

**THE CORPORATION OF THE MUNICIPALITY OF
CHATHAM-KENT**

CHATHAM-KENT COUNCIL MEETING

COUNCIL CHAMBERS, CHATHAM-KENT CIVIC CENTRE

November 14, 2011

4:00 P.M.

1. CALL TO ORDER

The Acting Mayor called the meeting to Order.

Present were: Acting Mayor Steve Pinsonneault, Councillors Bondy, Crew, Faas, Fluker, Gilbert, King, Myers, Leclair, Robertson, Stirling, Sulman, and Vercouteren

Absent: Councillors Herman, Brown, Parsons, Wesley and Mayor Randy Hope

**2. DISCLOSURES OF PECUNIARY INTEREST
(DIRECT OR INDIRECT) AND THE GENERAL NATURE THEREOF**

3. SUPPLEMENTARY CLOSED SESSION AGENDA ITEMS

4. RECESS TO CLOSED SESSION

5. ADJOURNMENT OF CLOSED SESSION

6. APPROVAL OF SUPPLEMENTARY AGENDA

There was no supplementary agenda.

**7. DISCLOSURES OF PECUNIARY INTEREST (DIRECT OR
INDIRECT) AND THE GENERAL NATURE THEREOF**

Councillor Bondy declared a conflict of interest with Item 13(a) as the report is recommending a heritage designation for his home.

8. PLANNING

The Clerk reviewed the procedure to be followed during the planning meeting. Mr. Robert Brown, Storey Samways Planning Ltd. explained for members of the public that if any person or public body that files an appeal of a decision of The Corporation of the Municipality of Chatham-Kent in respect of a proposed planning application does not make any oral submission at the public meeting or any written submission to The Corporation of the Municipality of Chatham-Kent before the proposed Zoning By-law

Amendment is approved, the Ontario Municipal Board may dismiss all or part of the appeal.

She also advised that information on Council’s actions would be published on the municipal website (www.chatham-kent.ca). All persons receiving notice of this meeting will receive a Notice of the Passing of a By-law, relating to any of the planning applications presented here tonight, if approved, including appeal procedures. Any other person who wishes to receive a Notice of Passing or a Notice of Council’s decision must submit a written request to the Municipal Clerk.

- a) Removal of the “H” – Holding Symbol (D-14 RO/12/11/M)
 Marija Musa
 1932 Ocean Boulevard
 Part of Lot 206, Talbot Road Survey
 Community of Romeny (West Kent)

The Acting Mayor asked if any person from the public had an interest in the application. There were no members from the public noted as being present with an interest in the matter. The applicant was not present at the meeting.

Councillor Fluker moved, Councillor King seconded:

“That Council approve zoning amendment application D-14 RO/12/11/M to remove the “H”-Holding symbol from the vacant residential lot at 1932 Ocean Boulevard, in Part of Lot 206, Talbot Road Survey, in the Community of Romney, and adopt the implementing by-law.”

The Acting Mayor put the Motion

Councillor	Yes	No	Councillor	Yes	No
Bondy	X		Parsons	Absent	
Brown	Absent		Pinsonneault	X	
Crew	X		Robertson	X	
Faas	X		Stirling	X	
Fluker	X		Sulman	X	
Gilbert	X		Vercouteren	X	
Herman	Absent		Wesley	Absent	
King	X		Mayor Hope	Absent	
Leclair	X		Total	13	0
Myers	X				

Motion Carried

- b) Combined Application for Consent (File B-84/11) and Zoning By-law Amendment (File D-28 HO/46/11/B)
 B W Grainger Family Farms Inc.
 Magnavilla Line, Part of Lot 9, Concession 1
 Community of Howard (East Kent)

The Acting Mayor asked if any person from the public had an interest in the application. There were no members from the public noted as being present with an interest in the matter. The applicant was not present at the meeting.

Councillor Vercouteren moved, Councillor Faas seconded:

“That

1. Council approve consent application B-84/11 to sever and convey a 1.03 ha (2.54 ac.) parcel of land, shown as “Part 2” on the applicant’s sketch, as a lot addition to an abutting rural residential parcel, shown as “Part 1” on the applicant’s sketch, subject to the following conditions:
 - a) that the Chatham-Kent Zoning By-law be amended to rezone the receiving lot (12701 Fysh Line) and lot addition lands from Agricultural, “(A1)” to a site-specific Agricultural, “(A1-1173)” to permit a house on a lot over 0.8 ha (1.98 ac.) in size;
 - b) that the lot addition to be severed, shown on the applicant’s sketch as “Part 2”, be conveyed to the owner of the abutting rural residential lot (Roll No. 3650 210 001 15300) and Section 50 (3 or 5) of the Planning Act applies to any subsequent conveyance of or transaction involving the parcel of land that is the subject of this consent;
 - c) that the applicant(s) pay \$85 for the cost associated with the apportionment of assessment under the Drainage Act related to the subject lands;
 - d) that the necessary deed(s), transfers or charges be submitted in triplicate; signed and fully executed (no photocopies), including a copy of the reference plan, prior to certification.
2. Council approve zoning by-law amendment application D-28 HO/46/11/B and adopt the by-law to implement the consent.”

The Acting Mayor put the Motion

Councillor	Yes	No	Councillor	Yes	No
Bondy	X		Parsons	Absent	
Brown	Absent		Pinsonneault	X	
Crew	X		Robertson	X	
Faas	X		Stirling	X	
Fluker	X		Sulman	X	
Gilbert	X		Vercooteren	X	
Herman	Absent		Wesley	Absent	
King	X		Mayor Hope	Absent	
Leclair	X		Total	13	0
Myers	X				

Motion Carried

- c) Application for Draft Plan of Subdivision (36T-11501)
1797418 Ontario Ltd.
756-778 St. Clair Street, Part of Lot 24, Concession 3,
Parts 1 to 15, Plan 24R-9053, S/T Easements over Parts 2 to 4 & 6 to 15
Community of Chatham (City)

The Acting Mayor asked if any person from the public had an interest in the application. There were no members from the public noted as being present with an interest in the matter. The applicant was present at the meeting.

Councillor Crew moved, Councillor Stirling seconded:

“That Council give draft approval for the proposed commercial plan of subdivision, File 36T-11501, on lands located at 756 to 778 St. Clair Street, in Part

of Lot 24, Concession 3, Parts 1 to 15, Plan 24R-9053, in the Community of Chatham (City), subject to the conditions set out in Schedule “A”, and:

- a) that the Mayor and Clerk be authorized to sign the Draft Plan of Subdivision;
- b) that the Mayor and Clerk be authorized to execute the Subdivision Agreement;
- c) that upon satisfaction of all conditions of draft approval, the Mayor and Clerk be authorized to sign the Final Plan of Subdivision;
- d) that upon satisfaction of all servicing requirements, the Municipal Engineer be authorized to execute a Certificate of Completion of Services for the development”

The Acting Mayor put the Motion

Councillor	Yes	No	Councillor	Yes	No
Bondy	X		Parsons	Absent	
Brown	Absent		Pinsonneault	X	
Crew	X		Robertson	X	
Faas	X		Stirling	X	
Fluker	X		Sulman	X	
Gilbert	X		Vercouteren	X	
Herman	Absent		Wesley	Absent	
King	X		Mayor Hope	Absent	
Leclair	X		Total	13	0
Myers	X				

Motion Carried

- d) Combined Application for Part Lot Control Exemption (File B-86/11) and Zoning By-law Amendment (File D-28 TI/47/11/R)
RAP Real Estate Development Inc.
47 to 55 Bolohan Drive, Lots 32 to 36, Plan 24M-923
Community of Tilbury (West Kent)

The Acting Mayor asked if any person from the public had an interest in the application. There were four members from the public noted as being present with an interest in the matter. The applicant was present at the meeting.

The consultant presented the report.

Discussion took place regarding the deed restrictions that are in place for the existing single family dwellings in this subdivision and that the new semi-detached homes will not have to follow the same restrictions.

Jerry Lebert, 61 Bolohan Drive, Tilbury – Mr. Lebert spoke in objection to the application.

Dave McGuire, 63 Bolohan Drive, Tilbury – Mr. McGuire spoke in objection to the application.

Bill Stine, 57 Park Lane, Tilbury – Mr. Stine spoke in objection to the application.

Jacob Cottingham, 45 Rose Avenue, Tilbury – Mr. Cottingham spoke in objection to the application.

Peter Goosens – 43 Bolohan Drive, Tilbury – Mr. Goosens spoke in objection to the application.

The applicant spoke in response to the objections. He noted that the market for detached single family dwellings has decreased dramatically and he is changing the plan of subdivision to reflect the new marketability of semi detached dwellings. He described the design and building materials planned for the semi detached dwellings and noted that he imposed the same quality of construction requirements to the semi detached dwellings that currently exist for the single family dwellings. The only differential would be the lot size and the size of the unit itself.

Councillor Sulman moved, Councillor Vercouteren seconded:

“That the application be postponed to the December 12, 2011 planning meeting and that planning staff meet with the applicant to address concerns. No further public notice is required.”

The Acting Mayor put the Motion to postpone

Councillor	Yes	No	Councillor	Yes	No
Bondy	X		Parsons	Absent	
Brown	Absent		Pinsonneault	X	
Crew	X		Robertson	X	
Faas	X		Stirling	X	
Fluker	X		Sulman	X	
Gilbert	X		Vercouteren	X	
Herman	Absent		Wesley	Absent	
King	X		Mayor Hope	Absent	
Leclair	X		Total	13	0
Myers	X				

Motion Carried

REGULAR

9. DEPUTATIONS

- a) Deputation by Chris Tasker, Manager, Thames-Sydenham and Region Source Protection Project Manager re Source Protection Plan

Mr. Tasker provided Council with an overview of the Source Protection Plan.

Councillor Sulman moved, Councillor Faas seconded:

“That the deputation be received for information and that at the appropriate time, administration write a letter to the province requesting full funding for risk management personnel.”

The Acting Mayor put the Motion

Motion Carried

10. DEPUTATIONS - ITEMS ON CURRENT AGENDA

(requests must be received by 3:00 p.m.)

There were no requests.

11. CONSENT AGENDA

a) Information Reports

- (i) Bridge on Wallace Street over Cornwall Creek Drain, Bridge TMS 4711931N17420084E, Community of Thamesville, Municipality of Chatham-Kent
- (a) Queen's Line and Victoria Road Speed Limit By-law Amendments, Communities of Raleigh and Howard
- (b) 2011 Financial Incentive Funding Summary for Downtown Community Improvement Initiatives

b) Committee Reports

- (i) Drainage Board Recommendations from its meeting held on November 8, 2011 *(to be approved)*
- (ii) Chatham-Kent Economic Development Advisory Committee minutes from its meeting held on June 23, 2011 and August 25, 2011 *(to be received)*

Action – Council to advise the Clerk of any items to be removed from the Consent Agenda and placed aside for consideration and debate separately.

Motion – That the items listed on the Consent Agenda be approved as presented and that action be taken as required (excluding any items placed aside).

Action – Items placed aside will now be discussed

Acting Mayor Pinsonneault requested that Item 11(a)(i) be placed aside for discussion.

Councillor Sulman moved, Councillor Vercouteren seconded:

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

The Acting Mayor put the Motion

Motion Carried

11(a)(i) Bridge on Wallace Street over Cornwall Creek Drain, Bridge TMS 4711931N17420084E, Community of Thamesville, Municipality of Chatham-Kent

MUNICIPALITY OF CHATHAM-KENT

INFRASTRUCTURE AND ENGINEERING SERVICES

ENGINEERING AND TRANSPORTATION DIVISION

INFORMATION REPORT

TO: Mayor and Members of Council

FROM: Stephen Jahns, P.Eng.
Manager, Infrastructure and Transportation
Engineering and Transportation Division

DATE: October 28, 2011

SUBJECT: Bridge on Wallace Street over Cornwall Creek Drain
Bridge TMS 4711931N17420084E
Community of Thamesville, Municipality of Chatham-Kent

This report is submitted for the information of Council.

BACKGROUND

In 2011, Engineering and Transportation Division was advised by Stantec Consulting that the existing bridge located at Wallace Street over Cornwall Creek Drain must be closed due to safety concerns noted during the bi-annual inspection.

COMMENTS

During inspection, numerous deficiencies were noted which when combined warranted closure of the structure. These include:

- Spalled concrete area with exposed corroded reinforcing steel approximately 0.3 metres wide by 4.88 metres long at the east underside of the deck.
- The soffit of the west half of the bridge deck is spalled over 90-95% with corroded reinforcing steel and delaminations. The bottom two (2) inches of the concrete deck has fallen from the soffit and soundings done by hammer caused additional concrete to fall.

Public Works was notified and barricades and signage were put in place to ensure public safety. Stantec Consulting Limited was asked to identify various rehabilitation and/or replacement alternatives for the structure. Reference Appendix A.

As illustrated in the following figure, the subject structure is located on Wallace Street just north of Longwoods Road and is one of four (4) crossings over Cornwall Creek Drain. The existing structure has a span of approximately six (6) metres and a rise of approximately two (2) metres.



Figure 1 - Location Plan

Removal of the bridge crossing is not recommended as it is crucial to the road network of the Community of Thamesville.



Figure 2 - Aerial View of Site

As part of the planning exercise, Stantec Consulting Limited has investigated various rehabilitation and replacement options for this structure. Reference Appendix A.

The following table summarizes the options available for this structure.

Table 1: Wallace Street over Cornwall Creek Drain Replacement / Rehabilitation Options for the Existing Bridge Structure							
Option	Description	Estimated Costs of Summer Construction			Estimated Costs of Winter Construction		
		Estimated Lifecycle	Estimated Cost	Equivalent Cost per Year	Estimated Premium	Estimated Cost	Equivalent Cost per Year
A	Complete Replacement <ul style="list-style-type: none"> Cast in place concrete rigid frame with open footings 	75 years	\$387,000	\$ 5,160 per year over the lifecycle	+20% +\$ 77,400	\$ 464,400	\$ 6,192 per year over the lifecycle
B	Complete Replacement <ul style="list-style-type: none"> Precast concrete box culvert 	75 years	\$375,000	\$ 5,000 per year over the lifecycle	+10% +\$ 37,500	\$ 412,500	\$ 5,500 per year over the lifecycle
C	Complete Replacement <ul style="list-style-type: none"> Corrugated steel pipe arch 	75 years	\$444,000	\$ 5,920 per year over the lifecycle	+15% + \$ 66,600	\$ 510,600	\$ 6,808 per year over the lifecycle
D	Complete Replacement <ul style="list-style-type: none"> Corrugated steel box culvert with open footings 	75 years	\$449,000	\$ 5,987 per year over the lifecycle	+15% + \$ 67,350	\$516,350	\$ 6,885 per year over the lifecycle

Reference Table 1 above. As the structure was determined to have no remaining service life, rehabilitative options have not been considered. Options A through D above represent complete replacement options available for this site. All replacement options have an associated lifecycle return of 75 years.

Moving forward, Engineering and Transportation Division will instruct Stantec Consulting to proceed with Option B and complete the design necessary to tender the work associated with the project for summer construction.

CONSULTATION

No public consultations were held related to the preparation of this report.

FINANCIAL IMPLICATIONS

There are no direct financial implications resulting from the preparation of this Report.

The action items identified within this report carry a potential financial implication of \$375,000. This is an estimate and is subject to the refinement of the tender process. Recommendations regarding the award of any tender will be brought before Chatham-Kent Council at a later date.

Prepared by:

Reviewed by:

Stephen Jahns, P.Eng.
Manager, Infrastructure and Transportation
Engineering and Transportation Division
Infrastructure and Engineering Services

Gary Northcott, P. Eng.
Director
Engineering and Transportation
Infrastructure and Engineering Services

Reviewed by:

Leo Denys, P. Eng.
General Manager
Infrastructure and Engineering Services

The Acting Mayor questioned when construction will begin on this project. The Manager of Infrastructure and Transportation explained that administration is currently working through approvals and engineering. Tendering and construction could begin early next year pending delays in the approval process.

Councillor King moved, Councillor Faas seconded:

“That the report be received for information.”

The Acting Mayor put the Motion

Motion Carried

12. NOTICES OF MOTION

- a) Presentation of new Notices of Motion

There were no new Notices of Motion

13. COMMUNITY DEVELOPMENT (*electronic voting*)

- a) Ontario Heritage Act Designation – Bondy Residence, 117 Victoria Avenue, Community of Chatham

MUNICIPALITY OF CHATHAM-KENT

COMMUNITY DEVELOPMENT

PLANNING SERVICES

TO: Mayor and Members of Council

FROM: Ryan Jacques
Planner, Planning Services

DATE: September 28, 2011

SUBJECT: Ontario Heritage Act Designation – Bondy Residence
117 Victoria Avenue, Community of Chatham

RECOMMENDATION

It is recommended that:

1. The Intent to Designate the Bondy Residence at 117 Victoria Avenue, Community of Chatham (City), described as Lt. 2, Blk. S, Plan 3, in the community of Chatham, under Part IV of the *Ontario Heritage Act* for its cultural heritage value and interest, be approved.

BACKGROUND

Our inheritance of architecture and cultural landscapes is an irreplaceable asset and resource. In Ontario, the task of conserving these important assets is primarily a municipal responsibility. The Ontario Heritage Act provides a framework within which municipalities can act to identify and conserve properties of historical and/or architectural significance. Under the Act, Council has established the Heritage Chatham-Kent Committee (the Committee) to advise Council on heritage matters.

The Committee completed its evaluation of the Bondy Residence property, municipally known as 117 Victoria Avenue in the Community of Chatham (City). At its meeting of September 21, 2011, the Committee passed a motion recommending that the property be designated under Part IV of the *Ontario Heritage Act* for its cultural heritage value and interest.

The owner is in support of the recommended heritage designation.

COMMENTS

The Designation Report, attached as Appendix “A”, lists the key elements of the Bondy Residence that contribute to its value.

Key historical facts of the Bondy Residence property that contribute to its value include:

- It is the oldest structure remaining in this block on the east side of the road (c. 1860)
- Robert Woods, a significant land owner north of the Thames River, was the original owner of the property
- Charles Poile, a manufacturer and retailer of shoes and boots with a store in the Urquhart Block (52 King Street West) from the early 1860s until the turn of the century, purchased the property in 1857 and later built the house

Council has two options regarding the designation process, which are as follows:

- 1) Proceed with the designation – Notice of intent to designate is then served. If there are no objections, the final request to designate comes back to Council. Should there be an objection(s), there is an appeal process to the Conservation Review Board before the final request comes back to Council for final decision.
- 2) Not to proceed with the designation – The property is not designated.

COMMUNITY STRATEGIC PLAN

The recommendation in this report supports the following objectives and strategic directions:

D: Culture – We are a cultural community

- D1: Celebrate and support heritage, arts, and cultural events and programs
- D2: Protect and promote heritage, arts and culture
- D3: Provide recognition to people and organizations that make significant contributions to heritage, arts and culture

Desired Outcomes/Proposed Activities

- Develop a comprehensive inventory of heritage, arts, and cultural events and programs
- Increase attention and support paid to heritage, arts, and culture by government business, and industry
- Increase historic plaques and designations, signage to all major points of entry, and the preservation and maintenance of buildings
- Support heritage, arts and culture to make Chatham-Kent a more diverse and creative place in which to live

The recommendation will not adversely impact on the remainder of the Community Strategic Plan.

CONSULTATION

The Heritage Coordinator was consulted as part of the Heritage Chatham-Kent Committee evaluation process and supports the recommended heritage designation.

FINANCIAL IMPLICATIONS

There is no financial impact associated with the recommendation.

Designation under the *Ontario Heritage Act* is an eligibility requirement of the Heritage Property Tax Relief Program. If the property owner meets all of the eligibility requirements of the program, they may be entitled to a prescribed level of tax relief starting in the 2012 tax year. Program requirements also require the owner to enter into a property preservation and maintenance agreement with the Municipality (which requires Council approval), and submit a complete application before the deadline set out in the *Municipal Act*.

Prepared by:

Reviewed by:

Ryan Jacques, CPT
Planner, Planning Services

Marsha Coyne, MCIP, RPP
Senior Planner, Planning Services

Councillor Myers moved, Councillor Stirling seconded:

“That

- 1. The Intent to Designate the Bondy Residence at 117 Victoria Avenue, Community of Chatham (City), described as Lt. 2, Blk. S, Plan 3, in the community of Chatham, under Part IV of the *Ontario Heritage Act* for its cultural heritage value and interest, be approved.”**

The Acting Mayor put the Motion

Councillor	Yes	No	Councillor	Yes	No
Bondy	Conflict		Parsons	Absent	
Brown	Absent		Pinsonneault	X	
Crew	X		Robertson	X	
Faas	X		Stirling	X	
Fluker	Not Present		Sulman	X	
Gilbert	X		Vercouteren	X	
Herman	Absent		Wesley	Absent	
King	X		Mayor Hope	Absent	
Leclair	X		Total	11	0
Myers	X				

Motion Carried

14. CHIEF ADMINISTRATIVE OFFICE (*electronic voting*)

- a) The Chatham-Kent Council Action Plan 2011-2014

MUNICIPALITY OF CHATHAM-KENT

CHIEF ADMINISTRATIVE OFFICE

TO: Mayor and Members of Council

FROM: Deborah Furlan
Coordinator, Strategic Planning

DATE: November 2, 2011

SUBJECT: The Chatham-Kent Council Action Plan 2011-2014

RECOMMENDATION

It is recommended that:

1. The Chatham-Kent Action Plan 2011-2014 be endorsed.

BACKGROUND

In December 2010, Council came together to describe the ideal Chatham-Kent. The process included brainstorming ideas and then grouping them according to their similarities. The results were six measurable Directions that will support Chatham-Kent in accomplishing its vision. Next Council determined the obstacles that would hinder them in fulfilling the vision. Lastly Council determined how they need to lead in order to overcome these obstacles. Five Strategies were identified.

In October 2011, Municipal Council and senior administration came together to collectively determine how Council's Strategies could be acted on. This exercise produced eight Council Actions and resulting municipal initiatives, as shown in the Chatham-Kent Council Action Plan 2011 – 2014 (Attachment 1).

COMMENTS

The Chatham-Kent Council Action Plan 2011 – 2014 provides more details of Council's strategic planning to date.

Council Directions are both bold and visionary. Council and the community recognize that the Municipality does not have the financial resources or the organizational capacity to do everything at once. Through the Mayor's Call to Action, everyone has a role to play in helping achieve our community's vision. Council's eight actions have set clear municipal initiatives that are achievable and will result in desired community outcomes. They will help realize Chatham-Kent's potential of being the fastest growing sustainable community in Southwestern Ontario.

Going forward, administration will update Council on the status of the eight Actions. This will occur through e-mail updates, information reports, reports with recommendations, tracking through the corporate project management office, and other means.

In 2014, Council can also look forward to a celebration event that will highlight the success of the community's achievements as a result of Council's Directions and Strategies.

COMMUNITY STRATEGIC PLAN

This recommendation supports the five focus areas of the Community Strategic Planning process – health, economy, environment, learning and culture – all through the lens of civic engagement.

CONSULTATION

The following individuals have contributed time, effort and expertise to deliver both the December and October special meetings of Council:

- Administrative Assistant, Chief Administrative Office
- Assistant Chief, Operations, Fire Services
- Chair, Community Strategic Planning Committee
- Co-Chair, Healthy Communities Partnership, Public Health Unit
- Communications Officer, Chief Administrative Office
- Community Development Analyst, Chief Administrative Office
- Director, Library Services
- Director, Planning Services
- General Manager, Community Development
- Interim Chief Administrative Officer
- Municipal Clerk, Municipal Governance
- Special Project Manager, Chief Administrative Office
- Vice-Chair, Community Strategic Planning Committee

This team of individuals are Council's strategic planning support team. It is the support team's role to integrate all of the ideas and suggestions that Council make. Council can be confident that we have listened and are here to assist Council in creating our ideal community.

FINANCIAL IMPLICATIONS

There is a small cost associated with the graphic design of the Action Plan covered within the existing budget in which funds are normally drawn upon to cover the cost of Council's strategic planning activities.

Going forward, if there are future costs associated with the eight Actions, then administration will report back to Council as per normal procedure.

Prepared by:

Reviewed by:

Deborah Furlan
Coordinator, Strategic Planning

Ray Payne
Chief Administrative Officer

Councillor Gilbert moved, Councillor King seconded:

“That

1. The Chatham-Kent Action Plan 2011-2014 be endorsed.”

The Acting Mayor put the Motion

Councillor	Yes	No	Councillor	Yes	No
Bondy	X		Parsons	Absent	
Brown	Absent		Pinsonneault	X	
Crew	X		Robertson	X	
Faas	X		Stirling	X	
Fluker	X		Sulman	X	
Gilbert	X		Vercouteren	X	
Herman	Absent		Wesley	Absent	
King	X		Mayor Hope	Absent	
Leclair	X		Total	13	0
Myers	X				

Motion Carried

- b) Chatham-Kent Council Action Plan 2011-2014, Next Steps for the new CK Community Development Forum

MUNICIPALITY OF CHATHAM-KENT

CHIEF ADMINISTRATIVE OFFICE

TO: Mayor and Members of Council

FROM: Deborah Furlan
Coordinator, Strategic Planning

DATE: October 26, 2011

SUBJECT: Chatham-Kent Council Action Plan 2011-2014 Next Steps for the new CK Community Development Forum

RECOMMENDATIONS

It is recommended that:

1. The CK Community Development Forum be endorsed.
2. The Clerk be authorized to recommend to Council changes to the Procedural By-Law prior to the start of the CK Community Development Forum.

BACKGROUND

In October, Municipal Council and senior administration came together to collectively determine how Council's Strategies could be acted on. This exercise produced eight Council Actions and resulting municipal initiatives as outlined in the CK Council Action Plan 2011 – 2014.

Within Council's Action Plan there are eight actions, one of which is the CK Community Development Forum. This forum has been identified as a quick win and so this report outlines the steps required to pilot a successful CK Community Development Forum for the remainder of the 2011 and all of 2012 calendar years.

COMMENTS

During the October 3 discussions, Council identified an opportunity to enhance Council Planning meetings by including an additional forum on community development.

Should Council approve this format, the Procedural By-Law would need some housekeeping changes to accommodate the change in start time of the Planning Meeting. It is administration's intent to bring those changes forward at an upcoming Council meeting prior to the start of the Community Development Forums.

Purpose

The purpose of the Chatham-Kent Community Development Forum is to help achieve CK's community vision and Council's Directions by providing an open, televised forum to share information on community development issues. COGECO Cable has agreed to partner with the Municipality to provide this forum.

The aim is to hold several one hour televised presentations scheduled on the same nights as Council Planning meetings that:

- Provide education and information to citizens, Council, and administration regarding key issues that drive economic growth, enhanced quality of life and diversity in Chatham-Kent
- Promote community engagement on key issues related to the development of our community
- Serve as a platform for creating structures for continuing the dialogue and planning process in future

Agenda

The CK Community Development Forum is proposed to begin at 6:00 p.m. on Council Planning Meeting nights moving the planning meetings back one hour with a start time of 7:00 p.m. The one-hour agenda format is flexible and is accommodating to the speakers' presentations styles.

Potential Topics

The CK Community Development Forum would focus on topics, such as:

- Marketing and Communications
- Food Security / Sustainability
- Cultural Planning
- Creative Economy
- Healthy Communities
- Youth Retention and Attraction
- Immigrant Retention and Attraction
- Quality of Life
- Social Innovation
- Innovation and entrepreneurship
- Ready access to skilled labour
- Affordable place to live and operate a business

COMMUNITY STRATEGIC PLAN

These recommendations support the five focus areas of the Community Strategic Planning process – health, economy, environment, learning and culture – all through the lens of civic engagement.

CONSULTATION

The following people have been consulted:

- Co-Chair, Healthy Communities Partnership
- Councillor, Ward 6
- Communications Officer
- Municipal Clerk
- Director, Planning Services
- Manager, Programming and Community Relations, COGECO
- General Manager, Community Development
- Interim Chief Administrative Officer

In addition, Planning Services consulted with outside Legal Counsel regarding the legalities of holding CK Community Development Forum in conjunction with Council Planning meetings.

FINANCIAL IMPLICATIONS

There is staff preparation time associated with the costs of the CK Community Development Forum. At this time, there are no additional costs to proceed with this forum as municipal departments have existing budgets in which funds are normally drawn upon to cover the cost of bringing in speakers.

Prepared by:

Reviewed by:

Deborah Furlan
Coordinator, Strategic Planning

Ray Payne
Chief Administrative Officer

Councillor Gilbert moved, Councillor King seconded:

“That

- 1. The CK Community Development Forum be endorsed.**
- 2. The Clerk be authorized to recommend to Council changes to the Procedural By-Law prior to the start of the CK Community Development Forum.”**

The Acting Mayor put the Motion

Councillor	Yes	No	Councillor	Yes	No
Bondy	X		Parsons	Absent	
Brown	Absent		Pinsonneault	X	
Crew	X		Robertson	X	
Faas	X		Stirling	X	
Fluker	X		Sulman	X	

Gilbert	X		Vercouteren	X	
Herman	Absent		Wesley	Absent	
King	X		Mayor Hope	Absent	
Leclair	X		Total	13	0
Myers	X				

Motion Carried

15. INFRASTRUCTURE AND ENGINEERING SERVICES

- a) Notice of Motion – Councillor Robertson re Local Improvement Policy as it relates to Sidewalks

Councillor Robertson moved, Councillor Crew seconded:

“That Council request staff to review the Local Improvement policy as it relates to sidewalks and the assumption of costs of all projects to be borne by the municipality; utilizing existing annual budgeted funds and abandoning the practice of property owners having to pay for sidewalks on their frontage. Council requests a further step to undertake a thorough focused review of all sidewalk priorities; emphasizing sidewalk gaps that are part of the “safe routes to school” initiative or high traffic and strategic in nature where no sidewalks exist on either side of the street.”

The Acting Mayor requested that any budget implications be included in the report.

The Acting Mayor put the Motion

Councillor	Yes	No	Councillor	Yes	No
Bondy		X	Parsons	Absent	
Brown	Absent		Pinsonneault	X	
Crew	X		Robertson	X	
Faas	X		Stirling	X	
Fluker	X		Sulman	X	
Gilbert	X		Vercouteren		X
Herman	Absent		Wesley	Absent	
King	X		Mayor Hope	Absent	
Leclair	X		Total	11	2
Myers	X				

Motion Carried

16. CORPORATE SERVICES

- a) ITSP – Tactical Cycle 2 – Security, Redundancy and Reliability (Core Business Application Rationalization, Revitalization and Consolidation)

MUNICIPALITY OF CHATHAM-KENT

CORPORATE SERVICES

INFORMATION TECHNOLOGY SERVICES

TO: Mayor and Members of Council

FROM: Steve Wilson, Project Manager, Information Technology Services

DATE: October 6, 2011

SUBJECT: ITSP – Tactical Cycle 2 – Security, Redundancy and Reliability
(Core Business Application Rationalization, Revitalization and Consolidation)

RECOMMENDATIONS

It is recommended that:

1. Council consider the following recommendations:
 - a. The recommendations contained within the Information Technology Strategic Plan (ITSP) developed by MGCG Ltd. (attached as Appendix A), for Tactical Cycle 2 be approved and implemented through the following project over a two year period:
 - Replacement of CMiC, Hansen and Tax Applications with an integrated Enterprise Resource Planning (ERP) and Government solution
 - b. Council approve moving to the RFP stage for this project.
 - c. The estimated funding required to implement an industry standard solution over the next two year period, be set aside to fund this project. A portion of the funding, equal to approximately 50% project cost, to be set aside in the 2012 budget cycle out of the existing Capital budget. The remainder to be identified by the RFP process and allocated in the 2013 budget process for one time and annual budget requirements.

BACKGROUND

At the Council meeting of March 3, 2008, MGCG Consulting presented the final Information Technology Strategic Plan (ITSP). The following motions were carried:

1. The Information Technology Strategic Plan as prepared and presented by the firm MGCG Limited be received.
2. All recommendations contained within the Information Technology Strategic Plan developed by MGCG Limited be taken into consideration, and referenced specifically when planning future budget and work plans for Information Technology Services.
3. Administration use the Information Technology Strategic Plan to develop an implementation report for Tactical Cycle 1 covering the eighteen month period to June 2009 within the next two months for Council's consideration."

On June 23, 2008, Council approved RTC 177 enabling Tactical Cycle One projects outlined in the Information Technology Strategic Plan (ITSP) to proceed.

On August 1, 2008 RFP R08-222 – Infrastructure Revitalization and Renewal was approved enabling ITS to contract Dell as a technology partner to assist in the replacement of the core infrastructure. The successful completion of these Tactical Cycle One projects have enabled the Information Technology Services (ITS) to provide the Municipality with a reliable base foundation of server technology, and industry standard email and desktop software. In addition, ITS has reorganized its staff to be aligned more with the Municipality's business requirements.

The projects identified in the ITSP are based on emerging technologies, IT trends and

best practices. This plan identifies the need to implement core business and government solutions that will meet current and future business needs.

COMMENTS

The Municipality of Chatham-Kent has an urgent need to replace the current aged and unsuitable core business applications with up-to-date integrated Enterprise Resource Planning (ERP) and eGovernment solutions.

These new applications will deliver business value to the Municipality by:

- realizing greater operational efficiency and flexibility
- being more responsive to change
- providing a support foundation for growth and change to meet current and future business requirements
- providing an application environment that encompasses security mechanisms, facilitates easy upgrades, scales efficiently, integrates with new and existing applications, performs adequately and delivers the functionality required
- providing a backbone for many other applications
 - Employee performance management
 - Business process management
 - Potential to satisfy EMT and SMT need for high level information and
- increasing customer satisfaction by being able to obtain information on a timely basis
- providing opportunities for productivity gains resulting from the availability of information from a single source which would be more accurate and allow for better decision making
- realizing a return on investment through improved functionality and the ability to address other 'value-added' opportunities

Governments today are under greater pressure to deliver citizen centric services and achieve more with fewer resources, To meet these goals, one must go beyond simply enhancing existing programs – one must also pursue new strategies and approaches and foster inter-governmental collaboration. It is a time to seek out untapped opportunities and innovate which is vital for transformation.

The Institute of Public Administration of Canada

The implementation of fully integrated ERP and eGovernment solutions will have an impact on all departments within the Municipality and, as such, these solutions must become a Corporate rather than departmental responsibility. The business areas will be implementers, the subject matter experts (SMEs), and the owners of the business processes. ITS will facilitate the successful implementation of the selected solutions using recognized project management methodologies.

In late 2010 and during the first quarter of 2011, a committee was formed to review the business processes within the Municipality. A pilot project was initiated to review and document the processes in the Payroll area. The mapping efforts revealed that:

- Current applications do not meet current business requirements and will not adapt to future requirements. For example, Fleet Services and the Performance Management Team are looking for new applications to address current business needs
- Some applications have already or are reaching the end of their lifecycle and software vendors are no longer supporting the version of applications that the Municipality is using. (i.e. FMW – Financial Managers Workbench)
- Still other aged applications are running on hardware that is no longer available for purchase and do not run on newer technology. (i.e. mPower – Payroll)

- Current applications lack ability to import data or co-exist through effective automated integration (the ability to transfer data between applications)
- Departments need to create “work-arounds” (spreadsheets) to fulfill business requirements, causing data to be re-entered into several systems
- The current applications use different software and hardware technology making it difficult to support
- ITS does not have Subject Matter Experts (SMEs) that could facilitate the exploitation of the core business applications
- Staff are doing the best that they can with the tools available to them
- Entry and manipulation of data into two or more systems (mPower, CMiC, Info:HR, spreadsheets)

The process mapping effort also showed that:

- There is a lack of integration between core business applications. Limited integration capability forces data re-entry and opportunities for data to be entered incorrectly.
- The Municipality is working within current inefficient processes and the business has accepted such inefficiencies as “status quo”
- The improvements that have been identified would be difficult or impossible to implement in the current environment.

The business process mapping pilot consisted of the mapping of 13 payroll and time collection processes. The findings and recommendation were presented to the committee. The recommendation to the committee was to stop the Business Process review and use the time to search the market for a fully integrated **Enterprise Resource Planning** and Government solution. The primary requirement of this solution is that it meets the current needs of the Municipality and has the flexibility to be changed or adapted to meet future business requirements. Additionally, mapping all current business processes at the Municipality would produce a document that would not be useful as it would map all current inefficiencies.

The findings were then presented to the Executive Management Team (EMT) who requested that a high-level Request for Information (RFI) be published to determine what vendor solutions were available and how these solutions would match the requirements of the Municipality. The vendor responses clearly showed that there is no single application that will meet the requirements of the Municipality:

<u>ERP Implementer</u>	<u>Developer</u>	<u>Government Applications</u>	<u>ERP & Government Applications</u>
Oracle JD Edwards (Mid-Range, Syntax, IBM*)	Agresso (Unit4)	EnerGov (EnerGov)	iCity (Vadium)
MS Dynamics GP (Diamond Municipal Solutions)	Cayenta ERP (Cayenta)	eGovern (Diamond Municipal Solutions)	CityWorks (ESRI & Azteca)
MS Dynamics AX (Tyler)	Champs EAM (Champs)	CityView (MSGovern)	
SAP (IDS Sheer*)	Lawson/Hansen (Lawson)	Tempest (Tempest)	
		Munis Land Mgt (Tyler)	
	Asset/Work/Service Manager (WorkTech)		
	Cogsdale (Cogsdale)		

- * - have not responded to RFI but will to RFP

- **Implementer** - An ERP solution will be implemented by someone other than the developer
- **Developer** - developer of ERP solution will implement their own product

The options available to the Municipality are:

1. **Status Quo:** maintain systems as they are now.
2. **Upgrade Existing Applications:** upgrade CMiC, mPower, Municipal Tax and Hansen to most current (supported) release and implement data integration functionality.
3. **Replace existing applications:** Develop and distribute an RFP that details the Municipality's business requirements, select the appropriate solutions and implement.

The pros, cons and risks for each option are provided in Appendix B.

Options 1 and 2 are high risk options as their ability to eliminate inefficiencies, reduce the Municipality's exposure to risk and provide flexible integration is limited.

Option 3, is the recommended approach and would necessitate the implementation of a two-part solution. The first part would replace the Municipality's core business applications (Financial Management, Human Capital Management, Asset Management and Supply Chain Management, Customer Relation Management, Customer Service) while the second part would focus on replacing the government specific applications (Building, Licensing & Permitting, Planning, Code Enforcement, Inspections and Property Tax). It is critical that these two parts are fully integrated.

The implementation of an ERP solution will enable the Municipality to adopt best practice processes in core business areas and provide a platform to standardize processes across the organization. Additionally, it would provide Business Intelligence tools that would facilitate effective and timely decision making at all levels.

Implementation of an integrated Government solution will provide enhanced functionality and information sharing in Property Tax Management, Licensing and Permitting, Building Code Enforcement, and Planning areas.

Information Technology Services has contacted numerous municipal and city governments to gain an understanding of the strategies that they have deployed for their core business applications. Efforts were focused on public sector organizations of similar size in population and revenue to Chatham-Kent. Findings indicated that some organizations have recently implemented a fully integrated business solution, while several others are at different stages in their efforts to replace existing systems.

Deployment of the applications can be addressed in a number of manners, these include Software as a Service (SaaS or cloud computing), Hosted or Shared service and on-premise implementation. Each option has its pros and cons, and although the SaaS and Shared solutions may be less costly from a hardware cost and resources support perspective initially, over the long term high hosting fees and maintenance would see them as being more costly and restrictive in that the Municipality could not modify or upgrade the selected applications without consultation and commitment from other sharing organizations. Each of these options is outlined in more detail in Appendix C.

Tactical Cycle 2 focuses on the rationalization, revitalization and consolidation of core business applications and is in alignment with overall theme of the ITSP, "*Survival through Simplification, Stability and Sustainability.*"

Rationalization and consolidation of applications will:

- Reduce the number of applications that ITS must support enabling them to focus on core technology
- Provide full integration, eliminating the need to develop and support external programs to transfer data and reducing duplicate data entry
- Enable staff to focus on “value-added” tasks instead of data re-entry and “work-arounds” and
- Allow the Municipality to provide better service to our citizens

Appendix D depicts the current status of the applications which do not integrate and are silos of information that cannot be utilized for more than 1 function. It also depicts the recommended proposed solution with fully integrated and supporting applications.

The core applications used by the Municipality of Chatham-Kent to conduct business do not provide the functionality required to meet their needs. The applications are old, disparate software packages that do not integrate effectively. The purpose of this project is to source and implement a fully integrated ERP and eGovern solution that will fulfill these core business requirements. The solution will include the following capability:

- Phase 1: Core Functional Modules:
 - Financial Management
 - Human Resource Management (including Payroll)
 - Asset Management
 - Procurement (Supply Chain Management)
 - Business Intelligence
- Phase 2: Expanded Functionality
 - Property Tax
 - Permits and Licensing
 - Building Code Enforcement
- Phase 3: Additional Functionality
 - Cemetery
 - Customer Relationship Management (CRM)
 - Customer Service

The resources on this project will come from two sources, internally from different departments and externally from the selected implementation partner. Recommendation is that dedicated resource positions will be backfilled.

The project is estimated to be 24 months in duration after contract is signed.

ERP/eGovern applications that are currently available are developed using industry standards techniques and best practices. Implementing any solution at the Municipality will require a significant change to the end-user’s work style and job responsibilities.

Implementation of these applications should not be considered a “software solution” but part of a larger Business Transformation effort that has a results-based outcome for the Municipality. It is a Municipal tool that will provide an integrated business solution that will facilitate efficiencies through the use of standard business processes.

Success of this project will be determined by the attitude of the Municipality, its acceptance of the selected solution and its ability to adapt to the changes.

COMMUNITY STRATEGIC PLAN

The recommendations in this report support the following objectives and strategic directions:

B: Economy – We are a prosperous community

B1: Promote and market Chatham-Kent

B3: Maintain and enhance new and existing infrastructures to support economic and smart growth opportunities

E: Civic Engagement – We are an engaged community

E3: Enhance networking and communication opportunities throughout Chatham-Kent

F: Learning – We are a learning community

F2: Support the delivery of lifelong learning programs

Desired Outcomes/Proposed Activities

1. Ensure municipal services support business by reducing both red tape and the cost of doing business within the municipality
2. Support new infrastructure investments and modernize existing infrastructure
3. Focus on information sharing and developing collaborative initiatives to address existing and emerging community issues and opportunities.

The recommendations will not adversely impact on the remainder of the Community Strategic Plan.

CORPORATE STRATEGIC DIRECTIONS 2007 - 2010

The recommendations in this report support Strategic Direction #4

We will be a Municipality of quality services, effective structure and fiscal responsibility.

The desired outcome of Tactical Cycle 2 – Core Business Application Rationalization, Revitalization and Consolidation will be:

1. Simplification and standardization of IT infrastructure and technology and support through the rationalization, revitalization and consolidation of business applications
2. Implementation of standardized best-practice business processes throughout Municipality
3. Introduction of new functionality that will enable the Municipality to provide “value-add” work or service
4. Improved integration capabilities from existing satellite systems that are not included in Tactical Cycle 2 to the new solutions
5. The implementation of Disaster recovery / Business Continuity procedures

CONSULTATION

This report was completed in consultation with:

- Planning; Building, Licensing and Enforcement; Finance; Payroll and Fleet were consulted for their expertise.
- Other Municipalities were consulted about their current applications, future plans, migration and implementation processes.

- The Executive Management Team was consulted and approves the recommendation.

FINANCIAL IMPLICATIONS

The financial implications will be determined based on the award of the RFP.

The following table highlights Tactical Cycle 2 estimates based on MGCG's presentation:

Tactical Cycle 2 ... Application Rationalization, Revitalization and Consolidation

Phase	Estimates		Timing	Comments
	MGCG	C-K		
Review of CMiC, Hansen and Tax Applications	\$100,000	\$0	Jan – Mar 10	Majority internal resources, supported by vendors and consultants. Business process review pilot uncovered inefficiencies, full review not required
Replacement of CMiC or Installation of Enterprise Application Integration (EAI) and replacement of tax application	\$500K – \$2M	*Discussed in Closed Session to ensure a competitive procurement process	Q1 2012 – Q3 2013	Cost variable depending on solution selected. Minimal CMiC expansion or EAI deployment would be low end, total CMiC replacement would be high end. 2 distinct yet integrated systems will be required to fulfill Municipal requirements (ERP & Government)

Prepared by:

Steve Wilson
Project Manager, Information Technology Services

Reviewed by:

Reviewed by:

Helen McLaren, CMMIII
Director, Information Technology Services

Gerry Wolting, B.Math., CA
General Manager,
Corporate Services

Councillor Myers moved, Councillor Faas seconded:

“That

1. Council consider the following recommendations:

- a. **The recommendations contained within the Information Technology Strategic Plan (ITSP) developed by MGCG Ltd. (attached as Appendix A), for Tactical Cycle 2 be approved and implemented through the following project over a two year period:**

- Replacement of CMiC, Hansen and Tax Applications with an integrated Enterprise Resource Planning (ERP) and Government solution
- b. Council approve moving to the RFP stage for this project.
 - c. The estimated funding required to implement an industry standard solution over the next two year period, be set aside to fund this project. A portion of the funding, equal to approximately 50% project cost, to be set aside in the 2012 budget cycle out of the existing Capital budget. The remainder to be identified by the RFP process and allocated in the 2013 budget process for one time and annual budget requirements.”

The Acting Mayor put the Motion

Councillor	Yes	No	Councillor	Yes	No
Bondy	Not Present		Parsons	Absent	
Brown	Absent		Pinsonneault	X	
Crew	X		Robertson	X	
Faas	X		Stirling	X	
Fluker	X		Sulman	X	
Gilbert	X		Vercouteren	X	
Herman	Absent		Wesley	Absent	
King	X		Mayor Hope	Absent	
Leclair	X		Total	12	0
Myers	X				

Motion Carried

17. CLOSED SESSION REPORTS

There were no closed session reports.

18. READING OF BY-LAWS

(a) FIRST READING

Councillor Vercouteren moved, Councillor Sulman seconded:

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

The Acting Mayor put the Motion

Motion Carried

(b) SECOND READING

- i. By-law to provide for drainage work in the Municipality of Chatham-Kent for the Jarecsni Drain Overflow Swale (Community of Raleigh) FIRST AND SECOND READING ONLY
- ii. By-law to provide for drainage work in the Municipality of Chatham-Kent for the Middle Line South Drain (Community of Raleigh) FIRST AND SECOND READING ONLY

Councillor Vercouteren moved, Councillor Sulman seconded:

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

The Acting Mayor put the Motion

Motion Carried

(e) **COUNCIL TO GO INTO COMMITTEE, IF REQUIRED, TO DISCUSS BY-LAWS**

(f) **RESUMPTION OF COUNCIL**

(g) **THIRD AND FINAL READING**

- iii. By-law to amend Zoning By-law 216-2009 of the Municipality of Chatham-Kent (Marija Musa) (Hansen #7039)
- iv. By-law to amend Zoning By-law 216-2009 of the Municipality of Chatham-Kent (B W Grainger Family Farms Inc.) (Hansen #7015)
- v. By-law to amend Zoning By-law 216-2009 of the Municipality of Chatham-Kent (RAP Real Estate Development) (Hansen #7032)
- vi. By-law to exempt certain lands from Part Lot Control (47 to 55 Bolohan Drive – Tilbury)
- vii. By-law to amend By-law Number 245-2004 of the Municipality of Chatham-Kent (Speed limit on Queen’s Line in the Community of Raleigh and Victoria Road in the Community of Howard)
- viii. By-law to confirm proceedings of the Council of The Corporation of the Municipality of Chatham-Kent at its meeting held on the 14th day of November, 2011

Councillor Faas moved, Councillor Robertson seconded:

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

The Acting Mayor put the Motion

Motion Carried

19. NON AGENDA BUSINESS

There were no non agenda business items.

20. RESOLUTION COUNCIL IN CLOSED SESSION & ADJOURNMENT

Councillor Stirling moved, Councillor Robertson seconded:

“That Chatham-Kent Council adjourn to its next Meeting to be held at 400 p.m. on Monday November 21, 2011 and that Chatham-Kent Council authorize itself to meet in closed session on that day to discuss any matters permitted by The Municipal Act.”

The Acting Mayor put the Motion

Motion Carried

The meeting adjourned at 8:30 p.m.

ACTING MAYOR – Steve Pinsonneault

CLERK – Judy Smith