the sender that the employee is off, including the start and end date and that the employee will respond to their email upon their return and/or provide alternative contact.

#### 3.11 Meetings

It is important that virtual and face-to-face communication is also respected and, in this regard, all employees should be mindful of the time of those whom they are inviting to attend a meeting.

Be respectful of normal working hours and do not set meetings outside of typical core hours (i.e. 9 a.m. to 4:30 p.m. Monday to Friday) or during the typical lunch period (i.e. 12 p.m. to 1 p.m.). Core hours and lunch may vary based on the individual departmental operations within the County.

#### 3.12 Use of Technology

Some employees, depending on their role, may be provided with technological devices such as cellular phones, laptops, etc.... It is important to be aware that these are provided to employees to allow

### **Right to Disconnect**

Policy Number: 2022-001

flexibility in how such employees complete their work. This does not imply that the employee should make themselves available for work at all times.

#### 3.13 Employee Well-being

Healthy and well employees are crucial for the County to deliver its mission and to support the community in which we work and live. Having a work life balance reduces stress, improves mental health and reduces the risk of burnout. For these reasons, all employees are encouraged, including when working from home or when flexing their hours, to be proactive and book time with family/friends or engage in an activity after their normal working day in order to allow themselves to disengage.

In addition, it is important when working from home or working a flexible schedule to monitor working hours and take breaks.

#### 4.0 Contact

Should an employee be experiencing any challenges in disconnecting, they should raise questions and discuss with their Manager/Supervisor immediately in order to find a resolution or reach out to a member of the Human Resources Team.

### 5.0 Amendments and Compliance with Applicable Law

This Policy may be amended from time to time by the County of Essex as it deems necessary or appropriate, as relevant circumstances change, and at all times will be applied in accordance with <u>Working for Workers Act, 2021</u>, all other applicable law, and collective agreements.

#### 6.0 References

- 1. Working for Workers Act, 2021
- 2. Collective Agreements (Unionized Employees)
- 3. 2023-001 Work-Life Integration Policy (Non-Union Employees)
- 4. 94-012 Non-Union Overtime Policy

### **Right to Disconnect**

Policy Number: 2022-001

#### 7.0 Amendments

This Policy may be amended from time to time at the Corporation's sole discretion. In the event the Corporation amends the Policy, it will provide an amended copy of the Policy to employees as soon as possible, and in any event within any timelines provided for by the provisions of the legislation.

### 8.0 Summary of Amendments

Date	Amendment(s)
2023-03-15	Approved by Council (Pending)

### **Appendices**

None



### **County of Essex Policy and Procedures Manual**

### **Electronic Monitoring of Employees Policy**

Policy Number: 2022-006

Policy Type: Administrative Policy

**Approval Authority:** Essex County Council

Office of Responsibility: Human Resources

Issuance Date: 2022-10-07
Revised on Date: 2023-03-15
Scheduled Review Date: 2027-01-01

**Replaces Policy:** N/A

#### 1.0 Introduction

Technology and the internet are important and invaluable resources for the Corporation of the County of Essex (the "**Corporation**") that are utilized by employees of the Corporation on a daily basis for the Corporation's operations. This Electronic Monitoring of Employees Policy (the "**Policy**") is being implemented pursuant to and as required by the *Employment Standards Act*, 2000, S.O. 2000, c. 41 (the "**ESA**").

The Corporation places high importance on the trust relationship it has with its employees, and the purpose of this Policy is to ensure that all employees are fully aware of the Corporation's ability and intent to electronically monitor employees, and the Corporation's ability and intent to use information obtained through electronic monitoring. However, the aim of this Policy is also to balance the Corporation's responsibility for accountability and transparency with the reasonable expectations of the Corporation's employees regarding electronic monitoring.

This Policy will outline the scope of the Corporation's electronic monitoring (i.e., the devices and third-party software the Corporation will monitor), the purpose of such monitoring, and information on how such monitoring will be conducted.

#### 2.0 Purpose

To establish a written policy identifying all methods the Corporation employs to electronically monitor employees. For each method of electronic monitoring, this policy will establish the manner in which the Corporation may electronically monitor employees, the frequency and method of collection of data, and the purpose for which the information obtained through electronic monitoring is being collected by the Corporation.

#### 3.0 Scope

This Policy applies to all volunteers and employees of the Corporation (including probationary employees and employees of the Corporation that are managed by the Essex Windsor Solid Waste Authority).

This Policy does not apply to the Essex County Library Board, with employees working for the Essex County Library Board being governed by policies established by its Board directly.

The Corporation may electronically monitor any employee activity and interaction on all Corporation-provided electronic devices, applications, and software and on any online forum, including, but not limited to:

- Computers and laptops;
- Office email;
- Office calendar;
- County Connect;
- Cellular phones;
- Any applications or software provided by the Corporation for use by employees;
- Any tools provided by the Corporation that have embedded sensors;
- Vehicles provided for use by the Corporation; and
- Social media.

The Corporation may also electronically monitor any employee's publicly visible activities and interactions online, including such activities on social media platforms and forums that do not directly relate to the Corporation.

The Corporation retains the absolute discretion to commence or conclude any process of electronic monitoring at any time, as permissible by applicable laws. For further clarity, electronic monitoring may be continuous, ad hoc or time-limited, and the Corporation is not under any obligation to and will not provide further notices in advance of any period or circumstance of active electronic monitoring or the cessation of monitoring.

### 4.0 Definitions/Glossary

In addition to any other terms defined in this Policy, the following terms have the meanings assigned below:

- "Electronic Monitoring" means the collection, analysis, and use of information via periodic, systemic, and/or regular reviews, observation, or investigation through electronic means.
- "Employee" means "employee" as defined by the ESA.
- FOI means Freedom of Information.
- GPS means Global Positioning System.
- km means kilometers.
- **MFIPPA** means *Municipal Freedom of Information and Protection of Privacy Act*.

### **5.0** Electronic Monitoring

#### 5.1 **Purpose of Monitoring**

The Corporation may undertake electronic monitoring for a targeted purpose such as investigations, audits, productivity assessments, and performance assessments, to ensure compliance with the policies of the Corporation, protection of the reputation of the Corporation, and/or compliance reviews. Alternatively, the Corporation may undertake electronic monitoring at any time and circumstance, at its own discretion, as part of its due diligence relating to the preservation of any Corporation records, assets, or employee activity for either statutory or internal record-keeping purposes.

The Corporation may and will use the information obtained through electronic monitoring for any lawful purpose. The Corporation may

conduct electronic monitoring for the purposes of any ongoing or anticipated legal, regulatory or investigative proceedings.

The Corporation may undertake electronic monitoring or use information obtained from same to satisfy any of its duties at law, including any duty under the *Human Rights Code*, R.S.O. 1990, c. H.19, the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1, or any other law. Further, in accordance with Section41.1.1(7) of the ESA, nothing in the ESA or this Policy affects or limits the Corporation's ability to use information obtained through electronic monitoring of its employees.

The Corporation will not disclose any information gathered through electronic monitoring to any third party except as reasonably required and/or as permitted or required to do so by law.

#### 5.2 **How Monitoring is Conducted**

Routine monitoring will be conducted by only the personnel of the Corporation required to do so, with management specifying which personnel is required to conduct routine monitoring of the Tools/Systems outlined in Section 5.3 below.

Targeted monitoring will be authorized by only the Director of Human Resources and/or the CAO. Targeted monitoring will be conducted by only the personnel of the Corporation required to do so by the Director of Human Resources and/or the CAO, or, on an as-needed basis, and at the sole discretion of the Director of Human Resources and/or the CAO, the Corporation may engage third party providers to conduct targeted monitoring or analysis.

The Corporation's management, and others as may be designated by management from time to time as per the terms above, have administrator privileges and control and developer access over all Corporation-provided devices, forums, networks and media as listed herein. The Corporation may at any time use such privileges and access to monitor any activity in a routine, targeted, or *ad hoc* manner.

The Corporation will only monitor an employee's publicly available online activities by conducting general or targeted internet searches of employee activities, or by reviewing an employee's public profile, publications, or postings on any publicly accessible forum, network or media.

### 5.3 **Methods of Electronic Monitoring**

Tool/System	Frequency	Method	Primary Purpose
Access Cards/Fobs	Each Use	An electronic sensor enables access to the facilities of the Corporation, which use creates a record each time an authorized user scans their fob and enters the facility	Facility Security
Network Log- In Credentials & Multi-Factor Authentication	Each Use	Passwords and confirmation of user through a secondary device permits access to the network of the Corporation, which login creates a record each time a user logs into the network	Network Security
Network Performance Monitoring Tools/ Firewalls/ VPN	Continuous	Tools that record network traffic occurring between workstations, servers, the internet, etc. to monitor network security and troubleshoot issues wit network accessibility by users	Network Security

Tool/System	Frequency	Method	Primary
			Purpose
Email	Continuous	Exchange Logs and Barracuda Cloud Control Logging and other tools creates a record each time an email is sent or received using the Corporation's domain	Meeting MFIPPA and FOI obligations, Network Security, and Business Continuity
Internet Usage	Continuous	Umbrella Web Filter and LogMeIn/Goto among other potential applications track internet usage including websites visited each time a user accesses the internet	Network Security
County Connect	Continuous	Umbrella Web Filter tracks usage of County Connect, with posts created by users being visible to all other users	Employee Engagement
Payroll and HR Software	Continuous monitoring with more targeted monitoring as may be required	Employee payroll and HR data are housed on third-party software and accessed by employees, their supervisors, management, HR and payroll as required to administer pay and benefits	Network security, meeting employment obligations to employees, and protecting employee's personal information

Tool/System	Frequency	Method	Primary
1001/ System	riequelicy	Method	Purpose
Cell Phone/Mobile Device Usage, Location Tracking, and Investigations	Continuous with more targeted analysis of individual data being implemented when there are reasonable grounds to do so	Telus billing and MDM are utilized to track usage, while location services enabled on mobile devices being used to locate missing assets and/or document unsanctioned employee activities	Asset Security, monitoring Plan Design for budgetary purposes
Telephone Usage	Continuous with more targeted analysis of individual data being implemented when there are reasonable grounds to do so	Mitel is utilized to track usage	Monitoring Plan Design for budgetary purposes
Laptop / Workstations	Continuous with more targeted analysis of individual data being implemented when there are reasonable grounds to do so	VPN, Powershell, PSTools, and other tools may be implemented from time to time to track usage and location, which may be used to locate missing assets and/or document unsanctioned employee activities	Meeting MFIPPA and FOI obligations, Asset and Network Security, and Business Continuity, and monitoring asset base for budgetary purposes

Tool/System	Frequency	Method	Primary Purpose
Driver's Abstracts	As needed	Driver's Abstracts are accessed through ARIS/MTO for employees required to operate Corporate Fleet Vehicles or Equipment, and may be used to determine if an employee is meeting their obligations to have a certain designation or clear record as part of their employment with the Corporation	Asset Security, Insurance Obligations, Liability Concerns
GPS	Continuous with more targeted analysis of individual data being implemented when there are reasonable grounds to do so	Sensors may be installed on Corporation owned vehicles or devices to detect and report on usage, location, driver behaviour, engine diagnostics, and maintenance requirements, which may be used to assist the Corporation in defending liability claims for personal injury matters, and may be used to document unsanctioned employee activities	Asset Security, Fleet Management, Driver Safety and Security, Legal Defense, and Minimum Maintenance Standards Documentation

Tool/System	Frequency	Method	Primary Purpose
Video Surveillance (Facility)	Continuous	Cameras record video footage of specific areas around and within the Corporations' facilities	Facility Security
Video Surveillance (Investigatory)	When there are reasonable grounds to suspect unlawful activity or beach of employment obligations	Private investigations may be conducted and third-party investigators may be retained to document employee activity both within and outside of facilities of the Corporation to document unsanctioned employee activities for which employee discipline may be warranted	Investigation of Employee Misconduct
File Access / File Creation	Continuous with more targeted analysis of individual data being implemented when there are reasonable grounds to do so	Various software and applications are used to create files which files contain metadata including author, individuals who have accessed the file, and dates for same	Network Security, File Security, Meeting MFIPPA and FOI obligations, and Business Continuity

Tool/Systems	Drive a ····		
Tool/System	Frequency	Method	Primary Purpose
Software and Application Usage	Continuous with more targeted analysis of individual data being implemented when there are reasonable grounds to do so	Various software and applications are provided by the Corporation which have various tracking and data collection tools embedded	Network Security, File Security, Meeting MFIPPA and FOI obligations, and Business Continuity
Fuel Usage	Continuous with more targeted analysis of individual data being implemented when there are reasonable grounds to do so	Fuel usage is tracked primarily using Gasboy, which tracks usage on behalf of the Corporation	Asset Security, Fleet Management, safeguarding the Corporation's fuel inventory, expense tracking and monitoring for budgetary purposes
km Usage	Continuous with more targeted analysis of individual data being implemented when there are reasonable grounds to do so	Manual Logs and Odometer Readings are used to track km usage	Asset Security, Fleet Management, Fleet Repair and Maintenance, Personal Use Billing, and monitoring for budgetary purposes
Response Time	Continuous but limited to employees of EMS	Interdev is used to track response times	Legislative Reporting Requirements, Operational Master Plan Input, and monitoring for budgetary purposes

### **6.0** Responsibility of Management

It is the responsibility of management under this Policy to:

- review the methods of electronic monitoring to ensure the list is complete and accurate;
- provide all employees with updates to this Policy in accordance with the timelines provided for by the ESA, as amended; and
- retain the Policy in accordance with the requirements specified by the ESA, as amended.

### 7.0 Responsibility of Employees

It is the responsibility of employees under this Policy to:

- not obstruct the collection of electronic data identified in this Policy;
   and
- not falsify data or modify/disable data collection tools.

### **8.0** Related Documents/Legislation

This Policy is meant to be read in conjunction with all applicable legislation and other policies of the Corporation that may be in place from time to time, including, but not limited to the legislation and policies noted below:

- Employment Standards Act, 2000;
- Working for Workers Act, 2022;
- Corporate Policy 2001-001 Technology Use Policy;
- Corporate Policy 15-001 Video Monitoring Policy; and
- Corporate Policy 1993-001 Employee Code of Conduct.

#### 9.0 Amendments

This Policy may be amended from time to time at the Corporation's sole discretion. In the event the Corporation amends the Policy, it will provide an amended copy of the Policy to employees as soon as possible, and in any event within any timelines provided for by the provisions of the ESA.

#### **Electronic Monitoring of Employees Policy**

Number: 2022-006

### **10.0 Summary of Amendments**

Date	Amendment(s)
2023-03-15	Approved by Council (Pending)

### **Appendices**

None



### **County of Essex Policy and Procedures Manual**

### **Work-Life Integration (WLI) - Non-Union Employees**

Policy Number: 2023-001

**Policy Type:** Corporate Policy

**Approval Authority:** Essex County Council

Office of Responsibility: Human Resources

**Issuance Date:** 2023-03-15 (Pending)

Revised on Date: N/A

**Scheduled Review Date:** 2027-01-01

**Replaces Policy:** N/A

#### 1.0 Introduction

The Corporation of the County of Essex (the County) is committed to offering flexible work arrangements for non-union employees, depending on their roles and responsibilities. It is recognized that some roles, due to their essential nature, are not able to utilize this policy.

### 2.0 Scope

This policy/procedure pertains to all non-union employees of the Corporation of the County of Essex, depending on the nature of the role requirements and in consultation with the applicable Leader and Department Head. Employees who are in training, may not be eligible during their training period.

### 3.0 Purpose/Description

To create a policy that provides custom flexibility that enables accountability within our organization. With the continued merge and integration of work and life, the objective is to find the right balance between both daily flexibility and custom flexibility that drives individual accountability. The approach is to achieve the most flexible design desired by both the County and our employees, with full consideration for roles, responsibilities & accountabilities.

We know these considerations are different for every role, so not every flexible design will always work for every employee within our various departments.

We seek to inspire and trust our people to do what they think is best for the County, giving flexibility, empowerment and information in support of decisions and actions. In turn, we expect a sense of responsibility and accountability that drives great work that benefits both employees and the County.

#### 4.0 Policy/Procedures

#### 4.1 **Daily Flexibility**

The daily approach to WLI is to provide as much flexibility as possible. Commitments such as appointments, last minute schedule changes or sick family members are all a part of life. We encourage independent decision making and openness between employees and their Leader to make sure they feel supported. As circumstances change and situations arise, employees may be able to utilize daily flexibility in their start time, work hours or work location to accommodate needs.

With the promotion of individual empowerment, the expectation is individual accountability and results that will provide the necessary balance.

### 4.2 **Custom Flexibility**

Providing options for people to design a flexible, unique approach, aligns with our belief that WLI at the County is key to the achievement of both organizational and personal goals.

The following options seek to provide flexible options with full consideration for roles, responsibilities, and accountabilities. These considerations are different for every role, so not every flexible design will work for every employee or for every department within the organization.

Options	Description
Flexible Location	Flex the work location up to two days a week
Flexible Start Time	Flex the start and end times of the workday
Flexible Work Period	Flex the regular work hours during a two-week period - working the total
	hours within that time period

#### 4.3 **Application Process**

Employees interested in taking part in a WLI should follow the process as set out below:

- 4.3.1 Review the options in 4.2.
- 4.3.2 Complete a Self-Assessment (Appendix 1).
- 4.3.3 Complete a WLI Proposal based on Self-Assessment Results (Appendix 1).
- 4.3.4 WLI Proposals should be emailed to an employee's Leader for consideration of support. Leaders will review all WLI Proposals with Department Heads for their approval.
- 4.3.5 If changes are required, an employee should review and resubmit their WLI Proposal and secure support from their Leader and subsequently Department Head approval.

#### 5.0 Amendments

This Policy may be amended from time to time at the Corporation's sole discretion. In the event the Corporation amends the Policy, it will provide an amended copy of the Policy to employees as soon as possible.

### **6.0** Summary of Amendments

Date	Amendment(s)
2023-03-15	Approved by Council (Pending)

### 7.0 Appendices

- 1. Self-Assessment/WLI Proposal
- 2. Frequently Asked Questions



### APPENDIX 1 – SELF ASSESSMENT AND WLI PROPOSAL

#### **SELF-ASSESSMENT**

These questions are meant to guide thoughts and conversation. Reflect on and answer each question. Your ability to accurately self-assess your role and your request, will ultimately impact your Leader's ability to support your request.

Does my role allow for independent work?		Somewhat	No	N/A
(Consider the degree to which you can work independently, reflect that				
consideration in your WLI proposal. )				
Are there cyclical periods during a week, month or year that would result in		Somewhat	No	N/A
your proposal negatively impacting COE?				
Will my key accountabilities, work deadlines, & achievement milestones be	Yes	Somewhat	No	N/A
easy to measure and communicate to my Leader with my proposal?				

#### WILL MY WLI PROPOSAL....

Affect my ability to support my customer/clients (internal & external)?	Yes	Somewhat	No	N/A
Affect the coverage & support within the department?	Yes	Somewhat	No	N/A
Affect coworkers?	Yes	Somewhat	No	N/A
Affect any projects I am a part of?	Yes	Somewhat	No	N/A
Affect my ability to supervise and lead my team?	Yes	Somewhat	No	N/A
Affect my ability to collaborate & work effectively with my team?	Yes	Somewhat	No	N/A
Affect productivity and efficiency?	Yes	Somewhat	No	N/A

#### **CUSTOM WORK LOCATION:**

Does my role require the use of equipment and/or technology I won't be able to access offsite?	Yes	Somewhat	No	N/A
Do I have a safe, ergonomically proper, and comfortable space to work	Yes	Somewhat	No	N/A
from?				
Do I have the ability and quiet non-distracting space to hold video calls or	Yes	Somewhat	No	N/A
conferences?				
Will I still be compliant with our privacy & security polices?	Yes	Somewhat	No	N/A





	FLEX LOCATION	FLEX TIME	FLEX WORK PERIOD
TYPE OF FLEX			
LENGTH REQUESTED (1, 3, 6 months)			
PROPOSAL DETAILS			
POTENTIAL CONCERNS & MITIGATION			
TECHNOLOGY REQUIRED (IF APPLICABLE)  *WLI should not have a significant impact financially to COE and any request will need to be reviewed by IT.			

I have read and understand the Work Life Integration	n Framework and Guide and agree to the
terms and conditions (the fine print below) indicated	in this proposal/ arrangement.
Employee Signature:	_ Leader Signature:
Department Head (Approval):	

#### **The Fine Print:**

- 1. This is a mutual voluntary flexible agreement and can be amended or discontinued by either party at any time with reasonable notice.
- 2. Adjustments to the design will be made on occasion in order to meet business emergencies, operational demands, project requirements, and learning and development sessions.
- 3. No design will result in banked lieu time, paid overtime, additional expenses or costs to the County.
- 4. The flexible work arrangement must be compliant with all legislative requirements including the Employment Standards Act and the Occupational Health and Safety Act.
- 5. The flexible work arrangement must be compliant with all County policies, procedures and guidelines including Privacy & Security

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### <u>APPENDIX 2 – FREQUENTLY ASKED QUESTIONS</u>

#### 1. CAN MY REQUEST BE DENIED?

The County of Essex is responsible for setting work schedules and can deny a request for business reasons. Flexibility in work schedules and times is a voluntary arrangement between the employee and COE.

## 2. CAN I USE MULTIPLE FLEXIBLE OPTIONS AT ONCE? FOR EXAMPLE, FLEXIBLE START TIME AND FLEXIBLE LOCATION

As long as you're following the guidelines, and your Leader and Department Head support your design proposal, you're all set.

#### 3. CAN I FORGO MY BREAKS AND SHORTEN MY DAY?

We believe it's important to take an effective break in your day to refresh and re-group, it's part of wellness. Our philosophy is to encourage your breaks. Reducing this break from time to time (no more than 1x per week) is understandable and okay. Building no lunch or reduced lunch into proposal design is not.

## 4. WHAT IF NONE OF THE OPTIONS SEEM TO FIT MY NEEDS OR THE NEEDS OF MY DEPARTMENT?

If you or your department need more options, work with your Leader and HR Consultant to create the right design for you. If your role is essential, it is understood that this framework, unfortunately, may not apply.

#### 5. DO I TRACK MY FLEXIBLE SCHEDULE IN TIME MANAGER/COUNTY TIME SHEETS?

Tracking your flexible schedule in the system is not necessary, it's between you and your Leader. Leaders might have specific requests for tracking and you need to find what works best to ensure you are accountable for working your total hours within the work period.

#### 6. WHAT HAPPENS WHEN I CALL IN SICK OR TAKE A VACATION DAY?

Vacation and other days like sick days are based on your regular work day. For example, if you take a vacation day or a sick day on a day you were scheduled to work a flex (either more or fewer hours) you will be paid your regular hours (vacation or sick time) and your schedule will need to be adjusted for the two-week period to ensure you're meeting your total workweek hours.

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#### 7. HOW DO I REQUEST DAILY FLEXIBILITY?

Daily Flexibility is ad-hoc, situational flexibility and therefore not planned far in advance. This type of request is dependent on your role and may or may not be feasible based on business needs. Speak with your Leader about whether this might be an option.

#### 8. CAN I WORK FROM 10 PM TO 6 AM? OR SATURDAY & SUNDAY?

We want to make sure staff are working as close to regular business operating hours (for their role or department) as possible. For some roles, weekend and evening work (i.e. Sun Parlour Home) would be part of flex time.

## 9. CAN I SUBMIT THE COSTS FOR MY HOME INTERNET PROVIDER OR OTHER COSTS THROUGH AN EXPENSE REPORT?

Working from a flexible location is voluntary and cannot create additional costs for the COE. Since working remotely is a choice, you are responsible for ensuring you have the right work tools at home or elsewhere to work effectively and efficiently. In addition, COE will not be issuing a T2200 as working from home is not a requirement.

## 10. CAN I WORK FROM HOME TO BE AVAILABLE TO A SICK FAMILY MEMBER OR CARE FOR A CHILD?

Un-planned, last-minute things happen, we get it. Taking care of your family is a part of our culture. Plan accordingly and communicate transparently. Taking care of a family member from time to time is part of daily flexibility. Regardless of your work location, it is expected that during your working hours you are available and working.



# The Corporation of the County of Essex By-Law Number 2023-11

## A By-law to Confirm the Proceedings of the Council of the Corporation of the County of Essex for March15, 2023.

Whereas under the Section 5(1) of the Municipal Act, 2001, c.25 as amended, the powers of a municipality shall be exercised by its Council; and

Whereas under 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 the proceedings of the Council of The Corporation of the County of Essex, at this meeting be confirmed and adopted by by-law;

Now therefore the Council of the Corporation of the County of Essex hereby enacts as follows:

- That the actions of the Council of The Corporation of the County of Essex in respect of all recommendations in reports of committees, all motions and resolutions and all other action passed and taken by the Council of The Corporation of the County of Essex, documents and transactions entered into during the March 15, 2023, Regular and Closed Meetings of Council, is hereby adopted and confirmed as if the same were expressly embodied in this By-law.
- That the Warden and proper officials of The Corporation of the County of Essex are hereby authorized and directed to do all the things necessary to give effect to the action of the Council of The Corporation of the County of Essex during the said March 15, 2023, Regular and Closed Meetings referred to in Section 1 of this By-law.

3) That the Warden and the Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-law and to affix the Corporate Seal of The Corporation of the County of Essex to all documents referred to in said Section 1.

This By-law shall come into force and take effect after the final passing

Read a first, second and third time and Finally Passed this Fifteenth day of March, 2023.

Hilda MacDonald, Warden
Mary S. Birch, Clerk

#### **Clerk's Certificate**

I, Mary S. Birch, Clerk of the Corporation of the County of Essex, do hereby certify that the foregoing is a true and correct copy, of **By-law Number 2023-11** passed by the Council of the said Corporation on the **Fifteenth day of March, 2023.** 

Mary S. Birch, Clerk Corporation of the County of Essex