



Regular Council Meeting Agenda

April 7, 2025, 6:00 pm

Location: Essex Municipal Building, 33 Talbot Street South

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 - April 7, 2025 4:00 PM

5. Declarations of Conflict of Interest

6. Adoption of Published Agenda

6.1 Regular Council Meeting Agenda for April 7, 2025

Moved by _____

Seconded by _____

That the published agenda for the April 7, 2025 Regular Council Meeting be adopted as presented / amended.

7. Adoption of Minutes

7.1 Regular Council Meeting Minutes for March 17, 2025

1

Moved by _____

Seconded by _____

That the minutes of the Regular Council Meeting held March 17, 2025 be adopted as circulated.

8. Public Presentations

8.1 Bruce Elman, Integrity Commissioner, Annual Report 2024

15

RE: Integrity Commissioner Annual Report for 2024

Moved by _____

Seconded by _____

That the presentation by Bruce Elman, Integrity Commissioner regarding the

- 9. Unfinished Business**
- 10. Reports from Administration**
- 10.1 Development Services-2025-05** 20
- RE: CWATS Annual Report
- Recommended Action:
- Moved by _____
- Seconded by _____
- That** Development Services Report-2025-05 entitled CWATS Annual Report prepared by Lori Chadwick, Director, Development Services and David McBeth, Manager, Capital Works and Asset Management dated April 7, 2025 be received for information.
- 10.2 Fire and Rescue Services-2025-05** 34
- RE: Essex Fire Station 3: Proposed Land for New Station 3
- Recommended Action:
- Moved by _____
- Seconded by _____
- That** Fire and Rescue Services Report-2025-05 entitled Essex Fire Station 3: Proposed Land for New Station 3 prepared by Jason Pillon, Fire Chief, Fire and Rescue Services, dated April 7, 2025, be received; and
- That** Council approve the Harrow Soccer Complex as the site for the new Fire Station 3 in Harrow and approve moving forward with the architectural design for the location at 2215 Roseborough Road.
- 10.3 Fire and Rescue Services-2025-06** 45
- RE: Request for Funds for Essex Fire Station 1: Parking Lot Repairs
- Recommended Action:
- Moved by _____
- Seconded by _____
- That** Fire and Rescue Services Report-2025-06 entitled Request for Funds for Essex Fire Station 1: Parking Lot Repairs prepared by Jacey Brockman, Deputy Fire Chief, Fire and Rescue Services, dated April 7, 2025 be received; and
- That** Council approve the post budget approval, in the amount of \$17,197.44, to replace a portion of the front parking lot at Fire Station 1, to be funded 100% from the Town's Asset Management Plan Reserve.
- 10.4 Finance and Business Services-2025-05** 50
- RE: Threats and Potential Impacts on US Tariffs
- Recommended Action:
- Moved by _____
- Seconded by _____
- That** Finance and Business Services Report-2025-05 entitled Treats and Potential Impacts on US Tariffs prepared by Jackson Tang, Assistant Manager, Business Services dated April 07, 2025, be received;

That Council directs Administration to prioritize the purchase of goods and services from Canadian manufacturers and suppliers whenever possible to support local businesses and Canadian economy; and

That Council directs Administration to revise the procurement threshold limits and authorizations under Section 9.00 – Procurement Methods, Table II, and Table III, of By-Law No. 2129.

10.5 Economic Development-2025-03 73

RE: Corporate Grant Funding Update

Recommended Action:

Moved by _____

Seconded by _____

That Economic Development Report-2025-03 entitled Corporate Grant Funding Update prepared by RaeAnn Schroeder, Analyst, Economic Development and Business Relations, dated April 7, 2025, be received for information.

10.6 Planning-2025-08 84

RE: Heritage Designation for 18 Gordon Avenue (the Carnegie Library Building) and 87 Station Street (the Essex Railway Station)

Recommended Action:

Moved by _____

Seconded by _____

That Planning Report-2025-08 entitled Heritage Designation for 18 Gordon Avenue (the Carnegie Library Building) and 87 Station Street (the Essex Railway Station) and prepared by Rita Jabbour, RPP, Manager, Planning Services dated April 7, 2025 be received; and

That the following By-Laws, being By-Laws to designate certain properties within the Town of Essex under Part IV of the Ontario Heritage Act as properties of cultural heritage value or interest, be read a first, a second and third time and finally passed on April 7, 2025:

1. By-Law Number 2431, being a By-Law to designate the property municipally known as 87 Station Street, Essex Centre (Essex Railway Station).
2. By-Law Number 2432, being a By-Law to designate the property municipally known as 18 Gordon Avenue, Essex Centre (Essex Carnegie Library).

10.6.1 By-Law 2431 96

10.6.2 By-Law 2432 102

10.7 Finance and Business Services-2025-03 107

RE: Acceptance of Surety Bonds Policy

Recommended Action:

Moved by _____

Seconded by _____

That Finance and Business Services Report-2025-03 entitled Acceptance of Surety Bonds prepared by Kate Giurisovich, CPA, CA, Director, Corporate

Services/ Treasurer dated April 7, 2025 be received; and

That Council approve the attached Acceptance of Surety Bonds Policy.

10.8 Drainage-2025-02 118

RE: Results of Request for Tender- Walker Drain

Recommended Action:

Moved by _____

Seconded by _____

That Drainage Report-2025-02 entitled Results of Request for Tender- Walker Drain prepared by Lindsay Dean, Drainage Superintendent dated April 7, 2025, be received; and

That Council award Request for Tender- Walker Drain to Mark G. Contracting Inc. in the amount of \$460,524.55 including non-refundable Harmonized Sales Tax.

10.9 Legal and Legislative Services-2025-03 124

RE: Increase in Funds for Spay and Neuter Voucher Program

Recommended Action:

Moved by _____

Seconded by _____

That Legal and Legislative Services Report-2025-03 entitled Reallocation of Funds for Spay and Neuter Voucher Program prepared by Shelley Brown, Deputy Clerk, Legislative Services, dated April 7, 2025 be received; and

That Council approve an additional 50 vouchers for feral cats and 2 vouchers for dogs and cats of low-income families be approved with the expense totaling \$10,400 being funded from the Animal Control Reserve.

10.10 Planning-2025-05 129

RE: Part Lot Control Exemption (PLCE) for Certain Lands within the 80 Maidstone Avenue West Subdivision

Recommended Action:

Moved by _____

Seconded by _____

That Planning Report-2025-05 entitled Part Lot Control Exemption (PLCE) for Certain Lands within the 80 Maidstone Avenue West Subdivision prepared by Ian Rawlings, Junior Planner, Planning Services, dated April 7, 2025, be received; and

That By-Law Number 2430, being a By-Law to provide Part Lot Control Exemption (PLCE) for certain lands within Registered Plan 12M-712, be read a first, a second, and a third time and finally passed on April 07, 2025.

10.10.1 By-Law 2430 160

10.11 Community Services-2025-01 161

RE: Corporate Tree Inventory and Assessment Update

Recommended Action:

Moved by _____

Seconded by _____

That Community Services Report-2025-01 entitled, Corporate Tree Inventory and Assessment Update prepared by Jake Morassut, Director, Community Services dated April 7, 2025, be received;

That Council approve a post budget approval in the amount of \$45,234.60 for the capital project Development of a Tree Nursery to be funded from a \$30,000 grant from Enbridge Gas and \$15,234.60 from the Green Fund Reserve;

That Council approve reallocating the remaining funds of \$26,784.60 from the capital project entitled Corporate Tree Inventory and Assessment (CS-24-0013) to be used for removal of trees that are deemed unsafe; and

That Council approve amendments to Schedule A of By-Law 2205, being an approved tree listing for the Town of Essex owned properties.

10.12 Community Services-2025-02

179

RE: Special Events Resource Team (SERT) – April 2025

Recommended Action:

Moved by _____

Seconded by _____

That Community Services Report-2024-02 entitled Special Event Resources Team (SERT) – April 2025 prepared by Jake Morassut, Director, Community Services, dated April 7, 2025, be received for information.

10.13 Office of the CAO-2025-04

184

RE: Summary of Outstanding Council Reports

Recommended Action:

Moved by _____

Seconded by _____

That CAO Report-2025-04 entitled Summary of Outstanding Council Reports prepared by Doug Sweet, Chief Administrative Officer dated April 7, 2025, be received for information.

10.14 Office of the CAO-2025-05

190

RE: Flooding Mitigation Initiatives and Plans

Recommended Action:

Moved by _____

Seconded by _____

That CAO Report-2025-05 entitled Flooding Mitigation Initiatives and Plans prepared by Doug Sweet, Chief Administrative Officer dated April 7, 2025, be received for information.

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.

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 Support Canadian Business and Consumers

13.1.1.1 Western Ontario Wardens’ Caucus (WOWC) 214
 RE: Response to Tariffs and International Trade

13.1.1.2 Bruce County 216
 RE: Enabling a Municipal Response to Tariffs

13.1.2 County of Essex 218
 RE: Fresh Water Protection and Agreements

13.1.3 Town of Bradford West Gwillimbury 221
 RE: Landlord Tenant Reforms

13.1.4 Windsor- Essex Student Transportation Services (WESTS) 223
 RE: Response to Relocating Bus Stops in the Town of Essex

13.2 Correspondence to be considered for receipt and support

13.2.1 Essex Festival Committee 243
 RE: Resignation

Moved by _____

Seconded by _____

That the resignation of Leighanne Nichol from the Essex Festival Committee be received; and

That Council direct Administration to write a letter of appreciation and thanks for her commitment to the Essex Festival Committee.

13.2.2 Windsor Essex Child/Youth Advocacy Centre (WECYAC) 244
 RE: Victims and Survivors of Crime Week - May 11 until May 17, 2025

Moved by _____

Seconded by _____

That the correspondence from the Windsor Essex Child/Youth Advocacy Centre (WECYAC) asking Council to consider proclaiming Victims and Survivors of Crime Week in the Town of Essex be received or received and supported; and if supported;

That Council proclaim May 11 to May 17, 2025, as Victims and Survivors of Crime Week in the Town of Essex by adopting the

following resolution:

Whereas, crime affects not only the immediate victims but also deeply impacts their families and the broader community;

Whereas, child and youth victims and survivors of crime and their families deserve empathy, meaningful support, and dedicated resources to assist in their recovery journey;

Whereas, the Windsor Essex Child/Youth Advocacy Centre (WECYAC) provides essential services including navigation, referrals, ongoing support, monitoring, advocacy, and specialized intervention for children, youth, and families impacted by crime or violence, promoting justice and healing; and

Whereas, Victims and Survivors of Crime Week offers an opportunity to recognize WECYAC's essential contributions, increase community awareness, and emphasize the importance of supporting survivors.

Now Therefore, I, Mayor Bondy, on behalf of Council, do hereby proclaim May 11 to May 17, 2025 as Victims and Survivors of Crime Week in the Town of Essex.

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	Committee of Adjustment - February 19, 2025	246
14.2	Essex Centre Business Improvement Area (BIA) - February 19, 2025	252
14.3	Essex Festival Committee - February 20, 2025	257
14.4	Essex Municipal Heritage Committee - February 27 2025	265

Recommendation to Council:

EMHC25-02-12

Moved By Richard Kokovai - Vice-Chair

Seconded By Laurie Kowtiuk

That the Committee recommend to Council that they direct Administration to investigate the property located at 146 Adelaide Street in Harrow for the possibility of Designation.

Carried

15. Financial

15.1	Financial Indicator Review	269
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RE: 2023 Financial Information Return

Moved by _____

Seconded by _____

That the Financial Indicator Review based on the 2023 Financial Information Return be received for information.

16. New Business

17. Notices of Motion

17.1 The following Notice of Motion was presented at the March 17, 2025 Regular Council Meeting and is being brought forward this evening for Council's consideration:

17.1.1 Mayor Bondy

Moved by Mayor Bondy

Seconded by _____

That Essex Council direct Administration to prepare a report on the feasibility of redirecting unspent funding from the Colchester and County Road 50 Community Improvement Plan (CIP) program including information on potential improvements to existing programs and/or introduction of new programs, and budget impacts.

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 2433

284

RE: Being a by-law to confirm the proceedings of the March 17, 2025, Regular Meeting of Council of the Corporation of the Town of Essex

Moved by _____

Seconded by _____

That By-Law 2433 being a by-law to confirm the proceedings of the March 17, 2025, Regular Meeting of Council of the Corporation of the Town of Essex be read a third time and finally passed on March 17, 2025.

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

19.3 By-Laws that require a first and second reading

19.3.1 By-Law 2436

286

RE: Being a by-law to confirm the proceedings of the April 7, 2025, Regular Meeting of Council of the Corporation of the Town of Essex

Moved by _____

Seconded by _____

That By-Law 2436 being a by-law to confirm the proceedings of the April 7, 2025, Regular Meeting of Council of the Corporation of the Town of Essex be read a first and a second time and provisionally adopted on April 7, 2025.

20. Adjournment

Moved by _____

Seconded by _____

That the meeting be adjourned at [TIME].

21. Future Meetings

21.1 Monday, April 14, 2025, 5:00-7:00 PM, Special Council Meeting

RE: Committee of the Whole

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

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

21.2 Tuesday, April 22, 2025, 5:00-6:00 PM, Special Council Meeting

RE: 2024 Asset Management Plan

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

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

21.3 Tuesday, April 22, 2025, 6:00-9:00 PM, Regular Council Meeting

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

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



The Corporation of the Town of Essex

Regular Council Meeting Minutes

March 17, 2025, 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
Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk
Jake Morassut, Director, Community Services
Kate Giurissevich, Director, Corporate Services
Lori Chadwick, Director, Development Services
Kevin Girard, Director, Infrastructure Services
Lauryn Smith, Youth Council Member
Cassandra Roy, Legislative Clerk
Cole Foster, Youth Council Member
Jack Barron, Manager, Information Technology
David McBeth, Manager, Capital Works & Asset Management
Norm Nussio, Manager, Operations and Drainage
Rodney Klie, Manager, Parks and Facilities
Heather MacDonald, Manager, Revenue and Customer Relations

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

1. Call to Order

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

2. Land Acknowledgement

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

3. National Anthem

4. Closed Meeting Report

5. Declarations of Conflict of Interest

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

6. Adoption of Published Agenda

6.1 Regular Council Meeting Agenda for March 17, 2025

R25-03-108

Moved By Councillor Matyi

Seconded By Deputy Mayor Shepley

That the published agenda for the March 17, 2025 Regular Council Meeting be adopted as presented.

Carried

7. Adoption of Minutes

7.1 Regular Council Meeting Minutes for March 3, 2025

R25-03-109

Moved By Councillor Verbeek

Seconded By Councillor Allard

That the minutes of the Regular Council Meeting held March 3, 2025 be adopted as circulated.

Carried

8. Public Presentations

9. Unfinished Business

10. Reports from Administration

10.1 Parks and Facilities-2025-04

RE: Essex Accessibility Advisory Committee Council Update for 2024

Rodney Klie, Manager, Parks and Facilities provided an update on the action items completed by the Essex Accessibility Advisory Committee in 2024.

R25-03-110

Moved By Deputy Mayor Shepley

Seconded By Councillor Allard

That Parks and Facilities Report-2025-04 entitled Essex Accessibility Advisory Committee Council Update for 2024 prepared by Rodney Klie, Manager, Parks and Facilities dated March 17, 2025, be received for information.

Carried

10.2 Parks and Facilities-2025-05

RE: Request for Additional Funds for Capital Projects, CS-23-0029 and CS-23-0028

R25-03-111

Moved By Councillor Hammond

Seconded By Councillor Matyi

That Parks and Facilities Report-2025-05 entitled Request for Additional Funds for Capital Projects, CS-23-0029 and CS-23-0028 prepared by Rodney Klie, Manager, Parks and Facilities dated March 17, 2025, be received;

That Council approve the additional funding of \$2,191.36 above the approved Capital Budget of \$32,000.00 for replacement of Washroom Stall Partitions at the Essex Centre Sports Complex (CS-23-0028) from the Asset Management Plan (AMP) Reserve; and

That Council approve the additional funding of \$1,565.44 above the approved Capital Budget of \$8,000.00 for replacement of the Harrow Arena Canteen Exhaust Fan (CS-23-0029) from the AMP Reserve.

Carried

10.3 Information Technology-2025-01

RE: Bill 194 Enhancing Digital Security and Trust

R25-03-112

Moved By Deputy Mayor Shepley

Seconded By Councillor Garon

That Information Technology Report-2025-01 entitled Bill 194 Enhancing Digital Security prepared by Jack Barron, Manager, Information Technology dated March 17, 2025 be received for information.

Carried

10.4 Finance and Business Services-2025-01

RE: 2025 Union Water Supply System Wholesale Water Rate

R25-03-113

Moved By Councillor McGuire-Blais

Seconded By Councillor Verbeek

That Finance and Business Services Report-2025-01 entitled 2025 Union Water Supply System Wholesale Water Rate prepared by Heather MacDonald, Manager, Revenue and Customer Relations dated March 17, 2025 be received; and

That By-Law 2434 being a by-law to establish water and wastewater rates and charges be read a first, a second and a third time and finally passed on March 17, 2025.

Carried

10.5 Finance and Business Services-2025-02

RE: Elimination of Reduced Wastewater Rates

R25-03-114

Moved By Councillor Allard
Seconded By Deputy Mayor Shepley

That Finance and Business Services Report-2025-02 entitled Elimination of Reduced Wastewater Rates prepared by Heather MacDonald, Manager, Revenue and Customer Relations dated March 17, 2025 be received; and

That Council approve the elimination of reduced wastewater rates.

Carried

10.6 Operations-2025-02

RE: Harrow Legion Banner Application

R25-03-115

Moved By Councillor Hammond
Seconded By Councillor Garon

That Operations Report-2025-02 entitled, Harrow Legion Banner Application prepared by David McBeth, Manager, Capital Works and Asset Management and Norm Nussio, Manager, Operations and Drainage, dated March 17, 2025, be received;

That Council approve the banner application and banner design in the attached application from the Harrow Legion for the use of the streetlight banners arms on King Street, Queen Street and McAfee Street in Harrow from approximately mid-September to the Friday following Remembrance Day; and

That Council's approval of this application is considered annually approval without the need to re-apply moving forward, unless the program changes/ends or the banner design changes, requiring Council's approval.

Carried

10.7 Operations-2025-03

RE: Essex Legion Banner Application

R25-03-116

Moved By Deputy Mayor Shepley
Seconded By Councillor McGuire-Blais

That Operations Report-2025-03 entitled, Essex Legion Banner Application prepared by David McBeth, Manager, Capital Works and Asset Management and Norm Nussio, Manager, Operations and Drainage, dated March 17, 2025, be received;

That Council approve the banner application and banner design in the attached application from the Essex Legion for the use of the streetlight banners arms on Talbot Street North and Talbot Street South in Essex from approximately mid-September to the Friday following Remembrance Day; and

That Council's approval of this application is considered annually approval without the need to re-apply moving forward, unless the program changes/ends or the banner design changes, requiring Council's approval.

Carried

10.8 Drainage-2025-01

RE: Phragmites

Norm Nussio, Manager, Operations and Drainage, explained that Administration has met with the Essex County Phragmites Working Group to discuss different approaches that each municipality takes to target Phragmites and best management practices to combat Phragmites. He explained the method for Phragmites control in the Town of Essex and recommended that it remain status quo.

R25-03-117

Moved By Councillor Matyi

Seconded By Councillor Hammond

That Operations Report-2025-01 entitled, Phragmites prepared by Norm Nussio, Manager, Operations and Drainage, dated March 17, 2025, be received; and

That Council remain status quo and continue to manage phragmites in house.

Carried

10.9 Operations-2025-04

RE: Results of Tandem Axle Plow Truck and Winter Control Equipment

R25-03-118

Moved By Councillor McGuire-Blais

Seconded By Councillor Allard

That Operations Report-2025-04 entitled Results of Tandem Axle Plow Truck and Winter Control Equipment prepared by Norm Nussio Manager, Operations and Drainage dated March 17, 2025, be received;

That Council award Request for Tender-RFT-ID-25-005 Supply of Tandem Axle Plow Truck Cab and Chassis 2025 to 401 Truck Source in the amount of \$245,079.00 including non-refundable Harmonized Sales Tax; and

That Council award Results of Request for Proposal-RFP-ID-25-006 Supply of Winter Control Equipment for a Tandem Axle Plow Truck to Viking Cives Ltd in the amount of \$199,775.23 including non-refundable Harmonized Sales Tax.

Carried

10.10 Capital Works and Asset Management-2025-04

RE: 2025 Road Surface Treatment Program Tender

R25-03-119

Moved By Councillor Verbeek

Seconded By Councillor Matyi

That Capital Works and Asset Management Report-2025-04 entitled 2025 Road Surface Treatment Program Tender by David McBeth, Manager, Capital Works and Asset Management dated Mach 17, 2025 be received; and

That Council award the 2025 Road Surface Treatment Program Tender (RFT-ID-25-001) to Shepley Road Maintenance Ltd. in the amount of \$1,674,652.62, including provisional items and non-refundable Harmonized Sales Tax.

Carried

10.11 Capital Works and Asset Management-2025-05

RE: Iler Road Rehabilitation, Phase 1 - Tender Results

R25-03-120

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

That Capital Works and Asset Management Report-2025-05 entitled Iler Road Rehabilitation, Phase 1 – Tender Results by David McBeth, Manager, Capital Works and Asset Management dated March 17, 2025 be received; and

That Council award the Iler Road Rehabilitation, Phase 1 (RFT-ID-25-002) to Walker Construction Ltd. in the amount of \$ 544,924.80, including non-refundable Harmonized Sales Tax.

Carried

10.12 Capital Works and Asset Management-2025-06

RE: Bridge Rehabilitation Tender for 2025

R25-03-121

Moved By Councillor Garon

Seconded By Deputy Mayor Shepley

That Capital Works and Asset Management Report-2025-06 entitled Bridge Rehabilitation Tender for 2025 by David McBeth, Manager, Capital Works and Asset Management dated March 17, 2025 be received;

That Council award the Bridge Rehabilitation Tender for 2025 (RFT-ID-25-003) to Intrepid General Ltd. in the amount of \$ 844,812.43, including non-refundable Harmonized Sales Tax; and

That Council approve the award of onsite inspection and contract administration services to RC Spencer Associates in the amount of \$41,395.97, including non-refundable Harmonized Sales Tax.

Carried

10.13 Development Services-2025-03

RE: Annual Development Update

Lori Chadwick, Director, Development Services, provided an overview of the Annual Development Update and highlighted notable developments on the various potential residential, industrial and commercial projects in the Town of Essex.

Kate Giurissevich, Director, Corporate Services, explained that the development charges aim to recover capital costs associated with residential and non-residential growth in our municipality.

R25-03-122

Moved By Councillor Allard

Seconded By Councillor Hammond

That Development Services Report-2025-03 entitled Annual Development Update prepared by Lori Chadwick, Director, Development Services dated March 17, 2025 be received for information.

Carried

10.14 Office of the CAO-2025-03

RE: 2023-2027 Strategic Action Plan Annual Progress Report

Doug Sweet, CAO, provided an annual update of the Strategic Action Plan that was passed by Council in 2023. He outlined the four priorities which includes safe and reliable infrastructure, jobs and economic opportunities, welcoming and caring community and responsible and people focused government.

He stated that as of December 31, 2024, 100% of the projects have been initiated, 47% of the projects have been fully completed and over 50% have been at least 50% completed which demonstrates the Town's commitment to accountability and the successful execution of the Strategic Action Plan.

R25-03-123

Moved By Councillor Matyi

Seconded By Councillor Verbeek

That CAO Report-2025-03 entitled 2023-2027 Strategic Action Plan Annual Progress Report prepared by Doug Sweet, Chief Administrative Officer dated March 17, 2025, be received for information.

Carried

11. Reports from Youth Members

Cole Foster, Youth Council Member, congratulated the OFSAA swim team.

Lauryn Smith, Youth Council Member, congratulated the boy's hockey team who are on their way to Sudbury to compete at OFSAA championship.

12. County Council Update

Deputy Mayor Shepley explained that County Council received an update on Erie Shores HealthCare and that County Council joined the Border Mayors Alliance to coordinate advocacy efforts in response to U.S. tariffs. He further explained other matters considered by County Council.

R25-03-124

Moved By Councillor Matyi

Seconded By Councillor McGuire-Blais

That the County of Essex, Regular Meeting minutes listed in Agenda Item 12, be received and the County Council update by Deputy Mayor Shepley be received.

Carried

12.1 County of Essex, Regular Council Meeting Minutes - February 5, 2025

13. Correspondence

13.1 Correspondence to be received

R25-03-125

Moved By Deputy Mayor Shepley

Seconded By Councillor McGuire-Blais

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 Support Canadian Business and Consumers

13.1.2 Coleman Township

RE: Northern Highway Safety Plan

13.1.3 Niagara on the Lake

RE: Province of Ontario Reconsider the Amendment of Subsection 29(1.2) of the Ontario Heritage Act

13.1.4 County of Essex

RE: Border Mayors Alliance 2025 Funding

13.2 Correspondence to be considered for receipt and support

13.2.1 Town of Amherstburg

RE: Travel Health Grant for Southwestern Ontario, Windsor-Essex County

R25-03-126

Moved By Councillor Verbeek

Seconded By Councillor McGuire-Blais

That the correspondence from the Town of Amherstburg dated December 19, 2024, advocating for a Travel Health Grant for Southwestern Ontario be received and supported; and

That a letter of support be sent to Anthony Leardi, Member of Provincial Parliament, Essex, the Honourable Doug Ford, Premier of Ontario, the Honourable Sylvia Jones, Minister of Health and Marit Stiles, leader of the Official Opposition of Ontario.

Carried

13.2.2 Town of LaSalle

RE: Tariffs on Canadian Production

R25-03-127

Moved By Councillor McGuire-Blais

Seconded By Councillor Verbeek

That the correspondence from the Town of LaSalle dated March 4, 2025, regarding tariffs on Canadian production be received and supported; and

That a letter from the Town of Essex be sent to The Honourable Doug Ford, Premier of Ontario, The Right Honourable Mark Carney, Office of the Prime Minister, Association of Municipalities of Ontario (AMO), Anthony Leardi, MPP, Essex, Lisa Gretzky, MPP Windsor West, Andrew Dowie, MPP Windsor-Tecumseh, Chris Lewis, MP, Essex, Irek Kusmierczyk, MP Windsor-Tecumseh, and Brian Masse, MP Windsor West.

Carried

13.2.3 The Regional Municipality of Durham

RE: Protecting Canadian Values: Ban the Nazi Swastika in Canada

R25-03-128

Moved By Councillor Verbeek

Seconded By Councillor Allard

That the correspondence from the Regional Municipality of Durham dated February 28, 2025, requesting that the Government of Canada pass legislation banning the public display of Nazi symbols and iconography be received and supported; and

That a letter of support be sent to The Honourable Arif Virani, Minister of Justice, and B'nai Brith Canada.

Carried

14. Committee Meeting Minutes

R25-03-129

Moved By Councillor Hammond

Seconded By Deputy Mayor Shepley

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 Essex Accessibility Advisory Committee - November 1, 2024

15. Financial

15.1 Section 284 Council Remuneration - 2024 Statement of Remuneration and Expenses

RE: Statement of Remuneration and Expenses 2024

R25-03-130

Moved By Deputy Mayor Shepley
Seconded By Councillor Verbeek

That the Section 284 Statement of Remuneration and Expenses 2024, be received.

Carried

16. New Business

17. Notices of Motion

17.1 The following Notices of Motion were presented at the March 3, 2025 Regular Council Meeting and are being brought forward this evening for Council's consideration:

17.1.1 Mayor Bondy

R25-03-131

Moved By Mayor Bondy
Seconded By Councillor Verbeek

That Council direct Administration to prepare a report identifying ways the Town can encourage Canadian purchasing, while still acting within applicable legislation, including an assessment of our current procurement by-law and potential revisions to achieve this.

Carried

17.1.2 Deputy Mayor Shepley

By way of a friendly amendment Council requested Administration to assess the traffic flow and safety of the intersections on Arthur Avenue and Talbot Street South and Victoria Avenue and Talbot Street North.

R25-03-132

Moved By Deputy Mayor Shepley
Seconded By Councillor Garon

Whereas the Essex Centre Streetscape project is now complete; and

Whereas it is essential to evaluate how the revised streetscape plan has affected traffic flow and to identify opportunities for improving signage to enhance traffic efficiency and pedestrian safety; the key goals of the project.

Be it resolved that Council direct Administration to prepare a report addressing the following traffic efficiency and pedestrian safety aspects of the project, as a thorough review of these aspects will help ensure that traffic flow remains efficient and pedestrian safety is optimized in alignment with the Streetscape project's objectives:

1. No Left Turn Restriction into Schinkel's

- Provide the rationale for the existing restriction on left turns into Schinkel's when traveling north on Talbot.

- Explore options for removing the restriction, including potential impacts and considerations.
2. **No Left Turn Restriction onto Laird Avenue**
 - Provide the rationale for the newly implemented restriction on left turns onto Laird Avenue when traveling north on Talbot.
 - Assess the feasibility of removing this restriction or introducing a time-based restriction, including potential impacts and considerations.
 3. **Feasibility of Flashing Indicators at Key Crosswalks**
 - Evaluate the potential for implementing flashing indicator functions at the two busiest crosswalks in Essex Centre:
 - Talbot Street North and Wilson Avenue
 - Talbot Street North and Laird Avenue
 - Include legislative requirements, estimated costs, and necessary steps for implementing new crosswalk controls at these locations.
 4. **Assess the Traffic Flow and Safety of the intersection at Arthur Avenue and Talbot Street South**
 5. **Assess the Traffic Flow and Safety of the intersection at Victoria Street and Talbot Street North**

Carried

17.1.3 Councillor Matyi

R25-03-133

Moved By Councillor Matyi

Seconded By Councillor Verbeek

Whereas the Town of Essex recognizes high-speed internet access as a basic human right and essential for residents, businesses, and agriculture; and

Whereas due to the challenges of limited broadband in rural areas, particularly in Essex County, Council for the Town of Essex advocates for increased investment in rural broadband infrastructure; and

Whereas Council for the Town of Essex urges that the procurement for these services prioritize Canadian-based companies and exclude foreign providers, ensuring security, job creation, and adherence to Canadian standards.

Now therefore, that Council direct Administration to draft a letter to be signed by the Mayor of the Town and sent to the Ontario and Federal Governments, as well as local MPPs and MPs advocating for these priorities, highlighting the importance of equitable access to reliable internet and emphasizing that rural broadband is crucial for economic development, education, healthcare, and overall community well-being.

17.2 The following Notice of Motion is for presentment only and will be brought forward for Council's consideration at the April 7, 2025 Regular Council Meeting:

17.2.1 Mayor Bondy

Moved by Mayor Bondy

That Essex Council direct Administration to prepare a report on the feasibility of redirecting unspent funding from the Colchester and County Road 50 Community Improvement Plan (CIP) program including information on potential improvements to existing programs and/or introduction of new programs, and budget impacts.

18. Reports and Announcements from Council Members

Councillor McGuire-Blais announced that the Funfest Committee is seeking vendors and businesses who are interested can apply on the Essex Funfest website.

Councillor Hammond announced the recent passing of Brian Pollard of Harrow who was a former Councillor.

Councillor Garon announced that the Essex 73s advanced to the finals and their first game is Friday night on March 21, 2025, against Lakeshore.

Mayor Bondy congratulated those that received the King Coronation Medals.

19. By-Laws

19.1 By-Laws that require a third and final reading

19.1.1 By-Law 2427

RE: Being a by-law to confirm the proceedings of the March 3, 2025, Regular Meeting of Council of the Corporation of the Town of Essex

R25-03-134

Moved By Councillor Garon

Seconded By Deputy Mayor Shepley

That By-Law 2427 being a by-law to confirm the proceedings of the March 3, 2025, Regular Meeting of Council of the Corporation of the Town of Essex be read a third time and finally passed on March 17, 2025.

Carried

19.1.2 By-Law 2422

RE: Being a by-law to repeal and replace By-Law 2038 to prohibit and regulate noise in the Town of Essex

R25-03-135

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

That By-Law 2422, being a by-law to repeal and replace By-Law 2038 to prohibit and regulate noise in the Town of Essex, be read a third time and finally passed on March 17, 2025.

Carried

19.1.3 By-Law 2423

RE: Being a By-Law to amend By-Law 384, being a by-law respecting fences to be erected within the municipal limits of the Town of Essex

R25-03-136

Moved By Deputy Mayor Shepley

Seconded By Councillor Garon

That By-Law 2423 being a By-Law to amend By-Law 384, being a by-law respecting fences to be erected within the municipal limits of the Town of Essex be read a third time and finally passed on March 17, 2025.

Carried

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

19.2.1 By-Law 2428

RE: Being a by-law to authorize the execution of a Lease Agreement between the Town of Essex and The Corporation of the Town of Amherstburg) and Pursuit 4 Happiness Ventures Inc. for the Operation of Concession Services for Co-An Park, 11071 Concession Road 11 in McGregor, Ontario

R25-03-137

Moved By Councillor Verbeek

Seconded By Councillor Matyi

That By-Law 2428 being a By-Law to authorize the execution of a Lease Agreement between the Town of Essex and The Corporation of the Town of Amherstburg) and Pursuit 4 Happiness Ventures Inc. for the Operation of Concession Services for Co-An Park, 11071 Concession Road 11 in McGregor, Ontario be read a first, a second and a third time and finally passed on March 17, 2025.

Carried

19.2.2 By-Law 2429

Being a by-law to appoint a Manager, Legal, Licensing and Enforcement for the Town of Essex

R25-03-138

Moved By Deputy Mayor Shepley

Seconded By Councillor Matyi

That By-Law 2429 being a by-law to appoint a Manager, Legal, Licensing and Enforcement for the Town of Essex be read a first, a second and a third time and finally passed on March 17, 2025.

Carried

19.3 By-Laws that require a first and second reading

19.3.1 By-Law 2433

RE: Being a by-law to confirm the proceedings of the March 17, 2025, Regular Meeting of Council of the Corporation of the Town of Essex

R25-03-139

Moved By Councillor Garon

Seconded By Councillor McGuire-Blais

That By-Law 2433 being a by-law to confirm the proceedings of the March 17, 2025, Regular Meeting of Council of the Corporation of the Town of Essex be read a first and a second time and provisionally adopted on March 17, 2025.

Carried

20. Adjournment

R25-03-140

Moved By Councillor Hammond

Seconded By Deputy Mayor Shepley

That the meeting be adjourned at 7:40 PM.

Carried

Mayor

Clerk



REPORT ON ACTIVITIES: 1 JANUARY 2024 TO DECEMBER 31ST, 2024

Bruce P. Elman LL.D.
Integrity Commissioner
31 March 2025

PART I – INTRODUCTION

History of The Office of Municipal Integrity Commissioner:

The Office of Municipal Integrity Commissioner came into existence in the Province of Ontario with amendments to the *Municipal Act 2001*, effective January 1st, 2007. Pursuant to the amendments to the *Act*, the Town of Essex created the Office of the Integrity Commissioner and established a **Code of Conduct** for Members of Council. On February 19, 2019, Town Council approved a new and comprehensive **Code of Conduct for Members of Council and Local Boards/Committees** [hereinafter the **Code of Conduct**]. The **Code of Conduct** applies to all Members of Council, including the Mayor and Deputy Mayor, and members of Local Boards and Committees of Council. On May 16, 2022, Town Council passed a new *Procedural By-law 2159* for Town Council and its Committees and the Conduct of its Members.

In January of 2023, I was retained by the Town to serve as the Integrity Commissioner for a period of one year from January 1st, 2023 to December 31st, 2023. Prior to the expiration of my term, my contract was extended to December 31st, 2025. My first Annual Report to Council, dated 20 March 2023, can be found on the Integrity Commissioner’s webpage at the following link: <https://www.essex.ca/en/build/resources/Integrity-Commissioners-Report-2023.pdf>.

Primary Functions of The Integrity Commissioner:

The mandate of the Integrity Commissioner is very broad and extends to virtually all aspects of the integrity and ethics of Members of Council, Local Boards, and Committees of the Town of

Essex in the exercise of their public duties. (See **Code of Conduct**, sections 1.0, 2.0 and 3.0.) Section 16.0 of the **Code of Conduct** provides an extensive delineation of the duties of the Integrity Commissioner. Generally, however, the Integrity Commissioner has four primary functions: (1) Education; (2) Advice for Council and Individual Council Members; (3) Complaint Investigation; and (4) Complaint Adjudication and Resolution.

In addition, the Integrity Commissioner, in some instances, has a role to play in the development of Town policies or when the Town responds to legislative or policy initiatives from the Province of Ontario.

PART II – THE EDUCATION FUNCTION

Education and Training:

The last Municipal Election was held on October 24th, 2022. Shortly after the Municipal Elections, in November of 2022, at the behest of the CAO and Municipal Clerk, I conducted an extensive Education and Training seminar for Members of Council. The purpose of the seminar was to educate Members of Council regarding the main provisions of the Town’s **Code of Conduct** and to answer any questions raised by Members in this context. Senior staff were also in attendance. Prior to this session, I prepared materials in conjunction with the Municipal Clerk’s Office to orient Members of Council to the Office of the Integrity Commissioner, to the provisions of the **Code of Conduct**, and the procedures outlined in the **Complaints Protocol**. Included were three “Primers” on the following issues: (1) *Confidentiality*; (2) *Conflict of Interest*; and (3) *Pecuniary Interest in Land*. Some information was provided on the *Municipal Conflict of Interest Act (MCIA)* through the Primers and during the in-person seminar. The Council session lasted approximately two hours. In my view, it was a very productive meeting.

The next Municipal Election will be held in October of 2026. I believe that the Town should re-commit to a vibrant and enhanced program of Education and Training, for both elected Members of Council and those who volunteer their time on behalf of the community by serving

on Agencies, Boards, and Committees. Further, Integrity Commissioners now have an important role to play in providing advice on, and investigating Complaints regarding, conflicts of interest under both the *Municipal Conflict of Interest Act (MCIA)* and the **Code of Conduct**. Education and Training on both the *MCIA* and the **Code of Conduct** should be provided to Members of Council, Local Boards, and Committees as soon as feasible after the Municipal Election and the appointment of Members to Committees and Local Boards.

Additionally, in preparation for the October 2026 Municipal Election, I intend to hold an Education and Training seminar for Members of Council in the fall of 2025 to set out and discuss their obligations under the **Code of Conduct**, the *Municipal Elections Act*, the *Municipal Act*, the *Municipal Conflict of Interest Act*, and other relevant provincial statutes, should they decide to seek re-election. This seminar is designed to not only advise the Members of Council of their obligations under the relevant legislation but, more broadly, to ensure a level playing field as between incumbents and others who may choose to seek election to Council. A *Primer on 2026 Election Related Activities* will be prepared to accompany the seminar.

I will reiterate my comment from my 2023 Annual Report: “As a general comment, I would say that the Educational role of the Integrity Commissioner is extremely important, especially in the period following (and leading up to) a Municipal Election. Not only might there be newly elected Members of Council who are unfamiliar with the Integrity regime, but this, traditionally, is also the time when we replenish the membership of our Agencies, Boards, Commissions, and Committees. Education and Training is, effectively, the first line of prevention against potential violations of the **Code of Conduct** and the *Municipal Conflict of Interest Act*.”

PART III -- ADVISORY FUNCTION

The Advisory function provides a second layer of protection against violations of the **Code of Conduct**. Providing advice, on both the **Code of Conduct** and the *Municipal Conflict of Interest*

Act (MCIA), is a key function of the Integrity Commissioner and can often head-off **Code** violations.

Advice takes the following forms:

- (1) **Formal Letters of Advice:** A “Request for a Formal Letter of Advice” occurs when a Member requests a formal letter confirming the advice from the Integrity Commissioner. Generally, where a Member follows the advice contained in a Formal Letter, in all likelihood, there will be a finding that the Member was not blameworthy, and no penalty will be recommended or imposed. I received one (1) request for a Formal Letter of Advice in 2024;
- (2) **Primers:** Primers, generally, concern matters of importance that Members of Council, Senior Members of Administration, or members of the public have identified. The purpose of the Primers is, in part, educative but also preventative. The Primers are intended to provide guidance to Members of Council and others to whom the **Code of Conduct** applies so that they can avoid violations of the **Code**. “Primers” are most frequently prepared in conjunction with Educational and Training seminars for Council Members. As noted above, a *Primer on 2026 Election Related Activities* will be prepared to accompany a fall seminar on the upcoming Municipal Election. No other topics for Primers have been suggested by Members of Council or Senior Administrative Staff; and
- (3) **Brief Advice:** During this Reporting period (2024), there were three (3) instances of Brief Advice. These represent occasions where, in my opinion, advice could be provided immediately or in a very short period of time, and where no File needed to be opened. These are instances where neither extensive research nor lengthy consideration is necessary. Formal Letters of Advice are generally not provided except where the Member requests one. Where appropriate, Brief Advice provides timely, efficient, and cost-effective service.

PART IV – INQUIRIES AND COMPLAINTS

Two types of activity are included in this category:

- (1) **Complaint Files:** There were one Complaint filed in 2024. The matter was discontinued, however, before resolution; and
- (2) **Brief Service:** Aside from instances of “Brief Advice” provided to Members of Council, Members of Committees, and Senior Staff, there only two (2) instances of “Brief Service”. “Brief Service” constitutes instances where an individual has contacted the Integrity Commissioner, but no Formal or Informal Complaint has been initiated and no File has been opened.

Part V – Policy Developments

During this Reporting period, no Policy issues were brought to my attention.

PART VI – CONCLUSION

The year, similar to 2023, has been a very quiet year. Only one Complaint was filed and it was discontinued. There were very few inquiries, more generally. There was only one request for a Formal Letter of Advice and handful of instances of Brief Advice/Brief Service. **This should be seen as a very positive development.**

Respectfully submitted,



Bruce P. Elman LL.D.
Integrity Commissioner



Report to Council

Department: Development Services
Division: Development Services
Date: April 7, 2025
Prepared by: Lori Chadwick, Director, Development Services
David McBeth, Manager, Capital Works & Asset Management
Report Number: Development Services-2025-05
Subject: CWATS Annual Report
Number of Pages: 3 plus attachments

Recommendation(s)

That Development Services Report 2025-05 entitled “CWATS Annual Report” prepared by Lori Chadwick, Director, Development Services and David McBeth, Manager, Capital Works & Asset Management dated April 7, 2025 be received.

Purpose

To provide Council with an annual update of various County Wide Active Transportation System (CWATS) projects and initiatives in the Town of Essex, as well a forecast of future objectives.

Background and Discussion

At the March 18, 2024 Regular Council Meeting, Administration provided Council with a comprehensive overview of the CWATS Program. The Report to Council can be found under the Publications, Plans, and Reports section of the Town’s website found here <https://www.essex.ca/en/town-hall/publicationsplansandreports.aspx>.

CWATS Programs and Projects fall within one of the following three (3) categories:

1. **Core Infrastructure:** The physical construction of bike lanes, on-road paved shoulders, off-road multi-use trails, and multi-use urban paths (and any associated services: drainage, culverts, utilities)
2. **Paved Shoulder Program:** Coordination with the County of Essex during road rehabilitation to evaluate and install paved shoulders for active transportation
3. **Municipal Partnership Program:** Implementation of educational programs that encourage the use of the CWATS system

Please refer to the **attached** presentation for an update on the various CWATS projects and initiatives in the Town of Essex completed in 2024 and planned for 2025.

Financial Impact

This report is for informational purposes only. “Current Projects” identified in the attached presentation have been approved in budget.

Consultations

Ann Marie Unis, Manager, Finance & Business Services

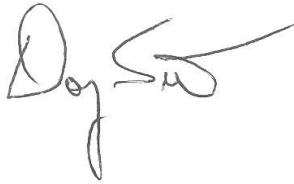
Link to Strategic Priorities

- 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:	CWATS Annual Report - Development Services-2025-05.docx
Attachments:	- CWATS 2025 - Council Presentation - April 7 2025 final.pdf
Final Approval Date:	Mar 31, 2025

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". The signature is stylized with a large "D" and "S".

Doug Sweet, Chief Administrative Officer - Mar 31, 2025 - 9:45 AM

County Wide Active Transportation System (CWATS)

Town of Essex Annual Report to Council



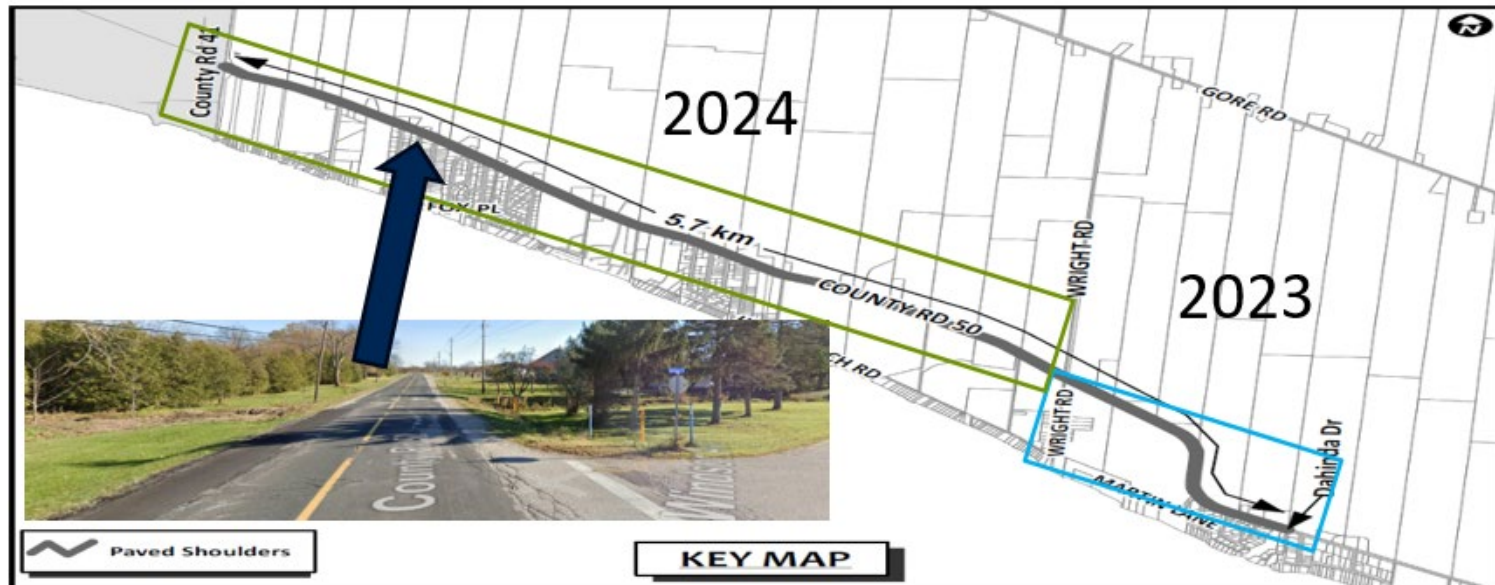
CWATS Committee Members:
Lori Chadwick & David McBeth

April 7, 2025

2024 Completed Projects

County Road 50 West: 6km Paved Shoulders

- 2023: 2km from Dahinda to Wright Road
- 2024: Remaining 4km between Wright Road to County Road 41
- \$2.2 million ATF Grant covered the Town's full cost of the project



2024 Completed Projects

County Road 8 (Maidstone Avenue) Feasibility Study

- \$30,000 to complete the study as approved by Council in the 2024 Budget
- The study determined the most feasible location of a 2.4-3.0m wide multi-use pathway along the south side of County Road 8 from South Talbot Road to Talbot Street North, including recommendations for utilities relocations, pedestrian crossings, and connections to existing and planned neighbourhoods and businesses.



2024 Completed Projects

Municipal Partnership Program (MPP) Initiatives

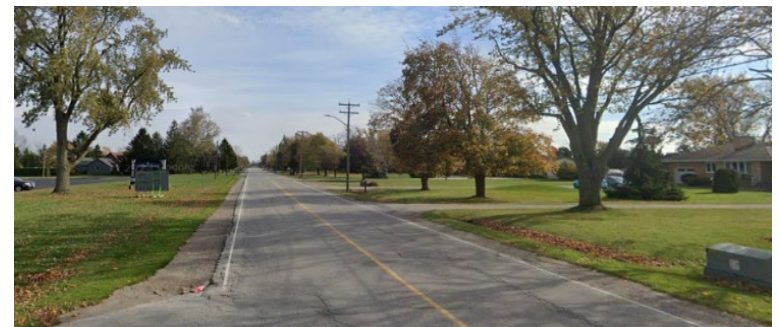
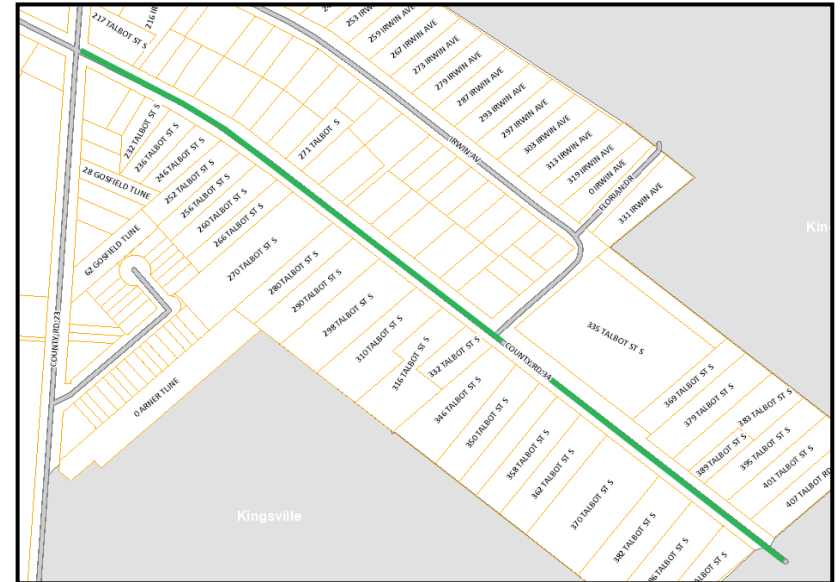
- Bike Rodeo
- Bike Safety Day Camp
- Community Bike Safety Pop-ups
- Bike Helmet Program
- Bike Repairs & Equipment
- Community Glow Ride
- Can-Bike with Confidence Staff Training



2025 Current Projects

County Road 34 (Talbot Street South)
Feasibility Study from County Road 23
(Gosfield Townline) to Town of Kingsville
limits

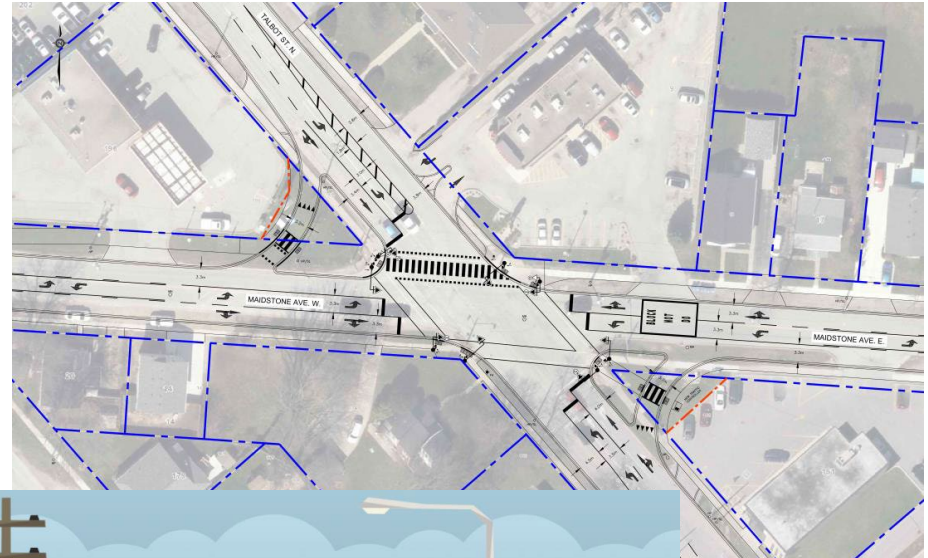
- \$30,000 to complete the study as approved by Council in the 2024 Budget
- Study was initiated in late 2024 which recommended four (4) designs for consideration
- Two (2) options along the north side of CR 34 were selected to proceed with feasibility and construction cost estimates, being:
 - Paved shoulders
 - Multi-use pathway
- Study is anticipated to be completed by May 2025



2025 Current Projects

Engineering Design:

- Multi-use pathway detail design on Maidstone Avenue from South Talbot Road to Allen Avenue. RFP to be posted in April
- Multi-use pathway detail design on Maidstone Avenue from Allen Avenue to Talbot Street North as part of the storm sewer design
- Maidstone Avenue & Talbot Street North Intersection detail design, which includes a pathway, cyclist signals, and line painting



2025 Planned Projects

- Binational Trail Program & Cycling Network Signage
- Municipal Partnership Program (MPP) Initiatives



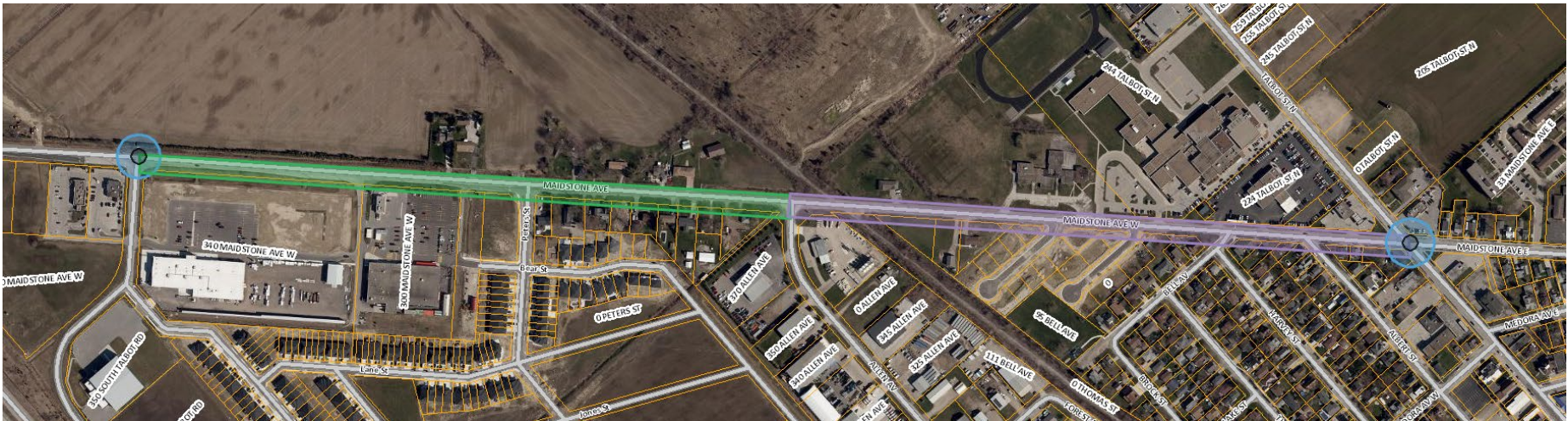
2026 Planned Projects

Pending 2026 Budget Decisions and based on the approved 5-year Capital Plan:

- Intersection of Maidstone Avenue and Talbot Street North
- Storm sewer along Maidstone Avenue from Allen Avenue to Bell Avenue to allow for the CWATS multi-use pathway to be completed in 2026

Pending ATF Grant application decision:

- The remaining trail along Maidstone Avenue from South Talbot Road to Allen Avenue would also be completed in 2026



5-Year Plan – CWATS Infrastructure

Essex CWATS Network Phasing (proposed)

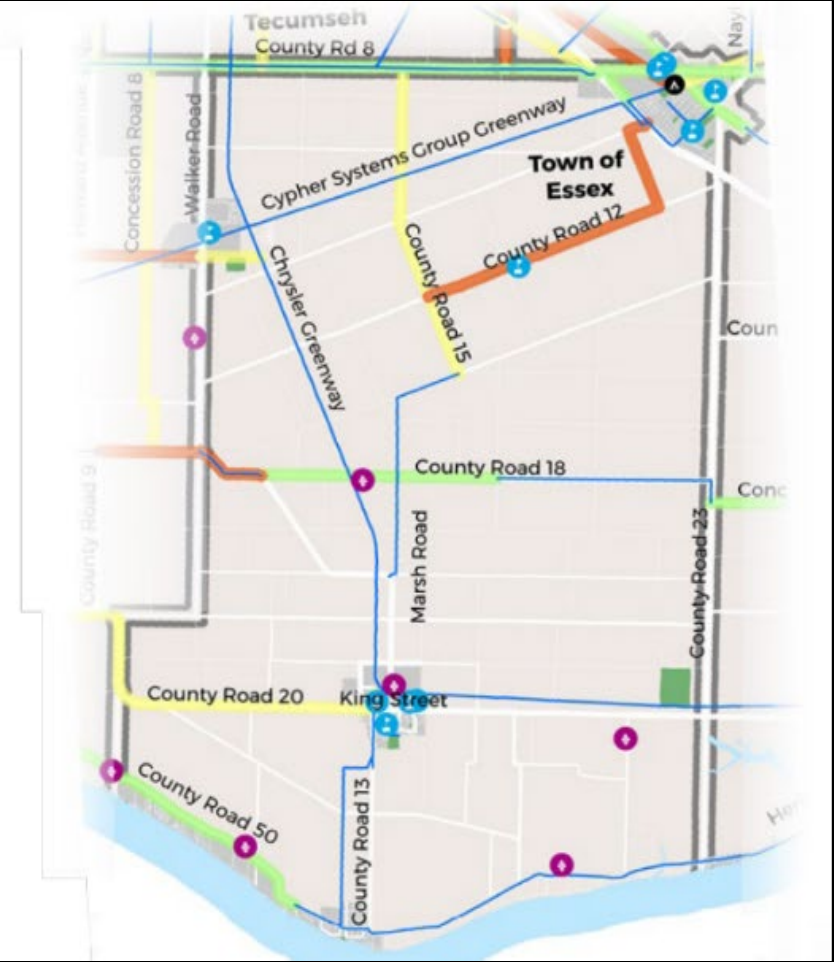
The proposed CWATS Network was prioritized using the following criteria:

- Planned projects under the Paved Shoulder Program (aligned with County's Road Rehabilitation schedule)
- Planned Capital Works
- Recent feasibility design studies
- Key tourism routes

CWATS Network

Draft Phasing

- Existing
- Short-Term (0 to 5 Years)
- Mid-Term (5 to 10 Years)
- Long-Term (10+ Years)



Core Infrastructure 5 -year Plan

Essex CWATS Network by Phase (Draft)

FACILITY TYPE	SHORT 0 TO 5 YEARS		MID 6 TO 10 YEARS		LONG 10+ YEARS		TOTAL	
	KM	\$	KM	\$	KM	\$	KM	\$
Multi-Use Trail	0.9	\$453,693	1.2	\$2,002	0.7	\$1,199	2.9	\$456,894
Multi-Use Path	0.0	\$0	0.2	\$106,352	0.0	\$0	0.2	\$106,352
Separated Bike Lane	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0
Cycle Track	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0
Buffered Paved Shoulder	7.3	\$2,454,720	0.0	\$0	1.8	\$605,081	9.1	\$3,059,800
Paved Shoulder	15.6	\$4,215,035	6.6	\$1,772,277	6.6	\$1,793,424	28.8	\$7,780,736
Bike Lane	0.4	\$30,425	0.0	\$0	0.0	\$0	0.4	\$30,425
Signed Route	1.6	\$2,653	9.5	\$15,386	2.1	\$3,398	13.2	\$21,436
Total	25.8	\$7,156,526	17.5	\$1,896,017	11.3	\$2,403,101	54.6	\$11,455,644
% of Total Network		38%		27%		35%		100%

Total Short-Term
Investment: \$7,156,526

Total Mid-Term
Investment: \$1,896,017

Total Long-Term
Investment: \$2,403,101

Notes:

1. Costs subject to change following further CWATS Network refinement. Costs represent the network as of November 2021.
2. Some projects are cost shared and are based on the cost share arrangement based on the approved 2012 CWATS Master Plan (40% County of Essex and 60% local municipality). These cost sharing agreements have also been applied to the lengths.
3. For segments along common municipal boundaries, it is assumed that 50% of the distance would be attributed to each of the local municipalities.



Report to Council

Department: Community Services
Division: Fire and Rescue Services
Date: April 7, 2025
Prepared by: Jason Pillon, Fire Chief
Report Number: Fire and Rescue Services – 2025-05
Subject: Essex Fire Station 3 – Proposed Land for New Station 3
Number of Pages: 10 Pages

Recommendation(s)

That Fire and Rescue services -2025-05 entitled Essex Fire Station 3 – Proposed Land for New Station 3 prepared by Jason Pillon dated April 7, 2025, be received, and

That Council approve the Harrow Soccer Complex as the site for the new Fire Station 3 in Harrow and approve moving forward with the architectural design for the location at 2215 Roseborough Road.

Purpose

To update Council on the progress of relocating and constructing the new Fire Station 3 in Ward 4 of the Town of Essex, with a recommendation to utilize land currently owned by the Town of Essex.

Background and Discussion

In November 2018, Essex Fire and Rescue Services carried out a Building Condition Assessment and a Feasibility Study to evaluate options for renovating, expanding, or constructing a new Fire

Station 3. This assessment was performed by Archon Architects Incorporated, in collaboration with consulting engineers Haddad Morgan and Associates. The inspections covered a comprehensive review of the building's architectural, civil, structural, mechanical, electrical, and plumbing systems.

Their inspection revealed that most building systems were in poor to fair condition, primarily due to their age, which limits the potential for upgrades and reflects the original quality. Based on the findings of this Building Condition Assessment (BCA), along with conceptual designs and cost estimates, the final conclusions and recommendations suggest that it is in the Town's best interest to purchase a vacant property and construct a new building.

In 2022, Council Report 2022-07 provided an update on the search for a new location for Fire Station 3, identifying a potential site at 2215 Roseborough Road in Harrow, within the Harrow Soccer Complex. However, following the report's findings, Council recommended exploring additional potential locations to determine the best site for the new station. Additionally, with the Fire Master Plan on the horizon, it was advised to wait for its results to better inform the selection of the most suitable location.

The recent Master Fire Plan, completed by the Loomex Consulting Group, identified that Station 3 in Harrow does not meet the Department's current needs. Furthermore, all evidence reviewed during the development of the Master Fire Plan indicates that the station will be inadequate for the Department's anticipated future needs.

Given the issues with Station 3, The Loomex Consulting Group concurs with the 2018 building condition assessment. It is more practical for Council and the Essex Fire and Rescue Services to construct a new fire station at a different location rather than attempting to update the existing Station 3.

A key issue with Station 3 is its insufficient space. For instance, the current facility is unable to provide enough training rooms or adequate assembly space. The limited capacity in the

apparatus bay also limits the types of apparatus Essex Fire can house. Furthermore, the restricted space raises several legislative concerns, such as non-compliant washroom facilities.

Recognizing that staffing locations may change due to turnover, it was emphasized that the new fire station should be strategically planned and thoughtfully located. The discussion highlighted that the site must serve the community not only in the present but also for many years to come.

Replacing Station 3 with a new facility presents several benefits. The most significant advantage is that the Town of Essex can design a station specifically to meet the Department's current and future needs. Additionally, a new station in a different location is unlikely to affect the Department's average response times, as volunteer firefighters are stationed across various areas of Harrow. Additionally, a new fire station can be designed with a layout that adheres to relevant building codes and regulations, including the Accessibility for Ontarians with Disabilities Act (AODA).

As outlined in the Master Fire Plan, if the Town of Essex proceeds with building a new fire station to replace Station 3, the town should consider the following factors:

- Will the proposed building design and location provide adequate parking now and in the future?
- What is the potential for future growth at the proposed site?
- What is the potential for future training space?
- Will the proposed design and location accommodate the Department's apparatus and vehicle deployment needs?
- Will the proposed design and location support a multi-use municipal facility?

While selecting a convenient location for the new fire station is important, it is even more critical for the Town of Essex to choose a site that is large enough to meet the community's long-term needs.

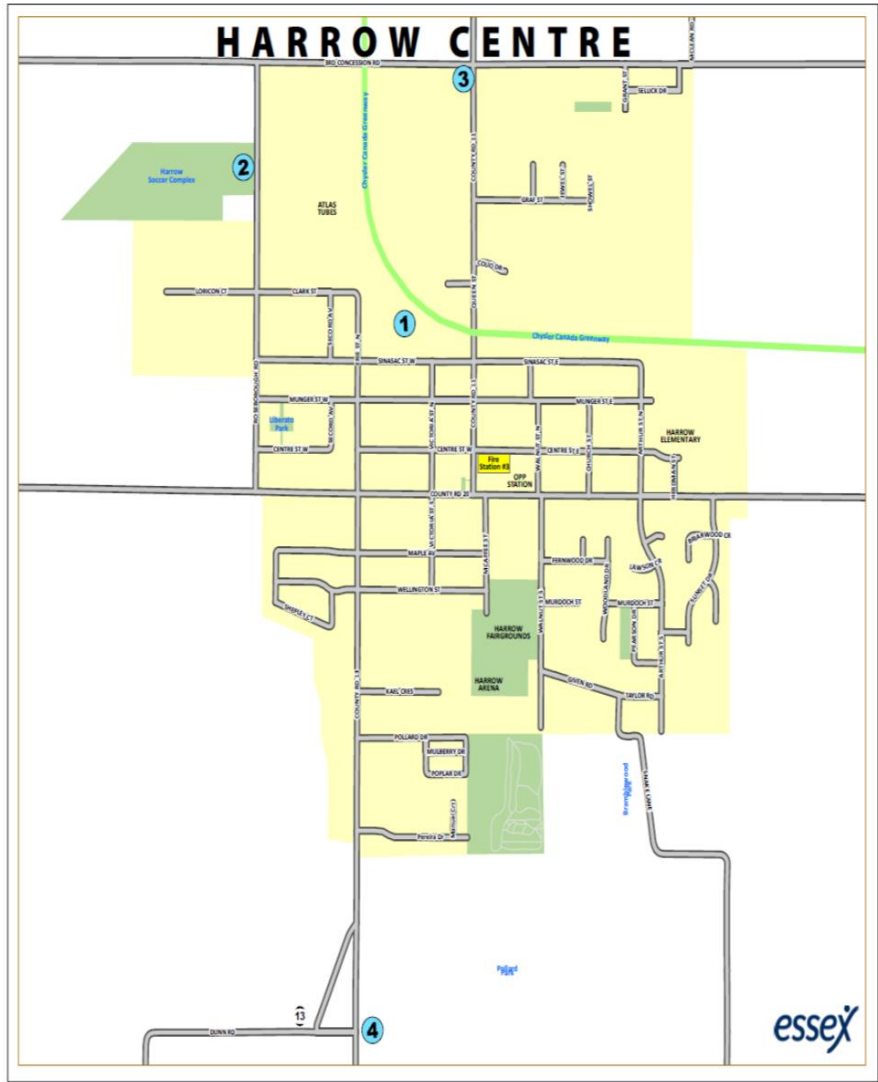
In 2024, Council approved Capital Project FD-24-0006, which involves hiring an architect for the design of the new Fire Station #3. The design will follow the layout of the newly constructed Fire Station #2, which is expected to reduce design costs. The approved budget for the architectural design is \$140,000. Furthermore, Essex Fire has been working in collaboration with Tomek Realty to assess potential locations and the associated costs of each site.

The 2024 Fire Master Plan, developed by Loomex Consulting, identified four potential sites for the replacement of Fire Station #3. These sites were selected based on data from fire call locations and the current staffing sites, which determine the response times for firefighters.

The four potential sites are as follows:

- The Essex Environmental Services Department Office
- The Harrow Sports Complex
- The serviced lot across from the Harrow EMS station
- The lot south of Harrow Centre (Intersection of Dunn Road and County Road 13)

The map provided illustrates Harrow Centre and highlights the proposed replacement site locations.



The next steps involved conducting thorough assessments of the four identified locations, which included a cost analysis for land acquisition and a detailed description of the findings for each site. The results from these evaluations will guide the final decision on the best location for Fire Station #3, ensuring the new facility meets the needs of both the Fire Department and the community.

Location 1:**Environmental Services Department Facility (120 Sinasac Street West)**

The municipally owned Essex Environmental Services department site is not practical or suitable due to the limited size of the lot and access restrictions. Additionally, the location would require a building large enough to house both municipal departments, but the property is not adequately sized to meet these needs. The lot would provide limited access and egress for emergency routes and both services, which could hinder timely response in critical situations. The presence of existing structures on the site may restrict the necessary space for storing the Department's current and future apparatus. While modifying or demolishing these structures may help address this issue, it would still require significant investment. Although the lot could accommodate sufficient parking for the Department's firefighters, it may present challenges regarding access and egress for responders, potentially slowing down emergency response times.

Location 2: Harrow Soccer Complex (2215 Roseborough Road)

The municipally owned property offers convenient access to critical roads and routes for emergency response and is large enough to accommodate a fire station with a spacious outdoor training area. It provides ample space to meet the Department's current and future apparatus storage needs, with adequate parking available for both firefighters and visitors. The lot is sufficiently sized to support a facility following the layout of the newly constructed Fire Station #2, featuring expansive meeting spaces, a training room, PPE storage, mechanical rooms, and cleaning facilities. Furthermore, there will be no impact to existing soccer fields in the area, ensuring the preservation of these recreational spaces. Additionally, the property complies with all relevant building codes and AODA (Accessibility for Ontarians with Disabilities Act) requirements, ensuring accessibility and safety for all.

Location 3: 3rd Concession Road and County Road 11

The current design of Station 2 could fit on this property, but after consulting with the architect, it appears to be a tight fit and would likely require access from both Queen Street and the 3rd Concession. While the location offers good access to roads for emergency responses, there would be limited space for training and no opportunity for future expansion. The lot's size would also result in restricted parking and may not provide enough room to meet the Department's current and future needs.

Location 4: Lot to the South of Harrow Centre (Intersection of Dunn Road and County Road 13).

The lot south of Harrow Centre, situated at the intersection of Dunn Road and County Road 13, is not ideal due to its distance from our staff's current location. Additionally, the intersection of King and County Road 13 could present challenges for apparatus returning to Harrow Centre. A lot in this area would provide limited access routes for emergency responders and would move the station away from the urban center of Harrow. Furthermore, acquiring this lot would likely require the purchase and/or severance of land.

Additional potential sites:

After reviewing the potential sites outlined in the Fire Master Plan and collaborating with Tomek Realty, we focused on identifying all possible locations in the Harrow area. This process led to the review and investigation of several additional sites, primarily around the Roseborough Road area within Harrow Center, along with their estimated purchase costs. Tomek Realty reached out to the owners of these properties, and the findings revealed that either the owners were not interested in selling, had future plans for their land, or the cost of acquisition would be significant.

The estimated projected cost to construct the new station is \$4,850,000.00, assuming it is built on municipally owned property. However, if Station 3 is not located on municipal land and land

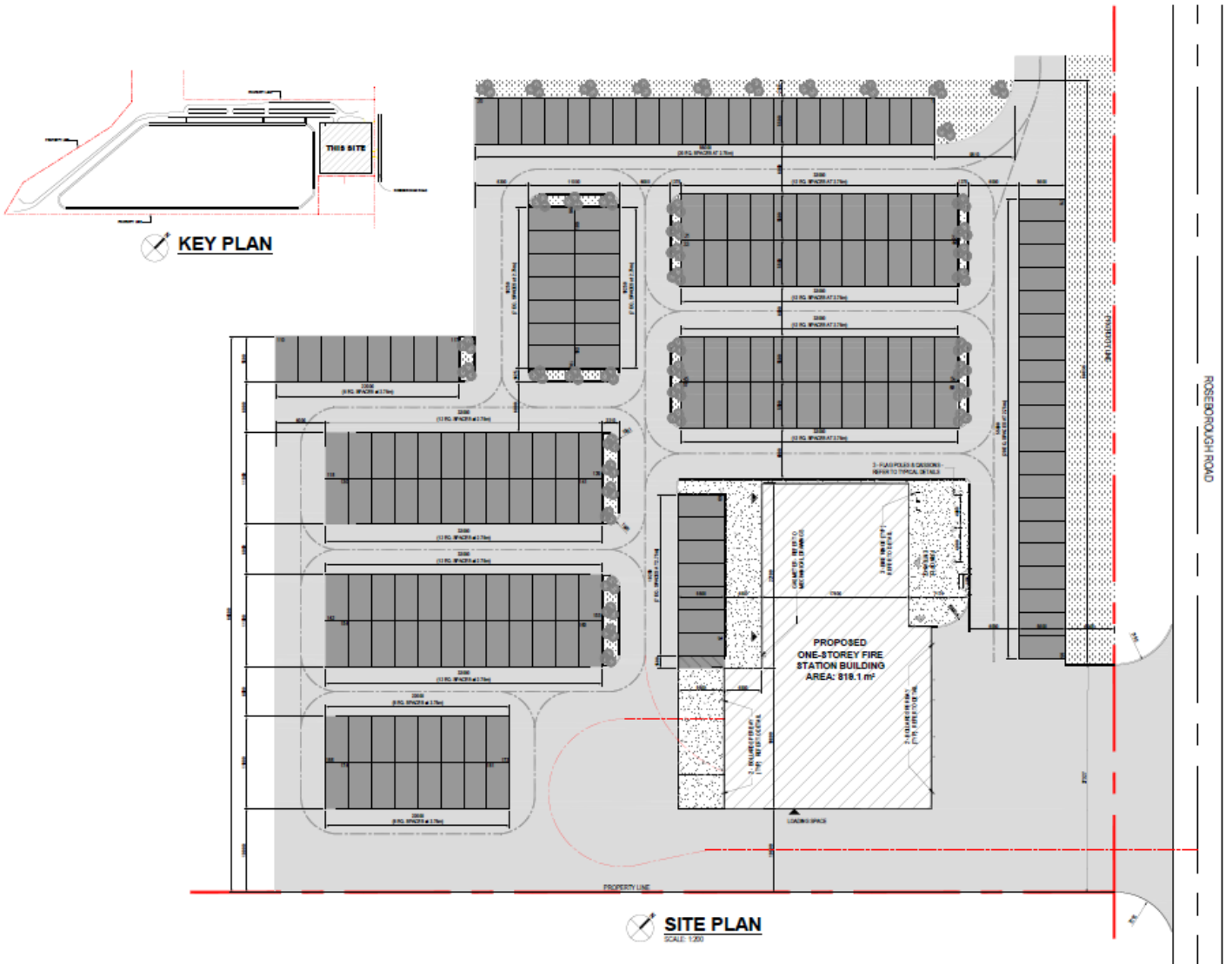
acquisition becomes necessary, additional costs for purchasing the property and any required infrastructure will be incurred.

Recommended Site

2215 Roseborough Road – Harrow Soccer Complex

The municipally owned property, recommended as a location in the Fire Master Plan, offers both current and future advantages. Currently, the property has approximately 150 parking spaces, and with a reconfiguration of the parking lot, it would provide 174 spaces, keeping the number of available spaces consistent with the current setup. The new station would be located at the southeast corner of the property, based on the same design as Fire Station 2. The parking lot would resemble the setup at Fire Station 1, featuring a shared lot with the public that is used daily, with designated firefighter parking and clear signage near the station's entrance. Access to the soccer complex parking lot would remain unchanged and be provided from the north end of the existing parking lot. This location would also provide ample room for firefighter training, as training is already conducted here throughout the year. The relatively quiet parking lot is ideal for driver training and pump operations, with a hydrant available for use. Additionally, the green space, walking path and open area at the back could be utilized for firefighter wellness and fitness.

The site plan offers an overview of the existing Station 2 building layout, located at the southeast corner of the parking lot at the Harrow Soccer Complex. It includes fire department road access at the front of the station. As previously discussed, the architect has revised the design to optimize parking, providing more spaces compared to the current layout.



Financial Impact

There is no cost for the acquisition of land as it is municipally owned. In 2024, Council approved Capital Project FD-24-0006 to hire an architect for the design of the new Fire Station 3. The design will be based on the layout of the newly constructed Fire Station 2 to help reduce design costs, with an approved budget of \$140,000 for architectural design. Additionally, the

estimated cost to construct the new station is \$4,850,000, with funding considered for the 2026 budget.

Consultations

Doug Sweet, Chief Administrative Officer

Jake Morassut, Director, Community Services

Kate Giurissevich, Director, Corporate Services

Mike Tomek, Tomek Reality

Carmen Brunone, Architecttura Building Intelligence

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:	Essex Fire Station 3 - Proposed Land for New Station 3.docx
Attachments:	
Final Approval Date:	Mar 27, 2025

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



Jake Morassut, Director, Community Services - Mar 27, 2025 - 9:56 AM



Kate Giurissevich, Director, Corporate Services - Mar 27, 2025 - 2:14 PM



Doug Sweet, Chief Administrative Officer - Mar 27, 2025 - 2:15 PM



Report to Council

Department: Community Services
Division: Fire and Rescue Services
Date: April 7, 2025
Prepared by: Jacey Brockman, Deputy Fire Chief
Report Number: Fire and Rescue Services-2025-06
Subject: Request for Funds for Essex Fire Station 1 – Parking Lot Repairs
Number of Pages: 4 pages

Recommendation(s)

That Fire and Rescue Services – 2025-06 entitled Request for Funds for Essex Fire Station 1 – Parking Lot Repairs prepared by Jacey Brockman dated April 7, 2025 be received, and

That Council approve the post budget approval, in the amount of \$17,197.44, to replace a portion of the front parking lot at Fire Station 1, to be funded 100% from the Town’s Asset Management Plan Reserve.

Purpose

To notify Council that the front parking lot at Essex Fire Station 1 was damaged during the winter months, creating a health and safety hazard for both employees and residents, and to recommend its replacement. Council approval is required for expenditures outside of the Town’s approved budget.

Background and Discussion

In February of this year, the front parking lot at Essex Fire Station 1 became unusable due to heaving caused by frost during the winter, making it inaccessible for both staff and residents. A significant 5-inch ridge formed, creating a serious tripping hazard. As a result, the parking lot was barricaded off to prevent any potential injuries. This situation is a critical safety concern that requires immediate attention to prevent further risk.

The parking lot serves several important functions: it is used by Fire Administration, Station 1 firefighters when responding to emergencies, as well as by residents, visitors, and delivery vehicles. The damage has also affected the accessible parking spot, which is vital for individuals with mobility challenges. Furthermore, the parking lot is directly connected to the main sidewalk leading to the front entrance of the station, making it an essential access point for both staff and the public. Due to the safety risks, the lot has been blocked off to prevent any use and to eliminate the possibility of injuries.

Fire Administration sought the expertise of parking lot professionals, who assessed the damage and recommended that the damaged pavement be removed and properly replaced with concrete. Based on their experience and evaluation of the extent of the winter's damage, they confirmed that the pavement will not return to a stable, flat surface. Therefore, replacing the existing asphalt with concrete is considered the most effective long-term solution, ensuring that the parking area will not heave again in the future and preventing any ongoing safety risks.

The images below will show the extent of the damaged parking lot.



Financial Impact

Funding is required in the amount of \$17,197.44 to have the damaged parking lot removed and replaced with concrete. Administration is seeking Council's post budget approval, in the amount of \$17,197.44 to be funded 100% from the Town's Asset Management Plan Reserve.

Consultations

Kate Giurissevich, Director, Corporate Services

Jake Morassut, Director, Community 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".
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- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Fire Station 1 Parking Lot Repairs.docx
Attachments:	
Final Approval Date:	Mar 27, 2025

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

Jason Pillon, Fire Chief - Mar 27, 2025 - 2:01 PM



Jake Morassut, Director, Community Services - Mar 27, 2025 - 2:02 PM



Kate Giurissevich, Director, Corporate Services - Mar 27, 2025 - 2:07 PM



Doug Sweet, Chief Administrative Officer - Mar 27, 2025 - 2:08 PM



Report to Council

Department: Corporate Services
Division: Finance and Business Services
Date: April 7, 2025
Prepared by: Jackson Tang, Assistant Manager, Business Services
Report Number: Finance and Business Services-2025-05
Subject: Threats and Potential Impacts on US Tariffs
Number of Pages: 9

Recommendation(s)

That Finance and Business Services Report 2025-05 entitled Treats and Potential Impacts on US Tariffs prepared by Jackson Tang, Assistant Manager, Business Services dated April 07, 2025, be received, and

That Council directs Administration to prioritize the purchase of goods and services from Canadian manufacturers and suppliers whenever possible to support local businesses and Canadian economy, and

That Council directs Administration to revise the procurement threshold limits and authorizations under Section 9.00 – Procurement Methods, Table II, and Table III, of By-law No. 2129.

Purpose

To provide Council with the threats and potential impacts of the recently imposed U.S. tariffs affecting Canadian goods and adopt a procurement approach that prioritizes Canadian-made products and suppliers to support our local and national economy.

Background and Discussion

The United States has recently introduced the tariffs on all imports from Canada and Mexico including all steel and aluminum products. U.S. importers are generally responsible for paying tariffs, meaning many U.S. buyers of Canadian goods may seek lower prices to, at least partially, offset these additional costs. On the other hand, the Canadian government has responded with retaliatory tariffs on U.S. goods entering Canada. This retaliation could further disrupt supply chains and raise costs for Canadian businesses reliant on U.S. imports.

Timeline of Events.

On February 1, 2025, U.S. government has confirmed a 25% tariff on almost all Canadian goods entering the United States, except for energy products which will face a lower 10% tariff. These tariffs are originally expected to take effect on February 4, 2025, and are postponed until March 4, 2025.

On February 2, 2025, our federal government released the following full list of U.S. products proposed to be subject to 25% retaliatory import tariffs. The tariffs affect a variety of goods, including food and drink, automotive parts, clothing and footwear, cosmetics, luggage, home wares, furniture and appliances, motorcycles, drones, firearms, tobacco, lumber, paper, and more. The federal government said the second list will be made available in the coming days. It will include products such as cars, trucks, buses, steel and aluminum, aerospace products, and fruits and vegetables.

On February 11, 2025, the U.S. government announced a 25% tariff on all steel and aluminum imports, set to take effect on March 4, 2025, as well.

On March 4, 2025, Tariffs on goods from Canada, Mexico and China took effect at 12:01 a.m. A near-instant trade war broke out. Canada responded with retaliatory tariffs, vowing additional measures.

<https://www.canada.ca/en/department-finance/news/2025/03/list-of-products-from-the-united-states-subject-to-25-per-cent-tariffs-effective-march-4-2025.html>

On March 5, 2025, U.S. government ordered a one-month delay of auto tariffs after a request from the "Big 3" U.S. automakers: Ford, General Motors and Stellantis, the parent company of Jeep and Chrysler.

On March 6, 2025, U.S. government temporarily pausing tariffs on Canadian and Mexican goods compliant with the United States-Mexico-Canada Agreement, or USMCA, a free trade agreement.

On March 11, 2025, U.S. government ramped up a burgeoning trade war with Canada, saying it will double tariffs set to take effect within hours on all imported steel and aluminum products from Canada to 50% in response to Ontario's electricity surcharge and Premier's threat to shut down power exports entirely if tariffs remain. Premier later announced the Ontario government is suspending the export tax after securing a meeting with U.S. Finance Minister, scheduled for March 13, 2025.

On March 12, 2025, U.S.'s steel and aluminum tariffs go into effect at midnight. Canada hits back at the U.S. with additional counter-tariffs worth \$29.8 billion in response, which will go into effect at 12:01 a.m. Eastern on March 13, 2025.

On March 13, 2025, Effective date for the imposition of 25% Canadian tariffs on additional select U.S. products imported into Canada in response to the imposition of 25% U.S. tariffs on steel and aluminum pursuant to order-in-council United States Surtax Order (Steel and Aluminum 2025). Goods include aluminum, steel and consumer products including tools, computers and servers, display monitors, sports equipment and cast-iron products. These tariffs are in addition to those imposed on March 4, 2025.

On March 26, 2025, U.S. government announced 25% Tariff on all auto imports to the United States.

On April 2, 2025, is the expected effective date of reciprocal tariffs as announced by the U.S. government on social media.

Disclaimer

The above Timeline of Events is accurate as of March 27, 2025. Administration continues to monitor the rapidly changing situation and will continue to update Council of any further potential threats and impacts to the Town of Essex.

Potential Impacts

The imposition of these tariffs is expected to have significant negative effects for Canadian businesses. If Canadian businesses function as the importer of record, they will face higher operational costs, which can squeeze profit margins. On the other hand, if U.S. buyers act as the importer of record, higher prices could reduce demand for Canadian goods, leading to a decline in exports. All of these tariffs are predicted to weaken Canada's GDP, slow economic growth, and increase unemployment as well as initiating the following threats to the Town of Essex:

- While export tariffs may not affect the Town directly, retaliatory tariffs are expected to make our purchases more expensive moving forward.
- Tariffs will likely lead to higher prices for certain materials. The rising costs are expected to increase the overall cost of our budgeted projects (Capital Projects), particularly in construction. According to the Association of Municipalities of Ontario (AMO), the impact of US Tariffs on Ontario's municipality capital expenditure is around 2.1%. A copy of the "Tariff Impacts on Ontario municipalities" is attached to this report. The total estimated impact to the Town of Essex's approved 2025 budget and proposed year forecast to March 2027 for infrastructure is an "Increase" in expense of \$1.113 million.
- As tariffs make materials more expensive, suppliers or contractors may need to find alternative suppliers or delay sourcing materials. This could lead to longer delivery times, delays in delivery and more complicated supply chain logistics.

- Suppliers or Contractors working with fixed-price contracts may find their profit margins shrinking, especially if they have already committed to project costs without factoring in these unexpected price hikes. This can lead to insolvencies, delays and performance claims.

Current Procurement Practices

In response to these tariffs, the way our Town spends and procures goods and services has a direct impact on jobs, local industries, and the national economy. Our current Procurement Bylaw 2129, which was revised in 2022, includes the principle (Section 2.11) of promoting social value including supporting the local economy whenever making a purchase, to the extent that is legally permitted.

- In the past few years from 2022 to 2024, approximately 99 per cent of all Town purchases were from Canadian suppliers including local service providers, dealers, distributors, or agents. 100 per cent of construction projects were awarded to Canadian suppliers with more than 90 per cent from the Windsor Essex Area. However, we do not know where their materials were purchased from.
- The Town committed to supporting local and Canadian suppliers for purchase values below \$50,000. Over ten million dollars each year from 2022 to 2024 have been contributed to support the local economy through low value purchase (0 - \$10,000) and Informal Request for Quotation/Proposal (\$10,001 - \$50,000).
- Procurement Bylaw 2129 Section 9.08m - For purchase prices from \$0 to \$10,000, departments can purchase the goods and services from a local supplier/Canadian vendor without going through a competitive bidding process.
- Procurement Bylaw 2129 Section 9.02e - For purchase prices from \$10,001 to \$50,000, departments can utilize the competitive bidding process by invitation (i.e. Informal Request for Quotation/Proposal) to obtain at least three quotations/proposals from local suppliers/Canadian suppliers whenever possible.
- For purchases with the value of over \$50,000 through Request for Proposals (RFP) process, where price is not the predominant award factor, the Town has included the factor of

social and ethical responsibilities (e.g. environmental, labor, business responsiveness, etc.) as evaluation criteria to encourage the submission of the respective projects from local/Canadian suppliers, whenever possible.

Restrictions to Buy Canadian

- Municipal governments do not have the same powers as the provincial and federal levels where they can impose bans on U.S. liquor or impose drastic measures such as electricity shut down.
- Municipalities have been prevented by trade agreements, including the Canadian Free Trade Agreement (CFTA), the Canada-European Comprehensive Economic and Trade Agreement (CETA), from giving preference to buy Canadian for the purchase value of over \$133,800 or greater, particularly in the Request for Tender process of which price is the predominant award criteria.
- Figuring out if a product is Canadian is not as straight forward as we may expect. “Product of Canada” is not the same as “Made in Canada”. Under the Consumer Packaging and Labelling Act, a "Product of Canada" label means almost all with at least 98 per cent of the total direct costs of producing the item were incurred in Canada. "Made in Canada," meanwhile, means more than half of the total direct costs were incurred in Canada with at least 51 per cent but less than 98 per cent. A product might be made in Canada by a company that is owned by an international parent company, making it difficult to determine true Canadian ownership. Staff need to spend time to identify and/or to rely on the honesty of the suppliers’ declaration of ingredients and country of origin.
- Taking U.S. goods from the supply chain may not be practical. There are so many American products within Canadian’s local and distributor supply chains, drastic exclusion of American products could potentially harm local/Canadian suppliers. It could result in damage to the local/national economy if the Town ceases the purchases from the Canadian businesses who are the importers or agents of U.S. commodities.

- **Single/Sole Source Products**

Some products such as software, fire truck or fire rescue services equipment and accessories are only readily available from U.S., or very limited availability in Canada due to the unique features and safety standards which are not possible or are not easy to find alternative in Canada. The ongoing services level for information technology, rescue services and safety precautions, etc. could dramatically decline if we cease to purchase these unique products from the U.S.

Recommendations

The following are recommendations from Administration to assist the Town, the community and residents against the potential impact of Tariffs:

- Ensure commitment to supporting local and Canadian suppliers for purchase value below \$50,000, by including the social and ethical responsibilities as the evaluation criteria for Request for Proposal (RFP) process per Section 2.11 of the Procurement Bylaw 2129. Internal reminders will be circulated to staff to prioritize Buying Local and Buying Canadian.
- Revise the Town’s current procurement thresholds to support “Buying Canadian”, by increasing the threshold limit of Informal Request for Quotation/Proposal from \$50,000 to \$130,000, where “Buying Canadian” is not restricted by the applicable Trade Agreements (i.e. Canadian Free Trade Agreement (CFTA) and Canada-European Comprehensive Economic and Trade Agreement (CETA). A copy of existing CFTA and CETA Procurement Thresholds as well as Recommended Procurement Bylaw 2129 Thresholds is attached. An average value of \$1.5 million each year can potentially be contributed to support “Buying Canadian” by increasing the threshold limit to \$130,000 according to the past five-year data analysis.
- Continue to enforce the requirement of 100% Performance Bonds and 100% Labour and Materials Bonds, where applicable, which must be received prior to the commencement of any work or supply and any goods and services as per Section 24.06 of the Procurement Bylaw 2129 to ensure the timely delivery and completion of work.

- Incorporate the clause into agreements that the seller is responsible for paying all customs duties, including any applicable tariffs, whenever possible.

Financial Impact

There is no direct financial impact because of this report. However, as noted above, tariffs may lead to an increase in the cost of capital projects, the value of which is undetermined at this time.

Conclusion

- Municipal procurement is governed by obligations contained in trade agreements and legislation of provincial and federal governments which includes The Canadian Free Trade Agreement (CFTA), the Canada-European Comprehensive Economic and Trade Agreement (CETA) and the Discriminatory Business Practices Act as well.
- These trade agreements and legislation would preclude municipalities from showing local/Canadian preference. However, an exemption exists to allow a ‘discriminatory’ business practice in accordance with federal or provincial policy. If the Canadian and Ontario governments develop policies to promote Canadian, municipalities may follow.
- Overall, these tariffs create financial uncertainty for Canada. It is not clear at this point if there are more items being added to the tariffs, and no specific details have been released. Administration will ensure that Council remains informed of any challenges, trade implications, or necessary policy adjustments.

Consultations

Joseph Malandrucolo, Director, Legislative Services/Clerk

Jake Morassut, Director, Community Services

Kevin Girard, Director, Infrastructure Services

Lori Chadwick, Director, Development Services

Katelynn Giurissevich, Director, Corporate Services/Treasurer

Doug Sweet, Chief Administrative Officer

Attachments

Attachment 1 – Tariff Impacts on Ontario Municipalities

Attachment 2 – CFTA and CETA Thresholds January 1, 2024, to December 31, 2025

Attachment 3 – Recommended Procurement Bylaw 2129 Thresholds

Link to Strategic Priorities

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- 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”.
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- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Threats and Potential Impacts on US Tariffs - Finance and Business Services-2025-05.docx
Attachments:	- Tariff Impacts on Ontario municipalities.pdf - CFTA_and_CETA_Thresholds_January_1_2024_to_December_31_2025.pdf - Recommended Procurement Bylaw 2129 Thresholds.pdf
Final Approval Date:	Mar 30, 2025

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

No Signature - Task assigned to Kate Giurissevich, Director, Corporate Services was completed by delegate Ann Marie Unis

Kate Giurissevich, Director, Corporate Services - Mar 30, 2025 - 9:57 AM



Doug Sweet, Chief Administrative Officer - Mar 30, 2025 - 10:07 AM

Subject:

FW: Updates & Survey for Information: Tariff Impacts on Municipal Procurement



Good Morning,

I am emailing with an update around AMO's work on tariffs and trade, including work to:

1. Estimate tariff impacts on municipal capital projects
2. Better understand the value and reliance on US/non-Canadian markets of non-construction municipal procurement
3. Make the case for municipal stimulus funding

1. Estimating Tariff Impacts on Municipal Capital Projects

First, we owe a big thank you to everyone who quickly contributed to our last request for data. As a result, our economists were able to produce the attached estimate of the impacts of tariffs on Ontario municipalities, which has been shared with the Premier and various senior public servants in all relevant ministries. It has also been shared with municipal elected officials as part of an AMO Policy Update last week and is posted on the AMO website.

The AMO Executive Board approved the necessary resources to proceed with both a more detailed analysis of the impact of tariffs on municipal capital projects as well as the creation of a model to be distributed to all member municipalities to support understanding potential impacts at a project level. We hope to provide an opportunity in late March/early April for any interested CAOs and Treasurers to participate in a call with the consultants to better understand the project, ask questions and provide any insights or commentary.

We are targeting the end of April for finalization of the more detailed report and mid-May for the availability of the model.

2. Municipal Non-Construction Procurement

We are attaching a short survey to support anticipated discussion with the provincial government regarding procurement policy and supply chains. To date, we have not had the opportunity for any official discussions with the province on procurement given the transition period. We would anticipate, however, the ability to begin discussions in the coming weeks regarding:

- Any anticipated changes to procurement legislation or policies that could impact municipalities
- Guidance or exchange of ideas with respect to key policy questions
- Potential for closer collaboration regarding longer-term diversification of supply chains

We would ask that you make best efforts to submit responses to the survey to Spencer Sandor at ssandor@amo.on.ca by **Wednesday, March 19** to enable readiness to engage in discussions as soon as a new Cabinet is sworn in. We will share survey results once they have been finalized.

3. The Case for Municipal Stimulus Funding

AMO is also working to develop proposals for stimulus dollars for submission to the provincial and federal governments in advance of anticipated budgets. These proposals would include:

- Investments to both offset the cost escalations of tariffs and enable municipalities to accelerate planned repair/renewal and growth-related projects across the spectrum of municipal assets. AMO anticipates that modelling work to understand the macro impacts of a tariff-induced economic downturn on the municipal sector and the potential impacts of the proposed stimulus will be available in early April and will be shared with the sector.
- Investments to support community and supportive housing, including both repair/renewal projects and the creation of new units. The request will include an ask for corresponding operating funding. Municipalities who are one of the 47 service managers a survey request on new social housing capital investments last week with a deadline of **Wednesday, March 12**.

We realize the challenges that come with multiple requests for data with quick turnaround times, particularly over the March break period. The data insights and advice that we have received from municipal staff across the province has been incredibly impressive, as it highlights a depth of and commitment to knowledge of the sector.

Thank you again for your support, and please don't hesitate to reach out with any questions.



Lindsay Jones (she/her)
Director of Policy and Government Relations
Association of Municipalities of Ontario

*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

Page 62 of 287

Page 62 of 287

155 University Ave Suite 500 | Toronto, ON M5H 1B7

TARIFF IMPACTS ON ONTARIO MUNICIPALITIES

Association of Municipalities of Ontario

28/02/2025



Disclaimer

28/02/2025

All data shown in tables and charts are Oxford Economics' own data, except where otherwise stated and cited in footnotes, and are copyright © Oxford Economics.

The modelling and results presented here are based on information provided by third parties, upon which Oxford Economics has relied in producing its report and forecasts in good faith. Any subsequent revision or update of those data will affect the assessments and projections shown.

To discuss the report further please contact:

Kristian Kolding: kkolding@oxfordeconomics.com

Oxford Economics Australia

Level 6, 95 Pitt Street, Sydney, 2000, NSW

Tariff Impacts

Ontario's Reliance on US Construction Related Imports

Ontario's construction sector relies on the US to supply approximately 25% of its material and fuel inputs as of 2023. This equated to \$9.5 billion worth of materials and fuel imported from the US, which helped supply the \$38.4 billion worth of relevant construction inputs demanded by the sector.

Key construction inputs which rely significantly on US imports are higher end manufactured goods such as construction machinery, electrical equipment and diesel fuel. Bulk construction material needs (e.g. concrete and bitumen) have a minor reliance on US imports. It's estimated that 20% of Ontario's steel for construction (structural and rebar) comes from the US.

In terms of total dollars spent, electrical equipment, steel and diesel pose the greatest risk to Ontario municipality capital expenditure (CAPEX) programs given both their heavy reliance on US imports and that they making up a notable share of total construction costs. Of the least concern to CAPEX programs are concrete, quarry material and bitumen as Ontario has a minor reliance on US imports to meet local demand given that they are likely more economical to source locally due to higher transport costs.

Impact of US Tariffs on Municipality Capital Expenditure

Tariffs on US imports is estimated to increase Ontario's municipality projected CAPEX program by around **2.1%**, or around \$1.04 billion over the next two years (with a CAPEX projection of \$49.7 billion to March 2027, excluding social housing).

Ontario's municipality CAPEX program contains four distinct asset types – non-residential building, transportation and environmental services (civil infrastructure) and vehicles .These asset types accounted for around 21%, 45%, 32% and 2.7% of projected CAPEX respectively. This current analysis suggests tariffs on US imports will have a relatively similar impact on each infrastructure assets/function in total cost terms (average \$300 million each). Per dollar spent on CAPEX, tariff impacts on non-residential building construction is expected to be relatively more acute than transport infrastructure (2.5% vs 1.5%) owing to its higher content of manufactured components imported from the US (e.g electrical equipment). This is relative to the higher reliance on locally sourced bulk inputs such as bitumen and concrete for transport infrastructure. For vehicle acquisitions, Canadas reliance on US to meet half of its supply needs means tariffs will have a notable impact on vehicle costs, with an estimated 10.5% impact on CAPEX, or \$141 million.

Generalised equation for calculating tariff impact on CAPEX

CAPEX	→	Materials (i.e. non-labour)	→	US Imports	→	Import Price	→	Tariff	=	Impact on CAPEX
(100%)	x	(40%)	x	(~25%)	x	(~60-80% of retail price)	x	(10, 25, 50%)	=	(~2.1%)

Material and fuel demand from Ontario's construction sector, and reliance on US imports

Input	2023 Total Demand (\$M)	2023 US Imports (\$M)	Demand met by US Imports
Steel	17,752	3,550	20%
Concrete	6,701	72	1%
Diesel	6,698	3,038	45%
Electrical Equipment	3,435	1,882	55%
Plant & Machinery	1,708	609	36%
Bitumen	1,015	59	6%
PVC Pipes	807	242	30%
Quarry Products	277	48	17%
Total	38,393	9,499	25%

Ontario's municipality projected CAPEX by asset/ function, and impact of 2025 US tariff schedule

Asset/ Function	Projected CAPEX (\$M), to March 2027	Estimated Tariff Impact	
		% CAPEX	\$M
Non Residential Buildings	10,252	2.5%	258
Transportation	22,281	1.5%	324
Environmental Services	15,801	2.0%	316
Vehicles	1,341	10.5%	141
Total	49,676	2.1%	1,038

Methodology and Assumptions

Methodology

The methodology for this analysis is comprised of four steps:

1. Estimating Ontario's demand for key construction materials. This was achieved by applying the material demands known for broad asset types (residential, non-residential, transport, utilities, other engineering) to Ontario's construction investment profile^{1,2}.
2. Calculating the proportion of Ontario's construction material and vehicle demand which is met by US imports (i.e. US imports / total demand = share of demand met by US imports).
3. Applying this proportion to Ontario's municipality CAPEX program, by asset/ function (transport, environmental services, non-residential building, vehicles) and to calculate the municipalities' demand for materials, fuel and vehicles demand which is met by US imports. Note – social housing was excluded from this analysis and will be considered in a separate study.
4. Apply tariffs to the estimated value of municipalities' US imports. Tariffs are equal to those the US has announced it will impose on Canadian imports (see assumptions on page 5).

This analysis was based on the selection of key construction materials which represent the bulk of the material needs of building and engineering infrastructure projects. However, the list of construction materials included in the analysis is not exhaustive, and further investigation is required to enable a more accurate depiction of Ontario's reliance on US construction imports.

The selection of construction inputs for this analysis was based on two criteria:

- Those used exclusively in the construction of infrastructure.
- Final goods (or near final goods). These are construction materials which do not require significant further processing.

Material excluded from this analysis:

- Intermediate goods. These are materials or commodities which require further processing before being used in construction (e.g. hot rolled coil steel, which can be further processed into various construction, industrial and consumer products).
- Materials which are used across two or more industries (e.g. glass and electrical wire, which is used in both construction and consumer goods).

Furthermore, the analysis also has taken 2023 as the reference point for imports and does not include any potential temporal trends in Ontario's reliance on US imports, or the capacity of domestic industry to supply Ontario's future construction demands.

Given the above material selection criteria, it is expected that this high-level analysis underestimates the actual value of Ontario municipalities' US imported construction materials and therefore underestimates the impact of tariffs on municipality CAPEX.

Further investigation will enable the inclusion of materials currently excluded from this initial analysis, and the assessment of any potential trends in Ontario's reliance on US imports over time.

¹Statistics Canada. Table 34-10-0163-01 Flows and stocks of fixed non-residential and residential capital, by sector and asset, provincial and territorial (x 1,000,000)

²Statistics Canada. Table 34-10-0286-01 Investment in building construction

Methodology and Assumptions

Assumptions and Data Source

Variable	Assumption/ Source
Imports and Tariff	
Canadian retaliation to US tariffs	Canada applies 1 for 1 tariffs on imports from the US
Tariff (materials and vehicles)	25% ³
Tariff (steel)	50% (25% + 25%) ^{3,4}
Tariff (fuel)	10% ³
Percentage of tariff paid by consumer	100%
Import price (tariff applies) as a percentage of retail price (paid by municipalities)	
-vehicles, machinery, equipment	80%
-materials and diesel	60%
Trade data, Harmonized System (HS) codes ⁵	steel (7213, 7214, 7216), concrete (2523), diesel (2710), bitumen (7213), electrical equipment (8504), plant and machinery (8705), quarry material (2517), PVC pipe (391723)
Ontario Municipality CAPEX	
Breakdown of CAPEX by function/asset	Ontario Financial Information Return (FIR), average shares over 2018-2022
-non-residential	21%
-transport	45%
-environmental services	32%
-vehicles	2.7%
Projected CAPEX (\$49.7 billion, March 2025 to March 2027)	a) Survey of municipalities b) 90% of municipalities reported (as a proportion of their population to Ontario's) c) Extrapolation of remaining 10% using population -CAPEX per capita from reporting municipalities * population of municipalities that did not report

³<https://www.whitehouse.gov/fact-sheets/2025/02/fact-sheet-president-donald-j-trump-imposes-tariffs-on-imports-from-canada-mexico-and-china/>

⁴<https://www.whitehouse.gov/fact-sheets/2025/02/fact-sheet-president-donald-j-trump-restores-section-232-tariffs/#:~:text=President%20Trump%20is%20reinstating%20the,on%20aluminum%20imports%20to%2025%25.>

⁵Statistics Canada. Unpublished data. Accessed via Trade Data Monitor

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THRESHOLDS

CANADIAN FREE TRADE AGREEMENT (CFTA) AND CANADA-EUROPEAN UNION COMPREHENSIVE AND ECONOMIC TRADE AGREEMENT (CETA)

(January 1, 2024 – December 31, 2025)

	Procurement Type	Ministries and most Provincial Agencies (Central Gov Entities) (CDN\$)	Provincial Agencies of a commercial or industrial nature * (CDN\$)	Municipalities, school boards, publicly funded academic, health and social services entities (CDN\$) (Sub-Central Gov Entities)
CFTA	Goods	\$33,400	\$668,800	\$133,800
	Services	\$133,800	\$668,800	\$133,800
	Construction	\$133,800	\$6,685,000	\$334,400
CETA	Goods	\$229,600	\$627,200 Section A, \$706,700 Section B	\$353,300
	Services	\$229,600	\$627,200 Section A, \$706,700 Section B	\$353,300
	Construction	\$8,800,000	\$8,800,000	\$8,800,000

*Such as the Liquor Control Board of Ontario, the Ontario Lottery and Gaming Corporation, and the Workplace Safety and Insurance Board

Notes:

CFTA and CETA thresholds are adjusted every two years, at the start of the year. They will be revised next on January 1, 2026.

Please note that the column headings in the above chart have been summarized for ease of reference. For full description and thresholds see below:

[Click here to access Internal Trade Secretariat's - CFTA Threshold Information](#)

[Click here to access Government of Canada - Global Affairs Canada - CETA and other International Threshold Information](#)

The monetary thresholds in CETA for covered public sector organizations whose core activities are listed in CETA, Annex 19-3 – Other Entities, Section B (for example, distribution of drinking water, treatment of wastewater, and transport or distribution of gas and heat) are \$706,700 for goods and services, and \$8,800,000 for construction.

Recommended Procurement Bylaw 2129 Thresholds

Procurement Process	Town of Essex (Existing)	Revised Procurement Thresholds
No Formal Quotes Required	0 - \$10,000	0 - \$10,000
Informal Request for Quote (IRFQ) / Informal Request for Proposal (IRFP)	\$10,001 - \$50,000	\$10,001 - \$130,000 Informal Request for Quote (IRFQ) / Informal Request for Proposal (IRFP) (i.e. Competitive Bidding Process by Invitation – At least Three Quotes / Proposals)
Formal Request for Quote (RFQ) / Formal Request for Proposal (RFP)	\$50,001 - \$120,000	
Formal Request for Tender (RFT) / Formal Request for Proposal (RFP)	Above \$120,000	Above \$130,000

Prepared by: Jackson Tang, Assistant Manager, Business Services

Reviewed by: Katelynn Giurissevich, Director, Corporate Services

Reviewed by: Doug Sweet, Chief Administrative Officer

Table II (Revised)
Procurement Methods
Procurement and Disposal of Goods and Services Policy

Procurement Method	Request for Proposal (RFP)	Request for Tender (RFT)	Informal Request for Quotation/Proposal	Informal, Low Value Procurement	Sole/Single Source Procurement
Definition	Process where a need is identified, but the method by which it will be achieved is unknown or flexible at the outset. The RFP process allows vendors to propose solutions or methods to arrive at a desired result and is for contracts where price is not the predominant award criteria.	A formal bid solicitation process for obtaining competitive bids for the purchase of goods and services that with adequately defined requirements for which a clear or single solution exists and for which the anticipated total acquisition cost of the purchase is expected to exceed \$130,000.	Competitive bidding process by Invitation (at least three bidders/proponents). Same as a Request for Tender except it is used where the anticipated total acquisition cost of the purchase is not expected to exceed \$130,000.	Process for obtaining competitive pricing for goods and services by telephone, fax, in writing, or by any other method of communication. \$0 to \$10,000	Process for obtaining goods and services without seeking competitive pricing. Refer to Section 9.08 of the Procurement and Disposal of Goods and Services Policy for full details of when this process may be used.
Method of Advertising	Town of Essex website and/or any other electronic tendering service (example: MERX) that will provide a competitive proposal process.	Town of Essex website and any other electronic tendering service (example: MERX) that will provide a competitive bid process.	Town of Essex website and/or invitation to bidders to submit bids.	No advertising required.	No advertising required.
Goals	An objective, fair, open, transparent and accountable and efficient process. Proposals generally selected on the basis of the highest score where the proposal meets the requirements specified in the competition based on qualitative, technical and pricing considerations.	An objective, fair, open, transparent and accountable and efficient process. Tenders are generally accepted on the basis of the lowest total acquisition cost that meets all of the requirements specified in the competition.	To obtain competitive pricing and support local and national economy, to the extent that is legally permitted. Bidders are generally accepted on the basis of the lowest total acquisition cost that meets all of the requirements specified in the competition.	To obtain competitive pricing in an expeditious and cost-effective manner.	To allow for procurement in an efficient and timely manner.

Prepared by: Jackson Tang, Assistant Manager, Business Services
Reviewed by: Katelynn Giurissevich, Director, Corporate Services
Reviewed by: Doug Sweet, Chief Administrative Officer

Table III (Revised)
Use of Procurement Methods
Procurement and Disposal of Goods and Services Policy

Estimated Value of Goods or Services	Method of Procurement	Procurement Documentation Required	Authorization Required
\$0 to \$10,000	Informal Low Value Procurement Comparative pricing may be obtained at the discretion of the purchaser; the requirement for comparative pricing at purchasing values less than \$10,000 may be required on a departmental basis at the discretion of the Department Head.	None	Employee designated by a Department Head. Department Heads have the option to reduce maximum purchasing dollar levels requiring approval by the Department Head at their discretion.
\$10,001 to \$130,000	Competitive Bidding Process by Invitation. At least three written comparative quotes/proposals are required. (i.e. Informal Request for Quotation or Informal Request for Proposal.	Purchase Order Written quotes shall be attached.	Department Head and Treasurer or CAO
Purchases where requirements can be definitively specified or defined			
Greater than \$130,000	Request for Tender or Request for Proposal	Purchase Order and Contract, if applicable	Goods and Services: >\$130,000 Construction: >\$330,000 Council based on recommendations provided by the Department Head in a Report to the Council, to which the Treasurer or CAO concur.
Purchases which meet the criteria for Sole/Single Source Procurement			
\$10,001 to \$130,000	Non-competitive procurement	Purchase Order and Contract, if applicable	Department Head and Treasurer or CAO
Greater than \$130,000	Non-competitive procurement	Purchase Order and Contract, if applicable	Council based on recommendations provided by the Department Head in a Report to the Council, to which the Treasurer or CAO concur.

Prepared by: Jackson Tang, Assistant Manager, Business Services
Reviewed by: Katelynn Giurissevich, Director, Corporate Services
Reviewed by: Doug Sweet, Chief Administrative Officer



Report to Council

Department: Development Services
Division: Economic Development
Date: April 7, 2025
Prepared by: RaeAnn Schroeder, Analyst, Economic Development and Business Relations
Report Number: Economic Development-2025-03
Subject: Corporate Grant Funding Update
Number of Pages: 8

Recommendation(s)

That Economic Development-2025-03 entitled “Corporate Grant Funding Update” prepared by RaeAnn Schroeder, Analyst, Economic Development and Business Relations, dated April 7, 2025, be received.

Purpose

To provide Council with a quarterly update of grant funding applications submitted to support various strategic initiatives and projects in the Town of Essex.

Background and Discussion

The Town of Essex has implemented strategic measures to improve its ability to secure external funding opportunities as identified in the Town of Essex Strategic Action Plan 2023-2027. Through the Rural Economic Development (RED) program, the Town has acquired GrantMatch,

a specialized grant tracking software that streamlines the identification, tracking, and management of funding opportunities, for two (2) years ending in September 2026.

GrantMatch plays a vital role in enhancing administrative efficiency, ensuring funding opportunities for economic development and corporate-wide projects are effectively identified and monitored. Grant applications often undergo a lengthy review process, ranging from eight (8) weeks to one (1) year depending on the funding organization. GrantMatch has assisted Administration in efficiently tracking the application progress, deadlines, compliance requirements, reporting, and contribution documentation. This capacity enhances the Town's ability to manage multiple applications simultaneously while ensuring accurate recordkeeping of each application.

In addition, the RED program has enabled the Town to allocate a dedicated staff member to support and assist various departments in preparing and submitting grant applications for Town projects and initiatives. This dedicated role strengthens the Town's ability to pursue funding opportunities that align with strategic priorities, driving economic growth within the community, and alleviating municipal capacity issues in pursuing external funding.

To secure additional funding opportunities for the Town, Administration continues to actively collaborate with local non-profit organizations on grant applications. These partnerships strengthen funding proposals for the Town, increasing the likelihood of successful outcomes.

Administration remains committed to pursuing external funding opportunities to support municipal projects and initiatives, thereby reducing the reliance on the municipal tax base.

Grant Applications Overview

The following table highlights grant applications in GrantMatch between Q3 2024 through Q1 2025, listed by value, highest to lowest.

Funding Organization	Grant Project	Grant Amount	Submission Date	Status
Community Sport and Recreation Infrastructure Fund	Construct a new outdoor multi-use sports complex (Essex Centre Sport Fields), providing the opportunity for sport and recreational activities in the Town of Essex	\$7,500,000.00	October 23, 2024	Pending Decision
Active Transportation Fund: Capital Project Stream	Stormwater trunk sewer upgrades on Maidstone Avenue from Bell Avenue to Allen Avenue, watermain replacement and improvements through the Maidstone-Talbot intersection, Maidstone-Talbot intersection improvements, and a 1.5-km multiuse trail from Talbot Street to South Talbot Street	\$2,953,578.00	February 26, 2025	Pending Decision
Short Term Rental Enforcement Fund	Improve STR regulation by enhancing compliance and enforcing targeted interventions to ensure long-	\$444,285.00	January 24, 2025	Declined

	term housing availability and affordability			
Intact: Municipal Climate Resiliency Grant Program	Implement a proactive residential property inspection program focusing on assessing flood resiliency and mitigation	\$200,000.00	January 29, 2025	Pending Decision
AVIVA Charged for Change Electric Vehicle Infrastructure Program	Install 2 dual electric vehicle charging stations at Heritage Gardens and 2 dual electric vehicle charging stations at Harrow and Colchester South Community Centre to promote sustainable transportation	\$109,696.69	February 19, 2025	Pending Decision
FCM Climate Adaptation Implementation Projects: Adaptation in Action	Install an air conditioning unit and generator on the second floor of the Harrow and Colchester South Community Centre	\$97,300.00	October 10, 2024	Approved
Ontario Trillium Foundation:	In collaboration with the Essex Rotary Club, funding will provide necessary equipment for the soccer	\$81,000.00	March 5, 2025	Pending Decision

Capital Project Stream	fields at the new Essex Sports Park			
Rural Economic Development (RED) Program	Acquire an additional Economic Development staff member, retain a consultant to explore the feasibility of a Community Improvement Plan, and purchase grant tracking software to support local businesses and Town initiatives	\$65,230.00	February 20, 2024	Approved
Experience Ontario	Essex FunFest 2025: Production costs of performers and entertainers, and rental costs of festival stages and equipment	\$55,000.00	December 18, 2024	Pending Decision
Nuclear Emergency Management Program	Properly equip the primary and secondary Emergency Operation Centres (EOCs) with essential supplies and resources for effective EOC operations	\$50,000.00	December 6, 2024	Approved
Rural Transit Solutions Fund	Complete a Rural Transit Feasibility Study to identify	\$50,000.00	March 4, 2024	Approved

	transit solutions for the Town of Essex			
Canada Summer Jobs	11 summer job positions to support various Town departments on their initiatives, projects, and strategic objectives	\$49,364.00	November 27, 2024	Approved
Enbridge Fueling Futures Program	Tree nursery at the Harrow Soccer Complex to enhance green space and support environmental initiatives	\$30,000.00	March 5, 2025	Pending Decision
Seniors Community Grant Program	8-Month ZEALL (Zoomers Essex Active Lunch and Learn) Senior Program offering diverse monthly activities and educational resources for seniors across all four Town communities	\$24,998.61	January 16, 2025	Pending Decision
Fire Protection Grant	Acquire personal protective equipment to protect Essex firefighters from hazardous exposures	\$24,691.35	July 23, 2024	Approved

Hydro One Energizing Life Community Fund	Acquire 3 battery-powered positive pressure ventilation fans and 6 battery packs to enhance firefighter safety, improve response efforts, and protect residents more effectively	\$24,553.77	March 14, 2025	Pending Decision
Trees Canada: Treemendous Communities	Plant 75 trees at the Harrow Soccer Complex to enhance green spaces, improve air quality, and support local biodiversity	\$10,000.00	December 6, 2024	Declined
Veterans Affairs Canada: Community Engagement Funding	Acquire banner arms for streetlights in Essex Centre to support the Salute Our Vets Banner Program	\$5,000.00	April 1, 2025	Pending Decision
TD Friends of the Environment Foundation Grant	Develop a naturalized butterfly and pollinator garden between South Talbot Road and Highway 3	\$1,591.99	January 8, 2025	Pending Decision

In summary:

- \$286,585.35 in approved grants

- \$10,985,416.06 in pending grants

The following table highlights applications that are upcoming and have been identified in GrantMatch. Please note that the following table is not exhaustive, as new grant and funding opportunities arise regularly. Administration remains committed to monitoring and assessing emerging funding opportunities to ensure that the Town remains well-positioned to secure financial support for key projects and initiatives.

Funding Organization	Grant Project	Grant Amount	Status
Municipal Housing Infrastructure Program - Health and Safety Water Stream	Pump station upgrades at the Harrow lagoons	The province would fund up to 73% (maximum \$30 million) of eligible costs, with the applicant covering at least 27%	Applications are currently deferred
Green Municipal Fund and FCM: Climate-Ready Plans and Processes	Develop, update, and implement climate plans, assessments, and policies related to Municipal Climate Adaptation Plan.	Funding for up to 70% of eligible costs, with a maximum of \$140,000 in funding	Applications will open in Spring/Summer 2025

Ontario Trillium Foundation: Seed Grant Stream	In collaboration with a local organization, funding will support organizational planning, pilot a new program, and enhance the capacity to deliver programs and services that build a healthier community	Funding for up to \$100,000	Applications will open July 23, 2025
FCC AgriSpirit Fund	Acquire a new accessibility lift at the Essex Recreation Complex lap pool	\$25,000	Applications are closed and will re-open June 25, 2025
FCC Community Funding	Project currently undefined	\$10,000	Applications are accepted on an on-going basis

Financial Impact

There is no financial impact as a result of this report. Where financial impacts occur, Council receives information in the form of prior/future reports and/or during prior/future budget deliberations. Additionally, any grant funding received can be utilized to assist in alleviating further pressure on the municipal tax base.

Consultations

Nelson Silveira, Manager, Economic Development

Kate Giurissevich, Director, Corporate 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:	Corporate Grant Funding Update - Economic Development-2025-03.docx
Attachments:	
Final Approval Date:	Mar 30, 2025

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 long horizontal stroke extending to the right.

Doug Sweet, Chief Administrative Officer - Mar 30, 2025 - 9:34 AM



Report to Council

Department: Development Services

Division: Planning

Date: April 7, 2025

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

Report Number: Planning-2025-08

Subject: Heritage Designation for 18 Gordon Avenue (the Carnegie Library Building) and 87 Station Street (the Essex Railway Station)

Number of Pages: 3 including attachments

Recommendation(s)

That Planning Report Planning-2025-08 entitled Heritage Designation for 18 Gordon Avenue (the Carnegie Library Building) and 87 Station Street (the Essex Railway Station) and prepared by Rita Jabbour, RPP, Manager, Planning Services dated April 7, 2025 be received, and

That the following By-Laws, being By-Laws to designate certain properties within the Town of Essex under Part IV of the Ontario Heritage Act as properties of cultural heritage value or interest, be read a first, second and third time and finally passed on April 7, 2025:

1. **By-Law Number 2431**, being a By-Law to designate the property municipally known as 87 Station Street, Essex Centre (Essex Railway Station).
2. **By-Law Number 2432**, being a By-Law to designate the property municipally known as 18 Gordon Avenue, Essex Centre (Essex Carnegie Library).

Purpose

A By-Law approved by Council is required to designate a property under Part IV of the Ontario Heritage Act as being a property with cultural heritage value or interest.

Background and Discussion

On February 18, 2025, Council directed administration through resolution **R25-02-064** to issue a Notice of Intention to Designate the properties located at 18 Gordon Avenue and 87 Station Street within the Town of Essex, as they were found to be of significant cultural heritage value or interest. A description of the properties and their cultural heritage value or interest is described in Planning report Planning-2025-02 and accompanying presentation **attached to this report**.

Publication of the Notice was completed in accordance with the process set out in subsection 29 (3) of the Ontario Heritage Act. Accordingly, individual notices were served on the Owner of the properties (the Town of Essex) and the Ontario Heritage Trust (OHT). Notice was also published in the Harrow News and Essex Free Press (newspapers having general circulation in the Municipality) and on the Town of Essex website.

No objections to the designation were served on the Clerk because of the Notice.

Next Steps

Following adoption of By-Law 2431 and By-Law 2432, notice will be served on the Owner and the OHT and will be published in the local newspapers. The designation By-Laws may be appealed to the Ontario Land Tribunal (OLT) within thirty (30) days of receiving notice. Pending receipt of no appeals, the By-laws will be registered against title of the property at the Land Registry Office at no cost to the property owner.

Financial Impact

There are costs associated with serving and publishing notice on the Owners and in the local newspapers, and for registering the By-Laws at the land registry office. Costs have been considered in the 2025 budget and will be recouped through the Heritage Committee Operating Budget.

Consultations

Joseph A. Malandrucolo, Director, Legal and Legislative Services

Essex Municipal Heritage Committee (EMHC)

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:	Heritage Designation for Essex Train Station and Carnegie Library - Planning-2025-08.docx
Attachments:	<ul style="list-style-type: none">- Notice of Intention to Designate 18 Gordon Avenue and 87 Station Street - Planning-2025-02.pdf- Heritage Designation Recommendations February 18 2025.pdf- By-Law Number 2431 (87 Station Street).pdf- By-Law Number 2432 (18 Gordon Avenue).pdf
Final Approval Date:	Apr 1, 2025

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



Lori Chadwick, Director, Development Services - Apr 1, 2025 - 9:09 AM



Doug Sweet, Chief Administrative Officer - Apr 1, 2025 - 9:31 AM



Report to Council

Department: Development Services

Division: Planning

Date: February 18, 2025

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

Report Number: Planning-2025-02

Subject: Request for Notice of Intention to Designate 18 Gordon Avenue (the Carnegie Library Building) and 87 Station Street (the Essex Railway Station)

Number of Pages: 3 including attachments

Recommendation(s)

That Planning report Planning-2025-02 entitled Request for Notice of Intention to Designate 18 Gordon Avenue (the Carnegie Library Building) and 87 Station Street (the Essex Railway Station) prepared by Rita Jabbour, RPP, Manager, Planning Services dated February 18, 2025 be received, and

That Council authorize the 'Notice of Intention to Designate' for 18 Gordon Avenue and 87 Station Street in accordance with Section 29 of the Ontario Heritage Act.

Purpose

Council is required to cause a Notice of Intention to Designate if it intends to designate a property within the Municipality to be of cultural heritage value or interest when the property meets the prescribed criteria.

Background and Discussion

As a result of an amalgamation order made under the Municipal Act and issued in 1997 by the Ministry of Municipal Affairs and Housing, every by-law or resolution of the former Town of Essex, Town of Harrow, Township of Colchester North and Township of Colchester South-with exceptions for by-laws passed under certain sections of the *Planning Act*, *Municipal Act*, *Development Charges Act*, *Drainage Act*, *Highway Traffic Act*- were repealed after **December 31, 2003** unless they were amended prior to this date.

87 Station Street (the Essex Railway Station Building) and 18 Gordon Avenue (the Carnegie Library building) were designated by Municipal By-Law under the Ontario Heritage Act in 1977 and 1998, respectively, as properties with architectural and/or historical value or interest. The designation By-laws were not amended prior to the repeal date in the amalgamation order and new designation By-laws were not passed for the subject properties since that time. Therefore, the By-laws designating 87 Station Street and 18 Gordon Avenue were automatically repealed on December 31, 2003, and are therefore, no longer in effect.

Reference to 87 Station Street and 18 Gordon Avenue is still included on the Town of Essex Heritage Register. To redesignate the lands and buildings, Council must:

- Determine whether the land and buildings meet at minimum, two (2) of the prescribed criteria under Ontario Regulation 9/06. A copy of the regulation is attached to this Report. **The cultural heritage value or interest for each property is detailed in the attached presentation.**
- Cause a Notice of Intention to Designate on the Owner of the properties (the Town of Essex) and the Ontario Heritage Trust and published in a newspaper having general circulation in the Municipality.
- Pass a By-Law to designate the properties following observation of a thirty (30) objection period. The By-law must be passed within 120 days following the date of publication of the Notice of Intention to Designate.

Consultation with Heritage Committee

The Essex Municipal Heritage Committee (EMHC) met on Thursday January 30, 2025 to review the cultural heritage value and interest of each property and has determined through resolution that both 18 Gordon Avenue and 87 Station Street should be recommended to Council for designation (before giving notice of its intention to designate, under the Ontario Heritage Act, the Council is required to consult with its Heritage Committee).

Financial Impact

There are costs associated with serving and publishing notice on the Owner and in the local newspapers and for registering a Designation By-law at the Land Registry Office. Costs will be recouped through the Planning and Zoning and Heritage Committee Operating Budget.

Consultations

Essex Municipal Heritage Committee (EMHC)

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:	Notice of Intention to Designate 18 Gordon Avenue and 87 Station Street - Planning-2025-02.docx
Attachments:	- OREG 9-06.pdf - 87 Station Street Heritage Statement.pdf - 18 Gordon Ave Heritage Statement.pdf - Heritage Designation Recommendations February 18 2025.pdf
Final Approval Date:	Feb 11, 2025

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



Lori Chadwick, Director, Development Services - Feb 11, 2025 - 10:43 AM

No Signature - Task assigned to Doug Sweet, Chief Administrative Officer was completed by delegate Lori Chadwick, Director, Development Services

Doug Sweet, Chief Administrative Officer - Feb 11, 2025 - 11:48 AM



Heritage Designation Recommendations

Development Services Department

February 18, 2025

Recommended for Designation

Address	Design/Physical	Historical/Associative	Contextual
87 Station Street (Essex Railway Station)	The property has design value or physical value because it displays a high degree of craftsmanship due to its unique construction out of stone. It was the only station made out of stone on the Canadian Southern Railway.	The property has historical value because it has direct associations with the railway and helped to establish Essex as an important transportation hub in Essex County, It is also connected to the 1907 Essex Rail Explosion, which destroyed several buildings within the community.	The property has contextual value because it is a landmark, and it serves as a defining feature in the community of Essex Centre due to its location along the former rail line



Recommended for Designation

Address	Design/Physical	Historical/Associative	Contextual
18 Gordon Avenue (Carnegie Building)	The property has design and physical value because it is an example of an early 20th century public library built in the beaux arts architectural style by Andrew Carnegie	<p>The property has historical and associative value because it has direct associations with the Essex Public Library and helped improve the town's literacy rate.</p> <p>It also has historical value because it demonstrates the work of prominent Windsor architect J. C. Pennington, who designed many buildings in Windsor and Essex County.</p>	



Discussion & Questions

The Corporation of the Town of Essex

By-Law Number 2431

Being a By-Law to designate the Essex Railway Station
located at 87 Station Street in Essex,
more particularly described as PLAN 176 PT LT 90 PT LT 283,
as being of cultural heritage value or interest
under the provisions of the Ontario Heritage Act,
R.S.O. 1990, c.O.18.

WHEREAS Section 29 of the Ontario Heritage Act, R.S.O., Chapter O.18, authorizes the Council of a municipality to enact By-Laws to designate real property within the municipality, including all buildings and structures thereof, to be of cultural heritage value or interest;

AND WHEREAS the Council of the Corporation of the Town of Essex deems it desirable to designate the Essex Railway Station located at 87 Station Street in Essex, more particularly described as PLAN 176 PT LT 90 PT LT 283, as being of cultural heritage value and interest;

AND WHEREAS Notice of Intention to Designate 87 Station Street has been served on the owner of the property and on the Ontario Heritage Trust and such notice was published in the Essex Free Press and Harrow News, newspapers having general circulation in the municipality;

AND WHEREAS the reasons for designation are set out in Schedule 'B' attached to and forming part of this By-Law;

AND WHEREAS no notice of objection to the proposed designation has been served on the Clerk of the Municipality.

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

1. **That** the real property located at 87 Station Street, Essex, more particularly described as PLAN 176 PT LT 90 PT LT 283, is hereby designated as being of cultural heritage value and interest.
2. **That** the Clerk is hereby authorized and instructed to register a copy of this By-Law against the property described in Schedule 'A', attached hereto, in the local Land Registry Office.
3. **That** the Clerk/or his/her designate, is hereby authorized to cause a copy of the By-Law to be served on the owner of the aforesaid property and on the Ontario Heritage Trust and to cause Notice of this By-law to be published in the Essex Free Press and in the Harrow News.
4. **That** the effective date of this By-Law shall be the date of final passage thereof.

Read a first, a second and a third time and finally passed on April 7, 2025.

Mayor

Clerk

SCHEDULE 'A' TO BY-LAW 2431

**Essex Railway Station
87 Station Street, Essex, Ontario**

Legal Description

PLAN 176 PT LT 90 PT LT 283

SCHEDULE 'B' TO BY-LAW 2431

Reasons for Designation Under the Ontario Heritage Act, R.S.O. 1990, Chapter O.18

Essex Railway Station

General Description of Property

87 Station Street North is located on the southern side of Station Street within Essex Centre. It is comprised of the former Essex Railway Station: a large fieldstone building that was built in 1887, replacing the original wooden station with the stone structure.

Description of Property that has Cultural Heritage Value or Interest

The area of the property that demonstrates cultural heritage value or interest is the area that encompasses the entirety of the Essex Railway Station.

Statement of Cultural Heritage Value or Interest

Design/Physical Value

The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.

87 Station Street retains significant design or physical value because it displays a high degree of craftsmanship. The building was constructed in 1887 to replace an earlier structure by the Michigan Central Railway and was the only station along the Canadian Southern Railway to be constructed from stone. It has also survived two explosions since its construction and has been restored to its original condition.

Historical/Associative Value

The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.

87 Station Street retains significant historical or associative value because it has direct associations with an organization and institution that is significant to the community. The Essex Railway Station played a significant role in the overall development of Essex and the settlement of the surrounding areas.

The railway first came to Essex in 1873, after train tracks were laid across the Talbot Trail and the creation of the Canadian Southern Railway line between Niagara Falls and Windsor. The Essex Station would serve as a central stop on this route and allowed the community to become a transportation hub in Essex County, spurred on by productive lumber and agricultural industries and the establishment of several key services.

In 1883, the Michigan Central Railway leased a portion of the railway from the Canadian Southern Railway, later constructing a branch line that connected Essex to Amherstburg. In 1887, the Michigan Central Railway built the large stone station to replace an earlier structure.

On April 10th, 1907, the station was heavily damaged in an explosion caused by a box car that had been loaded with 5000 pounds of dynamite, less than 75 yards from the station. The explosion caused a ton of damage in the community, destroying several buildings and industries, such as the original Essex Methodist Church, the electricity plant, two lumber mills, and several commercial buildings and residential homes. Two rail workers were killed by the impact of this explosion; however, many more people were injured throughout the community.

Despite being heavily damaged, the Essex Station remained standing and was repaired soon after.

The building served as the community's train station until 1979, when the last passenger train passed through the community. The rail line would be continued to be used by freight trains, until the fall of 2012 when the rail ties and steel tracks were removed.

Contextual Value

The property has contextual value because it is important in defining, maintaining, or supporting the character of an area

87 Station Street retains contextual value because it helps to define the character of the surrounding area through the materials used to construct the building to be unique to the station.

Alongside this, the building helps define and maintain the character of Station Street and the surrounding areas due to its size and history with the railway. The building helps to define the area around heritage park in Essex Center and serves as a main focal point within the community.

The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.

87 Station Street retains contextual value because it is physically, functionally, and historically linked to its surroundings. It is historically linked to its surroundings due to its use as the Essex Railway Station from its construction in 1887 until the railway tracks were removed in 2012. It now serves as a reminder for what helped establish Essex as the transportation hub of Essex County and helped develop Essex Centre from a small settlement area into a thriving community.

It is both physically and functionally linked to its surroundings as it serves as a reminder about the historic rail line that helped shape Essex Centre into the community it is today. Today, it serves as an important educational and communal space within the community that is aimed at ensuring the importance of the railway is remembered.

The property has contextual value because it is a landmark.

87 Station Street retains contextual value because it serves as a well-known marker within Essex Center due to both its size and longstanding history. It also serves as a defining feature of the community's landscape, an important feature in maintaining the area's character.

Description of Heritage Attributes

The key heritage attributes that contribute to the design/physical value of 18 Gordon Avenue includes:

- The mass, form, and style of the building,
- The fieldstone on all elevations,
- The stone bricks on the upper elevation,
- All existing window and doorway openings,
- The large arches at the northern side of the building,
- The existing roof lines and peaks,
- The decorative finial,
- The brick chimneys at the southern side of the building,
- The wooden gables on the northern façade.

The key heritage attributes that contribute to the historical/associative value of 18 Gordon Avenue includes:

- The location of the building on the south side of Station Street at the eastern side of heritage park, along the former rail line.

The key heritage attributes that contribute to the contextual value of 87 Station Street includes:

- The location of the building on the south side of Station Street at the eastern side of heritage park, along the former rail line.

The Corporation of the Town of Essex

By-Law Number 2432

Being a By-Law to designate the Essex Carnegie Library
located at 18 Gordon Avenue in Essex,
more particularly described as PLAN 176 LOTS 202 & 204,
as being of cultural heritage value or interest
under the provisions of the Ontario Heritage Act,
R.S.O. 1990, c.O.18.

WHEREAS Section 29 of the Ontario Heritage Act, R.S.O., Chapter O.18, authorizes the Council of a municipality to enact By-Laws to designate real property within the municipality, including all buildings and structures thereof, to be of cultural heritage value or interest;

AND WHEREAS the Council of the Corporation of the Town of Essex deems it desirable to designate the Essex Carnegie Building located at 18 Gordon Avenue, Essex, more particularly described as PLAN 176 LOTS 202 & 204, as being of cultural heritage value and interest;

AND WHEREAS Notice of Intention to Designate 18 Gordon Avenue has been served on the owner of the property and on the Ontario Heritage Trust and such notice was published in the Essex Free Press and Harrow News, newspapers having general circulation in the municipality;

AND WHEREAS the reasons for designation are set out in Schedule 'B' attached to and forming part of this By-Law;

AND WHEREAS no notice of objection to the proposed designation has been served on the Clerk of the Municipality.

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

1. **That** the real property located at 18 Gordon Avenue, Essex, more particularly described as PLAN 176 LOTS 202 & 204, is hereby designated as being of cultural heritage value and interest.
2. **That** the Clerk is hereby authorized and instructed to register a copy of this By-Law against the property described in Schedule 'A', attached hereto, in the local Land Registry Office.
3. **That** the Clerk/or his/her designate, is hereby authorized to cause a copy of the By-Law to be served on the owner of the aforesaid property and on the Ontario Heritage Trust and to cause Notice of this By-law to be published in the Essex Free Press and in the Harrow News.
4. **That** the effective date of this By-Law shall be the date of final passage thereof.

Read a first, a second and a third time and finally passed on April 7, 2025.

Mayor

Clerk

SCHEDULE 'A' TO BY-LAW 2432
Essex Carnegie Library
18 Gordon Avenue, Essex, Ontario

Legal Description

PLAN 176 LOTS 202 & 204

SCHEDULE 'B' TO BY-LAW 2432

Reasons for Designation Under the Ontario Heritage Act, R.S.O. 1990, Chapter O.18

Essex Carnegie Library

General Description of Property

18 Gordon Avenue is located on the southern side of Gordon Avenue within Essex Centre. It is comprised of the former Essex Public Library: a brick building that was built in 1914 following a large donation from Scottish American Philanthropist, Andrew Carnegie, to serve as the Essex Public Library.

Description of Property that has Cultural Heritage Value or Interest

The area of the property that demonstrates cultural heritage value or interest is the area that encompasses the entirety of the former Essex Carnegie Library.

Statement of Cultural Heritage Value or Interest

Design/Physical Value

The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.

18 Gordon Avenue retains significant design or physical value because it is an example of an early 20th century public library building built by Andrew Carnegie in 1914 in the Town of Essex.

The building was built in 1914 after the community received a \$6,000 donation from Scottish American Philanthropist, Andrew Carnegie, on January 6th, 1911. The Beaux Arts architectural style is characteristic to other public libraries built by Carnegie at the turn of the 20th century. This is best seen in the style of the gables, window openings, building size and layout, and decorative voussoirs, alongside motifs depicting what the building's initial purpose was.

Historical/Associative Value

The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.

18 Gordon Avenue retains significant historical or associative value because it has direct associations with an organization and institution that is significant to the community. The Essex Public Library played a significant role in the educational development of Essex Centre throughout the 20th century and into the 21st century.

Efforts for the construction of a public library in Essex Centre were started in 1885, 29 years prior to the opening of the building in 1914, as members of the local community felt that there needed to be greater access to education in Essex Centre. Community members began lobbying for a permanent structure for the local library after a committee was formed to create a library in 1885. In 1908, the library became a free public institution aimed at increasing the education and literacy rate in Essex Centre.

On January 6th, 1911, the community was gifted a \$6,000 donation from Scottish American Philanthropist Andrew Carnegie to construct a permanent structure for the public library. Carnegie began granting money to municipalities in the United States in the 1880's to build a public library, as he believed in open access to free education for all and worked to improve

literacy rates across the world. He built libraries around the world, including building 125 libraries in communities across Canada.

In the library's first year of operation, 302 people used its services and over 5,150 books were borrowed. Throughout its years of operation, the number of books that were available for circulation was steadily increased and the Town's literacy rate steadily improved. It ceased operations in 2005, and it now houses the Essex and Community Historical Research Center.

The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.

18 Gordon Avenue has historical or associative value because it demonstrates the work of prominent Windsor architect, James Carlisle Pennington or J. C. Pennington, who used the Beaux Arts architectural style, characteristic of most Carnegie buildings. Alongside designing this building, Pennington worked on designing hundreds of buildings throughout Windsor and Essex County for over 50 years, such as the former Harrow Municipal Building and the additions made to the Essex High School in the 1920s.

Description of Heritage Attributes

The key heritage attributes that contribute to the design/physical value of 18 Gordon Avenue includes:

- The mass, form, and style of the building,
- The brick cladding on all elevations,
- The fieldstone foundation,
- All existing window and doorway openings,
- The decorative voussoirs,
- The sign reading Public Library on the front facade,
- The existing Mansard roof line and peaks,
- The decorative gables,
- The decorative white brick pattern.

The key heritage attributes that contribute to the historical/associative value of 18 Gordon Avenue includes:

- The location of the building on the south side of Gordon Avenue,
- The sign reading Public Library on the front façade.



Report to Council

Department: Corporate Services
Division: Finance and Business Services
Date: April 7, 2025
Prepared by: Kate Giurissevich, CPA/CA, Director, Corporate Services/Treasurer
Report Number: Finance and Business Services-2025-03
Subject: Acceptance of Surety Bonds Policy
Number of Pages: 10

Recommendation(s)

That Finance and Business Services Report 2025-03 entitled Acceptance of Surety Bonds prepared by Kate Giurissevich, CPA, CA, Director, Corporate Services/ Treasurer dated April 7th, 2025 be received, and

That Council approve the attached Acceptance of Surety Bonds Policy.

Purpose

Council approval is required for Policies regarding the acceptance and form of securities on developments.

Background and Discussion

Currently, the Town of Essex prescribes for the issuance of securities on certain Developments within the Municipality, as referenced in the Town's Development Standards Manual, adopted in February 2022. The Town currently only allows for cash or Letter of Credit for the security type to be remitted, as it is the lowest risk and most timely guarantee of cash in the case of

default on any commitments as outlined in a Development Agreement or Subdivision Agreement.

In recent years, many Developers have inquired about remitting Surety Bonds instead of cash or Letter of Credit. This is because surety bonds do not place an encumbrance on the Developers funds, which in turn allows them more cash-flow to continue developing.

At the time, Administration consulted neighbouring municipalities and sought legal advice, all of which led to a status quo approach for the type of securities permitted.

However, the landscape for security types continued to evolve through legislation, and in November 2024, *Ontario Regulation 461/24* made pursuant to Section 70.3.1 of the *Planning Act* came into force, which provides that landowners and applicants for approvals in respect of land use planning matters may stipulate that a surety bond will be used to secure their approval-related obligations.

Furthermore, in December 2024, a decision summary was made by the Ministry of Municipal Affairs and Housing as below:

Decision summary

The government brought into force a regulation under the Planning Act that authorizes landowners to stipulate that pay-on-demand surety bonds are to be used to secure municipal obligations that are conditions of land-use planning approvals. A wider acceptance of pay-on-demand surety bonds may help homebuilders to free up funds for housing projects

Within the new legislation, was the introduction of minimum bond requirements which further mitigates the Municipalities risk in accepting these forms of security.

Given this, as well as the appetite in the Development Community, Administration is recommending the adoption of a policy, attached to this report, to assist in the fair administration and risk mitigation of such a security. Following Council's adoption of the policy

and as a part of a larger review, Administration will also make the appropriate amendments to the Town's Development Standards Manual.

Financial Impact

There is no financial impact associated with this report. Given the parameters within the policy, it is believed that the use of a surety bond by a developer will have the ability to sufficiently fund any deficiencies throughout the development process if required.

Consultations

Director, Legislative Services/Clerk, Joseph Malandrucolo

Director, Development Services, Lori Chadwick

Director, Infrastructure Services, Kevin Girard

Chief Administrative Officer, Doug Sweet


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:	Acceptance of Surety Bonds - Finance and Business Services-2025-03.docx
Attachments:	- Appendix A.pdf - Surety Bond Acceptance Policy.docx
Final Approval Date:	Mar 24, 2025

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



Doug Sweet, Chief Administrative Officer - Mar 24, 2025 - 4:03 PM

Appendix "A" Surety Bond Standard Format Requirement

SURETY BOND WILL BE ACCEPTED IN THIS FORM ONLY

BOND NO.:

AMOUNT: \$

KNOW ALL PERSONS BY THESE PRESENTS, that:

(Name and Address),

As Principal, hereinafter called the "**Principal**", and

(Name of Surety)

As Surety, hereinafter called "Surety", are held and firmly bound unto The Corporation of the Town of Essex, as Obligee, hereinafter called the "Obligee", in the amount of _____ Dollars (\$_____) lawful money of Canada, for the payment of which sum, well and truly to be made, the Principal and the Surety bind themselves, their heirs, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal and Obligee have entered into, or will enter into, an agreement with reference number _____ with respect to lands known as _____ in The Corporation of the Town of Essex (said agreement is by reference made a part hereof and is hereinafter referred to as the "**Agreement**").

NOW THEREFORE, the condition of this obligation is such that if the Principal shall, in the opinion of the Obligee, do and perform all of the stipulations, conditions, covenants and terms of the Agreement, then this obligation shall be void and of no effect; otherwise, it shall remain in full force and effect.

PROVIDED, however, the foregoing obligation is subject to the following terms and conditions:

1. Whenever the Principal shall be declared in writing by the Obligee to be in default under the Agreement, and the Obligee intends to make a claim under this bond, the Obligee shall promptly notify the Principal and the Surety in writing of such default in the form of a Demand.
2. On determination by the Obligee, in its sole and absolute discretion, that the Principal is in default of its obligations under the Agreement, the Surety and Principal agree that the Surety will make payments to the Obligee for amounts demanded by the Obligee, up to an aggregate of the Bond Amount, within ten (10) business days after the Surety's receipt of a Demand from the Obligee at the address noted herein by hand or courier.

3. This Bond is irrevocable and payment will be made notwithstanding any objection by the Principal. Where a Demand has been delivered to the Surety, it shall be accepted by the Surety as conclusive evidence of its obligation to make payment to the Obligee, and the Surety shall not assert any defence or grounds of any nature or description for not making payment to the Obligee, in whole or in part, pursuant to such Demand, including but not limited to any of the following reasons:
 - a. that the Default has not occurred;
 - b. that the Principal committed any fraud or misrepresentation in its application for the Bond;
or
 - c. that the amount set out in the Demand is not appropriate, warranted or otherwise not in accordance with the Agreement.

The Surety's liability under this Bond shall not be discharged or released or affected by any arrangements made between the Obligee and the Principal or by any dispute between the Surety and Principal, or the taking or receiving of security by the Obligee from the Principal, or by any alteration, change, addition, modification, or variation in the Principal's obligation under the Agreement, or by exercise of the Obligee or any of the rights or remedies reserved to it under the Agreement or by any performance or otherwise (whether or not by any arrangement, alteration or forbearance is made without the Surety's knowledge or consent). All payments by the Surety shall be made without deduction, set-off or withholding.

4. The Obligee may make multiple Demands under this bond.
5. The amount of the Bond may be reduced from time to time as advised by notice in writing by the Obligee to the Surety. The Obligee has the ability and sole discretion to decide as to whether the amount of the Bond should be reduced.
6. Each payment made by the Surety under this Bond shall reduce the amount of this Bond.
7. In no event shall the Surety be liable for a greater sum than the amount of this Bond.
8. No right of action shall accrue upon or by reason hereof to or for the use or benefit of any person other than the Obligee.
9. When the Principal has completed all works required by the Agreement to the Obligee's satisfaction, all maintenance and rectification periods contained within the Agreement have expired, and the Obligee has finally assumed all works in writing, the Obligee shall return this Bond to the Surety for termination or advise the Surety in writing that this Bond is terminated, in accordance with the terms of the Agreement.
10. If the Surety at any time delivers at least ninety (90) days prior written notice to the Obligee and to the Principal of its intention to terminate this obligation, the Principal shall deliver to the Obligee, not less than thirty (30) days prior to the termination of this Bond, financial security in the amount of this bond in a form acceptable to the Obligee. If the replacement financial security is not provided by the Principal or is not accepted by the Obligee, this Bond shall remain in effect.

- 11. Nothing in this Bond shall limit the Principal's liability to the Obligee under the Agreement.
- 12. This Bond shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable thereto and shall be treated, in all respects, as a contract entered into in the Province of Ontario without regard to conflict of laws principles. The Principal and Surety hereby irrevocably and unconditionally attorn to the jurisdiction of the courts of the Province of Ontario.
- 13. All Demands and notices under this Bond shall be delivered by hand, registered mail or courier to the Surety, with a copy to the Principal at the addresses set out below, subject to any change of address in accordance with this Section. All other correspondences may be delivered by regular mail, registered mail, courier, or email. A change of address for the Surety is publicly available on the Financial Services Regulatory Authority of Ontario website. The address for the Principal may be changed by giving notice to the other parties setting out the new address in accordance with this Section.

The Surety:

Name:
Address:
Email:
Phone:

The Principal:

Name:
Address:
Email:
Phone:

The Obligee:

Name:
Address:
Email:
Phone:

IN TESTIMONY WHEREOF, the Principal has hereto set its hand and affixed its seal and the Surety has caused these presents to be sealed with its corporate seal duly attested by the signature of its authorized signing authority.

SINGED AND SEALED this _____ day of _____, 20____, in the presence of:

Per: _____
Name:
Title:

Per: _____
Name:
Title:

I/We have the authority to bind the Corporation



Policy Title: Surety Bond Acceptance
Policy Number: Issued Policy Number
Department: Corporate Services
Division: Finance and Business Services
Approval Date: April 7, 2025
Approval:
Review Date:

1. Policy Statement

The Corporation of the Town of Essex (the Town) is committed to the creation of new housing and strengthening relationships with Developers, in a fiscally responsible manner.

2. Purpose

The purpose of this policy is to ensure the equitable and transparent administration of Surety Bonds as a form of accepted security on developments while ensuring risk to the Town by accepting these bonds is minimized.

3. Scope

This policy is applicable in all cases in which a Surety Bond is being provided as Security for a Development Agreement or Subdivision Agreement.

Surety Bonds may be provided on the terms set out in this policy for any Development Agreement or Subdivision Agreement which is required to provide Security and may be for the full amount of Security required or for a portion if supplemented with a Letter of Credit or cash.

4. Definitions

Surety Bond: A bond which guarantees the assumption of responsibility for payment of security in the event of a default of a Development Agreement or Subdivision Agreement.

Surety Provider: A company meeting the requirements of section 6 of this Policy and legally capable of acting as a surety in the surety bond agreement, licensed under the Insurance Act as an insurer to write surety insurance.

Security: An amount required to be provided under a Development Agreement or Subdivision Agreement which will ultimately be returned to the developer (potentially partially at milestones) after the terms of the agreement have been executed to the Town's satisfaction.

5. Interpretation

Any reference in this policy to any statute or by-law, or any section of a statute or by-law shall, unless expressly stated, be deemed to be reference to the statute or by-law as amended, replaced, re-enacted, or restated from time to time. Any references to a Town policy shall be deemed to be a reference to the most recent passed policy and any replacements thereto.

6. General Policy Conditions

- 6.1. The Surety Provider shall provide an undertaking to the Town that the Surety Provider guarantees payment to the Town, if the Town deems the homebuilder has defaulted in performing the obligation guaranteed within the bond in accordance with the terms of this Policy, with no objection, refusal or defence from the Surety Provider.
- 6.2. The surety bond shall be issued by a Canadian Surety Provider having a minimum credit rating of:
 - 6.2.1. "A" or higher as assessed by DBRS Morningstar;
 - 6.2.2. "A-" or higher as assessed by Fitch Ratings;
 - 6.2.3. "A3" or higher as assessed by Moody's Investor Services; or
 - 6.2.4. "A-" or higher as assessed by S&P Global
 - 6.2.5. "A-" or higher by A.M Best Company, Inc.
- 6.3. The issuing company shall be incorporated in Canada for no less than ten (10) years and issue Surety Bonds in Canadian dollars.
- 6.4. The issuing security provider must be an active institution monitored by the Office of the Superintendent of Financial Institutions (OSFI).
- 6.5. The Surety Bond to be provided to the Town issued by a Surety Provider shall be irrevocable and shall be in the form and on the terms of the Surety Bond Standard **Format Requirement attached as Appendix "A"**.
- 6.6. The Surety Provider guarantees payment will be made to the Town within 15 business days from the date of written notice of default.



- 6.7. The Town will reduce the Surety Bond, on a partial basis, in accordance with a Development Agreement or Subdivision Agreement and the Development Standards Manual, once satisfied that the condition or milestone of development has been fulfilled.
- 6.8. Should the Surety Provider wish to cancel the Surety Bond, written notice must be provided to the Town at least 90 days prior to the termination date with the homebuilder providing a replacement security within 60 days of the receipt of notice.
- 6.9. When a Surety Provider that has issued or confirmed a Surety Bond received and held by the Town, subsequently ceases, in the opinion of the Town, to meet all or any of the requirements of this policy, The Town may, at its discretion and subject to section 6.11 of this policy, require a new security to its satisfaction to be provided to the Town within ten (10) business days of demand for same and the original surety bond will be returned or exchanged for the replacement security. In the event the new security is not received as required, the Town may draw upon the original Surety Bond. Each Surety Bond provided to the Town must be evidenced and each Surety Provider must undertake to include the ability to draw upon such Surety Bond in accordance with the terms of this section 6.9 of this Policy.
- 6.10. Where there is doubt as to the credit rating or other qualification of a Surety Provider, the Town's **Treasurer shall be satisfied that the institution meets the** guidelines of this policy.
- 6.11. Notwithstanding anything in this policy,
 - 6.11.1. The Town, may in its discretion, decline a Surety Bond for any reason;
 - 6.11.2. When a Surety Bond has been received and is being held by the Town and the Town is no longer satisfied that the surety bond provides adequate protection, the Town may require a new security to its satisfaction, to be provided to the Town within ten (10) business days of demand for same and the original surety bond will be returned and/or exchanged for the replacement security. In the event the new security is not received as required, the Town may draw upon the original surety bond.
- 6.12. Notwithstanding anything in this policy, the Town will not accept Letters of Guarantee, Guaranteed Investment Certificates, Term Deposits or any form of non-cash security in place of a Surety Bond.



- 6.13. A Financial Administration fee will be charged for the acceptance or exchange of the Surety Bond. Surety Bonds may be accepted for other types of agreements at the discretion of the Treasurer.

7. Responsibilities

- 7.1. Council has the authority and responsibility to:
 - 7.1.1. Approve the policy and amendments there to.
 - 7.1.2. Approve Development Agreements whereby securities may be a condition
 - 7.1.3. Approve reductions to the value of securities held
- 7.2. The Director of Corporate Services/Treasurer has the authority and responsibility to:
 - 7.2.1. Ensure that Surety Bonds submitted meet the requirements within this policy.
- 7.3. The Manager of Finance and Business Services has the responsibility to:
 - 7.3.1. Process all Surety Bond draws, reductions, replacements and returns.
- 7.4. The Manager of Infrastructure Services has the responsibility to:
 - 7.4.1. Ensure appropriate values of security are held on the development

8. References and Related Documents

- 8.1. Development Standards Manual
- 8.2. O. Reg 461/24 Surety Bonds
- 8.3. Bill 185, Cutting Red Tape to Build More Homes Act, 2024



Report to Council

Department: Infrastructure Services
Division: Drainage
Date: April 7, 2025
Prepared by: Lindsay Dean, Drainage Superintendent
Report Number: Drainage-2025-02
Subject: Results of Request for Tender- Walker Drain
Number of Pages: 3

Recommendation(s)

That Drainage-2025-02 entitled Results of Request for Tender- Walker Drain prepared by Lindsay Dean, Drainage Superintendent dated April 7, 2025, be received, and

That Council award Request for Tender- Walker Drain to Mark G. Contracting Inc. in the amount of \$460,524.55 including non-refundable Harmonized Sales Tax.

Purpose

In accordance with the Town Procurement By-Law Number 2129, Council approval is required for purchases in excess of \$300,000.00. **This report is to seek Council's approval to appoint a qualified contractor to provide the Town with services to make improvement to the Walker Drain.**

Background and Discussion

A Request for Tender, following the guidelines as set out in the Town’s Procurement By-Law Number 2129 was posted both on the Town’s website and Merx, and closed on March 26, 2025, at 3:00:00 pm.

Five (5) valid tenders were reviewed for arithmetic errors, completeness, legibility, revisions, and irregularities. In addition, there were no apparent unbalanced prices in the Schedule of Items and Prices. The results of the submitted tender prices are noted in Table below:

Name of Tenderer	Total tender amount including non-refundable Harmonized Sales Tax (1.76%)	Total Tender Price including Harmonized Sales Tax (13%)
Mark G. Contracting Inc.	\$460,524.55	\$511,392.23
St. Clair Mechanical Inc.	\$474,623.90	\$527,048.95
South Shore Contracting of Essex County Inc.	\$629,751.94	\$699,311.80
Murray Mills Excavating & Trucking (Sarnia) Ltd.	\$632,047.13	\$701,860.52
Nevan Construction Inc.	\$791,387.52	\$878,801.00

Rood Engineering Inc. reviewed the tender submissions and recommend that Council award this contract to the lowest tenderer Mark G. Contracting Inc.

Financial Impact

The cost of this project is being funded by the assessed lands and roads as laid out in the assessment schedule in the Engineers Report. **From the Engineer's Report, the Town of Essex** is assessed approximately 35.3% of the overall project cost, which equates to approximately \$162,565.17 including non-refundable harmonized sales tax of the construction works identified in this tender. These and other incurred costs, will be funded through the 2025 Operating Budget (Roads- Municipal Drainage)

Debentures will be provided to the applicable landowners as identified in by-law 2397.

Consultations

Jackson Tang, Assistant Manager of Business Services

Ann Marie Unis, Manager, Finance

Norm Nussio, Manager of Operations and Drainage

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:	Acceptance of Tender Walker Drain.docx
Attachments:	- 2025-03-27 Walker Dr tenders review REI.pdf
Final Approval Date:	Apr 1, 2025

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

Norm Nussio, Manager, Operations and Drainage - Mar 31, 2025 - 4:12 PM

No Signature - Task assigned to Kevin Girard, Director, Infrastructure Services was completed by delegate Norm Nussio, Manager, Operations and Drainage

Kevin Girard, Director, Infrastructure Services - Apr 1, 2025 - 2:32 PM



Doug Sweet, Chief Administrative Officer - Apr 1, 2025 - 2:51 PM

VIA email

March 27th, 2025

Corporation of the Town of Essex
Attn: Lindsay Dean, B.Sc., Drainage Superintendent
33 Talbot Street South
Essex, Ontario
N8M 1A8

Dear Lindsay:

**WALKER DRAIN
(Repairs and Improvements)
Geographic Twp. of Colchester North
Project REI2022D008
Town of Essex, County of Essex**

Tenders for the above noted project closed on Wednesday March 26th and were opened shortly afterwards by the Town. The documents were emailed to our office and reviewed. Five (5) Tenders were received for this project, and these may be summarized as follows:

ITEM No.	CONTRACTOR	TOTAL CONTRACT AMOUNT	TOTAL TENDER	COMPLETION TIME
1.	Mark G. Contracting Inc.	\$511,392.23	\$452,559.50	16 weeks
2.	St. Clair Mechanical Inc.	\$527,048.95	\$466,415.00	6-8 weeks
3.	South Shore Contracting of Essex County Inc.	\$699,311.80	\$618,860.00	8 weeks
4.	Murray Mills Excavating & Trucking (Sarnia) Ltd.	\$701,860.52	\$621,115.50	12 weeks
5.	Nevan Construction Inc.	\$878,801.00	\$777,700.00	10 weeks

All of the Contractors have provided a Bid Bond or equivalent as set out in the tender form.

The Mark G. Contracting Tender is generally complete and accurate. Due to current tax policies the net cost to the Town and to be assessed to the affected owners will be the \$460,524.55 Total

for Construction excluding contingency items, if there are no contract changes during construction. The Mark G. Contracting price of \$511,392.23 is slightly above the Engineer's Report Estimate of \$466,529.54 by approximately 9.6% and is well within the 33% limit set out in the Drainage Act. We also find the unit prices generally appear to be fair and balanced. The price for this Tender is reasonably lower than the other Tenders for the work.

The next lowest Tender of St. Clair Mechanical is at 113.0% of the Engineer's Estimate. The Tender is complete and accurate and appears balanced. The tender by South Shore Contracting came in at 149.9% of the estimate with the tender appearing to be complete and accurate.

Based on all of the above, we would recommend that the Town enter into an Agreement with Mark G. Contracting Inc. in the amount of \$511,392.23. This amount includes \$58,832.73 Harmonized Sales Tax (H.S.T.). This Tenderer for the project has indicated a longer construction time so we expect that construction for this project should be able to commence as soon as a Contract has been completed and after the fish window opens and the Contractor can schedule its forces. Upon receipt of further instructions from the Town, we will prepare the Agreement form for the construction of the works and arrange for the Contractor and the Town to sign them based on the Contractor selected by the Town.

We trust that the above is sufficient for your purposes. Should there be any questions regarding same, please do not hesitate to contact us.

We respectfully remain,

Yours very truly,

Rood Engineering Inc.

A handwritten signature in cursive script that reads "Gerard Rood". The signature is written in black ink and is positioned above a horizontal line.

Gerard Rood, P.Eng.

GR/



Report to Council

Department: Office of the CAO
Division: Legal and Legislative Services
Date: April 7, 2025
Prepared by: Shelley Brown, Deputy Clerk
Report Number: Legal and Legislative Services-2025-03
Subject: Increase in Funds for Spay and Neuter Voucher Program
Number of Pages: 4

Recommendation(s)

That Legal and Legislative Services Report 2025-03 entitled Reallocation of Funds for Spay and Neuter Voucher Program prepared by Shelley Brown, Deputy Clerk dated April 7, 2025 be received;

That Council approve an additional 50 vouchers for feral cats and 2 vouchers for dogs and cats of low-income families be approved with the expense totalling \$10,400 being funded from the Animal Control Reserve.

Purpose

Council approval is required for expenses that fall outside of the approval budget and the increase in the number of vouchers and monetary value of Spay and Neuter Vouchers.

Background and Discussion

Spay and Neuter Voucher Program

Council first approved the spay and neuter voucher program for feral cats and owned dogs and cats of low-income families in 2013. The program has existed since that time with minor changes. Initially there were 200 vouchers for feral cats and 50 for owned dogs and cats of low-income families however after a few years of the program, the number of vouchers changed to 175 and 10 respectively.

In 2024 Council approved amendments to the program to decrease the number of vouchers available from 175 to 64 for feral cats and 10 to 5 for owned dogs and cats of low-income families. At that time, Administration committed to monitoring the program and recommend changes as needed.

These amendments have been very well received by residents. As of March 17, 2025, all of the 64 vouchers have been issued.

Tables 1 and 2 outline the usage of the program since 2019.

Table 1: Feral Cats

Feral Cats	2024	2023	2022	2021	2020	2019
Vouchers Available	157*	175	175	175	175	175
Vouchers Issued	138	125	112	57	118	175
Vouchers Redeemed	71	57	60	39	77	71

Table 2: Owned Dogs and Cats of Low-Income Families

	2024	2023	2022	2021	2020	2019
Vouchers Available	6**	10	10	10	10	10
Vouchers Issued	2	0	3	2	2	4
Vouchers Redeemed	0	0	0	1	1	4

*93 valued at \$75 and 64 valued at \$200

**1 valued at \$75 and 5 valued at \$200

As indicated in Tables 1 & 2, approximately 51% of the vouchers issued in 2024 were redeemed. The remaining 49% of the vouchers are issued and outstanding and should be redeemed in the upcoming months. This trend remained consistent after the program was revised in late 2024. It is difficult to gauge if this trend will continue in 2025, however it is expected that the number redeemed will increase.

Based on these factors, it is recommended that an additional 50 vouchers for feral cats and 2 vouchers for dogs and cats of low-income families be approved with the expense totalling \$10,400 being funded from the Animal Control Reserve. Administration will continue to monitor and evaluate the data and recommend further changes if needed.

Financial Impact

The increased expense to the program of \$10,400 to be funded by the Animal Control Reserve which has sufficient balance.

Consultations

Joe Malandrucolo, Director, Legal and Legislative Services/Clerk

Kate Giurissevich, Director, Corporate Services

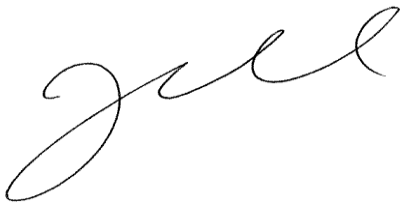
Link to Strategic Priorities

- 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:	Increase in Funds for Spay and Neuter Vouchers - Legal and Legislative Services-2025-03.docx
Attachments:	
Final Approval Date:	Mar 27, 2025

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



Joseph Malandrucolo, Director, Legal and Legislative Services/Clerk - Mar 27, 2025 - 2:01 PM



Kate Giurissevich, Director, Corporate Services - Mar 27, 2025 - 2:06 PM



Doug Sweet, Chief Administrative Officer - Mar 27, 2025 - 2:07 PM



Report to Council

Department: Development Services
Division: Planning
Date: April 7, 2025
Prepared by: Ian Rawlings, Junior Planner
Report Number: Planning-2025-05
Subject: Part Lot Control Exemption (PLCE) for Certain Lands within the 80 Maidstone Avenue West Subdivision
Number of Pages: 5 including attachments

Recommendation(s)

That Planning Report-2025-05 entitled Part Lot Control Exemption (PLCE) for Certain Lands within the 80 Maidstone Avenue West Subdivision prepared by Ian Rawlings, Junior planner dated April 7, 2025, be received, and

That By-law Number 2430, Being a By-law to provide Part Lot Control Exemption (PLCE) for certain lands within Registered Plan 12M-712, be read a first, a second, and a third time and finally passed on April 07, 2025.

Purpose

Council approval by By-law is required to provide relief from Part Lot Control restrictions under subsection 50 (5) of the Planning Act for lands within a Registered Plan of Subdivision.

Background and Discussion

The 80 Maidstone Avenue West Residential Subdivision was granted final approval on November 26, 2024, by the Manager of Planning Services for the County of Essex. Residential construction within the Plan of Subdivision commenced following the removal of the Holding Provision on December 2, 2024. The subject lands are located on the south side of Maidstone Avenue, West of Bell Avenue, and are outlined in the map below:



Subsection 50 (5) of the Planning Act restricts an individual from conveying any part of land other than a whole lot or block on a registered plan of subdivision. A municipal council, by By-law, may provide relief from subsection 50 (5) of the Planning Act for lands within a registered plan of subdivision to facilitate the sale/transfer of a lot (and the respective building).

An exemption from subsection 50 (5) of the Planning Act is the appropriate tool under the Planning Act used for the creation of new, individual lots for single-unit dwellings, semi-

detached dwelling units, town-home dwelling units, minor boundary adjustments, and the establishment of easement lands for access and utility corridors.

An exemption from subsection 50 (5) of the Planning Act is required for the 80 Maidstone Avenue West residential subdivision to facilitate the sale of individual lots on the registered plan of subdivision, 12M-712. A copy of 12M-712 is **attached to this report**. The exemption is being requested for lots 1 to 10 which will consist of twenty (20) semi-detached dwelling units, and for Blocks 11 to 15 which will consist of twenty-two (22) townhome dwelling units. The draft reference plan detailing the individual lots to be conveyed is **attached to this report**.

Under By-Law 1037, the Town's Comprehensive Zoning By-law, a "*Semi-Detached Dwelling*" means a building separated vertically into two (2) dwelling units attached by a common interior wall. Each dwelling unit has a separate entrance at street level and each dwelling unit is on a separate lot. A "*Semi-Detached Dwelling Unit*" is one unit of a Semi-Detached Dwelling. A "*Townhome Dwelling*" means one (1) building separated vertically into three (3) or more dwelling units attached by common interior walls. Each dwelling unit has a separate entrance at street level and each dwelling unit is on a separate lot. A "*Townhome Dwelling Unit*" means one unit of a Townhome Dwelling.

Blocks 16, 17 and 18 were excluded from By-law Number 2430 as the lands will be used for the storm water management ponds. Blocks 19 and 20 were excluded from By-law Number 2430 as the lands are used for greenspace and day-light corner purposes.

To grant an exemption from subsection 50 (5) of the Planning Act, the Town of Essex and the Manager of Planning Services for the County of Essex (approval authority) must be satisfied that the proposed lots are serviced appropriately, and the proposed lot configuration was approved at a previous public meeting with respect to a previous Planning Act application.

Municipal water, sanitary and storm services have been installed, and a roadway has been constructed for future conveyance to the Town of Essex. The intention and configuration of the lots were discussed at a public meeting to consider draft Plan of Subdivision on March 20, 2023.

A copy of the public meeting presentation is **attached to this report**. The proposed lots to be created by PLCE are consistent with the configuration of the lots identified at the Public Meeting.

By-law 2430 will apply to Lots 1-10 and Blocks 11-15 on Registered Plan 12M-712. The By-law will expire on April 7, 2028, but can be extended without County approval at any time before the expiration date following approval by Council. Following Council's approval, By-law 2430 will require approval from the Manager of Planning Services with the County of Essex. Following approval by the Town of Essex Council, all supporting material will be forwarded to the Manager of Planning Services at the County of Essex for final approval.

Financial Impact

There is no financial impact because of the adoption of By-law Number 2430. Administrative costs have been recouped through the application fee. The cost of registering the By-law will be borne by the proponent.

Consultations

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

Kevin Girard, Director, Infrastructure Services

David McBeth, Manager, Capitol Works & Asset Management

Rita Jabbour, Manager, Planning Services

Link to Strategic Priorities

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- 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:	Part Lot Control Exemption for Lands within the 80 Maidstone Avenue W Subdivision - Planning-2025-05.docx
Attachments:	- PLCE-01-25 - By-law 2430.pdf - Registered Plan of Subdivision 12M-712.pdf - 20-48-157-03.pdf - Special Council Meeting Presentation.pdf
Final Approval Date:	Mar 31, 2025

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

Rita Jabbour, Manager, Planning Services - Mar 31, 2025 - 11:43 AM

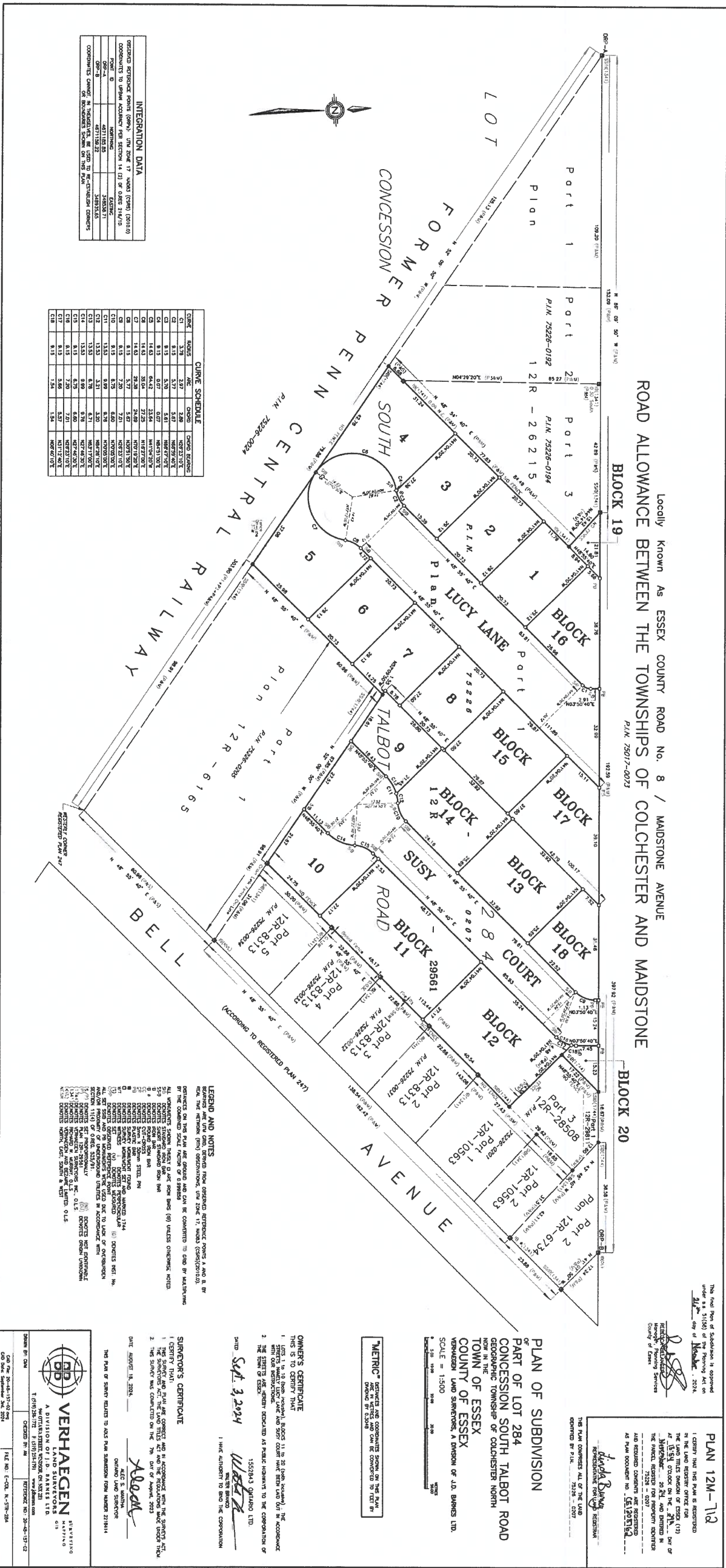


Lori Chadwick, Director, Development Services - Mar 31, 2025 - 12:15 PM



Doug Sweet, Chief Administrative Officer - Mar 31, 2025 - 1:42 PM

Locally Known As ESSEX COUNTY ROAD No. 8 / MAIDSTONE AVENUE
 ROAD ALLOWANCE BETWEEN THE TOWNSHIPS OF COLCHESTER AND MAIDSTONE
 BLOCK 19



INTEGRATION DATA

STATION	BEARING	DISTANCE
1	S 89° 57' 57" W	132.00
2	S 89° 57' 57" W	132.00
3	S 89° 57' 57" W	132.00
4	S 89° 57' 57" W	132.00
5	S 89° 57' 57" W	132.00
6	S 89° 57' 57" W	132.00
7	S 89° 57' 57" W	132.00
8	S 89° 57' 57" W	132.00
9	S 89° 57' 57" W	132.00
10	S 89° 57' 57" W	132.00
11	S 89° 57' 57" W	132.00
12	S 89° 57' 57" W	132.00
13	S 89° 57' 57" W	132.00
14	S 89° 57' 57" W	132.00
15	S 89° 57' 57" W	132.00
16	S 89° 57' 57" W	132.00
17	S 89° 57' 57" W	132.00
18	S 89° 57' 57" W	132.00

CURVE SCHEDULE

POINT	ANGLE	RADIUS	CHORD	CHORD BEARING
C1	143.0	25.0	49.5	S 89° 57' 57" W
C2	143.0	25.0	49.5	S 89° 57' 57" W
C3	143.0	25.0	49.5	S 89° 57' 57" W
C4	143.0	25.0	49.5	S 89° 57' 57" W
C5	143.0	25.0	49.5	S 89° 57' 57" W
C6	143.0	25.0	49.5	S 89° 57' 57" W
C7	143.0	25.0	49.5	S 89° 57' 57" W
C8	143.0	25.0	49.5	S 89° 57' 57" W
C9	143.0	25.0	49.5	S 89° 57' 57" W
C10	143.0	25.0	49.5	S 89° 57' 57" W
C11	143.0	25.0	49.5	S 89° 57' 57" W
C12	143.0	25.0	49.5	S 89° 57' 57" W
C13	143.0	25.0	49.5	S 89° 57' 57" W
C14	143.0	25.0	49.5	S 89° 57' 57" W
C15	143.0	25.0	49.5	S 89° 57' 57" W
C16	143.0	25.0	49.5	S 89° 57' 57" W
C17	143.0	25.0	49.5	S 89° 57' 57" W
C18	143.0	25.0	49.5	S 89° 57' 57" W

LEGEND AND NOTES

1. THE PLAN OF SUBDIVISION IS APPROVED BY THE REGISTRAR OF LANDS AND SURVEYS ON THE DATE OF REGISTRATION.

2. THE PLAN OF SUBDIVISION IS APPROVED BY THE REGISTRAR OF LANDS AND SURVEYS ON THE DATE OF REGISTRATION.

3. THE PLAN OF SUBDIVISION IS APPROVED BY THE REGISTRAR OF LANDS AND SURVEYS ON THE DATE OF REGISTRATION.

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9. THE PLAN OF SUBDIVISION IS APPROVED BY THE REGISTRAR OF LANDS AND SURVEYS ON THE DATE OF REGISTRATION.

10. THE PLAN OF SUBDIVISION IS APPROVED BY THE REGISTRAR OF LANDS AND SURVEYS ON THE DATE OF REGISTRATION.

This Plan of Subdivision is approved under s. 11(10) of the Planning Act on the date of registration, 2024.

[Signature]
 REGISTRAR OF LANDS AND SURVEYS

PLAN 12M-712

1. CERTIFY THAT THE PLAN IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE PROVINCE OF ONTARIO ON THE DATE OF REGISTRATION AT 12:54 PM ON THE 21st DAY OF SEPTEMBER 2024 AND ENTERED IN THE PUBLIC REGISTRY FOR PROPERTY IDENTIFICATION ON THE 22nd DAY OF SEPTEMBER 2024.

2. THE PLAN OF SUBDIVISION IS APPROVED BY THE REGISTRAR OF LANDS AND SURVEYS ON THE DATE OF REGISTRATION.

3. THE PLAN OF SUBDIVISION IS APPROVED BY THE REGISTRAR OF LANDS AND SURVEYS ON THE DATE OF REGISTRATION.

[Signature]
 REGISTRAR OF LANDS AND SURVEYS

PLAN OF SUBDIVISION
 PART OF LOT 284
 CONCESSION SOUTH TALBOT ROAD
 GEORGETOWN TOWNSHIP OF COLCHESTER NORTH
 TOWNSHIP OF ESSEX
 COUNTY OF ESSEX
 VERHAEGEN LAND SURVEYORS A DIVISION OF J.D. BARNES LTD.
 SCALE = 1:500

METRIC - DISTANCES AND COORDINATE POINTS ON THIS PLAN DRAWN BY CADAM CAN BE CONVERTED TO FEET BY MULTIPLYING BY 0.3048.

OWNER'S CERTIFICATE

1. I, THE OWNER, HEREBY CERTIFY THAT THE PLAN OF SUBDIVISION IS APPROVED BY THE REGISTRAR OF LANDS AND SURVEYS ON THE DATE OF REGISTRATION.

2. I, THE OWNER, HEREBY CERTIFY THAT THE PLAN OF SUBDIVISION IS APPROVED BY THE REGISTRAR OF LANDS AND SURVEYS ON THE DATE OF REGISTRATION.

3. I, THE OWNER, HEREBY CERTIFY THAT THE PLAN OF SUBDIVISION IS APPROVED BY THE REGISTRAR OF LANDS AND SURVEYS ON THE DATE OF REGISTRATION.

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8. I, THE OWNER, HEREBY CERTIFY THAT THE PLAN OF SUBDIVISION IS APPROVED BY THE REGISTRAR OF LANDS AND SURVEYS ON THE DATE OF REGISTRATION.

9. I, THE OWNER, HEREBY CERTIFY THAT THE PLAN OF SUBDIVISION IS APPROVED BY THE REGISTRAR OF LANDS AND SURVEYS ON THE DATE OF REGISTRATION.

10. I, THE OWNER, HEREBY CERTIFY THAT THE PLAN OF SUBDIVISION IS APPROVED BY THE REGISTRAR OF LANDS AND SURVEYS ON THE DATE OF REGISTRATION.

SURVEYOR'S CERTIFICATE

1. I, THE SURVEYOR, HEREBY CERTIFY THAT THE PLAN OF SUBDIVISION IS APPROVED BY THE REGISTRAR OF LANDS AND SURVEYS ON THE DATE OF REGISTRATION.

2. I, THE SURVEYOR, HEREBY CERTIFY THAT THE PLAN OF SUBDIVISION IS APPROVED BY THE REGISTRAR OF LANDS AND SURVEYS ON THE DATE OF REGISTRATION.

3. I, THE SURVEYOR, HEREBY CERTIFY THAT THE PLAN OF SUBDIVISION IS APPROVED BY THE REGISTRAR OF LANDS AND SURVEYS ON THE DATE OF REGISTRATION.

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10. I, THE SURVEYOR, HEREBY CERTIFY THAT THE PLAN OF SUBDIVISION IS APPROVED BY THE REGISTRAR OF LANDS AND SURVEYS ON THE DATE OF REGISTRATION.

VERHAEGEN SURVEYING
 A DIVISION OF LAND SURVEYORS OF ONTARIO
 1 (416) 291-1177 F (416) 291-1178
 www.verhaegen.com

DATE: AUGUST 14, 2024
 THE PLAN OF SUBDIVISION IS APPROVED BY THE REGISTRAR OF LANDS AND SURVEYS ON THE DATE OF REGISTRATION.

DATE OF PLAN: 2024-08-14
 DATE OF REGISTRATION: 2024-09-21

Locally Known As ESSEX COUNTY ROAD No. 8 / MAIDSTONE AVENUE
ROAD ALLOWANCE BETWEEN THE TOWNSHIPS OF COLCHESTER AND MAIDSTONE



BLOCK 19
P.I.N. 75226-0000

BLOCK 20
P.I.N. 75226-0000

BLOCK 16
P.I.N. 75226-0000

BLOCK 18
P.I.N. 75226-0000

BLOCK 17
P.I.N. 75226-0000

Part 3
P.I.N. 75226-0194
Plan 12R-26215

REGISTERED
PLAN 12M-XXX

Part 1
12R-29811

Part 3
PLAN 12R-28508

Part 2
12R-6734

Part 2
PLAN 12R-10563

Part 2
PLAN 12R-10563

Part 1
PLAN 12R-10563

Part 2
PLAN 12R-8313

Part 2
PLAN 12R-8313

Part 3
PLAN 12R-8313

Part 4
PLAN 12R-8313 SOUTH

(ACCORDING TO REGISTERED PLAN 247)

Part 1
P.I.N. 75226-0024

Part 1
P.I.N. 75226-0025

Part 1
P.I.N. 75226-0026

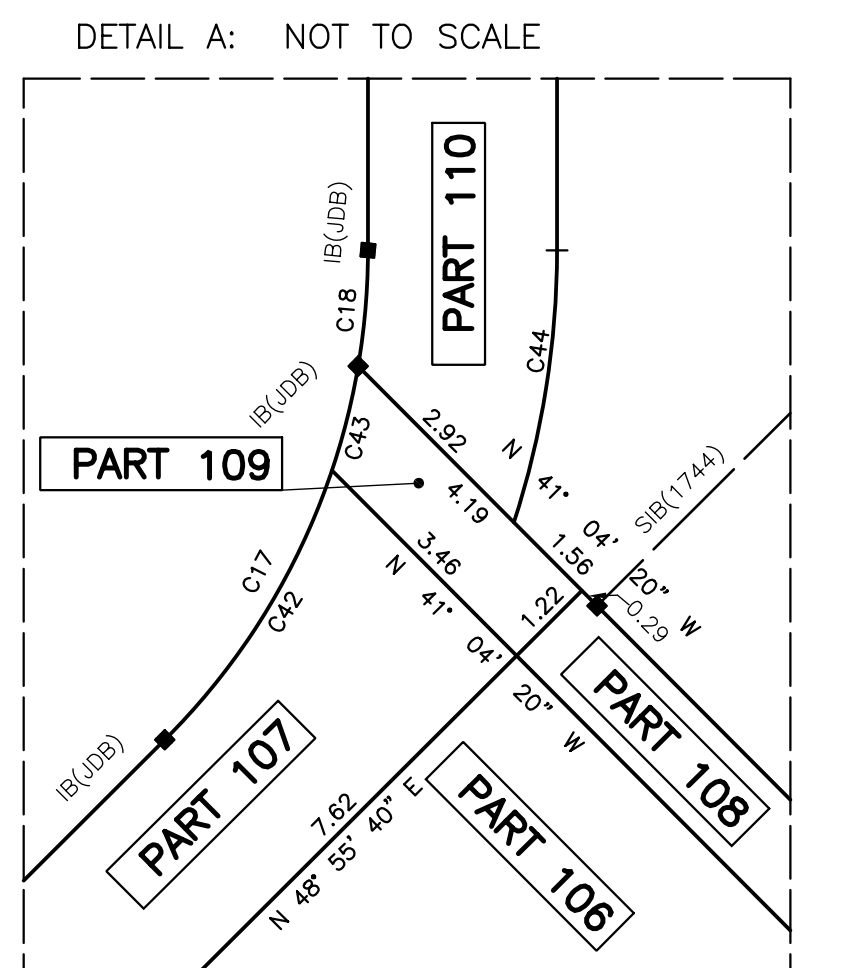
Part 1
P.I.N. 75226-0027

Part 1
P.I.N. 75226-0028

Part 1
P.I.N. 75226-0029

Part 1
P.I.N. 75226-0030

Part 1
P.I.N. 75226-0031



LINE SCHEDULE

LINE	BEARING	DISTANCE
L1	N87°35'50"W	1.68
L2	N03°55'40"E	1.73
L3	N86°04'20"W	1.73

CURVE SCHEDULE

CURVE	RADIUS	ARC	CHORD	CHORD BEARING
C1	3.78	2.97	2.89	N26°23'10"E
C2	9.15	5.77	5.67	N66°59'40"E
C3	9.15	5.70	5.61	N66°47'10"E
C4	9.15	0.07	0.07	N84°51'00"E
C5	14.63	64.42	23.64	N41°04'20"W
C6	14.63	35.04	27.25	N12°27'00"E
C7	14.63	29.38	24.69	N70°19'20"E
C8	9.15	5.77	5.67	N30°51'50"E
C9	9.15	7.20	7.01	N26°23'10"E
C10	9.15	6.75	6.60	N70°05'00"E
C11	13.53	9.99	9.76	N70°05'00"E
C12	13.53	3.21	3.20	N84°26'10"E
C13	13.53	6.78	6.71	N63°17'00"E
C14	13.53	9.99	9.76	N27°46'30"E
C15	9.15	6.75	6.60	N27°46'30"E
C16	9.15	7.20	7.01	N26°23'10"E
C17	9.15	5.66	5.57	N31°12'40"E
C18	9.15	1.54	1.54	N08°40'10"E
C19	8.15	5.14	5.05	N66°59'40"E
C20	15.63	0.65	0.65	N83°51'30"E
C21	14.63	14.37	13.80	N56°55'30"E
C22	15.63	14.33	13.84	N56°23'40"E
C23	14.63	20.67	19.00	N11°41'00"W
C24	15.63	16.83	16.03	N00°43'10"W
C25	2.78	2.18	2.13	N26°23'10"E

CURVE SCHEDULE

CURVE	RADIUS	ARC	CHORD	CHORD BEARING
C26	14.63	4.10	4.08	N20°49'10"E
C27	14.63	25.28	22.25	N78°20'20"E
C28	8.15	5.14	5.05	N30°51'50"E
C29	15.63	4.74	4.72	N21°29'10"E
C30	15.63	21.03	19.46	N64°42'40"E
C31	16.03	6.69	6.64	N62°53'10"E
C32	16.03	1.36	1.36	N75°16'50"E
C33	16.03	3.78	3.77	N84°28'30"E
C34	13.53	1.77	1.77	N87°28'40"E
C35	13.53	1.44	1.43	N80°40'40"E
C36	6.64	4.91	4.80	N70°05'00"E
C37	13.53	5.10	5.07	N38°07'10"E
C38	13.53	4.89	4.86	N16°58'00"E
C39	16.03	5.07	5.05	N39°52'20"E
C40	16.03	6.77	6.72	N18°43'00"E
C41	6.64	4.91	4.80	N27°46'30"E
C42	9.15	4.23	4.19	N35°40'40"E
C43	9.15	1.42	1.42	N17°57'50"E
C44	11.65	3.66	3.64	N12°50'50"E
C45	6.64	5.23	5.09	N26°23'10"E

PARTS SCHEDULE

PART	LOT	CON/PLAN	P.I.N.
72			
73	ALL OF LOT 10		ALL OF 75226-0000
74			
75			
76			
77			
78			
79			
80			
81			
82			
83			
84	ALL OF BLOCK 11		ALL OF 75226-0000
85			
86			
87			
88			
89			
90			
91			
92			
93			
94			
95			
96			
97			
98			
99			
100			
101			
102	ALL OF BLOCK 12		ALL OF 75226-0000
103			
104			
105			
106			
107			
108			
109			
110	PART OF BLOCK 20		PART OF 75226-0000

PARTS SCHEDULE

PART	LOT	CON/PLAN	P.I.N.
1			
2	ALL OF LOT 1		ALL OF 75226-0000
3			
4			
5			
6	ALL OF LOT 2		ALL OF 75226-0000
7			
8			
9	ALL OF LOT 3		ALL OF 75226-0000
10			
11	ALL OF LOT 4		ALL OF 75226-0000
12			
13			
14	ALL OF LOT 5		ALL OF 75226-0000
15			
16			
17	ALL OF LOT 6		ALL OF 75226-0000
18			
19	ALL OF LOT 7		ALL OF 75226-0000
20			
21			
22	ALL OF LOT 8		ALL OF 75226-0000
23			
24			
25			
26	ALL OF LOT 9		ALL OF 75226-0000
27			
28			
29			
30	ALL OF LOT 10		ALL OF 75226-0000
31			
32			
33			
34			
35			
36	ALL OF BLOCK 15		ALL OF 75226-0000
37			
38			
39			
40			
41	PART OF 75226-0000		PART OF 75226-0000
42	PART OF 75226-0000		PART OF 75226-0000
43	PART OF 75226-0000		PART OF 75226-0000
44			
45			
46			
47			
48			
49			
50	ALL OF BLOCK 13		ALL OF 75226-0000
51			
52			
53			
54			
55			
56			
57			
58			
59			
60			
61			
62	ALL OF BLOCK 14		ALL OF 75226-0000
63			
64			
65			
66			
67			
68			
69	ALL OF LOT 9		ALL OF 75226-0000
70			
71			

PLAN OF SURVEY
OF
LOTS 1 to 10 (INCLUSIVE)
BLOCKS 11 to 15 (INCLUSIVE)
PART OF BLOCKS 16, 17, 18 and 20
REGISTERED PLAN 12M-XXX
IN THE
TOWN OF ESSEX
COUNTY OF ESSEX
VERHAEGEN LAND SURVEYORS, A DIVISION OF J.D. BARNES LTD.

SCALE = 1:300

THE INTENDED PLOT SIZE OF THIS PLAN IS 1488mm IN WIDTH BY 609mm IN HEIGHT
WHEN PLOTTED AT A SCALE OF 1:300

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

INTEGRATION DATA

COORDINATES ARE DERIVED FROM GRID OBSERVATIONS USING THE CAN-NET NETWORK SERVICE AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE). COORDINATE VALUES ARE TO AN URBSAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) O.R.G. 216/10

POINT ID	NORTHING	EASTING
ORP-A	4671175.69	348690.44
ORP-B	4671158.22	348693.65

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

LEGEND AND NOTES

BEARINGS ARE UTM GRID DERIVED FROM OBSERVED REFERENCE POINTS 'X' AND 'Y' BY REAL TIME NETWORK OBSERVATIONS AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (2010.0).

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE ADJUSTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99998.

ALL SET SSB AND P/B MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11(4) OF O.R.G. 525/91.

ALL MONUMENTS SHOWN THUS: (S) ARE IRON BARS (B) UNLESS OTHERWISE NOTED.
SSB DENOTES 25mm x 25mm x 1.2m STANDARD IRON BAR
SB DENOTES 16mm x 16mm x 0.61m SHORT STANDARD IRON BAR
S DENOTES 19mm diameter X 0.61m IRON BAR
C/C DENOTES CUT-CORNER
C/P DENOTES 5mm X 50mm STEEL PIN
D DENOTES PLASTIC BAR
WIT DENOTES SURVEY MONUMENT FOUND
M DENOTES SURVEY MONUMENT SET AND MARKED JOB
P DENOTES WITNESS
P DENOTES PERPENDICULAR
(S) DENOTES SET
(M) DENOTES MEASURED
(D) DENOTES INST. NO.
ORP DENOTES OBSERVED REFERENCE POINT
(N) DENOTES NOT IDENTIFIABLE
(U) DENOTES ORIGIN UNKNOWN
(P) DENOTES SET PROPORTIONALLY
(I) DENOTES REGISTERED PLAN 12M-XXX
(174) DENOTES VERHAEGEN SURVEYORS INC., O.L.S.
(105) DENOTES J.D. BARNES LIMITED, O.L.S.
(134) DENOTES RICHARD W. MURRAY, O.L.S.
(KVL) DENOTES VERHAEGEN AND BEZARE LIMITED, O.L.S.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THIS SURVEY WAS COMPLETED ON THE DAY OF

DATE: JULY 30, 2024.

ALEC S. MANTHA
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER XXXXXXX

VERHAEGEN
LAND SURVEYORS
A DIVISION OF J.D. BARNES LTD.

94 OTTAWA STREET, WINDSOR, ON N9S 2E1
T: (519) 258-1772 F: (519) 258-1791 www.jdbarnes.com

DRAWN BY: CMM CHECKED BY: KH / AM REFERENCE NO.: 20-48-157-03
CAD File: 20-48-157-03.dwg File: E-12M-XXXX-00
CAD Date: August 19th, 2024



Special Council Meeting

80 Maidstone Avenue West
(Ward 1)

Monday March 20, 2023



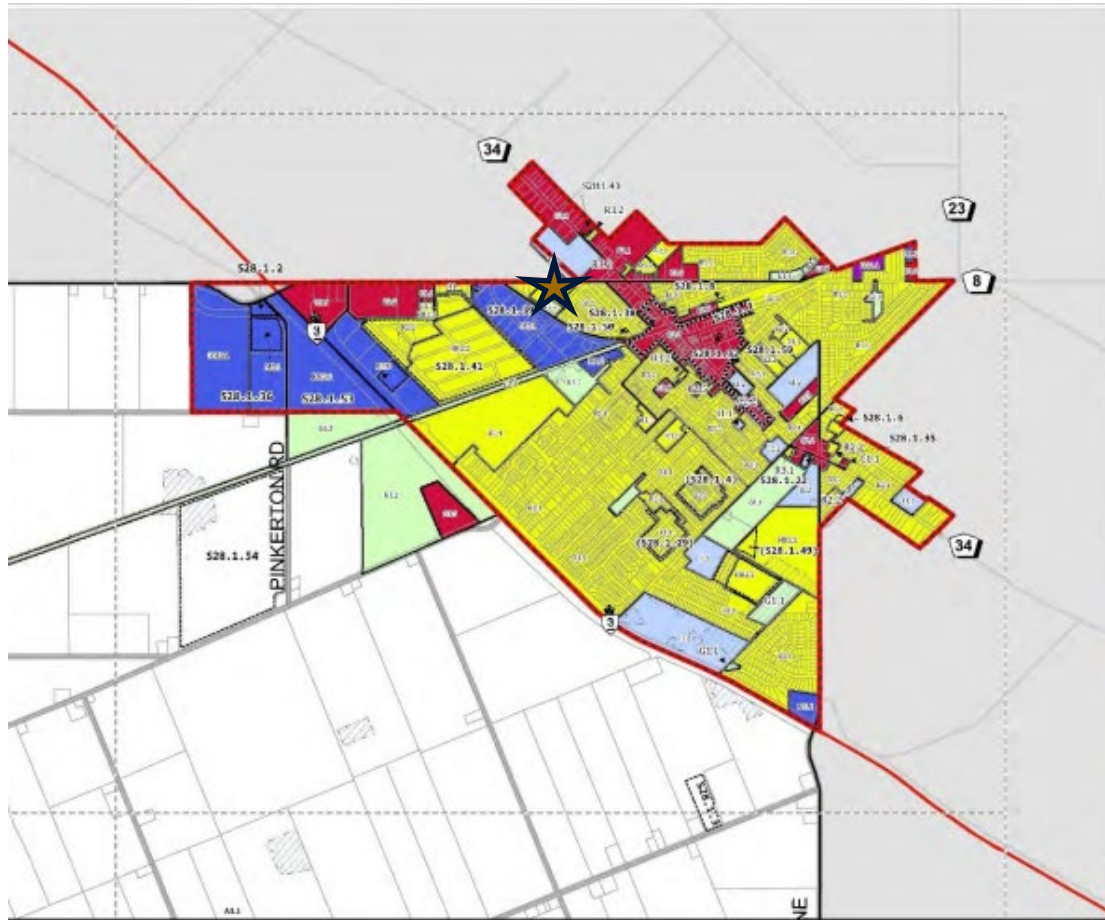
Where you belong

Purpose of Meeting

To provide members of Council and the public an opportunity to receive information respecting a proposed Plan of Subdivision for the lands located at 80 Maidstone Avenue West in Essex Centre

Subject Lands

Subject Lands



- Located in the **Essex Centre Primary Settlement Area**
- All growth is to be directed to settlement areas
- Planning authorities must encourage residential intensification in settlement areas

 **Location of Subject lands**

Subject Lands



Subject Lands

- Located on the South Side of Maidstone Avenue West, west of Bell Avenue intersection
- Designated for Residential Development in Official Plan
- Zoned to permit medium density residential dwellings (single, semi-detached and Townhomes) under Bylaw 1037
- Subject to a Holding (H) Zone restriction under Bylaw 1037

Subject Lands

- Adjacent to the Cypher Systems Greenway, an active transportation system now owned and managed by ERCA
- Adjacent to Hunter Park, a park owned and managed by the Town of Essex
- Within walking distance to Essex High School and the Essex Recreation Complex

Subject Lands

Environmental Considerations:

- Not affected by any on-site Natural Heritage Feature
- Not within 120 m of an area of Natural Environment
- Not located within a Floodplain or area regulated by ERCA
- Not located within a Source Water Protection Area

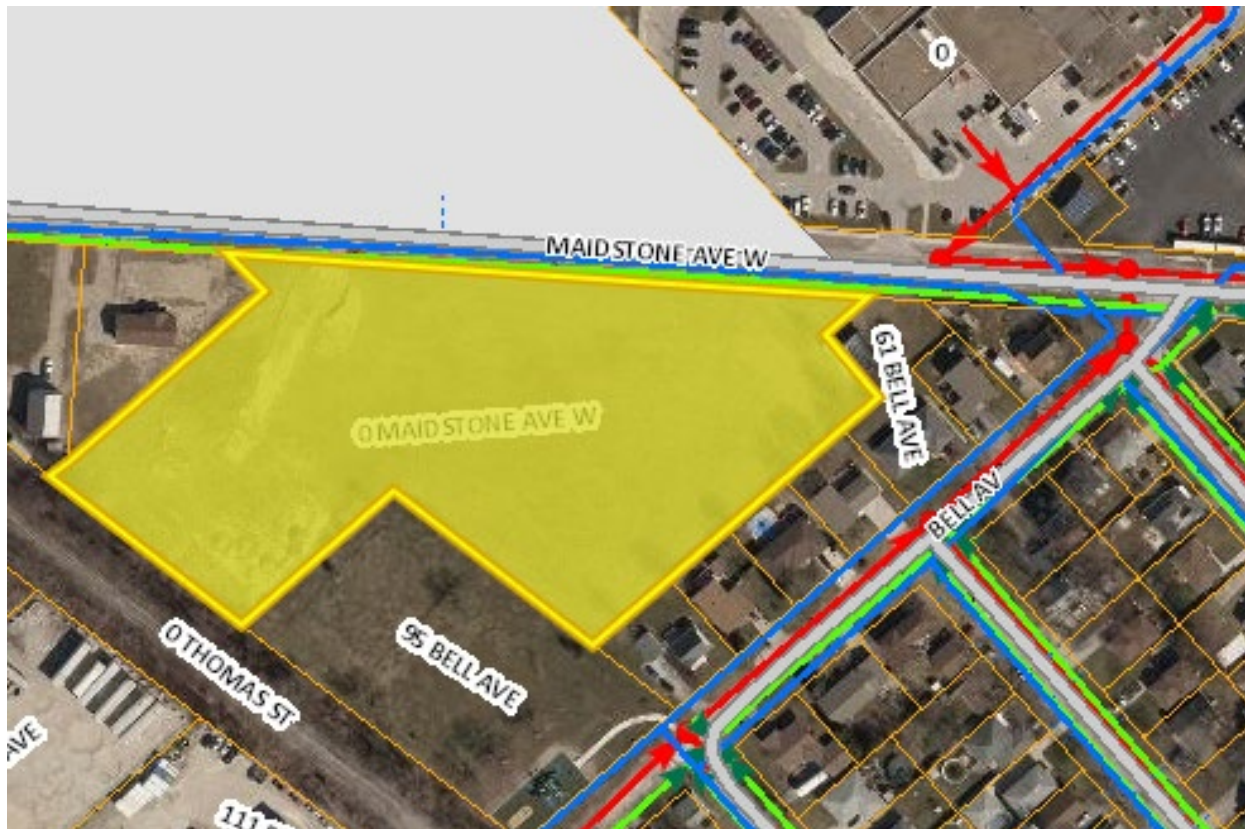
Subject Lands

Servicing Considerations:

- Lands have access to Maidstone Avenue West, a road owned and assumed by the County of Essex
- Municipal water, sanitary, and stormwater connections are available along the Maidstone Avenue West street frontage

Subject Lands

Servicing Considerations:



Proposed Plan of Subdivision

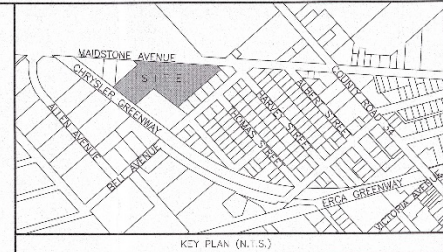
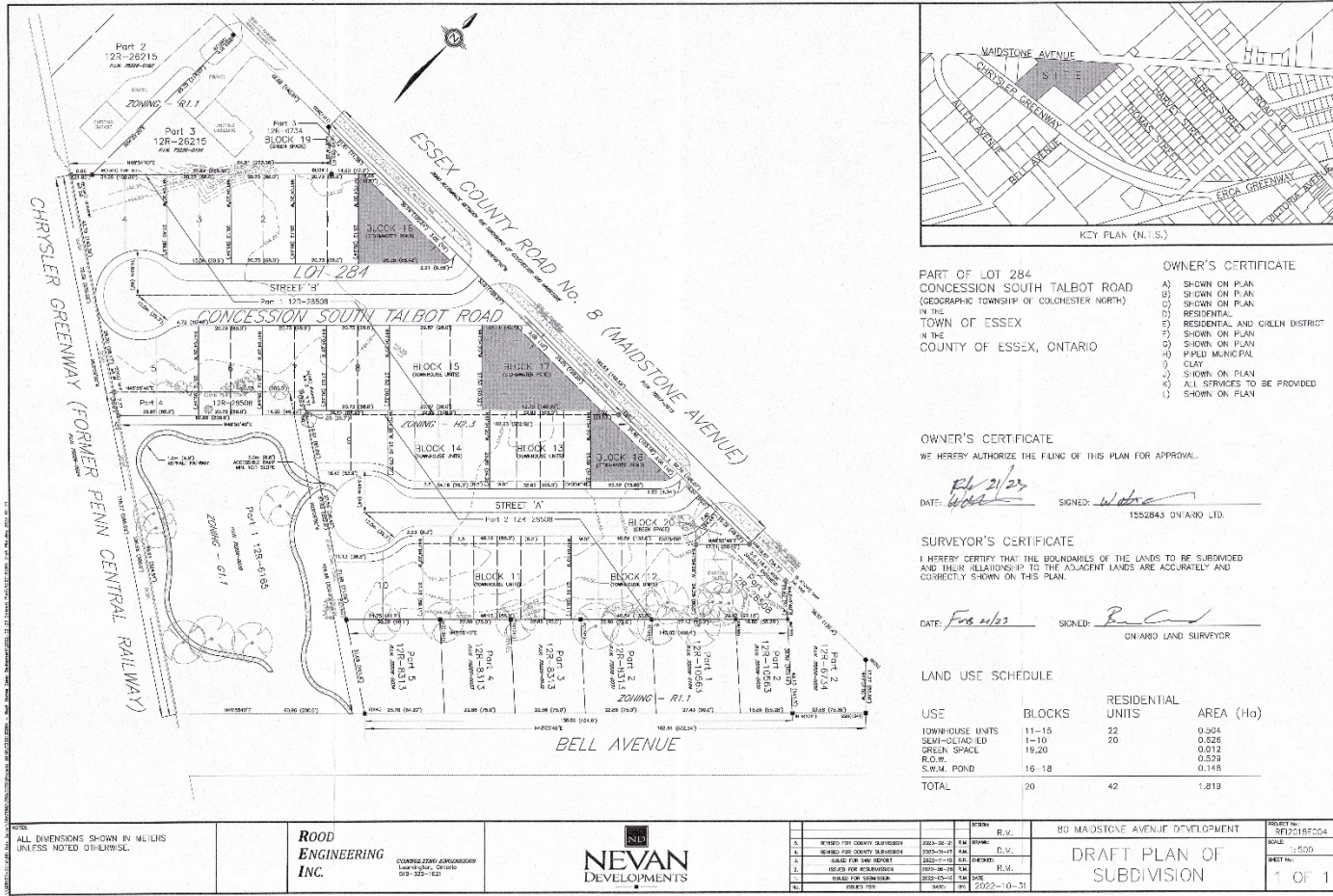
Proposed Plan of Subdivision

- Applicant: 1552843 Ontario Limited (Noah Homes)
- Proposing the creation of ten (10) lots for the construction of twenty (20) *semi-detached dwelling units*, and five (5) blocks for the construction of twenty-two (22) *townhome dwelling units*
- Forty-Two (42) dwelling units in total

Proposed Plan of Subdivision

- A *semi-detached dwelling* is one dwelling divided vertically into two (2) dwelling units
- A townhome dwelling is one dwelling divided vertically into a row of three (3) or more units
- All units are attached by common interior walls

Proposed Plan of Subdivision



PART OF LOT 2B4
CONCESSION SOUTH TALBOT ROAD
(GEOGRAPHIC TOWNSHIP OF COLCHESTER NORTH)
IN THE
TOWN OF ESSEX
IN THE
COUNTY OF ESSEX, ONTARIO

OWNER'S CERTIFICATE
A) SHOWN ON PLAN
B) SHOWN ON PLAN
C) SHOWN ON PLAN
D) RESIDENTIAL
E) RESIDENTIAL AND GREEN DISTRICT
F) SHOWN ON PLAN
G) SHOWN ON PLAN
H) PPLD MUNICIPAL
I) CLAY
J) SHOWN ON PLAN
K) ALL SERVICES TO BE PROVIDED
L) SHOWN ON PLAN

OWNER'S CERTIFICATE
WE HEREBY AUTHORIZE THE FILING OF THIS PLAN FOR APPROVAL.

DATE: Feb 21/23 SIGNED: [Signature]
1552845 ON/ARO LTD.

SURVEYOR'S CERTIFICATE
I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONS TO THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN ON THIS PLAN.

DATE: Feb 21/23 SIGNED: [Signature]
ON/ARO LAND SURVEYOR

LAND USE SCHEDULE

USE	BLOCKS	RESIDENTIAL UNITS	AREA (Ha)
TOWNHOUSE UNITS	11-15	22	0.304
SEMI-DETACHED	1-10	20	0.828
GREEN SPACE	15,20		0.012
R.O.W.			0.532
S.W.M. POND	16-18		0.148
TOTAL	20	42	1.819

ALL DIMENSIONS SHOWN IN METERS UNLESS NOTED OTHERWISE. ROOD ENGINEERING INC. CONSULTING ENGINEERS 519-322-6211		1. CHECKED FOR COUNTY SUBMISSION 2023-02-21 2. REVISED FOR COUNTY SUBMISSION 2023-02-21 3. DRAFT FOR OWN REPORT 2023-02-21 4. REVISED FOR REVISIONS 2023-02-21 5. READY FOR SUBMITTAL 2023-02-21 6. CHECKED FOR 2023-02-21	1. R.M. 2. D.S. 3. R.M. 4. R.M. 5. R.M. 6. 2022-10-31	PROJECT No: 80 MAIDSTONE AVENUE DEVELOPMENT REF: 2185004 SCALE: 1:500 SHEET No: 1 OF 1
		DRAFT PLAN OF SUBDIVISION		

Proposed Plan of Subdivision

- Three (3) stormwater ponds
- Two (2) new local roads
- Sidewalks on both streets
- Cash in lieu of Parkland
- Applicant responsible for constructing trail throughout Hunter Park and access to it from Street A
- Applicant responsible for paying for sidewalks along Maidstone right of way

Proposed Plan of Subdivision

Required Studies (Received and Approved):

- Archaeological Checklist
- Stormwater Management Report
- Traffic Impact Assessment
- Clearances from the Ministry of Natural Resources and Forestry (MNRF) for Endangered Species or Habitat
- Development review clearance from ERCA

Proposed Plan of Subdivision

- The proposed plan is in keeping with the land use designation under the Official Plan and lot regulations for the established zoning district under Bylaw 1037
- Reduction of Right of way width for Street A through Council resolution is required

Agency Comments

Agency Comments

- Essex Region Conservation Authority (ERCA)
- School Boards (GECDSB and WECDSB)
- Canada Post
- Bell Canada

Agency Comments

Town of Essex

- Recommend approval of the Plan of Subdivision, subject to the following conditions:
 - Applicant enter into a development agreement with the Town
 - Applicant to pay development charges
 - Applicant to provide cash in lieu of parkland (5%)
 - Applicant required to design and install concrete sidewalk and all entrances thereto within Hunter Park
 - Applicant required to design multi-use trail along Maidstone street frontage
 - Applicant required to install sidewalks on both local roads

Next Steps

Next Steps

1. **March 20, 2023:** Council to provide resolution of support with recommended conditions as presented in Planning report 2023-08,
2. County of Essex will provide their Notice of Decision with conditions to the Applicant and Town,
3. Town of Essex Planning services will prepare a Subdivision Agreement for Council adoption with the recommended conditions,
4. Applicant will sign the agreement and commence construction on municipal services (roads, water, sanitary, storm , electrical)
5. Applicant has three (3) years to satisfy all the conditions of draft plan approval,
6. Final approval of subdivision from County of Essex is granted following completion of all conditions and installation of services, allowing the individual lots to be sold.
7. Hold is removed and building permits for dwelling construction can be issued.

Questions

The Corporation of the Town of Essex

By-Law Number 2430

Being a By-Law to provide that Part Lot Control shall not apply to certain lands within Registered Plan 12M-712

WHEREAS the Planning Act, R.S.O. 1990, c.P.13, as amended, provides that part lot control shall apply where land is within a plan of subdivision registered before or after the coming into force of the Act;

AND WHEREAS subsection 7 of Section 50 of the said Act provides that the Council of the Corporation of the Town of Essex may by By-law provide that part lot control does not apply to land that is within such registered plan or plans of subdivision or parts thereof, as is or are designated in the By-law, and where the By-law is passed and approved, part lot control, as described in subsection 5 of Section 50, ceases to apply to such land;

AND WHEREAS it is deemed desirable that the provisions of subsection 5 of Section 50 of the Planning Act shall not apply to certain lands on Registered Plan 12M-712;

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

1. **That** Subsection 5 of Section 50 of the Planning Act, R.S.O. 1990, c.P.13, does not apply to certain lands described that comprise Lots 1-10, all inclusive, and Blocks 11-15, all inclusive, on Registered Plan 12M-712, in the Geographic Township of Colchester North, now in the Town of Essex, in the County of Essex;
2. **That** the development of the lands more particularly described in paragraph 1, of this By-law, shall be only by way of descriptions of lands on a registered reference plan;
3. **That** By-law Number 2430 shall expire on April 7, 2028;
4. **That** this By-Law shall come into full force and effect upon the final passing thereof on the date upon which this By-law is approved by the County of Essex pursuant to the provisions of the Planning Act.

Read a first, and second time and third time and finally approved on April 7, 2025.

Mayor

Clerk



Report to Council

Department: Community Services
Division: Community Services
Date: April 7, 2025
Prepared by: Jake Morassut, Director, Community Services
Report Number: Community Services-2025-01
Subject: Corporate Tree Inventory and Assessment Update
Number of Pages: 13

Recommendation(s)

That Community Services 2025-01 entitled, “Corporate Tree Inventory and Assessment Update” prepared by Jake Morassut, Director, Community Services dated April 7, 2025, be received,

That Council approve a post budget approval in the amount of \$45,234.60 for the capital project “Development of a Tree Nursery” to be funded from a \$30,000 grant from Enbridge Gas and \$15,234.60 from the Green Fund Reserve.

That Council approve reallocating the remaining funds of \$26,784.60 from the capital project entitled “Corporate Tree Inventory and Assessment” (CS-24-0013) to be used for removal of trees that are deemed unsafe,

That Council approve amendments to Schedule A of By-Law 2205, being an approved tree listing for the Town of Essex owned properties.

Purpose

To provide Council with an update on Capital Project entitled “Corporate Tree Inventory and Assessment” (CS-24-0013), to reallocate fees due to savings from the capital project and update the approved tree species list for municipal owned properties.

Background and Discussion

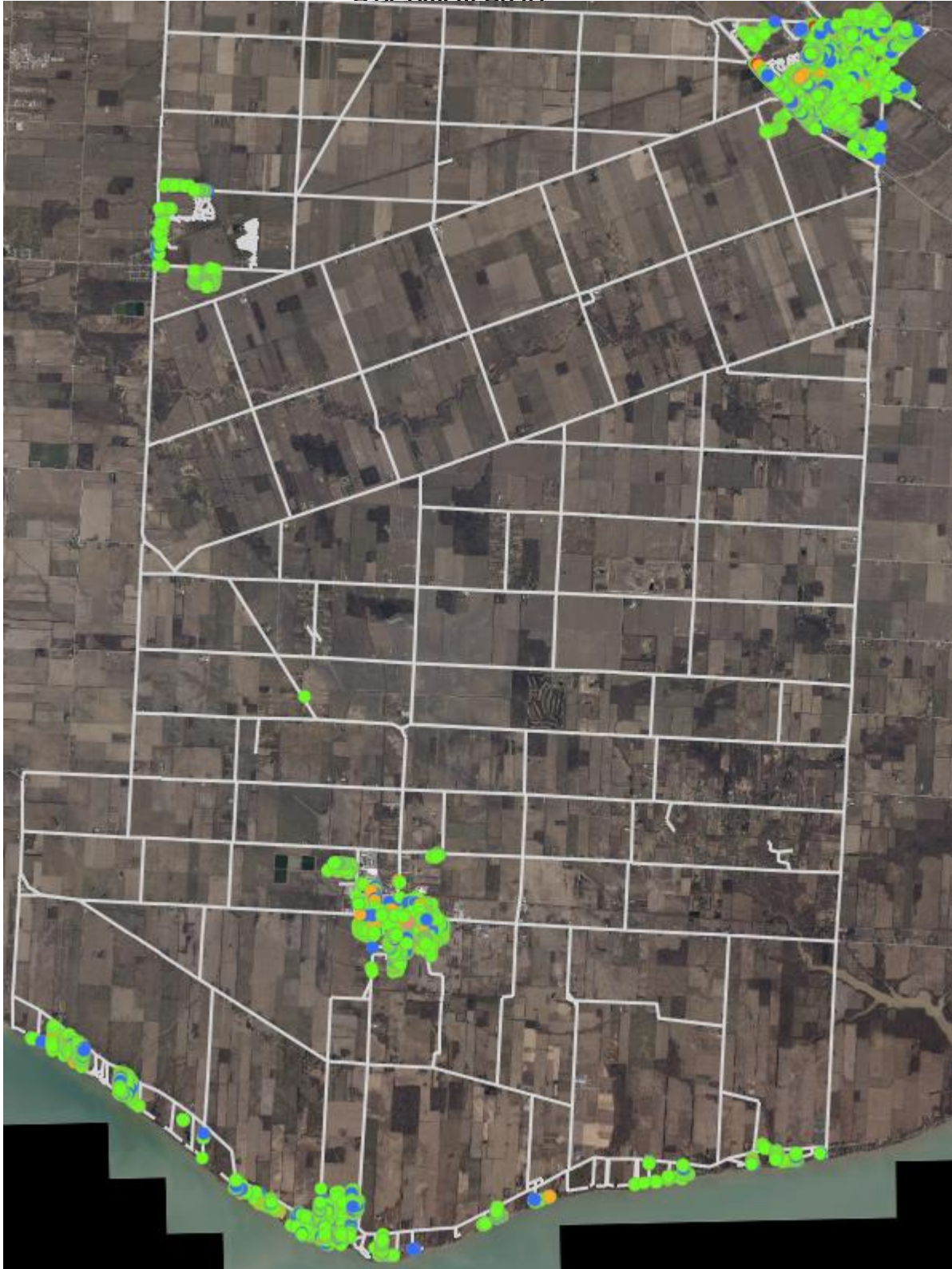
The Town of Essex experienced several circumstances in 2022 and 2023 where trees were damaged due to extreme weather events. As there is evidence that extreme weather events are more common, it was important that the Town look at all trees within municipal property, inclusive of the road allowances, to determine the overall health and safety of our trees. In accordance with our Climate Change Adaptation Plan, the below objectives are relevant to this study:

- Section 2.1 – Ensure tree and plant species established are native, diverse, disease resistant, and have high climate adaptability.
- Section 3.4 – Include climate vulnerability and risks (e.g. power outages, capacity limitations, health and safety impacts, road drainage, failure) in infrastructure planning and asset management.
- Section 6.1 – Promote tree planting opportunities within the community.

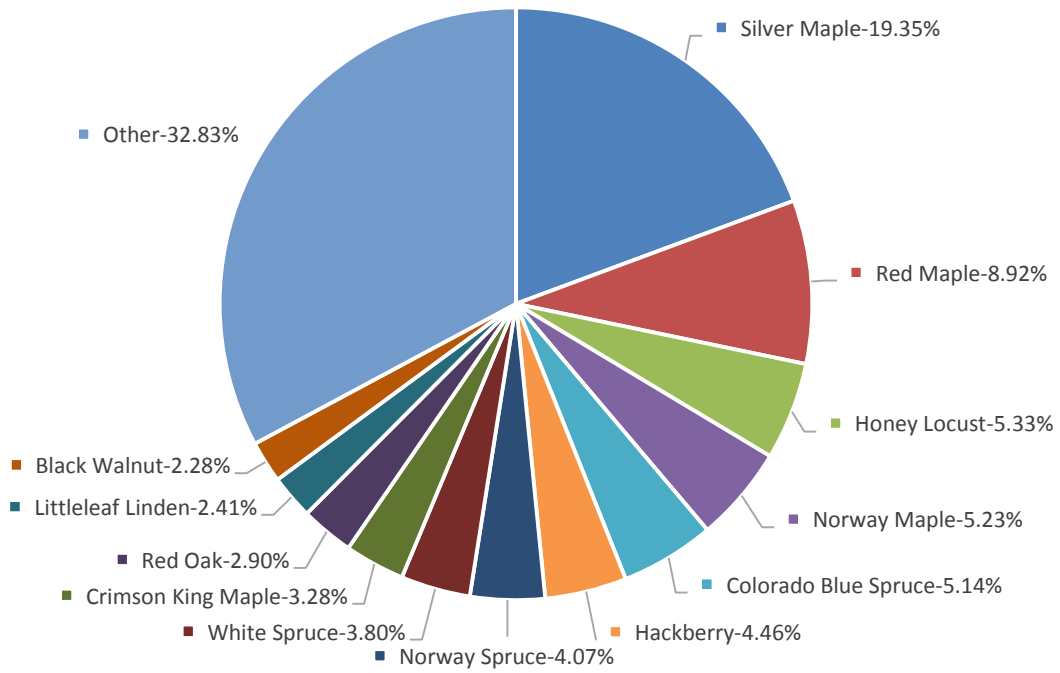
Through initiating this inventory project, information from 4,688 trees was gathered for all urban centres. This information includes location, species, condition, tree size, obstructions, and ownership.

Below is a series of charts showing information that was created based on the inventory assessment.

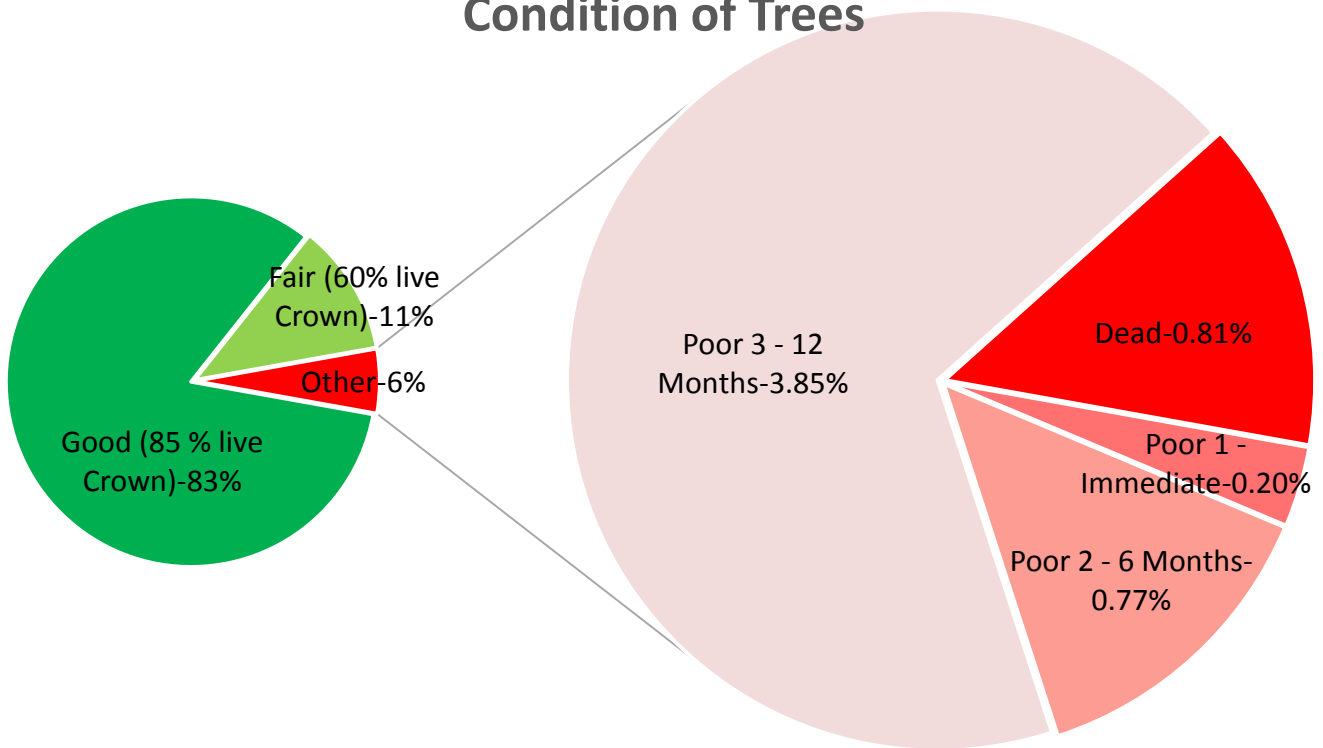
Assessment Areas

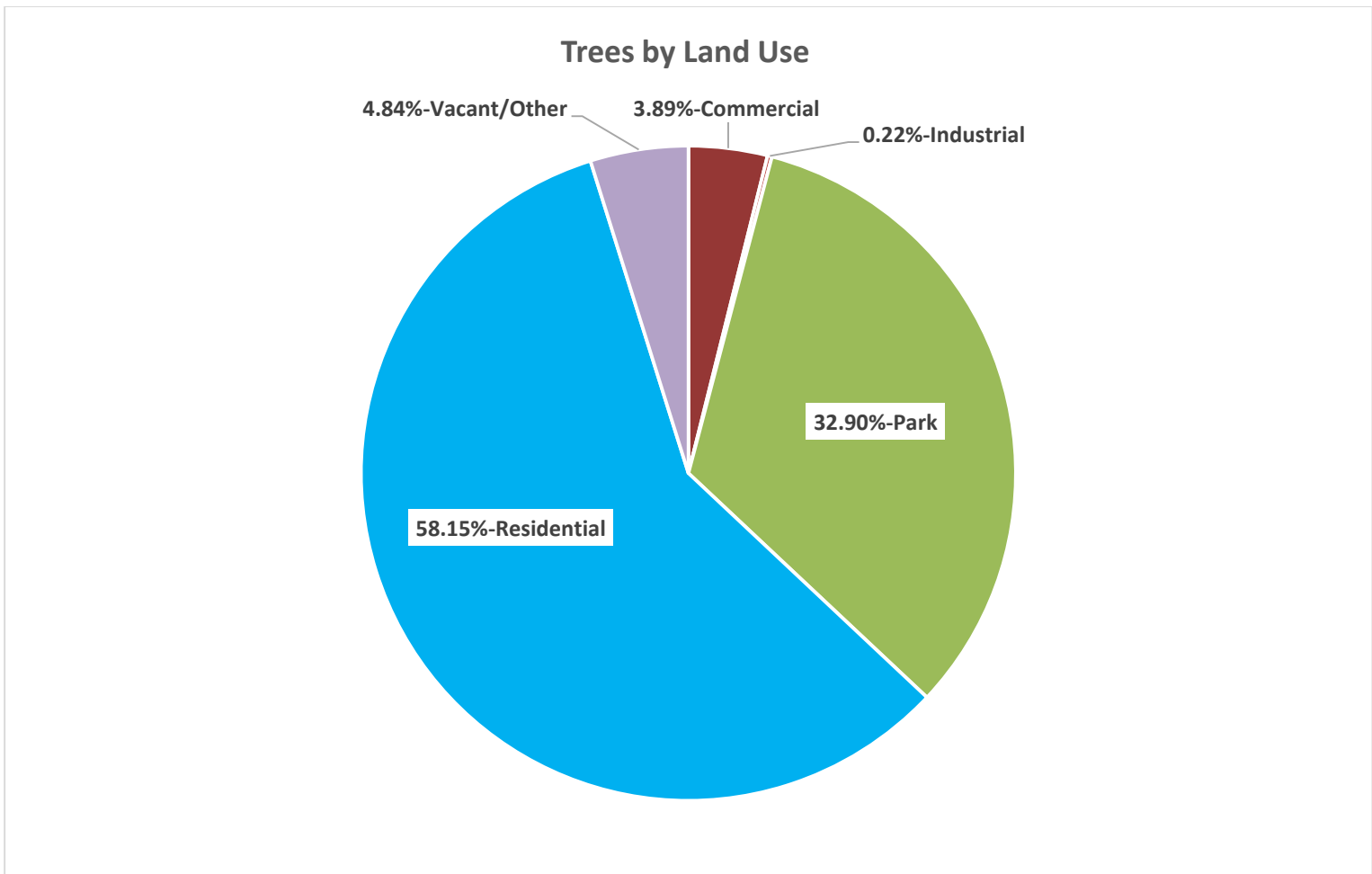


Tree Species Percentage (Top 13)



Condition of Trees





Maple Concerns

Unfortunately, the Town of Essex, like many municipalities in Ontario, have little diversity in the term of species. The predominant tree species in the Town of Essex is the Silver Maple. The various varieties of Maple trees make up 40.1% of the inventoried tree population. This lack of diversity makes for a vulnerable tree population. The recent Emerald Ash Borer infestation has highlighted the need for a diverse tree population. For this reason, Maples are no longer a desirable tree, and many municipalities no longer plant them. Aside from being overused, Maples have inherent health issues. The Maples commonly suffer from a fungal infection called “verticillium wilt” which usually causes a slow decline in the tree until it deteriorates and requires removal. A second common problem with Maple trees is that they are susceptible to girdling roots, meaning that the roots of this species often tend to encircle the trunk of the tree. As the

tree grows, the roots eventually strangle the tree resulting in partial or completed death of the tree.

Species Diversity

As highlighted above, there is a concern with species diversity in the Town of Essex. An ideal tree inventory will have no one species representing more than 10% of the population. Species diversity could be better addressed if the Town amended the Approved Tree Species list as part of By-Law 2205, being the Tree Management By-Law. The Town of Essex has taken over the responsibility for developments with the planting of trees. The Town now collects money as part of the development and picks the species and the location of tree planting. These initiatives will assist with diversity of tree species within the municipality.

Shared Ownership Trees

During the survey, trees that touched the boundary of municipal property were marked as municipally owned. In accordance with By-Law 2205, all trees that are planted within municipal property, or become part of municipal property, become the responsibility of the municipality. These trees exist on the property line that delineates the municipal property and the private property. Recent court cases regarding shared ownership trees have demonstrated that if any portion of the trunk extends over an abutting property, the tree becomes a shared tree co-owned by both owners. In light of the above, Administration recommended to Council that the Town maintain trees of shared ownership in an effort to limit the Town's liability should claims arise related to these particular trees. This was approved by Council through the implementation of By-Law 2205.

Maintenance Plan/Inspections

Municipal trees benefit from a good maintenance program. Unfortunately, most municipalities have more of a reactive maintenance program, instead of a proactive program. Proactive work, such as trimming young trees every 5-6 years, would ensure that proper clearances for vehicles and pedestrians, while also retaining the tree's health.

Trees should be routinely monitored to check for structural issues, disease, physiological issues, as well as issues related to clearances. Currently, the Town has an arborist within the Parks and Facilities division. Having this expertise is not only a benefit to the Town trees, but it also helps with liability issues by identifying trees that need attention in a timely manner. Routine inspections also show the Town is exercising due diligence when it comes to its tree inventory, but it is important to ensure this tree inventory is monitored and maintained by all departments that oversee trees.

Maintenance Schedules

The Town's tree population is moderate in age. Due to their age and size, the urban area trees should be inspected regularly, looking for signs of significant decay and other structural issues such as storm damage. Trees that present a hazard to property or persons should be removed as soon as possible and new trees should be planted the following season.

The survey data lists 256 (6.62%) of the inventoried trees as dead or priority 1/2/3, which all require removal. It should be noted that there will always be issues that will necessitate tree maintenance or removals in any given year (i.e. storms, disease, drought); however, it is not anticipated that the number of removals should change significantly in the foreseeable future. If a pro-active trimming program is adopted, the number of removals, in fact, may be reduced as decay issues may be averted.

To reduce future tree maintenance costs, this can be achieved by the Town undertaking a routine tree trimming program every five years for its trees with a diameter of 30cm or less. Once the trees reach a diameter greater than 30cm diameter at breast height (DBH), proper clearances should be in place and regular trimming cycles can be reduced. This type of work will also eliminate the need to remove large limbs from mature trees which ultimately leads to decay and the subsequent removal of the tree. Ideally, trees having a diameter more than 30cm DBH should be trimmed every seven years. Trees of this size should need minimal trimming for clearances and work would likely be limited to removing limbs that are dead or have structural issues.

Of the 4,688 trees surveyed in the Town of Essex, 2,584 have a DBH of 30cm or less, and the balance 2,104 have a DBH over 30cm.

Based on a five-year pruning cycle of the 30cm or less trees, the Town would need to trim 517 trees on an annual basis. Larger trees would need to be trimmed at a rate of 301 trees per year to achieve the desired seven-year pruning cycle. It should be noted that pruning of trees that are greater than 30cm would need to be outsourced since the Town does not have the required equipment or staff to complete the work.

There could be considerable savings if the smaller trees are trimmed by Town staff; however, this will be a duty the staff would take care of outside of their regular daily operations—the number of trees that would require trimming may not be attainable in a given year due to existing workload.

Value of Trees

Trees provide a number of qualitative and quantitative benefits which include:

- producing oxygen while storing carbon
- reducing temperature
- reducing storm runoff
- removing particulate matter from the air
- reducing noise pollution
- increasing property value
- providing habitat for animals, and
- reduce heating and cooling costs if strategically planted around homes.

Other less known benefits are as follows:

- Crimes rates are less in areas of higher tree cover
- People recuperate from surgeries quicker if their room has a view with trees, and
- Trees reduce soil erosion.

Most people are not aware that trees also have a monetary value. Just like all other assets owned by the Town, trees have a dollar value that can be determined by a qualified person. The value

is determined by factors such as species, tree location, size and condition. Values of an individual tree can exceed \$30,000.00.

An estimate of the value of the trees in the Town of Essex urban areas is approximately \$18,696,523. Many municipalities now consider their tree population as part of the municipal infrastructure. This “*Green Infrastructure*” often has a value comparable to other types of infrastructure such as roads and sewers.

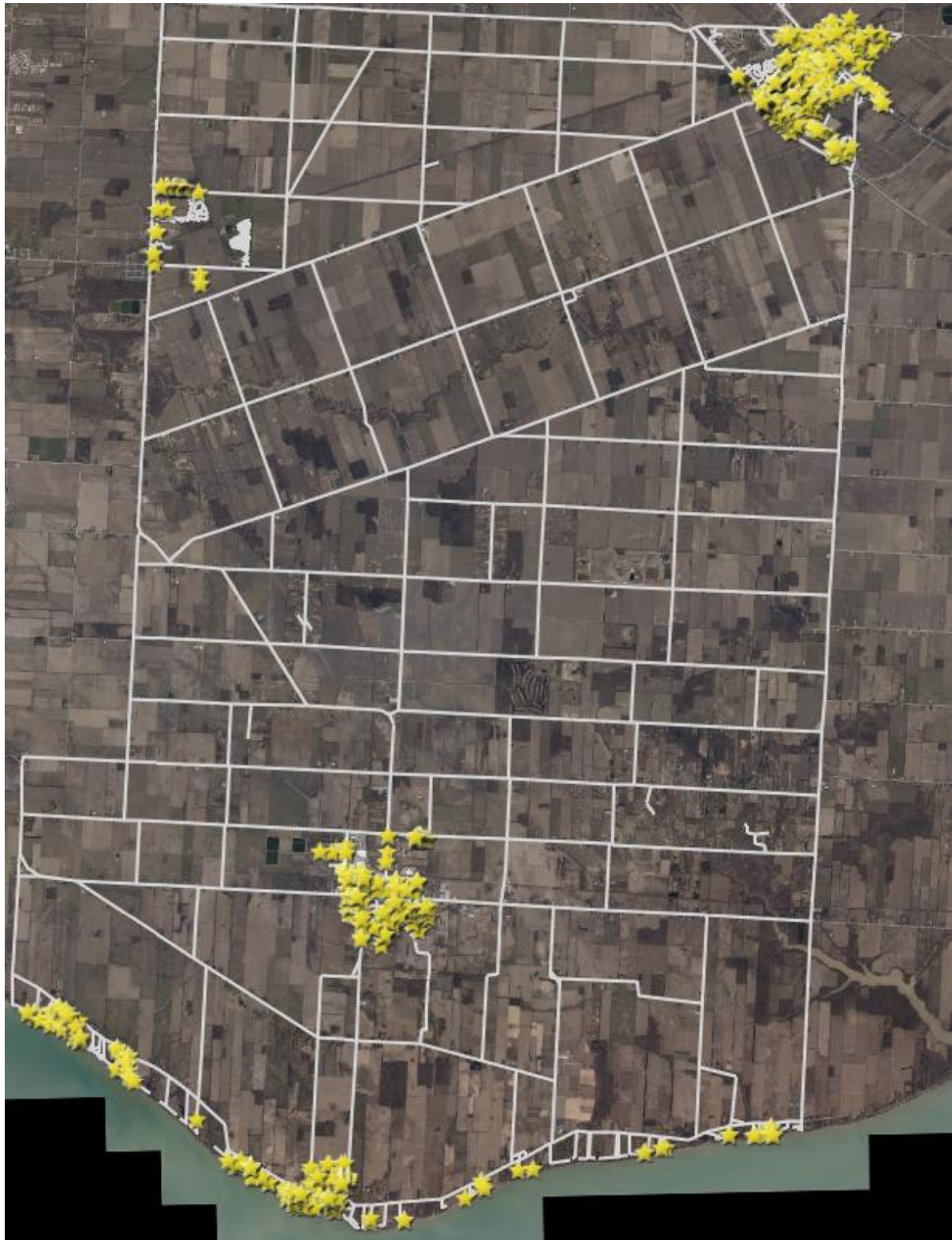
Future Trees

In addition to the inventory of existing trees, we ensured to gather data on potential future trees. Vacant locations that could use a tree were marked on a map, with a suggested tree species. The species was determined based on the location, diversity of trees in the area, and functionality (e.g. no tall trees planted under overhead obstacles).

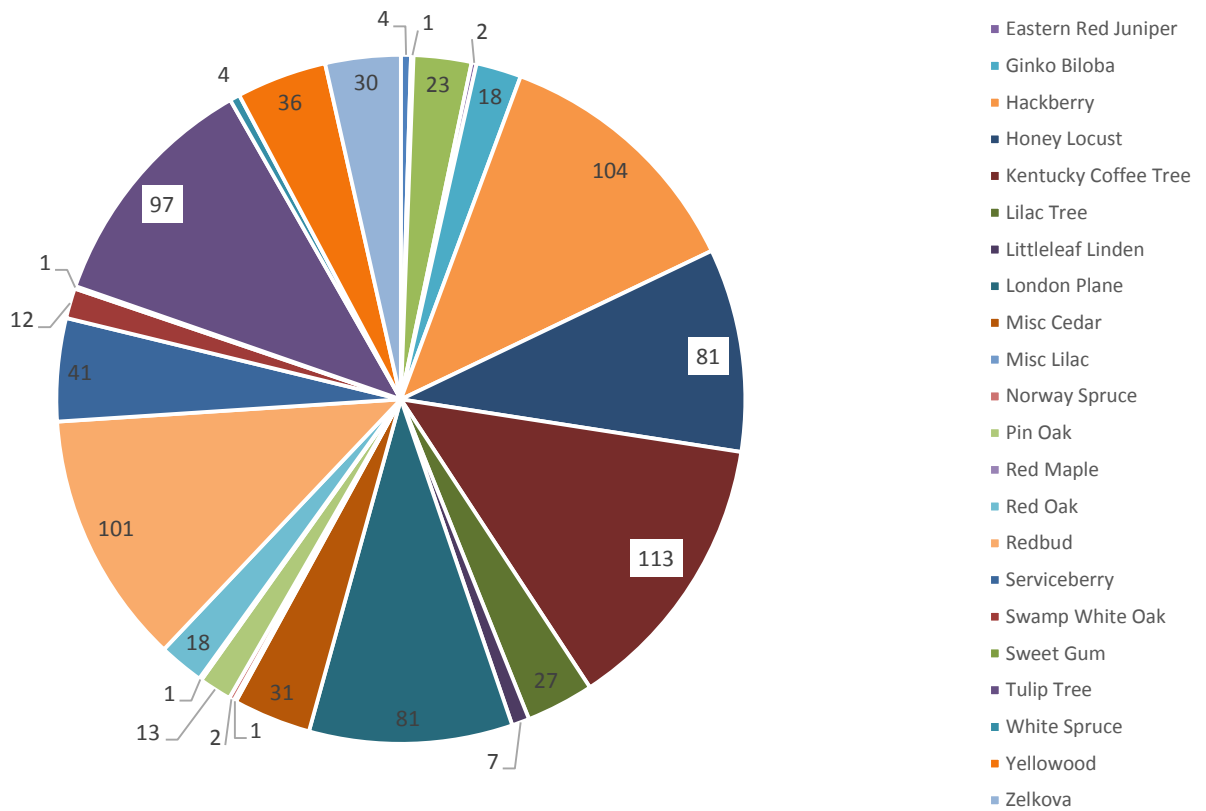
While an effort to use native tree species is always preferred, sometimes it is not functional as there are more appropriate tree species that better fit the location.

When practical and possible, the Town will attempt to relocate a tree rather than simply removing it. In either case, in accordance with By-Law 2205, at least one tree will be replanted if a tree is removed from municipal property; due to functionality and practicality, location may not be exactly the same and may be related to another area within the municipality.

Below you will see a map with locations that could use additional trees, and a chart indicated the recommended tree types to increase our diversity.



Future Tree Species



Financial Impact

Tree Removal by Contractors

The total net worth of the street trees is estimated at \$18,696,523.00. There will be 256 trees slotted for removal, to take place in priority sequence. The cost to remove these trees, if completed in full by an external contractor, is estimated to be \$384,000.00 which will be completed over time within the annual operating budgets. The cost to replant the trees being removed is approximately \$128,000.00.

Tree Removal by Internal Staff

Cost savings could be realized if internal staff is utilized to complete the removal and trimming of the 111 trees under 30cm DBH and the associated tree re-plantings. This would result in a total savings of \$166,500.00, therefore reducing the budget required for removal to \$217,500.00.

Current staffing levels in the Parks and Facilities Division and the Operations Division could assist with some additional work associated to the tree maintenance program without service levels in other areas being adversely affected; however, this would mean spacing the removals out over

a long period of time. Due to the high budget impacts, administration recommends monitoring the safety of the trees that need to be removed with prioritization to those with health and safety impacts on an annual basis, utilizing municipal staff where possible and contractors where needed.

Future Tree Nursery

The Town of Essex recently received a grant in the amount to \$30,000.00 from Enbridge Gas to develop a tree nursery at the Harrow Soccer Complex. In addition, in the 2025 budget deliberations Council resolved to transfer \$15,234.60 from the 2024 Council Contingency Fund/Council Discretionary Funds to be allocated toward tree plantings, totalling \$45,234.60.

These trees will take five to ten years to grow large enough for planting on municipal properties but will have the benefit of cost savings over that decade as well as the positive environmental impact of additional trees in the municipality.

Tree Removals

The capital project for the Corporate Tree Inventory and Assessment (CS-24-0013) had an approved budget of \$50,000.00 and resulted in a cost savings of \$26,784.60. Administration recommends reallocating these funds to fund the removal of unsafe trees.

Consultations

Doug Sweet, Chief Administrative Officer

Kate Giurissevich, Director, Corporate Services/Treasurer

Kevin Girard, Director, Infrastructure Services

Rodney Klie, Manager, Parks and Facilities

Vince Murphy, Assistant Manager, Parks and Facilities

Norm Nussio, Manager, Operations

Dave McBeth, Manager, Capital Works

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.

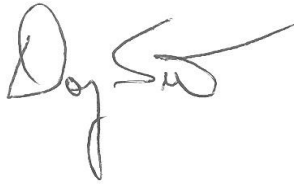
Report Approval Details

Document Title:	Tree Inventory Update - Community Services-2025-01.docx
Attachments:	- Approved Tree Species - Amended April 7, 2025.pdf
Final Approval Date:	Mar 31, 2025

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

No Signature - Task assigned to Kate Giurissevich, Director, Corporate Services was completed by assistant Ann Marie Unis

Kate Giurissevich, Director, Corporate Services - Mar 31, 2025 - 4:22 PM



Doug Sweet, Chief Administrative Officer - Mar 31, 2025 - 4:23 PM

Schedule “A” – Approved Tree Species

Approved Tree species:

- Only deciduous trees shall be used for street planting
- Wherever several trees are planted, no more than five (5) trees of one species should be planted in a row
- When possible, native tree species should be planted
- The following trees are coded as to the most suitable and adaptable locations for planting and development
- A – Parks, B – Core areas of Town, C – Residential, D – Under Overhead Infrastructure

The following is a listing of approved shade trees (shade trees shall be planted seven- and three-quarter metres (7.75m) or approximately twenty-five feet (25’) apart.

Approved Coniferous Trees							
Use	Location	Common Name	Tree Species	Native Range	Comments	Size	Form
A	Parks	Dawn Redwood	Metasequoia glyptostroboides	Non-Native	Pyramidal shape, loses needles in winter.	L	Pyramidal
A	Parks	Norway Spruce	Picea abies	Non-Native	Moderately fast growing pyramidal shaped tree.	L	Pyramidal
A	Parks	Silver Fir	Abies concolor	Non-Native	Attractive pyramidal tree slow growing.	L	Pyramidal
A	Parks	White Pine	Pinus strobus	Native	Relatively fast growing, prefers well drained soil.	L	Pyramidal
A	Parks	White Spruce	Picea glauca	Native	Large pyramidal tree, prefers moist well drained soils.	L	Pyramidal

There are many suitable species and cultivars for Abies, Picea, Pinus and Tsuga. Consideration will be considered and checked, before permission to plant anything not on the list

Approved Deciduous Trees and Shrubs

Use	Common Name	Tree Species	Native Range	Comments	Size	Form
A, C	Bitternut Hickory	<i>Carya cordiformis</i>	Native	Prefers moist soils; Requires large area to grow; Difficult to transplant due to large taproot; Large trees can produce considerable litter, due to twig, leaf and nut drop	L	Rounded/Oval
A, C	Black Gum	<i>Nyssa sylvatica</i>	Native	Prefers moist acidic soils; Difficult to transplant due to large taproot; Slow growing; Dioecious; Spectacular fall colour;	M	Rounded/Oval
A, B, C	Bradford Pear	<i>Pyrus calleryana</i>	Non-Native	Tolerates most soil conditions, white spring flowering (foul odour). Suseptible to storm damage as a larger tree.	M	Pyramidal shape
A, C	Bur Oak	<i>Quercus macrocarpa</i>	Native	Slow growing, acorns, best suited to larger planting sites.	L	Rounded
A, B, C	Chinquapin Oak	<i>Quercus muhlenbergii</i>	Native	Prefers a sunny location; Tolerant to drought; Susceptible to oak wilt; Low maintenance tree	M-L	Open/Globular
A, C, D	Eastern Redbud	<i>Cercis canadensis</i>	Native	Best grown in part shade; Purple flowers before leaves; Difficult to transplant; Prefers rich fertile soils; Good in naturalized areas; Hardiness zone of 4-9	S	Vase/Rounded
A	European Beech	<i>Fagus sylvatica</i>	Non-Native	Smooth grey bark, leaves remain through winter.	L	Upright Oval
A, C, D	Flowering Dogwood	<i>Cornus florida</i>	Native	Grows in average moist well drained soil; Best in part shade; Benefits from spring mulch to keep root cool during the heat; Susceptible to many diseases when stressed, Dogwood anthracnose	M	Broadly Pyramidal
A, B, C	Ginkgo	<i>Ginkgo biloba</i>	Non-Native	Very slow growing; Plant only male trees (dioecious); Yellow fall colour; Fan shaped leaf; Excellent street tree, very tolerant, unique prehistoric tree.	L	Pyramidal Spreading
A, B, C	Hackberry	<i>Celtis occidentalis</i>	Native	Interesting bark, very hardy.	L	Rounded
A, B, C	Honey Locust (thornless)	<i>Gleditsia triacanthos "inermis"</i>	Native	Very hardy, dappled shade.	L	Rounded
A, B, C, D	Japanese Zelkova	<i>Zelkova serrata</i>	Non-Native	Vase shaped small tree.	S	Vase
A, C, D	Japanese Katsura	<i>Cercidiphyllum japonicum</i>	Non-Native	Good fall colour but not drought tolerant.	S	Broad Rounded

Use	Common Name	Tree Species	Native Range	Comments	Size	Form
A, B, C	Kentucky Coffeetree	Gymnocladus dioicus	Native	Choose male for boulevards, females can be dirty; Tolerates poorer soils; Good street tree, very tolerant.	L	Oval/Ovate
A, B, C, D	Japanese Tree Lilac	Syringa reticulata	Non-Native	Grows up to 15 feet, white flowers in spring, salt tolerant, no serious diseases or pest.	S	Round
A, B, C	Little Leaf Linden	Tilia cordata	Non-Native	No serious diseases or pests, hearty in most situations, fragrant spring flowers.	M	Pyramidal
A, B, C	London Plain	Platanus x acerifolia	Non-Native	Interesting mottled bark. More resistant to disease than native Sycamore.	L	Rounded
A	Pin Oak	Quercus palustris	Native	Adaptable to urban sites, prefers wet/acidic locations. Iron deficiency (chlorosis) can be an issue.	L	Rounded
A, B, C	Red Maple	Acer rubrum	Native	Tolerates a wide range of soils, including wet soils; Very cold hardy; Good fall colour; Verticillium wilt can be fatal; Shallow root system	L	Rounded/Oval
A, C	Red Oak	Quercus rubra	Native	Limited use due to potential arrival of Oak Wilt, best suited for larger planting sites.	L	Rounded
A, B, C, D	Serviceberry	Amelanchier canadensis	Native	Showy spring flowers, nice fall colour, usually under 10 feet tall.	S	Rounded
A	Shagbark Hickory	Carya ovata	Native	Prefers moist soils; Requires large area to grow; Difficult to transplant due to large taproot; Large trees can produce considerable litter, due to twig, leaf and nut drop	L	Rounded/Oval
A	Sweet Gum	Liquidambar styraciflua	Non-Native	Great fall colour, tolerates poor drainage, unique maple-like leaf.	M	Oval
A, C	Sugar Maple	Acer saccharum	Native	Moist well drained soil; suffers in compacted, poorly drained soil; Intolerant of road salt; Great fall colour; excellent shade tree	L	Rounded
A, C	Swamp White Oak	Quercus bicolor	Native	Slow growth, acorn, peeling bark on smaller branches, will tolerant wet conditions.	L	Rounded
A, B, C	Tulip Tree	Liriodendron tulipifera	Native	Fast growing, potentially weak wooded; Shallow rooted, limit root zone activity; Prefers moist organic soils; Not suitable for street tree	L	Pyramidal to Conical
A, C	Yellowwood	Cladrastis kentukea	Non-Native	White flowers in summer. Does not get large in our region.	S-M	Rounded

Schedule “B” – Prohibited Species

Prohibited Tree Species					
Common Name	Tree Species	Native Range	Comments	Size	Form
Manitoba Maple	Acer Negundo	North America	Weak wood, easily damaged with wind and ice; Can be a host for nuisance insects	M	Rounded
Tree of Heaven	Ailanthus Altissima	China	Invasive and difficult to eradicate; Weak wooded; Short lived; Messy; Listed as a noxious weed in many parts of North America	L	Open
Ash	Fraxinus Species	North America	Host to emerald ash borer; Susceptible to large number of disease problems; Weak branching and dieback	M-L	Pyramidal
Honey Locust (thorns)	Gleditsia Triacanthos	North America	Usually covered in numerous thorns; Susceptible to large number of disease problems; Fall litter of seed pods can be an issue	L	Rounded
Mulberry	Morus Species	China	Listed as a noxious weed in many parts of North America; Weak wood; Fruiting	S-M	Rounded
Aspen	Populus Species	North America	Intolerant of city pollutants; Stems come from grouping of underground clones; Susceptible to large number of disease problems; Weak branching and dieback	L	Upright/Pyramidal
Black Locust	Robinia Species	North America	High insect and disease susceptibility; Usually covered in paired spines; Suckering roots; Can have litter	M-L	Columnar/Oblong
Willow sp.	Salix Species	Europe/Asia	Weak wood; High insect/disease susceptibility; Moisture-seeking roots and litter; Shallow roots	S-L	Varies

* Morus rubra is native to North America. Although considered endangered it should be only planted in a naturalized setting and closely monitored. *



Report to Council

Department: Community Services
Division: Community Services
Date: April 7, 2025
Prepared by: Jake Morassut, Director of Community Services
Report Number: Community Services-2025-02
Subject: Special Events Resource Team (SERT) – April 2025
Number of Pages: 3

Recommendation(s)

That Community Services-2024-02 entitled Special Event Resources Team (SERT) – April 2025 prepared by Jake Morassut, Director, Community Services, dated April 7, 2025, 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.

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 Event Resource Team (SERT) Update - April 2025 - Community Services-2025-02.docx
Attachments:	- SERT Update_April 2025.pdf
Final Approval Date:	Mar 31, 2025

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 long horizontal stroke extending to the right.

Doug Sweet, Chief Administrative Officer - Mar 31, 2025 - 2:23 PM

Event	Date(s)	Location	Special Notes
Harrow Legion - Rosco Hockey Tournament	April 4 & 5, 2025	Harrow Arena	
Harrow Kinsmen Easter Egg Hunt	April 20, 2025	Harrow Fairgrounds	
Essex Gospel Easter Egg Hunt	April 19, 2025	Essex Centre Sports Complex Soccer Fields	
Jane's Walk	April 25, 2025	Sidewalks in Essex Centre	
Stanley's 3 on 3 Tournament	April 25 to 28	Essex Centre Sports Complex	
Jane's Walk	April 27, 2025	Colchester Schoolhouse & Harrow Centre sidewalks	
Colchester Shoot Out	May 2&3, 2025 (raindate 4th)	Colchester Harbour/Park	
Windsor - Ride For Dad	May 25, 2025	Sydenham Street / County Rd. 50 W.	Road Closure
The Grey 5K	May 31, 2025	Sadlers Nature Park & ERCA Trail	
Town of Essex Spring Cleanup	May 10, 2025	All Wards	
Stanton Court Neighbourhood Fireworks	May 17, 2025	Stanton Park	Fireworks
Mayor's Charity Yard Sale	June 7, 2025 (raindate 14th)	Harrow Soccer Complex	
McGregor Music Festival	June 8, 2025	Co-An Park	Special Occasion Permit
Essex Centre StreetFest	June 21, 2025	Essex Main Street / Heritage Gardens	
Colchester Villiage Market	June 21, 2025	Colchester Schoolhouse	
Harrow Soap Box Derby	June 21, 2025	Downtown Harrow	Road Closure
Walleye Derby - Colchester	June 14, 2025	Colchester Harbour/Park	Special Occasion Permit
Harrow Open Streets	June 27, 2025	Downtown Harrow	Road Closure
Imperio Do Santo Antonio de Harrow Festival/Parade	June 28 & 29, 2025	St. Anthony Church to Camoes Portugese Club	Road Closure and Special Occasion Permit
Townsvieview Neighbourhood Party	June 29, 2025 (Rain 30)	Morris Drive	Road Closure and Fireworks
Harrow Rotary Canada Day Event	July 1, 2025	Harrow Fairgrounds	Fireworks
Essex Fun Fest	July 3 to 6, 2025	Essex Centre Sports Complex	Road Closure and Special Occasion Permit
Essex Fun Fest 5K	July 6, 2025	Sadlers Nature Park	
Ontario Purple Martin Association (OMPA) Purple Martin Festival	July 12, 2025	Colchester Schoolhouse	
Colchester Villiage Market	July 19, 2025	Colchester Schoolhouse	
Pedals and Passport Cycling Event	August 2, 2025	Colchester and Area	
Essex County Steam and Gas Engine Show/Parade	August 9, 2025	McGregor Community Centre to Co-An Park	Road Closure w/ OPP request
Colchester Villiage Market	August 16, 2025	Colchester Schoolhouse	
Essex Centre StreetFest	August 16, 2025	Essex Main Street / Heritage Gardens	Road Closure
On a Mission, For The Mission	August 24, 2025	Sydenham Street / County Rd. 50 W.	Road Closure
Harrow Fair	Aug 29 -Sept 1, 2025	Harrow Fairgrounds	Road Closure
Ronald's House of Champions Hockey Tournament	September 4 to 7, 2025	Essex Centre Sports Complex	
Colchester Villiage Market	September 20, 2025	Colchester Schoolhouse	
WETRA Motorcycle Ride	September 28, 2025	Sydenham Street / County Rd. 50 W.	Road Closure
Harrow Kinsmen WiggleFest	September 20, 2025	Colchester Park	Special Occasion Permit

Event	Date(s)	Location	Special Notes
Harrow Open Streets	September 26, 2025	Downtown Harrow	Road Closure
Essex BIA Soap Box Derby	September 27, 2025 (Rain 28)	Essex Downtown Centre	Road Closure
Daisy and Co. 5K Steps for a Cure	September 28, 2025	Downtown Harrow	Road Closure
Truth and Reconciliation Flag Raising	September 30, 2025	Town Hall	
Miles for Max	October 4, 2025	ECSC Pkg Lot and Downtown Essex Sidewalks	Parking lot closure
Essex Centre StreetFest	October 11, 2025	Essex Main Street / Heritage Gardens	Road Closure
Essex BIA Tiny Tot Parade	October 31, 2025	Downtown Essex	Road Closure w/ OPP request
Pumkin Parade	November 1, 2025	Harrow Participark and Essex Sadler's Park & Nature Trail	
Remembrance Day Ceremony	November 11, 2025	Veterans Memorial Park	Road Closure w/ OPP request
Remembrance Day Ceremony	November 11, 2025	Essex Centre Cenotaph	Road Closure w/ OPP request
Essex Santa Clause Parade/Santa's Village	December 13, 2025	Essex Centre Downtown & Heritage Gardens	Road Closure w/ OPP request
Hockey for Hospice Tournament	December 27 to 29, 2025	Essex Centre Sports Complex	



Report to Council

Department: Office of the CAO
Division: Office of the CAO
Date: April 7, 2025
Prepared by: Doug Sweet, Chief Administrative Officer
Report Number: Office of the CAO-2025-04
Subject: Summary of Outstanding Council Reports
Number of Pages: 6

Recommendation(s)

That report CAO-2025-04 entitled Summary of Outstanding Council Reports prepared by Doug Sweet, Chief Administrative Officer dated April 7, 2025, **be received** for information.

Purpose

To provide Essex Town Council with a summary of outstanding reports and an estimated timeline for reporting back to Council on such matters. Items included in this list have been requested by Council resolution during the current term of Council.

Background and Discussion

Essex Town Council holds their regular council meetings the first and third Monday of every month, where Council works to establish policies for the Town and move the business of the corporation forward. Council's role is to establish policies for the municipality, and this is achieved by the majority of Council directing Administration to conduct research on specific topics and provide a report back to Council with professional advice and recommendations.

A summary chart has been created to track all council resolutions for this term of Council with

projected timelines to report back to Council. The goal is to provide an updated summary report back to Council every 4 months on the status of outstanding requests.

The attached report shows outstanding requests from this current term of council **as of March 31, 2025**, and timelines Administration will bring the report back to Council for further direction.

Financial Impact

N/A

Consultations

Director of Community Services

Director of Corporate Services

Director of Development Services

Director of Infrastructure

Director of Legal and Legislative Services

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
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COUNCIL DIRECTED REPORTS



As of March 31, 2025

Council Meeting Date	Council Resolution	Title	Resolution	Dept. Lead	Timeline Back to Council
June 5, 2023	R23-06-222	Impacts of CLI-ECAs	That Council direct Administration to bring to Council proposed changes to ByLaw Number 1924, being a by-law to delegate the duties and powers of the Council of the Town of Essex, to effect the foregoing.	Legal and Legislative Services	05-May-25
October 16, 2023	R23-10-401	Harrow Pickleball	That the delegation and presentation by Spencer Wilson and Mark Clifford, Harrow Pickleball Club, be received and that Council direct administration to provide more information on pricing and location options.	Community Services	01-Aug-25
February 20, 2024	R24-02-054	Harrow Parkland Master Plan	That Council approve \$20,000.00 for a new capital project entitled Harrow and Colchester South Community Centre Park Master Plan to be funded from the Development Charges Reserve - Administration	Community Services	01-Aug-25
March 4, 2024	R24-03-072	STR Licensing amendment - map, no outdoor signage, new fees, Fire Fees?	That Council direct Administration to return with a by-law to amend the Short-Term Rental Unit Licensing By-Law 2025, being a by-law to license and regulate Short-Term Rental Units in the Town of Essex, that reflects the changes proposed by Development Services Report 2024-01 entitled Licensing & Enforcement Update to Council on Short-term Rental Units.	Legal and Legislative Services/Development Services	11-Aug-25
April 2, 2024	R24-04-136	NOM - Review Dev Standars Manual and 4 particular items brought forward by developers	That Council direct Administration to review the Development Standards Manual, including a review of the following items, and provide a summary of what other Towns are doing for the items: <ul style="list-style-type: none"> • use of v curb and barrier curbs, • use of water pipes used by the municipality for example plastic vs copper, • maintenance period in the Town of Essex, and • use of surety bonds in both commercial and residential development. 	Infrastructure Services	16-Jun-25
April 2, 2024	R24-04-137	NOM - Releasing mylar balloon bylaw created	That Council direct Administration to prepare a report which considers whether or not Council should pass a By-Law prohibiting the release of latex and mylar helium balloons into the air in the Town of Essex.	Legal and Legislative Services	20-May-25
May 6, 2024	R24-05-189	NOM - Vulnerable sector list for follow up in emergencies	That Administration be directed to return with a report regarding creating a voluntary list of Town of Essex residents that would like or need the Town to check on them at a time of prolonged power outages, severe weather events or disasters and whether or not the Town should provide such services.	Office of the CAO	05-May-25
December 2, 2024	R24-12-540	Speed Monitoring Program Report on 4th and 3rd (Drummond) raise to 80 km/hr	That Council direct Administration to prepare a report on appropriate speeds on Concession Road 3 and Concession Road 4.	Infrastructure Services	22-Apr-25
December 2, 2024	R24-12-549	NOM - Councillor Hammond Richmond Drain items	That Council direct Administration to present a report to Council that addresses the following with regards to the Richmond Drain: 1. Review the drain and assess for blockages that would hinder the flow of stormwater; 2. Review and identify any trouble spots that impede the flow of stormwater; 3. Potential consequences attributed to intensification in and around the Harrow Centre; and Identify and report on potential actions that the Town could take to improve the Richmond Drain and the costs associated with them.	Infrastructure Services	22-Apr-25
December 2, 2024	R24-12-550	NOM - Mayor Bondy Taxi cab wiave fees options (fees, last time had cab in Town)	That Council direct Administration to investigate and propose options to waive taxicab licensing fees for the 2025 calendar year.	Legal & Legislative Services	11-Aug-25

Council Meeting Date	Council Resolution	Title	Resolution	Dept. Lead	Timeline Back to Council
December 16, 2024	R24-12-568	NOM - Councillor Allard report on additional street light in Colchester Village	That Council direct Administration to review the feasibility and cost of installing streetlights on Draper Street from Jackson Street to Sydenham Street and Sydenham Street from County Road 50 to Harrison Street.	Infrastructure Services	22-Apr-25
January 13, 2025	R25-01-016	NOM Mayor Bondy - Request report on Flood Initiatives	That Council request a report from Administration outlining initiatives and projects completed in 2024 and planned for in 2025 that help to address flooding in the municipality.	Office of the CAO	22-Apr-25
February 3, 2025	R25-02-043	NOM - MTO update on Hanlan and South Talbot Trail	That Council direct Administration to provide a report on the status of negotiations with the Ministry of Transportation (MTO) on the sidewalk expansion on South Talbot from the Cypher Systems Group Greenway to Reed Street and the Hanlan Road Expansion; and That the report should include information and timelines on the funding the Town is expected to receive from the MTO for both projects.	Infrastructure Services	02-Jun-25
February 18, 2025	R25-02-057	Amend Parking Bylaw and report on options on Walnut by Sanford and Sons	Administration stated that although Council previously directed Administration to amend the parking by-law to authorize a parking restriction on Walnut Street South amendments can be made when the by-law is presented for provisional adoption. Council discussed various options and determined that they would provide a decision when the by-law is presented for provisional adoption.	Infrastructure Services	05-May-25
February 18, 2025	R25-02-059	Report on Legion Brackets and apply for Grant funding	That Council direct Administration to amend the Town's Street Light Banner Policy to include the additional poles from Arthur Avenue to Fairview Avenue requested by the delegates; and That Council consider paying for the cost of the brackets for additional poles in the Streetscape from Maidstone Avenue to Fairview Avenue and direct Administration to provide a report detailing the costs of the brackets and where such costs can be allocated to.	Infrastructure Services	01-Aug-25
February 18, 2025	R25-02-068	Letter to province to continue Transit funding	That Council direct Administration to send a letter to the province, the County of Essex, the Town of Kingsville and the Municipality of Leamington requesting that the funding for the Leamington-to-Windsor Transit Line be reinstated.	Legal & Legislative Services	11-Apr-25
February 18, 2025	R25-02-074	NOM - Report on condition and capacity of Town's sanitary treatment facilities	That Council direct Administration to provide a high-level report on the condition and operational capacity of the Town's sanitary treatment facilities.	Infrastructure Services	07-Apr-25
February 18, 2025	R25-02-075	NOM - Report on Winter control levels of service and winter control bylaw	That Council direct Administration to prepare a report on: 1. The current winter control service levels for downtown core areas, including: • A detailed breakdown of the existing service standards. • Cost estimates and budget impacts associated with increasing the service levels. • The projected effect of these changes on the annual Public Works operating budget and tax base. 2. An overview of the Winter Control By-Law, specifically: • Current responsibilities of businesses in relation to snow removal in front of their properties. • Any potential gaps or challenges associated with the enforcement of these responsibilities.	Infrastructure Services	01-Aug-25
March 3, 2025	FIN25-02-15	Com Service staff meet with Youth Centre to avoid duplicating programs	That the Finance Committee recommend that Council direct the Community Services staff meet with the Executive of the Essex Youth Centre to see what programs for youth were provided in 2024 and what programs are scheduled for 2025 to avoid duplication in programs.	Community Services	01-May-25
March 3, 2025	R25-03-086	Community Living Delegation - Report back on hiring through program	Be it further resolved that administration report back with recommendations on how the municipality can support these initiatives.	Office of the CAO	01-Jun-25
March 3, 2025	R25-03-087	Light abatement report tabled and amend for 100% no light	Council directed Administration to revisit the ability to make revisions to the By-Law by increasing the times that greenhouse lights are completely shut off.	Legal & Legislative Services	15-Dec-25
March 3, 2025	R25-03-096	13.1.3 Windsor Homelessness - send support letter	That a letter of support be sent to the Honourable Doug Ford, Premier of Ontario, Honourable Peter Bethlenfalvy, Minister of Finance, Honourable Paul Calandra, Minister of Municipal Affairs and Housing, Honourable Kinga Surma, Minister of Infrastructure and Anthony Leardi, Member of Provincial Parliament, Essex.	Legal & Legislative Services	11-Apr-25

Council Meeting Date	Council Resolution	Title	Resolution	Dept. Lead	Timeline Back to Council
March 3, 2025	R25-03-099	NOM - Garbage and cigarette items in downtown cores - budget 2026 and GIS map, shopping patterns	That Council direct Administration to review the amount of garbage containers in our downtown cores to be effective in keeping our community clean, this includes the addition of cigarette butt containers as well.	Infrastructure Services	01-May-25
March 17, 2025	R25-03-126	13.2.1 Amherstburg Travel Health Grant letter - send own Town letter to MPP Leardi	That the correspondence from the Town of Amherstburg dated December 19, 2024, advocating for a Travel Health Grant for Southwestern Ontario be received and supported; and That a letter of support be sent to Anthony Leardi, Member of Provincial Parliament, Essex, the Honourable Doug Ford, Premier of Ontario, the Honourable Sylvia Jones, Minister of Health and Marit Stiles, leader of the Official Opposition of Ontario.	Legal & Legislative Services	11-Apr-25
March 17, 2025	R25-03-127	13.2.2 Lasalle Tarriff Letter - write own Town letter and ask MP, MPP, oppostiion how we can help	That the correspondence from the Town of LaSalle dated March 4, 2025, regarding tariffs on Canadian production be received and supported; and That a letter from the Town of Essex be sent to The Honourable Doug Ford, Premier of Ontario, The Right Honourable Justin Trudeau, Office of the Prime Minister, Association of Municipalities of Ontario (AMO), Anthony Leardi, MPP, Essex, Lisa Gretzky, MPP Windsor West, Andrew Dowie, MPP Windsor-Tecumseh, Chris Lewis, MP, Essex, Irek Kusmierczyk, MP Windsor-Tecumseh, and Brian Masse, MP Windsor West.	Legal & Legislative Services	11-Apr-25
March 17, 2025	R25-03-128	13.2.3 Municipality of Durham - support letter	That the correspondence from the Regional Municipality of Durham dated February 28, 2025, requesting that the Government of Canada pass legislation banning the public display of Nazi symbols and iconography be received and supported; and That a letter of support be sent to The Honourable Arif Virani, Minister of Justice, and B'nai Brith Canada.	Legal & Legislative Services	11-Apr-25
March 17, 2025	R25-03-131	NOM - Mayor Bondy - Town Canadian Purchasing Review	That Council direct Administration to prepare a report identifying ways the Town can encourage Canadian purchasing, while still acting within applicable legislation, including an assessment of our current procurement by-law and potential revisions to achieve this.	Corporate Services	07-Apr-25
March 17, 2025	R25-03-132	NOM - Dep Mayor Shepley - Essex Streetscape traffic flow and pedistrian items	Be it resolved that Council direct Administration to prepare a report addressing the following traffic efficiency and pedestrian safety aspects of the project, as a thorough review of these aspects will help ensure that traffic flow remains efficient and pedestrian safety is optimized in alignment with the Streetscape project's objectives: 1. No Left Turn Restriction into Schinkel's 2. No Left Turn Restriction onto Laird Avenue 3. Feasibility of Flashing Indicators at Key Crosswalks 4. Assess the Traffic Flow and Safety of the intersection at Arthur Avenue and Talbot Street South 5. Assess the Traffic Flow and Safety of the intersection at Victoria Street and Talbot Street North	Infrastructure Services	20-May-25

Matters Referred to 2026 Budget					
Date	Council Resolution or Member Question	Subject	Comments	Department	Cost
3-Mar-25	R25-03-093	Erie Wellington Crosswalk	Norm Nussio, Manager, Operations and Drainage, provided an overview of the proposed crosswalk at Erie and Wellington in Harrow and noted that it will be brought back for Council's decision during the 2026 budget deliberations.	Infrastructure Services	\$17,500



Report to Council

Department: Office of the CAO
Division: Office of the CAO
Date: April 7, 2025
Prepared by: Doug Sweet, Chief Administrative Office
Report Number: Office of the CAO-2025-05
Subject: Flooding Mitigation Initiatives and Plans
Number of Pages: 8

Recommendation(s)

That report CAO-2025-05 entitled Flooding Mitigation Initiatives and Plans prepared by Doug Sweet, Chief Administrative Officer dated April 7, 2025, **be received** for information.

Purpose

The report provides an outline of the proactive operational, capital, and administrative steps that were undertaken in 2024 and the projects planned for 2025 to mitigate flooding risks in the Town of Essex.

Background and Discussion

At the December 16, 2024, Regular Council Meeting, Council passed the following motion:

R25-01-016

Moved by Mayor Bondy

Seconded by Councillor Hammond

"That Council request a report from Administration outlining initiatives and projects completed in 2024 and planned for in 2025 that help to address flooding in the municipality."

The report below is broken down into five sections, providing a summary of the actions undertaken by Administration to mitigate flooding risks. The sections include:

1. **Operational Initiatives:** Routine maintenance and system enhancements to improve drainage and sewer management.
2. **Capital Projects:** Infrastructure improvements completed in 2024 and planned for 2025 to increase flood resilience.
3. **Climate Change Adaptation and Disaster Recovery Efforts:** Strategic actions related to climate emergencies, adaptation planning, and post-disaster recovery.
4. **Administrative and Public Engagement Initiatives:** Educational outreach, policy development, and emergency preparedness efforts.
5. **Key Projects and Policies for 2025:** A summary of upcoming projects and initiatives aimed at continuing flood mitigation efforts.

1. Operational Initiatives

- The following operational measures were completed in 2024 and will continue into 2025 to maintain and improve the municipality's drainage systems: **Regular Drainage Maintenance and Construction:**
Ongoing brushing, ditching, and routine maintenance to prevent blockages and maintain efficient water flow.
- **Management of Drainage Pumpstations:**
An expert contractor was procured to manage and monitor drainage pumpstations, ensuring optimal performance.
- **Installation of Alarms on Drainage Pumpstations:**
All pumpstations are now equipped with alarm systems to provide real-time monitoring and immediate response to potential malfunctions.
- **Backup Power for Key Pumpstations:**
Installation of backup power systems ensures uninterrupted operation during power outages.
- **Variable Frequency Drives (VFD) on Pumpstations:**

VFD installation enhances reliability and improves energy efficiency of pumpstations.

- **Urban Storm Sewer and Catch Basin Maintenance:**

Regular flushing and cleaning of urban storm sewers and catch basins to prevent sediment buildup and reduce the risk of urban flooding.

- **Phragmites Program**

Continue to maintain the internal phragmites program and continue with being an active member of the local phragmites user group to discuss current issues and utilize and share best practices.

- **Drainage Maintenance Map**

Regularly update the drainage maintenance map to show past maintenance work performed on each drain.

2. Capital Projects: 2024 Approved and 2025 Planned

Several key infrastructure projects were undertaken in 2024, and additional projects are planned for 2025 to enhance the Town's flood resilience:

- **Completion of Comprehensive Servicing Master Plan (2024):**

The first-ever comprehensive plan to guide future infrastructure upgrades and improve water management.

- **Emergency Preparedness Generators:**

- Generator for Essex Public Works Building (Planned for 2025)
- Generator for the Harrow and Colchester South Community Centre (Planned for 2025)
- Generator for Harrow Public Works Building (Completed in 2024)
- Generator for the Essex Centre Sports Complex (Completed in 2024)

These installations will enhance the Town's ability to maintain services and provide shelter during emergency flood events.

- **Rush Catchment Area Improvements (2024):**

Council approved the design of a major urban stormwater outlet in Essex Centre to mitigate flooding in high-risk areas.

- **Harrow Lagoon Sanitary Pumpstation Upgrades (2025):**
Planned upgrades will enhance the system’s capacity and reliability.
- **Harrow Lagoon Sanitary Pumpstation Replacement of Raw Water By-pass and Check Valve (2024):**
Critical infrastructure improvements completed to enhance system efficiency.
- **Sanitary Collection System Repairs (2024):**
Numerous repairs based on Inflow and Infiltration (I&I) inspections to reduce excess water entering the system.
- **Increased Inflow and Infiltration (I&I) Efforts (2024 & 2025):**
 - Installation of manhole rain catchers
 - Manhole inspections
 - Smoke testing
 - CCTV inspections of sewers
- **Green Space and Stormwater Retention:**
 - New sports field project added significant green space, trees, and two large stormwater retention ponds.
 - Conversion of 3,000 sq. ft. of old playground space at Stanton Park into grass areas to improve absorption and reduce runoff.

3. Climate Change Adaptation and Disaster Recovery Efforts

Town-wide Climate Emergency Declaration (2021)

In 2021, the Town of Essex declared a Town-wide climate emergency, aligning with the County of Essex’s declaration. This declaration highlighted the urgency of addressing climate change and reinforced the Town’s commitment to mitigating the impacts of extreme weather events, including flooding.

Climate Change Adaptation Plan (2021–2026)

Following the climate emergency declaration, the Town adopted a Climate Change Adaptation Plan (2021–2026), which includes a number of recommendations aimed at mitigating climate-related risks, including flooding. The plan provides a framework for enhancing community

resilience and guiding future actions. Annual reports on the progress of each item identified in the plan are presented to Council, ensuring transparency and accountability in implementing climate adaptation measures.

Promotion of Disaster Recovery Assistance for Ontarians (DRAO) Program

Following the severe wide-spread flooding in August 2023, the Town of Essex actively promoted the Disaster Recovery Assistance for Ontarians (DRAO) program administered by the Province of Ontario. The program offered potential financial assistance to residents affected by the disaster.

In a recent update, the Province reported that:

- A total of \$90,000 was paid out to 22 applicants.
- However, a number of residents were deemed ineligible for the program due to a range of factors, such as:
 - Already receiving an insurance payout.
 - Ineligible costs not covered under the program.
 - Damage caused by sewer backup rather than stormwater flooding.

These efforts reflect the Town’s commitment to supporting residents and ensuring that available resources are utilized to help mitigate the impact of flooding events.

4. Administrative and Public Engagement Initiatives

Significant efforts were made in 2024 to engage the public, educate residents, and implement administrative policies that strengthen flood mitigation:

- **Emergency Planning Resources:**
 - Development of an Emergency Planning webpage
 - Printable Emergency Preparedness Guidebook
 - Media releases and promotional efforts during Emergency Preparedness Week, including emergency kit giveaways.
- **Testing of Emergency Alert System:**
 - Regular tests of the Everbridge Emergency Alert System to ensure rapid communication during emergencies.

- **Public Education and Awareness:**
 - Essex Fire conducted public education on emergency management, and the importance of 72-hour kits.
 - Use of the Legacy Oil and Gas Well grant to acquire public education tents and banners with flooding prevention messages distributed county-wide.
- **Subsidy Programs to Reduce Flood Risks:**
 - Rain barrel subsidy to encourage water retention.
 - Sump pump overflow subsidy to manage excess water.
 - Increased basement flooding subsidy amounts to assist residents in protecting their properties.
- **Policy and Planning Approvals:**
 - Adoption of a Buffer Strip Policy to protect vulnerable areas from erosion and runoff.
 - Council adoption of Regional Stormwater Guidelines to standardize best practices across the region.
 - Adoption of a 5-year Infrastructure Capital Forecast to guide future sewer improvements and long-term planning.
- **Advocacy for Rivard Canard Maintenance**
 - Continue collaborating with ERCA to advocate for provincial funding to support Essex, Kingsville, and Amherstburg in maintaining the River Canard drain, ensuring that this critical outlet operates as designed.

5. Key Projects and Policies for 2025

Looking ahead to 2025, the Town of Essex remains committed to advancing flood mitigation through these key initiatives:

- Completion of Harrow Lagoon Sanitary Pumpstation Upgrades.
- Installation of Backup Power at the Essex Public Works Building for Emergency Preparedness.
- Installation of Backup Power at the Harrow and Colchester South Community Centre for

emergency shelter.

- Continued Inspection and Rehabilitation of Sanitary and Stormwater Infrastructure.
- Ongoing Public Education Campaigns and Emergency Preparedness Initiatives.

Conclusion

The Town of Essex has taken a proactive and multifaceted approach to address flooding risks through infrastructure improvements, operational diligence, climate adaptation measures, and public engagement. The 2021 declaration of a climate emergency and the implementation of the Climate Change Adaptation Plan (2021–2026) demonstrate the Town’s commitment to long-term resilience. These ongoing efforts, combined with strategic planning and capital investments, ensure that the municipality remains well-prepared to mitigate flooding and protect the community in the years ahead.

Financial Impact

Funding for the actions outlined in this report has been included in approved operating and capital budgets for 2024 and 2025. Any additional or enhanced actions identified as necessary to further mitigate flooding risks will be presented and discussed during future budget deliberations to ensure adequate resources are allocated to maintain and enhance flood protection measures.

Consultations

Director of Community Services

Director of Corporate Services

Director of Development Services

Director of Infrastructure

Director of Legal and Legislative Services

Manager of Corporate Communications

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.



Essex County Council, Regular Meeting Minutes

Wednesday, March 5, 2025

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, Councillor
Joe Bachetti, Deputy Warden
Tracey Bailey, Councillor
Sherry Bondy, Councillor
Kimberly DeYong, Councillor
Chris Gibb, Councillor
Hilda MacDonald, Warden
Gary McNamara, Councillor
Crystal Meloche, Councillor
Michael Prue, Councillor
Dennis Rogers, Councillor
Rob Shepley, Councillor
Larry Verbeke, Councillor
Kirk Walstedt, Councillor

Absent: eSCRIBE Admin[FORMS]

Administration: Allan Botham, Director, Infrastructure & Planning Services
Katherine Hebert, County Clerk
Darrel Laurendeau, Director, Information Technology
Don McArthur, Manager, Communication and Organizational Development
Kyla Pritiko, Director, Human Resources
Melissa Ryan, Director, Financial Services / Treasurer
David Sundin, Director, Legislative and Legal Services / County Solicitor
Crystal Sylvestre, Manager, Records and Accessibility / Deputy Clerk
Sandra Zwiers, Chief Administrative Officer

Jeanie Diamond Francis, Manager, Community Services
Ryan Lemay, Deputy Chief, Operations, EWEMS

1. Closed Meeting

Two Closed Meetings were held on March 5, 2025.

The first session at 3:00PM, and a second session at 5:15 PM.

060-2025

Moved By Rob Shepley

Seconded By Dennis Rogers

That Essex County Council move into a Closed Meeting Pursuant to Section 239 (3.1) of the Municipal Act, 2001, as amended. Members of Council will receive training in relation to meeting procedures, under the Open Meeting Exceptions addressing education or training sessions for members of council or local boards as follows:

- A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:
 1. The meeting is held for the purpose of educating or training the members.
 2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

Carried

061-2025

Moved By Dennis Rogers

Seconded By Crystal Meloche

That Essex Council adjourn and rise from the Closed Meeting - Session 1, at 4:30 PM.

Carried

062-2025

Moved By Rob Shepley

Seconded By Chris Gibb

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

Report number 2025-0305-LLS-R09-DMS, under Open Meetings Exception 239(2) (b) personal matters about an identifiable individual, including municipal or local board employees; (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.

Carried

065-2025

Moved By Dennis Rogers

Seconded By Crystal Meloche

That Essex Council adjourn, and rise from the Closed Meeting - Session 2, at 5:55 PM.

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

6. County Warden's Welcome and Remarks

Warden MacDonald congratulated the Infrastructure and Planning Services team and other staff involved in the construction of the roundabout at the intersection of County Road 42 and County Road 43.

Good Roads had selected this project by the County of Essex and Green Infrastructure Partners as the winner of the 2024 Municipal Concrete Award. The award recognized the high standards set by this major project, which was completed on time and within budget.

The Warden also applauded three County of Essex staff members: computer technician Shari Tempesta, paramedic Dave Thibodeau and Sun Parlor Home laundry charge worker Bobbi-Jo Bazala who were selected by their colleagues through the county's Cheers for Peers program in 2024 for being exceptionally supportive, inspiring and dedicated. \

Tecumseh Mayor Gary McNamara was recognized as a recipient of the King Charles III Coronation Medal.

The Warden provided Certificates of Appreciation to representatives from Erie James Produce and the Leamington Regional Food Hub for their donation of time and resources to support the delivery, sorting and storage of almost two tons of food donated by GlobalMedic to local food banks in early December 2024. The Warden expressed gratitude to Essex-Windsor EMS staff who helped to distributed the donations across the region.

7. Disclosure of Pecuniary Interest

There were no disclosures of pecuniary interest raised.

7.1 Michael Akpata - Erie Shores Health Care

Member of family employed by Erie Shores Health Care.

8. Adoption of Regular Meeting Minutes

066-2025

Moved By Larry Verbeke

Seconded By Kimberly DeYong

That the minutes of the February 19, 2025 Regular Meeting of Essex County Council be adopted as presented.

(Voted by show of hands)

Carried

9. Delegations and Presentations

9.1 Erie Shores Health Care

Kristin Kennedy, President and Chief Executive Officer and Kevin Black, Manager of Communications, Community Engagement and Public Affairs provided a presentation to County Council regarding Erie Shores Health Care.

Michael Akpata declared a conflict on this item. (Member of family employed by Erie Shores Health Care.)

Kristin Kennedy outlined how the financial contribution provided through the County has enhanced the services provided by Erie Shores Healthcare, and highlighted other funding opportunities and the resulting associated service enhancements. It was noted that ErieShores Healthcare was ranked number one in Ontario for the least off load delays for EMS and is one of the top employers for Southwestern Ontario last year.

Discussion took place with regard to the positive impact that ESHC has had in the County and Region and will continue to have as services expand. Council congratulated the delegation on their successful programs.

9.2 Ad Hoc Delegation - John Demarco

067-2025

Moved By Kimberly DeYong

Seconded By Sherry Bondy

That John Demarco be permitted to delegate at County Council this evening, on the subject of *"the County of Essex Official Plan, specifically the Natural Heritage System, and the specific case of the Howard Bouffard Secondary Plan in LaSalle"*.

(Voted by Show of Hands)

Lost

10. Communications

10.1 Correspondence

068-2025

Moved By Chris Gibb

Seconded By Michael Prue

That the correspondence listed on the Regular Agenda for March 5, 2025 be received and any noted action approved.

(Voted Electronically)

Carried

10.1.1 Association of Municipalities of Ontario (AMO)

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

10.1.2 Tourism Windsor Essex Pelee Island

[W.E. Keep You Informed: Best of Windsor Essex Awards, Southern Ontario Tourism Conference, Education Opportunities & more!](#)

10.1.3 City of Windsor

February 24, 2025 - Correspondence to Premier Ford RE Obstacles in Addressing Housing, Homelessness, Mental Health and Addictions issues in the Communities We Serve

10.1.4 Western Ontario Warden's Caucus (WOWC)

February 2025 - Monthly WOWC Update

10.2 Resolutions

There were no resolutions for consideration for March 5, 2025.

11. Consent Agenda

069-2025

Moved By Rob Shepley

Seconded By Kirk Walstedt

That the recommendations in the Administrative Report listed as item 11.1, on the Consent Agenda for March 5, 2025, be received and approved and that the Minutes listed as 11.2 on said Consent Agenda be received.

(Voted Electronically)

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

Carried

11.1 Summary of Outstanding Reports for March 5, 2025

Report number 2025-0305-LLS-R11-KH, Summary of Outstanding Reports for March 5, 2025, from Katherine Hebert, County Clerk

11.2 Essex-Windsor Solid Waste Authority

Minutes of the January 7, 2025 Essex-Windsor Solid Waste Authority, Regular Board Meeting

12. Reports and Questions

12.1 Council-Staff Relations Policy 2019-001 - Compliance Review

Report number 2025-0305-LLS-R08-KH, Council-Staff Relations Policy 2019-001 - Compliance Review, dated March 5, 2025 from Katherine Hebert, County Clerk

Katherine Hebert provided Council with a summary of the County's Policy and Procedure Governance Framework and the overall status of the review process for existing policies.

The Council Staff Relations Policy was provided three ways for ease of reference; the Current Policy, marked up version, and a clean version of the proposed revised policy. Aside from the formatting changes required to bring the Policy in line with the standard, there were several updates made to quoted language from other County documents and legislation, that have been changed or updated since the Policy was initially adopted.

The proposed Policy further outlines the alignment with the County's Strategic Plan.

070-2025

Moved By Gary McNamara

Seconded By Joe Bachetti

That Essex County Council receive report number 2025-0305-LLS-R08-KH, Council/Staff Relations Policy 2019-001 Compliance Review, and Approve the draft revised and updated Policy attached as Appendix C.

(Voted Electronically)

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

Carried

12.2 County Intensive Supportive Housing Program

Report number 2025-0305-LLS-R10-DMS, County Intensive Supportive Housing Program, dated March 5, 2025 from David Sundin, Director, Legislative and Legal Services/County Solicitor

David Sundin provided Council with information regarding the County Intensive Supportive Housing Program and Request for Proposals process undertaken to uncover an appropriate vendor for this program and services. Council was provided with information regarding the two recommendations outlined in the report, noting that two RFP submissions were received.

It was noted that there are initial costs, as well as a significant annual commitment associated with the decision to proceed with the program. Administration is seeking Council direction on whether to proceed with the preferred proponent, to cancel the RFP, or to take some other action as Council sees fit.

Discussion took place with regard to the cost of the program, and the appropriate level of government where the burden of responsibility lay for programs such as these. Council expressed concern for the larger issue of homelessness and need for supportive housing, mental health and addiction supports in general.

071-2025

Moved By Michael Prue

Seconded By Chris Gibb

That Essex County Council receive Report Number 2025-0305-LLS-R10-DMS – County Intensive Supportive Housing Program as information.

(Voted Electronically)

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

Carried

072-2025

Moved By Tracey Bailey

Seconded By Rob Shepley

That Essex County Council directs Administration to advise the proponents that the Procurement Process is cancelled; and,

That Administration work with the City of Windsor and utilize one-time Safe Restart dollars to support transitions; and further,

That the County work with the City of Windsor on a joint campaign to increase HPP funding for our region.

In Favour (12): Michael Akpata, Joe Bachetti, Tracey Bailey, Sherry Bondy, Kimberly DeYong, Hilda MacDonald, Crystal Meloche, Michael Prue, Dennis Rogers, Rob Shepley, Larry Verbeke, and Kirk Walstedt

Opposed (2): Chris Gibb, and Gary McNamara

Carried

073-2025

Moved By Sherry Bondy

Seconded By Rob Shepley

Whereas municipalities across Ontario are facing increasingly complex issues related to addressing housing, homelessness, and mental health and addiction issues; and,

Whereas the Province has not provided municipalities with sufficient resources to address these issues, such that municipalities on an ad hoc basis are being forced to respond to this area of provincial jurisdiction; and,

Whereas the bulk of funding that the Province has provided has been dedicated to large urban areas, and largely to the exclusion of rural and smaller urban areas.

Now therefore, Council resolves as follows:

1. That Administration be directed to send correspondence to the Premier of the Province of Ontario, and all relevant Provincial Ministers, seeking direct funding from the Province to assist rural and smaller urban areas with addressing housing, homelessness, and mental health, and addiction issues; and
2. That Administration be directed to invite our local Members of Provincial Parliament to appear before Council to hear the concerns County Council has with funding related to housing,

homelessness, and mental health and addiction issues, for rural and smaller urban areas.

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

Carried

13. Unfinished Business

There were no matters of unfinished business for March 5, 2025

14. New Business

14.1 Public Reporting of Closed Meeting

On March 5, 2025, two closed meetings were held.

The first Closed Meeting of Essex County Council was held at 3:00PM.

Council met in a Closed Meeting as permitted, and pursuant to *Section 239 (3.1) of the Municipal Act, 2001, as amended* as follows:

A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

Members of Council met for education and training facilitated by Janelle Abela, CEO & Growth Strategist at Diverse Solutions Strategy Firm Inc. The first Closed Meeting concluded at 4:30PM.

The second Closed Meeting of Essex County Council was held at 5:15 PM, prior to the regular Council meeting this evening.

Council met in a Closed Meeting as permitted, and pursuant to Section 239 (2) of the Municipal Act, 2001, as amended, and received information related to:

(b) personal matters about an identifiable individual, including municipal or local board employees;

(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 County.

The information was provided as part of Report Number 2025-0305-LLS-R09-DMS, County Intensive Supportive Housing Program.

The second closed meeting concluded at 5:55 PM.

14.2 AMO Municipal Finance and Economic Development Task Force

Invitation to Sandra Zwiers, Chief Administrative Officer, to participate in the AMO Municipal Finance and Economic Development Task Force

074-2025

Moved By Joe Bachetti

Seconded By Kirk Walstedt

That Essex County Council approve the participation of the Chief Administrative Officer, Sandra Zwiers, in the Finance and Economic Development Task Force, through the Association of Municipalities of Ontario.

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

Carried

14.3 Border Mayors Alliance 2025

Report number 2025-0305-CAO-R03-SZ, Border Mayors Alliance 2025, dated March 5, 2025 from Sandra Zwiers, Chief Administrative Officer

Sandra Zwiers provided some background information regarding the Border Mayors Alliance 2025, a committee formed of mayors of municipalities across Canada who share a border with the United States.

Lower-tier municipalities of Essex County are all border municipalities, as all share a water crossing, and are affected by the economic impacts of the Windsor-Essex region. The County of Essex, itself being an upper-tier municipality, having a Warden as head of council, is not a member of the group. Having representation through the local mayors will in tandem represent the County. It is uncertain whether the need for this committee will be long-term or a purposeful short-term, but the initial costs are proposed to be covered by the County, as there is a collective benefit in all locals having the opportunity to be represented by their mayors, at that table.

075-2025

Moved By Gary McNamara

Seconded By Chris Gibb

That Essex County Council receive report number 2025-0305-CAO-R03-SZ, Border Mayors Alliance 2025 as information and authorize the funding of the 2025 per capita membership for all seven local municipalities from the Corporation's Rate Stabilization Reserve.

(Voted Electronically)

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

Carried

15. Adoption of By-Laws

076-2025

Moved By Crystal Meloche

Seconded By Kimberly DeYong

That By-law 2025-09 be given three readings, and having been read a first, second and third time, be finally passed and enacted.

(Voted Electronically)

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

Carried

15.1 By-law Number 2025-09

Being a by-law to Confirm the Proceedings of the Council of the Corporation of the County of Essex for the Closed, Special Closed and Regular Meetings held March 5, 2025

16. Notice of Motion

16.1 Fresh Water Protection and Agreements

Michael Akpata brought forward the following Notice of Motion regarding Fresh Water:

Whereas the County of Essex is touched by fresh water at the local municipal, and upper tier level; and

Whereby Ontario holds more than half of the world's fresh water; and

Whereas multiple bilateral agreements with the have been signed, ensuring that this fresh water is protected; and

Whereas the current US President, while campaigning stated that 'there is a large faucet' in Canada, indicating that there is 'extra' water in Canada; and

Whereby current bilateral agreements do not appear to be followed by the new US Government Administration in a number of areas.

Be it resolved as follows:

That County Council call on the Province to ensure that the current water agreements that are in place to ensure the protection of fresh water in Ontario are followed, ensuring the residents of the County of Essex can maintain access to clean fresh water; and further,

That the Province of Ontario ensure that water outflow is included in any discussion with the United States Government as part of ongoing interactions.

16.2 Regional Policing

Michael Prue brought forward two Notices of Motion. Councillor Prue prefaced the two Notices as options 1 and 2:

Policing 1:

Whereas the Town of Amherstburg Policing Contract with the City of Windsor ends on December 31, 2028 and the City of Windsor has decided not to renew this contract with the Town of Amherstburg; and,

Whereas most of the municipalities in Essex County are currently receiving policing services from the Ontario Provincial Police (OPP); and,

Whereas the Council of the Corporation of the Town of Amherstburg has requested that due consideration be given to options for policing of the Town of Amherstburg that include a regional approach; and,

Whereas the County of Essex is uniquely positioned to administer and deliver programs as an upper tier municipality.

Now therefore it is requested:

That the Administration of the County of Essex work with local municipalities to explore options for traditional regional policing models for the County of Essex and to be in place for January 1st, 2029 and for Administration to report back as soon as possible.

Policing 2

Whereas the Town of Amherstburg Policing Contract with the City of Windsor ends on December 31, 2028 and the City of Windsor has decided not to renew this contract with the Town of Amherstburg; and,

Whereas the Council of the Corporation of the Town of Amherstburg has requested that due consideration be given to options for policing of the Town of Amherstburg that include a regional approach; and,

Whereas the County of Essex is uniquely positioned to administer and deliver programs as an upper tier municipality; and,

Whereas there is a recognized interest in preserving local span of control and service levels in policing activities, while enjoying the economies of scale and cost effectiveness of centralized control over policing activities; and

Whereas the decision on how a community is policed requires careful consideration and planning, and communities in Essex County may approach such an endeavour on different time scales.

Now therefore it is requested:

That the Administration of the County of Essex work with local municipalities to explore possible options for a collaborative approach to policing in the long term where the Police Board,

Command and Corporate structures are held at the County level and local communities are provided with options for flexible service delivery models to meet local needs and pricing. This model should be built upon the premise that any municipality can opt out of the program if they have other means of providing policing to their community and the costs borne for the command and corporate structures are levied equally amongst all signatories, with pricing for specific service delivery within each community being wholly the responsibility of the host community.

16.3 Intersection Screening

Sherry Bondy brought forward the following Notice of Motion:

That Essex County Administration provide each of the local municipalities (Administration and County Councillors) with the information obtained by County Administration and their hired consultations regarding the network screening of intersections.

Whereas this important information when shared, will allow all local municipalities and elected officials the opportunity to work collaboratively on safety improvements and increased enforcement.

Whereas County Councillors need to be informed about the state and scope of County intersections so they can ensure proper budgetary dollars are going towards road safety.

That this motion be placed on the County Council Agenda for consideration and debate, to coincide with the forthcoming Administrative Report on the same subject, which is anticipated for April 16, 2025.

17. Adjournment

077-2025

Moved By Larry Verbeke

Seconded By Kimberly DeYong

That the Essex County Council meeting for March 5, 2025 be adjourned at 7:50 PM.

(Voted by show of hands)

Carried

Hilda MacDonald,
Warden, County of Essex

Katherine Hebert,
County Clerk

WESTERN ONTARIO
WOWC
WARDENS CAUCUS

Tuesday, March 18, 2025

The Honourable Mark Carney
Prime Minister of Canada
Office of the Prime Minister
80 Wellington St
Ottawa, ON K1A 0A6
pm@pm.gc.ca

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Room 281
Queen's Park
Toronto, Ontario M7A 1A1
premier@ontario.ca

Dear Prime Minister Carney and Premier Ford,

On behalf of the Western Ontario Wardens' Caucus (WOWC), I want to thank you both for your strong leadership on behalf of Ontario and Canada through the continued uncertainty around tariffs and international trade.

The WOWC is a not-for-profit organization representing 15 upper and single-tier municipalities and 1.6 million constituents across rural Western Ontario, aiming to enhance the prosperity and overall well-being of rural and small communities across the region.

As Chair of the Western Ontario Wardens' Caucus (WOWC), I want to express our ongoing support for the Governments of Ontario and Canada as you work to navigate the challenges posed by tariffs, inter-provincial trade barriers, and other trade restrictions.

Western Ontario's economy is closely linked to trade, particularly with the United States, but also within Canada. Economists highlight that sectors most vulnerable to the imposition of tariffs and trade barriers—potentially leading to layoffs or significant economic challenges—include automotive, construction, energy, agriculture, and consumer goods. In terms of industry GDP, manufacturing, wholesale trade, and transportation and warehousing are expected to be among the most affected industries.

Regional export data, defined as both domestic and international exports outside of Western Ontario, is available through Lightcast Analyst. Western Ontario's exports outside of the region totaled over \$226 billion in 2022. Exports outside the Western Ontario region in the largest industry, manufacturing, totaled close to \$145 billion in 2022, representing 64% of total regional exports. Tariffs on agriculture and food also present substantial risks to the regional economy. This industry accounts for nearly \$12 billion in goods in regional exports.

The WOWC recognizes that trade barriers—whether international or inter-provincial—create significant challenges for industries that are vital to our region's economic stability, job

WESTERN ONTARIO
WOWC
WARDENS CAUCUS

creation, and long-term prosperity. Restrictions on the movement of goods, services, and labour between provinces can hinder economic growth, increase costs for businesses, and limit opportunities for rural communities. Addressing these inter-provincial trade barriers is crucial to ensuring that businesses in Western Ontario can compete effectively in the national and global marketplace.

The WOWC will remain a vocal advocate for solutions that protect our industries and communities, as we are committed to working with all levels of government to safeguard our region's economic future. As part of this commitment, the WOWC strongly supports efforts to develop and implement procurement policies that alleviate some of the financial and administrative burdens on municipalities. We recognize that municipalities are often constrained by procurement regulations that limit flexibility and increase costs. By collaborating with provincial and federal governments, we can work towards policies that streamline procurement, promote local economic development, and enhance the efficiency of public investments.

Western Ontario's strength comes from our ability to adapt and respond as a region, and the WOWC remains dedicated to partnering with all stakeholders to ensure our communities remain strong and resilient. We look forward to continued collaboration with both levels of government to address these pressing economic and trade-related challenges.

Sincerely,



Mayor Amy Martin
Chair, Western Ontario Wardens' Caucus
chair@wowc.ca

cc.

Hon. Lisa Thompson, Ontario Minister of Rural Affairs
Rebecca Bligh, President, Federation of Canadian Municipalities
Robin Jones, President, Association of Municipalities of Ontario
Christa Lowry, Chair, Rural Ontario Municipal Association
Bonnie Clark, Chair, Eastern Ontario Wardens' Caucus
Western Ontario MPs and MPPs
Western Ontario Wardens' Caucus Counties and Municipalities



March 24, 2025

The Right Honourable Mark Carney,
Prime Minister of Canada
80 Wellington Street
Ottawa, ON K1A 0A2 (sent via email: pm@pm.gc.ca)

RE: Enabling a Municipal Response to Tariffs

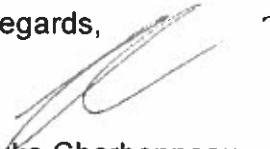
Dear Prime Minister Carney,

The County of Bruce continues to monitor the situation with respect to proposed tariffs by the United States. Tariffs and the corresponding responses are inherently macro-economic in nature. Given this fact, the tools available to municipalities are limited.

The County of Bruce is adopting a strategy to respond to the impacts of tariffs locally which includes implementation of procurement policies focused on purchasing from Canadian sources, where permitted by trade agreements.

The County calls on the federal and provincial governments to take action to ensure that municipalities have the tools they need to protect Canadian consumers and businesses and ensure the continued prosperity of the Canadian economy. The attached resolution provides the details of the County's formal request.

Regards,


Luke Charbonneau,
Warden
warden@brucecounty.on.ca

cc. The Honourable Doug Ford, Premier of Ontario
(premier@ontario.ca)
Association of Municipalities of Ontario (AMO) (policy@amo.on.ca)
Federation of Canadian Municipalities (FCM) (resolutions@fcm.ca)
All Ontario Municipalities

Agenda Number: b.
Resolution Number BCC-2025-042
Title: Government Relations - Implication of Tariffs on
Bruce County
Date: March 20, 2025



Moved by Councillor Jay Kirkland
Seconded by Councillor Mark Goetz

Resolution on Supporting Municipal Response to Tariffs

Whereas the United States' Executive Administration is enacting tariffs under the International Emergency Economic Powers Act, which will significantly impact the economic stability of both countries; and

Whereas federal and provincial leaders are encouraging Canadians to buy Canadian; and

Whereas municipalities have significant purchasing power through capital and infrastructure programs; and

Whereas the Association of Municipalities of Ontario reports that Ontario municipalities are expected to spend \$250 to \$290 billion on infrastructure over the next 10 years; and

Whereas trade agreements and legislation have traditionally prevented municipalities from giving preference to Canadian products and services; and

Whereas municipalities can help combat tariffs and support businesses through procurement for capital and infrastructure programs;

Now therefore be it resolved that the Council of County of Bruce calls on the federal and provincial governments to:

1. Empower municipalities to buy Canadian;
2. Remove any impediments to municipalities preferring Canadian companies for capital projects and supplies when appropriate and feasible;
3. Work with municipalities on measures to protect Canadian consumers and businesses.
4. That the federal and provincial governments be requested to remove interprovincial trade barriers.

Be it further resolved that this resolution be forwarded to Prime Minister Mark Carney, Premier Doug Ford, the Association of Municipalities of Ontario, the Federation of Canadian Municipalities, and all Ontario municipalities.

Carried



March 19, 2025

Great Lakes and St. Lawrence Cities Initiative

Board of Directors

Gino Moretti, Co-Chair

gmoretti@stanicet.com

Ryan Sorenson, Co-Chair

ryan.sorenson@sheboyganwi.gov

c/o Jonathan Alternberg, President and
CEO, Phillippe Murphy-Rheaume, Chief
Development Officer
P.O. Box 1332
New Lenox, IL
60451, USA

Prime Minister of Canada

Attention: Right Honourable Mark Carney,
House of Commons, Ottawa, ON K1A 0A6

Sent via email mark.carney@parl.gc.ca

Office of the Premier

Attention: Honourable Doug Ford,
Legislative Building, Queen's Park

Sent via email premier@ontario.ca

To All Concerned,

Re: Resolution of County of Essex Council RE Fresh Water Protection and Agreements

The Council of the County of Essex, Ontario, Canada, at its Wednesday, March 19, 2025 meeting, adopted the following resolution Fresh Water Protection and Agreements:

Whereas the County of Essex is touched by fresh water at both the local municipal and upper tier level; and

Whereby Ontario holds more than half of the world's fresh water; and
Whereas multiple bilateral agreements between Canada and the United States of America have been signed, ensuring that this fresh water is protected for current users and future generations; and

Whereas, the County of Essex is a member municipality of the Great Lakes and St. Lawrence Cities Initiative, a bi-national coalition concerned with the ethical and responsible use, and protection and preservation of fresh water resources; and,

Whereas the current US President, while campaigning stated that 'there is a large faucet' in Canada, indicating that there is 'extra' water in Canada; and

Whereas current bilateral agreements do not appear to be followed by the new US Government Administration in a number of areas.

095-2025

Moved By Michael Akpata

Seconded By Crystal Meloche

That the County of Essex call upon the Great Lakes and St. Lawrence Cities Initiative to advocate for continued adherence to established agreements regarding fresh water resources and to continued bi-national, state, provincial, and municipal efforts to protect and conserve these resources; and,

That Essex County Council call upon the Federal and Provincial Governments to take any and all necessary steps to ensure that the current agreements that are in place for the protection of fresh water are followed, so that the residents of the County of Essex can continue to maintain access to clean fresh water; and,

That the Federal and Provincial Governments ensure that water outflow is included in any discussions with the United States Government as part of ongoing interactions; and further,

That both Canadian and American federal, provincial, state and municipal governments maintain funding envelopes for the Great Lakes and St. Lawrence Cities Initiative

Carried Unanimously


The County of Essex has distributed this resolution broadly to Ontario municipalities, municipal organizations, and to Federal and Provincial government leaders. The County further appeals to the GLSLCI Board, that this resolution be supported, and disseminated by GLSLCI to its members, and government agencies both in the United States and Canada.

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

Regards,



Hilda MacDonald
Warden, County of Essex

 519-776-6441 ext. 1327
TTY 1-877-624-4832

 360 Fairview Ave. W.
Suite # 314 Essex, ON N8M 1Y6

 countyofessex.ca

CC:

- The Honourable Gary Anandasangaree, Minister of Justice and Attorney General of Canada and Minister of Crown-Indigenous Relations and Northern Affairs
gary.anand@parl.gc.ca
- The Honourable Jonathan Wilkinson, Minister of Energy and Natural Resources
jonathan.wilkinson@parl.gc.ca
- The Honourable Dominic LeBlanc, Minister of International Trade and Intergovernmental Affairs and President of the King's Privy Council for Canada
dominic.leblanc@parl.gc.ca
- The Honourable Jonathan Wilkinson, Minister of Energy and Natural Resources, Canada
jonathan.wilkinson@parl.gc.ca
- The Honourable Mike Harris, Minister of Natural Resources, Province of Ontario
minister.mnrf@ontario.ca
- The Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks, Province of Ontario
minister.mecp@ontario.ca
- Municipalities of the County of Essex, Ontario Clerk's Office
- Andrew Dowie, MPP Windsor-Tecumseh, Andrew.Dowie@pc.ola.org
- Anthony Leardi, MPP Essex, Anthony.Leardi@pc.ola.org
- Hon. Trevor Jones, MPP Chatham Kent Leamington, Trevor.Jones@pc.ola.org
- Lisa Gretzky, MPP Windsor West, LGretzky-QP@ndp.on.ca
- Federation of Canadian Municipalities - Rebecca Bligh, President
resolutions@fcm.ca
- Association of Municipalities of Ontario – Robin Jones, President
amopresident@amo.on.ca Brian Rosborough, Executive Director,
broborough@amo.on.ca
- Western Ontario Warden's Caucus – Kate Burns Gallagher, Executive Director
kate@wowc.ca Amy Martin, Chair chair@wowc.ca
- Eastern Ontario Warden's Caucus - Meredith Staveley-Watson, Director of Government Relations and Policy, info@eowc.org ; Warden Bonnie Clark Chair
- Irek Kusmierczyk, MP Windsor-Tecumseh, Irek.Kusmierczyk@parl.gc.ca
- Dave Epp, MP Chatham-Kent- Leamington, Dave.Epp@parl.gc.ca
- Chris Lewis, MP Essex, Chris.Lewis@parl.gc.ca
- Brian Masse, MP Windsor West, brian.masse@parl.gc.ca
- Sandra Zwiers, Chief Administrative Officer, County of Essex
szwiers@countyofessex.ca
- Katherine Hebert, Clerk, County of Essex khebert@countyofessex.ca

March 12, 2025

VIA EMAIL

The Hon. Doug Ford
Legislative Building
Queen's Park
Toronto ON M7A 1A1
premier@ontario.ca

Dear Premier Ford

Re: Motion to Request Landlord Tenant Reforms

At its Regular Meeting of Council held on Tuesday, March 4, 2025, the Town of Bradford West Gwillimbury Council approved the following resolution:

Resolution 2025-79
Moved: Councillor Giordano
Seconded: Councillor Dykie

WHEREAS Ontario has expanded the accessory dwelling unit (ADU) framework to address the housing supply crisis, which includes the need to balance the interests of both tenants and small-scale landlords;

WHEREAS small-scale landlords may face financial strain when tenants withhold rent in bad faith, and delayed dispute resolution systems can result in undue hardship for landlords, while also affecting tenants' security and well-being;

WHEREAS it is crucial to support the development of legal ADUs and secondary rentals while ensuring tenants' rights are respected and upheld;

WHEREAS proposed reforms could include:

- Accelerating dispute resolution for ADUs and secondary rentals at the Landlord and Tenant Board (LTB) within 30 days, ensuring fairness for both tenants and landlords
- Introducing mediation services to resolve disputes quickly and amicably, reducing reliance on lengthy hearings
- Providing both landlords and tenants with enhanced tools for clear communication, such as standardized rental agreements and better screening practices

- Strengthening protections for tenants against unfair eviction while enforcing stricter penalties for tenants withholding rent in bad faith
- Ensuring law enforcement access to properties only under appropriate circumstances, respecting tenants' rights while supporting landlords in the resolution of unpaid rent issues
- Establishing a hardship relief fund for landlords impacted by unpaid rent, while ensuring tenants are also supported in cases of financial distress
- Offering free or low-cost legal assistance to both landlords and tenants to navigate disputes fairly.

NOW THEREFORE BE IT RESOLVED that the Town of Bradford West Gwillimbury Council requests the provincial government to look at ways to implement these balanced reforms that protect both small-scale landlords and tenants, ensuring fairness in the rental market; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Premier Doug Ford, our local Member of Provincial Parliament, President of the Association of Municipalities of Ontario, Minister of Municipal Affairs and Housing, Attorney General, and all Ontario municipalities to support the creation of balanced protections for both landlords and tenants

CARRIED.

Thank you for your consideration of this request.

Regards,



Tara Reynolds
Clerk, Town of Bradford West Gwillimbury
(905) 775-5366 Ext 1104
treynolds@townofbwg.com

CC: President of Association of Municipalities of Ontario, Robin Jones - resolutions@amo.on.ca
Hon. Paul Calandra, Minister of Municipal Affairs and Housing - minister.mah@ontario.ca
Hon. Doug Downey, Attorney General - attorneygeneral@ontario.ca
All Ontario Municipalities



360 Fairview Ave W, Suite 318, Essex, Ontario, N8M 3G4
Phone (519) 776-6431 Fax (519) 776-4457 www.buskids.ca

Date: March 31st, 2025

**By Email:
Town of Essex
33 Talbot Street South
Essex, ON
N8M 1A8**

Re: Determining of relocating bus stops in the Town of Essex

Thank you for your letter regarding student safety and Windsor-Essex Student Transportation Services (WESTS) measures to establish safe school bus stops. We appreciate your concern and interest in ensuring the safety of students during their commute to and from school.

Information regarding bus stop development, roles, and responsibilities can be found on the WESTS website at <https://buskids.ca/>. Policies you may wish to view include the following:

- RR-01 Responsibility of Students
- RR-02 Responsibility of Parents / Guardians
- RR-05 Responsibility of WESTS
- SD-01 Walk Distance to the Bus Stop
- SD-07 Bus Stop Development

As you will see from reviewing these policies (specifically RR-05 or SD-07), WESTS is not obligated to consult with any of the municipalities in which it operates when developing or relocating bus stops. WESTS oversees over 16,000 school bus stops throughout the City of Windsor and the Counties of Essex. It would be impractical for WESTS to communicate with local municipalities about each bus stop location that a party may feel is unsafe. A formal process is in place for parents or guardians to request a review of a school bus stop, known as the “Stop Relocation Review.” This process can be found on our website (link provided above) and the forms for parents/guardians to fill out through our Parent Portal. I can assure you that WESTS staff are diligent in the placement of school bus stops to ensure they meet all policy requirements, with safety being of the utmost importance. The WESTS staff of nine employees collectively provides over 185 years of experience in the student transportation industry. In the interest of operating as good community partners, we would certainly encourage the administration from the Town of Essex to inform us about the location of any specific bus stops that have raised safety concerns. We will certainly be willing to discuss possible alternatives should it be determined that a change is warranted and that there are viable alternative locations that adhere to our policies and procedures.



I'm certain that, after reviewing these policies, you will also conclude that the safety of our students, bus operators, pedestrians, and other motorists is the most important priority in developing these policies and in the process of selecting locations for school bus stops.

WESTS provides formal avenues for parents/guardians who request a formal review of their child's bus stop location and a formal appeal process. These policies are located on the WESTS website.

- SD-04 Stop Relocation Review
- SD-03 Appeal Process

WESTS is committed to providing safe bus stop locations and would like to remind all parties that it is the responsibility of the parents/guardians to ensure their child/children access bus stops safely to and from school.

Please feel free to contact me at 519-776-6431 if you would like to discuss further.

Regards,



Chris Arthurs
General Manager
Windsor-Essex Student Transportation Services



Section Bus Stop Development	Page 1 of 2
Date : March 20, 2024	

<p>Statement</p>	<p>WESTS develops bus stop locations to ensure the efficiency of the service while maximizing safety and reducing risks for students.</p> <p>In urban areas, community bus stops will be used.</p> <p>In rural areas where the homes are greater than 1 km apart, home stops may be used.</p> <p>As per Policy RR-02 Responsibilities of Parents/Guardians, parents/guardians are responsible for getting their child safely to and from the designated bus stop and for student safety and conduct at the bus stop.</p>										
<p>Factors in Determining Bus Stop Locations</p>	<p>WESTS will consider the following factors to determine bus stop location:</p> <ol style="list-style-type: none"> 1. <u>Sight Lines and Safe Stopping</u> - The distance other motorists need to see and slow down for a school bus is a key factor in setting stops. The stops must be situated where they are clearly visible to motorists. The following table is a guide to the minimum distances from which drivers should be able to see a school bus that is stopped on a road. <table border="1" data-bbox="678 1339 1318 1537"> <thead> <tr> <th>Speed Limit</th> <th>Minimum distance (for cars coming from each direction)</th> </tr> </thead> <tbody> <tr> <td>50 km/h</td> <td>125 m</td> </tr> <tr> <td>60 km/h</td> <td>150 m</td> </tr> <tr> <td>70 km/h</td> <td>175 m</td> </tr> <tr> <td>80 km/h</td> <td>200 m</td> </tr> </tbody> </table> 2. Adequate shoulder or lane width is needed so the students can safely wait to board the bus. The adequacy of the shoulder or lane is determined by WESTS. 3. Any hazards that would impede the student's safety at the stops such as railway level crossings without signals; one-way bridges, bridges without pathways; or any identified hazard as per Policy E-06 Eligibility based on Hazards. 4. Bus stops will be located a minimum of 200 	Speed Limit	Minimum distance (for cars coming from each direction)	50 km/h	125 m	60 km/h	150 m	70 km/h	175 m	80 km/h	200 m
Speed Limit	Minimum distance (for cars coming from each direction)										
50 km/h	125 m										
60 km/h	150 m										
70 km/h	175 m										
80 km/h	200 m										



Section Bus Stop Development	Page 2 of 2
Date : March 20, 2024	

	<p>meters apart to allow buses to get to speed and properly engage stopping procedures to alert motorists of the stop, unless there are factors such as road configuration or hazards identified under Policy E-06 Eligibility based on Hazards that warrant stops being closer. Such determination will be made by WESTS staff.</p> <p>5. All stops on four lane roads will be right hand side pickups and drop offs.</p>
Responsibilities	<p>WESTS staff will:</p> <ol style="list-style-type: none"> 1. Ensure all stops meet the requirements of the Service Parameters Policy, SD-02. 2. In placing bus stops, WESTS will consider the physical aspects outlined in this policy and may attend the site where the stop is planned for assessment purposes, may utilize buses with cameras installed or request bus operators input regarding the stop placement.
Limitations	<p>Construction projects and road closures are beyond the control of WESTS and may affect school bus stop locations, including temporary relocation of bus stops. The temporary relocation of the bus stop may result in walking distances to bus stops exceeding the distances outlined in Policy SD-01 Walk Distance to Bus Stop.</p>

Referenced policies:

- RR-02 Responsibilities of Parents/Guardians
- E-06 Eligibility based on Hazards
- SD-01 Walk Distance to Bus Stop
- SD-02 Service Parameters



Section Stop Location Review	Page 1 of 2
	Date : January 31, 2024

Statement	<p>Requests for a bus stop relocation can be completed by parents/guardians online for consideration by WESTS.</p> <p>Bus stop relocation requests will not be reviewed until all eligible students have been processed for transportation. Online forms will not be open for submission until October 1st each year.</p> <p>Bus stop relocation requests do not include moving a student’s bus stop from one existing stop on the route to another existing stop. The relocations are for requests to physically move one existing stop on an existing route.</p>
Submitting a Stop Location Review Request	<p>Parents/guardians may submit Stop Location Review Requests as follows:</p> <ol style="list-style-type: none"> 1. Requests will be submitted using the online request system on the Bus Planner Web. No paper forms or phone calls will be accepted. 2. An email with an approval or denial will be sent to the email identified on the request form.
Review Process	<ol style="list-style-type: none"> 1. WESTS will review bus stop relocation requests in accordance with Policy SD-07 Bus Stop Development. This includes looking at safe stopping distances for vehicles, number of students using the stop, physical attributes of the stop and the implication on the timing for the bus route. 2. The Service Parameters Policy SD-02 will continue to be the guideline when determining stops. Home stops are not provided under normal circumstances.
Limitations	<ol style="list-style-type: none"> 1. If a bus stop relocation request has been denied future requests for the same stop relocation will not be reviewed unless there has been a significant change in circumstances.



SD-04

Section Stop Location Review	Page 1 of 2
	Date : January 31, 2024

	2. Bus stop relocations will not be considered for courtesy riders and schools will be advised to inform the parents that as per policy E-05 Courtesy Rides they cannot be considered.
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Referenced policies: E-05 Courtesy Rides
SD- 02 Service Parameters
SD-07 Bus Stop Development



Section Appeal Process	Page 1 of 2
	Date : March 20, 2024

<p>Statement</p>	<p>Parents/guardians may appeal the application of transportation policies and procedures in respect to their child in accordance with the Policy.</p> <p>There is a two step appeal process. Step One (1) is an appeal to the General Manager and Step Two (2) is an appeal to the Board of Directors.</p>
<p>Step 1</p>	<p>If a parent/guardian believes that WESTS has incorrectly applied the transportation policies or procedures in respect of their child, they may contact the General Manager through the general email at info@buskids.ca to request a review and reconsideration of the decision.</p> <p>The parent/guardian should provide the rationale for their request and any supporting documentation to the General Manager.</p> <p>The General Manager may seek additional information from the parent/guardian, WESTS staff or the school. If applicable the General Manager may attend a bus stop or walk path to gather all pertinent information.</p> <p>The General Manager will review the applicable documentation and provide a written decision to the parent/guardian within 10 school days from receiving the email. The decision will be sent to the email from which the appeal request originated. The decision will include any pertinent documentation that was considered when making a decision regarding the appeal.</p> <p>If the parent/guardian disagrees with the General Manager’s decision they may proceed to Step 2 and file an appeal to the Board of Directors. Such appeals must be filed within 30 days of receiving the written decision.</p>
<p>Step 2</p>	<p>Appeals of Step 1 decisions must be made in writing by the parent/guardian and submitted to the General Manager, WESTS. The appeal must include a detailed description of the situation giving rise to the appeal and the reasons they believe the policy or procedure has not been applied correctly.</p>



Section Appeal Process	Page 2 of 2
	Date : March 20, 2024

	<p>The General Manager will forward the appeal, including all documentation related to the Step 1 level appeal, to the Board of Directors for review at the next board meeting following the receipt of the appeal documentation from the parent/guardian.</p> <p>The Board of Directors will review all documentation submitted.</p> <p>The Board of Directors has discretion to request that either the parent/guardian or the General Manager submit additional written information and/or to request a parent/guardian attend a meeting if the Board or Directors determines that it requires additional information directly from the parent/guardian.</p> <p>Upon review of the information before it, the Board of Directors will render a decision within 10 school days of the meeting in which the appeal has been considered.</p> <p>The parent/guardian will be notified in writing of the decision of the Board of Directors. The decision of the Board of Directors is final.</p>
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Section Responsibility of Students	Page 1 of 3
	Date : March 7, 2024

Statement	Students who are eligible to travel to and from school by school bus must behave in a safe and appropriate manner while at the bus stop and aboard the bus. Those who behave in an unsafe or inappropriate manner may be subject to discipline, including the loss of busing, in accordance with the Policy SS-12 Disciplinary Measures.
Responsibilities	<p>Students must follow their respective School Board's Code of Conduct Policy as well as the following:</p> <p>While at the bus stop students will:</p> <ol style="list-style-type: none"> 1. Be at the bus stop at least 10 minutes before the scheduled arrival time of the bus, which will not wait for latecomers; 2. Always keep a safe distance from the road or the street while waiting for the bus; 3. Respect other people's property and belongings; 4. Wait for the bus to come to a complete stop before approaching in order to board the bus; 5. Wait until the lights are on and the bus driver signals it is safe before crossing the street to board the bus. <p>While on the bus, students will:</p> <ol style="list-style-type: none"> 1. Take a seat of their choosing or, if applicable, go to the seat that has been assigned to them on the bus, and remain seated until they reach their destination; 2. Remain seated at all times, facing in the direction in which the bus is travelling, resting against the back of their seats with their legs turned towards the front of the bus, in the places that have been assigned to them (if applicable); 3. For their safety during the trip, avoid distracting or speaking to the bus driver, except in the case of an emergency; 4. Only board the bus to which they have been



Section Responsibility of Students	Page 2 of 3
	Date : March 7, 2024

	<p>assigned, and embark or disembark only at their own bus stop;</p> <ol style="list-style-type: none"> 5. Help to keep the bus safe and clean; 6. Keep their hands, legs and head inside the bus; 7. Keep their books, school bags and any other objects on their laps and keep the aisle clear; 8. Take all their personal belongings with them when they leave the bus; 9. Follow the bus driver’s instructions in the event of an emergency; 10. Refrain from speaking loudly, being noisy, swearing or using abusive or otherwise inappropriate language; 11. Refrain from eating, drinking, spitting or dirtying the inside of the bus; 12. Refrain from smoking, drinking alcohol, vaping or using drugs; 13. Refrain from throwing objects inside or outside the vehicle; 14. Bring skates on the bus only if the blades are covered with guards and the skates are kept inside a special carrying bag, which can be secured safely on their lap for the full duration of the bus ride, as per SS-07 Transportation of Large Items on School Buses; 15. Animals are not allowed on the bus except as per Policy AT-02 Service Animals; 16. Firearms, explosives, weapons of any kind, water guns and other dangerous and large items are forbidden on the buses. In the event of a conflict, the bus driver and the school principal will decide whether an object is authorized on the bus until a decision can be provided by WESTS. 17. Rules regarding musical instruments, sports equipment and other large items is found under Policy SS-07 Transportation of Large Items on School Buses. In the event of a dispute about a large item, the bus driver and the school principal
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Section Responsibility of Students	Page 3 of 3
	Date : March 7, 2024

	<p>will decide whether an object is authorized on the bus until a decision can be provided by WESTS;</p> <p>When disembarking from the school bus, students must:</p> <ol style="list-style-type: none"> 1. Wait until the bus comes to a complete stop before leaving their seat; 2. Immediately move three (3) meters away from the front of the vehicle and wait for the bus driver’s signal before crossing the street; 3. Always walk in front of the vehicle and watch for traffic before crossing the street. <p>Students and/or their parents/guardians will be liable for any damage done deliberately to the bus.</p>
Consequences	<p>Failure to follow the rules and responsibilities outlined above will be addressed under Policy SS-12 Disciplinary Measures.</p>

Referenced policies: **AT-02 Service Animals**
SS-07 Transportation of Large Items
SS-12 Disciplinary Measures



Section Responsibility of Parents/Guardians	Page 1 of 3
	Date : March 7, 2024

Statement	<p>Parents/guardians must ensure that their student understands the WESTS rules for riding the school bus as set out in RR-01 Responsibilities of Students, as well as their School Board's Code of Conduct.</p> <p>Parents/guardians are responsible for their student's safety from the time they leave home up to the time they board the bus in the morning and from the time they get off the bus after school, including the conduct of the student at the bus stop.</p>
Responsibilities	<p>Parents/guardians will:</p> <ol style="list-style-type: none"> 1. Set up and access their online account through the student login/parent portal on Bus Planner Web. If they do not have access to a computer, they should contact the school for the information on their student's transportation; 2. Access their student's account every school year between August 15th and the start of school to access the most up to date transportation information; 3. Remind their students about the safety and behaviour rules to be followed at the bus stop and while travelling on the bus as per RR-01 Responsibilities of Students; 4. Ensure their student arrives at the bus stop at least ten (10) minutes before the pick-up time and be at the bus stop ten (10) minutes prior to the assigned drop off time; 5. Be responsible for their student's safety up until they board the bus and after they disembark from the bus after school; 6. Cooperate with the school principal, staff from WESTS and the bus driver to ensure that their student understands the bus safety rules while travelling on the bus; 7. Assume responsibility for their student when they are dropped off at the designated bus stop. WESTS requires that parents, guardians or designates be at



Section Responsibility of Parents/Guardians	Page 2 of 3
	Date : March 7, 2024

	<p>the bus stop to meet their student enrolled in Junior or Senior Kindergarten;</p> <ol style="list-style-type: none"> 8. WESTS suggests that a parent or guardian go to the bus stop to meet their student enrolled in Grade One and Grade Two, or that they entrust a responsible person with this task; 9. Be aware that if a student is uncomfortable getting off at a stop alone, regardless of their grade, they will be returned to the school and be subject to the Policy SS-02 Accompaniment of Students at Bus Stops. 10. Assume responsibility for any acts of vandalism or deliberate damage to the bus caused by their student; 11. Inform the school, in writing, about any change to be made to their student’s transportation service; 12. Inform the school and WESTS about any issue that occurred on the bus and that jeopardized the students’ well-being and safety, indicating the bus number, date, time and nature of the issue; 13. On mornings of inclement weather, monitor the media, or go to www.buskids.ca website to find out the status of school bus transportation. Subscribing to the Delays & Cancellations module in Bus Planner Web will provide parents with notification by email of any delays and cancellations to their student’s busing. Also parents can download the Bus Planner Delays App to get notifications. Directions for subscribing to the module and downloading the Bus Planner App can be found on the www.buskids.ca website; 14. On mornings of inclement weather, make the final decision about whether or not their student should go to school that day; 15. Make sure that their student is dressed appropriately for inclement weather.
Prohibitions	<ol style="list-style-type: none"> 1. Parents/Guardians are prohibited from stopping or parking in school bus loading zones at the schools.



Section Responsibility of Parents/Guardians	Page 3 of 3
Date : March 7, 2024	

	<ol style="list-style-type: none"> 2. It is strictly prohibited for parents or guardians to board the school bus. 3. It is prohibited for parents and guardians to speak to the bus driver in an angry, abusive, harassing or aggressive manner, or to use abusive or disrespectful language at the bus stop towards the bus driver, students or other parents/guardians. 4. It is prohibited for parents and guardians to negotiate or attempt to negotiate with the bus driver and the school principal, in order to change the bus stop, pick-up or drop-off time, or other travel arrangements for their student, which would differ from the transportation service authorized by WESTS. 5. It is prohibited for parents or guardians to use abusive, harassing, aggressive or disrespectful language and/or demeanor with WESTS staff and/or bus operator staff.
Consequences	Improper conduct on the part of the parent or guardian may result in the removal of their student's transportation privilege or any other consequence as addressed under Policy SS-12 Disciplinary Measures.

Referenced policies: RR-01 Responsibilities of Students
 SS-12 Disciplinary Measures
 SS-02 Accompaniment of Students



Section Responsibility of School Administration	Page 1 of 2
	Date : March 7, 2024 Amended : February 7, 2025

Statement	The school bus is considered an extension of the classroom. The school principal's authority applies aboard the school bus. The school principal remains responsible for their students while they are on a school bus.
Responsibilities	The school principal or designate will: <ol style="list-style-type: none"> 1. Be familiar with the use of Bus Planner Web and all its functions for day-to-day transportation; 2. Process Transportation Applications that meet the eligibility criteria under Policy E-01 Transportation & Eligibility Policy; 3. Ensure parents/guardians email addresses are entered in the student contact information section to allow the parents/guardians access to the Parent Portal in BusPlanner; 4. Ensure that students are informed about expectations for school bus conduct and safety rules in accordance with RR-01 Responsibilities of Students; 5. In cooperation with the bus driver, address student conduct while they are aboard the vehicle; 6. Provide supervision for students during the arrival and departure of the school buses at the school; 7. Ensure that the areas reserved for school buses are kept clear; 8. Address all discipline reports submitted by the bus driver, related to the conduct of students who ride on the school bus, and inform parents/guardians and WESTS accordingly; 9. Remind parent/guardian of the procedures to follow in the event of inclement weather or school closure referring them to Policy SS-01 Inclement Weather Policy; 10. Ensure that the necessary steps are taken in the event of an accident, as stipulated in SS-03 Accident Reporting; 11. Provide written notification to parents/guardians and WESTS about the school's decision concerning the immediate or pending suspension of a student from



Section Responsibility of School Administration	Page 2 of 2
	Date : March 7, 2024 Amended : February 7, 2025

	<p>student transportation service, and notify the bus driver verbally;</p> <p>12. In the event of a student suspension from school, notify WESTS that the student will not require transportation and the time period during which it will not be required;</p> <p>13. Print and distribute any WESTS communication to the school community, as requested by WESTS.</p>
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Referenced Policies: E-01 Transportation & Eligibility Policy
 RR-01 Responsibilities of Students Policy
 SS-01 Inclement Weather Policy
 SS-03 Accident Reporting Policy



Section Responsibility of WESTS	Page 1 of 3
	Date : March 12, 2024

<p>Statement</p>	<p>Pursuant to the <i>Education Act, R.S.O. 1990, C-E-2</i> school boards may provide transportation services for their students.</p> <p>The member boards have established WESTS to provide student transportation services for their students. With the goal of constantly improving the efficiency and effectiveness of bus routes, WESTS has adopted common policies and procedures, applicable to all the coterminous boards, pertaining to student transportation.</p> <p>Transportation is procured, administered, organized and supervised by WESTS.</p> <p>WESTS is committed to:</p> <ol style="list-style-type: none"> 1. Providing safe and efficient transportation services, in a reasonable period of time for the students, from their Primary Home Address or Alternate Address to the school and from the school to their Primary Home Address or Alternate Address; 2. Providing transportation services for students who cannot access regular transportation due to a physical or physiological disability, or for other permanent medical reasons, as identified by the board administrative staff and in accordance with their individual Transportation/Health Plan and Policy AT-01 – Special Transportation Needs; 3. Handling complaints and requests for information or changes, on an individual basis, in accordance with the policies and procedures of WESTS.
<p>Planning Responsibilities</p>	<p>Employees of WESTS will;</p> <ol style="list-style-type: none"> 1. Plan safe transportation routes in accordance with the policies and procedures of WESTS; 2. Plan efficient bus routes taking into account the following factors: safety, travel time, the number of students on the bus, the bus size, the number of buses per school and cost reduction; 3. Plan efficient bus routes using the shortest possible distance between the students’ pick up and drop off stops on public access roads or highways;



Section Responsibility of WESTS	Page 2 of 3
	Date : March 12, 2024

	<ol style="list-style-type: none"> 4. Plan routes to minimize student riding time endeavouring to maintain the parameters of 60 minutes at the elementary level and 75 minutes at the secondary level, understanding there may be situations based on distance that preclude meeting these time frames such as road conditions, distance from Designated School, access to safe bus stop location; 5. Receive and assess suggestions from bus drivers regarding possible changes to the transportation routing, making decisions in respect of the same, and notifying the school bus operator of the decision.
Operational Responsibilities	<p>Employees of WESTS will:</p> <ol style="list-style-type: none"> 1. Manage and update bus transportation services on a daily basis; 2. Receive and assess transportation change requests or transportation applications from parents; 3. Notify parents of the decision regarding their request for transportation services through the schools and the Bus Planner web; 4. Inform schools and school bus operators to access route information through Bus Planner Web; 5. Inform parents about the pick-up and drop-off times for their students via the Bus Planner Web or by automated call if changes are made after August 15 and before the first day of school as per Policy RR-02 Responsibilities of Parents/Guardians; 6. Remain in regular contact with school bus operators and school principals to ensure the safe and efficient management of school transportation services on a daily basis; 7. Maintain clear and regular communication through the BusKids website with parents in order to inform them about policies, procedures, safety measures, and any other information that may impact their students' busing; 8. Maintain the BusKids website to ensure the information is accurate and easily accessible by parents, schools, bus operators and the public;



Section Responsibility of WESTS	Page 3 of 3
	Date : March 12, 2024

	<ol style="list-style-type: none">9. Support school principals and bus drivers in maintaining safety and order on the bus;10. Set up and organize safety campaigns to raise student awareness of the bus rules and expectations while using school bus transportation;11. Conduct inspection visits and assessment activities at Bus Operator sites, pertaining to bus transportation services, in order to ensure that bus drivers are complying with the Consortium's policies and procedures and the Student Transportation Agreement.
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Referenced policies: RR-02 Responsibilities of Parents/Guardians



Section Walk Distance to Bus Stop	Page 1 of 1
Date : March 20, 2024	

Statement	All students are required to walk to their bus stops. Bus stops are determined by WESTS. Distances are assessed and determined by WESTS as per Policy SD-08 Bus Stop Development.
Requirements	<p>Subject to exceptions mandated by WESTS as outlined in Policy E-06 Eligibility based on Hazards, students may be required to walk up to the following distances from their Primary Home Address/Alternate Address to their assigned bus stop:</p> <ul style="list-style-type: none"> • JK/SK to Grade 8 – 1.0 km • Grade 9 to 12 – 2.0 km <p>The walk distance is calculated based on the measurement from the Primary Home Address or Alternate Address property and the shortest distance on a public road between the Primary Home Address or Alternate Address and the bus stop. WEST calculates distances utilizing the BusPlanner software.</p>
Limitations	<p>Longer walk distances may occur based on the following considerations:</p> <ol style="list-style-type: none"> 1. The inability of the bus to safely access and turn around on roads due to road structure such as the width of the road, gravel roads or dead-end roads with no access to a turn around wide enough for a bus, as buses cannot backup on route. 2. Temporary situations such as construction that impedes the bus from safely using the road. 3. Emergency events that preclude access to the bus stop, such as fire and police situations. 4. The inability to access private roads.

Referenced policies: SD-08 Bus Stop Development

From: Joe Garon [REDACTED]
Date: March 21, 2025 at 8:10:05 AM EDT
To: "Morassut, Jake" [REDACTED]
Subject: Fw: Resignation

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

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

From: [REDACTED]
Sent: March 19, 2025 5:34 PM
To: [REDACTED]
Subject: Resignation

Hello Joe,

[REDACTED]

At this time I would like to resign from the 2025 fun fest VOLUNTEER committee. Hopefully I will be able to return next year for the 2026 year.

Hope the event is great as I am sure it will be!

All the best to the committee.

Regards,

Leighanne Nichol

From: noreply@esolutionsgroup.ca
To: [Clerks](#)
Subject: New Response Completed for Proclamation Request Form
Date: Tuesday, March 18, 2025 3:18:51 PM

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

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello,

Please note the following response to Proclamation Request Form has been submitted at Tuesday March 18th 2025 3:16 PM with reference number 2025-03-18-011.

- **Name of Organization**
Windsor Essex Child/Youth Advocacy Centre (WECYAC)
- **Contact Name**
Nila Das
- **Street Address**
St. Clair College, Centre for Applied Health Sciences Building, 2000 Talbot Road W, Suite #3304, Mailbox #12
- **City / Town**
Windsor
- **Province**
Ontario
- **Postal Code**
N9A 6S4
- **Work**
[REDACTED]

- **Email Address**

[REDACTED]

- **Name or Title of Proclamation**

Victims and Survivors of Crime Week

- **Dates / Time Period Covered by Proclamation**

May 11-17th, 2025

- **Purpose of Proclamation (select all that apply)**

Civic Promotions, Public Awareness Campaign, Special Honour of Individual or Organization

- **Description of Organization / Proclamation**

The purpose of this proclamation request is to officially acknowledge Victims and Survivors of Crime Week (May 11 to 17th, 2025) within the Town of Essex. This proclamation seeks to increase public awareness, demonstrate community solidarity, and emphasize the significance of supporting child and youth victims and survivors of crime. It highlights the Town's dedication to promoting resources, services, and compassionate care essential for recovery and justice.

- **Has the same/similar proclamation been requested of the Town of Essex in past years?**

No

- **As part of this proclamation, will any special initiatives or events be planned in the Town of Essex?**

No

- **Does your Proclamation Request include a request for a flag raising?**

No

- **Please upload draft wording and/or other documents related to your request**

1. [Town of Essex Draft Proclamation Wording.pdf \[89.6 KB\]](#)

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



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

February 19, 2025, 5:00 pm
Location: Essex Municipal Building, 33 Talbot Street South

Present: Chair - Pocock, Phil
Member - Baker, William
Member - Lester, Dorene

Absent: Member - Child, Matthew
Vice Chair - Sauve, Danny

Also Present: Ian Rawlings, Junior Planner
Marsha Buchta, 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

The Chair called the meeting to order at 5:00 p.m.

2. Land Acknowledgement

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

3. Declarations of Conflict of Interest

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

4. Adoption of Published Agenda

4.1 Committee of Adjustment Meeting Agenda for February 19, 2025

COA25-02-10

Moved By Dorene Lester
Seconded By William Baker

That the published agenda for the February 19, 2025, Committee of Adjustment Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Committee of Adjustment Minutes for January 21, 2025

COA25-02-11

Moved By Dorene Lester
Seconded By William Baker

That the minutes of the Committee of Adjustment meeting held January 21, 2025, be adopted as circulated.

Carried

6. Reports from Administration / Applications

6.1 B-03-25 | 7043 County Road 23 | Joseph Drouillard

A consent application has been received by the Town of Essex Committee of Adjustment for the lands located at 7043 County Road 23, former Colchester North (Ward 2). The applicants are proposing to sever a ± 0.45 ha (1.1 acre) parcel from the existing ± 37 ha (92 acres) agricultural lot to be added to the adjacent property identified as 7045 County Road 23. The retained agricultural lot is proposed to have an area of ± 36.55 ha (90.9 acres). The applicant is proposing this consent for the purposes of a lot addition.

Mr. Joseph Drouillard was present as a Delegate.

COA25-02-12

Moved By Dorene Lester
Seconded By William Baker

That consent application B-03-25 be approved to sever a ± 0.45 ha parcel from the existing ± 37 ha agricultural lot to be added to the adjacent property identified as 7045 County Road 23 with the following conditions:

1. That at the time the conveyance is prepared for certification, a reference plan prepared by an Ontario Land Surveyor, which has been numbered, dated, signed and registered, be submitted to the satisfaction of the Town of Essex;
2. That the appropriate documents for the conveyance be prepared and suitable for registration. All copies shall have original signatures, and one digital copy will remain as a record with the Town;
3. That at the time the conveyance is presented for certification, a tax certificate from the Treasurer of the Town or evidence showing all taxes for the current year have been paid in full to the date of consent approval, as well as any and all arrears owing on the total parcel, shall be submitted to the Town;
4. That an apportionment of assessment pursuant to Section 65 of The Drainage Act, R.S.O. 1990, and amendments thereto, be provided to the satisfaction of the Drainage Superintendent for the Town of Essex, if deemed necessary by the Town;
5. That the severed parcel be consolidated with the lands known as 7045 County Road 23. In accordance with Subsection 3 of Section 50 of the Planning Act, the applicant shall submit to the Secretary-Treasurer satisfactory evidence that the transferee of the severed portion of the property and the owner of the abutting property are identical, together with an undertaking from the applicant's solicitor to consolidate the

severed portion and the abutting into one parcel. Within thirty days of the issuance of the certificate of consent to sever, the applicant shall provide evidence to the Secretary-Treasurer that an application to consolidate parcels has been filed with the Land Registry Office;

6. That, prior to the granting of this consent, the requested variance should be granted by the Committee of Adjustment to accommodate the reduction in minimum lot area for the retained and severed parcel;
7. That all of the above conditions be fulfilled on or before February 19, 2027, as per Section 53 (41) of the Planning Act, R.S.O. 1990.

Reason for the Decision:

The Application is in keeping with subsection 6.4 and 6.5 of the Town of Essex Official Plan respecting "Consents".

Carried

6.2 A-03-25 | 7043 County Road 23 | Joseph Drouillard

An application for minor variance has been received by the Town of Essex Committee of Adjustment for the lands located at 7043 County Road 23, former Colchester North (Ward 2). As a result of a severance for the purpose of a lot addition regarding the subject lands, the lot area for the retained parcel will be reduced from ± 37 ha (92 acres) to ± 36.55 ha (90.9 acres). Relief is therefore required from Section 13.1 b) ii) of the Zoning By-law which states: The minimum lot area for lots within Agricultural District 1.1 (A1.1) is 40 hectares (100 acres) or as existing.

COA25-02-13

Moved By Dorene Lester

Seconded By William Baker

That application A-03-25 be approved to reduce the retained parcel from ± 37 ha to ± 36.55 ha with the required relief from Section 13.1 b) ii) of the Zoning By-law which states: The minimum lot area for lots within Agricultural District 1.1 (A1.1) is 40 hectares (100 acres) or as existing.

Reason for the Decision:

1. The general intent of the Town of Essex Official Plan is maintained;
2. The general intent of the Zoning Bylaw is maintained;
3. The variance(s) is minor;
4. The variance(s) is desirable for the appropriate use of the land;
5. The variance is compatible with the established character of the neighborhood, traffic and parking patterns;
6. The variance deals with circumstances particular to the site and development.

Carried

**6.3 B-04-25 | 21 3rd Concession Road | Pollmar Holdings Limited c/o Larry Pollard
Agent: Ashley Harmon**

A consent application has been received by the Town of Essex Committee of Adjustment for the lands located at 21 3rd Concession Road, Harrow (Ward 4). The applicants are proposing to sever a \pm 2,771 square metre parcel from the existing \pm 1.94 ha highway commercial lot. The retained lot is proposed to have an area of \pm 1.66 ha. The applicant is proposing this consent for the creation of one (1) highway commercial lot.

Mr. Ian Rawlings, Junior Planner, provided an overview of application B-04-25 by way of presentation. The Planning Division recommended approval with the following conditions:

1. That at the time the conveyance is prepared for certification, a reference plan prepared by an Ontario Land Surveyor, which has been numbered, dated, signed and registered, be submitted to the satisfaction of the Town of Essex;
2. That the appropriate documents for the conveyance be prepared and suitable for registration. All copies shall have original signatures, and one digital copy will remain as a record with the Town;
3. That at the time the conveyance is presented for certification, a tax certificate from the Treasurer of the Town or evidence showing all taxes for the current year have been paid in full to the date of consent approval, as well as any and all arrears owing on the total parcel, shall be submitted to the Town;
4. That an apportionment of assessment pursuant to Section 65 of The Drainage Act, R.S.O. 1990, and amendments thereto, be provided to the satisfaction of the Drainage Superintendent for the Town of Essex, if deemed necessary by the Town;
5. That the applicant confirms the location of onsite services, and, if located on the severed lands, services be abandoned and relocated, or an easement be granted with respect to the applicable onsite services;
6. That the applicant provide a deposit in the amount of \$20,000.00, prior to the issuance of the consent certificate, to be returned at the discretion of the Chief Building Official.
7. That all of the above conditions be fulfilled on or before February 19, 2027, as per Section 53 (41) of the Planning Act, R.S.O. 1990.

Mr. Rawlings advised that there are two open building permits with respect to the subject property, as well as incomplete works required as a condition of an existing site plan control agreement. The \$20,000 deposit condition was suggested to ensure all deficiencies are closed out, without effecting the timelines of the severance.

Mr. Larry Pollard was present as a Delegate.

Mr. Bill Baker questioned conditions regarding servicing and the requirement for a deposit. Mr. Baker felt the deposit was outside of the scope of the application for consideration, deeming it punitive to the Applicant.

COA25-02-14

Moved By William Baker
Seconded By Phil Pocock, Chair

That application B-04-25 be approved to create (1) highway commercial lot by severing a ± 2,771 square metre parcel from the existing ± 1.94 ha lot with the following conditions:

1. That at the time the conveyance is prepared for certification, a reference plan prepared by an Ontario Land Surveyor, which has been numbered, dated, signed and registered, be submitted to the satisfaction of the Town of Essex;
2. That the appropriate documents for the conveyance be prepared and suitable for registration. All copies shall have original signatures, and one digital copy will remain as a record with the Town;
3. That at the time the conveyance is presented for certification, a tax certificate from the Treasurer of the Town or evidence showing all taxes for the current year have been paid in full to the date of consent approval, as well as any and all arrears owing on the total parcel, shall be submitted to the Town;
4. That an apportionment of assessment pursuant to Section 65 of The Drainage Act, R.S.O. 1990, and amendments thereto, be provided to the satisfaction of the Drainage Superintendent for the Town of Essex, if deemed necessary by the Town;
5. That the applicant confirms the location of onsite services, and, if located on the severed lands, services be abandoned and relocated, or an easement be granted with respect to the applicable onsite services;
6. That all of the above conditions be fulfilled on or before February 19, 2027, as per Section 53 (41) of the Planning Act, R.S.O. 1990.

Reason for Decision:

The Application is in keeping with subsection 6.4 of the Town of Essex Official Plan respecting "Consents".

Carried

COA25-02-15

Moved By William Baker
Seconded By Dorene Lester

That the presentation entitled Committee of Adjustment, February 19, 2025 Regular Meeting, presented by Administration, be received.

Carried

7. Adjournment

COA25-02-16

Moved By William Baker
Seconded By Dorene Lester

That the meeting be adjourned at 5:43 p.m.

Carried

8. Future Meetings

Tuesday, March 18, 2025, in Council Chambers, 33 Talbot Street South, Essex ON.

Chair

Recording Secretary



Essex Centre BIA Board Meeting Minutes

Wednesday, February 19, 2025, 6:00pm

Location: Essex Centre Sports Complex, 60 Fairview Ave W, Essex, ON

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

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

Also Present: RaeAnn Schroeder, Economic Development and Business Relations, Town of Essex

1. Call to Order

The Chair 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 conflicts of interest noted at this time.

4. Adoption of Published Agenda

4.1. Essex Centre BIA Board Meeting Agenda for February 19, 2025

BIA25-02-001

Moved by A. Schinkel

Seconded by G. Laframboise

That the published agenda for the February 19, 2025 Essex Centre BIA Board Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1. Essex Centre BIA Board Meeting Minutes for January 15, 2025

BIA25-02-002

Moved by K. Dennison

Seconded by G. Laframboise

That the minutes of the Essex Centre BIA Board Meeting held January 15, 2025 be adopted as circulated.

Carried

6. Correspondence

6.1. Treasurer's Report

The Treasurer's report is attached.

6.2. Report from Council Representative

Councillor McGuire-Blais provided the following report:

- The Town Council has received complaints regarding the insufficient snow shoveling and cleanup in the downtown district.
- It was proposed that the BIA send reminders to members, informing them that the area in front of their property/store is their responsibility to clear after a snowfall and maintain throughout the winter.
- The Royal Canadian Legion presented a request to Council to establish a banner program. They mentioned that the cost of brackets for the banners is \$10,000 and asked for this amount to be included in the 2026 budget.
- The Town will be submitting a grant proposal to the Community Engagement War Memorial Fund through Veterans Affairs Canada to help cover the cost of the brackets.
- It was suggested that the BIA assist in supporting the banner program by contributing \$5,000 toward the cost of the brackets.
- Downtown garbage remains a concern. Council has requested a report to determine how many receptacles are needed and identify key areas of high demand.
- It was noted that the former Bennigan's and Imperial Bank of Canada property, located at 18 Talbot St. North, has recently been granted heritage designation.

BIA25-02-003

Moved by A. Schinkel

Seconded by G. Laframboise

That the Correspondence listed in Agenda Item 6 be received.

Carried

7. Members

7.1. Member Requests

No new requests were presented.

7.2. New Businesses/Closing/Change of location

- Billy Taphouse will be closed for renovations for 3 weeks.
- Lola's Round Table moved to 41 Talbot St N, Essex.
- Big Daddy Cheesecake Co. has opened a new location at 131 Talbot St N, Essex.
- Wendy's, Mary Brown's, Osmow's, Stacked Pancake & Breakfast House, City Pizza planned to open at 255 Talbot Street North, Essex in April 2025.

BIA25-02-004

Moved by A. Schinkel

Seconded by G. Laframboise

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

Carried

8. Events

8.1. Downtown Dollar Spring Campaign

A spring campaign is planned for May, 2025.

8.2. Member Spring Mixer

A spring mixer is planned for April, 2025.

BIA25-02-005

Moved by A. Schinkel

Seconded by M. Qasim

That the Events updates listed in Agenda Item 8 be received.

Carried

9. Marketing, Promotions & Social Media

9.1. Valentine's Day Promotion-February 14, 2025

It was noted that the promotion was a great success, resulting in an increase in social media followers. Of the 4,666 total reaches, 23% were from non-followers. Each winner was instructed to pick up their prize at Torch Family Fitness.

9.2. Easter Promotion-April 20, 2025

It was suggested that Downtown Dollars be hidden randomly throughout the downtown district in celebration of Easter. This initiative will help promote and support local shopping.

BIA25-02-006

Moved by A. Schinkel

Seconded by G. Laframboise

That the Marketing, Promotions and Social Media updates listed in Agenda Item 9 be received.

Carried

10. Beautification

10.1. Downtown Parkette

The board will be developing a plan for this project in March.

10.2. 2 Talbot Street South Unit 1

The property owner has requested the installation of a gate within the fence, which will increase the project budget by \$500 to \$1,000. It was suggested that the property owner cover the additional cost if they approve moving forward with the project.

BIA25-02-007

Moved by A. Schinkel

Seconded by G. Laframboise

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

Carried

11. Management & Operations

11.1. Board Member Applications

No applications were submitted.

BIA25-02-008

Moved by A. Schinkel

Seconded by G. Laframboise

That the Management and Operations updates listed in Agenda Item 11 be received.

Carried

12. New Business

- Kelly attended the Windsor Essex Chamber of Commerce 2025 Board Breakfast.
- Kelly hosted a BIA County Collaborative meeting with BIA coordinators from surrounding counties.
- Krista from Fate will be attending the March meeting to discuss Streetfest dates.
- A request from the Town to submit event dates was made. Submitted Santa and Halloween Parade dates.
- As sponsors of the Essex Train Show on March 1, our logo will be featured on flyers, and flag/logo signage will be displayed during the event.

13. Adjournment

BIA25-02-009

Moved by A. Schinkel

Seconded by G. Laframboise

That the meeting be adjourned at 7:30pm.

Stephanie Winger – Chair

Kelly Baillargeon –Recording Secretary

Essex Centre BIA February Report

2025 Budget vs. 2025 Actual TYD

**2025
Budget**

**2025
Actual**

REVENUES

Amounts Added to Taxes and Special Levies		
43800-Business Improvement Levy (1st)	\$ 86,000.00	\$ 91,642.03
43800-Business Improvement Levy (2nd)	\$ 86,000.00	\$ -
43800-Business Improvement Levy Final Adjustments	\$ -	\$ -
Total Amounts Added to Taxes and Special Levies	\$ 172,000.00	\$ 91,642.03
Investment and Other Income		
49900-Revenue Contribution from Reserve	\$ -	\$ -
47800-Miscellaneous Revenue	\$ -	\$ -
48500-Donations	\$ -	\$ -
Total Investment and Other Income		
TOTAL REVENUE	\$ 172,000.00	\$ 91,642.03

EXPENSES

External Transfers		
55900-Donations Grants		
Total External Transfers	\$ 100.00	\$ -
Interfund Transfers- Expense		
59200-Contributions to Capital Funds		
Interfund Transfers- Expense	\$ 25,000.00	\$ -
Materials and Supplies		
51100-Office Supplies	\$ 1,500.00	\$ -
50750-Mileage	\$ 750.00	\$ -
Total Materials and Supplies	\$ 2,250.00	\$ -
51500-Supplies-Memberships and Special		
Total Supplies-Memberships and Special	\$ 41,100.00	\$ -
51820-Specialty Equipment & Capital Projects		
Total Specialty Equipment & Capital Projects	\$ 27,350.00	\$ 863.94
53500-Public Relations and Promotions		
Total Public Relations and Promotions	\$ 31,250.00	\$ -
53510-Advertising		
Total Advertising	\$ 36,450.00	\$ 500.00
53900-Miscellaneous Services		
Total Miscellaneous Services	\$ 300.00	\$ -
Salaries, Wages, Benefits and Personal Expenses (BIA Coordinator) 58900		
50120-Wages	\$ 30,000.00	\$ 2,233.92
50500-CPP expense	\$ 1,500.00	\$ 116.88
50510-EI expense	\$ 650.00	\$ 51.28
Total Salaries, Wages, Benefits and Personal Expenses	\$ 32,150.00	\$ 2,402.08
Taxation Adjustments		
57320-Tax Write Offs Charities	\$ -	\$ -
57370-Tax Write Offs Business Improvement	\$ -	\$ -
Total Taxation Adjustments	\$ -	\$ -
Utilities, Insurance and Property Taxes, Miscellaneous Services		
54200-Communications-Telephone (Coordinators phone)	\$ 1,000.00	\$ 4.07
54320-Insurance General	\$ 50.00	\$ -
Total Utilities, Insurance and Property Taxes, Miscellaneous Services	\$ 1,050.00	\$ 4.07
TOTAL EXPENSES	\$ 172,000.00	\$ 3,770.09
NET INCOME	\$ -	\$ 87,871.94



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

February 20, 2025, 6:00 pm
60 Fairview Ave W, Essex, ON N8M 1B6

Present: Cate Back, Member
Member - Knapp, Derek
Member - McGuire-Blais, Katie
Member - Verbeek, Kim
Vice Chair - Tapping, Richard
Councillor - Garon, Joe, Ward 1

Absent: Member - Hellinga, Chris
Member - Nichol, Leighanne
Member - Atkinson, Nicole
Member - Desjardins, Tiffany

Also Present: Jake Morassut, Director, Community Services
Everett Vanlare, Recording Secretary
Marc Tortola, Manager, Strategic Communications

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

1. Call to Order

2. Land Acknowledgement

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

3. Declarations of Conflict of Interest

4. Adoption of Published Agenda

4.1 Essex Festival Committee Meeting Agenda for February 20, 2025

FC25-02-10

Moved By Cate Back, Member
Seconded By Derek Knapp

That the published agenda for the February 20, 2025 Essex Festival Committee Meeting be adopted as presented.

5. Adoption of Minutes

5.1 Essex Festival Committee Minutes for January 29, 2025

FC25-02-11

Moved By Richard Tapping, Vice-Chair

Seconded By Cate Back, Member

That the minutes of the Essex Festival Committee meeting held January 29, 2025 be adopted as circulated.

Carried

6. Financials

- Jake Morassut, Director, Community Services, explained the financials for the 2025 festival and went over the 2024 financials from the previous Festival. Jake reminded the Committee to try their best to buy local and Canadian.
- Joe Garon, Chair, discussed buying branded items such as tables and tents to save money in the long run and prevent renting.

7. Unfinished Business

7.1 Operations and Site Management

7.1.1 Festival Grounds Layout

- Joe Garon, Chair, shared a potential layout for the festival with the committee. This included the removal of I-flip and moving the secondary stage to a central location in the food court. The committee discussed the potential of having a better production for the secondary stage.

7.1.2 Set-up and Take Down

- No new updates to report.

7.1.3 Perimeter Fencing

- Joe Garon, Chair, plans to order the fence soon when he confirms the amount that is needed.

7.1.4 Signage

- No new updates to report.

7.1.5 Admission Fees

- Joe Garon, Chair, confirmed that admission fees will stay the same as the 2024 festival.

7.1.6 Park Hours

- Joe Garon, Chair, confirmed that park hours will stay the same as the 2024 festival.

7.1.7 Parking

- Joe Garon, Chair, confirmed that there will be additional accessible parking spots.

7.1.8 Off-Site Parking

- Joe Garon, Chair asked the committee about vendor parking passes and whether vendor employees should be given parking passes in order to free up parking spaces for patrons. The Committee agreed that offsite parking with a shuttle service will be available to accommodate vendor parking.

7.1.9 Shuttle Transportation

- Joe Garon, Chair confirmed the shuttle will be booked and the route and advertising will be discussed at a later date.

7.1.10 Family Tent

- Joe Garon, confirmed the family comfort tent will be back and wants to discuss purchasing a branded tent that can be used for multiple events.

7.2 Marketing, Social Media and Advertising

- Marc Tortola, Manager, Strategic Communications, was present to provide the committee with insight on how important social media is to promoting an event this large. Marc discussed different strategies that are needed for different platforms such as Facebook or Instagram. Katie McGuire-Blais, member and Cate Back, member, will plan a meeting.

7.3 Sponsorship

- Joe Garon, Chair, explained to the committee that the amount of sponsorship money from last year is budgeted for this year. Joe asked Committee members to suggest companies or people who would be open to sponsoring.

7.4 Volunteers

- Cate Back, member, has found an individual to cover the volunteer booth for her during festival hours that will allow her to be present and take photos and videos. Cate spoke to the committee about the need for volunteers in certain areas and if they members will require anymore volunteers.
- Joe Garon, Chair confirmed that the committee will be buying water and ice for volunteers and that T-shirts will be purchased.

7.5 Vendors

7.5.1 Vendor Rates

FC25-01-12

Moved By Katie McGuire-Blais

Seconded By Kim Verbeek

That the new hydro rates for vendors be approved.

Carried

7.5.2 Food and Beverage Vendors

- Joe Garon, Chair, confirmed the application links are now active for Food and Beverage Vendors.

7.5.3 Non-Food/Craft Vendors

- Joe Garon, Chair, confirmed the application links are now active for Non-Food/Craft Vendors.

7.6 Attractions

7.6.1 Youth Talent Show

- Joe Garon, Chair, confirmed that applications are open.

7.6.2 Kid Zone

- Joe Garon, Chair, told the committee a company reached out offering a rock climbing wall and inflatables. This will be discussed more at next meeting.

7.6.3 Chill Zone

- Joe Garon, Chair, shared that Nicole has new ideas for this area and will share next meeting.

7.6.4 Parade

- Richard Tapping, Vice Chair, is looking into marching bands from Detroit and should be able to confirm next meeting.
- Joe Garon, Chair, is looking to have the parade float decorated in a way where it will be suitable for multiple parades.

7.6.5 Pony Rides

- Joe Garon, Chair, asked the committee if the Horse Show should go forward. The Committee suggested Pony Rides for this years festival.

7.6.6 Car Show

- Joe Garon, Chair, confirmed that more volunteers will be needed for the car show in 2025. The same area in the Essex downtown area is confirmed for this event. The car show is confirmed for Friday during festival weekend.

7.6.7 Watermelon Contest

- Kim Verbeek, Member, confirmed this event.

7.6.8 Visual Display (Fireworks)

- Joe Garon, Chair, confirmed this event.

7.6.9 Bingo

Joe Garon, Chair, confirmed this event.

7.6.10 Clash of the Voices

- Joe Garon, confirmed this event will be happening.

7.6.11 Thrill Zone

- No new updates to report.

7.6.12 Midway & Amusement Rides

- No new updates to report.

7.6.13 Escape Room

- No new updates to report.

7.6.14 Dog Show

- Joe Garon, Chair, asked committee members if they would be open to having more dog shows than last festival.

7.6.15 Wrestling

- Joe Garon, Chair, will reach out to the wrestling group to confirm.

7.7 Sip 'N Shop Wine Mixer

7.7.1 Decor/Decorations

- No new updates to report.

7.7.2 Non-Profit Beneficiary

- No new updates to report.

7.7.3 Wineries

- No new updates to report.

7.7.4 Caterer/Food Vendors

- No new updates to report.

7.7.5 BIA Vendors

- No new updates to report.

7.7.6 Hours of Operation

- No new updates to report.

7.7.7 Admission Fees

- No new updates to report.

7.7.8 Entertainment

- Joe Garon, Chair, has reached out to dueling pianos for entertainment.

7.7.9 Raffle

- No new updates to report.

7.7.10 Ticket Pricing

- No new updates to report.

7.7.11 Parking

- No new updates to report.

7.7.12 Layout

- No new updates to report.

7.8 Beer Tent

- Joe Garon, Chair, spoke to the Beer Tent company Ernabus Concessions our licensed beverage contractor and they have a strategy to go cashless this year with cash being available in case of emergency. The committee will discuss further.

7.8.1 Hours of Operation

- No new updates to report.

7.8.2 Admission

- No new updates to report.

7.8.3 Product and Pricing

- No new updates to report.

7.8.4 Bar Management

- No new updates to report.

7.8.5 Security and Crowd Control

- No new updates to report.

7.8.6 Entertainment

- No new updates to report.

7.8.7 Parking

- No new updates to report.

7.8.8 Power

- No new updates to report.

7.8.9 Layout

- No new updates to report.

7.9 Main Stage

7.9.1 Entertainment

- No new updates to report.

7.9.2 Stage Rental

- No new updates to report.

7.9.3 Production

Joe Garon, Chair, is looking to have a video background board to attract more sponsors and attractions.

7.9.4 Bar Management

- No new updates to report.

7.9.5 Security and Crowd Control

- No new updates to report.

7.9.6 Parking

- No new updates to report.

7.9.7 Power

- No new updates to report.

7.9.8 Other Rentals and Operation

- No new updates to report.

7.9.9 Layout

- No new updates to report.

7.10 Secondary Stage

7.10.1 Location

- No new updates to report.

7.10.2 Entertainment

- No new updates to report.

7.10.3 Stage Rental

- No new updates to report.

7.10.4 Production

- Joe Garon, Chair, discussed the idea of bringing a production company to allow for more attractions on this secondary stage.

7.10.5 Power

- No new updates to report.

7.10.6 Other Rentals and Operation

- No new updates to report.

8. Third Party Events

- Joe Garon, will reach out to the Horseshoe group that plays on Sundays.
- Jake Morassut, Director, Community Service, confirmed the Essex Fun Fest 5K but will need more confirmation on the route.

9. New Business

- No new updates to report.

10. Adjournment

FC25-01-13

Moved By Kim Verbeek

Seconded By Richard Tapping, Vice-Chair

That the meeting be adjourned at 7:50pm.

Carried

11. Future Meetings

- March 20, 2025 - 6pm ECSC - Barnett Meeting Room
- April 17, 2025 - 6pm ECSC - Barnett Meeting Room
- May 15, 2025 - 6pm ECSC - Barnett Meeting Room
- June 12, 2025 - 6pm ECSC - Barnett Meeting Room
- June 26, 2025 - 6pm ECSC - Barnett Meeting Room

Chair

Recording Secretary



The Corporation of the Town of Essex

Essex Municipal Heritage Committee Meeting Minutes

February 27, 2025, 5:00 pm

Location: Essex Municipal Building, 33 Talbot Street South

Present: Connie Clarkson - Chair
Richard Kokovai - Vice-Chair
Jacqueline Baldwin - Committee Member
Perry Basden - Committee Member
Laurie Kowtiuk - Committee Member
Councillor - Hammond, Rodney, Ward 4 - Committee Member

Absent: Councillor - Jason Matyi, Ward 3 - Committee Member
Linda Matyi - Committee Member
Grant Peters - Committee Member

Also Present: Cheyenne Mailloux, Heritage and Planning Intern
Marsha Buchta, 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

The Chair called the meeting to order at 5:01 p.m. Councillor Hammond arrived at 5:03 p.m.

2. Land Acknowledgement

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

3. Declarations of Conflict of Interest

There were no conflicts of interest noted at this time.

4. Adoption of Published Agenda

4.1 Essex Municipal Heritage Committee Meeting Agenda for February 27, 2025

EMHC25-02-09

Moved By Richard Kokovai - Vice-Chair

Seconded By Perry Basden

That the published agenda for the February 27, 2025 Essex Municipal Heritage Committee Meeting be adopted as presented.

Carried

5. Adoption of Minutes

5.1 Essex Municipal Heritage Committee Minutes for January 30, 2025

EMHC25-02-10

Moved By Perry Basden

Seconded By Jacqueline Baldwin

That the minutes of the Essex Municipal Heritage Committee meeting held January 30, 2025 be adopted as circulated.

Carried

6. Unfinished Business

EMHS25-02-11

Moved By Richard Kokovai - Vice-Chair

Seconded By Laurie Kowtiuk

That all reports and updates of the items listed in Agenda 6. Unfinished Business be received.

Carried

6.1 Greater Marketing and Public Education about Heritage - Ongoing

6.2 Official Plan Update - Ongoing

6.3 Heritage Grant Program - Ongoing

6.3.1 Update on the Heritage Property Tax Grant

No updates at this time.

6.4 Heritage Designation and Interpretive Plaque Program - Ongoing

6.5 Listing and Designating Properties and Heritage Districts - Ongoing

6.5.1 Update on the Rio Theatre

No information could be found at this time. Laurie Kowtiuk to investigate further.

6.5.2 Update on 136 County Road 50 West

No updates at this time.

6.5.3 Update on Essex Railway Station, 87 Station Street, Essex Centre - Ward 1

A Notice of Intention to Designate was issued, the Appeal period ends April 2, 2025.

6.5.4 Update on Carnegie Library - ECHRS Building - 18 Gordon Avenue, Essex Centre (Ward 1)

A Notice of Intention to Designate was issued, the Appeal period ends April 2, 2025.

6.6 Cemeteries

6.6.1 Update on Right of Way purchase of Ferriss Cemetery

No updates at this time.

6.7 Studies and Master Plans - Ongoing

6.8 Heritage Walking Tour and Digital Component - Ongoing

6.8.1 Jane's Walk

The Heritage Committee has applied to participate in a Jane's walk. The event will take place on April 25, 2025 from 5:15 - 6:15 p.m. in Essex Centre. We are one of 55 walks occurring around Windsor and Essex County, but we found a gap in Essex Centre. More details will be provided once they are received.

6.9 Cultural Master Plan - Ongoing

6.10 Historically Significant Name Registry - Ongoing

6.11 Cultural Heritage, Indigenous History - Ongoing

6.12 Barn Quilts - Ongoing

Ms. Connie Clarkson provided a website (trimfactory.com) we may want to contact to determine if they would be interested in subsidizing a barn quilt competition. Mr. Richard Kokovai will look further into the mdf supplier and update committee for next meeting accordingly.

6.13 Heritage Week

6.13.1 Update on Heritage Week Events / Activities

1200 English colouring books were printed and 1119 were distributed to the JK-Grade 5 students of both Public and Catholic schools throughout the Town of Essex.

275 French colouring books were printed and 251 were distributed to French / Immersion schools.

Facebook post metrics have not been received but will be provided for the next meeting in March.

The Town has received 19 responses to the Heritage Quiz.

The open house at the Canadian Transportation Museum held on Family Day, February 17, 2025 was well received.

The meeting at John R. Park Homestead with the Heritage Stakeholders held February 18, 2025 from 1:30-3:30 p.m. had 16 members attend from various organizations. Information was gathered on the types of issues Stakeholders would like addressed in both the official plan and a possible future cultural master plan. Points of interest included potential grants and tax incentives for organizations to assist with financial hardships. It was suggested that a Heritage Liaison would be beneficial to create a heritage network between the Town and Stakeholders. All organizations indicated there has been a lack of volunteers.

The meeting at John R. Park Homestead with the Heritage property owners held February 19, 2025 from 5:00-6:30 pm had 17 attendees. They would like to be able to apply for the Heritage Grant more than one

time and potentially increase the amounts awarded. There was an interest in the Heritage Tax program and plaquing opportunities. Feedback forms were provided at all events and currently one response has been received.

A representative from the Caldwell First Nations would welcome more indigenous aspects included in the Official Plan.

7. New Business

EMHC25-02-12

Moved By Richard Kokovai - Vice-Chair

Seconded By Laurie Kowtiuk

That the Committee recommend to Council that they direct Administration to investigate the property located at 146 Adelaide Street in Harrow for the possibility of Designation.

Carried

8. Adjournment

EMHC25-02-13

Moved By Perry Basden

Seconded By Councillor Hammond

That the meeting be adjourned at 5:34 p.m..

Carried

9. Future Meetings

Thursday, March 27, 2025 at 5:00 p.m. at Town Hall, Council Chambers, 33 Talbot Street South, Essex, ON.

Chair

Recording Secretary

FINANCIAL INDICATOR REVIEW

(Based on 2023 Financial Information Return)

Essex T

Date Prepared:	16-Jan-25	2023 Households:	8,390	Median Household Income:	71,936
MSO Office:	Western	2023 Population:	21,216	Taxable Residential Assessment as a	
Prepared By:	Spencer Fitzpatrick	2024 MFCI Index:	4.2	% of Total Taxable Assessment:	82.5%
Tier:	LT			Own Purpose Taxation:	19,299,701

SUSTAINABILITY INDICATORS

Indicator	Ranges	Actuals	South - LT - Counties - Rural		Level of Risk	
			Median	Average		
Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2019	3.5%	7.4%	8.4%	LOW
		2020	4.0%	7.2%	8.5%	LOW
		2021	4.3%	6.5%	7.4%	LOW
		2022	2.3%	7.1%	7.6%	LOW
		2023	2.9%	7.4%	7.9%	LOW
Net Financial Assets or Net Debt as % of Own Source Revenues	Low: > -50% Mod: -50% to -100% High: < -100%	2019	123.9%	45.7%	49.3%	LOW
		2020	142.9%	54.9%	56.8%	LOW
		2021	153.3%	54.0%	59.8%	LOW
		2022	156.7%	49.1%	53.6%	LOW
		2023	144.2%	32.1%	37.0%	LOW
Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2019	171.0%	73.3%	78.1%	LOW
		2020	180.5%	82.4%	86.7%	LOW
		2021	183.9%	86.6%	89.9%	LOW
		2022	179.2%	81.7%	87.1%	LOW
		2023	176.9%	68.1%	84.7%	LOW
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	Low: > 50% Mod: 50% to 25% High: < 25%	2019	1084.1%	410.8%	535.3%	LOW
		2020	1015.6%	456.2%	529.2%	LOW
		2021	867.7%	497.5%	581.7%	LOW
		2022	880.6%	392.6%	497.2%	LOW
		2023	657.0%	428.6%	537.5%	LOW

FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	Low: < 5% Mod: 5% to 10% High: >10%	2019	7.1%	2.6%	3.1%	MODERATE
		2020	6.4%	2.3%	3.1%	MODERATE
		2021	6.8%	2.5%	2.9%	MODERATE
		2022	6.3%	2.4%	2.8%	MODERATE
		2023	6.3%	2.7%	3.3%	MODERATE
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	2019	36.9%	44.6%	46.5%	LOW
		2020	38.2%	45.2%	46.9%	LOW
		2021	39.4%	45.9%	47.4%	LOW
		2022	40.2%	45.4%	47.5%	LOW
		2023	40.8%	45.4%	47.4%	LOW
Annual Surplus / (Deficit) as a % of Own Source Revenues	Low: > -1% Mod: -1% to -30% High: < -30%	2019	23.1%	18.7%	23.1%	LOW
		2020	29.0%	16.6%	17.1%	LOW
		2021	23.5%	16.8%	16.5%	LOW
		2022	32.9%	17.0%	17.2%	LOW
		2023	26.7%	15.4%	15.7%	LOW

 The data and information contained in this document is for informational purposes only. It is not an opinion about a municipality and is not intended to be used on its own - it should be used in conjunction with other financial information and resources available. It may be used, for example, to support a variety of strategic and policy discussions.

FINANCIAL INDICATOR REVIEW

(Based on 2023 Financial Information Return)

Essex T

NOTES

Financial Information Returns ("FIRs") are a standard set of year-end reports submitted by municipalities to the Province which capture certain financial information. On an annual basis, Ministry staff prepare certain financial indicators for each municipality, based on the information contained in the FIRs. It is important to remember that these financial indicators provide a snapshot at a particular moment in time and should not be considered in isolation, but supported with other relevant information sources. In keeping with our Financial Information Return review process and follow-up, Ministry staff may routinely contact and discuss this information with municipal officials.

Supplementary Indicators of Sustainability and Flexibility

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4.

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider the elements of sustainability and flexibility.
- Sustainability in this context may be seen as the degree to which a municipality can maintain its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others without inappropriately increasing the debt or tax burden relative to the economy within which it operates.
- Sustainability is an important element to include in an assessment of financial condition because it may help to describe a government's ability to manage its financial and service commitments and debt burden. It may also help to describe the impact that the level of debt could have on service provision.
- Flexibility is the degree to which a government can change its debt or tax level on the economy within which it operates to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Flexibility provides insights into how a government manages its finances. Increasing taxation or user fees may reduce a municipality's flexibility to respond when adverse circumstances develop if the municipality approaches the limit that citizens and businesses are willing to bear.
A municipality may temporarily use current borrowing, subject to the requirements set out in the Municipal Act to meet expenses and certain other amounts required in the year, until taxes are collected and other revenues are received. Municipal current borrowing cannot be carried over the long term or converted to long term borrowing except in very limited circumstances.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

Additional Notes on what Financial Indicators may indicate:

Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied - Shows how much of the taxes billed are not collected.

Net Financial Assets or Net Debt as % of Own Source Revenues - Indicates how much property tax and user fee revenue is servicing debt.

Reserves and Reserve Funds as a % of Municipal Expenses - Indicates how much money is set aside for future needs and contingencies.

Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities) - Indicates how much cash and liquid investments could be available to cover current obligations.

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs) - Indicates how much of each dollar raised in revenue is spent on paying down existing debt.

Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio) - Indicates how much of the assets' life expectancy has been consumed.

Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues - Indicates the municipality's ability to cover its operational costs and have funds available for other purposes (e.g. reserves, debt repayment, etc.)

The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) is used by the Ministry of Finance to calculate the "Northern and Rural Fiscal Circumstances Grant" aimed at northern as well as single and lower-tier rural municipalities. The index measures a municipality's fiscal circumstances. The MFCI is determined by six indicators: Weighted Assessment per Household, Median Household Income, Average Annual Change in Assessment (New Construction), Employment Rate, Ratio of Working Age to Dependent Population, and Per Cent of Population Above Low-Income Threshold. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. (Note: the MFCI index is only available for northern and rural municipalities)

FINANCIAL INDICATOR REVIEW

(Based on 2023 Financial Information Return)

Essex T

CALCULATIONS

Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	SLC 70 0699 01 / (SLC 26 9199 03 - SLC 72 2899 09)
Net Financial Assets or Net Debt as % of Own Source Revenues	SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
Total Reserves and Reserve Funds as a % of Municipal Expenses	(SLC 60 2099 02+SLC 60 2099 03)/(SLC 40 9910 11-SLC 12 9910 03-SLC 12 9910 07)
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01)
Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 1831 01)
Closing Amortization Balance as a % or Total Cost of Capital Assets (Asset Consumption Ratio)	SLC 51 9910 10 / SLC 51 9910 06
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	(SLC 10 2099 01 - SLC 10 1831 01) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)

MUNICIPAL FINANCIAL PROFILES

(Based on 2023 Financial Information Return)

Essex T

Essex Co

Date Prepared: January 17, 2025
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2023 FIR Load Status: Submitted Under Review
 Last Updated: August 22, 2024

2023 Households: 8,390
 2023 Population: 21,216
 2024 MFCI Index: *8 4.2

Median Household Income (2016) : *4 71,936
 2024 Annual Repayment Limit: 6,477,890
 Borrowing Capacity 7% over 10 yrs: 45,497,989

STATISTICAL INFORMATION

						2023 AVERAGES FOR:					
						South - LT - Counties - Rural	PROVINCE				
	2019 FY19	2020 FY20	2021 FY21	2022 FY22	2023 FY23			23/22 %	22/21 %	21/20 %	20/19 %
Population *3	20,427	21,300	21,216	21,216	21,216	6,647	43,437	0.0%	0.0%	-0.4%	4.3%
Households *3	8,694	8,621	8,880	8,390	8,390	3,347	17,340	0.0%	-5.5%	3.0%	-0.8%
Municipal Expenses *7	\$ 34,685,936	\$ 34,310,001	\$ 34,815,717	\$ 37,230,220	\$ 41,480,452	\$ 12,633,227	\$ 162,237,461	11.4%	6.9%	1.5%	-1.1%
Own Source Revenues	\$ 35,832,985	\$ 36,299,768	\$ 35,178,146	\$ 38,882,465	\$ 44,481,360	\$ 12,691,710	\$ 130,832,613	14.4%	10.5%	-3.1%	1.3%
Own Source Revenue per Household	\$ 4,122	\$ 4,211	\$ 3,962	\$ 4,634	\$ 5,302	\$ 3,812	\$ 4,399	14.4%	17.0%	-5.9%	2.2%
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	83.2%	81.0%	81.6%	77.6%	83.4%	78.1%	73.9%	7.4%	-4.9%	0.8%	-2.7%
Total Revenues	\$ 43,063,987	\$ 44,837,451	\$ 43,094,262	\$ 50,074,831	\$ 53,358,199	\$ 15,984,575	\$ 192,134,057	6.6%	16.2%	-3.9%	4.1%
Annual Repayment Limit	\$ 5,511,486	\$ 5,325,105	\$ 5,880,673	\$ 5,596,240	\$ 5,586,102	\$ 3,354,125	\$ 21,330,790	-0.2%	-4.8%	10.4%	-3.4%
Own Purpose Taxation	\$ 17,599,424	\$ 17,061,804	\$ 17,670,905	\$ 18,164,394	\$ 19,299,701	\$ 7,298,427	\$ 72,523,884	6.3%	2.8%	3.6%	-3.1%
Direct Water Billings as % of Gross Water Expenditures	154.1%	198.5%	130.3%	125.8%	117.3%	67.6%	64.1%				
Taxable Res. Assessment as a % of Total Taxable Assessment	82.0%	82.1%	82.3%	82.3%	82.5%	81.5%	80.4%				

DISCOUNTED WEIGHTED ASSESSMENT *1 (Source: Financial Information Return)

						2023 AVERAGES FOR:					
						South - LT - Counties - Rural	PROVINCE				
	2019	2020	2021	2022	2023						
Taxable	1,899,255,660	1,975,816,197	2,003,318,603	2,058,326,274	2,090,626,950	1,127,481,033	9,748,690,831				
PIL	23,023,916	26,063,464	23,634,039	17,909,148	25,157,112	16,617,116	129,150,513				
Total	1,922,279,576	2,001,879,661	2,026,952,642	2,076,235,422	2,115,784,062	1,144,098,150	9,877,841,344				

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RESIDENTIAL TAXES

	2019	2020	2021	2022	2023	2023 AVERAGES FOR:		23/22 %	22/21 %	21/20 %	20/19 %
						South - LT - Counties - Rural	PROVINCE				
# of Residential Households	7,953	8,006	8,191	8,191	8,234	3,543	12,180	0.5%	0.0%	2.3%	0.7%
Avg Municipal Property Taxes Per Avg Residential Household	\$ 2,438	\$ 2,534	\$ 2,619	\$ 2,663	\$ 2,775	\$ 2,722	\$ 2,787	4.2%	1.7%	3.4%	3.9%
Avg Total Property Taxes per Avg Residential Household	\$ 2,736	\$ 2,827	\$ 2,922	\$ 2,966	\$ 3,081	\$ 3,115	\$ 3,183	3.9%	1.5%	3.4%	3.3%
Avg Total Property Taxes per Avg Residential Household as a % of Median Household Income (Tax Effort)	3.8%	3.9%	4.1%	4.1%	4.3%	4.4%	4.8%				
# of Residential Households Excluding Recreational Properties (Excl. RDUs)	7,598	7,652	7,842	7,842	7,890	2,883	11,715	0.6%	0.0%	2.5%	0.7%
Avg Municipal Property Taxes Per Avg Residential Household (Excl. RDUs)	\$ 2,487	\$ 2,584	\$ 2,670	\$ 2,714	\$ 2,828	\$ 2,704	\$ 2,764	4.2%	1.7%	3.3%	3.9%
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)	\$ 2,791	\$ 2,883	\$ 2,979	\$ 3,023	\$ 3,140	\$ 3,093	\$ 3,153	3.9%	1.5%	3.3%	3.3%
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs) as a % of Median Household Income (Tax Effort)	3.9%	4.0%	4.1%	4.2%	4.4%	4.4%	4.7%				

RESIDENTIAL TAX RATES *2 (Source: Financial Information Return)

	2019	2020	2021	2022	2023	23/22 %	22/21 %	21/20 %	20/19 %
Lower / Single-Tier General Rate	0.0083267	0.0083281	0.0083312	0.0084823	0.0087216	2.8%	1.8%	0.0%	0.0%
Upper-Tier General Rate	0.0048299	0.0048705	0.0048943	0.0049676	0.0051571	3.8%	1.5%	0.5%	0.8%
Education Rate	0.0016100	0.0015300	0.0015300	0.0015300	0.0015300	0.0%	0.0%	0.0%	-5.0%

TAXES RECEIVABLE

	2019	2020	2021	2022	2023	2023 AVERAGES FOR:		23/22 %	22/21 %	21/20 %	20/19 %
						South - LT - Counties - Rural	PROVINCE				
Total Taxes Receivable less Allowance for Uncollectibles	\$ 1,106,168	\$ 1,264,252	\$ 1,385,400	\$ 745,877	\$ 1,021,687	\$ 1,043,574	\$ 5,848,492	37.0%	-46.2%	9.6%	14.3%
Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	3.5%	4.0%	4.3%	2.3%	2.9%	8.0%	8.8%				
Current Year Taxes Receivable as % of Total Taxes Receivable	75.5%	73.6%	79.7%	73.7%	69.7%	61.7%	62.5%				
Working & Contingency Reserves and Discretionary Reserve Funds as % of Current Yr Taxes Rec.	1122.6%	1032.8%	828.9%	1629.2%	924.8%	189.9%	331.7%				
Previous and Prior Years Taxes Receivable as % of Total Taxes Receivable	17.4%	22.3%	15.2%	17.5%	22.1%	27.8%	27.2%				

MUNICIPAL FINANCIAL PROFILES

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Essex Co

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GRANTS

	2019	2020	2021	2022	2023	2023 AVERAGES FOR:		23/22 %	22/21 %	21/20 %	20/19 %
						South - LT - Counties - Rural	PROVINCE				
Total Unconditional Grants	\$ 4,204,470	\$ 4,545,589	\$ 4,157,339	\$ 4,058,000	\$ 4,069,900	\$ 984,714	\$ 1,278,920	0.3%	-2.4%	-8.5%	8.1%
Ontario Municipal Partnership Fund	\$ 4,155,400	\$ 4,008,100	\$ 3,988,200	\$ 4,058,000	\$ 4,069,900	\$ 979,864	\$ 1,135,985	0.3%	1.8%	-0.5%	-3.5%
As % of Municipal Expenses	12.0%	11.7%	11.5%	10.9%	9.8%	9.4%	7.9%				
Other	\$ 49,070	\$ 537,489	\$ 169,139	\$ -	\$ -	\$ 4,850	\$ 142,935	0.0%	-100.0%	-68.5%	995.4%
Total Ontario Conditional Grants	\$ 1,247,728	\$ 906,978	\$ 1,218,276	\$ 3,430,904	\$ 963,002	\$ 1,026,745	\$ 32,961,343	-71.9%	181.6%	34.3%	-27.3%
As a % of Municipal Expenses	3.6%	2.6%	3.5%	9.2%	2.3%	8.0%	13.6%				
Total Ontario Conditional and Unconditional Grants											
As a % of Municipal Expenses	15.7%	15.9%	15.4%	20.1%	12.1%	15.9%	21.1%				

COVID - 19

COVID-19 Municipal Operating Funding Allocations - Actual

	2020	2021	TOTAL
- Phase 1 Allocation	\$ 543,800		
- Phase 2 Application Based Allocation	\$ -		
- Phase 2 2021 Allocation		\$ 230,000	
2021 Provincial COVID-19 Recovery Funding for Municipalities		\$ 441,468	
Total COVID-19 Municipal Operating Funding	\$ 543,800	\$ 671,468	\$ 1,215,268

COVID-19 Municipal Funding - Amounts Recognized

	2021	2022	2023	TOTAL
Safe Restart Agreement - Municipal Operating Funding	\$ 169,139	\$ -	\$ -	\$ 169,139
Provincial COVID-19 Recovery Funding for Municipalities	\$ -	\$ -	\$ -	\$ -
TOTAL COVID-19 MUNICIPAL OPERATING FUNDING RECOGNIZED	\$ 169,139	\$ -	\$ -	\$ 169,139
			Funding not recognized:	\$ 1,046,129
Safe Restart Agreement - Public Transit Funding	\$ -	\$ -	\$ -	\$ -
Social Services Relief Fund (SSRF)	\$ -	\$ -	\$ -	\$ -

* Note: Because a municipality has recognized all of their funding, does not necessarily mean that they have used all of their funding. Some may still be in a reserve / reserve fund.

	2021	2022	2023
Total COVID-19 Expenses as reported on SLC 42 6009 01	\$ 169,139	\$ 508,640	\$ -

TOTAL DEBT BURDEN

	2019	2020	2021	2022	2023	2023 AVERAGES FOR:		23/22 %	22/21 %	21/20 %	20/19 %
						South - LT - Counties - Rural	PROVINCE				
Total Debt Burden	\$ 18,748,371	\$ 16,818,153	\$ 17,885,404	\$ 18,010,218	\$ 17,950,943	\$ 4,609,447	\$ 75,048,775	-0.3%	0.7%	6.3%	-10.3%
Per Household	\$ 2,156	\$ 1,951	\$ 2,014	\$ 2,147	\$ 2,140	\$ 1,370	\$ 1,526	-0.3%	6.6%	3.2%	-9.5%
Debt Servicing Cost	\$ 3,074,041	\$ 2,876,958	\$ 2,914,256	\$ 3,162,177	\$ 3,386,374	\$ 567,081	\$ 7,673,152	7.1%	8.5%	1.3%	-6.4%
Per Household	\$ 354	\$ 334	\$ 328	\$ 377	\$ 404	\$ 157	\$ 196	7.1%	14.8%	-1.7%	-5.6%

MUNICIPAL FINANCIAL PROFILES

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As a % of Municipal Expenses	8.9%	8.4%	8.4%	8.5%	8.2%	3.8%	3.6%
As a % of Own Purpose Taxation	17.5%	16.9%	16.5%	17.4%	17.5%	7.1%	6.9%
As a % of Own Source Revenue	8.6%	7.9%	8.3%	8.1%	7.6%	4.2%	4.3%
As a % of Total Revenues (Less Donated TCAs)	7.1%	6.4%	6.8%	6.3%	6.3%	3.3%	3.1%
Debt Service Coverage Ratio (Target: Ratio >= 2)	5	6	6	6	6	45	33

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LIABILITIES (Including Post-Employment Benefits)

	2019	2020	2021	2022	2023	2023 AVERAGES FOR:		23/22 %	22/21 %	21/20 %	20/19 %
						South - LT - Counties - Rural	PROVINCE				
Temp. Loans for Current Purposes as % of Municipal Expenses	0.0%	0.0%	0.0%	0.0%	0.0%	0.4%	0.8%				
Post-Employment Benefits	\$ 4,436,721	\$ 4,467,005	\$ 4,497,060	\$ 4,533,830	\$ 4,528,254	\$ 171,898	\$ 30,987,414	-0.1%	0.8%	0.7%	0.7%
Total Reserves and Reserve Funds for Post-Employment Benefits	\$ 252,311	\$ 267,421	\$ 260,047	\$ 244,137	\$ 501,877	\$ 34,177	\$ 6,366,089	105.6%	-6.1%	-2.8%	6.0%

RESERVES AND RESERVE FUNDS

	2019	2020	2021	2022	2023	2023 AVERAGES FOR:		23/22 %	22/21 %	21/20 %	20/19 %
						South - LT - Counties - Rural	PROVINCE				
Total Reserves	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ 6,451,987	\$ 38,349,650	0.0%	-100.0%	0.0%	0.0%
Total Discretionary Reserve Funds	\$ 58,325,422	\$ 60,917,888	\$ 63,025,566	\$ 66,705,085	\$ 73,387,557	\$ 4,223,105	\$ 64,666,380	10.0%	5.8%	3.5%	4.4%
Total Reserves and Discretionary Reserve Funds	\$ 59,325,422	\$ 61,917,888	\$ 64,025,566	\$ 66,705,085	\$ 73,387,557	\$ 10,675,091	\$ 103,016,031	10.0%	4.2%	3.4%	4.4%
Per Household	\$ 6,824	\$ 7,182	\$ 7,210	\$ 7,951	\$ 8,747	\$ 3,274	\$ 3,619	10.0%	10.3%	0.4%	5.3%
As a % of Total Taxes Receivable	5231.8%	4792.3%	4530.6%	8622.2%	6992.9%	1249.4%	1661.5%				
As a % of Municipal Expenses	171.0%	180.5%	183.9%	179.2%	176.9%	84.9%	75.6%				
As a % of Own Purpose Taxation	337.1%	362.9%	362.3%	367.2%	380.3%	143.0%	134.9%				

FINANCIAL ASSETS

	2019	2020	2021	2022	2023	2023 AVERAGES FOR:		23/22 %	22/21 %	21/20 %	20/19 %
						South - LT - Counties - Rural	PROVINCE				
Net Financial Assets or Net Debt as a % of Total Revenues (Less Donated TCAs)	103.1%	115.7%	125.2%	121.7%	120.2%	30.1%	32.4%				
Net Financial Assets or Net Debt as a % of Own Source Revenues	123.9%	142.9%	153.3%	156.7%	144.2%	37.8%	40.7%				
Net Working Capital as a % of Municipal Expenses	163.7%	179.1%	186.6%	190.4%	181.5%	90.0%	71.2%				
Net Book Value of Capital Assets as a % of Cost of Capital Assets	61.2%	60.7%	61.2%	61.2%	61.3%	53.9%	55.1%				
Asset Sustainability Ratio (Target: > 90%)	58.2%	113.7%	112.8%	149.0%	179.3%	186.7%	204.7%				
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	36.9%	38.2%	39.4%	40.2%	40.8%	47.6%	47.4%				

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SURPLUS / DEFICIT

	2019	2020	2021	2022	2023	2023 AVERAGES FOR:		23/22 %	22/21 %	21/20 %	20/19 %
						South - LT - Counties - Rural	PROVINCE				
Annual Surplus / (Deficit) (Less Donated TCAs)	\$ 8,292,304	\$ 10,515,945	\$ 8,251,643	\$ 12,782,167	\$ 11,859,382	\$ 2,970,691	\$ 22,870,192	-7.2%	54.9%	-21.5%	26.8%
Annual Surplus / (Deficit) (Less Donated TCAs) Adjusted for Ontario Budget Reg. 284/09)	\$ 12,791,570	\$ 14,995,115	\$ 13,160,370	\$ 17,307,645	\$ 16,330,934	\$ 3,933,122	\$ 36,688,034	-5.6%	31.5%	-12.2%	17.2%
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	23.1%	29.0%	23.5%	32.9%	26.7%	15.7%	18.1%				
Current Ratio (Target: >= 100%)	1182.1%	1096.8%	933.9%	987.8%	728.7%	717.7%	601.8%				

OTHER INDICATORS

	2019	2020	2021	2022	2023	2023 AVERAGES FOR:	
						South - LT - Counties - Rural	PROVINCE
Rates Coverage Ratio (Target: >=40%)	96.3%	95.0%	95.0%	98.0%	93.6%	78.1%	73.9%
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	1084.1%	1015.6%	867.7%	880.6%	657.0%	538.79%	446.70%
Operating Balance as a % of Total Revenues (Less Donated TCAs)*5	19.3%	23.5%	19.1%	25.5%	22.2%	13.1%	13.9%
Cumulative Annual Growth Rate *6	2.3%	4.8%	1.1%	2.8%	-0.6%	0.5%	0.6%
Interest Payments as a % of Total Revenues (Less Donated TCAs)	1.7%	1.5%	1.4%	1.3%	1.2%	0.9%	0.8%

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VULNERABILITY MEASURES

	2019	2020	2021	2022	2023	2023 AVERAGES FOR:		7.4%	-4.9%	0.8%	-2.7%
						South - LT - Counties - Rural	PROVINCE				
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	83.2%	81.0%	81.6%	77.6%	83.4%	78.1%	73.9%				
Own Source Revenue per Household	\$ 4,122	\$ 4,211	\$ 3,962	\$ 4,634	\$ 5,302	\$ 3,812	\$ 4,399	14.4%	17.0%	-5.9%	2.2%
Avg Municipal Property Taxes Per Avg Residential Household as a % of Median Household Income (Tax Effort)	\$ 2,438	\$ 2,534	\$ 2,619	\$ 2,663	\$ 2,775	\$ 2,722	\$ 2,787	4.2%	1.7%	3.4%	3.9%
	3.8%	3.9%	4.1%	4.1%	4.3%	4.4%	4.8%				

SUPPLEMENTARY INDICATORS OF SUSTAINABILITY, FLEXIBILITY AND VULNERABILITY

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4:

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider, at a minimum, the elements of sustainability, flexibility and vulnerability.
- Vulnerability in this context may be seen as the degree to which a municipality is dependent on sources of funding outside its control or influence or is exposed to risks that could impair its ability to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Vulnerability is an important element of financial condition because it provides insights into a municipality's reliance on funding sources outside its direct control or influence and its exposure to risks. A municipality whose vulnerability is relatively low has greater control over its financial condition.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

ADDITIONAL NOTES ON WHAT FINANCIAL MEASURES MAY INDICATE:

Own Source Revenue as a % of Total Revenues (Less TCAs)

Indicates the extent to which a municipality has a high proportion of revenues for its own sources, reducing its impact to a change in transfers from other levels of government.

Own Source Revenue per Household

Indicates the demand for resources and the municipality's ability and willingness to provide resources.

Average Municipal Property Taxes per Average Residential Household

Indicates the level of taxes on residential households for municipal purposes.

Average Municipal Property Taxes per Average Residential Household as a % of Average Household Income

Indicates the portion of a ratepayer's income used to pay municipal property taxes.

MUNICIPAL FINANCIAL PROFILES

(Based on 2023 Financial Information Return)

Essex T

Essex Co

Date Prepared: January 17, 2025
 MSO Office: Western
 Prepared By: Spencer Fitzpatrick

2023 FIR Load Status: Submitted Under Review
 Last Updated: August 22, 2024

2023 Households: 8,390
 2023 Population: 21,216
 2024 MFCI Index: *8 4.2

Median Household Income (2016) : *4 71,936
 2024 Annual Repayment Limit: 6,477,890
 Borrowing Capacity 7% over 10 yrs: 45,497,989

*The data and information contained in this document is for informational purposes only. Any use of the data and information in this document should be done by qualified individuals.
 This information is not intended to be used on its own and should be used in conjunction with other financial information and resources available.*

NOTES

- 1* 2019, 2020, 2021, 2022 and 2023 assessment uses phase-in assessment based on 2016 property values.
- 2* Average tax rates are calculated where necessary when amalgamations occur.
- 3* Household and Population data are as reported by the municipality on Schedule 02 of the FIR.
- 4* Median Household Income - Source: Ministry of Finance
- 5* Total Revenues include revenues from other municipalities.
- 6* The Cumulative Annual Growth Rate has been measured over a three year period. Infrastructure Ontario uses a five year period.
- 7* Total Municipal Expenses exclude amounts for other municipalities
- 8* MFCI index - Source: Ministry of Finance (2024 OMPF Calculation). This index is available for northern and rural municipalities only.

NUMBER OF MUNICIPALITIES IN COMPARISON GROUPS

	South - LT - Counties -Rural	Province
2019	146	444
2020	146	443
2021	146	440
2022	144	437
2023	99	327

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CALCULATIONS

STATISTICAL INFORMATION

Population *3	SLC 02 0041 01
Households *3	SLC 02 0040 01
Municipal Expenses *7	SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07
Own Source Revenues	SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04
Own Source Revenue per Household	Own Source Revenues / SLC 02 0040 01
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	Own Source Revenues / (SLC 10 9910 01 - SLC 10 1831 01)
Total Revenues	SLC 10 9910 01
Annual Repayment Limit	The annual repayment limit is calculated annually as per Ontario regulation 403/02. To view the full calculation of the annual repayment limit, please go to the FIR website. https://efis.fma.csc.gov.on.ca/fir/ViewARL.htm
Own Purpose Taxation	ARLs for all municipalities (except the City of Toronto) are posted here as they are made available.
Direct Water Billings as % of Gross Water Expenditures	SLC 10 0299 01
Taxable Res. Assessment as a % of Total Taxable Assessment	(SLC 12 0831 04 + SLC 12 0832 04) / (SLC 40 0831 11 + SLC 40 0832 11) SLC 26 0010 17 / SLC 26 9199 17

DISCOUNTED WEIGHTED ASSESSMENT *1 (Source: Financial Information Return)

Taxable	SLC 26 9199 17
PIL	SLC 26 9299 17
Total	SLC 26 9199 17 + SLC 26 9299 17

RESIDENTIAL TAXES

of Residential Households
 Avg Municipal Property Taxes Per Avg Residential Household
 Avg Total Property Taxes per Avg Residential Household
 Avg Total Property Taxes per Avg Residential Household as a % of Median Household Income (Tax Effort)

Residential CVA and corresponding household counts are provided by OPTA (excludes the City of Toronto). Residential assessment includes: Single Family, 2 - 6 Units, Farm Residential and Recreational (where included). Note: does not include vacant land.

If labeled (Excl. RDUs) Recreational units are excluded.

An average household assessment is calculated by taking the sum of the CVA for these residential groups divided by the corresponding households.

of Residential Households Excluding Recreational Properties (Excl. RDUs)
 Avg Municipal Property Taxes Per Avg Residential Household (Excl. RDUs)
 Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)
 Avg Total Property Taxes per Avg Residential Household (Excl. RDUs) as a % of Median Household Income (Tax Effort)

An estimated tax rate for each tier (i.e. lower tier, upper tier and school) is applied to the average household assessment to calculate the averages taxes per household by tier. (the estimated tax rates are provided by OPTA).

MUNICIPAL FINANCIAL PROFILES

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RESIDENTIAL TAX RATES *2 (Source: Financial Information Return)

Lower / Single-Tier General Rate SLC 22 0010 12 / SLC 22 0010 16
 Upper-Tier General Rate SLC 22 0010 13 / SLC 22 0010 16
 Education Rate SLC 22 0010 14 / SLC 22 0010 16

TAXES RECEIVABLE

Total Taxes Receivable less Allowance for Uncollectibles SLC 70 0699 01
 Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied SLC 70 0699 01 / (SLC 26 9199 03 - SLC 72 2899 09)
 Current Year Taxes Receivable as % of Total Taxes Receivable SLC 70 0610 01 / (SLC 70 0690 01 + SLC 70 0699 01)
 Working Fund Reserves & Contingency Funds as % of Current Yr Taxes Rec. (SLC 60 5010 02 + SLC 60 5020 03) / SLC 70 0610 01
 Previous and Prior Years Taxes Receivable as % of Total Taxes Receivable (SLC 70 0620 01 + SLC 70 0630 01) / (SLC 70 0699 01 + SLC 70 0690 01)

GRANTS

Total Unconditional Grants SLC 10 0699 01
 Ontario Municipal Partnership Fund SLC 10 0620 02
 As % of Municipal Expenses SLC 10 0620 01 / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
 Other SLC 10 0699 01 - SLC 10 0620 01
 Total Ontario Conditional Grants SLC 10 0810 01 + SLC 10 0815 01
 As a % of Municipal Expenses (SLC 10 0810 01 + SLC 10 0815 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
 Total Ontario Conditional and Unconditional Grants
 As a % of Municipal Expenses (SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)

COVID - 19

COVID-19 Municipal Operating Funding Allocations - Actual

- Phase 1 Allocation Phase 1 Allocations - Actual
 - Phase 2 Application Based Allocation Phase 2 Application Based Allocations - Actual
 - Phase 2 2021 Allocation Phase 2 2021 Allocations - Actual
 2021 Provincial COVID-19 Recovery Funding for Municipalities 2021 Provincial COVID-19 Recovery Funding for Municipalities Allocations - Actual
 Total COVID-19 Municipal Operating Funding Phase 1 Allocations + Phase 2 Application Based Allocations + Phase 2 2021 Allocations
 + 2021 Provincial COVID-19 Recovery Funding for Municipalities Allocations

COVID-19 Municipal Funding - Amounts Recognized

Safe Restart Agreement - Municipal Operating Funding SLC 10 0626 01
 Provincial COVID-19 Recovery Funding for Municipalities SLC 10 0629 01
 TOTAL COVID-19 MUNICIPAL OPERATING FUNDING RECOGNIZED SLC 10 0626 01 (FY20) + SLC 10 0626 01 (FY21) + SLC 10 0629 01 (FY21)

Funding not recognized:

Total COVID-19 Municipal Operating Funding - Total COVID-19 Municipal Operating Funding Recognized
 Safe Restart Agreement - Public Transit Funding SLC 10 0627 01
 Social Services Relief Fund (SSRF) SLC 10 0628 01
 Total COVID-19 Expenses as reported on SLC 42 6009 01 SLC 42 6009 01

TOTAL DEBT BURDEN

Total Debt Burden SLC 74 9910 01
 Per Household SLC 74 9910 01 / SLC 02 0040 01
 Debt Servicing Cost SLC 74 3099 01 + SLC 74 3099 02
 Per Household (SLC 74 3099 01 + SLC 74 3099 02) / SLC 02 0040 01

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As a % of Municipal Expenses (SLC 74 3099 01 + SLC 74 3099 02) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
 As a % of Own Purpose Taxation (SLC 74 3099 01 + SLC 74 3099 02) / SLC 10 0299 01
 As a % of Own Source Revenue (SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
 As a % of Total Revenues (Less Donated TCAs) (SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 1831 01)
 Debt Service Coverage Ratio (Target: Ratio >= 2) (SLC 10 9910 01 - SLC 40 9910 11 + SLC 40 9910 02 + SLC 40 9910 16) / (SLC 74 3099 01 + SLC 74 3099 02)

MUNICIPAL FINANCIAL PROFILES

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LIABILITIES (Including Post-Employment Benefits)

Temp. Loans for Current Purposes as % of Municipal Expenses SLC 70 2010 01 / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
 Post-Employment Benefits SLC 70 2899 01
 Total Reserves and Reserve Funds for Post-Employment Benefits SLC 60 5060 02 + SLC 60 5060 03 + SLC 60 5070 02 + SLC 60 5070 03 + SLC 60 5080 02 + SLC 60 5080 03 + SLC 60 5090 02 + SLC 60 5090 03

RESERVES AND RESERVE FUNDS

Total Reserves SLC 60 2099 03
 Total Discretionary Reserve Funds SLC 60 2099 02
 Total Reserves and Discretionary Reserve Funds SLC 60 2099 02 + SLC 60 2099 03
 Per Household (SLC 60 2099 02 + SLC 60 2099 03) / SLC 02 0040 01
 As a % of Total Taxes Receivable (SLC 60 2099 02 + SLC 60 2099 03) / (SLC 70 0699 01 + SLC 70 0690 01)
 As a % of Municipal Expenses (SLC 60 2099 02 + SLC 60 2099 03) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
 As a % of Own Purpose Taxation (SLC 60 2099 02 + SLC 60 2099 03) / SLC 20 0299 01

FINANCIAL ASSETS

Net Financial Assets or Net Debt as a % of Total Revenues (Less Donated TCAs) SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 1831 01)
 Net Financial Assets or Net Debt as a % of Own Source Revenues SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
 Net Working Capital as a % of Municipal Expenses (SLC 70 0299 02 + SLC 70 0499 01 + SLC 70 0699 01 + SLC 70 0830 01 + SLC 70 0835 01 + SLC 70 6250 01 + SLC 70 6260 01 + SLC 70 2010 01 + SLC 70 2299 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
 Net Book Value of Capital Assets as a % of Cost of Capital Assets (SLC 70 6210 01 - SLC 51 2005 11 - SLC 51 2205 11) / (SLC 51 9910 06 - SLC 51 2005 11 - SLC 51 2205 11)
 Asset Sustainability Ratio (Target: > 90%) SLC 51 9910 03 / SLC 51 9910 08
 Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio) SLC 51 9910 10 / SLC 51 9910 06

SURPLUS / DEFICIT

Annual Surplus / (Deficit) (Less Donated TCAs) SLC 10 2099 01 - SLC 10 1831 01
 Annual Surplus / (Deficit) (Less Donated TCAs) Adjusted for Ontario Budget Reg. 284/09 SLC 10 2099 01 - SLC 10 1831 01 + SLC 40 9910 16 + (SLC 70 2799 01 (CY) - SLC 70 2799 01 (PY)) + (SLC 70 2899 01 (CY) - SLC 70 2899 01 (PY)) - SLC 74 3099 01 (CY = CURRENT YEAR, PY = PREVIOUS YEAR)
 Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues (SLC 10 2099 01 - SLC 10 1831 01) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
 Current Ratio (Target: >= 100%) (SLC 70 9930 01 - SLC 70 0829 01 - SLC 70 0845 01 - SLC 70 0898 01) / (SLC 70 2099 01 + SLC 70 2299 01)

OTHER INDICATORS

Rates Coverage Ratio (Target: >=40%) (SLC 10 0299 01 + SLC 10 1299 01 + SLC 10 1880 01 + SLC 10 1885 01) / SLC 40 9910 01
 Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities) SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01)
 Operating Balance as a % of Total Revenues (Less Donated TCAs)¹⁵ (SLC 10 9910 01 - SLC 40 9910 07) / (SLC 10 9910 01 - SLC 10 1831 01)
 Cumulative Annual Growth Rate¹⁶ ((SLC 10 9910 01 (CY) / SLC 10 9910 01 (CY - 3) ^ (1/3) - 1) - ((SLC 40 9910 07 (CY) / SLC 40 9910 07 (CY - 3) ^ (1/3) - 1))
 Interest Payments as a % of Total Revenues (Less Donated TCAs) SLC 74 2099 02 / (SLC 10 9910 01 - SLC 10 1831 01)

The Corporation of the Town of Essex

By-Law Number 2433

Being a by-law to confirm the proceedings of the
March 17, 2025, 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 March 17, 2025, 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 March 17, 2025, 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 March 17, 2025.

Mayor

Clerk

Read a third time and finally passed on April 7, 2025.

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 2436

Being a by-law to confirm the proceedings of the
April 7, 2025, 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;

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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 April 7, 2025, 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 April 7, 2025, 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 April 7, 2025.

Mayor

Clerk

Read a third time and finally passed on April 22, 2025.

Mayor

Clerk