



Regular Council Meeting Agenda

July 15, 2024, 6:00 pm

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

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

Pages

1. Call to Order

2. Land Acknowledgement

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

3. National Anthem

4. Closed Meeting Report

- Closed Council Meeting - July 15, 2024 - 5:30-6:00 PM

5. Declarations of Conflict of Interest

6. Adoption of Published Agenda

6.1 Regular Council Meeting Agenda for July 15, 2024

Moved by _____

Seconded by _____

That the published agenda for the July 15, 2024 Regular Council Meeting be adopted as presented / amended.

7. Adoption of Minutes

7.1 Regular Council Meeting Minutes for July 2, 2024

1

Moved by _____

Seconded by _____

That the minutes of the Regular Council Meeting held July 2, 2024 be adopted as circulated.

7.2 Special Council Meeting Minutes for May 13, 2024

10

RE: Request for Proposal for Municipal Waste Collection Services

Moved by _____

Seconded by _____

That the minutes of the Special Council Meeting held May 13, 2024 be adopted as circulated.

8.	Public Presentations	
8.1	Cynthia Swift, Lead Audit Engagement Partner, KPMG LLP	13
RE: 2023 Audited Financial Statements for the Town of Essex		
Recommended Action:		
Moved by _____		
Seconded by _____		
That the presentation of the 2023 Audited Financial Statements for the Town of Essex by Cynthia Swift, Lead Audit Engagement Partner, KPMG LLP, be received; and		
That the 2023 Audited Financial Statements and Audit Findings Report for the Town of Essex, be adopted as presented.		
9.	Unfinished Business	
10.	Reports from Administration	
10.1	Economic Development-2024-07	76
RE: Downtown Vacancy Report 2024		
Recommended Action:		
Moved by _____		
Seconded by _____		
That Economic Development Report-2024-07 entitled Downtown Vacancy Report 2024 prepared by Nelson Silveira, Manager, Economic Development dated July 15, 2024 be received for information.		
10.2	Community Services-2024-27	86
RE: Special Events Resource Team (SERT) –July 2024 Update		
Recommended Action:		
Moved by _____		
Seconded by _____		
That Community Services Report-2024-27 entitled Special Event Resources Team (SERT) – July 2024 Update prepared by Jake Morassut, Director, Community Services, dated July 2, 2024, be received.		
10.3	Community Services-2024-28	91
RE: Special Event Notice – Essex County Steam and Gas Engine Museum Annual Parade		
Recommended Action:		
Moved by _____		
Seconded by _____		
That Community Services Report-2024-28 entitled Special Event Notice – Essex County Steam and Gas Engine Museum Annual Parade, prepared by Jake Morassut, Director, Community Services, dated June 17, 2024, be received; and		
That Council approve closing Walker Road in McGregor on August 10, 2024, between 8:45 AM and 10:00 AM for the Essex County Steam and Gas Engine Museum Annual Parade.		

10.4	Economic Development-2024-08	95
	RE: Building Report and Development Overview – Q2 2024	
	Recommended Action:	
	Moved by _____	
	Seconded by _____	
	That Economic Development Report -2024-08 entitled Building Report and Development Overview -Q2 Summary 2024 prepared by Nelson Silveira, Manager, Economic Development dated July 15, 2024, be received for information.	
10.5	Environmental Services-2024-03	103
	RE: Sanitary Inflow and Infiltration Reduction Strategy	
	Recommended Action:	
	Moved by _____	
	Seconded by _____	
	That Environmental Services Report-2024-03 entitled Sanitary Inflow and Infiltration Inspection prepared by Rob Mackie, Manager, Environmental Services dated July 15, 2024, be received for information.	
10.6	Planning-2024-13	115
	RE: Release of Securities for the Pollard Harrow Residential Development (Ward 4)	
	Recommended Action:	
	Moved by _____	
	Seconded by _____	
	That Planning Report-2024-13 entitled Release of Securities for the Pollard Harrow Residential Development (Ward 4) prepared by Rita Jabbour, RPP, Manager, Planning Services dated July 15, 2024 be received; and	
	That the performance securities on file for the Pollard Harrow Residential Development (Ward 4) in the amount of \$100,000 plus accrued interest, be released to the proponent.	
10.7	Planning-2024-18	119
	RE: 753 Sydenham Street – Removal of Holding (H) Provision	
	Recommended Action:	
	Moved by _____	
	Seconded by _____	
	That Planning Report-2024-18 entitled 753 Sydenham Street – Removal of Holding (H) Provision prepared by Ian Rawlings, Junior Planner, dated July 15, 2024 be received; and	
	That By-Law Number 2345, being a By-Law to remove the holding zone restrictions for Plan 18 Part Lot 14 Part Lot 15 be read a first, a second and a third time and finally passed on July 15, 2024.	
10.7.1	By-Law 2345	124
10.8	Planning-2024-19	126

RE: Request for Extension of Draft Plan Approval for Phase 2 of the Greenleaf Trails Residential Subdivision (Ward 4) (Dalla Bona Estates Inc.) (County of Essex File No.: 37-T-06004)

Recommended Action:

Moved by _____

Seconded by _____

That Planning Report-2024-19 entitled Request for Extension of Draft Plan Approval for Phase 2 of the Greenleaf Trails Residential Subdivision (Ward 4) (Dalla Bona Estates Inc.) (File No.: 37-T-06004) prepared by Rita Jabbour, RPP, Manager, Planning Services dated July 15, 2024 be received;

That Council approve an extension of Draft Plan Approval for the lands comprising Part Lot 5, 6, 7, Plan 202 (County of Essex File No.: 37-T-06004) for a period of three (3) years from the date of draft plan approval; and

That a copy of the resolution of approval be forwarded to the Manager of Planning Services for the County of Essex.

10.9 Verbal Report by Lori Chadwick, Director, Development Services

RE: Colchester Hamlet Secondary Plan, including consultation efforts to-date, plans for future public consultation, policy directions thus far, and overall goals of the Secondary Plan as a part of the Town’s new Official Plan Project

Moved by _____

Seconded by _____

That the Verbal Report by Lori Chadwick, Director, Development Services, regarding the Colchester Hamlet Secondary Plan be received.

11. Reports from Youth Members

12. County Council Update

Moved by _____

Seconded by _____

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

12.1 County of Essex, Regular Council Meeting Minutes - May 15, 2024 134

12.2 County of Essex, Regular Council Meeting Minutes - June 5, 2024 142

13. Correspondence

13.1 Correspondence to be received

Moved by _____

Seconded by _____

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

13.1.1 Ministry of the Environment, Conservation and Parks 157
RE: Inspection of Essex Drinking Water System

13.1.2 St. Catharines 180
RE: Green Roads Pilot Project

13.1.3	Township of Otonabee-South Monaghan	182
	RE: Regulations for the Importation and Safe Use of Lithium-ion Batteries	
13.1.4	Association of Municipalities of Ontario (AMO)	184
	RE: Joint Health Resolution Campaign	
13.1.5	Association of Municipalities of Ontario (AMO)	187
	RE: Advocacy on Homelessness, Opioids, and Water Infrastructure Demonstrate the Critical Need for Social and Economic Prosperity Review	

13.2 Correspondence to be considered for receipt and support

14. Committee Meeting Minutes

Moved by _____

Seconded by _____

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

14.1	Arts, Culture and Tourism - June 12, 2024	191
14.2	Court of Revision - July 3, 2024	194

15. Financial

16. New Business

17. Notices of Motion

17.1 The following Notice of Motion was presented at the July 2, 2024 Regular Council Meeting and are being brought forward this evening for Council's consideration:

17.1.1 Councillor McGuire-Blais

Moved by Councillor McGuire-Blais

Seconded by _____

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

17.2 The following Notice of Motion is for presentment only and will be brought forward for Council's consideration at the August 12, 2024 Regular Council Meeting:

17.2.1 Councillor Allard

Moved By Councillor Allard

That Council direct Administration to include funding under the Essex Centre and Harrow Community Improvement Plan in the 2025 Budget for Accessible Entrances for Council's deliberation.

17.2.2 Mayor Bondy

Moved by Mayor Bondy

Whereas the Town is receiving a number of complaints from the Public regarding damaged Bell pedestals and their unsightly appearance and risk to public safety;

Whereas the Town has permitted the occupancy of such infrastructure to Bell within the Town to services its residents; and

Whereas the unsightly condition of this infrastructure does not fit the aesthetic and care afforded to the residents of Essex by the Town.

Be it Resolved that, Council direct administration to send a letter regarding the damaged pedestal boxes that requests the immediate attention to Bell’s infrastructure to address these concerns of safety and aesthetics within the Town of Essex.

18. Reports and Announcements from Council Members

19. By-Laws

19.1 By-Laws that require a third and final reading

19.1.1 By-Law 2346198

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

Moved by _____

Seconded by _____

That By-Law 2346 being a by-law to confirm the proceedings of the July 2, 2024, Regular Meeting of Council of the Corporation of the Town of Essex be read a third time and finally passed on July 15, 2024.

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

19.2.1 By-Law 2344200

RE: Being a by-law to enter into an Agreement between GFL Environmental Inc. and The Corporation of the Town of Essex for garbage and refuse collection

Moved by _____

Seconded by _____

That By-Law 2344 being a by-law to enter into an Agreement between GFL Environmental Inc. and The Corporation of the Town of Essex for garbage and refuse collection be read a first, a second, and a third time and finally passed on July 15, 2024.

19.3 By-Laws that require a first and second reading

19.3.1 By-Law 2347220

RE: Being a by-law to confirm the proceedings of the July 15, 2024, Regular Meeting of Council of the Corporation of the Town of Essex

Moved by _____

Seconded by _____

That By-Law 2347 being a by-law to confirm the proceedings of the

July 15, 2024, Regular Meeting of Council of the Corporation of the Town of Essex be read a first, a second time and provisionally adopted on July 15, 2024.

20. Adjournment

Moved by _____

Seconded by _____

That the meeting be adjourned at [TIME].

21. Future Meetings

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

RE: Development Charges Study

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

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

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

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

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



The Corporation of the Town of Essex

Regular Council Meeting Minutes

July 2, 2024, 6:00 pm

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

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

Regrets: Councillor Ward 1 Joe Garon

Also Present: Doug Sweet, Chief Administrative Officer
Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk
Jake Morassut, Director, Community Services
Lori Chadwick, Director, Development Services
Kevin Girard, Director, Infrastructure Services
Ann Marie Unis, Manager, Finance and Business
Lauryn Smith, Youth Council Member
Cassandra Roy, Legislative Clerk

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

1. Call to Order

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

2. Land Acknowledgement

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

3. National Anthem

Moment of Silence

- A moment of silence was observed in honour of the recent passing of the Walsh and Stannard family.

4. Closed Meeting Report

Joe Malandruccolo, Director, Legal & Legislative Services/Clerk reported that on July 2, 2024 at 5:30 PM Council moved into Closed Session as permitted to do so pursuant to Section 239 2(c) of the *Municipal Act, 2001*, as amended, to discuss a proposed or pending acquisition or disposition of land by the municipality or local board.

5. Declarations of Conflict of Interest

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

6. Adoption of Published Agenda

6.1 Regular Council Meeting Agenda for July 2, 2024

R24-07-278

Moved By Councillor Hammond

Seconded By Councillor Verbeek

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

Carried

7. Adoption of Minutes

7.1 Regular Council Meeting Minutes for June 17, 2024

R24-07-279

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

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

Carried

7.2 Special Council Meeting Minutes for May 6, 2024

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

R24-07-280

Moved By Councillor Matyi

Seconded By Councillor Allard

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

Carried

7.3 Special Council Meeting Minutes for May 27, 2024

RE: Walk-About in the Essex Centre Downtown Core

R24-07-281

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

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

Carried

8. Public Presentations

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

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

Mayor Bondy passed the gavel to Deputy Mayor Shepley.

Mayor Bondy provided a verbal report on the International Association of Great Lakes Research Conference and highlighted the intersections between environmental and public health of the Great Lakes. She explained that the International Association of Great Lakes studies water quality and invasive species through various ways including the use of two submarines that gather water samples.

R24-07-282

Moved By Councillor Allard

Seconded By Councillor Verbeek

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

Carried

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

RE: Upcoming Activities for the Pelee Coastal Resilience Committee

Pete Zuzek, President, Zuzek Inc., Pelee Coastal Resilience Committee presented on the Pelee Coastal Resilience Study which assess risks and develops options for critical infrastructure exposed to coastal hazards. He noted that this committee was developed for the Federal Government and a group of parties from the province in 2002. Mr. Zuzek provided an update on the project and requested funding in the amount of \$30,000 from the Town of Essex to expand the research on the Climate Resilience Coastal Communities Program.

R24-07-283

Moved By Councillor Matyi

Seconded By Councillor Hammond

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

Carried

9. Unfinished Business

10. Reports from Administration

10.1 Infrastructure Services-2024-03

RE: Pelee Coastal Resilience Study

Kevin Girard, Director, Infrastructure Services explained that the Pelee Coastal Resilience Study will be a great benefit to the Town and Administration is recommending that Council match Kingsville's contribution of \$30,000, being \$10,000 annually from 2024-2026, to for the Pelee Coastal Resiliency Study.

R24-07-284

Moved By Councillor McGuire-Blais

Seconded By Councillor Matyi

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

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

Carried

10.2 Office of the CAO-2024-05

RE: OPP Detachment Board Annual Report

Doug Sweet, Chief Administration Officer, provided the Annual Report for new OPP Detachment Board that formed in April 2024 and explained that based on the Community Safety and Policing Act, an annual report will be provided by June 30th of each year to the municipalities and Council regarding the policing provided by the detachment in their municipalities.

R24-07-285

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

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

Carried

10.3 Office of the CAO-2024-07

RE: OPP Detachment Board – 2024 Budget

Doug Sweet, Chief Administration Officer, provided a verbal report regarding the proposed OPP Detachment Board Budget for April to December 2024. CAO Sweet explained that the new board is expected to operate with the remaining balances of the approved operating budgets of the three municipalities. He stated that an administrative support position was derived and as the new Board is intended to be administered through the Town of Tecumseh, actual Town costs incurred to administer the program will be recovered by the Town of Tecumseh, equally from the three participating municipalities.

CAO Sweet explained that the 2025 budget will include additional cost as more members have joined the committee adding additional increases in member wage compensation and conference fees.

Council directed questions to Administration on whether the Town of Essex is responsible for its own members or for all members of the committee.

CAO Sweet, noted that any cost incurred from the OPP Detachment Board is shared between the three municipalities.

R24-07-286

Moved By Councillor Matyi

Seconded By Councillor McGuire-Blais

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

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

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

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

Carried

11. Reports from Youth Members

Lauryn Smith, Youth Council Member, announced that the 5K walk to raise proceeds for the Essex Food Bank is this Saturday July 7, 2024 at Sadlers Pond.

12. County Council Update

13. Correspondence

13.1 Correspondence to be received

R24-07-287

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

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

Carried

13.1.1 County of Essex

RE: Regional Food and Organic Waste Program Funding Discussion

13.1.2 NSF International Strategic Registrations Audit Report

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

13.1.3 Township of Larder Lake

RE: Asset Retirement Obligation

13.2 Correspondence to be considered for receipt and support

13.2.1 Township of Brudenell, Lyndoch and Raglan

RE: Jurisdiction of Ontario's Ombudsman

Mayor Bondy passed the gavel to Deputy Mayor Shepley.

R24-07-288

Moved By Mayor Bondy

Seconded By Councillor McGuire-Blais

That the correspondence from the Township of Brudenell, Lyndoch and Raglan dated June 6, 2024 regarding the jurisdiction of Ontario's Ombudsman be received and supported; and

That a letter of support be sent to the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, Anthony Leardi, MPP, Essex Riding and the Association of Municipalities of Ontario (AMO).

Carried

13.2.2 Affordable Housing Task Force

RE: Appointment of Affordable Housing Task Force Member

R24-07-289

Moved By Councillor McGuire-Blais

Seconded By Deputy Mayor Shepley

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

Carried

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

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

R24-07-290

Moved By Councillor Allard

Seconded By Councillor Verbeek

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

Carried

14. Committee Meeting Minutes

R24-07-291

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

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

Carried

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

Recommendations to Council:

FIN24-05-04

Moved By Mayor Bondy
Seconded By Councillor Hammond

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

Carried

FIN24-05-07

Moved By Mayor Bondy
Seconded By Councillor Hammond

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

Carried

- 15. Financial**
- 16. New Business**
- 17. Notices of Motion**
 - 17.1 The following Notice of Motion was presented at the June 17, 2024 Regular Council Meeting and are being brought forward this evening for Council's consideration:**

17.1.1 Mayor Bondy

R24-07-292

Moved By Mayor Bondy
Seconded By Councillor Allard

That Council direct Administration to provide an update at the July 15, 2024 Regular Council Meeting on the Colchester Hamlet Secondary Plan, including consultation efforts to-date, plans for future public

consultation, policy directions thus far, and overall goals of the Secondary Plan as a part of the Town’s new Official Plan Project.

Carried

17.2 The following Notice of Motion is for presentment only and will be brought forward for Council's consideration at the July 15, 2024 Regular Council Meeting:

17.2.1 Councillor McGuire-Blais

Moved by Councillor McGuire-Blais

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

18. Reports and Announcements from Council Members

Councillor Hammond announced that the first Tune Up the Parks occurred last night in Colchester and next Monday night Tune Up the Parks will be taking place in Essex.

Councillor McGuire-Blais announced that the FunFest will be taking place next weekend from July 4 to July 7, 2024. She thanked the volunteers in advance for their dedication and noted that additional volunteers are needed on Saturday, July 6, 2024.

19. By-Laws

19.1 By-Laws that require a third and final reading

19.1.1 By-Law 2342

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

R24-07-293

Moved By Councillor Hammond

Seconded By Deputy Mayor Shepley

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

Carried

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

19.2.1 By-Law 2343

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

R24-07-294

Moved By Councillor Verbeek

Seconded By Councillor McGuire-Blais

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

Carried

19.3 By-Laws that require a first and second reading

19.3.1 By-Law 2346

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

R24-07-295

Moved By Councillor Matyi
Seconded By Councillor McGuire-Blais

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

Carried

20. Adjournment

R24-07-296

Moved By Deputy Mayor Shepley
Seconded By Councillor Hammond

That the meeting be adjourned at 6:52 PM.

Carried

Mayor

Clerk



The Corporation of the Town of Essex

Special Council Meeting Minutes

May 13, 2024, 6:00 pm

Location: Essex Municipal Building, 33 Talbot Street South

Present:

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

Also Present:

- Doug Sweet, Chief Administrative Officer
- Kate Giurissevich, Director, Corporate Services
- Shelley Brown, Deputy Clerk, Legal and Legislative Services
- Diane Emery, Customer Service Representative

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

The purpose of this meeting was to review the results of the Request for Proposal for Municipal Waste Collection Services.

1. Call to Order

Mayor Bondy called the meeting to order at 6:05 PM.

2. Land Acknowledgement

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

3. Declarations of Conflict of Interest

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

4. Adoption of Published Agenda

4.1 Special Council Meeting Agenda for May 13, 2024

SP24-05-006

Moved By Councillor Hammond

Seconded By Councillor Allard

That the published agenda for the May 13, 2024 Special Council Meeting be adopted as presented.

Carried

5. Reports from Administration

5.1 Kate Giurissevich, Director, Corporate Services

RE: Municipal Waste Collection Services

Kate Giurissevich, Director, Corporate Services explained that in 2022 GFL Environmental was awarded a contract for municipal waste collection services in Essex with an expiry date of May 1, 2024, and no option to renew. She noted that the Town of Essex posted a Request for Proposal that included 2 options for bi-weekly and weekly pickup with the ability to switch options with a 6-month notice period. She stated that in 2025 the Town will mandatorily include the new organics program which will change the landscape of waste collection. Director Giurissevich explained that the garbage collection will remain weekly until at least December 31, 2024, to avoid any drastic change in service levels for residents and to allow the Town more time to seek feedback and gather more information on the introduction of organics. She further explained that the only proposal received was from the existing supplier and Administration recommends that the Town award an 8-year contract to GFL Environmental to protect against the drastic price increases for the collection of garbage. She stated that the expense of waste collection is funded through the garbage levy and to ensure the reserve does not go into a deficit, the average household will see an approximate increase of \$32.26 above the 2023 rate.

Deputy Mayor Shepley brought forth a motion that, since the County of Essex by resolution mandates the Town of Essex to participate in the organics waste collection program, the cost for such should be added to the County of Essex's tax levy.

Council discussed the organics waste program and the municipal waste collection services.

SP24-05-007

Moved By Deputy Mayor Shepley

Seconded By Councillor Verbeek

Whereas on March 16, 2022, Essex County Council determined that all lower-tier municipalities shall participate in the regional organic waste collection and processing program;

And whereas Essex Windsor Solid Waste Authority is proposing the level of service be applied to urban and rural areas;

And whereas it is estimated that this service will result in an increase of \$114/year per household for the Town of Essex in the first year of the program;

Now therefore, be it resolved that Essex Council directs Deputy Mayor Shepley to make a Motion at County Council asking that the County Council agree to fund the cost of the regional organic waste collection and processing program through the County of Essex property tax levy. If changes are required to by-laws and agreements to achieve this result, it is requested that the County of Essex

amend these by-laws and agreements as required, such as with EWSWA, City of Windsor, and others.

Carried

SP24-05-008

Moved By Deputy Mayor Shepley
Seconded By Councillor Matyi

That Corporate Services Report-2024-03 entitled Results of Request for Proposal - Municipal Waste Collection Services be received;

That Council award the Request for Proposal for Municipal Waste Collection Services to GFL Environmental Inc. (“GFL”) for an 8-year period commencing May 2, 2024 and ending on May 1, 2032, with an option to extend for 2 more years pending acceptable performance, and direct Administration to return with the appropriate by-law for Council’s consideration approving the entering into of an agreement for the provision of Municipal Waste Collection Services; and

That the estimated budget overage for the period of 8 months (May 1 to December 31, 2024) be funded from the Garbage Levy and that the Garbage Levy be adjusted from .00104 to .00116, in this fiscal budget year to fund the budget deficit of \$191,849.13 in 2024.

Carried

- 6. Delegations
- 7. Adjournment

SP24-05-009

Moved By Deputy Mayor Shepley
Seconded By Councillor Hammond

That the meeting be adjourned at 6:41 PM.

Carried

Mayor

Clerk



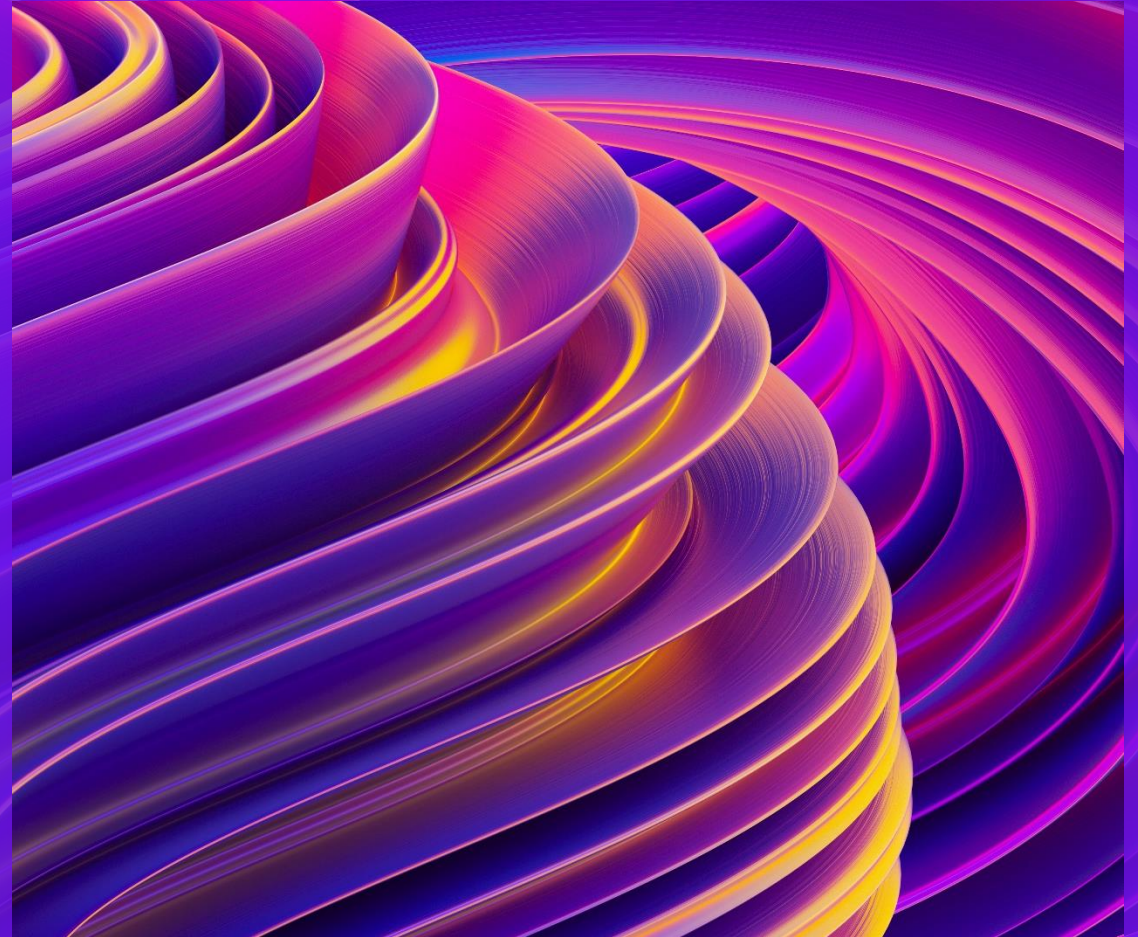
The Corporation of the Town of Essex

**Audit Findings Report
for the year ended December 31, 2023**

KPMG LLP

July 2, 2024

kpmg.ca/audit



KPMG contacts

Key contacts in connection with this engagement



Cynthia Swift, CPA, CA

Lead Audit Engagement Partner

519-251-3520

caswift@kpmg.ca



Justin Pierre, CPA

Manager

519-251-5269

jpierre@kpmg.ca

Table of contents

Digital use information

This Audit Findings Report is also available as a “hyper-linked” PDF document.

If you are reading in electronic form (e.g. In “Adobe Reader” or “Board Books”), clicking on the home symbol on the top right corner will bring you back to this slide.



Click on any item in the table of contents to navigate to that section.

4	Highlights	5	Technology Highlights	6	Status	7	Materiality
9	Audit Risk and results	10	Control Deficiencies	2	Policies & Practices	14	Specific Topics
15	Independence	16	Appendices				

The purpose of this report is to assist you, as a member of Town Council, in your review of the results of our audit of the consolidated financial statements. This report is intended solely for the information and use of Management and Council and should not be used for any other purpose or any other party. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.



Audit highlights



No matters to report



Matters to report – see link for details

Status

We have completed the audit of the consolidated financial statements of the Corporation of the Town of Essex with the exception of certain remaining outstanding procedures, which are highlighted on the 'Status' slide of this report.

Materiality

Materiality has been established by considering various metrics that are relevant to the users of the financial statements, including total revenues. We have determined materiality to be \$1,300,000.

Risks and results

- ☒ Significant risks
- Fraud risk from revenue recognition
 - Fraud risk from management override of controls
- ☐ Other risks of material misstatement
- ☐ Going concern matters

Policies and practices & Specific topics

- ☐ Significant unusual transactions
- ☒ Accounting policies and practices
- ☐ Other financial reporting matters

Uncorrected and corrected misstatements

- ☐ Uncorrected misstatements
- ☐ Corrected misstatements

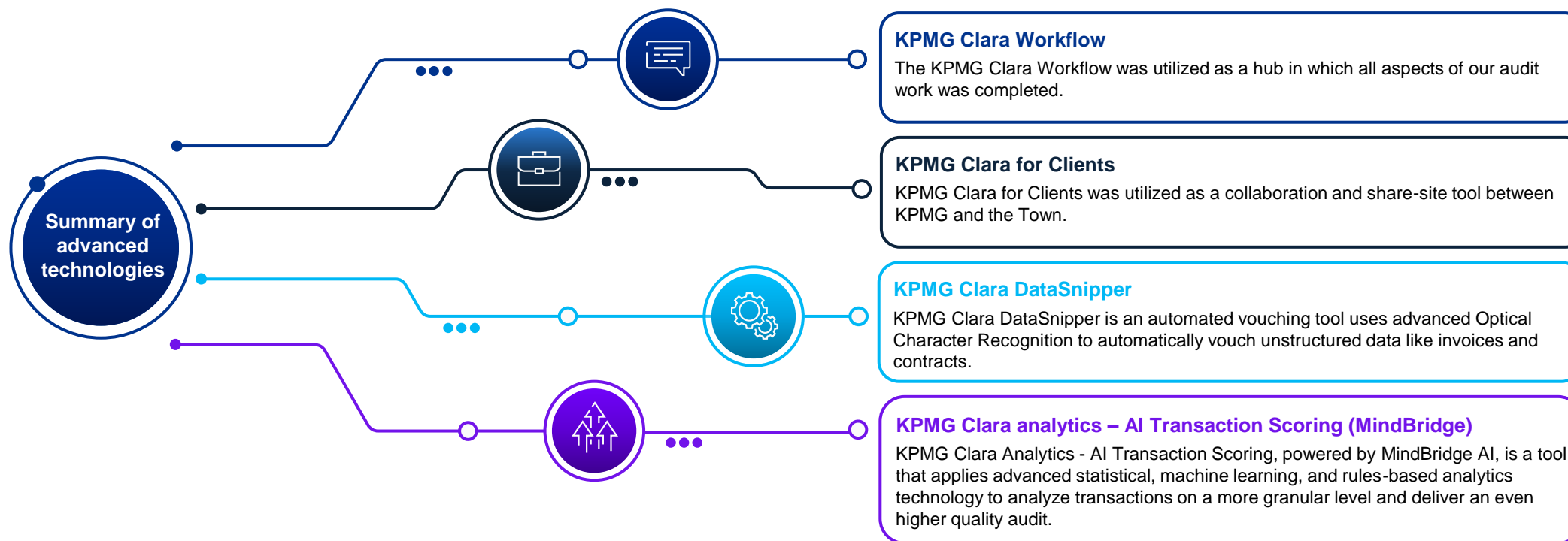
Control deficiencies

- ☐ Significant deficiencies



Technology highlights

We plan to utilize technology to enhance the quality and effectiveness of the audit.





Status

As of July 2, 2024, we have completed the audit of the consolidated financial statements, with the exception of certain remaining procedures, which include amongst others:

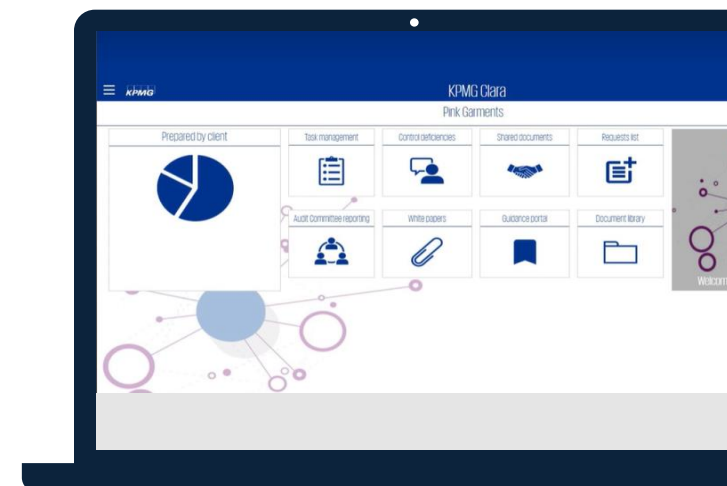
- Completing our discussions with Town Council
- Obtaining evidence of council's approval of the financial statements.
- Obtaining the signed management representation letter.

We will update Council, and not solely the Mayor, on significant matters, if any, arising from the completion of the audit, including the completion of the above procedures.

Our auditor's report, a draft of which is provided alongside the draft financial statements, will be dated upon the completion of any remaining procedures.

.

KPMG Clara for Clients (KCfc)



Real-time collaboration and transparency

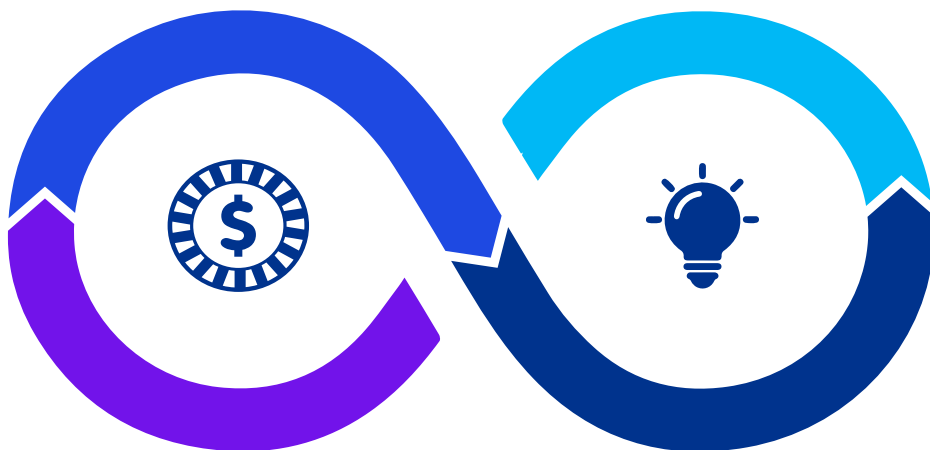
We leveraged **KCfc** to facilitate real-time collaboration with management and provide visual insights into the status of the audit!

In our audit we used KCfc to coordinate our requests from management.





Materiality



We **initially determine materiality** at a level at which we consider that misstatements could reasonably be expected to influence the economic decisions of users. Determining materiality is a matter of **professional judgement**, considering both quantitative and qualitative factors, and is affected by our perception of the common financial information needs of users of the financial statements as a group. We do not consider the possible effect of misstatements on specific individual users, whose needs may vary widely.

We **reassess materiality** throughout the audit and revise materiality if we become aware of information that would have caused us to determine a different materiality level initially.

Plan and perform the audit

We **initially determine materiality** to provide a basis for:

- Determining the nature, timing and extent of risk assessment procedures;
- Identifying and assessing the risks of material misstatement; and
- Determining the nature, timing, and extent of further audit procedures.

We design our procedures to detect misstatements at a level less than materiality in individual accounts and disclosures, to reduce to an appropriately low level the probability that the aggregate of uncorrected and undetected misstatements exceeds materiality for the financial statements as a whole.

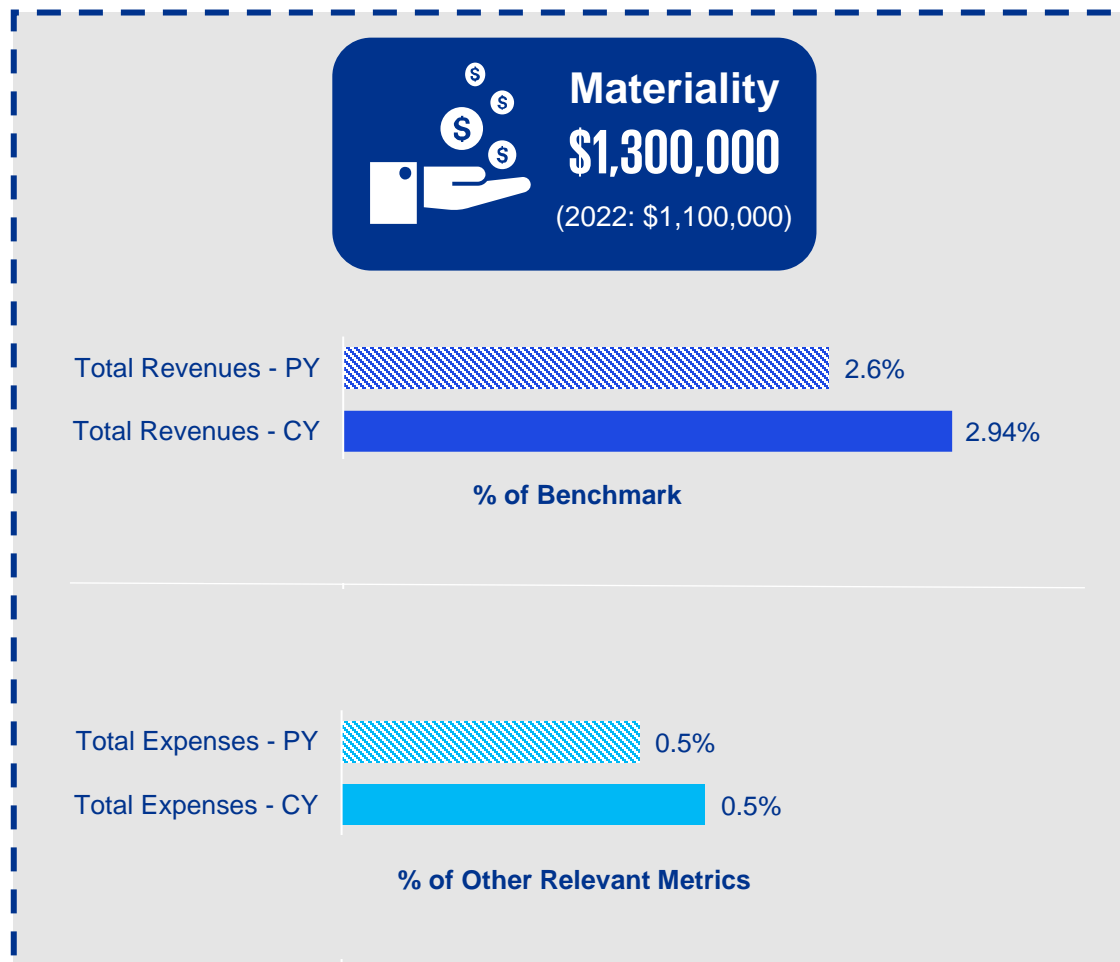
Evaluate the effect of misstatements

We also **use materiality** to evaluate the effect of:

- Identified misstatements on our audit; and
- Uncorrected misstatements, if any, on the financial statements and in forming our opinion.



Initial materiality



Total Prior Year Revenues
\$50,000,000

Total Assets
\$260,000,000

Significant risks



Risk of Fraud Within the Financial Statements

Why is it significant?

**Presumption
of the risk of fraud
resulting from
management
override of
controls**

Management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Although the level of risk of management override of controls will vary from entity to entity, the risk nevertheless is present in all entities.

Our response

As this presumed risk of material misstatement due to fraud is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include:

- testing of journal entries and other adjustments,
- performing a retrospective review of estimates
- evaluating the business rationale of significant unusual transactions.
- No issues were noted.

Why is it significant?

**Presumption
of the risk of fraud
resulting from
fraudulent
revenue
recognition**

This is a presumed risk.

There are generally pressures or incentives on management to commit fraudulent financial reporting through inappropriate revenue recognition when performance is measured in terms of year-over-year revenue growth or profit.

Our response

We have rebutted the fraud risk over revenue recognition since there are limited perceived opportunities to commit fraud since revenue transactions do not involve elements of significant judgment. We have also not identified any indicators that management possesses the attitude, character or ethical values that would result in intentional dishonesty. The entity is not a high public profile entity and there are no significant third-party expectations in relation to revenue. As a result, there is no risk of material misstatement of revenue due to fraudulent financial reporting by management.

Advanced technologies

Our **KPMG Clara Journal Entry Analysis Tool** assists in the performance of detailed journal entry testing based on engagement-specific risk identification and circumstances. Our tool provides auto-generated journal entry population statistics and focusses our audit effort on journal entries that are riskier in nature.



[Click to learn more](#)



Control deficiencies

Consideration of internal control over financial reporting (ICFR)

In planning and performing our audit, we considered ICFR relevant to the Entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on ICFR.

Our understanding of internal control over financial reporting was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies. The matters being reported are limited to those deficiencies that we have identified during the audit that we have concluded are of sufficient importance to merit being reported to those charged with governance.

Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors. Had we performed more extensive procedures on internal control over financial reporting, we might have identified more significant deficiencies to be reported or concluded that some of the reported significant deficiencies need not, in fact, have been reported.

A deficiency in internal control over financial reporting

A deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed, or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

Significant deficiencies in internal control over financial reporting

A deficiency, or a combination of deficiencies, in internal control over financial reporting that, in our judgment, is important enough to merit the attention of those charged with governance.



Control deficiencies – Significant deficiencies

Significant deficiencies in internal control over financial reporting

Description	Status	Potential effects
1	No significant deficiencies in internal control to report.	

Accounting policies and practices



Initial selection

No items to report.



Revised

The Town adopted Public Accounting Standards PS 3280 – Asset Retirement Obligations. The new accounting standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets, such as asbestos removal in buildings owned by the Town. ARO's are an estimate which are derived from available information and required the Town to make judgments and assumptions leveraging available data. As at December 31, 2023, the Town recorded an ARO liability of \$270,472 and used the modified retrospective method. KPMG concurs with the Town's methods used to implement this new standard.



Significant qualitative aspects

No items to report.

Other financial reporting matters

We also highlight the following:



Financial statement presentation - form, arrangement, and content



See Note 2 to the financial statements.



Concerns regarding application of new accounting pronouncements



No matters to report. See slide 12.



Significant qualitative aspects of financial statement presentation and disclosure



No matters to report.

Specific topics

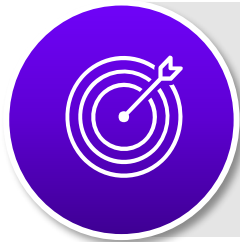
We have highlighted the following that we would like to bring to your attention:

Matter	Finding
Illegal acts, including noncompliance with laws and regulations, or fraud	No matters to report.
Other information in documents containing the audited financial statements	No matters to report.
Significant difficulties encountered during the audit	No matters to report.
Difficult or contentious matters for which the auditor consulted	No matters to report.
Management's consultation with other accountants	No matters to report.
Disagreements with management	No matters to report.
Related parties	No matters to report.
Significant issues in connection with our appointment or retention	No matters to report.
Other matters that are relevant matters of governance interest	No matters to report.

Services initiated under finance committee pre-approval policies and procedures

We were engaged by the Corporation of the Town of Essex to perform the services listed below. The services were pre-approved by Town Council pursuant to its Policies and Procedures, and were communicated in our accepted audit proposal dated October 13, 2023.

Engagement description	Fee CDN (estimated)
Audit of the financial statements of the Corporation of the Town of Essex	\$29,000



Note: Council was previously provided with a written description of the nature and scope of each service and details of the proposed fee arrangement.

Appendices

1

Required
communications

2

Audit quality

3

New auditing
standards

4

Insights

5

Environmental, social
and governance (ESG)

6

Technology

Appendix 1: Other required communications



Engagement terms

A copy of the engagement letter and any subsequent amendments has been provided to Town Council.



CPAB communication protocol

The reports available through the following links were published by the Canadian Public Accountability Board to inform Finance Committees and other stakeholders about the results of quality inspections conducted over the past year:

- [CPAB Audit Quality Insights Report: 2021 Annual Inspections Results](#)
- [CPAB Audit Quality Insights Report: 2022 Interim Inspections Results](#)
- [CPAB Audit Quality Insights Report: 2022 Annual Inspections Results](#)
- [CPAB Audit Quality Insights Report: 2023 Interim Inspections Results](#)



Appendix 1: Management representation letter

THE CORPORATION OF THE TOWN OF ESSEX
33 TALBOT STREET SOUTH
ESSEX, ON N8M 1A8

KPMG LLP
618 Greenwood Centre
3200 Deziel Drive
Windsor, ON N8W 5K8
Canada

July 15, 2024

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the consolidated financial statements (hereinafter referred to as "financial statements") of The Corporation of the Town of Essex ("the Entity") as at and for the period ended December 31, 2023.

GENERAL:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in **Attachment I** to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

RESPONSIBILITIES:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated November 2, 2020, including for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements ("relevant information"), such as financial records, documentation and other matters, including:
 - the names of all related parties and information regarding all relationships and transactions with related parties;
 - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of shareholders, board of directors and committees of the board of directors that may affect the financial statements. All significant actions are included in such summaries.
 - c) providing you with unrestricted access to such relevant information.
 - d) providing you with complete responses to all enquiries made by you during the engagement.
 - e) providing you with additional information that you may request from us for the purpose of the engagement.
 - f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.

- g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.
- i) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that we, and others within the entity, did not intervene in the work the internal auditors performed for you.

INTERNAL CONTROL OVER FINANCIAL REPORTING:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

FRAUD & NON-COMPLIANCE WITH LAWS AND REGULATIONS:

- 3) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
 - management;
 - employees who have significant roles in internal control over financial reporting; or
 - otherswhere such fraud or suspected fraud could have a material effect on the financial statements.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements or illegal acts, whose effects should be considered when preparing financial statements.
 - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

SUBSEQUENT EVENTS:

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

RELATED PARTIES:

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

ESTIMATES:

- 8) The methods, the data and the significant assumptions used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.

GOING CONCERN:

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.

NON-SEC REGISTRANTS OR NON-REPORTING ISSUERS:

- 10) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002).
- 11) We also confirm that the financial statements of the Entity will not be included in the group financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

Yours very truly,

By: Ms. Kate Giurissevich, Director, Corporate Services/Treasurer

cc: Audit Committee

Attachment I – Definitions

MATERIALITY

Certain representations in this letter are described as being limited to matters that are material.

Information is material if omitting, misstating or obscuring it could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances, and are affected by perception of the needs of, or the characteristics of, the users of the financial statements and, the size or nature of a misstatement, or a combination of both while also considering the entity's own circumstances.

FRAUD & ERROR

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

DRAFT

Appendix 2: Audit quality - How do we deliver audit quality?

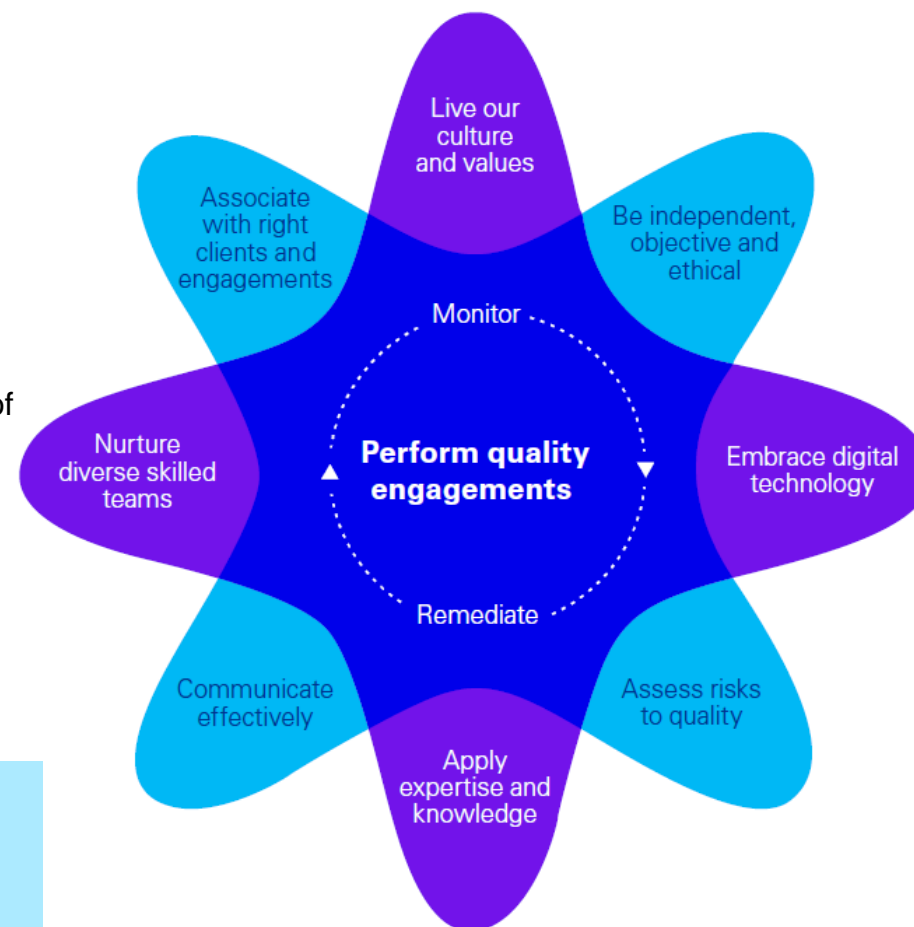
Quality essentially means doing the right thing and remains our highest priority. Our Global Quality Framework outlines how we deliver quality and how every partner and staff member contributes to its delivery.

The drivers outlined in the framework are the ten components of the KPMG System of Quality Management (SoQM). Aligned with ISQM 1/CSQM 1, our SoQM components also meet the requirements of the International Code of Ethics for Professional Accountants (including International Independence Standards) issued by the International Ethics Standards Board for Accountants (IESBA) and the relevant rules of professional conduct / code of ethics applicable to the practice of public accounting in Canada, which apply to professional services firms that perform audits of financial statements. Our Transparency Report includes our firm's Statement on the Effectiveness of our SoQM.

[KPMG 2023 Audit Quality and Transparency Report](#)

We define 'audit quality' as being the outcome when:

- audits are **executed consistently**, in line with the requirements and intent of **applicable professional standards** within a strong **system of quality management**; and
- all of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics and integrity**.



Doing the right thing. Always.



Appendix 3: Newly effective and upcoming changes to auditing standards

For more information on newly effective and upcoming changes to auditing standards – see Current Developments



Effective for periods beginning on or after December 15, 2022

ISA/CAS 220

.....
(Revised) Quality management for an audit of financial statements

ISQM1/CSQM1

.....
Quality management for firms that perform audits or reviews of financial statements or other assurance or related services engagements

ISQM2/CSQM2

.....
Engagement quality reviews

Effective for periods beginning on or after December 15, 2023

ISA 600/CAS 600

.....
Revised special considerations – Audits of group financial statements

Appendix 4: Insights to enhance your business

We have the unique opportunity as your auditors to perform a deeper dive to better understand your business processes that are relevant to financial reporting.

Lean in Audit

Lean in Audit™ is KPMG’s award-winning methodology that offers a new way of looking at processes and engaging people within your finance function and organization through the audit.

By incorporating Lean process analysis techniques into our audit procedures, we can enhance our understanding of your business processes that are relevant to financial reporting and provide you with new and pragmatic insights to improve your processes and controls.

Clients like you have seen immediate benefits such as improved quality, reduced rework, shorter processing times and increased employee engagement.

We look forward to working with you to incorporate this approach in your audit.

How it works

Standard Audit	Typical process and how it's audited	
Lean in Audit™	Applying a Lean lens to perform walkthroughs and improve Audit quality while identifying opportunities to minimize risks and redundant steps	
How Lean in Audit helps improve businesses processes	Make the process more streamlined and efficient for all	

Value: what customers want (maximize)

Necessary: required activities (minimize)

Redundant: non-essential activities (remove)

Process controls

Key controls tested



Appendix 4: Audit and assurance insights

Our latest thinking on the issues that matter most to Finance Committees, board of directors and management.

KPMG Audit & Assurance Insights

Curated research and insights for Finance Committees and boards.

Board Leadership Centre

Leading insights to help board members maximize boardroom opportunities

Current Developments

Series of quarterly publications for Canadian businesses including Spotlight on IFRS, Canadian Securities & Auditing Matters and US Outlook reports.

Finance Committee Guide – Canadian Edition

A practical guide providing insight into current challenges and leading practices shaping Finance Committee effectiveness in Canada.

Accelerate 2023

The key issues driving the Finance Committee agenda in 2023.

Momentum

A quarterly newsletter with the latest thought-leadership from KPMG's subject matter leaders across Canada and valuable audit resources for clients.

KPMG Climate Change Financial Reporting Resource Centre

Our climate change resource center provides insights to help you identify the potential financial statement impacts to your business.

IFRS Breaking News

A monthly Canadian newsletter that provides the latest insights on international financial reporting standards and IASB activities.

Appendix 5: ESG - Global regulatory reporting standards

	ISSB ¹ and CSSB	Canadian regulators (CSA)	US (SEC ^{2,3} and California ⁴)	EU ^{5,6}
Recent Activity	<ul style="list-style-type: none"> On March 13, 2024 the Canadian Sustainability Standards Board (CSSB) released proposals on its first two Canadian Sustainability Disclosure Standards (CSDS): Exposure Draft CSDS 1 (proposed general requirements standard) and Exposure Draft CSDS 2 (proposed climate standard). The proposed standards are aligned with the global baseline disclosure standards IFRS S1 and IFRS S2 with the exception of a Canadian-specific effective date for annual reporting periods beginning on or after January 1, 2025 and incremental transition relief. In June 2023, the International Sustainability Standards Board (ISSB) issued its first two IFRS Sustainability Disclosure Standards – IFRS S1 (general requirements standard) and IFRS S2 (climate standard). The ISSB standards are effective for annual periods beginning on or after January 1, 2024 – subject to local jurisdiction adoption. 	<ul style="list-style-type: none"> In parallel with the CSSB's release of its proposals on March 13, 2024, the Canadian Securities Administrators (CSA) issued a statement noting that they will seek consultation on a revised climate-related disclosure rule following the finalization of CSDS 1 and 2. In October 2021, the CSA issued their original proposed rule, proposed National Instrument 51-107 <i>Disclosure of Climate-related Matters</i>. Bill S-211, Canada's new Act on fighting against forced labor and child labour will take effect on January 1, 2024. Canadian and foreign businesses impacted by the Act will be required to file a report on their efforts to prevent and reduce the risk of forced labour and child labour in their supply chain, by May 31st of each year. 	<ul style="list-style-type: none"> The SEC's final climate rule was issued on March 6, 2024. The final rule will generally apply to all SEC registrants; <i>including</i> foreign private issuers (Form 20-F filers); <i>excluding</i> Canadian issuers reporting under the Multijurisdictional Disclosure System (Form 40-F filers) and asset-backed issuers. The earliest compliance date is the fiscal year beginning in Calendar year 2025 for large accelerated filers. The SEC also issued its final rules on cybersecurity in July 2023 and expects to release proposed disclosure rules on human capital management in spring 2024 and corporate board diversity in fall 2024. On October 7, 2023, the California Governor signed two climate disclosure laws that will shape climate disclosure practices beyond the state's borders. The laws will apply to US businesses (including US subsidiaries of non-US companies) that meet specified revenue thresholds and do business in California. The Governor also signed the California voluntary carbon market disclosures bill. 	<ul style="list-style-type: none"> The European Financial Reporting Advisory Group (EFRAG) was mandated to develop European Sustainability Reporting Standards (ESRSs) setting out the detailed disclosure requirements under the Corporate Sustainability Reporting Directive (CSRD). On July 31, 2023, the European Commission published the final text of its first set of twelve ESRSs as delegated acts The ESRSs will become effective as early as 2024 reporting periods for some companies. There are potentially considerable ESG reporting implications for Canadian entities – as most EU-listed companies and large subsidiaries of Canadian companies with significant operations in the EU are in scope. Non-EU parent entities with substantial activity in the EU may also be in scope, with separate standards to be developed for these entities, with an effective date of 2028 reporting periods <ol style="list-style-type: none"> 1. Refer to our ISSB Resource Centre for resources on implementing the IFRS Sustainability Disclosure Standards 2. Refer to our Defining Issues publication for more information on the SEC's final climate rule 3. Refer to our Defining Issues publication for more information on the SEC's cybersecurity rules 4. Refer to our publication on California's introduction of climate disclosures and assurance requirements 5. Refer to our ESRS Resource Centre for resources on implementing the ESRSs 6. Refer to our publication on the impact of EU ESG reporting on non-EU companies



Appendix 6: Continuous evolution

Our investment: \$5B

We are in the midst of a five-year investment to develop our people, digital capabilities, and advanced technology.

Responsive delivery model

Tailored to you to drive impactful outcomes around the quality and effectiveness of our audits.

Result: A better experience

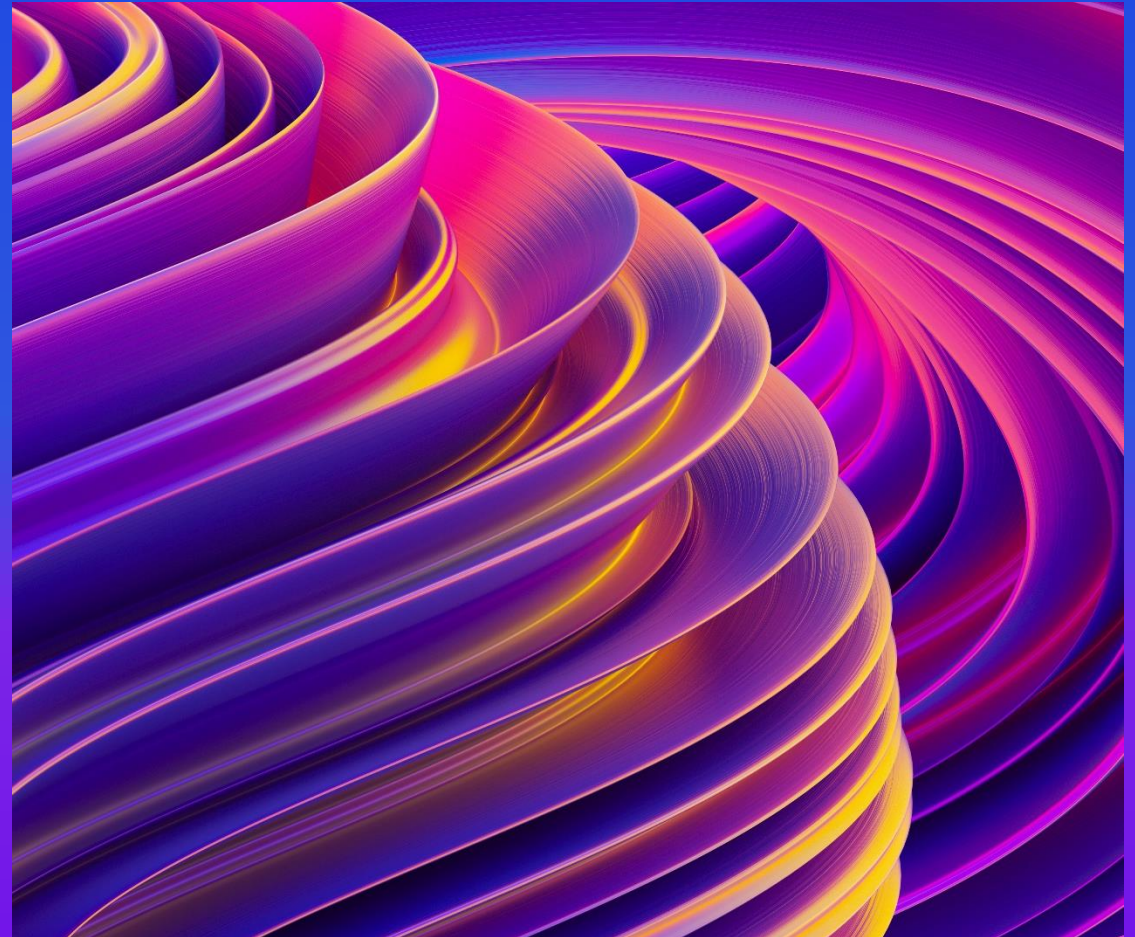
Enhanced quality, reduced disruption, increased focus on areas of higher risk, and deeper insights into your business.





<https://kpmg.com/ca/en/home.html>

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Consolidated Financial Statements

THE CORPORATION OF THE TOWN OF ESSEX

And Independent Auditor's Report thereon

Year ended December 31, 2023

THE CORPORATION OF THE TOWN OF ESSEX

Index to Consolidated Financial Statements

Year ended December 31, 2023

Management's Responsibility for the Consolidated Financial Statements

Independent Auditor's Report

Consolidated Financial Statements

Consolidated Statement of Financial Position	1
Consolidated Statement of Operations and Accumulated Surplus	2
Consolidated Statement of Changes in Net Financial Assets (Debt)	3
Consolidated Statement of Cash Flows	4
Notes to Consolidated Financial Statements	5 – 24
Schedule 1 - Consolidated Schedule of Tangible Capital Assets	25 – 26
Schedule 2 - Consolidated Schedule of Segment Disclosure	27 – 28

Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of The Corporation of the Town of Essex (the "Town") are the responsibility of the Town's management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of The Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 1 to the consolidated financial statements. The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Town's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by Management.

Council meets with Management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by KPMG LLP, independent external auditors appointed by the Town. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Town's consolidated financial statements.

Name

Title



KPMG LLP

618 Greenwood Centre
3200 Deziel Drive
Windsor, ON N8W 5K8
Canada
Telephone 519 251 3500
Fax 519 251 3530

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Rate Payers of the Corporation of the Town of Essex

We have audited the consolidated financial statements of The Corporation of the Town of Essex (the Entity), which comprise:

- the consolidated statement of financial position as at December 31, 2023
- the consolidated statements of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes and schedules to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Entity as at December 31, 2023, and its consolidated results of operations and its cash flows then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the **"Auditor's Responsibilities for the Audit of the Financial Statements"** section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



Page 3

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient audit evidence regarding the financial information of the entities or business activities within the Group Entity to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

Chartered Professional Accountants, Licensed Public Accountants
Windsor, Canada
(date)

THE CORPORATION OF THE TOWN OF ESSEX

Consolidated Statement of Financial Position

December 31, 2023, with comparative information for 2022

	2023	2022 (restated - note 2)
Financial assets		
Cash and cash equivalents	\$ 78,124,380	\$ 69,957,202
Taxes receivable	1,021,687	745,878
Accounts receivable	7,515,964	7,767,329
Investment in E.L.K. Energy Inc. (note 3)	12,785,277	13,928,293
Long-term receivable	2,551,975	3,500,000
	101,999,283	95,898,702
Financial liabilities		
Accounts payable and accrued liabilities	10,362,551	6,846,400
Other current liabilities	1,232,147	791,439
Accrued interest payable on long-term debt	297,225	306,173
Employee future benefits (note 10)	4,528,254	4,533,830
Deferred revenue (note 9)	3,218,895	4,467,550
Asset retirement obligations	275,849	270,472
Long-term debt (note 6)	17,950,943	18,010,218
	37,865,864	35,226,082
Net financial assets	64,133,419	60,672,620
Non-financial assets		
Tangible capital assets (note 14 and schedule 1)	207,295,934	199,043,278
Prepaid expenses and inventories of supplies	512,203	366,277
	207,808,137	199,409,555
Contingent liabilities (note 11)		
Accumulated surplus (note 8)	\$ 271,941,556	\$ 260,082,175

The accompanying notes are an integral part of these consolidated financial statements.

On behalf of Council:

Mayor

Chief Administrative Officer

THE CORPORATION OF THE TOWN OF ESSEX

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2023, with comparative information for 2022

	2023	2023	2022
	Budget	Actual	Actual
	(note 12)		(Restated - note 2)
Revenue:			
Taxation	\$ 20,804,680	\$ 20,956,188	\$ 19,237,640
User charges	4,490,007	3,721,224	3,974,662
Grants	10,208,202	8,348,248	10,234,650
Interest and penalties	359,986	4,562,177	1,954,651
Landfill compensation	3,049,698	3,994,909	3,500,229
Share of income from E.L.K. Energy Inc. (note 3)	-	(1,052,034)	100,074
Commuted payments	-	229,655	222,123
Development contributions	4,304,631	1,262,280	642,539
Sewer and water charges	7,574,700	8,198,936	8,008,824
Other	25,381,554	2,109,945	1,564,652
Loss on disposal of tangible capital assets	-	(4,056)	(81,862)
Recovered drain billings	-	1,030,726	716,649
Total revenue	76,173,458	53,358,198	50,074,831
Expenses:			
General government	7,054,006	5,053,351	4,455,897
Protection services	6,843,976	6,470,194	6,352,053
Transportation services	9,757,554	8,319,486	7,620,818
Environmental services	6,654,960	10,098,809	8,267,085
Health services	324,374	290,750	281,335
Recreational and cultural services	7,974,985	8,276,272	7,591,985
Planning and development	1,352,403	2,989,955	2,729,743
Total expenses	39,962,258	41,498,817	37,298,916
Annual surplus	36,211,200	11,859,381	12,775,915
Accumulated surplus, beginning of year	260,082,175	260,082,175	247,306,260
Accumulated surplus, end of year	\$ 296,293,375	\$ 271,941,556	\$ 260,082,175

The accompanying notes are an integral part of these consolidated financial statements.

THE CORPORATION OF THE TOWN OF ESSEX

Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2023, with comparative information for 2022

	2023 Budget (note 13)	2023 Actual	2022 Actual (restated - note 2)
Annual surplus	\$ 36,211,200	\$ 11,859,381	\$ 12,775,915
Acquisition of tangible capital assets	(36,238,200)	(12,912,319)	(10,441,484)
Change in tangible capital assets work-in-progress	-	(2,610,702)	(2,418,021)
Amortization of tangible capital assets	-	7,201,809	7,015,580
Loss on sale of tangible capital assets	-	4,056	81,862
Proceeds on sale of tangible capital assets	27,000	64,500	56,954
	-	3,606,725	7,070,806
Use of inventory and prepaid expenses	-	(145,926)	(67,936)
Change in net financial assets	-	3,460,799	7,002,870
Net financial assets, beginning of year	60,672,620	60,672,620	53,669,750
Net financial assets, end of year	\$ 60,672,620	\$ 64,133,419	\$ 60,672,620

The accompanying notes are an integral part of these consolidated financial statements.

THE CORPORATION OF THE TOWN OF ESSEX

Consolidated Statement of Cash Flows

Year ended December 31, 2023, with comparative information for 2022

	2023	2022 (restated - note 2)
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 11,859,381	\$ 12,775,915
Items not involving cash:		
Amortization of tangible capital assets	7,201,809	7,015,580
Loss on sale of tangible capital assets	4,056	81,862
Increase in asset retirement obligations	5,377	-
Increase (decrease) in taxes receivable	(275,809)	639,522
Decrease (increase) in accounts receivable	251,365	(4,020,690)
(Decrease) increase in deferred revenue	(1,248,655)	1,444,533
Increase in accounts payable and accrued liabilities	3,516,151	397,107
Increase (decrease) in other current liabilities	440,708	(204,981)
Decrease in accrued interest payable on long-term debt	(8,948)	(4,822)
Changes in employee future benefits	(5,576)	36,770
(Increase) decrease in prepaid expenses and inventories of supplies	(145,926)	(67,936)
Net change in cash from operating activities	21,593,933	18,092,860
Capital activities:		
Acquisition of tangible capital assets	(12,912,319)	(10,441,484)
Change in tangible capital assets work-in-progress	(2,610,702)	(2,418,021)
Proceeds on disposition of tangible capital assets	64,500	56,954
Net change in cash from capital activities	(15,458,521)	(12,802,551)
Investing activities:		
Increase in investment in E.L.K. Energy Inc.	1,143,016	191,008
Decrease (increase) in long-term receivable	948,025	(3,500,000)
Decrease in long-term investments	-	544,174
Net change in cash from investing activities	2,091,041	(2,764,818)
Financing activities:		
Net long-term debt issued	2,273,299	2,291,500
Long-term debt repaid	(2,332,574)	(2,166,686)
Net change in cash from financing activities	(59,275)	124,814
Net change in cash	8,167,178	2,650,305
Cash, beginning of year	69,957,202	67,306,897
Cash, end of year	\$ 78,124,380	\$ 69,957,202

The accompanying notes are an integral part of these consolidated financial statements.

THE CORPORATION OF THE TOWN OF ESSEX

Notes to Consolidated Financial Statements

Year ended December 31, 2023

The Corporation of the Town of Essex ("Town") is a municipality in the Province of Ontario and operates under the provisions of the Community Charter. The Town provides municipal services such as fire, roads, water, wastewater, planning, parks, recreation and other general government services.

1. Significant accounting policies:

The consolidated financial statements of the Town are prepared by management in accordance with Canadian generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Town are as follows:

(a) Basis of consolidation:

i) Consolidated financial statements:

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures, reserves and changes in investment in tangible capital assets of the Town and includes the activities of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the Town and are owned or controlled by the Town. All inter-entity transactions and balances have been eliminated on consolidation.

ii) Other entities:

The investment in E.L.K. Energy Inc. is accounted for using the modified equity basis of accounting, which represents the Town's proportionate share of E.L.K.'s net assets at acquisition plus its share of undistributed earnings. The basis is consistent with the generally accepted accounting treatment of government business enterprises.

The Town's proportionate share in the Union Water Supply System is accounted for on a proportionate consolidation basis, consistent with the generally accepted accounting treatment for government units.

The accrual basis of accounting recognizes revenues as they become available and measurable. Expenses are recognized as they are incurred and measurable as a result of the receipt of goods or services and the creation of a legal obligation to pay.

THE CORPORATION OF THE TOWN OF ESSEX

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(a) Basis of consolidation (continued):

iii) Accounting for County and School Board Transactions:

The Town collects taxation revenue on behalf of the school boards and the County of Essex. The taxation and other revenues with respect to the operations of the County of Essex and school boards are not reflected in the Consolidated Statement of Operations. In addition, the revenues, expenses, assets and liabilities with respect to the operations of the County of Essex and school boards are not reflected in these consolidated financial statements except to the extent that any amounts due to or from are reported on the Consolidated Statement of Financial Position in "accounts receivable" or "accounts payable and accrued liabilities".

iv) Trust funds:

Funds held in trust by the Town, and their related operations are not included in these consolidated financial statements. The financial activity and position of the trust funds are reported separately.

(b) Basis of accounting:

Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

The consolidated statement of financial position reflects all of the financial assets and liabilities of the Town. Financial assets are those assets which could provide resources to discharge existing liabilities or finance future operations. Municipal position represents the financial position of the Town, and is the difference between its assets and liabilities. This provides information about the Town's overall future revenue requirements and its ability to finance activities and meet its obligations.

(c) Cash and cash equivalents:

Management considers all highly liquid investments with maturity of three months or less at acquisition to be cash equivalents.

(d) Purchase premium:

Purchase premium arising on the acquisition of a government business enterprise will be deferred and amortized over a period of twenty years.

(e) Deferred revenue:

Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the consolidated statement of financial position. The revenue is recognized in the consolidated statement of operations in the year in which it is used for the specified purpose.

THE CORPORATION OF THE TOWN OF ESSEX

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(f) Taxation and related revenue:

Taxes are recognized as revenue in the year they are levied. Property tax billings are prepared by the Town based on assessment rolls issued by the Municipal Property Assessment Corporation ("MPAC"). Tax rates are established annually by Town Council, incorporating amounts to be raised for local services, the requisition made by the County of Essex in respect of County services and amounts the Town is required to collect on behalf of the Province of Ontario in respect of education taxes. A normal part of the assessment process is the issue of supplementary assessment rolls, which provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the Town determines the taxes applicable and renders supplementary tax billings. Taxation revenue is recorded at the time tax billings are issued. Assessments and the related property taxes are subject to appeal and write off for physical changes to the property. Tax adjustments as a result of appeals are recorded when the results of the appeal process are known. The Town is entitled to collect interest and penalties on overdue taxes. This revenue is recorded in the period the interest and penalties are levied.

Conditional grant revenue is recognized to the extent the conditions imposed on it have been fulfilled. Unconditional grant revenue is recognized when monies are receivable. Grants for the acquisition of tangible capital assets are recognized in the period in which eligible expenditures are made.

Sanitary sewer and water operations are funded by various revenues including frontage, connection and usage charges. Charges for sewer and water usage are recorded as user fees. Connection fee revenues are recognized when the connection has been established.

User charges, landfill compensation, and other revenues are recorded on the accrual basis of accounting noted above.

(g) Government transfers:

Government transfers, which include legislative grants, are recognized as revenue in the consolidated financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. When transfer stipulations give rise to a liability, government transfers are recognized as deferred revenue and recognized as revenue when the stipulations are settled.

(h) Leases:

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expense as incurred.

THE CORPORATION OF THE TOWN OF ESSEX

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(i) Tangible capital assets:

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is available for productive use as follows:

Asset	Useful Life - Years
Land - not amortized	
Land improvements	10 to 30
Buildings	25 to 80
Roads and sidewalks	15 to 80
Machinery and equipment	1 to 50
Water infrastructure	50 to 80
Sewer infrastructure	60 to 100
Vehicles	3 to 25
Stormwater infrastructure	55 to 90
Murals	10

One half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use, at which time they are capitalized.

(j) Employee future benefits:

The Town accounts for its participation in the Ontario Municipal Employees Retirement System ("OMERS"), a multi-employer public sector pension fund, as a defined contribution plan. The OMERS plan specifies the retirement benefits to be received by employees based on length of service and pay rates.

Employee benefits include vacation entitlement, sick leave benefits and certain post-employment benefits. Vacation entitlements are accrued as entitlements are earned. Sick leave benefits and other post-employment benefits that accumulate over the period of service provided by employees are subject to actuarial valuations and are accrued in accordance with the projected benefit method, prorated on service and management's best estimate of salary escalation and retirement ages of employees, inflation rates, investment returns, insurance and health care cost trends, employee turnover and discount rates. Actuarial gain and losses are amortized on a straight-line basis over the expected average remaining service life of the employee group.

THE CORPORATION OF THE TOWN OF ESSEX

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(k) Use of estimates:

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards for local governments requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the consolidated financial statements and the reported amounts of revenue and expenses during the reporting periods. Significant items subject to such estimates and assumptions include valuation allowances for taxes and accounts receivable, tangible capital assets and valuation of employee future benefits. Actual results could differ from those estimates. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the year in which they become known.

(l) Adoption of new accounting standards:

The Town adopted prospectively PS 1201 Financial Statement Presentation, PS 2601 Foreign Currency Translation, PS 3041 Portfolio Investments, PS 3450 Financial Instruments and retroactively PS 3280 Asset Retirement Obligations standards for the fiscal year beginning January 1, 2023.

The adoption of these new accounting standards had the following impact on the financial statements:

- PS 3280 Asset Retirement Obligations has resulted in the recognition of legal obligations associated with the retirement of certain controlled tangible capital assets.
- PS 3450 Financial Instruments has resulted in the selection of the fair value basis of measurement for certain financial instruments and recognition of unrealized remeasurement gains or losses on the Statement of Remeasurement Gains and Losses.
- PS 1201 Financial Statement Presentation has resulted in the addition of a new financial statement called the Statement of Remeasurement of Gains and Losses that is separate from the statement of operations and accumulated surplus. This new statement includes unrealized gains and losses arising from the remeasurement of financial instruments and items denominated in foreign currencies and any other comprehensive income that arises when the Town includes the results of government business enterprises.

PS 3280, Asset Retirement Obligations – PS 3280 Asset Retirement Obligations (ARO) is recognized when, as at the financial reporting date, all of the following criteria are met:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- The past transaction or event giving rise to the liability has occurred;
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

The substantial portion of ARO liability for the Town stems from the removal of asbestos in buildings owned by the Town. The ARO liability for removal of asbestos has been based on actual demolition cost (on a square foot basis) of a building containing asbestos and has been recognized under the modified retroactive method. Where renovations had taken place, the gross area of the structure was pro-rated to account for partial abatement. Assumptions used in the calculations are revised on an annual basis. All known asbestos is contained and poses no risk to the users.

THE CORPORATION OF THE TOWN OF ESSEX

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

The new accounting standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets, such as asbestos removal in retired buildings by public sector entities. The new accounting standard has resulted in a withdrawal of the existing accounting standard PS 3270 Solid Waste Landfill Closure and Post-Closure Liability. The buildings had an expected useful life of 40 years, and the estimate has not changed since purchase.

PS 3450, Financial Instruments – PS 3450 Financial Instrument establishes standards on how to account for and report all types of financial instruments including derivatives. Financial instruments include primary instruments (such as receivables, payables, and equity instruments) and derivative financial instruments (such as financial options, futures and forwards, interest rate swaps and currency swaps). Any unrealized gains and losses are reported through a new statement called statement of remeasurement gains and losses. Unrealize gains and losses are realized upon settlement of the financial instrument when the financial instrument is sold or reaches maturity. The Town has no financial instruments carried at fair value and as a result has not presented a Statement of Remeasurement of Gains and Losses.

2. Change in accounting policy:

PS 3280 Asset Retirement Obligations:

On January 1, 2023, the Town adopted Canadian public sector accounting standard PS 3280 Asset Retirement Obligations using the modified retroactive method with a restatement of comparative balances for year ended December 31, 2022. The December 31, 2022 statement of financial position amounts are adjusted as indicated in the table below to provide comparative figures for balances reported as at December 31, 2023.

As a result of adopting the new standard, on January 1, 2022, the Town recognized tangible capital assets with a net book value of \$145,981 and asset retirement obligation of \$264,648 on its statement of financial position. The opening balance of accumulated surplus as at January 1, 2022, is decreased by \$62,667.

As a result of the Union Water Supply System proportionate consolidation, the Town recognized tangible capital assets with a net book value of \$33,156 and asset retirement obligation of \$55,571 on it's statement of financial position at January 1, 2022.

The Town has not applied present value to asset retirement obligation and as a result there is no accretion expense to report.

THE CORPORATION OF THE TOWN OF ESSEX

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

2. Change in accounting policy:

	As previously reported	ARO adjustments	2022 restated
	\$	\$	\$
Consolidated statement of financial position			
Liability for asset retirement obligation as at			
December 31, 2022	—	(270,472)	270,472
Tangible capital assets as at			
December 31, 2022	198,863,961	179,317	199,043,278
Accumulated surplus as at			
December 31, 2022	260,173,511	(91,336)	260,082,175
Consolidated statement of operations and accumulated surplus			
General government for the year ended			
December 31, 2022	4,449,643	6,254	4,455,897
Accumulated surplus at January 1, 2022	247,391,345	(85,082)	247,306,260
Annual surplus at January 1, 2022	12,782,169	(6,254)	12,775,915
Annual surplus for the year ended			
December 31, 2022	260,173,511	(91,336)	260,082,175

THE CORPORATION OF THE TOWN OF ESSEX

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

3. Investment in E.L.K. Energy Inc.:

The Town holds a 100% investment in E.L.K. Energy Inc. This investment is recorded using the modified equity method, wherein the investment balance represents the Town's proportionate interest in the net assets of E.L.K. Energy Inc. at acquisition, plus its proportionate share of undistributed earnings.

The investment in E.L.K. Energy Inc. at December 31, 2023 is as follows:

	2023	2022
Corporation of the Town of Essex 100% proportionate interest in the net assets of E.L.K. Energy Inc.	\$ 12,351,941	\$ 13,403,975
Purchase premium – net of amortization	433,336	524,318
	<u>\$ 12,785,277</u>	<u>\$ 13,928,293</u>

Supplementary information of E.L.K. Energy Inc. at December 31 is as follows:

	2023	2022
Financial Position		
Current assets	\$ 12,639,903	\$ 14,908,578
Property, plant and equipment	15,562,401	13,769,482
Investments	84,103	92,768
Regulatory balances	3,428,723	10,504,646
Total assets	<u>\$ 31,780,622</u>	<u>\$ 39,275,474</u>
Current liabilities	\$ 9,954,921	\$ 12,104,881
Long-term liabilities	359,006	378,981
Deferred tax liabilities	145,024	356,684
Total liabilities	<u>10,458,951</u>	<u>12,840,546</u>
Regulatory balances	8,969,730	13,030,953
Net assets	<u>\$12,351,941</u>	<u>\$ 13,403,975</u>

THE CORPORATION OF THE TOWN OF ESSEX

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

3. Investment in E.L.K. Energy Inc. (continued):

	2023	2022
Financial Activities		
Total revenue	\$ 24,074,549	\$ 37,491,300
Total expenditures	(28,233,914)	(35,016,708)
Payments in lieu of income taxes	296,163	33,870
Net income	1,327,914	2,508,462
Net movement in regulatory balances, net of tax	(2,381,116)	(2,493,808)
Other comprehensive income (loss)	1,168	85,420
Total comprehensive income (loss) for the year	\$ (1,052,034)	\$ 100,074
Corporation of the Town of Essex share of net earnings (loss) in E.L.K. Energy Inc.	\$(1,052,034)	\$ 100,074

E.L.K. Energy Inc. bills and collects the Town's water and sewer surcharge revenue through to December 31, 2023. In 2024, this function will be performed by the Town of Essex. In 2023 these amounted to \$7,953,716 (2022 - \$7,861,637) and are included in sewer and water charges revenue. For these services, E.L.K. Energy Inc. charges the Town of Essex, amounting to \$403,015 in 2023 (2022 - \$393,588).

These transactions are in the normal course of operations and are measured at the exchange amount which is the cost of the consideration established and agreed to by the related parties.

4. Equity in the Union Water Supply System:

The Town's equity in the Union Water Supply System ("UWSS") is made up as follows:

	2023	2022
Cash and cash equivalents	\$ 1,197,384	\$ 1,011,123
Accounts receivable	89,800	61,675
Accounts payable and accrued liabilities	(113,046)	(166,998)
Net financial assets before long-term debt	1,174,139	905,800
Long-term debt	(307,965)	(389,120)
Asset retirement obligation	(59,223)	(57,835)
Net financial assets	806,950	458,845
Tangible capital assets and non-financial assets	2,725,528	2,752,129
Accumulated surplus	\$ 3,532,478	\$ 3,210,974

THE CORPORATION OF THE TOWN OF ESSEX

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

4. Equity in the Union Water Supply System (continued):

Tangible capital assets – net book value shown previously consists of:

	2023	2022
Water – buildings and equipment	\$ 1,855,523	\$ 1,905,102
Water - linear	837,758	813,870
Asset retirement obligation	32,248	33,157
	<u>\$ 2,725,529</u>	<u>\$ 2,752,129</u>

Included in the Consolidated Statement of Operations is the UWSS's share of:

	2023	2022
Amortization expense	\$ 97,721	\$ 88,644
Amortization expense – ARO	1,388	2,264
Interest on long-term debt	37,365	45,400

Effective January 2001, the assets, liabilities, rights and obligations of the UWSS were transferred from the Ontario Clean Water Agency to the joint ownership of the System's participating municipalities pursuant to an order issued by the Minister of the Environment under the Municipal Water and Sewage Act, 1997.

The equity interest of each municipality is determined every 4 years according to its proportionate water consumption from the system. The order also provides for the establishment of a Board of Management to govern the system. The equity interests were last set January 1, 2021, where it was decreased to 4.92%.

Subsequent to year end, the UWSS was incorporated with share capital under the structure of a Municipal Service Corporation. The Town received 492 Class A Special Shares in Union Water Supply System Inc., the new corporation. The Town has not assessed the accounting treatment of this change in ownership for 2024 as of yet.

5. Bank indebtedness:

The Town has an authorized line of credit up to \$6,000,000 bearing interest at prime less 0.85%. At December 31, 2023, \$ 6,000,000 (2022 - \$6,000,000) in unused credit was available.

THE CORPORATION OF THE TOWN OF ESSEX

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

6. Long-term debt:

The balance of long-term debt reported on the consolidated statement of financial position is made up of the following:

	2023	2022
<i>User Fee Supported</i>		
Infrastructure Improvement Debenture, OIPC – along with Property Tax Supported (vii), repayable based on pro rata share of payment including interest at 2.76%, due December 15, 2027	\$ 1,332,548	\$ 1,643,475
Essex Sewage Treatment Plant Update and Expansion Debenture, Ontario Infrastructure Projects Corporation (OIPC) - repayable in semi-annual instalments of \$138,915 including interest at 2.66%, due September 1, 2026	796,028	1,047,652
Harrow Sewage Lagoon Debenture, OIPC – repayable in semi-annual instalments of \$131,564, including interest at 2.67%, due February 3, 2025	384,383	632,274
Building Energy Upgrade Debenture - along with Property Tax Supported (iv), repayable based on pro rata share of payment including interest at 3.6%, repaid during the year	1,919	5,665
	2,514,878	3,329,066
<i>Property Tax Supported</i>		
Essex Twin Pad Arena Debenture - repayable in semi-annual instalments of \$386,712 including interest at 4.65%, due March 2030	4,295,988	4,850,244
Capital Works Debenture - repayable in annual instalments including interest ranging from 2.88% to 3.2%, due in various amounts from 2023 to 2034	2,430,333	2,747,955
Fire Station 1 Engine 1 Debenture - repayable in annual Instalments of \$116,080 including interest at 3.2%, repaid During the year	-	113,940
Building Energy Upgrade Debenture - along with User Fee Supported (iv), repayable based on pro rata share of payment including interest at 3.6%. due in 2024	19,176	56,625
Vehicle loan - repayable in annual instalments including interest at 3.45%, due in June 2024	12,059	23,716
Infrastructure Improvement Debenture, OIPC – along with User Fee Support (i), repayable based on pro rata share of payment including interest at 2.76%, due December 15, 2027	1,088,748	1,342,788
Fire Station 2 Debenture – repayable in semi-annual instalments of \$104,691 including interest at 2.9%, due December 2041	2,920,090	3,042,129
Harrow Streetscape debenture – repayable in semi-annual instalments of \$76,393 excluding interest at 4.25%, due December 2037	2,138,733	2,291,500
Storm Improvements in Ward 1 – repayable in semi-annual Instalments including interest of 4.71% due in December 2033	2,209,578	-
	15,114,705	14,468,897

THE CORPORATION OF THE TOWN OF ESSEX

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

6. Long-term debt (continued):

	2023	2022
Benefiting Property Owners		
Drain debentures - repayable in annual instalments including interest at 3.20%, repaid during the year	\$ -	\$ 9,376
Drain debentures - repayable in annual instalments including interest at 2.61%, repaid during the year	-	80,189
Sanitary sewer extension debentures - repayable in annual instalments of \$48,130 including interest at 3.40%, due April 2024	46,548	91,565
Drain debentures - repayable in annual instalments including interest at 3.45%, repaid during the year		3,756
Drain debentures - repayable in annual instalments including interest at 3.95%, due in various amounts in July 2028	39,500	46,507
Tile loans – repayable in annual instalments including interest at 6%, due in various amount in 2030	50,666	56,360
Shoreline loans - repayable in semi-annual instalments including interest ranging from 1.39% to 3.77% due in various amounts in 2030 and 2032	337,590	375,104
Drainage debenture - repayable in semi-annual instalments including interest of 3.02% due July 2025 and 3.4% due in July 2030	86,984	119,793
Drainage debenture - repayable in annual instalments including interest of 3.43% due in September 2031	48,089	53,225
Drainage debentures - repayable in annual instalments including interest at 4.31% and 4.71%, due in various amounts in July 2031	202,053	234,900
Drainage Debentures – repayable in annual instalments Including interest at 4.31%, due in various amounts in July 2032	57,500	-
	868,930	1,070,775
Share of Union Water System obligations	307,965	389,120
Subtotal	18,806,478	19,257,858
The Town is contingently liable for the tile and shoreline loans included above. The responsibility for payment of principal and interest has been assumed by individual landowners	(388,256)	(431,464)
Internally financed debt	(467,279)	(816,176)
	\$ 17,950,943	\$ 18,010,218

THE CORPORATION OF THE TOWN OF ESSEX

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

6. Long-term debt (continued):

Principal payments for the next 5 fiscal years and thereafter are as follows:

2024	\$ 2,901,934
2025	2,795,772
2026	3,006,721
2027	2,702,966
2028	2,161,756
Thereafter	4,381,794
	<u>\$ 17,950,943</u>

Interest payments included in operating fund expenditures during the year were \$661,693 (2022 – \$631,037), excluding the interest on tile and shoreline loans which is recovered from the individual landowners.

The long-term liabilities issued in the name of the Municipality have received approval by the Municipal Board on or before December 31, 2023. The annual principal and interest payments required to service these liabilities are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs and Housing.

7. Operations of School Boards and the County of Essex:

During the year, the following taxation revenue was raised and remitted to the School Boards and the County of Essex:

	2023	2022
School Boards	\$ 4,504,733	\$ 4,386,122
County of Essex	11,103,560	10,416,184
	<u>\$ 15,608,293</u>	<u>\$ 14,802,306</u>

THE CORPORATION OF THE TOWN OF ESSEX

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

8. Accumulated surplus:

(a) Accumulated surplus consists of individual fund surplus (deficit) as follows:

	2023	2022
Invested in tangible capital assets	\$ 207,295,934	\$ 199,043,278
To be used to offset taxation	5,051,214	5,015,852
To be financed by user charges and municipal debt	(3,828,058)	(1,727,006)
Equity in E.L.K. Energy Inc.	12,785,277	13,928,293
Amounts to be recovered:		
Employee benefits payable	(4,502,200)	(4,509,100)
Accrued interest on net long-term liabilities	(297,225)	(306,173)
Municipal debt	(17,950,943)	(18,010,218)
Reserves and reserve funds (note 8 (b))	73,387,557	66,647,250
Total accumulated surplus	\$ 271,941,556	\$ 260,082,175

(b) Reserves and reserve funds consist of the individual funds as follows:

	2023	2022
Reserve funds set aside for specific purpose by Council:		
Capital purposes	\$ 46,194,375	\$ 44,189,162
Landfill	11,762,760	10,020,942
Contingencies	13,634,847	10,643,013
Other	1,552,947	1,549,996
Sick leave benefits	242,628	244,137
	\$ 73,387,557	66,647,250

THE CORPORATION OF THE TOWN OF ESSEX

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

9. Unearned/deferred revenue:

Development charges are reported as deferred revenue since provincial legislation restricts the use of the funds to specific purposes and under certain circumstances the funds may be refunded.

The net change during the year in the deferred revenue balances is as follows:

	Beginning of Year	Contributions Received	Deferred Revenue Allocated	End of Year
Development charges	\$ (894,110)	\$ (723,456)	\$ 1,582,362	\$ (35,204)
Canadian Community Benefit Fund	(2,146,721)	(1,207,985)	1,528,904	(1,825,802)
Ontario Community Infrastructure Fund	(1,173,621)	(1,735,226)	1,773,478	(1,135,369)
Modernization grant	(253,098)	-	30,578	(222,520)
	\$ (4,467,550)	\$ (3,666,667)	\$ 4,915,322	\$ (3,218,895)

10. Employee future benefits:

(a) Pension agreement:

The Town makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of certain employees. This plan is a defined benefit plan which specifies the amount of the retirement to be received by the employees based on the length of service and rates of pay. However, as OMERS does not segregate its pension assets and liabilities information by individual employer, there is not sufficient information to enable the Town to account for the plan as a defined benefit plan. At December 31, 2023, the OMERS plan is in a deficit position, funded at 97% (2022 - 97%). The amount contributed by the Town to OMERS for 2023 was \$797,220 (2022 - \$669,971).

(b) Employee future benefits liabilities:

Employee future benefit liabilities are future liabilities of the Town to its employees and retirees for benefits earned but not taken as at December 31, 2023 and consists of the following:

	2023	2022
Post-employment benefits	\$4,502,200	\$ 4,509,100
Accrued vacation	26,054	24,730
	\$4,528,254	\$ 4,533,830

THE CORPORATION OF THE TOWN OF ESSEX

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

10. Employee future benefits (continued):

(b) Employee future benefits liabilities (continued):

(i) Post-employment benefits:

The post-employment benefit liabilities is based on an actuarial valuation performed by the Town's actuaries. The actuarial valuation was performed as at December 31, 2023. The significant actuarial assumptions adopted in estimating the Municipality's liability are as follows:

Discount rate	4.15% (2022 – 4.14%)
Health Care Trend Rate	4.49% for 2023

Information about the Town's future liability with respect to these costs are as follows:

	2023	2022
Accrued benefit liability, beginning of year	\$ 4,509,100	\$ 4,465,600
Annual expense	138,800	172,300
Benefits paid	(145,700)	(128,800)
Accrued benefit liability, end of year	4,502,200	4,509,100
Unamortized net actuarial gains	(2,365,600)	(1,872,900)
Accrued benefit obligations at the end of the year	\$2,136,600	\$ 2,636,200

(ii) Accrued sick leave:

Under the sick leave benefit plan, approved for all union employees, unused sick leave can accumulate and employees may become entitled to a cash payment when they leave the Town's employment. The amount of the payment is equal to the number of sick days to which the employee is entitled at one-half their rate of pay at the time of termination. Sick leave unused is normally paid out to union employees before the end of each fiscal year, resulting in no accrual at the year end. Non-union employees are not entitled to a payout or an accumulation of unused sick days.

(iii) Vacation:

Vacation entitlements can accumulate and employees would be entitled to a cash payment equal to the value of their unused entitlements if they were to terminate employment.

THE CORPORATION OF THE TOWN OF ESSEX

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

11. Contingent liabilities:

The Town has been named defendant in certain legal actions. The ultimate liability if any, which may arise, is indeterminable as the Town has established valid defence positions. In the opinion of administration and legal counsel, any payments, which may result from these actions, are subject to material coverage under the Town's insurance policies. Consequently, the consolidated financial statements contain no provision for any liability, which may occur as a result of these claims.

12. Contractual obligations and commitments:

(a) Ontario Clean Water Agency

In accordance with a service agreement entered into by the Town on February 13, 1958 with the Ontario Clean Water Agency (OCWA), the existing sewage and water systems are operated by OCWA. Under this agreement, the Town is obligated to meet all operating costs and repay the long-term liabilities related to this project.

Included in the consolidated statement of operations are the 2023 charges from OCWA of \$1,470,199 (2022 – \$1,247,563). The consolidated statement of financial position does not reflect any assets or liabilities pertaining to the sewage or water systems except to the extent of service charges due to (or from) OCWA and the total long-term liabilities outstanding. The accumulated net surplus of OCWA is not reflected in the accompanying consolidated financial statements.

(b) Service agreements

The Town has entered into various other service agreements. The largest of these relates to The Minister of Community Safety and Correctional Services (Police Services). The current contract expires December 31, 2023. The total expense included in the consolidated statement of operations for 2023 is \$3,041,627 (2022 – \$3,094,440).

(c) Operating leases

The Town has entered into various operating lease agreements for office equipment. Included in the consolidated statement of operations are the 2023 operating lease payments of \$59,000 (2022 – \$38,565). The consolidated statement of financial position does not reflect any assets or liabilities pertaining to the operating leases.

THE CORPORATION OF THE TOWN OF ESSEX

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

13. Budget figures:

The Financial Plan (Budget) By-Law adopted by Council on February 13, 2023 was not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Standards). The budget is unaudited and was prepared on a modified accrual basis while Public Sector Accounting Standards now require a full accrual basis. The budget figures anticipated using surpluses accumulated in previous years to reduce current year expenditures in excess of current year revenues to \$nil. In addition, the budget expensed all tangible capital expenditures rather than including amortization expense. As a result, the budget figures presented in the consolidated statements of operations and change in net financial assets represent the Financial Plan adopted by Council on February 13, 2023 with adjustments as follows:

	Budget Amount
Revenue:	
Operating	\$ 55,265,152
Capital	36,244,391
Less:	
Transfer from reserves	(15,335,995)
Total revenue	76,173,458
Expenses:	
Operating	54,927,401
Capital	13,034,572
Less:	
Transfers to reserves	(19,368,160)
Debt principal payments	(2,798,794)
Capital expenditures	(13,034,574)
Add:	
Amortization of tangible capital assets	7,201,809
Total expenses	39,962,258
Budgeted surplus per financial statements	\$ 36,211,200

THE CORPORATION OF THE TOWN OF ESSEX

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

14. Tangible capital assets:

The Consolidated Schedule of Tangible Capital Assets (Schedule 1) provides information on tangible capital assets of the Town by major asset class as well as for accumulated amortization of the assets controlled. The reader should be aware of the following information relating to tangible capital assets:

(a) Contributed capital assets:

The Town records all tangible capital assets contributed by an external party at fair value on the earlier of the date received or of the transfer of risk and responsibility. Typical examples are roadways, water and sewer lines installed by a developer as part of a subdivision agreement. There were no such transfers in the current or prior year.

(b) Capitalization of interest:

The Town has a policy of capitalizing borrowing costs incurred when financing the acquisition of a tangible capital asset.

15. Segmented information:

The Town is a diversified municipal government institution that provides a wide range of services to its citizens such as police, fire, water, wastewater and parks and recreation. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government

General government consists of three categories: governance, corporate management and program support. It includes offices of the Council, Chief Administrative Officer, Corporate Services, and Clerk Services. General Government is responsible for the collection and administration of all formula-based funding. Therefore, all of this revenue type is classified in this segment regardless of where the expenditures are classified.

Protection to Persons and Property

Protection is comprised of Fire, Police, Conservation Authority and Protective Inspection and Control. The mandate of the Police Services department is to ensure the safety of the lives and property of citizens; preserve peace and good order; prevent crimes from occurring; detect offenders; and enforce the law. Conservation Authority includes the Town's share of the Essex Region Conservation Authority. The Fire Service department is responsible to provide fire suppression service; fire prevention programs; training and education related to prevention, detection or extinguishment of fires. Protective Inspection and Control ensures an acceptable quality of building construction and maintenance of properties through enforcement of construction codes, building standards and by-laws for the protection of occupants.

Transportation

The Public Works department is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, snow clearing and removal and street lighting.

THE CORPORATION OF THE TOWN OF ESSEX

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

15. Segmented information (continued):

Environmental

Environmental includes Water, Wastewater, Storm Sewer, as well as Garbage Collection and Disposal. The department provides drinking water to citizens of Essex, collecting and treating wastewater, and providing collection and disposal of waste. Recycling is provided at the County level.

Health

Health services are comprised of public health services which work to improve the overall health of the population and overcome health inequalities by providing services to individuals and communities.

Recreational and Cultural

This department provides public services that respond to citizens' leisure and cultural requirements. Facilities include a wide variety of parks plus three arenas, a pool and various community facilities. Recreational and Cultural also includes services related to the harbour.

Planning and Development

This department provides a number of services including town planning, maintenance and enforcement of building and construction codes (although for segmented disclosure purposes, these expenses are included within Protection to Persons and Property), and review of all property development plans through its application process.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Municipal taxation revenue has been allocated based on the percentage of total budgeted expenditures. The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1. For additional information see the Schedule of Segment Disclosure (Schedule 2).

THE CORPORATION OF THE TOWN OF ESSEX

Consolidated Schedule of Tangible Assets - Schedule 1

Year ended December 31, 2023

	Balance at				Balance at					
	December 31,				December 31,					
Cost	2022		Additions	Disposals	Transfers	2023				
Land	\$	23,283,384	\$	87,178	\$	-	\$	23,370,562		
Buildings		58,868,186		2,040,032		-		3,918,912	64,827,130	
Vehicles		6,209,303		457,009		(82,694)		-	6,583,618	
Machinery and equipment		19,295,703		965,426		(122,935)		51,922	20,190,116	
Murals and land improvements		6,781,817		69,619		-		1,050,214	7,901,650	
Roads		73,694,565		2,989,457		-		-	76,684,022	
Underground and other networks		122,127,980		1,283,432		(478)		-	123,410,934	
Assets under construction		13,550,496		7,631,750		-		(5,021,048)	16,161,198	
	\$	323,811,434	\$	15,523,903	\$	(206,107)	\$	-	\$	339,129,230

	Balance at					Balance at
Accumulated	December 31,					December 31,
Amortization	2022		Amortization	Disposals	Transfers	2023
Land	\$	-	\$	-	\$	-
Buildings		23,372,229		1,178,783		24,551,012
Vehicles		2,939,853		335,713		3,198,669
Machinery and equipment		8,892,198		981,778		9,814,624
Murals and land improvements		1,771,172		191,027		1,962,199
Roads		38,792,496		2,974,786		41,767,282
Underground and other networks		49,000,208		1,539,722		50,539,510
Assets under construction		-		-		-
	\$	124,768,156	\$	7,201,809	\$	131,833,296

		Net book value, December 31, 2022		Net book value, December 31, 2023	
Land	\$	23,283,384		\$	23,370,562
Buildings		35,495,957			40,276,118
Vehicles		3,269,450			3,384,949
Machinery and equipment		10,403,505			10,375,492
Murals and land improvements		5,010,645			5,939,451
Roads		34,902,069			34,916,740
Underground and other networks		73,127,772			72,871,424
Assets under construction		13,550,496			16,161,198
Total	\$	199,043,278		\$	207,295,934

THE CORPORATION OF THE TOWN OF ESSEX

Consolidated Schedule of Tangible Assets - Schedule 1

Year ended December 31, 2023

Cost	Balance at December 31, 2021		Additions	Disposals	Transfers	Balance at December 31, 2022	
Land	\$	23,283,384	\$	-	\$	-	\$ 23,283,384
Buildings		57,622,614		1,024,693		220,879	58,868,186
Vehicles		6,904,027		113,209		(807,933)	6,209,303
Machinery and equipment		17,956,185		1,220,471		(137,007)	19,295,703
Murals and land improvements		5,850,065		694,348		237,404	6,781,817
Roads		67,247,488		6,447,077		-	73,694,565
Underground and other networks		121,724,107		403,873		-	122,127,980
Assets under construction		11,132,475		3,132,358		(714,337)	13,550,496
	\$	311,720,345	\$	13,036,029	\$	(944,940)	\$ 323,811,434

Accumulated Amortization	Balance at December 31, 2021		Amortization	Disposals	Transfers	Balance at December 31, 2022	
Land	\$	-	\$	-	\$	-	\$ -
Buildings		22,254,673		1,117,556		-	23,372,229
Vehicles		3,275,525		362,861		(698,533)	2,939,853
Machinery and equipment		8,092,379		907,437		(107,618)	8,892,198
Murals and land improvements		1,594,540		176,632		-	1,771,172
Roads		36,018,874		2,773,622		-	38,792,496
Underground and other networks		47,322,736		1,677,472		-	49,000,208
Assets under construction		-		-		-	-
	\$	118,558,727	\$	7,015,580	\$	(806,151)	\$ 124,768,156

Net book value, December 31, 2021		Net book value, December 31, 2022	
Land	\$ 23,283,384	\$	23,283,384
Buildings	35,367,941		35,495,957
Vehicles	3,628,502		3,269,450
Machinery and equipment	9,863,806		10,403,505
Murals and land improvements	4,255,525		5,010,645
Roads	31,228,614		34,902,069
Underground and other networks	74,401,371		73,127,772
Assets under construction	11,132,475		13,550,496
Total	\$ 193,161,618	\$	199,043,278

THE CORPORATION OF THE TOWN OF ESSEX

Consolidated Schedule of Segment Disclosure - Schedule 2

Year ended December 31, 2023

	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Recreational and Cultural Services	Planning and Development	2023 Total
Revenue:								
Taxation	\$ 2,551,855	\$ 3,267,337	\$ 4,201,197	\$ 5,099,725	\$ 146,824	\$ 4,179,375	\$ 1,509,876	\$ 20,956,188
User charges	162,009	541,912	75,133	29,115	111,290	2,771,164	30,601	3,721,224
Grants (note 14)	8,288,638	202,415	(648,297)	-	165,453	269,121	70,918	8,348,248
Interest	4,562,177	-	-	-	-	-	-	4,562,177
Landfill compensation	-	-	-	3,994,909	-	-	-	3,994,909
Share of income from E.L.K. Energy Inc. (note 2)	(1,052,034)	-	-	-	-	-	-	(1,052,034)
Commuted payments	-	-	-	229,655	-	-	-	229,655
Development contributions	1,262,280	-	-	-	-	-	-	1,262,280
Sewer and water charges	-	-	-	8,198,936	-	-	-	8,198,936
Other	2,109,945	-	-	1,030,726	-	-	-	3,140,671
Loss on disposal of capital assets	(4,056)	-	-	-	-	-	-	(4,056)
	17,880,814	4,011,664	3,628,033	18,583,066	423,567	7,219,660	1,611,395	53,358,198
Expenses:								
Salaries, wages and benefits	3,387,673	1,712,850	1,770,463	586,960	129,224	3,695,530	803,949	12,086,649
Materials and supplies	1,246,593	1,001,515	1,649,941	3,570,940	145,308	2,445,547	2,059,776	12,119,620
Interest	96,106	162,215	19,965	87,921	-	257,751	37,735	661,693
Contract service	8,764	3,131,772	1,095,327	4,412,916	124	401,400	-	9,050,303
Amortization of tangible capital assets	239,687	443,112	3,709,847	1,437,714	5,136	1,281,063	85,250	7,201,809
Other	74,528	18,730	73,943	2,358	10,958	194,981	3,245	378,743
	5,053,351	6,470,194	8,319,486	10,098,809	290,750	8,276,272	2,989,955	41,498,817
Annual surplus (deficit)	\$ 12,827,463	\$ (2,458,530)	\$ (4,691,453)	\$ 8,484,257	\$ 132,817	\$ (1,056,612)	\$ (1,378,560)	\$ 11,859,381

THE CORPORATION OF THE TOWN OF ESSEX

Consolidated Schedule of Segment Disclosure - Schedule 2

Year ended December 31, 2023

	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Recreation and Cultural Services	Planning and Development	2022 Total
Revenue:								
Taxation	\$ 2,298,215	\$ 3,276,195	\$ 3,930,585	\$ 4,263,910	\$ 145,104	\$ 3,915,714	\$ 1,407,918	\$ 19,237,640
User charges	152,040	1,294,013	55,475	25,925	71,762	2,333,343	42,104	3,974,662
Grants (note 14)	7,502,958	237,942	1,293,635	-	165,456	962,217	72,442	10,234,650
Interest	1,954,651	-	-	-	-	-	-	1,954,651
Landfill compensation	-	-	-	3,500,229	-	-	-	3,500,229
Share of income from E.L.K. Energy Inc. (note 2)	100,074	-	-	-	-	-	-	100,074
Commuted payments	-	-	-	222,123	-	-	-	222,123
Development contributions	642,539	-	-	-	-	-	-	642,539
Sewer and water charges	-	-	-	8,008,824	-	-	-	8,008,824
Other	935,168	19,940	12,415	84,637	956	134,182	1,094,003	2,281,301
Loss on disposal of capital assets	(81,862)	-	-	-	-	-	-	(81,862)
	13,503,783	4,828,090	5,292,110	16,105,648	383,278	7,345,456	2,616,467	50,074,831
Expenses:								
Salaries, wages and benefits	3,196,613	1,590,129	1,749,182	497,792	142,915	3,392,348	721,144	11,290,123
Materials and supplies	895,005	845,217	1,353,244	2,182,481	122,861	2,166,057	1,886,692	9,451,557
Interest	611	174,633	25,935	110,963	-	292,635	36,780	641,557
Contract service	7,145	3,193,218	881,218	4,049,233	1,966	353,924	-	8,486,704
Amortization of tangible capital assets	207,689	446,446	3,599,513	1,426,441	5,135	1,245,405	84,951	7,015,580
Other	148,834	102,410	11,726	175	8,458	141,616	176	413,395
	4,455,897	6,352,053	7,620,818	8,267,085	281,335	7,591,985	2,729,743	37,298,916
Annual surplus (deficit)	\$ 9,047,886	\$ (1,523,963)	\$ (2,328,708)	\$ 7,838,563	\$ 101,943	\$ (246,529)	\$ (113,276)	\$ 12,775,915



Report to Council

Department: Development Services
Division: Economic Development
Date: July 15, 2024
Prepared by: Nelson Silveira, Manager, Economic Development
Report Number: Economic Development-2024-07
Subject: Downtown Vacancy Report 2024
Number of Pages: 9

Recommendation(s)

That Economic Development-2024-07 entitled Downtown Vacancy Report 2024 prepared by Nelson Silveira, Manager, Economic Development dated July 15, 2024 be received.

Purpose

To provide Council with an update on commercial vacancy rates in downtown Essex Centre and Harrow.

Background and Discussion

Administration has recently conducted a downtown vacancy study to assess the state of our rural main streets. The first study was conducted during the summer of 2017, the second in the summer of 2022, and the most recent assessment completed during the spring of 2024.

The Town of Essex has two separate downtown areas, Essex Centre and Harrow, which have been the target areas for this study. The time period between the 2022 and 2024 reports included two streetscape projects in both downtown areas, which based on the results of this

study, have had a positive impact to downtown vacancy rates. In 2022, Essex Centre had a vacancy rate of 5.79% and now has a slightly improved vacancy rate of 4.76%. In Harrow, the commercial vacancy rate was 6% in 2022 and in 2024 the rate has decreased to 5.05% vacancy.

Vacancy Rates

Only street level units were included in the study. To determine whether a unit was vacant or occupied, the following criteria was used: a unit was deemed vacant if there were no plans for a business to utilize the space for their operations going forward. If the unit was currently not being utilized, but it was determined that there were confirmed plans for occupancy, then the unit was deemed to be occupied. If a unit was currently being utilized, but it was determined that the unit would be vacated within the next 30 days, then the unit was deemed vacant. For example, 22 Gordon St in Essex Centre is currently being developed, the units were considered occupied as there is an expectation these units will be filled once construction is completed. The unit at 43 Arthur Ave was occupied, however, the tenants recently moved to a different unit, so that unit was deemed vacant. Furthermore, vacant commercial lands with no building or storefront were not included in the scope of this study.

The downtown vacancy rate is the percentage of downtown commercial units that are vacant at a given time. Chart 1.1 below is a visual representation of the vacancy rates for downtown Essex Centre and Harrow for the years the studies were conducted.



Business Composition

Essex Centre and Harrow downtowns have different business compositions. Each business in the two areas was placed into one of four sectors:

- Professional,
- Service,
- Restaurant, and
- Retail

The professional sector includes businesses such as law firms and real estate offices. The service sector includes businesses such as laundromats and spas. The restaurant sector included sit-down and fast-food restaurants. The retail sector includes businesses that sell goods such as clothing and appliances. Charts 1.2 & 1.3 below are visualizations of the business compositions of Essex Centre and Harrow.

Chart 1.2 - Composition of Essex Centre Business

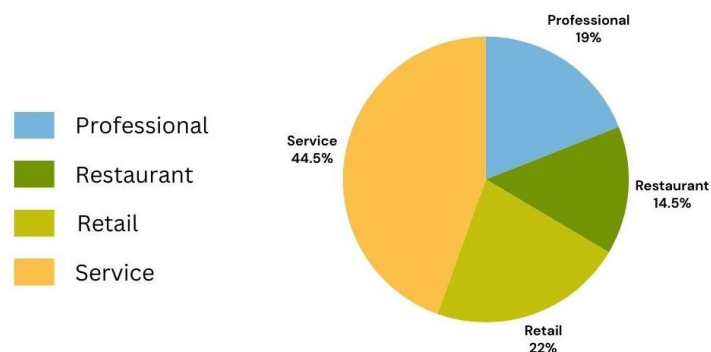
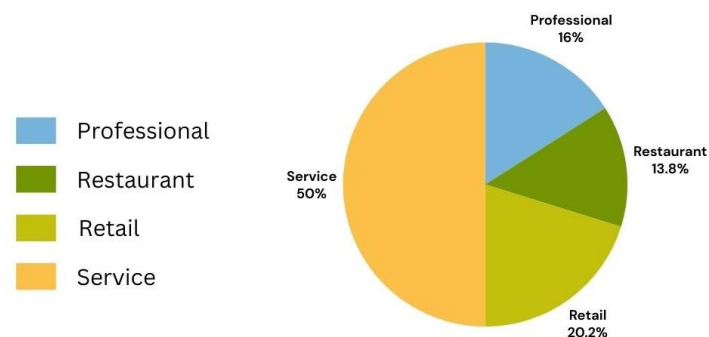


Chart 1.3 - Composition of Harrow Business



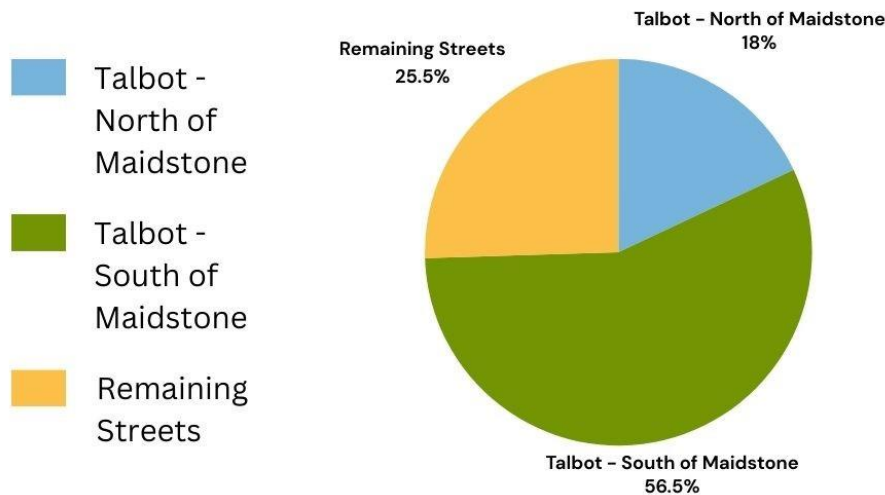
Essex Centre

For the purpose of this study, Essex Centre was divided into three zones:

- Talbot Street – North of Maidstone Avenue,
- Talbot Street – South of Maidstone Avenue, and
- The remaining streets, being Gosfield Townline, Arthur Avenue, Maidstone Avenue, Victoria Avenue, Centre Street, Laird Avenue, Wilson Avenue, and Gordon Avenue.

Chart 1.4 below is a visualization of the share of commercial units located in each zone as of 2024.

Chart 1.4 - Location of Essex Centre Business

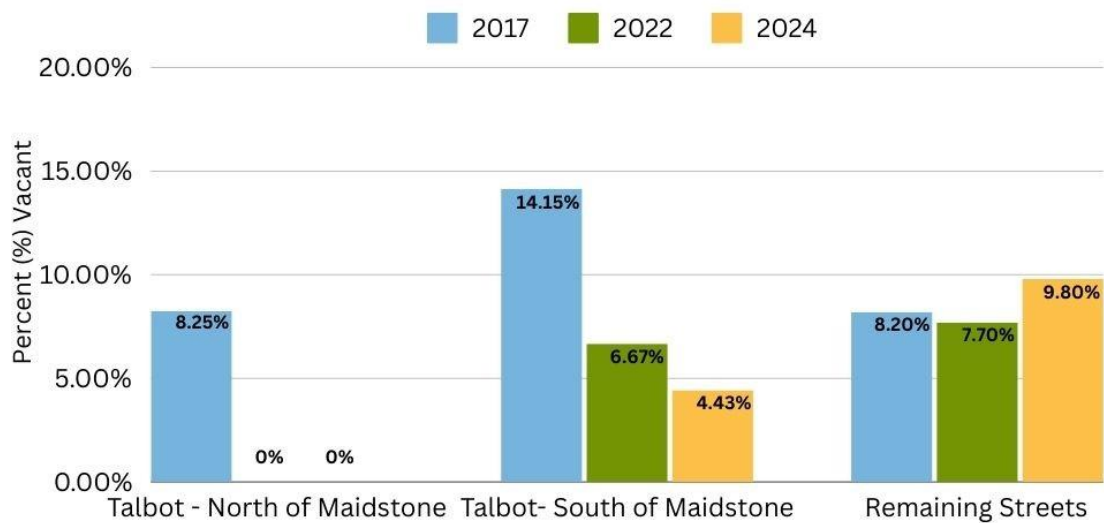


As shown in Chart 1.4, the majority of commercial units are on Talbot Street -South of Maidstone Avenue. Chart 1.5 below is a table which outlines the number of units, the number of vacancies, and the vacancy rate for each zone.

CHART 1.5 – VACANCY DATA BY ZONE (ESSEX CENTRE, 2024)			
Zone	Total Number of Units	Total Number of Vacancies	Vacancy Rate
<i>Talbot Street – North of Maidstone Ave</i>	36	0	0%
<i>Talbot Street – South of Maidstone Ave</i>	113	5	4.43%
<i>Remaining Streets</i>	51	5	9.80%

Since 2022, there has been no vacancy on Talbot – North of Maidstone, improved occupancy on Talbot – South of Maidstone, and slight increases in vacancies on the remaining streets. Below is a visualization comparing the vacancy rates of 2017, 2022, and 2024 by zone.

Chart 1.6 - Essex Centre Vacancy Rates by Zone



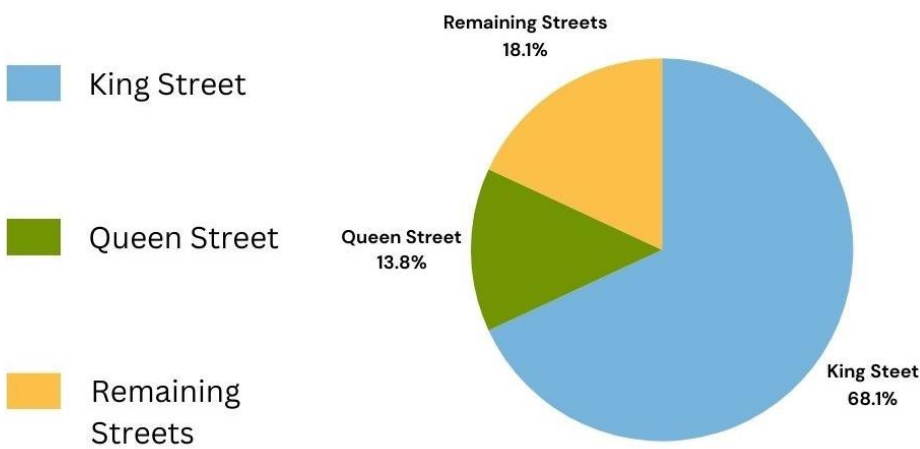
Harrow

Harrow was divided into three zones:

- King Street,
- Queen Street, and
- The remaining streets, being McAffee Street, Victoria Street, Sinasac Street, Colio Drive, and Centre Street.

Chart 1.7 below is a visualization of the share of commercial units located in each zone as of 2024.

Chart 1.7 - Location of Harrow Business

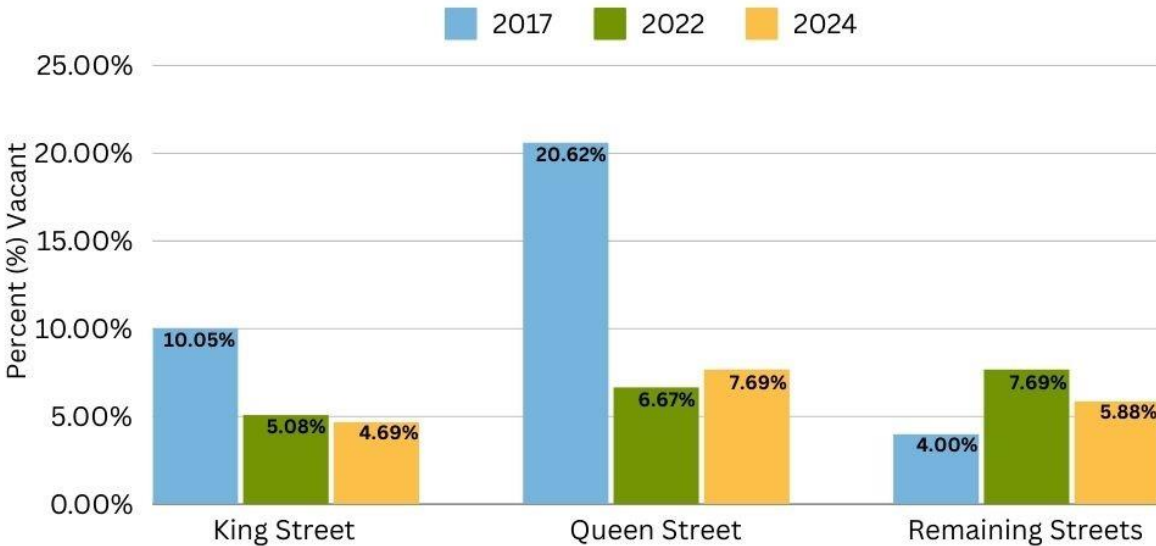


As can be seen from Chart 1.7, the majority of commercial units are on King Street. Chart 1.8 below is a table which outlines the number of units, the number of vacancies, and the vacancy rate for each zone.

CHART 1.8 – VACANCY DATA BY ZONE (HARROW, 2024)			
Zone	Total Number of Units	Total Number of Vacancies	Vacancy Rate
<i>King Street</i>	64	3	4.69%
<i>Queen Street</i>	13	1	7.69%
<i>Remaining Streets</i>	17	1	5.88%

The vacancy rate has decreased since 2022 on King Street, increased on Queen Street, and improved for the remaining streets zone. Chart 1.9 below is a visualization comparing the vacancy rates of 2017, 2022, and 2024 by zone.

Chart 1.9 - Harrow Vacancy Rates by Zone



Turnover Rates

The downtown turnover rate is a measurement of the percentage of businesses that have left a given area over a certain time period. In this study, the turnover rate is calculated for Essex

Centre and Harrow separately, as well as for the zones defined above. The time period is the 2-year period between 2022 and 2024. Chart 1.10 below is a table with the turnover rates for all the specified locations.

CHART 1.10 – TURNOVER RATES	
Location	Turnover Rate
Essex Centre	13.81%
<i>Talbot Street - North of Maidstone Ave</i>	13.89%
<i>Talbot Street - South of Maidstone Ave</i>	18.92%
<i>Remaining Streets - Essex Centre</i>	5.88%
Harrow	18.00%
<i>King Street</i>	15.66%
<i>Queen Street</i>	23.08%
<i>Remaining Streets - Harrow</i>	29.41%

Conclusion

Overall, both downtown Essex Centre and Harrow remain at a healthy occupancy level and the lowest rate of vacancy since this study was first completed in 2017. The majority of units that remain vacant in Essex have been so prior to the completion of the 2022 report. Most commercial vacancies in Harrow are recent and are expected to be occupied prior to the next vacancy report in 2026.

Financial Impact

There is no financial impact.

Link to Strategic Priorities

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

Report Approval Details

Document Title:	Downtown Vacancy Report 2024 - Economic Development-2024-07.docx
Attachments:	
Final Approval Date:	Jul 8, 2024

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

A handwritten signature in black ink, appearing to read "Lori Chadwick". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Lori Chadwick, Director, Development Services - Jul 8, 2024 - 11:57 AM

A handwritten signature in black ink, appearing to read "Doug Sweet". The signature is stylized, with a large "D" and "S" and a horizontal line extending to the right.

Doug Sweet, Chief Administrative Officer - Jul 8, 2024 - 12:06 PM



Report to Council

Department: Community Services
Division: Community Services
Date: July 2, 2024
Prepared by: Jake Morassut, Director of Community Services
Report Number: Community Services-2024-27
Subject: Special Events Resource Team (SERT) –July 2024 Update
Number of Pages: 4

Recommendation(s)

That Community Services-2024-27 entitled Special Event Resources Team (SERT) – July 2024 Update prepared by Jake Morassut, Director, Community Services, dated July 2, 2024, be received.

Purpose

To update Council on a regular basis of the events and requests that have been reviewed by the Town of Essex Special Events Resource Team (SERT).

Background and Discussion

The Department of Community Services in April 2014 established an internal administration group called the Special Events Resource Team to review special event requests on Town of Essex property. The Special Events Resource Team consists of Town of Essex staff from several departments as well as outside agencies to assist groups in the initial planning stages of their events.

Summary of Events

Below is list of upcoming events reviewed by the Special Events Resource Team. Please note some events will be listed under more than one section depending on their event/request:

Road Closures/Parades

• Essex Fun Fest Parade/Car Show	July 5 & 6	Downtown Essex
• Essex Street/Fest	August 10	Downtown Essex
• Our Lady of Fatima Parade	August 11	Downtown Harrow
• Essex Steam and Gas Engine Parade	August 10	Walker Rd. / Co-An Park
• Essex BIA Soap Box Derby	August 17	Downtown Essex
• Harrow Fair	August 31	Downtown Harrow
• Essex StreetFest	September 14	Downtown Essex
• Harrow Chamber Open Streets	September 27	Downtown Harrow
• McGregor Mug Run	September 28	Co-An Park
• Daisy & Co. 5K Steps for a Cure	September 29	Downtown Harrow
• Miles For Max – Walk for Cancer	October 12	Downtown Essex Centre
• Essex Street/Fest	October 12	Downtown Essex
• Remembrance Day Ceremony	November 11	Veterans Memorial Park
• Remembrance Day Ceremony	November 11	Essex Centre Cenotaph
• Santa Clause Parade/Santa's Village	December 7	Essex Centre Downtown

Letter of Non-Objections

- There are no letters of Non-Objection

Special Occasion Permits/Significant Events

• Essex Fun Fest	July 4-7	Essex Centre Sports Complex
• Harrow Kinsmen WiggleFest	September 21	Colchester Park
• McGregor Mug Run	September 28	Co-An Park

Special Events

• Essex Fun Fest	July 4-7	Essex Centre Sports Complex
• Colchester Villiage Market	July 13	Colchester Schoolhouse
• Waste Connections Corporate Event	July 27	Essex Centre Sports Complex
• Pedals & Passport Metro 313 Cyclist Cyclones	August 3	Colchester and Area
• Pride Fest – Flag Raising	August 7	Essex Municipal Building
• Essex Steam & Gas Engine Show/Parade	August 9-11	Co-An Park
• Essex StreetFest	August 10	Essex Downtown Centre
• Circus Genoa	August 10 & 11	Essex Centre Sports Complex
• Outdoor Movie Night	August 17	Colchester Park

• Colchester Villiage Market	August 17	Colchester Schoolhouse
• Essex BIA Soap Box Derby	August 17	Downtown Essex Centre
• Harrow Fair	Aug 29 -Sept 1	Harrow Fairgrounds
• Childhood Cancer Awareness Flag-raising	September 6	Essex Municipal Building
• Ronalds House of Champions	September 6-8	Essex Centre Sports Complex
• Essex Street/Fest	September 14	Downtown Essex Centre
• Essex County Accessibility Festival	September 20	Colchester Park
• Kinsmen Bigg WiggleFest	September 21	Colchester Park
• Teddy Bear Picnic and Outdoor Movie Night	September 21	Heritage Park
• Harrow Chamber Open Streets	September 27	Downtown Harrow Centre
• McGregor Mug Run and Beer Fest	September 28	Co-An Park
• Daisy & Co. – 5K Steps for a Cure	September 29	Downtown Harrow Centre
• Truth and Reconciliation Flag Ceremony	September 30	Town Hall
• Fire Prevention Week Open House	October 9	All Essex Fire Stations
• Miles for Max	October 12	Downtown Essex Centre
• Essex StreetFest	October 12	Downtown Essex Centre
• Hocktoberfest Int'l Female Hockey Tourny	October 18 – 20	Essex Centre Sports Complex
• Remembrance Day Ceremony	November 11	Veterans Memorial Park
• Remembrance Day Ceremony	November 11	Essex Centre Cenotaph
• Santa Clause Parade/Santa's Village	December 7	Downtown Essex Centre
• Santa Clause Parade	December 14	Harrow
• Hockey for Hospice Tournament	December 27-29	Essex Centre Sports Complex
• Harrow Chamber New Year's Eve Skate/Fest	December 31	Harrow Centre Community Complex
• NHL Alumni Benefit Hockey Game	January 12, 2025	Essex Centre Sports Complex

Financial Impact

There is no financial cost to the Corporation for the approved events from the Special Events Resource Team.

Consultations

Special Event Resource Team

Link to Strategic Priorities

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

Report Approval Details

Document Title:	Special Events Resource Team (SERT) - July 2024 Update - Community Services-2024-27.docx
Attachments:	
Final Approval Date:	Jul 5, 2024

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

A handwritten signature in black ink, appearing to read 'Doug Sweet', with a stylized flourish extending from the end.

Doug Sweet, Chief Administrative Officer - Jul 5, 2024 - 11:44 AM



Report to Council

Department: Community Services
Division: Community Services
Date: June 17, 2024
Prepared by: Jake Morassut, Director, Community Services
Report Number: Community Services-2024-28
Subject: Special Event Notice – Essex County Steam and Gas Engine Museum Annual Parade
Number of Pages: 3

Recommendation(s)

That Community Services-2024-28 entitled Special Event Notice – Essex County Steam and Gas Engine Museum Annual Parade, prepared by Jake Morassut, Director, Community Services, dated June 17, 2024, be received,

That Council approve closing Walker Road in McGregor between 8:45 AM and 10:00 AM for the Essex County Steam and Gas Engine Museum Annual Parade.

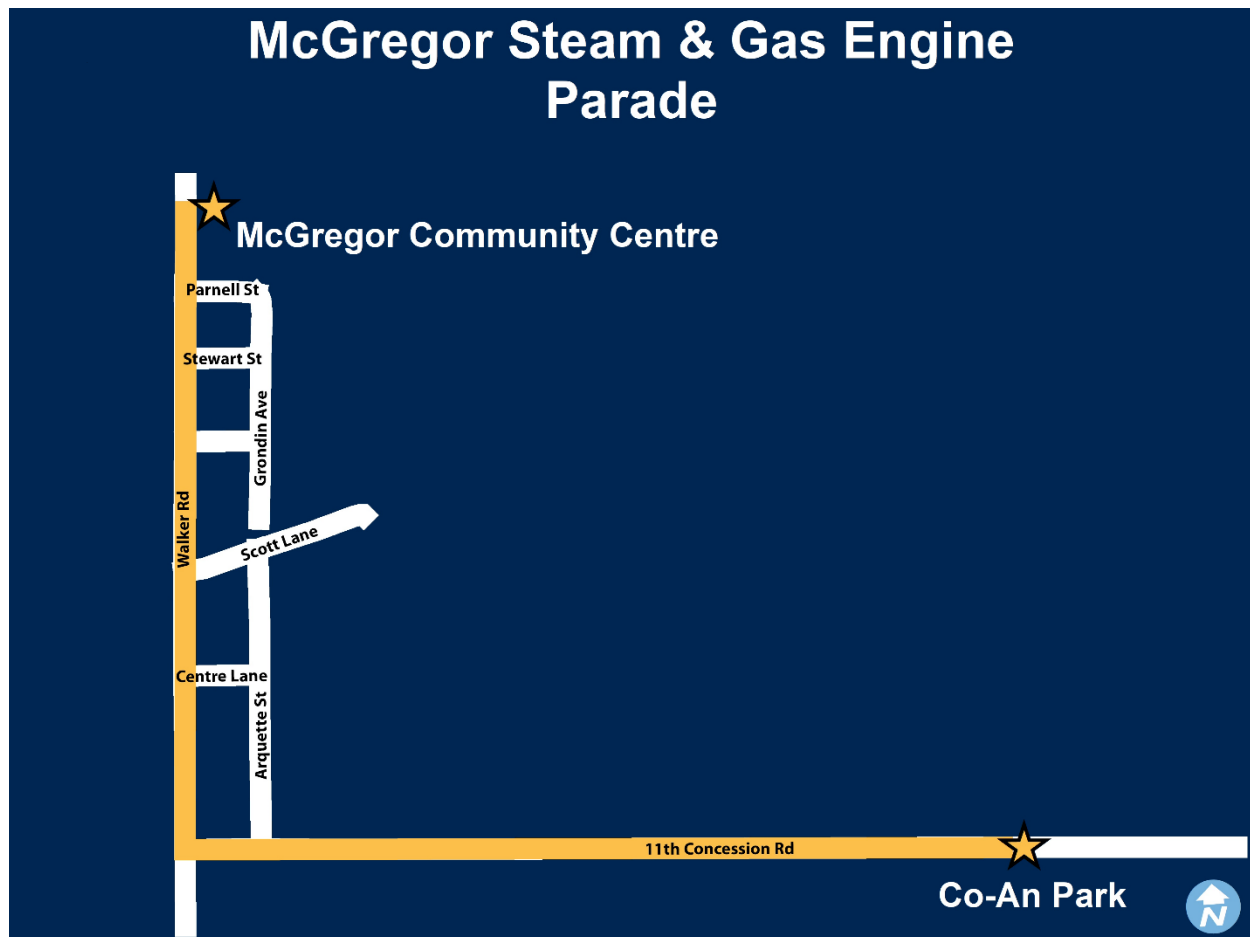
Purpose

To receive Council approval for a road closure during the Essex County Steam and Gas Engine Museum annual parade on August 10, 2024, from 8:45 AM to 10:00AM.

Background and Discussion

The Special Event Resource Team reviewed and concurred with closing Walker Road from the McGregor Community Centre (9571 Walker Road) and Co-An Park (11071 Concession Road

11) between 8:45AM and 10:00AM for the Essex County Steam and Gas Engine Museum annual parade.



Financial Impact

There is no financial impact.

Consultations

Joe Malandrucolo, Director, Legislative Services

Special Event Resource Team

Link to Strategic Priorities

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

Report Approval Details

Document Title:	Special Event Notice - Essex County Steam and Gas Engine Musuem Annual Parade.docx
Attachments:	
Final Approval Date:	Jul 5, 2024

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

A handwritten signature in black ink, appearing to read 'Doug Sweet', with a stylized flourish extending from the end.

Doug Sweet, Chief Administrative Officer - Jul 5, 2024 - 11:44 AM



Report to Council

Department: Development Services
Division: Economic Development
Date: July 15, 2024
Prepared by: Nelson Silveira, Manager, Economic Development
Report Number: Economic Development-2024-08
Subject: Building Report and Development Overview – Q2 2024
Number of Pages: 2

Recommendation(s)

That Economic Development -2024-08 entitled Building Report and Development Overview - Q2 Summary 2024 prepared by Nelson Silveira, Manager, Economic Development dated July 15, 2024, be received for information.

Purpose

To provide council with a quarterly update on total construction values and real estate data in the Town of Essex.

Background and Discussion

Please refer to attached Building Report and Development Overview.

Link to Strategic Priorities

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

Report Approval Details

Document Title:	Building Report and Development Overview - Q2 2024 - Economic Development-2024-08.docx
Attachments:	<ul style="list-style-type: none">- Building 2024-06.pdf- Development Overview - Q2 Summary 2024.pdf
Final Approval Date:	Jul 9, 2024

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



Lori Chadwick, Director, Development Services - Jul 9, 2024 - 10:25 AM



Doug Sweet, Chief Administrative Officer - Jul 9, 2024 - 10:59 AM

Report Number: Building 2024-06
Date: July 3, 2024
Subject: June 2024 Building Report

Number of Permits and Construction Value

Permit Type	Permits Issued	Prior Months	Year Total	ASD	DSD	Prior ASD/DSD	Cancelled Permits	Monthly (Current) Construction Value	Prior Months Construction Value	Less Cancelled Construction Values	Construction Values as of June 2024	Construction Values as of June 2023
Single Family Residence												
Ward 1	5	5	10			2		\$ 4,030,000.00	\$ 3,280,000.00		\$ 7,310,000.00	\$ 8,056,000.00
Ward 2	1	2	3			1		\$ 1,050,000.00	\$ 1,450,000.00		\$ 2,500,000.00	\$ 5,813,100.00
Ward 3	4	6	10		1			\$ 3,240,000.00	\$ 2,998,000.00		\$ 6,238,000.00	\$ 8,108,000.00
Ward 4	1	6	7			1		\$ 675,000.00	\$ 5,048,000.00		\$ 5,723,000.00	\$ 8,036,000.00
Multiple Residential	0	2	2						\$ 36,100,000.00		\$ 36,100,000.00	\$ 1,990,000.00
Addition/Sunrooms	1	12	13					\$ 195,000.00	\$ 2,173,000.00		\$ 2,368,000.00	\$ 962,000.00
Garages/Carports	1	7	8					\$ 70,000.00	\$ 428,000.00		\$ 498,000.00	\$ 266,000.00
Decks/Porches	8	11	19					\$ 32,300.00	\$ 49,500.00		\$ 81,800.00	\$ 263,000.00
Fences/Pools	17	19	36					\$ 180,000.00	\$ 144,300.00		\$ 324,300.00	\$ 829,000.00
Demolition	1	5	6					\$ 1,000.00	\$ 173,000.00		\$ 174,000.00	\$ 162,500.00
House Raising	0	0	0						\$ -		\$ -	\$ -
Pole Barns	3	9	12					\$ 300,000.00	\$ 988,000.00		\$ 1,288,000.00	\$ 1,334,700.00
Commercial/Industrial	1	2	3					\$ 2,331,000.00	\$ 1,264,000.00		\$ 3,595,000.00	\$ 2,331,000.00
Miscellaneous	7	10	17					\$ 14,500.00	\$ 1,845,000.00		\$ 1,859,500.00	\$ 60,500.00
Shed	3	4	7					\$ 70,000.00	\$ 72,300.00		\$ 142,300.00	\$ 73,000.00
Roof	0	2	2						\$ 52,000.00		\$ 52,000.00	\$ -
Septic System	6	10	16					\$ 202,000.00	\$ 283,000.00		\$ 485,000.00	\$ 318,000.00
Sign	0	4	4						\$ 43,500.00		\$ 43,500.00	\$ 42,500.00
Green Houses/Winery	0	1	1						\$ 10,000.00		\$ 10,000.00	\$ -
Renovations	5	11	16					\$ 322,000.00	\$ 795,000.00		\$ 1,117,000.00	\$ 402,000.00
Additions/Renovation-Commercial/Industrial/Institution	1	4	5					\$ 157,000.00	\$ 2,170,000.00		\$ 2,327,000.00	\$ 100,000.00
Plumbing only	0	12	12						\$ 89,000.00		\$ 89,000.00	\$ 13,700.00
Demolition Out Buildings	0	1	1						\$ 1,000.00		\$ 1,000.00	\$ -
Total Permits/Construction Value	65	145	210	0	1	4	0	\$ 12,869,800.00	\$ 59,456,600.00	\$ -	\$ 72,326,400.00	\$ 39,161,000.00

Permit Fee Totals		Development Charges		Monthly Total	Year To Date
		Charged - SFR		\$ 40,152.00	\$ 251,126.00
		Charged - Com/Ind/Inst			
Monthly Total	\$ 71,871.17	Waived - SFR			\$ 585,556.00
Yearly Total	\$ 462,461.77	Waived - ASD/DSD			
Previous Yearly (2023) Total	\$ 250,607.06	Waived - Com/Ind/Inst			

* ASD= Attached Secondary Dwelling, DSD= Detached Secondary Dwelling

Monthly Building Permit Totals

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Cancelled Permits	Year Total
Single Family Residence															
Ward 1			3	2		5							10		10
Ward 2		1		1		1							3		3
Ward 3	1		5			4							10		10
Ward 4		3		2	1	1							7		7
Multiple Residential		1		1									2		2
Addition/Sunrooms	3	2	2	2	3	1							13		13
Garages/Carports	2	1	1	2	1	1							8		8
Decks/Porches	1	1	4	4	1	8							19		19
Fences/Pools		4	5	2	8	17							36		36
Demolition	1		1	1	2	1							6		6
House Raising													0		0
Pole Barns		2	2	3	2	3							12		12
Commercial/Industrial	1				1	1							3		3
Miscellaneous	3	1		2	4	7							17		17
Shed	1	1	2			3							7		7
Roof	1			1									2		2
Septic System		2	2	4	2	6							16		16
Sign	1		1		2								4		4
Green Houses/Winery					1								1		1
Renovations	3	3	2	2	1	5							16		16
Additions/Renovation-Commercial/Industrial/Institutional	2	1		1		1							5		5
Plumbing only	2	6		3	1								12		12
Demolition Out Buildings			1										1		1
Total	22	29	31	33	30	65	0	0	0	0	0	0	210	0	210

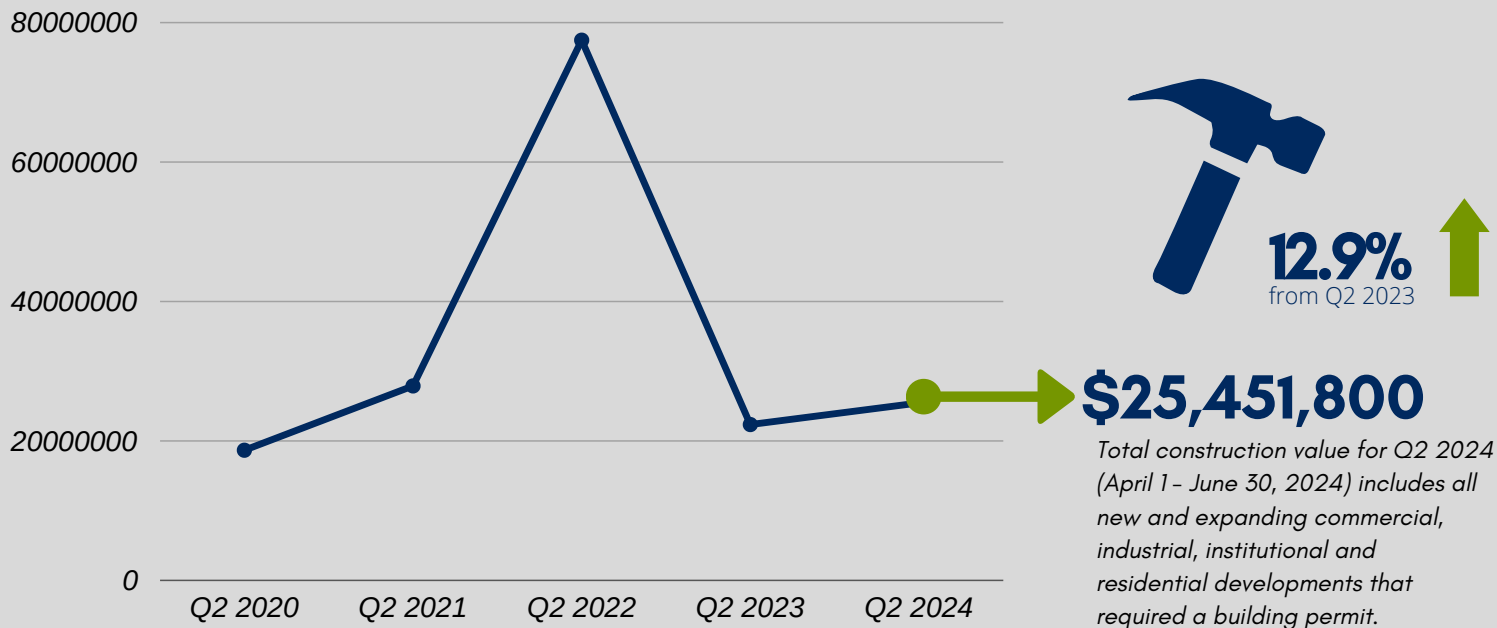
Monthly Building Permit Totals

	January	February	March	April	May	June	July	August	September	October	November	December	Total	Cancelled Permits	Year Total
Single Family Residence	\$ 3,499.45	\$ 19,530.49	\$ 16,904.00	\$ 18,699.51	\$ 713.35	\$ 35,120.57							\$ 94,467.37		\$ 94,467.37
Single Family Residence-Plumbing	\$ 898.28	\$ 82,829.98	\$ 5,846.75	\$ 4,845.40	\$ 684.00	\$ 6,892.78							\$ 101,997.19		\$ 101,997.19
Single Family Residence-Septic													\$ -		\$ -
Multiple Residential		\$ 132,151.43		\$ 12,142.06									\$ 144,293.49		\$ 144,293.49
Additions/Sunrooms	\$ 2,779.37	\$ 865.08	\$ 1,545.85	\$ 1,122.22	\$ 4,949.63	\$ 541.80							\$ 11,803.95		\$ 11,803.95
Garages/Carports	\$ 384.07	\$ 488.40	\$ 774.25	\$ 702.26	\$ 111.21	\$ 355.48							\$ 2,815.67		\$ 2,815.67
Decks/Porches	\$ 107.14	\$ 111.21	\$ 724.37	\$ 444.84	\$ 111.21	\$ 1,112.10							\$ 2,610.87		\$ 2,610.87
Fences/Pools		\$ 296.56	\$ 481.91	\$ 148.28	\$ 778.47	\$ 1,408.66							\$ 3,113.88		\$ 3,113.88
Demolition	\$ 931.00		\$ 700.88	\$ 432.00	\$ 20,695.00	\$ 857.52							\$ 23,616.40		\$ 23,616.40
House Raising													\$ -		\$ -
Pole Barns		\$ 1,923.04	\$ 2,198.42	\$ 1,832.60	\$ 3,154.24	\$ 2,770.62							\$ 11,878.92		\$ 11,878.92
Commercial/Industrial	\$ 1,158.40				\$ 5,312.00	\$ 10,458.00							\$ 16,928.40		\$ 16,928.40
Miscellaneous	\$ 561.03	\$ 74.14		\$ 1,432.80	\$ 887.57	\$ 667.26							\$ 3,622.80		\$ 3,622.80
Shed	\$ 107.14	\$ 146.47	\$ 333.63			\$ 435.54							\$ 1,022.78		\$ 1,022.78
Roof	\$ 608.16			\$ 372.96									\$ 981.12		\$ 981.12
Septic System		\$ 1,263.21	\$ 2,323.84	\$ 4,244.54	\$ 2,323.84	\$ 6,255.60							\$ 16,411.03		\$ 16,411.03
Sign	\$ 25.00		\$ 146.47		\$ 292.94								\$ 464.41		\$ 464.41
Green Houses/Winery					\$ 460.00								\$ 460.00		\$ 460.00
Renovations	\$ 2,241.90	\$ 3,218.44	\$ 3,155.31	\$ 1,675.51	\$ 1,183.00	\$ 4,554.54							\$ 16,028.70		\$ 16,028.70
Additions/Renovation-Commercial/Industrial/Institutional	\$ 1,408.94	\$ 1,007.50		\$ 5,422.42		\$ 440.70							\$ 8,279.56		\$ 8,279.56
Plumbing only	\$ 218.35	\$ 667.26		\$ 333.63	\$ 146.47								\$ 1,365.71		\$ 1,365.71
Demolition Out Buildings			\$ 299.52										\$ 299.52		\$ 299.52
Total	\$ 14,928.23	\$ 244,573.21	\$ 35,435.20	\$ 53,851.03	\$ 41,802.93	\$ 71,871.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 462,461.77	0	\$ 462,461.77

Monthly Construction Value Totals

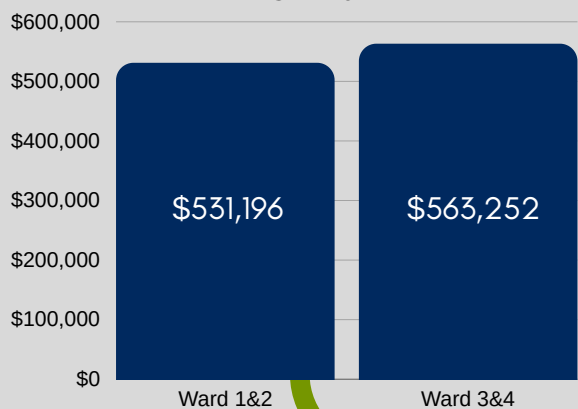
	January	February	March	April	May	June	July	August	September	October	November	December	Total	Cancelled Permits	Year Total
Single Family Residence															
Ward 1			\$ 2,130,000.00	\$ 1,150,000.00		\$ 4,030,000.00									\$ 7,310,000.00
Ward 2		\$ 1,050,000.00		\$ 400,000.00		\$ 1,050,000.00									\$ 2,500,000.00
Ward 3	\$ 1,038,000.00		\$ 1,960,000.00			\$ 3,240,000.00									\$ 6,238,000.00
Ward 4		\$ 3,562,000.00		\$ 1,356,000.00	\$ 130,000.00	\$ 675,000.00									\$ 5,723,000.00
Multiple Residential		\$ 34,000,000.00		\$ 2,100,000.00											\$ 36,100,000.00
Addition/Sunrooms	\$ 825,000.00	\$ 178,000.00	\$ 100,000.00	\$ 205,000.00	\$ 865,000.00	\$ 195,000.00									\$ 2,368,000.00
Garages/Carports	\$ 49,000.00	\$ 70,000.00	\$ 93,000.00	\$ 215,000.00	\$ 1,000.00	\$ 70,000.00									\$ 498,000.00
Decks/Porches	\$ 5,000.00	\$ 10,000.00	\$ 20,000.00	\$ 11,000.00	\$ 3,500.00	\$ 32,300.00									\$ 81,800.00
Fences/ Pools		\$ 14,000.00	\$ 20,500.00	\$ 7,500.00	\$ 102,300.00	\$ 180,000.00									\$ 324,300.00
Demolition	\$ 25,000.00		\$ 10,000.00	\$ 10,000.00	\$ 128,000.00	\$ 1,000.00									\$ 174,000.00
House Raising															\$ -
Pole Barns		\$ 198,000.00	\$ 192,000.00	\$ 213,000.00	\$ 385,000.00	\$ 300,000.00									\$ 1,288,000.00
Commercial/Industrial	\$ 80,000.00				\$ 1,184,000.00	\$ 2,331,000.00									\$ 3,595,000.00
Miscellaneous	\$ 64,000.00	\$ 37,000.00		\$ 1,580,000.00	\$ 164,000.00	\$ 14,500.00									\$ 1,859,500.00
Shed	\$ 17,000.00	\$ 35,000.00	\$ 20,300.00			\$ 70,000.00									\$ 142,300.00
Roof	\$ 42,000.00			\$ 10,000.00											\$ 52,000.00
Septic System		\$ 40,000.00	\$ 85,000.00	\$ 103,000.00	\$ 55,000.00	\$ 202,000.00									\$ 485,000.00
Sign	\$ 1,000.00		\$ 10,000.00		\$ 32,500.00										\$ 43,500.00
Green Houses/Winery					\$ 10,000.00										\$ 10,000.00
Renovations	\$ 125,000.00	\$ 295,000.00	\$ 210,000.00	\$ 100,000.00	\$ 65,000.00	\$ 322,000.00									\$ 1,117,000.00
Additions/Renovation-Commercial/Industrial/Institutional	\$ 130,000.00	\$ 60,000.00		\$ 1,980,000.00		\$ 157,000.00									\$ 2,327,000.00
Plumbing only	\$ 3,800.00	\$ 69,000.00		\$ 10,200.00	\$ 6,000.00										\$ 89,000.00
Demolition Out Buildings			\$ 1,000.00												\$ 1,000.00
Total	\$ 2,404,800.00	\$ 39,618,000.00	\$ 4,851,800.00	\$ 9,450,700.00	\$ 3,131,300.00	\$ 12,869,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	0 \$ 72,326,400.00

Total Construction Value

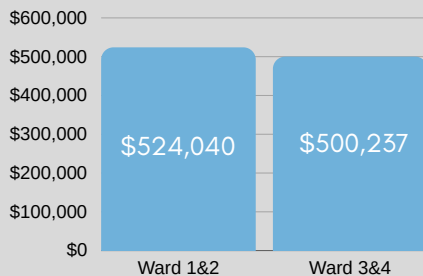


Real Estate

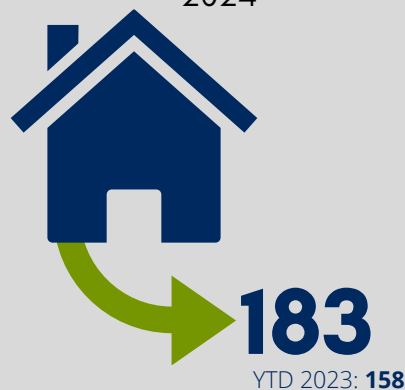
Average Sale Price Q2 2024



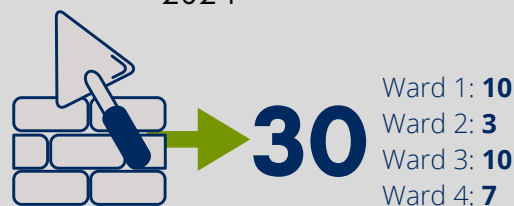
Average Sale Price Q2 2023



Total Single Family Dwellings Sold 2024



Total Single Family Home Permits 2024





Report to Council

Department: Infrastructure Services
Division: Environmental Services
Date: May 21, 2024
Prepared by: Rob Mackie, Manager, Environmental Services
Report Number: Environmental Services-2024-03
Subject: Sanitary I&I Reduction Strategy
Number of Pages: 11

Recommendation(s)

That Environmental Services 2024-03 entitled, "Sanitary I&I Inspection" prepared by Rob Mackie, Manager, Environmental Services dated July 15, 2024, be received.

Purpose

At its Regular Meeting of Council on May 21, 2024, Council resolved the following:

R24-05-206

That Council direct Administration to come back with a report discussing the inflow and infiltration to the Town's storm and sanitary sewers, and potential solutions to help reduce flooding. The report should speak to the ability to create an inspection program to identify and repair cross connects and sources of inflow and infiltration.

Moved by Mayor Bondy

Seconded by Councillor Verbeek

Background and Discussion

The Town of Essex owns and operates 3 separate wastewater collection systems, the Essex Wastewater Collection system, the Harrow Wastewater Collection System and the Colchester Wastewater collection system. Each system has a various number of sanitary mains, manholes and service connections. These **systems'** estimated statistics are displayed below in Table 1.

Table 1

Waste Water Collection System	Total Length of Sewer Mains (KM)	Total Number of Service Connections	Total Number of Manholes
Essex	39	3,238	516
Colchester	23	1,151	283
Harrow	21	1,205	287
TOTAL	83	5,594	1,086

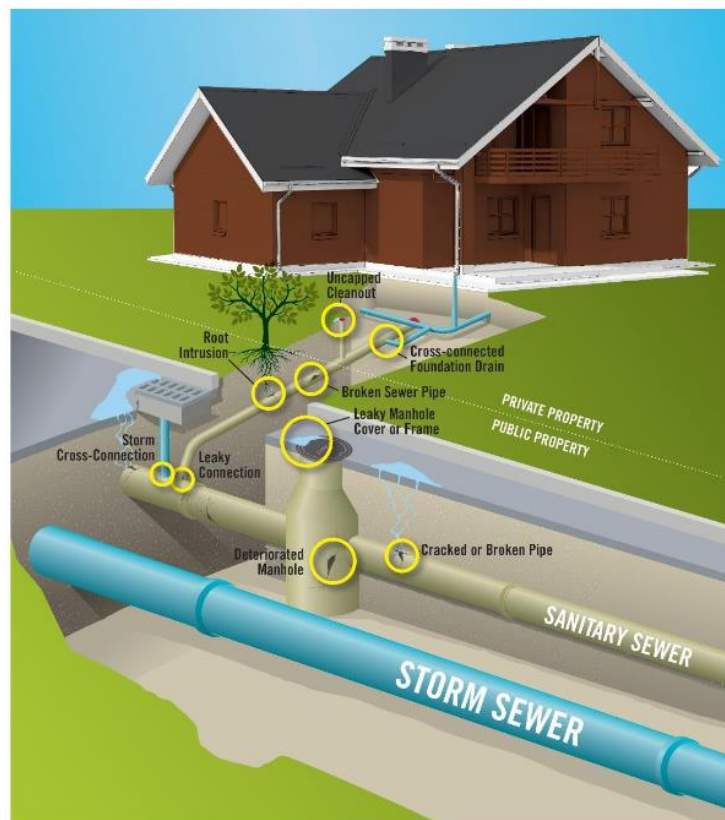
Inflow & Infiltration (I&I)

Inflow and Infiltration is the term used when groundwater or storm water that should be makes its way into a sanitary sewer, where it does not belong. **Inflow** is stormwater that

enters the sanitary system through private property connections instead of the storm sewer such as down spouts, sump pumps, or foundation drains that are connected to the **homeowner's** sanitary system . **Infiltration** happens when groundwater enters the sewage system through damage or defects such as holes or cracks in manholes or sewer pipes. These sources are illustrated in **Figure 1**.

When an excess of water enters the sanitary sewer system, such as during a major rainstorm, it may cause the system to overload and sewage backups to occur, as these sewers are only designed to take on a marginal amount of extraneous flows from groundwater and storm water. This can ultimately lead to increased risk of basement flooding and private property damage. In addition, I&I also puts a strain on our wastewater treatment facilities, as the facility must treat a higher volume of water, resulting in increased operating, maintenance, and capital costs.

Figure 1



Managing stormwater is a large concern for municipalities, especially as extreme rainfall events continue to become more frequent and intense. These rainfall events can be taxing on a municipal sanitary sewage collection system and its ability to effectively pump, store and treat wastewater. The impacts of this increased rainfall are compounded by the fact that many residents have downspouts or sump pump/floor drains that are illegally connected to the sanitary system. These system discharge directly into the wastewater collection system and can cause sewage backup during extreme rainfall or wet weather events.

I&I Inspection Programs

In the fall of 2023, the Environmental Services department created a Manhole Inspection program that would help identify sources of infiltration and aid the department in conducting necessary repairs.

This inspection program utilized our GIS system and allowed field staff to identify deficiencies at individual manholes. The entire sanitary systems of Harrow and Colchester were inspected between the months of October 2023 and January 2024. During these inspections, field staff **placed “inflow dishes” into manholes, which creates a watertight seal. The findings** from these inspections are displayed below in **Table 2**.

Table 2

Waste Water Collection System	Total Number of Manholes Inspected	Total Number of Inflow Dishes Installed	Number of Manholes where Surface Water Inflow Was Identified	Number of Manholes Where Groundwater Infiltration Was Identified
Harrow	282	202	13	13
Colchester	283	225	12	13

All manholes that were identified as having surface water infiltration have since been repaired, either by elevating the manhole frame above the flood zone or resetting and repairing the existing frame system.

All manholes that were identified as having ground water infiltration have been hydraulically grouted and sealed.

The Essex Centre collection system is currently scheduled to be inspected in the Fall of 2024.

This inspection program identifies I&I within the Town owned system(s) only. Identifying I&I from private property will need to be conducted utilizing industry methods such as Smoke/Fog testing and CCTV inspection programs. These programs can become quite costly and will need to be funded through capital budgeting, which is intended be addressed in the 2025 Operating Budget.

Public Education

Public education, involvement and understanding the effects of I&I is vital to success.

Collaboration and involvement with property owners will be required to ensure our I&I program is successful. If illegal connections are identified, Town staff will work with property owners to understand the issue and what they can do to resolve the illegal connection.

Social Media messaging and water billing inserts will be utilized to inform and educate the public. The Town is also currently working on improving communication through a dedicated webpage describing I&I and their respective impacts on the Town and public.

Manhole Frame and Covers

Manholes play a key role in the day-to-day operations of a wastewater collection system.

They serve as an access point for maintenance and inspection of the system, provide venting of sewer gas and can be utilized for debris removal. Manholes are fitted with a frame and cover for access. There are many different styles of frame and covers, ranging from Traditional, Ornamental and Water Tight.

Traditional manhole frames and covers are made of cast iron and are readily available from all manufacturers of cast municipal products. These covers are non-bolted and typically have 4 small square holes utilized for lifting the cover off for inspection/maintenance activities. These style of frame and covers are typically lower cost, provide easy access for operations staff and require minimal maintenance.

Traditional Frame and Covers are the style that is predominantly installed within all three collection systems and required through our Development Manual.

This style of frame and cover can allow surface water infiltration if installed in low lying areas or during times of heavy flooding. However, manhole “Inflow Dishes”, can be easily installed in this style of manhole, which provides water tightness and prevents water inflow through the cover. The installation of a “Inflow Dish” is a requirement in The Town of Essex’s Development Manual. An “Inflow Dish” is displayed in Figure 2 & Figure 3.

Figure 2



Figure 3



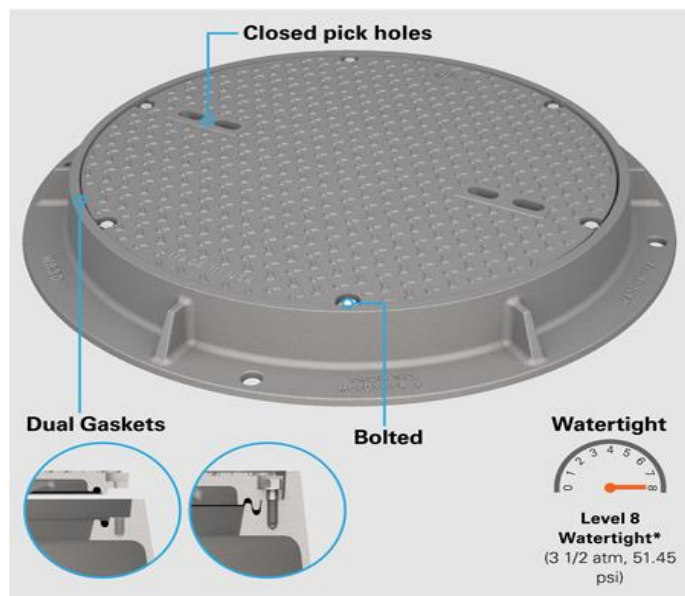
Watertight Frame and Covers

Watertight frame and covers are made of cast iron and are readily available from select manufacturers of cast municipal products. These types of covers prevent discharges, protect against inflow, and suppress odors. This is achieved through a dual gasketed design, with a bolted cover, which creates a watertight barrier to contain manhole structures and prevent **inflow or overflow**. Some manufacturers offer numerous classifications of “watertightness”, the higher the rated level the more atmosphere pressure the frame and cover can withstand. The Watertight Frame and cover is displayed in **Figure 4**.

There are 6 watertight manhole covers installed in the Colchester Collection system, found in various locations around the waterfront. This style is currently not installed in any other collection systems, nor is it currently required through our Development Manual.

Watertight style frame and covers have a higher cost and require higher levels of maintenance in comparison to traditional frame and covers. System venting must be designed and managed properly when utilizing watertight manhole covers, which do not allow any venting. Operational staff must remove the bolts prior to removing the cover for inspections/maintenance. It is very common for the bolt holes to be filled with asphalt during road paving projects, road debris or salt deposits, which creates a higher level of maintenance and repairs. Great care must be taken to clean the gasket system prior to re-installing the cover to not risk damaging the gasket system and compromising the water tightness of the frame and cover.

Figure 4



Regional Adoption

Three local municipalities were contacted regarding “Watertight” manholes being required into their Development manuals. All three municipalities polled require only traditional frame and covers and do not specify the installation of Watertight manholes.

Costing

Watertight manholes range in pricing according to their Rating level. Pricing in materials can be volatile and can range from month to month. The pricing in **Table 2**, is representative of April 2024. This pricing is for supply of a frame and cover only, installation costs can vary depending on the installation location and additional site restoration costs. Typical manhole frame installations costs, with road restoration average \$4,000-\$5,500, not including the supply of the frame and cover.

Table 2

Frame Style	Supply Cost
Traditional Frame and Cover	\$510.00 + HST
Inflow Dish	\$85.00 + HST
Watertight Frame and Cover (No Rating)	\$670.95 + HST
Watertight Frame and Cover (Level 2, 7.35 PSI rating, 17 feet of water column)	\$1,486.25 + HST
Watertight Frame and Cover (Level 8, 51.45 PSI rating, 188 feet of water column)	\$1,649.20 + HST

Summary

Our inspection programs will use an adaptive management approach, meaning that as new industry information becomes available staff will make the necessary adjustments and integrate them into our programs and strategy. This program will evolve with a focus on continuous improvement. It is important to emphasize that I&I rates will never equal zero and that a continued focus will be required.

Financial Impact

There are no financial impacts as a result of this report. However, it should be noted that ongoing I&I efforts have been undertaken annually and are funded from the annual wastewater operating budget. Further, that any future projects related to I&I will be communicated to Council through the annual budget process for approval.

Consultations

Kevin Girard, Director, Infrastructure Services

Link to Strategic Priorities

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

Report Approval Details

Document Title:	Sanitary Inflow and Infiltration Reduction Strategy - Environmental Services-2024-03.docx
Attachments:	
Final Approval Date:	Jul 8, 2024

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

A handwritten signature in black ink, appearing to read 'K. Girard', written over a light blue horizontal line.

Kevin Girard, Director, Infrastructure Services - Jul 8, 2024 - 1:04 PM

A handwritten signature in black ink, appearing to read 'Doug Sweet', written over a light blue horizontal line.

Doug Sweet, Chief Administrative Officer - Jul 8, 2024 - 1:43 PM



Report to Council

Department: Development Services
Division: Planning
Date: July 15, 2024
Prepared by: Rita Jabbour, RPP, Manager, Planning Services
Report Number: Planning-2024-13
Subject: Release of Securities for the Pollard Harrow Residential Development (Ward 4)
Number of Pages: 4

Recommendation(s)

That Planning report Planning-2024-13 entitled Release of Securities for the Pollard Harrow Residential Development (Ward 4) prepared by Rita Jabbour, RPP, Manager, Planning Services dated July 15, 2024 be received, and

That the performance securities on file for the Pollard Harrow Residential Development (Ward 4) in the amount of \$100,000 plus accrued interest, be released to the proponent.

Purpose

Council authorization is required to release Performance Securities for the Pollard Harrow Residential Development as permitted under provision 9 (d) of By-Law 1842, the executed Development Agreement between the Corporation of the Town of Essex and Anderdon Developments LTD.

Background and Discussion

The Pollard Harrow Residential Development is located in the Harrow Primary Settlement area (Ward 4). The development was approved in 2019 and consists of thirty-four (34) Semi-Detached dwelling units and a stormwater management pond. All proposed dwellings have now been constructed and the stormwater services have been installed:



Performance securities in the amount of fifty percent (50%) of the value of the development are held to ensure due and proper performance of the works set out in the executed Development Agreement. The Town is holding securities in the amount of \$100,000 to ensure all deficiencies are rectified. The securities are refunded when all outstanding works are completed, and the Town completes its final inspection.

All deficiencies have now been rectified. The stormwater management pond constructed to service the development has now been transferred to the Town of Essex and the Town will now assume all maintenance of the pond. No further assumptions related to this development are required because it is serviced by existing public roadways and municipal infrastructure. Therefore, it is now appropriate to release the remaining performance securities to the proponent in the amount of \$100,000 plus accrued interest.

Financial Impact

There is no financial impact resulting from the release of securities. The Town was not required to draw on the retained securities because the developer fulfilled the servicing requirements as per the executed Development Agreement.

Consultations

Kate Giurissevich, Director, Corporate Services/Treasurer

Kevin Girard, Director, Infrastructure Services

Link to Strategic Priorities

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

Report Approval Details

Document Title:	Release of Securities for the Pollard Harrow Residential Development (Ward 4) - Planning-2024-13.docx
Attachments:	
Final Approval Date:	Jul 9, 2024

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

A handwritten signature in black ink, appearing to read "Lori Chadwick", with a long horizontal flourish extending to the right.

Lori Chadwick, Director, Development Services - Jul 9, 2024 - 11:35 AM

A handwritten signature in black ink, appearing to read "Doug Sweet", with a long horizontal flourish extending to the right.

Doug Sweet, Chief Administrative Officer - Jul 9, 2024 - 11:38 AM



Report to Council

Department: Development Services
Division: Planning
Date: July 15, 2024
Prepared by: Ian Rawlings, Junior Planner
Report Number: Planning-2024-18
Subject: 753 Sydenham Street – Removal of Holding (H) Provision
Number of Pages: 4 plus attachments

Recommendation(s)

That Planning report Planning-2024-18 entitled 753 Sydenham Street – Removal of Holding (H) Provision prepared by Ian Rawlings, Junior Planner, dated July 15, 2024 be received, and

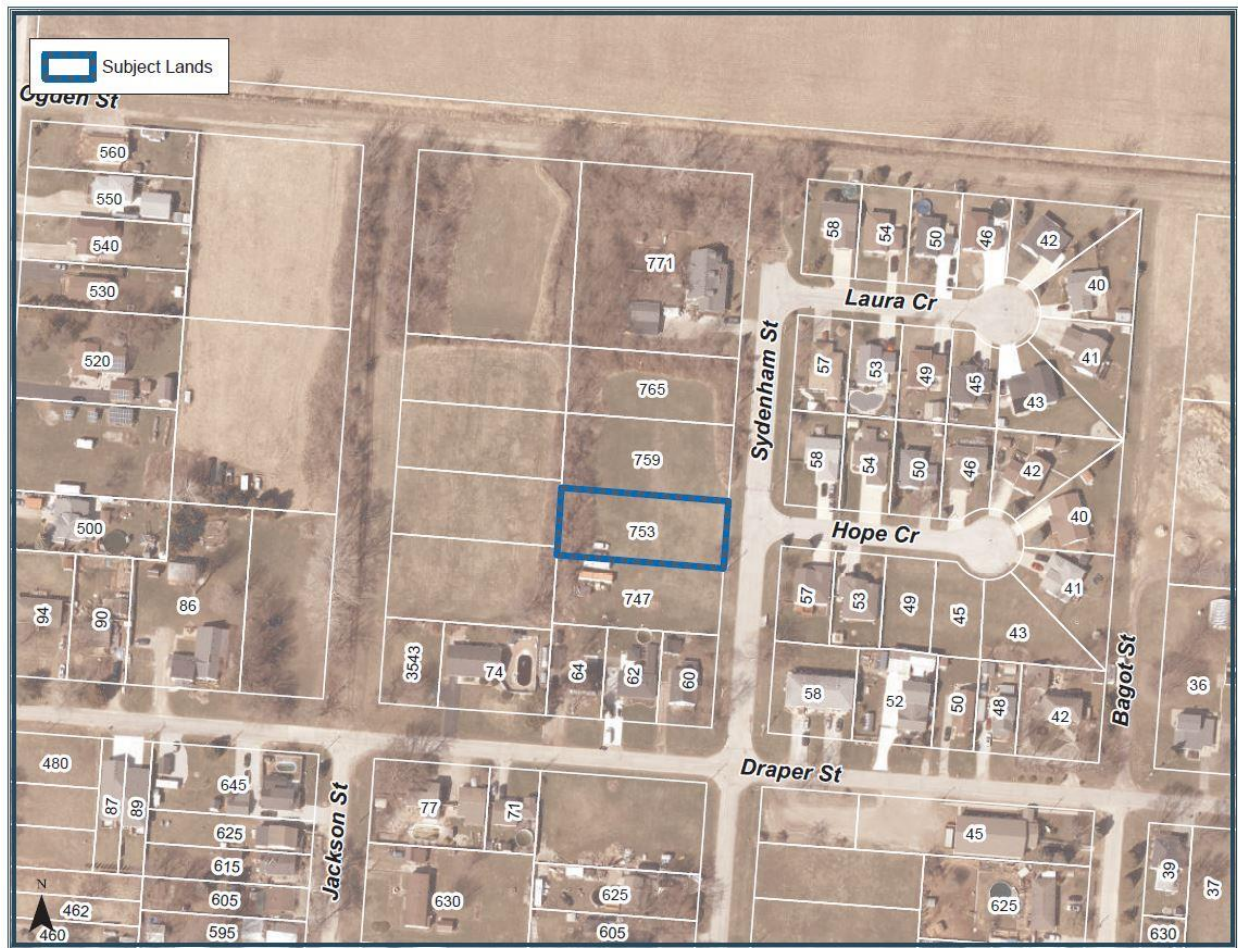
That By-law Number 2345, being a By-law to remove the holding zone restrictions for PLAN 18 PT LOT 14 PT LOT 15 be read a first, a second and a third time and finally passed on July 15, 2024.

Purpose

Adoption of By-law Number 2345 is required to authorize the removal of the Holding (H) provision to permit the construction of a future single unit dwelling for the subject property, 753 Sydenham Street, legally described as PLAN 18 PT LOT 14 PT LOT 15.

Background and Discussion

An application for the removal of a Holding (H) Provision has been received by the Town of Essex for the Lands located at 753 Sydenham Street, within the Colchester Hamlet (Ward 3). A map of the subject property is provided below:



The subject property is designated 'Hamlet Residential' on schedule A of the Colchester Hamlet Guideline Plan and is zoned 'Residential District 1.1' (R1.1) and is subject to a Holding (H) Provision as detailed on Map 19 of the Town of Essex Comprehensive Zoning By-law 1037. The subject property has frontage along Sydenham Street and is currently vacant.

Where the prefix 'H' precedes any zoning district symbol, no use, building or other structure shall be permitted. The "H" prefix may be removed by Council when the following

preconditions as listed within Section 8.13 b) of the Town of Essex Zoning By-law have been satisfied:

- i. the property is on a registered plan of subdivision or condominium, subject to a part lot control exemption by-law or subject to an approved consent to sever by the Committee of Adjustment;
- ii. where required by the Official Plan, full compliance with or an executed agreement to comply with an approved remediation/mitigation plan is in effect;
- iii. full municipal services (a paved road, a municipal sanitary sewer and an approved storm water outlet) are available or an executed agreement to provide full municipal services satisfactory to the Town and/or approval authority having jurisdiction is in effect;
- iv. where applicable, a site plan control agreement and/or such other mandated agreement is in effect.

The developer of the Village Heights Subdivision (Laura and Hope Crescent) located east of the vacant lots paid for the extension of services north on Sydenham to service the respective subdivision. To ensure that the owners of the vacant lots on the west side of Sydenham Street (the subject property included) contributed to their share of the cost of these services, a Holding (H) provision was placed on the lands. The applicants, being the new owners of the subject property, have since paid the applicable costs to the developer in accordance with the Village Heights Subdivision Agreement, thereby covering the associated costs for services and access to the subject property.

The lands have access to full municipal services along Sydenham Street being water, sanitary and storm water. The lands are identified on a Registered Plan (Plan 18). The Official Plan does not require that these lands comply with a remediation/mitigation plan. Lastly, a site plan control agreement or other such mandated agreements are not required for the scale of the development. Therefore, it is now appropriate to remove the Holding Provision. Adoption of By-Law 2345 effectively removes the Holding Provision from the Subject Lands.

Financial Impact

There is no financial impact from removing the Holding (H) provision from the Subject Lands. All costs associated with processing the request have been borne by the Applicant. Removal of the Hold will facilitate the development of the lands for one (1) single unit dwelling and any uses accessory thereto. Development Charges are applicable at the time of Building permit Issuance.

Consultations

Joseph A. Malandruccolo, Director, Legal and Legislative Services/Clerk

Kevin Girard, Director, Infrastructure Services

Rita Jabbour, Manager, Planning Services

Link to Strategic Priorities

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

Report Approval Details

Document Title:	753 Sydenham Street - Removal of Holding (H) Provision - Planning-2024-18.docx
Attachments:	- By-law 2345 - Final.pdf
Final Approval Date:	Jul 9, 2024

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



Lori Chadwick, Director, Development Services - Jul 9, 2024 - 11:34 AM



Doug Sweet, Chief Administrative Officer - Jul 9, 2024 - 11:36 AM

The Corporation of the Town of Essex
By-Law Number 2345

Being a by-law to Amend By-law Number 1037
The Comprehensive Zoning By-law for the Town
of Essex

WHEREAS By-law Number 1037 is the Town’s Comprehensive Zoning By-law regulating the use of lands and the character, location and use of buildings and structures within the Town of Essex;

AND WHEREAS the Council of the Corporation of the Town of Essex deems it expedient and in the best interest of proper planning to amend By-law Number 1037;

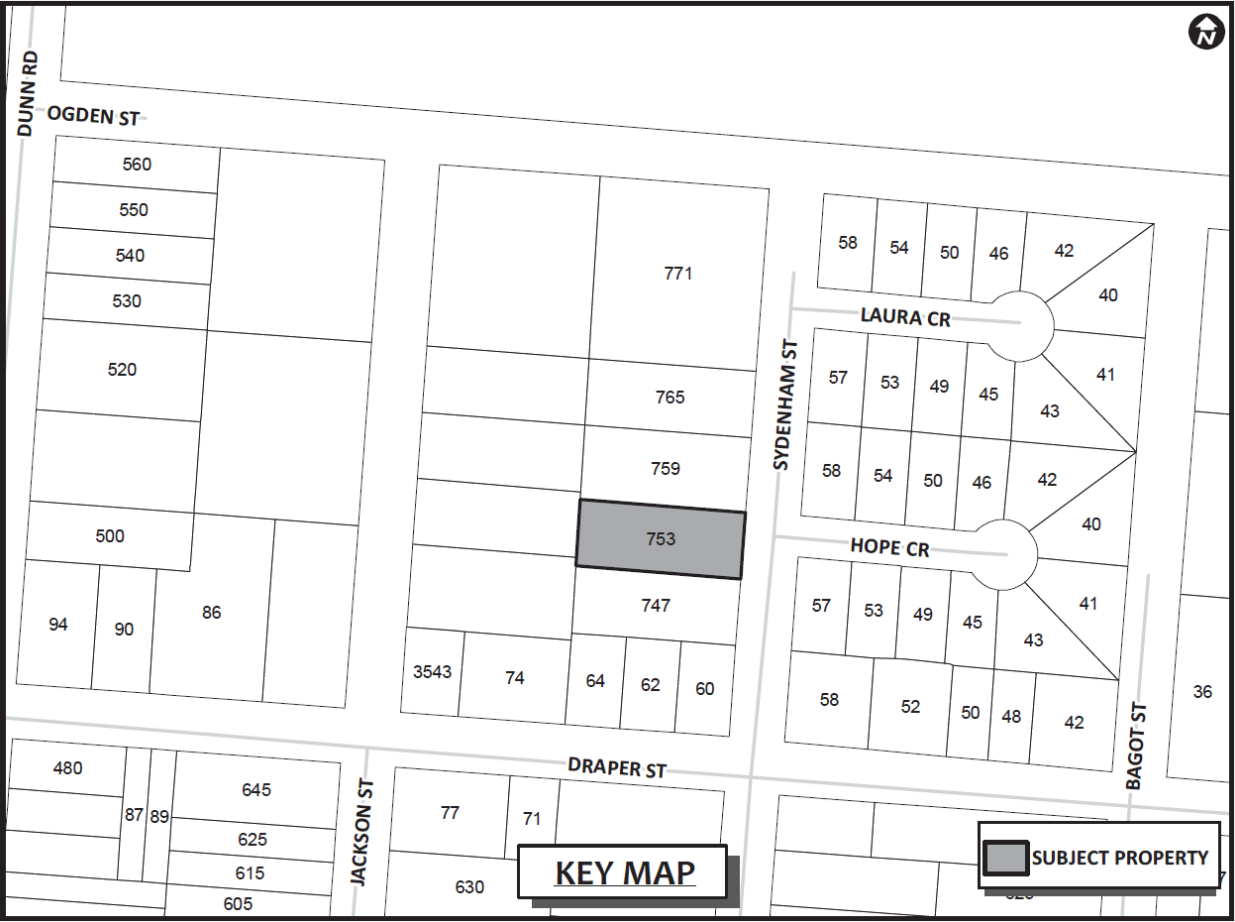
NOW THEREFORE it resolved that the Council of The Corporation of the Town of Essex hereby enacts as follows:

1. **That** By-law 1037 be amended such that the zoning for the lands comprising 753 Sydenham Street, comprising PLAN 18 PT LOT 14 PT LOT 15, hereto attached as Schedule 1, be changed from HR1.1 to R1.1
2. **That** Schedule “1” be declared to be part of this by-law.
3. **That** this By-Law shall come into full force and effect upon the final passing thereof.

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

Mayor

Clerk





Report to Council

Department: Development Services

Division: Planning

Date: July 15, 2024

Prepared by: Rita Jabbour, RPP, Manager, Planning Services

Report Number: Planning-2024-19

Subject: Request for Extension of Draft Plan Approval for Phase 2 of the Greenleaf Trails Residential Subdivision (Ward 4) (Dalla Bona Estates Inc.) (County of Essex File No.: 37-T-06004)

Number of Pages: 4

Recommendation(s)

That Planning Report-2024-19 entitled Request for Extension of Draft Plan Approval for Phase 2 of the Greenleaf Trails Residential Subdivision (Ward 4) (Dalla Bona Estates Inc.) (File No.: 37-T-06004) prepared by Rita Jabbour, RPP, Manager, Planning Services dated July 15, 2024 be received, and

That Council approve an extension of Draft Plan Approval for the lands comprising Part Lot 5, 6, 7, Plan 202 (County of Essex File No.: 37-T-06004) for a period of three (3) years from the date of draft plan approval, and,

That a copy of the resolution of approval be forwarded to the Manager of Planning Services for the County of Essex.

Purpose

Council's resolution and approval by the Manager of Planning Services for the County of Essex is required for an extension of Draft Plan Approval for a Plan of Subdivision. Failure to approve the extension prior to the lapsing date of September 7, 2024 may result in the need for reapplication for Plan of Subdivision approval for Phase 2.

Background and Discussion

A request for Council resolution in support of an extension of Draft Plan approval for a period of three (3) years for the Greenleaf Trails residential development (Ward 4) has been submitted by Frank F. Fazio, solicitor for Dalla Bona Estates INC. (the owner/applicant). **Mr. Fazio's request attached to this report.**

The subject lands are identified in **Figure 1** of this report and are located on the east side of Queen Street in Harrow, south of the Third Concession Road.



Figure 1. Location of Dalla Bona Development

Approval by Town of Essex Council and the Manager of Planning Services for the County of Essex is necessary to grant the extension. **Approval authorities, such as the County of Essex, may "Draft Approve"** a subdivision proposal. Draft-approved subdivisions contain conditions that must be

met before final approval can be obtained and a plan of subdivision can be registered. The draft approval may establish a time frame within which the conditions must be satisfied or draft approval lapses.

In the case of the Greenleaf Trails Residential development, the first phase - consisting of 29 single detached dwelling lots and four (4) semi-detached and/or townhome dwelling blocks - received final approval on April 10, 2008 and was registered as 12M-558. The request for extension of draft plan approval is therefore for the second phase of the development which lapses on September 7, 2024. **A copy of 12M-558 Identifying Phase 1 and Phase 2 lands is attached to this report.**

The applicants are now requesting extension of draft plan approval for the balance of the lands not incorporated into 12M-558 (Phase 2) for an additional three (3) years. The delay in proceeding within this phase of development is the completion of a drainage report and its adoption by Town Council.

Following approval of the extension, Council's resolution will be forward to the Manager of Planning Services for the County of Essex.

Financial Impact

There is no financial impact outside of the approved budget as the administrative costs to prepare this report and submit the approval package to the County of Essex are included in approved salaries and wages.

Consultations

Kate Giurissevich, Manager, Finance and Business Services/Deputy Treasurer

Kevin Girard, Director, Infrastructure Services

Rebecca Belanger, Manager, Planning Services, County of Essex

Link to Strategic Priorities

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

Report Approval Details

Document Title:	Extension of Draft Plan Approval for Greenleaf Residential Development (Ward 4) - Planning-2024-19.docx
Attachments:	- June 25 Letter to Town of Essex Dalla Bona.pdf - Approved Redline Draft Plan of Subdivision File 37-T-06004_.pdf
Final Approval Date:	Jul 9, 2024

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



Lori Chadwick, Director, Development Services - Jul 9, 2024 - 11:34 AM



Doug Sweet, Chief Administrative Officer - Jul 9, 2024 - 11:37 AM



Fazio Giorgi LLP
Barristers & Solicitors

Frank F. Fazio
B.A., LL.B.
E-mail: fazio@faziogiorgi.com

Sent by email and mail

June 25, 2024

Town of Essex
Planning Services
2610 County Road 12
Essex, Ontario N8M 2X6

Attention: Rita Jabbour, Manager, Planning Services/Development Services

Dear Ms. Jabbour:

Re: Draft Approval Extension
Town of Essex, Part Lot 5, 6, 7, Plan 202 – Dalla Bona Estates Inc.
File No.: 37-T-06004

Attached is a copy of letter forwarded to the County of Essex regarding an extension of Draft Approval for the above-noted development.

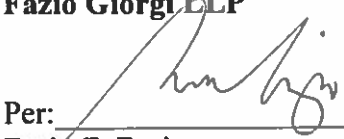
The delay in proceeding with this phase of the development is due to the completion of the drainage report being prepared by Peralta Engineering.

We will require a Council resolution in support of our request for Draft Plan extension and the same should be forwarded to the County with copy to the writer.

Please keep us informed as to the progress of this matter and advise if you require anything else from our client in this regard.

Yours very truly,

Fazio Giorgi LLP

Per: 
Fazio F. Fazio
FFF/jn
Encl.

CC: Franz Dalla Bona, Mauro Dalla Bona, Anthony Dalla Bona



Fazio Giorgi LLP
Barristers & Solicitors

Frank F. Fazio
B.A., LL.B.
E-mail: fazio@faziogiorgi.com

Sent by email and mail

June 25, 2024

County of Essex
Planning Services
360 Fairview Ave. W.
Suite 302
Essex, Ontario N8M 1Y6

Attention: Rebecca Belanger, MCIP, RPP, Manager, Planning Services

Dear Ms. Belanger:

Re: Draft Approval Extension
Town of Essex, Part Lot 5, 6, 7, Plan 202 – Dalla Bona Estates Inc.
File No.: 37-T-06004

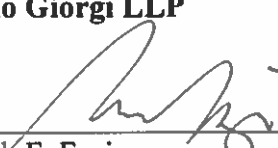
Draft Approval for the above-noted development will expire on September 7, 2024 and since we do not expect final approval before the lapsing date, we hereby request a further extension of three years.

Presently we are awaiting for a drainage report to be completed by Peralta Engineering and as soon as same is completed and approved by Council, we will be in a position to proceed with final approval.

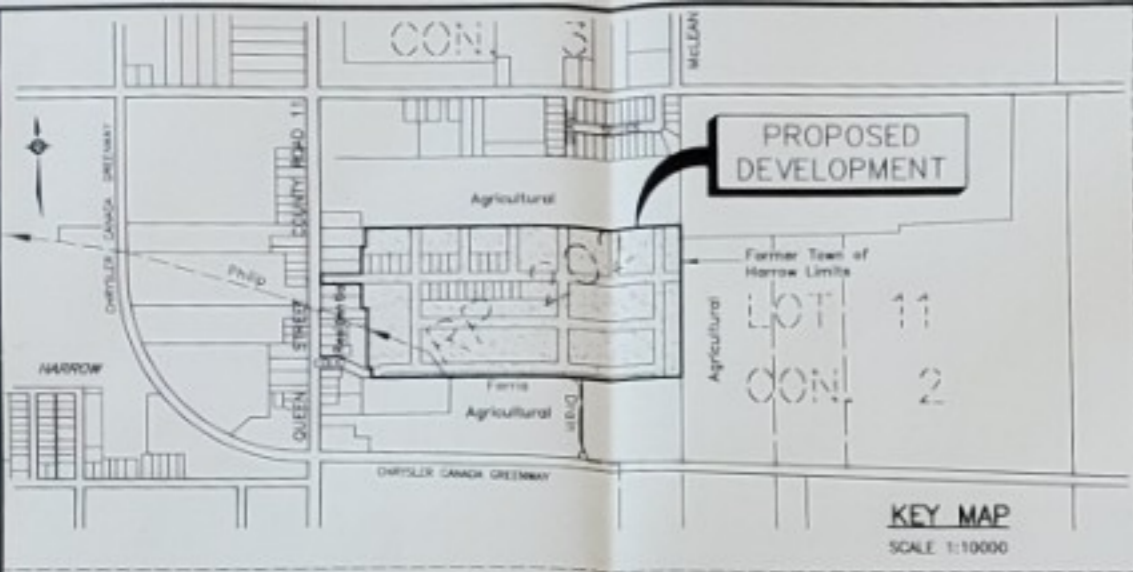
We will request the Town to provide your office with a Council resolution in support of our request.

Yours very truly,

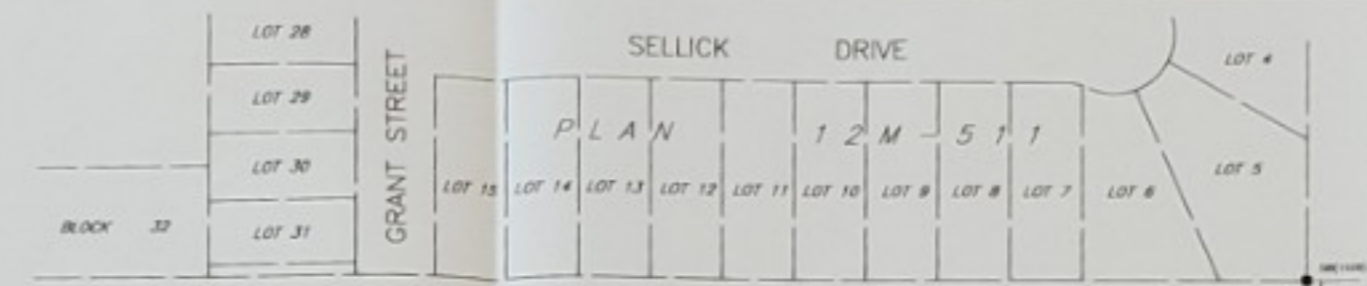
Fazio Giorgi LLP

Per: 
Frank F. Fazio
FFF:jn

CC: Franz Dalla Bona, Mauro Dalla Bona, Anthony Dalla Bona



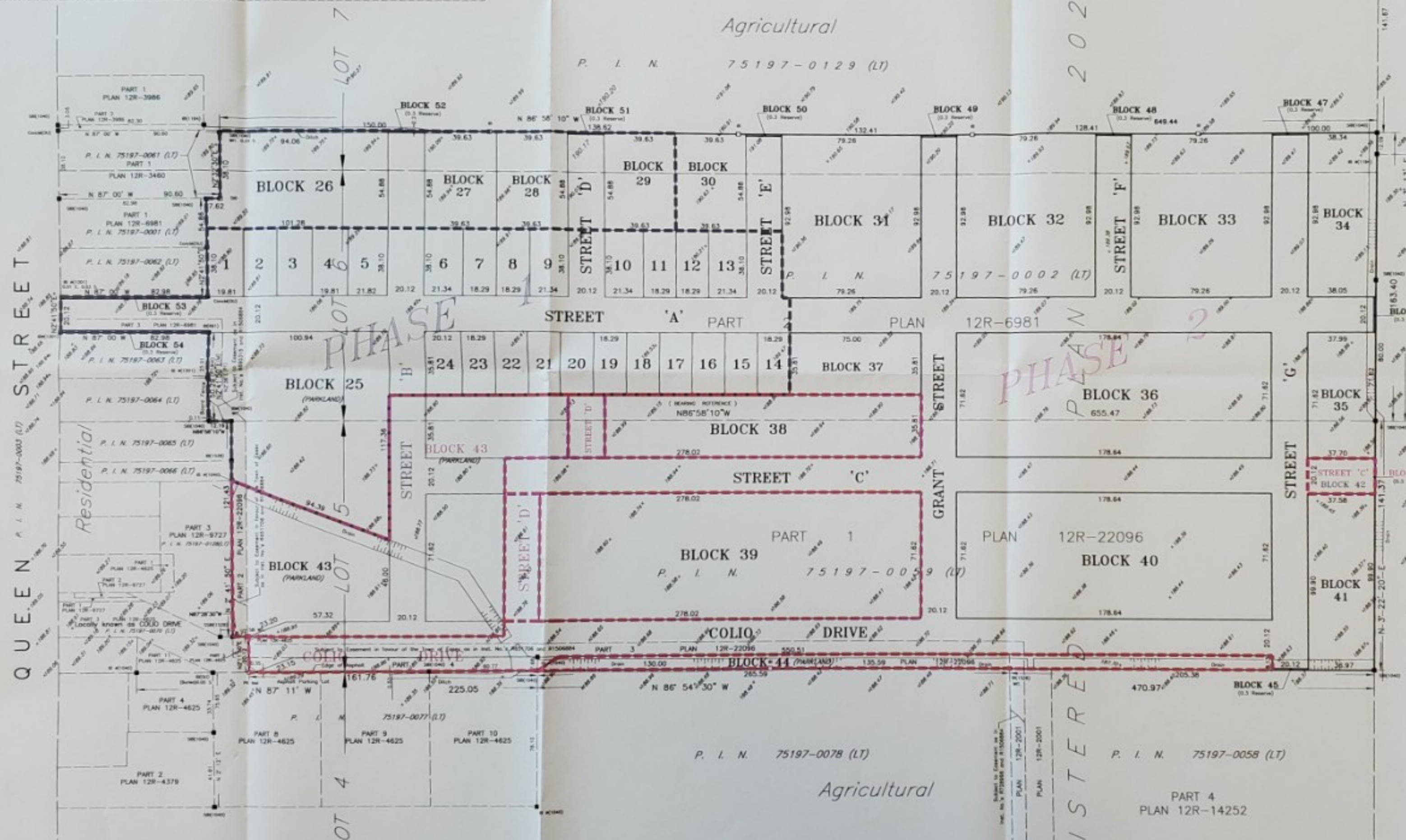
BEARING REFERENCE
 BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THE LIMIT BETWEEN LOTS 5 AND 6, REGISTERED PLAN 202 AS SHOWN ON PLAN 12R-6981 AND HAVING A BEARING OF N 86° 58' 10" W.



Agricultural

P. I. N. 75197-0129 (LT)

202



P. I. N. 75197-0130 (LT)

CONCESSION

Agricultural

LOT 11

P. I. N. 75197-0058 (LT)

REVISED 03/25/2020
 This draft plan of subdivision is prepared under section 51(17) of the Planning Act on the 16th day of September 2020.
 RESERVE CLARKE SURVEYORS INC.
 Manager, Planning Services
 County of Essex
 37-T-06004

REVISED DRAFT PLAN OF SUBDIVISION OF PART OF LOTS 5, 6 and 7 REGISTERED PLAN 202 (BEING A SUBDIVISION OF PART OF LOT 10, CONCESSION 2) GEOGRAPHIC TOWNSHIP OF COLCHESTER SOUTH NOW IN THE TOWN OF ESSEX COUNTY OF ESSEX, ONTARIO VERHAEGEN LAND SURVEYORS

SCALE = 1:1250
 0 12.50 25.00 50.00 75.00 100.00 METRES

"METRIC" DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

SUMMARY OF PARCELS
 TOTAL AREA TO BE SUBDIVIDED - 19.91 ha
 PHASE 1 TOTAL NUMBER OF RESIDENTIAL LOTS - 24 (LOTS 1 to 24 incl.)
 FUTURE PHASE RESIDENTIAL BLOCKS - 17 (BLOCKS 25 to 42 incl.)
 0.30 RESERVE BLOCKS - 10 (BLOCKS 43 to 54 incl.)
 PARKLAND - 1.98 ha (BLOCKS 25, 43 and 44)
 TOTAL AREA OF ROADS - 5.72 ha

ADDITIONAL INFORMATION REQUIRED UNDER SECTION 51(17) of the PLANNING ACT (R.S.O. 1990)

- | | |
|--|---|
| a) on draft plan | g) on draft plan |
| b) on draft plan | h) piped municipal water |
| c) on draft plan | i) soil is harrow loam / brookston clay |
| d) residential | j) on draft plan |
| e) use of adjoining lands : residential, and agricultural as shown on draft plan | k) all services to be provided |
| f) on draft plan | l) on draft plan |

BENCH MARK
 TOP NUT OF FIRE HYDRANT AT THE SOUTHEAST CORNER OF THE INTERSECTION OF COUNTY ROAD 11 AND THE THIRD CONCESSION ROAD. ELEVATION 190.625

OWNER'S CERTIFICATE
 I HEREBY AUTHORIZE THE FILING OF THIS PLAN.
 DATE: MARCH 25, 2020. DALLA BONA ESTATES INC.
 [Signature]
 FRANZ DALLA BONA - VICE PRESIDENT
 I HAVE THE AUTHORITY TO BIND THE CORPORATION

SURVEYOR'S CERTIFICATE
 I CERTIFY THAT:
 THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO THE ADJACENT LANDS HAVE BEEN ACCURATELY AND CORRECTLY SHOWN.
 DATE: MARCH 25, 2020. [Signature]
 BRIAN COAD
 ONTARIO LAND SURVEYOR
 for VERHAEGEN LAND SURVEYORS

- LEGEND**
- SB DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR
 - SB DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR
 - SB DENOTES 18mm X 18mm X 0.61m IRON BAR
 - SB DENOTES 18mm diameter X 0.61m ROUND IRON BAR
 - SB DENOTES CUT-CROSS
 - SB DENOTES SURVEY MONUMENT FOUND
 - SB DENOTES SURVEY MONUMENT SET AND MARKED 1528
 - SB DENOTES WITNESS L DENOTES PERPENDICULAR
 - SB DENOTES SET (M) DENOTES MEASURED (N) DENOTES DEED
 - SB DENOTES SET PROPORTIONALLY (N) DENOTES ORIGIN UNKNOWN
 - SB DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAR INC., O.L.S.
 - SB DENOTES WILLIAM J. SETTERINGTON, O.L.S.
 - SB DENOTES JOHN B. SWEETON INC., O.L.S.
 - SB DENOTES CLARKE SURVEYORS INC., O.L.S.
 - SB DENOTES HOWARD B. HEAD, O.L.S.

VERHAEGEN
 A DIVISION OF J. B. BARNES LTD.
 www.jbbarnes.com
 187 TALBOT ST. E. LONDON, ON, N6J 1T5
 T: (519) 238-1772 F: (519) 238-1791
 187 TALBOT ST. E. LONDON, ON, N6J 1T5
 T: (519) 322-2275 F: (519) 322-2675
 DRAWN BY: CMM CHECKED BY: OLS
 CAD Date: September 2, 2020 11:16 AM
 CAD File: 20-48-030-01.dwg
 REFERENCE NO.: 20-48-030-01
 FILE NO.: E-202-0



Essex County Council, Regular Meeting Minutes

Wednesday, May 15, 2024

Meeting Time:

Council Chambers, 2nd Floor

360 Fairview Avenue West

Essex, Ontario N8M 1Y6

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

Council: Joe Bachetti, Deputy Warden / Deputy Mayor - Town of Tecumseh

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

Crystal Meloche, Mayor - Town of LaSalle

Michael Prue, Mayor - Town of Amherstburg

Larry Verbeke, Deputy Mayor - Municipality of Leamington

Kirk Walstedt, Deputy Mayor - Municipality of Lakeshore

Mark Carrick, Councillor - Town of LaSalle (Alternate Member)

Tony Gaffan, Councillor, Town of Kingsville - (Alternate Member)

Brian Houston, Councillor, Town of Tecumseh - (Alternate Member)

John Kerr, Councillor, Municipality of Lakeshore - (Alternate Member)

Kimberly Verbeek, Councillor, Town of Essex (Alternate Member)

Absent: Michael Akpata, Deputy Mayor - Town of LaSalle

Tracey Bailey, Mayor - Municipality of Lakeshore

Gary McNamara, Mayor - Town of Tecumseh

Dennis Rogers, Mayor - Town of Kingsville

Rob Shepley, Deputy Mayor - Town of Essex

Administration: Allan Botham, Director, Infrastructure & Planning Services

Jayne Brooks Keller, Administrator - Sun Parlor Home

Adam Craig, CEO and Chief Librarian - Essex County Library

Jeanie Diamond Francis, Manager, Community Services

Katherine Hebert, Manager, Records and Accessibility/Deputy Clerk

Don McArthur, Manager, Communication and Organizational Development

Melissa Ryan, Director, Financial Services/Treasurer

David Sundin, County Solicitor

Crystal Sylvestre, Coordinator, Legislative and Community Services

Sandra Zwiers, Chief Administrative Officer

Rebecca Belanger, Manager of Planning Services

Dee Blais, Administrative Assistant to the CAO

Justin Lammers, Chief, Essex-Windsor EMS

1. Closed Meeting

A Closed Meeting was held prior to the Regular meeting of Council on May 15, 2024.

135-2024

Moved By Kimberly DeYong

Seconded By Michael Prue

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

- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (Voted by Show of Hands)

Carrie

138-2024

Moved By Tony Gaffan

Seconded By Larry Verbeke

That Essex County Council adjourn, and rise from the May 15, 2024 Closed Meeting at 5:40 PM. (Voted by Show of Hands)

Carrie

2. [Moment of Reflection](#)

3. [Singing of 'O Canada'](#)

4. [Land Acknowledgement Statement](#)

We acknowledge the land on which the County of Essex is located is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, Odawa and Potawatomie Peoples.

We specifically recognize Caldwell First Nation and other First Nations which have provided significant historical and contemporary contributions to this region.

We also value the contributions of all Original Peoples of Turtle Island, who have been living and working on this land from time immemorial.

5. [Recording of Attendance](#)

Warden MacDonald and members of Council attended the meeting at the Essex County Civic Centre, Council Chambers. Rob Shepley was absent. Kim Verbeek attended as an alternate member for the Town of Essex. Dennis Rogers was absent. Tony Gaffan attended as an alternate member for the Town of Kingsville. Tracey Bailey was absent. John Kerr attended as an alternate member for the Municipality of Lakeshore. Michael Akpata was absent. Mark Carrick attended as an alternate member for the Town of LaSalle. Gary McNamara was absent. Brian Houston attended as an alternate member for the Town of Tecumseh. Joe Bachetti and Sherry Bondy attended virtually from a remote location.

6. [County Warden's Welcome and Remarks](#)

Warden MacDonald acknowledged that the Day of Action on Litter was observed, with commendations extended to the Essex County Library for its leadership in organizing a successful community cleanup in April, resulting in the collection of 342 bags of garbage. It was emphasized that the positive momentum from this event should be sustained, especially as the Victoria Day long weekend approached. The Warden noted that Sunday marked the beginning of Paramedic Services Week, honouring the dedicated paramedics and support staff at Essex-Windsor EMS. The theme for this year's Paramedic Services Week was "Help Us Help You," highlighting the importance of supporting these essential services. Additionally, congratulations were extended to CAO Sandra Zwiers for being recognized by the Canadian Association of Municipal Administrators for her 20 years of service in municipal government management roles. Sandra was thanked for her dedication and leadership, with Council expressing anticipation for many more years of her service as the Chief Administrative Officer for the County of Essex.

7. [Disclosure of Pecuniary Interest](#)

There were no disclosures of pecuniary interest raised.

8. [Adoption of Regular Meeting Minutes](#)

Minutes of the May 1, 2024 Essex County Council, Regular Meeting

139-2024

Moved By Larry Verbeke

Seconded By Crystal Meloche

That the minutes of the May 1, 2024 Regular Meeting of Essex County Council be adopted as presented. (Voted by Show of Hands)

Carrie

9. [Delegations and Presentations](#)

140-2024

Moved By Kirk Walstedt

Seconded By Brian Houston

That the Delegation by the Essex County Accessibility Advisory Committee be permitted to address Essex County Council. (Voted by Show of Hands)

Carrie

9.1 [Essex County Accessibility Advisory Committee \(ECAAC\)](#)



Dennis Sanson, Chair; Members Diana Kirkbride, Julie Miles, Rachel Jewell and Kimberly DeYong, County Council Representative on the ECAAC provided an update on the activities of the ECAAC for 2024. ECAAC members outlined the Committee’s plans for AccessAbility Week including the annual Accessibility Flag Raising event on May 27, 2024. Additionally, details were shared for Phase 3 of the WE Check the Trails project which is set to launch in time for National AccessAbility Week as well. The Committee outlined their activities thus far in 2024, which included reviewing and suggesting changes to modernize the County’s policies related to inclusive language and the definition of ‘barrier’ and ‘accessibility’ as well as refreshing the ECAAC Terms of Reference. Further, the Committee collaborated with County Administration, to review and offer lived-experience suggestions to the project team in Infrastructure and Planning Services, regarding the Civic Centre renovations

10. [Communications](#)

10.1 [Correspondence](#)

142-2024

Moved By Mark Carrick

Seconded By Chris Gibb

That the correspondence listed on the Regular Agenda for May 15, 2024, be received and any noted action approved. (Voted by Show of Hands)

Carried

10.1.1 [Association of Municipalities of Ontario \(AMO\)](#)

- AMO [Watchfile Newsletter](#)
- AMO [Policy Updates](#)
- AMO Calendar - [Education Events](#)

10.1.2 [Western Ontario Wardens' Caucus \(WOWC\)](#)



- WOWC [April Newsletter](#)
- WOWC [Unveils Top Priorities - News Release April 26, 2024](#)

10.1.3 [Municipal Property Assessment Corporation \(MPAC\)](#)

InTouch - [March/April 2024](#)

10.1.4 [Windsor Essex Regional Chamber of Commerce \(WERCC\)](#)

[April 30, 2024 - Newsletter](#)

10.1.5 [Municipality of Wawa](#)



Correspondence dated April 22, 2024 RE Amendments to the Occupational Health and Safety Act to Clarity Definition of Employer

10.1.6 [Municipality of Trent Hills](#)



Correspondence dated April 26, 2024 RE Municipal Task Force on Housing and Homelessness

141-2024

Moved By Sherry Bondy

Seconded By Larry Verbeke

That Essex County Council support correspondence received from the Municipality of Trent Hills regarding the Municipal Task Force on Housing and Homelessness.

Carried

10.1.7 [City of Peterborough](#)



Correspondence dated April 11, 2024 RE Jurisdiction of [Ontario's Ombudsman](#) (and Request for a Bill to Amend the [Ombudsman Act](#))

10.1.8 [City of Stratford](#)



Correspondence dated April 25, 2024 RE Urgent need for additional funding for museums and libraries

(Additional resolution received from the Town of Lincoln, attached)

10.1.9 [Notice of Completion - Design and Construction Highway 3 Widening - 30 Day Comment Period](#)



Correspondence dated April 29, 2024, RE Notice of Completion - Design and Construction Report #2, Highway 3 Widening Project- Essex to Leamington 1.2 km East of Essex Road 23 Easterly to 1.1 km East of Essex Road 34 - Essex County

30 Day Comment Period May 1, 2024 - June 1, 2024 [Project Website www.hwy3essex.com](http://www.hwy3essex.com)

10.1.10 [Ministry of Transportation of Ontario \(MTO\)](#)



Notice of Commencement - Highway 401 and Lauzon Parkway Interchange Study (GWP 3028-23-00), Preliminary Design and Class Environmental Assessment Study

Comment Period Open Until May 31, 2024 [Project Website www.hwy401lauzon.ca](http://www.hwy401lauzon.ca)

10.1.11 [2024 Census Test Notice](#)



Correspondence dated April 30, 2024 RE The 2024 Census Test Is Coming in May

Visit [2024 Census Test Notice Website](#) for further details

10.1.12 [Town of Essex](#)



May 7, 2024 Correspondence (Marked Urgent) from the Town of Essex regarding the Wright Drain Culvert - Repair and Maintenance

10.2 [Resolutions](#)

10.2.1 [Town of Tecumseh](#)



Correspondence dated April 19, 2024 from Town of Tecumseh RE Community Safety Zones and School Crossing Guard Program

The Council of the Town of Tecumseh, at its Policies and Priorities Committee meeting held March 26, 2024, gave consideration to Report PWES-2024-18 entitled "Community Safety Zones Policy" and Report PWES-2024-20 entitled "School Safety Zones Policy"

143-2024

Moved By Michael Prue

Seconded By Crystal Meloche

That Essex County Council receive the correspondence as amended from the Town Tecumseh, regarding Report PWES- 2024-18 entitled "Community Safety Zones Policy" and Report PWES-2024-20 entitled "School Safety Zones Policy"; and

That Essex County Council request that a report be prepared by County administration and brought back to Council for consideration. (Voted Electronically)

In Larry Verbeke, Michael Prue, Chris Gibb, Sherry Bondy, Kimberly DeYong, Kirk
Favour Walstedt, Crystal Meloche, Hilda MacDonald, Joe Bachetti, Mark Carrick, Brian
(14) Houston, Kimberly Verbeek, John Kerr, and Tony Gaffan

Carried

10.2.2 [Town of Essex](#)



Correspondence dated April 24, 2024 RE Ontario Works and Ontario Disability Support Program

(Additional Resolution in Support received from Prince Edward County, the Town of Smith Falls, Town of Grimsby and Town of Goderich - Attached)

144-2024

Moved By Kimberly Verbeek

Seconded By Tony Gaffan

That Essex County Council receive and support the correspondence from the Town of Essex, regarding Ontario Works and Ontario Disability Support Program financial assistance rates. (Voted Electronically)

In Larry Verbeke, Michael Prue, Chris Gibb, Sherry Bondy, Kimberly DeYong, Kirk
Favour Walstedt, Crystal Meloche, Hilda MacDonald, Joe Bachetti, Mark Carrick, Brian
(14) Houston, Kimberly Verbeek, John Kerr, and Tony Gaffan

Carried

11. [Consent Agenda](#)

145-2024

Moved By Kimberly Verbeek

Seconded By Kimberly DeYong

That the items listed as 11.1 through 11.5 on the Consent Agenda for May 15, 2024, be received and approved as required. (Voted by Show of Hands)

Carrie

11.1 [Essex County Accessibility Advisory Committee \(ECAAC\)](#)



Minutes of the Essex County Accessibility Advisory Committee (ECAAC), dated April 4, 2024

11.2 [Essex-Windsor Solid Waste Authority \(EWSWA\)](#)



February 6, 2024 Essex Windsor Solid Waste Authority, Regular Board Meeting Minutes

11.3 [Essex County Library](#)



Minutes from the February 28, 2024 Regular Meeting, and March 11, 2024 Special Meeting of Essex County Library Board

11.4 [Windsor Essex County Provincial Offences Program \(POA\) Annual Report](#)



Report number 2024-0515-FIN-R10-MR, Windsor Essex County Provincial Offences Program (POA) Annual Report, dated May 15, 2024 from Melissa Ryan, Director, Financial Services/Treasurer

11.5 [Summary of Outstanding Reports for May 15, 2024](#)



2024-0515-LCS-R17-KH, Summary of Outstanding Reports for May 15, 2024, prepared by Katherine Hebert, Manager, Records and Accessibility/Deputy Clerk

12. [Reports and Questions](#)

12.1 [Adjustments to County Road Segments in the Municipality of Leamington](#)



Report number 2024-0515-IPS-R06-AB, Adjustments to County Road Segments in the Municipality of Leamington, dated May 15, 2024 from Allan Botham, Director, Infrastructure and Planning Services
Allan Botham outlined the proposed changes that would transfer ownership of the specified County Road segments to the Municipality of Leamington. Allan explained that this transfer was requested by Leamington to allow them governance over the road segments required to support development and growth in the community. The County would continue to share in winter maintenance operations of ploughing and salting of the Connecting Links. The overall change was a reduction to the County owned road network and, corresponding increase to the County Connecting Link network of approximately 2.77 km.
It was further explained that a transfer of three small pieces of property to the County of Essex, from the Municipality of Leamington for the purpose of cleaning up the intersections of CR20 at Fraser Road, and CR48 at Fraser Road was included in the report recommendation. The transfer of land does not have financial implications for the County of Essex.

146-2024

Moved By Larry Verbeke

Seconded By Crystal Meloche

That Essex County Council approve by-law 2024-24 authorizing an amendment to the existing Connecting Link Agreement with the Municipality of Leamington;
That Essex County Council rescind by-law 46-2008; and
That Essex County Council authorize the Warden and Clerk to execute any and all agreements and documents necessary to receive lands from the Municipality of Leamington as described in this Report, being Report 2024-0515-IPS-R06-AB. (Voted Electronically)

In Favour	Larry Verbeke, Michael Prue, Chris Gibb, Sherry Bondy, Kimberly DeYong, Kirk Walstedt, Crystal
(14)	Meloche, Hilda MacDonald, Joe Bachetti, Mark Carrick, Brian Houston, Kimberly Verbeek, John
	Kerr, and Tony Gaffan

Carried

12.2 [Advancement of a County Development Charges Study and By-law](#)



Report number 2024-0515-IPS-R08-RB, Advancement of a County Development Charges Study and By-law, dated May 15, 2024, from Rebecca Belanger, Manager, Planning Services

Rebecca Belanger provided an overview of a proposed study to investigate implementing Development Charges for the County of Essex. Under the Development Charges Act, 1997, collection of development charges to ensure that infrastructure costs resulting from increased population and employment are funded by new developments rather than existing residents and businesses. This study would investigate impacts of anticipated growth on services currently provided by the County of Essex and would inform future budget decisions and developer costs. The study would forecast future development, assess service levels, calculate capital costs, and examine long-term infrastructure sustainability. A public consultation process, including at least one public open house and a statutory public meeting, will take place before adopting a By-law.

147-2024

Moved By Joe Bachetti

Seconded By Michael Prue

That Essex County Council receive report 2024-0515-R08-RB regarding the Advancement of a County Development Charges Study and By-law for information; and
That Essex County Council approve the utilization of rate stabilization reserves up to a maximum of \$60,000 to fund the Development Charges Study. (Voted Electronically)

In Favour (13)	Larry Verbeke, Michael Prue, Chris Gibb, Sherry Bondy, Kimberly DeYong, Crystal Meloche, Hilda MacDonald, Joe Bachetti, Mark Carrick, Brian Houston, Kimberly Verbeek, John Kerr, and Tony Gaffan
Opposed (1)	Kirk Walstedt

Carried

12.3 [Homelessness Programs Funding Agreement](#)



Report number 2024-0515-LCS-R18-JDF, Homelessness Programs Funding Agreement, dated May 15, 2024, from Jeanie Diamond Francis, Manager, Community Services

Jeanie Diamond Francis explained the proposed agreement with Family Services Windsor Essex (FSWE) to provide homelessness services for the County of Essex. The agreement would allow the County to directly oversee homelessness programs in the County, including the Essex County Homelessness Hub, the Emergency Shelter Program, and a dedicated Outreach Worker for County residents. Funding for these programs was being provided to the County from the provincial government, administered by the City of Windsor.

148-2024

Moved By Kimberly DeYong

Seconded By Mark Carrick

That Essex County Council authorize the Warden and the Interim Clerk to execute an Agreement between the Corporation of the County of Essex and Family Services Windsor Essex in substantially the same form as appended hereto as Appendix A. (Voted Electronically)

In Favour (13)	Larry Verbeke, Michael Prue, Chris Gibb, Sherry Bondy, Kimberly DeYong, Crystal Meloche, Hilda MacDonald, Joe Bachetti, Mark Carrick, Brian Houston, Kimberly Verbeek, John Kerr, and Tony Gaffan
Opposed (1)	Kirk Walstedt

Carried

13. [Unfinished Business](#)

13.1 [Legacy Oil and Gas Well Preparedness](#)

Verbal report follow-up, originally presented May 1, 2024 as Administrative Report 'Legacy Oil and Gas Well Preparedness'. Clarification on questions from Council regarding Emergency Measures for Brine Wells and Large Animal Rescue, from Justin Lammers, Chief, Essex-Windsor Emergency Medical Services
Chief Lammers reported back to Council regarding a question regarding risks associated with brine wells. The Chief noted that his research had indicated that it was possible for gases to be present in brine wells. Chief Lammers also reported that Dan Metcalfe, County of Essex Emergency Measures Coordinator had engaged the University of Guelph to provide a Large Animal Rescue training exercise late summer to early fall 2024. The training would be provided in collaboration with local municipal emergency services and would be held at the Windsor-Essex Therapeutic Riding Association (WETRA) facility.

14. [New Business](#)

14.1 [Public Reporting of Closed Meeting](#)

A Closed Meeting was held prior to the Regular meeting of Council on May 15, 2024, pursuant to Section 239 (2) (f) of the Municipal Act, 2001, as amended.
During the closed meeting, County Council was presented with information regarding subjects relating to solicitor-client privilege, including communications necessary for that purpose.

15. [Adoption of By-Laws](#)

149-2024

Moved By Crystal Meloche

Seconded By Michael Prue

That By-laws 2024-22 through 2024-25, having been read a first, second and third time, be finally passed and enacted. (Voted Electronically)

In Favour	Larry Verbeke, Michael Prue, Chris Gibb, Sherry Bondy, Kimberly DeYong, Crystal Meloche, Hilda
(13)	MacDonald, Joe Bachetti, Mark Carrick, Brian Houston, Kimberly Verbeek, John Kerr, and Tony Gaffan
Opposed	
(1)	Kirk Walstedt

Carrie

15.1 [By-Law Number 2024-22](#)



Being A By-law to Authorize the Execution of a Designated Service Provider and Funding Agreement Between the City of Windsor and the County of Essex, for the Purpose of Allocation of Homelessness Prevention Program Funding

15.2 [By-Law Number 2024-23](#)



Being a By-law to Authorize the Execution of an Agreement Between the Corporation of the County of Essex and Family Services Windsor Essex for the Purpose of the Administration of the Homelessness Programs of the County

15.3 [By-Law Number 2024-24](#)



Being a By-law to Authorize the Execution of a Connecting Link Agreement Between the Corporation of the County of Essex and the Corporation of the Municipality of Leamington

15.4 [By-law Number 2024-25](#)



Being a By-law to confirm the proceedings of the Council of the Corporation of the County of Essex for May 15, 2024

16. [Notice of Motion](#)

16.1 [Town of Amherstburg](#)

Chris Gibb brought forward the following Notice of Motion:
At the April 22, 2024 meeting of Amherstburg Town council direction was given to Mayor Prue and Deputy Mayor Gibb to request the County of Essex conduct a traffic study for Essex County Road 20 from Texas Road to Essex County Rd 3.
This notice of motion is to request Essex County Council direct staff to conduct a traffic study which will investigate the effectiveness of speed reductions and other traffic calming measures to ensure that both vehicular and pedestrian traffic on this section of County Rd 20 is being managed as safely and efficiently as possible.

16.2 [Town of Kingsville](#)

Kimberly DeYong brought forward the following Notice of Motion:
Whereas on March 16, 2022, Essex County Council determined that all lower-tier municipalities shall participate in the regional organic waste collection and processing program;
And whereas County Council has established the level of service associated with such program;
And whereas it is estimated that this service will result in a 4.3% property tax increase for the Town of Kingsville in the first year of the program;
It is moved that Kingsville Council directs Deputy Mayor DeYong or Mayor Rogers to make a Motion at County Council asking that the County Council agree to fund the cost of the regional organic waste collection and processing program through the County of Essex property tax levy. If changes are required to by-laws and agreements to achieve this result, it is requested that the County of Essex amend these by-laws and agreements as required, such as with EWSWA, City of Windsor, and others; and
That an administrative report be brought forward by County Administration, describing and evaluating the implications of these decisions.

17. [Adjournment](#)

150-2024

Moved By Kimberly DeYong

Seconded By Kimberly Verbeek

That the Essex County Council meeting for May 15, 2024 be adjourned at 7:04 PM. (Voted by Show of Hands)

Carrie



Essex County Council, Regular Meeting Minutes

Wednesday, June 5, 2024

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
 - 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
 - John Kerr, Councillor, Municipality of Lakeshore - (Alternate Member)
- Absent:
- Tracey Bailey, Mayor - Municipality of Lakeshore
- Administration:
- Allan Botham, Director, Infrastructure & Planning Services
 - Jayne Brooks Keller, Administrator - Sun Parlor Home
 - Katherine Hebert, Manager, Records and Accessibility/Deputy Clerk
 - Melissa Ryan, Director, Financial Services/Treasurer
 - David Sundin, County Solicitor
 - Crystal Sylvestre, Coordinator, Legislative and Community Services

Sandra Zwiers, Chief Administrative Officer
Michelle Bishop, General Manager, EWSWA
Dee Blais, Administrative Assistant to the CAO
Heidi McLeod, CMA, CA, Manager of Accounting/Deputy
Treasurer
Slawomir Pulcer, Deputy Chief, Professional Standards -
EWEMS
Ellen Van Wageningen, Communications Officer

1. Closed Meeting

A Closed Meeting was held at 5:30PM on June 5, 2024.

153

151-2024

Moved By Rob Shepley

Seconded By Dennis Rogers

That Essex County Council move into a Closed Meeting, pursuant to Section 239 (2) (f) and (k) of the Municipal Act, 2001, as amended for the following reasons:

- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board

(Voted by show of hands)

Carried

153-2024

Moved By Kimberly DeYong

Seconded By Dennis Rogers

That Essex County Council adjourn, and rise from the June 5, 2024 Closed Meeting at 5:53] PM.

(Voted by show of hands)

Carried

2. Moment of Reflection

3. Singing of 'O Canada'

4. Land Acknowledgement Statement

We acknowledge the land on which the County of Essex is located is the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, Odawa and Potawatomie Peoples.

We specifically recognize Caldwell First Nation and other First Nations which have provided significant historical and contemporary contributions to this region.

We also value the contributions of all Original Peoples of Turtle Island, who have been living and working on this land from time immemorial.

5. Recording of Attendance

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

Tracey Bailey was absent. John Kerr attended as an alternate member for the Municipality of Lakeshore.

6. County Warden's Welcome and Remarks

Warden MacDonald highlighted some of the County events held the week prior during National AccessAbility Week.

On behalf of all of Council, Warden MacDonald congratulated Katherine Hebert on being named County Clerk. Katherine's municipal experience and strong advocacy efforts for accessibility and inclusion would be a valuable asset to the Corporation.

The Warden welcomed and encouraged all residents to register to participate in the Public Consultation Centre about planned enhancements to County Road 22 between I.C. Roy Drive and West Belle River Road on June 18, 2024 at the Atlas Tube Recreation Centre and the proposed Official Plan Open House scheduled for June 26, 2024 at the McGregor Community Centre.

John Kerr, Councillor, Municipality of Lakeshore - (Alternate Member) joined the meeting at 6:00 pm.

7. Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest raised.

8. Adoption of Regular Meeting Minutes

Minutes of the May 15, 2024 Essex County Council - Regular Meeting

154-2024

Moved By Rob Shepley

Seconded By Sherry Bondy

That the minutes of the May 15, 2024 Regular Meeting of Essex County Council be adopted as presented. (Voted by show of hands)

Carried

9. Amending the Order of Business

155-2024

Moved By Gary McNamara

Seconded By Joe Bachetti

That Essex County Council amend the order of business as follows:

- New Business Item listed as 15.1 - Source Separated Organics Program - Town of Kingsville, and correspondence item dated May 21, 2024 from the Town of Essex, listed as item 11.1.6 related to Organic Waste Collection on County Tax Levy, be considered following Delegation Report listed as Item 10.1.2. Source Separated Organics Collection in the County of Essex and prior to 13.1 Regional Food and Organic Waste Program Funding Model Discussion report.

(Voted electronically)

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

Carried

10. Delegations and Presentations

156-2024

Moved By Larry Verbeke

Seconded By Chris Gibb

That the delegation from the Essex-Windsor Solid Waste Authority be permitted to address County Council on the matters as described. (Voted by show of hands)

Carried

10.1 Essex-Windsor Solid Waste Authority (EWSWA)

Michelle Bishop, General Manager, Essex-Windsor Solid Waste Authority to make a presentation before County Council regarding items listed on the June 5, 2024 agenda related to EWSWA operations.

10.1.1 Regional Landfill Farm Land Lease Agreement and By-law

Report - Regional Landfill Farm Land Lease Agreement and By-law, from Michelle Bishop, General Manager, Essex-Windsor Solid Waste Authority

Michelle Bishop provided an overview of the land to be leased and the contract details under the Regional Landfill Farm Land Lease agreement with Chris Malott Enterprises Inc.

157-2024

Moved By Gary McNamara

Seconded By Michael Prue

That Essex County Council receive and approve the report, Regional Landfill Farm Land Lease Agreement and By-law; and,

That the Warden and Clerk be authorized to execute a Lease Agreement between the Corporation of the County of Essex, the Essex-Windsor Solid Waste Authority and Christopher Malott Farming Enterprises Inc., commencing on the 1st day of November, 2024 and expiring on the 31st, day of October, 2029, with three optional one-year extensions if mutually agreed upon by all Parties to the Lease Agreement, on the terms and conditions as set out in the Lease Agreement and forming part of by-law 2024-29 on the June 5, 2024 County Council agenda.

(Voted electronically)

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

Carried

10.1.2 Source Separated Organics Collection in the County of Essex

Report - Source Separated Organics Collection in the County of Essex, from Michelle Bishop, General Manager, Essex-Windsor Solid Waste Authority

Michelle Bishop provided Council with the history of the program and outlined impacts to the program by offering the service to households in the rural settlement areas at the program's inception.

158-2024

Moved By Dennis Rogers

Seconded By Crystal Meloche

That Essex County Council receive the report Source Separated Organics Collection in the County of Essex. (Voted electronically)

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

Opposed (1): Gary McNamara

Carried

160-2024

Moved By Gary McNamara

Seconded By Joe Bachetti

That Essex County Council provide a resolution to the Essex-Windsor Solid Waste Authority to approve the collection and processing of organic waste for households in rural settlement areas in all County Municipalities.

In Favour (8): Michael Akpata, Joe Bachetti, Chris Gibb, Hilda MacDonald, Gary McNamara, Crystal Meloche, Michael Prue, and Larry Verbeke

Opposed (6): Sherry Bondy, Kimberly DeYong, Dennis Rogers, Rob Shepley, Kirk Walstedt, and John Kerr

Carried

11. Communications

11.1 Correspondence

161-2024

Moved By Larry Verbeke

Seconded By Chris Gibb

That the correspondence listed on the Regular Agenda for June 5, 2024, be received and any noted action approved. (Voted by show of hands)

Carried

11.1.1 Association of Municipalities of Ontario (AMO)

- AMO [Watchfile Newsletter](#)
- AMO [Policy Updates](#)
- AMO Calendar - [Education Events](#)

11.1.2 Tourism Windsor-Essex Pelee Island (TWEPI)

2024-05-09 TWEPI Bulletin: [W.E. Keep You Informed: We Want To Hear From You and Join Us at Our AGM](#)

11.1.3 Town of Bradford West Gwillimbury

May 15, 2024 Resolution RE Subsidized Well-Water Testing for Private Water Systems

(Additional Correspondence from Municipalities of Gore Bay and Archipelago)

11.1.4 Prince Edward County

Resolution RE National Housing Affordability Crisis

11.1.5 Municipal Engineers Association

May 15, 2024 - Request for Nominations: 2024 MEA Awards Program

11.1.6 Town of Essex

Letter dated May 21, 2024 from the Town of Essex RE Organic Waste Collection on County Tax Levy

11.1.7 Western Ontario Wardens Caucus (WOWC)

- May WOWC Newsletter (Attached)
- Town of Plympton Wyoming support of WOWC - ERO Postings 019-8369, 019-8462, and 019-8371 related to planning matters (attached)

- [Ontario West Municipal Conference 2024 - October 25, 2024](#)

11.1.8 City of Quinte West

Resolution dated March 7, 2024 RE Call for increased investment from Federal and Provincial governments in Housing-Enabling Water Systems Funding

(Additional resolution received from the Town of Essex attached)

11.1.9 Town of Essex

May 22, 2024 Resolution RE Call to Province for Highway 413 Funding Reallocation to small urban and rural municipalities infrastructure and housing projects

11.2 Resolutions

There were no resolutions for consideration for June 5, 2024.

12. Consent Agenda

162-2024

Moved By Gary McNamara

Seconded By Crystal Meloche

That the items listed as 12.1 through 12.4 on the Consent Agenda for June 5, 2024, be received and approved as required. (Voted by show of hands)

Carried

12.1 Sun Parlor Home - Satisfaction Survey Results

Report number 2024-0605-SPH-R02-JBK, Sun Parlor Home - Satisfaction Survey Results, dated June 5, 2024, from Jayne Brooks Keller, Administrator, Sun Parlor Home

12.2 Summary of Outstanding Reports for June 5, 2024

Report number 2024-0605-LCS-R20-KH, Summary of Outstanding Reports for June 5, 2024, prepared by Katherine Hebert, Manager, Records and Accessibility/Deputy Clerk

12.3 Windsor Essex Regional Community Safety and Well-Being Plan - Systems Leadership Table

Minutes of the December 12, 2023 Windsor Essex Regional Community Safety and Well-Being Plan - Systems Leadership Table meeting

12.4 Essex-Windsor Solid Waste Authority (EWSWA)

Minutes of the Essex-Windsor Solid Waste Authority board meeting, dated April 10, 2024

13. Reports and Questions

13.1 Regional Food and Organic Waste Program Funding Model Discussion

Report number 2024-0605-FIN-R12-MR, Regional Food and Organic Waste Program Funding Model Discussion, dated June 5, 2024, from Melissa Ryan, Director, Financial Services/Treasurer

Melissa Ryan outlined three options to fund the Regional Food and Organic Waste Program.

Discussion included the potential positive or negative impacts to the ratepayers under each scenario.

159-2024

Moved By Dennis Rogers

Seconded By Michael Prue

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

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

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

(Voted electronically)

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

Opposed (1): John Kerr

Carried

13.2 Ontario Good Roads Association - County Delegation to the Ministry of Transportation

Report number 2024-0605-IPS-R09-AB, Ontario Good Roads Association (OGRA) - County Delegation to the Ministry of Transportation, dated June 5, 2024, from Allan Botham, Director, Infrastructure and Planning Services

Allan Botham explained that the County Solicitor and the Project Manager of the County's Infrastructure & Planning Services department had attended the 2024 OGRA conference and had the opportunity to provide a delegation to the Honourable Minister Prabmeet Singh Sarkaria of the Ministry of Transportation regarding impacts to County infrastructure as a result of recent development project in the region.

Four (4) essential grade separations had been identified in past Environmental Assessments and were brought forward at the delegation.

Administration would report back to Council once the outcome of the advocacy efforts were known.

Rob Shepley, Deputy Mayor - Town of Essex left the meeting at 7:49 pm.

163-2024

Moved By Gary McNamara

Seconded By Joe Bachetti

That Essex County Council receive the 2024 OGRA Conference – Delegation Update report for information. (Voted electronically)

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

Carried

13.3 Consultation Results on Council Compensation Review

Report number 2024-0403-CAO-R07-SZ, Consultation Results on Council Compensation Review, dated April 3, 2024, from Sandra Zwiers, Chief Administrative Officer. Marianne Love, Principal, ML Consulting will be present for questions and to go over the results of the findings obtained during consultations.

Sandra Zwiers outlined the process taken to prepare the report and recommendations; noting the similar municipalities that were consulted with as comparators.

Discussion took place regarding the compensation for alternate members of Council, timing of the review and retroactive pay.

Rob Shepley, Deputy Mayor - Town of Essex joined the meeting at 8:25 pm.

164-2024

Moved By Michael Prue

Seconded By Chris Gibb

That County Council divide the main motion into 5 separate motions. (Voted by show of hands)

Lost

165-2024

Moved By Sherry Bondy

Seconded By Joe Bachetti

That County Council receive report – Council Remuneration for information;

That County Council approve the 60th Percentile Compensation Grid for County Council, retroactive to January 1, 2024;

That County Council approve the funding of the 2024 budget shortfall of \$292,056 from the Rate Stabilization Reserve;

That County Council adopt By-law 2024-26 (Procedure By-law) and 2024-27 (Council Remuneration By-law); and

That a report from administration be brought back considering that the alternate members of council be compensated at a proportionate share of the regular council pay. (Voted electronically)

In Favour (10): Joe Bachetti, Sherry Bondy, Kimberly DeYong, Hilda MacDonald, Gary McNamara, Crystal Meloche, Dennis Rogers, Rob Shepley, Larry Verbeke, and John Kerr

Opposed (4): Michael Akpata, Chris Gibb, Michael Prue, and Kirk Walstedt

Carried

13.4 Asset Management Plan Update 2024

Report number 2024-0605-FIN-R11-MR, Asset Management Plan Update 2024, dated June 5, 2024, from Melissa Ryan, Director, Financial Services/Treasurer

Melissa Ryan introduced the report noting that the update was required under legislation and the plan provides an inventory of assets, their condition rating and details regarding the financial plan needed to serve the County's long-term planning and budget decisions

Heidi McLeod, Manager, Accounting – Administration / Deputy Treasurer provided Council with detailed information by County department pertaining to the financial implications of the plan.

166-2024

Moved By Larry Verbeke

Seconded By Gary McNamara

That Essex County Council approve the County of Essex 2024 Asset Management Plan.

That Essex County Council support Administration's incorporation of the findings of the 2024 Asset Management Plan into the 2025 Budget preparation process to begin to address the shortfall in replacement costs.

(Voted electronically)

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

Carried

14. Unfinished Business

15. New Business

15.1 Source Separated Organics Program - Town of Kingsville

Kimberly DeYong withdrew the Notice of Motion stating that the intention of the motion was to request a report that was furnished under item 13.1 of the June 5, 2024 agenda.

15.2 Traffic Study for Essex County Road 20 from Texas Road to Essex County Rd 3

167-2024

Moved By Chris Gibb

Seconded By Michael Prue

That Essex County Council direct staff to conduct a traffic study which will investigate the effectiveness of speed reductions and other traffic calming measures to ensure that both vehicular and pedestrian traffic on County Rd 20 from Texas Road to Essex County Road 3 is being managed as safely and efficiently as possible.

(Voted by show of hands)

Carried

15.3 Public Reporting of Closed Meeting

A Closed Meeting was held prior to the Regular meeting of Council on June 5, 2024, pursuant to Section 239 (2) (f) and (k) of the Municipal Act, 2001, as amended.

During the closed meeting, County Council was presented with information regarding subjects relating to solicitor-client privilege, including communications necessary for that purpose, as well as confidential information regarding ongoing negotiations.

15.4 Invitation to Local Veteran

Michael Akpata requested that Essex County Council invite WWII Veteran Charles Davis to a County Council meeting in September 2024 to commemorate his birthday and contribution to the Canadian Armed Forces.

169-2024

Moved By Michael Akpata

Seconded By Gary McNamara

That County Council invite Veteran Charles Davis to Essex County Council in September 2024.

Carried

16. Adoption of By-Laws

168-2024

Moved By Kimberly DeYong

Seconded By Chris Gibb

That By-laws 2024-21, and 2024-26 though 2024-30, having been read a first, second and third time, be finally passed and enacted. (Voted electronically)

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

Carried

16.1 By-law Number 2024-21

Being a By-law to appoint a Clerk for the Corporation of the County of Essex, being Katherine J. Hebert

16.2 By-law Number 2024-26

Being a By-law to Provide Rules Governing the Order and Proceedings of the Council of the Corporation of the County of Essex, Committees and Local Boards

16.3 By-law Number 2024-27

Being a By-law to Establish the Method for Calculating Remuneration for Members of County Council, Committees and Local Boards

16.4 By-law Number 2024-28

Being a By-law to confirm the authorization of execution of an Agreement between the Corporation of the County of Essex and 1000732973 Ontario Inc., operating as Heritage Community Residence

16.5 By-law Number 2024-29

Being a By-law to Authorize the Execution of a Lease Agreement between The Corporation of the County of Essex, The Essex-Windsor Solid Waste Authority and Christopher Malott Farming Enterprises Inc.

16.6 By-law Number 2024-30

Being a By-law to confirm the proceedings of the Council of the Corporation of the County of Essex for June 5, 2024

17. Notice of Motion

There were no Notices of Motion for June 5, 2024.

18. Adjournment

170-2024

Moved By Larry Verbeke

Seconded By Michael Akpata

That the Essex County Council meeting for June 5, 2024 be adjourned at 8:56 PM. (Voted by show of hands)

Carried

Hilda MacDonald,
Warden, County of Essex

Katherine Hebert,
Deputy Clerk / Manager, Records and Accessibility

**Ministry of the Environment,
Conservation and Parks**

Windsor Area Office
620 - 4510 Rhodes Dr. Windsor ON N8W 5K5
Tel: 519-948-1464
Fax: 519-948-2396

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

Windsor Area Office
620 - 4510 Rhodes Dr. Windsor ON N8W 5K5
Tél: 519-948-1464
Télécopieur: 519-948-2396



June 27, 2024

Rob Mackie, Manager, Environmental Services
The Corporation of the Town of Essex
33 Talbot Street South
Essex, Ontario, N8M 1A8

**RE: Inspection of Essex Drinking Water System – Essex DS at 120 Sinasac Ave. West,
Harrow, on June 19, 2024 | Planned Event No. 1-355239075**

Attached to this letter is the report for the recent announced inspection completed at the Essex Drinking Water System – Essex DS at 120 Sinasac Ave. West, Harrow, on June 19, 2024, and the corresponding Incident Rating Report (IRR) and Risk Methodology document. This report provides an assessment of compliance and conformance based on observations and information available during the inspection review period only.

CORRECTIVE ACTIONS

Instances of non-compliance and/or non-conformance were not identified during the inspection. There are no further actions required on your part and the inspection can be considered closed.

The IRR is a summarized quantitative measure of the drinking water system's annual inspections and is published in the Ministry's Chief Drinking Water Inspector's Annual Report. The Risk Methodology document describes the risk rating methodology which has been applied to the findings of the Ministry's municipal residential drinking water system inspection results.

If you have questions or concerns, please contact me by email at david.racz@ontario.ca or by telephone at 519-980-2546.

A handwritten signature in black ink, appearing to read "David M. Racz".

David M. Racz
Water Compliance Officer
Badge No. 1459
Tel: 519-980-2546
Email: david.racz@ontario.ca

Attachments:

Cc: Dr. Mehdi Aloosh, WECHU Medical Officer of Health, maloosh@wechu.org
Kristy McBeth, Director of Health Protection, WECHU, kmcbeth@wechu.org

Victoria Peczulis, Manager, Environmental Health, WECHU, vpeczulis@wechu.org
Elaine Bennett, Manager, Environmental Health, WECHU, ebennett@wechu.org
Katie Stammler, Source Water Protection Manager, ERCA, kstammler@erca.org
Mark Smith, Water Compliance Supervisor, MECP London District, Mark.Smith@ontario.ca



ESSEX DRINKING WATER SYSTEM (ESSEX DS)

Physical Address: , , ,

INSPECTION REPORT

Entity: THE CORPORATION OF THE
TOWN OF ESSEX

Inspection Start Date: June 13, 2024

Site Inspection Date: June 19, 2024

Inspection End Date: June 24, 2024

Inspected By: David Racz

Badge #: 1459



(signature)

NON-COMPLIANCE

This should not be construed as a confirmation of full compliance with all potential applicable legal requirements. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

RECOMMENDATIONS

This should not be construed as a confirmation of full conformance with all potential applicable BMPs. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the signed Provincial Officer.

INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

Ministry Program: DRINKING WATER | **Regulated Activity:** DW Municipal Residential

Question ID	DWMR1018001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the owner ensure that equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner ensured that equipment was installed as required.			

Question ID	DWMR1020001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were Form 1 documents prepared as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Form 1 documents were prepared as required.			
Form 1 documents were missing the Drinking Water Works Permit number.			

Question ID	DWMR1025001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Were all parts of the drinking water system that came in contact with drinking water disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All parts of the drinking water system were disinfected as required.			

Question ID	DWMR1033001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-2 (3); SDWA O. Reg. 170/03 7-2 (4);			
Question: Was secondary disinfectant residual tested as required for the large municipal residential distribution system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Secondary disinfectant residual was tested as required.			

Question ID	DWMR1099001	Question Type	Information
Legislative Requirement(s): Not Applicable			
Question: Do records show that water provided by the drinking water system met the Ontario Drinking Water Quality Standards?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records showed that all water sample results met the Ontario Drinking Water Quality Standards.			

Question ID	DWMR1081001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 10-2 (1); SDWA O. Reg. 170/03 10-2 (2); SDWA O. Reg. 170/03 10-2 (3);			
Question: Were distribution microbiological sampling requirements prescribed by Schedule 10-2 of O. Reg. 170/03 for large municipal residential systems met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Distribution microbiological sampling requirements were met.			

Question ID	DWMR1096001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 6-3 (1);			
Question: Did records confirm that chlorine residual tests were conducted at the same time and location as microbiological samples?			

Compliance Response(s)/Corrective Action(s)/Observation(s):

Records confirmed that chlorine residual tests were conducted as required.

Question ID	DWMR1086001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-6.1 (1); SDWA O. Reg. 170/03 13-6.1 (2); SDWA O. Reg. 170/03 13-6.1 (3); SDWA O. Reg. 170/03 13-6.1 (4); SDWA O. Reg. 170/03 13-6.1 (5); SDWA O. Reg. 170/03 13-6.1 (6);			
Question: Were haloacetic acid sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Haloacetic acid sampling requirements were met.			
The Running Annual Average for the inspection review period was 18.15 ug/mL.			

Question ID	DWMR1087001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 13-6 (1); SDWA O. Reg. 170/03 13-6 (2); SDWA O. Reg. 170/03 13-6 (3); SDWA O. Reg. 170/03 13-6 (4); SDWA O. Reg. 170/03 13-6 (5); SDWA O. Reg. 170/03 13-6 (6);			
Question: Were trihalomethane sampling requirements prescribed by Schedule 13-6 of O. Reg. 170/03 met?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Trihalomethane sampling requirements were met.			
The Running Annual Average for the inspection review period was 36 ug/mL.			

Question ID	DWMR1113001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 10.1 (3);			
Question: Were changes to the system registration information provided to the ministry within ten (10) days of the change?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Changes to the system registration information were provided as required.			

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Question ID	DWMR1114001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the owner have evidence that, when required, all legal owners associated with the drinking water system were notified of the requirements of the Municipal Drinking Water Licence and Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner had evidence that the required notifications were made.			

Question ID	DWMR1045001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			
Question: Did the owner update the document describing the distribution components within 12 months of completion of alterations to the system in accordance with the Drinking Water Works Permit?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner had up-to-date documents describing the distribution components.			

Question ID	DWMR1054001	Question Type	Information
Legislative Requirement(s): Not Applicable			
Question: Was an agreement in place that satisfied the requirements prescribed by subsection 5(4) of O. Reg. 170/03?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The agreement in place satisfied the requirements.			

Question ID	DWMR1060001	Question Type	Legislative
Legislative Requirement(s): SDWA 31 (1);			

Question:

Did the operations and maintenance manual(s) meet the requirements of the Municipal Drinking Water Licence?

Compliance Response(s)/Corrective Action(s)/Observation(s):

The operations and maintenance manual(s) met the requirements of the Municipal Drinking Water Licence.

The Corporation of the Town of Essex has SOPs for hydrant flushing and replacement, dead end flushing, valve maintenance and repair, low pressure situations, sample collection, water service repairs, the blow off flushing and maintenance of watermains, commissioning new watermains, watermain breaks, and opening emergency interconnections. Operators have online and offline access to GIS mapping tools and drawings of the distribution system. The Corporation of the Town of Essex also has a procedure for dealing with complaints related to the drinking water system, including the recording of the nature of the complaint and any investigation and corrective action taken in respect of the complaint. Collectively, these documents meet the requirements of their Municipal Drinking Water Licence.

Question ID	DWMR1062001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 170/03 7-5;			
Question: Did records or other record keeping mechanisms confirm that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was done by a certified operator, water quality analyst, or person who met the requirements of Schedule 7-5 of O. Reg. 170/03. The Corporation of the Town of Essex uses electronic records instead of physical logbooks. Only certified operators conduct testing.			

Question ID	DWMR1071001	Question Type	BMP
Legislative Requirement(s): Not Applicable			
Question: Did the owner provide security measures to protect components of the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): The owner provided security measures to protect components of the drinking water system.			

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Question ID	DWMR1073001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 23 (1);			
Question: Was an overall responsible operator designated for all subsystems which comprise the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): An overall responsible operator was designated for all subsystem.			

Question ID	DWMR1074001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 25 (1);			
Question: Were operators-in-charge designated for all subsystems which comprise the drinking water system?			
Compliance Response(s)/Corrective Action(s)/Observation(s): Operators-in-charge were designated for all subsystems.			

Question ID	DWMR1075001	Question Type	Legislative
Legislative Requirement(s): SDWA O. Reg. 128/04 22;			
Question: Were all operators certified as required?			
Compliance Response(s)/Corrective Action(s)/Observation(s): All operators were certified as required.			

DWS Name:	ESSEX DRINKING WATER SYSTEM (ESSEX DS)
DWS Number:	220003680
DWS Owner:	THE CORPORATION OF THE TOWN OF ESSEX
Municipal Location:	ESSEX
Regulation:	O.REG. 170/03
DWS Category:	DW Municipal Residential
Type of Inspection:	Focused
Compliance Assessment Start Date:	Jun-13-2024
Ministry Office:	Windsor Area Office

Maximum Risk Rating: 179

Inspection Module	Non Compliance Risk (X out of Y)
Certification and Training	0/28
Distribution System	0/4
Logbooks	0/14
Operations Manuals	0/14
Reporting & Corrective Actions	0/8
Treatment Processes	0/60
Water Quality Monitoring	0/51
Overall - Calculated	0/179

Inspection Risk Rating:	0.00%
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Final Inspection Rating:	100.00%
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DWS Name: ESSEX DRINKING WATER SYSTEM (ESSEX DS)
DWS Number: 220003680
DWS Owner Name: THE CORPORATION OF THE TOWN OF ESSEX
Municipal Location: ESSEX

Regulation: O.REG. 170/03
DWS Category: DW Municipal Residential
Type of Inspection: Focused
Compliance Assessment Start Date: Jun-13-2024
Ministry Office: Windsor Area Office

All legislative requirements were met. No detailed rating scores.

Maximum Question Rating: 179

Inspection Risk Rating: 0.00%

FINAL INSPECTION RATING: 100.00%

Application of the risk methodology used for measuring municipal drinking water system inspection results

This document describes the risk rating methodology which has been applied to the findings of the Ministry's municipal residential drinking water system inspection results since fiscal year 2008-09.

The Ministry of the Environment (MOE) has a rigorous and comprehensive inspection program for municipal residential drinking water systems (MRDWS). Its objective is to determine the compliance of MRDWS with requirements under the *Safe Drinking Water Act* and associated regulations. It is the responsibility of the municipal residential drinking water system owner to ensure their drinking water systems are in compliance with all applicable legal requirements.

This document describes the risk rating methodology, which has been applied to the findings of the Ministry's MRDWS inspection results since fiscal year 2008-09. The primary goals of this assessment are to encourage ongoing improvement of these systems and to establish a way to measure this progress.

MOE reviews the risk rating methodology every three years to account for legislative and societal changes that affect acceptable risk levels. As a result of the most recent review, the methodology has been modified to present an improved metric for the evaluation of the risk/safety of MRDWS operations.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains up to 14 inspection modules and consists of approximately 120 regulatory questions. Those protocol questions are also linked to definitive guidance that ministry inspectors use when conducting MRDWS inspections. The questions address a wide range of regulatory issues, from administrative procedures to drinking water quality

monitoring. Additionally, the inspection protocol contains a number of non-regulatory questions.

A team of drinking water specialists in the ministry have assessed each of the inspection protocol regulatory questions to determine the risk (not complying with the regulation) to the delivery of safe drinking water. This assessment was based on established provincial risk assessment principles, with each question receiving a risk rating referred to as the Question Risk Rating. Based on the number of areas where a system is deemed to be non-compliant during the inspection, and the significance of these areas to administrative, environmental, and health consequences, a risk-based inspection rating is calculated by the ministry for each drinking water system.

It is important to be aware that an inspection rating that is less than 100 per cent does not mean that the drinking water from the system is unsafe. It shows areas where a system's operation can improve. To that end, the ministry works with owners and operators of systems to make sure they know what they need to do to achieve full compliance.

The inspection rating reflects the inspection results of the specific drinking water system for the reporting year. Since the methodology is applied consistently over a period of years, it serves as a comparative measure both provincially and in relation to the individual system. Both the drinking water system and the public are able to track the performance over time, which encourages continuous improvement and allows systems to identify specific areas requiring attention.

The ministry's annual inspection program is an important aspect of our drinking water safety net. The ministry and its partners share a common commitment to excellence and we continue to work toward the goal of 100 per cent regulatory compliance.

Determining Potential to Compromise the Delivery of Safe Water

The risk management approach used for MRDWS is aligned with the Government of Ontario's Risk Management Framework. Risk management is a systematic approach to identifying potential hazards; understanding the likelihood and consequences of the hazards; and taking steps to reduce their risk if necessary and as appropriate.

The Risk Management Framework provides a formula to be used in the determination of risk:

Risk = Likelihood (of the consequence) × Consequence

Every regulatory question in the inspection protocol possesses a likelihood value (L) for an assigned consequence value (C) as described in Table 1 and Table 2.

Table 1:

Likelihood of Consequence Occurring	Likelihood Value
0% - 0.99% (Possible but Highly Unlikely)	L = 0
1 - 10% (Unlikely)	L = 1
11 - 49% (Possible)	L = 2
50 - 89% (Likely)	L = 3
90 - 100% (Almost Certain)	L = 4

Table 2:

Consequence	Consequence Value
Medium Administrative Consequence	C = 1
Major Administrative Consequence	C = 2

Consequence	Consequence Value
Minor Environmental Consequence	C = 3 ***
Minor Health Consequence	C = 4 ***
Medium Environmental Consequence	C = 5 ***
Major Environmental Consequence	C = 6 ***
Medium Health Consequence	C = 7 ***
Major Health Consequence	C = 8 ***

The consequence values (0 through 8) are selected to align with other risk-based programs and projects currently under development or in use within the ministry as outlined in Table 2.

The Question Risk Rating for each regulatory inspection question is derived from an evaluation of every identified consequence and its corresponding likelihood of occurrence:

- All levels of consequence are evaluated for their potential to occur
- Greatest of all the combinations is selected.

The Question Risk Rating quantifies the risk of non-compliance of each question relative to the others. Questions with higher values are those with a potentially more significant impact on drinking water safety and a higher likelihood of occurrence. The highest possible value would be 32 (4×8) and the lowest would be 0 (0×1).

Table 3 presents a sample question showing the risk rating determination process.

Table 3: Does the Operator in Charge ensure that the equipment and processes are monitored, inspected and evaluated?

Risk = Likelihood × Consequence

C=1 ***	C=2 ***	C=3 ***	C=4 ***	C=5 ***	C=6 ****	C=7 ***	C=8 ****
Medium Administrative Consequence	Major Administrative Consequence	Minor Environmental Consequence	Minor Health Consequence	Medium Environmental Consequence	Major Environmental Consequence	Medium Health Consequence	Major Health Consequence
L=4 *** (Almost Certain)	L=1 *** (Unlikely)	L=2 *** (Possible)	L=3 *** (Likely)	L=3 *** (Likely)	L=1 *** (Unlikely)	L=3 *** (Likely)	L=2 *** (Possible)
R=4 ***	R=2 ***	R=6 ***	R=1 *** 2	R=15 ***	R=6 ***	R=2 *** 1	R=1 *** 6

Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions that relate to

regulatory compliance and input their responses as "yes", "no" or "not applicable" into the Ministry's Laboratory and Waterworks Inspection System (LWIS) database. A "no" response indicates non-compliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone), type of inspection (i.e., focused, detailed), and source type (i.e., groundwater, surface water).

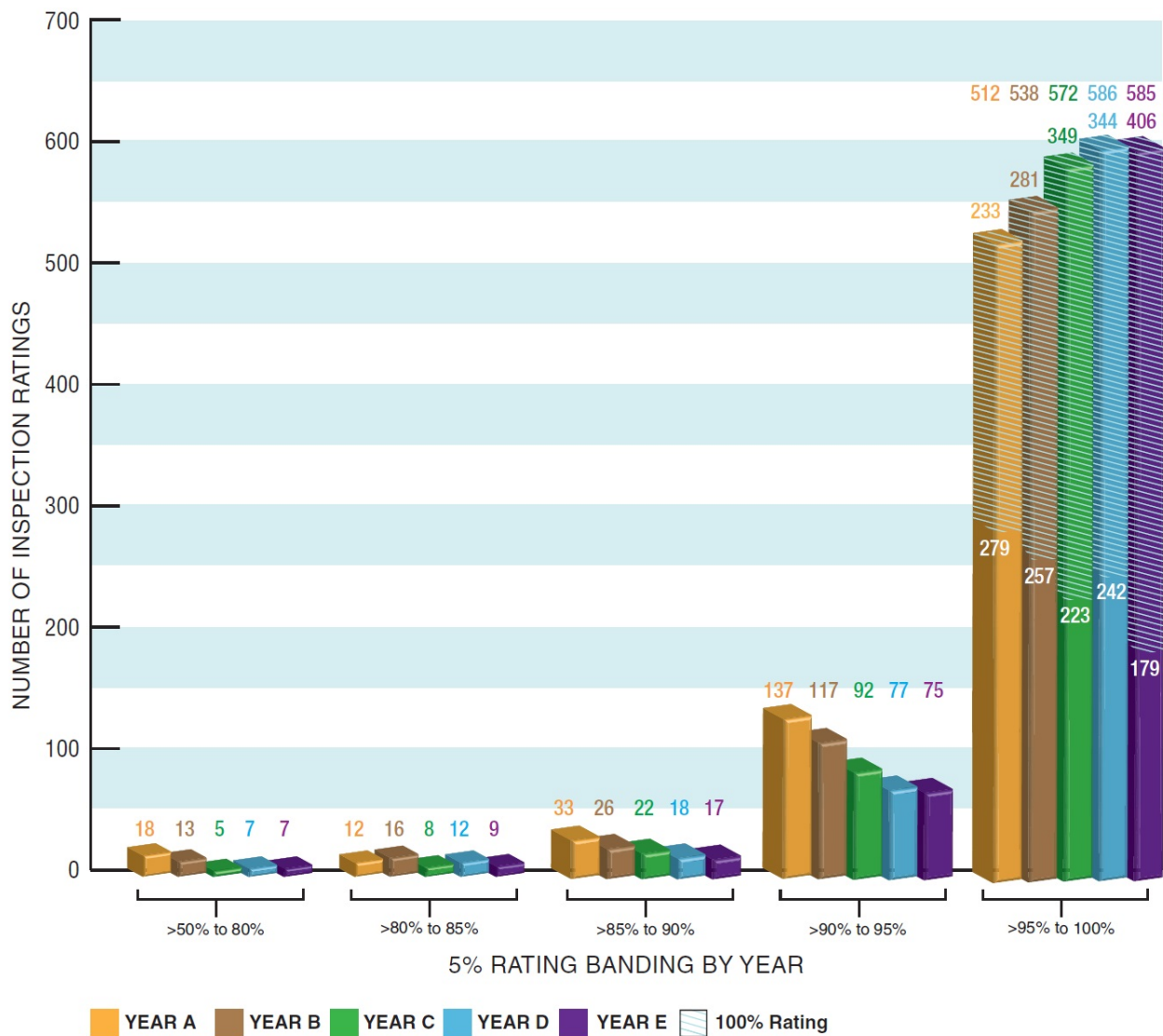
The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

Application of the Methodology for Public Reporting

The individual MRDWS Total Inspection Ratings are published with the ministry's Chief Drinking Water Inspector's Annual Report.

Figure 1 presents the distribution of MRDWS ratings for a sample of annual inspections. Individual drinking water systems can compare against all the other inspected facilities over a period of inspection years.

Figure 1: Year Over Year Distribution of MRDWS Ratings



Year Over Year Distribution of MRDWS Rating

	Year A	Year B	Year C	Year D	Year E
>50% to 80%	18	13	5	7	7
>80% to 85%	12	16	8	12	9
>85% to 90%	33	26	22	18	17

	Year A	Year B	Year C	Year D	Year E
>90% to 95%	137	117	92	77	75
>95% to 100%	233	281	349	344	406

Reporting Results to MRDWS Owners/Operators

A summary of inspection findings for each system is generated in the form of an Inspection Rating Record (IRR). The findings are grouped into the 14 possible modules of the inspection protocol, which would provide the system owner/operator with information on the areas where they need to improve. The 14 modules are:

1. Source
2. Permit to Take Water
3. Capacity Assessment
4. Treatment Processes
5. Process Wastewater
6. Distribution System
7. Operations Manuals
8. Logbooks
9. Contingency and Emergency Planning
10. Consumer Relations
11. Certification and Training
12. Water Quality Monitoring

13. Reporting, Notification and Corrective Actions

14. Other Inspection Findings

For further information, please visit Drinking Water Ontario
(<https://www.ontario.ca/drinkingwater>) .

Updated: June 24, 2021
Published: May 19, 2016

Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment. Pour accéder à ces documents en ligne, cliquez sur leur titre ci-dessous ou faites une recherche à l'aide de votre navigateur Web.

Communiquez avec le ministère au 1-866-793-2588, ou encore à waterforms@ontario.ca si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site www.ontario.ca/fr/page/eau-potable

Cliquez sur la publication pour y accéder

- [Renseignements sur le profil du réseau d'eau potable - 012-2149F](#)
- [Avis de demande de services de laboratoire – 012-2148F](#)
- [Avis de résultats d'analyse insatisfaisants et de règlement des problèmes – 012-4444F](#)
- [Prendre soin de votre eau potable - Un guide destiné aux membres des conseils municipaux](#)
- [Marche à suivre pour désinfecter l'eau potable en Ontario](#)
- [Stratégies pour minimiser les trihalométhanes et les acides haloacétiques de sous-produits de désinfection](#)
- [Filtration Processes Technical Bulletin \(en anglais seulement\)](#)
- [Ultraviolet Disinfection Technical Bulletin \(en anglais seulement\)](#)
- [Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable](#)
- [Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable](#)
- [Exigences d'exploitant d'eau potable en formation](#)
- [Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption](#)
- [Liste des personnes-ressources du réseau d'eau potable](#)
- [L'eau potable en Ontario - Norme de gestion de la qualité - Guide de poche](#)
- [2020 Watermain Disinfection Procedure \(en anglais seulement\)](#)
- [Laboratoires autorisés](#)

June 27, 2024

Association of Municipalities of Ontario
155 University Ave | Suite 800
Toronto, ON M5H 3B7

Sent via email: resolutions@amo.on.ca

**Re: Green Roads Pilot Project
Our File 35.72.3**

To Whom it May Concern,

At its meeting held on June 24, 2024, St. Catharines City Council approved the following motion:

WHEREAS St. Catharines has declared a climate emergency, recognizing the urgent need to address and mitigate the impacts of climate change on our community and environment; and

WHEREAS alternatives to traditional road surfacing materials exist, including green roads technologies that are more sustainable and environmentally friendly; and

WHEREAS bioresin is a natural alternative that can be used to support road surfacing, providing a more sustainable option that reduces our reliance on petrochemical-based products; and

WHEREAS many secondary roads in St. Catharines require resurfacing, presenting an opportunity to explore and implement innovative and sustainable road surfacing solutions; and

WHEREAS Good Roads, the Association of Municipalities of Ontario (AMO), and the Federation of Canadian Municipalities (FCM) have presented alternatives for municipal road restoration that include sustainable and environmentally friendly materials and methods; and

WHEREAS other municipalities, such as Centre Wellington, have entered into a similar pilot project using bioresin and other sustainable materials, demonstrating a commitment to innovation and environmental stewardship; and

WHEREAS implementing pilot projects using bioresin on city roads can provide valuable data and insights into the feasibility, performance, and environmental benefits of this alternative material; and

WHEREAS the Federation of Canadian Municipalities (FCM) has established the Green Municipal Fund which includes new funding for pilot projects to test innovative and ambitious technologies to improve environmental outcomes;

THEREFORE BE IT RESOLVED that St. Catharines City Council directs staff to investigate the feasibility and potential benefits of using bioresin on City road works; and

BE IT FURTHER RESOLVED that staff investigate other alternative construction materials and methods for road works that minimizes the City's carbon footprint and are more environmentally sustainable; and

BE IT FURTHER RESOLVED that staff prepare a report on the findings, no later than Q3 2024, including potential costs, benefits, and environmental impacts of using bioresin or other sustainable construction materials or methods for road works, and if feasible, a list of City streets where a pilot project may be considered in accordance with the City's procurement policy; and

BE IT FURTHER RESOLVED that this resolution be sent to all Ontario municipalities, the Association of Municipalities of Ontario (AMO), and the FCM to encourage the exploration and adoption of sustainable road surfacing alternatives.

If you have any questions, please contact the Office of the City Clerk at extension 1524.



Donna Delvecchio, Acting City Clerk
Legal and Clerks Services, Office of the City Clerk
:sm

cc: all Ontario Municipalities



The Corporation of the Township of Otonabee-South Monaghan

June 28, 2024

Via Email: david.piccinico@pc.ola.org

Hon. David Piccini M.P.P.
Minister of Labour, Immigration, Training and Skills Development
117 Peter Street
Port Hope, ON
L1A 1C5

Dear Minister Piccini:

Re: Regulations for the Importation and Safe Use of Lithium-ion Batteries

I am writing today to bring to your attention a matter of significant importance to the Township of Otonabee-South Monaghan, regarding the importation and safe use of lithium-ion batteries.

At the June 17, 2024 Council Meeting the Fire Chief of the Township of Otonabee-South Monaghan made a presentation to Council on the dangers presented by lithium-ion batteries. The Fire Chief was reporting back from attending the Charged For Life Symposium presented by the Office of the Fire Marshal.

During the presentation, the Fire Chief stressed that the increased importation and use of non-Original Equipment Manufacturer (OEM) aftermarket batteries is presenting a significant increase in fire and explosion, putting citizens and responding personnel in danger. These after market batteries are not Underwriter Laboratories of Canada (ULC) certified but can be imported into Canada without any associated regulations.

Unlicensed persons and locations can store and modify lithium-ion batteries in our communities without regulations, providing dangerous conditions within a community. Charging these batteries within the home or multi-unit dwellings can result in larger fires with grave results.

Email: info@osmtownship.ca Telephone: 705.295.6852 Facsimile 705.295.6405
P.O. Box 70 20 Third St Keene, ON K0L 2G0
Visit our website at www.osmtownship.ca or follow us on Twitter @OSMTownship

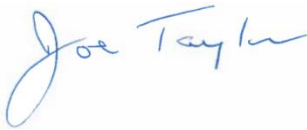
As Canada becomes more aware of Green Energy solutions, these batteries are used more often, increasing the danger to our communities. We support the Ontario Fire Marshal's program to educate citizens on the danger associated with lithium-ion batteries and encourage every municipality to actively promote safe practices for the use of lithium-ion batteries.

We also call upon all levels of government to enact regulations for the importation, sale, storage, and use of non-OEM or ULC certified lithium-ion batteries.

Thank you in advance for your attention to this very critical issue, and I look forward to your prompt consideration and support.

Please do not hesitate to contact me or our Fire Chief if you require any additional information.

Yours truly,
Township of Otonabee-South Monaghan

A handwritten signature in blue ink that reads "Joe Taylor". The signature is fluid and cursive, with the first name "Joe" being more prominent than the last name "Taylor".

Joe Taylor, Mayor

Cc: MP, Philip Lawrence
All Ontario Municipalities



Association of Municipalities of Ontario (AMO)

155 University Ave., Suite 800
Toronto, Ontario M5H 3B7
Telephone: 416.971.9856
Toll-free in Ontario: 1.877.426.6527
Fax: 416.971.6191

Ontario Medical Association

150 Bloor St. West, Suite 900
Toronto, ON M5S 3C1
Canada
TF: 1.800.268.7215
T: 416.599.2580
F: 416.533.9309
E: info@oma.org
oma.org

Dear Heads of Council and Clerks,

Communities across Ontario have been facing critical healthcare challenges, including long waitlists for primary care, shortages of doctors and other healthcare workers; and emergency room closures. These cracks in Ontario's health care system are impacting economic development, health, and well-being at the local level.

In response, the Ontario Medical Association (OMA) and the Association of Municipalities of Ontario (AMO) are working collaboratively to advocate for a better healthcare system for Ontario's residents and communities.

We have jointly developed the attached draft council resolution (Appendix A - Also in [PDF](#) and [Word](#) Versions), urging the provincial government to recognize the physician shortage in your municipality and the rest of Ontario. By adopting this resolution, your municipality can play a crucial role in highlighting the urgent need for more healthcare resources and support.

AMO is excited to welcome everyone to Ottawa for our annual conference from August 18-21, 2024. We are pleased to inform you that the OMA will be participating at this year's conference. Along with sponsoring the Rural Caucus Lunch on August 20, the OMA has reserved meeting room at the Fairmont Château Laurier for both August 20 and 21 to meet directly with municipal leaders. During these meetings, we would like to hear what you are seeing on the ground and discuss opportunities to work closer with you. We believe that collaboration between Ontario's doctors and all 444 municipalities is essential in addressing the healthcare needs of your community.

To set up a meeting with the OMA, please reach out to Tarun.Saroya@OMA.org (Senior Advisor for Government Relations and Advocacy) to book a 15-30 minute time slot at your earliest convenience.

We look forward to your positive response and to working together towards a healthier future for all Ontarians.

Yours sincerely,



Kimberly Moran
CEO, Ontario Medical Association



Colin Best
AMO President

Appendix A:

WHEREAS the state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40% of family doctors considering retirement over the next five years; and

WHEREAS it has becoming increasingly challenging to attract and retain an adequate healthcare workforce throughout the health sector across Ontario; and

WHEREAS the Northern Ontario School of Medicine University says communities in northern Ontario are short more than 350 physicians, including more than 200 family doctors; and half of the physicians working in northern Ontario expected to retire in the next five years; and (Northern Ontario only)

WHEREAS Ontario municipal governments play an integral role in the health care system through responsibilities in public health, long-term care, and paramedicine.

WHEREAS the percentage of family physicians practicing comprehensive family medicine has declined from 77 in 2008 to 65 percent in 2022; and

WHEREAS per capita health-care spending in Ontario is the lowest of all provinces in Canada, and

WHEREAS a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the province;

- NOW THEREFORE BE IT RESOLVED THAT the Council of (the name of municipality) urge the Province of Ontario to recognize the physician shortage in (name of municipality) and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care.

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AMO Policy Update: New AMO Advocacy on Homelessness, Opioids, and Water Infrastructure Demonstrate the Critical Need for Social and Economic Prosperity Review

AMO Continues to Advocate for a Social and Economic Prosperity Review

Earlier this year, AMO and nearly 100 of its members called on the provincial government to commit to a Social and Economic Prosperity Review to fix the broken provincial-municipal fiscal framework. AMO is now calling on the provincial government to commit to this joint review at the 2024 AMO Conference in August.

AMO is pleased to share new tools to support the next chapter of advocacy on this important initiative, including:

- Updated messaging highlighting the need for action on municipal fiscal sustainability to address the things Ontarians care most about – like housing affordability, healthcare, cost of living and public safety
- A template letter to provincial Ministers

We hope that you share widely and use this material to engage with fellow council members, MPPs, and community members in communicating why this challenge is urgent, province-wide, and central to Ontario's social and economic prosperity.

Call for Provincial and Federal Action on Homeless Encampments

Nowhere is the need to fix the provincial-municipal fiscal framework more clear than in responding to the homelessness crisis.

While municipalities did not create the homelessness crisis, they are being forced to manage it without the resources or tools to sufficiently respond. Municipalities are often caught balancing the important needs of unsheltered people living in encampments, who deserve to be treated with empathy and respect, and a responsibility to ensure our communities are safe and vibrant places for all residents.

To support conversations at Council, with communities, and with provincial and federal governments, AMO is pleased to share the following resources:

- Homeless Encampments in Ontario: A Municipal Perspective – This paper illustrates the complex situations municipalities are managing while calling on the provincial and federal governments for leadership and action.
- Key messages from the AMO paper to help provide context for local discussions.
- Social media cards to highlight urgent needs like provincial guidance to municipalities on how to manage encampments in an increasingly complex legal landscape.

Call for Provincial Action on the Opioid Crisis

More than 2500 Ontarians died due to opioids in 2023, in communities big and small across the province. Increasingly, divisive rhetoric is distracting from much needed government action and leadership.

AMO collaborated with key partners from the health, justice, business and social services sectors to develop The Opioid Crisis: A Municipal Perspective. This paper seeks to re-focus attention on evidence-based solutions across the four pillars of prevention, treatment, enforcement and harm reduction.

Please also find attached the following resources to understand what this crisis is doing to your community and to call attention to the need to act, including:

- [Local information](#) on opioid deaths in your municipality
- [Key messages](#) from the AMO paper to help provide context for local discussions
- [Social media cards](#) to highlight the need for evidence-based solutions

Water and Wastewater Municipal Services Corporations

Over the next 10 years, Ontario's municipalities are planning to make more than \$250 billion in capital investments to support growth, and replace and renew aging assets, including water and wastewater infrastructure. What role can and should municipal services corporations for water and wastewater play in supporting growth and delivering this critical public service?

AMO and MFOA have developed a [backgrounder](#) for municipalities on municipal services corporations for water and wastewater. This municipal resource includes:

- Facts about MSCs for water and wastewater.
- The benefits, strategic considerations and risks related to governance, finance, and planning.
- Examples of four existing MSCs.

Municipal services corporations won't work for every municipality. AMO firmly believes that to make the best long-term decisions for residents, communities and the economy, decisions around delivering water and wastewater through a municipal services corporation should be led by the municipal sector.

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Association of Municipalities of Ontario

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155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA

The Honourable Peter Bethlenfalvy
Minister of Finance
Frost Building South, 7th Floor
7 Queen's Park Crescent
Toronto, Ontario
M7A 1Y7
Minister.fin@ontario.ca

Dear Ministers,

As you know, municipalities provide the services that Ontarians rely on every day. The fiscal framework that enables municipalities to do this work is broken. Failing to fix this problem fails residents, small businesses, health and public safety partners, and major industries.

Since last fall, AMO has called on your government to commit to working with municipalities on a Social and Economic Prosperity Review to put municipalities on solid fiscal footing for the benefit of Ontario's competitiveness and quality of life. The review calls on the provincial government to sit down with municipalities and work together to conduct a joint review of revenues, costs and financial risks, as well as an analysis of Ontario's infrastructure investment and service delivery needs. Since its launch, more than 150 municipalities and organizations have supported this work – *and counting*.

AMO and its members remain committed to this important initiative. The review is critical to Ontario's ability to make progress on the issues people care about most, including housing, healthcare, cost of living and public safety. The municipal fiscal sustainability

challenge is urgent, province-wide, and central to Ontario's social and economic prosperity.

[Insert a sentence or two about your local circumstances, such as above average property tax increases, key financial pressures, and complex challenges that make this important to your municipality/organization]

This work has received support from the opposition, who recognize the importance and urgency of a conversation on the state of municipal finances and the need for a comprehensive review of provincial-municipal fiscal arrangements. All three opposition leaders have committed to a New Deal for municipalities if elected in the next election.

Municipalities continue to call on Premier Ford to do what taxpayers expect – work together with municipal governments to get it done for Ontarians. **We urge your government to commit to this review at the upcoming AMO conference.** Working together, we can build a better Ontario.

Sincerely,



The Corporation of the Town of Essex
Arts, Culture and Tourism Meeting Minutes

June 12, 2024, 5:30 pm
Barnett Room, 60 Fairview Ave W, Essex, ON N8M 1B6
60 Fairview Ave W, Essex, ON N8M 1B6

Present: Chair - Maguire, Grant
Councillor - Allard, Brad, Ward 3
Councillor - Hammond, Rodney, Ward 4
Peter Freele

Regrets: Vice Chair - Meloche, Richard
Member - Armstrong, Tracy
Member - Atkinson, Nicole

Also Present: Cynthia Cakebread, Manager, Recreation and Culture
Trevor Martin, Recording Secretary

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

1. Call to Order

Grant Maguire, Chair, called the meeting to order at 5:28 PM.

2. Land Acknowledgement

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

3. Declarations of Conflict of Interest

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

4. Adoption of Published Agenda

4.1 Arts, Culture and Tourism Meeting Agenda for June 12, 2024

ACT24-06 -001

Moved By Councillor Hammond

Seconded By Peter Freele

That the published agenda for the June 12, 2024 Arts, Culture and Tourism Meeting be adopted as presented.

5. Adoption of Minutes

5.1 Arts, Culture and Tourism Minutes for May 8, 2024

ACT24-06 -002

Moved By Councillor Allard

Seconded By Peter Freele

That the minutes of the Arts, Culture and Tourism meeting held May 8, 2024 be adopted as circulated.

Carried

6. Unfinished Business

6.1 Live Art Event

Ann Ducharme, President, Art Society of Kingsville suggested that the Committee partner with Windsor & Essex Plein Air Artists for a series of live art events in the summer of 2025 coinciding with Tune Up the Parks. The Committee discussed ideas and agreed to continue planning at a future meeting.

6.2 Sidewalk Astronomy

Grant Maguire, Chair, informed the Committee that the following dates for Sidewalk Astronomy events have been confirmed with the Royal Astronomical Society of Canada:

- July 15 - Colchester
- August 14 - Essex Centre
- September 21 - Essex Centre

6.3 Art/Tourism Projects

Cynthia Cakebread, Manager, Recreation and Culture noted that the restoration of the Liberation Mural is open as a Request for Proposal. She added that there is no update at this time on a potential mural in McGregor or tourist photo site installation in Essex Centre.

6.4 Tune Up the Parks

Cynthia Cakebread, Manager, Recreation and Culture informed the Committee that performers are confirmed for all dates and noted that promotion will commence soon. Cynthia confirmed that Windsor-Essex Children's Aid Society will be onsite for two of the events.

The Committee held a discussion on potential compensation for performers. Following the discussion, the Committee agreed to keep the same model for this year's event and to ensure the performer survey includes questions on their level of satisfaction with earnings through gratuities in addition to placing a greater emphasis on encouraging gratuities at events as agreed to at the last meeting.

6.5 Mural Inspection Report

Cynthia Cakebread, Manager, Recreation and Culture noted that she has received the inspection report of all murals and will make recommendations at a future meeting once the condition and needs of each individual mural has been reviewed.

7. **New Business**

8. **Adjournment**

ACT24-06 -003
Moved By Councillor Hammond
Seconded By Peter Freele

That the meeting be adjourned at 6:08 PM.

Carried

9. **Future Meetings**

July 10, 2024 at 5:30 PM
Location: Town of Essex Municipal Building - Large Meeting Room

Chair

Recording Secretary



The Corporation of the Town of Essex

Court of Revision Minutes

July 3, 2024, 5:00 pm

Location: Essex Municipal Building, 33 Talbot Street South
Little Drain and Extension, Replacement Bridge for Thompson, 2380 County Road 20 West,
Geographic Township of Colchester South,
Report dated February 26th, 2024, Project REI2023D016, Town of Essex, County of Essex

Present: Chair - Dougherty, Janice
Member - Dufour, Percy
Member - Pocock, Tiffany

Also Present: Lindsay Dean, Drainage Superintendent
Tanya Tuzlova, Recording Secretary
Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk

Present from General Public: Paula Thompson, 2380 County Road 20.

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

1. Call to Order

The Chair called meeting to order at 5:00 PM.

2. Land Acknowledgement

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

3. Declarations of Conflict of Interest

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

4. Adoption of Published Agenda

4.1 Court of Revision Agenda for July 3, 2024

COR 24-07-001

Moved By Tiffany Pocock

Seconded By Percy Dufour

That the published agenda for the July 3, 2024, Court of Revision be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Adoption of Minutes for February 21, 2024

COR 24-07-002

Moved By Percy Dufour

Seconded By Tiffany Pocock

That the minutes of the Court of Revision held February 21, 2024, be adopted as circulated.

Carried

6. Presentation by Drainage Superintendent

Lindsay Dean, Drainage Superintendent, has informed that the scope of this meeting is to hear appeals on assessments. Ms. Dean further explained that components of assessments are benefit, outlet, and special benefit. Ms. Dean noted that possible causes of appeals are that lands are assessed too high or too low, that lands should have been assessed but has not been and due consideration has not been given to the use of lands.

COR 24-07-003

Moved By Tiffany Pocock

Seconded By Percy Dufour

That the presentation by Lindsay Dean, Drainage Superintendent, be received.

Carried

7. Little Drain and Extension, Replacement Bridge for Thompson, 2380 County Road 20 West, Geographic Township of Colchester South, Report dated February 26th, 2024, Project REI2023D016, Town of Essex, County of Essex

7.1 Appeals from Landowners

7.1.1 Written Appeals Received by the Due Date

Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk, has informed that no written appeals were received by the Clerk's Office by the due date.

7.1.2 Written Appeals Received After the Due Date

Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk, has informed that no written appeals were received by the Clerk's Office after the due date.

7.2 Correspondence

No correspondence was received regarding this project.

7.3 Engineer to Provide Background on the Drain and the Proposed Project

Mr. Rood provided the detailed overview of the report. Mr. Rood also explained that Thompson bridge is not shown as a legal access in the past drainage reports

and therefore all costs related to this bridge will be assessed to the corresponding parcel. Mr. Rood also explained that cost sharing schedule was prepared to assess the future maintenance costs of six bridges on the drain. Mr. Rood added that there were no appeals and has advised to approve the proposed schedules of assessment.

Ms. Dean noted that Paula Thompson, who was in attendance, will be the only property owner to receive two drain bills.

COR 24-02-004

Moved By Tiffany Pocock

Seconded By Percy Dufour

That the presentation by Gerard Rood, Professional Engineer, be received.

Carried

7.4 Questions from Landowners

Ms. Thompson has asked why her property is assessed higher than the other properties on the Bridge Cost Sharing schedule.

Mr. Rood has replied that Ms. Thompson's property is larger than the other residential properties. Mr. Rood also mentioned that most farm properties are assessed much higher than her property.

Ms. Thompson further asked why her property is not cost shared on the first schedule and is cost shared on the second schedule.

Mr. Rood explained that when the bridge is installed for the first time the cost of works is 100% to the property owner.

Ms. Dean f asked Mr. Rood to confirm that the first schedule is for the Thompsons' bridge and the second schedule involves the whole drain, to which Mr. Rood answered "Yes, that is correct". Ms. Dean explained that it was her understanding that there were two tasks in the report: to provide for the bridge and to prepare for the future cost sharing for all bridges. Mr. Rood confirmed Ms. Dean's understanding as correct.

Ms. Thompson asked about the estimated life span of her bridge.

Mr. Rood replied that it is expected that the new corrugated steel pipe culvert bridge will have a useful life of about 75 years. Mr. Rood added that previously the life span of bridges was about 20 years.

There were no further questions.

7.5 Court of Revision Decision

COR 24-02-005

Moved By Percy Dufour

Seconded By Tiffany Pocock

That the assessments contained in the Schedules of Assessment for Little Drain and Extension, Replacement Bridge for Thompson, 2380 County Road 20 West, Geographic Township of Colchester South, Report dated February 26th, 2024, Project REI2023D016, Town of Essex, County of Essex be confirmed as presented.

Carried

8. **Adjournment**

COR 24-02-006
Moved By Tiffany Pocock
Seconded By Percy Dufour

That the meeting be adjourned at 5:14 PM.

Carried

Chair

Recording Secretary

The Corporation of the Town of Essex
By-Law Number 2346

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

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

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

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

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

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

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

Mayor

Clerk

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

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 2344

Being a by-law to enter into an Agreement
between GFL Environmental Inc. and The
Corporation of the Town of Essex for garbage
and refuse collection

WHEREAS Section 11 of The Municipal Act, 2001, S.O. 2001, c. 25 authorizes a municipality to pass by-laws for the provision of waste management;

AND WHEREAS the Council of The Corporation of the Town of Essex is desirous of entering into a contract for the collection, removal and disposal of waste and organics within the corporate limits of the Town of Essex;

AND WHEREAS the Town of Essex requires the services of a contractor for the collection and disposal of all waste and organics;

AND WHEREAS it is deemed expedient that a by-law be passed to authorize the execution of Agreements and other doc the Town of Essex requires the services of a contractor for the collection and disposal of all waste and organics;

AND WHEREAS, under Section 5 of The Municipal Act, 2001, S.O. 2001, c. 25, the powers of a municipality shall be exercised by its Council, by by-law;

AND WHEREAS the Town of Essex passed By-Law 2166 on June 1, 2022, entering into a 2-year agreement with GFL Environmental Inc. for the collection, removal, and disposal of waste and organics within its corporate limits.

AND WHEREAS the Council of the Town of Essex desires to enter into an Agreement with GFL Environmental Inc. from May 1, 2024 until April 30, 2032 (the "Term") with an option to extend for two (2) more years;

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

1. **That** the Mayor and Clerk are hereby authorized to sign the said Agreement on between The Corporation of the Town of Essex and Windsor Disposal Services Limited, a copy of which is attached as Schedule "A" to this by-law.
2. **That** the By-Law 2166 is hereby repealed.

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

Mayor

Clerk

Services Agreement

Schedule A

Between

The Corporation of the Town of Essex

And

GFL Environmental Inc.

Table of Contents

1.	Introduction	3
2.	Definitions	3
3.	Order of Precedence	5
4.	Compliance with Laws, Regulations and Policies	5
5.	Contract Period	6
6.	Indemnity	6
7.	Protection of Property	7
8.	Conflict of Interest	7
9.	Termination by Either Party	7
10.	Insurance	9
11.	Collection	10
12.	Haul Routes	12
13.	Vehicles and Equipment to be used by the Contractor	12
14.	Performance Surety	13
15.	Monthly Payments	14
16.	Annual Price Adjustment	14
17.	Pricing Summary Sheet	15

1. Introduction

This Agreement ("Agreement") is made as of the 1 s t day of May, 2024, between The Corporation of the Town of Essex, with an office at 33 Talbot Street South, Essex, ON, N8M 1A8 (the "Town") and GFL Environmental Inc. with an office at 2700 Deziel Dr., Windsor, ON, N8W 5H8 (the "Contractor").

WHEREAS the Town issued a Request for Proposals, RFP-CD-24-001 dated February 20, 2024 ("RFP") for the supply of Municipal Waste Collection Services ("Services" as set-out herein), and the Contractor submitted a proposal offering to provide the Services for the Town.

AND WHEREAS upon the completion of the evaluation process pursuant to the RFP, the Contractor was identified by the Town as the preferred proponent, pursuant to the RFP, to provide the Services;

AND WHEREAS the Contractor and the Town are desirous of entering into this Agreement to set-out the terms and conditions of the supply of Services by the Contractor;

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and agreed, the parties hereto agree as follows:

2. Definitions

In this Agreement, unless the context otherwise requires, the following terms have the meanings indicated below:

- a) "Business Day" or "Business Days" means Monday to Friday between the hours of 8.30 a.m. to 4.30 p.m., except when such a day is a public holiday, as defined in the Employment Standards Act (Ontario) or as otherwise agreed to by the parties in writing;

- b) "Days" means calendar days;
- c) "Deliverables" means all services and work to be provided or performed by the Contractor, under the Agreement, and includes everything that is necessary to be supplied, done or delivered by the Contractor;
- d) "Effective Date" means the date that this Agreement is made, as first shown above;
- e) "MFIPPA" means the Municipal Freedom of Information and Protection of Privacy Act (Ontario);
- f) "indemnitees" means the Town and its officers, directors, agents, employees and all others for whom the Town is legally responsible;
- g) "Personal Information" means recorded information about an identifiable individual or that may identify an individual as provided in MFIPPA;
- h) "Services" means the services described in the Agreement and the Services and Prices Schedule;
- i) "Contractor's Personnel" means the Contractor's employees, agents, representatives, subcontractors and all others for whom the Contractor is responsible;
- j) "Authority" means the Essex Windsor Solid Waste Authority;
- k) "Ward 1 and 2" is defined as those lands located north of County Road 18, known locally as the former Township of Colchester North and the Town of Essex;
- l) "Ward 3 and 4" is defined as those lands located south of County Road 18, known locally as the former Township of Colchester South and the Town of Harrow;
- m) "Waste" means Refuse, Organic Waste, large items and furniture, including but not limited to items such as box springs, mattresses, couches, chairs, etcetera and white goods, but does not include hazardous waste, tires, automobile bodies or parts, farm equipment or parts, televisions and computer equipment;

- n) "Refuse" means waste which is landfilled at the Essex-Windsor Regional Landfill, but does not include hazardous waste, tires, automobile bodies or parts, farm equipment or parts, television and computer equipment;
- o) "Organic Waste" includes yard waste such as leaves, small branches, plant material, etcetera and other household organic material such as fruit and vegetable scraps, paper towels, coffee grinds, etcetera that may be stored in yard waste bags or Compostainers;
- p) "Compostainers" means a 120- or 240- litre wheeled cart used for the storage of Organic Waste at household and commercial locations in Ward 1 and that requires a **lift-**mechanism on the waste collection truck in order to empty the cart; and
- q) "Weekly Collection" means the collection of Refuse every week from each household in the Town.

3. Order of Precedence

This Agreement and its Schedules, represents the entire understanding and agreement between the parties hereto with respect to the subject matter hereof and supersedes all prior negotiations and agreements save and except for RFP, including Addendum 1 with the Contractor's response to the RFP, dated April 02, 2024 and the subsequent meeting for reduced prices and extended contract period on April 24, 2024 , which may be relied upon as a whole to interpret this Agreement and clarify any ambiguity therein.

4. Compliance with Laws, Regulations and Policies

The Contractor shall comply with all labour, police, health, environment, sanitary and other laws and regulations applicable to the Contractor or the Services during the Term.

All federal, provincial and local laws and regulations, as well as policies established by the Authority to govern the collection of waste, now or subsequently enacted, shall become a part of this Agreement and be complied with in the performance of all aspects

of the Services performed hereunder. The Contractor shall enforce provisions of policies established by the Authority, where such policies provide for such enforcement. This may include, but not be limited to a requirement to discipline persons who fail to comply with such policies.

The Contractor shall be, or shall become, familiar with all such laws, regulations and policies which in any manner affect this Agreement, those engaged or employed in the Services or affect facilities or equipment used in the providing of the Services, or which in any way may affect the conduct of the Services and no plea of misunderstanding will be considered on account of ignorance thereof.

5. Contract Period

This Agreement shall commence on May 01, 2024, and shall terminate on April 30, 2032 (the "Term") with an option to extend for an additional two (2) years at the sole discretion of the Town of Essex by giving written notice to the Contractor at least six (6) months before the termination date of April 30, 2032.

6. Indemnity

The Contractor shall defend, at its expense, any action, claim, demand, cost, charge, losses and expenses (whether or not well-founded) brought against the Indemnitees arising out of or related to the Services, including but not limited to:

- a) claims for bodily injury, including death, and loss or damage to tangible property, and claims asserted by third parties for bodily injury, including death, and loss or damage to tangible property; and
- b) any breach or alleged breach by the Contractor of any of its obligations, warranties or representations in their proposal or in this Agreement.

The Contractor shall indemnify and hold the Indemnitees harmless against any such actions, claims, demands, costs, charges, losses and expenses with respect to all resulting costs, liabilities and damages, including legal costs on a substantial indemnity basis ("Losses"), provided that the Town notifies the Contractor as soon as is reasonably practicable in the circumstances of any action, claim or demand in respect of which this

Page 6 of 19

indemnity may apply and of which the Town has knowledge, and the Town co-operates with the Contractor in the defence of any such claim or action. No such claim or action shall be settled or compromised by the Contractor without the Town's prior written consent.

7. Protection of Property

The Contractor shall be held responsible by the Town for all damage caused by the Contractor and the Contractor's Personnel, including damage to subsurface or surface utilities, properties, pavement, sidewalks, curbs, buildings, homes or structures adjacent to or in the general area of the work, through any other cause relating to the work carried out under this contract. Additionally, the Contractor will be required to make good all such damage at its own expense to the satisfaction of both the owner of the said property and the Town.

8. Conflict of Interest

The Contractor represents and warrants that, to the best of its knowledge, neither the Town, nor their respective personnel including the council members has any significant influence over the Contractor or will receive any direct or indirect proceeds from the Agreement other than as expressly stated in the Agreement.

9. Termination by Either Party

a) General

- Either party may terminate the Agreement on written notice to the other where such other party neglects or fails to perform or observe any material term or obligation of the Agreement and such failure has not been cured within 30 Days of written notice being provided.
- This agreement may be terminated at any time upon mutual written consent, by specifying the termination date, and is signed by all of the parties hereto.

b) Termination by the Town

The Town shall be entitled to terminate the Agreement, without liability, cost or penalty:

- immediately on written notice to the Contractor, if any proceeding in

bankruptcy, receivership, liquidation or insolvency is commenced against the Contractor or its property;

- immediately on written notice to the Contractor, if the Contractor makes an assignment for the benefit of its creditors, becomes insolvent, commits an act of bankruptcy, ceases to carry on its business or affairs as a going concern, files a notice of intention or a proposal or seeks any arrangement or compromise with its creditors under any statute or otherwise;
- immediately on written notice to the Contractor, following the occurrence of any material change in the Town's requirements which results from regulatory, or funding changes or recommendations issued by any government or public regulatory body;
- on thirty (30) Days written notice to the Contractor in the event of a breach of any part of the Agreement, including failure to meet the standard of performance set out in Section 11 and/or any standard referred in the Services and Pricing Schedule, as may be determined in the sole discretion of the Town;
- on thirty (30) Days written notice to the Contractor in the event of a breach of the representation regarding Conflict of Interest in Section 8;
- on thirty (30) Days written notice to the Contractor in the event of a misrepresentation or material breach of any of the provisions in their proposal or in this Agreement.

c) Contractor's Obligations

In the event that the Town gives notice of termination under this Agreement, or this Agreement expires, or this Agreement is otherwise terminated, the Contractor shall, at the request of the Town do any or any combination of the following:

- disclose to the Town the current state of the Services which have been performed by the Contractor as at the effective date of termination;
- prepare a written report on the Services completed to the effective date of termination and deliver the said report in a professional and proper manner

acceptable to the Town within 10 days from the effective date of termination;

- assist with the transition/handover of the Services, upon the request of the Town.

d) Town's Obligations

Where the Town terminates the Agreement, the Town shall be responsible only for payment of the Services provided to the date of termination.

e) No Limitation of Remedies

Any termination of this Agreement shall not in any respect limit any of either party's rights or remedies either in law or in equity or relieve either party of any obligation incurred prior to the effective date of such termination.

10. Insurance

- a) The Contractor will at all times throughout the Term, maintain commercial general liability insurance coverage in an amount not less than Five Million Dollars (\$5,000,000) per occurrence for bodily injury and property damage. Such policy shall extend to include the Town as an additional named insured party (not an additional named insured) and shall contain a provision that the policy shall not be cancelable except on thirty (30) days written notice to the Town. Additionally, the Contractor, shall, upon execution of this Agreement and forthwith after annual renewal of said policy, provide written evidence that said insurance coverage is in force. The Contractor shall notify the Town in advance of any material change in or cancellation of any policy.
- b) A valid Workplace Safety and Insurance Board Certificate of Clearance shall be presented to the Town before the commencement of this Agreement. The Contractor, during the term of the Agreement, is to provide the Town with any renewed or updated Certificate of Clearance. The Contractor clearly understands and agrees that it is their responsibility to maintain and provide a Certificate of Clearance in good standing to the Town throughout the full Term of the Agreement and any renewal thereof.

11. Collection

- a) Collection of Waste shall be completed Monday through Saturday between the hours of 7:00a.m. and 6:00p.m as per the Waste Collection Information specified in the Service Schedule attached hereto. The information includes details on the waste collection services currently provided to the Town. The number of residential and commercial units is provided for information purposes only.
- b) Emptied waste containers shall be returned to the same location from which they were collected and shall not be thrown or roughly handled by the Contractor. Any Refuse spilled as a result of torn bags or damage by animals shall be picked up by the Contractor. Each truck shall be equipped with a broom and shovel for this purpose.
- c) The Contractor shall be responsible for cleanup and reporting of all spills of hydraulic oils, motor oils, gases, etcetera from their vehicles and equipment. Any such spills must be contained and/or removed in accordance with the Environmental Protection Act.
- d) The Contractor shall provide answering service or personnel to deal with the Town's concerns or enquiries and these concerns and enquiries shall be dealt with by the Contractor in a timely manner and in a manner that is satisfactory to the Town.
- e) All incidents involving residents and the Contractor, or the Contractor's employees shall be reported to the Director of Corporate Services immediately.
- t) No Refuse shall be collected on Statutory Holidays without written consent of the Town.
- g) For the purposes of this Agreement, Statutory Holidays shall be the following days: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Ontario Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day.
- h) The contractor shall collect the residential garbage, which is bagged, or in garbage pails or contained in Compostainers. There shall be no limit at the curb for the collection of Organic Waste or large items.
- i) The Contractor shall complete 100% of the collections of Refuse from each day's

Collection route and when necessary, shall return and collect missed Refuse. The contractor shall be deemed to have failed to complete 100% of a day's collection on a Collection Route if the Contractor misses any household and does not return to collect the Refuse on the missed day.

- j) The Contractor shall not be deemed to have failed to complete 100% of a day's collection if the Contractor missed late put outs and was not directed by the Town to return to collect them or the Town directs the Contractor to miss all or part of a day's collection.
- k) In the new subdivisions, the Contractor shall re-run streets where congestion exists in order to ensure complete collection.
- l) The Contractor shall remedy any breach of this Agreement on the day it occurs. If the breach is not realized until the next day, the Contractor will remedy the breach by the end of the following working day.
- m) If the Contractor cannot collect waste because it encounters impassable obstructions including weather conditions, construction, etc., the Contractor must return at least once to the obstructed area prior to 6:00 PM on the same day and attempt to make the collection (s).
- n) The Contractor shall ensure that each vehicle hauling Waste attending to the Landfill Site completes a scale house transaction to record the weight of the collected Waste. Only Waste collected from the Town shall be weighed at the scale house. The Authority may, in its discretion, use automated fare weights for waste hauling vehicles. If the Contractor collects more than one type of waste at the same time, a scale house transaction is required for each separate type of Waste.
- o) The Contractor shall comply in all respects with the Essex-Windsor Solid Waste Authority's policies, procedures and By-Law with respect to the landfill site. Sole responsibility for obtaining and following the Authority's policies, procedures and By-Law with respect to landfill sites is that of the Contractor
- p) The Town reserves the right to alter the Waste Collection Services from (Option A) Weekly Refuse Collection to (Option B) Bi-Weekly Refuse Collection and vice versa, by giving six (6) months prior written notice. The Contractor shall comply with the

request to alter within six (6) months upon receipt of the written notice from the Town. The commencement date of any altered Waste Collection Schedule will be determined by mutual agreement between the Contractor and the Town, which cannot be later than six (6) months upon receipt of the written notice by the Contractor.

12. Haul Routes

The Contractor shall, prior to the commencement of this Agreement, provide to the Town for approval, routes-and schedules-for the collection of Waste so that the Town can reasonably notify its residents of the collections and determine, in its sole and absolute discretion acting reasonably and working with the Contractor, whether any modifications are required.

After the commencement of this Agreement, the Contractor may make alterations to the haul route to maximize the efficiency of the collection equipment and personnel upon consent of the Town, which consent shall not be unreasonably withheld. Alterations must be made in consultation with the Town and can only be implemented upon approval of the Town, allowing sufficient time for public education and notification of the change.

13. Vehicles and Equipment to be used by the Contractor

The Contractor shall use the vehicles to perform the scope of work as proposed in the RFP and shall be solely responsible for all repairs, maintenance, fuel, lubricants, insurance and any or all other expenses necessary to operate the vehicle in a safe, clean and legal manner. Vehicles shall bear the name of the Contractor on the driver and passenger side doors.

The municipality shall reserve the right to prohibit the Contractor from using any vehicles or equipment for performing the Services under this contract should the Town, in its sole discretion, deem such vehicles and equipment to be unsafe or unsightly. All

equipment and vehicles to be used by the Contractor shall not be more than five (5) years old.

Contractors shall be responsible for all costs, expenses, and liability related to the drivers and vehicles used for this contract, including, but not limited to:

- Employing qualified and licenced drivers;
- Monitoring the safety performance of drivers;
- Resolving driver safety issues when they are identified;
- Keeping vehicles in good, safe condition at all times;
- Ensuring daily and annual/semi-annual inspections are completed; and
- Keeping records on file related to vehicle repairs, kilometres travelled per year, annual inspection reports, and etcetera.

In the event of a breakdown of the Contractor's equipment, or a work stoppage by the Contractor's employees, as a result of a labour dispute, or for any reason a delay in service that is attributable to the Contractor, the Contractor will be responsible for any extra cost including, but not limited to over-time costs incurred by the Town. Should the Town deem it necessary to perform the work because of inefficiency or hold-up on the part of the Contractor, all additional expenses incurred by the Town shall be recovered from the Contractor by a deduction from the monthly payments to the Contractor, or through the Performance Surety, if necessary.

14. Performance Surety

The Contractor shall provide a Performance Surety for faithful performance of the agreement to the Town prior to the commencement of this Agreement. The Performance Surety shall be in the form of a Letter of Credit or Performance Bond in the amount of fifty percent (50%) of the annual value of the contract. The Letter of Credit or Performance Bond shall be in a form approved by the Town. The Contractor shall renew the Letter of Credit or Performance Bond, as the case may be, annually on or before May 1st of each year. The renewed Letter of Credit or Performance Bond shall be in the amount of fifty percent (50%) of the annual value of the agreement and shall not expire until after April 30th of the next year. If the Performance Bond or Letter of Credit is not renewed as

specified, the Town reserves the right to, and may at its discretion, hold back payments to the Contractor and/or terminate the contract forthwith.

All residential waste set out for collection becomes the property of the Town. The Contractor shall ensure that no employee scavenges, claims or possesses any waste collected unless authorized to do so by the Town.

15. Monthly Payments

The Contractor shall submit invoices to the Town on a monthly basis for Services undertaken as per the attached Pricing Summary Schedule attached hereto.

16. Annual Price Adjustment

The unit prices set out in this agreement shall apply for the period May 01, 2024 to April 30, 2025 inclusive. The unit prices of both Option A and Option B shall be adjusted effective May 01 each successive year until the end of the contract. Adjustment of unit prices will be based on the Consumer Price Index, as published by Bank of Canada or 4% whichever is greater, inclusive of the home count adjustment.

In Witness Whereof, the parties hereto have executed this Agreement as of the Effective Date.

GFL Environmental Inc
2700 Deziel Drive
Windsor, Ontario N8W SH8

The Corporation of the Town of Essex
33 Talbot Street South
Essex, Ontario N8M 1AB

Signature of person authorized to
Bind the Corporation

Mayor

Clerk

Pricing Summary Sheet

Town of Essex			
Option A. Refuse and Organics Collection			
Ward and Unit Type	Pickups per Annum	2024 Unit Cost (\$)	Total Annual
(Column A)	(Column B)	(Column C)	(Column B X C)
Refuse Collection (Weekly):			
Ward 1 - Residential	52	\$7,365.78	\$383,020.56
Ward 2 –Residential	52	\$4,422.72	\$229,981.44
Ward 3 – Residential	52	\$7,371.20	\$383,302.40
Ward 4 –Residential	52	\$2,845.50	\$147,966.00
Ward 1- Commercial	104 (Twice a week)	\$336.56	\$35,002.52
Organics Collections:			
Ward 1 - Residential	20	\$3,166.47	\$63,329.40
Ward 2 – Residential	17	\$1,901.28	\$32,321.76
Ward 3 – Residential	17	\$3,168.80	\$53,869.60
Ward 4 –Residential	17	\$1,223.25	\$20,795.25
Sub-Total – 2024 Estimated Total Cost			\$1,349,588.93
Harmonized Sales Tax (13% of Sub-Total)			\$175,446.56
Total – 2024 Estimated Total Cost, including Harmonized Sales Tax			\$1,525,035.49

Option B. Refuse and Organics Collection			
Ward and Unit Type	Pickups per Annum	2024 Unit Cost (\$)	Total Annual
(Column A)	(Column B)	(Column C)	(Column B X C)
Refuse Collection (Bi-Weekly):			
Ward 1 - Residential	26	\$9,920.70	\$257,938.20
Ward 2 –Residential	26	\$5,956.80	\$154,876.80
Ward 3 – Residential	26	\$9,928.00	\$258,128.00
Ward 4 –Residential	26	\$3,832.50	\$99,645.00
Ward 1- Commercial	52 (Once a week)	\$331.47	\$34,472.88
Organics Collections:			
Ward 1 - Residential	20	\$2,975.94	\$59,518.76
Ward 2 – Residential	17	\$1,786.88	\$30,376.91
Ward 3 – Residential	17	\$2,978.13	\$50,628.18
Ward 4 –Residential	17	\$1,149.65	\$19,543.97
Sub-Total – 2024 Estimated Total Cost			\$965,128.69
Harmonized Sales Tax (13% of Sub-Total)			\$125,466.73
Total – 2024 Estimated Total Cost, including Harmonized Sales Tax			\$1,090,595.42

Miscellaneous Items		Option A: Weekly		Option B: Bi-Weekly	
Location	Type of Service	Pickups per Annum	2024 Unit Cost(\$) per pickup	Pickups per Annum	2024 Unit Cost(\$) per pickup
Refuse or Cardboard Recycle:					
Various Locations	6-yard bin and front end	52	\$42	26	\$48
Various Locations	8-yard bin and front end	52	\$56	26	\$64
Various Locations	6-yard bin and front end	80	\$42	40	\$48
Various Locations	6-yard bin and front end	17	\$42	9	\$48
Various Locations	6-yard bin and front end	On Call	\$42	On Call	\$48
Cranbrook Crt., Essex,ON	4-yard Comm Front Load	52	\$28	26	\$32
33 Maidstone Ave.,Essex, ON	6-yard Comm Front Load	52	\$42	26	\$48

Waste Collection Information Schedule

Town of Essex			
Ward ⁽¹⁾	Unit Type	Waste Type	Frequency of Collection
Refuse and Organics Collection:			
1, 2, 3 and 4	Residential	Refuse	Weekly ⁽³⁾
1	Commercial	Refuse	Three Times per Week
1 ⁽⁶⁾	Residential	Organic Waste	December to March – Monthly
			April to November - Bi-Weekly
2, 3 and 4 ⁽⁷⁾	Residential	Organic Waste	April to November – Bi-Weekly
			December – Monthly
1, 2, 3 and 4	Residential	White Goods	Monthly
Miscellaneous:			
Various locations	6-yard bin and front end service	Refuse	Once per week
Various locations	8-yard bin and front end service	Refuse	Once per week
Various locations	6-yard bin and front end service	Cardboard-Recycle	Once per week

Town of Essex			
Various locations	6-yard bin and front end service	Cardboard-Recycle	Twice Weekly (September to April) and Once per week (May to August)
Various locations	6-yard bin and front end service	Refuse	Once per week (May to August)
Various locations	6-yard bin and front end service	Refuse	On call Service
(1) Estimated unit counts by Ward, as per the attached map, are as follows:			
Ward	Residential		Commercial
1 (2)	2718		127
2 (2)	1632		N/A
3	2720		N/A
4	1050		N/A
(2) Ward 1 includes Viscount (434 unites) and Ward 2 includes Lucier Estates (242 unites)			
(3) Collection days shall be as follows:			
Ward		Collection Day	
1 and 2(4)		Wednesday	
3 and 4(5)		Monday	
(4) Ward 1 and 2 includes all properties north of County Road 18 (former Town of Essex) and Ward 2 (formerly Colchester North);			
(5) Ward 3 and 4 include all properties south of County Road 18 (former Colchester South) and Ward 4 (former Town of Harrow)			
(6) Ward 1 organic waste may be stored in Compostainers, Paper Yard Waste Bags and other acceptable containers			
(7) Includes organic waste collection for Colchester Village Area plus those properties located on and to the south of County Road 50, Lucier Estates and the Town of Harrow			

The Corporation of the Town of Essex
By-Law Number 2347

Being a by-law to confirm the proceedings of the
July 15, 2024, Regular Meeting of Council of the
Corporation of the Town of Essex

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

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

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

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

1. **That** the actions of the Council of The Corporation of the Town of Essex in respect of all recommendations in reports and minutes of committees, all motions and resolutions and all other actions passed and taken by the Council of The Corporation of the Town of Essex, documents and transactions entered into during the July 15, 2024, meeting of Council, are hereby adopted and confirmed as if the same were expressly contained in this by-law.
2. **That** the Mayor and proper officials of The Corporation of the Town of Essex are hereby authorized and directed to do all the things necessary to give effect to the actions of the Council of The Corporation of the Town of Essex during the said July 15, 2024, meeting referred to in paragraph 1 of this by-law.
3. **That** the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary to the actions taken by this Council as described in Section 1 of this by-law and to affix the Corporate Seal of The Corporation of the Town of Essex to all documents referred to in said paragraph 1.

Read a first and a second time and provisionally adopted on July 15, 2024.

Mayor

Clerk

Read a third time and finally passed on August 12, 2024.

Mayor

Clerk